

Construction Industry Council

Committee on Repair, Maintenance, Alteration and Addition

Meeting No. 002/24 of the Committee on Repair, Maintenance, Alteration and Addition (Com-RMAA) was held on Thursday, 9 May 2024 at 2:30pm at Board Room, 29/F, Tower 2, Enterprise Square Five (MegaBox), 38 Wang Chiu Road, Kowloon Bay.

Present : Eddie LAM (ELM) Chairperson
Susanne (WHWS) Principal Assistant Secretary
WONG* (Works) 1, Development Bureau
KAN (CKN) Deputy Chief Occupational Safety
Wai-chi Officer (Operations Division)
(Hong Kong and Islands Region),
Labour Department
Joe LAM (JLm) Chief Engineer / General
Engineering Services, Electrical &
Mechanical Services Department
CHAN (KKCN)
Kim-kwong
Tom CHAN (TmC)
CHEUNG (WhC)
Wing-ho*
Christopher (CCG)
CHUNG
Ellis IP (EIp)
Kevin LAI (KLI)
Lewis LAM* (LLM)
Andrew LEE (ALEE)
Louis LEE (LMHL)
Diana (DiP)
PANG*
Daniel PONG (DPG)
Ringo SHEA (RSh)
Alfred (AdT)
TANG
YU (KHY)
Kam-hung

In Attendance : Thomas HO (TH) Chairman, Construction Industry
Council
Albert (CTN) Executive Director, Construction
CHENG Industry Council
Alfred (AdCn) Chief Assistant Secretary (Works)
CHAN* 6, Development Bureau

Keith CHU *	(KCu)	Assistant Secretary (Works Policies 1) 2, Development Bureau
Alex HO	(AHKK)	Director – Industry Development, Construction Industry Council
LEE Oi-yen	(OYL)	Assistant Director – Registration Services, Construction Industry Council
William HO	(YHH)	Head of Certificate Training, Hong Kong Institute of Construction
Timothy LEUNG	(TLG)	General Manager – Industry Development, Construction Industry Council
Eros LAM*	(ELLT)	Manager – Management Support, Construction Industry Council
Michelle LEUNG*	(MYWL)	Manager – Construction Business Development, Construction Industry Council
Michael YEUNG	(MIY)	Manager – Industry Development, Construction Safety, Construction Industry Council
Roy WONG	(RyW)	Manager – Collaboration Scheme, Hong Kong Institute of Construction
Robert LAU	(WFL)	Manager – Trade Testing, Hong Kong Institute of Construction
Nathaniel WOO	(NJW)	Manager – Industry Development, Construction Industry Council
Will KWOK*	(WK)	Supervising Instructor, Construction Industry Council
Chivas CHEUNG	(CvC)	Assistant Manager – Industry Development, Construction Industry Council
David LEUNG	(DdLg)	Assistant Manager – Collaboration Scheme, Construction Industry Council
Christy CHAN*	(NCC)	Graduate Trainee – Project, Construction Industry Council

Apologies : Patrick HO (PaH)
SIU (KCS)
Kin-ching

* Attended the meeting online via Microsoft Teams

MINUTES

Action

Prior to commencement of the Meeting, the Chairperson reminded Members to declare any actual or potential conflict of interest with item(s) to be discussed at the meeting. No declaration was received during the meeting.

2.1 Confirmation of Minutes of the Previous Meeting

Members took note of the paper CIC/RMAA/M/001/24 and confirmed the minutes of the Meeting No. 001/24.

2.2 Matters Arising from the Last Meeting

Following item 1.3 from the previous meeting regarding the progress of the Repair, Maintenance, Alteration and Addition (RMAA) programmes' day-time and part-time modes. Details would be reported under agenda item 2.3.

Following item 1.3 from the previous meeting regarding the preparation of a checklist of organizations for promoting RMAA programmes. Details would be reported under agenda item 2.3.

2.3 Progress Update on Sub-committees

The Chairperson invited the Chairperson of each Sub-committee to brief Members on the Paper CIC/RMAA/P/003/24 regarding the progress update on Sub-committees.

Sub-committee on Worker Training

AdT briefed Members on the progress update of the Sub-committee on Worker Training.

