



28 August 2025

Dear Sir / Madam,

Tender Reference No. (411) in P/AE/PUR/TDTC
Invitation to Tender for the Term Contract for Provision of Repair and Maintenance
Services for Landscaping Works for the Construction Industry Council

You are invited to submit a tender for the Term Contract for Provision of Repair and Maintenance Services for Landscaping Works for the Construction Industry Council as specified in the tender documents.

1. Your tender proposal, **in copies specified in the tender**, should be submitted in two separate sealed envelopes.
2. The tenderer shall deposit two separate sealed envelopes with labels as specified below into the tender box located at **G/F, Hong Kong Institute of Construction - Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong** **not later than 12:00 noon on 18 September 2025.** Late tenders will NOT be considered.
 - a) Label with "Technical Proposal for Term Contract for Provision of Repair and Maintenance Services for Landscaping Works for the Construction Industry Council"
 - b) Label with "Fee Proposal for Term Contract for Provision of Repair and Maintenance Services for Landscaping Works for the Construction Industry Council"

Please note that the envelope labelled with "Technical Proposal" shall **NOT** include any pricing details. Failure to do so will render the tender null and void. Tenders submitted after the above time or tenders deposited at places other than that stated above will **NOT** be considered.

The Estimated Expense is for indicative purpose only. Actual requirements will be confirmed on an as-required basis and the CIC has no commitment on the quantity ordered.

Any qualification of tender or of the tender documents may cause the tender to be disqualified.

3. The tenderer shall provide the completed 'Application Form for Inclusion in the CIC Vendor List' as provided in the tender invitation, containing basic information of the interested tenderer (For Non-CIC Registered Vendor only).

4. In the event of Typhoon Signal No. 8 or above, or Black Rainstorm Warning is hoisted or Extreme Condition as announced by the Hong Kong Government within the office hour (8:30 a.m. – 6:18 p.m.) on the tender closing date, the closing time will be postponed to 12:00 noon of the next working day.
5. Construction Industry Council is not bound to accept any proposal it may receive. In addition, it will reject bids which are considered to have been priced unreasonably low.
6. It should be noted that the Council will not be responsible for the reimbursement of any cost incurred by you for the preparation of the submission.
7. The invited tenderer who has decided to decline the bid shall return the Reply Slip for Declining Bid provided in Appendix F of the Conditions of Tender.
8. There will be a briefing session and site visit session **at 9:30 a.m. on 5 September 2025, Zero Carbon Park (CIC-ZCP), 8 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong**. Interested tenderers shall complete and return the reply slip in **Appendix G** by fax 2100 9439 or e-mail: ronaldwong@cic.hk no later than 5:00 p.m. on 4 September 2025 confirming the attendance of the said tender briefing and site visit session and state clearly the number of attendees for CIC's arrangement.
9. The tender documents can be downloaded from CIC's website: http://www.cic.hk/eng/main/aboutcic/procurement/tender_details/.
10. During the tender evaluation stage, the tenderer is requested to attend a tender interview which will be held in September 2025 (tentatively) to present his tender. Upon receipt of a request from the CIC, the tenderer shall provide a tender presentation to demonstrate whether the proposal can fulfill the requirements specified in the Assignment Brief.
11. For queries regarding this tender invitation or/and tender process, please contact Mr Ronald WONG, Assistant Manager, on telephone 2100 9750 or via e-mail: ronaldwong@cic.hk.

Yours sincerely,



Eric LEE
Manager – Procurement
Encl.

Checklist for Submission of Tender

Please go through the following checklist to ensure that all necessary information and documents for the tender have been provided in your tender submission. Please note that the checklist is for guidance and reference purposes only and shall not be deemed to form part of the Tender Document. The address labels at the bottom of this checklist may be used on the envelopes for submitting the tender.

Tenderers should note that their tenders may be invalidated if the information in the tender submission is incorrect or the required documents are not provided together with the tender document.

Particulars	<u>Reference</u>
Technical Proposal	
1. Tenderer's Track Record & Project Reference	Conditions of Tender, Appendix A Clauses 1.1 to 1.4
2. Tenderer's Staff Resources	Conditions of Tender, Appendix A Clauses 2.1.1 to 2.1.4
3. Methodology and Approach to (i) fulfill the technical requirements and (ii) deliver all deliverables outlined in the Assignment Brief and its Annexes (a) Method Statement (b) Works Implementation Plan (c) Health and Safety Plan (d) Works Quality Assurance Plan	Conditions of Tender, Appendix A Clauses 3.1 and 3.2
4. A duly completed Standard Letter for complying with Anti-Collusion Clause	Conditions of Tender, Appendix B
5. All documents mentioned in the Technical Assessment Marking Scheme	Conditions of Tender, Appendix E
6. Documents to be submitted include: <ul style="list-style-type: none">▪ Statements of Convictions or No Convictions under Cap 57, Cap 59, Cap 115 and Cap. 509▪ Confirmation of Compliance on Safety Requirements▪ Copy of certificate of General Building Contractor Registration / Minor Works Contractor Registration (Class 1), Registered Safety Officer (RSO), Registered Electrical Contractor (REC)▪ List of sub-contractors / sub-consultants	Special Conditions of Tender
Fee Proposal	
7. Form of Tender	Conditions of Tender, Appendix C
8. Fee Proposal	Conditions of Tender, Appendix D

Note: The tenderer is required to submit all information specified in Appendix A of the Conditions of Tender and the Special Conditions of Tender (if any) with his tender. In addition, the tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in Appendix B of the Conditions of Tender. Should the tenderer fails to submit all information mentioned above with his tender, his tender may not be considered.

“Please be reminded that NO COMMERCIAL OR COST INFORMATION SHALL BE INCLUDED IN TECHNICAL SUBMISSION. You are reminded that should any commercial or cost information be included in this Technical Submission, you may be disqualified from this Tender.”

Construction Industry Council

Term Contract for Provision of Repair and Maintenance Services for Landscaping Works for the Construction Industry Council

Please adhere the following labels on separate sealed envelope of your submitted tender.

"Confidential"	
Technical Proposal	Construction Industry Council (CIC) The Tender Box G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong
	TENDER
<u>NO FEE PROPOSAL</u>	Ref. No.: [(411) in P/AE/PUR/TDTC] Term Contract for Provision of Repair and Maintenance Services for Landscaping Works for the Construction Industry Council
Name of Tenderer: _____	
Closing Time and Date: <u>12:00 noon on 18 September 2025</u>	



"Confidential"	
Fee Proposal	Construction Industry Council (CIC) The Tender Box G/F, Hong Kong Institute of Construction – Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong
	TENDER
	Ref. No.: [(411) in P/AE/PUR/TDTC] Term Contract for Provision of Repair and Maintenance Services for Landscaping Works for the Construction Industry Council
Name of Tenderer: _____	
Closing Time and Date: <u>12:00 noon on 18 September 2025</u>	

Tender Documents
for
Term Contract for Provision of Repair and
Maintenance Services for Landscaping Works
for
the Construction Industry Council

Employer

**Construction Industry Council (CIC)
38/F, COS Centre,
56 Tsun Yip Street,
Kwun Tong, Kowloon,
Hong Kong**

August 2025

Term Contract for Provision of Repair and Maintenance Services for
Landscaping Works
for
the Construction Industry Council

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7.	Special Conditions of Contract	SCC-1 to SCC-8
8.	Contractor's Safety Requirements	82 Pages
9.	Guidelines On Work-Above-Ground	21 Pages
10.	Delivery Order Template	2 Pages
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Conditions of Tender
for
Term Contract for Provision of Repair and
Maintenance Services for Landscaping Works
for
the Construction Industry Council

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1 Notes to Tenderers

- 1.1 All tenderers shall read the instructions contained in this Conditions of Tender carefully prior to preparing their tender submissions. Any tender submission, which does not follow these instructions is deemed to be incomplete and may be disqualified.
- 1.2 The tender documents consist of:
- a) Conditions of Tender;
 - b) Appendices to Conditions of Tender;
 - c) Special Conditions of Tender;
 - d) Assignment Brief and its Annexes;
 - e) Not used;
 - f) General Conditions of Contract;
 - g) Special Conditions of Contract;
 - h) Contractor's Safety Requirements;
 - i) Guidelines On Work-Above-Ground Safety.

2 Invitation

- 2.1 Tenderers are invited by the Construction Industry Council (hereinafter referred to as the "CIC") to submit proposal and bid for Term Contract for Provision of Repair and Maintenance Services for Landscaping Works for the Construction Industry Council. Further details are given in the **Assignment Brief and its Annexes**.
- 2.2 The tender shall be submitted in accordance with the **Conditions of Tender**.
- 2.3 If the tender is accepted and the contract is awarded, the tender documents specified in Clause 1.2 above, the tender proposal submitted by the tenderer and other relevant contract correspondence as agreed by the tenderer and CIC will form part of the contract.

3 Tenderers' Response to CIC Enquiries

- 3.1 In the event that the CIC determines that clarification of any tender is necessary, it will advise the tenderer to supplement its tender. Unless otherwise specified in the request for clarification, the tenderer shall thereafter have THREE (3) working days to submit such requested information. Any clarification made shall be at the

tenderer's own cost and expense.

4 Completion of Tender

- 4.1 The tenderer is required to submit all information specified in **Appendix A** of the Conditions of Tender and the Special Conditions of Tender with his tender. In addition, the tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in **Appendix B** of the Conditions of Tender. Should the tenderer fails to submit all information mentioned above with his tender, his tender may not be considered.
- 4.2 If CIC's participation is required, the tenderer should clearly state the details and the expected resources, skills, level of participation, responsibilities, and duration.
- 4.3 The tenderer shall state in his proposals the implementation plan of delivering the deliverables as described in the **Assignment Brief and its Annexes**.
- 4.4 The tenderer must submit his offer in Hong Kong Dollars. **OFFERS SUBMITTED IN OTHER CURRENCIES SHALL NOT BE CONSIDERED.**
 - a) The tenderer is required to submit the completed **Form of Tender as per Appendix C** of the Conditions of Tender.
 - b) In addition, the tenderer is required to submit **the Fee Proposal** using the prescribed form provided in **Appendix D** of the Conditions of Tender. There shall be no adjustment for any price fluctuations; and
 - c) The tenderer should ensure that the fee quoted is sufficient before submitting the tender. Under no circumstances will the CIC accept any change of quoted lump sum fee on the ground that a mistake has been made in the tender price.
- 4.5 A two-envelope approach is adopted for tender submission, i.e. the tenderers should submit all information specified in **Appendix A** of the Condition of Tender and the **Special Conditions of Tender**, and the letter annexed in **Appendix B** and mentioned in Clause 4.28 of the Conditions of Tender (collectively known as "technical proposal") in one envelope and the completed Form of Tender using the prescribed form provided in **Appendix C** of the Conditions of Tender and the Fee Proposal using the prescribed form provided in **Appendix D** of the Conditions of Tender (collectively known as "fee proposal") in a separate envelope. Failure to do so will render the tender void.
- 4.6 The tenderer shall submit **ONE (1)** hard copy and corresponding files in electronic form (e.g. in MS Word / MS Excel / PDF format) stored in an electronic medium (eg: USB / CD-ROM / DVD-ROM) of the technical proposal in a sealed envelope marked "Technical Proposal" and **ONE (1)** hard copy of the fee proposal in a separate sealed envelope marked "Fee Proposal" clearly indicating

the tenderer's name and tender title. In the event of discrepancies between original and electronic versions of the Tender Submission, the former shall prevail.

- 4.7 Tender should be submitted to the Tender Box of CIC at **G/F, Hong Kong Institute of Construction - Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong** **by 12:00 noon on 18 September 2025.** Late submission will NOT be considered. Failure to do so shall render the tender void.
- 4.8 In the event that a Typhoon Signal No. 8 or above or Black Rainstorm Warning is hoisted or Extreme Condition as announced by the Hong Kong Government within the office hour (8:30 am – 6:18 pm) on the tender closing date, the tender closing time will be postponed to 12:00 noon on the following working day.
- 4.9 The CIC will not reimburse any cost incurred by tenderers for the preparation and submission of the tender.
- 4.10 The CIC may reject a tender which in CIC's opinion is unreasonably low in terms of price and may therefore affect the tenderer's capability in carrying out and complete the services and delivering the deliverables in accordance with the Assignment Brief and its Annexes.
- 4.11 Any amendments to the Tendered Trade Percentage offered must be signed by the person who signs the tender. Failure to do so will render the tender null and void.
- 4.12 Unless otherwise stated, tenders shall be valid for 120 days from the specified closing date. If no letter of acceptance or order is placed within the validity period of the offer, the tenderer may assume that the offer has not been accepted.
- 4.13 This is an invitation to offer. The CIC is not bound to accept the lowest tender or the highest combined scores under the technical and fee proposal or any tender.
- 4.14 The CIC reserves the right to negotiate with any or all tenderer(s) on the terms of the tender.
- 4.15 Tenderer should ascertain the prices quoted are sufficient before submitting his tender. Under no circumstances will the Employer accept any request for price adjustment due to any mistake made in the tender prices.
- 4.16 The CIC shall have the right, in its absolute discretion, to disclose to any person and for any purpose, any information submitted to the CIC as part of the tender or otherwise in connection with the awarded contract, without further notification to the successful tenderer. In submitting the tender, the tenderer irrevocably consents to such disclosure.
- 4.17 In the event that a tenderer discovering a genuine error in his tender after it has been deposited, he may in writing draw attention to the error and submit amendment which may be accepted, provided that the amendment has been deposited on or before the closing time fixed for the receipt of tenders.
- 4.18 The CIC will not consider prices missing in Unit Rate, Total Value and Total Amount. The Unit Rate will be used should the Total Value and / or Total Amount have any discrepancy with the Unit Rate. No adjustment will be made for

fluctuations in salaries, material prices and exchange rates of currencies, freight charges, insurance premium or for any other reason whatsoever.

- 4.19 Should examination of a tender reveal errors of such magnitude as in the opinion of the CIC would involve the tenderer in serious loss then the nature and amount of such errors will be communicated to the tenderer and he will be asked to confirm in writing that he is prepared to abide by his tender or withdraw his tender.
- 4.20 The tenderer shall be required to check the numbers of the pages of the tender documents against the page numbers given in the contents. If the tenderer finds any missing, in duplicate or indistinct, he must inform the CIC at once and have the same rectified.
- 4.21 Should the tenderer for any reason whatsoever be in doubt as to the precise meaning of any item or description, he must inform the CIC in order that correct meaning may be decided before the date for submission of tender.
- 4.22 Tenderer shall inspect the Site and make themselves thoroughly acquainted with the existing condition of the premises, location, the existing structure / accessibility, restrictions for loading and unloading materials, and all the materials, and all other aspects which may affect the delivery of the deliverables. Tenderer shall make due and proper allowance when estimating their rates and prices for the information obtained or which ought to have been obtained during the site inspection. (for Tenders that involve field work only)
- 4.23 No liability will be admitted, nor claim allowed in respect of errors in the tenderer's tender due to mistakes in the tender documents which should have been rectified in the manner described above.
- 4.24 Tenderer shall be deemed to be in possession of a valid business registration certificate and, if necessary, be registered with the relevant authority authorizing him to carry out the works described in the tender documents.
- 4.25 Tenderer shall comply with the Special Conditions of Contract, General Conditions of Contract and CIC's General Conditions of Contract. The tender price shall deem to be included all cost incurred.
- 4.26 Any qualification of tender or of the tender documents may cause the tender to be disqualified.
- 4.27 No unauthorized alteration or erasure to the text of the tender documents will be permitted. Any tender containing such alteration or erasure may not be considered.
- 4.28 The tenderer shall strictly comply with the following anti-collusion clause:
- (1) (a) Subject to sub-clause (2) of this Clause, the tenderer shall not communicate to any person other than the CIC the amount of the tender price or any part thereof until the tenderer is notified by the CIC of the outcome of the tender exercise.
- (b) Further to paragraph (a) of this sub-clause, the tenderer shall not fix the amount of the tender price or any part thereof by arrangement with any other

person, make any arrangement with any person about whether or not he or that other person will or will not submit a tender or otherwise collude with any person in any manner whatsoever in the tendering process.

(c) Any breach of or non-compliance with this sub-clause by the tenderer shall, without affecting the tenderer's liability for such breach or non-compliance, invalidate his tender.

(2) Sub-clause (1)(a) of this Clause shall have no application to the tenderer's communications in strict confidence with:

(a) his own insurers or brokers to obtain an insurance quotation for computation of tender price;

(b) his consultants or sub-contractors to solicit their assistance in preparation of tender submission; and

(c) his bankers in relation to financial resources for the Contract

(3) The tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in Appendix B of the Conditions of Tender. The signatory to the letter shall be a person authorized to sign CIC contracts on the tenderers's behalf.

(4) The tenderer shall indemnify and keep indemnified the CIC against all losses, damages, costs or expenses arising out of or in relation to any breach of or non-compliance with sub-clause (1) of this Clause by the tenderer, including but not limited to additional costs due to price escalation, costs and expenses of re-tendering and other costs incurred.

4.29 The tenderer shall not and shall ensure that his agents and employees shall not give or offer any advantages as defined under the Prevention of Bribery Ordinance to any agent or employee of CIC. Any breach of the clause by the tenderer shall, without affecting the tenderer's liability for such breach, invalidate his tender.

4.30 The invited tenderer who has decided to decline the bid shall return the Reply Slip for Declining Bid provided in Appendix F of the Conditions of Tender.

5 Tender Briefing and Site Visit Session

5.1 Tenderer is invited to attend a tender briefing session and site visit at the time and

place as stated in the tender invitation.

- 5.2 Interested tenderers should complete and return the reply slip in Appendix G by fax or e-mail to the Procurement Officer at least ONE (1) working day before the stated time confirming the attendance of the said briefing session and site visit and state clearly the number of attendees for the CIC's arrangement.
- 5.3 The CIC may record the queries raised by the tenderers attending the tender briefing and may issue a Replies to Tender Queries to all tenderers for information.

6 Tender Interview

- 6.1 During the tender evaluation stage, the tenderer is requested to attend a tender interview which will be held on September 2025 (Tentatively) to present his tender proposals. Upon receipt of a request from the CIC, the tenderer shall provide a tender presentation to demonstrate whether the proposal can fulfill the requirements specified in the Assignment Brief and its Annexes.
- 6.2 The presentation shall be set up with the tenderer's own resources and expense. The CIC shall not bear any costs associated with the presentation.
- 6.3 The presentation should at least include the project team profile, the approach to fulfill the objectives described in the Assignment Brief and its Annexes and an outline programme for completing the assignment. The presentation shall be conducted, where possible, by the leader of the proposed project team for performing the project management.
- 6.4 In view that tender interview forms part of the technical assessment, tenderers should NOT disclose any fee related information during the interview including PowerPoint presentation and handouts. Failure to do so may result in disqualification of tender.
- 6.5 Each interview presentation should be no longer than FIFTEEN (15) minutes, including a TEN (10) minute questions and answers session.

7 Tender Evaluation

- 7.1 Tenderers shall note that their tender proposals, presentations and responses to CIC's queries in connection with the tender will be assessed in accordance with **the tender evaluation procedures and criteria** specified in **Appendix E** of the Conditions of Tender.

8 Tenderer's Commitment

- 8.1 All information and responses from the tenderer must be submitted in writing. The relevant provisions of this invitation to tender and such documents so submitted shall be the representation of the tenderer and may be incorporated into and made part of the Contract between the CIC and the successful tenderer.
- 8.2 The CIC reserves the right to disqualify any tender that directly or indirectly attempts to preclude or limit the effect of the requirements as mentioned on the Assignment Brief and its Annexes.
- 8.3 Tender shall remain valid and open for acceptance for **120 days** after the tender closing date.

9 Amendments

- 9.1 The CIC reserves the right to amend or withdraw the Assignment Brief and its Annexes before acceptance of a tender.
- 9.2 The CIC may issue Tender Addendum and / or Replies to Tender Queries no later than SEVEN (7) days before tender closing if CIC found it necessary.

10 Award of Contract

- 10.1 The successful tenderer will receive a letter of acceptance as an official notification of acceptance. Unless and until a formal contract agreement is prepared and executed, this letter of acceptance together with the tender submission shall constitute a binding contract between the successful tenderer and the CIC. Tenderers who do not receive any notification within the validity period of their offer shall assume that their tenders have not been accepted.
- 10.2 The CIC reserves the right of not awarding the contract after receipt of submissions by the tenderer.
- 10.3 In order to ensure the fairness of the tender process, all answers to tender queries / tender clarifications and tender addendums will be uploaded to CIC's website. All tenderers have to take note of this arrangement. Any claim for extension of time or additional payment due to ignorance of this clause shall not be entertained by the CIC.

11 Rights to Exercise

- 11.1 The CIC may, at any time during the contract period by notice of writing, direct the Contractor to alter, amend, omit, add to, or otherwise vary any of the work items stated in the Contract and/or works required as specified by the CIC, and the Contractor shall carry out such variations. The contract sum will be adjusted all in accordance with the relevant provisions specified else in the tender documents and/or works required as specified by the CIC.

12 Submitted Documents

- 12.1 All submitted documents will not be returned.

13 Enquiries

- 13.1 In case the tenderer has any tender enquiries or/ and tender clarification queries, he should submit in writing to the procurement department with details as below:-

Mr. Ronald WONG
Assistant Manager
Construction Industry Council
38/F, COS Centre,
56 Tsun Yip Street, Kwun Tong,
Kowloon, Hong Kong

Tel : (852) 2100-9750
Fax: (852) 2100-9439
Email: ronaldwong@cic.hk

APPENDIX A – Details for Technical Submission

**To be included
in
Technical Proposal**

The Tenderer is required to provide all details as described in the technical submission therein.

1. Tenderer's Profile, Track Record & Project Reference

- 1.1 The tenderer is required to provide company's profile, background and expertise;
- 1.2 The tenderer is required to provide a full list of project references undertaken in the **past 5 years** (as of the tender closing date) for projects similar to this Assignment, giving the details by adhering to the submission format as specified in Section 1.3 below.
- 1.3 The tenderer shall submit a list of **relevant project references** in the following format with support of copies of job references or recommendation letters from previous clients.

	Name of your Client / Organization		
Scope of Works			
Project Type (Scale and complexities)			
Organisation Type		Involved Stakeholders Type	
Contract Value (in HK\$)		Project Duration	
Completion Date			

- 1.4 In case the tenderer is unable to disclose of track record and project reference due to the signing of confidentiality agreement with its previous clients, please specify in the tender submission accordingly. In this circumstance, the tenderer shall describe this information in the tender submission at best endeavours and will be asked to describe where appropriate this information to the Assessment

Panel during the tender interview.

2. Tenderer's Staff Resources

2.1 Support, Service Level Agreement and Maintenance Team Structure

2.1.1 The tenderer shall submit:

- (a) An **Organization chart** indicating the proposed project team structure and strength of the proposed project team. The project team shall include members who have experience in supplying the Deliverables as outlined in the Assignment Brief and its Annexes, in particular the Contract Manager, Arborist(s), Tree Risk Assessor(s), Chainsaw Operator(s), Site Supervisor(s), Registered Safety Officer, Tradesman / Skilled Worker(s) and other Staff as stated in Section 8 of the Assignment Brief.
- (b) Certificate/ Record/ Evidence for the Registration of Arborist under the Registration Scheme for Tree Management Personnel of the Development Bureau.

2.1.2 The project team members shall possess the required **Qualifications, Professional Knowledge and Relevant Experience to supply the Deliverables as outlined in the Assignment Brief and its Annexes.**

2.1.3 The project team proposed in the tender submission shall form part of the Agreement. The tenderer shall provide the details included but not limited to the following information of proposed project team members in the tender submission:

- a) Name
- b) Post / Title in this Project
- c) Core Team or Supporting Team Members (Yes/No)
- d) Language (Chinese/English/Both)
- e) Qualifications
- f) Duties and Responsibilities in the Assignment
- g) Years of Relevant Experience
- h) Relevant experience in projects of similar nature mentioned in the Assignment Brief

Project Team Structure and Qualifications
(using the following format to list the team information)

	Proposed Roles / Title / Post in this project		
Name of Proposed Team Member		Core Team or Supporting Team	
Language		Degree holder	
List of relevant certificates and/or qualifications			
Duties and responsibilities in the assignment			
Years of services in your company		Years of relevant experiences	
Relevant experience in projects of similar nature			

3. Project Approach and Requirements

3.1 The tenderer is required to submit the following to demonstrate his capabilities in fulfilling the project approach and technical requirements and to present all the deliverables outlined in the Assignment Brief and its Annexes:-

(i) **Tender Programme** shall be provided (in the form of a linked bar chart preferred) identifying the critical path and included but not limited to the following activities:

- (a) Approach to fulfill the technical requirements and deliver all deliverables outlined in the Section 3 to 8 of the Assignment Brief
- (b) Details of services description to be provided regarding to Section 3 to 8 of the Assignment Brief.

(ii) A completed **Method Statement** must be submitted to demonstrate a full understanding of the Assignment, the method statement should included but not limited to the followings:-

- (a) Description of work;
- (b) Manpower arrangement;
- (c) Plant or machinery;
- (d) Equipment;
- (e) Details of working method & procedure;
- (f) Site assessment and management;
- (g) Noise arrangement;
- (h) Permit to works requirement;
- (i) Fire suspension procedure and notice;

(iii) **Health and Safety Plan.** The Tenderer shall include the following:-

- (a) Safety policy, safety committee and safety organization chart.
- (b) Safety management and site safety supervision plan.
- (c) Notification and site ingress and egress implementation plan for the Works.
- (d) Emergency Response Plan in case of work accident happened.
- (e) Dynamic risk assessment: Hazard identification, risk evaluation, precaution, control & protection report.
- (f) Safety records of past 2 years including the accident statistics covering a period of two years to date, inclusive of subcontracted labour with the method of calculation and definitions clearly shown.

- (iv) **Work Quality Assurance Plan.** The Tenderer shall include the following:
- (a) Submit a Quality Assurance Plan including company policy, organizational structure, responsibilities of employees, quality control system to ensure the works completed in a high quality manner.
- 3.2 The tenderer shall refer to the other requirements laid down in the Assignment Brief and its Annexes of the tender document.

4. Documents and Information to be submitted for the Technical Proposal

- 4.1 The Tenderer is required to provide the following documents and information in the technical submission as described in the tender documents:

<u>Particulars</u>	<u>Reference</u>
Technical Proposal	
1. Tenderer's Track Record & Project Reference	Conditions of Tender, Appendix A Clause 1.1 to 1.4
2. Organisation and Qualifications of Proposed Project Team	Conditions of Tender, Appendix A Clause 2.1.1, 2.1.2 and 2.1.3
3. Project Approach and Requirements to (i) fulfill the technical requirements and (ii) deliver all deliverables outlined in the Assignment Brief and its Annexes (if any) (a) Tender Programme (b) Method Statements (c) Health & Safety (d) Work Quality Assurance Plan	Conditions of Tender, Appendix A Clause 3.1 and 3.2
4. A duly completed Standard Letter for complying with Anti-Collusion Clause	Conditions of Tender, Appendix B
5. All documents mentioned in the Technical Assessment Marking Scheme	Conditions of Tender, Appendix E
6. Documents to be submitted include: - Statements of Convictions or No Convictions under Cap. 115, Cap. 59 and Cap. 57 - Copy of certificate of Arborist - Copy of certificate of Registered Safety Officer - List of sub-contractors / sub-consultants	Special Conditions of Tender (Attachment 3)
Fee Proposal	
7. Form of Tender	Conditions of Tender, Appendix C
8. Fee Proposal	Conditions of Tender, Appendix D

Note: The tenderer is required to submit all information specified in Appendix A of the Conditions of Tender and the Special Conditions of Tender with his tender. In addition, the tenderer shall submit with his tender a duly signed and witnessed letter in the form set out in Appendix B of the Conditions of Tender. Should the tenderer fails to submit all information mentioned above with his tender, his tender may not be considered.

“Please be reminded that NO COMMERCIAL OR COST INFORMATION SHALL BE INCLUDED IN TECHNICAL SUBMISSION. You are reminded that should any commercial or cost information be included in this Technical Submission, you may be disqualified from this Tender.”

APPENDIX B – Standard Letter for complying with Anti-Collusion Clause

To: Construction Industry Council (CIC)

Date:

**To be included
in
Technical Proposal**

Dear Sir/Madam,

Tender Ref: _____ (411) in P/AE/PUR/TDTC

Tender Title: Term Contract for Provision of Repair and
Maintenance Services for Landscaping Works for the Construction Industry Council

*[I/We],

[(_____)] of
name of the tenderer

(_____)¹,
address of the tenderer

refer to *[my/our] tender for the above Contract.

*[I/We] confirm that, before *[I/We] sign this letter, *[I/We] have read and fully understand this letter and the anti-collusion clause in Conditions of Tender Clause 4.28.

*[I/We] represent and warrant that in relation to the tender for the above Contract:

- (i) *[I/We], other than the Expected Communications referred to in the last paragraph of this letter, have not communicated and will not communicate to any person other than the CIC the amount of the tender price or any part thereof until *[I/We] have been notified by the CIC of the outcome of the tender exercise;
- (ii) *[I/We] have not fixed and will not fix the amount of the tender price or any part thereof by arrangement with any person;
- (iii) *[I/We] have not made and will not make any arrangement with any person as to whether *[I/We] or that other person will or will not submit a tender; and
- (iv) *[I/We] have not otherwise colluded and will not otherwise collude with any person in any manner whatsoever in the

tendering process.

*[I/We] shall indemnify and keep indemnified the CIC against all losses, damages, costs or expenses arising out of or in relation to any breach of any of the representations and/or warranties above, including but not limited to damages for delay, costs and expenses of re-tendering and other costs incurred.

In this letter, the expression “Expected Communications” means
*[my/our] communications in strict confidence with:

- (i) *[my/our] own insurers or brokers to obtain an insurance quotation for computation of tender price;
- (ii) *[my/our] consultants or sub-contractors to solicit their assistance in preparation of tender submission; and
- (iii) *[my/our] bankers in relation to financial resources for the Contract.

Signed for and on behalf of

[]
name of the tenderer

by

[]²:
name and position of the signatory

Name of Witness: _____

Signature of Witness: _____

Occupation: _____

Note:

* Delete as appropriate

1. Where the tenderer comprises two or more persons or companies acting in partnership, joint venture or otherwise, this part in square brackets should be expanded to include the respective names and addresses of such persons or as the case may be companies.

2. Where the tenderer comprises two or more persons or companies acting in partnership, joint venture or otherwise, all such persons or as the case may be companies must sign. The signatory for each of such persons or companies shall be a person authorised to sign CIC contracts on behalf of that person or as the case may be company.

APPENDIX E – Tender Evaluation Procedures and Criteria

1. INTRODUCTION

- 1.1 A two-envelope approach is adopted for tender submission, i.e. Tenderer should submit the technical proposal including all information specified in **Appendix A of the Conditions of Tender** and **Special Conditions of Tender**, and the letter annexed in **Appendix B** and mentioned in Clause 4.28 of the Conditions of Tender in one envelope and the fee proposal comprising the completed Form of Tender using the prescribed form provided in **Appendix C of the Conditions of Tender** and the Fee Proposal using the prescribed form provided in **Appendix D of the Conditions of Tender** in a separate envelope. **Failure to do so would lead to disqualification.** Fee proposal would only be opened after the technical assessment is completed subject to Clause 1.4 below.
- 1.2 A marking scheme as described below will be used for evaluating the tenders. Tender proposals shall be evaluated based on two separate aspects, namely the technical assessment and the fee assessment.
- 1.3 The pre-determined weights for technical and fee assessments are 30% and 70% respectively.
- 1.4 If the technical assessment mark in Table 1 below is less than 50% of the maximum marks, the tender proposal will be rejected and will NOT be further assessed and its fee proposal envelope will NOT be opened.
- 1.5 The rejected tender proposal will NOT be included in the weighted technical assessment score formula in Clause 2.2 and the weighted fee assessment score formula in Clause 3.2 below. The CIC reserves its right to cancel this tender exercise and re-tender thereof without further notice to the tenderer.
- 1.6 An assessment panel will be established for tender evaluation. The proposal received will be evaluated in accordance with the requirements in this Appendix.

2. TECHNICAL EVALUATION

- 2.1 Detailed evaluation of the technical proposal including all information specified in Appendix A of the Conditions of Tender shall be made in accordance with the assessment criteria described in Table 1.

Table 1 – Technical assessment marking scheme

Assessment Criteria	Assessed Marks (%)	Maximum Marks (%)
Assessment will be based on the following criteria:-		
1. Tenderer's Profile, Job Reference and Track Record The following sub-criteria shall be considered: (a) Contractor company's profile, background and expertise (5%) (b) Contractor's Track Record and relevant experience and success stories in past FIVE (5) years as of Tender closing date (5%)		10%
2. Support, Service Level Agreement and Maintenance Team Structure The following sub-criteria shall be considered: (a) Remote and Onsite meeting and support (5%) (b) Service level agreements including response time and resolution time of the support level as well as the delivery lead time of materials, equipment, etc. (10%) (c) The Contractor shall propose a team organization to provide corresponding services throughout the contract period (5%) (d) Registration of Arborist under the Registration Scheme for Tree Management Personnel of the Development Bureau (MANDATORY)*		20%
3. Approach and Services The following sub-criteria shall be considered: (a) Approach to fulfill the technical requirements and deliver all deliverables outlined in Section 3 and 4 of the Assignment Brief (15%) (b) Details of services description to be provided regarding to Section 3 to 7 of the Assignment Brief (15%)		30%
4. Quality & Safety Requirement Methodology and Approach and Requirements to fulfill the objectives and carry out and complete all the tasks described in the Assignment Brief and its Annexes. The following sub-criteria shall be considered: (a) Method Statement (10%) (b) Health and Safety Plan (10%) (c) Works Quality Assurance Plan (10%)		30%
5. Tenderer's Performance in CIC's Past Projects (10%)		10%
Total:		100%

Remark:

* Tenderer who fails to provide the certificate/ evidence may be considered disqualified in its technical submission.

- 2.2 The weighted technical assessment score of a tender shall be determined in accordance with the following formula:

$$30 \times \frac{\text{Technical assessment mark of the subject tender}}{\text{Highest technical assessment mark of all tenders}}$$

3. FEE EVALUATION

- 3.1 Tender fee for evaluation shall be the lump sum quoted in Appendix D – Fee Proposal of the Conditions of Tender.
- 3.2 The weighted fee assessment score of the tender proposal shall be worked out in accordance with the following formula:

$$70 \times \frac{\text{Lowest total lump sum fee of all tenders}}{\text{Total lump sum fee of the subject tenders}}$$

4. CALCULATION OF COMBINED SCORES

- 4.1 The combined assessment score of a tender proposal shall be the sum of the weighted technical assessment score (Section 2.2) and the weighted fee assessment score (Section 3.2).

APPENDIX F – Reply Slip for Declining Bid

With reference to your tender invitation (Tender Reference: (411) in P/AE/PUR/TDTC, Closing Date: 18 September 2025), I/we regret that I am/we are unable to bid due to the following reason(s):

(Please tick against the box(es) where applicable)

☐ Inadequate time to prepare tender proposal. Suggested timeframe for proposal preparation: _____ days

☐ Invitation document contains insufficient details.
Suggested _____ supplementary _____ details:

☐ Work scope too broad. Would you consider bidding if the work scope is reduced?

☐ Yes

☐ No

Or which part(s) of the work scope shall be reduced to facilitate your consideration in bidding (please specify)?

☐ Work scope too narrow. Would you consider bidding if the work scope is broadened?

☐ Yes

☐ No

Or what supplementary details shall be added to facilitate your consideration in bidding (please specify)?

☐ Not interested in this type of service.

☐ Working at full capacity at the moment.

- ☐ Work scope beyond firm's / organisation's expectation.
- ☐ Cannot meet project time schedule. Suggested timeframe for the project:
_____ months
- ☐ Requirements / Specifications too restrictive.
- ☐ Others (please specify): _____

Signature: _____

Full Name of Contact Person: _____

Position: _____

Name of Company: _____

Telephone No.: _____

Fax No.: _____

E-mail: _____

Date: _____

Note:

- 1) Please return the completed reply slip to E-mail: ronaldwong@cic.hk or fax no: 2100 9439 no later than 12:00 p.m. on 18 September 2025.
- 2) Please contact Mr. Ronald WONG at Tele: 2100 9750 or E-mail: ronaldwong@cic.hk for any enquiry.

APPENDIX G – Reply Slip for Tender Briefing and Site Visit Session

I/We would like to attend the tender briefing and site visit session for the Term Contract for Provision of Repair and Maintenance Services for Landscaping Works for Construction Industry Council at 9:30 a.m. on 5 September 2025 at Construction Industry Council - Zero Carbon Park, 8 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong.

<u>Full Name of Attendee(s)</u>		<u>Post/Title</u>	
Company Name:			
Contact Person:		<u>Post/Title</u>	
Address:			
Telephone No : :		Fax No:	
Mobile Phone No:		E-mail :	

Note:

- Each Tenderer shall register three attendees at most.
- Please return the completed reply slip to E-mail: ronaldwong@cic.hk or fax no: 2100 9439 no later than 5:00 p.m. on 4 September 2025.
- Please contact Mr. Ronald WONG at Tele: 2100 9750 or E-Mail: ronaldwong@cic.hk for any enquiry.

(Attachment 3)

Special Conditions of Tender
for
Term Contract
for
Provision of Repair and Maintenance Services
for
Landscaping Works
for
Construction Industry Council

August 2025

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Special Conditions of Tender

1. Statement of Convictions or No Convictions

- 1.1 For the 12-month period prior to the closing date set for receipt of tenders, we *do not have any / have the following conviction with respect to the offences under the following Ordinances: Cap 115, Cap 59 and Cap 57 in relation to our performance in any Government or private contract.

Please provide details of offence, if any, in the below table:

Date of Offence	Particulars of Offence	Date of Conviction	Offence/ Regulation Breached	Conviction and Date when Appeal / Review is expected to be heard

(Use separate sheets if required.)

- 1.2 We hereby declare that all information given above and additional sheets, if any, attached hereto are true and correct.
- 1.3 We hereby authorize the CIC to obtain information from all Government departments and give consent to the Government departments concerned to release and provide the documents or information in relation to any of our conviction of offences under the Ordinances stated above for the purposes of assessment of our tender in this tender evaluation and subsequent management of the Contract.

Authorised Signature & Company Chop: _____

Name of Person Authorized to Sign:
(in Block Letters) _____

Name of Tenderer in English _____

Tel No.: _____ Fax No.: _____ Date: _____

(* Please delete as appropriate)

2. Registration for Registered Arborists, Tree Risk Assessors, Tree Work Supervisors, Tree Climbers and Chainsaw Operators

- 2.1 The tenderer **MUST** submit the copy of valid certificate of registration of Arborist under the Registration Scheme for Tree Management Personnel of the Development Bureau showing the registered number and the date of expiry of registration.
- 2.2 For other registration under the Registration Scheme for Tree Management Personnel of the Development Bureau, if any, the tenderer can submit the copy of valid certificate of registration showing the registered number and the date of expiry of registration.

3. Registration for Registered Safety Officer

- 3.1 The tenderer **MUST** submit the copy of valid certificate of Registered Safety Officer under Labour Department showing the registered number and the date of expiry of registration.

4. Selected Domestic Sub-Contractor

- 4.1 The tenderer shall **submit with this tender a list of sub-contractors** to whom the tenderer proposes to sublet section(s) of works stating its willingness to enter into a domestic sub-contract with the tenderer to carry out the works mentioned in this tender.

Assignment Brief
Of
Term Contract
for
Provision of Repair and Maintenance Services
for
Landscaping Works
for
Construction Industry Council

August 2025

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Assignment Brief
Provision of Repair and Maintenance Services for
Landscaping Works for Construction Industry Council

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1. Background

- 1.1 The Construction Industry Council (“CIC”) are going to appoint a Contractor (the “Contractor”) to provide Repair and Maintenance Services for Landscapes Works at the premises of the CIC (the “Works”).
- 1.2 The CIC is vested with the responsibility for the repair & maintenance and planned preventive maintenance for the landscaping works of the CIC Headquarters, Mega Box Offices, three (3) Campuses, one (1) Trade Testing Centre, eight (8) Training Grounds, Service Centre, CIC - Zero Carbon Park, CIC - Modular Integrated Construction (MIC), and other CIC’s premises which contain landscaping and associated facilities such as planting, pruning, weeding, herbicide and pesticides services, assessment services, green wall maintenance, etc.
- 1.3 The CIC has decided to commission a term maintenance contractor (the “Contractor”) to conduct the planned preventive maintenance and day-to-day repair & maintenance for the above-mentioned premises in a timely manner by streamlining the Works issuance workflow by the CIC (the “Works”).
- 1.4 The CIC aims to employ the Contractor to provide the Works in Years 2026 to 2028.
- 1.5 The Contractor should provide quotation for ALL items under this Term Contract in Attachment 2 (i.e. Schedule of Rates) to show their ability to provide comprehensive repair and maintenance works.
- 1.6 The original term for the contract is 24 months tentatively commencing from 1 January 2026 to 31 December 2027 (the “Contract Period”) or subject to the written confirmation from the CIC for the contract commencement date. The CIC reserves the right to renew the Works for another 12 months (i.e. 1 January 2028 to 31 December 2028) subject to the following factors:
 - (a) Whether the Contractor could provide the Works to the CIC’s required standard and satisfaction; and
 - (b) The quoted unit prices shall remain fixed throughout the renewed period or otherwise mutually agreed between the CIC and the Contractor.

2. Contractor's Objectives

- 2.1 The Estates Office (the “EO”) of the CIC will issue an electronic Delivery Order (DO) form instructing the Contractor to carry out the Works.
- 2.2 To provide high quality of works, to complete the Works within the agreed schedule and cost according to the Schedule of Rates (SOR), and in compliance with all relevant statutory requirements as laid down by the regulatory bodies such as the Electrical and Mechanical Services Department, Buildings Departments, Fire Services Department, Water Supplies Department, Drainage Services Department, Labour Department, Environmental Protection Department, etc..
- 2.3 To provide a Customer Service Hotline / Call Centre Service to receive maintenance request calls from the respective Campuses, Offices, Training Centres, Training Grounds and Service Centres of the CIC, and compile the maintenance log record for review by the CIC.
- 2.4 To carry out the assigned routine inspection & maintenance and complete the Works instructed under Works issued by the CIC in a safe manner in accordance with the safety guidelines as laid down by the CIC.
- 2.5 To organize and coordinate with different parties to complete the Works including the end-users, sub-contractors, the CIC and other contractors appointed by the CIC.
- 2.6 To attend and complete the emergency call-out repair and maintenance jobs in a timely manner in order to minimize the service / operation interruption to the premises of the CIC.

3. Scope of Assignment

- 3.1 The scopes of works under the Assignment includes the following:-
 - 3.1.1 To provide assessment, maintenance and inspection services in different trades of **Plants, Trees and Green Elements** including but not limited to, the following:-
 - Planting;
 - Pruning;

- Weeding;
- Herbicide and pesticides;
- Tree Risk Assessment;
- Green Wall / Moss Tile and Green Roof maintenance;
- Slope maintenance; and
- Workforces.

3.1.2 To carry out **Emergency Call-Out Services and Minor Repair and Maintenance Works** upon request by the CIC within the timeframe as specified in this Contract.

3.1.3 To carry out **Planned Preventive Maintenance** to the Tree assessment and slope as specified in this Contract.

3.1.4 To carry out **Provision of Landscape Maintenance Works at CIC-ZCP** as specified in this Contract.

3.2 Additional Services

3.2.1 Other items of works directly or indirectly related to this Contract may be added by the CIC with the agreement of the Contractor and shall form part of the overall scope of the works and be covered by the terms of the Agreement with additional fees that mutually agreed by the CIC and the Contractor.

3.3 The locations of Works under this Contract shall include the following CIC's premises (the "Site").

Item	Location	Address
Main Office and Back Office		
1	CIC Headquarters (HQ)	Whole of 38/F and Units A, B & C of 39/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong
2	CIC Megabox Office (MBO)	Whole of 29/F, Tower 2, Enterprise Square Five, 38 Wang Chiu Road, Kowloon Bay, Kowloon, Hong Kong
Hong Kong Construction Industry Trade Testing (TTC)		

3	Hong Kong Construction Industry Trade Testing (TTC)	95, Yue Kwong Road, Aberdeen, Hong Kong
The Hong Kong Institute of Construction (HKIC) - Campuses		
4	Kowloon Bay Campus (KBC)	44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong
5	Kwai Chung Campus (KCC)	7-11 Kwai Hop Street, Kwai Chung, New Territories, Hong Kong
6	Sheung Shui Campus (SSC)	1 Fung Nam Road, Sheung Shui, New Territories, Hong Kong
The Hong Kong Institute of Construction (HKIC) – Training Grounds		
7	Lam Tei Training Ground (LTTG)	Wong Kong Wai Road, Lam Tei, New Territories, Hong Kong
8	Siu Lun Street Training Ground (SLSTG)	Siu Lun Street, Tuen Mun, New Territories, Hong Kong (Opposite to Siu Lun Sports Ground)
9	Tai Po Training Ground (TPTG)	Dai Wah Street, Tai Po, New Territories, Hong Kong
10	Tat Mei Road Training Ground (TMRTG)	Tat Mei Road, Kwai Chung, New Territories, Hong Kong
11	Tin Yuet Road Training Ground (TYRTG)	Tin Yuet Road, Tin Shui Wai, New Territories, Hong Kong
12	Tuen Mun Training Ground (TMTG)	Lot No. 16, Tuen Yee Street, Tuen Mun, New Territories, Hong Kong
13	Tung Chau Street Training Ground (TCSTG)	Tung Chau Street, Sham Shui Po, Kowloon, Hong Kong (Opposite to No. 184 of Tung Chau Street and underneath West Kowloon Corridor)
14	Siu Lam Training ground (SLTG) (To be setup and handed over in 2025)	Area 56, Tuen Mun, N.T.
Service Centre		
15	Nam Cheong Service Centre (NCSC)	Shop 6, Nam Cheong MTR Station, Kowloon, Hong Kong
16	Kowloon Bay Service Centre (KBSC)	Ground Floor, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong
Other Premises		

17	Construction Innovation and Technology Application Centre (CITAC)	8 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong
18	CIC - Zero Carbon Park (CIC - ZCP)	8 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong
19	Modular Integrated Construction (MIC)	8 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong
20	Construction Sector Imported Labour Quarters (CSILQ)	61 Castle Peak Road Tam Mi, Yuen Long, N.T.
21	Other new locations of the CIC may be assigned under the conditions of this Contract	Subject to further instructions by the CIC

4. Presentations

- 4.1 Upon the necessity or request from the CIC, the Contractor shall conduct the following tasks during the courses of the Works in this Contract: -
- (a) To attend the regular or ad hoc meetings and inspection with the concerned parties and the CIC's representatives;
 - (b) To report the progress of the Works to the concerned parties and the CIC;
 - (c) To submit and present the relevant material submission(s) for the Works to the concerned parties and the CIC; and
 - (d) The presentation materials shall be bilingual in Traditional Chinese and English as necessary and required.

5. Deliverables

- 5.1. The Works and all deliverables shall comply with the Contract requirements to the satisfaction of the CIC. All DO issued by the CIC shall be completed in accordance with the instruction by the CIC. Should there be different interpretations between the CIC and the Contractor against any requirements in this Term Contract, the CIC shall have the final jurisdiction on the explanation and approach of the implementation for the requirements. The Contractor shall follow the explanation of the requirements and the instructions given by the CIC to implement the solution to the satisfaction of the CIC.
- 5.2. To provide the Emergency Call-Out Service with a fixed telephone line manned by sufficient manpower during the office hours' period from 08:30 to 18:00 from Monday to Saturday included Sunday, Public Holiday and Statutory Holiday to receive the daily maintenance request phone calls and emergency calls from various venues of the CIC.
- 5.3. The Contractor shall require to submit the monthly maintenance request logs record to the CIC for review and follow-up actions. The format of the request log shall be designed by the Contractor and subsequently approved by the CIC prior to implementation.

- 5.4. To submit organization chart, contact list, emergency contact list, insurance coverage certificates with associated documents, etc. for the CIC's approval upon award of this Contract. Any update on the aforesaid documents shall be informed to the CIC instantly.
- 5.5. To prepare and submit the preventive maintenance schedule for the Irrigation System and Drainage System in accordance with the maintenance frequency as detailed in the Schedule of Rates for approval by the CIC and subsequent notification to the affected end-users at regular time intervals.
- 5.6. To submit programme of the Works prior to commencement of the Works for subsequent notification to the affected end-user Seven (7) working days advanced notice shall be provided to the affected end-user for necessary coordination.
- 5.7. To prepare working schedule, material/plant sample, design drawing for the CIC's approval prior to commencement of the Works depending on the nature of Works instructed under the Works. All submissions including photos, material/plant samples and method statement, etc. prepared by the Contractor shall be subject to the acceptance by the CIC. The CIC will endeavour to response to the submission within One (1) week as practical as possible. The Contractor shall revise, rectify and supplement the submissions within One (1) week upon receiving comments from the CIC.
- 5.8. To prepare and submit material/plant sample, catalogue, Material Safety Data Sheet (MSDS), etc. for the CIC's approval prior to material/plant ordering and commencement of the Works depending on the nature of Works.
- 5.9. All documents shall be submitted electronically in MS Word format, MS Excel format, pdf file format or any other formats as applicable, which are readily printable.
- 5.10. All submission must be submitted in English or Traditional Chinese, depending on the nature of Works, to the satisfaction of the CIC.
- 5.11. The copyright(s) of all reports, documents, recommendations, data and any other information prepared or collected by the Contractor, its specialist(s) and the sub-consultant(s) / sub-contractor(s) and their employees and agents in the course of this Term Contract shall belong to the CIC.

