

PARTICULAR SPECIFICATION PS.G05

**Employment of Qualified Tradesmen and Intermediate Tradesmen
by Contractors**

Particular Specification for Employment of Qualified Tradesmen and Intermediate Tradesmen by Contractors

1. The minimum number of Qualified Tradesmen and Intermediate Tradesmen to be employed by the Contractor in accordance with SCC23 shall be calculated in accordance with the following stated percentages of the total local workforce on the Site (i.e. excluding those labour who are imported with the approval of the Director of Immigration) at any time in each of the following specified trades and rounded up to the nearest whole number :

(a) Building and civil Engineering Trades

Specified Trade	Minimum Percentage of Qualified Tradesmen	Minimum Percentage of Qualified Tradesmen plus Intermediate Tradesmen
Asphalter (Other Construction) (C301)	20%	20%
Asphalter (Roadworks) (C302)	5%	5%
Bamboo Scaffolder (C303)	60%	80%
Bar Bender and Fixer (C304)	35%	55%
Bricklayer (C305)	60%	75%
Carpenter (Fender) (C306)	5%	5%
Carpenter (Formwork) (C307)	40%	60%
Concretor (C309)	30%	60%
Construction Plant Mechanic (C310)	20%	20%
Drainlayer (C314)	20%	20%
General Welder (C318)	60%	70%
Ground Investigation Operator/Driller/Borer (C320)	80%	80%
Joiner (C322)	40%	60%
Leveller (C323)	60%	70%
Marble Worker (C324)	60%	70%
Marine Construction Plant Operator (C325)	5%	5%
Metal Scaffolder (C327)	30%	30%
Metal Worker (C328)	30%	50%
Painter and Decorator (C329)	55%	75%
Piling Operative (C330)	40%	40%
Pipelayer (C331)	20%	20%
Plant and Equipment Operator (Piling) (C335)	40%	40%
Plasterer (C337)	45%	70%
Plumber (C338)	55%	70%
Shotcretor (C342)	10%	10%
Tiler (C347)	55%	70%
Window Frame Installer (C350)	20%	40%

(b) Electrical and Mechanical Trades

Specified Trade	Minimum Percentage of Qualified Tradesmen	Minimum Percentage of Qualified Tradesmen plus Intermediate Tradesmen
Electrician/Electrical Fitter (E305)	30%	40%
Building Services Mechanic (E302)	0% **	20%
Fire Services Mechanic (E306)	0% **	20%
Lift Electrician (E308) ^{##}	10%	15%
Lift Mechanic (E309) ^{##}	10%	15%
Mechanical Fitter (E310)	10%	20%
Refrigeration/Air-Conditioning/ Ventilation Mechanic (E314)	10%	20%
Sheet Metal Worker (E315)	0% **	20%

** As advised by VTC that there is no specific Trade Test Certificate issued up to 31.3.2002 on these trades.

"Competent Lift Worker" as defined under Cap. 327 of Lifts and Escalators (Safety) Ordinance will be accepted as equivalent to "qualified lift electrician" and "qualified lift mechanic" pending the completion of the legislative procedures on registration.

- Job descriptions of the specified trades shall be as shown in the Final Report for the Review of Trade Classification in the Construction Industry published by the Development Bureau.
- Trade test certificates, certificates of completion of apprenticeship and intermediate trade test certificates are relevant if they are in trades or types of work specified in the following table:

(a) Qualified Tradesmen

Specified Trade	Relevant Trade Test Certificate (issued either jointly or separately by Vocational Training Council (VTC) & Construction Industry Council Training Academy (CICTA))	Relevant Certificate of Completion of Apprenticeship
**Asphalter (Other Construction)	Asphalter (Waterproofing)	Not available
Asphalter (Roadworks)	Asphalter (Road Construction)	Not available
Bamboo Scaffolder	Bamboo Scaffolder	Bamboo Scaffolder
Bar Bender and Fixer	Bar Bender and Fixer	Not available
Bricklayer	Bricklayer	Bricklayer/Plasterer/Tiler
Carpenter (Fender)	Carpenter (Fender)	Not available

