

**Training Course for Persons Working on Suspended Working Platforms (Gondolas) /
Certification Course for Operator of Builder's Lift**

Enquiry : 2100 9000

- 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, CIC may be unable to process and / or consider your application if you fail to provide complete information.
 3. Please put a "✓" in the appropriate ☐.
 4. Personal Particulars must be consistent with that on HKID Card.
- Applicant No: _____

(A) Types of Operator Certification Tests/ Courses:

Types of courses	Certification Training Course (inclusive of test)			Revalidation Course (practical exercise and written test)	
<input type="checkbox"/> Training Course for Persons Working on Suspended Working Platforms (Gondolas) (SWP)	Full Course (inclusive of test)			Revalidation Test Fee (HK\$)	
	<input type="checkbox"/> HK\$800			<input type="checkbox"/> HK\$400	
<input type="checkbox"/> Certification Course for Operators of Builder's Lift (TBT)	Full Course (inclusive of tests)	Resit of Written Test only	Resit of Practical Test Only	Course & Written Test	Resit of Written Test
	<input type="checkbox"/> HK\$800	<input type="checkbox"/> HK\$400	<input type="checkbox"/> HK\$400	<input type="checkbox"/> HK\$400	<input type="checkbox"/> HK\$400

Note: (1) If a candidate of Builder's Lift Course fails in both written test and practical test, he/she should, when needed, resubmit an application for a complete 2-day training course (inclusive of both written and practical tests).

(2) If a candidate of Builder's Lift Revalidation Course fails in either the written test or practical test, he/she would have one chance to apply for a re-test. If a candidate fails in the re-test, he/she would be required to apply for a complete 2-day training course (inclusive of both written and practical tests).

(3) Availability of these courses may be subject to interruption due to, but not limited to, equipment/facility maintenance and adverse weather condition. The courses including the admission of applications may be suspended due to the above mentioned incidents without prior notice. To confirm course availability, please contact us at 2100 9000.

(B) Personal Particulars:

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

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

Address : _____

**Construction Workers Registration
The CIC will**

- Process Construction Workers Registration application; or
- Update your Registered Skilled Workers with relevant operator's certificate or
- Update this operator qualification only.

If one chooses not to do so, one should put a tick "✓" in the box below.

☐ I do not agree to apply or update for Construction Workers Registration

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.

**From now on until 30 September 2023, the CIC waives the registration and renewal fees.*

Please affix a copy of your safety card here

Mark your safety card copy with the word "COPY"
at a place where personal details in the card
will not be covered.



Please affix a copy of your HKID card here

Mark your HKID card copy with the word "COPY"
at a place where personal details in the card
will not be covered.

Guides to Applicants

- The test fees listed herein may be subject to adjustment upon review by the CIC if necessary.
- Applicants, who are not Hong Kong Permanent Residents, are required to enclose with the application form a copy of the valid working permit issued by the Hong Kong Immigration Department.
- According to the "Code of Practice for Safe Use and Operation of Suspended Working Platforms" issued by the Labour Department, every person operating the suspended working platform should be fit, agile and not be height phobic.
- Applicants for Re-validation Course for Operators of Builder's Lift must have been frequently operating builders' lifts over the last five years. Applicants can apply for revalidation within 6 months prior to or within 6 months after the expiry of their current certification cards. Application for revalidation submitted more than 6 months prior to the expiry date will not be entertained and later than the 6 months grace period will be treated as new application.
- In view of the physical fitness requirement, applicants aged 65 years or above are required to submit a medical examination report issued by Registered Medical Practitioners. If needed, please call 2100 9000 to acquire the standard forms of report.
- Candidates may request to postpone the trade test by submitting to the Hong Kong Construction Industry Trade Testing Centre the relevant substantiation and justification in writing. Such documents must reach CIC at least **3 working days** before the scheduled test day.
- The CIC reserves all rights to refuse any test/course application, at its own discretion, under no obligation to give any explanation and without liability to any loss.
- Notice to course/test attendants :

- (1) Candidates must present the originals of their **valid Construction Industry Safety Training Certificates (Green Cards)** and wear appropriate workwear including safety shoes on the test date, or else he/she would be disqualified for the course / test. His/her test result would be generally deemed to be "absent".

			
		Present valid Green Card 攜帶有效平安卡	Bring your own Safety Shoes 自備安全鞋
New Course	Day 1		
	Day 2	Must	Must
Revalidation Course		Must	Must

- (2) Candidates, who are absent from any half-day class for more than 15 minutes, would be disqualified.

