

## Specified Form of Emergency Construction Work 緊急建造工作指明表格

Under Section 5 of the Construction Workers Registration (Exemption) Regulation,  
("Exemption Regulation") (Cap 583C)

根據《建造業工人註冊(豁免)規例》(《豁免規例》)第5條(第583C章)

This form is to be used by the controller of a construction site for the purposes of notifying the Construction Industry Council (CIC) of the emergency work and submitting a record of the emergency work pursuant to sections 5(2) & (5) of Exemption Regulation. Please read the "Points to Note" before completing the specified form.

此表格適用於建造工地的主管依據《豁免規例》第5(2)及(5)條，向建造業議會(議會)呈報緊急工作的進行及提交有關緊急工作的紀錄。填寫本指明表格前，必須細閱「注意事項」。

### Points to Note:

- Controller** of a construction site, means the principal contractor for the site or if there is no principal contractor for the site, a person who has control over or in charge of the site.
- Emergency work** means any construction work reasonably required to be carried out immediately on a construction site due to an emergency, for one or more of the following purposes:
  - saving human life;
  - preventing personal injury;
  - preventing damage to property;
  - preventing serious interruption or disruption to a public transport system or utility service.
- Emergency work **in the first 72 hours** upon the controller being aware of the emergency will be exempted from the "designated workers for designated skills (DWDS) requirement.
- Exemption only applies to emergency work that involves the skills of the 47 designated trade divisions set out in Schedule 1 of the Exemption Regulation.
- The controller must notify the CIC of the commencement of the emergency work by completing and submitting **Part A** of this form to the CIC, **within 48 hours** upon being aware of the emergency.
- The controller must also submit a record of the emergency work by completing and submitting **Part B** of this form to the CIC, **within 96 hours** upon being aware of the emergency.
- Please fill in the information as required in **Part C** of this form and return it along with the completed form to the CIC.
- For enquiries, please contact the CIC at 2100 9000.

### 注意事項:

- 建造工地的**主管**是指該工地的總承建商，或如該工地沒有總承建商，任何掌管或主管該工地的人。
- 緊急工作**指由於緊急事故，並為達致以下其中一項或多於一項的目的而合理地需要立即在建造工地進行的建造工作：
  - 拯救人命；
  - 防止人身傷害；
  - 防止財產受損；
  - 防止公共運輸系統或公用事業設施服務出現嚴重的中斷或被嚴重地干擾。
- 由主管知悉緊急事故起計**首 72 小時**內的緊急工作將豁免受「專工專責」規定規管。
- 該豁免只適用於涉及《豁免規例》附表 1 所載的 47 個指定工種分項的技能的緊急工作。
- 該主管須在知悉緊急事故後的**48 小時內**，填妥及交回**本表格甲部**予議會，以通知議會該緊急工作的展開。
- 該主管亦須在知悉緊急事故後的**96 小時內**，填妥及交回**本表格乙部**予議會，作為向議會呈交緊急工作的紀錄。
- 請填妥**本表格丙部**並連同其他已填妥的部分一併交回議會。
- 有任何查詢，請致電 2100 9000 聯絡議會。



**Part A - Notification of Emergency Construction Work**CWRB Ref No.: EMW/20 / \_\_\_\_\_**甲部 - 緊急建造工作的通知**

(To be completed and submitted by the controller within the first 48 hours upon being aware of the emergency  
 由建造工地的主管於知悉緊急事故後的 48 小時內填寫及提交予建造業議會)

**To: The Construction Industry Council** (Fax no.: 2100-9277 or by email: [cwro-enquiry@cic.hk](mailto:cwro-enquiry@cic.hk))

**致: 建造業議會** (傳真號碼: 2100-9277 或電郵地址: [cwro-enquiry@cic.hk](mailto:cwro-enquiry@cic.hk))

Information of Controller 主管資料			
Company Name 公司名稱			
Correspondence Address 通訊地址			
Company Contact Person 公司聯絡人姓名	(Mr./ Mrs./ Miss/ Ms.)	Office Tel. No. 辦事處聯絡電話	
Office Email Address 辦事處電郵地址		Office Fax No. 辦事處傳真號碼	

Emergency Construction Work Particulars 緊急建造工作詳情	
Contract Title (if applicable) 合約名稱(如適用)	
Contract No. (if applicable) 合約編號(如適用)	
Works Order No. (if applicable) 施工通知編號(如適用)	
Location of the Emergency Work (no., name of street and district) 緊急工作位置 (門牌號碼、街名、地段及地區)	
Category of Emergency Construction Work (e.g. maintenance of slope/road, burst of water mains) 緊急建造工作類別 (例如: 道路/斜坡維修、水管爆裂)	
Name of Client, Contact Person and Tel. No. 業主機構名稱、聯絡人姓名及電話	
Date and Time of being aware of the Emergency Work 知悉緊急工作日期及時間	
Anticipated Completion Date and Time 預計完工日期及時間	

On behalf of the above controller, I hereby declare that all the information provided in this specified form is true and correct.  
 本人謹代表上述建造工地的主管聲明本指明表格內所載資料正確無誤。

