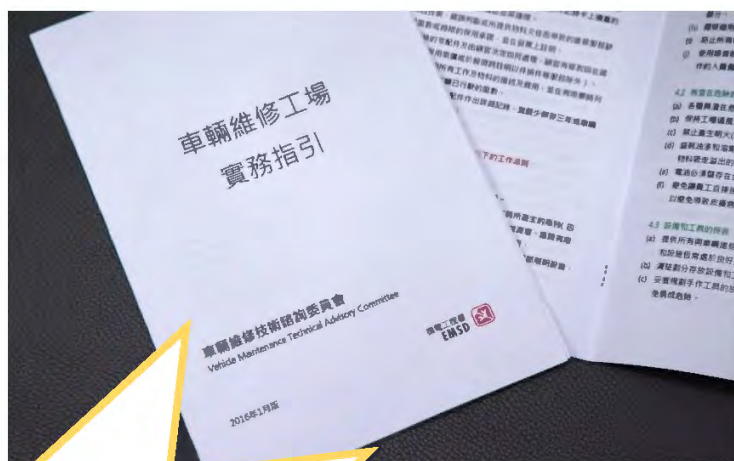


Enhance Understanding on Practice Guidelines for Vehicle Maintenance Workshops



Over 65% of the workshops have been registered. Let's apply for registration now!
You may call 2808 3545 or WhatsApp 9016 3185 to make an appointment for application.
Registration is free of charge.

1 From the Editor

The Voluntary Registration Scheme for Vehicle Mechanics and the Voluntary Registration Scheme for Vehicle Maintenance Workshops (VRSVMW) were launched in 2007 and 2015 respectively. Thanks to the extensive publicity and promotion by members of the Vehicle Maintenance Technical Advisory Committee (VMTAC) and colleagues of the Vehicle Maintenance Registration Unit of the Electrical and Mechanical Services Department over the years, the trade has been fully aware of the two voluntary registration schemes. As at end-March 2017, the number of registered mechanics and workshops reached 9 170 and 1 794, representing 97% of vehicle mechanics and 66% of vehicle maintenance workshops across the territory respectively.

In addition to the updates on the above two voluntary registration schemes, the RVM Newsletter also provides information on the development, technology and training of the industry so that members of the trade can have a good grasp of different information, keep pace with the times and continuously improve its service standard.

It was also discussed at the last meeting of the VMTAC that the number of workshops participating in the VRSVMW had increased to more than 70% of the overall market share in just one and a half years, with over 60% of them registered successfully. In order for owners and persons-in-charge of the workshops participating in the VRSVMW to better understand the scheme contents and do their part in providing quality services, this issue of RVM Newsletter is themed “Enhance Understanding on Practice Guidelines for Vehicle Maintenance Workshops”, which sets out key points of the Practice Guidelines to refresh and update their knowledge. Besides, we have also included highlights on the production of Announcement in the Public Interest (API) for the Practice Guidelines by the Sub-committee on Research and Development and the Vehicle Maintenance Registration Unit. The API was produced to tally with the upcoming launch of a new round of talks on the Practice Guidelines and visits to the “demonstration workshop”.

To this end, this issue will particularly feature the API and talks on the Practice Guidelines as well as the “demonstration workshop” so that more attention can be paid to the quality of work and the environment of workshops, and that understanding on the contents of the Practice Guidelines can be enhanced, with a view to meeting the requirements of the Guidelines. In the long run, we hope to improve the service standard of vehicle maintenance workshops with the above means in order to prepare for the future development of the VRSVMW. The Editorial Working Group will continue to actively explore more topics (including environmental protection, occupational safety and health, knowledge and tips on the maintenance of different types of vehicles) for sharing, making RVM Newsletter more informative and useful.

WONG Teck-sun
Chief Editor

2 Sharing: “Demonstration Workshop”

The Voluntary Registration Scheme for Vehicle Maintenance Workshops (VRSVMW) has received full support from the trade since its implementation on 15 July 2015. There were 1 794 registered workshops as at end-March 2017. The number of registered workshops by type is set out in Table 1. Among them, the number of Type Three and Four workshops constituted the majority, accounting for 45.1% and 44.3% of the total number of registered workshops respectively. At present, there are 2 722¹ workshops in Hong Kong, while the number of workshops that belong to Type Three and Four but are yet to be registered is estimated at over 830.