6. Timeline for Deliverables

- 6.1 The period of this Term Contract shall be **24 months** commencing tentatively from **1 January 2026 to 31 December 2027** (the “Contract Period”) or subject to the written confirmation from the CIC for the contract commencement date.
- 6.2 The Contractor undertakes to carry out the routine repair and maintenance works instructed under DO and submit the Deliverables as stipulated in this Assignment Brief and in accordance with the timeframe as specified in Paragraph 6.6 below or as directed / agreed by the CIC from time to time subject to the actual operational need of the affected end-users.
- 6.3 For Emergency Works, the Contractor shall have available at all time skilled workers / tradesmen in relevant trades with sufficient tools and equipment to carry out Emergency Works at the designated locations **within the allowed time specified in SOR / this Assignment Brief.** This service pledge of response time shall be defined by the time period between the time of instructing the Emergency Works (either verbal or in writing) by the CIC and time of arrival by Contractor’s staff. The Contractor shall also complete the Works within the time specified in the instruction.
- 6.4 Failure to comply with the above response time shall render the Emergency Works voided. Such Works shall no longer be regarded as Emergency Works and paid.
- 6.5 Supplementary information or reports other than the Deliverables stated below shall be prepared and delivered at a timely manner upon the CIC’s request.
- 6.6 The following activities’ deadlines shall be taken into consideration upon contract award and confirmation of receipt of Delivery Orders:

Task	Description of Deliverables	Deadline
(1)	To submit a documentary proof for a fixed telephone line for the Emergency Call-Out Service and format of the monthly maintenance request logs for the CIC’s approval as specified in Paragraphs 5.2 and 5.3.	Within FOURTEEN (14) working days upon contract award

(2)	To provide Employee's Compensation (EC), Contractor's All Risk (CAR), organization charts, project contact list, emergency contact list as specified in Paragraph 5.4.	Within SEVEN (7) working days upon contract award
(3)	To submit preventive maintenance schedule / plan for different installations of landscaping works as specified in Paragraph 5.5.	ONE (1) month prior to the first date of the scheduled maintenance
(4)	To submit material/plant sample, design drawing, shop drawing schedules, etc. as specified in Paragraphs 5.7 and 5.8.	Upon the agreed timeframe with the CIC and job nature
(5)	To arrive on Site and complete the Emergency Works as specified in Paragraphs 6.2 and 6.3.	To arrive the Site in accordance with the specified requirements upon receipt of the Emergency Works and complete the Works within the time specified in the instruction issued by the CIC
(6)	To submit programme of Delivery Orders prior to works commencement (except for Emergency Works as specified in Paragraph 6.3)	Within SEVEN (7) calendar days upon acknowledged receipt of the Delivery Order, and at least FOURTEEN (14) calendar days before the commencement of the site works

6.7 The Contractor is liable to complete the tasks within the committed timeframe. The Contractor is responsible for completion of the tasks given by the CIC according to the Delivery Schedule stated above in Paragraph 6.6. Failure to do so without justifiable reason shall be deemed a fundamental breach entitling the CIC to terminate the Contract immediately.

7. Management of the Contractor

- 7.1 The Contractor shall be directed and supervised by the CIC.
- 7.2 The Contractor shall obtain the approval of the CIC (where appropriate) before commencement of the Assignment.
- 7.3 The Contract Manager and Site / Supervisor(s) of the Contractor shall attend all meetings held by the CIC as required and necessary.

8. Contractor's Office and Staffing

- 8.1 Apart from the staffing requirements as described in the Paragraph 8.3 below, the Contractor is required to provide the Customer Service Hotline / Call Centre Service manned by sufficient manpower with details as described in Paragraph 5.2 above.
- 8.2 The Contractor shall provide an adequately qualified and experienced working team(s) for the purpose of this Contract. The team members are required to attend regular / ad-hoc meetings and inspection with the CIC and its representative(s) to review the progress, work performance, complaints, etc. as requested by the CIC.
- 8.3 The Contractor's maintenance team shall comprise of, at least, the following team members:

- (a) Contract Manager

The Contract Manager shall be fully responsible for overall contractual, managerial, technical, safety and co-ordination matters who shall possess the following minimum qualifications and experiences: -

- (i) has a minimum of 8 years relevant working experience in Tree works, Landscaping works, Green Wall / Green Roof maintenance and at least 5 years working experience in handling of maintenance term contract or similar work nature to the Contract;

- (ii) has excellent command in spoken English & Cantonese; and written English & Chinese;
- (iii) has the responsibility and absolute authority for the overall contract administration, technical resolution and control of all his staff, including the deployment and redeployment of personnel and their removal from the Contract; and be given the overall responsibility for procurement of materials required for the Contract Works; and
- (iv) be provided with a mobile telephone at the Contractor's expense to allow immediate contact by the CIC and be reachable 24 hours per day, 7 days per week.

(b) Site Supervisor / Foreman (s)

The Contractor must provide Site Supervisor (s) / Site Foreman (s) for this Contract who shall assist the Contract Manager in liaising with the CIC and arrange the site matters including, operation, safety, progress control and monitoring, labour forces, emergency services, acquisition of materials, upkeeping of contractor's service teams and managing all Scope of Works specified in the Contract, etc. The Site Supervisor(s) / Foreman(s) shall possess the following minimum qualifications and experiences:-

- (i) has a minimum of 5 years' supervisory experience in Landscaping / Arboricultural works;
- (ii) proficient in spoken English or Cantonese, written English and Chinese;
- (iii) has the authority and responsibility for day-to-day administration of the Arboricultural Works, including control and supervision of the skilled workers in the routine Works, planned preventive maintenance and emergency call-out services; and
- (iv) be provided with a mobile telephone at the Contractor's expense to allow immediate contact by the CIC and be reachable 24 hours per day, 7 days per week.

(c) Arborists

The Contractor must provide Certified Arborists to ensure that the Routine Maintenance Works, Tree Assessment Works and Emergency Works as well as all plants/flower are grown in satisfactory conditions and be satisfactorily carried out in a safe manner and meeting the performance targets and timeframe.

- (i) shall be at least 5 years solid working experience in relevant field;
- (ii) shall be the registration of Arborist under the Registration Scheme for Tree Management Personnel of the Development Bureau; and
- (iii) has excellent command in spoken English & Cantonese; and written English & Chinese.

(d) Registered Safety Officer

The Contractor must provide a Registered Safety Officer under Labour Department.

- (i) Registered under Cap59Z the Factories and Industry Undertakings (Safety Officers and Safety Supervisors) Regulation (SOSSR) and possess the scheduled as specified in the Third Schedule of SOSSR scheduled qualification A, B, C and D.
- (ii) shall be registered as Registered Safety Officer under Labour Department;
- (iii) has minimum 5 years' relevant experience in landscape construction site safety and familiar with safety / environmental rules, regulations and practices;
- (iv) has excellent command in spoken English & Cantonese; and written English & Chinese;and
- (v) The duties of Safety Supervisor shall be as stipulated in the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations
- (vi) Carry out safety inspections on requested activities on the Site including temporary works, scaffolding, work's method statement, electrical works and etc. The safety inspection shall identify any unsafe operation of potential hazards;
- (vii) The Contractor shall empower the Safety Officer to order any person working on the Site to suspend any unsafe operation or to take urgent action to make safe the Site or the Works or to disallow any practice which may infringe the Safety Plan or any statutory safety requirement;
- (viii) Prepare risk assessment reports for the following month and recommend measures to remove or minimize hazards;
- (ix) Attend site safety meeting, prepare safety report for presentation if needed;
- (x) Report accidents and dangerous occurrence as defined in the Factories and Industrial Undertakings Regulations to LD in the prescribed Form 2 with Supplementary Information on Accidents on Construction Sites & Dangerous Occurrence Report Form;
- (xi) All persons employed on the Works or in connection with the Contract whether in the employ of the Contractor or his sub-contractor shall receive site specific induction training. The induction training shall cover contents to alert persons new to the Site to know specific hazards related to the Site or works nature and activities in operation, and necessary precautionary measures. This training should be carried out within 2 working days of any such employee commencing work on the Site. Thereafter, he / she shall be given refresher training at intervals of about 6 months depending on the amount of changes to the site condition. The course shall be conducted by

Safety Officers;

- (xii) The Safety Officer shall comply all CIC's safety requirement, such as Dynamic Risk Assessment, Digital Works Supervision System,
- (xiii) Work-permit to work, Smart Site Safety System, to achieve site monitoring and safety supervision for site works;
- (xiv) The safety officer shall be responsible for delivering all CIC's Contractor Safety Requirements and supplementary relevant safety requirement to site technical staffs, including management of contractor, supervisor, engineers, technicians, works and etc, and conducting safety training sessions. A safety test/assignment shall be implemented for the staffs with acceptable evaluation before any work's commencement. Additionally, the training records and evaluation forms shall be properly documented in order to facilitate CIC's review if necessary
- (xv) shall be solely directed towards safety and health matters and the duties stipulated in the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulation, including:-
 - Site Safety inspection
 - Safety Plan
 - Accident / Incident report, investigation and follow up actions
 - Arrangement and coordination of Safety & Health Training and Site Safety Committee
 - Preparation of Risk Assessment Report
 - Action on LD's contravention notice
 - Preparation of Safety Officer's report

(e) Tree Risk Assessor(s)

The Contractor shall provide Certified Tree Risk Assessor(s) to ensure that the Routine Maintenance Works, Tree Assessment Works and Emergency Works carried out in a safe manner and in compliance with statutory requirements.

- (i) shall be at least 3 years solid working experience in relevant field;
- (ii) shall be the registration of Tree Risk Assessor under the Registration Scheme for Tree Management Personnel of the Development Bureau; and
- (iii) has command in spoken English & Cantonese; and written English & Chinese.

(f) Chainsaw Operator(s)

The Contractor shall provide Certified Chainsaw Operator(s) to ensure that the Routine Maintenance Works and Emergency Works carried out in a safe manner and in compliance with statutory requirements.

- (i) shall be at least 3 years solid working experience in relevant field;
- (ii) shall be the registration of Chainsaw Operator(s) under the Registration Scheme for Tree Management Personnel of the Development Bureau; and
- (iii) has command in spoken English & Cantonese; and written English & Chinese.

(g) Skilled Tradesmen / Skilled Workers

The Contractor shall provide qualified Skilled Tradesmen and Skilled Workers to ensure that the routine and emergency Works and be satisfactorily carried out in a safe manner and meeting the performance targets and timeframe.

- (i) shall be qualified with the appropriate grades/ registration in compliance with the statutory regulations.
- (ii) Possess an approved apprenticeship in a related field; and
- (iii) have at least 3 years working experience in relevant field.

8.4 The Contractor shall provide the CIC with full details of staff to be employed on the term maintenance works contractor together with their curriculum vitae and proof of qualifications for prior approval from the CIC. Separate approval from the CIC should be obtained for any subsequent changes of staff.

8.5 The works project team shall provide all specialist and sub-contractor services (not limited to those specified requirements above) required for the satisfactory completion of the Works and planned preventive maintenance works. No additional fees or expenses for the provision of such services rendered locally or overseas shall be payable by the CIC.

8.6 The Contract Manager and Site Supervisor(s) shall attend all the meetings as may be called upon request by the CIC.

- 8.7 The Contractor shall provide staff and manpower input in accordance with the technical proposal made at the tender stage, and that the CIC shall have the right to check the time-log record of the Contractor's staff deployed for the works project.
- 8.8 In the event of any deviation or change of team members with respect to the submitted tender, prior approval from the CIC must be sought.
- 8.9 In the event, for reasons beyond his control, the Contractor is unlikely to provide or maintain any key staff as specified in the proposal, he should report to the CIC as soon as practicable and propose for the CIC's approval of a substitute staff having qualification and experience comparable with the staff who is leaving the works project team.
- 8.10 The staffs/workers of the Contractor who shall be entering and/or working in the CIC premises MUST comply with the following measures against the epidemic:
- (a) They shall not be undergoing any compulsory quarantine or isolation order required by the HKSAR Government or having fever; and
 - (b) Any latest anti-epidemic measures required by the CIC.
 - (c) The Contractor has the obligation to ensure any on-site staff/worker assigned for the Works under this Term Contract complies with the above measures.

9. General Specifications

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9.1 General

9.1.1 The Contractor shall complete the routine Works in accordance with the time period as specified in Paragraphs 6.6 above in this Assignment Brief and shall follow the time schedule as stated below:

Stage	Description	Period
1	Pre-construction/installation Stage – The Contractor shall submit working programme, shop d 19 escry 19 and material/plant samples for the CIC’s approval	Within SEVEN (7) calendar days upon confirmation of receipt of the DO
2	Construction/Installation Stage – The Contractor shall complete the DO in their best endeavour and obtain the Practical Completion of the Works in accordance with their working programme	As per the CIC’s approved working programme of the DO
3	Defects Liability Period – Completion of rectification of any defects after Practical Completion. (6 months or specified otherwise in SOR / Assignment Brief)	Within SIX (6) months upon Practical Completion of the Works as confirmed in writing by the CIC

9.1.2 Works programme for each Delivery Order shall be submitted for approval by the CIC as mentioned in Paragraphs 5.6 and 5.7 above of this Assignment Brief.

9.1.3 The Contractor shall carry out the Emergency Works in accordance with the timeframe as specified in Paragraphs 6.2 and 6.3 above of this Assignment Brief.

9.2 Site Visits before Submitting Tender

- 9.2.1 Before completing and submitting tenders, the tenderers are advised to attend the Tender Briefing and Site Visit Session at Hong Kong Construction Industry Trade Testing Centre to appreciate and familiarize the extent of the Works. The technical details given for indication of the approximate information only and the tenderer shall have no time and cost claim against the CIC should the actual details vary considerably from the list.

9.3 Information to be Submitted to the CIC

- 9.3.1 In addition to the requirements stated in Assignment Brief, the tenderer shall also submit the following:
- a) Methodology Statement;
 - b) Works Implementation Plan;
 - c) Health and Safety Plan; and
 - d) Works Quality Assurance Plan.

9.4 Insurance

- 9.4.1 The Contractor shall arrange insurance for the Employees' Compensation (EC) and Contractor's All Risks and Third Party Insurance (CAR) at his own cost. For EC, such policy shall be endorsed to cover the CIC as an insured party and shall include endorsements W338, W348 and W204; For CAR, a minimum coverage for third party liability is HK\$30,000,000.00 and shall be endorsed joint name with the CIC.

9.5 Safety Requirements and Precautionary Measures

- 9.5.1 The Contractor shall fully comply with all safety requirements as required by the Factory and Industrial Undertakings Ordinance (Cap. 59), Occupational Safety and Health Ordinance (Cap. 509) and Attachment 9 “Contractor’s Safety Requirements”. Any cost arises from the compliance of the safety requirements shall be fully borne by the Contractor and shall be deemed to be allowed in the tender.
- 9.5.2 The Contractor shall also take all necessary safety measures in a reasonable and practical manner, e.g. use of barriers, warning signs, fencing etc. to the satisfaction of the CIC, to prevent general public or others contractual entrant from getting access into the working / construction area accidentally during the execution of the Works.
- 9.5.3 The Contractor shall provide their staff with suitable safety equipment and shall supervise and direct their staff to be in proper dressing in the construction site area. All workers must equip with **(1) Safety Helmet, (2) Safety Shoes and (3) Safety Reflective Vest (Standard Highways Style)** when entering and working in the Site. Should the situation of the job require using personal protective equipment (PPE) such as safety belts together with fall arrestor and independent lifelines, goggles, gloves, masks, breathing apparatus or ear plugs, the Contractor shall be so equipped as to furnish their staff with such equipment and shall compel them to use the same effectively.
- 9.5.4 The Contractor must submit safety plan, method statements, risk assessments material safety data sheets, and other safety related documents as requested by the CIC within the prescribed period.

- 9.5.5 The Contractor shall have a **Registered Safety Officer** to manage and monitor the site safety issues, daily site operation, and performance of their workers, etc. in order to ensure the compliance of all statutory safety requirements and the CIC's safety requirements. The Registered Safety Officer shall provide the regular safety induction training (at least quarterly) and dynamic risk assessment & safety briefing to the site workers before carrying out the daily maintenance works.
- 9.5.6 The Contractor shall follow the CIC's Daily Safety Operation and Mechanism during the course of the site works, including Workspace Entry Permit (Permit-to-work), Smart Site Safety System (4S), Digital Works Supervision System (DWSS) and other monitoring systems provided and launched by the CIC from time to time.
- 9.5.6 The CIC will inspect sites regularly and to monitor whether the Contractor and their staff have breached any regulations and will issue verbal or written warnings in case of breaches, or failure to follow outstanding matters or recommendations. If the Contractor fails to complete the safety measures within the prescribed time after receiving such warning, the CIC could suspend the Contractor's works until such safety measures are properly addressed to the CIC's satisfaction.

9.6 Safety Supervision

- 9.6.1 The Contractor shall assign their management and/or supervising representative(s) or appoint a safety officer/supervisor to manage and monitor the site safety issues and performance of their workers in order to ensure the compliance of safety regulations & ordinances and the CIC's safety requirements.

9.7 Contractor's Obligation

- 9.7.1 The Contractor or her sub-contractor should be Registered Electrical Contractors (REC) under Electrical and Mechanical Services Department (EMSD) and Registered Minor Works Contractor (RMWC) or Registered General Building Contractor (RGBC) under Buildings Department (BD) while execution of the works are required the relevant statutory compliance.
- 9.7.2 The information provided in the tender documents only indicates the design intent and minimum performance requirements. The quantities, capacities and sizing contained should not be assumed to be the exact extent of the Works. The Contractor should be responsible for the full design and developing a complete system fit for the intended purpose and in accordance with the design intent.
- 9.7.3 The staff organization chart shall be submitted in commencement of the Contract for the CIC's approval. The Contractor shall provide the staff organization chart and contact list which shall be regularly updated for re-submission as and when necessary due to subsequent change of details previously.

- 9.7.4 The Contractor shall directly employ sufficient, suitably skilled and experienced workmen as described in Paragraph 8 for carrying out the Works of this Assignment Brief. The Contractor shall ensure adequate staff is provided in carrying out the periodic inspections & maintenance works and arrange separate team to attend **24 hours around the clock and 365 days throughout the Contact Period** emergency calls within the response time as described in this Assignment Brief.
- 9.7.5 The emergency contact list shall be posted at a conspicuous place near working area and site office, if any. The contact list shall be updated regularly.
- 9.7.6 All workmen shall wear clean uniform with Contractor's badge and carry the Company identity card bearing the employee's photograph whilst on duty.
- 9.7.7 The Contractor shall take measures to ensure that his employees shall **NOT** commit any of the following acts at the Site : -
- a) Enter any area other than those necessary for the performance of the Works;
 - b) Cause damage to any property;
 - c) Gambling;
 - d) Commit any criminal offence;
 - e) Consume alcoholic beverage;
 - f) Fight and/or quarrel;
 - g) Use foul languages;
 - h) Behave in a manner likely to endanger himself or any other person or cause damage to any property; and
 - i) Fail to wear uniform and Company ID card whilst on duty.
- 9.7.8 Submission of the proposed material, sample boards, detail sketches, etc. to the CIC for comment / approval prior to the commencement of the Works as necessary.

- 9.7.9 Submit method statement / testing procedures to the CIC for approval and carry out all necessary testings for the Works according to the latest version of procedures approved by the CIC as necessary.
- 9.7.10 Relevant submission(s) together with correspondence(s) & form(s) to the Electrical and Mechanical Services Department (EMSD), Buildings Department (BD), Greening, Landscape & Tree Management Section, Development Bureau and other government departments of the HKSAR for the Works in compliance with the statutory requirements at the Contractor's own cost if required.
- 9.7.11 Resume of any other trade works and make good any affected areas after the Works.
- 9.7.12 The Contractor shall liaise closely with the CIC for detailed planning / execution of the Works for Delivery Orders or Planned Preventive Maintenance.
- 9.7.13 The Contractor, in the execution of the Works, shall keep the materials and all things connected with the Works in good order, neatly trimmed and stacked, and shall remove any items no longer required from the Site or surrounding areas as soon as possible and at frequent intervals during the course of the contract so as to maintain unhindered access to, and easy inspection of, all work, the plant, materials and all things connected with the Works.
- 9.7.14 Provide all necessary temporary works, shoring, strutting, steel works, plates, fixing brackets and / or other necessary components in order to complete the Works as necessary.
- 9.7.15 Provide THREE (3) sets of as-fitted record documents / drawings / sections / sketches for the alternated and addition system as installed in both hard copy and electronic files stored CD-ROM / DVD-ROM.

- 9.7.16 Provide quotation for subsequent operation & maintenance (if applicable) and unit rate for major components that may incur for additional / alteration works with validity for at least one years' time after DLP.
- 9.7.17 The Contractor shall also abide by all the current statutory regulations, by-laws, or any legislation not stated in this document and abide by any subsequent amendment made within the effective period of this Contract.
- 9.8 Temporary Protection, Hoarding, Walkways, Screen, etc.
- 9.8.1 The Contractor shall provide, erect, alter if necessary and maintain screens, catch fans, safety nets, catch platforms or similar protective measures to prevent objects from falling inside or outside the building boundary and to alleviate dust pollution throughout the work to the satisfaction of the CIC, Labour Department, the Building Authority, and other relevant government departments. All hoardings, covered walkways, screens, etc. are to be removed on completion of the Works and the locations made good.
- 9.8.2 The Contractor shall provide the canvas / protective plastic sheets / timber hoarding for protecting the CIC premises and/or for dust / water ingress / noise control if necessary or required by the CIC. The Contractor shall provide the temporary timber covered passage at all ingress / egress points for public safety enhancement. All these protections shall be provided at the Contractor's own cost.
- 9.8.3 The Contractor shall provide all necessary warning notices, signages, labels and protection to pedestrian when needed in order to cope with all relevant statutory requirements.
- 9.9 Ordinance, Regulation and Codes
- 9.9.1 Relevant standards, codes, guidelines, regulations and other documents issued by international / local statutory authorities shall be followed by the Contractor to complete the Works.

9.9.2 All inspection, checking, adjusting, servicing, modifying, testing, maintenance and repairing services for those installations not exempted from such Regulations shall be carried out by competent persons provided by the Contractor in a safe, prompt and workman-like manner to the satisfaction of the CIC.

9.10 Environmental Requirements

9.10.1 The Contractor shall be required to observe all Environmental Protection Department's requirements including the disposal of construction waste materials and generation of construction noise. The Contractor shall be required to submit necessary documents and substantiate to the CIC upon request by the CIC.

9.11 Working Hours, Rates of Wages, etc.

9.11.1 The Contractor shall comply with any current legislation or regulations regarding working conditions, working hours including house rules set by the Campuses, Training Centres, CIC's premises and accept the risk of any impending legislation or other conditions which alters any obligations or imposes new obligations.

9.11.2 Notwithstanding the foregoing, work on the Site generally take places as follows:-

All premises of the CIC except CIC - Zero Carbon Park

- a) Monday to Saturday : From 08:30 to 18:30
- b) Sunday, Public Holiday and Statutory : Subject to the CIC's approval
Holiday or Non-office hours

For CIC - Zero Carbon Park

- a) Monday to Sunday including : From 08:30 to 18:30
Public Holiday and Statutory Holiday
- b) Non-office Hours : Subject to the CIC's approval

9.11.3 The CIC reserves the right to change the working hours if necessary.

9.11.4 For all Works inside Workshop, the working hours shall be subject to the CIC's arrangement and coordination with the Site-in-Charge of the CIC.

9.11.5 The Contractor shall require to work on Sunday, Public Holiday, Statutory Holiday and overnight subject to the instruction of the CIC.

9.11.6 The above times are inclusive of all Works associated with the removal of debris or construction waste, etc. off-site. Should the Works outside these hours be required or requested, written approval of the CIC must first be sought and obtained.

9.12 Equipment and Appliances Offered

9.12.1 The equipment and appliances offered shall be rated at 380 volts, 3 phase 4-wire/220 volts single phase two wire $\pm 6\%$ at 50Hz, subject to the actual site condition.

9.13 Inspection, Measurement and Test Equipment

9.13.1 The tenderer shall use calibrated equipment for the Supply of Calibrated Inspection, Measurement and Test Equipment. All equipment and ancillaries shall be checked, calibrated and maintained in good working order and available for use at all times.

9.14 Scaffolding / Working platform

9.14.1 Bamboo scaffolding shall be erected in compliance with the relevant code of practice and the CIC's requirements. Periodic inspections are not only required, but also after tropical cyclone warning signal no. 8 signal or black rainstorm warning signal is hoisted. Inspection and tie up any loose part of bamboo scaffolding is necessary when there is a forecasted tropical cyclone warning signal no. 8.

9.14.2 Working platform / scaffolding shall be erected when working at a height 2m or above under this tender. Periodic inspection conducted and Form 5 shall be issued in accordance with the current safety regulations and requirements.

9.14.3 The scaffolding / platforms should comprise of all necessary items such as the stepping board, keys, etc. to form a complete installation to suit safety and Labour Department's requirements. All platforms and scaffolding must be safe, secured and closely monitored/ checked/ reviewed by a competent person / registered safety officer / licensee according to Labour Department's requirements and / or statutory requirements. The tenderer is required to make good of all building penetration caused by the erection and / or demolition of the scaffolding / platform at their own cost.

9.14.4 Toe boards and all necessary safety measures shall be provided at the outer edge of the working platform.

9.14.5 Without prejudice to the other provisions, working platforms shall be constructed for any workplace where any person may be falling from a height of 2 metres or above. All sides of the working platform shall have protective guardrails (900 – 1150 mm high), intermediate guardrails (450 mm – 600 mm high), toe board (200 mm high) and passageway for going up and down. The platform surface for standing purpose should be covered entirely.

9.15 Provision of PPE, Tools, Ladders and Trestles

9.15.1 Where the Works can be safely carried out with the use of ladders or trestles under Labour Department at whatever height, the Contractor has to provide these facilities at no extra cost.

9.15.2 The Contractor shall provide all tools, helmets, trestles and Personal Protective Equipment (PPE) such as protective goggles etc. as required at their own cost for the execution of duties as required by this Contract and associated statutory requirements.

9.15.3 Use of wooden ladder for work within Site shall NOT be allowed.

9.16 Removal of Construction Waste and Debris

9.16.1 Designated area for temporary storage of construction waste and debris may be granted by the CIC. The Contractor shall clear construction waste / debris that in the working area daily. Construction waste / debris accumulated at the working platform, particularly at bamboo scaffolding working platform, is not allowed.

9.16.2 Upon a period of time / completion of the Works / rectification work during DLP, the Contractor shall remove, to an appropriate disposal point as stated in the Ordinance, all old parts, construction waste or debris arising out of the Works periodically at the Contractor's own expenses. The Contractor shall keep the equipment and its surrounding area clean and tidy to the satisfaction of the CIC.

9.16.3 The Contractor shall be responsible for keeping each installation on Site in a clean, tidy and orderly condition to the satisfaction of the CIC at no extra cost.

9.16.4 In particular, each time after the execution or completion of Works, the Contractor shall clean the floor and carry away from the Site all debris and rubbish. Should the Contractor fail to comply with this requirement, the CIC will instruct cleaning work to be carried out by others and subsequently reimburse the full cost of the work from the Contractor.

9.17 Advice of Orders Placed

9.17.1 The tenderer is required to forward copies of all orders placed for major items and equipment which are necessary to be imported from overseas to the CIC for reference within two weeks after approval of the corresponding equipment by the CIC. Copies of all orders placed shall be forwarded to the CIC for information & record.

9.18 Addition and Deletion of Installation

9.18.1 The CIC shall have the right during the Contract Period to instruct additional installations into this Contract and the Contractor shall execute such additional works in accordance with the Conditions of this Contract and at the unit rate as specified in the Schedule of Rates.

9.18.2 The CIC shall have the right during the Contract Period to instruct for omission of installation works from the Contract.

9.18.3 Within SEVEN (7) calendar days of written notification by the CIC of any addition or deletion of the installation works, the Contractor shall review his staffing level to ensure the proper execution of the Works and if necessary seek approval from the CIC for any change to the staffing level required.

9.19 Security

9.19.1 Prior to the commencement of the Works, the Contractor shall issue to the CIC a list of all personnel to be engaged on the Works. Such a list shall contain the names, green card number and worker registration card number.

9.19.2 The Contractor's Representative and all such personnel engaged on the Works shall sign in daily at a location to be designated by the CIC for the duration of the Works.

9.19.3 The Contractor shall ensure that the Works included in this Contract are properly and adequately executed in good working order, safe operating condition and for its efficient performance. Before leaving the Site and upon completion of execution of work each time, the Contractor shall be responsible for keeping all tools, materials in safe custody, and relevant access doors and panels locked.

9.20 Remedy on Contractor's Failure to Perform

9.20.1 If the Contractor fails to carry out any Works required under the Contract or refuses to comply with any instruction or order given by the CIC in accordance with the Contract within a reasonable time, the CIC may give the Contractor SEVEN (7) calendar days' notice in writing to carry out such Works or comply with such instruction.

9.20.2 If the Contractor fails to comply with such notice, the CIC shall be entitled to carry out such work by itself or by his own workmen or by other contractors. Without prejudice to any other remedy, all additional expenditure properly incurred by the CIC in having such work or instruction carried out shall be recoverable by the CIC from the Contractor by deduction from money due to the Contractor under this Contract or under any other contract between the CIC and the Contractor.

9.21 Industrial Training and Pneumoconiosis Levies

9.21.1 The Contractor's attention is drawn to his obligations under the Industrial Training (Construction Industry) Ordinance (Cap. 317) and the Pneumoconiosis (Compensation) Ordinance (Cap. 360) and the Contract Sum shall include the amounts payable in respect of these levies with regard to all works included in this Contract.

9.22 Site Office and Material Storage Area

9.22.1 Site office and material storage area may be granted to the Contractor for solely use for the Works during Contract Period. The Contractor shall be responsible for all cleaning works and keep tidy within the designated area and its surroundings. Upon completion of the Works, the site office and material storage area shall be reinstated and handed over to the CIC within SEVEN (7) calendar days. The reinstatement cost shall be borne by the Contractor.

9.23 Temporary lighting, Power and Water Supply

9.23.1 The Contractor shall be responsible for the power and water supply for the Works. In addition, the Contractor shall also be responsible for all necessary connection and disconnection of temporary water and power supply at its own expense.

9.23.2 Before commencing these temporary connection works, the Contractor should notify in advance to the CIC and seek his approval. Upon the completion of the Works, the Contractor shall be required to reinstate the original facilities to the satisfaction of the CIC at his own costs.

9.23.3 The Contractor is to provide all temporary lighting including temporary wiring required for the execution of and in connection with the Works including the works of separate direct contractors and the testing of permanent installations, including the provision and removal of all temporary electric wiring and other works.

- 9.23.4 Electricity will be provided free of charge to the Contractor at points as designated by the CIC. The Contractor is to provide the meter and restores all supply points to their original condition on completion of the Works.
- 9.23.5 The Contractor shall supply and fix all temporary wiring and accessories required and remove all temporary installations, make good all works disturbed, etc. on completion of the Works.
- 9.23.6 All electrical connection and fitting used for this purpose shall be in good and safe condition and conform with relevant guidelines and regulations issued by the Labour Department and Electrical and Mechanical Services Department.
- 9.23.7 The power connection point and rating shall be as specified by the CIC. Otherwise the Contractor has to find out their alternative power supply (e.g. Power generator) at Contractor's own cost.
- 9.23.8 The main switch used for this purpose should include the protection functions against suitable rating overload and earth faults. The switch and connection method should be submitted for CIC's approval prior to commencement of work.
- 9.23.9 All electrical installations should be done by registered electrical worker and the contractor / sub-contractor must be a Registered Electrical Contractor under the Electricity Ordinance.
- 9.23.10 Checking of meter and/or tariff meter is required to record the consumption of electricity and water if necessary.
- 9.23.11 The whole temporary installation is to comply with the relevant regulations and statutory requirements approved by the government authorities.
- 9.24 Fire Precautions

9.24.1 The Contractor shall provide adequate and efficient fire-fighting equipment as necessary during the Contract Period and comply with all Fire Services Regulations and other requirements to prevent loss or damage from fire during construction. Smoking is strictly prohibited at all site areas and the CIC's premises.

9.24.2 The Contractor shall also provide a training course to their labours / workers for the use of fire-fighting equipment. The mean of escape route and assembly point shall be communicated to every worker.

9.25 Supplementary Specification

9.25.1 Wherever there is any provision of which specifications of this Contract has not covered, the latest statutory requirements and the following latest versions of standard specifications and technical practices will be used to supplement the Technical Specifications of this Contract:-

- a) British Standard and Codes of Practice of current edition published by British Standard institution
- b) General Specification for Building published by Architectural Services Department, Hong Kong
- c) Green Specifications issued by the Environmental Protection Department, Hong Kong
- d) General Specifications for Electrical Installations published by Electrical and Mechanical Services Department, Hong Kong
- e) Technical Specifications for Drainage Services Installations published by the Drainage Services Department, Hong Kong
- f) Mechanical and Electrical Standard Specifications published by the Water Supplies Department, Hong Kong
- g) General Specification for Civil Engineering Works published by the Civil Engineering Office and Highways Department, Hong Kong
- h) General Specification of Plumbing and Drainage Installation in Government Buildings, published by the Architectural Services Department, Hong Kong
- i) Code of Practice for Safe Use and Operation of Suspended Working Platforms & Code of Practice for Bamboo Scaffolding Safety published by the Labour Department, Hong Kong

- j) Hong Kong Waterworks Standard Requirements for Plumbing Installation in Buildings published by the Water Supplies Department, Hong Kong
- k) General Specification for Electrical Installation in Government Buildings published by the Architectural Services Department, Hong Kong
- l) General Specification for Fire Services Installation in Government Buildings published by the Architectural Services Department, Hong Kong
- m) Electricity Ordinance and its Regulations
- n) British Standard Code of Practice (relevant codes)
- o) British Standard Specification (relevant standards)
- p) Regulations for Electrical Installations issued by the Institution of Electrical Engineers, 16th Edition and its latest amendment and/or edition
- q) The Code of Practice for the Electricity (wiring) Regulations
- r) Guidelines by Greening, Landscape & Tree Management Section, Development Bureau

9.25.2 Where any ambiguity, discrepancy or conflict arises between the General Specifications and the Technical Specifications of this Contract, the Technical Specifications shall take precedence.

9.25.3 In case of any disputes or discrepancies on the standard of Specifications, workmanship and materials and any interpretation of any clauses and contents of the contract documents, the decision of the CIC shall be final and binding.

9.26 Provision of Labour

9.26.1 The Contractor shall provide skilled technicians and a competent foreman whilst carrying out the Works.

9.26.2 Such workforce shall comply with all reasonable instructions or directions given to them by the CIC whilst working on the Site.

9.26.3 All Works carried out by such workforce shall be performed in accordance with the General Specification and to the satisfaction of the CIC.

9.26.4 Notwithstanding clauses above such workforce shall at all times be deemed to remain under the direct supervision and control of the Contractor.

9.26.5 The Contractor shall ensure that a foreman fluent in English and Cantonese is on duty at all times.

9.26.6 The Contractor is to ensure that only persons who are lawfully employable as defined in the Immigration Ordinance are allowed to be employed on site.

9.27 Provision of Material

9.27.1 Without prejudice to any other warranty expressly given or implied by operation of law the Contractor warrants that:-

- a) All materials, goods and things provided by the Contractor in accordance with the Contract correspond as to description quality and condition with the terms stated in the Contract, and
- b) All materials or goods provided by the Contractor in accordance with the Contract are of merchantable quality and of sound materials and good workmanship, and
- c) All materials or goods provided by the Contractor in accordance with the Contract will conform with any sample, mock-up, pattern, drawing or design approved by the CIC or any other CIC engaged by the CIC, and
- d) All persons engaged or employed by the any Contractor in the performance of the Contract are suitably skilled, experienced and qualified to perform the work allotted to them, and
- e) Where matters of design, specification or selection of materials are carried out by the Contractor that specialist skill and care has been or shall be applied in carrying out the same and that the same shall be fit for their purpose, and

f) The Contract Works when completed shall comply with all requirements of the laws then in force in the Hong Kong Special Administrative Region and shall be fit for their intended purposes.

9.27.2 All materials and goods to be provided by the Contractor in accordance with the Contract shall be subjected from time to time to such tests as the CIC may direct at the place of manufacture or fabrication or at such other place or places whether on or off the Site as the CIC may direct or at all or any of such places. The Contractor shall provide such assistance, instruments, machines, labour and materials as are normally required for examining, measuring and testing the same and shall supply samples of materials, goods or things before incorporation in the Works for testing as may be required by the CIC. The cost of the same shall be payable to the Contractor to the extent that the same is expressly stated in the Contract.

9.27.3 The Contractor shall give notice to the CIC on Site prior to the covering up of any works and in default of so doing the CIC may require the same to be uncovered at the Contractor's own cost.

9.27.4 The Contractor shall give and shall procure that his sub-contractors of any tier give to the CIC, as the case may be, and their respective representatives, full access to the Contract Works and to the workshops or other places where work is being prepared or goods or materials are being manufactured for the Works so that they may test, inspect or examine the same. The Contractor shall assist the CIC and their respective representatives during the course of any such visits as aforesaid.

9.28 Interference with Services

9.28.1 The Contractor must take all steps necessary to prevent interference with services, such as gas, water, electricity, lights and power, telephones, buried cables or other installations.

9.29 Noisy Works

- 9.29.1 Demolition, drilling and other excessively noisy operations, if required, are to be carried out at times to be agreed on Site with the CIC, and in compliance with the legislative requirement governing noisy works laid down by the Environmental Protection Department.

9.30 Schedule of Condition

- 9.30.1 Prior to the start of the Works the Contractor shall agree with the CIC a Schedule of Condition describing the condition of the existing buildings or services within the vicinity of the Works. Should there be any damage to the existing buildings or services arising during the Works and not previously scheduled, such damage shall be put right at the Contractor's expenses.

9.31 Occupation of Premises

- 9.31.1 The Contractor's attention is drawn to the fact that the building in which the Site is occupied and the Contractor must carry out the Works and arrange for deliveries of materials and the like in such a manner and at such times that shall cause the least possible inconvenience and disturbance to other contractors, occupants and the users of the building. The Contractor shall be required to ensure that the Site is left in a safe, tidy and clean condition on completion of each day's work.

9.32 Spare Parts

- 9.32.1 The tenderer shall include in his tender all required spare parts and the tenderer shall also offer warranty that all the spare parts can be available on the market for THREE (3) consecutive years after the expiry of the Defect Liability Period (DLP).
- 9.32.2 The tenderer shall maintain in his tender an adequate level of spare parts in Hong Kong of different trades taking into consideration of the anticipated frequency of the involved repair and maintenance works.

- 9.33 The Works shall be carried out in compliance with the relevant statutory requirements and / or regulations and Practice established by the following Authorities and Utilities:
- (a) Architectural Services Department
 - (b) Agriculture, Fisheries and Conservation Department
 - (c) British Standards Institution.
 - (d) Buildings Department
 - (e) Chartered Institution of Building Services Engineers
 - (f) Civil Engineering and Development Department
 - (g) Civil Services Department
 - (h) Drainage Services Department
 - (i) Electrical and Mechanical Services Department
 - (j) Environmental Protection Department
 - (k) Food and Environmental Hygiene Department
 - (l) Geotechnical Engineering Office
 - (m) Greening, Landscape & Tree Management Section, Development Bureau
 - (n) Labour Department
 - (o) Lands Department
 - (p) Water Supplies Department
 - (q) Highways Department
- 9.34 All Works must be submitted with schedule, detailed descriptions, method statement, risk assessment and work procedure as required for the CIC's approval prior to any Works being implemented.
- 9.35 The Works shall include the relevant application, submission including the relevant cost incurred in compliance with the latest statutory requirements and regulations for the Works.
- 9.36 The working platform and platform ladder for all Works should be included at the Contractor's own cost. Working platform should be certified by competent person with valid Form 5, platform ladder should be complied with EN131-7 standard.

- 9.37 For the promotion of good work practices shall refer to “Contractor’s Safety Requirements” of this Condition of Tender.
- 9.38 The Contractor is required to attend a half-day safety briefing to be organized and held at the premises of the CIC (free-of-charge) for acknowledgement of the safety requirements and obtaining the attendance proof before commencement of the Works. Renewal of attendance proof is required.
- 9.39 For any noisy work matter, the Contractor is required to coordinate with the CIC’s representative for arrangement.

10. Technical Specifications

This technical specifications shall be applied to all conditions over this Contract.

The Contractor shall be responsible for the provision of management, supervision, competent mechanics, certified & registered workers, trained technicians, materials, shrubs planting and pot plants, tools, transportation, ladder/working platform/scaffolding and all necessary equipment to undertake the Works as listed below during the Contract Period.

The Contractor shall be responsible for checking on the existing species of plants and trees and accept the “as-is” condition to carry out the maintenance works without claims on any discrepancies.

10.1 Weeding, Herbicide and Pesticides Services

- 10.1.1 The Contractor shall proceed weeding and herbicide services in all areas of the designated locations. Herbicide application will be performed according to all HKSAR regulations governing their use. All herbicide materials, mixes, applications and application equipment must be the approved type(s) of HKSAR. Any herbicide activity performed by the Contractor shall comply with the current HKSAR requirement. The Contractor shall remove and discard all weeds/debris in all areas at locations listed below and dispose the weeds/debris properly to the locations approved by the Environment Protection Department and all other government departments of the HKSAR.

- (1) Hong Kong Construction Industry Trade Testing (TTC)
- (2) HKIC - Sheung Shui Campus (SSC)
- (3) HKIC - Kwai Chung Campus (KCC)

- (4) HKIC - Kowloon Bay Campus (KBC)
- (5) Siu Lun Street Training Ground (SLSTG)
- (6) Tin Yuet Road Training Ground (TYRTG)
- (7) Tuen Mun Training Ground (TMTG)
- (8) Tat Mei Road Training Ground (TMRTG)
- (9) Tai Po Training Ground (TPTG)
- (10) Lam Tei Training Ground (LTTG)

- 10.1.2 The Contractor shall proceed the pesticides service by an effective pesticide application including indoor and outdoor areas of the Site. Pesticide compounds, formulations and application methods that shall be the lowest potential hazard to humans/ environment and comply with all statutory requirement of HKSAR. The Contractor shall apply all pesticides according to directions as interpreted by regulation of HKSAR. The Contractor shall use only pesticides that are registered for such use by Government Departments such as Environmental Protection Department. The Contractor shall transport, handle, apply and dispose of all pesticides and pesticide containers according to the regulations and laws of HKSAR.
- 10.1.3 The Contractor shall provide Weeding, Herbicide and Pesticides Services on **Quarterly** and on job basis upon request by the CIC.
- 10.1.4 The Contractor shall submit 'Material Safety Data Sheet' (MSDS) of all chemicals used in the Works and **provide reports including photos before, during and after each Works.**
- 10.1.5 The size of working areas and location plans shall refer to Annex 1 of this Assignment Brief.
- 10.1.6 The Contractor shall provide weeding, herbicide and pesticides service **within SEVEN (7) calendar days (including Sundays and Public Holidays)** after receiving request from the CIC.
- 10.1.7 The Contractor shall provide weeding, herbicide and pesticides service **within SEVEN (7) calendar days (including Sundays and Public Holidays)** after receiving request from the CIC.

10.2 Green Belt Maintenance within Site Boundary at Tai Po Training Ground (TPTG)

- 10.2.1 The Contractor shall provide Green Belt Maintenance inside and outside the Site boundary on twice a week and on job basis upon request by the CIC. The details of existing plants are listed as below and subject to the actual species and quantity on Site: -

Item	Description	Approximate Quantity
Inside Site Boundary (Annex 2 of this Assignment Brief)		
1	樟樹	24 Nos.
2	大花紫薇	37 Nos.
3	白蘭	10 Nos.
4	紅葉黃槿	27 Nos.
5	宮粉羊蹄甲	30 Nos.
6	洋紫荊	12 Nos.
7	大紅花	2200 Nos.
	紅絨球	
	花八葉	
Outside Site Boundary (Annex 3 of this Assignment Brief)		
8	大紅花	1920 Nos.
	紅絨球	
	大葉龍船花	

- 10.2.2 The Contractor shall carry out the inspection, watering, refitting, fertilization, irrigation, pruning and pest control for all plants in green areas at Sites A, B and C of Tai Po Training Ground during the Contract Period. The locations of green areas and site photos shall refer to Annex 2 (Inside Boundary) and Annex 3 (Outside Boundary) of this Assignment Brief.
- 10.2.3 The Contractor shall carry out the maintenance works to maintain the plants in good conditions including submission of service report and photo record for the planting shrubs during the Contract Period.

10.2.4 All Works should be under the supervision of **Certified Arborist with at least SEVEN (7) years** of post-qualification experience and arboricultural safety certificates.

10.2.5 The Contractor shall provide free replacement immediately with no extra cost during the Contract Period if the quality of the plants is found to be unsatisfactory.

(A) Inspection, Irrigation and Pruning (Twice a Week)

- (i) Irrigation (twice a week) and depending on weather and plant species.
- (ii) If growth medium is damaged, consumed or lost, replace the growth medium.
- (iii) Remove any weeds.
- (iv) If the plant is unhealthy, cure the plants with suitable treatment. If the plant is confirmed dead, and cannot be cured, replace it with same species.
- (v) The supply and replacement of plants shall be included in the maintenance charge upon request.
- (vi) The Contractor shall supply for the replacement of plants that appear dead, dying or unsatisfactory and those plants affected by parasitic plants.
- (vii) The replacement of plants shall be notified to the CIC before carried out the Works.
- (viii) Prune or trim the plants in order to control growth.

(B) Fertilization (Once a Month)

- (i) Check for nutrients condition of soil, apply slow-release fertilizer once a month and depending on plants species and growth condition.

(C) Pest Control (Once a Month)

- (i) Apply pesticide once a month or when pests are found in plants. Pesticide must be complied with Pesticides Ordinance (Cap. 133) and regulations of Agriculture, Fisheries and Conservation Department.

10.3 Ad-hoc site inspection/ general tree inspection and ad-hoc tree removal/ pruning works for the CIC premises

- 10.3.1 The Contractor shall supply Certified Arborist, competent workers, tools, ladder / working platform and equipment to carry out Emergency Call-Out Services and Tree Minor Trimming Works. The Contractor **shall arrive to the Site within 4 hours** upon request received.

10.4 Maintenance Services for Green Planters at G/F and 4/F and Green Roof at 7/F of Hong Kong Construction Industry Trade Testing Centre (TTC)

- 10.4.1 The Contractor shall provide the maintenance services at TTC at the following locations:-
- (a) Plants at green planters at G/F (Site A), 4/F (Site B) and green roof at 7/F of TTC (Annexes 4 and 5); and
 - (b) Irrigation system and drainage system of green roof at 7/F of TTC (Annex 6).

10.4.2 **Plant List and Equipment List of Green Planters and Green Roof**

- (a) The existing plant lists of green planters at G/F (Site A) and 4/F (Site B) are tabulated as below. The plants species and quantity are for reference only, the Contractor is required to verify the actual species and quantity on Site.

<u>Site A</u>	<u>Description</u>			<u>Quantity</u>	<u>Unit</u>
A1	Reference Quantity of Existing Plants at Site A - Area 1				
	1.	黃榕球	Ficus microcarpa ‘Golden Leaves’	5	owl
	2.	龍柏球	Sabina chinensis	7	owl
	3.	黃榕仔	Nil	170	owl
	4.	紅繼木	Loropetalum chinense var. rubrum	100	owl
	5.	金連翹	Duranta iorentzii	155	owl
	6.	雪茄花	Cuphea hyssopifolia	360	owl
	7.	大葉龍船花	Lxora chinensis	55	owl
	8.	回泥	Mud filling (20kg/bag)	55	bag
	9.	黑泥	Black Soil (35kg/bag)	12	bag
A2	Reference Quantity of Existing Plants at Site A - Area 2				
	1.	金錢榕（塔	Ficus elastic(tower type)	15	owl
	2.	黃榕仔	Nil	460	owl
	3.	黃金風鈴木	Tabebuia chrysotricha	5	tree
	4.	紅繼木球	Loropetalum chinense var. rubrum	7	tree
	5.	巴西櫻花	Tabebuia pentaphylla	32	tree
	6.	非洲茉莉球	Fagraea ceilanica	10	tree
	7.	荷蘭鴨腳木	Schefflera octophylla	260	tree
	8.	回泥	Mud filling (20kg/bag)	360	bag
	9.	黑泥	Black Soil (35kg/bag)	25	bag
A3	Reference Quantity of Existing Plants at Site A - Area 3				
	1.	金錢榕（塔	Ficus elastic(tower type)	55	tree
	2.	黃榕仔	Nil	22	tree
	3.	黃金風鈴木	Tabebuia chrysotricha	100	bag
A4	4.	紅繼木球	Loropetalum chinense var. rubrum	3	bag
	Reference Quantity of Existing Plants at Site A - Area 4				
	1.	黃金風鈴木	Tabebuia chrysotricha	5	tree
	2.	鴨腳木	Schefflera heptaphylla	110	tree
	3.	紅絨球	Calliandra haematocephala	330	owl
A5	4.	回泥	Mud filling (20kg/bag)	110	bag
	5.	黑泥	Black Soil (35kg/bag)	12	bag
	Reference Quantity of Existing Plants at Site A - Area 5				
	1.	黃榕仔	Nil	200	owl
	2.	紅繼木	Loropetalum chinense var. rubrum	150	owl
	3.	金連翹	Duranta iorentzii	180	owl
	4.	雪茄花	Cuphea hyssopifolia	380	owl
	5.	回泥	Mud filling (20kg/bag)	80	bag
	6.	黑泥	Black Soil (35kg/bag)	20	bag

Site B	Description			Quantity	Unit
B1	Reference Quantity of Existing Plants at Site B - Area 1				
	1.	棕竹	Rhapis excelsa	6	owl
	2.	綠巨人	Spathiphyllum palls Hort.	2	owl
	3.	一葉蘭	Pleione formosana	80	owl
	4.	迷你春雨	Philodendron bipinnatifidum Schott	100	owl
	5.	黃金葛	Epipremnum aureum	60	owl
	6.	虎尾蘭	Sansevieria trifasciata	80	owl
	7.	3 分石仔	25.4mm Pebble	25	bag
	8.	黑泥	Black Soil (35kg/bag)	10	bag
B2	Reference Quantity of Existing Plants at Site B - Area 2				
	1.	玉龍草	Gramineae	300	tree
	2.	回泥	Mud filling (20kg/bag)	20	bag
	3.	黑泥	Black Soil (35kg/bag)	3	bag
B3	Reference Quantity of Existing Plants at Site B - Area 3				
	1.	米仔蘭	Aglaia odorata	120	owl
	2.	非洲茉莉球	Fagraea ceilanica	2	owl
	3.	孔雀木	Plerandra elegantissima	5	owl
	4.	玉龍草	Gramineae	2400	tree
	5.	紅背桂	Excoecaria cochinchinensis	100	owl
	6.	荷蘭鴨腳木	Schefflera heptaphylla	40	owl
	7.	回泥	Mud filling (20kg/bag)	150	bag
	8	黑泥	Black Soil (35kg/bag)	15	bag
B4	Reference Quantity of Existing Plants at Site B - Area 4				
	1.	非洲茉莉球	Fagraea ceilanica	2	tree
	2.	桂花	Osmanthus fragrans	12	owl
	3.	紅背桂	Excoecaria cochinchinensis	100	owl
	4.	玉龍草	Gramineae	2400	tree
	5.	荷蘭鴨腳木	Schefflera heptaphylla	120	owl
	6.	米仔蘭	Aglaia odorata	80	owl
	7.	回泥	Mud filling (20kg/bag)	100	bag
	8.	黑泥	Black Soil (35kg/bag)	12	bag
B5	Reference Quantity of Existing Plants at Site B - Area 5				
	1.	棕竹	Rhapis excelsa	6	owl
	2.	綠巨人	Spathiphyllum palls Hort.	2	owl
	3.	一葉蘭	Pleione formosana	80	owl
	4.	迷你春雨	Philodendron bipinnatifidum Schott	100	owl
	5.	黃金葛	Epipremnum aureum	60	owl
	6.	金邊虎尾蘭	Sansevieria trifasciata	80	owl
	7.	3 分石仔	25.4mm Pebble	25	bag
	8.	黑泥	Black Soil (35kg/bag)	10	bag
B6	Reference Quantity of Existing Plants at Site B - Area 6				
	1.	花葉鴨腳木	Schefflera odorata	50	owl

	2.	回泥	Mud filling (20kg/bag)	30	bag
	3.	黑泥	Black Soil (35kg/bag)	7	bag

(b) The existing plants on green roof at 7/F as detailed below for information:-

- (i) Zoysia Tenuifolia 台灣草 (Area approx. 425.89m²)
- (ii) Schefflera Arboricola “Gold” 金八葉/黃金鵝掌藤 (Area approx. 11.73m²)
- (iii) Schefflera Arboricola 青八葉/鵝掌藤 (Area approx. 12.24m²)
- (iv) Carmona Microphylla (Lam) Don 福建茶 (Area approx. 11.14m²)
- (v) Ophiopogon Jaburan 花葉沿階草 (Area approx. 18.05m²)

10.4.3 The supply and replacement of spare parts for Irrigation and Drainage Systems as described in Schedule of Rates and shall be on job basis upon request.