DdLg reported to Members that the total number of participants in the Intermediate Tradesman Collaborative Training Scheme (ITCTS) had reached 194. Among them, 59% took the RMAA Works (Building Construction) and 41% took the RMAA Works (Electrical & Mechanical). Almost 76% of the trainees had participated in the Housing Department (HD) works.

A webinar on Introduction to ITCTS was held for the industry on 21 March 2024. A recruitment day for property

MINUTES

Action

management companies was held at Construction Industry Recruitment Centre, Labour Department (LD) on 3 May, inviting property management companies to recruit trainees.

The number of graduates and students from the two Certificate Programmes in RMAA (full-time) and their employment status were as follows:

Programmes	Number of Graduates (as at 15 April)	Number of Students	Number of Applicants (as at 15 April)
Building Construction	142	42	57
Collaborative Training Scheme (Building Construction)	62	44	4
Electrical & Mechanical	48	15	18
Collaborative Training Scheme (Electrical & Mechanical)	56	14	5

Programmes (as at 31 March)	Number of Employment	Employment Rate
Building Construction	85/128	66%
Collaborative Training Scheme (Building Construction) – First-Hire-Then-Train Scheme	N/A	N/A
Electrical & Mechanical	39/48	81%
Collaborative Training Scheme (Electrical & Mechanical) – First-Hire-Then-Train Scheme	N/A	N/A

YHH briefed Members that the full-time Certificate Programmes in RMAA (Building Construction) currently had three classes, with one new class scheduled in July.

MINUTES

Action

The Electrical & Mechanical programme currently had one class, with a new class scheduled in July. Following that, the RMAA programmes had reached its training quota for the current academic year. Hong Kong Institute of Construction (HKIC) would then consider transfer the quota from other less popular programmes to RMAA programmes.

AdT enquired the course arrangement for the 57 applicants for the Building Construction programme. YHH replied that trainee enrollment had already reached its training quota, and the new class scheduled in July would be able to accommodate about half of the applicants. The remaining applicants would either be transferred to the Collaborative Training Scheme or they would have to wait until the next academic year (September).

Status of the Certificate Programmes in RMAA (part-time) were as follows:

Module	Number of Applicants	Number of Students	Number of Graduates
Module 2: Maintenance is Service Training Course	17	0	16
Module 4: Repair and Maintenance (Wall Plaster, Floor Tile and Concrete Spalling)	26	2	6
Module 6: Metal Works	20	2	0

YHH reported to Members regarding the new part-time programme for upgrading graduates of the Repair and Building Maintenance course. HKIC had enquired among 131 graduates about their intention to study. In the end, 6 of them enrolled in the course, and completed the 22-day supplementary course in April and May. HKIC would present the Certificate in RMAA to those 6 trainees in due

MINUTES

Action

course.

YHH reported to Members that response for the part-time programme had been below expectations in the past six months. The Chairperson suggested HKIC to study whether it would be more attractive to switch the evening programme into weekend or Sunday full-day mode.

AdT briefed Members that Architectural Services Department (ArchSD) had awarded four contracts which required recruiting graduates from the Certificate Programmes in RMAA on 1 April 2024. The Secretariat had assisted the Human Resources Department of those four companies which had been awarded the works contracts to liaise with Career Support Services of HKIC for matching purpose.

Hong Kong Housing Authority had added a requirement for recruiting graduates from the Certificate Programmes in RMAA to its estate repair and maintenance works contracts, stating that the contractor must recruit 1 graduate from the Building Construction programme. The tender specified that the Building Construction graduate could assist in bricklaying, plastering, plumbing, tiling, concrete repairing (spalling concrete) and painting. The graduates could also participate in building minor maintenance works of HD. The tender for three term contracts was scheduled to be awarded on 1 October 2024.

Hong Kong Housing Authority was studying the possibility to specify the recruitment of graduates from the Certificate Programmes in RMAA (Electrical & Mechanical) in its Electrical & Mechanical repair contracts. Hong Kong Housing Authority mentioned that if Electrical and Mechanical Services Department (EMSD) launched related requirements in their contracts, its electrical & mechanical repair contracts would follow suit.