Table 1 (number of registered vehicle maintenance workshops as at end-February 2017)

Type of registered vehicle maintenance workshops	Registered vehicle maintenance workshops	
	Number	Percentage in the total number of registered workshops
Type One	85	4.7%
Type Two	106	5.9%
Type Three	809	45.1%
Type Four	794	44.3%
Total	1 794	100.0%

To become a registered workshop, apart from meeting specific requirements², the workshop concerned must also have its operation complied with the requirements as set out in the Practice Guidelines for Vehicle Maintenance Workshops. In view of the fact that a considerable number of Type Three and Four workshops have yet to apply for or obtain registration, we have to further promote the VRSVMW in line with the mission of facilitating the trade to enhance service standards as stipulated in the scheme.

¹ According to the results of survey conducted by the Vehicle Maintenance Registration Unit of the Electrical and Mechanical Services Department (EMSD) in 2016.

² Including the employment of registered vehicle mechanics and that workshops must have appropriate working bay for vehicle maintenance.

The building of a “demonstration workshop” in tandem with the related talks will help elaborate on the basic conditions for becoming registered workshops and how to meet the requirements of the Practice Guidelines. Explaining the requirements of registration and related regulations using the “demonstration workshop” not only enables the trade to be aware of the relevant details, but also allows owners and persons-in-charge of the workshops which have yet to apply for registration to learn about the requirements on the basic facilities of workshops in the Practice Guidelines as well as the operational standards with which workshops are required to comply. As such, the promotion of the VRSVMW with the building of a “demonstration workshop” by the Vehicle Maintenance Registration Unit of the EMSD is indeed worth supporting. The implementation of the “demonstration workshop” and related talks will enhance the service standards of the trade.

Through visits to the “demonstration workshop”, owners and persons-in-charge of the workshops can get to know the basic requirements that registered workshops have to meet and the cost of installing simple equipment. This will help promote early application for registration by owners and persons-in-charge of Type Three and Four workshops. In addition, owners and persons-in-charge of the workshops may also look at the vehicle maintenance devices and facilities of a larger-scale workshop on site to learn about the operation mode of different types of workshops in order to consider further optimising the conditions of their workshops.

I hope that the number of workshops participating in the VRSVMW will increase and the quality of participating workshops will be enhanced through publicity by the “demonstration workshop”.

Dr LEE Yiu-pui

3 Latest Developments of the Registration Schemes

1. Reminder: Disuse of “ten-year experience” as the means for qualifying as registered vehicle mechanics.
The criterion of “ten-year experience” as the means for vehicle mechanics to obtain registration was disused on 31 December 2016. After that day, serving vehicle mechanics who have yet to obtain registration or renew their registered status may choose to enrol in the Certificate in Vehicle Mechanical Repair and Certificate in Vehicle Painting and Body Repair programmes# run by the Pro-Act Training and Development Centre (Automobile) of the Vocational Training Council (VTC) as another means for qualifying as registered vehicle mechanics. Mechanics who are interested in enrolling in the above programmes are required to provide employment certificates of the recent two years, meet the relevant academic or qualification requirements and be recommended by their employers. Participants who have completed all the units with an attendance rate at 70% or above for each unit and passed the assessments will be awarded certificates by the VTC. Such certificates are recognised by the Electrical and Mechanical Services Department (EMSD) as qualifications of registered mechanics.
For details and latest developments of the programmes, the information issued by the Pro-Act Training and Development Centre shall prevail.
Programme website:
<http://www.proact.edu.hk/proact/html/en/centres-and-programmes/automobile/information/index.html>.
For enquiries, you may also contact the Pro-Act Training and Development Centre at 2449 1310 or via e-mail at paau@vtc.edu.hk.
 2. We are now inviting applications for the Voluntary Registration Scheme for Vehicle Maintenance Workshops (VRSVMW). For details, please refer to the EMSD website:
https://www.emsd.gov.hk/en/supporting_government_initiatives/registration_scheme_for_vehicle_maintenance/voluntary_for_vehicle_maintenance_workshops/index.html
 3. Members of the public may search for information on registered vehicle maintenance workshops at the EMSD website:
https://www.emsd.gov.hk/en/supporting_government_initiatives/registration_scheme_for_vehicle_maintenance/voluntary_for_vehicle_maintenance_workshops/list_of_registered_vehicle_maintenance_workshops/index.html
 4. Mechanics applying for renewal of registration are required to complete 20 hours of continuing professional development (CPD) within the registration period and provide relevant proof. There were 3 358 applications for renewal of registration in 2017. Late applications will result in unnecessary delay and may lead to loss of validity of the registration. Therefore, mechanics applying for renewal of registration should complete the 20 hours of CPD and the application form for renewal of registration as early as possible. Before submitting an application, the mechanic should ensure that the application form has been completed and signed, and is enclosed with a CPD form bearing the chop of the company to which he/she belongs or the organisation that provides the training. Please keep the relevant information for verification upon enquiry by the Vehicle Maintenance Registration Unit of the EMSD.
-