Specified Trade	Relevant Trade Test Certificate (issued either jointly or separately by Vocational Training Council (VTC) & Construction Industry Council Training Academy (CICTA))	Relevant Certificate of Completion of Apprenticeship
Carpenter (Formwork)	Carpenter, Carpenter (Formwork), Carpenter (Formwork–Building Construction) or Carpenter (Formwork–Civil Construction)	Carpenter/Joiner or Carpenter (Formwork)
Concretor	Concretor	Not available
Construction Plant Mechanic	Construction Plant Mechanic	Construction Plant Mechanic
Drainlayer	Drainlayer	Not available
General Welder	General Welder	Not available
Ground Investigation Operator/Driller/Borer	Ground Investigation Operator	Not available
Joiner	Joiner	Carpenter/Joiner
Leveller	Leveller	Leveller
Marble Worker	Marble Worker	Marble Worker
Marine Construction Plant Operator	Marine Construction Plant Operator	Not available
Metal Scaffolder	Metal Scaffolder	Not available
Metal Worker	Metal Worker	Metal Worker
Painter and Decorator	Painter and Decorator	Painter/Decorator/Sign Writer
Piling Operative (Piling)	Piling Operative (H-Pile) or Piling Operative (Bored Pile)	Not available
Pipelayer	Pipelayer	Not available
Plant and Equipment Operator	Plant and Equipment Operator (H-Pile) or Plant and Equipment Operator (Bored Pile)	Not available
Plasterer	Plasterer	Bricklayer/Plasterer/Tiler
Plumber	Plumber	Plumber
Shotcretor	Shotcretor	Not available
Tiler	Tiler	Bricklayer/Plasterer/Tiler
Window Frame Installer	Window Frame Installer	Not available
Electrician/Electrical Fitter	Electrician (issued by VTC)	Electrical, Electrician or Electrical Fitter
Building Services Mechanic	Not Applicable	Building Services Mechanic
Fire Services Mechanic	Not Applicable	Fire Services Mechanic
Lift Electrician	Not Applicable	Lift Electrician
Lift Mechanic	Not Applicable	Lift Mechanic
Mechanical Fitter	Mechanical Fitter (issued by VTC)	Mechanical, Mechanical Fitter
Refrigeration/ Air-Conditioning/ Ventilation Mechanic	Refrigeration/Air-Conditioning/ Ventilation Mechanic (issued by VTC)	Air-Conditioning, Refrigeration/ Air-Conditioning/ Ventilation Mechanic
Sheet Metal Worker	Not Applicable	Sheet Metal Worker

(b) Intermediate Tradesmen

Specified Trade	Relevant Intermediate Trade Certificate	
	Trade or Type of Work	Issued by
Bamboo Scaffolder	Bamboo Scaffolder	CICTA
Bar Bender and Fixer	Bar Bender and Fixer	CICTA
Bricklayer	Bricklayer	CICTA
Carpenter (Formwork)	Carpenter, Carpenter (Formwork), Carpenter (Formwork–Building Construction) or Carpenter (Formwork–Civil Construction)	CICTA
Concretor	Concretor	CICTA
Construction Plant Mechanic	Construction Plant Mechanic	CICTA
General Welder	General Welder	CICTA
Joiner	Joiner	CICTA
Leveller	Leveller	CICTA
Marble Worker	Marble Worker	CICTA
Metal Worker	Metal Worker	CICTA
Painter and Decorator	Painter and Decorator or Painter (Texture-Spray)	CICTA
Plasterer	Plasterer	CICTA
Plumber	Plumber	CICTA
Tiler	Tiler	CICTA
Window Frame Installer	Window Frame Installer	CICTA
Electrician/Electrical Fitter	Electrical Work	VTC
Building Services Mechanic	Any one of the following : Electrical Work, Sheet Metal Work, Mechanical Fitting, Pipe Works (E&M) or Welding (E&M)	VTC
Fire Services Mechanic	Any one of the following : Electrical Work, Mechanical Fitting or Pipe Works (E&M)	VTC
Lift Electrician	Electrical Work	VTC
Lift Mechanic	Mechanical Fitting	VTC
Mechanical Fitter	Mechanical Fitting	VTC
Refrigeration / Air-Conditioning / Ventilation Mechanic	Any one of the following : Electrical Work, Sheet Metal Work, Mechanical Fitting, Pipe Works (E&M) or Welding (E&M)	VTC
Sheet Metal Worker	Sheet Metal Work	VTC