The Sub-committee on Worker Training had a briefing with Hong Kong Housing Society (HKHS) on 8 March 2024. They discussed about including a requirement on the recruitment of graduates from the Certificate Programmes in RMAA in HKHS contract terms, and recruiting the

MINUTES

Action

graduates for the Estates Office of HKHS.

To observe and understand the training, safety and students' trade skills of RMAA programmes, HKHS visited Kwai Chung Campus on 19 April 2024. After the visit, HKHS gained a better understanding on the course curriculum and trade skills of students. HKHS was reviewing their contract requirements and recruitment procedures to explore the possibility to engage graduates from the RMAA programmes in their works.

DdLg briefed Members regarding the trainee recruitment day organised for property management companies. In collaboration with Property Management Services Authority (PMSA) and Hong Kong Institute of Housing, CIC organized a recruitment day for property management companies at Construction Industry Recruitment Centre, LD at Kwun Tong on 3 May 2024. The recruitment day attracted applications from 10 property management companies, offering over 90 vacancies.

On the recruitment day, there were 8 property management companies and 63 job seekers participated. A total of 128 interviews were conducted, with 42 students being initially selected by the property management companies. The Secretariat would consider organizing recruitment day on a quarterly basis, training more RMAA graduates in collaboration with the property management sector.

The Secretariat had liaised with Hospital Authority (HA) and EMSD to promote the recruitment of graduates from the Certificate Programmes in RMAA as one of the requirements in their repair and maintenance contracts. With reference to the contract terms of ArchSD, HA and EMSD were exploring the possibility to include similar terms in their works contracts.

The Secretariat had liaised with Vocational Training Council (VTC) and Airport Authority Hong Kong. It was hoped that an initial meeting could be lined up with the relevant organizations as soon as possible to promote the programme and discuss the potential for collaboration.

MINUTES

Action

CIC Chairman enquired whether the employment outlook and trade skills of the graduates could be used for promotional purpose. AdT responded that the current course curriculum of RMAA programmes was equivalent to the training level for semi-skilled workers. However, the graduates had to pass various trade tests to get official recognitions. The Committee would follow up closely with those graduates and employers participating in the Government contract pilot projects, hoping to use the experience and stories between the parties as promotion material.

CIC Chairman enquired whether the Registered Specialist Trade Contractors Scheme – Building Maintenance and Interior Fitting-out require contractors to recruit RMAA graduates. The Chairperson expressed that the Registered Specialist Trade Contractors were now only encouraged to recruit graduates. Due to insufficient supply, the recruitment of RMAA graduates could not be made mandatory among contractors for the time being. When the number of graduates could fulfill the market needs, the Committee would make necessary adjustments.

TLG briefed Members on the plan to add a RMAA Corner in the Construction Innovation and Technology Application Centre (CITAC), targeting the construction industry, property management companies, the general public and students. The exhibitors would include Bosch, Closed Loop, Eibenstock, Hilti, LR, Makita and Miyanaga. The guided tours would initially cover the definition and figures of RMAA, government regulations, tenders and RMAA works, project management, safety management, property management, RMAA programmes / contractors, technological exhibits, promotions and information, etc.

Addition works for the RMAA Corner had been approved at the meeting of the Committee on Construction Innovation and Technology Application Centre on 1 March 2024. The tender procedure of request for quotation started in late March. Since the number of quotations received was less than two by the tender closing date, it had to conduct the re-quote process according to the CIC procurement procedures. Tender for the works contract was expected to

MINUTES

Action

be awarded in late May, with the RMAA works to be completed by late June. The opening ceremony of the RMAA Corner was tentatively scheduled on 16 July 2024.

Sub-committee on Promotion and Education

EIp briefed Members on the progress update of the Sub-committee on Promotion and Education.

There would be four Continuing Professional Development (CPD) seminars / workshops this year. The first half of 2024 would focus on the introduction of Construction Industry Council RMAA issues to property management companies.

- Third Quarter: Proposed to provide CPD on RMAA safety and industry figures at the opening ceremony of the RMAA Corner.
- Third Quarter: Proposed to promote Smart Site Safety System (4S) and Construction Innovation and Technology Fund (CITF) or the Code of Practice for Bamboo Scaffolding Safety from LD at the webinar.
- Fourth Quarter: The theme was under consideration. As the proposed amendments to the Noise Control Ordinance were expected to be implemented next year, it was initially exploring the possibility to promote relevant information of the Ordinance in the fourth quarter.

