

Section C : Working Experience (in chronological order)

<u>Name of Employer</u>	<u>Period of Service</u>	<u>Post and Nature of Work</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section D : Examples of Lift Work (in chronological order)

Date of Lift Work	Name of Employer or Examiner	Details of Lift Work (Installation, testing and examination)	Location and Identity of Builder's Lift or Tower Working Platform

Section E : Submission of Documents

Documents (i) and (ii) are required to be submitted for application under section 3(2) and documents (ii) and (iii) are required to be submitted for application under section 3(3). Please ✓ the appropriate boxes and attach the corresponding documents with the application form.

- i. Certificate of Registration of Registered Professional Engineer
- ii. Documents to substantiate the posts and working experience in present and previous employers, examples of lift work carried out and a copy of HKID card/passport
- iii. Documents to substantiate the academic qualifications and a letter authorising the Electrical and Mechanical Services Department to approach the issuing institutions to check the authenticity of the qualifications.

Section F : Declaration

I hereby declare that all particulars and statements stated herein and documents submitted with this application form are true and correct to the best of my knowledge.

Name and Signature of Applicant

Date

* Delete where not appropriate.
If space is insufficient, please attach additional sheet(s) which should each be signed and dated by the applicant.

GUIDANCE NOTES TO COMPLETE FORM 1

Applicants should read this "Guidance Notes to Complete Form 1" together with the leaflet "How to Apply - Builder's Lift and Tower Working Platform Examiner" and the Builders' Lifts and Tower Working Platforms (Safety) Ordinance (the Ordinance) carefully before completing the application form (Form 1). Incomplete application forms or using inappropriate forms may lead to delay in processing or rejection of the application. This application form (Form 1) should only be used for NEW applications for inclusion in the Register of Examiners.

HOW TO COMPLETE THE APPLICATION FORM

Every section in Form 1 should be completed in block capitals in black. The applicant should confirm at the beginning of the application form whether the application is made under section 3(2) or section 3(3) of the Ordinance before proceeding to section A. The applicant is advised that the provision of personal data in relation to this application is voluntary. If the applicant does not provide sufficient information, the application may not be able to be processed. A "Personal Data Privacy Statement" in respect of the application is annexed for information.

Section A : Particulars of Applicant

The applicant should provide his / her title, name, HKID / passport number, nationality, correspondence address, telephone number and fax number.

Section B : Qualifications

1. If the application is made under section 3(2) of the Ordinance, the applicant should give his / her registered professional engineer number, discipline and expiry date of the certificate of registration in section B(1). A copy of the certificate of registration of R.P.E. should be submitted to this department for record upon the annual renewal of registration.
2. If the application is made under section 3(3) of the Ordinance, the applicant should give his / her academic qualifications including the names and addresses of the institutions, dates of award of the academic qualifications, course titles and classes of awards in section B(2).

Section C : Working Experience

The applicant should provide details of relevant working experience of his / her present and previous employers. The names of the employers, periods of services, posts and nature of work, in particular lift work, should be included. For applications under section 3(3), the applicant should have at least 6 years of relevant experience, of which at least one year should be in connection with installation, testing and examination of builders' lifts and tower working platforms.

Section D : Examples of Lift Work

No matter whether the application is made under section 3(2) or section 3(3) of the Ordinance, the applicant should give at least ten examples of installation, testing and examination of builders' lifts and tower working platforms carried out by himself / herself or under his / her direct supervision. Of these examples, at least one example should be in connection with installation of a builder's lift or tower working platform under a registered contractor. These examples should indicate that the applicant's uninterrupted participation in installation, testing and examination of builders' lifts and tower working platforms for a period of at least one year. Each example should provide the date of lift work carried out,

GUIDANCE NOTES TO COMPLETE FORM 1

name of the employer employing or the examiner supervising the applicant, details of lift work, location and identity (make, model and serial number) of the builder's lift / tower working platform.

Section E : Submission of Documents

One copy each of the documents in support of the application should be submitted together with the application form. The applicant should tick the appropriate boxes in this section and attach the corresponding documents in the application form. They may be originals, photocopies with the originals for inspection upon request or certified true copies which should be signed and stamped by a legal practitioner or the issuing organisations. The applicant is recommended to produce his / her identity document for checking by the staff of this department either in the applicant's office or our office instead of submitting the photocopy of the identity document.

Section F : Declaration

The application form should be signed and dated by the applicant in this section.

ENQUIRY

For enquiries, please contact the General Legislation Sub-division by telephone on 2808 3867, by fax on 2577 4901 or by post to the Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong.

Personal Data Privacy Statement

Builders' Lifts and Tower Working Platforms (Safety) Ordinance, Chapter 470

Purpose of Collection

1. The personal data provided by means of this form will be used by General Legislation Sub-division, Electrical and Mechanical Services Department for the following purposes:

- (a) activities relating to the application for approval as Registered Examiners and Contractors;
- (b) activities relating to requirements stipulated in the Builders' Lifts and Tower Working Platforms (Safety) Ordinance; and
- (c) to facilitate communication between Government and yourself.

The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.

Classes of Transferees

2. The personal data you provided by means of this form may be disclosed to other Government branches and departments for the purposes mentioned in paragraph 1 above.

Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquiries

4. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

Director of Electrical and Mechanical Services /
General Legislation Sub-division, EMSD
3 Kai Shing Street,
Kowloon,
Hong Kong

Tel.: 2808 3867

Protect Privacy
Respect Personal Data