5. The Vehicle Maintenance Technical Advisory Committee decided at its 21st meeting that applications for registration from workshops located at residential buildings or composite buildings with residential portions will no longer be accepted upon implementation of the VRSVMW for three years (i.e. after 15 July 2018).

Information on the number of registered vehicle mechanics:

Number of vehicle mechanics in 2016	9 476 ^{Note1}
Number of registered vehicle mechanics (as at end-March 2017)	9 170

Information on the VRSVMW:

Number of workshops which have applied to join the VRSVMW	1 891
Number of registered workshops (as at end-March 2017)	1 794

Note1 2016 Manpower Survey Report by Automobile Training Board.

4 Mini Theatre of Environmental Protection

Mini Theatre of Environmental Protection: Proper Disposal of Vehicle Batteries to Avoid Violation of the Law

Scenario: Conversation between Clever Lee, owner of Waiwai Garage and Smart Tik, a maintenance technician

Smart: "Boss, do you know a vehicle maintenance operator has recently been prosecuted by the Environmental Protection Department (EPD) and fined over \$10,000?"

Clever: "Oh, that is serious! What was he convicted for?"

Smart: "I have just learnt from a newspaper report that an operator did not follow the environmental protection ordinance when handling waste vehicle batteries."

Clever: "What actually happened? We have got waste batteries as well. I am afraid we will be in trouble too."

Smart: "According to the newspaper, officers of the EPD found a truck carrying waste lead-acid batteries at a public car park in an open area. After investigation, it was found that the operator had not registered as a chemical waste producer with the EPD, and had even provided maintenance and battery replacement services at the car park. The waste batteries were subsequently stored in a truck to be sold to unlicensed recyclers."

Clever: "What? I have no idea that we cannot sell the batteries to recyclers! What's the right thing to do then? Perhaps we can ask other operators what to do in order not to violate the law."

Smart: "Don't bother! I have already consulted the EPD. We first need to register as a chemical waste producer and store the waste batteries and waste lubricating oil properly before disposal. Most importantly, the chemical waste should be handed over to licensed collectors instead of unlicensed ones. I have visited the EPD website and found similar information there."

Clever: "You are really very smart! Let's follow the guidelines of the EPD to scout out the place for storing waste batteries, register for me as a chemical waste producer, and most important of all, find a licensed chemical waste collector to collect the chemical waste."

