

Applicant No: _____

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

Enquiry : 2100 9000/
WhatsApp: 5720 0072

Guides to Applicants:

1. Please read the Notes printed overleaf carefully before completing this form.
2. Please complete the form in English and in BLOCK letters unless otherwise stated, CIC may be unable to process and / or consider your application if you fail to provide complete information.
3. Please "✓" in the appropriate ☐.
4. Personal Particulars must be consistent with that on HKID Card.

A. Type of Trade Test Applied for

Types of Courses	Certification Training Course (inclusive of test) (2-day)			Revalidation Course (practical exercise and written test) (1-day)	
<input type="checkbox"/> Training Course for Persons Working on Suspended Working Platforms (Gondolas) (SWP)	Full Course (inclusive of test)			Renewal	
	<input type="checkbox"/> HK\$800			<input type="checkbox"/> HK\$400	
<input type="checkbox"/> Certification Course for Operators of Builder's Lift (TBT)	Full Course (inclusive of tests)	Re-sit of Written Test only	Re-sit of Practical Test Only	Renewal	Re-sit of Written Test
	<input type="checkbox"/> HK\$800	<input type="checkbox"/> HK\$400	<input type="checkbox"/> HK\$400	<input type="checkbox"/> HK\$400	<input type="checkbox"/> HK\$400

Note: (1) If a candidate of Builder's Lift Course fails in both written test and practical test, he/she should, when needed, resubmit an application for a complete 2-day training course (inclusive of both written and practical tests).
(2) If a candidate fails the written test of the Revalidation Course, he/she would have one chance to apply for a re-sit of the written test. If a candidate fails in the re-sit of the Revalidation Course, he/she would be required to apply for a complete 2-day training course (inclusive of both written and practical tests).
(3) Availability of these courses may be subject to interruption due to, but not limited to, equipment/facility maintenance and adverse weather conditions. The courses including the admission of applications may be suspended due to the above-mentioned incidents without prior notice. To confirm course availability, please contact us at 2100 9000.

B. Personal Particulars:

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

Age : _____ HKID No. : _____ () Mobile : _____ Daytime Contact No. : _____

Address : _____ Email Address : _____

Emergency Contact (Optional)

1st Contact: Full Name: _____ Relationship: _____ Contact Number: _____

2nd Contact: Full Name: _____ Relationship: _____ Contact Number: _____

C. Trade Test Service:

1. Preferred test date: ☐ As soon as possible ☐ In _____ (month/year).

(Note: Applicants should allocate sufficient time for preparation. The recommended preparation time is two months in order to increase the successful rate of passing the exam. The CIC will endeavor to schedule the test according to your request, but reserves the right to amend the trade test arrangements. The CIC will not accept any liability for claims related to expenses or other damages.)

2. Please select the language for testing: ☐ Traditional Chinese ☐ English

(Note: In case of differences between versions of the test papers, the Chinese language version shall prevail.)

3. Do you require test paper reading service from the CIC? ☐ No ☐ Cantonese ☐ Mandarin ☐ English

(Note: The CIC will try to arrange the above said service as per your request and yet reserves all rights and remedies to fulfill it. The CIC accepts no liability for any loss or damage arising directly or indirectly from the arrangement. The CIC shall not be liable for the accuracy of the translation and/or the test paper reading service.)

D. Construction Workers Registration

The CIC will (i) process Construction Workers Registration application; or (ii) update your Registered Skilled Workers status with relevant operator's certificate or (iii) update this operator qualification only. If one chooses not to do so, one should put a tick "✓" in the box below.

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

Construction Industry Safety Training Course Certificate ("Green Card") Information:



"Green Card" No.: _____ Issued by: _____ Expiry Date: _____ Y _____ M _____ D

Construction Workers Registration No. (if any) CWR: _____

Fee: HK\$50 for new or renewal application for Construction Workers Registration (with valid operator's qualification). Free for updating information within the validity of the CWR card. Workers Registration Office will contact the applicants after they pass the certification test for following up the registration matters.

