



CONSTRUCTION INDUSTRY COUNCIL
建造業議會

Seminar on Construction Workers Registration System (CWRS)

Nov 2020

About the CWRS Seminar

1. Terminology
2. System Overview
3. Benefits and New Workers Registration Card
4. Roles & Duties
5. System Components
6. CIC Android Device
7. Other tested Android Devices
8. Setup Procedure
9. Good List
10. Daily Operation after setup
11. DAR Submission
12. Law Requirement
13. Manual Highlight – CWRG
14. Manual Highlight – DAR App



1. Terminology

CWRS - Construction Workers Registration System

- New system launched in Dec-2015

Good List

- The list of workers assigned to work on a specific contract or site
- Controlled by the site admin or master admin of an individual contractor

Bad List

- The list of workers not allowed to work on construction sites
- Controlled by CIC for all contracts or sites

DAR – Daily Attendance Record

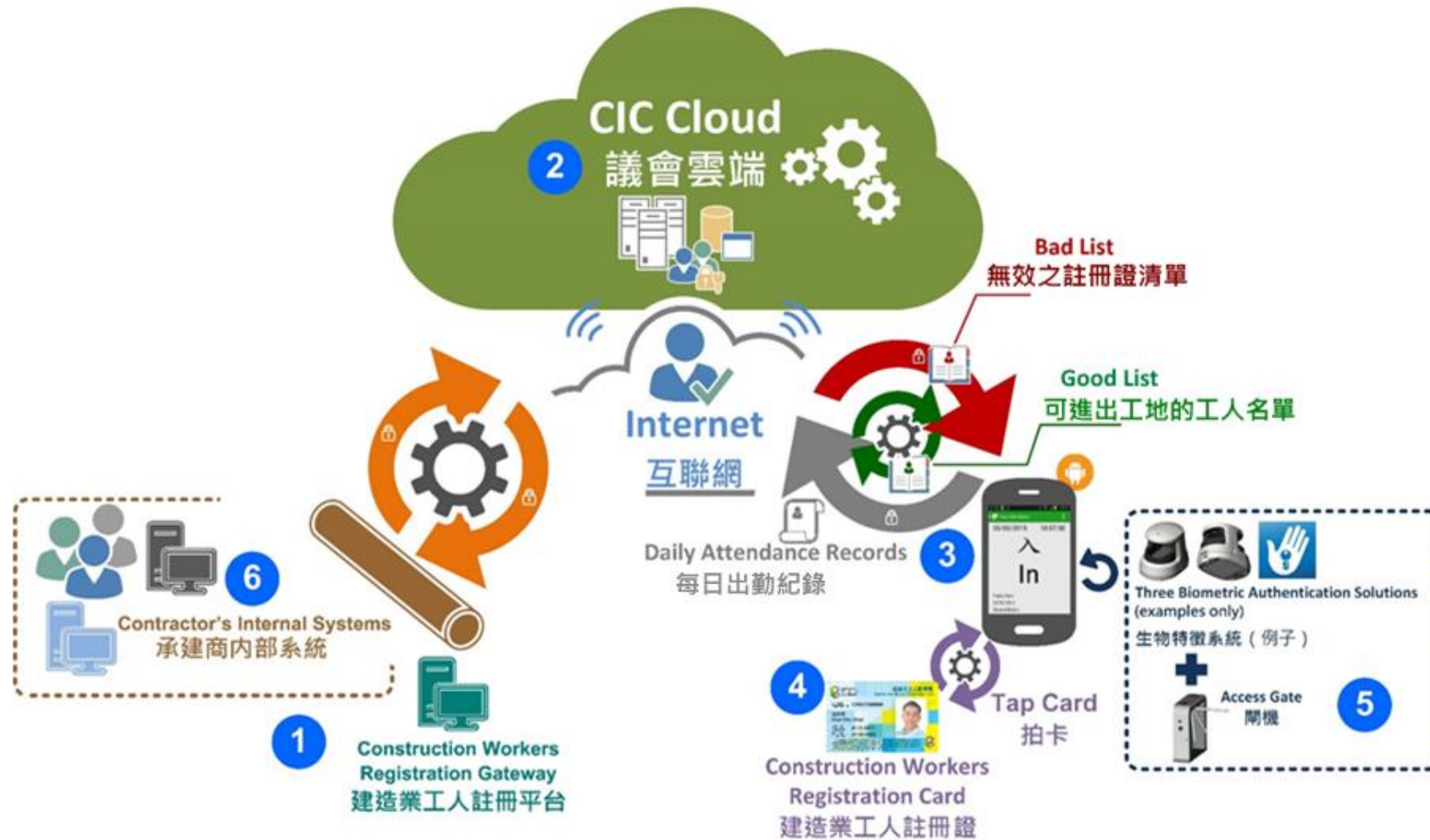
NFC – Near Field Communication

CWRG – Construction Workers Registration Gateway (Front-end portal)

CWR Card – Construction Workers Registration Card



2. System Overview



3. Benefits

1. Enhanced flow of collection & submission of DAR
2. More options on card readers to record the workers registration card information
3. Web-based platform for managing daily site administration work