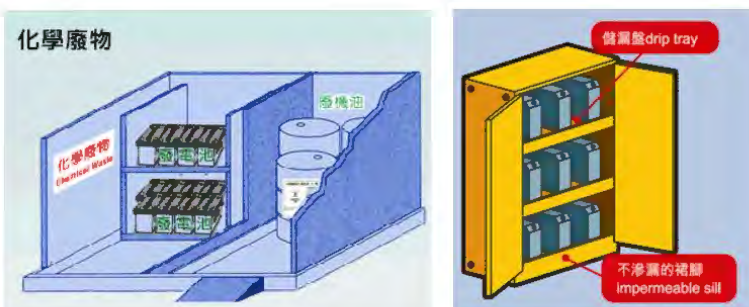
Environmental Protection Department

Smart Tips on Environmental Protection

The operation of garages will generate lots of chemical waste, such as waste batteries, waste lubricating oil, etc. According to the Waste Disposal (Chemical Waste) (General) Regulation, chemical waste producers are required to register with the EPD, have the chemical waste properly packed, labelled and stored in accordance with the requirements as stipulated in the Regulation, and arrange collectors with the Chemical Waste Collection Licence to collect such waste for proper disposal. Chemical waste producers shall also keep the related trip tickets. Those who have not registered with the EPD in accordance with the requirements or disposed of the chemical waste properly are liable to a fine of \$200,000 and six months' imprisonment. For details, please contact the EPD (Tel.: 2838 3111) or visit the Green Garage page of the EPD website (<http://www.epd.gov.hk/epd/english/greengarage/index.html>).



The Guide to Environmental Protection for the Vehicle Repair Trade provides you with guidance on solving the problem of noise and air pollution, sewage, waste oil, as well as the disposal and handling of other chemical waste resulted from the operation of garages.



Designated place for storage of chemical waste, such as waste batteries and waste lubricating oil, etc.

5 Highlights on the Shooting of Announcement in the Public Interest (API) for the Practice Guidelines for Vehicle Maintenance Workshops

Highlights on the shooting of API for the Practice Guidelines on 7 March 2017

In order for the trade to better understand the requirements of the Practice Guidelines for Vehicle Maintenance Workshops, the Vehicle Maintenance Registration Unit of the Electrical and Mechanical Services Department has started preparations for the upcoming year's publicity and promotional work, which includes the production of an API for the Practice Guidelines. The shooting of the API was completed smoothly on 7 March 2017. Check out the following behind-the-scenes photos.



The API explains in a concise and lucid way the work ethics and standards with which workshop staff is required to comply. This not only deepens the trade's understanding on the Practice Guidelines, but also helps members of the public and vehicle owners to choose registered workshops for the provision of quality and reliable services. The API mainly introduces the contents of various chapters in the Practice Guidelines, including, among others, the business standards of a workshop and servicing standards.

Special thanks to the **Vocational Training Council**
from the Vehicle Maintenance Registration Unit
for providing the venue and co-operation in various aspects
so that the shooting can be completed smoothly.

6 Repair and Maintenance of Electric-powered Vehicles

With the rapid development of E&M and electronic technologies, new models of electric-powered vehicles (EVs) have continued to emerge. Given the raising public awareness of environmental protection and significant promotional efforts by the SAR Government, EVs (including zero-emission or low-emission ones) in Hong Kong has increased geometrically in number over the past few years. There are currently over 10 000 hybrid and plug-in hybrid EVs in operation, while pure EVs number about 7 000, making up a total of more than 20 000 EVs. The types of EVs include private cars, motorcycles, trucks, buses and so on.

At present, the key factors affecting the development of EVs include the travelling range of EVs, ancillary charging facilities, charging time, selling price of EVs, etc.

Imagine that with the rapid advancement of technology and the ever-improving efficiency of high-voltage batteries, the travelling range of EVs will be further enhanced with charging time reduced after three to five years. EVs will surely see an explosive growth. There will also be very strong demand for mechanics from the trade. Therefore, we must make early preparations for the training of professional mechanics.

The structure as well as repair and maintenance methods of EVs are completely different from those of conventional fuel vehicles. During the repair and maintenance of EVs and when handling incidents involving such vehicles, mechanics have to come into contact with high-voltage lithium batteries with voltages of up to 200 to 650 volts and driving motors with currents of tens to hundreds of amperes. As such, they have to sustain additional risks and pressure during their work. One careless move may lead to accidents such as electric shock, short circuit or fire, etc. Faced with these challenges, mechanics must be well-prepared and properly trained. It is vitally important that mechanics should know how to differentiate EVs and understand the relevant safety operations.