10.4.4 Maintenance Services for Green Planters and Green Roof

For Green Planters at G/F and 4/F of TTC

- (a) The Contractor shall carry out the inspection, fertilization, Irrigation, pruning and pest control for all plants at Site A and Site B of TTC during the Contract Period. The reference quantity of existing plants shall refer to Annex 4 of this Assignment Brief.
- (b) The Contractor shall complete all gardening works of total ELEVEN (11) areas within TTC as indicated in Annex 4 of this Assignment Brief)
- (c) The Contractor shall conduct a detailed site inspection of the environment for gardening. The Works shall not affect the existing structures and trees.
- (d) The Contractor shall provide suitable and sufficient protective tools or equipment for their staff according to the ordinance of OSH Council, and provide safety measure when using any pruning machine such as Secateurs or Hand-Carry Lawnmower.
- (e) The Contractor shall provide routine maintenance including the following works at the Site to maintain the health, appearance and quality of the plants:
 - (i) Inspection:
 - inspect the health, damages, wither and dead status of the plants;

- check the weeds growth, and check if there is any over-growth or uncontrolled growth of the plants;
 - check the sign of disease or pest damage;
 - carry out appropriate follow-up actions within **SEVEN (7) calendar days** upon confirmation by the CIC; and
 - carry out inspection on a bi-weekly basis.
- (ii) Irrigation: The Contractor shall arrange for regular watering for plants **TWO (2) to THREE (3) times every week** and subject to different seasons. Water and refill the plants regularly to maintain plant health and follow up actions shall be taken based on the result of inspection mentioned above.
- (iii) Fertilizing: It shall be carried out **ONE (1) time per month** and the frequency will be higher in Spring/ Summer seasons.
- (iv) Pruning/ Weeding: It maintains the appearance of plants, protect human safety, prevent the plant from blocking any signage or logo. It shall be carried out **ONE (1) time per month** upon the CIC's approval.
- (v) Pest/ Fungus control: Adequate action or treatment shall be taken to control pest and fungus growth **ONE (1) time per month** or when pests are found in plants.
- (vi) Soil scarification: It is required **ONE (1) time** within the Contract Period.
- (vii) For the dead plants, the Contractor shall be responsible for its replacement at its own cost **within SEVEN (7) calendar days**.
- (viii) Cleaning/ Debris removing: Clean up the fallen withered leaves or debris **ONE (1) time per month**.
- (ix) A detailed report is required to be submitted to the CIC every month after completion of the inspection and follow-up actions **within SEVEN (7) calendar days**.
- (f) The Contractor is required to carry out the following checking and follow-up actions during routine inspection and maintenance works:

Checking Items	Follow-up Actions
Growth medium	If growth medium is damaged, consumed or lost, replace the growth medium (Cost included in maintenance works).
Weeds growing	Remove any weeds by hand or by environmental friendly chemical (Cost included in maintenance works).
Dead plants	Replace the dead plants with healthy plants of same species to keep green or to ensure a good overall appearance at no extra cost. If that species is not suitable to grow in planters, the Contractor shall make recommendation and replace it upon approval from the CIC (Cost included in maintenance works).
Diseased plants	Cure the plants with suitable treatment. If it cannot be cured, replace it with healthy plants of same species (Cost included in maintenance works).
Uncontrolled or over growth	Prune or trim the plants in order to control growth (Cost included in maintenance works).

- (g) The Contractor shall submit a monthly maintenance plan regarding irrigating/re-watering, fertilizing and pruning to the CIC. Final approval is subject to the CIC.
- (h) The Contractor shall **NOT** use any toxic fertilizer, insecticide or other chemicals according to the Hazardous Chemicals Control Ordinance (Cap.595) of the Environmental Protection Department & within the approval list of Agriculture, Fisheries and Conservation Department (AFCD).

10.4.4.3. For Green Roof at 7/F of TTC

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- (a) The Contractor shall carry out the inspection, checking and maintenance of plants, irrigation system and drainage system of the green roof at the Site. The Contractor shall submit detailed inspection report with photos after each inspection **within SEVEN (7) calendar days**. Details of As-Built drawings, photos and sample inspection report shall refer to Annex 5 and Annex 6 of this Assignment Brief. The Works shall include but not limited to the following during the Contract Period: -

(i) Plants Inspection and Maintenance (Twice a month)

- The Contractor is required to carry out the following checking and follow-up actions during routine inspection and maintenance works:

Checking Items	Follow-up Actions
Growth medium	If growth medium is damaged, consumed or lost, replace the growth medium (Cost included in maintenance works).
Weeds growing	Remove any weeds by hand or by environmental friendly chemical (Cost included in maintenance works).
Dead plants	Replace the dead plants with healthy plants of same species to keep green or to ensure a good overall appearance at no extra cost. If that species is not suitable to grow in green roof, the Contractor shall make recommendation and replace it upon approval from CIC (Cost included in maintenance works).
Diseased plants	Cure the plants with suitable treatment. If it cannot be cured, replace it with healthy plants of same species (Cost included in maintenance works).
Uncontrolled or over growth	Prune or trim the plants in order to control growth (Cost included in maintenance works).

- Fertilization: Check the nutrients condition of soil, apply slow release fertilizer **ONE (1) time per month** and depending on plants species and growth condition (Cost included during maintenance works).
- Irrigation: to maintain watering of plants and its health condition, in particular that the irrigation system is out of function.
- Weeding: to carry out weeding **ONE (1) time per month** upon the CIC's approval, or subject to requirement of the CIC.
- For the dead plants, the Contractor shall be responsible for its replacement at its own cost **within SEVEN (7) calendar days**.
- Pest Control: Apply pesticide **ONE (1) time per month** or when pests are found in the green roof (Cost included during maintenance works). Pesticide must be complied with Pesticides Ordinance (Cap. 133) and regulations of Agriculture, Fisheries and Conservation Department.

(ii) Irrigation and Drainage Systems Inspection and Maintenance (Twice a month)

- Adjustment on Irrigation Schedule
 - Monitor soil humidity and adjust irrigation schedule depending on weather condition and plant species.
 - Existing irrigation schedule is as follows. The schedule is for reference only. Actual time for irrigation is subject to recommendation from the Contractor and approval from the CIC.

Zone	Irrigation Time	Zone	Irrigation Time
2-1	04:00 – 04:20 19:00 – 19:20	1-1	06:00 – 06:20 21:00 – 21:20
2-2	04:01 – 04:21 19:01 – 19:21	1-2	06:01 – 06:21 21:01 – 21:21
3-2	05:00 – 05:20 20:00 – 20:20	4-1	07:00 – 07:20 22:00 – 22:20
3-1	05:01 – 05:21 20:01 – 20:21	4-2	07:01 – 07:21 22:01 – 22:21

- Checking of Automatic Irrigation System and Drainage System of Green Roof

- Check the systems and carry out repair or replacement of parts or clearance of drainage system **Quarterly** and when necessary.
- The supply of replacement parts, consumables and equipment, etc. shall be deemed to be excluded from the maintenance charge and to be quoted separately.

10.4.4.4 Supply and Replacement of Spare Parts for Irrigation and Drainage Systems (On job basis upon request)

10.4.4.4. The Unit Rates are deemed to include the provision of competent workers, tools, material, ladder / working platform, equipment and transportation for the system, taking down the existing defective parts and installation of the new items, removal and disposal of all debris after completion of the Works.

10.4.4.4. The Contractor shall provide the brand / model or approved equivalent of the spare parts for replacement.

10.4.4.5 Emergency Call-out Services and Minor Repair Works (On job basis upon request)

10.4.4.5. The Contractor shall provide competent workers, sufficient tools, material, ladder / working platform and equipment to carry out Emergency Call-out Services and Minor Repair Works for the Irrigation and Drainage System. The Contractor shall arrive at the Site **within 4 hours** and provide skilled workers to carry out the inspection and minor repair works upon request received.

10.5 Provision of Tree Risk Assessment Reports (Form 1 and Form 2)

10.5.1 The Contractor shall provide Tree Risk Assessment Reports (Form 1) at the following premises of the CIC. (The details of location plans shall refer to Annex 7 of this Assignment Brief).

- (1) Hong Kong Construction Industry Trade Test Centre (TTC)
- (2) HKIC - Kowloon Bay Campus (KBC)
- (3) HKIC - Kwai Chung Campus (KCC)
- (4) HKIC - Sheung Shui Campus (SSC)

- (5) Siu Lun Street Training Ground (SLSTG)
- (6) Tai Po Training Ground (TPTG)
- (7) Tat Mei Road Training Ground (TMRTG)
- (8) Tin Yuet Road Training Ground (TYRTG)
- (9) Tuen Mun Training Ground (TMTG)
- (10) Lam Tei Training Ground (LTTG)
- (11) CIC - Zero Carbon Park (CIC - ZCP)

10.5.2 The Contractor shall provide a Certified Arborist, professionals, transportation, tools, materials and appropriate equipment to perform the following items:

- (a) Submit a Tree Risk Assessment Report (the “Report”) that include assessment of health condition, structural stability and hazardous risk level of the trees and recommend corresponding arboriculture treatment for hazard abatement as well as health and structure improvement of the trees. All results of assessment are tabulated and illustrated with annotated photos in findings and recommendations. The Report should include photos and record (**Tree Risk Assessment Form 1: Tree Group Inspection**) to the trees in accordance to the “Guidelines for Tree Risk Assessment and Management Arrangement on an Area Basis and a Tree Basis”.
- (b) The Report shall provide assessment schedule which include tree number, tree species and sizes, health condition, tree form, structural defects and recommended action.
- (c) Submit tree location plan and indicate crown size.
- (d) Tagging of tree according to general code of practice.
- (e) Carry out tree condition survey including specimen indication Plastic card and health assessment by visual examination.
- (f) The submitted Report shall be prepared and endorsed by Certified Arborist. All Works should be conducted by and under the supervision of Certified Arborist with at least Seven (7) years of post-qualification experience and arboricultural safety certificates.
- (g) The Contractor shall submit individual Report for each premise separately.

- (h) Before proceeding tree assessment, please submit risk assessment for the CIC approval. All safety procedures and preventative measures shall fully comply with all statutory requirement, Guidelines on Arboriculture Occupational Safety and Health and the CIC Guidelines as described in **Attachment 9** and **Attachment 10**.
- (i) The Contractor shall submit ONE (1) set report with photo record for tree caring work and removal work to the CIC within FOURTEEN (14) calendar days after Practical Completion of the Works.

10.5.3 The Contractor shall base on Tree Risk Assessment Report (**Tree Risk Assessment Form 1: Tree Group Inspection**) to conduct a further assessment for specified tree (**Tree Risk Assessment Form 2: Individual Tree**) at the CIC's premises including but not limited to the rectification and compensation proposal. The Contractor shall provide a Certified Arborist, professionals, transportation, tools, materials and appropriate equipment to perform the following items to satisfaction of the CIC.: -

- (a) Conduct tree inspection including aerial inspection, resistograph inspection, tomograph inspection, etc. to complete the Form 2.
- (b) Recommend the detailed follow-up action including remedial/ risk mitigation measures, rectification works, compensation proposal, etc.

10.5.4 The Contractor shall provide tree removal application and compensatory proposal including submission to DLO. After obtained the approval from DLO, the work shall be proceeded. The contractor shall provide completion report with photo record and submit to DLO for reporting of work completion. The Contractor shall provide Registered Landscape Architect (RLA) tree pruning/felling proposal and work completion report including DLO submission in accordance with latest guidelines of GLTMS and statutory requirements subject to the request by DLO

10.6 **Green Wall Maintenance Works (Monthly)**

10.6.1 The Contractor shall carry out the green wall maintenance works for the following locations (Details shall refer to the Annex 8 of this Assignment Brief):

-

- (1) CIC Headquarters (HQ)
- (2) CIC Megabox Office (MBO)
- (3) CIC - Megabox Office (MBO) - Landscaping Worker (General) for watering maintenance (Three times per week)
- (4) HKIC - Kowloon Bay Campus (KBC) – Wall 1
- (5) HKIC - Kowloon Bay Campus (KBC) – Wall 2
- (6) HKIC - Sheung Shui Campus (SSC)
- (7) CIC - Zero Carbon Park (CIC - ZCP) – Wall 1

The maintenance works shall include but not limited to the following items:-

(a) Routine inspection with photo record and report (Monthly)

- (i) Electricity supply checking
- (ii) Irrigation system circulation
- (iii) Water consumption
- (iv) Water level of tank
- (v) Timer adjustment
- (vi) Pafcal moisture
- (vii) Lux level of each zone
- (viii) Plant size
- (ix) Plant health
- (x) Pest check

(b) Plants treatment included (Monthly)

- (i) Take out the withered leaves
- (ii) Pruning
- (iii) Adjust plant places
- (iv) Replace withered plants
- (v) Pest control
- (vi) Fertilizing
- (vii) Tidy up

- 10.6.2 The Contractor shall include all plants replacement with the same species or approved equivalent in case of any plants withered during the routine maintenance works.
- 10.6.3 Maintenance works shall be carried out on daytime, subject to the confirmation by the CIC.
- 10.6.4 The supply and replace of consumables parts and equipment, etc. shall be deemed to be excluded from the maintenance charge and to be quoted separately upon request.
- 10.6.5 The Contractor shall provide competent workers, tools, materials, transportation and equipment to replace plant species for CIC premises thereafter:-
- (a) Poinsettia 聖誕紅
 - (b) Orchids 蝴蝶蘭
 - (c) Citrofortunella Microcarpa 四季桔 plus accessories 金套及底碟
 - (d) Paeonia Lactiflora 芍藥 plus accessories 金套及底碟
 - (e) Paeonia Suffruticosa 牡丹 plus accessories 金套及底碟
 - (f) Living Ipomoea nil 牽牛花
 - (g) Phyllostachys spp. 剛竹屬品種
 - (h) Greenwall Plant Filter
 - (i) Greenwall Plant Filter Cotton
 - (j) Elaeocarpus decipiens (杜英) or equivalent standard tree
 - (k) Liquidambar formosana(楓香) or equivalent standard tree
 - (l) Cinnamomum burmannii (陰香) or equivalent standard tree
 - (m) Xanthostemon chrysanthus (金葡桃) or equivalent standard tree

10.6.6 Specifications for MIDORI vertical planting systems: flower wall & forest wall
(For 38/F HQ)

Growth Media (MIDORI Pafcal)

- (1) General: Proprietary non-soil media engineered for optimal air (70%) / water (30%) balance throughout the media depth, crucial for plant health in vertical applications.
- (2) Composition: Base resin with minerals and natural plant-derived organic substances; 100% organic.
- (3) Sizes: 1 inch, 3 inch, 4 inch Pafcal units (with plants).
- (4) Production Requirements:
 - Complete disinfection guaranteeing Pafcal is free of harmful bacteria and bugs.
 - Manufacturing process ensures consistent incorporation of air bubbles within the media structure.
- (5) Performance Characteristics:
 - Supports healthy plant growth with minimal maintenance.
 - High water retention capacity (~50% water saving vs conventional media).
 - Hardness: 20 – 40 N.
 - Resilience: 4 – 10 N.
 - Zero soil washout/leakage.
 - Zero drainage blockages.
 - Zero settlement.
 - Absence of muddy/anaerobic odor.
 - Wet Bulk Weight: $\leq 60 \text{ kg/m}^2$.
 - Easy handling.
 - Non-combustible.
- (6) Guarantee & Testing:
 - Combustion Test (UL94 HF · HBF): Water Absorption: 30%; Result: HF-1 Rating.
 - Weathering (JIS K7350-2 - as per 2.2.4):* Result: Maintains structural integrity and performance characteristics equivalent to 10 years real-time exposure.
 - Tensile Strength (JIS K7113 - as per 2.2.4):* Result: Maintains structural integrity and performance characteristics equivalent to 10 years real-time exposure.

10.7 Slope and Landscaping Maintenance Works

Slope No.:

- (1) 7SW-C/C72(2) at KCC
- (2) 7SW-C/F195(1) at KCC
- (3) 11SW-D/CR65 at TTC

10.7.1 Maintenance Works to Slope and Landscaping Area

10.7.1.1 The Contractor shall carry out maintenance works for slope/ retaining wall/ landscaping area including:-

- (a) clear debris, undesirable vegetation and other obstructions on surface drainage channels, catchpits and sand traps;
- (b) clear obstructions (e.g. weeds and debris) in weepholes and drainage pipe ends including probe with rods for deeper obstructions;
- (c) to remove undesirable vegetation growth on impermeable surface cover such as chunam and shotcrete, etc.; and
- (d) trim overgrown vegetation on vegetated surface cover.

10.7.1.2 The Contractor shall carry out maintenance works for slope/ retaining wall/ landscaping area including: -

- (a) repair minor cracks with cement mortar or flexible sealing compound on surface drainage channels, catchpits and sand traps;
- (b) replace missing or deteriorated joint fillers and sealant;
- (c) to repair minor cracks or spalled surface of chunam, shotcrete, etc.;
- (d) repair cracks or spalling on impermeable surface cover; and
- (e) to repair cracked or spalled concrete surface and support on rock slope.

10.7.1.3 The Contractor shall repair cracked channel with waterproofing c/s or packed concrete.

10.7.1.4 The Contractor shall rebuild damaged channel with 40D WP concrete.

The Contractor shall remove dead, decaying or unstable tree on slope.

10.7.1.5 The Contractor shall trim overgrown or decaying branches of tree on slope.

10.7.1.6 The Contractor shall provide Temporary Traffic Arrangement (TTA) including

10.7.1.7 liaison of related Government Department when required. The statutory submission and arrangement, if any, should be included in this Contract.

10.8 Workforce for Maintenance Works

10.8.1 Skilled Workers

Supply the below manpower of registered skilled labour who attained the valid craftsman qualification or relevant registration under statutory requirements and Cap. 583 Construction Workers Registration Ordinance. Provision of EC insurance, PPEs, transportation, etc. shall be included in this Contract.

(a) Gardener (Cultivation)

- (i) Monday to Saturday from 08:00 to 18:00hrs excluding Sunday, Statutory Holiday and Public Holiday
- (ii) Sunday and Public Holiday from 08:00 to 18:00hrs

(b) Pruner

- (i) Monday to Saturday from 08:00 to 18:00hrs excluding Sunday, Statutory Holiday and Public Holiday
- (ii) (Sunday, Statutory Holiday and Public Holiday from 08:00 to 18:00hrs)

(c) Registered Safety Officer

Possession of Registered Safety Officer under Labour Department;
Minimum 5 years' relevant experience in landscape construction site safety and familiar with safety / environmental rules, regulations and practices

10.8.2 Non-skilled Workers

Supply the below manpower of registered labour who hold a valid Green Card. Provision of EC insurance, PPEs, transportation, etc. shall be included in this Contract.

(a) General Worker for building works

- (i) Monday to Saturday from 08:00 to 18:00hrs excluding Sunday, Statutory Holiday and Public Holiday
- (ii) Sunday, Statutory Holiday and Public Holiday from 08:00 to 18:00hrs

(b) Cleaner (General)

- (i) Monday to Saturday from 08:00 to 18:00 hrs excluding Sunday, Statutory Holiday and Public Holiday
- (ii) Sunday, Statutory Holiday and Public Holiday from 08:00 to 18:00hrs

(c) Landscaping Worker (General)

- (i) Monday to Saturday from 08:00 to 18:00hrs excluding Sunday, Statutory Holiday and Public Holiday
- (ii) Sunday, Statutory Holiday and Public Holiday from 08:00 to 18:00hrs

10.9 Special conditions and specifications for CIC - Zero Carbon Park (CIC - ZCP)

Details of working areas and locations plans shall refer to Annex 9 of this Assignment Brief.

10.9.1 The Contractor shall provide landscape maintenance works and inspection services in different trades of Plants, Trees and Green Elements including but not limited to the following items:-

10.9.1.1 Irrigation;

10.9.1.2 Planting;

10.9.1.3 Pruning;

10.9.1.4 Weeding;

10.9.1.5 Herbicide and pesticides;

10.9.1.6 Planter, Green Wall / Moss Tile and Green Roof maintenance; and

10.9.1.7 Workforces.

10.9.2 The Contractor shall be responsible for the provision of management, supervision, competent workers, tools, materials, ladder / working platform, transportation and equipment for the Works.

10.9.3 Preliminaries for the Works, including the site supervision, cleaning, adequate protection for surrounding equipment and fixture inside premises, precautionary measures, safety equipment, floor protection and enclosure for the planters, transportation, removal and disposal of all captioned debris after completion of the Works, all necessary insurances and all necessary items for the satisfactory completion of the Works, etc. All protective measures to meet the statutory requirements and government submission (if required) shall be included.

10.9.4 Details of working areas and locations plans shall refer to Annex 9

10.9.5 Requirements of Workforce:

- 10.9.5.1 The Contractor shall prepare and submit the daily workforce and maintenance schedule for the all landscape and green works to the CIC for approval.
- 10.9.5.2 The Contractor shall provide the competent workers (2 nos. of Gardeners (Cultivation) 花王) and 1 no. of Foreman 管工 to carry out routine landscaping maintenance works at CIC-ZCP who shall possess minimum 3 years' relevant experience and minimum 5 years' relevant experience in gardening works respectively.
- 10.9.5.3 The Contractor shall fulfil the requirements of workforce to complete and maintain all landscape and green works in a good and health condition, otherwise, extra workforce and operation team ”外圍組” shall be employed and borne by the Contractor at his own cost.
- 10.9.5.4 Provision under employment ordinance for employee such as employee compensation insurance, annual leave, medical insurance and MPF shall be included by the Contractor at his own cost.
- 10.9.5.5 The reliever shall be required when the daily onsite worker is on sick leave, annual leave or any absent from work without claims.

10.9.6 Deduction of Payments

- 10.9.6.1 The CIC reserves the right to deduct the amount of payment on a pro-rata basis due to any absent from work.
- 10.9.6.2 If the Contractor fails to perform their works to satisfaction to the CIC or fails to comply with the CIC's warning to the Contractor or notice within the allowable time or a reasonable time, the CIC shall be entitled to carry out such work by the CIC or by his own workmen or by other contractors. Without prejudice to any other remedy, all additional expenditure properly incurred by the CIC in having such work or instruction carried out shall be recoverable by the CIC from the Contractor by deduction from money due to the Contractor under this Contract or under any other contract between the CIC and the Contractor.
- 10.9.6.3 Any deduction of money shall be incurred in the monthly payment.

10.9.7 Worker for landscape and green maintenance works

- 10.9.7.1 The Contractor shall provide their company uniform and employee card to the workers as identification during the course of the Works. The workers shall require to report duty and sign in & sign out to the assigned representative / system provided by the CIC.

- 10.9.7.2 The Contractor shall inform the representative of CIC or the CIC for any amendment to the roster at least 24-hour advance notice.
- 10.9.7.3 The Contractor shall provide their workers all tools, equipment, helmets, trestles and Personal Protective Equipment (PPE) such as protective goggles etc. as required at their own cost for the execution of duties as required by this Contract and associated statutory requirements. Any claims due to the Contractor's inadequate aforesaid shall be borne by the Contractor itself.
- 10.9.7.4 The Contractor shall provide a smart mobile phone to the workers for the CIC's easy contact and daily operations.
- 10.9.8 Gardening tools, machine and materials
 - 10.9.8.1 The Contractor shall provide all gardening tools, machines, materials, transportation to complete the Works in accordance with this Assignment Brief including but not limited to cart away the debris, carrying out the inspection, fertilization, irrigation, pruning and pest control, etc. for all plants at CIC-ZCP.
 - 10.9.8.2 The Contractor shall provide suitable and sufficient protective tools or equipment for their workers in accordance with the ordinance of Occupational Safety and Health Council (OSHC), and provide safety measure when using any pruning machine such as Secateurs or Hand-Carry Lawnmower.
 - 10.9.8.3 The Contractor shall provide all necessary working platform, bamboo scaffolding, aerial platform, aluminum mobile tower platform, PPE, fencing, protective measures, etc., during the course of the Works in accordance with the statutory regulations, ordinances, Code of Practice and safety requirements of the CIC.
 - 10.9.8.4 All erection of bamboo scaffolding shall be in accordance with the latest version of "Code of Practice for Bamboo Scaffolding Safety" and "Guidelines on Planking Arrangement for Providing Working Platforms on Bamboo Scaffolds" published by Labour Department and Construction Industry Council. A scaffold greater than 15m in height should be designed and approved by a professional engineer. The engineer should be a corporate member under the constitution of the HKIE or equivalent.
- 10.9.9 Work arrangement
 - 10.9.9.1 The Contractor is required to submit a working schedule, detailed descriptions, method statement, risk assessment and work procedure for landscape maintenance works within 14 calendar days upon award of this Contract for approval from the CIC.

- 10.9.9.2 The Contractor is required to provide the precautionary measures to the plants before typhoon and/or red/black rainstorm warning signal is hoisted as requested by the CIC's representative or the CIC.
- 10.9.9.3 Contract manager / supervisor is required to conduct a site inspection and assessment for follow-up action with the representative of the CIC or the CIC subsequent to the cancellation of Typhoon Warning Signal No. 8 and/or Red/Black Rainstorm Warning Signal within 3 hours.
- 10.9.9.4 Contract manager / supervisor is required to attend regular / ad-hoc meetings and inspection with the CIC and its representative(s) to review the work performance, complaints, etc. as requested by the CIC.
- 10.9.9.5 The Contractor shall comply with the latest "Code of Practice in Times of Typhoons and Rainstorms" issued by the Labour Department and work arrangement below for hoisting of Typhoon or Rainstorm Warning.

Typhoon Warning Signal No. 3 or below	Normal working
Red or Yellow Rainstorm Warning Signal	Normal working
Typhoon Warning Signal No. 8 or above	<ul style="list-style-type: none"> - No working and leave - All workers of the Contractor shall resume duty within 2 hours after cancellation of Typhoon Warning Signal No. 8
Black Rainstorm Warning Signal or Adverse Weather or "Extreme Conditions"	<p><u>At work:</u> All workers of the Contractor stay in a safe area at the workplace until cancellation of Black Rainstorm Warning Signal and resume the works.</p> <p><u>Not at work:</u> All workers of the Contractor shall resume duty within 2 hours after cancellation of Black Rainstorm Warning</p>

10.9.9.6 All electrical installations should be done by registered electrical worker and the contractor / sub-contractor must be a Registered Electrical Contractor under the Electricity Ordinance.

10.9.9.7 The Works shall include the relevant application, submission including the relevant cost incurred in compliance with the latest statutory requirements and regulations for the Works.

10.9.10 Management of site safety and working environment

10.9.10.1 Upon the necessity or request of the representative of the CIC or the CIC, the Contractor shall comply with working requirements and procedure during the course of the Works such as ISO9001, ISO14001, OHSAS18001, etc.

10.9.10.2 The Contractor should minimize the generation of waste during the course of the Works, and the waste should be properly handled, stored and disposed. The Contractor should reuse and recycle the materials for waste reduction.

10.9.10.3 The Contractor shall ensure the site safety, site tidiness and site cleanliness at all times.

10.9.11 Requirements of Gardening and Landscape Maintenance

10.9.11.1 The Contractor shall be responsible for the gardening, green wall, green roof and landscape maintenance works within CIC-ZCP including all trees, ground plants, aquatic plants, palm trees, bamboo, climbing plants, shrubs, indoor and outdoor potted plants and turfs.

10.9.11.2 Routine Maintenance Services

(a) The Contractor shall carry out the inspection, fertilization, irrigation, pruning and pest control for all plants at CIC-ZCP during the Service Period. The reference quantity of existing plants shall refer to Annexes 1, 2 and 3. Actual species and quantities shall be subject to the current site condition.)

(b) The Contractor shall conduct a detailed site inspection of the environment for gardening. The Works shall not affect the existing structures and trees.

(c) The Contractor shall provide routine maintenance services including the following works at the Site to maintain the health, appearance and quality of the plants:

Item	Maintenance Works	Minimum Frequency
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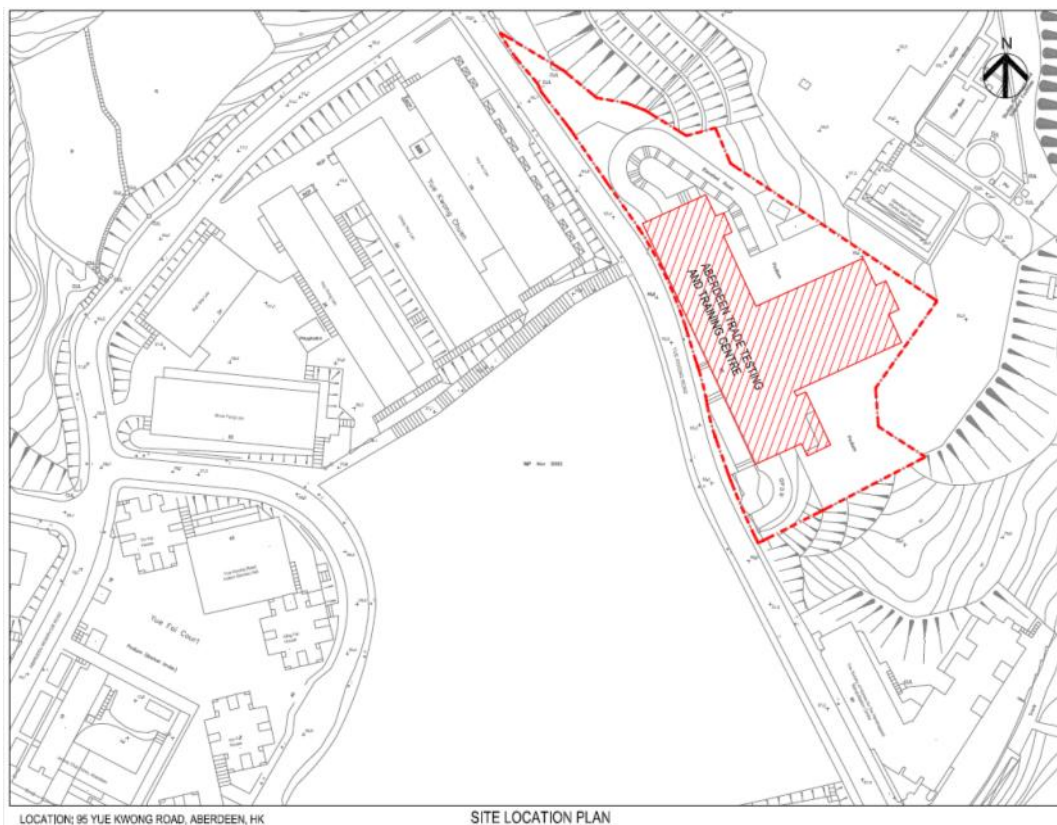
(1)	<p>Inspection:</p> <p>(a) inspect the health, damages, wither and dead status of the plants,</p> <p>(b) check the weeds growth, and check if there is any over-growth or uncontrolled growth of the plants,</p> <p>(c) check the sign of disease or pest damage; and</p> <p>(d) carry out appropriate follow-up actions within Seven (7) calendar days upon confirmation by the representative of the CIC</p>	Daily
(2)	<p>Irrigation:</p> <p>(a) The Contractor shall conduct regular watering for plants, and the frequency shall be subject to different seasons. Water and refill the plants regularly to maintain plant health and follow up actions shall be taken based on the result of inspection mentioned above. The Contractor shall quote separately if the supply and replacement of spare parts is required.</p>	Daily
(3)	<p>Fertilizing:</p> <p>(a) The frequency should be higher in Spring / Summer seasons.</p>	One (1) time per month
(4)	<p>Cleaning/ Debris removing:</p> <p>(a) Clean up the fallen withered leaves or debris.</p>	Daily
(5)	Support climbing plants and shrubs	Daily
(6)	<p>Pruning/ Weeding:</p> <p>(a) It maintains the appearance of plants, protect human safety, and prevent the plant from blocking any signage or logo.</p>	Daily
(7)	<p>Pest/ Fungus control:</p> <p>(a) Adequate action or treatment shall be taken to control pest and fungus growth every day or when pests are found in plants.</p>	Daily
(8)	Refill the water into the water tank at Area 7 and Area 8 as described in Annex 9 for irrigation	Every 2 days
(9)	Soil scarification	One (1) time per this Contract
(10)	Clean the irrigation water tank and planters	Quarterly

- (d) The Contractor shall provide routine maintenance services for the green wall and green proof system in accordance with the maintenance works abovementioned in section 10.9.11.2 (c) and the information as shown in Annex 2 and Annex 3.
- (e) Supply and setup seasonal flowers for displaying during Christmas Holiday and Chinese New Year Holiday is included in this Assignment Brief. Details shall refer to SOR Section 3 Item 3.1.
- (f) For the dead plants, the Contractor shall be responsible for its replacement at his own cost within SEVEN (7) days.
- (g) A detailed report is required to be submitted to the CIC every month after completion of inspection and follow-up actions within SEVEN (7) calendar days.

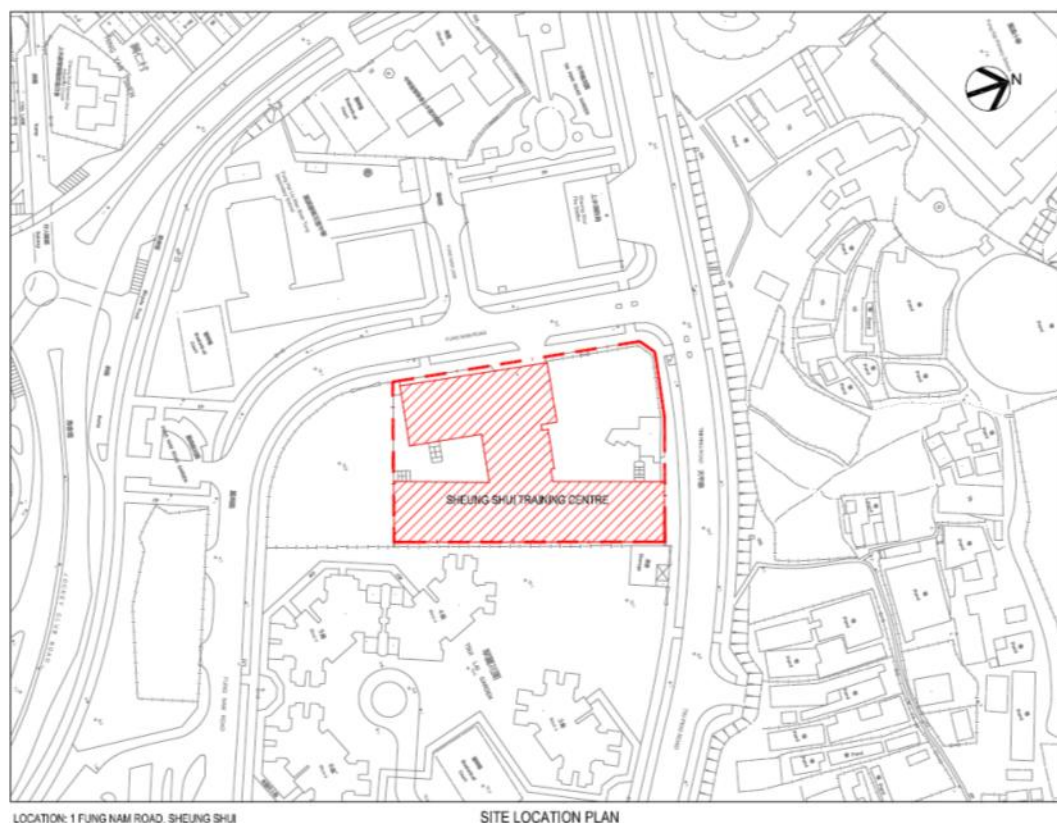
(411) in P/AE/PUR/TDTC

(Attachment 4 - Annex 1)

Location Plans of CIC's Premises

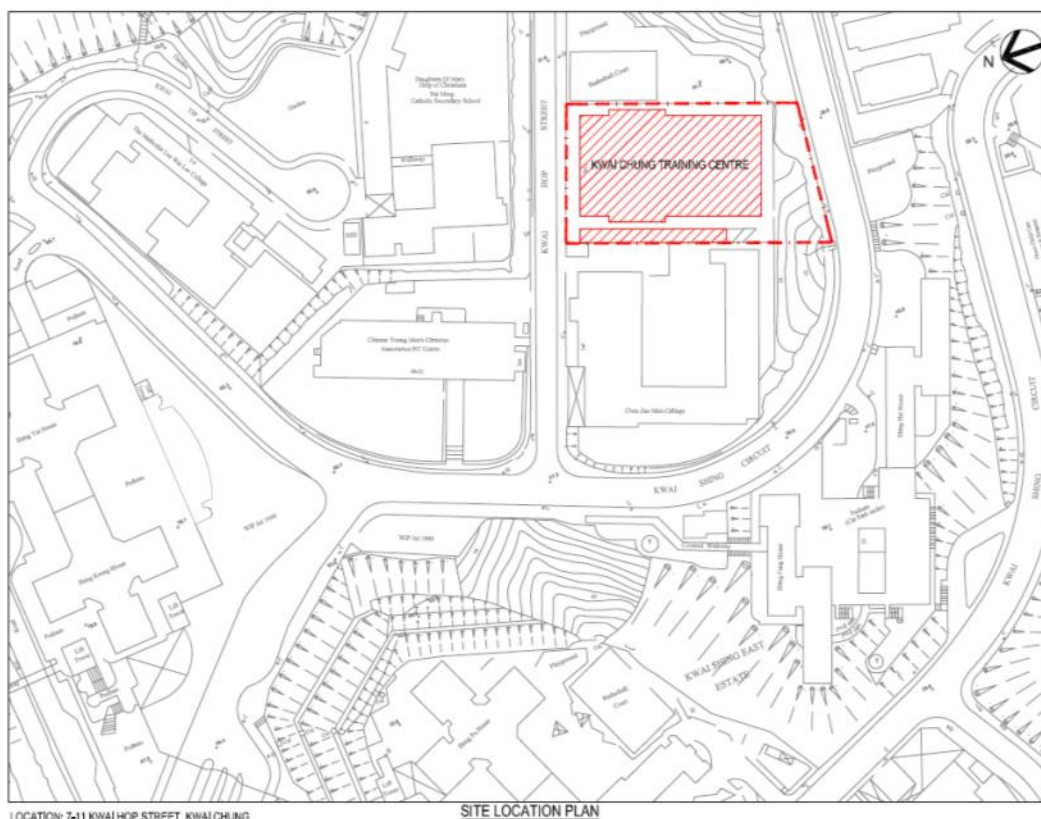


Hong Kong Construction Industry Trade Testing (TTC)
(95, Yue Kwong Road, Aberdeen, Hong Kong)

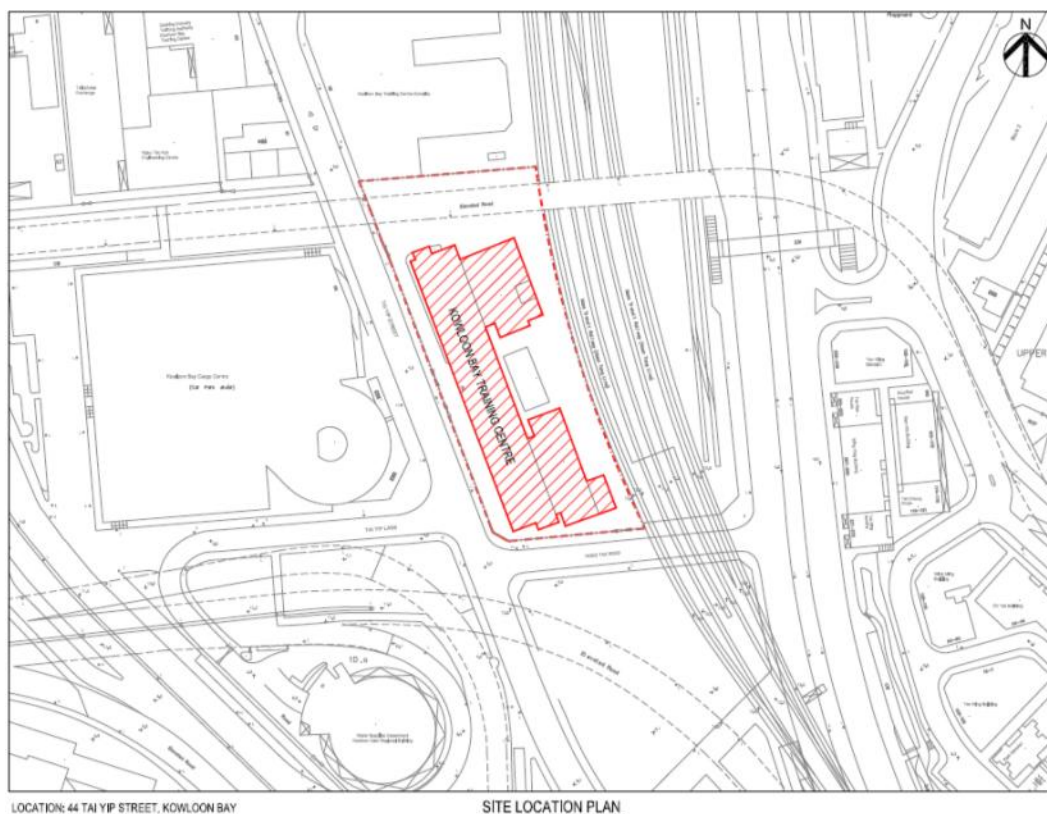


HKIC - Sheung Shui Campus
(1 Fung Nam Road, Sheung Shui, New Territories, Hong Kong)

(Attachment 4 - Annex 1)



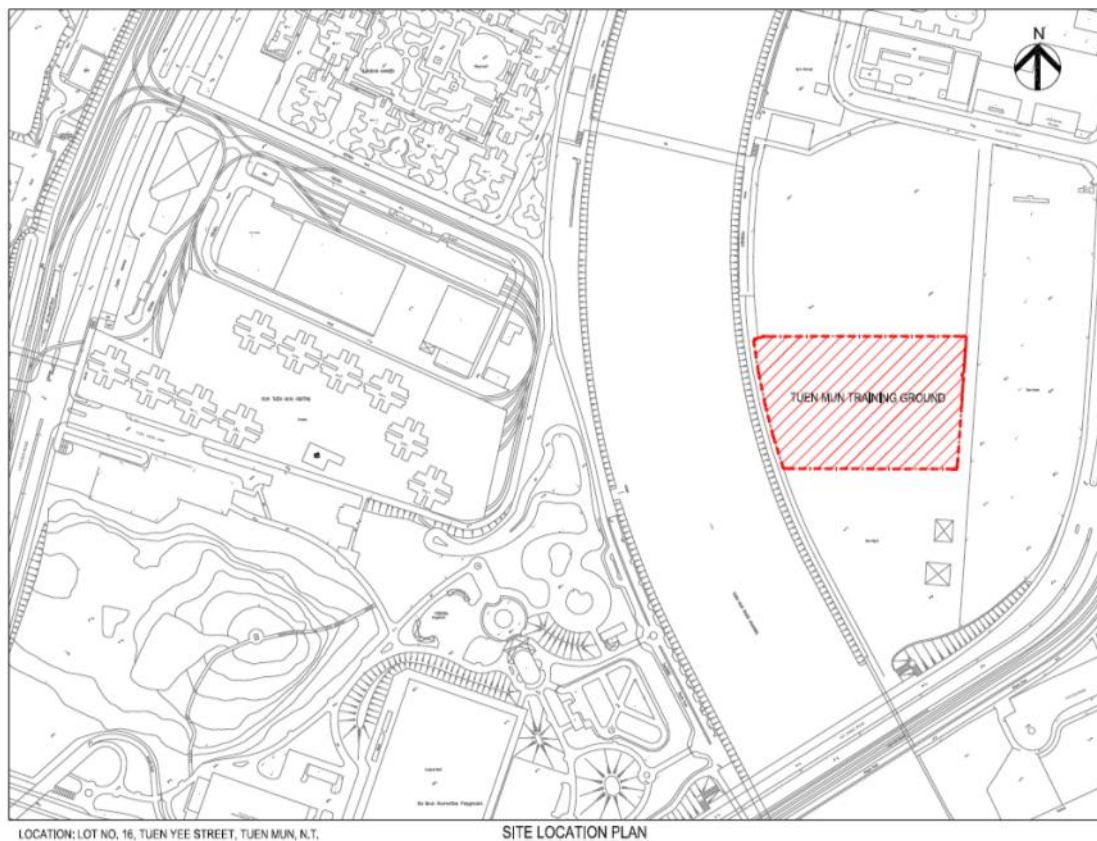
HKIC - Kwai Chung Campus
(7-11 Kwai Hop Street, Kwai Chung, New Territories, Hong Kong)



HKIC - Kowloon Bay Campus
(44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong)



(Attachment 4 - Annex 1)

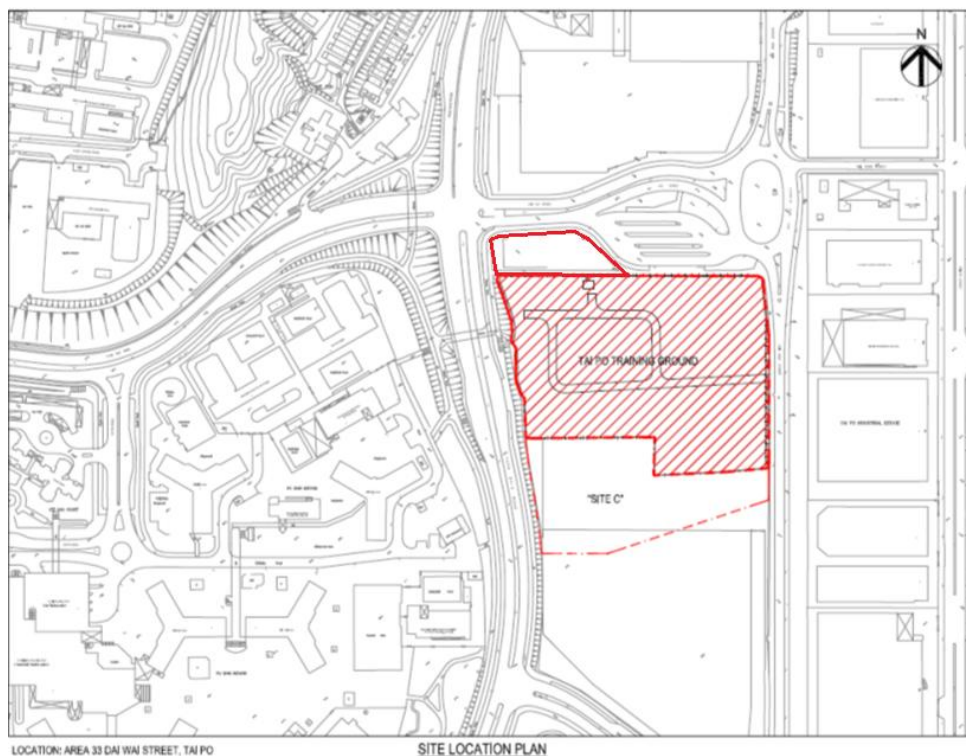


Tuen Mun Training Ground
(Lot No. 16, Tuen Yee Street, Tuen Mun, New Territories, Hong Kong)

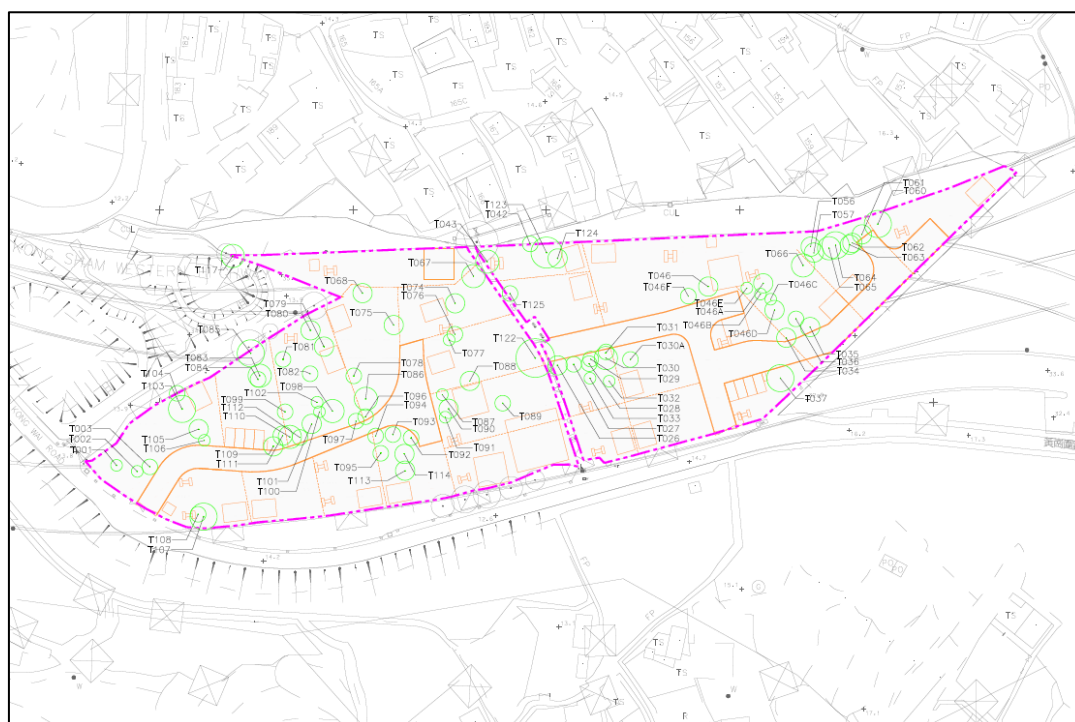


Tat Mei Road Training Ground
(Tat Mei Road, Kwai Chung, New Territories, Hong Kong)

(Attachment 4 - Annex 1)



Tai Po Training Ground
(Dai Wah Street, Tai Po, New Territories, Hong Kong)



Lam Tei Training Ground
(Wong Kong Wai Road, Lam Tei, New Territories, Hong Kong)