Guides to Applicants

- The test fees listed may be reviewed and adjusted by the CIC if necessary, without prior notice.
- According to the "Code of Practice for Safe Use and Operation of Suspended Working Platforms" issued by the Labour Department, every person operating a suspended working platform should be fit, agile and not be height phobic.
- Applicants can apply for revalidation within 6 months prior to or within 6 months after the expiry of their current certification cards. Application for revalidation submitted more than 6 months prior to the expiry date will not be entertained and later than the 6 months grace period will be treated as a new application.
- Applicants who are not Hong Kong Permanent Residents, please attach a copy of a valid working permit issued by the Hong Kong Immigration Department.
- Applicants who have reached the age of 65, please call Hong Kong Construction Industry Trade Testing Centre at 2100 9000 to check which trades may require the submission of medical examination reports issued by Registered Medical Practitioners and to acquire the standard form of reports (BC form).
- Applicants may request a postponement of training/test/course by submitting their reasons in writing. Such a letter must reach the CIC **at least 3 working days** before the scheduled training/test/course day. If the reason is accepted by the CIC, the applicant can reschedule once for free.
- The CIC reserves all rights to amend training/test/course arrangements, including but not limited to accepting any training/test/course application and/or changing the relevant clauses in a timely manner without giving any reasons. The CIC will not accept any liability in respect of claims for expenses or other damages.
- Notice for candidates:
 - Candidates must show their **valid Construction Industry Safety Training Certificate (Green Card)** and **wear suitable work wear including safety shoes**; otherwise, they will not be able to attend the practical test and will be treated as **absent**.

		 Present valid Green Card 攜帶有效平安卡	 Bring your own Safety Shoes 自備安全鞋
New Course	Day 1		
	Day 2	Must	Must
Revalidation Course	Persons Working on Suspended Working Platforms (Gondolas) (SWP)	Must	Must
	Operators of Builder's Lift (TBT)		

- Candidates who arrive late are not allowed to enter the workshop and will be treated as absent.
 - If the candidate is **absent from class for more than 15 minutes** in any half-day class, the CIC will **disqualify** the candidate from taking the examination in accordance with the regulations of the Labour Department.
- Application:
 - Applicants can enroll via the mobile application ("TTOA"). Upon approval of application, the applicants could settle the related payment via ATM / by Cheque / by bank transfer OR at 7-Eleven by presenting the barcode given in the TTOA.
 - Complete the application form together with a cheque or bank draft for the course fee payable to "Construction Industry Council".
 - A **photocopy** of the applicant's **HKID Card*** and **"Construction Industry Safety Training Course Certificate" (Green Card)** must be affixed to the application form.
**If the applicant does not wish to submit a copy of the HKID card, the applicant can present the original of HKID for verification in person at the Kowloon Bay Workers Registration Service Center (KBCWR), Nan Cheong Workers Registration Service Centre (NCWR) or the Hong Kong Construction Industry Trade Testing Centre (HKCITTC), Aberdeen within 30 calendar days of application submitted.*
 - Send the completed application form, a copy of supporting documents and a cheque or bank draft to the Hong Kong Construction Industry Trade Testing Centre, 38/F, COS Centre, 56 Tsun Yip Street Kwun Tong, Kowloon.
 - All fees are non-refundable and non-transferrable. Applicants who want to withdraw from the test/training/course have to submit their reasons in writing to the CIC at least 3 working days before the schedule test/training/course date. An administration fee amounting to 20% of the paid fee will be charged. Special consideration will be given to applicants who request to withdraw because of prolonged injury.

For inquiry, please call 2100 9000, email to hkcittc@cic.hk and/or visit CIC website at www.cic.hk

**Please affix a copy of your
"Construction Industry Safety Training Course
Certificate" (Green Card) here**

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

Please affix a copy of your HKID card* here

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

**If the applicant does not wish to submit a HKID card copy, please present original for verification at KBCWR/NCWR/HKCITTC within 30 days of application submitted.*

- ☐ I understand the content of the Notes for Trainees for Mandatory Safety Training Courses issued by the Labour Department and agree to the arrangements and requirements therein. (Only applicable to Training Course for Persons Working on Suspended Working Platforms (Gondolas))
- ☐ I understand the requirements of presenting the original of the valid Green Card and wearing appropriate work wearing (including safety shoes) on practical test day and willingly give my undertaking to comply with them. I am fully aware that any non-compliance with the above said requirements will result in disqualification from course/test and that test fees are non-refundable in this regard.

