

**Construction Industry Council**

**Committee on Repair, Maintenance, Alteration and Additional Works**

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Meeting No. 001/23 of the Committee on Repair, Maintenance, Alteration and Additional Works was held on Thursday, 9 February 2023 at 2:30pm at Board Room, 29/F, Tower 2, Enterprise Square Five (MegaBox), 38 Wang Chiu Road, Kowloon Bay, Kowloon, Hong Kong.

Present : Eddie LAM (ELM) Chairperson  
Susanne (PAS1) Principal Assistant Secretary (Works) 1,  
WONG Development Bureau  
KAN Wai (CKN) Deputy Chief Occupational Safety Officer  
Chi \* (Operations Division) (Hong Kong and  
Islands Region)  
Sammy (SSKY) Chief Engineer / General Engineering  
YEUNG Services, Electrical & Mechanical Services  
Department  
CHAN Kim- (KKCN)  
kwong  
Tom CHAN (TmC)  
Henry (BCC)  
CHAU\*  
CHEUNG (WhC)  
Wing-ho\*  
Christopher (CCG)  
CHUNG  
Patrick HO (PaH)  
Ellis YIP\* (EIp)  
Kevin LAI\* (KLI)  
Lewis LAM (LLM)  
Daniel (DPG)  
PONG  
Ringo SHEA (RSh)  
SIU Kin- (KCS)  
ching  
Alfred TANG (AdT)  
YU Kam- (KHY)  
hung\*

In Attendance : Alfred (AdCn) Chief Assistant Secretary (Works) 6,  
CHAN\* Development Bureau  
: Marjory (MLG) Assistant Secretary (Works Policies 1) 1,  
LEUNG Development Bureau  
Charles Ho (CHLC) Assistant Director - Training, HKIC

LEE Oi-yen	(OYL)	Assistant Director – Registration Services, Construction Industry Council
Yan Zhou	(YZ)	Assistant Director – Industry Development, Construction Industry Council
Tony LAM	(TLam)	Head of Construction Safety (Acting), Construction Industry Council
William HO	(YHH)	Principal - Sheung Shui Campus, HKIC
Timothy LEUNG	(TLG)	Senior Manager – Industry Development, Construction Industry Council
Robert Lau *	(WFL)	Manager - Trade Testing, Construction Industry Council
Hilda WONG	(HiW)	Manager – Industry Development, Construction Industry Council
Helen Yau	(HYU)	Manager - Quality Assurance, Construction Industry Council
LI Cheung- on *	(LCO)	Trade Testing Superintendent - Trade Testing, Construction Industry Council
Silas Cheng	(SCG)	Assistant Manager - Industry Development, Construction Safety, Construction Industry Council
Helena LAU	(HLU)	Assistant Manager – Industry Development, Construction Industry Council
David LEUNG	(DdLg)	Assistant Manager – Collaboration Scheme, Construction Industry Council
Mandy FUNG	(FCM)	Senior Officer – Industry Development, Construction Industry Council

Apologies : Andrew LEE (ALEE)  
Diana PANG (DiP)

\* attended the meeting online via Microsoft Teams

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

#### **1.1 Confirmation of Minutes of the Previous Meeting**

Members took note of the paper CIC/RMAA/M/002/22, and confirmed the minutes of the Meeting No. 002/22.

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**1.2 Matters Arising from the Last Meeting**

Following item 1.3 from the previous meeting regarding the proposed work outline and schedule of the Sub-committees, TLG reported to Members as below:

(a) Following the matter on the promotion video of Sub-committee on Worker Training, the updated promotion video was sent to each Member on 10 November 2022 for comments and uploaded to a social media platform (YouTube) for promotion. In addition, the relevant suggestions on the presentation of the work outline and schedule of the Sub-committees were adopted, and the relevant amendments had been made.

(b) Following the addition of Registered Minor Works Contractors System by Sub-committee on Standardisation, the target timeline would be reported under item 1.5.

(c) The detailed figures/information of worker registration by Sub-committee on Supervision were sent to each Member on 6 December 2022 via email for reference.

**1.3 Progress Update on Sub-committees**

The Chairperson invited the Chairperson of each Sub-committee to brief Members on Paper CIC/RMAA/P/001/23 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.

Regarding the matter on promotion of Certificate in RMAA and Intermediate Tradesman Collaborative Training Scheme (ITCTS) to government departments and statutory bodies, DdLg reported to Members on the training figures of Repair, Maintenance, Alterations and Additions (RMAA) in ITCTS and timelines of a series of promotion briefings. The relevant promotion leaflets were also available in the Labour Department's Construction Industry Recruitment Centre and District Offices.

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Regarding the review on the content, places and assessment mechanism of Certificate in RMAA, AdT invited HYU, the representative of Curriculum Development and Quality Assurance, to briefed Members on a series of proposed amendments on the courses.