For the First Quarter, the CPD webinar on Introduction to Registered Specialist Trade Contractors Scheme (RSTCS) – Building Maintenance and Interior Fitting-out, Certificate Programmes in RMAA, and Intermediate Tradesman Collaborative Training Scheme (ITCTS) was completed on 21 March 2024, with 1,692 online participants. The webinar would be produced into three themed video clips for distribution to the public upon completion of subtitling in late May.

CIC Chairman suggested to drive adoption of 4S in the RMAA industry. Riding on the launching ceremony of the Smart Site Safety System Labelling Scheme (4S Labelling Scheme) on 20 May, we could share and drive Smart Site Safety among the industry.

MINUTES

Action

TLG briefed Members that the 3-minute highlight of the Risk Management and Insurance for Home Renovation, the promotional video clip in joint efforts with Hong Kong Federation of Insurers, had been completed and uploaded to CIC's YouTube channel. The Sub-committee on Promotion and Education would distribute the video clip to property management companies for broadcasting at their managed properties through Hong Kong Association of Property Management Companies and Hong Kong Institute of Housing.

Contents for the Spalling of Concrete and Mandatory Building Inspection Scheme leaflet would be produced into a 2-3 minutes video clip. The tender was scheduled to be awarded in mid-May. The video clip would start production in late May, and ready for distribution via CIC's YouTube channel in early July.

CIC Chairman enquired whether there was any video clip produced in response to the knock down of structural wall in a residential unit last year. TLG responded that a relevant guideline had been issued after the Secretariat communicated with Buildings Department (BD) and PMSA. BD had also organized relevant seminars for the general public and produced a video clip on related information. The Secretariat would liaise with BD to discuss the production plan for a relevant video clip.

TLG reported to Members that the launching ceremony of the Outstanding Contractor Award 2024 (OCA) was successfully held on 6 March 2024 at the Multi-purpose Hall, CIC Zero Carbon Park (CIC-ZCP). Application period for the award had started on 11 March 2024. During the application period, the Secretariat enquired the intention to participate among contractors via phone calls. More than twenty companies had confirmed their interest to compete for the awards. The OCA application period would close on 31 May 2024. Members were encouraged to submit applications, and distribute relevant information among appropriate contractors and invite them to compete for the Outstanding Contractor Award.

TLG reported to Members that the opening ceremony of the

MINUTES

Action

RMAA Corner would be held on 16 July 2024 at the Multi-purpose Hall, CIC-ZCP. The Secretariat had invited CIC Chairman; CIC Executive Director; Clarice YU, JP, Director of Buildings; and the Chairperson as the officiating guests. The second half of the opening ceremony would be themed seminars, tentatively covering RMAA figures, safety and management, etc.

Sub-committee on Standardisation

CCG briefed Members on the progress update of the Sub-committee on Standardisation.

Under the existing framework, BD had yet to recognize graduates from the RMAA Programmes to partake in works under List of Class III Registered Minor Works Items (Minor Works Items). The Sub-committee on Standardisation was exploring to assist graduates achieve other Semi-Skilled workers' qualifications through Skills Enhancement Course for Construction Workers in order to partake in Minor Works Items.

TLG briefed Members regarding the 7-day Skills Enhancement Course for Construction Workers. The Secretariat suggested to explore the admission of RMAA Programmes' graduates with relevant working experience to the Skills Enhancement Course. It was hoped that the RMAA graduates would achieve the Semi-Skilled workers' qualifications through the Course and Intermediate Trade Tests, and be qualified to partake in Minor Works Items.

CIC Chairman enquired the progress of the related arrangement. YHH replied that under the original scheme, general workers had to possess a minimum of one year of working experience to enrol in the Skills Enhancement Course. HKIC would work with the Collaboration Scheme Department to explore the possibility to revise the admission requirement of the Skills Enhancement Course, allowing RMAA Programmes' graduates with less working experience to enrol in the course.

TLG reported to Members that the production of the Laws and Responsibilities for Owners on Home Renovation leaflet had been completed. The leaflets had been

MINUTES

Action

distributed to the Home Affairs Enquiry Centres in 18 districts, Urban Renewal Authority (URA), PMSA, Hong Kong Association of Property Management Companies and Federation of Hong Kong Property Management Industry in March.

