CONSTRUCTION INDUSTRY COUNCIL
建造業議會

HONG KONG CONSTRUCTION INDUSTRY TRADE TESTING CENTRE
香港建造業工藝測試中心

Introduction to Construction Industry Trade Test

Contents

Introduction 02

1 Construction Trade Testing Services

1.1 Centre Location Directory 03

1.2 Trade Test Preparation Tips 04

2 Notes for Applicants

2.1 Scope of Trade Test 05

2.2 Application and Test Procedure 06

2.3 Trade Test Application Requirements 08

2.4 Application and Payment Methods 09

2.5 List of Trade Tests 10

2.6 Certification Tests for Machineries and Crane Operation 16

2.7 Guideline for Trade Test Exemption Application 17

2.8 Code of Conduct for Trainees/Candidates 18

2.9 Adverse Weather Arrangements, Rescheduling and Withdrawal Arrangements, Terms and Conditions 19

2.10 Personal Information Collection Statement 20

2.11 Application for Construction Workers Registration 21

3 Annexes

Annex 1 Application Form for Trade Test and Construction Workers Registration

Annex 2 Re-sit Arrangements, Surcharges and Discount Offers

Introduction

The Hong Kong Construction Industry Trade Testing Centre (HKCITTC) has been providing trade tests for the industry since the 1990s. At present, more than 150 trade tests are well-developed and available. The HKCITTC is dedicated to providing candidate-oriented service in pursuit of excellence, fairness, credibility and efficiency. With the implementation of the "Designated Workers for Designated Skills" provision in 2017, the number of tested candidates recorded in the same year reached 27,000, signifying a high demand for trade tests in the industry.

Trade Testing Service

The HKCITTC provides two categories of tests:

Civil and Building Construction Trade Tests | **Construction-related Electrical and Mechanical Trade Tests**

The HKCITTC establishes two levels of trade tests for most trades: Trade Test for skilled workers and Intermediate Trade Test for semi-skilled workers. The assessment generally includes written and practical tests. The content of such tests is finalized after consultation with practitioners in the relevant industry.

The written test evaluates frontline workers' knowledge of the respective trade, construction safety knowledge, codes of practice and conduct, professional ethics, etc. Candidate's performance in practical test is assessed based on the following criteria:

Assessment Criteria

- Understanding of drawings and specification
- Preparation works before commencement of test
- Working procedures, accuracy, quality and progress of works
- Proper handling and use of materials
- Proper use of tools and equipment
- Safety precautions
- Housekeeping after completion of test

The HKCITTC provides certification tests for machineries and crane operation for operators of builder's lifts and Suspended Working Platforms at construction sites as well as Trade Test for Grade A Electrical Work with the qualification of which one can register as an Electrical Worker.

Works and Achievements of Trade Tests

Candidate - oriented Test Services

- Offer mobile application "Trade Test App" (TTOA) for trade test application, with over 10,000 users since its launch.
- Provide 7-day trade testing service to maintain high operation efficiency.
- Publish video clips of tests and mock test papers to enhance the test transparency; some of the videos have accumulated over 10,000 views.
- Provide services for ethnic minorities, including simultaneous interpretation, test papers in multi-language and organise trade test seminars.
- Optimise trade testing workstations and workshops to provide candidates with a better working environment.
- Organise centre visits and seminars to facilitate candidates' understanding of the trade tests.

Future Plans of Trade Tests

To achieve our goals of fairness, credibility and efficiency, the HKCITTC is launching the following projects:

Enhancing Efficiency and Productivity — Offering the trade testing service 7 days a week for candidates; the HKCITTC is introducing modularisation of trade testing workstation to optimise the efficient use of the space

Digitalising Testing Procedures — Digitalising trade test applications, written test and assessment procedures gradually

Optimising Centre Facilities — Providing proper refreshment area and shower rooms for candidates

Providing Diversified Services — Setting up an ethnic minority service team and providing interpretation services, publishing mock papers and trade testing tips videos in English and ethnic minority languages to facilitate candidate's understanding of the tests

The HKCITTC strives to maintain the professionalism and technical standards of trade tests. Besides, we are dedicated to systematising the testing flow and upgrading its equipment to provide high quality and diversified services for construction workers.

1.1 Centre Location Directory

1.1.1 HKCITTC Location

Hong Kong Construction Industry Trade Testing Centre (HKCITTC)

95 Yue Kwong Road, Aberdeen

Location Map & Transportation Guide

* The HKCITTC has several training grounds/testing centres. Please go to the designated training grounds/testing centre address on your Notification for Training/Trade Testing Commencement.

1.1.2 Trade Testing Service Centre

A better testing environment

- e-Registration
- e-Written test venue
- Lunch pre-ordering service and vending machines for microwave food, snacks and beverages
- Shower rooms and lockers for personal storage (shower supplies are available)

Trade Testing Service Centre

Located on 5th floor of the HKCITTC, which provides one-stop support services with high quality and care.

* The above-mentioned services are provided and supported only by the HKCITTC Trade Testing Service Centre located in Aberdeen.

1.2 Trade Test Preparation Tips

1.2.1 Trade Testing Tips Videos

Easy test preparation in 20 minutes

Here comes the highly anticipated video series!

- Trade Testing Tips
- Common Mistakes
- Revision Kit

Stay tuned for more videos!

Check out the Construction Trade Testing Agent Series

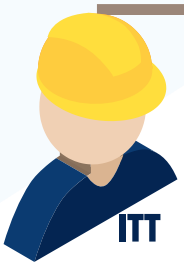
Subscribe to our YouTube channel for latest information

Trade included

Leveller	TT	Bricklayer	TT
Carpenter (Formwork – Civil Construction)	TT	Plumber	TT
Carpenter (Formwork – Building Construction)	TT	Joiner	TT
Bar Bender and Fixer	TT	Painter and Decorator	TT
Concretor	TT	Electrical Wireman	TT
General Welder	TT	Fire Service Electrical Fitter	ITT
Window Frame Installer	TT	Air-conditioning (Electrical Control)	TT
Metal Scaffolder	TT	And more trades...	

1.2.2 Mock Test Papers

Mock test papers are now available on the CIC website and TTOA mobile app.*



Civil and Building Construction Trade Tests	Construction - related Electrical and Mechanical Trade Tests

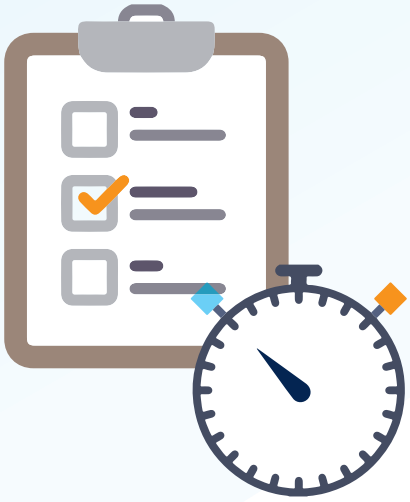
* For TTOA mobile app details, please refer to p. 9.

Have you read them yet?