The Chairperson enquired about the enrollment situation of full-time courses and the maximum number of admissions of each class. YHH responded that 27 applications were received for Building Construction and 13 applications were received for Electrical and Mechanical as of 8 February 2023, while the maximum number of admissions of each class was 18. The Chairperson enquired whether allowance was available for part-time courses. YHH responded that under the new proposed amendments, a bonus of HK\$4,000 would be granted to students who studied on a credit basis and completed all credits of the courses.

The status of graduates and students from the two programmes of Certificate in RMAA are as follows:

Certificate in RMAA	Graduate	Student	Number of Participants
Building Construction	21 (2 classes)	31 (2 classes)	-
Electrical & Mechanical Engineering	9 (1 class)	11 (1 class)	-
ITCTS	-	-	52

Regarding the addition of admission requirement on mandatory completion of Primary Six or equivalent qualification for Certificate in RMAA (Electrical & Mechanical Engineering), AdT enquired if the applicant could not provide any proof of qualification, whether taking oaths in District Offices would be accepted. He also enquired whether there was above-mentioned academic requirement for other existing courses, e.g. courses for semi-skilled workers, and the standards criteria for establishing different academic requirements for each course. YHH responded that RMAA did not have any arrangement on acceptance of oaths. The course content, e.g., the amount of theories, whether recognised by the Qualifications Framework,

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etc. would be considered to set different academic requirements for other existing courses of HKIC, some might require higher academic qualifications. In order to complement the Certificate in RMAA (Electrical & Mechanical Engineering) to strive for being recognised by the Qualifications Framework in the future, the basic academic qualifications for entry would be added to ensure that students could successfully complete the course smoothly. The Chairperson expressed that HKIC could consider setting particular requirements for admission in order to assess whether the applicants possess the equivalent academic qualifications by case, e.g., other learning experience and achievements. RSh supplemented that there was a Recognition of Prior Learning Mechanism under the Qualifications Framework for practitioners who were committed for further studies to recognise work experiences and competencies acquired by another mean. They could obtain official confirmation under the Qualifications Framework to meet the admission requirement. In addition, a flexible arrangement could be adopted to the admission requirements at the commencement period of Certificate in RMAA to attract more applicants. YHH responded that HKIC and programme teams would study the matter on Recognition of Prior Learning Mechanism and consider its introduction. In addition, admission tests could be established to provide individual assessment for people who could not meet the academic requirements.

Regarding the promotion of Certificate in RMAA and ITCTS to government departments and statutory bodies, the Sub-committee had held several meetings with the Development Bureau (DEVB), and planned to conduct RMAA-related promotion courses for relevant government departments. Among those the Minor Works Control System under the Buildings Department (BD), which included Repair, Maintenance, Addition and Removal trades, corresponded to the training skills in the Certificate in RMAA. The recognition of Certificate in RMAA and ITCTS would increase if the graduates of the relevant courses could be recognised by the Minor Works Control System. In addition to BD, there were plenty of minor maintenance and specialised works for public housing estates under the Housing Department (HD). HD also recognised various courses organized by HKIC. Regarding the promotion of Certificate in RMAA and ITCTS, HD responded positively. Members of the Sub-committee would meet HD on 14 February

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for detailed introduction and discussion. Regarding the statutory bodies, Members of the Sub-committee planned to engage the Hong Kong Housing Authority and was organising a meeting.

Regarding the matters on the course content and places of Certificate in RMAA, the Sub-committee would conduct reviews based on the market demand, performance of the graduates and feedback from the employers etc. as appropriate. The recognition of two courses on Certificate in RMAA by the Qualifications Framework was expected to complete in 2024.

The chairperson enquired about the partnering organisations of the ITCTS. DdLg expressed that all the collaborative training organisations were property management companies and there were no contractors participating for the time being. It was believed that as the recognition of the Collaborative Training Scheme in government projects increased, the confidence and participation of contractors could be strengthened. The Chairperson proposed to enhance publicity and explore the feasibility of mutual recognition of qualifications (e.g., students with certain qualifications and experience can be exempted from taking certain modules), so as to increase the flexibility and attractiveness of the course.

The chairperson pointed out that it was particularly important to reduce industrial accidents through education and training, and asked whether the above courses covered knowledge related to industrial safety (especially for RMAA).

YHH responded that the two Certificate in RMAA currently required students to complete the two-day "Construction Industry Safety Fundamental Certificate" and obtain a "Safety Card" before graduation. Different from the general one-day "safety card" course, the two-day course would include more safety knowledge of working at heights such as the use of working platform. The above-mentioned two-day course would be open to the public to enroll in the future. In addition, the College was now incorporating a safety sharing session every Friday in the full-time courses.