■ Application

- (1) Applicants can enroll via the mobile application ("TTOA"). Upon approval of application, the applicants could settle the related payment via ATM / by Cheque / by bank transfer OR at 7-Eleven by presenting the barcode given in the TTOA.
- (2) For application via post, applicants should send the completed application form, accompanied with a cheque or bank draft with the test fee payable to "Construction Industry Council", to the **Hong Kong Construction Industry Trade Testing Centre, 38/F, COS Centre, 56 Tsun Yip Street Kwun Tong, Kowloon**. A photocopy of the applicant's Hong Kong ID Card must be affixed to the application form. The copy will be destroyed once the information of the applicant is verified.
- (3) All trade test fees are non-refundable and non-transferrable. Candidates who want to withdraw from the tests have to submit their requests, alongside the relevant substantiations and/or justifications, in writing to the CIC at least 3 working days before the scheduled test day. An administration fee amounting to 20% of the paid test fee will be charged. Special consideration will be given to candidates who request to withdraw because of prolonged injury.

For inquiry, please call 2100 9000 or visit CIC website at www.cic.hk.

【Declarations by Applicant】

1. I hereby declare that all information provided by me on this application form and all documents submitted with this application are true and correct, to the best of my knowledge. I understand that giving false or misleading statement or information in the test/course application and/or for worker registration may constitute criminal offense and the application and/or registration may be deemed invalid.
 2. I shall, if my application is accepted, conform to the Code of Practice for Trade Test of the Hong Kong Construction Industry Trade Test Centre ("HKCITTC"), which covers safety guidelines, disciplinary guidelines and guidance/instructions given from the invigilator during the test/course etc., with details available in the Construction Industry Council ("CIC") website. I will be responsible for the indemnification incurred in any damage of machines, tools and equipment resulted from my negligence or willful misconduct during the test/course. I consent to the CIC will not be accountable for any injuries and deaths incurred due to my negligence.
 3. I understand and agree that the HKCITTC reserves all rights to reject my second test application (i.e. re-sit) where I fail to comply with the HKCITTC regulations and/or to present myself to the tests/courses without a valid justification.
 4. I understand and agree that the HKCITTC reserves all rights to reject my test/course applications; and to deny my test eligibility at its sole discretion without any refund/compensation liability. The HKCITTC also reserves all rights of final decision and interpretation in relation to any such decisions under no obligation to provide any further notice nor explanation.
 5. I authorise the HKCITTC to verify my qualifications and/or obtain information in relation to the qualifications direct from the issuing authorities and consent to the direct transfer of such information between the issuing authorities and the HKCITTC.
 6. I understand and agree that the HKCITTC accepts no responsibility for any information received from issuing authorities and is not liable for any loss or damage caused by its use or in relation to it.
 7. I understand and agree that the HKCITTC reserves the right of final decision on and of interpretation of all requirements, terms and conditions, and arrangements concerning the Trade Test.
 8. I shall enroll in suitable insurance plan according to my personal needs at my discretion for appropriate protection.
 9. I understand and agree that the HKCITTC reserves the right, at its sole discretion, to amend or alter the terms and conditions without prior notice.
- ☐ I understand the requirements of presenting the original of the valid Green Card and wearing appropriate work wearing (including safety shoes) on test day and willingly give my undertaking to comply with them. I am fully aware that any non-compliance with the above said requirements will result in disqualification from course/test and that test fees are non-refundable in this regard.
- ☐ I understand the content of the Notes for Trainees for Mandatory Safety Training Courses issued by the Labour Department and agree to the arrangements and requirements therein. (Only applicable to Training Course for Persons Working on Suspended Working Platforms (Gondolas))

Please put a '✓' in the appropriate ☐

【Privacy Policy and Personal Information Collection Statement】

1. The information provided by the undersigned to the Construction Industry Council (the "CIC"), including any personal data as defined in the Personal Data (Privacy) Ordinance, will be used solely for delivery of Trade Tests/Courses, assessment services and for purposes related to the activities of the CIC.
2. To keep the undersigned informed of CIC activities and industry developments which may be of interest, the CIC would use the provided personal data, including name, phone number and correspondence and email addresses, to update the undersigned in relation to training courses, trade testing, registration, events, opinion surveys, job recruitment, achievements and other aspects of its work and the construction industry.
3. The undersigned is free to decide whether or not to receive such information. If the undersigned chooses not to do so, he/she should put a tick "✓" in the box below.
4. The undersigned is entitled to request access to and correction of any errors in the personal data. If the undersigned wishes to do so, he/she should write to the CIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.
5. It is necessary for all applicants to supply the CIC with complete information. If any of the information is inaccurate or incomplete, the CIC may be unable to process and/or consider the application and/or provide all or part of the Trade Test/Course and assessment services.
6. The CIC will ensure that all personal data collected during the application and/or registration process and/or Trade Tests/Courses and/or assessment processes will be handled in compliance with the Personal Data (Privacy) Ordinance. The CIC will not transfer the undersigned's personal data to any third parties (except the Labour Department) without prior consent of the undersigned.