2.1 Scope of Trade Test

2.1.1 Written Test

	Intermediate Trade Test (Effective from 1 Jan 2020)	Trade Test
Duration	30 minutes	30 minutes
Format	10 multiple-choice questions	20 multiple-choice questions
Passing Requirement	60% or more correct answers*	



Assessment Criteria of Written Test

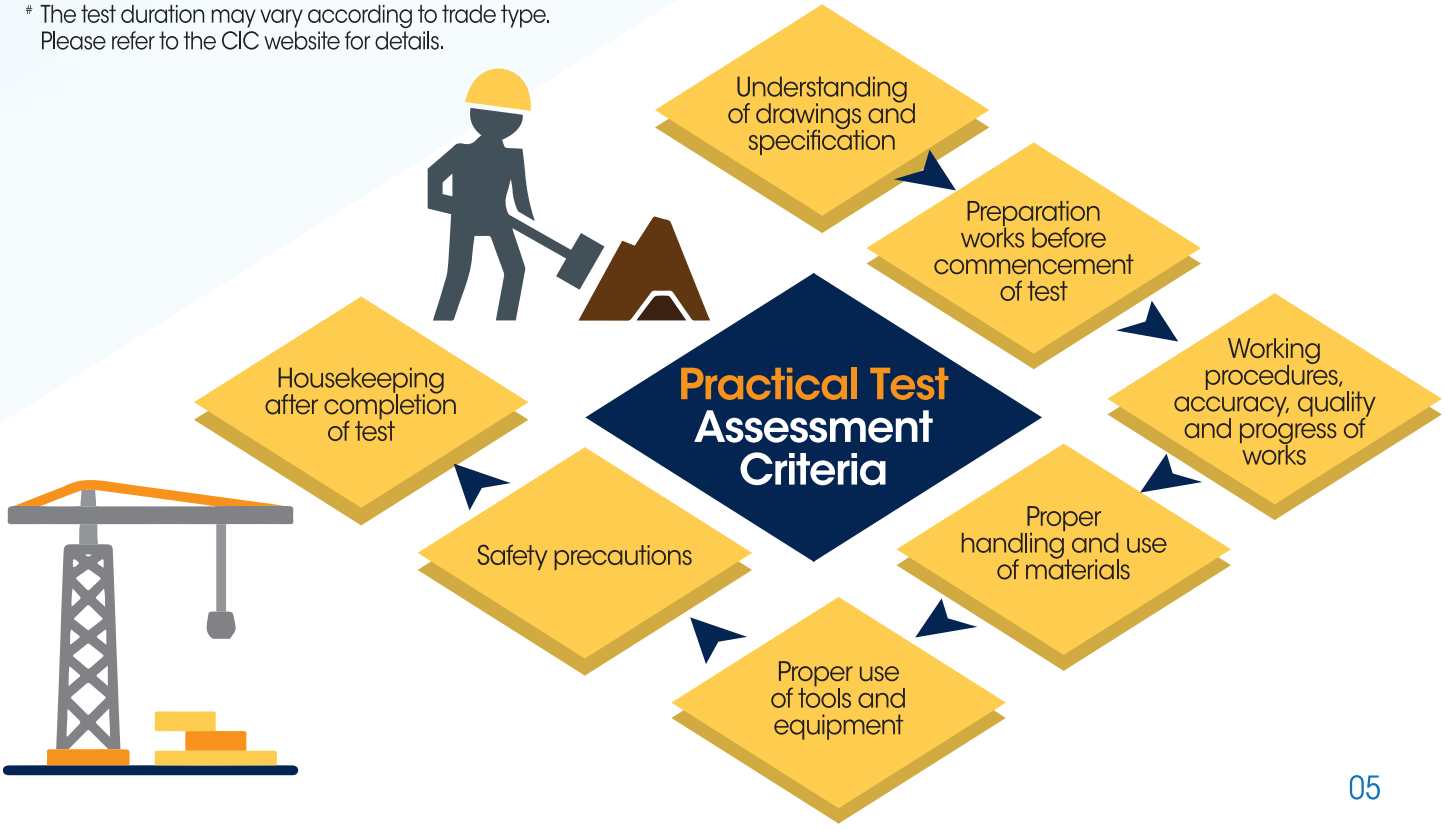
- Construction safety knowledge
- Technical knowledge of trade
- Application knowledge of the relevant tools and machineries
- Relevant legislations and codes of conduct
- Professional ethics

2.1.2 Practical Test

	Intermediate Trade Test	Trade Test
Duration#	~3 hours	~6 hours
Passing Requirement	Score of 60 or above* (Candidates will fail if they do not carry out safety precautions during the test.)	

* Subject to the criteria of the respective trades, the passing requirements may differ.

\# The test duration may vary according to trade type. Please refer to the CIC website for details.



2.2 Application and Test Procedure

Scan and watch how it works!

Application

Ensure that you understand the test requirements and test scope before applying

Application

- Apply through the TTOA mobile app, submit the application form (Annex 1) by post or in person to service centres (Refer to p. 9.)

Confirmation of Acceptance

- Acknowledgement of receipt will be mailed to you
- An acknowledgment SMS will be sent within a day for those who applied through the TTOA app

Test Preparation

Notice of Test Arrangements

- You will receive a Notification for Trade Testing Commencement, stating the details of the test arrangements, including the date, time, location, and Notice to Candidate, and will get an **SMS reminder** 3 calendar days before the test

Tips for Trade Test

- Watch the video clips for test tips and go through the mock test papers (Refer to p. 4)

Revision

- Familiarise yourself with test tips and practice as much as possible

Prepare Your Documents

- Read carefully the list of required documents and Notice to Candidate in the Notification for Trade Testing Commencement