4. For the purpose of complying with the requirements set out in paragraph 1(b) above, Qualified Tradesmen of the other related E&M trades can also be counted as Intermediate Tradesmen for specific trade as set out below:

Specified Trade for Intermediate Tradesmen	Qualified Tradesmen of related trades
Electrician/Electrical Fitter	Lift Electrician
Lift Electrician	Electrician/Electrical Fitter
Building Services Mechanic	Any one of the following except the specified trade for Intermediate Tradesmen: Electrician/Electrical Fitter, Building Services Mechanic, Fire Services Mechanic, Lift Electrician, Lift Mechanic, Mechanical Fitter, Refrigeration/Air-Conditioning/Ventilation Mechanic or Sheet Metal Worker
Fire Services Mechanic	
Lift Mechanic	
Mechanical Fitter	
Refrigeration/Air-Conditioning/Ventilation Mechanic	
Sheet Metal Worker	

5. The Contractor shall keep daily records of the names and trades of the Qualified Tradesmen and Intermediate Tradesmen working at the Site and shall make such records available for inspection by the Architect's Representative as required.
6. The Day of Checking is defined as the 15th of each month or the subsequent working day if the 15th is a General Holiday. The Contractor shall submit to the Architect's Representative, within 3 days (General Holiday not to be counted) from and including the Day of Checking, a name list of the Qualified Tradesmen and Intermediate Tradesmen working at the Site in the morning of the Day of Checking. The List shall be submitted in the forms shown in the attached Appendix A of this Particular Specification. The Contractor shall also direct the workers to sign against their names on the forms in Appendix A. In addition, the Contractor shall send pages PS.G05/A2 and PS.G05/A3 (in Excel format) of the completed forms direct to the CICTA by e-mail (E-mail address: VERIFY@cita.edu.hk) on the same day of the submission to the Architect's Representative. Likewise completed forms should be sent to VTC by e-mail (E-mail address: aputtr@vtc.edu.hk) and to EMSD (E-mail address: contract@emsd.gov.hk), if applicable. The submission of this information in electronic format is to facilitate CICTA /VTC /EMSD in processing the submitted forms. Checking for compliance with the contractual requirements is based on the hard copies of the submitted forms. Submission of the forms in Appendix A will not be required after the issue of the Certificate of Completion.
7. Random site checks will be carried out by the Architect's site supervisory staff on the workers working on Site. The Contractor shall ensure that all Qualified Tradesmen and Intermediate Tradesmen will be able to produce their trade test certificates, intermediate trade test certificates, trade test certification cards, intermediate trade test certification cards, certificates of completion of apprenticeship or registration certificates under the Electricity Ordinance (Cap. 406) upon request.

Employment of Qualified Tradesmen and Intermediate Tradesmen by Contractors of Public Works Contracts

Checking of Compliance for the Month of : _____

Date of Checking : _____

Department : _____

Contract No. : SS T320 _____

Contract Title : Construction of Local Open Space at Chung Yee Street, Kowloon City District _____

Name of Contractor : _____

The name lists of Qualified Tradesmen and Intermediate Tradesmen and other required information (total ____ pages including this page) are hereby submitted.