The mission of the Pro-Act Training and Development Centre (Automobile) is to train up necessary talents for the trade. At present, the Centre provides training courses in relation to EVs, including the Hybrid Vehicle Power Train course, the Fault Diagnostics on Hybrid Vehicle course, and the Introduction of Electric Vehicle course, etc. In order to step up training on EVs, the Centre plans to organise a course on the work safety of EV mechanics in the future for enrolment by mechanics in the trade. The course aims to raise the level of work safety of mechanics in the trade, with a view to achieving the goal of “zero” accidents in the repair and maintenance of EVs. It is worth noting that not only may the course on the work safety of EV mechanics be accepted by the Voluntary Registration Scheme for Vehicle Mechanics as a mandatory course for those who engage in the repair and maintenance of EVs, mechanics’ knowledge and skills in this aspect are also one of the basic

considerations in deciding whether the mechanics comply with the occupational safety and health requirements to conduct repair works for EVs.

Pro-Act Training and Development Centre (Automobile)
of the Vocational Training Council

7 Video Clips of Practice Guidelines for Vehicle Maintenance Workshops

Interested parties may visit the EMSD website to watch the video clips.

(1) Introduction

Watch the clip

http://www.emsd.gov.hk/filemanager/en/content_1246/1-Introduction.mp4



(2) General Principles

Watch the clip

http://www.emsd.gov.hk/filemanager/en/content_1246/2-GeneralPrinciples.mp4



(3) Before Servicing

Watch the clip

http://www.emsd.gov.hk/filemanager/en/content_1246/3-BeforeServicing.mp4



(4) During Servicing

Watch the clip

http://www.emsd.gov.hk/filemanager/en/content_1246/4-DuringServicing.mp4



(5) After Servicing

Watch the clip

http://www.emsd.gov.hk/filemanager/en/content_1246/5-AfterServicing.mp4



(6) Workshop and Handling of Dangerous Goods

Watch the clip

http://www.emsd.gov.hk/filemanager/en/content_1246/6-WorkshopAndHandlingOfDangerousGoods.mp4



(7) Maintenance of Equipment and Documentary Records

Watch the clip

http://www.emsd.gov.hk/filemanager/en/content_1246/7-MaintenanceOfEquipmentAndDocumentaryRecords.mp4



(8) Employment and Staff Training

Watch the clip

http://www.emsd.gov.hk/filemanager/en/content_1246/8-EmploymentAndStaffTraining.mp4



8 Prize Quiz for Issue No. 17

Prize Quiz (Issue No. 17)

- Q1. How many vehicle maintenance workshops were registered as at end-March 2017?
- A. 794
 - B. 1 794
 - C. 1 891
 - D. 2 722
- Q2. Before submitting the application form for renewal of registration of vehicle mechanics, the mechanic should ensure that the continuing professional development (CPD) form used to prove the completion of 20 hours of CPD as enclosed in the application form shall include_____.
- A. the signature of the workshop owner
 - B. the chop of the company to which the applicant belongs or the organisation that provides training
 - C. the signature of the applicant
 - D. All of the above
- Q3. According to the Waste Disposal (Chemical Waste) (General) Regulation, vehicle maintenance workshops which have to dispose of chemical waste must register with the Environmental Protection Department as _____.
- A. chemical waste collectors
 - B. registered vehicle maintenance workshops
 - C. chemical waste producers
 - D. licensed chemical waste collectors
- Q4. On which among the following days, the shooting of the announcement in the public interest for the Practice Guidelines for Vehicle Maintenance Workshops was completed?
- A. 15 July 2015
 - B. 21 May 2016
 - C. 31 December 2016
 - D. 7 March 2017
- Q5. Which of the followings is a risk that vehicle mechanics have to sustain during the repair and maintenance of electric-powered vehicles?
- A. Electric shock
 - B. Short circuit
 - C. Fire
 - D. All of the above
-

How to participate? (Issue No. 17)

Please complete the form below, circle the correct answers, and send it to the Vehicle Maintenance Registration Unit of the Electrical and Mechanical Services Department by fax or e-mail (fax: 3521 1565 or e-mail: vmru@emsd.gov.hk).