Test Day

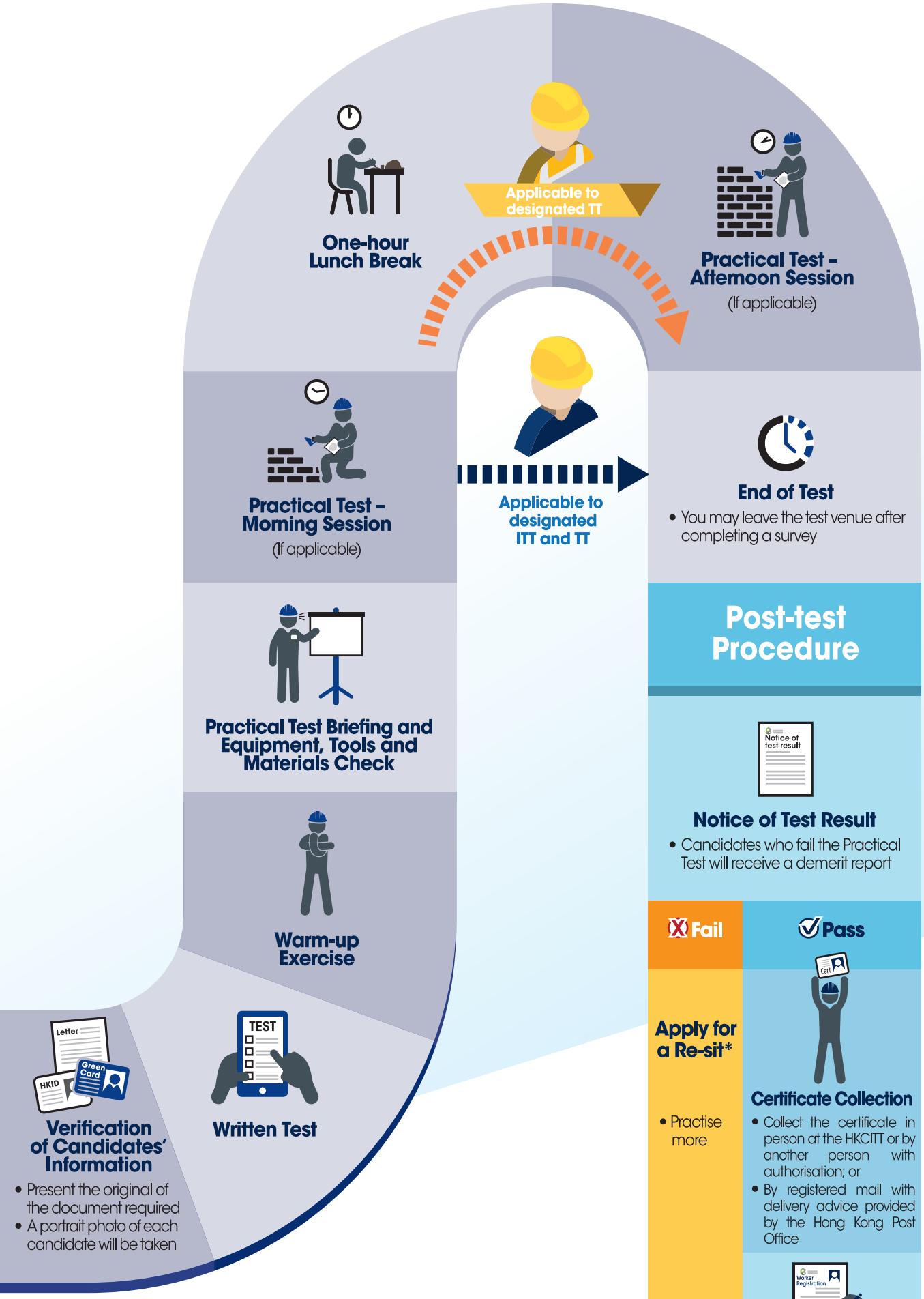
Arrival at HKCITTC

- If you are being tested at the HKCITTC in Aberdeen, after you obtain an access pass through security on ground floor, you must report to 5th floor, the **Trade Testing Service Centre** with Notification for Trade Testing Commencement and change into your workwear

Report to the Test Venue

- You must arrive at the test venue 15 minutes before the test starts
- The test starts at 8:30am. Candidates who are late will not be allowed to enter the test venue. They will be regarded as 'absent' and absentees are required to re-submit a new trade test application

You are welcome to use our lunch pre-ordering service for easy lunch arrangement


One-hour Lunch Break
Applicable to designated TT
Practical Test – Afternoon Session
(If applicable)
Practical Test – Morning Session
(If applicable)
Applicable to designated ITT and TT
End of Test
• You may leave the test venue after completing a survey
Practical Test Briefing and Equipment, Tools and Materials Check
Post-test Procedure
Notice of test result
Notice of Test Result
• Candidates who fail the Practical Test will receive a demerit report
Warm-up Exercise
Fail
Pass
Apply for a Re-sit*
• Practise more
Certificate Collection
• Collect the certificate in person at the HKCITT or by another person with authorisation; or
• By registered mail with delivery advice provided by the Hong Kong Post Office
Letter
HKID
Green Card
Verification of Candidates' Information
• Present the original of the document required
• A portrait photo of each candidate will be taken
TEST
Written Test
* For re-sit details, please refer to Annex 2
Worker Registration
Construction Worker Registration
(Refer to p. 20.)

2.3 Trade Test Application Requirements

(1 + 2 + 3) Application Requirements

Intermediate Trade Test (ITT)

1 Hong Kong Residents (*Note 3)

+

2 Holders of a valid Construction Industry Safety Training Certificate or equivalent

+

3 Work Experience

At least **2 years** of proven work experience in relevant trade

Proof of Work Experience: (*Note 1)

- Documentary proof(s) from employer(s); and/or
- A declaration or oath/affirmation made by the applicant at Home Affairs Enquiry Centres; and/or
- A specified form(s) signed by the Chairman/Vice-chairman of an authorised labour union (*Note 2).

The relevant forms are available on the CIC website

OR

Recognised Bridging Programme/Course

- Having accomplished (or will soon accomplish) a recognised programme or course in the relevant trade organised by one of the following institutions: the Construction Industry Council (CIC), the Hong Kong Institute of Construction (HKIC), or another recognised bridging courses for the **Intermediate Trade Test** offered by other institutions (please refer to CIC website for details); **or**
- Currently under a Contract of Apprenticeship in the relevant trade (e.g. a Contract of Apprenticeship with the CIC or the Vocational Training Council (VTC)).

Note 1: The CIC reserves all rights to conduct random checks on the authenticity of any information provided with any applications. Applicants will be required to produce supplementary in substantiation of the submitted documents to the satisfaction of the CIC (e.g. oath taken before the official(s) of the Home Affairs Enquiry Centre in relation to the genuineness of the documentary proof(s).).

Note 2: Authorised labour unions under the CIC Ordinance include (1) the Construction Site Workers General Union; (2) the Resident Site Staff Association; (3) The Federation of Hong Kong Electrical and Mechanical Industries Trade Unions; (4) the Hong Kong Construction Industry Employees General Union; (5) the Hong Kong Electrical & Mechanical Engineering Professional Employees Association; (6) the Hong Kong General Union of Lift and Escalator Employees; and (7) other authorised unions (for details, please refer to the CIC website).

Trade Test (TT)

1 Hong Kong Residents aged 18 or above (*Note 3)

+

2 Holders of a valid Construction Industry Safety Training Certificate or equivalent

+

3 Work Experience

At least **4 years** of proven work experience in relevant trade

OR

Possessing corresponding Intermediate Trade Test qualification (*Note 4) **+** At least **2 years** post qualification proven work experience in relevant trade

Proof of Work Experience: (* Note 1)

- Documentary proof(s) from employer(s); and/or
- A declaration or oath/affirmation made by the applicant at Home Affairs Enquiry Centres.

* Documentary proof issued by labour unions is **NOT** accepted.*

The relevant forms are available on the CIC website

OR

Recognised Bridging Programme/Course

- Having accomplished (or will soon accomplish) a recognised programme or course in the relevant trade organised by one of the following institutions: the Construction Industry Council (CIC), Hong Kong Institute of Construction (HKIC), or another recognised bridging course for the **Trade Test** offered by other institutions (please refer to the CIC website for details); **or**
- Currently under a Contract of Apprenticeship in the relevant trade (e.g. a Contract of Apprenticeship with the CIC or the Vocational Training Council (VTC)).