Signed for and on behalf of Contractor :

Date: (name and designation)
D / M / Y

Name List of Qualified Tradesmen (Building and Civil Engineering Trades) for Contract No. SS T320

Specified Trade	Name of Qualified Tradesmen (See Note 1)	Identity Card No.	Signature of Qualified Tradesmen	Qualification of Qualified Tradesmen (see Note 2)		Verification by CICTA and VTC (for CICTA's and VTC's use only) (see note 3)		
						(please tick one column only)		Remarks (see note 4)
				Trade Test	Apprentice	Qualified Tradesmen	not Qualified Tradesmen	

- Note :
1. The name must be the full name appeared on the Identity Card. No duplication of names on the name lists of other contracts is allowed.
 2. Tick the column "Trade Test" if the Qualified Tradesman has obtained the relevant trade test certificate.
Tick the column "Apprentice" if the Qualified Tradesman has obtained the relevant certificate of completion of apprenticeship.
 3. Qualified Tradesman who has obtained the relevant trade test certificate should be verified by CICTA.
Qualified Tradesman who has obtained the relevant certificate of completion of apprenticeship should be verified by VTC.
 4. Duplication of the same person on name lists of other contracts (state the contract no.) should be stated in the Remarks column.

Name List of Qualified Tradesmen (E & M Trades) for Contract No. SS T320

Specified Trade	Name of Qualified Tradesmen (see note 1)	Identity Card No.	Signature of Qualified Tradesmen	Qualification of Qualified Tradesmen (see note 2, 3, 4 & 5)			Verification by VTC or EMSD (for VTC's or EMSD's use only) (see note 6 & 7)			
				Trade Test	Apprentice		Registered Electrical Worker	(please tick one column only)		Remarks (see note 8)
					Government	Registered		Qualified Tradesmen	not Qualified Tradesmen	

Note :

1. The name must be the full name appeared on the Identity Card. No duplication of names on the name lists of other contracts is allowed.
2. Tick the column "Trade Test" if the Qualified Tradesman has obtained the relevant trade test certificate.
3. Tick the column "Apprentice" (Government) if the Qualified Tradesman has obtained the relevant certificate of completion of apprenticeship issued by the Government of the Hong Kong Special Administrative Region.
4. Tick the column "Apprentice" (Registered) if the Qualified Tradesman has obtained the relevant certificate of completion of apprenticeship issued under the Apprenticeship Ordinance (Cap. 47).
5. Tick the column "Registered Electrical Worker" if the Qualified Tradesman is a registered electrical worker registered under Section 30 of the Electricity Ordinance.
6. Qualified Tradesman who has obtained the relevant trade test certificate or the relevant certificate of completion of apprenticeship issued under the Apprenticeship Ordinance (Cap.47) shall be verified by the VTC.
7. Qualified Tradesman who is a registered electrical worker registered under Section 30 of the Electricity Ordinance or who has obtained the relevant certificate of completion of apprenticeship issued by the Government of the Hong Kong Special Administrative Region shall be verified by EMSD.
8. Duplication of the same person on name lists of other contracts (state the contract no.) should be stated in the Remarks column.

Name List of Intermediate Tradesmen (Building and Civil Engineering Trades) for Contract No. SS T320

Specified Trade	Name of Intermediate Tradesmen (see note 1)	Identity Card No.	Signature of Intermediate Tradesmen	Verification by CICTA (for CICTA's use only)		
				(please tick one column only)		Remarks (see note 2)
				Intermediate Tradesmen	not Intermediate Tradesmen	

- Note :
1. The name must be the full name appeared on the Identity Card. No duplication of names on the name lists of other contracts is allowed.
 2. Duplication of the same person on name lists of other contracts (state the contract no.) should be stated in the Remarks column.

Name List of Intermediate Tradesmen (E & M Trades) for Contract No. SS T320

Specified Trade	Name of Intermediate Tradesmen/ Qualified Tradesmen of related trades (see note 1 & 2)	Identity Card No.	Signature of Intermediate Tradesmen/ Qualified Tradesmen of related trades	Type of Intermediate Trade test Certificate obtained e.g. electrical works, pipe works (E&M) etc	Qualified Tradesmen of related trades (see note 3,4, 5, 6 & 7)				Verification by VTC or EMSD (for VTC's or EMSD's use only) (see note 8 & 9)		
					Trade Test	Apprentice		Registered Electrical Worker	(please tick one column only)		Remarks (see note 10)
						Government	Registered		Intermediate Tradesmen/ Qualified Tradesmen of related trades	Not Intermediate Tradesmen/ Qualified Tradesmen of related trades	

Note :

