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(26) in EMSD/LESD 7-2/4

Your reference 來函檔號 :

(852) 2808 3651

(852) 2504 5970

28 August 2006

All Registered Lift/Escalator Engineers

Dear Sirs,

Circular No. 8/2006

Continuing Professional Development (CPD) Scheme for Registered Lift/Escalator Engineers

Registered lift/escalator engineers (REs) are playing a variety of roles in the industry for the design, manufacture, policy formulation, project execution, staff administration and management, fault analysis, business evaluation, feasibility studies, etc., related to the lift/escalator trade. The conversancy in new technologies and skills is crucial for a RE to progress in his/her career hierarchy.

To encourage REs to develop their conversancy, we now launch a Continuing Professional Development (CPD) Scheme for the participation of REs. We hope through the Scheme that more REs will benefit from undertaking his/her own CPD exercises to keep abreast with new technologies and skills. On the other hand, we also hope that training data can be collected to help analyze and formulation of training for fellow REs.

The Scheme (attached) will be operated on a voluntary basis. Please however note that the success of the Scheme will rely on your participation. We look forward to receiving your CPD record forms and any suggestions as to the requirements of the Scheme. Please note that upon receipt of the CPD record forms which are submitted before the end of April for the CPD activities taken place in the preceding calendar year, we will issue an appreciation letter to acknowledge individual REs' efforts in participating in the CPD Scheme.

Yours faithfully,



(CHUI Mow-wah, Gregory)

for Director of Electrical and Mechanical Services

Encl.

c.c. AD/BS, D of Housing (Attn.: TS/2),
D of Buildings (Attn.: CBS/Legislation), D of Fire Services (Attn.: Fire Safety Command),
The Hong Kong General Union of Lift and Escalator Employees
G28/28 SF1 Pt. IV

Voluntary Continuing Professional Development Scheme for Registered Lift/Escalator Engineers

Apart from examination and testing of lift/escalator installations, registered lift/escalator engineers (REs) also play a variety of roles in the industry for the design, manufacture, policy formulation, project execution, staff administration and management, fault analysis, business evaluation, feasibility studies, etc., related to the lift/escalator trade. The conversancy in new technologies and skills is crucial for a RE to progress in his/her career hierarchy and to attain one's personal goal.

Objectives of Continuing Professional Development

Continuing professional development (CPD) is the means by which REs can maintain, improve and broaden their knowledge and skills, and develop their personal qualities required in their professional lives. The implementation of CPD requirements aims at enhancing competence of individual REs and thus corporate performance.

CPD Activities

Matters of direct technical relevance and studies related to one's career development such as financial management, leadership, legal matters, administration, safety, etc., and participation in and organization of courses, seminars/symposia, conference, visits, etc., are regarded as CPD. Trainings which provide one with the tools, guidance, skills and competences needed for progressing in his/her current role are relevant. This means that activities which fall within the wide self aspiration may also be included.

The following are an illustration of the classification and examples of CPD activities:

- Preparation of material for courses, technical meetings or publication in the technical press;
- Researches and self-learning which include background reading, research or preparation required to tackle a new area of work; private study, structured reading on particular themes or topics, use of audio, video or multi-media resources and other distance-learning material;
- Conferences including seminars, workshops or other technical and professional events and meetings including in-house training; and
- Qualifications - Courses leading to a qualification.

The need of a CPD Plan and Regular Review

It is suggested that REs should review their job duties, career path (development) and personal skills to formulate their CPD requirements in a

CPD plan for a reasonable time frame, e.g. the forthcoming two years, taking into account any anticipated changes, personal long-term ambition and corporate goal as these may influence one's decision on development direction. REs can then set forth to grasp specific development opportunities.

With a CPD plan reflecting one's long term goal – a path and a clear understanding of one's own capability and target, REs can prioritize their development needs to best suit their ambitions and career advancement direction. To ensure continuous progress, REs are recommended to make timely record of CPD activities/results and regular review their development objectives/targets.

Target duration of CPD hours

In view of prevailing requirement for professional practitioners and the need to balance the interests of organization and individuals in respect of professional development, it is highly recommended that REs should attain not less than 30 CPD hours per year. Among the 30 CPD hours, 6 hours should be attributable to training related to acquisition of new lift/escalator technologies/developments and a total of not less than 10 CPD hours be spent on activities that are certified by a third party such as the employers, professional institutions and course organizers.

Recognition of in-house training

To encourage organizations, in particular registered lift/escalator contractors, to provide trainings to their staff and with due recognition that the type of trainings is usually pertinent to individual employees in discharging their duties, in-house trainings are also counted as CPD.

Voluntary Scheme

It is anticipated that REs who elect to participate in the Scheme by setting up a personal development plan and properly working out his/her personal CPD will benefit from the exercise. Moreover, the submission of CPD records under the Scheme by the individuals will help foster for the profession a better image and enable analysis of training needs and organization of purpose-made workshops by local institutions for fellow REs. Nevertheless, REs will appreciate that employers usually prefer to promote or select someone who is more competent and can demonstrate having the drive for personal advancement – CPD may provide the additional versatility.