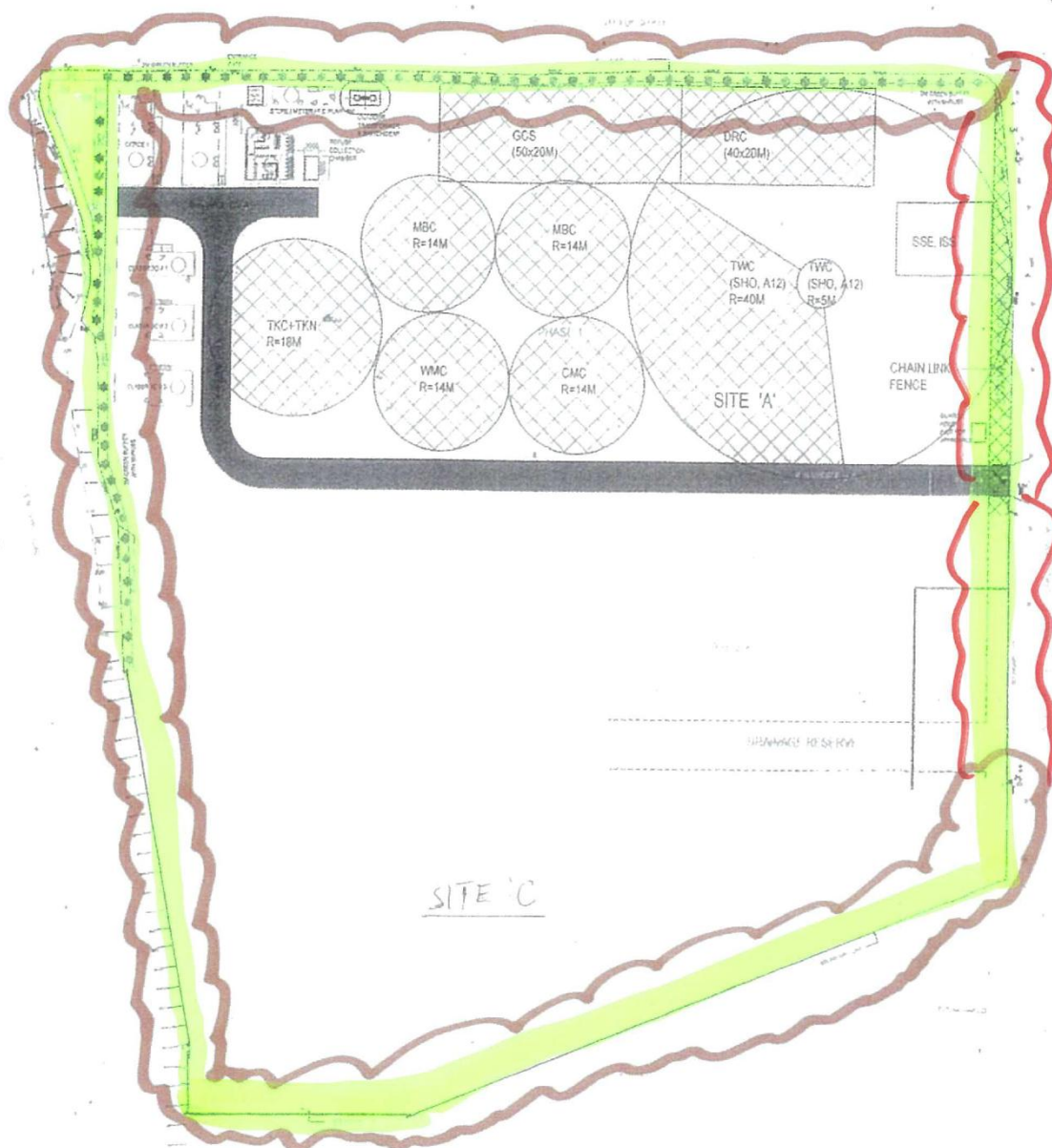
(Attachment 4 - Annex 1)



Siu Lam Training ground (SLTG)
(Area 56, Tuen Mun, New Territories, Hong Kong)
(To be setup and handed over in 2025)



CIC - Zero Carbon Park
(8 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong)



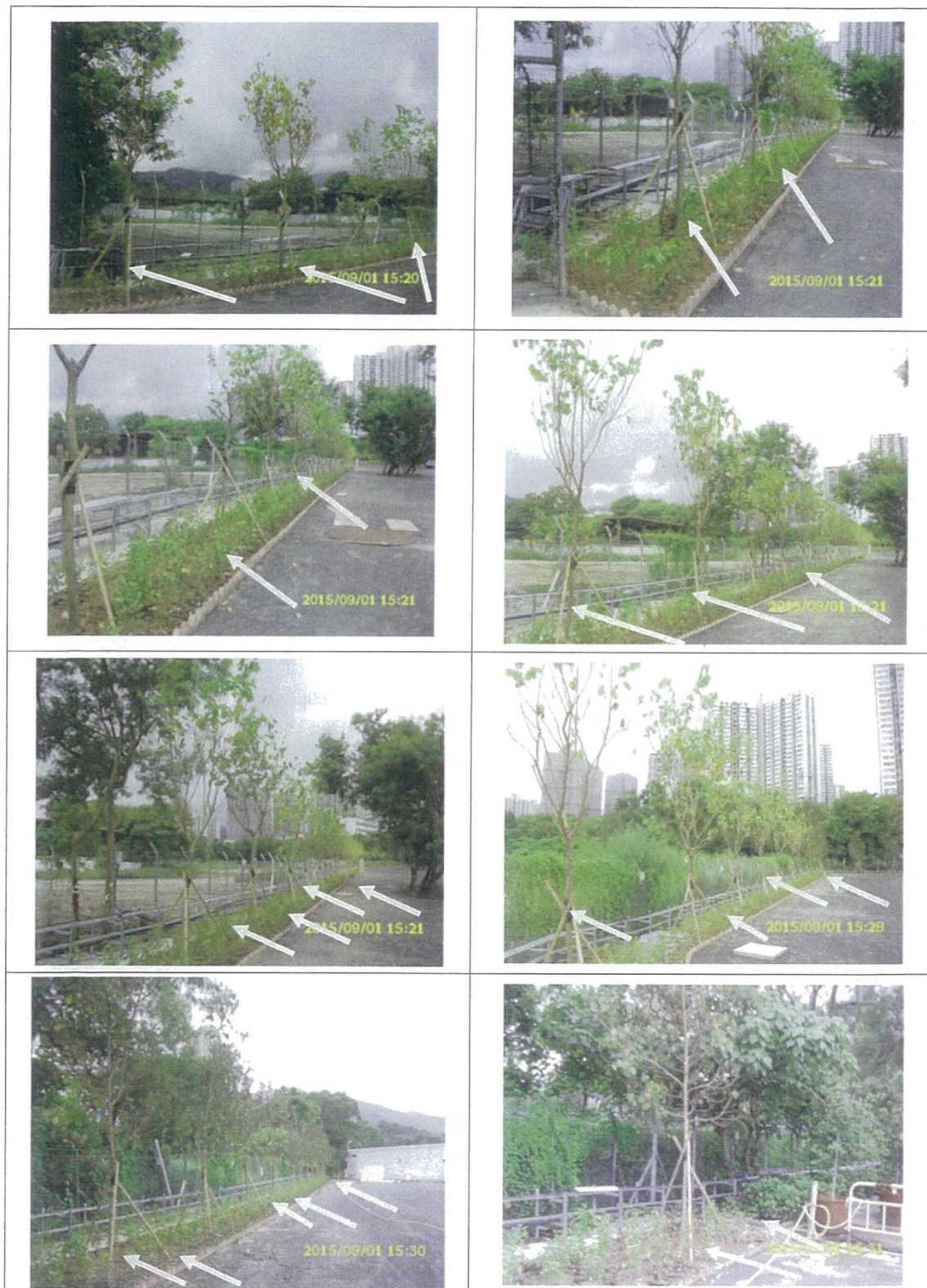
Green Belt Maintenance at Tai Po Training Ground (TPTG)
– Inside Boundary

(Attachment 4 - Annex 2)

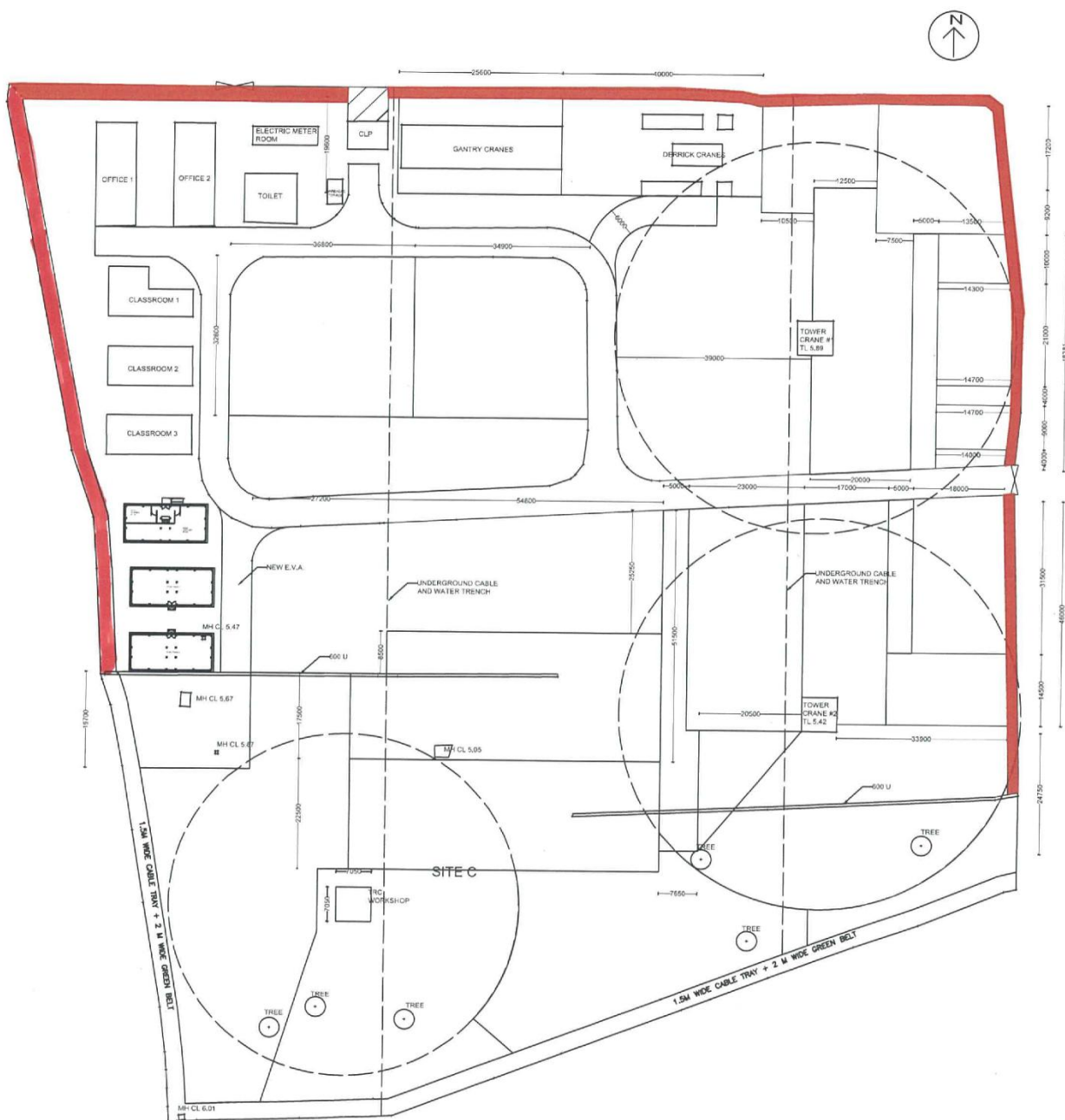


Green Belt Maintenance at Tai Po Training Ground (TPTG)
– Inside Boundary

(Attachment 4 - Annex 2)



Green Belt Maintenance at Tai Po Training Ground (TPTG)
– Inside Boundary

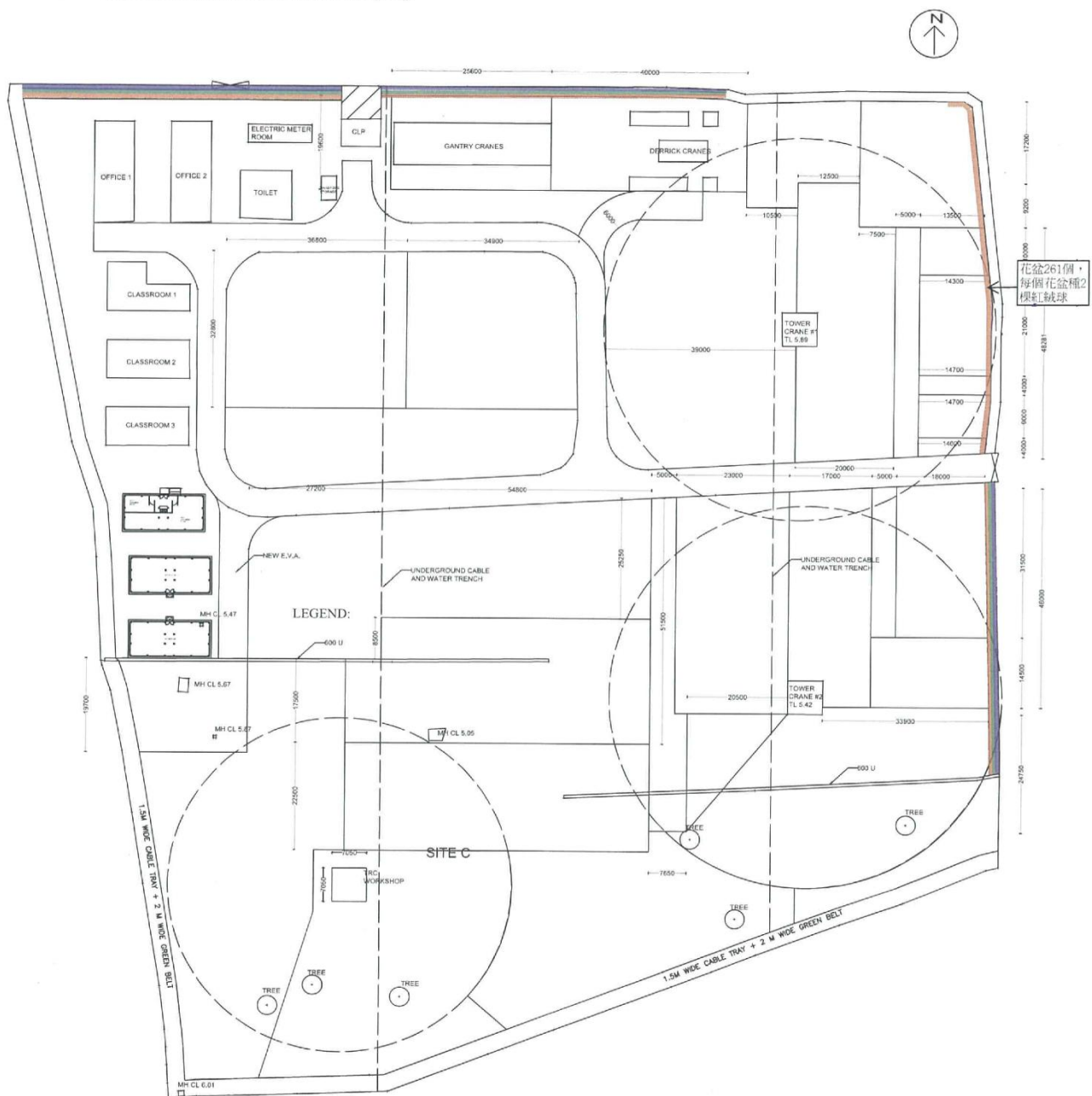


**Green Belt Maintenance at Tai Po Training Ground (TPTG) –
Outside Boundary**

Calliandra haematocephala 紅絨球, 500mmH, 300mm Spacing

Hibiscus rosa-sinensis 大紅花, 500mmH, 300mm Spacing

Ixora chinensis 大葉龍船花, 500mmH, 300mm Spacing



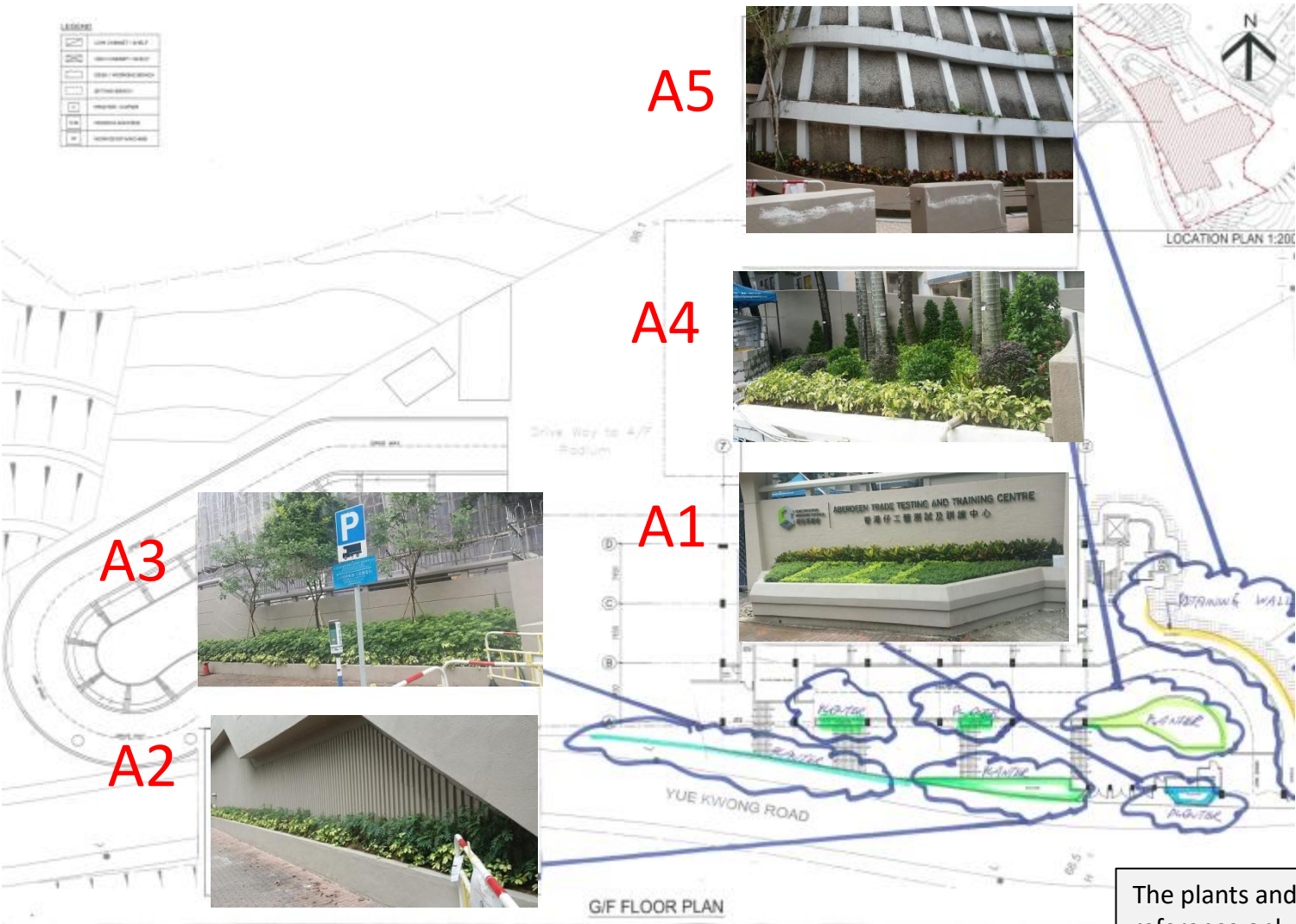
Green Belt Maintenance at Tai Po Training Ground (TPTG) – Outside Boundary

(Attachment 4 - Annex 3)



**Green Belt Maintenance at Tai Po Training Ground (TPTG) –
Outside Boundary**

Maintenance Services for Green Planters at G/F (Site A) of TTC



The plants and quantity are for reference only, the Contractor is required to verify the actual plants and quantity on Site.

Site A (A1 to A5)

Maintenance Services for Green Planters at 4/F (Site B) of TTC

B6



B4



B5



B3



B2



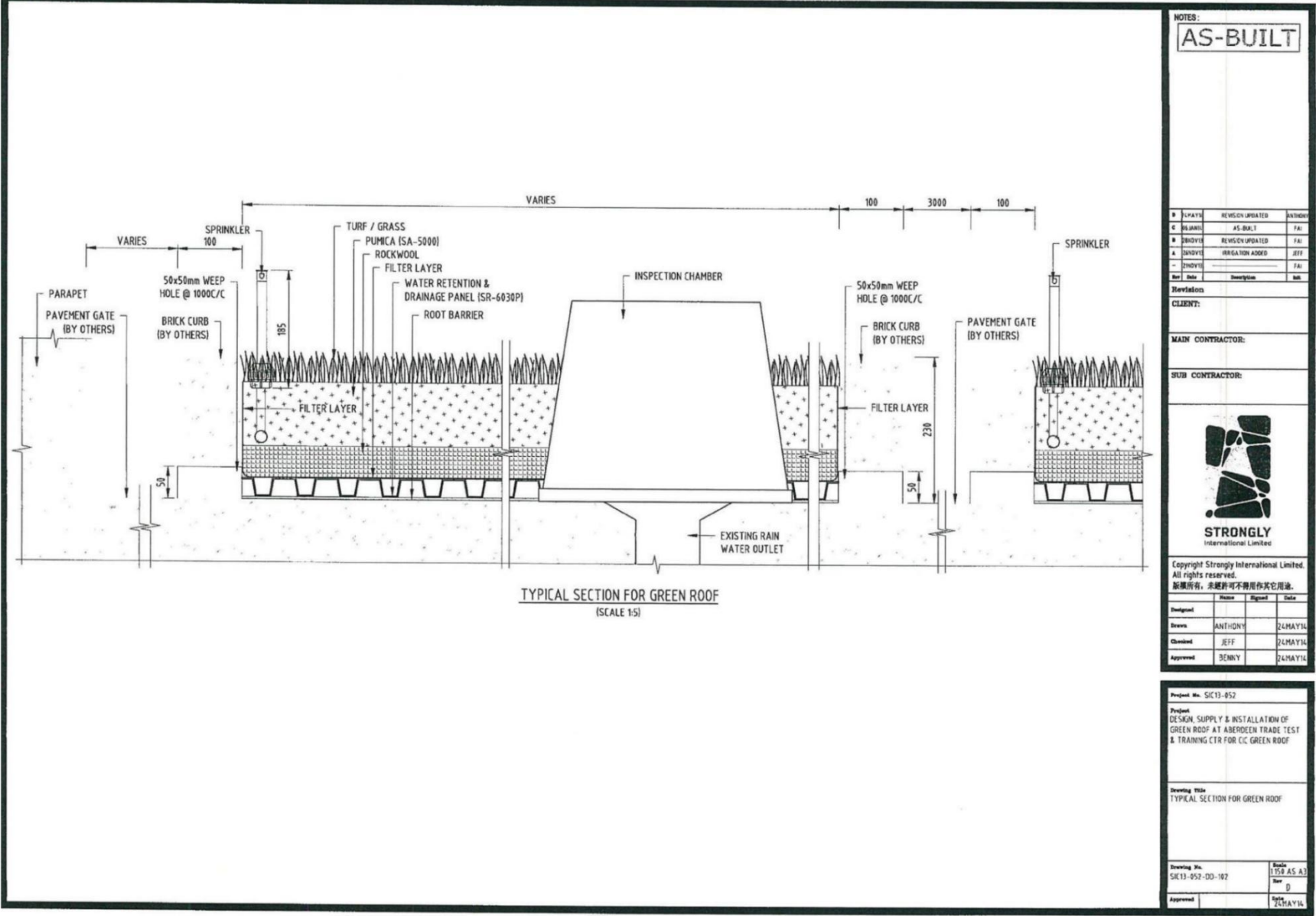
B1



Site B (B1 to B6)

The plants and quantity are for reference only, the Contractor is required to verify the actual plants and quantity on Site.

Green Roof at 7/F of Hong Kong Construction Industry Trade Testing Centre



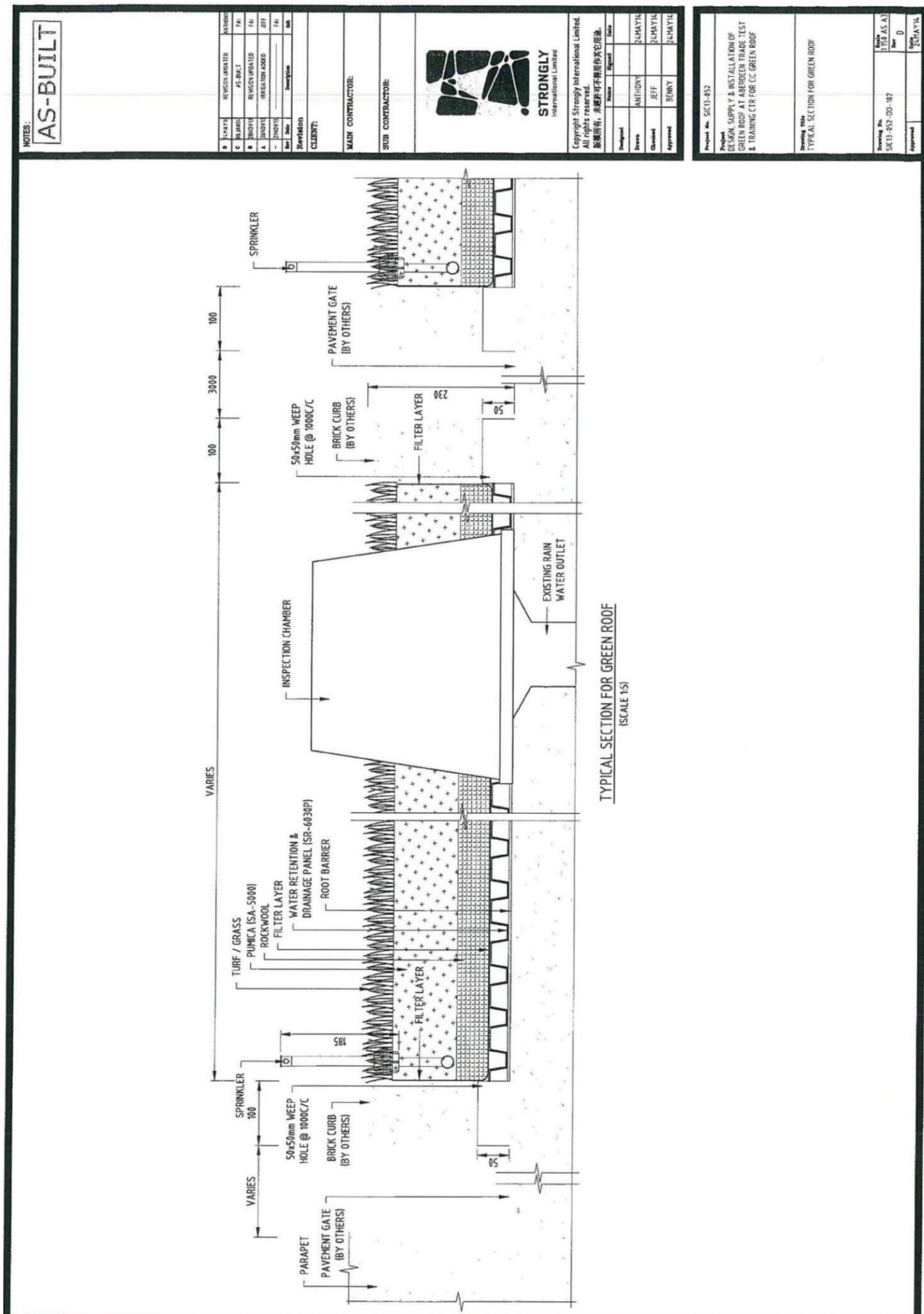
Green Roof at 7/F of Hong Kong Construction Industry Trade Testing Centre

(Attachment 4 - Annex 5)



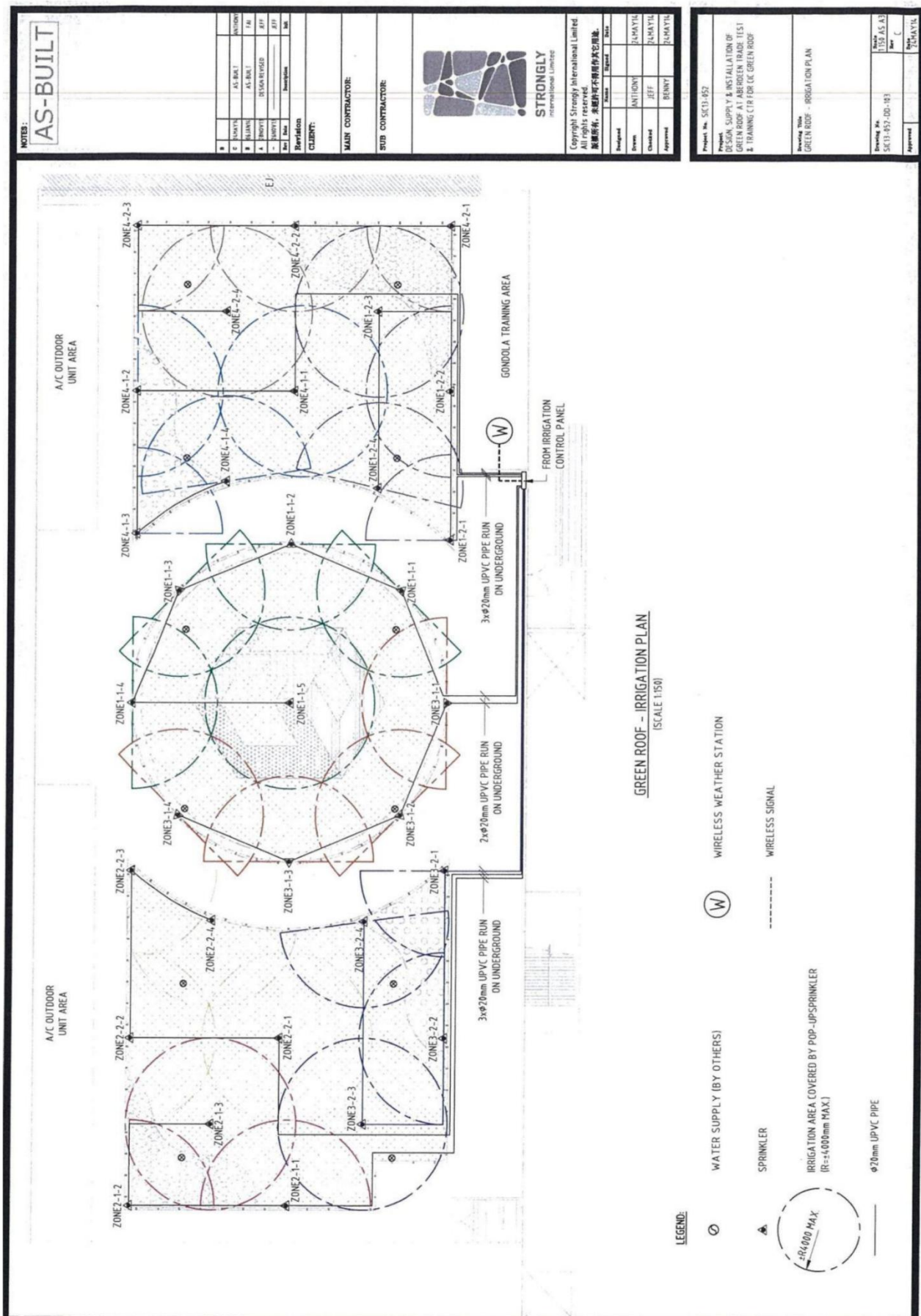
Landscape at Green Roof 7/F

Irrigation System and Drainage System at Green Roof of TTC



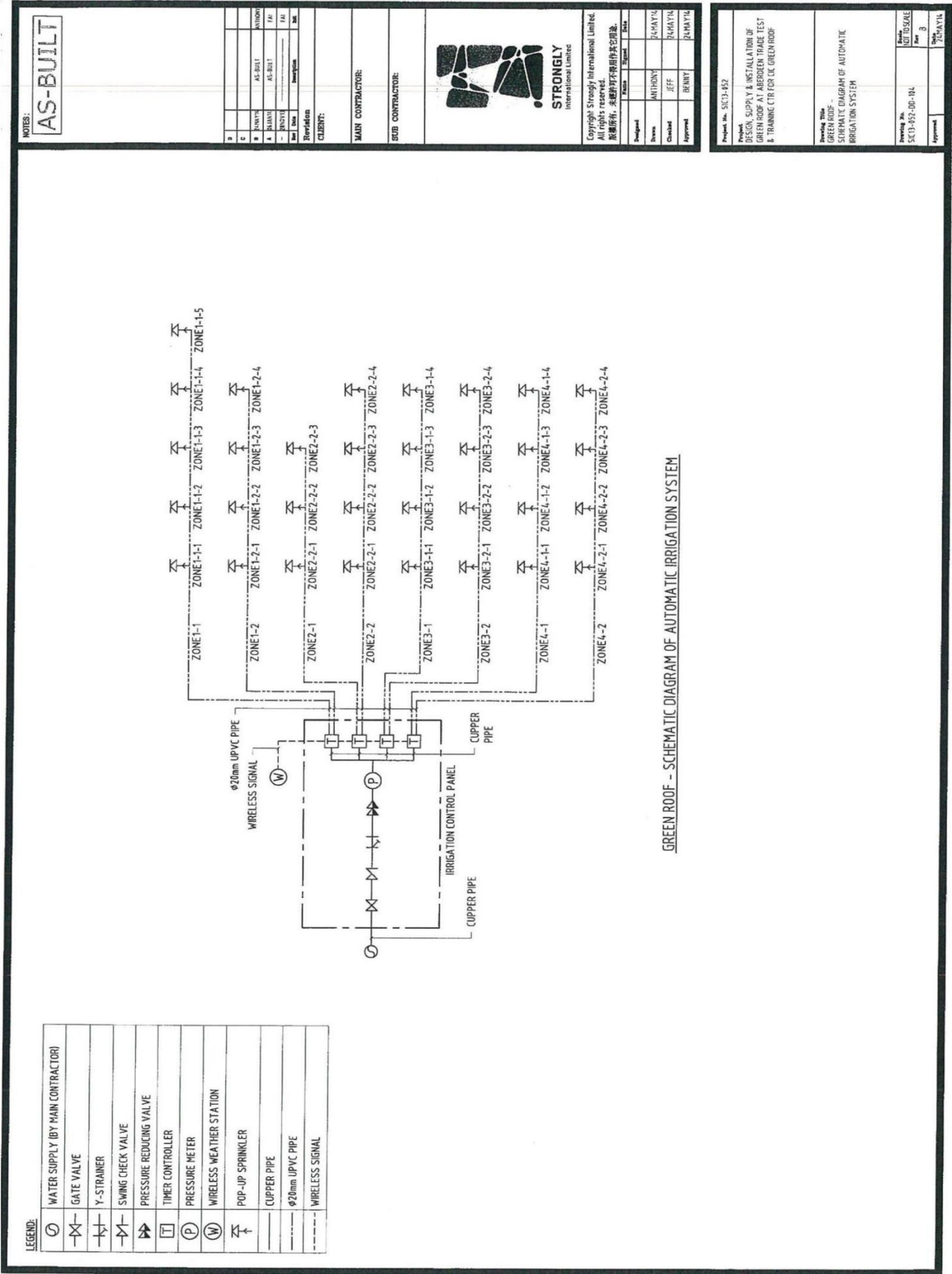
Typical Section Plan for Green Roof

Irrigation System and Drainage System at Green Roof of TTC



Green Roof - Irrigation Plan

Irrigation System and Drainage System at Green Roof of TTC



(Attachment 4 - Annex 6)

Irrigation System and Drainage System at Green Roof of TTC

檢查日期：	保養完結日期：	評估 / 行動
檢查地點：	檢查位置：	
1.植物		← 是否需要更換? 如是,請說明:
1.1草種:		
1. _____ 2. _____ 3. _____		
4. _____ 5. _____ 6. _____		
1.2草坪密度:		
<input type="checkbox"/> 稀疏 <input type="checkbox"/> 中等 <input type="checkbox"/> 濃密		
1.3剪草高度(狀況):		
<input type="checkbox"/> 適中 <input type="checkbox"/> 太高 <input type="checkbox"/> 太低 <input type="checkbox"/> 不常剪 <input type="checkbox"/> 剪不整齊		
1.4遮陽分析:		
<input type="checkbox"/> 全日照 <input type="checkbox"/> 半日照 <input type="checkbox"/> 半陰 <input type="checkbox"/> 全陰 <input type="checkbox"/> 室內		
1.5 雜草(狀況):		
<input type="checkbox"/> 嚴重 <input type="checkbox"/> 部分 <input type="checkbox"/> 極少		
1.6嚴重病害:		
<input type="checkbox"/> 白粉病 <input type="checkbox"/> 炭疽病 <input type="checkbox"/> 黑斑病 <input type="checkbox"/> 其他: _____		
1.7 嚴重蟲害(動物):		
<input type="checkbox"/> 粉虱 <input type="checkbox"/> 粉介殼蟲 <input type="checkbox"/> 蜘蛛 <input type="checkbox"/> 蝸牛 <input type="checkbox"/> 人為損傷 <input type="checkbox"/> 其他: _____		
1.8 目前整體生長狀況:		
<input type="checkbox"/> 極佳 <input type="checkbox"/> 佳 <input type="checkbox"/> 不良 <input type="checkbox"/> 極差		
2.排水系統		
2.1土壤型態:		有否上鎖:
<input type="checkbox"/> 砂質 <input type="checkbox"/> 壤土 <input type="checkbox"/> 黏土 <input type="checkbox"/> 硬土 (pH 值: _____)		
2.2土壤濕度:		
<input type="checkbox"/> 適中 <input type="checkbox"/> 太乾 <input type="checkbox"/> 太濕 <input type="checkbox"/> 分佈不均 <input type="checkbox"/> 排水不良 (濕度值: _____)		
2.3排水管:		
<input type="checkbox"/> 順暢 <input type="checkbox"/> 緩慢 <input type="checkbox"/> 淤塞 <input type="checkbox"/> 損壞		
2.4接水槽:		
<input type="checkbox"/> 順暢 <input type="checkbox"/> 緩慢 <input type="checkbox"/> 淤塞 <input type="checkbox"/> 損壞		
3.灌溉系統:		← 是否需要更換? 如是,請說明:
3.1來水喉管:		
<input type="checkbox"/> 良好 <input type="checkbox"/> 沒有供水 <input type="checkbox"/> 水壓不足 <input type="checkbox"/> 滲水 <input type="checkbox"/> 閘掣已關 <input type="checkbox"/> 淤塞		Bar:
3.2時間掣		
<input type="checkbox"/> 良好 <input type="checkbox"/> 電力不足 <input type="checkbox"/> 滲水 <input type="checkbox"/> 失靈		淋水時間:
3.3灑水系統:		手動淋水正常?
<input type="checkbox"/> 良好 <input type="checkbox"/> 失去配件 <input type="checkbox"/> 水壓不足 <input type="checkbox"/> 分佈不均 <input type="checkbox"/> 淤塞		自動淋水正常?

檢查人員姓名：

客戶簽署(蓋章):

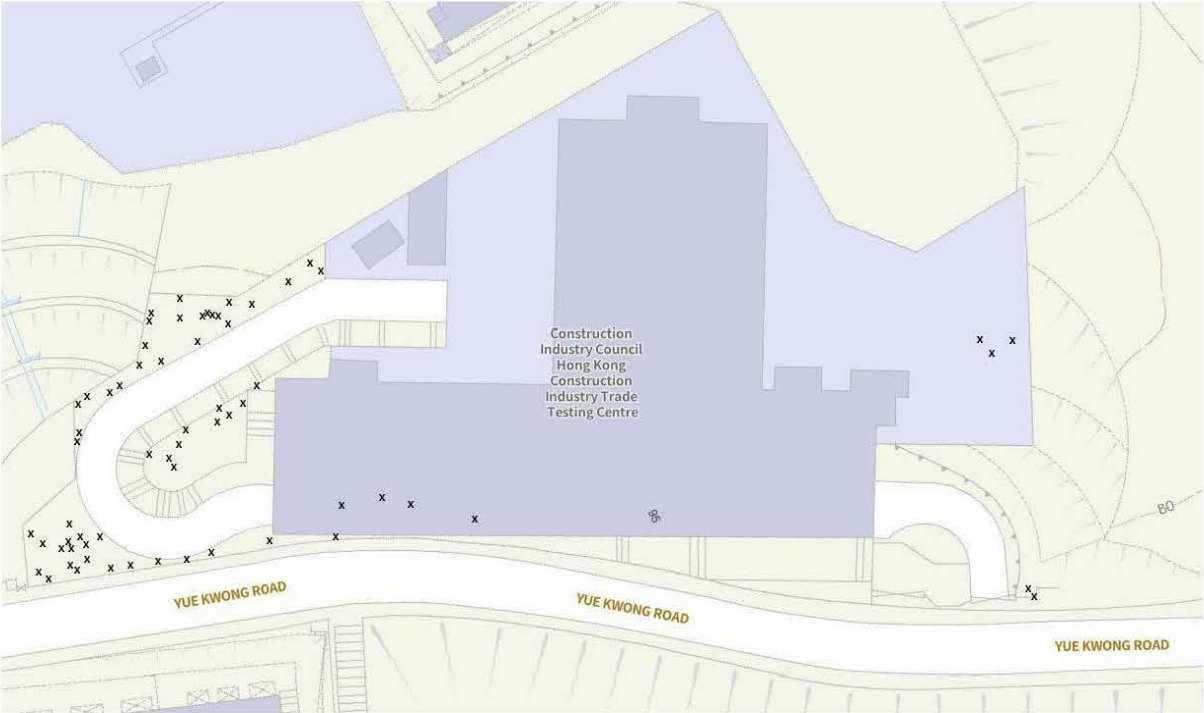
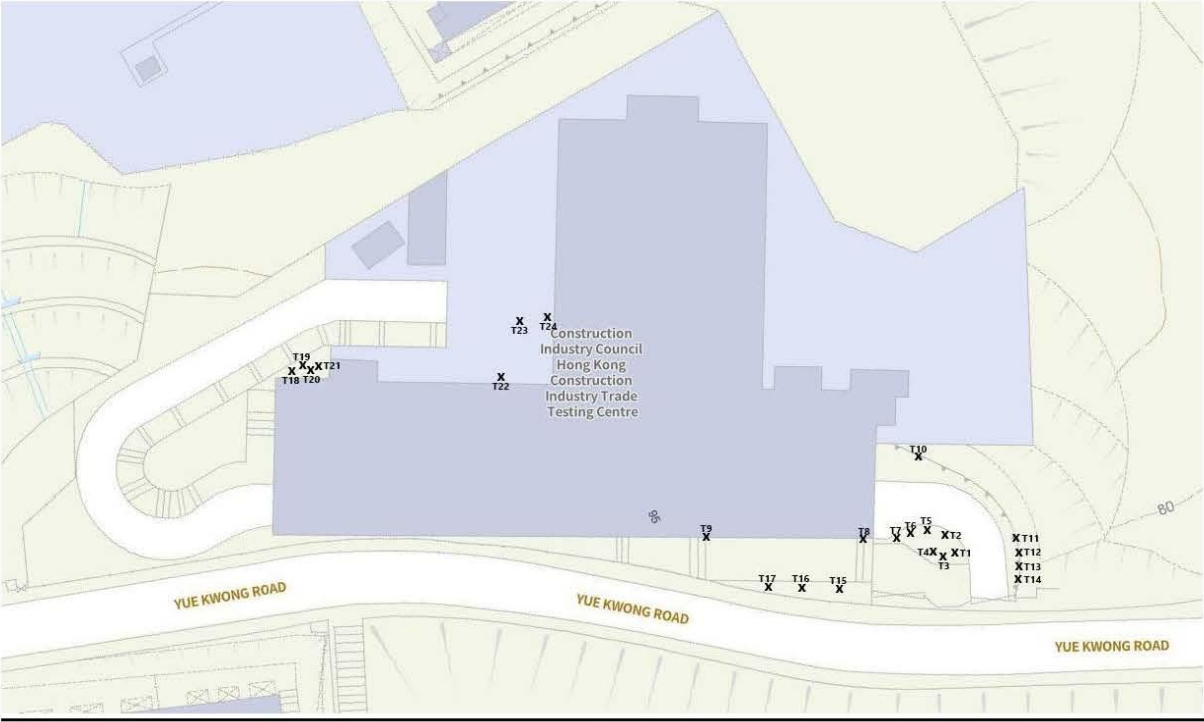
Sample Inspection Report

Records of Tree Risk Assessment Reports (Form 1)

(1) Hong Kong Construction Industry Trade Test Centre

Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
Hong Kong Construction Industry Trade Test Centre (TTC)

Site Plan of the Venue



Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
Hong Kong Construction Industry Trade Test Centre (TTC)

Findings

Tree(s) found on site was in fair condition during the site inspection. The mitigation summary is listed below,

	Total No. of Trees	Dead Trees	Hazardous Trees	Trees to be removed	Trees to be pruned	Keep Close Monitor	Trees require other actions	No. of Form 1	No. of Form 2
Category I	88	0	0	0	0	7	0	2	0
Category II	0	0	0	0	0	0	0	0	0
Category III	0	0	0	0	0	0	0	0	0
Total	88	0	0	0	0	7	0	2	0

Tree Risk Assessment Form 1 : Tree Group Inspection
樹木風險評估表格1：樹群檢查表

General Information 基本資料

Form 1 Ref. No.:
表格1編號:

QC2023000-0063-1

Dept. / Agency 部門 / 機構:

QC

Inspection Officer 巡查人員:

Liu Chung Kan Patrick

Post 職位:

Arborist

Project / Contract No. 工程 / 合約編號:

(378) in P/AE/PUR/TDTC

File Ref. 檔案編號:

HKGTTC_2023-2024

Date of Inspection 巡查日期:

09/04/2024
(dd/mm/yyyy)

Last Inspection Date: 上次巡查日期:

Inspection Frequency: 巡查週期:

12 month

Location Information 位置資料

Masterzone Ref. 主區編號:

Aberdeen

Subzone Ref. 副區編號:

Aberdeen

Location (English):
地點 (英文):

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

Location (Chinese):
地點 (中文):

香港香港仔漁光邨95號 香港建造業工藝測試中心

District:
地區:

Southern 南區

Tree Risk Management Zone 樹木風險管理地區類別:

Category I 第一類

Location Types
地點類別:
(multiple selections allowed
可選多於一項)

☐ Roadside landscaped area 路旁綠化地區

☐ Public park/recreation venue 公園/康樂場地

☐ Planter box 花盆

☐ Tree pit 樹穴

☐ Housing estate 屋邨

☐ Central divider 中央分隔帶

☒ Others (please specify) 其他 (請說明):
Construction Industry Council

☐ Government compound 政府建築物

☐ Unleased/unallocated government land 未批租/未撥用的政府土地

☐ Recreational site/facility inside country park 郊野公園內康樂用地或設施

☐ SIMAR slopes 系統性斜坡維修責任的斜坡

☐ SIMAR slope ref:

Nearest lamp pole number
最近的燈柱編號:

Tree Information 樹木基本資料

The size of a tree group should be defined by location types, such as public park, SIMAR slopes, tree pits, etc. with due consideration given to the limitations of visual tree assessment.
No more than 50 trees shall be included in a Tree Group.
在決定樹群的大小時，應參照地點類別，如公園、系統性斜坡維修責任的斜坡、樹穴等，並需考慮目測法的局限，每個樹群不可多於50棵樹。

(A) Triage Trees and Trees Require Remedial Actions or Form 2 Assessment
分流樹木及需要進行緩減措施 / 表格 2 評估的樹木

TMCP Tree ID 樹木編號	Dept. Tree ID 部門 樹木編號	Tree Species 樹種	DBH (mm) 胸徑 (毫米)	Estimated Tree Height (m) 大約樹高 (米)	Estimated Crown Spread (m) 大約樹冠 闊度 (米)	Tree Status 樹木類別	Overall Tree Conditions 整體樹木 狀況	Triage Colour 分流顏色	Remedial Action / Form 2 Assessment 緩減措施 / 表格2評估	Anticipated Completion Date 預計完成日期 (dd/mm/yyyy)	Reference Coordinates of Tree 樹木參考座標
											東 X 北 Y
	T1	Archontophoenix alexandrae 假棕櫚	200.00	10.00	2.00	Large Tree	Fair	Orange	Others: Keep monitoring	30/05/2025	834390.000 812433.000
	T2	Archontophoenix alexandrae 假棕櫚	200.00	10.00	2.00	Large Tree	Fair	Orange	Others: Keep monitoring	30/05/2025	834392.000 812434.000
	T3	Archontophoenix alexandrae 假棕櫚	220.00	10.00	2.00	Large Tree	Fair	Orange	Others: Keep monitoring	30/05/2025	834389.000 812434.000
	T4	Archontophoenix alexandrae 假棕櫚	230.00	10.00	2.00	Large Tree	Fair	Orange	Others: Keep monitoring	30/05/2025	834390.000 812436.000
	T5	Araucaria heterophylla 異葉南洋杉	350.00	16.00	4.00	Large Tree	Fair	Orange	Others: Keep monitoring	30/05/2025	834392.000 812437.000
	T6	Araucaria heterophylla 異葉南洋杉	250.00	14.00	4.00	Large Tree	Fair	Orange	Others: Keep monitoring	30/05/2025	834391.000 812438.000
	T7	Araucaria heterophylla 異葉南洋杉	330.00	15.00	4.00	Large Tree	Fair	Orange	Others: Keep monitoring	30/05/2025	834389.000 812440.000

(B) Other Trees (Non-Triage Trees - trees do not need further actions)
其他樹木 (非分流樹木 - 無需進一步行動的樹木)

Tree Species 樹種	App. Quantity of Trees 大約樹木數量	Range of Tree Height 樹高範圍	Overall Tree Conditions 整體樹木狀況
		From (m) 由 (米)	To (m) 至 (米)
Ficus microcarpa L.f. 細葉榕	11	3	8
Livistona chinensis 蒲葵	3	4	4
Spathodea campanulata 火樹蘭	3	6	7
			Fair

Overall Remarks 整體評語

The overall condition of the trees was fair at the time of inspection.

Sub-total No. of Trees in Table (A):
(A) 表樹木數量小結:

7

Sub-total No. of Trees in Table (B):
(B) 表樹木數量小結:

17

Total No. of Trees (A + B):
樹木總數 (A + B):

24

Summary of TRIAGE Trees 分流樹木總結

Black 黑

0

Red 紅

0

Orange 橙

7

Yellow 黃

0

No Triage colour 無

17

Attached Information 附夾資料

Declaration 聲明

I, the Inspection Officer for the above TRA Form 1, confirm that I have inspected the tree group(s) at the specified date with due diligence, and the information given in the Form(s) is truly reflecting what I observed on site.