Note 3: Applicants, other than Hong Kong Permanent Residents, are required to produce relevant and valid substantiations in relation to their condition(s) of stay and employment in Hong Kong.

Note 4: Intermediate Trade Test qualification refers to the "Intermediate Trade Test Certificate" issued by the CIC.

The lists of Recognised Bridging Programmes/ Courses or Institutions and Authorised Labour Unions are available on the CIC website.

2.4 Application and Payment Methods

2.4.1 Application and Payment Methods

Application Form (Annex 1)

By Post

Submit the application form together with cheque or bank draft by post to 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong. (Payable to the "Construction Industry Council").

OR

In Person

Apply and pay by Octopus, cheque or bank draft at one of the following service centres.

OR

Use the "TTOA" to apply

Easier and Faster

2.4.2 CIC Service Centres

Nam Cheong

Shop 6, Nam Cheong MTR Station (Opposite the gates of Exit D within the Station)

Opening Hours

Mon-Fri
09:00-18:00

Sat, Sun and Public Holidays
Closed

Kowloon Bay

G/F, HKIC – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay (Exit A, Kowloon Bay MTR Station)

Opening Hours

Mon-Fri
09:00-18:00

Sat, Sun and Public Holidays
Closed

Aberdeen

Hong Kong Construction Industry Trade Testing Centre
95 Yue Kwong Road, Aberdeen, Hong Kong

Opening Hours

Mon-Fri
08:30-17:00

Sat, Sun and Public Holidays
Closed

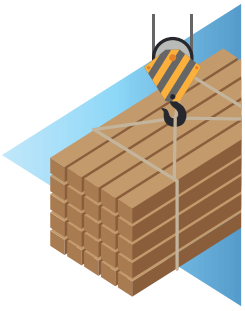
Contact Us:
Enquiry: **2100 9000**
WhatsApp/WeChat: **5720 0072**

Test applications are generally handled on a first-come-first-serve basis. The waiting time of each trade may vary subject to the number of applications received.
The test is generally arranged two months after receipt of all required documents. Thank you for your patience.

2.5 List of Trade Tests

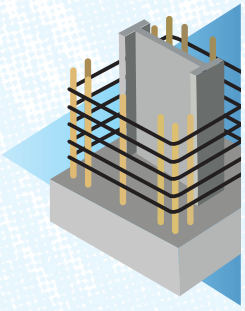
Levelling and Surveying

Leveller	ITT	TT



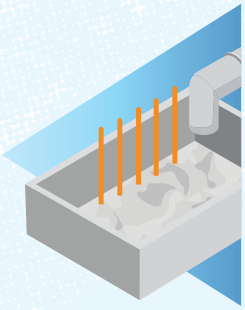
Formworks

Carpenter (Formwork – Civil Construction)	ITT	TT
Carpenter (Formwork – Building Construction)	ITT	TT
Carpenter (Formwork – Civil Construction) (Striking)		TT
Carpenter (Formwork – Building Construction) (Striking)		TT
Rigger / Metal Formwork Erector	ITT	TT @



Bar Bending and Fixing Works

Prestressing Operative		TT
Bar Bender and Fixer	ITT	TT



Concreting and Grouting Works

Concretor	ITT	TT @
Shotcretor (Dry Mix)		TT ^
Shotcretor (Wet Mix)		TT ^
Grouting Worker		TT
Concrete Repairer (Spalling Concrete)		TT

Metal Works, Steel Framing and Welding Works

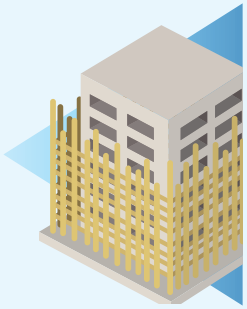
Metal Worker	ITT	TT
General Welder	ITT *	TT *
Structural Steel Erector	ITT	TT @*

Window, Curtain Wall and Glazing Installation Works

Glazier	ITT	TT
Window Frame Installer	ITT	TT
Curtain Wall Installer	ITT	TT

Waterproofing Works

Waterproofing Worker (Burn-type Felt)	ITT	TT
Waterproofing Worker (Liquid Membrane)		TT
Waterproofing Worker (Adhesive-type Felt)		TT



Scaffolding Works

Bamboo Scaffolder	ITT	TT
Metal Scaffolder	ITT	TT

Cement Sand Mortar Works

Paving Block Layer		TT
Plasterer	ITT	TT
Plasterer (Floor)	ITT	TT
Bricklayer	ITT	TT
Tiler	ITT	TT
Tiler (Mosaic)	ITT	TT
Tiler (Tile)	ITT	TT
Mason	ITT	TT

Marble Works

Marble Worker	ITT	TT
Marble Worker (Polishing)	ITT	TT
Marble Worker (Dry Fixing)	ITT	TT
Marble Worker (Wet Fixing)	ITT	TT

Drain and Pipe Laying Works

Plumber	ITT	TT *
Drainlayer	ITT	TT
Pipelayer		TT

Carpentry and Joinery Works

Carpenter (Fender)		TT
Joiner	ITT	TT
Joiner (Assembling)		TT
Floor Layer (Timber Flooring)	ITT	TT
Floor Layer (PVC Flooring)	ITT	TT

False Ceiling and Partitioning Works

False Ceiling Installer	ITT	TT
Partition (Metal Frame) Installer		TT

Painting and Decorating Works

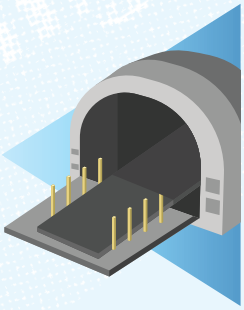
Painter and Decorator	ITT	TT
Painter and Decorator (Surface Filling)		TT
Painter and Decorator (Roller Painting)		TT
Painter and Decorator (Emulsion Painting)		TT
Painter and Decorator (Metal Paint Spray)		TT
Painter and Decorator (Texture-spray)		TT
Painter and Decorator (Brushing Lacquering)		TT
Painter and Decorator (Synthetic Painting)		TT
Painter and Decorator (Clear Lacquering)		TT
Painter and Decorator (Paperhanging)		TT
Painter and Decorator (Sign Writing)		TT

Foundation and Piling Works

Hand-dug Caisson Worker	ITT #	TT #
Ground Investigation Operator	ITT	TT
Rock Breaking Driller		TT ^
Piling Operative (Percussive Pile)	ITT ^	TT ^
Piling Operative (Bored Pile)	ITT ^	TT ^
Plant and Equipment Operator (Percussive Pile)	ITT ^	TT ^
Plant and Equipment Operator (Bored Pile)	ITT ^	TT ^

