

Loadshifting Machinery Training Course (Certification Test)

Applicant No. _____

- Guides to Applicants :**
1. Please read the Notes printed overleaf carefully before completing this form.
 2. Please complete the form in English and in BLOCK letters unless otherwise stated.
 3. Please ✓ in the appropriate ☐.
 4. Personal Particulars must be consistent with that on HKID Card.

- (A) **Type of Loadshifting Machinery Certification Test applied for:** (Please ✓ where applicable)
(To encourage multi skills, applicant with valid Operator Certificate of other Loadshifting Machinery issued by CIC can have 20% fee discount in this application.)

Type of Machines If apply more than 1 revalidation course, please ✓ where appropriate.	Certification Training Course & Test (Please submit copy of result notification letter for applying re-test)			Revalidation Test (Please submit copy of certification card)	
	Course & Test (HK\$)	Re-test of Written Test only (HK\$)	Re-test of Practical Test only (HK\$)	* Course & Written Test (HK\$)	Re-test of Written Test (HK\$)
<input type="checkbox"/> 1. Bulldozer (BUL)	<input type="checkbox"/> 1200	<input type="checkbox"/> 110	<input type="checkbox"/> 700	<input type="checkbox"/> 370 (combined revalidation)	<input type="checkbox"/> 150 (combined revalidation)
<input type="checkbox"/> 2. Loader (LOA)	<input type="checkbox"/> 1200	<input type="checkbox"/> 110	<input type="checkbox"/> 700		
<input type="checkbox"/> 3. Excavator (EXC)	<input type="checkbox"/> 1200	<input type="checkbox"/> 110	<input type="checkbox"/> 700		
<input type="checkbox"/> 4. Mini / Skid Loader (MN1)	<input type="checkbox"/> 900	<input type="checkbox"/> 110	<input type="checkbox"/> 400	<input type="checkbox"/> 210	<input type="checkbox"/> 150
<input type="checkbox"/> 5. Mini / Skid Loader with Attachments (Bulldozer and Excavator) (MN2)	<input type="checkbox"/> 900	<input type="checkbox"/> 110	<input type="checkbox"/> 400	<input type="checkbox"/> 210	<input type="checkbox"/> 150
<input type="checkbox"/> 6. Compactor (RCO)	<input type="checkbox"/> 900	<input type="checkbox"/> 110	<input type="checkbox"/> 400	<input type="checkbox"/> 210	<input type="checkbox"/> 150

- Note:**
- (1) If the candidate failed in both written test and practical test, he/she should re-apply the 3-day certification training course and tests.
 - (2) Those candidates who failed the written test of the Revalidation course would have one chance to apply for a re-test. If the candidate fails in the re-test, he/she would be required to apply for the 3-day certification training course and tests (including both written and practical tests).
 - (3) According to Labour Department guidelines, if you concurrently hold the certification cards for Bulldozer/Loader/Excavator, you can apply for Combined Revalidation and extend the expiry date of the cards.

Candidates who apply for revalidation test, but are unable to attend the test from Monday to Friday for job reasons, can write to our Council to request for attending special classes on Sunday. Such applicants should submit a completed application form attaching a letter signed by the applicant's employer stating the reasons for not able to attend the test from Monday to Friday, and a cheque for the special class fee, for approval by our Council. (Note: the waiting time for the special Sunday classes will be longer than the waiting time for normal Monday to Friday classes).

(B) Personal Particulars :

Name : (Chin) _____ (Eng) _____ Date of Birth : _____

Age : _____ HKID No. : _____ () Tel. No. : (Office) _____ (Mobile) _____

Sex : _____ Postal Address : _____

- (C) **Do you need our assistance to read the trade test questions in Cantonese?** ☐ Yes ☐ No

- (D) **The candidate has difficulties in comprehending Chinese (Cantonese). CIC is requested to provide an English / Chinese interpreter while attending the course/test.** ☐ Yes ☐ No

- (E) **Commencing in 2021, if the candidate passes the test and becomes qualified for the certification card, the card will be mailed with the confirmation letter to the below corresponding postal address by standard mail. Should you have special requests on card arrangement please request in writing when submitting this application.**

Declaration

1. I declare that all information given in this application form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and the person(s) concerned may be liable to commit criminal liability.
2. I consent that if my application is accepted, I will conform to the regulations of The Council.
3. During the test, I will bear the cost of repair for any damage to machines, tools and equipment due to my negligence or willful misconduct. I agree that the Construction Industry Council will not be liable to any death or personal injury resulting from my negligence.
4. I declare that I have carefully read over the [Notes to Applicants of Trade Test] printed overleaf and all information on this application form.
5. I have read and understood the "Personal Information Collection Statement" and all other information in this application.

«Personal Information Collection Statement»

1. The information you provide to the Construction Industry Council or Hong Kong Institute of Construction ("the CIC or HKIC"), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of the CIC or HKIC.
 2. To keep you informed of CIC or HKIC activities and industry developments which may be of interest, the CIC or HKIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a "✓" in the box below.
 3. The CIC or HKIC will not transfer your personal data to any third parties without your prior consent.
 4. It is obligatory for you to supply the CIC or HKIC with complete information. The CIC or HKIC may be unable to process and/or consider your application if you do not provide complete information.
 5. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the CIC or HKIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.
- ☐ I do not wish to receive any information from the CIC or HKIC in relation to its activities or developments in the construction industry.