The CPD requirements will be operated on a voluntary basis. REs are free to submit their CPD record forms in the format given in **Appendix I** (attached). Sample entries showing how the training activities are entered into the record form are provided in **Appendix II** (attached). To facilitate REs who have

already obtained corporate membership of professional institution(s), e.g. the Hong Kong Institution of Engineers, duplicate copies of the record form duly prepared for professional institution(s) submission will also be acceptable.

Submission of CPD Records

REs who participate in the Scheme should submit their records of CPD activities of the last calendar year either by fax (2504 5970) or e:mail (lesd@emsd.gov.hk) by the end of April each year to the Lifts and Escalators Sub-division, EMSD.

Information covered in the Record Form

The submitted information will be treated with confidence. It is anticipated that statistical analysis of the collected information will be made and information of the overall participation of the Scheme, instead of individual records, will be made known to the trade on a regular basis.

Lifts and Escalators (Safety) Ordinance, Cap 327 Registered Lift/Escalator Engineer - CPD Record Form

[The duly completed record form should be submitted by fax (2504 5970) or by e:mail (lesd@emsd.gov.hk) to EMSD]

Reporting Period (calendar year):					Training / Activity Mode:										
Name of Registered Engineer:					Q: Qualification related S: Seminar, conference, etc. I: In-house training R: Research / Self-learning					M: Management IT: Information Technology L: Language E: Engineering / Safety F: Finance / Marketing					
Registration Number(s)		RLE No.:		REE No.:											
CPD Training Course / Activity															
Training / Activity Mode (Please ✓ the most suitable box within each group)															
No.	Date (dd / mm)	Name of Course / Activity	Offering Organization	CPD Hrs. (nos.)	Q	S	I	R	M	IT	L	E	F		
1	/														
2	/														
3	/														
4	/														
5	/														
6	/														
7	/														
8	/														
9	/														
10	/														
11	/														
12	/														
13	/														
14	/														
15	/														
Total number of CPD hours:															

Signature: _____ Date: _____

Lifts and Escalators (Safety) Ordinance, Cap 327

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Reporting Period (calendar year):		2006			Training / Activity Mode:								
Name of Registered Engineer:		Jacky CHAN			Q: Qualification related S: Seminar, conference, etc. I: In-house training R: Research / Self-learning				M: Management IT: Information Technology L: Language E: Engineering / Safety F: Finance / Marketing				
Registration Number(s)		RLE No.:	833	REE No.:	822								
CPD Training Course / Activity					Training / Activity Mode (Please ✓ the most suitable box within each group)								
No.	Date (dd / mm)	Name of Course / Activity	Offering Organization	CPD Hrs. (nos.)	Q	S	I	R	M	IT	L	E	F
1	/	Elementary Putunghua	HKMA	14	√						√		
2	/	Risk assessment	OSHC	6	√							√	
3	/	Construction site safety	LD	3		√						√	
4	/	Elevator technology workshop	IAEE	12		√						√	
5	/												
Total number of CPD hours:				35									
1	/	Contract law for engineers	HKIE	12	√				√				
2	/	E&M Safety and Energy Efficiency Symposium	EMSD	6		√						√	
3	/	Understanding teams	HKIE	3	√				√				
4	/	Elevator traffic analysis	Self-learning	10				√				√	
5	/	Noise suppression for lifts	In-house	6			√					√	
6	/	ISO 9001	HKPC	6	√				√				
Total number of CPD hours:				43									

Signature: _____ Date: _____

Lifts and Escalators (Safety) Ordinance, Cap 327

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Reporting Period (calendar year):		2006			Training / Activity Mode:								
Name of Registered Engineer:		Jacky CHAN			Q: Qualification related S: Seminar, conference, etc. I: In-house training R: Research / Self-learning				M: Management IT: Information Technology L: Language E: Engineering / Safety F: Finance / Marketing				
Registration Number(s)		RLE No.:	833	REE No.:	822								
CPD Training Course / Activity					Training / Activity Mode (Please ✓ the most suitable box within each group)								
No.	Date (dd / mm)	Name of Course / Activity	Offering Organization	CPD Hrs. (nos.)	Q	S	I	R	M	IT	L	E	F
1	/	Report writing for engineers	Self-learning	6				✓			✓		
2	/	Confined space safety requirements	LD	3	✓							✓	
3	/	Distributed control system	HKPC	15	✓					✓			
4	/	Electricity wiring regulations	PolyU	6		✓						✓	
5	/	Riding comfort	In-house	6				✓				✓	
6	/	Energy efficiency conference	HKIE	3		✓						✓	
Total number of CPD hours:				39									
1	/	Lift safety review – EN81	In-house	6				✓				✓	
2	/	Negotiation skill	HKIE	3	✓				✓				
3	/	Financial management	HKMA	12	✓								✓
4	/	Programmable logic controls	HKPC	12	✓					✓			
5	/	Telemetry	HKPC	12	✓					✓			
6	/												
Total number of CPD hours:				45									

Signature: _____ Date: _____