本人作為以上樹群檢查表格1的巡查人員，確認本人已在本表格所列日期，謹慎小心完成有關樹群的檢查，而本表格上填入的資料均真確無訛地反映本人在現場觀察所得，

My academic, professional, training records and work experience met the requirements of Inspection Officer specified in the TRAM Guidelines.

本人的學術、專業、培訓紀錄及相關工作經驗均符合「樹木風險評估及管理安排」指引中對巡查人員的要求。

Name of Inspection Officer:

Liu Chung Kan Patrick

巡查人員姓名

(請以英文正楷書寫)

[If more than one Inspection Officer involved in the same Tree Group Inspection, each Inspection Officer should submit individual Form 1 containing the trees inspected by him/her. 如多於一位巡查人員負責同一樹群檢查，個別巡查人員應將其檢查的樹木以另一表格1填報。]

Date of Form Completion:

09/04/2024

完成表格日期

(dd/mm/yyyy)

(If Form 1 is submitted in paper form 若以文本形式遞交表格1)

Signature of Inspection Officer:

巡查人員簽署：

Patrick

Tree Risk Assessment Form 1 : Tree Group Inspection
樹木風險評估表格1：樹群檢查表

General Information 基本資料

Form 1 Ref. No.:
表格1編號:

QC2023000-0063-2

Dept. / Agency 部門 / 機構:

QC

Inspection Officer 巡查人員:

Liu Chung Kan Patrick

Post 職位:

Arborist

Project / Contract No. 工程 / 合約編號:

(378) in P/AE/PUR/TDTC

File Ref. 檔案編號:

HKGTTC_2023-2024_1

Date of Inspection 巡查日期:

09/04/2024
(dd/mm/yyyy)

Last Inspection Date: 上次巡查日期:

(dd/mm/yyyy)

Inspection Frequency: 巡查週期:

12 month

Location Information 位置資料

Masterzone Ref. 主區編號:

Aberdeen

Subzone Ref. 副區編號:

Aberdeen

Location (English):
地點 (英文):

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

Location (Chinese):
地點 (中文):

香港香港仔漁光邨95號 香港建造業工藝測試中心

District:
地區:

Southern 南區

Tree Risk Management Zone 樹木風險管理地區類別:

Category I 第一類

Location Types
地點類別:
(multiple selections allowed
可選多於一項)

☐ Roadside landscaped area 路旁綠化地區

☐ Public park/recreation venue 公園/康樂場地

☐ Planter box 花盆

☐ Tree pit 樹穴

☐ Housing estate 屋邨

☐ Central divider 中央分隔帶

☒ Others (please specify) 其他 (請說明):
Construction Industry Council

☐ Government compound 政府建築物

☐ Unleased/unallocated government land 未批租/未撥用的政府土地

☐ Recreational site/facility inside country park 郊野公園內康樂用地或設施

☐ SIMAR slopes 系統性斜坡維修責任的斜坡

☒ SIMAR slope ref: 11SW-D/CR65

Nearest lamp pole number
最近的路燈柱編號:

Tree Information 樹木基本資料

The size of a tree group should be defined by location types, such as public park, SIMAR slopes, tree pits, etc. with due consideration given to the limitations of visual tree assessment.
No more than 50 trees shall be included in a Tree Group.
在決定樹群的大小時，應參照地點類別，如公園、系統性斜坡維修責任的斜坡、樹穴等，並需考慮目測法的局限，每個樹群不可多於50棵樹。

(A) Triage Trees and Trees Require Remedial Actions or Form 2 Assessment
分流樹木及需要進行緩減措施 / 表格 2 評估的樹木

TMCP Tree ID 樹木編號	Dept. Tree ID 部門 樹木編號	Tree Species 樹種	DBH (mm) 胸徑 (毫米)	Estimated Tree Height (m) 大約樹高 (米)	Estimated Crown Spread (m) 大約樹冠 闊度 (米)	Tree Status 樹木類別	Overall Tree Conditions 整體樹木 狀況	Triage Colour 分流顏色	Remedial Action / Form 2 Assessment 緩減措施 / 表格2評估	Anticipated Completion Date 預計完成日期 (dd/mm/yyyy)	Reference Coordinates of Tree 樹木參考座標		
												東 X	北 Y

(B) Other Trees (Non-Triage Trees - trees do not need further actions)
其他樹木 (非分流樹木 - 無需進一步行動的樹木)

Tree Species 樹種	App. Quantity of Trees 大約樹木數量	Range of Tree Height 樹高範圍		Overall Tree Conditions 整體樹木狀況
		From (m) 由 (米)	To (m) 至 (米)	
Ficus microcarpa L. 細葉榕	2	5	7	Poor
Macaranga tanarius var. tomentosa 血桐	2	4	6	Fair
Leucaena leucocephala 銀合歡	39	2	6	Poor
Ginnamomum burmannii 降香	4	4	6	Poor
Celtis sinensis 榿樹	4	3	6	Poor
Litsea glutinosa 羅漢樹	2	4	4	Poor
Ficus variegata (syn. Ficus variegata var. chlorocarpa) 青果榕	4	4	6	Poor
Schefflera heptaphylla 鵝掌楸(鴨腳木)	2	3	5	Fair
Sterculia lanceolata 假欖菜	3	5	4	Poor
Ficus virens (syn. Ficus virens var. subanceolata) 大葉榕(黃葛樹)	2	5	6	Fair

Overall Remarks 整體評語

No trees require mitigation measure at the time of inspection.

Sub-total No. of Trees in Table (A):
(A) 表樹木數量小結:

0

Sub-total No. of Trees in Table (B):
(B) 表樹木數量小結:

64

Total No. of Trees (A + B):
樹木總數 (A + B):

64

Summary of TRIAGE Trees 分流樹木總結

Black 黑	0	Red 紅	0	Orange 橙	0	Yellow 黃	0	No Triage colour 無	64
---------	---	-------	---	----------	---	----------	---	--------------------	----

Attached Information 附夾資料

Attachment Type	Attachment File Name	Description
PHOTO 照片	N/A	Tree Survey HKGTTC
MAP 地圖	N/A	HKGTTC Tree Survey Map

Dedation 聲明

I, the Inspection Officer for the above TRA Form 1, confirm that I have inspected the tree group(s) at the specified date with due diligence, and the information given in the Form(s) is truly reflecting what I observed on site.

本人作為以上樹群檢查表格1的巡查人員，確認本人已在本表格所列日期，謹慎小心完成有關樹群的檢查，而本表格上填入的資料均真確無訛地反映本人在現場觀察所得。

My academic, professional, training records and work experience met the requirements of Inspection Officer specified in the TRAM Guidelines.

本人的學術、專業、培訓紀錄及相關工作經驗均符合「樹木風險評估及管理安排」指引中對巡查人員的要求。

Name of Inspection Officer:

Liu Chung Kan Patrick
(請以英文正楷書寫)

(If more than one Inspection Officer involved in the same Tree Group Inspection, each Inspection Officer should submit individual Form 1 containing the trees inspected by him/her. 如多於一位巡查人員負責同一樹群檢查，個別巡查人員應將其檢查的樹木以另一表格1填報。)

Date of Form Completion:

09/04/2024
(dd/mm/yyyy)

(If Form 1 is submitted in paper form 若以文本形式遞交表格1)

Signature of Inspection Officer:

Patrick

巡查人員簽署：

(2) HKIC-Kowloon Bay Campus

Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
HKIC - Kowloon Bay Campus (KBC)

Site Plan of the Venue



Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
HKIC - Kowloon Bay Campus (KBC)

Findings

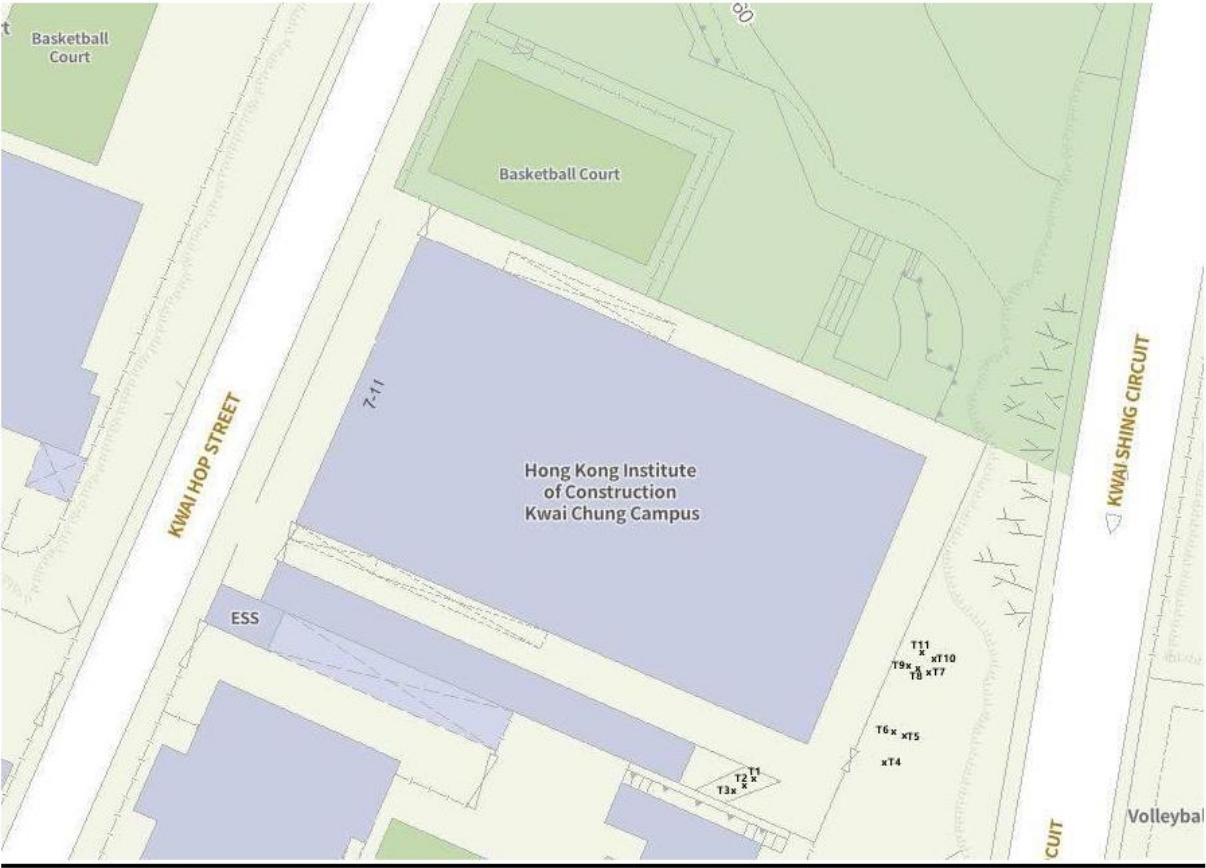
Tree(s) found on site was in fair condition during the site inspection. The mitigation summary is listed below,

	Total No. of Trees	Dead Trees	Hazardous Trees	Trees to be removed	Trees to be pruned	Keep Close Monitor	Trees require other actions	No. of Form 1	No. of Form 2
Category I	5	0	0	0	1	1	0	1	0
Category II	0	0	0	0	0	0	0	0	0
Category III	0	0	0	0	0	0	0	0	0
Total	5	0	0	0	1	1	0	1	0

(3) HKIC-Kwai Chung Campus

Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
Siu Lun Street Training Ground (SLSTG)

Site Plan of the Venue



Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
Siu Lun Street Training Ground (SLSTG)

Findings

Tree(s) found on site was in fair condition during the site inspection. The mitigation summary is listed below,

	Total No. of Trees	Dead Trees	Hazardous Trees	Trees to be removed	Trees to be pruned	Keep Close Monitor	Trees require other actions	No. of Form 1	No. of Form 2
Category I	11	0	0	0	2	0	0	1	0
Category II	0	0	0	0	0	0	0	0	0
Category III	0	0	0	0	0	0	0	0	0
Total	11	0	0	0	2	0	0	1	0

Tree Risk Assessment Form 1 : Tree Group Inspection
樹木風險評估表格1：樹群檢查表

General Information 基本資料

Form 1 Ref. No.:
表格1編號:

CIC2023000-0069-0

Dept. / Agency 部門 / 機構:

CIC

Inspection Officer 巡查人員:

Liu Chung Kan Patrick

Post 職位:

Arborist

Project / Contract No. 工程 / 合約編號:

(378) in P/AE/PUR/TDTC

File Ref. 檔案編號:

KCC_2023-2024

Date of Inspection
巡查日期:

25/03/2024
(dd/mm/yyyy)

Last Inspection Date:
上次巡查日期:

Inspection Frequency:
巡查週期:

12 month

Location Information 位置資料

Masterzone Ref. 主區編號:

Kwai Chung

Subzone Ref. 副區編號:

Kwai Chung

Location (English):
地點 (英文):

HKIC - KWAI CHUNG CAMPUS, 7-11 Kwai Hop Street, Kwai Chung, New Territories, Hong Kong.

Location (Chinese):
地點 (中文):

葵涌葵合街 7-11 號(香港建造學院 - 葵涌院校)

District:
地區:

葵涌 Kwai Chung

Tree Risk Management Zone 樹木風險管理地區類別:

Category I 第一類

Location Types
地點類別:
(multiple selections allowed
可選多於一項)

☐ Roadside landscaped area 路旁綠化地區

☐ Public park/recreation venue 公園/康樂場地

☐ Planter box 花盆

☐ Tree pit 樹穴

☐ Housing estate 屋邨

☐ Central divider 中央分隔帶

☒ Others (please specify) 其他 (請說明):
Construction Industry Council

☐ Government compound 政府建築物

☐ Unleased/allocated government land 未批租/未撥用的政府土地

☐ Recreational site/facility inside country park 郊野公園內康樂用地或設施

☐ S/MAR slopes 系統性壙辨維修責任的斜坡

☐ S/MAR slope ref:

Nearest lamp pole number
最近的路燈柱編號:

Tree Information 樹木基本資料

The size of a tree group should be defined by location types, such as public park, S/MAR slopes, tree pits, etc. with due consideration given to the limitations of visual tree assessment.
No more than 50 trees shall be included in a Tree Group.
在決定樹群的大小時，應參照地點類別，如公園、系統性壙辨維修責任的斜坡、樹穴等，並需考慮目測法的局限，每個樹群不可多於50棵樹。

(A) Triage Trees and Trees Require Remedial Actions or Form 2 Assessment
分流樹木及需要進行緩減措施 / 表格 2 評估的樹木

TMCP Tree ID 樹木編號	Dept. Tree ID 部門 樹木編號	Tree Species 樹種	DBH (mm) 胸徑 (毫米)	Estimated Tree Height (m) 大約樹高 (米)	Estimated Crown Spread (m) 大約樹冠 闊度 (米)	Tree Status 樹木類別	Overall Tree Conditions 整體樹木 狀況	Triage Colour 分流顏色	Remedial Action / Form 2 Assessment 緩減措施 / 表格2評估	Anticipated Completion Date 預計完成日期 (dd/mm/yyyy)	Reference Coordinates of Tree 樹木參考座標		
												東 X	北 Y
	T4	Ficus elastica 印度榕(印度橡樹)	660.00	12.00	15.00	Large Tree	Fair	Yellow	Crown reduction	30/06/2024	825046.000	831406.000	
	T7	Livistona chinensis 蒲葵	210.00	10.00	4.00	Large Tree	Fair	Yellow	Crown cleaning	30/06/2024	825059.000	831411.000	

(B) Other Trees (Non-Triage Trees - trees do not need further actions)
其他樹木 (非分流樹木 - 無需進一步行動的樹木)

Tree Species 樹種	App. Quantity of Trees 大約樹木數量	Range of Tree Height 樹高範圍		Overall Tree Conditions 整體樹木狀況
		From (m) 由 (米)	To (m) 至 (米)	
Bauhinia purpurea 紅花羊蹄甲	3	3	6	Fair
Carica papaya L. 番木瓜	1	4	4	Fair
Livistona chinensis 蒲葵	2	6	8	Fair
Lagerstroemia speciosa 大花紫薇(洋紫薇)	3	2	3	Fair

Overall Remarks 整體評語

The overall condition of the trees was fair at the time of inspection.
Crown reduction was recommended to reduce branches growing towards the building on T4.

Sub-total No. of Trees in Table (A):
(A) 表樹木數量小結:

2

Sub-total No. of Trees in Table (B):
(B) 表樹木數量小結:

9

Total No. of Trees (A + B):
樹木總數 (A + B):

11

Summary of TRIAGE Trees 分流樹木總結

Black 黑

0

Red 紅

0

Orange 橙

0

Yellow 黃

2

No Triage colour 無

9

Attached Information 附夾資料

Attachment Type	Attachment File Name	Description
PHOTO 照片	N/A	Tree Photo - HKIC - Kwai Chung Campus
PHOTO 照片	N/A	Tree Group - HKIC - Kwai Chung Campus
MAP 地圖	N/A	Kwai Chung Campus map

Declaration 聲明

I, the Inspection Officer for the above TRA Form 1, confirm that I have inspected the tree group(s) at the specified date with due diligence, and the information given in the Form(s) is truly reflecting what I observed on site.

本人作為以上樹群檢查表格1的巡查人員，確認本人已在本表格所列日期，謹慎小心完成有關樹群的檢查，而本表格上填入的資料均真確無訛地反映本人在現場觀察所得。

My academic, professional, training records and work experience met the requirements of Inspection Officer specified in the TRAM Guidelines.
本人的學術、專業、培訓紀錄及相關工作經驗均符合「樹木風險評估及管理安排」指引中對巡查人員的要求。

Name of Inspection Officer: Liu Chung Kan Patrick
巡查人員姓名 (請以英文正楷書寫)

(If more than one Inspection Officer involved in the same Tree Group Inspection, each Inspection Officer should submit Individual Form 1 containing the trees inspected by him/her. 如多於一位巡查
個別巡查人員應將其檢查的樹木以另一表格1填報。)

Date of Form Completion: 26/03/2024
完成表格日期 (dd/mm/yyyy)

(If Form 1 is submitted in paper form 若以文本形式遞交表格1)

Signature of Inspection Officer: Patrick
巡查人員簽署：

(4) HKIC-Sheung Shui Campus

Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
HKIC - Sheung Shui Campus (SSC)

Site Plan of the Venue



(Attachment 4 - Annex 7)

Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
HKIC - Sheung Shui Campus (SSC)

Findings

Tree(s) found on site was in fair condition during the site inspection. The mitigation summary is listed below,

	Total No. of Trees	Dead Trees	Hazardous Trees	Trees to be removed	Trees to be pruned	Keep Close Monitor	Trees require other actions	No. of Form 1	No. of Form 2
Category I	20	0	0	0	1	8	7	1	0
Category II	0	0	0	0	0	0	0	0	0
Category III	0	0	0	0	0	0	0	0	0
Total	20	0	0	0	1	8	7	1	0

Tree Risk Assessment Form 1 : Tree Group Inspection
樹木風險評估表格1：樹群檢查表

General Information 基本資料

Form 1 Ref. No.:
表格1編號:

QC2023000-00044-1

Dept. / Agency 部門 / 機構:

QC

Inspection Officer 巡查人員:

Liu Chung Kan Patrick

Post 職位:

Arborist

Project / Contract No.工程 / 合約編號:

(378) in P/AE/PUR/TDTC

File Ref. 檔案編號:

SSC-2023-2024

Date of Inspection
巡查日期:

05/04/2024
(dd/mm/yyyy)

Last Inspection Date:
上次巡查日期:

Inspection Frequency:
巡查週期:

12 month

Location Information 位置資料

Masterzone Ref. 主區編號:

Sheung Shui

Subzone Ref. 副區編號:

Sheung Shui

Location (English) :
地點 (英文) :

1 Fung Nam Road, Sheung Shui, New Territories, Hong Kong

Location (Chinese) :
地點 (中文) :

香港新界上水鳳南路1號

District:
地區:

North 北區

Tree Risk Management Zone 樹木風險管理地區類別:

Category I 第一類

Location Types
地點類別:
(multiple selections allowed
可選多於一項)

Roadside landscaped area 路旁綠化地區

Public park/recreation venue 公園/康樂場地

Planter box 花盆

Tree pit 樹穴

Housing estate 屋邨

Central divider 中央分隔帶

Others (please specify) 其他 (請說明):

Construction Industry Council

Government compound 政府建築物

Unleased/unallocated government land 未批租/未撥用的政府土地

Recreational site/facility inside country park 郊野公園內康樂用地或設施

SIMAR slopes 系統性斜坡維修責任的斜坡

SIMAR slope ref:

Nearest lamp pole number
最近的燈柱編號:

Tree Information 樹木基本資料

The size of a tree group should be defined by location types, such as public park, SIMAR slopes, tree pits, etc. with due consideration given to the limitations of visual tree assessment.
No more than 50 trees shall be included in a Tree Group.
在決定樹群的大小時，應參照地點類別，如公園、系統性斜坡維修責任的斜坡、樹穴等，並需考慮目測法的局限，每個樹群不可多於50棵樹。

(A) Triage Trees and Trees Require Remedial Actions or Form 2 Assessment
分流樹木及需要進行緩減措施 / 表格 2 評估的樹木

TMCP Tree ID 樹木 編號	Dept. Tree ID 部門 樹木 編號	Tree Species 樹種	DBH (mm) 胸徑 (毫米)	Estimated Tree Height (m) 大約樹高 (米)	Estimated Crown Spread (m) 大約樹冠 闊度 (米)	Tree Status 樹木類別	Overall Tree Conditions 整體樹木 狀況	Triage Colour 分流顏色	Remedial Action / Form 2 Assessment 緩減措施 / 表格2評估	Anticipated Completion Date 預計完成日期 (dd/mm/yyyy)	Reference Coordinates of Tree 樹木參考座標	
											東 X	北 Y
	T01	Ficus benjamina 垂葉榕	650.00	14.00	10.00	Large Tree	Fair	Orange	Others: Keep monitoring	31/05/2025	831194.000	840985.000
	T02	Ficus benjamina 垂葉榕	375.00	14.00	3.00	Large Tree	Fair	Orange	Others: Keep monitoring	31/05/2025	831195.000	840986.000
	T03	Ficus benjamina 垂葉榕	530.00	13.00	6.00	Large Tree	Fair	Orange	Others: Keep monitoring	31/05/2025	831196.000	840992.000
	T04	Ficus benjamina 垂葉榕	595.00	5.00	1.00	Other Trees	Fair	Orange	Others: Remove climber & epicormics in trunk	31/05/2024	831199.000	841002.000
	T05	Ficus benjamina 垂葉榕	550.00	10.00	5.00	Large Tree	Fair	Orange	Others: Remove climber & epicormics in trunk	31/05/2024	831200.000	841009.000
	T06	Ficus benjamina 垂葉榕	520.00	13.00	8.00	Large Tree	Fair	Orange	Others: Keep monitoring	31/05/2025	831206.000	841028.000
	T07	Ficus benjamina 垂葉榕	650.00	11.00	7.00	Large Tree	Fair	Orange	Others: Keep monitoring	31/05/2025	831208.000	841035.000
	T08	Ficus benjamina 垂葉榕	580.00	9.00	6.00	Large Tree	Fair	Orange	Others: Remove climber in trunk	31/05/2024	831208.000	841039.000
	T09	Ficus benjamina 垂葉榕	410.00	8.00	4.00	Other Trees	Fair	Yellow	Others: Remove epicormics in trunk	31/05/2024	831209.000	841042.000
	T10	Ficus benjamina 垂葉榕	425.00	10.00	6.00	Large Tree	Fair	Orange	Others: Remove climber in trunk	31/05/2024	831211.000	841051.000
	T11	Ficus benjamina 垂葉榕	455.00	10.00	5.00	Large Tree	Poor	Orange	Others: Remove other plant in trunk	31/05/2024	831212.000	841054.000
	T12	Ficus benjamina 垂葉榕	330.00	10.00	4.00	Large Tree	Fair	Orange	Others: Keep monitoring	31/05/2025	831213.000	841058.000
	T13	Ficus benjamina 垂葉榕	425.00	10.00	5.00	Large Tree	Fair	Orange	Others: Remove climber in trunk	31/05/2024	831213.000	841062.000
	T14	Ficus benjamina 垂葉榕	600.00	11.00	9.00	Large Tree	Fair	Orange	Others: Keep monitoring	31/05/2025	831215.000	841065.000
	T15	Ficus benjamina 垂葉榕	500.00	11.00	5.00	Large Tree	Poor	Orange	Others: Remove dead branch	31/05/2024	831218.000	841067.000
	T16	Ficus benjamina 垂葉榕	410.00	11.00	4.00	Large Tree	Fair	Orange	Others: Keep monitoring	31/05/2025	831223.000	841067.000

Declaration 聲明

I, the Inspection Officer for the above TRA Form 1, confirm that I have inspected the tree group(s) at the specified date with due diligence, and the information given in the Form(s) is truly reflecting what I observed on site.

本人作為以上樹群檢查表格1的巡查人員，確認本人已在本表格所列日期，謹慎小心完成有關樹群的檢查，而本表格上填入的資料均真實無訛地反映本人在現場觀察所得。

My academic, professional, training records and work experience met the requirements of Inspection Officer specified in the TRAM Guidelines.

本人的學術、專業、培訓紀錄及相關工作經驗均符合「樹木風險評估及管理安排」指引中對巡查人員的要求。

Name of Inspection Officer: Liu Chung Kan Patrick

巡查人員姓名 (請以英文正楷書寫)

(If more than one Inspection Officer involved in the same Tree Group Inspection, each Inspection Officer should submit Individual Form 1 containing the trees inspected by him/her. 如多於一位巡查人員負責同一樹群檢查，個別巡查人員應將其檢查的樹木以另一表格1填報。)

Date of Form Completion: 06/04/2024

完成表格日期 (dd/mm/yyyy)

(If Form 1 is submitted in paper form 若以文本形式遞交表格1)

Signature of Inspection Officer: Patrick

巡查人員簽署：

The information presented in this report is based on our professional opinion and is not guaranteed to be accurate or complete. We do not assume any liability for the use or interpretation of this information. In addition, the information contained in this report is confidential and proprietary. By accessing this report, you agree to keep all information contained herein confidential and not disclose it to any third party without our prior written consent. Please note that this report and all accompanying materials are the exclusive property of the author, any reproduction, distribution, or use of this report or its contents without our express written permission is strictly prohibited.

(5) Siu Lun Street Training Ground

**Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
Siu Lun Street Training Ground (SLSTG)**

Site Plan of the Venue



Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
Siu Lun Street Training Ground (SLSTG)

Findings

Tree(s) found on site was in fair condition during the site inspection. The mitigation summary is listed below,

	Total No. of Trees	Dead Trees	Hazardous Trees	Trees to be removed	Trees to be pruned	Keep Close Monitor	Trees require other actions	No. of Form 1	No. of Form 2
Category I	2	0	0	0	0	0	0	1	0
Category II	0	0	0	0	0	0	0	0	0
Category III	0	0	0	0	0	0	0	0	0
Total	2	0	0	0	0	0	0	1	0

Tree Risk Assessment Form 1 : Tree Group Inspection
樹木風險評估表格1：樹群檢查表

General Information 基本資料

Form 1 Ref. No.:
表格1編號:

QC2023000-0273-1

Dept. / Agency 部門 / 機構:QC

Inspection Officer 巡查人員:Uiu Chung Kan Patrick

Post 職位:Arborist

Project / Contract No. 工程 / 合約編號:

(37B) in P/AE/PUR/TDTC

File Ref. 檔案編號:SLSTG_2023-2024

Date of Inspection 巡查日期:13/04/2024
(dd/mm/yyyy)

Last Inspection Date: 上次巡查日期: (dd/mm/yyyy)

Inspection Frequency: 巡查週期:12 month

Location Information 位置資料

Masterzone Ref. 主區編號:Tuen Mun

Subzone Ref. 副區編號:Siu Lun Street

Location (English):
地點 (英文):Siu Lun Street, Tuen Mun, N.T.

Location (Chinese):
地點 (中文):屯門兆麟街訓練場

District:
地區:Tuen Mun 屯門區

Tree Risk Management Zone 樹木風險管理地區類別:Category I 第一類

Location Types
地點類別:
(multiple selections allowed
可選多於一項)

☐ Roadside landscaped area 路旁綠化地區

☐ Public park/recreation venue 公園/康樂場地

☐ Planter box 花盆

☐ Tree pit 樹穴

☐ Housing estate 屋邨

☐ Central divider 中央分隔帶

☒ Others (please specify) 其他 (請說明):
Construction Industry Council

☐ Government compound 政府建築物

☐ Unleased/unallocated government land 未批租/未撥用的政府土地

☐ Recreational site/facility inside country park 郊野公園內康樂用地或設施

☐ SIMAR slopes 系統性斜坡維修責任的斜坡

☐ SIMAR slope ref:

Nearest lamp pole number
最近的路燈柱編號:

Tree Information 樹木基本資料

The size of a tree group should be defined by location types, such as public park, SIMAR slopes, tree pits, etc. with due consideration given to the limitations of visual tree assessment.
No more than 50 trees shall be included in a Tree Group.
在決定樹群的大小時，應參照地點類別，如公園、系統性斜坡維修責任的斜坡、樹穴等，並需考慮目測法的局限，每個樹群不可多於50棵樹。

(A) Triage Trees and Trees Require Remedial Actions or Form 2 Assessment
分流樹木及需要進行緩減措施 / 表格2 評估的樹木

TMCP Tree ID 樹木 編號	Dept. Tree ID 部門 樹木 編號	Tree Species 樹種	DBH (mm) 胸徑 (毫米)	Estimated Tree Height (m) 大約樹高 (米)	Estimated Crown Spread (m) 大約樹冠 闊度 (米)	Tree Status 樹木類別	Overall Tree Conditions 整體樹木 狀況	Triage Colour 分流顏色	Remedial Action / Form 2 Assessment 緩減措施 / 表格2評估	Anticipated Completion Date 預計完成日期 (dd/mm/yyyy)	Reference Coordinates of Tree 樹木參考座標	
											東 X	北 Y

(B) Other Trees (Non-Triage Trees - trees do not need further actions)
其他樹木 (非分流樹木 - 無需進一步行動的樹木)

Tree Species 樹種	App. Quantity of Trees 大約樹木數量	Range of Tree Height 樹高範圍		Overall Tree Conditions 整體樹木狀況
		From (m) 由 (米)	To (m) 至 (米)	
Morus alba 桑	1	6	6	Fair
Eriobotrya japonica 枇杷	1	5	5	Fair

Overall Remarks 整體評語

The overall condition of the trees was fair at the time of inspection.

Sub-total No. of Trees in Table (A):
(A) 表樹木數量小結:0

Sub-total No. of Trees in Table (B):
(B) 表樹木數量小結:2

Total No. of Trees (A + B):
樹木總數 (A + B):2

Summary of TRIAGE Trees 分流樹木總結

Black 黑	0	Red 紅	0	Orange 橙	0	Yellow 黃	0	No Triage colour 無	2
---------	---	-------	---	----------	---	----------	---	--------------------	---

Attached Information 附夾資料

Attachment Type	Attachment File Name	Description
PHOTO 照片	N/A	Tree Photo HKIC Siu Lun Street
PHOTO 照片	N/A	Tree Photo HKIC Siu Lun Street
MAP 地圖	N/A	Tree Group HKIC Siu Lun Street
		HKIC Siu Lun Street Map

Dedclaration 聲明

I, the Inspection Officer for the above TRA Form 1, confirm that I have inspected the tree group(s) at the specified date with due diligence, and the information given in the Form(s) is truly reflecting what I observed on site.

My academic, professional, training records and work experience met the requirements of Inspection Officer specified in the TRAM Guidelines.
 本人的學術、專業、培訓紀錄及相關工作經驗均符合「樹木風險評估及管理安排」指引中對巡查人員的要求。

(If more than one Inspection Officer involved in the same Tree Group Inspection, each Inspection Officer should submit individual Form 1 containing the trees inspected by him/her. 如多於一位巡查人員負責同一樹群檢查，個別巡查人員應將其檢查的樹木以另一表格1填報。)

(If Form 1 is submitted in paper form 若以文本形式遞交表格1)

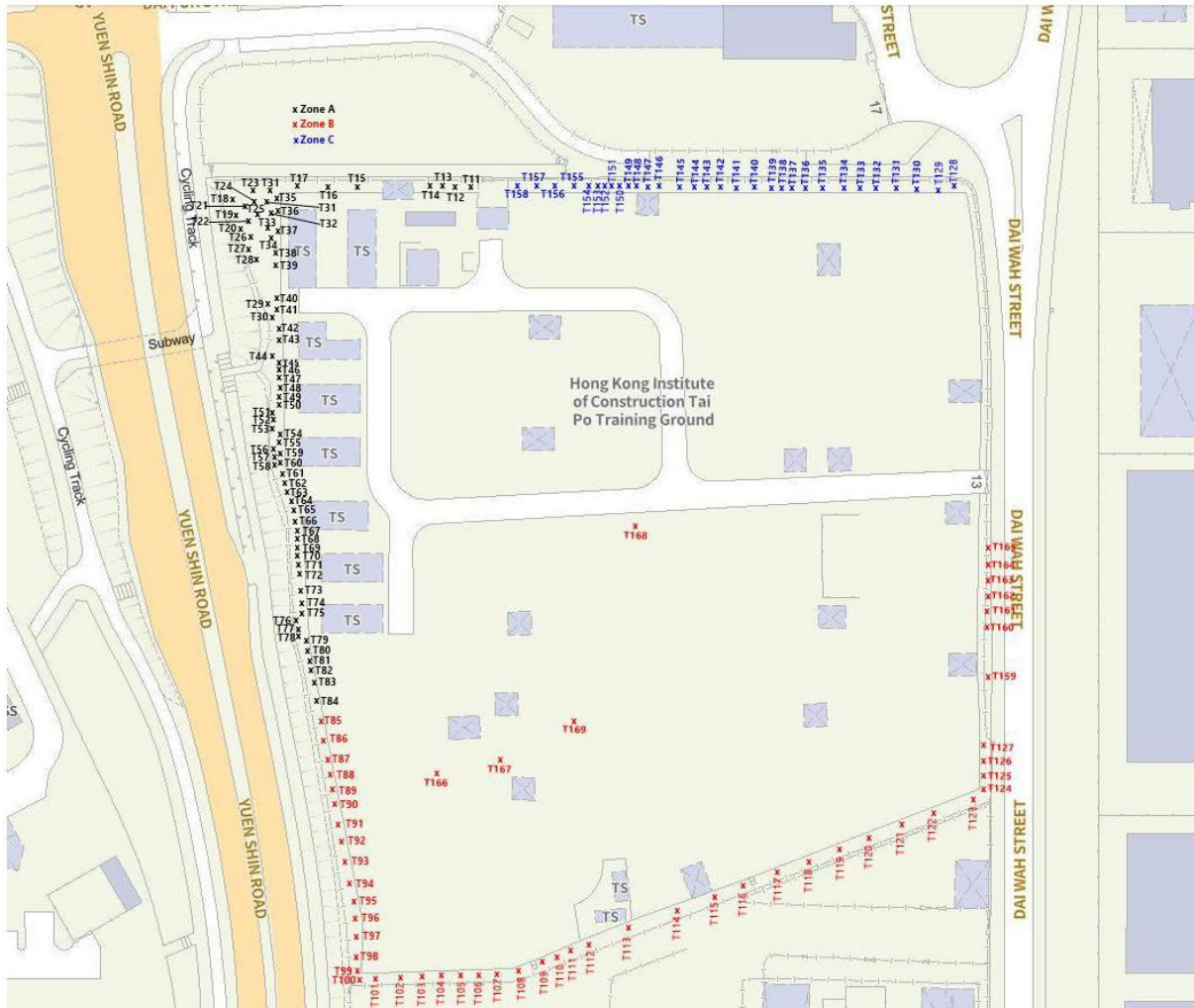
Signature of Inspection Officer: Patrick
巡查人員簽署: _____

Patrick

(6) Tai Po Training Ground

Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
Tai Po Training Ground (TPTG)

Site Plan of the Venue



Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
Tai Po Training Ground (TPTG)

Findings

Tree(s) found on site was in fair condition during the site inspection. The mitigation summary is listed below,

	Total No. of Trees	Dead Trees	Hazardous Trees	Trees to be removed	Trees to be pruned	Keep Close Monitor	Trees require other actions	No. of Form 1	No. of Form 2
Category I	159	0	0	10	0	5	0	3	0
Category II	0	0	0	0	0	0	0	0	0
Category III	0	0	0	0	0	0	0	0	0
Total	159	0	0	10	0	5	0	3	0

樹木風險評估表格1：樹群檢查表

General Information 基本資料				Form 1 Ref. No.: 表格1編號:	CIC	2023	000-0273-2
Dept. / Agency 部門 / 機構:	CIC	Inspection Officer 巡查人員:	Liu Chung Kan Patrick	Post 職位:	Arborist		
Project / Contract No.工程 / 合約編號:	(378) in P/AE/PLUR/TDTC			File Ref. 檔案編號:	TPTG_2023-2024A		
Date of Inspection 巡查日期:	10/04/2024 (dd/mm/yyyy)	Last Inspection Date: 上次巡查日期:		Inspection Frequency: 巡查週期:	12 month		

Location Information 位置資料

Master zone Ref. 主區編號:		Tai Po		Subzone Ref. 副區編號:		Tai Po	
Location (English): 地點 (英文):		Dai Wah Street, Tai Po, New Territories, Hong Kong		Location (Chinese): 地點 (中文):		香港新界大埔大華街	
				District: 地區:		Tai Po 大埔區	
Tree Risk Management Zone 樹木風險管理地區類別:		Category I 第一類					
Location Types 地點類別: (multiple selections allowed 可選多於一項)		<div> <input type="checkbox"/> Roadside landscaped area 路旁綠化地區 <input type="checkbox"/> Government compound 政府建築物 </div> <div> <input type="checkbox"/> Public park/recreation venue 公園/康樂場地 <input type="checkbox"/> Unleased/unallocated government land 未批租/未撥用的政府土地 </div> <div> <input type="checkbox"/> Planterbox 花盆 <input type="checkbox"/> Recreational site/facility inside country park 郊野公園內康樂用地或設施 </div> <div> <input type="checkbox"/> Tree pit 樹穴 <input type="checkbox"/> SIMAR slopes 系統性鑑辨維修責任的斜坡 </div> <div> <input type="checkbox"/> Housing estate 屋邨 <input type="checkbox"/> SIMAR slope ref: <input type="text"/> </div> <div> <input type="checkbox"/> Central divider 中央分隔帶 </div> <div> <input checked="" type="checkbox"/> Others (please specify) 其他 (請說明): <input type="text"/> </div> <div> <input type="text"/> </div>					
Nearest lamp pole number 最近的燈柱編號:							

Tree Information 樹木基本資料

The size of a tree group should be defined by location types, such as public park, SIMAR slopes, tree pits, etc. with due consideration given to the limitations of visual tree assessment.

No more than 50 trees shall be included in a Tree Group.

在決定樹群的大小時，應參照地點類別，如公園、系統性鑑辨維修責任的斜坡、樹穴等，並需考慮目測法的局限，每個樹群不可多於50棵樹。

(A) Triang Trees and Trees Require Remedial Actions or Form 2 Assessment

分流樹木及需要進行緩減措施 / 表格 2 評估的樹木

[illegible]

(B) Other Trees (Non-Triage Trees - trees do not need further actions)

其他樹木（非分流樹木：無需進一步行動的樹木）

Tree Species 樹種	App. Quantity of Trees 大約樹木數量	Range of Tree Height 樹高範圍		Overall Tree Conditions 整體樹木狀況
		From (m) 由 (米)	To (m) 至 (米)	
Ilex rotunda var. microcarpa 小果羅冬青	25	4	5	Fair
Lagerstroemia speciosa 大花紫薇(洋紫薇)	17	4	6	Fair
Macaranga tanarius var. tomentosa 血桐	17	4	8	Fair
Ficus variegata (syn. Ficus variegata var. chlorocarpa) 青果榕	1	6	6	Fair
Bombax ceiba 木棉	1	8	8	Fair
Senna siamea (syn. Cassia siamea) 羅漢木	2	5	6	Fair
Hibiscus tiliaceus 黃槿	4	4	6	Fair
Albizia lebbek 大葉百歲	1	7	7	Fair
Swietenia macrophylla 大葉桃花心木	1	6	6	Fair
Cinnamomum camphora 樟	2	6	7	Fair
Melia azedarach 楝(苦楝)	1	5	5	Fair
Acacia auriculiformis 耳葉相思(耳葉相思)	1	7	7	Fair

Overall Remarks 整體評語

The overall condition of the trees was fair at the time of inspection.

Sub-total No. of Trees in Table (A): (A) 表樹木數量小結:	1	Sub-total No. of Trees in Table (B): (B) 表樹木數量小結:	73	Total No. of Trees (A + B): 樹木總數 (A + B):	74
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Summary of TRIAGE Trees 分流樹木總結

Black 黑	0	Red 紅	0	Orange 橙	0	Yellow 黃	1	No Triage colour 無	73
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Attached Information 附夾資料

Attachment Type		Attachment File Name	Description
PHOTO 照片	N/A	Tree Photo_HKIC - Tai Po Training Ground_Zone A	Tree Photo_HKIC - Tai Po Training Ground_Zone A
PHOTO 照片	N/A	Tree Group_HKIC - Tai Po Training Ground_Zone A	Tree Group_HKIC - Tai Po Training Ground_Zone A
MAP 地圖	N/A	HKIC - Tai Po Training Ground_Zone A map	HKIC - Tai Po Training Ground_Zone A map

Dedclaration 聲明

I, the Inspection Officer for the above TRA Form 1, confirm that I have inspected the tree group(s) at the specified date with due diligence, and the information given in the Form(s) is truly reflecting what I observed on site.

本人作為以上樹群檢查表格1的巡查人員，確認本人已在本表格所列日期，謹慎小心完成有關樹群的檢查，而本表格上填入的資料均真確無訛地反映本人在現場觀察所得。

My academic, professional, training records and work experience met the requirements of Inspection Officer specified in the TRAM Guidelines.

本人的學術、專業、培訓紀錄及相關工作經驗均符合「樹木風險評估及管理安排」指引中對巡查人員的要求。

Name of Inspection Officer: Liu Chung Kan Patrick
巡查人員姓名 (請以英文正楷書寫)

(If more than one Inspection Officer involved in the same Tree Group Inspection, each Inspection Officer should submit individual Form 1 containing the trees inspected by him/her. 如多於一位巡查人員負責同一樹群檢查，個別巡查人員應將其檢查的樹木以另一表格1填報。)

Date of Form Completion: 12/04/2024
完成表格日期 (dd/mm/yyyy)

(If Form 1 is submitted in paper form 若以文本形式遞交表格1)

Signature of Inspection Officer: Patrick
巡查人員簽署：

Tree Risk Assessment Form 1 : Tree Group Inspection
樹木風險評估表格1：樹群檢查表

General Information 基本資料

Form 1 Ref. No.:
表格1編號:

CIC2023000-0273-3

Dept. / Agency 部門 / 機構:

CIC

Inspection Officer 巡查人員:

Liu Chung Kan Patrick

Post 職位:

Arborist

Project / Contract No. 工程 / 合約編號:

(378) in P/AE/PUR/TDTC

File Ref. 檔案編號:

TPTG_2023-2024B

Date of Inspection
巡查日期:

12/04/2024
(dd/mm/yyyy)

Last Inspection Date:
上次巡查日期:

Inspection Frequency:
巡查週期:

12 month

Location Information 位置資料

Masterzone Ref. 主區編號:

Tai Po

Subzone Ref. 副區編號:

Tai Po

Location (English):
地點 (英文):

Dai Wah Street, Tai Po, New Territories, Hong Kong

Location (Chinese):
地點 (中文):

香港新界大埔大華街

District:
地區:

Tai Po 大埔區

Tree Risk Management Zone 樹木風險管理地區類別:

Category I 第一類

Location Types
地點類別:
(multiple selections allowed
可選多於一項)

☐ Roadside landscaped area 路旁綠化地區

☐ Public park/recreation venue 公園/康樂場地

☐ Planter box 花盆

☐ Tree pit 樹穴

☐ Housing estate 屋邨

☐ Central divider 中央分隔帶

☒ Others (please specify) 其他 (請說明):
Construction Industry Council

☐ Government compound 政府建築物

☐ Unleased/allocated government land 未批租/未撥用的政府土地

☐ Recreational site/facility inside country park 郊野公園內康樂用地或設施

☐ SIMAR slopes 系統性維修責任的斜坡

☐ SIMAR slope ref:

Nearest lamp pole number
最近的燈柱編號:

Tree Information 樹木基本資料

The size of a tree group should be defined by location types, such as public park, SIMAR slopes, tree pits, etc. with due consideration given to the limitations of visual tree assessment.
No more than 50 trees shall be included in a Tree Group.
在決定樹群的大小時，應參照地點類別，如公園、系統性維修責任的斜坡、樹穴等，並考慮目測法的局限，每個樹群不可多於50棵樹。

(A) Triage Trees and Trees Require Remedial Actions or Form 2 Assessment
分流樹木及需要進行緩減措施 / 表格 2 評估的樹木

TMCP Tree ID 樹木編號	Dept. Tree ID 部門 樹木編號	Tree Species 樹種	DBH (mm) 胸徑 (毫米)	Estimated Tree Height (m) 大約樹高 (米)	Estimated Crown Spread (m) 大約樹冠 闊度 (米)	Tree Status 樹木類別	Overall Tree Conditions 整體樹木 狀況	Triage Colour 分流顏色	Remedial Action / Form 2 Assessment 緩減措施 / 表格2評估	Anticipated Completion Date 預計完成日期 (dd/mm/yyyy)	Reference Coordinates of Tree 樹木參考座標	
	TI11	Hibiscus tiliaceus黃槿	100.00	3.00	2.00	Other Trees	Dead	NIL	Remove the whole tree	01/05/2025	836462.000	834997.000
	TI13	Hibiscus tiliaceus黃槿	90.00	3.00	2.00	Other Trees	Dead	NIL	Remove the whole tree	01/05/2025	836478.000	835003.000
	TI14	Hibiscus tiliaceus黃槿	80.00	3.00	2.00	Other Trees	Dead	NIL	Remove the whole tree	01/05/2025	836491.000	835008.000
	TI15	Hibiscus tiliaceus黃槿	102.00	4.00	2.00	Other Trees	Dead	NIL	Remove the whole tree	01/05/2025	836500.000	835012.000
	TI16	Hibiscus tiliaceus黃槿	97.00	4.00	2.00	Other Trees	Dead	NIL	Remove the whole tree	01/05/2025	836507.000	835015.000
	TI22	Hibiscus tiliaceus黃槿	105.00	5.00	2.00	Other Trees	Dead	NIL	Remove the whole tree	01/05/2025	836565.000	835036.000
	TI23	Hibiscus tiliaceus黃槿	100.00	4.00	2.00	Other Trees	Dead	NIL	Remove the whole tree	01/05/2025	836568.000	835037.000
	TI26	Hibiscus tiliaceus黃槿	85.00	3.00	2.00	Other Trees	Dead	NIL	Remove the whole tree	01/05/2025	836571.000	835049.000
	TI27	Hibiscus tiliaceus黃槿	95.00	3.00	2.00	Other Trees	Dead	NIL	Remove the whole tree	01/05/2025	836571.000	835052.000
	TI66	Cinnamomum camphora樟	420.00	10.00	5.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	836437.000	835047.000
	TI67	Acacia mangium大葉相思(馬占相思)	380.00	10.00	4.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	836451.000	835047.000
	TI68	Ficus variegata (syn. Ficus variegata var. chlorocarpa) 青果榕	320.00	9.00	5.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	836501.000	835111.000
	TI69	Cinnamomum camphora樟	400.00	9.00	6.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	836471.000	834948.000

(B) Other Trees (Non-Triage Trees - trees do not need further actions)
其他樹木 (非分流樹木 - 無需進一步行動的樹木)

Tree Species 樹種	App. Quantity of Trees 大約樹木數量	Range of Tree Height 樹高範圍		Overall Tree Conditions 整體樹木狀況
		From (m) 由 (米)	To (m) 至 (米)	
Hibiscus tiliaceus黃槿	12	3	5	Fair
Cinnamomum camphora樟	1	6	6	Fair
Bauhinia variegata 豔粉羊蹄甲	2	5	6	Fair
Ficus variegata (syn. Ficus variegata var. chlorocarpa) 青果榕	1	6	6	Fair
Lagerstroemia speciosa 大花紫薇(洋紫薇)	18	4	6	Fair
Macaranga tanarius var. tomentosa 山刺桐	1	5	5	Fair
Juniperus chinensis 圓柏	6	3	4	Fair

Overall Remarks 整體評語

The overall condition of the trees was fair at the time of inspection except T111, T113, T114, T115, T116, T122, T123, T126 and T127.

Sub-total No. of Trees in Table (A):
(A) 表樹木數量小結:

13

Sub-total No. of Trees in Table (B):
(B) 表樹木數量小結:

41

Total No. of Trees (A + B):
樹木總數 (A + B):

54

Summary of TRIAGE Trees 分流樹木總結

Black 黑

0

Red 紅

0

Orange 橙

4

Yellow 黃

0

No Triage colour 無

50

Attached Information 附夾資料

Attachment Type	Attachment File Name	Description
PHOTO 照片	N/A	Tree Photo_HKIC - Tai Po Training Ground_Zone B
PHOTO 照片	N/A	Tree Group_HKIC - Tai Po Training Ground_Zone B
MAP 地圖	N/A	HKIC - Tai Po Training Ground_map

Declaration 聲明

I, the Inspection Officer for the above TRA Form 1, confirm that I have inspected the tree group(s) at the specified date with due diligence, and the information given in the Form(s) is truly reflecting what I observed on site.

本人作為以上樹群檢查表格1的巡查人員，確認本人已在本表格所列日期，謹慎小心完成有關樹群的檢查，而本表格上填入的資料均真確無訛地反映本人在現場觀察所得。

My academic, professional, training records and work experience met the requirements of Inspection Officer specified in the TRAM Guidelines.

