Notice for Registered Electrical Contractors

1. A registered electrical contractor shall display the original certificate of registration issued by the EMSD in a prominent place at his/her place of business where electrical work is done and a copy of the certificate of registration issued by the EMSD at each of his/her other places of business (branch offices).

2. A registered electrical contractor shall carry on his/her business as an electrical contractor only at the business address registered with the EMSD.

3. Where a registered electrical contractor ceases to carry on business or where any of the following particulars change after the registration of an electrical contractor, the contractor shall notify the EMSD within 2 weeks:
   
   (a) the addition or deletion of names of persons who are authorized to make an endorsement;
   (b) a business address;
   (c) the name under which the electrical contractor does business;
   (d) the partners in the case of a contractor registered as a partnership; and
   (e) any other particulars as may be prescribed.

4. A registered electrical contractor shall not employ a person who is not a registered electrical worker to do electrical work independently. However, according to section 32 of the Electricity Ordinance, a person who is not a registered electrical worker may work under the oral or written instruction of a registered electrical worker. In this case, the registered electrical worker shall be aware of and responsible for the electrical work done by the person who is not a registered electrical worker. But one shall bear in mind that a person who is not a registered electrical worker shall not work on energized parts of a fixed electrical installation when he/she is not immediately adjacent to a registered electrical worker. Moreover, a person who is not a registered electrical worker shall not sign and issue a certificate for a fixed electrical installation.

5. A registered electrical contractor shall effectively supervise the registered electrical workers under his/her charge, and make sure that the registered electrical workers only do electrical works that the Electricity Ordinance allows them to do.

6. A registered electrical contractor shall not cause or allow a registered electrical worker or a person who is not a registered electrical worker under his/her charge to do work that contravenes the Electricity Ordinance.
7. A registered electrical contractor shall provide the registered electrical worker with proper and sufficient testing tools, materials and equipment to do electrical work in the suitable premises or site.

8. When the electrical work on a fixed electrical installation is completed, and before the fixed electrical installation is energized for use, the registered electrical contractor concerned shall ask a registered electrical worker he/she employs to inspect and test the fixed electrical installation. The registered electrical worker concerned together with the registered electrical contractor shall issue a work completion certificate (WR1) to the owner of the electrical installation. Moreover, after a fixed electrical installation is inspected and tested periodically, the registered electrical contractor shall sign the periodic test certificate (WR2) already signed by the registered electrical worker he/she employs to confirm its validity before giving it to the owner of the fixed electrical installation. The certificate will then be submitted to the EMSD for endorsement.

9. A registered electrical contractor shall comply with the requirement of regulation 22 of the Electricity (Wiring) Regulations and keep the test records of electrical works for at least the past five years. Moreover, a registered electrical contractor shall produce his/her record, plan or document for inspection when the EMSD makes a written request.

10. After an electrical accident occurred, a registered electrical contractor shall work with the EMSD to find out the cause of the accident so as to prevent a recurrence of the accident.

11. A registered electrical contractor must submit a renewal application to the EMSD 1 month to 4 months before the expiry of his/her registration.

Registered electrical contractors shall understand and perform the above duties so as to ensure the electrical safety of the workers and the public.