4. Increased accuracy of DAR collection
5. Simplified registration process for workers
6. Workers can access their DAR on CWR card
7. Multi-qualifications on one card



3. New Construction Workers Registration Card



The image compares the new and old Construction Workers Registration Cards. The new card is larger, more colorful, and includes a QR code and a list of qualifications. The old card is smaller and less detailed.

CONSTRUCTION INDUSTRY COUNCIL 建造業議會

新 NEW

建造業工人註冊證 Construction Workers Registration Card

註冊編號 Registration No. CWR17099999

齊註冊 Chai Chu Chat

發給日期 Issue Date 01-11-2017

有效日期 Expiry Date 31-10-2022

此證是根據《建造業工人註冊條例》(第583章)發出。非法使用他人註冊證屬嚴重刑事罪行。 This card is issued under the Construction Workers Registration Ordinance (Cap. 583). Unlawful use of another person's registration card is a serious criminal offence.

記錄其他與建造業相關的資格 Record other construction-related qualifications

記錄最近的個人拍卡紀錄 Store latest card tapping records

「一證多用」減少帶證數量 Reduce the number of cards to be carried

資格列表 Qualification List

舊 OLD

CONSTRUCTION INDUSTRY COUNCIL 建造業議會

建造業工人註冊證 Construction Workers Registration Card

註冊編號 Registration No. CWR17099999

姓名 Name 齊註冊 Chai Chu Chat

有效期至 Expiry Date 31-10-2017

根據《建造業工人註冊條例》(第583章)發出。 Issued in accordance with the Construction Workers Registration Ordinance (Cap. 583).