本人的學術、專業、培訓紀錄及相關工作經驗均符合「樹木風險評估及管理安排」指引中對巡查人員的要求。

Name of Inspection Officer:

巡查人員姓名

Liu Chung Kan Patrick

(請以英文正楷書寫)

(If more than one Inspection Officer involved in the same Tree Group Inspection, each Inspection Officer should submit Individual Form 1 containing the trees inspected by him/her. 如多於一位巡查人員負責同一樹群檢查，個別巡查人員應將其檢查的樹木以另一表格1填報。)

Date of Form Completion:

完成表格日期

12/04/2024

(dd/mm/yyyy)

(If Form 1 is submitted in paper form 若以文本形式遞交表格1)

Signature of Inspection Officer:

巡查人員簽署:

Patrick

Tree Risk Assessment Form 1 : Tree Group Inspection
樹木風險評估表格1：樹群檢查表

General Information 基本資料

Form 1 Ref. No.:
表格1編號:

QC2023000-9273-4

Dept. / Agency 部門 / 機構:	QC	Inspection Officer 巡查人員:	Liu Chung Kan Patrick	Post 職位:	Arborist
Project / Contract No. 工程 / 合約編號:	(378) in P/AE/PUR/TDTC			File Ref. 檔案編號:	TPTG_2023-2024C
Date of Inspection 巡查日期:	12/04/2024 (dd/mm/yyyy)	Last Inspection Date: 上次巡查日期:	(dd/mm/yyyy)		
			Inspection Frequency: 巡查週期:	12 month	

Location Information 位置資料

Masterzone Ref. 主區編號:	Tai Po	Subzone Ref. 副區編號:	Tai Po		
Location (English): 地點 (英文):	Dai Wah Street, Tai Po, New Territories, Hong Kong	Location (Chinese): 地點 (中文):	香港新界大埔大華街	District: 地區:	Tai Po 大埔區
Tree Risk Management Zone 樹木風險管理地區類別:	Category I 第一類				
Location Types 地點類別: (multiple selections allowed 可選多於一項)	<div><div>Roadside landscaped area 路旁綠化地區</div><div>Public park/recreation venue 公園/康樂場地</div><div>Planter box 花盆</div><div>Tree pit 樹穴</div><div>Housing estate 屋邨</div><div>Central divider 中央分隔帶</div><div>Others (please specify) 其他 (請說明): Construction Industry Council</div></div> <div><div>I Government compound 政府建築物</div><div>I Unleased/unallocated government land 未批租/未撥用的政府土地</div><div>I Recreational site/facility inside country park 郊野公園內康樂用地或設施</div><div>I SIMAR slopes 系統性斜坡維修責任的斜坡</div><div>I SIMAR slope ref: </div></div>				
Nearest lamp pole number 最近的路燈柱編號:					

Tree Information 樹木基本資料

The size of a tree group should be defined by location types, such as public park, SIMAR slopes, tree pits, etc. with due consideration given to the limitations of visual tree assessment.
No more than 50 trees shall be included in a Tree Group.
在決定樹群的大小時，應參照地點類別，如公園、系統性斜坡維修責任的斜坡、樹穴等，並需考慮目測法的局限，每個樹群不可多於50棵樹。

(A) Triage Trees and Trees Require Remedial Actions or Form 2 Assessment
分流樹木及需要進行緩減措施 / 表格2評估的樹木

TMCP Tree ID 樹木編號	Dept. Tree ID 部門樹木編號	Tree Species 樹種	DBH (mm) 胸徑 (毫米)	Estimated Tree Height (m) 大約樹高 (米)	Estimated Crown Spread (m) 大約樹冠闊度 (米)	Tree Status 樹木類別	Overall Tree Conditions 整體樹木狀況	Triage Colour 分派顏色	Remedial Action / Form 2 Assessment 緩減措施 / 表格2評估	Anticipated Completion Date 預計完成日期 (dd/mm/yyyy)	Reference Coordinates of Tree 樹木參考座標	
											東 X	北 Y
	T142	Leucaena leucocephala 銀合歡	100.00	4.00	3.00	Other Trees	Fair	NIL	Remove the whole tree	30/06/2024	836509.000	835199.000

(B) Other Trees (Non-Triage Trees - trees do not need further actions)
其他樹木 (非分流樹木 - 無需進一步行動的樹木)

Tree Species 樹種	App. Quantity of Trees 大約樹木數量	Range of Tree Height 樹高範圍		Overall Tree Conditions 整體樹木狀況
		From (m) 由 (米)	To (m) 至 (米)	
Hibiscus tiliaceus 黃槿	13	4	6	Fair
Lagerstroemia speciosa 大花紫薇 (洋紫薇)	17	4	6	Fair

Overall Remarks 整體評語

The overall condition of the trees was fair at the time of inspection. Remove the whole tree was recommended on T142.

Sub-total No. of Trees in Table (A): (A) 表樹木數量小結: 1

Sub-total No. of Trees in Table (B): (B) 表樹木數量小結: 30

Total No. of Trees (A + B): 樹木總數 (A + B): 31

Summary of TRIAGE Trees 分流樹木總結

Black 黑	0	Red 紅	0	Orange 橙	0	Yellow 黃	0	No Triage colour 無	31
---------	---	-------	---	----------	---	----------	---	--------------------	----

Attached Information 附夾資料

Attachment Type	Attachment File Name	Description
PHOTO 照片	N/A	Tree Photo HKIC - Tai Po Training Ground - Zone C
PHOTO 照片	N/A	Tree Group HKIC - Tai Po Training Ground - Zone C
MAP 地圖	N/A	HKIC - Tai Po Training Ground - map

Declaration 聲明

I, the Inspection Officer for the above TRA Form 1, confirm that I have inspected the tree group(s) at the specified date with due diligence, and the information given in the Form(s) is truly reflecting what I observed on site.

本人作為以上樹群檢查表格1的巡查人員，確認本人已在本表格所列日期，謹慎小心完成有關樹群的檢查，而本表格上填入的資料均真確無訛地反映本人在現場觀察所得。

My academic, professional, training records and work experience met the requirements of Inspection Officer specified in the TRAM Guidelines.

本人的學術、專業、培訓紀錄及相關工作經驗均符合「樹木風險評估及管理安排」指引中對巡查人員的要求。

Name of Inspection Officer: Liu Chung Kan Patrick
巡查人員姓名 {請以英文正楷書寫}

(If more than one Inspection Officer involved in the same Tree Group Inspection, each Inspection Officer should submit individual Form 1 containing the trees inspected by him/her. 如多於一位巡查人員負責同一樹群檢查，個別巡查人員應將其檢查的樹木以另一表格1填報。)

Date of Form Completion: 12/04/2024
完成表格日期 (dd/mm/yyyy)

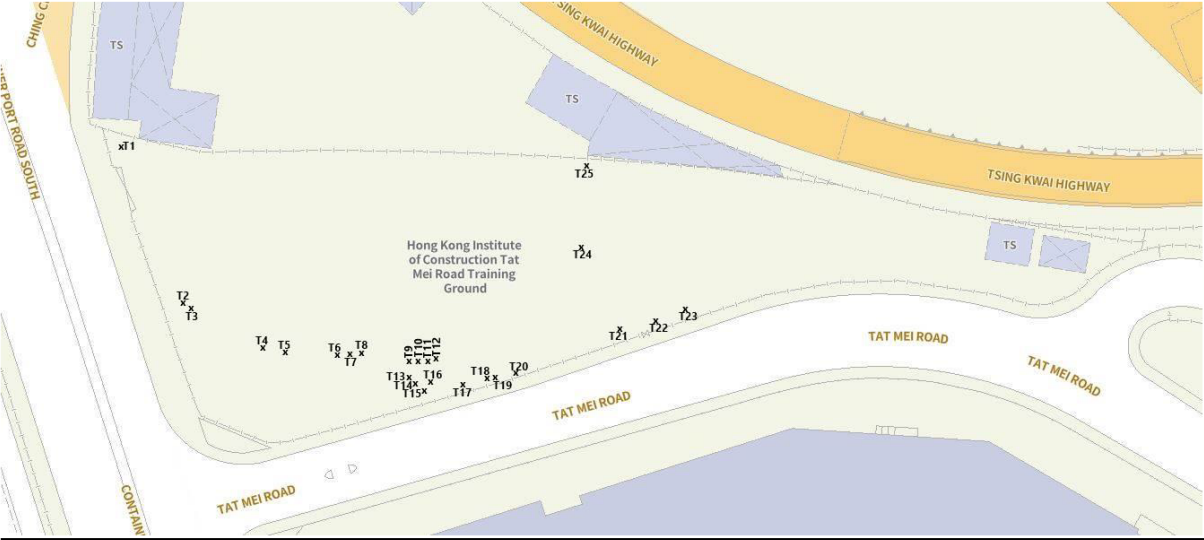
(If Form 1 is submitted in paper form 若以文本形式遞交表格1)

Signature of Inspection Officer: Patrick
巡查人員簽署：

(7) Tat Mei Road Training Ground

Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
Tat Mei Road Training Ground (TMRTG)

Site Plan of the Venue



(Attachment 4 - Annex 7)

Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
Tat Mei Road Training Ground (TMRTG)

Findings

Tree(s) found on site was in fair condition during the site inspection. The mitigation summary is listed below,

	Total No. of Trees	Dead Trees	Hazardous Trees	Trees to be removed	Trees to be pruned	Keep Close Monitor	Trees require other actions	No. of Form 1	No. of Form 2
Category I	25	0	0	18	0	1	0	1	0
Category II	0	0	0	0	0	0	0	0	0
Category III	0	0	0	0	0	0	0	0	0
Total	25	0	0	18	0	1	0	1	0

Tree Risk Assessment Form 1 : Tree Group Inspection
樹木風險評估表格1：樹群檢查表

General Information 基本資料

Form 1 Ref. No.:
表格1編號:

QC

Dept. / Agency 部門 / 機構:

QC

Inspection Officer 巡查人員:

Liu Chune Kan Patrick

Post 職位:

Arborist

Project / Contract No.工程 / 合約編號:

(37B) in P/AE/PUR/TDTC

File Ref. 檔案編號:

TMVIRTG_2023-2C

Date of Inspection 巡查日期:

26/03/2024
(dd/mm/yyyy)

Last Inspection Date: 上次巡查日期:

(dd/mm/yyyy)

Inspection Frequency: 巡查週期:

12 month

Location Information 位置資料

Masterzone Ref. 主區編號:

Kwai Chung

Subzone Ref. 副區編號:

Kwai Chung

Location (English): 地點 (英文):

Tat Mei Road Kwai Chung, NT

Location (Chinese): 地點 (中文):

葵涌達興路

District: 地區:

Tree Risk Management Zone 樹木風險管理地區類別:

Category I 第一類

Location Types 地點類別:
(multiple selections allowed
可選多於一項)

☐ Roadside landscaped area 路旁綠化地區

☐ Public park/recreation venue 公園/康樂場地

☐ Planter box 花盆

☐ Tree pit 樹穴

☐ Housing estate 屋邨

☐ Central divider 中央分隔帶

☒ Others (please specify) 其他 (請說明):
Construction Industry Council

☐ Government compound 政府建築物

☐ Unleased/unallocated government land 未批租/未撥用的政府土地

☐ Recreational site/facility inside country park 郊野公園內康樂用地或設施

☐ SiMAR slopes 系統性斜坡維修責任的斜坡

☐ SiMAR slope ref:

Nearest lamp pole number
最近的路燈柱編號:

Tree Information 樹木基本資料

The size of a tree group should be defined by location types, such as public park, SiMAR slopes, tree pits, etc. with due consideration given to the limitations of visual tree assessment.
No more than 50 trees shall be included in a Tree Group.
在決定樹群的大小時，應參照地點類別，如公園、系統性斜坡維修責任的斜坡、樹穴等，並需考慮目測法的局限，每個樹群不可多於50棵樹。

(A) Triage Trees and Trees Require Remedial Actions or Form 2 Assessment
分流樹木及需要進行緩減措施 / 表格 2 評估的樹木

TMCP Tree ID 樹木編號	Dept. Tree ID 部門樹木編號	Tree Species 樹種	DBH (mm) 胸徑 (毫米)	Estimated Tree Height (m) 大約樹高 (米)	Estimated Crown Spread (m) 大約樹冠闊度 (米)	Tree Status 樹木類別	Overall Tree Conditions 整體樹木狀況	Triage Colour 分流顏色	Remedial Action / Form 2 Assessment 緩減措施 / 表格2評估	Anticipated Completion Date 預計完成日期 (dd/mm/yyyy)	Reference Coordinates of Tree 樹木參考座標	
	T1	Leucaena leucocephala銀合歡	100.00	6.00	3.00	Other Trees	Poor	NIL	Remove the whole tree	30/06/2025	831687.000	821792.000
	T2	Leucaena leucocephala銀合歡	340.00	7.00	4.00	Other Trees	Poor	NIL	Remove the whole tree	30/06/2025	831698.000	821764.000
	T5	Leucaena leucocephala銀合歡	232.00	8.00	7.00	Other Trees	Poor	NIL	Remove the whole tree	30/06/2025	831718.000	821759.000
	T6	Acacia auriculiformis耳果相思(耳葉相思)	350.00	9.00	7.00	Large Tree	Fair	Orange	Others: Keep monitoring	30/04/2025	831727.000	821763.000
	T7	Leucaena leucocephala銀合歡	420.00	9.00	6.00	Large Tree	Fair	Orange	Remove the whole tree	30/06/2025	831734.000	821760.000
	T8	Leucaena leucocephala銀合歡	310.00	8.00	6.00	Other Trees	Poor	NIL	Remove the whole tree	30/06/2025	831730.000	821762.000
	T9	Leucaena leucocephala銀合歡	180.00	6.00	3.00	Other Trees	Poor	NIL	Remove the whole tree	30/06/2025	831731.000	821763.000
	T10	Leucaena leucocephala銀合歡	290.00	8.00	5.00	Other Trees	Poor	NIL	Remove the whole tree	30/06/2025	831732.000	821764.000
	T11	Leucaena leucocephala銀合歡	200.00	8.00	4.00	Other Trees	Poor	NIL	Remove the whole tree	30/06/2025	831740.000	821758.000
	T12	Leucaena leucocephala銀合歡	180.00	8.00	3.00	Other Trees	Poor	NIL	Remove the whole tree	30/06/2025	831740.000	821759.000
	T13	Leucaena leucocephala銀合歡	70.00	6.00	1.00	Other Trees	Poor	NIL	Remove the whole tree	30/06/2025	831737.000	821755.000
	T14	Leucaena leucocephala銀合歡	190.00	6.00	3.00	Other Trees	Poor	NIL	Remove the whole tree	30/06/2025	831739.000	821754.000
	T15	Leucaena leucocephala銀合歡	202.00	7.00	6.00	Other Trees	Poor	NIL	Remove the whole tree	30/06/2025	831740.000	821755.000
	T16	Leucaena leucocephala銀合歡	210.00	7.00	4.00	Other Trees	Poor	NIL	Remove the whole tree	30/06/2025	831744.000	821756.000
	T17	Leucaena leucocephala銀合歡	130.00	7.00	4.00	Other Trees	Poor	NIL	Remove the whole tree	30/06/2025	831748.000	821754.000
	T18	Leucaena leucocephala銀合歡	128.00	8.00	3.00	Other Trees	Poor	NIL	Remove the whole tree	30/06/2025	831750.000	821755.000
	T19	Leucaena leucocephala銀合歡	132.00	8.00	3.00	Other Trees	Poor	NIL	Remove the whole tree	30/06/2025	831753.000	821756.000
	T20	Leucaena leucocephala銀合歡	140.00	7.00	3.00	Other Trees	Poor	NIL	Remove the whole tree	30/06/2025	831755.000	821755.000

(8) Tin Yuet Road Training Ground

Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
Tin Yuet Road Training Ground (TYRTG)

Site Plan of the Venue



Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
Tin Yuet Road Training Ground (TYRTG)

Findings

Tree(s) found on site was in fair condition during the site inspection. The mitigation summary is listed below,

	Total No. of Trees	Dead Trees	Hazardous Trees	Trees to be removed	Trees to be pruned	Keep Close Monitor	Trees require other actions	No. of Form 1	No. of Form 2
Category I	49	0	0	6	0	24	0	1	0
Category II	0	0	0	0	0	0	0	0	0
Category III	0	0	0	0	0	0	0	0	0
Total	49	0	0	6	0	24	0	1	0

Tree Risk Assessment Form 1 : Tree Group Inspection
樹木風險評估表格1：樹群檢查表

General Information 基本資料

Form 1 Ref. No.: 表格 1 編號:		CIC		2023	000-0273-6
Dept. / Agency 部門 / 機構:		CIC		Inspection Officer 巡查人員:	
				Liu Chung Kan Patrick	
Post 職位:		Arborist			
Project / Contract No. 工程 / 合約編號:		(378) in P/AE/PUR/TDTC		File Ref. 檔案編號:	
				TYRTG_2023-2024	
Date of Inspection 巡查日期:		13/04/2024 (dd/mm/yyyy)		Last Inspection Date: 上次巡查日期:	
				(dd/mm/yyyy)	
Inspection Frequency: 巡查週期:		12 month			

Location Information 位置資料

Masterzone Ref. 主區編號:		Tin Shui Wai		Subzone Ref. 副區編號:	
				Tin Shui Wai	
Location (English): 地點 (英文):		Tin Yuet Road, Tin Shui Wai, New Territories, Hong Kong		Location (Chinese): 地點 (中文):	
				香港新界天水圍天月路	
District: 地區:		Yuen Long 元朗區			
Tree Risk Management Zone 樹木風險管理地區類別:		Category I 第一類			
Location Types 地點類別: (multiple selections allowed 可選多於一項)		<div><div><input type="checkbox"/> Roadside landscaped area 路旁綠化地區</div><div><input type="checkbox"/> Public park/recreation venue 公園/康樂場地</div><div><input type="checkbox"/> Planter box 花盆</div><div><input type="checkbox"/> Tree pit 樹穴</div><div><input type="checkbox"/> Housing estate 屋邨</div><div><input type="checkbox"/> Central divider 中央分隔帶</div><div><input checked="" type="checkbox"/> Others (please specify) 其他 (請說明):</div><div>Construction Industry Council</div></div> <div><div><input type="checkbox"/> Government compound 政府建築物</div><div><input type="checkbox"/> Unleased/unallocated government land 未批租/未撥用的政府土地</div><div><input type="checkbox"/> Recreational site/facility inside country park 郊野公園內康樂用地或設施</div><div><input type="checkbox"/> SIMAR slopes 系統性鑑辨維修責任的斜坡</div><div><input type="checkbox"/> SIMAR slope ref.:</div><div></div></div>			
Nearest lamp pole number 最接近的燈柱編號:					

Tree Information 樹木基本資料

The size of a tree group should be defined by location types, such as public park, SIMAR slopes, tree pits, etc. with due consideration given to the limitations of visual tree assessment.
No more than 50 trees shall be included in a Tree Group.
在決定樹群的大小時，應參照地點類別，如公園、系統性鑑辨維修責任的斜坡、樹穴等，並需考慮目測法的局限，每個樹群不可多於50棵樹。

(A) Triage Trees and Trees Require Remedial Actions or Form 2 Assessment
分流樹木及需要進行緩減措施 / 表格 2 評估的樹木

TMCP Tree ID 樹木編號	Dept. Tree ID 部門 樹木編號	Tree Species 樹種	DBH (mm) 胸徑 (毫米)	Estimated Tree Height (m) 大約樹高 (米)	Estimated Crown Spread (m) 大約樹冠 闊度 (米)	Tree Status 樹木類別	Overall Tree Conditions 整體樹木 狀況	Triage Colour 分流顏色	Remedial Action / Form 2 Assessment 緩減措施 / 表格2評估	Anticipated Completion Date 預計完成日期 (dd/mm/yyyy)	Reference Coordinates of Tree 樹木參考座標	
											東 X	北 Y
	T4	Melaleuca cajuputi subsp. cumingiana白千層	500.00	9.00	4.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	817797.000	836921.000
	T7	Sapium sebiferum烏	435.00	10.00	8.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	#####	836925.000
	T21	Melaleuca cajuputi subsp. cumingiana白千層	400.00	9.00	4.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	817786.000	836914.000
	T22	Melaleuca cajuputi subsp. cumingiana白千層	350.00	9.00	4.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	817791.000	836911.000
	T23	Melaleuca cajuputi subsp. cumingiana白千層	270.00	9.00	4.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	817778.000	836901.000
	T24	Melaleuca cajuputi subsp. cumingiana白千層	315.00	9.00	4.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	817784.000	836898.000
	T25	Melaleuca cajuputi subsp. cumingiana白千層	470.00	9.00	5.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	817779.000	836894.000
	T26	Melaleuca cajuputi subsp. cumingiana白千層	385.00	9.00	4.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	817779.000	836891.000
	T27	Melaleuca cajuputi subsp. cumingiana白千層	190.00	9.00	5.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	817777.000	836891.000
	T28	Melaleuca cajuputi subsp. cumingiana白千層	340.00	9.00	4.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	817775.000	836890.000
	T32	Melaleuca cajuputi subsp. cumingiana白千層	260.00	9.00	5.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	817771.000	836885.000
	T33	Melaleuca cajuputi subsp. cumingiana白千層	210.00	9.00	5.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	817770.000	836884.000
	T34	Melaleuca cajuputi subsp. cumingiana白千層	235.00	9.00	3.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	817769.000	836883.000
	T35	Melaleuca cajuputi subsp. cumingiana白千層	290.00	9.00	3.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	817768.000	836882.000
	T36	Melaleuca cajuputi subsp. cumingiana白千層	420.00	9.00	2.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	81767.000	836881.000
	T37	Melaleuca cajuputi subsp. cumingiana白千層	395.00	9.00	2.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	817765.000	836868.000
	T45	Sapium sebiferum烏	240.00	9.00	6.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	817777.000	836859.000
	T49	Leucaena leucocephala銀合歡	140.00	9.00	4.00	Large Tree	Fair	Orange	Remove the whole tree	30/06/2024	817795.000	836877.000
	T50	Leucaena leucocephala銀合歡	170.00	9.00	4.00	Large Tree	Fair	Orange	Remove the whole tree	30/06/2024	817798.000	836879.000

	T53	Leucaena leucocephala銀合歡	470.00	10.00	7.00	Large Tree	Fair	Orange	Remove the whole tree	30/06/2024	189,000
	T54	Leucaena leucocephala銀合歡	280.00	9.00	5.00	Large Tree	Fair	Orange	Remove the whole tree	30/06/2024	196,000
	T57	Melaleuca cajuputi subsp. cumingiana白千層	550.00	9.00	5.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	126,000
	T59	Eucalyptus torelliana毛葉桉	620.00	16.00	6.00	Large Tree	Fair	O	rs: Keep monitoring	01/05/2025	128,000
	T64	Melaleuca cajuputi subsp. cumingiana白千層	340.00	9.00	3.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	154,000
	T65	Melaleuca cajuputi subsp. cumingiana白千層	390.00	12.00	4.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	151,000
	T66	Melaleuca cajuputi subsp. cumingiana白千層	320.00	12.00	4.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	152,000
	T67	Melaleuca cajuputi subsp. cumingiana白千層	230.00	12.00	4.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	154,000
	T68	Melaleuca cajuputi subsp. cumingiana白千層	520.00	12.00	5.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	152,000
	T71	Leucaena leucocephala銀合歡	230.00	9.00	4.00	Large Tree	Fair	Orange	Remove the whole tree	30/06/2024	191,000
	T72	Leucaena leucocephala銀合歡	210.00	9.00	4.00	Large Tree	Fair	Orange	Remove the whole tree	30/06/2024	193,000

(B) Other Trees (Non-Triage Trees - trees do not need further actions)
其他樹木 (非分流樹木 - 無需進一步行動的樹木)

Tree Species 樹種	App. Quantity of Trees 大約樹木數量	Range of Tree Height 樹高範圍		Overall Tree Condition 整體樹木狀況
		From (m) 由 (米)	To (m) 至 (米)	
Melaleuca cajuputi subsp. cumingiana白千層	3	7	8	Fair
Crateva unilocularis樹頭菜(魚木)	14	6	8	Poor
Carica papaya 番木瓜	1	4	4	Fair
Eucalyptus torelliana毛葉桉	1	7	7	Fair

Overall Remarks 整體評語

The overall condition of the trees was fair at the time of inspection.
Remove the whole tree was recommended on T49,T50,T53,T54,T71,T72.

Sub-total No. of Trees in Table (A):
(A) 表樹木數量小結:

30

Sub-total No. of Trees in Table (B):
(B) 表樹木數量小結:

19

Total No. of Trees (A + B):
樹木總數 (A + B):

49

Summary of TRIAGE Trees 分流樹木總結

Black 黑	0	Red 紅	0	Orange 橙	30	Yellow 黃	0	No Triage colour 無	19
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Attachment Type		Attachment File Name	Description
PHOTO 照片	N/A	Tree Photo HKJC - Tin Yuet Road Training Ground	Tree Photo HKJC - Tin Yuet Road Training Ground
PHOTO 照片	N/A	Tree Group HKJC - Tin Yuet Road Training Ground	Tree Group HKJC - Tin Yuet Road Training Ground
MAP 地圖	N/A	HKJC - Tin Yuet Road Training Ground map	HKJC - Tin Yuet Road Training Ground map

Declaration 聲明

I, the Inspection Officer for the above TRA Form 1, confirm that I have inspected the tree group(s) at the specified date with due diligence, and the information given in the Form(s) is truly reflecting what I observed on site.
本人作為以上樹群檢查表格1的巡查人員，確認本人已在本表格所列日期，謹慎小心完成有關樹群的檢查，而本表格上填入的資料均真確無訛地反映本人在現場觀察所得。

My academic, professional, training records and work experience met the requirements of Inspection Officer specified in the TRAM Guidelines.
本人的學術、專業、培訓紀錄及相關工作經驗均符合「樹木風險評估及管理安排」指引中對巡查人員的要求。

Name of Inspection Officer:
巡查人員姓名

Liu Chung Kan Patrick
(請以英文正楷書寫)

(If more than one Inspection Officer involved in the same Tree Group Inspection, each Inspection Officer should submit individual Form 1 containing the trees inspected by him/her. 如多於一位巡查人員負責同一樹群檢查，個別巡查人員應將其檢查的樹木以另一表格1填報。)

Date of Form Completion:
完成表格日期

13/04/2024
(dd/mm/yyyy)

(If Form 1 is submitted in paper form 若以文本形式遞交表格1)

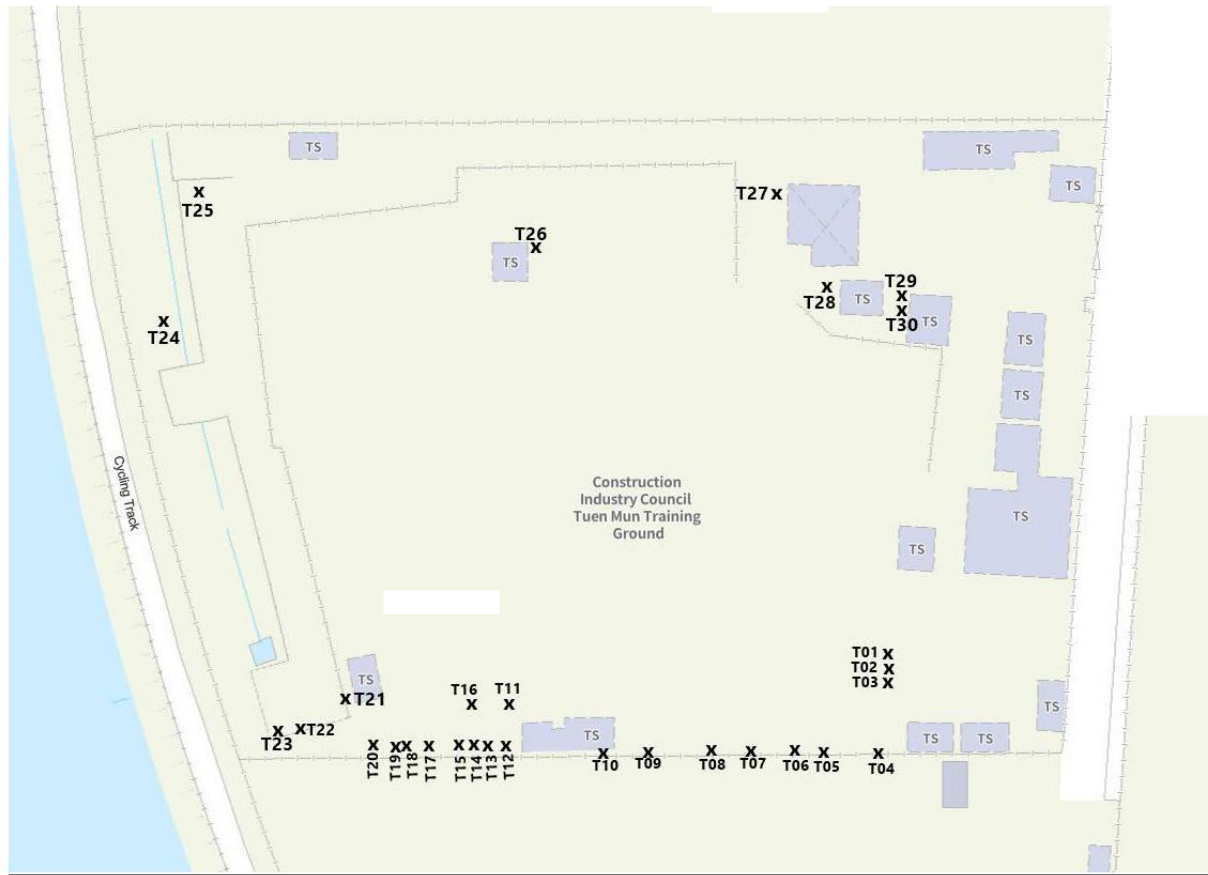
Signature of Inspection Officer:
巡查人員簽署：

Patrick

(9) Tuen Mun Training Ground

Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
Tuen Mun Training Ground (TMTG)

Site Plan of the Venue



Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
Tuen Mun Training Ground (TMTG)

Findings

Tree(s) found on site was in fair condition during the site inspection. The mitigation summary is listed below,

	Total No. of Trees	Dead Trees	Hazardous Trees	Trees to be removed	Trees to be pruned	Keep Close Monitor	Trees require other actions	No. of Form 1	No. of Form 2
Category I	30	0	0	9	0	2	0	1	0
Category II	0	0	0	0	0	0	0	0	0
Category III	0	0	0	0	0	0	0	0	0
Total	30	0	0	9	0	2	0	1	0

Tree Risk Assessment Form 1 : Tree Group Inspection
樹木風險評估表格1：樹群檢查表

General Information 基本資料

Form 1 Ref. No.:
表格1編號:

CIC2023000-0273-7

Dept. / Agency 部門 / 機構:	CIC	Inspection Officer 巡查人員:	Liu Chung Kan Patrick	Post 職位:	Arborist
Project / Contract No. 工程 / 合約編號:	(378) in P/AE/PUR/TDTC			File Ref. 檔案編號:	TMTG_2023-2024
Date of Inspection 巡查日期:	13/04/2024 (dd/mm/yyyy)	Last Inspection Date: 上次巡查日期:		Inspection Frequency: 巡查週期:	12 month

Location Information 位置資料

Masterzone Ref.主區編號:

Tuen Mun

Subzone Ref.副區編號:

Tuen Mun

Location (English): 地點 (英文):

Lot No. 16, Tuen Yee Street, Tuen Mun, New Territories, Hong Kong

Location (Chinese): 地點 (中文):

香港新界屯門屯義街16區

District: 地區:

Tuen Mun 屯門區

Tree Risk Management Zone 樹木風險管理地區類別:

Category I 第一類

Location Types 地點類別:
(multiple selections allowed
可選多於一項)

☐ Roadside landscaped area 路旁綠化地區

☐ Public park/recreation venue 公園/康樂場地

☐ Planter box 花盆

☐ Tree pit 樹穴

☐ Housing estate 屋邨

☐ Central divider 中央分隔帶

☒ Others (please specify) 其他 (請說明):
Construction Industry Council

☐ Government compound 政府建築物

☐ Unleased/allocated government land未批租/未撥用的政府土地

☐ Recreational site/facility inside country park郊野公園內康樂用地或設施

☐ S/MAR slopes 系統性壙辨維修責任的斜坡

☐ S/MAR slope ref:

Nearest lamp pole number 最近的燈柱編號:

Tree Information 樹木基本資料

The size of a tree group should be defined by location types, such as public park, S/MAR slopes, tree pits, etc. with due consideration given to the limitations of visual tree assessment.
No more than 50 trees shall be included in a Tree Group.
在決定樹群的大小時，應參照地點類別，如公園、系統性壙辨維修責任的斜坡、樹穴等，並需考慮目測法的局限，每個樹群不可多於50棵樹。

(A) Triage Trees and Trees Require Remedial Actions or Form 2 Assessment
分流樹木及需要進行緩減措施 / 表格 2 評估的樹木

TMCP Tree ID 樹木編號	Dept. Tree ID 部門樹木編號	Tree Species 樹種	DBH (mm) 胸徑 (毫米)	Estimated Tree Height (m) 大約樹高 (米)	Estimated Crown Spread (m) 大約樹冠闊度 (米)	Tree Status 樹木類別	Overall Tree Conditions 整體樹木狀況	Triage Colour 分流顏色	Remedial Action / Form 2 Assessment 緩減措施 / 表格2評估	Anticipated Completion Date 預計完成日期 (dd/mm/yyyy)	Reference Coordinates of Tree 樹木參考座標	
											東 X	北 Y
	T04	Dead Tree 死樹	200.00	5.00	1.00	Other Trees	Dead	Black	Remove the whole tree	30/06/2024	814865.000	826859.000
	T05	Dead Tree 死樹	180.00	6.00	1.00	Other Trees	Dead	Black	Remove the whole tree	30/06/2024	814859.000	826859.000
	T06	Leucaena leucocephala銀合歡	250.00	7.00	3.00	Other Trees	Poor	Red	Remove the whole tree	30/06/2024	814856.000	826860.000
	T10	Leucaena leucocephala銀合歡	100.00	3.00	1.00	Other Trees	Poor	Yellow	Remove the whole tree	30/06/2024	814820.000	826859.000
	T18	Dead Tree 死樹	140.00	3.00	1.00	Other Trees	Dead	Black	Remove the whole tree	30/06/2024	814798.000	826859.000
	T19	Leucaena leucocephala銀合歡	150.00	6.00	3.00	Other Trees	Poor	Yellow	Remove the whole tree	30/06/2024	814796.000	826859.000
	T20	Dead Tree 死樹	120.00	4.00	1.00	Other Trees	Poor	Red	Remove the whole tree	30/06/2024	814793.000	826859.000
	T21	Ficus microcarpa L. f.細葉榕	290.00	10.00	8.00	Large Tree	Fair	Orange	Others: Keep monitoring	31/05/2024	814787.000	826866.000
	T22	Dead Tree 死樹	180.00	5.00	1.00	Other Trees	Poor	Black	Remove the whole tree	30/06/2024	814780.000	826862.000
	T23	Dead Tree 死樹	180.00	6.00	3.00	Other Trees	Poor	Black	Remove the whole tree	30/06/2024	814777.000	826862.000
	T26	Ficus microcarpa L. f.細葉榕	500.00	8.00	7.00	Large Tree	Fair	Orange	Others: Keep monitoring	31/05/2024	826929.000	814813.000

(B) Other Trees (Non-Triage Trees - trees do not need further actions)
其他樹木 (非分流樹木 - 無需進一步行動的樹木)

Tree Species 樹種	App. Quantity of Trees 大約樹木數量	Range of Tree Height 樹高範圍		Overall Tree Conditions 整體樹木狀況
		From (m) 由 (米)	To (m) 至 (米)	
Morus alba桑	3	6	8	Fair
Carica papaya番木瓜	5	2	5	Fair
Bombax ceiba木棉	2	4	8	Fair
Ficus religiosa菩提樹	1	6	6	Fair
Litsea monopetala假布不羅子(假布樹)	2	6	6	Fair
Enicobotrya japonica藍花	2	4	4	Fair
Aleurites moluccana石栗	1	5	5	Fair
Archontophoenix alexandrae假棕櫚	1	4	4	Fair
Cerbera manghas海芒果	1	3	3	Fair
Ficus elastica印度榕(印度橡樹)	1	8	8	Fair

Overall Remarks 整體評語

The overall condition of the trees was fair at the time of inspection.
Remove the whole tree was recommended on T04,T05,T06,T30,T18,T19,T20,T22,T23.

Sub-total No. of Trees in Table (A):
(A) 表樹木數量小結:

11

Sub-total No. of Trees in Table (B):
(B) 表樹木數量小結:

19

Total No. of Trees (A + B):
樹木總數 (A + B):

30

Summary of TRIAGE Trees 分流樹木總結

Black 黑

5

Red 紅

2

Orange 橙

2

Yellow 黃

2

No Triage colour 無

19

Attached Information 附夾資料			
Attachment Type		Attachment File Name	Description
PHOTO 照片	N/A	Tree Photo_HKIC - Tuen Mun Training Ground	Tree Photo_HKIC - Tuen Mun Training Ground
PHOTO 照片	N/A	Tree Group_HKIC - Tuen Mun Training Ground	Tree Group_HKIC - Tuen Mun Training Ground
MAP 地圖	N/A	HKIC - Tuen Mun Training Ground_Map	HKIC - Tuen Mun Training Ground_Map

Declaration 聲明

I, the Inspection Officer for the above TRA Form 1, confirm that I have inspected the tree group(s) at the specified date with due diligence, and the information given in the Form(s) is truly reflecting what I observed on site.

本人作為以上樹群檢查表格1的巡查人員，確認本人已在本表格所列日期，謹慎小心完成有關樹群的檢查，而本表格上填入的資料均真確無訛地反映本人在現場觀察所得。

My academic, professional, training records and work experience met the requirements of Inspection Officer specified in the TRAM Guidelines.
本人的學術、專業、培訓紀錄及相關工作經驗均符合「樹木風險評估及管理安排」指引中對巡查人員的要求。

Name of Inspection Officer:
巡查人員姓名

Liu Chung Kan Patrick
(請以英文正楷書寫)

(If more than one Inspection Officer involved in the same Tree Group Inspection, each Inspection Officer should submit Individual Form 1 containing the trees inspected by him/her. 如多於一位巡查人員負責同一樹群檢查，個別巡查人員應將其檢查的樹木以另一表格1填報。)

Date of Form Completion:
完成表格日期

13/04/2024
(dd/mm/yyyy)

(If Form 1 is submitted in paper form 若以文本形式遞交表格1)

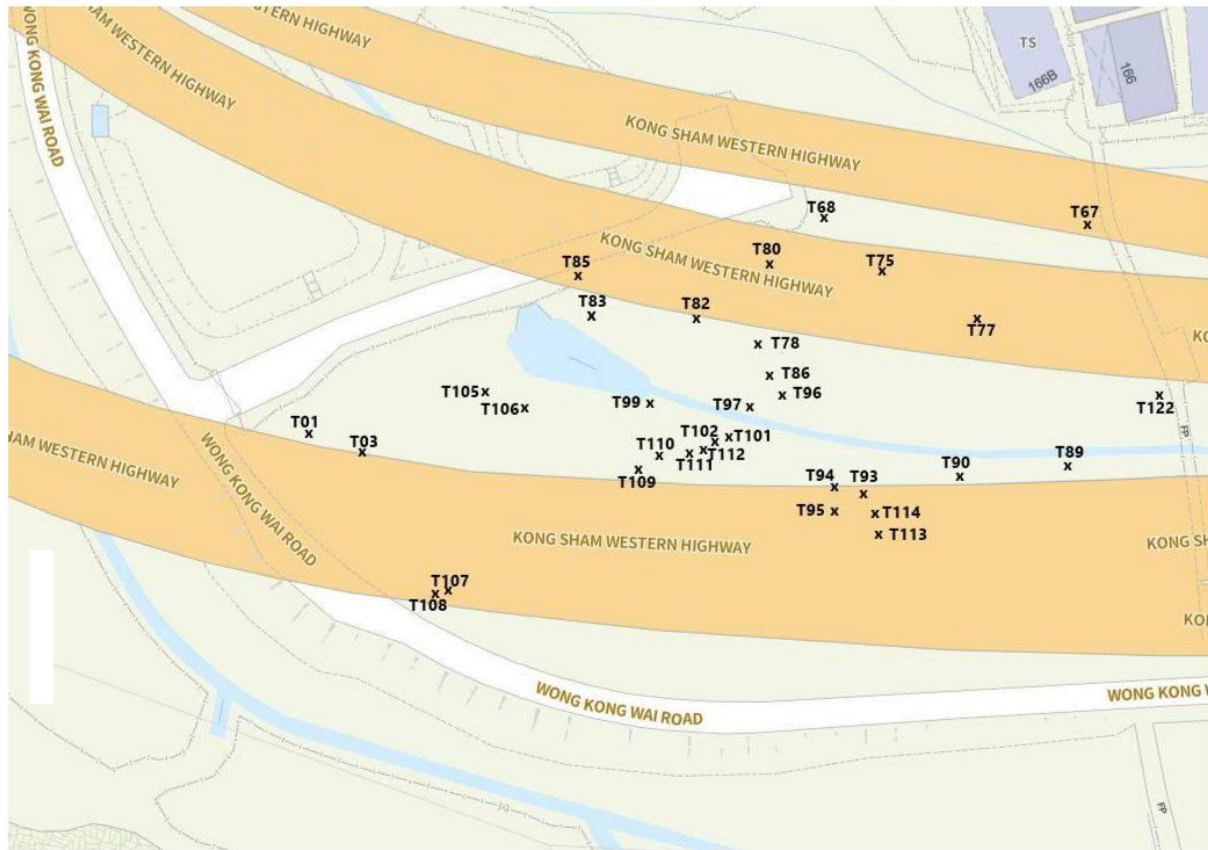
Signature of Inspection Officer:
巡查人員簽署：

Patrick

(10) Lam Tei Training Ground

Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
Lam Tei Training Ground (LTTG)

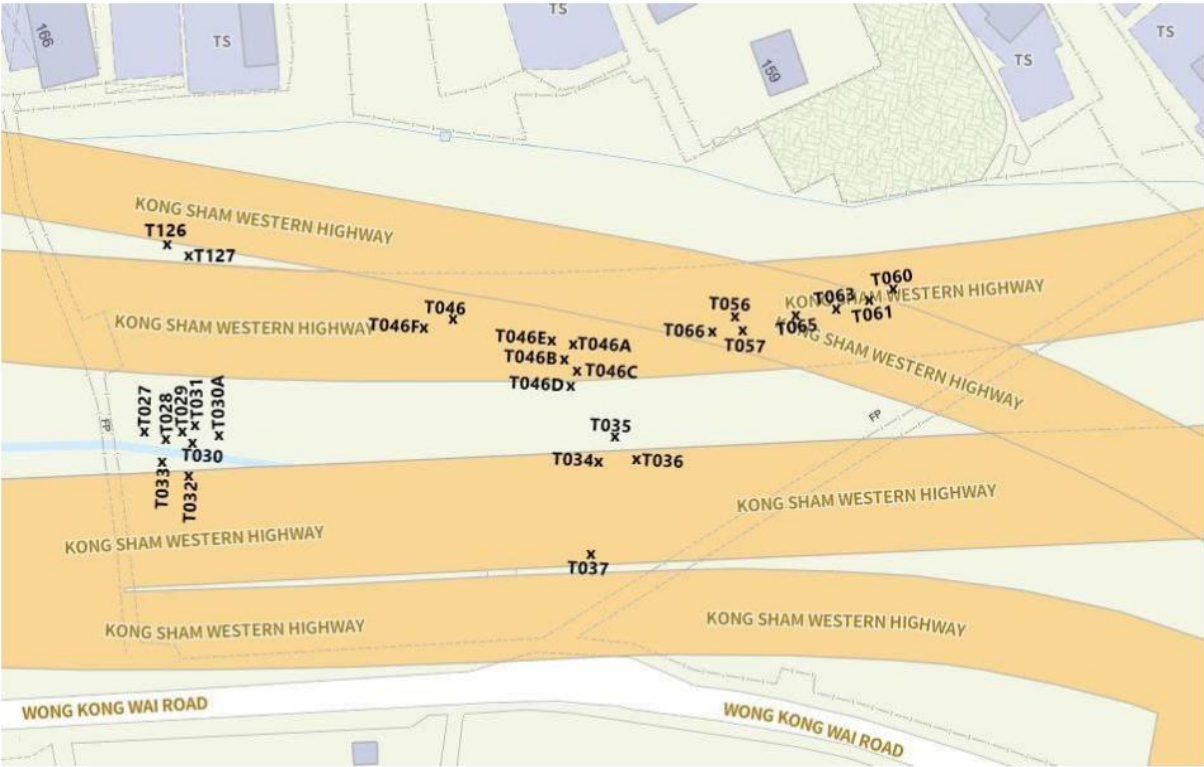
Site Plan of the Venue



(Zone A)

(Attachment 4 - Annex 7)

Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
Lam Tei Training Ground (LTTG)



(Zone B)

Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
Lam Tei Training Ground (LTTG)

Findings

Tree(s) found on site was in fair condition during the site inspection. The mitigation summary is listed below,

	Total No. of Trees	Dead Trees	Hazardous Trees	Trees to be removed	Trees to be pruned	Keep Close Monitor	Trees require other actions	No. of Form 1	No. of Form 2
Category I	61	0	0	6	0	3	0	2	0
Category II	0	0	0	0	0	0	0	0	0
Category III	0	0	0	0	0	0	0	0	0
Total	61	0	0	6	0	3	0	2	0

Tree Risk Assessment Form 1 : Tree Group Inspection
樹木風險評估表格1：樹群檢查表

General Information 基本資料

Form 1 Ref. No.:
表格1編號:

CIC2023000-0273-8

Dept. / Agency 部門 / 機構:

CIC

Inspection Officer 巡查人員:

Liu Chung Kan Patrick

Post 職位:

Arborist

Project / Contract No. 工程 / 合約編號:

(378) in P/AE/PUR/TDTC

File Ref. 檔案編號:

LTTG_2023-2024_Zone A

Date of Inspection
巡查日期:

13/04/2024
(dd/mm/yyyy)

Last Inspection Date:
上次巡查日期:

Inspection Frequency:
巡查週期:

12 month

Location Information 位置資料

Masterzone Ref. 主區編號:

Tuen Mun

Subzone Ref. 副區編號:

Lam Tai

Location (English):
地點 (英文):

Wong Kong Wai Road under the Kong Sham Western Highway,
Lam Tai, Tuen Mun, New Territories, Hong Kong

Location (Chinese):
地點 (中文):

香港新界屯門藍地港西部通道下黃崗園路

District:
地區:

Tuen Mun 屯門區

Tree Risk Management Zone 樹木風險管理地區類別:

Category I 第一類

Location Types
地點類別:
(multiple selections allowed
可選多於一項)

☐ Roadside landscaped area 路旁綠化地區

☐ Public park/recreation venue 公園/康樂場地

☐ Planter box 花盆

☐ Tree pit 樹穴

☐ Housing estate 屋邨

☐ Central divider 中央分隔帶

☒ Others (please specify) 其他 (請說明):
Construction Industry Council

☐ Government compound 政府建築物

☐ Unleased/allocated government land 未批租/未撥用的政府土地

☐ Recreational site/facility inside country park 郊野公園內康樂用地或設施

☐ SIMAR slopes 系統性斜坡維修責任的斜坡

☐ SIMAR slope ref:

Nearest lamp pole number
最近的燈柱編號:

Tree Information 樹木基本資料

The size of a tree group should be defined by location types, such as public park, SIMAR slopes, tree pits, etc. with due consideration given to the limitations of visual tree assessment.
No more than 50 trees shall be included in a Tree Group.
在決定樹群的大小時，應參照地點類別，如公園、系統性斜坡維修責任的斜坡、樹穴等，並需考慮目測法的局限，每個樹群不可多於50棵樹。

(A) Triage Trees and Trees Require Remedial Actions or Form 2 Assessment
分流樹木及需要進行緩減措施 / 表格2評估的樹木

TMCP Tree ID 樹木編號	Dept. Tree ID 部門 樹木編號	Tree Species 樹種	DBH (mm) 胸徑 (毫米)	Estimated Tree Height (m) 大約樹高 (米)	Estimated Crown Spread (m) 大約樹冠 闊度 (米)	Tree Status 樹木類別	Overall Tree Conditions 整體樹木 狀況	Triage Colour 分流顏色	Remedial Action / Form 2 Assessment 緩減措施 / 表格2評估	Anticipated Completion Date 預計完成日期 (dd/mm/yyyy)	Reference Coordinates of Tree 樹木參考座標	
											東 X	北 Y
	T105	Leucaena leucocephala 銀合歡	260.00	9.00	5.00	Large Tree	Fair	Orange	Remove the whole tree	31/05/2024	816909.000	831096.000
	T107	Leucaena leucocephala 銀合歡	315.00	9.00	4.00	Large Tree	Fair	Orange	Remove the whole tree	31/05/2024	816911.000	831069.000
	T109	Leucaena leucocephala 銀合歡	260.00	10.00	4.00	Large Tree	Fair	Orange	Remove the whole tree	31/05/2024	816913.000	831068.000
	T80	Ficus religiosa 菩提樹	350.00	10.00	6.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	816941.000	831119.000
	T122	Cordia dichotoma 破布木	360.00	11.00	6.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	816996.000	831113.000
	T01	Leucaena leucocephala 銀合歡	200.00	8.00	4.00	Other Trees	Fair	Orange	Remove the whole tree	31/05/2024	816890.000	831087.000

(B) Other Trees (Non-Triage Trees - trees do not need further actions)
其他樹木 (非分流樹木 - 無需進一步行動的樹木)

Tree Species 樹種	App. Quantity of Trees 大約樹木數量	Range of Tree Height 樹高範圍		Overall Tree Conditions 整體樹木狀況
		From (m) 由 (米)	To (m) 至 (米)	
Acacia confusa 台灣相思	7	7	8	Fair
Ficus religiosa 菩提樹	3	7	8	Fair
Morus alba 桑	1	6	6	Fair
Ficus variegata (syn. Ficus variegata var. chlorocarpa) 青果榕	5	4	8	Fair
Bauhinia x blakeana 洋紫荊	3	6	7	Fair
Macaranga tanarius var. tomentosa 血桐	5	5	8	Fair
Cordia dichotoma 破布木	1	8	8	Fair
Ficus microcarpa L.f. 細葉榕	1	7	7	Fair
Duranta erecta 假連翹	1	6	6	Fair

Overall Remarks 整體評語

The overall condition of the trees was fair at the time of inspection.
Remove the whole tree was recommended on T01,T105,T107,T109.

Sub-total No. of Trees in Table (A):
(A) 表樹木數量小結:

6

Sub-total No. of Trees in Table (B):
(B) 表樹木數量小結:

27

Total No. of Trees (A + B):
樹木總數 (A + B):

33

Summary of TRIAGE Trees 分流樹木總結

Black 黑	0	Red 紅	0	Orange 橙	6	Yellow 黃	0	No Triage colour 無	27
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Attached Information 附夾資料

Attachment Type		Attachment File Name	Description
PHOTO 照片	N/A	Tree Photo HKIC - Lam Tel Training Ground Zone A	Tree Photo HKIC - Lam Tel Training Ground Zone A
PHOTO 照片	N/A	Tree Group HKIC - Lam Tel Training Ground Zone A	Tree Group HKIC - Lam Tel Training Ground Zone A
MAP 地圖	N/A	HKIC - Lam Tel Training Ground Zone A map	HKIC - Lam Tel Training Ground Zone A map

Declaration 聲明

I, the Inspection Officer for the above TRA Form 1, confirm that I have inspected the tree group(s) at the specified date with due diligence, and the information given in the Form(s) is truly reflecting what I observed on site.

本人作為以上樹群檢查表格1的巡查人員，確認本人已在本表格所列日期，謹慎小心完成有關樹群的檢查，而本表格上填入的資料均真確無訛地反映本人在現場觀察所得。

My academic, professional, training records and work experience met the requirements of Inspection Officer specified in the TRAM Guidelines.