Name 姓名: \_\_\_\_\_

Post 職位: \_\_\_\_\_

Signature 簽署: \_\_\_\_\_

Company Chop 公司蓋章: \_\_\_\_\_

Date 日期: \_\_\_\_\_

**Part B – Record of emergency construction work carried out by non-registered skilled/semi-skilled worker(s) (including provisional registration) of relevant trade division(s)**

乙部 - 由非相關工種分項註冊熟練/半熟練技工(包括臨時註冊)進行緊急建造工作的記錄

(To be completed and submitted by the controller within 96 hours upon being aware of the emergency)

(由建造工地的主管於知悉緊急事故後的 96 小時內填寫及提交予建造業議會)

**To: The Construction Industry Council (Fax no.: 2100-9277 or by email: [cwro-enquiry@cic.hk](mailto:cwro-enquiry@cic.hk))****致: 建造業議會 (傳真號碼: 2100-9277 或電郵地址: [cwro-enquiry@cic.hk](mailto:cwro-enquiry@cic.hk))**

Name of Controller 總承建商/工地主管名稱	
Contract No. / Works Order No. 合約編號/施工通知編號 (Please fill in the "Location of the Emergency Work" as stated in Part A if not applicable 若不適用, 請填寫甲部內「緊急工作位置」)	
Date and Time of being aware of the Emergency Work 知悉緊急工作日期及時間	

**Record of Emergency Construction Work carried out by Non-registered Skilled Worker(s) of relevant Designated Trade Division(s)**

由非相關指定工種分項註冊技工進行緊急建造工作記錄

Date 日期	Name of Worker 工人姓名	Construction Workers Registration Card No. 建造業工人 註冊證號碼	Designated Trade Division(s) Involved (Name/Code of the trade division(s)) 涉及的指定工種分項 (工種分項名稱或編號)

Please add supplementary paper(s) if the provided space is insufficient. 如提供的位置不足, 請另行增加附頁。

On behalf of the above controller, I hereby declare that all the information provided in this specified form is true and correct.

本人謹代表上述建造工地的主管聲明本指明表格內所載資料正確無誤。

Name 姓名:

\_\_\_\_\_

Post 職位:

\_\_\_\_\_

Company Chop 公司蓋章:

\_\_\_\_\_

Signature 簽署:

\_\_\_\_\_

Date 日期:

\_\_\_\_\_

**P e r s o n a l I n f o r m a t i o n C o l l e c t i o n S t a t e m e n t 收 集 個 人 資 料 聲 明**

- The information provided in this form will be used for purposes in connection with the administration of Construction Workers Registration Ordinance and the related legislations, and for dealing with other matters in relation to the form.
  - The Information provided may be disclosed to the government or other parties in connection with the administration of matters related to the Construction Workers Registration Ordinance and the related legislations, and for other purposes as authorized and required by law.
  - Under the provisions of the Personal Data (Privacy) Ordinance, you have the right to request access to or correct your personal data. Written requests should be addressed to the Construction Industry Council.
1. 在本表格提供的資料, 將用於關乎執行《建造業工人註冊條例》及有關規例的用途上, 以及處理與本表格相關的其他事宜。  
2. 在執行關乎《建造業工人註冊條例》及有關規例的事宜上, 將可能向政府或其他人士披露所提供的資料。  
3. 根據《個人資料(私隱)條例》, 你有權要求查閱和更改個人資料, 有關申請須以書面向建造業議會提出。

**Part C – Acknowledgement Receipt for Specified Form of Emergency Construction Work**

丙部 – 緊急建造工作提交指明表格的確認回條

(Part I: To be completed by the Controller 第一部份: 供建造工地的主管填寫)

<b>To:</b>	(Name of Contact Person 聯絡人姓名)
	(Name of Site Controller 工地主管名稱)
	(Contract Title 合約名稱)
	(Contract No./Works Order No. (if applicable) 合約編號/施工通知號碼(如適用))
	(Location of the Emergency Work 緊急工作位置)
	(Fax No. 傳真號碼)

(Part II: To be completed by the CIC 第二部份: 供議會填寫)

**Acknowledgement Receipt for Notification of Emergency Construction Work****緊急建造工作通知的確認回條**

We acknowledge receipt of your notification of \_\_\_\_\_ for above-mentioned emergency construction work as per Part A of the specified form.

本議會確認收到閣下於 \_\_\_\_\_ 就上述緊急建造工作以指明表格甲部所發出的通知。

Name / Signature of Subject Officer:

負責人員姓名 / 簽署: \_\_\_\_\_

Date 日期: \_\_\_\_\_

CIC Chop 議會蓋章: \_\_\_\_\_

**Acknowledgement Receipt for Submission of Record of Emergency Construction Work****提交緊急建造工作紀錄的確認回條**

We acknowledge receipt of your submission of record of \_\_\_\_\_ for above-mentioned emergency construction work as per Part B of the specified form.

本議會確認收到閣下於 \_\_\_\_\_ 就上述緊急建造工作以指明表格乙部提交的紀錄。

Name / Signature of Subject Officer:

負責人員姓名 / 簽署: \_\_\_\_\_

Date 日期: \_\_\_\_\_

CIC Chop 議會蓋章: \_\_\_\_\_