(Please put a '✓' in the appropriate ☐)

[Personal Information Collection Statement]

1. **Collection of Personal Data**
 - 1.1. The information you 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 [This Personal Information Collection Statement should be attached or printed on the application form].
 - 1.2. Whether or not you provide your personal data to the CIC is voluntary. However, where you are providing information for the purpose of an application, it is necessary that you supply the CIC with complete information as specified on the application form. Otherwise, the CIC may be unable to process or consider your application. If you are under the age of 18, you should consult your parent or guardian before providing any personal data to us.
 - 1.3. You are entitled to request access to and correction of any errors in your personal data. If you 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 you 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, you can access our Privacy Policy Statement at https://www.cic.hk/eng/main/privacy_policy_statement.
2. **Purposes of Collection**

Your 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 you apply for on the application form and assessing your 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 you, for example by means of SMS, WhatsApp, WeChat and/or other communication platforms/channels;
 - 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 you may consent to from time to time.
3. **Disclosure and Transfer of Personal Data**
 - 3.1. The CIC may disclose or transfer your personal data for the purposes as stated in paragraph 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 1.1 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.
 - 3.2. We may disclose and transfer your personal data in accordance with any legal or regulatory requirements or any court order applicable to the CIC.
4. **Use of Personal Data Related to Direct Marketing**

To keep you informed of CIC activities and developments in the construction industry which may be of interest, the CIC would like to use your personal data, including your name, phone number, correspondence and email address, to update you 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.

You are free to decide whether you wish to receive such information. If you choose not to receive information on the above, please put a tick in the box below. You may make any subsequent changes on your choice of receiving promotional materials by writing to us.

☐ I wish to receive any promotional information from the CIC in relation to its activities or developments in the construction industry.

☐ I confirm that I have carefully read and understood the above Personal Information Collection Statement.

(Please put a '✓' in the appropriate ☐)

[Declarations by Applicant]

1. I hereby declare that all information provided by me on this application form and all documents submitted with this application are true and correct, to the best of my knowledge. I understand that giving false or misleading statement or information in the training/test/course application and/or for worker registration may constitute criminal offense and the application and/or registration may be deemed invalid.
2. I shall, if my application is accepted, conform to the Code of Practice for Trade Test of the Hong Kong Construction Industry Trade Test Centre ("HKCITTC"), which covers safety guidelines, disciplinary guidelines and guidance/instructions given from the invigilator during the training/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 training/test/course. I consent to the CIC will not be accountable for any injuries and deaths incurred due to my negligence.
3. I understand and agree that the HKCITTC reserves all rights to reject my second test application (i.e. re-sit) where I fail to comply with the HKCITTC regulations and/or to present myself to the training/test/courses without a valid justification. (Resit is only applicable to HKIC students).
4. I understand and agree that the HKCITTC reserves all rights to reject my test/course applications; and to deny my test eligibility at its sole discretion without any refund/compensation liability. The HKCITTC also reserves all rights of final decision and interpretation in relation to any such decisions under no obligation to provide any further notice nor explanation.
5. I authorise the HKCITTC to verify my qualifications and/or obtain information in relation to the qualifications direct from the issuing authorities and consent to the direct transfer of such information between the issuing authorities and the HKCITTC.
6. I understand and agree that the HKCITTC accepts no responsibility for any information received from issuing authorities and is not liable for any loss or damage caused by it use or in relation to it.
7. I understand and agree that the HKCITTC reserves the right of final decision on and of interpretation of all requirements, terms and conditions, and arrangements concerning the Trade Test.
8. I shall enrol in suitable insurance plan according to my personal needs at my discretion for appropriate protection.
9. 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.
10. 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.
11. 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.
12. 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 training/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.
13. 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.

Applicant's Signature: _____ (To be signed by the applicant's self) **Date:** _____

[For CIC use only]

Data input by : _____
Signature/Date : _____

Checked by : _____
Signature/Date : _____

Mandatory Safety Training Courses

Notes for Trainees

Content of Mandatory Safety Training Courses

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

Central Issuance of Examination Papers by Labour Department

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

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

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

Course Arrangements and Requirements

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

Visual and Audio Recording

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

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

Attendance

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

Online Refresher & Tutorial Materials

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

Enquiry and Complaints

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

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

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

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

Occupational Safety & Health Branch

Labour Department

October 2024

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

MST_Notice_for_Trainees (10/2024)