本人的學術、專業、培訓紀錄及相關工作經驗均符合「樹木風險評估及管理安排」指引中對巡查人員的要求。

Name of Inspection Officer: Liu Chung Kan Patrick
(請以英文正楷書寫)

(If more than one Inspection Officer involved in the same Tree Group Inspection, each Inspection Officer should submit individual Form 1 containing the trees inspected by him/her. 如多於一位巡查人員負責同一樹群檢查，個別巡查人員應將其檢查的樹木以另一表格1填報。)

Date of Form Completion: 13/04/2024
完成表格日期 (dd/mm/yyyy)

(If Form 1 is submitted in paper form 若以文本形式遞交表格1)

Signature of Inspection Officer: Patrick
巡查人員簽署：

Tree Risk Assessment Form 1 : Tree Group Inspection
樹木風險評估表格1：樹群檢查表

General Information 基本資料

Form 1 Ref. No.:
表格1編號:

QC2023000-0273-9

Dept. / Agency 部門 / 機構:	QC	Inspection Officer 巡查人員:	Liu Chung Kan Patrick	Post 職位:	Arborist
Project / Contract No. 工程 / 合約編號:	(378) in P/AE/PUR/TDTC			File Ref. 檔案編號:	LTTG_2023-2024_Zone B
Date of Inspection 巡查日期:	13/04/2024 (dd/mm/yyyy)	Last Inspection Date: 上次巡查日期:			
				Inspection Frequency: 巡查週期:	12 month

Location Information 位置資料

Masterzone Ref. 主區編號:

Tuen Mun

Subzone Ref. 副區編號:

Lam Tei

Location (English): 地點 (英文):	Wong Kong Wai Road under the Kong Sham Western Highway, Lam Tei, Tuen Mun, New Territories, Hong Kong	Location (Chinese): 地點 (中文):	香港新界屯門藍地港深西部通道下黃崗圍路	District: 地區:	Tuen Mun 屯門區
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Tree Risk Management Zone 樹木風險管理地區類別:

Category I 第一類

Location Types
地點類別:
(multiple selections allowed
可選多於一項)

☐ Roadside landscaped area 路旁綠化地區

☐ Public park/recreation venue 公園/康樂場地

☐ Planter box 花盆

☐ Tree pit 樹穴

☐ Housing estate 屋邨

☐ Central divider 中央分隔帶

☒ Others (please specify) 其他 (請說明):
Construction Industry Council

☐ Government compound 政府建築物

☐ Unleased/unallocated government land 未批租/未撥用的政府土地

☐ Recreational site/facility inside country park 郊野公園內康樂用地或設施

☐ SIMAR slopes 系統性斜坡維修責任的斜坡

☐ SIMAR slope ref:

Nearest lamp pole number
最近的路燈柱編號:

Tree Information 樹木基本資料

The size of a tree group should be defined by location types, such as public park, SIMAR slopes, tree pits, etc. with due consideration given to the limitations of visual tree assessment.
No more than 50 trees shall be included in a Tree Group.
在決定樹群的大小時，應參照地點類別，如公園、系統性斜坡維修責任的斜坡、樹穴等，並需考慮目測法的局限，每個樹群不可多於50棵樹。

(A) Triage Trees and Trees Require Remedial Actions or Form 2 Assessment
分流樹木及需要進行緩減措施 / 表格2 評估的樹木

TMCP Tree ID 樹木編號	Dept. Tree ID 部門 樹木編號	Tree Species 樹種	DBH (mm) 胸徑 (毫米)	Estimated Tree Height (m) 大約樹高 (米)	Estimated Crown Spread (m) 大約樹冠 闊度 (米)	Tree Status 樹木類別	Overall Tree Conditions 整體樹木 狀況	Triage Colour 分流顏色	Remedial Action / Form 2 Assessment 緩減措施 / 表格2評估	Anticipated Completion Date 預計完成日期 (dd/mm/yyyy)	Reference Coordinates of Tree 樹木參考座標	
	T33	Leucaena leucocephala 銀合歡	200.00	4.00	1.00	Other Trees	Poor	NIL	Remove the whole tree	30/06/2024	817009.000	831106.000
	T126	Ficus variegata (syn. Ficus variegata var. chlorocarpa) 青果榕	180.00	8.00	2.00	Other Trees	Poor	Black	Remove the whole tree	30/06/2024	817005.000	831132.000
	T127	Ficus virens (syn. Ficus virens var. subanceolata) 大葉榕(黃葛樹)	200.00	9.00	6.00	Large Tree	Fair	Orange	Others: Keep monitoring	01/05/2025	817009.000	831132.000

(B) Other Trees (Non-Triage Trees - trees do not need further actions)
其他樹木 (非分流樹木 - 無需進一步行動的樹木)

Tree Species 樹種	App. Quantity of Trees 大約樹木數量	Range of Tree Height 樹高範圍		Overall Tree Conditions 整體樹木狀況
		From (m) 由 (米)	To (m) 至 (米)	
Ficus variegata (syn. Ficus variegata var. chlorocarpa) 青果榕	10	6	8	
Acacia confusa 台灣相思	1	8	8	Fair
Bauhinia purpurea 紅花羊蹄甲	1	8	8	Fair
Broussonetia papyrifera 構樹(紙木)	8	6	8	Fair
Albizia lebbekii 大葉合歡	1	8	8	Fair
Ficus religiosa 菩提樹	4	6	8	Fair

Overall Remarks 整體評語

The overall condition of the trees was fair at the time of inspection.
Remove the whole tree was recommended on T33,T126.

Sub-total No. of Trees in Table (A):
(A) 表樹木數量小結:

3

Sub-total No. of Trees in Table (B):
(B) 表樹木數量小結:

25

Total No. of Trees (A + B):
樹木總數 (A + B):

28

Summary of TRIAGE Trees 分流樹木總結

Black 黑	1	Red 紅	0	Orange 橙	1	Yellow 黃	0	No Triage colour 無	26
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Attached Information 附夾資料

Attachment Type	Attachment File Name	Description
PHOTO 照片	N/A	Tree Photo HKIC - Lam Tei Training Ground_Zone B
PHOTO 照片	N/A	Tree Group HKIC - Lam Tei Training Ground_Zone B
MAP 地圖	N/A	HKIC - Lam Tei Training Ground_Zone B_map

Dedclaration 聲明

I, the Inspection Officer for the above TRA Form 1, confirm that I have inspected the tree group(s) at the specified date with due diligence, and the information given in the Form(s) is truly reflecting what I observed on site.

本人作為以上樹群檢查表格1的巡查人員，確認本人已在本表格所列日期，謹慎小心完成有關樹群的檢查，而本表格上填入的資料均真確無訛地反映本人在現場觀察所得。

My academic, professional, training records and work experience met the requirements of Inspection Officer specified in the TRAM Guidelines.

本人的學術、專業、培訓紀錄及相關工作經驗均符合「樹木風險評估及管理安排」指引中對巡查人員的要求。

Name of Inspection Officer: Liu Chung Kan Patrick
巡查人員姓名 (請以英文正楷書寫)

(If more than one Inspection Officer involved in the same Tree Group Inspection, each Inspection Officer should submit individual Form 1 containing the trees inspected by him/her. 如多於一位巡查人員負責同一樹群檢查，個別巡查人員應將其檢查的樹木以另一表格1填報。)

Date of Form Completion: 13/04/2024
完成表格日期 (dd/mm/yyyy)

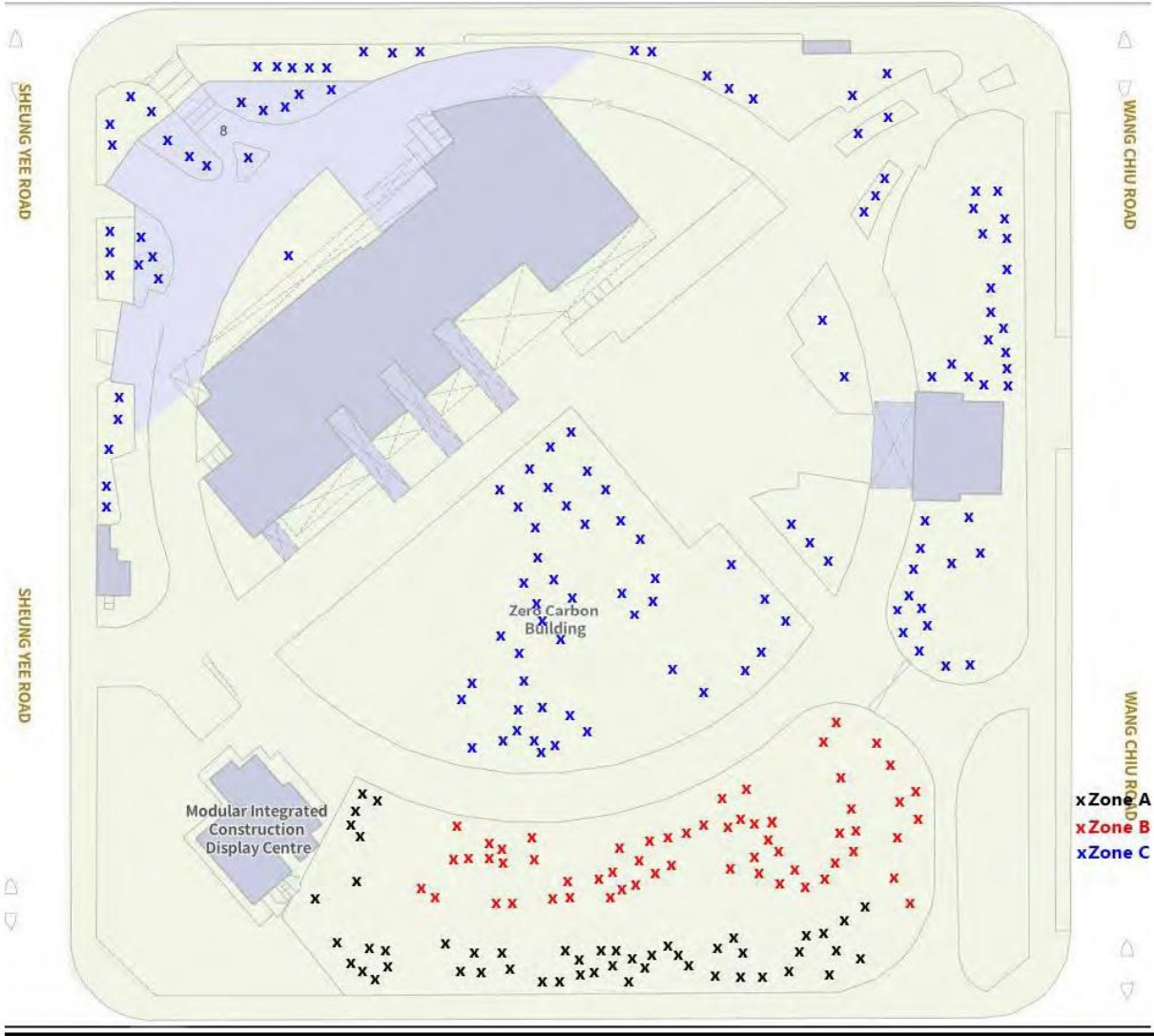
(If Form 1 is submitted in paper form 若以文本形式遞交表格1)

Signature of Inspection Officer: Patrick
巡查人員簽署：

(11) Zero Carbon Park

Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
CIC - Zero Carbon Park (CIC-ZCP)

Site Plan of the Venue



Contract No.: (378) in P/AE/PUR/TDTC
Annual Inspection Report (2023 – 2024) for
CIC - Zero Carbon Park (CIC-ZCP)

Findings

Tree(s) found on site was in fair condition during the site inspection. The mitigation summary is listed below,

	Total No. of Trees	Dead Trees	Hazardous Trees	Trees to be removed	Trees to be pruned	Keep Close Monitor	Trees require other actions	No. of Form 1	No. of Form 2
Category I	245	0	0	0	0	10	0	3	0
Category II	0	0	0	0	0	0	0	0	0
Category III	0	0	0	0	0	0	0	0	0
Total	245	0	0	0	0	10	0	3	0

Tree Risk Assessment Form 1 : Tree Group Inspection
樹木風險評估表格1：樹群檢查表

General Information 基本資料

Form 1 Ref. No.:
表格1編號:

CIC2023000-0045-1

Dept. / Agency 部門 / 機構:	CIC	Inspection Officer 巡查人員:	Liu Chung Kan Patrick	Post 職位:	Arborist
Project / Contract No. 工程 / 合約編號:	(378) in P/AE/PUR/TDTC			File Ref. 檔案編號:	ZCP_2023-2024_Zone A
Date of Inspection 巡查日期:	02/04/2024 (dd/mm/yyyy)	Last Inspection Date: 上次巡查日期:			
			Inspection Frequency: 巡查週期:	12 month	

Location Information 位置資料

Masterzone Ref. 主區編號:	九龍灣	Subzone Ref. 副區編號:	九龍灣		
Location (English): 地點 (英文):	8 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong	Location (Chinese): 地點 (中文):	香港九龍灣常悅道8號	District: 地區:	Kwun Tong 觀塘區
Tree Risk Management Zone 樹木風險管理地區類別:	Category I 第一類				
Location Types 地點類別: (multiple selections allowed 可選多於一項)	<div><div><input type="checkbox"/> Roadside landscaped area 路旁綠化地區</div><div><input type="checkbox"/> Public park/recreation venue 公園/康樂場地</div><div><input type="checkbox"/> Planter box 花盆</div><div><input type="checkbox"/> Tree pit 樹穴</div><div><input type="checkbox"/> Housing estate 屋邨</div><div><input type="checkbox"/> Central divider 中央分隔帶</div><div><input checked="" type="checkbox"/> Others (please specify) 其他 (請說明): Construction Industry Council</div></div> <div><div><input type="checkbox"/> Government compound 政府建築物</div><div><input type="checkbox"/> Unleased/unallocated government land 未批租/未撥用的政府土地</div><div><input type="checkbox"/> Recreational site/facility inside country park 郊野公園內康樂用地或設施</div><div><input type="checkbox"/> SIMAR slopes 系統性斜坡維修責任的斜坡</div><div><input type="checkbox"/> SIMAR slope ref: <div></div></div></div>				
Nearest lamp pole number 最近近的燈柱編號:					

Tree Information 樹木基本資料

The size of a tree group should be defined by location types, such as public park, SIMAR slopes, tree pits, etc. with due consideration given to the limitations of visual tree assessment.
No more than 50 trees shall be included in a Tree Group.
在決定樹群的大小時，應參照地點類別，如公園、系統性斜坡維修責任的斜坡、樹穴等，並需考慮目測法的局限，每個樹群不可多於50棵樹。

(A) Triage Trees and Trees Require Remedial Actions or Form 2 Assessment
分流樹木及需要進行護減措施 / 表格 2 評估的樹木

TMCP Tree ID 樹木編號	Dept. Tree ID 部門 樹木編號	Tree Species 樹種	DBH (mm) 胸徑 (毫米)	Estimated Tree Height (m) 大約樹高 (米)	Estimated Crown Spread (m) 大約樹冠 闊度 (米)	Tree Status 樹木類別	Overall Tree Conditions 整體樹木 狀況	Triage Colour 分流顏色	Remedial Action / Form 2 Assessment 護減措施 / 表格2評估	Anticipated Completion Date 預計完成日期 (dd/mm/yyyy)	Reference Coordinates of Tree 樹木參考座標	
											東 X	北 Y
	T14	Sterculia lanceolata 假蘋婆	175.00	7.00	5.00	Other Trees	Poor	Yellow	Others: Ant track observed	31/05/2024	839491.000	820155.000
	T41	Bischofia javanica 秋楓	245.00	10.00	4.00	Large Tree	Fair	Yellow	Others: Keep monitoring	01/05/2025	839529.000	820163.000
	T46	Celtis sinensis 朴樹	220.00	12.00	5.00	Large Tree	Fair	Yellow	Others: Keep monitoring	01/05/2025	839549.000	820165.000
	T47	Bischofia javanica 秋楓	170.00	10.00	4.00	Large Tree	Fair	Yellow	Others: Keep monitoring	01/05/2025	839555.000	820164.000
	T52	Celtis sinensis 朴樹	250.00	12.00	5.00	Large Tree	Fair	Yellow	Others: Keep monitoring	01/05/2025	839559.000	820170.000

(B) Other Trees (Non-Triage Trees - trees do not need further actions)
其他樹木 (非分流樹木 - 無需進一步行動的樹木)

Tree Species 樹種	App. Quantity of Trees 大約樹木數量	Range of Tree Height 樹高範圍		Overall Tree Conditions 整體樹木狀況
		From (m) 由 (米)	To (m) 至 (米)	
Cinnamomum burmannii 鴨舌	2	6	7	Fair
Sapium sebiferum 葵	5	6	7	Fair
Bischofia javanica 秋楓	9	6	8	Fair
Reevesia thyrsoidea 紅蓮樹	2	5	6	Fair
Utsea glutinosa 潺槁樹	7	6	7	Fair
Aquilaria sinensis 王爺香	7	5	8	Fair
Machilus chekiangensis 潤楠	1	7	7	Fair
Callery pear 豆梨	1	3	3	Fair
Celtis sinensis 朴樹	2	8	8	Fair
Sterculia lanceolata 假蘋婆	7	5	7	Fair
Garcinia oblongifolia 嶺南山竹子	1	4	4	Fair
Artocarpus hypargyreus 白桂木	1	8	8	Fair
Bridelia tomentosa 王蜜樹(滿地竹)	1	6	6	Fair

Overall Remarks 整體評語

The overall condition of the trees was fair at the time of inspection. Ant track observed was prevent pest disease recommended on T14.

Sub-total No. of Trees in Table (A): (A) 表樹木數量小結:	5	Sub-total No. of Trees in Table (B): (B) 表樹木數量小結:	46	Total No. of Trees (A + B): 樹木總數 (A + B):	51
Summary of TRIAGE Trees 分流樹木總結					
Black 黑	0	Red 紅	0	Orange 橙	0
				Yellow 黃	5
				No Triage colour 無	46

Attachment Type	Attachment File Name	Description
PHOTO 照片	N/A	Tree Photo CJC-ZCP Zone A
PHOTO 照片	N/A	Tree Group CJC-ZCP Zone A
MAP 地圖	N/A	CJC-ZCP map

I, the Inspection Officer for the above TRA Form 1, confirm that I have inspected the tree group(s) at the specified date with due diligence, and the information given in the Form(s) is truly reflecting what I observed on site.

本人作為以上樹群檢查表格1的巡查人員，確認本人已在本表格所列日期，謹慎小心完成有關樹群的檢查，而本表格上填入的資料均真實無訛地反映本人在現場觀察所得。

本人的學術、專業、培訓紀錄及相關工作經驗均符合「樹木風險評估及管理安排」指引中對巡查人員的要求。

(If more than one Inspection Officer involved in the same Tree Group Inspection, each Inspection Officer should submit individual Form 1 containing the trees inspected by him/her. 如多於一位巡查人員負責同一樹群檢查，個別巡查人員應將其檢查的樹木以另一表格1填報。)

Date of Form Completion: 02/04/2024
完成表格日期 (dd/mm/yyyy)

(If Form 1 is submitted in paper form 若以文本形式遞交表格1)

Signature of Inspection Officer: Patrick
巡查人員簽署:

Tree Risk Assessment Form 1 : Tree Group Inspection
樹木風險評估表格1：樹群檢查表

General Information 基本資料

Form 1 Ref. No.:
表格1編號:

CIC2023000-0045-2

Dept. / Agency 部門 / 機構:

CIC

Inspection Officer 巡查人員:

Liu Chung Kan Patrick

Post 職位:

Arborist

Project / Contract No. 工程 / 合約編號:

(378) in P/AE/PUR/TDTC

File Ref. 檔案編號:

ZCP_2023-2024_Zone B

Date of Inspection 巡查日期:

04/04/2024
(dd/mm/yyyy)

Last Inspection Date: 上次巡查日期:

Inspection Frequency: 巡查週期:

12 month

Location Information 位置資料

Masterzone Ref. 主區編號:

九龍灣

Subzone Ref. 副區編號:

九龍灣

Location (English):
地點 (英文):

8 Sheung Yuek Road, Kowloon Bay, Kowloon, Hong Kong

Location (Chinese):
地點 (中文):

香港九龍灣常悅道8號

District:
地區:

Kwun Tong 觀塘區

Tree Risk Management Zone 樹木風險管理地區類別:

Category 1 第一類

Location Types
地點類別:
(multiple selections allowed
可選多於一項)

☐ Roadside landscaped area 路旁綠化地區

☐ Public park/recreation venue 公園/康樂場地

☐ Planter box 花盆

☐ Tree pit 樹穴

☐ Housing estate 屋邨

☐ Central divider 中央分隔帶

☒ Others (please specify) 其他 (請說明):
Construction Industry Council

☐ Government compound 政府建築物

☐ Unleased/unallocated government land 未批租/未撥用的政府土地

☐ Recreational site/facility inside country park 郊野公園內康樂用地或設施

☐ SIMAR slopes 系統性斜坡維修責任的斜坡

☐ SIMAR slope ref:

Nearest lamp pole number
最近的路燈柱編號:

Tree Information 樹木基本資料

The size of a tree group should be defined by location types, such as public park, SIMAR slopes, tree pits, etc. with due consideration given to the limitations of visual tree assessment.
No more than 50 trees shall be included in a Tree Group.
在決定樹群的大小時，應參照地點類別，如公園、系統性斜坡維修責任的斜坡、樹穴等，並需考慮目測法的局限，每個樹群不可多於50棵樹。

(A) Triage Trees and Trees Require Remedial Actions or Form 2 Assessment
分流樹木及需要進行緩減措施 / 表格2 評估的樹木

TMCP Tree ID 樹木編號	Dept. Tree ID 部門 樹木編號	Tree Species 樹種	DBH (mm) 胸徑 (毫米)	Estimated Tree Height (m) 大約樹高 (米)	Estimated Crown Spread (m) 大約樹冠 闊度 (米)	Tree Status 樹木類別	Overall Tree Conditions 整體樹木 狀況	Triage Colour 分流顏色	Remedial Action / Form 2 Assessment 緩減措施 / 表格2評估	Anticipated Completion Date 預計完成日期 (dd/mm/yyyy)	Reference Coordinates of Tree 樹木參考座標	
											東 X	北 Y
	T95	Bischofia javanica秋楓	240.00	10.00	5.00	Large Tree	Fair	Yellow	Others: Keep monitoring	01/05/2025	839498.000	820165.000

(B) Other Trees (Non-Triage Trees - trees do not need further actions)
其他樹木 (非分流樹木 - 無需進一步行動的樹木)

Tree Species 樹種	App. Quantity of Trees 大約樹木數量	Range of Tree Height 樹高範圍		Overall Tree Conditions 整體樹木狀況
		From (m) 由 (米)	To (m) 至 (米)	
Cinnamomum burmannii 樟香	2	6	7	Fair
Bischofia javanica 秋楓	4	6	8	Fair
Reevesia thyrsoidea 椴樹	1	4	4	Fair
Litsea glutinosa 漆樹	8	5	7	Fair
Callery pear 豆梨	4	2	5	Fair
Celtis sinensis 朴樹	4	6	8	Fair
Sterculia lanceolata 醉籐婆	8	5	7	Fair
Garcinia oblongifolia 賴濟山竹子	4	6	7	Fair
Artocarpus hypargyreus 白桂木	1	6	6	Fair
Schima superba 木荷	1	3	3	Fair
Elaeocarpus chinensis 中華杜英	9	5	7	Fair
Syzygium hancei 紅頭蒲桃	5	5	7	Fair
Cleistocalyx nervosum 水荊	1	7	7	Fair
Bignay 五月茶	1	6	6	Fair
Alangium chinense / 馬兜	2	6	7	Fair
Ficus virens (syn. Ficus virens var. sublaevis) 大葉榕(黃葛樹)	1	8	8	Fair
Lagerstroemia speciosa 大花紫薇(洋紫薇)	1	4	4	Fair
Cinnamomum camphora 樟	1	8	8	Fair
Litsea monopetala 欖木(欖木)	1	6	6	Fair

Overall Remarks 整體評語

The overall condition of the trees was fair at the time of inspection.

Sub-total No. of Trees in Table (A):
(A) 表樹木數量小結:

1

Sub-total No. of Trees in Table (B):
(B) 表樹木數量小結:

59

Total No. of Trees (A + B):
樹木總數 (A + B):

60

Summary of TRIAGE Trees 分流樹木總結

Black 黑	0	Red 紅	0	Orange 橙	0	Yellow 黃	1	No Triage colour 無	6
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Attachment Type		Attachment File Name	Description
PHOTO 照片	N/A	Tree Photo_CIC-ZCP_Zone B	Tree Photo_CIC-ZCP_Zone B
PHOTO 照片	N/A	Tree Group_CIC-ZCP_Zone B	Tree Group_CIC-ZCP_Zone B
MAP 地圖	N/A	CIC-ZCP_map	CIC-ZCP_map

Declaration 聲明

I, the Inspection Officer for the above TRA Form 1, confirm that I have inspected the tree group(s) at the specified date with due diligence, and the information given in the Form(s) is truly reflecting what I observed on site.

本人作為以上樹群檢查表格1的巡查人員，確認本人已在本表格所列日期，謹慎小心完成有關樹群的檢查，而本表格上填入的資料均真確無訛地反映本人在現場觀察所得。

My academic, professional, training records and work experience met the requirements of Inspection Officer specified in the TRAM Guidelines.

本人的學術、專業、培訓紀錄及相關工作經驗均符合「樹木風險評估及管理安排」指引中對巡查人員的要求。

Name of Inspection Officer: Liu Chung Kan Patrick
巡查人員姓名 {請以英文正楷書寫}

(If more than one Inspection Officer involved in the same Tree Group Inspection, each Inspection Officer should submit individual Form 1 containing the trees inspected by him/her. 如多於一位巡查人員負責同一樹群檢查，個別巡查人員應將其檢查的樹木以另一表格1填報。)

Date of Form Completion: 02/04/2024
完成表格日期 (dd/mm/yyyy)

{If Form 1 is submitted in paper form 若以文本形式遞交表格1}

Signature of Inspection Officer: Patrick
巡查人員簽署：

Tree Risk Assessment Form 1 : Tree Group Inspection
樹木風險評估表格1：樹群檢查表

General Information 基本資料

Form 1 Ref. No.: 表格1編號:		CIC		2023	000-0045-2
Dept. / Agency 部門 / 機構:		CIC		Inspection Officer 巡查人員:	
		Liu Chung Kan Patrick		Post 職位:	
		Arborist			
Project / Contract No. 工程 / 合約編號:		(378) in P/AE/PUR/TDTC			File Ref. 檔案編號:
					ZCP_2023-2024_Zone C
Date of Inspection 巡查日期:		07/04/2024 (dd/mm/yyyy)	Last Inspection Date: 上次巡查日期:		Inspection Frequency: 巡查週期:
			(dd/mm/yyyy)		12 month

Location Information 位置資料

Masterzone Ref. 主區編號:		九龍灣		Subzone Ref. 副區編號:	
		九龍灣			
Location (English): 地點 (英文):		8 Sheung Yuet Road, Kowloon Bay, Kowloon, Hong Kong		Location (Chinese): 地點 (中文):	
		香港九龍灣常悅道8號		District: 地區:	
				Kwun Tong 觀塘區	
Tree Risk Management Zone 樹木風險管理地區類別:		Category I 第一類			
Location Types 地點類別: (multiple selections allowed 可選多於一項)		<div><div><input type="checkbox"/> Roadside landscaped area 路旁綠化地區</div><div><input type="checkbox"/> Public park/recreation venue 公園/康樂場地</div><div><input type="checkbox"/> Planter box 花盆</div><div><input type="checkbox"/> Tree pit 樹穴</div><div><input type="checkbox"/> Housing estate 屋邨</div><div><input type="checkbox"/> Central divider 中央分隔帶</div><div><input checked="" type="checkbox"/> Others (please specify) 其他 (請說明): Construction Industry Council</div></div> <div><div><input type="checkbox"/> Government compound 政府建築物</div><div><input type="checkbox"/> Unleased/unallocated government land 未批租/未撥用的政府土地</div><div><input type="checkbox"/> Recreational site/facility inside country park 郊野公園內康樂用地或設施</div><div><input type="checkbox"/> SIMAR slopes 系統性鑑辨維修責任的斜坡</div><div><input type="checkbox"/> SIMAR slope ref: <div></div></div></div>			
Nearest lamp pole number 最近近的燈柱編號:					

Tree Information 樹木基本資料

The size of a tree group should be defined by location types, such as public park, SIMAR slopes, tree pits, etc. with due consideration given to the limitations of visual tree assessment.
No more than 50 trees shall be included in a Tree Group.

在決定樹群的大小時，應參照地點類別，如公園、系統性鑑辨維修責任的斜坡、樹穴等，並需考慮目測法的局限，每個樹群不可多於50棵樹。

(A) Triage Trees and Trees Require Remedial Actions or Form 2 Assessment
分流樹木及需要進行緩減措施 / 表格 2 評估的樹木

TMCP Tree ID 樹木編號	Dept. Tree ID 部門 樹木編號	Tree Species 樹種	DBH (mm) 胸徑 (毫米)	Estimated Tree Height (m) 大約樹高 (米)	Estimated Crown Spread (m) 大約樹冠 闊度 (米)	Tree Status 樹木類別	Overall Tree Conditions 整體樹木 狀況	Triage Colour 分流顏色	Remedial Action / Form 2 Assessment 緩減措施 / 表格2評估		Anticipated Completion Date 預計完成日期 (dd/mm/yyyy)	Reference Coordinates of Tree 樹木參考座標	
												東 X	北 Y
	T189	Ficus microcarpa L. f.細葉榕	580.00	8.00	7.00	Large Tree	Fair	Yellow	Others:	Keep monitoring	01/05/2025	839544.000	820276.000
	T237	Elaeocarpus apiculatus 尖葉杜英	306.00	12.00	4.00	Large Tree	Fair	Yellow	Others:	Keep monitoring	01/05/2025	839455.000	820264.000
	T238	Elaeocarpus apiculatus 尖葉杜英	265.00	9.00	6.00	Large Tree	Fair	Yellow	Others:	Keep monitoring	01/05/2025	820264.000	839453.000
	T301	Ficus microcarpa L. f.細葉榕	610.00	10.00	7.00	Large Tree	Fair	Yellow	Others:	Keep monitoring	01/05/2025	839508.000	820224.000
	T302	Ficus microcarpa L. f.細葉榕	730.00	10.00	10.00	Large Tree	Fair	Yellow	Others:	Keep monitoring	01/05/2025	839512.000	820220.000

(B) Other Trees (Non-Triage Trees - trees do not need further actions)
其他樹木 (非分流樹木 - 無需進一步行動的樹木)

Tree Species 樹種	App. Quantity of Trees 大約樹木數量	Range of Tree Height 樹高範圍		Overall Tree Conditions 整體樹木狀況
		From (m) 由 (米)	To (m) 至 (米)	
Hibiscus tiliaceus 黃槿	2	5	6	Fair
Sapium sebiferum 桐	3	6	8	Fair
Bischofia javanica 欖風	4	6	7	Fair
Utsea glutinosa 雞屎樹	2	5	7	Fair
Machilus chekiangensis 潤楠	6	4	6	Fair
Senna siamea (syn. Cassia siamea) 蓬仔木	3	6	8	Fair
Celtis sinensis 朴樹	5	6	7	Fair
Sterculia lanceolata 假桐蔭	8	6	8	Fair
Schima superba 木荷	1	3	3	Fair
Elaeocarpus chinensis 中華杜英	5	4	6	Fair
Cleistocalyx nervosum 水翁	1	7	7	Fair
Bignay 五月茶	1	5	5	Fair
Lagerstroemia speciosa 大花紫薇(洋紫薇)	7	4	6	Fair
Bombax ceiba 木棉	6	3	6	Fair
Morus alba 桑	1	5	5	Fair
Ficus microcarpa L. f.細葉榕	24	6	8	Fair
Juniperus chinensis 圓柏	1	3	3	Fair
Sweet osmanthus 桂花	7	3	6	Fair
Tabea chrysanthra (Jacq.) C. Nicholson 黃化風鈴木	12	5	6	Fair
Prunus yunnanensis 'Guangzhou' 廣州櫻	4	4	6	Fair
Plumiera rubra 雞蛋花	4	4	5	Fair
Bauhinia purpurea x L. 羊蹄甲	4	5	6	Fair
Bauhinia variegata 五彩羊蹄甲	4	5	5	Fair
Bauhinia x blakeana 羊蹄甲	2	6	6	Fair
Senna surattensis (syn. Cassia surattensis) 黃刺桐(黃刺桐)	1	2	2	Fair
Cinnamomum burmannii 肉桂	3	5	6	Fair
Ficus subpisocarpa 華蜜榕	2	6	6	Fair
Cratogeomys cochinchinensis 黃牛木	1	6	6	Fair
Cinnamomum camphora 樟	5	6	8	Fair

Overall Remarks 整體評論

The overall condition of the trees was fair at the time of inspection. Ant track observed was prevent pest disease recommended on T14.

Sub-total No. of Trees in Table (A):
(A) 表樹木數量小結:

5

Sub-total No. of Trees in Table (B):
(B) 表樹木數量小結:

129

Total No. of Trees (A + B):
樹木總數 (A + B):

134

Summary of TRIAGE Trees 分流樹木總結

Black 黑

0

Red 紅

0

Orange 橙

0

Yellow 黃

5

No Triage colour 無

129

Attached Information 附夾資料			
Attachment Type		Attachment File Name	Description
PHOTO 照片	N/A	Tree Photo_CIC-ZCP_Zone C	Tree Photo_CIC-ZCP_Zone C
PHOTO 照片	N/A	Tree Group_CIC-ZCP_Zone C	Tree Group_CIC-ZCP_Zone C
MAP 地圖	N/A	CIC-ZCP_map	CIC-ZCP_map

Declaration 聲明

I, the Inspection Officer for the above TRA Form 1, confirm that I have inspected the tree group(s) at the specified date with due diligence, and the information given in the Form(s) is truly reflecting what I observed on site.

本人作為以上樹群檢查表格1的巡查人員，確認本人已在本表格所列日期，謹慎小心完成有關樹群的檢查，而本表格上填入的資料均真實無訛地反映本人在現場觀察所得。

My academic, professional, training records and work experience met the requirements of Inspection Officer specified in the TRAM Guidelines.

本人的學術、專業、培訓紀錄及相關工作經驗均符合「樹木風險評估及管理安排」指引中對巡查人員的要求。

Name of Inspection Officer:

巡查人員姓名

(請以英文正楷書寫)

(If more than one Inspection Officer involved in the same Tree Group Inspection, each Inspection Officer should submit Individual Form 1 containing the trees inspected by him/her. 如多於一位巡查人員負責同一樹群檢查，個別巡查人員應將其檢查的樹木以另一表格1填報。)

Date of Form Completion:

07/04/2024



(dd/mm/yyyy)

完成表格日期

(If Form 1 is submitted in paper form 若以文本形式遞交表格1)


Signature of Inspection Officer:

巡查人員簽署：

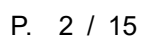
<u>Location of Green Wall</u>		<u>Record Photos (For reference only)</u>
1	CIC Headquarters 38/F – Pantry (HQ)	
2	CIC Megabox Office, 29/ - Pantry (MBO)	
	Remarks: (Refer to item 5.3 – Attachment 2)	<ul style="list-style-type: none"> - Watering on every Monday, Wednesday & Thursday - 4:30p.m. - Method: Spray Pump Bottle Watering (Monday, Thursday) Bottle Pour Watering (Wednesday)

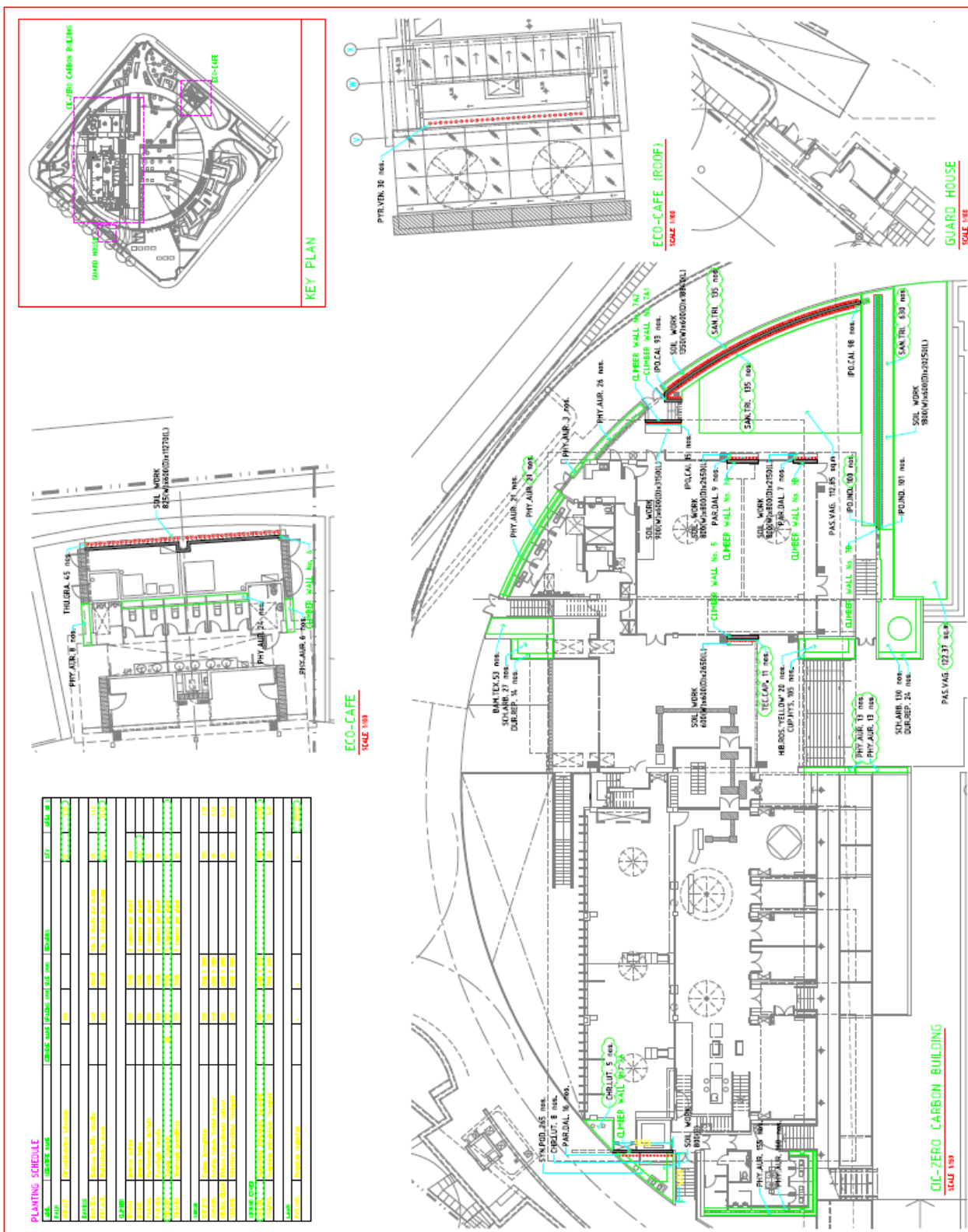
(Attachment 4 - Annex 8)

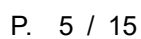
	<u>Location of Green Wall</u>	<u>Record Photos (For reference only)</u>
3	HKIC - Kowloon Bay Campus (KBC) – Wall 1	
4	HKIC - Kowloon Bay Campus (KBC) – Wall 2	
5	CIC – Sheung Shui Campus (SSC)	

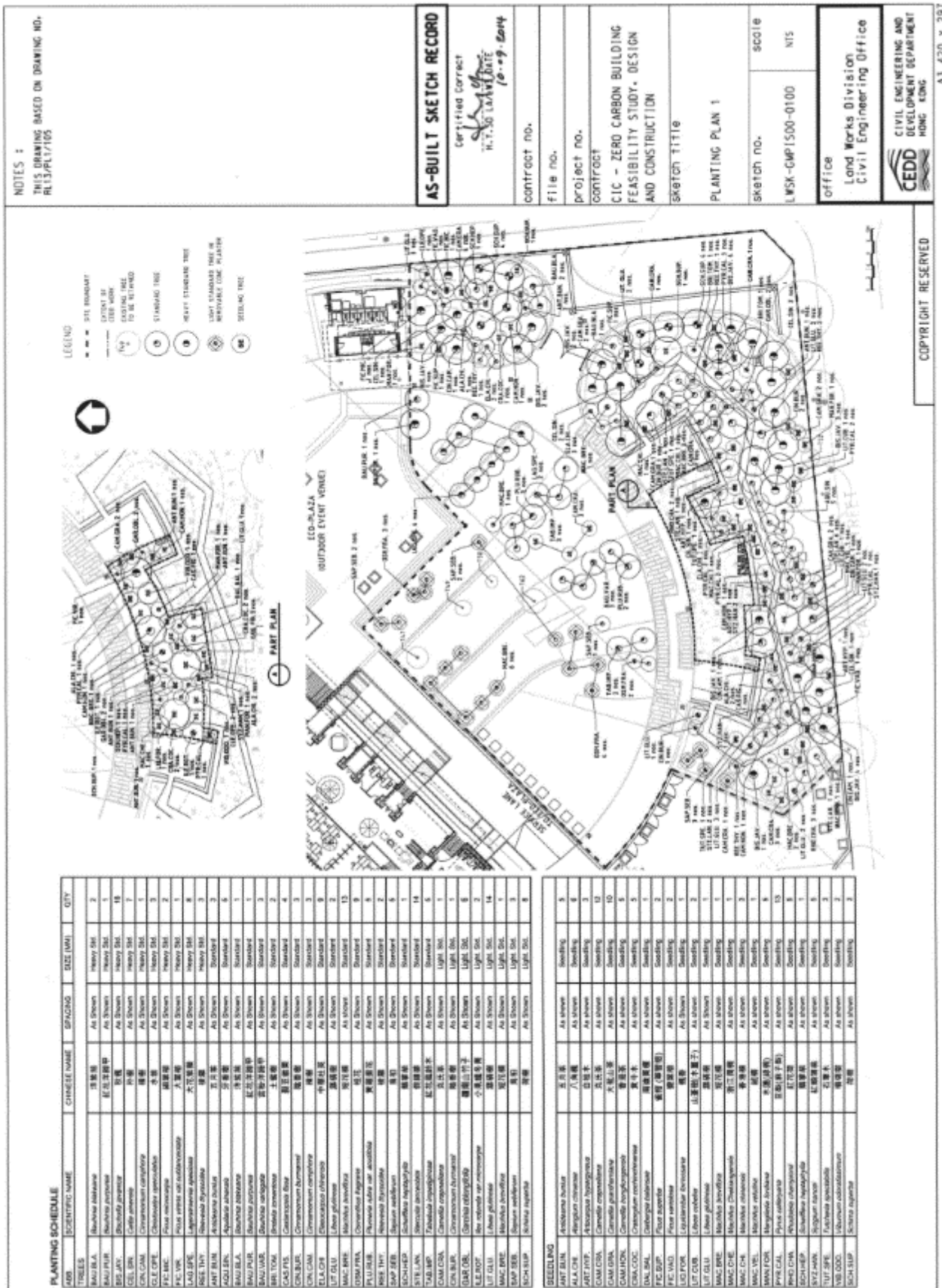
<u>Location of Green Wall</u>		<u>Record Photos (For reference only)</u>	
6	CIC - Zero Carbon Park (CIC - ZCP)		

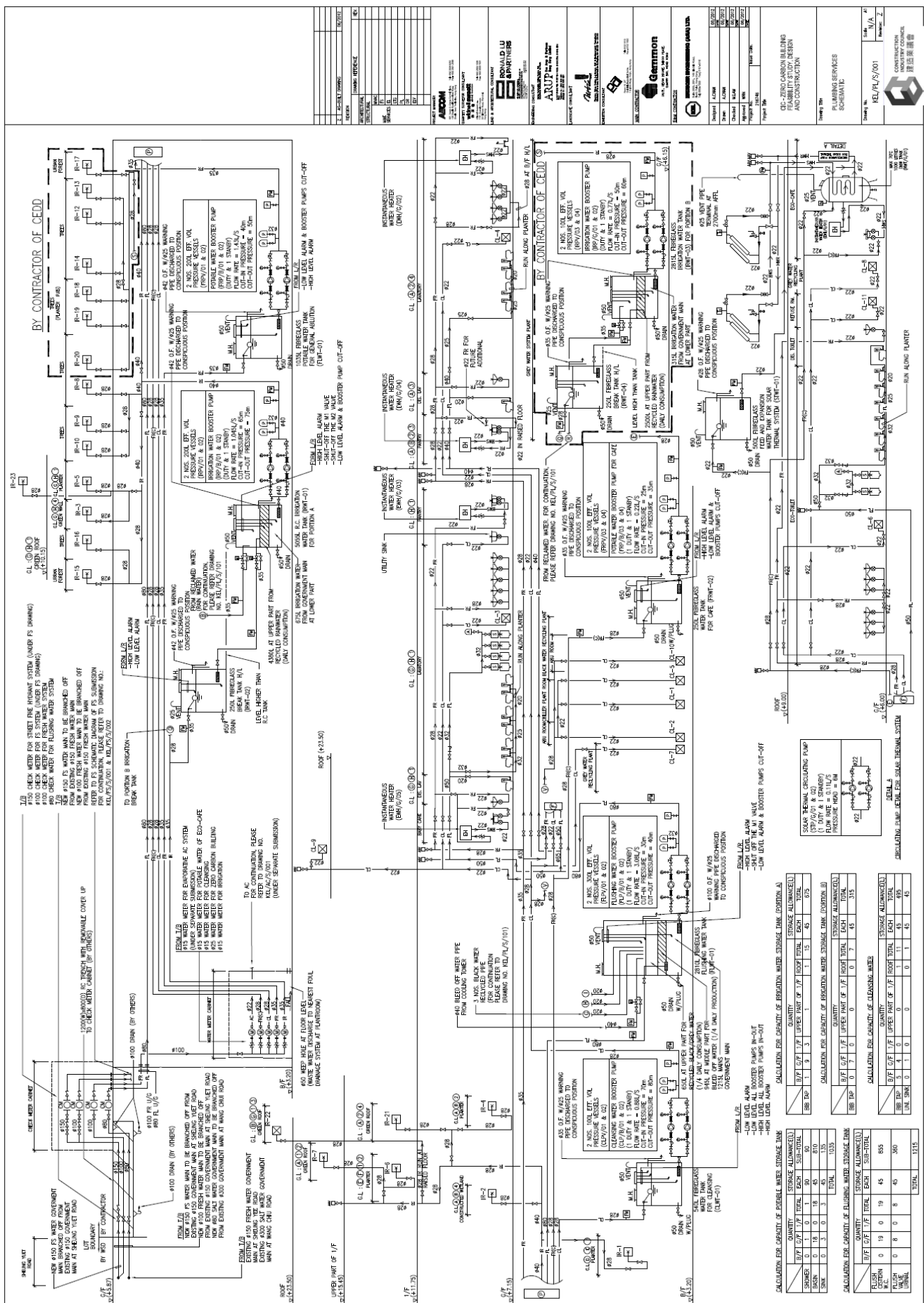
(A) 建造業零碳天地園藝保養範圍
(Maintenance Works for Landscaping Area of CIC- Zero Carbon Park)