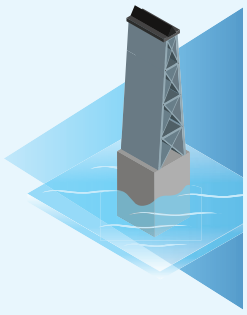
Highway Infrastructure Works

Trackworker		TT
Asphalter (Road Construction)	ITT	TT



Tunnelling Works

Plant and Equipment Operator (Tunnelling) – Segment Erection	ITT ^	TT ^
Plant and Equipment Operator (Tunnelling) – Jumbo Drilling	ITT ^	TT ^
Plant and Equipment Operator (Tunnelling) – Tunnel Boring Machine By exemption only, written and practical tests are not available.	ITT	TT
Tunnel Worker		TT #▲



Marine Works

Marine Construction Plant Operator (Derrick)	ITT ^	TT ^
Marine Construction Plant Operator (Boom-hook)	ITT ^	TT ^
Marine Construction Plant Operator (Boom-grab Bucket)	ITT ^	TT ^

Plant Maintenance and Operation Works

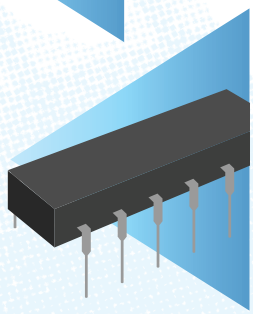
Construction Plant Mechanic	ITT *	TT *

Demolition Works

Asbestos Abatement Worker	TT
Demolition Worker (Building)	TT *

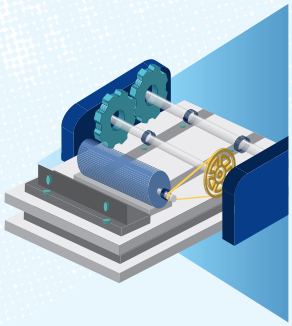
Electronic Works

Building Security System Mechanic	ITT	TT
Communication System Mechanic	ITT	TT



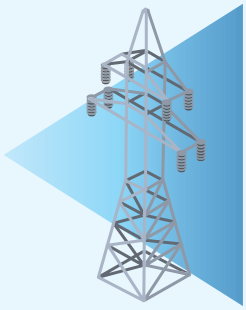
Electrical Works

Control Panel Assembler**	ITT	TT
Electrical Wireman**	ITT	TT



Mechanical Fitting Works

Mechanical Fitter	ITT	TT



Cable Jointing and Overhead Line Works

Overhead Linesman		TT
Cable Jointer (Low Voltage)**		TT
Cable Jointer (Dead Cable)**		TT

Fire Service Works

Fire Service Electrical Fitter	ITT	TT
Fire Service Mechanical Fitter	ITT	TT

Air Conditioning Works

Refrigeration / Air-conditioning / Ventilation Mechanic (Air System)	ITT	TT
Refrigeration / Air-conditioning / Ventilation Mechanic (Thermal Insulation)	ITT	TT
Refrigeration / Air-conditioning / Ventilation Mechanic (Electrical Control)**	ITT	TT
Refrigeration / Air-conditioning / Ventilation Mechanic (Unitary System)	ITT *	TT *
Refrigeration / Air-conditioning / Ventilation Mechanic (Water System)	ITT	TT

**The Wire/Cable Color Identification Test is included in the practical test. Wire/Cable Color Identification Test is conducted in form of written test. Subject to prior approval from the HKCITTC, and when needed, written test attendants can bring and wear their own vision-aided eyeglasses during the Wire/Cable Color Identification Test. To apply for such arrangement, please write to the HKCITTC when you enrol for the written test.

^Remarks and Required Document:

Declaration of company/organisation/applicant is required for the following trade test application (see the list below):

Applied Trade	Required Annex
Rock Breaking Driller	^Annex 1 (A)
Shotcreter (Dry Mix)	^Annex 1 (B)
Shotcreter (Wet Mix)	
Marine Construction Plant Operator (Derrick)	^Annex 1 (C)
Marine Construction Plant Operator (Boom-hook)	
Marine Construction Plant Operator (Boom-grab Bucket)	
Piling Operative (Bored Pile)	^Annex 1 (D)
Piling Operative (Percussive Pile)	
Plant and Equipment Operator (Bored Pile)	
Plant and Equipment Operator (Percussive Pile)	
Plant and Equipment Operator (Tunnelling) – Segment Erection	
Plant and Equipment Operator (Tunnelling) – Jumbo Drilling	

- For application of specific trades, a copy of the following certificate is required as your attachment.

@

@ Eligible for holder of valid:
(1) "Specified Trade Safety Training Certificate – Rigger and Signaller" issued by the CIC, **or**
(2) "Specified Trade Safety Training Certificate – Construction Materials Rigger" issued by the CIC, **or**
(3) "CIC Signaller Certificate".

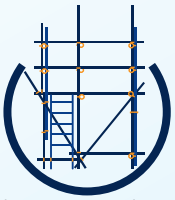
#

#Applicant must be a holder of a valid "Confined Space Certified Worker Certificate".

*

*Applicant must be a holder of a valid "Gas Welding Safety Training Certificate".

▲



▲Eligible for holder of:
(1) The Certificate for the "Metal Scaffolding Trade Test/ Intermediate Trade Test", **or**
(2) The Registered Skilled / Semi-Skilled workers of Metal Scaffolding, **or**
(3) The Certificate of "Enhanced Construction Manpower Training Scheme in Metal Scaffolding (Civil Engineering And Building Construction)"/"Metal Scaffold Erecting and Dismantling Supervision Training Course", issued by Hong Kong Institute of Construction.

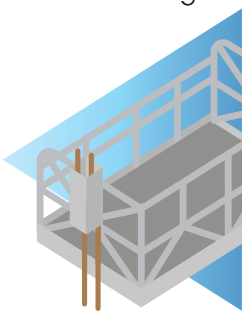
- HKCITTC could call off the trade test if the candidate fails to present the original of the required certificates on the test day.

Please refer to Annex 1 for Test Application and the Testing Fee.

Please refer to Annex 2 for Re-sit Arrangements, Surcharges and Discount Offers.

2.6 Certification Tests for Machineries and Crane Operation

2.6.1 The HKCITTC provides the following certification test service for machineries and crane operators:



Persons Working on Suspended Working Platforms

Operators of Builder's Lift

2.6.2 Content of Course and Test

2-day Training Course for Certification Tests (For New Application)

Machinery Operation Theory and Safety Knowledge

Part 1: Theoretical Training
Introduces the operation theory and functionality of gondolas/builder's lifts, as well as methods and procedures of safe operation to enhance candidates' awareness of safety

Part 2: Written Test
Examines candidates' understanding of Machinery operation theory and safety knowledge

Practical Training on Machine Operation

Part 3: Practical Training
Provides operation training for gondolas/builders' lifts

Part 4: Practical Test
Examines candidates' safe operation techniques and efficiency

Revalidation 1-day Revalidation Training Course

Includes Part 1 and 2 above and revision of knowledge of machine operation.