Deadline: 9 June 2017

Question	Answer			
1	A.	B.	C.	D.
2	A.	B.	C.	D.
3	A.	B.	C.	D.
4	A.	B.	C.	D.
5	A.	B.	C.	D.

Name: _____ Vehicle Mechanic Registration No.: **VM** _____

E-mail Address: _____ Contact Telephone No.: _____

- Each winner will receive a souvenir. As there are ten souvenirs in all, the winners will be decided by lottery if more than ten participants answer all the questions correctly.
- Only registered vehicle mechanics with valid registration may participate, each not more than once in each quiz.
- The decision of the Vehicle Maintenance Registration Unit on the quiz will be final.
- The correct answers and list of prize winners will be announced in the next issue of the RVM Newsletter. Prize winners will also be notified by the Vehicle Maintenance Registration Unit individually.

Result of the prize quiz in RVM Newsletter Issue No. 16

The answers of the prize quiz in RVM Newsletter Issue No. 16 are as follows:

Question	1.	2.	3.	4.	5.
Answer	C	B	A	C	D

The ten winners who answered all the questions correctly and were drawn by lottery are:

CHAN Ping Faat (VM 0100879), YU Sai Kit (VM 0034748), LAU Oi (VM 0123617)
TSANG Chun On Thomas (VM 0118415), CHAU Hon Keung (VM 0045795),
LUK Chun Wah (VM 0044019), CHAN Kwok Fai (VM 0012722), KWONG Fu Li (VM 0084908),
NG Hung Mou (VM 0108882) and HO Kin Pang (VM 0122817)

9 Training Institutes Providing Continuing Professional Development Courses for Vehicle Mechanics (in random order)

Name of training institute	Website / Contents	Enquiry Tel. No.
Traffic Services Employees Association	http://www.facebook.com/tseahk	2575 5544
		
Pro-Act Training and Development Centre (Automobile)	http://www.pro-act.edu.hk/automobile	2449 1310
		
The Institute of the Motor Industry Hong Kong	http://www.hkimi.org.hk The Institute organises a series of automotive e-learning courses in conjunction with the Electude Company of the Netherlands. Enrolments are called for every month. Online guidance and assessments are available during the learning period. Participants will receive a CPD certificate on completion of a course. For details, please visit the above website or call the enquiry telephone number.	2625 5903
		
Hong Kong Vehicle Repair Merchants Association Limited	http://www.hkvrma.com.hk/training/index.html	2399 7977
		
Hong Kong Vehicle Repairing Industry Employee General Union	http://www.vrunion.hk	2626 1927
		
Occupational Safety and Health Council	https://eform.oshc.org.hk/course/eng/course/CourseDetail.asp?Could=463	2311 3322
		
The Society of Operations Engineers (Hong Kong Region)	http://www.soe.org.hk/events.asp	2617 0311
		
Qualifications Framework recognised courses	http://www.hkqr.gov.hk	2836 1700
		

Gentle Reminder

The contents in each issue help you catch up on the development of the registration scheme, acquire hours of continuing professional development, and enhance the quality of service. Please stay tuned!

Each issue can be downloaded from the EMSD website at:

https://www.emsd.gov.hk/en/supporting_government_initiatives/registration_scheme_for_vehicle_maintenance/publications_and_circulars/rvm_newsletter/index.html

RVM Newsletter



Notes to Mechanics on the Submission of Renewal Application

Before submitting an application, the mechanic should ensure that the application form has been completed and signed, and is enclosed with a CPD form bearing the chop of the company to which he/she belongs or the organisation that provides the training.

For enquiries, please contact the EMSD Vehicle Maintenance Registration Unit.

(Fax: 3521 1565 / E-mail: vmru@emsd.gov.hk / Tel: 2808 3545)

Members of the Editorial Working Group:

Mr WONG Teck-sun (Chief Editor), Dr LEE Yiu-pui, Mr YIP Sui-pong, Mr CHAN Ho-man, Mr LIU Keung, Dr LAU Kin-chun, Mr MOK Chi-fai, Mr WONG Koon-wai and the Vehicle Maintenance Registration Unit