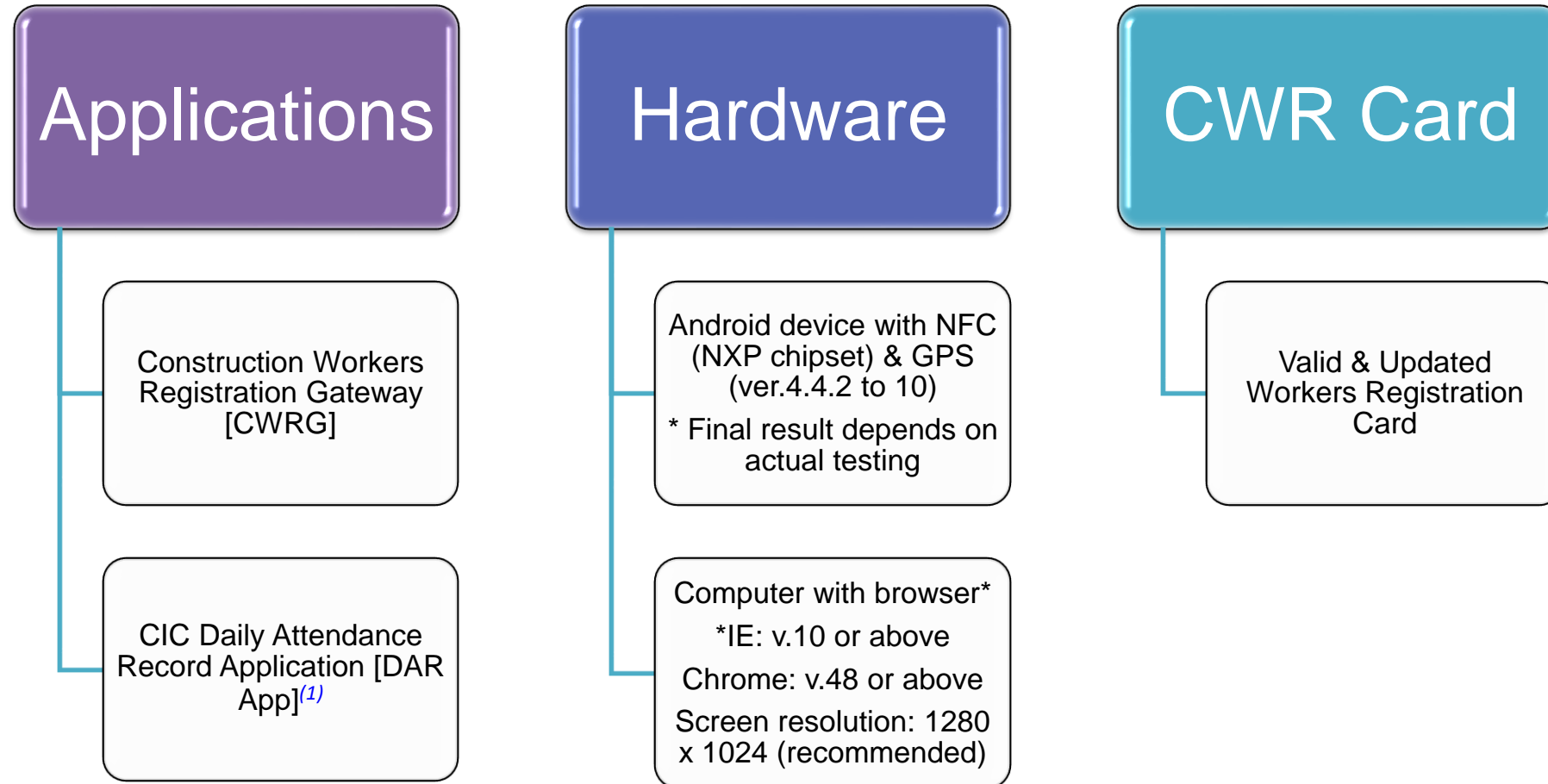


4. Roles & Duties

Roles	Duties
Site Admin	<ul style="list-style-type: none">•Manage and edit Good List and DAR•Submit DAR via CWRG•Perform administrative work in DAR App
Master Admin	<p><u>In addition to the access rights of the Site Admin:</u></p> <ul style="list-style-type: none">•Create / manage / delete site admin accounts•Manage Contracts
Workers	<ul style="list-style-type: none">•Tap CWR Card on card readers installed with DAR App to create attendance record