Applicant's

signature : _____
(To be signed by the applicant himself / herself)

Date: _____

Name _____

Postal Address _____

Name _____

Postal Address _____

Proof of Loadshifting Machinery Working Experience

- New application : ☐ proven record of operating Bulldozer / Loader / Excavator for not less than **3** years before September 2002 ;
☐ proven record of operating Mini / Skid Loader, Mini / Skid Loader with Attachments(Bulldozer and Excavator) for not less than **1** year before September 2002.
☐ proven record of operating Compactor for not less than 3 years.
- Revalidation : ☐ proven record of operating the type of loadshifting machine which you are applying for revalidation for the last **6** consecutive working days as issued by current employer ; or
☐ proven record of operating the type of loadshifting machine which you are applying for revalidation for not less than **6** months within the last **12** months; or
☐ proven record of operating the type of loadshifting machine which you are applying for revalidation for not less than **18** months within the last **5** years.

Please be noted that proven record from non-domestic employers / companies is usually not accepted. A proven record recognized by Hong Kong employers / companies or The Hong Kong Construction Industry Professional Plant-operators and Mechanics Association can be accepted as a proof of statement.

New Application:

Applicant for certification test is required to submit a proven record of relevant operation working experience from domestic employers/companies.

Revalidation:

1. Applicant for revalidation test is required to submit a proven record of relevant operation working experience from domestic employers/companies; or
2. A proven record of the required relevant operation work experience issued by The Hong Kong Construction Industry Professional Plant-operators and Mechanics Association or
3. A statutory declaration which issued by the Hong Kong Home Affairs Department as a proof of statement.

Declaration of Organisation

We endorse/certify that the applicant_____has_____ years of relevant working experience in operating _____(Type of Machinery) (please refer to the table below for details) and is a skillful operator. We recommend the applicant to sit for the certification test of construction plant operators in the construction industry.

Experience in Loadshifting Machinery Operation: (Detail operation experience, use separate sheet if space is insufficient)

Candidates who renew licenses need to report working experience within last 5 years.

Year & Month		Name of Company/Employer and contact telephone number	Type of Machinery and model	Job Nature
From	To			
/	/			
/	/			

(Note : Our Council will carry out random check on the details of experience submitted by the applicant. If the submitted experience does not meet our requirements or is found fraudulent, our Council will cancel the applicant's right of admission.)

Name of current/latest employer _____ Signature and company's chop _____ Contact telephone no. _____ Date _____
 (Full name in block letter) -----

Construction Workers Registration

Are you ☐ willing / ☐ not willing to

- (i) Apply for The Construction Workers Registration or
- (ii) Update status to Registered Skilled Workers with relevant operator's certificate or
- (iii) Update this operator qualification only.

Fee: HK\$50 for new or renewal application for Construction Workers Registration (with valid operator's qualification). Free for updating information within the validity of the CWR card. Workers Registration Office will contact the applicants after they pass the certification test for following up the registration matters.

Notes for Applicants of Loadshifting Machinery Training Course

- Applicants should complete the proof of working experience in the form.
- The test fees listed may be reviewed and adjusted by the CIC if necessary. Enquiries are welcome.
- Applicants can apply for revalidation **6** months before and within **3** months after the expiry of the certification card. Application for revalidation before the **6**-month period will not be entertained, and if after the **3**-month period will be treated as new application.
- Applicants should be Hong Kong Permanent Residents of 18 year-old or above. Applicants who are not Hong Kong Permanent Residents, please attach the copy of valid working permit issued by the Hong Kong Immigration Department. For imported worker, job duties approved by relevant government department should also be submitted to verify the worker's necessity to operate the loadshifting machineries concerned.
- Applicants who reach the age of 65, please call CIC Kowloon Bay Campus at 2100 9500 for checking the trades that may be required to submit medical examination reports issued by Registered Medical Practitioners and acquiring the standard forms of reports.
- Candidates may request to postpone the trade test by submitting his reasons in writing. Such letters must reach CIC Kowloon Bay Campus at least 3 working days before the scheduled testing day.
- Application
 - (1) Complete the application form together with a cheque or bank draft for the test fee payable to "**Construction Industry Council**".
 - (2) A photo copy of the applicant's Hong Kong ID Card must be submitted with the application form. After the test, the copy will be destroyed according to the CIC procedures.
 - (3) Applicants of Revalidation Test should submit copy of certification card. If the current certification card hold by the applicant was not issued by CIC, applicants must fill in the "Personal Claim" and submit together with the application.
 - (4) Send the application form with a copy of the HKID card and the cheque to the **CIC 38/E, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.**
 - (5) Candidates who want to withdraw from the tests have to submit their reasons in writing to the CIC Kowloon Bay Campus at least 3 working days before the schedule test date. Once the withdrawal request is approved, the fees paid will be refunded after charging an administration fee amounting to 20% of the total. Special consideration will be given to candidates who request to withdraw because of prolonged injury.

Please turn overleaf to fill the application form ►►►►