2.6.3 Points to Note

1. **New applicants** who fail both the written and practical tests should re-apply for a full training course (certification test included).
2. **Revalidation candidates** who fail the written test will only have one chance of re-sit. Candidates who fail the re-sit are required to re-apply a full training course (certification test included).
3. Revalidation application is available only 6 months before or after the expiry of the certification card. Applications submitted before such period will not be accepted. Those who submit their applications after such period should re-apply for a full training course (certification test included).
4. In accordance with the "Code of Practice on Mechanical Handling Safety in Container Yards" published by Labour Department, gondola operators should be physically fit, agile and not afraid of heights.
5. 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.

2.6.4 The Hong Kong Institute of Construction (HKIC) also provides other certification test services for construction crane operators and loadshifting machinery operators. For more details, please visit its website www.hkic.edu.hk.

HKIC - Other Certification Test Services

2.7 Guideline for Trade Test Exemption Application

Exemption

2.7.1 Exemption Conditions and Applicable Trades

	Issuing Authority	Condition & Required document for exemption(copy)		Applicable Trades
HKGOV	1 Water Supplies Department	Holding a **Grade I Plumber's License**	TT	• Plumber
HKGOV	2 Electrical and Mechanical Services Department	Holding a **"Certificate of Registration of Electrical Worker" for different grades**	TT	• Control Panel Assembler • Electrical Wireman • Refrigeration / Air-conditioning / Ventilation Mechanic (Electrical Control)
Statutory Authority	3 Construction Industry Council (CIC)	Holding a **Certificate of completion of "Approved Technical Talents Training Programme" (ATP)**	TT	• Bricklayer • Plasterer • Tiler • Joiner • Plumber • Leveller • Metal Worker • General Welder • Bar Bender & Fixer • Electrical Wireman • Painter & Decorator • Control Panel Assembler • Construction Plant Mechanic • Carpenter (Formwork – Civil Construction) • Carpenter (Formwork – Building Construction)
Statutory Authority	4 Construction Industry Council (CIC)/ Construction Industry Training Authority(CITA)/Hong Kong Institute of Construction (HKIC)	(1) Holding a **Certificate of Concrete Repairer (Spalling Concrete)**; and (2) At least **4 years proven work experience in relevant trade**	TT	• Concrete Repairer (Spalling Concrete)
Statutory Authority	5 Office of the Director of Apprenticeship	(a) (1) Completed a contract of apprenticeship in designated trades (including practical and theoretical training) and holding a **Completion of Certificate (front and back page)**; and (2) Holding a **Craft Certificate** of related trade issued by a technical institute	TT	• Bamboo Scaffolder • Plasterer • Bricklayer • Tiler • Plumber • Joiner • Painter & Decorator • Mechanical Fitter • Communication System Mechanic • Control Panel Assembler • Electrical Wireman • Fire Service Electrical Fitter • Fire Service Mechanical Fitter • Refrigeration / Air-conditioning / Ventilation Mechanic (Air System) • Refrigeration / Air-conditioning / Ventilation Mechanic (Thermal Insulation) • Refrigeration / Air-conditioning / Ventilation Mechanic (Electrical Control) • Refrigeration / Air-conditioning / Ventilation Mechanic (Unitary System) • Refrigeration / Air-conditioning / Ventilation Mechanic (Water System) • Construction Plant Mechanic • Building Security System Mechanic
Statutory Authority		(b) (1) Completed a contract of apprenticeship in non-designated trades (including practical and theoretical training) and holding a **Completion of Certificate (front and back page)**; and (2) Holding a **Craft Certificate** of related trade issued by a technical institute	TT	• Leveller • Metal Worker • General Welder • Mechanical Fitter • Communication System Mechanic • Control Panel Assembler • Electrical Wireman • Fire Service Electrical Fitter • Fire Service Mechanical Fitter • Refrigeration/Air-conditioning / Ventilation Mechanic (Air System) • Refrigeration/Air-conditioning/ Ventilation Mechanic (Thermal Insulation) • Refrigeration/Air-conditioning / Ventilation Mechanic (Electrical Control) • Refrigeration/Air-conditioning / Ventilation Mechanic (Unitary System) • Refrigeration/Air-conditioning / Ventilation Mechanic (Water System) • Building Security System Mechanic
Statutory Authority	6 Vocational Training Council	(1) Holding a **Trade Test Certificate/Certificate of Completed Apprenticeship (front and back page)** in electrical and mechanical services; and (2) Holding a **Craft Certificate** of related trade issued by a technical institute	TT	• Control Panel Assembler • Electrical Wireman • Mechanical Fitter • Refrigeration/Air-conditioning / Ventilation Mechanic (Electrical Control) • Refrigeration/Air-conditioning / Ventilation Mechanic (Unitary System) • Refrigeration/Air-conditioning / Ventilation Mechanic (Water System)
Private Sector	7 Local Railway Operator	(1) Holding a **Certificate** or **supporting document of specific trackwork training** by The Mass Transit Railway Corporation Limited; and (2) At least **4 years proven work experience in relevant trade**	TT	• Trackworker
Private Sector	8 Tunnel Boring Machine Manufacturer	(1) Holding a **Certificate** or **supporting document of specific trade training** by Tunnel boring machine manufacturer; and (2) Holding a documentary proof of operating a tunnel boring machine work experience from employer TT: **At least 4 years proven work experience in relevant trade** ITT: **At least 2 years proven work experience in relevant trade**	TT ITT	• Plant & Equipment Operator (Tunnelling) – Tunnel Boring Machine

2.7.2 Exemption Application

Application Method	Complete the application form (Annex 1) and attach copies of the required supporting documents. Please present the original documents for verification when you collect your certificate card.
Application Fee	Free of Charge.
Certificate Card	A certificate card will be issued for successful trade test exemption. The card will indicate that the qualification was obtained by exemption.

2.8 Code of Conduct for Trainees/Candidates

15 MINS

Please arrive at the training/test venue **15 minutes before** the commencement of the training/test.

Trainees/Candidates are required to **wear proper safety shoes (prepared by the candidates), a safety helmet and an appropriate workwear.**

Please refer to CIC website for the dress code details.

Safety Card
Valid
CONSTRUCTION INDUSTRY COUNCIL 建造業議會

Trainees/Candidates must present the **original of valid** Construction Industry Safety Training Certificate **("Green Card")** to the instructor/invigilators for inspection on test day.

Safety first!
Trainees/Candidates must take all **necessary safety precautions** during the training/practical test.

All Trainees/candidates must **stop their work** when time is up.

All tools, materials and test paper **must be returned** to the invigilator after the training/test.

Cheating is strictly prohibited
Trainees/Candidates should **NOT** communicate with any person during the test, by any means.

Any form of bribery is against the law and the HKCITTC will report any such unscrupulous act to the ICAC should it happen.

No **foul language** (including any threatening, abusive, obscene or offensive language) nor inappropriate behaviour would be allowed. The HKCITTC will report to police for any such matter.

Trainees/Candidates must follow **the instructions from the instructor/invigilators and staff in the HKCITTC.**

All forms of record taking, including but not limited to photo-, video- and/or voice-taping, and use of mobile phone are not allowed.