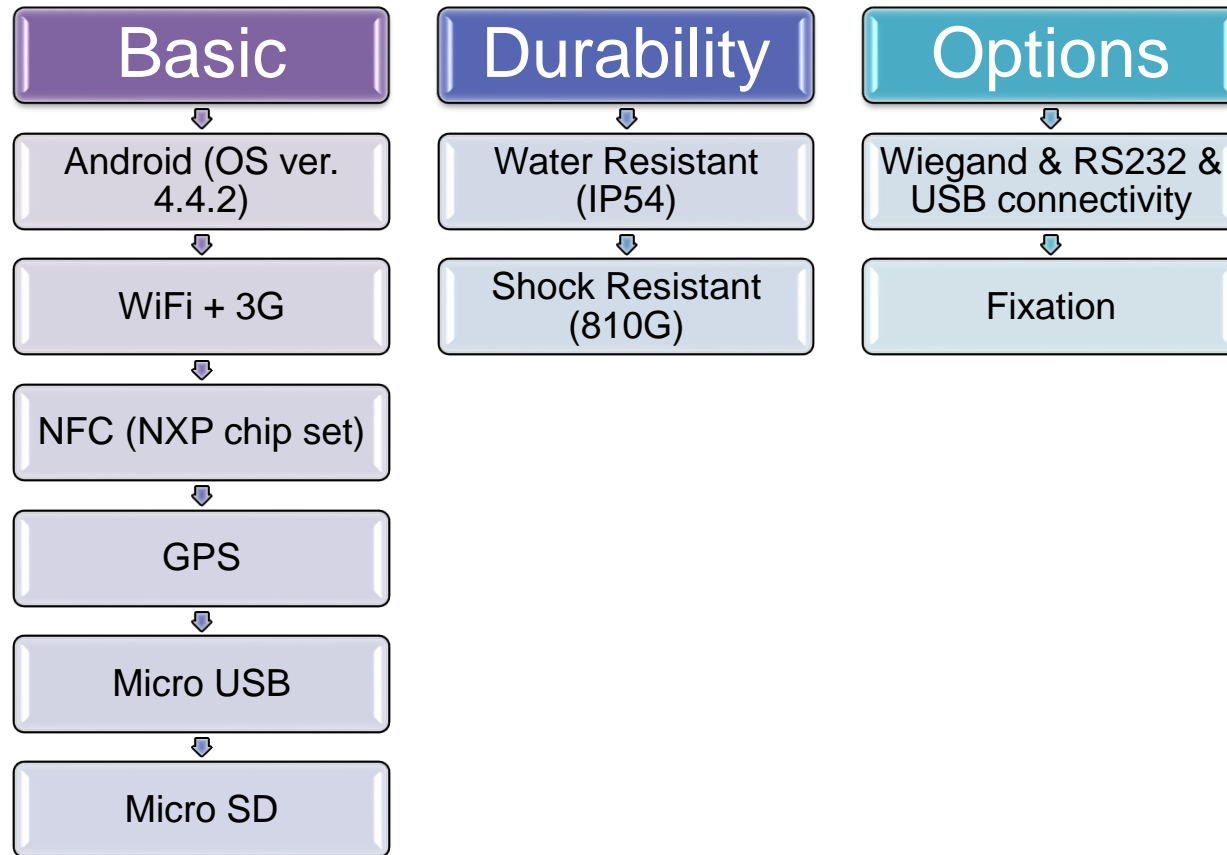
5. System Components



(1) You are advised to visit the [CIC website](#) regularly for latest release notes on DAR App and update your card reading device to the latest version of the DAR app.



6. CIC Android Device



7. Other tested Android Devices

- | | |
|--------------|---------------------|
| 1. Asus | 11. Nokia |
| 2. CAT | 12. Oppo |
| 3. HTC | 13. SamSung |
| 4. Huawei | 14. Solution Expert |
| 5. InFocus | 15. Sony |
| 6. Lenovo | 16. Star On |
| 7. LG | 17. Synergos |
| 8. Meizu | 18. UniStrong |
| 9. Motorola | 19. Vivo |
| 10. Nilamtec | 20. Xiaomi |