TLam supplemented the content of the two-day "safety card" course. Knowledge regarding safety training of confined space and use of lifts were added to the course. It was believed that the enhanced course could more effectively increase the safety

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awareness of the students.

KKCN enquired whether the Certificate in RMAA covered safety knowledge for RMAA works, such as "truss-out scaffolding" work. HYU responded that the current Certificate in RMAA course (Building Construction) included a unit of "Safety Knowledge for RMAA of Buildings", which delivered a series of safety knowledge, e.g., safety measures during work, safety knowledge on construction sites, etc.

BCC pointed out that in the process of promoting the ITCTS to enterprises, the human resources department of the partnering organisations often enquired about the comparison between the courses and the Apprenticeship Scheme organised by the Vocational Training Council (VTC) and its advantages. Therefore, he hoped that HKIC would pay more attention to and review the publicity of the Scheme.

Sub-committee on Promotion and Education

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

Regarding the major promotion activities held in the first quarter in the Zero Carbon Park, TLG reported the detailed content to the Members, e.g., activities agenda, topics of the speeches and design of the booth games, selected event planning companies, etc. Members of the Sub-committee agreed to adopt the proposed major visual design (Superman of RMAA).

Regarding the production of the booklets on knowledge/liability of insurance for RMAA works, EIp stated that the first draft was completed and it was anticipated that the final draft would be completed and printed in March 2023.

Regarding the organisation of Continuing Professional Development (CPD)/seminars/workshops from the second quarter of 2023 to the fourth quarter of 2024, in order to encourage the active participation of the industry, the Sub-committee was liaising with different institutes such as the Hong Kong Institute of Housing, hoping that they could include the above activities in the learning hours of the "Continuing Professional Development Scheme".

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Regarding the production of videos for roving screening in estates/shopping malls/single buildings in all districts to be implemented in the fourth quarter of 2023, further discussion was required with Members of the Sub-committee for the content.

Regarding the detailed theme and form of the RMAA awards presentation, EIp stated that the item would be held in the fourth quarter of 2023. Further discussion with Members of the Sub-committee was required for the content, e.g., assessment process and criteria.

Sub-committee on Standardisation

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

Regarding the existing Registered Minor Works Contractors System by the Buildings Department and its articulation to RMAA courses, CCG briefed Members on the three articulation means under the Minor Works Contractors System. There were currently 61 minor works items under the registration system of the Buildings Department's Class III Minor Works Control System, such as window frame, building maintenance, etc. Detailed reviews of the articulation with the content of the RMAA courses must be conducted, followed by discussion with the DEVB and BD. For example, registration under the Minor Works Control System for class III registration required applicants to complete a 7-hour training course on minor works regulations and safety measures. Whether some of the content was already covered in the Certificate in RMAA courses or what was not covered (such as awareness of corruption prevention), the Sub-committee should conduct further research with HKIC.

Regarding the production of the work instruction booklet related to waterproofing works, CCG reported that the first draft had been completed, and it was expected the final draft would be completed and printed in the second quarter of 2023. The booklet on home RMAA works would be published in four volumes, covering different themes. The first volume would be completed and printed in the third quarter of 2023.

The Chairperson pointed out that the minor works projects under the Class III Minor Works Control System of BD reached



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a number of 61, and it was difficult for the existing Certificate in RMAA to cover all types of work. It was suggested to focus on reviewing and listing some of the popular works in the market, or works that were suitable for graduates of the Certificate in RMAA, such as aluminium window maintenance, etc., as an entry point for course articulation.

The Chairperson enquired whether the above-mentioned 7-hour training course was already available in the market. CCG responded that in addition to the recognised courses provided by the VTC, HKIC also provided relevant courses. YHH proposed that the above-mentioned 7-hour training could be provided in the form of advanced/top-up courses in addition to the original 90/95-day courses. Shortening the original course for incorporating the above 7 hours of training could also be considered. As not all graduates of the Certificate in RMAA intended to register as Class III minor works contractors, the Chairperson proposed to adopt the form of advanced/top-up course to provide training.

The current registration for Class III Minor Works Contractor of BD requires applicants to possess four years of experience in carrying out building works. In terms of enhancing the attractiveness of the Certificate in RMAA, it was enquired that whether there was room for shortening the experience in carrying out building works for relevant graduates.

PAS1 expressed her support for the promotion of RMAA courses so that those who wish to enter the industry can receive systematic training, but at the same time, care should be taken not to give the industry the misconception that the above-mentioned programs will rule out the current industry's workforce. To facilitate the discussion with BD, the content of the course related to individual Class III minor works projects, the standard of the trainees, and concrete examples should be introduced to BD for reference.