Smoking is strictly prohibited.

Trainees/Candidates who contravene any of the regulations listed here above or in the "Disciplinary Regulations for Trainees/Candidates" could be disqualified or deemed failed for the relevant training/Trade Test, subject to the decision of HKCITTC. HKCITTC reserves all rights to suspend or disapprove the submissions of any applicant with any recorded impeachment.

Disqualification resulted from all kinds of contravention would be generally regarded as 'Absent'.

2.9 Adverse Weather Arrangements, Rescheduling and Withdrawal Arrangements, Terms and Conditions

2.9.1 Adverse Weather or Extreme Conditions Arrangements

- Black Rainstorm Warning Signal or Tropical Cyclone Signal No.8 (or above) or Extreme Condition: If the signal **remains hoisted at/after 6 a.m.**, the full-day and AM test sessions will be cancelled. If the signal **remains hoisted at/after 10.30 a.m.**, the PM test session will be cancelled. The HKCITTC will not inform the candidates separately.
- If the weather conditions deteriorate **during the test** or any thunderstorm will affect the continuation of the test, or if the Hong Kong Observatory issues the Tropical Cyclone Signal No.8 (or above) / Black Rainstorm Warning / any Extreme Conditions during the test, the HKCITTC reserves the right to terminate the test.
- All the outdoor tests are subject to the actual weather conditions or special conditions and the HKCITTC reserves the right of final decision.
- The HKCITTC will inform the candidates about rescheduling by phone or in writing within 3 working days.

2.9.2 Rescheduling/Withdrawal Arrangements

- Candidates may submit a request in writing specifying the reason to the HKCITTC for the trade test rescheduling at least **3 working days** before the test. If the reason is accepted by the HKCITTC, the candidate can reschedule **1 time** for free.
- All test fees are non-refundable and non-transferrable. Candidates may submit a request in writing to the HKCITTC for refund under exceptional circumstances at least **3 working days** before the test. The HKCITTC will consider the request at discretion. The paid fees after deducting **an administration fee of 20% of such fee** will be refunded upon approval.
- If the candidate is absent due to sickness or injury, the candidate must submit a medical certificate from a registered Medical Practitioner **within 1 month** of the test to the HKCITTC. The HKCITTC will reschedule the test for free.
- Candidates who are late will not be allowed to enter the test venue. They will be regarded as 'absent'. Under exceptional circumstances, the test will be rescheduled for free for candidates whose reason for being late is accepted by the HKCITTC.
- All fees are non-refundable for absent candidates. Absentees are required to re-submit a new trade test submission. **Surcharge** would be incurred for re-submissions within half year (intermediate trade tests)/one year (trade tests). Please refer to Annex 2 for details.

2.9.3 Terms and Conditions

- All information provided by the applicant on the application form and all documents submitted with the application are true and correct, to the best of the applicant's knowledge. 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.
- 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.
- 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.
- 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.
- 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.
- 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 it use or in relation to it.
- 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.
- I shall enroll in suitable insurance plan according to my personal needs at my discretion for appropriate protection.
- With the consent from the personnel concerned, I hereby authorise the HKCITTC and its representatives to reach out to any of the contact persons, contact information of whom provided in the earlier session Emergency Contact of this document, on my behalf in the event of an emergency.
- I hereby offer my authorisation to the HKCITTC to take all necessary and practicable measures, to the best of its judgement and at its sole discretion, on my behalf in the event of an emergency. E.g. call for an ambulance."
- I understand and accept that, in any case of my infringement against any critical safety requirements in Safety Assessment, or repetitive refusal to take all necessary safety measures as per instructions given by the centre staff, or undertaking any actions deemed by centre staff to pose serious threat to the safety and/or health of the mine or any other individuals present during the trade test/course, my test eligibility will be immediately terminated, while the result of the related test/course deemed as fail, and that I will stop the test/course and leave the test venue instantly as per request by centre staff.
- I understand and agree that the HKCITTC reserves the right to take photos and/or video recording and/or audio recording within the premises of the HKCITTC, (including through the CCTV system and/or video recording system and/or audio recording system and/or others within the Trade Test workshops and classrooms and other areas within the HKCITTC), of the trade test/ course process, and/or the work, and/or the participant's behaviour at any moment during the trade test/ course or under any other circumstances. Related video and/or image and/or audio records will be handled in accordance with the Personal Data (Privacy) Ordinance.
- 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.

2.10 Personal Information Collection Statement

2.10.1 Collection of Personal Data

- The information applicants provide to the Construction Industry Council, its affiliates, and / or its subsidiaries, including, but not limited to, the Hong Kong Institute of Construction and Zero Carbon Building, Construction Sector Imported Labour Quarters Limited (collectively, the "CIC"), including any personal data as defined in the Personal Data (Privacy) Ordinance (Cap.486), will be used solely for purposes related to the activities of the CIC. The activity and the required personal data are detailed in the application form.
- Whether or not applicants provide their personal data to the CIC is voluntary. However, where applicants are providing information for the purpose of an application, it is necessary that applicants supply the CIC with complete information as specified on the application form. Otherwise, the CIC may be unable to process or consider the application. If applicants are under the age of 18, they should consult their parent or guardian before providing any personal data to us.
- Applicants are entitled to request access to and correction of any errors in their personal data. If applicants wish to do so, please write to the Hong Kong Construction Industry Trade Testing Centre (Data Access Request), Construction Industry Council, 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. Should applicants have any enquiries about our PICS and related practices, please contact us at the above address or via enquiry@cic.hk. For more information about the CIC's policies on privacy and personal data protection, applicants can access our Privacy Policy Statement at https://www.cic.hk/eng/main/privacy_policy_statement.

2.10.2 Purposes of Collection

- Applicants' personal data will be kept confidential and may be used by the CIC for the following purposes:

  a. Performing and exercising functions and powers of the CIC under relevant legislation, rules and sub-legislation, including but not limited to the Construction Industry Council Ordinance (Cap. 587) and Construction Workers Registration Ordinance (Cap. 583);
  b. Registering for the trade test/course/safety training/skill assessment or any other services which applicants apply for on the application form and assessing their eligibility thereto related;
  c. Supporting all logistics and operational measures (including but not limited to administration, security, health and safety related etc.) in place in the HKCITTC, implemented at discretion of the HKCITTC for the best interest of the public and stakeholders;
  d. Responding to situations involving risk of health and safety, including an emergency, possibly incurred during the course of the trade test/course/safety training/skill assessment or any other services;
  e. Keeping and maintaining qualification records;
  f. Conducting trade test/course/safety training/skill assessment inspections, invigilation, review and assessment;
  g. Facilitating communication with applicants;
  h. Establishing, exercising and defending the CIC's legal rights, and complying with the CIC's legal and regulatory obligations (including anti-money laundering obligations, complying with orders by courts or regulators, etc.);
  i. Managing access to the CIC's premises and for security purposes;
  j. Preventing and responding to actual or potential security threats, fraud or illegal activities;
  k. Handling complaints or enquiries;
  l. Performing analysis and conducting research and surveys;
  m. Performing audits and compliance reviews to ensure compliance with the applicable CIC's policies and procedures, regulations and law;
  n. Other purposes related or incidental to the conduct of the CIC's activities; and
  o. Any other purposes that applicants may consent to from time to time.