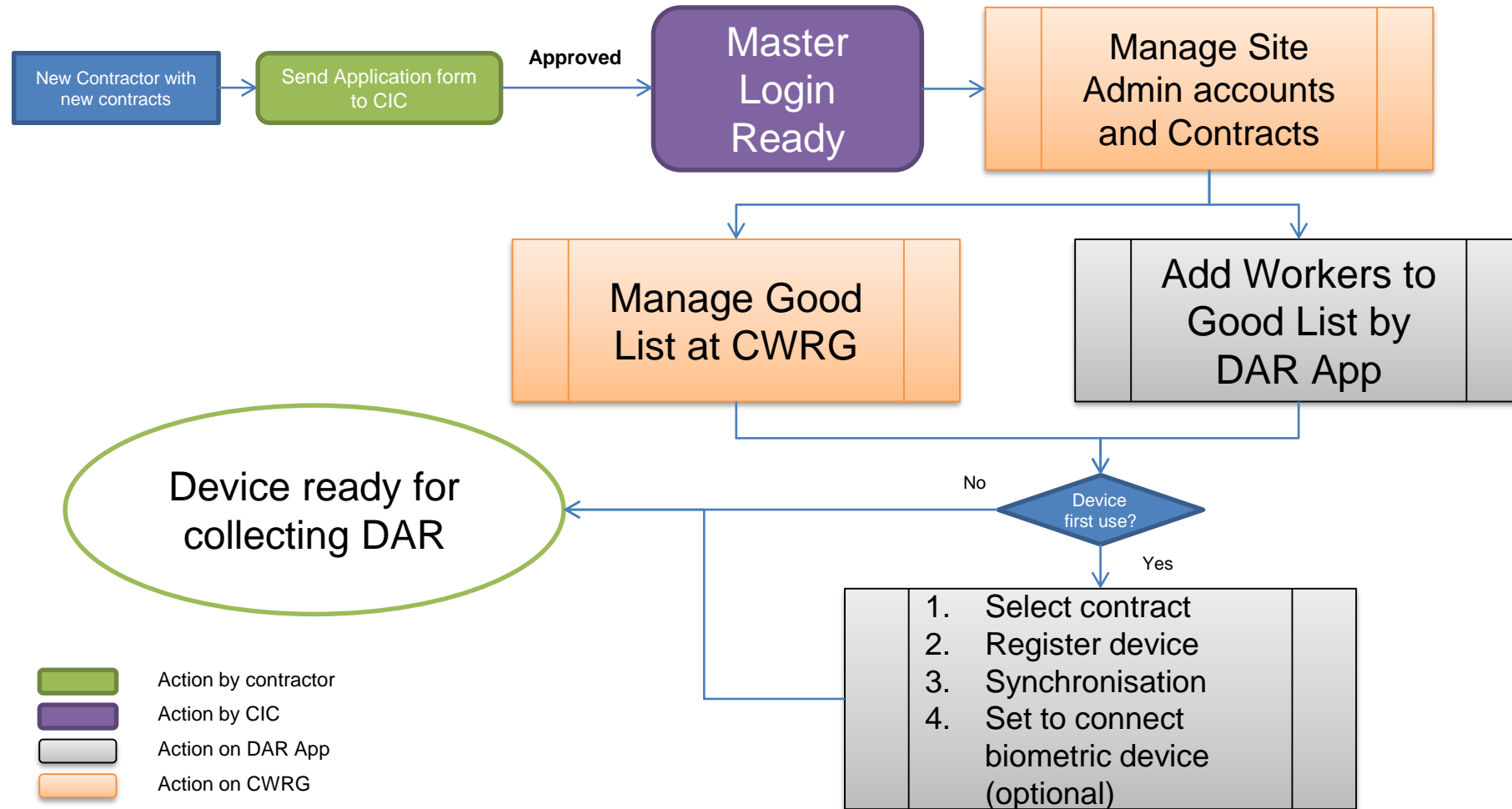


Scan the QR code to view the certified mobile device list

1. The CIC does not hold any bias towards any brands or models of mobile device for DAR operations.
2. The list above is only a record of testing devices. Contractor users are free to choose any mobile device as long as they fulfill the basic requirements for the CIC Attendance apps operations



8. Setup Procedure



9. Good List

- A list of workers who are assigned to work on a specific contract/site and is managed by the Site Admin or Master Admin
- Site Admin/Master Admin should regularly review and manage Good List via CWRG portal or DAR App, including:
 - Register CWR cards for new workers
 - Update new CWR cards due to renewal / loss / update qualification for current workers
 - Update the site entrance period for workers
 - Update the practising trade for workers
- Site Admin/Master Admin should remind the workers to activate the new CWR cards upon receipt.