1. The name must be the full name appeared on the Identity Card. No duplication of names on the name lists of other contracts is allowed.
2. Qualified Tradesmen of related trades as set out in the Particular Specification can also be counted as Intermediate Tradesmen.
3. Tick the column "Trade Test" if the Qualified Tradesman has obtained the relevant trade test certificate.
4. Tick the column "Apprentice"(Government) if the Qualified Tradesman has obtained the relevant certificate of completion of apprenticeship issued by the Government of the Hong Kong Special Administrative Region.
5. Tick the column "Apprentice"(Registered) if the Qualified Tradesman has obtained the relevant certificate of completion of apprenticeship issued under the apprenticeship ordinance (Cap.47).
6. Tick the column "Registered Electrical Worker" if the Qualified Tradesman is a registered electrical worker registered under Section 30 of the Electricity Ordinance.
7. Intermediate Tradesmen who has obtained the relevant intermediate trade test certificates shall be verified by the VTC.
8. Qualified Tradesman who has obtained the relevant trade test certificate or the relevant certificate of completion of apprenticeship issued under the Apprenticeship Ordinance (Cap.47) shall be verified by the VTC.
9. Qualified Tradesman who is a registered electrical worker registered under Section 30 of the Electricity Ordinance or obtained relevant certificate of completion of apprenticeship issued by the Government of the Hong Kong Special Administrative Region shall be verified by EMSD.
10. Duplication of the same person on name lists of other contracts (state the contract no.) should be stated in the Remarks column.

Labour Return on the Day of Checking

Date of Checking : _____

Contract No. : SS T320

Contractor : _____

Specified Trade	Total No. of Workers Engaged on Site (imported labour excluded)	Qualified Tradesmen		Qualified Tradesmen plus Intermediate Tradesmen		Checking of Compliance by the Architect's / Maintenance Surveyor's / Supervising Officer's Representative (for use by Architect's / Maintenance Surveyor's / Supervising Officer's Representative only)		
		Minimum No. Required	Actual No. Employed	Minimum No. Required	Actual No. Employed	No. of Verified Qualified Tradesmen	No. of Verified Qualified Tradesmen plus Verified Intermediate Tradesmen	Contractual Requirements Complied with (yes or no)
Asphalter (Other Construction) (C301)								
Asphalter (Roadworks) (C302)								
Bamboo Scaffolder (C303)								
Bar Bender and Fixer (C304)								
Bricklayer (C305)								
Carpenter (Fender) (C306)								
Carpenter (Formwork) (C307)								
Concretor (C309)								
Construction Plant Mechanic (C310)								
Drainlayer (C314)								
General Welder (C318)								
Ground Investigator/Operator/ Driller/Borer (C320)								
Joiner (C322)								
Leveller (C323)								
Marble Worker (C324)								
Marine Construction Plant Operator (C325)								
Metal Scaffolder (C327)								
Metal Worker (C328)								

Specified Trade	Total No. of Workers Engaged on Site (imported labour excluded)	Qualified Tradesmen		Qualified Tradesmen plus Intermediate Tradesmen		Checking of Compliance by the Architect's / Maintenance Surveyor's / Supervising Officer's Representative (for use by Architect's / Maintenance Surveyor's / Supervising Officer's Representative only)		
		Minimum No. Required	Actual No. Employed	Minimum No. Required	Actual No. Employed	No. of Verified Qualified Tradesmen	No. of Verified Qualified Tradesmen plus Verified Intermediate Tradesmen	Contractual Requirements Complied with (yes or no)
Piling Operative (C329)								
Piling Operative (C330)								
Pipelayer (C331)								
Plant and Equipment Operator (Piling) (C335)								
Plasterer (C337)								
Plumber (C338)								
Shotcretor (C342)								
Tiler (C347)								
Window Frame Installer (C350)								
Electrician/Electrical Fitter (E305)								
Building Services Mechanic (E302)								
Fire Services Mechanics (E306)								
Lift Electrician (E308)								
Lift Mechanic (E309)								
Mechanical Fitter (E310)								
Refrigeration/AC/Ventilation Mechanic (E314)								
Sheet Metal Worker (E315)								