CIC Chairman enquired how to enhance the public access to RMAA information and the understanding of the target audience.

CCG responded that the contents of the leaflet would be produced into video clips for publicity in a lively manner. In addition, reach out to District Council members could be arranged for seek their assistance in enhancing the publicity.

The Chairperson enquired whether some 1,000 leaflets were sufficient for distribution, and that the general public may not be able to understand the contents of the leaflet. To enhance the understanding of the target audience, it was proposed to offer professional advice to the general public in joint efforts with various professional bodies.

CTN expressed the need to take note of the service scope of CIC, e.g. owners may encounter various problems on home renovation. When homeowners seek for professional advice from CIC regarding their problems with contractors, the stance of CIC may be contradictory to the question itself. It was suggested that CIC should follow its terms of reference, and study the public outreach plan with due care.

LMHL shared that URA contact homeowners of old buildings and those receiving Mandatory Building Inspection Scheme Notices, offering education and assistance on application for government subsidy. Each case would be followed up by designated staff. URA would also introduce the subsidy and distribute information package to residents at related buildings or three-nil buildings. The Secretariat could liaise with URA and explore the possibility of joint promotional plans.

TLG reported to Members regarding the first RMAA safety booklet for 2024 – Work-At-Height and Work-Above-

MINUTES

Action

Ground Safety. The booklet covered general safety knowledge, types of working platforms, and safety and reminders for different working platforms.

Four RMAA leaflets were planned for the year. The first one would be about the recent industrial accidents. The second leaflet was proposed to be on Confined Space Work. The proposed theme for the third leaflet would be Repair and Maintenance of Escalators. The final one would be on 4S and CITF.

The Chairperson enquired the number of Registered Specialist Trade Contractors for Building Maintenance and Interior Fitting-out. OYL replied the number of Registered Specialist Trade Contractors for Building Maintenance and Interior Fitting-out: 1,297 companies under Group 1, and 13 companies under Group 2. Companies that failed to fulfil the six core elements would be delisted from the register. Therefore, the number of registered companies may drop.

Sub-committee on Supervision Matters

KHY briefed Members on the progress update of the Sub-committee on Supervision Matters.

Com-RMAA and PMSA would hold their second regular meeting on 23 May 2024. The proposed agenda included property management companies supervise contractors to present their Green Cards, the RMAA Corner and its opening ceremony, CPD participation from the property management industry and their recruitment progress for the first quarter, amendments to the Code of Practice for Bamboo Scaffolding Safety from LD, and explore the recommended recruitment of RMAA Programmes' graduates and Registered Specialist Trade Contractors for property management companies.

TLG briefed Members regarding the progress of the consultancy study report. The consultant would submit a formal draft report by late May, and present its content to the Sub-committee on Supervision Matters for comment in June. The revised formal report would be presented at the Com-RMAA meeting for approval in August.

MINUTES

Action

TLG reported to Members on the number of participating companies for the Construction Industry Integrity Charter 2.0. The number of subscribed construction companies and consulting firms reached 423 in December 2023, 58 of which were RMAA companies. The number reached 441 in March 2024, 50 of which were RMAA companies.

The distribution of registered companies that had subscribed to the Construction Industry Integrity Charter 2.0 were as follows:

Distribution of Registered Company (as at March 2024)	Construction Industry Integrity Charter 2.0	
	Number of Companies	Percentage
Specialist Trade Contractor	25	6
Subcontractor	197	45
Specialist Trade Contractor and Subcontractor	80	18
Others	139	31

The distribution of scope of work of companies that had subscribed to the Construction Industry Integrity Charter 2.0 were as follows:

Scope of Work of Company (as at March 2024)	Construction Industry Integrity Charter 2.0	
	Number of Companies	Percentage
Building Maintenance	7	1
Renovation and Fitting-Out Works	22	5
Building Maintenance & Renovation and Fitting-Out Works	21	5
Others	391	89

TLG reported to Members that the Secretariat held a

MINUTES

Action

meeting with the Corruption Prevention Department of Independent Commission Against Corruption (ICAC) on 27 March 2024. During the meeting, the Secretariat learned about ICAC's corruption prevention work, including the publication of Corruption Prevention Guides, offering training for mid-to-senior management, the issue of guidelines on stakeholders' responsibilities, and a fair tendering platform (i.e. Smart Tender) for the general public. The Secretariat was exploring the feasibility for collaboration with ICAC to enhance the integrity of the industry. The initial ideas included joint CPD, issue of corruption prevention leaflets and guidelines, and promotion of Registered Specialist Trade Contractors.