10. Daily Operation after Setup

Raw data will synchronize with CWRs automatically at

- Around 04:00, 10:00, 16:00, 22:00 (4 times daily)
- Duties during the 7-day cycle:
 1. Check raw DAR
 2. Edit DAR if necessary
 3. Rectify problematic records (if any)



11. DAR Submission

Contractors must carry out the following steps and ensure all DAR are true and complete in each submission.

1. Ensure all DAR are completely uploaded from card devices to CWRG Cloud

- In “DAR Submission Summary” section of CWRG

2. Rectify problematic records and verify all DAR are true

- In “Attendance Records for Verification” section of CWRG

3. Submit verified DAR

- In “DAR Submission Summary” section of CWRG



12. Law Requirement

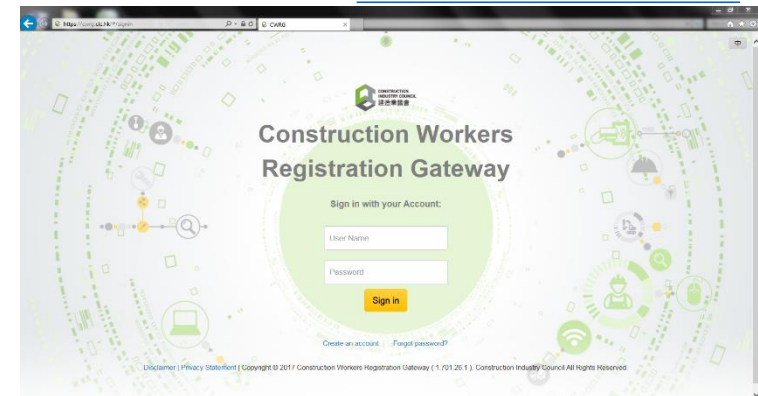
- Pursuant to the Construction Workers Registration Ordinance (Cap. 583) (CWRO), the controller of a construction site is required to submit DAR for each period of 7 days, within 2 business days after each period.
- All DAR shall contain true and complete records.
- Failure to submit DAR in accordance with the CWRO is an offence and may be subject to prosecution.



13. Manual Highlight - CWRG

- Contractor/ Contract Profile [[chapter 2.2](#)]
 - Apply new contract/ Update request
- DAR – Editing & Submission [[chapter 2.3](#)]
- Good list Conflicts [[chapter 2.4.1](#)]
- Export and Download [[chapter 2.4.2 & 2.4.4](#)]
- Email notifications [[chapter 2.4.8](#)]
- DAR for verification [[chapter 2.4.9](#)]
- Heartbeat [[chapter 2.4.11](#)]

<https://cwrp.cic.hk/>



14. Manual Highlight – DAR App

- Reminder on Stable Network [[chapter 1.1.2](#)]
- Device De-/Registration [[chapter 1.1.3-4](#)]
- Setup (Tap Indicator, Biometric, Auto-start, Heartbeat, Auto Download, Return Signal Response time) [[chapter 1.1.6](#)]
- Good List Management (Add/ Edit/ Delete) [[chapter 1.2](#)]
- Data Synchronization [[chapter 1.4](#)]
- Update (CIC DAR App upgrade) [[chapter 1.6](#)]





Thank you

Disclaimer: the information provided in this seminar is for reference only. Whilst the CIC endeavours to ensure the accuracy of the information in this seminar, no express or implied warranty is given by the CIC as to the accuracy of any part of the information. The CIC shall not be liable for loss or damage (including, without limitation, damages or loss of business or loss of profits) arising in contract, tort or otherwise from the use of or inability to use any information contained in this seminar, or from any action or decision taken as a result of using any such information of this seminar.

The comments expressed in this seminar will not in any way affect or prejudice the CIC in performing any of its function or exercising any of its power under the CWRO.