

Registered Vehicle Mechanic

how to apply

(1/2012 Version)



機電工程署
EMSD



HOW TO APPLY FOR VEHICLE MECHANIC REGISTRATION

Purpose of Registration

With a view to enhancing the standard of the local vehicle maintenance trade, a registration scheme for vehicle mechanics is introduced for the trade. The purpose of the registration scheme is to allow vehicle mechanics in possession of necessary qualification and/or experience in connection with vehicle maintenance to be registered by the Vehicle Maintenance Registration Unit of the Electrical and Mechanical Services Department. It is a voluntary scheme at the present stage.

Registered vehicle mechanic means that he/she has the adequate training and competence to carry out vehicle maintenance work within the ambit of the registered service class. In addition, registered vehicle mechanics shall accept to follow a set of Code of Conduct and be monitored by a performance monitoring system. The scheme will facilitate the public to identify registered vehicle mechanics easily and will uplift the professional image of the vehicle maintenance trade.

Registration Classifications

Vehicle repairs and servicing activities are categorized into the following **four** services:

Services	Coverage	Code
Mechanical	This covers the repairs and servicing of all chassis systems and components including vehicle engines, transmissions, brakes, steering, air conditioning system, lubrication and tyre work, but excluding fuel system of LPG vehicles. This also covers some basic electrical work.	M
Electrical	This covers the repairs and servicing of all electrical and electronic systems as well as air conditioning system within a vehicle. Examples are installation, servicing, repairs, diagnosis, testing and commissioning of electrical and electronic equipment and devices and their wirings.	E
Body	This covers body repair and painting. This also covers some simple electrical work which is limited to disconnection and reconnection of electrical equipment and devices.	B
Specific	This covers specific work related to vehicle maintenance but not fully fitting in the above M, E and B Services.	S

There are **two** further classifications under the **Body Services [B]** to cater for the actual trade practice as follows:

Class	Coverage	Code
1	Body repair	B1
2	Body painting	B2

Under the **Specific Services [S]**, there are different classifications as follows:

Class	Coverage	Code
1	Motorcycle maintenance	S1
2	Tyre work	S2
3	Battery work	S3
4	Lubrication work	S4
5	Car accessories work	S5
6	Air conditioning work	S6
7	Body building work	S7

Registration Requirements

An applicant for registration with a primary service class⁷ under the **Mechanical Services [M]**, **Electrical Services [E]** or **Body Services [B]** shall possess the following qualification and/or experience:

- (i) (a) Pass in relevant trade test organized by the Automobile Training Board; or
 - (b) Relevant craft certificates or above* offered by a local training institute or equivalent and a minimum of 5 years of recent relevant working experience^{2,3,5}; or
 - (c) A minimum of 10 years of recent relevant working experience^{4,5}, and
- (ii) The applicant shall have at least 20 hours of continuing professional development record within the immediately past 3 years⁶ (with effect from January 2012).

* For **Mechanical Services [M]** – Craft certificate or above in mechanical or motor vehicle or automotive engineering or motor vehicle mechanics offered by a local training institute or equivalent as the Vehicle Maintenance Registration Unit may approve.

For **Electrical Services [E]** – Craft certificate or above in electrical engineering or motor vehicle electrician offered by a local training institute or equivalent as the Vehicle Maintenance Registration Unit may approve.

For **Body Services [B]** – Craft certificate or above in vehicle body repair or painting offered by a local training institute or equivalent as the Vehicle Maintenance Registration Unit may approve.

An applicant for registration under the **Specific Services [S]** shall possess the following experience:

- (i) **S1** : A minimum of 5 years of recent relevant working experience⁵.
- S2/S3/S4/S5/S6** : A minimum of 1 year of recent relevant working experience⁵.
- S7** : A minimum of 3 years of recent relevant working experience⁵.

(ii) And the applicant shall have at least 20 hours of continuing professional development record within the immediately past 3 years⁶ (with effect from January 2012).