**Sub-committee on Supervision**

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

The Sub-committee was liaising with LD on whether to incorporate RMAA content in the safety courses (Green

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Card/Silver Card). Understanding that there was more than 30% RMAA-related information in the existing safety courses, and the relevant content was enough, it was suggested that no additional safety courses specifying in RMAA should be organised.

Regarding the communication and formulation of plans with the Property Management Services Authority (PMSA), the Sub-committee had held a meeting with the PMSA. The major directions of discussion were to formulate a plan to assist in the supervision of building maintenance works. Companies must check whether workers possessed relevant documents. It would also promote the employment of graduates of Certificate in RMAA in projects and tender documents.

Regarding the safety on Truss-out Bamboo Scaffolds works, TLam supplemented that HKIC had launched “Certificate in Safety Enhancement to Erection & Dismantling of ‘Truss-out Bamboo Scaffolds’” and assessment, as well as planning to discuss with LD and PMSA on incorporating the above-mentioned qualification to the codes of practice. The target is to require all practitioners of Truss-out Bamboo Scaffolds to enroll in the course and pass the assessment in the coming 6 months.

**1.4 Consultancy Study on Repair, Maintenance, Alteration and Additional Works Market**

TLG briefed Members on the paper CIC/RMAA/P/002/23, regarding the proposed purpose, areas, expected outcome and time frame of the Consultancy Study on RMAA Market.

Members agreed on the suggestion, and approved to conduct the above-mentioned consultancy study.

**1.5 Addition of RMAA to Registered Specialist Trade Contractors Scheme (RSTCS)**

OYL briefed Members on paper CIC/RMAA/P/003/23, regarding the addition of “Building Maintenance” and “Interior Fitting-Out” under RSTCS and the description of the trades, tender limit for the sub-contracts, conditions of registration and arrangements on transition.

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RSh enquired about whether classification for “Building Construction” and “Electrical & Mechanical Engineering” of the Certificate in RMAA would be considered besides the proposed two registered trades “Building Maintenance” and “Interior Fitting-Out”. OYL responded that considering the actual operation and features of the industry, multiple types of trades were often involved in work projects. The classification of “Building Maintenance” and “Interior Fitting-Out” was relatively clearer for the registration of subcontractors and consumers' selection of contractors. Further research for the above-mentioned was recommended. The Chairperson also reiterated that the classifications of “Building Construction” and “Electrical & Mechanical Engineering” was mainly aimed at the qualification level of workers in the courses, while the "registered professional contractor system" was aimed at the company's actual business and the trades involved in their work projects.

PAS1 expressed her support for maintaining the industry classification of "Building Maintenance" and "Interior Fitting-Out". "Building Maintenance" and "Interior Fitting-Out" works may have different registration requirements depending on the development of the industry. For example, building maintenance works mostly involve the use of Truss-out Bamboo Scaffolding works, and considering the importance of safety issues of Truss-out Bamboo Scaffolding works, it may be proposed to consider the feasibility of requiring the company to employ a certain percentage of qualified bamboo scaffolding mechanics in the registration conditions.

Members agreed and confirmed the addition of “Building Maintenance” and “Interior Fitting-Out” to RSTCS to be designated trades. It was expected to officially launch on 3 July 2023, and an 18-month transition period would be set for the existing relevant registered subcontractors. The tender limit measures for Group 1 companies in public works contracts will be implemented 9 months after the introduction.

**1.6 Any Other Business**

The Chairperson pointed out that the integrity culture and management were of paramount importance, and hoped to further promote and steady the culture of integrity management

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in the industry through Com-RMAA. OYL responded that CIC would collaborate with the Independent Commission Against Corruption (ICAC) to organize two webinars this year, with topics on integrity management system of enterprises and risk management, as well as the addition of integrity management as one of the registration requirements for contractors/subcontractors of RSTCS. In addition, CIC would also join hands with ICAC to organise a major seminar in the CIC-Zero Carbon Park (“CIC-ZCP”) to share with industry the works, industry application and cases of the integrity management system driven by ICAC. The Chairperson suggested Sub-committee on Promotion and Education and Sub-committee on Supervision to co-organise the seminar, and incorporate sessions of launch ceremony of Construction Industry Integrity Charter/Charter Pledge Ceremony in the major RMAA publicity event held at CIC-ZCP on 31 March 2023, so as to enhance the anti-corruption awareness and corporate governance capabilities of the industry.

**1.7 Next Meeting**

The next meeting was scheduled for 11 May 2023 (Thursday) at 2:30pm at Board Room, 29/F, Tower 2, Enterprise Square Five (MegaBox), 38 Wang Chiu Road, Kowloon Bay.

**All to Note**

There being no other business, the meeting was adjourned at 4:30 pm.

**CIC Secretariat  
February 2023**