2.10.3 Disclosure and Transfer of Personal Data

- The CIC may disclose or transfer applicant's personal data for the purposes as stated in paragraph 2.10.2 to third parties, including but not limited to the following:

  a. Any or all of the CIC's affiliates and/or subsidiaries listed in 2.10.1 above;
  b. Any third party service providers, contractors/sub-contractors that, on behalf of the CIC, operate or maintain membership, event registration, tour booking, researches and/or analysis, or carry out back-end services, administrative services, verification services, cloud services or information technology services, or provide necessary support or services to the CIC to enable us to provide our services, including any insurance, banking or third party payment gateways services used by the CIC, and any other entities that discharge contractual obligations on our behalf;
  c. Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors;
  d. Any party that owes a duty of confidentiality to the CIC; or
  e. For consigned courses (e.g. Training Course for Persons Working on Suspended Working Platforms and Certification Course for Operator of Builder's Lift etc.), the related course consignor (e.g. Labour Department of the HKSAR and Electrical and Mechanical Services Department etc.) according to the related course approval conditions or requirements.

- We may disclose and transfer applicants' personal data in accordance with any legal or regulatory requirements or any court order applicable to the CIC.

2.10.4 Use of Personal Data Related to Direct Marketing

- To keep applicants informed of CIC activities and developments in the construction industry which may be of interest, the CIC would like to use applicants' personal data, including their name, phone number, correspondence and email address, to update applicants in relation to CIC training courses, trade testing, registration, events, promotion, job recruitment & referral and other aspects of its work and developments in the construction industry.
- Applicants are free to decide whether they wish to receive such information.

2.11 Application for Construction Workers Registration

According to the Construction Workers Registration Ordinance (CWRO), workers can register as construction workers when they obtain a Trade Test (TT) or Intermediate Trade Test (ITT) certificate.

5 Validity years

The construction workers registration card is normally valid for 5 years.

Categories of Workers Registration

Construction Workers Registration is classified as: (a) registered skilled worker or registered skilled worker (provisional) for a designated trade division, (b) registered semi-skilled worker or registered semi-skilled worker (provisional) for a designated trade division, and (c) registered general worker. Holders of the ITT certificate can apply as registered semi-skilled workers and holders of the TT certificate can apply as a registered skilled worker.

DWDS

The Phase 2 Prohibition Provision "Designated Workers for Designated Skills" of the CWRO has been implemented on 1 April 2017. Worker is allowed to only carry out work of relevant trade after succeed in registered as registered skilled/semi-skilled worker (registered worker). Except for work such as (a) the "Arrangement of Work Across Trade Divisions" of CWRO, or (b) the work carry out under the "Instruction and Supervision" proceed by a registered skilled/semi-skilled worker (Instructor) of a relevant designated trade division, or (c) the exempted works as set out in CWRO. In general, (a) the "Arrangement of Work Across Trade Divisions" allows registered skilled workers who carry out works of designated trade divisions under work across trade divisions arrangement, are prohibited from giving "Instruction and Supervision" to other workers to carry out those works. (b)"Instruction and Supervision" means a worker who is not a registered worker in designated trade division is allowed to carry out work of that designated trade division on a construction site under the "Instruction and Supervision" of a registered skilled/semi-skilled worker of the relevant trade division. (c) the exempted works are described in the CWRO as "Emergency Construction Work", "Small Scale Construction Work" or "Persons who are Exempted under other specific ordinances", which are exempted from the DWDS requirement in the CWRO.

Supporting Documents

Applicants must present the originals of the following documents for application and verification on registration day:

(a) Hong Kong Identity Card (if the applicant is not a permanent resident of Hong Kong, he/she must, apart from his/her HKID (if any), present his/her one-way permit or passport/travel document or other supporting document(s) with valid employment visa for the relevant trade(s)applied for);

(b) A valid Construction Industry Safety Certificate ("green card"), namely a certificate of construction industry safety training course stipulated in section 6Ba(2) of the Factories and Industrial Undertakings Ordinance (Cap 59 of the the laws of Hong Kong) or relevant proof issued herewith, with a remaining valid period of at least 30 days from the registration date of such construction worker; and

(c) Qualification certificate document related to registered trade applied. For example, if applying for registration of temporary construction workers, the applicant should present proof of relevant working experience in person.

Registration Fee

(a) Information update during the validity period of worker registration card is free.

(b) The registration fee is HK$100 (HK$50 for Operator of Builder's Lifts and Persons Working on Suspended Working Platforms). The fee paid is not transferable and non-refundable.

Alignment of Expiry Date

The purpose of the "Alignment of Expiry Date of Workers Registration Card and Green Card" is to align the expiry date of Registration Card and Green Card. The expiry date will be shown on the back of the Green Card for an efficient identification. This arrangement has been accepted by the Labour Department since 2009 and applicable only to new or renewal applications of normal registration with at least 18 months of validity for the Safety Card. Inapplicable to cases of (a) provisional registration; (b) working visa holders; (c) re-issuance of Registration Card for changing or adding trade division(s); replacement of registration card; or information updates.

Incomplete Information

The application will not be processed if incomplete information is submitted for any trades.

Information Verification

The CIC will request the qualification issuing authorities concerned to verify the information provided by the applicants. Should the CIC fail to receive a reply of confirmation of qualification from the authorities concerned after receipt of the application, the CIC will inform the applicants of the possible cancellation of their application.

Registered Trade

Information about all registered trade divisions is stored in the chip embedded in the Construction Workers Registration Card. Owning to the limited space at the back of the Card, the registered trade divisions will be printed on it as far as possible corresponding to the sequence of trades listed in the application form by the applicant.

Application Appeal

Within 2 weeks after being notified by the Registrar in writing of its decision on the acceptance or rejection of an application, expiry of registration, renewal of registration, or cancellation of registration, the applicant may appeal to the Appeal Board against such decision in written with the specified form.

Information Update

According to the Ordinance, if a Registered Construction Worker has changed his/her name or address, he/she must give a written notice to the Registrar within one month stating the related changes.

The CIC maintains a "Register of Construction Workers" according to the CWRO for public reference, which is available at **http://www.cic.hk**.

Hong Kong Construction Industry Trade Testing Centre

Tel: 2100 9000
WhatsApp / Wechat: 5720 0072
Fax: 2100 9090
Email: hkcittc@cic.hk
English Website:

The information in this booklet is for reference only and may be subject to change without prior notice. You are welcome to contact us to obtain more comprehensive information.

本小冊子內容與建造業工藝測試服務相關。如有需要索取此文件的中文版本，請致電2100 9000 / 5720 0071 (WhatsApp/微信) 與香港建造業工藝測試中心聯絡或電郵至hkcittc@cic.hk，亦可從網頁下載。

Version : 03/2025