Note:

1. An applicant applying for registration with more than one service class within Services **M**, **E** and **B** shall specify his/her primary service class for registration in the application. Primary service class should be the main service class carried out by the applicant. Primary service class is not applicable to service class within Services **S**.
2. An applicant having completed apprenticeship in a local franchised bus company, but before attaining the required working experience, may apply for registration with special service class **M(b)**, **E(b)**, **B1(b)** or **B2(b)** for carrying out "mechanical work", "electrical work", "body repair" or "body painting" respectively in the franchised bus company only.
3. An applicant having completed local apprenticeship in vehicle trade, a minimum of 1 year of post-apprenticeship recent relevant working experience is required in order to fulfill the working experience requirement⁵.
4. An applicant shall possess the following qualification and/or experience for each further service class when considering multi-service class registration across different Services **M**, **E** and **B** or within Services **B**:
 - (a) Pass in relevant trade test organized by the Automobile Training Board; or
 - (b) Relevant craft certificates or above* offered by a local training institute or equivalent and a minimum of 5 years of recent relevant working experience^{2,3,5}; or
 - (c) Vehicle Mechatronic Craftsman Certificate offered by the Automobile Industry Training Centre and a minimum of 2 years recent working experience in electrical services (only for applicant qualified for registration with Services **M** to apply for additional registration with Services **E**).
5. The number of years required, counting from the date of application, plus not more than 2 years is defined as recent (e.g. If the number of years required is 5, then recent 5 years refers to 5 years accumulated within 7 years counting from the date of application).
6. Counted from the date of receipt of the application by EMSD.

Renewal Requirements

Each registration and renewal is valid for 3 years. For renewal application, an applicant shall possess 1½ years relevant in-service record for relevant service class and shall have at least 20 hours of continuing professional development record within the previous 3 years registration period.

Who May Register

A vehicle mechanic who fulfills the above registration requirements may apply for becoming a registered vehicle mechanic. The applicant can apply for more than one service class as long as he/she possesses the requisite relevant qualifications and/or experience for the service class.

How To Apply

Applications for vehicle mechanic registration should be made to the Vehicle Maintenance Registration Unit (VMRU) of the Electrical and Mechanical Services Department (EMSD). The procedures for application are as follows:

- (i) Obtain an appropriate application form (**Form 1** – for new application; **Form 2** – for renewal application; **Form 3** – for change of service class application) by either of the following ways:
 - (a) in person from the EMSD Customer Services Office at Ground Floor, 3 Kai Shing Street, Kowloon, Hong Kong during the following office hours:
Weekdays 09:00 to 17:15
(On Saturdays, Sundays and public holidays, the office will be closed.); or
 - (b) in writing to the Vehicle Maintenance Registration Unit of the Electrical and Mechanical Services Department by post to 3 Kai Shing Street, Kowloon, Hong Kong, by fax to 3521 1565 or by e-mail to vmru@emsd.gov.hk (Please provide contact telephone number and state the requisite application form i.e. Form 1, Form 2 or Form 3.); or
 - (c) by downloading from the EMSD website at www.emsd.gov.hk.
 - (ii) Complete the application form according to the Guidance Notes provided with application form.
 - (iii) Submit the completed application form together with supporting documents and materials by either of the following ways:
 - (a) in person to the EMSD Customer Services Office at Ground Floor, 3 Kai Shing Street, Kowloon, Hong Kong during the following office hours:
Weekdays 09:00 to 17:15
(On Saturdays, Sundays and public holidays, the office will be closed. Drop-in box located at Ground Floor Lobby of the EMSD Headquarters may be used from 8:30 to 12:30 on Saturdays.); or
 - (b) by post to the Vehicle Maintenance Registration Unit of the Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong.
- [Note: Renewal application should be submitted at least 1 month before and no earlier than 4 months before the expiry date of the current registration.]

Arrangement of Interview and Taking Oath

VMRU may arrange an interview with the applicant to verify the true copy of the submitted documents and ensure the qualification and experience of the applicant. If the applicant cannot provide supporting document for his/her relevant working experience, he/she may consider taking oath.

Enquiries

For enquiries, please contact the Vehicle Maintenance Registration Unit (Telephone: 2808 3867, Fax: 3521 1565, E-mail: vmru@emsd.gov.hk, Address: Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong) or dial the Citizen's Easy Link 1823.

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