NJW reported to Members that LD had published a revised Code of Practice for Bamboo Scaffolding Safety (the Fifth Edition) on 19 April 2024. The revised Code of Practice for Bamboo Scaffolding Safety offered a grace period of 6 months, taking full effect on 19 October 2024. The revised edition had updated the qualification requirements for workers who perform erection, substantial addition, alteration or dismantling of bamboo scaffolds, technical requirements for the access and egress, bracing and putlog of bamboo scaffolds, the prohibition to unauthorised alteration of bamboo scaffolds, and the requirement of inspection prior to inclement weather.

The application figures for Advanced Level Truss-out Scaffolder Safety Training and Intermediate Level Truss-out Scaffolder Safety Training were as follows:

(As at 30 April 2024)	Number of Applicants (excluding withdrawn applications)	Passing Rate	Number of Waiting
Advanced Level Truss-out Scaffolder Safety Training (TOS)	640	426	29
Intermediate Level Truss-out Scaffolder Safety Training (IOS)	137	70	17
Total	777	496	46

MINUTES

Action

WFL reported to Members on the major reasons for TOS failures: standards did not connect to steel brackets, insufficient inspection and maintenance of scaffolds, and the omission of fixing nylon strips at working platform for closely spaced bamboo scaffolds. Those who failed at IOS were mainly attributable to failing to properly fence off before work, bracings did not connect to the highest ledger point, and wrong installation of sheeting.

CTN stated that there were roughly 900 bamboo scaffolding workers for residential works in the market. He believed it was insufficient to have only 496 qualified truss-out scaffolders, and promotional efforts have to be increased. Response was not encouraging probably as it was still within the grace period.

KKCN supplemented that bamboo scaffolding workers unions estimated there were about 900 to 1,000 bamboo scaffolding workers. He agreed that as the revised Code of Practice was yet to become effective, application for the trainings had been affected. The workers unions had been promoting the Truss-out Scaffolder Safety Training, with more promotions to come.

RSh raised out whether all of the estimated 900 bamboo scaffolding workers would perform the erection of truss-out bamboo scaffolds at external walls, and whether workers carrying bamboo poles indoors also had to possess Truss-out Scaffolder Safety Training Certificates. WFL stated that workers engaging in the erection, addition, alteration or dismantling of truss-out bamboo scaffolds (no matter if they were carrying bamboo poles) should possess valid Truss-out Scaffolder Safety Training Certificates.

Elp pointed out that property management companies currently had no enforcement power. They could only perform inspections when workers enter the property. It would be difficult for them to supervise bamboo scaffolding workers within privately-owned property units.

The Chairperson suggested to discuss how property management companies could supervise bamboo

MINUTES

Action

scaffolding works (e.g. transport bamboo scaffolding materials) during the second regular meeting with PMSA.

2.4 Any Other Business

TLG reported to Members that the Secretariat would submit an initial detailed business plan, budget and Key Performance Indicators for 2025 to the Finance Department of CIC on 24 May 2024 for CIC review. Following that, the Secretariat would seek endorsement from the Com-RMAA by circulation of relevant papers through email in June. The papers would then be submitted to the Executive Committee for endorsement at its meeting in September. After that, the papers would be submitted to the Council for approval at its meeting in October.

AdT suggested to include the 2025 study tours in the budget, enabling all to gain experience from those Asian countries that were more advanced in the RMAA development.

2.5 Next Meeting

The next meeting was scheduled for 8 August 2024 **All to** (Thursday) at 2:30pm at Board Room, 29/F, Tower 2, **Note** Enterprise Square Five (MegaBox), 38 Wang Chiu Road, Kowloon Bay.

There being no other business, the meeting was adjourned at 4:10pm.

**CIC Secretariat
May 2024**