I, the undersigned, have carefully read through and fully understood the 【Declarations by Applicant】, 【Privacy Policy and Personal Information Collection Statements】 and all other information on this application and consent to all the terms and conditions therein.

☐ I do not wish to receive any information from the CIC in relation to its activities or developments in the construction industry.

Applicant's Signature : _____
(To be signed by the applicant himself / herself)

Date : _____

Applicant's Name : _____

【FOR OFFICIAL USE ONLY】

Data Entry Staff

Checked By

Signature/Date: _____

Signature/Date: _____

Please turn overleaf to read the information >>>>>>

Mandatory Safety Training Courses

Notes for Trainees

Content of Mandatory Safety Training Courses

For assuring the quality of mandatory safety training courses, all training course providers are required to offer courses according to the relevant course contents as stipulated in the 《Guidance Notes on Application for Recognition of Mandatory Safety Training Courses》 and the 《Approval Conditions for Operating Mandatory Safety Training Courses》.

Central Issuance of Examination Papers by Labour Department

Examination papers for the mandatory safety training courses are generated on random selection basis from examination questions prepared by the Labour Department. They will be issued centrally to training course providers at the specified time soon before the examination. This examination arrangement is applicable to the following mandatory safety training courses:

- | | |
|--|--|
| ■ Mandatory Basic Safety Training Course for Employees in the Construction Industry* | ■ Mandatory Basic Safety Training Course for Employees in the Container Handling Industry* |
| ■ Safety Training Course for Certified Workers of Confined Spaces Operation* | ■ Safety Training Course for Competent Persons of Confined Spaces Operation** |
| ■ Training Course for Persons Working on Suspended Working Platforms* | ■ Gas Welding Safety Training Course* |
| ■ Standardised Part of Course Content of Training for Operators of Crane * | ■ Standardised Part of Course Content of Training for Operators of Loadshifting Machine * |

(*Including revalidation course) (**Including revalidation course and top-up course)

Course Arrangements and Requirements

A trainee may make any queries to the training course provider on the course arrangements, including teaching language, health condition requirements, appropriate dressing, arrangements in times of inclement weather, absence, attendance requirements, class rules, visual and audio recording and etc.

Visual and Audio Recording

The training course provider shall make visual and audio recording during the following sections of the course:

- written examinations, including distribution and marking of examination papers in examination venue
- hands-on practice on the use of safety harness with lifeline and fall arresting device
- hands-on practice on the use of approved breathing apparatus

Attendance

Any trainee who is absent from the class for more than 15 minutes for any half-day sessions (applicable to theory session only) will be disqualified to attend the examination.

Online Learning Kit

The Labour Department has prepared a set of online learning kit. The content of learning kit covers all parts of two categories of courses (i.e. Mandatory Safety Training Course for Employees in the Construction Industry and Mandatory Safety Training Course for Employees in the Container Handling Industry and their revalidation courses). The online learning kit has been uploaded to the homepage of the Labour Department (<http://www.labour.gov.hk>), and trainees are welcome to browse the site at any time.

Enquiry and Complaints

For enquiry about the content of these Notes for Trainees, please contact the Labour Department through:

- Telephone : 2559 2297 (auto-recording after office hours)
- Fax : 2915 1410
- E-mail : enquiry@labour.gov.hk

For complaints about the quality of a mandatory safety training course, please call the Labour Department:

- Occupational Safety and Health complaint hotline: 2542 2172
(All complaints will be treated in the strictest confidence)

Occupational Safety & Health Branch
Labour Department
December 2021

When a trainee enrolls a mandatory safety training course, the course provider shall give the trainee these Notes for Trainees. The trainee should sign to acknowledge that he/she understands the content of the Notes for Trainees and agrees to the arrangements and requirements therein. The course provider shall display these Notes for Trainees at training venue of the course.