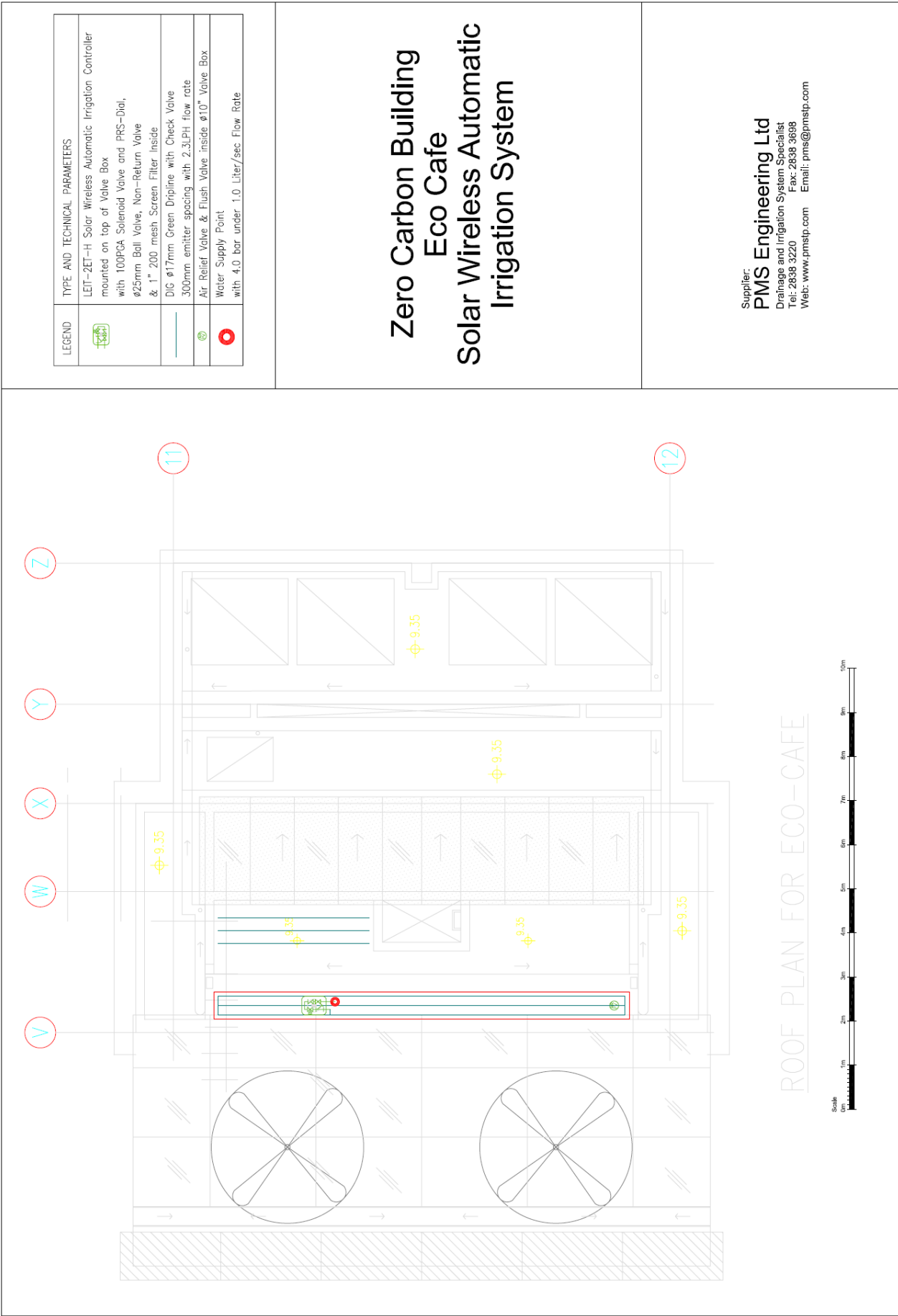


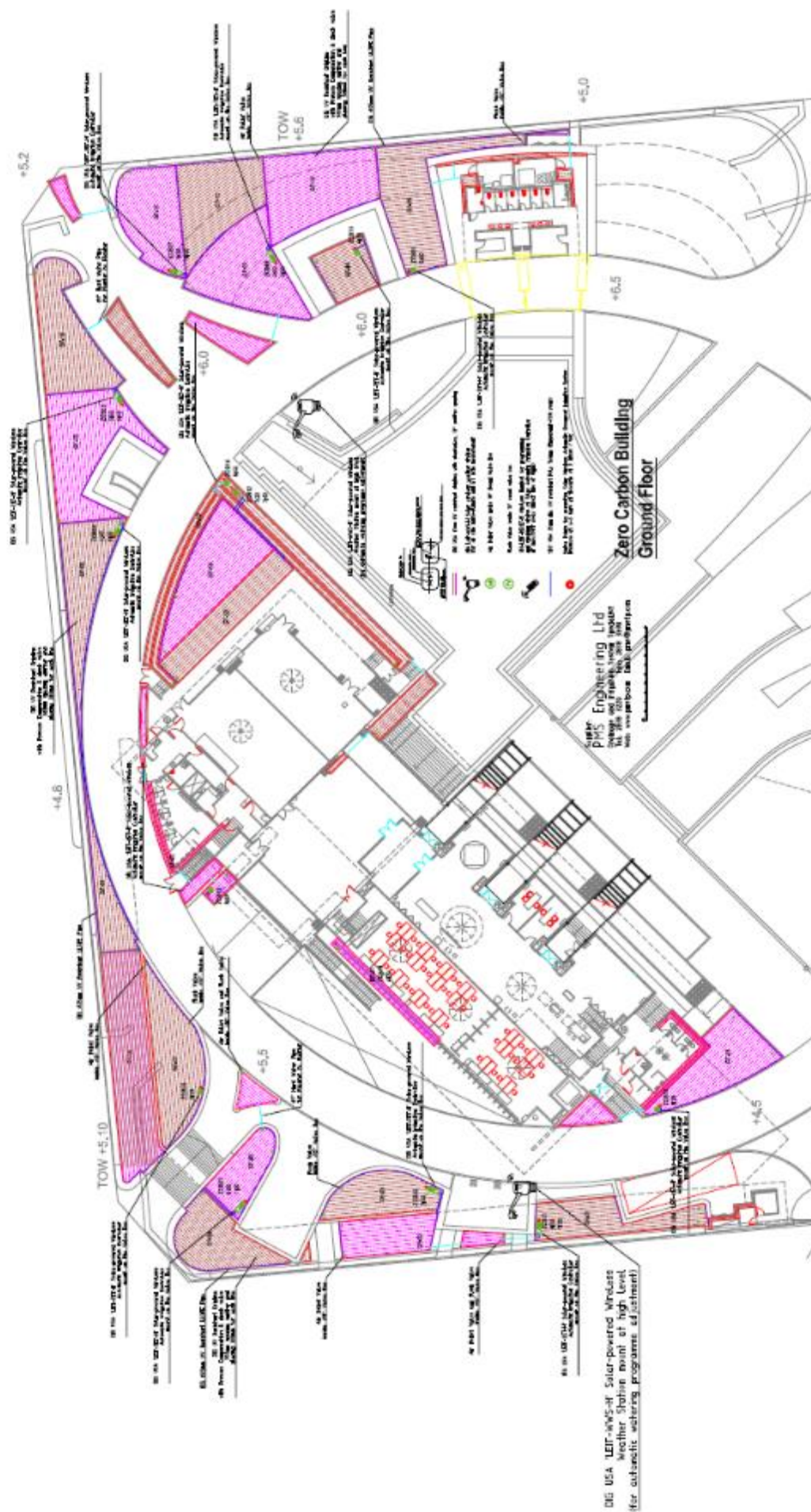


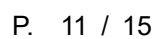












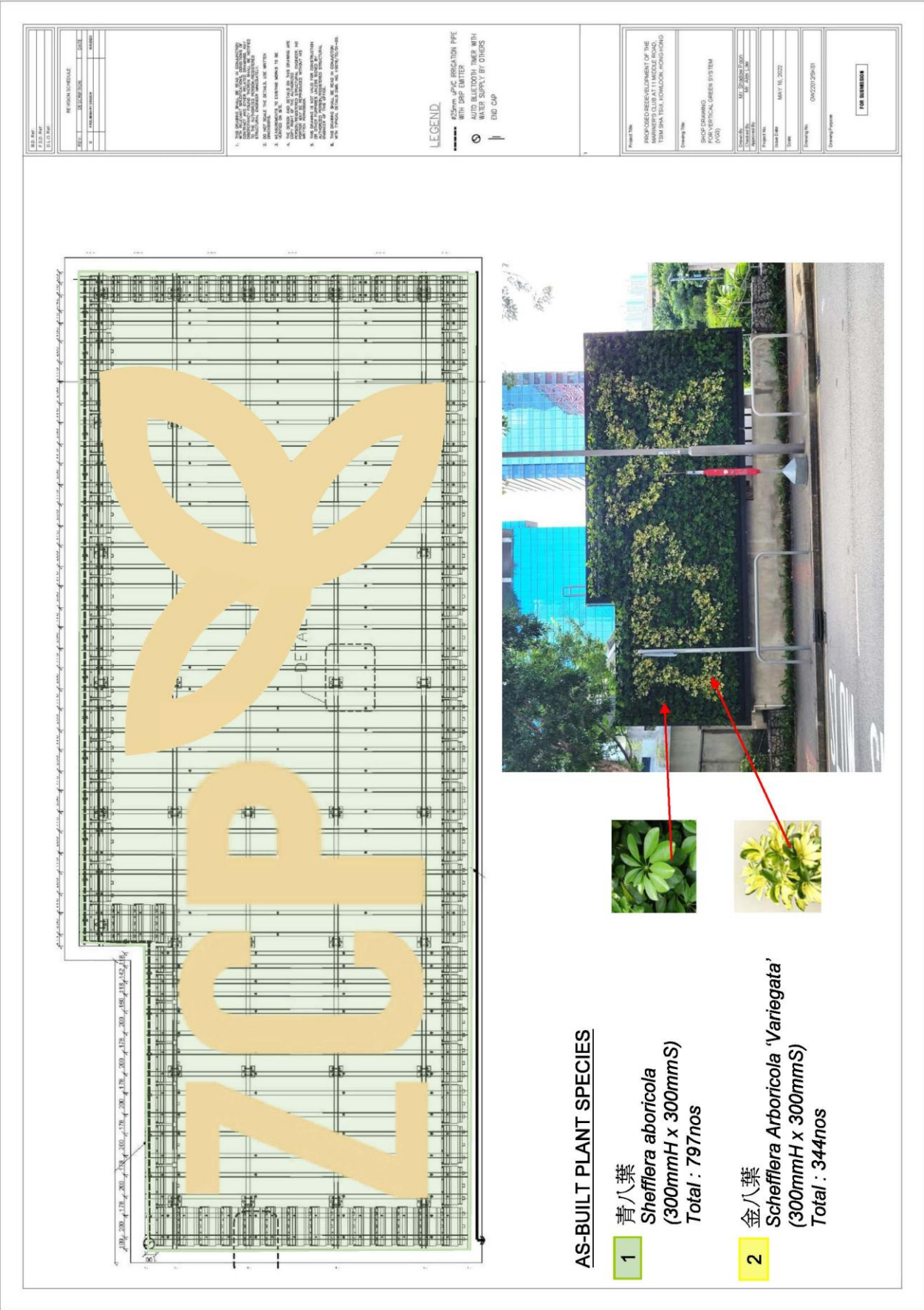


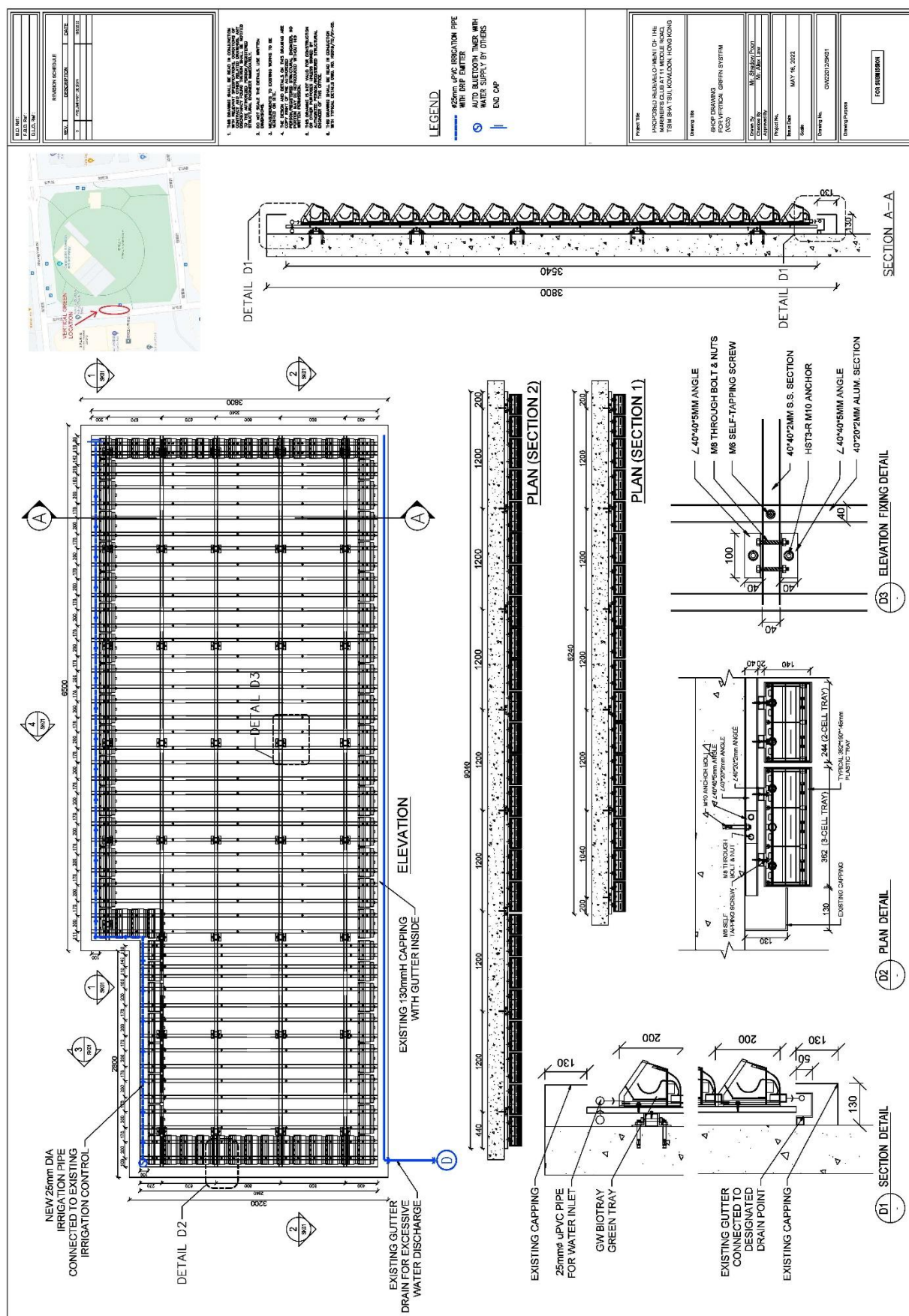
-
- Architectural floor plan of the 1st floor. The plan is divided into a grid system with dimensions: 6300, 200, 6300, 2700, 6300, 2700, 6300, 2500, 12000, 2500, 6300, 200, 6300. The plan includes a large central area labeled 'GREEN HOUSE' and several smaller rooms labeled 'PV PANEL'. The grid is defined by dimensions: 6300, 200, 6300, 2700, 6300, 2700, 6300, 2500, 12000, 2500, 6300, 200, 6300. The plan also shows 'R.C. ROOF SLAB BELOW' and 'R.C. ROOF SLAB ABOVE'.

-
- 13 mm (1/2")
- 30 cm
- Art. 1340/1341/8310

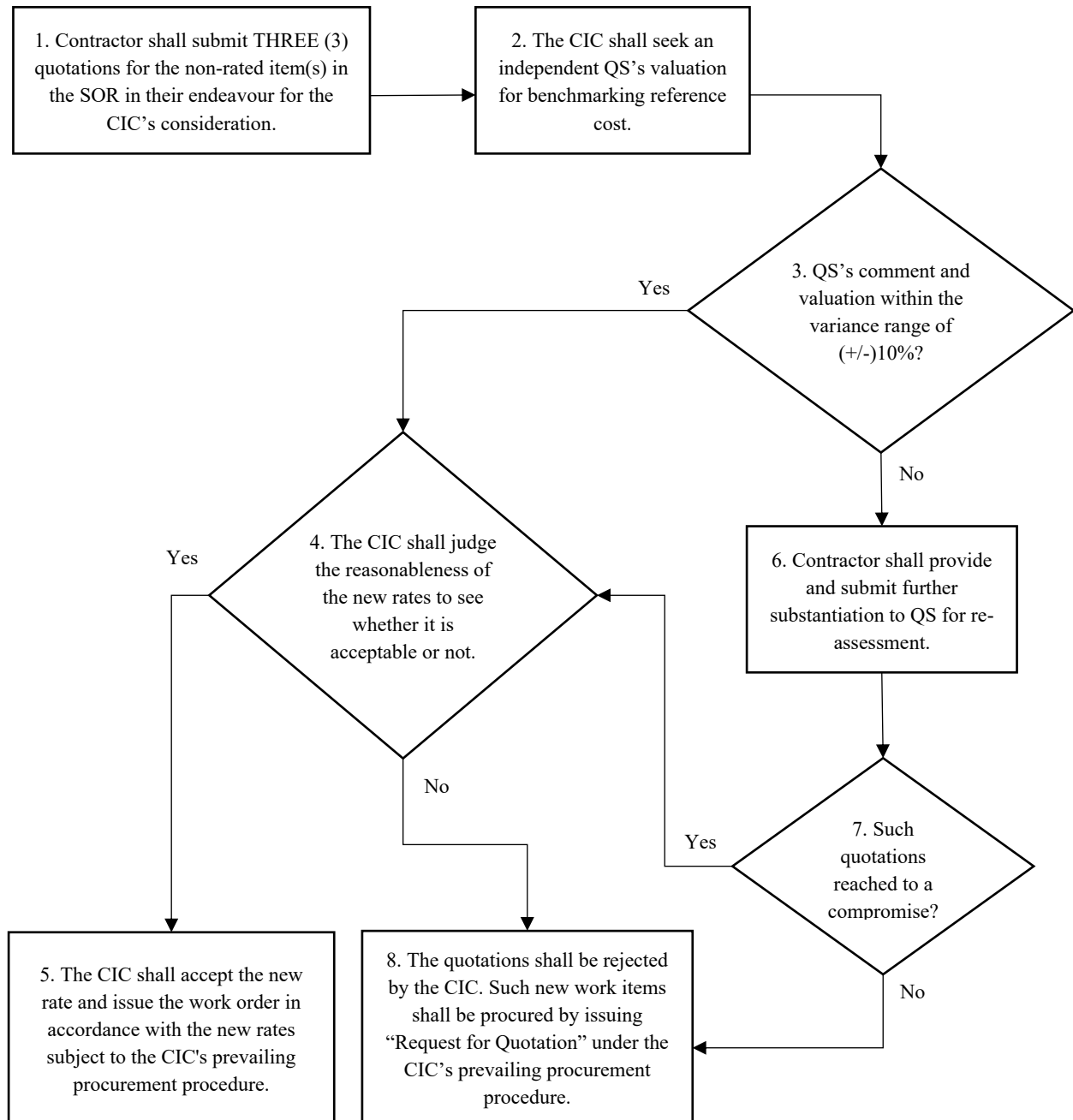
-

P. 13 / 15





Annex 10 – Flowchart for Valuation of New Rate



CERTIFICATE OF PRACTICAL COMPLETION

This certificate serves to confirm that the following delivery order has been practically completed to the satisfaction of the CIC in accordance with the provisions as stipulated in this term contract. The details of the works is summarized as follows:-

Term Contract Reference No.	:	(411) in P/AE/PUR/TDTC
Term Contract Title	:	Provision of Repair and Maintenance Services for Landscaping Works for Construction Industry Council
Delivery Order Reference No.	:	
Location of the Works	:	
Commencement Date of the Works	:	
Completion Date of the Works	:	
Commencement of Defects Liability Period	:	
Expiry Date of Defects Liability Period	:	
Photo Report / Test Report / Documents submitted? (if applicable)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
As-built Drawing / As-fitted Drawing submitted? (if applicable)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No _____
All defects in workmanship and materials reported during the construction period have been rectified?	:	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ _____ _____
Amount of Delivery Order	:	HKD _____
Amount of Works Certified Till Now	:	HKD _____
Total amount of the Delivery Order payable	:	HKD _____

Signature with Company Chop

Date:

Name:

For and on behalf of the Construction Industry Council

ANNEX 12 - SUPPLEMENTARY SAFETY DOCUMENT

Content

Supplementary Safety Document

- 1) Maintenance Works for Weeding, Herbicide and Pesticides Services
- 2) Maintenance Works for Green Belt
- 3) Maintenance Works for Green Planter and Green Roof
- 4) Tree Assessment Services (Tree Risk Assessment Form 1: Tree Group Inspection)
- 5) Maintenance Works for Green Wall
- 6) Tree removal and pruning works
- 7) Supply labour, tools and materials to replace the following specified parts or approved equivalent for irrigation and drainage systems at Green Roof
- 8) Maintenance Works to Slope and Landscaping Area

1) Resurfacing of external area Works

a) Method statement

1. Planning and Preparation

- Obtain necessary permits and approvals.
- Review site conditions and identify sensitive areas (e.g., water bodies, public access zones).
- Check weather conditions to avoid spraying during windy or rainy days.

2. Site Setup

- Establish exclusion zones and place warning signage.
- Ensure all equipment is inspected and in good working order.
- Prepare PPE and emergency equipment (e.g., spill kits, eyewash stations).

3. Chemical Handling

- Mix herbicides/pesticides according to manufacturer's instructions and MSDS.
- Use appropriate containers and avoid overfilling.
- Label all containers clearly.

4. Application Process

- Apply chemicals using backpack sprayers or vehicle-mounted systems.
- Avoid overspray and drift by maintaining proper nozzle pressure and spray technique.
- Monitor application to ensure even coverage and avoid runoff.

5. Post-Application

- Clean equipment thoroughly.
- Dispose of chemical containers and waste according to local regulations.
- Conduct site inspection to ensure no residual hazards remain.

6. Documentation

- Record chemical usage, weather conditions, and any incidents.
- Maintain logs for compliance and future reference.

b) Safety Precautions

1. Personal Protective Equipment (PPE)

- Safety glasses or goggles
- Chemical-resistant gloves
- Long-sleeved shirts and trousers
- Steel-capped boots

- High-visibility vest
- Respirator (if required by MSDS)

2. Hazard Controls

- Follow all MSDS guidelines for chemicals used.
- Maintain safe distances between workers.
- Avoid working in extreme heat or near traffic without proper controls.
- Provide washing facilities and first aid kits on-site.

3. Environmental Protection

- Prevent chemical runoff into drains or natural water sources.
- Avoid spraying during windy conditions to reduce drift.
- Use biodegradable or low-toxicity products where possible.

4. Emergency Procedures

- Have spill kits and emergency contact numbers readily available.
- Train staff in first aid and emergency response.
- Report and document any incidents immediately.

2) Maintenance Works for Green Belt

a) Method Statement

Scope of Works

- Vegetation management (grass cutting, pruning, tree care)
- Slope and drainage maintenance
- Inspection and repair of landscape features
- Litter collection and pest control

2. Site Preparation

- Conduct site reconnaissance and risk assessment
- Identify utilities and underground services
- Set up safety signage and barriers
- Obtain necessary permits (e.g., PTW, TTA)

3. Vegetation Maintenance

- Use manual or mechanical tools for grass cutting and pruning
- Remove invasive species and weeds
- Apply herbicides/pesticides only when necessary and in accordance with MSDS

4. Slope and Drainage Maintenance

- Inspect slope stability and drainage channels
- Clear debris from catchpits and channels
- Conduct CCTV surveys for buried services if needed

5. Waste Disposal

- Collect and segregate green waste
- Dispose of chemical containers and hazardous waste per EPD guidelines

6. Documentation

- Maintain daily logs of work done, chemicals used, and incidents
- Submit inspection reports and recommendations for future maintenance

b) Safety Precautions

1. Personal Protective Equipment (PPE)

- Safety helmet, goggles, gloves
- High-visibility vest
- Steel-toe boots
- Respirator (if handling chemicals)
- Fall protection gear for slope work

2. Work at Height and Slopes

- Use safe access systems (e.g., steps, ladders, platforms)
- Follow Geoguide 5 and GEO Report No. 136 for slope access design

- Avoid abseiling unless approved by Labour Department

3. Chemical Safety

- Follow MSDS and Cap. 509/59 regulations
- Store chemicals securely and label clearly
- Use spill kits and emergency wash stations

4. Environmental Protection

- Prevent runoff into watercourses
- Avoid disturbing wildlife habitats
- Follow sediment control procedures from EPD

5. Emergency Preparedness

- First aid kits and trained personnel on-site
- Emergency contact list and evacuation plan
- Resuscitator and gas detectors for confined space work

3) Maintenance Works for Green Planter and Green Roof

a) Method Statement

1. Planning and Preparation

- Conduct site survey and structural assessment to confirm roof loading capacity and waterproofing integrity.
- Review as-built drawings and maintenance manuals.
- Identify access routes, irrigation systems, and drainage outlets.

2. Routine Maintenance Tasks

- **Vegetation Care:**
 - Inspect plant health and coverage.
 - Remove weeds and dead plants.
 - Prune overgrown vegetation.
 - Fertilize as needed.
- **Irrigation System:**
 - Check for leaks or blockages.
 - Test system functionality.
 - Adjust watering schedule based on season.
- **Drainage and Waterproofing:**
 - Clear debris from surface drains and overflow outlets.
 - Inspect for standing water or signs of waterlogging.
 - Monitor waterproofing membrane for cracks or leaks.
- **Structural and Safety Checks:**
 - Inspect roof edges, parapets, and access points.
 - Ensure safety signage and fall protection systems are in place.

3. Documentation

- Maintain inspection logs and photo records.
- Use checklists for each visit (vegetation, irrigation, drainage, safety).
- Submit annual reports and recommendations for improvements.

b) Safety Precautions

1. Access and Fall Protection

- Use secure ladders, scaffolding, or roof hatches.
- Install guardrails or fall arrest systems where required.
- Follow local safety codes (e.g., Cap. 509 in Hong Kong).

2. Personal Protective Equipment (PPE)

- Safety helmet, gloves, and non-slip footwear.
- High-visibility vest.
- Harness and lanyard for elevated work.

3. Chemical Handling

- Follow MSDS for fertilizers, herbicides, or pesticides.
- Store chemicals in labeled, secure containers.
- Use spill kits and emergency wash stations.

4. Weather and Environmental Conditions

- Avoid work during heavy rain or strong winds.
- Monitor temperature and UV exposure.
- Protect sensitive plants during extreme weather.

5. Emergency Preparedness

- First aid kits and trained personnel on-site.
- Emergency contact list and evacuation plan.
- Leak detection and water overflow monitoring systems.

- 4) Tree Assessment Services (Tree Risk Assessment Form 1: Tree Group Inspection)
- a) Method Statement

1. Preparation and Planning

- Review the **Tree Risk Assessment and Management (TRAM) Guidelines**.
- Identify the tree group location using TMIS zoning (Masterzone/Subzone).
- Confirm inspection frequency (e.g., annual, biannual, ad hoc).
- Prepare necessary tools: GPS device, camera, measuring tape, clipboard, and Form 1 template.

2. Site Inspection

- Conduct visual inspection of all trees in the group.
- Record general tree data:
 - Tree species (scientific and common names)
 - Estimated height and crown spread
 - Tree status (e.g., Old and Valuable Tree, Stonewall Tree)
 - Overall health and structural condition (Good, Fair, Poor, Very Poor, Dead)
- Identify trees requiring:
 - Immediate remedial actions
 - Individual tree risk assessment (Form 2)
 - Triage classification (Black, Red, Yellow)

3. Documentation

- Complete Form 1 with:
 - Tree reference numbers (TMCP and departmental IDs)
 - Coordinates and photos of trees with defects
 - Summary of Triage Trees and total tree count
 - Overall remarks including site limitations and recommendations
- Submit signed Form 1 with attachments (photos, maps, supplementary sheets)

- b) Safety Precautions

1. Personal Protective Equipment (PPE)

- Safety helmet
- High-visibility vest
- Gloves and protective footwear
- Eye protection (if working near branches or insects)

2. Site Safety

- Conduct risk assessment for terrain, slopes, and traffic exposure.
- Use caution near SIMAR slopes or unstable ground.
- Avoid inspection during adverse weather (e.g., thunderstorms, high winds).

3. Working at Height

- Avoid climbing trees unless certified and authorized.
- Use binoculars or pole cameras for canopy inspection.
- Follow fall protection protocols if elevated access is required.

4. Environmental and Public Safety

- Avoid disturbing wildlife or nesting birds.
- Maintain safe distance from pedestrians and vehicles.
- Use signage or barriers if inspection occurs in public areas.

5. Emergency Preparedness

- Carry first aid kit and mobile phone.
- Know emergency contact numbers and nearest medical facility.
- Report any incidents or hazards encountered during inspection.

5) Maintenance Works for Green Wall

a) Method Statement

1. Preparation and Planning

- Conduct a site survey to assess access, structural integrity, and irrigation systems.
- Review as-built drawings and maintenance manuals.
- Identify plant species and maintenance requirements (e.g., pruning, fertilizing, pest control).

2. Access and Setup

- Establish safe access to the green wall (e.g., scaffolding, gondolas, elevated platforms).
- Set up exclusion zones and warning signage.
- Inspect and test all equipment before use.

3. Maintenance Activities

- **Vegetation Care:**
 - Prune overgrown or dead plants.
 - Replace unhealthy or missing plants.
 - Apply fertilizers and pesticides as needed.
- **Irrigation System:**
 - Check for leaks, blockages, and proper water distribution.
 - Clean filters and test timers or sensors.
- **Structural and Drainage Checks:**
 - Inspect mounting systems and wall integrity.
 - Ensure drainage outlets are clear and functional.

4. Waste Disposal

- Collect and segregate green waste.
- Dispose of chemical containers and hazardous waste per EPD guidelines.

5. Documentation

- Maintain logs of inspection, maintenance actions, and chemical usage.
- Submit reports with photos and recommendations.

b) Safety Precautions

1. Personal Protective Equipment (PPE)

- Safety helmet
- High-visibility vest
- Gloves and protective footwear
- Safety harness (for elevated work)
- Eye protection and respirator (if handling chemicals)

2. Working at Height

- Use certified scaffolding or mobile platforms.
- Follow fall protection protocols (e.g., full-body harness, TTAD).
- Avoid working at height during adverse weather.

3. Chemical Safety

- Follow MSDS for all fertilizers, herbicides, and pesticides.
- Store chemicals securely and label clearly.
- Use spill kits and emergency wash stations.

4. Environmental Protection

- Prevent runoff into drains or water bodies.
- Avoid disturbing wildlife or nesting birds.
- Use eco-friendly products where possible.

5. Emergency Preparedness

- First aid kits and trained personnel on-site.
- Emergency contact list and evacuation plan.
- Rescue equipment for elevated work (e.g., lifelines, descent devices)

6) Tree removal and pruning works

a) Method Statement

1. Planning and Preparation

- Conduct a **site survey** and **risk assessment**.
- Identify tree species, size, location, and proximity to utilities or structures.
- Determine pruning/removal objectives (e.g., risk mitigation, health improvement, clearance).
- Notify relevant authorities and obtain permits if required.

2. Site Setup

- Establish exclusion zones with fencing and warning signage.
- Implement **Temporary Traffic Arrangements (TTA)** if near roads or pedestrian areas.
- Prepare equipment: chainsaws, pruning tools, MEWPs, ropes, harnesses, etc.

3. Execution of Works

- **Pruning:**
 - Use proper techniques (crown thinning, reduction, deadwood removal).
 - Avoid malpractices like topping or flush cuts.
 - Lower branches in a controlled manner.
- **Tree Removal:**
 - Fell trees in sections if space is limited.
 - Use MEWP or rope access for aerial work.
 - Process arisings (branches, trunks) into manageable sizes.
 - Chip brushwood or stack cordwood as habitat piles or remove.

4. Post-Work Activities

- Clear debris and restore site.
- Inspect for damage to surrounding areas.
- Submit completion report with photos and records.

b) Safety Precautions

1. Personnel and Supervision

- Only **trained and certified personnel** (Tree Climber, Chainsaw Operator) should perform the work.
- A **Tree Work Supervisor** must oversee operations and ensure compliance with safety protocols.

2. Personal Protective Equipment (PPE)

- 0Helmet with eye and hearing protection
- Chainsaw-resistant trousers and boots
- Gloves and high-visibility vest

- Harness and fall arrest system for aerial work

3. Working at Height

- Prefer ground-level work using extended tools.
- If aerial access is needed, use MEWP, scaffolding, or rope systems.
- Ensure aerial rescue plan and equipment are in place.

4. Public and Environmental Safety

- Protect public with barriers and signage.
- Avoid work during adverse weather (e.g., high winds, rain).
- Prevent damage to nearby structures, utilities, and habitats.

5. Emergency Preparedness

- First aid kits and trained responders on-site.
- Mobile phones for emergency contact.
- Documented rescue procedures for aerial incidents.

- 7) Supply labour, tools and materials to replace the following specified parts or approved equivalent for irrigation and drainage systems at Green Roof

a) Method Statement

1. Preparation and Planning

- Review as-built drawings and specifications of the irrigation and drainage systems.
- Conduct a site inspection to assess access, safety, and system condition.
- Identify parts to be replaced (e.g., valves, pipes, emitters, pumps, filters).
- Obtain necessary permits and approvals.

2. Material and Equipment Handling

- Transport materials using safe lifting techniques and approved equipment.
- Store pipes and fittings on flat, shaded ground to avoid UV damage.
- Use only approved tools (pipe cutters, wrenches, testers, etc.).

3. Replacement Procedure

• **Irrigation System:**

- Shut off water supply and depressurize the system.
- Remove damaged components (e.g., emitters, valves, tubing).
- Install new parts using manufacturer-recommended methods.
- Test system for leaks and proper operation.

• **Drainage System:**

- Excavate around damaged sections carefully.
- Replace pipes or fittings with approved equivalents.
- Ensure proper bedding and alignment.
- Backfill with compacted, approved material.

4. Testing and Commissioning

- Flush the system to remove debris.
- Test irrigation zones and drainage flow.
- Adjust settings (e.g., timers, pressure regulators).
- Record results and submit commissioning report.

5. Site Restoration

- Clean up debris and restore green roof surface.
- Ensure all replaced components are labeled and documented.
- Dispose of waste materials per EPD guidelines.

b) Safety Precautions

1. Personal Protective Equipment (PPE)

- Safety helmet, gloves, and non-slip footwear
- High-visibility vest

- Eye protection and respirator (if handling chemicals)

2. Work at Height

- Use certified access systems (e.g., scaffolding, MEWP)
- Follow fall protection protocols (harness, anchor points)
- Avoid working during adverse weather conditions

3. Electrical and Mechanical Safety

- Isolate power before working on pumps or control systems
- Follow wiring diagrams and grounding procedures
- Use lockout/tagout systems where applicable

4. Environmental Protection

- Prevent runoff of chemicals or debris into drainage outlets
- Use eco-friendly materials where possible
- Avoid disturbing vegetation or wildlife

5. Emergency Preparedness

- First aid kits and trained personnel on-site
- Emergency contact list and evacuation plan
- Spill kits and fire extinguishers available

8) Maintenance Works to Slope and Landscaping Area

a) Method Statement

1. Preparation and Planning

- Conduct a site survey and risk assessment.
- Review slope maintenance records and landscaping plans.
- Identify access routes, vegetation zones, and drainage features.
- Obtain necessary permits and approvals (e.g., PTW, TTA).

2. Site Setup

- Establish exclusion zones and place warning signage.
- Ensure safe access to slopes (e.g., steps, ladders, platforms) per **Geoguide 5** and **GEO Report No. 136**.

- Inspect and prepare tools and equipment.

3. Maintenance Activities

• **Slope Maintenance:**

- Clear debris from drainage channels and catchpits.
- Inspect slope surface for signs of instability (e.g., cracks, erosion).
- Conduct minor repairs (e.g., patching, vegetation trimming).

• **Landscaping Maintenance:**

- Prune trees and shrubs.
- Remove weeds and invasive species.
- Replace damaged plants and apply fertilizers.
- Maintain irrigation systems.

4. Waste Disposal

- Collect and segregate green waste and debris.
- Dispose of hazardous materials per EPD guidelines.

5. Documentation

- Maintain daily logs of work done, inspections, and incidents.
- Submit reports with photos and recommendations.

b) **Safety Precautions**

1. Personal Protective Equipment (PPE)

- Safety helmet, gloves, and steel-toe boots
- High-visibility vest
- Eye protection and respirator (if handling chemicals)
- Fall protection gear for slope work

2. Working at Height

- Use safe access systems (e.g., steps, ladders, platforms).

- Avoid abseiling unless approved by the Labour Department.
- Follow hierarchy of access methods: permanent access → temporary platforms → fall protection

.3. Environmental and Site Safety

- Avoid disturbing wildlife or nesting birds.
- Prevent runoff into watercourses.
- Use signage and barriers in public areas.

4. Hazard Controls

- Identify underground services before excavation.
- Maintain good housekeeping to prevent slips and trips.
- Use hearing protection if noise exceeds 85 dBA.
- Follow SDS for chemical handling and storage.

5. Emergency Preparedness

- First aid kits and trained personnel on-site.
- Emergency contact list and evacuation plan.
- Rescue equipment for elevated work.

General Conditions of Contract

For

Provision of Repair and Maintenance Services

For

Landscaping Works

For

Construction Industry Council

August 2025

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General Conditions of Contract for
Term Contract for Provision of Annual Maintenance Services for
Fire Service Installations / Equipment, Dangerous Goods Stores and
Monthly Maintenance Services of Emergency Generators

1 Definitions

In the Contract as hereinafter defined the following words and expressions shall have the meaning hereby assigned to them except when the context otherwise requires:

“Agreement” means and includes the Memorandum of Agreement, General Conditions of Contract, any Special Conditions of Contract, the Assignment Brief and its annexes (if any), the Fee Proposal and such other documents as may be referred to in the Memorandum of Agreement.

“Assignment” means that part of the Project undertaken by the Contractor as detailed in the Assignment Brief and its annexes (if any) or the Purchase Order.

“Assignment Brief” means the document attached to the Memorandum of Agreement which describes the Project and sets out the details of the Assignment or the part of the Purchase Order which describes the Project and sets out the details of the Assignment. All other amendments/variations made due to the Project shall also be regarded as part of the works included under the Assignment.

“Contract” means the Agreement or the Purchase Order (as the case may be).

“Contractor” means the person, consultant, firm or company who enters into a Contract with the Employer, including the Contractor’s permitted assignees.

“Constructional Plant” means all appliances or things of whatsoever nature required for the execution of the Works but does not include materials or other things intended to form or forming part of the permanent work or vehicles engaged in transporting any personnel, Constructional Plant, materials or other things to or from the Site.

“Defects Liability Period” means the defects liability period named in the Contract commencing on the day following the date of completion of the Works or any Section or part thereof certified by the Employer’s Representative in accordance with Clause 59.

“Deliverables” means all the reports, drawings, documents, software, certificates and other items described in the Assignment Brief or the Purchase Order which are to be produced by the Contractor under this Contract.

“Employer” means the Construction Industry Council.

“Employer’s Representative” means the Project Director or the Project Manager.

“Goods”, “Services” and “Works” means goods, works, services, surveys and investigations and/or other duties and obligations as may be prescribed by the specifications/requirements to be supplied or done by the Contractor under the Contract.

“Government” means the Government of the Hong Kong Special Administrative Region.

“HKSAR” means the Hong Kong Special Administrative Region.

“Intellectual Property Rights” means trademarks, service marks, patents, design rights, trade names, copyright, domain names, database rights, new inventions, rights in know-how, designs, processes, and other intellectual property rights whether now known or created in future (of whatever nature and wherever arising) and in each case whether registered or unregistered and including applications for the grant of any such rights;

“Project” means the scheme described in the Contract.

“Project Director” means the person as may be appointed from time to time by the Employer and notified in writing to the Contractor to act as the project director for the purposes of the Project.

“Project Manager” means the person as may be appointed from time to time by the Employer and notified in writing to the Contractor to act as the project manager for the purposes of the Project.

“Project Materials” means the goods, services, works and/or deliverables manufactured, created, generated, supplied, performed or done by the Contractor in discharging its duties in relation to the Goods, Services, Works and/or the Deliverables under the Contract, including but not limited to the Goods, Services, Works and Deliverables.

“Purchase Order” means a purchase order issued by the Employer to the Contractor requesting the supply of Goods, Services and/or Works herein including the contents of the quotation and the terms and conditions hereof. The Purchase Order is limited to the terms and conditions:-

- (i) specified herein;
- (ii) specified on the contents of the purchase order so issued to the Contractor; and
- (iii) if applicable, specified in the Employer’s written agreement with the Contractor.

2 Singular and Plural

Words and expressions in the singular include the plural and words and expressions

in the plural include the singular where the context so implies.

3 Headings

The index, marginal notes or headings in any documents forming part of the Contract shall not in any way vary, limit or extend the interpretation of the Contract.

4 Laws

- (A) The Contract shall be governed by and construed according to the laws for the time being in force in the HKSAR.
- (B) The Contractor shall comply with all laws of HKSAR. The Contractor shall not employ illegal workers or any person who are forbidden by the laws of HKSAR or not entitled for whatever reasons to undertake any employment in HKSAR for the purpose of performing its obligations under the Contract. The Contractor and those engaged by the Contractor shall hold valid licences when performing the Contractor's obligations under the Contract whenever so required by the law.

5 Interpretation

The Interpretation and General Clauses Ordinance (Cap. 1) shall apply to the Contract. Words importing one gender (whether masculine, feminine or neuter) shall be taken to include any other gender where the context requires.

6 Memorandum of Agreement

Where the Contract is an Agreement, the Contractor when called upon to do so shall enter into and execute a Memorandum of Agreement which shall be prepared at the cost of the Employer in the form annexed with such modifications as may be necessary.

7 Documents Mutually Explanatory

- (A) Save to the extent that any Special Conditions of Contract provides to the contrary, the provisions of the Special Conditions of Contract shall prevail over those of any other document forming part of the Contract.
- (B) Subject to sub-clause (A) of this Clause the several documents forming the Contract are to be taken as mutually explanatory of one another but in the case of ambiguities and discrepancies the same shall be subject to the Employer's interpretation and adjustment.

8 Use of English Language and Metric Units

All the correspondence in connection with the Contract shall be in English. All Deliverables shall be in English and metric units shall be used throughout, unless otherwise stated in the Contract or approved by the Employer or the Employer's Representative in writing.

9 Confidentiality

- (A) Except otherwise explicitly declared by the Employer as non-confidential, all information and documents provided by the Employer to the Contractor or created by the Contractor in the course of or as a result of the Project shall be regarded as confidential information ("**Confidential Information**"). The Contractor shall take all practical measures to protect the Confidential Information from unauthorized access, disclosure, erasure or use for purposes other than this Project.
- (B) Save for the purposes of performing the Contract, the Contractor shall not disclose any and all Confidential Information, the terms and conditions of the Contract or any information, specifications, documents, drawing, plan, software, data or particulars furnished by or on behalf of the Employer or the Employer's Representative in connection therewith, to any person other than a person employed or engaged by the Contractor in performing the Contract or any approved sub-consultants / sub-contractors or the Contractor's legal and insurance advisers, except where required by law or regulation, order of the Court, arbitral authority of competent jurisdiction, requested by a professional body of which the Contractor is a member or disclosure of Confidential Information is with prior written consent from the Employer.
- (C) Any disclosure to any person, sub-consultants / sub-contractors or advisers permitted under sub-clause (B) of this Clause shall be in strict confidence and shall extend only so far as may be necessary for the purpose of the Contract and the Contractor shall take all necessary measures to ensure the confidentiality of any such disclosure.
- (D) The Contractor shall ensure that all receiving parties of the Confidential Information are informed of its confidential nature and procure the receiving parties to treat such information in strict confidence. The Contractor shall be responsible for the consequences of any breach of the confidential obligation, whether on the part of the Contractor itself or the receiving parties to whom the Contractor discloses the Confidential Information.
- (E) The Contractor shall not without the prior written consent of the Employer,

which consent shall not be unreasonably withheld, to make any public announcement, press release or otherwise publish, either alone or in conjunction with any other person, in any newspaper, magazine, or periodical, any article, photograph or illustration relating to the Contract.

- (F) If the Contractor has provided the Employer or the Employer's Representative with documents and information which the Contractor has declared in writing to be confidential and stamped accordingly whether in relation to his practice or special circumstances or for other good causes, unless the Employer or the Employer's Representative within TWO (2) months of receipt of such information by notice in writing disagrees, such information will be treated as confidential. The Employer and the Employer's Representative shall not permit the disclosure of such confidential information to third parties without the prior written consent of the Contractor.
- (G) All personal data submitted by the Contractor will be used by the Employer for the purpose of this Contract only. By entering into the Contract, the Contractor is regarded to have agreed to and to have obtained from each individual whose personal data is provided by the Contractor to the Employer for the purpose of the Contract, his consent for the disclosure, use and further disclosure by the Employer for the purposes of the Contract and all other purposes arising from or incidental to it. Under the provisions of the Personal Data (Privacy) Ordinance (Cap. 486) ("**PDPO**"), an individual to whom personal data belongs and a person authorized by him in writing has the right to request access to or correction of personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the PDPO. The right of access includes the right to obtain a copy of the personal data provided. Written enquiries or requests should be addressed to the Project Manager with sufficient details, failing which the Project Manager may be unable to process and consider the incomplete information submitted.
- (H) Should the Project be terminated prematurely due to any reasons or completed satisfactorily as certified by the Employer or the Employer's Representative, the Contractor shall return all related findings, statistics, documents, materials belonging to the Employer and related to the Contractor, and/or destroy any information collected from the Employer or the Employer's Representative including both hard copies and electronic copies within SEVEN (7) working days of the termination or completion.
- (I) The sub-clauses of this Clause shall survive the termination of this Contract (however occasioned) and shall continue in full force and effect

notwithstanding such termination.

10 Data Privacy

- (A) If for the purposes of the Contract the Contractor collects personal data on the Employer's behalf or the Employer will entrust personal data with the Contractor, the Contractor shall comply in all aspects with the Personal Data (Privacy) Ordinance (Cap. 486) and any other applicable data protection laws and regulations in relation to the personal data that it collects or processes on behalf of the Employer.
- (B) The Contractor shall procure that its sub-contractors be subject to the same data protection obligations the Contractor owes to the Employer and remain fully liable to the Employer for the fulfillment of the obligations of itself and its sub-contractor(s).
- (C) The Contractor shall have personal data protection policies and procedures in place and implemented and provide adequate training to its relevant staff. The Contractor shall take all reasonable precautions and exercise all due diligence to protect the entrusted personal data from leakage, unauthorized or accidental access, processing, erasure, loss or use.
- (D) Save for those personal data with the purpose for which has not been fulfilled, timely return, destruction or deletion of the personal data shall be strictly abided by the Contractor. The use or disclosure of the personal data for any purpose other than the purpose for which the personal data is entrusted to the Contractor by the Employer under the Contract is strictly prohibited.
- (E) The Contractor shall notify the Employer promptly and without undue delay of any potential data breach involving the entrusted personal data. The Contractor and its applicable sub-contractors shall cooperate with the Employer to investigate and mitigate the relevant impact and prevent any recurrence. The Contractor shall also comply with any requests or directions from the Employer and the related authorities/regulators in relation to the personal data.
- (F) The Contractor shall give all reasonable assistance to the Employer for the purpose of audit inspection by the Employer on such records, personal data and other information held by the Contractor in relation to the handling and storage of the entrusted personal data. The Contractor shall also answer queries or supply information reasonably requested by such personnel in pursuance of such audit inspection.

- (G) The sub-clauses of this Clause shall survive the termination of this Contract (however occasioned) and shall continue in full force and effect notwithstanding such termination.

11 Cybersecurity

- (A) The Contractor shall take and procure that its sub-contractors to take all reasonable cybersecurity measures to protect any and all information and data (including personal data mentioned in this Clause) relating to the Assignment stored or processed electrically from leakage or divulgence and ensure that no such information and/or data would be accessed or obtained or viewed or otherwise known to third parties that are not meant to be involved in the Contractor's discharge of its obligations under the Project.
- (B) The Contractor shall be and procure that its sub-contractors to be keenly aware of cybersecurity risks such as phishing attacks, Internet of Things attacks, identity theft, ransomware, password attacks, web attacks, malware attacks, etc., ensure that its electronic devices used to store / process / transfer such information / data are immune from such risks, and avoid all such risks.
- (C) If any information and/ or data (including personal data mentioned in this Clause) is leaked or divulged or accessed or obtained or viewed or otherwise known to third parties that are not meant to be involved in the Contractor's discharge of its obligations under the Project as a result of the Contractor's breach of its duties under sub-clauses (A) and (B) above, the Contractor shall indemnify the Employer from all loss and/of damage suffered by the Employer so caused by the Contractor's breach.
- (D) The sub-clauses of this Clause shall survive the termination of this Contract (however occasioned) and shall continue in full force and effect notwithstanding such termination.

12 Information to be supplied by the Employer

The Employer shall keep the Contractor informed of such matters as may appear to him to affect the performance of his duties under the Contract and shall give such assistance, approvals, and decisions in writing as and when they shall reasonably be required for the Contractor's performance of his duties under the Contract.

13 Information to be supplied by the Contractor

The Contractor shall keep the Employer and the Employer's Representative informed of all matters related to the Contract within the knowledge of the Contractor including details of all staff employed by the Contractor and all other people directly or indirectly engaged by the Contractor and shall, when requested to do so, answer all reasonable enquiries received from the Employer and the Employer's Representative, render reports at reasonable intervals when asked to do so and make viable recommendations to the Employer and the Employer's Representative as to the manner in which the Assignment should be proceeded with.

14 Retention of Documents and Audit Inspection

- (A) For a period of TWO (2) years commencing from the completion of the Works or provision of the Services or supply of the Goods under the Contract, the Contractor shall retain and provide space at its own costs to retain all softcopies and hardcopies of all his records, data, accounts and other information in respect of or in relation to its discharge of its obligations under the Contract.
- (B) The Contractor shall give all necessary assistance to Employer for the purpose of audit inspection to inspect such records, data, accounts and other information whatsoever in relation to the Project and shall answer queries and/or supply information reasonably requested by such personnel in pursuance of such audit inspection.

15 Attendance at Meetings

The Contractor shall, if reasonably possible, attend or be represented at all meetings convened by the Employer to which he may be summoned and shall advise and assist the Employer and the Employer's Representative in all matters relating to the Deliverables.

16 Inspection

- (A) The Contractor shall permit the Employer and the Employer's Representative to enter its premises at any reasonable time in order to inspect the Goods, Services and/or Works in the course of manufacture, provision or storage. If, as a result of such inspection, the Employer or the Employer's Representative is not satisfied that the Goods, Services and/or Works will comply with the Contract requirements, it shall notify the Contractor in writing and the Contractor shall, as soon as possible, take all necessary steps to ensure compliance. An inspection or notification by the Employer or the Employer's Representative (with or without comments or approval) shall not relieve the

Contractor of its obligations under the Contract. It remains the Contractor's duty to ensure full compliance with its obligations under the Contract.

- (B) The Contractor shall at all times provide the Employer and the Employer's Representative with reasonable facilities to inspect or view the Goods, Services and/or Works, documents, records and correspondence in the Contractor's possession relevant to the Contract.

17 Approval of Documents

- (A) The Contractor shall, when so requested by the Employer or the Employer's Representative, submit to him for his approval such record, data, account or other documents, matters or things prepared by them as a direct requirement of the Assignment as the Employer's Representative may specify or require.
- (B) No such approval shall affect or relieve the Contractor of its obligations under the Contract.

18 Delegation of Employer's Power

The Contractor shall take instructions and directions and, where appropriate, receive the Employer's decisions and views only through the Employer or the Employer's Representative and, subject to any limitations imposed by the Employer or the Employer's Representative in any letter of authority granted by the Employer or the Employer's Representative, the Employer or the Employer's Representative may delegate his powers to such other person.

Where the Contractor for whatever reason does not manage to reach the Employer's Representative for the purposes set out in the Contract, the Contractor shall liaise with the Employer direct for those purposes. For the avoidance of doubt, the Employer has the power to exercise any right conferred upon the Employer's Representative and may exercise the same as it sees fit.

19 Amendments to the Assignment Brief

- (A) The Employer shall make any changes to the Assignment Brief which he considers necessary or desirable for the successful completion of the Assignment or the Project.
- (B) Any queries on, or suggestions for amendments to the Assignment Brief shall be referred to the Employer for his clarification or instructions regarding further action.

20 Written Approval

The Contractor shall obtain the written approval of the Employer prior to entering into any commitment to expenditure for which there is provision for reimbursement under the Contract.

21 Consultation

The Contractor shall, as may be necessary for the successful completion of the Assignment, consult all authorities, including public utility companies, those who may be specified by the Employer in connection with the Assignment and bodies or persons affected by the Assignment.

22 Response to Queries

- (A) The Contractor shall promptly respond to queries on the findings and conclusions of this Assignment raised during the period defined in the Assignment Brief by the Employer, the Employer's Representative or by any person who may be appointed or nominated by the Employer or the Employer's Representative for the Project.
- (B) The Contractor shall use his best endeavours to promptly respond to queries on the findings and conclusions of this Assignment raised after the period defined in the Assignment Brief by the Employer or any person who may be appointed or nominated by the Employer.

23 Exclusive Ownership and Intellectual Property Right Indemnities

- (A) The Contractor guarantees that neither the sale nor use of goods nor the performance or provision of the Project Materials will infringe any local or foreign copyright, patent or trade mark or any kind of Intellectual Property Rights.
- (B) The Contractor shall indemnify and keep the Employer, its authorized users, assignees and successors-in-title (hereinafter "**indemnified parties**") indemnified from and against:
 - (i) all and any demands, claims, actions, arbitrations, proceedings, threatened, brought or instituted against the indemnified parties arising from the Contractor's infringement of any kind of Intellectual Property Rights ("**IP Claims**") in performing its duties under the Contract; and
 - (ii) all liabilities and indebtedness (including without limitation liabilities

to pay damages or compensation), loss, damage, costs and expenses incurred or suffered by indemnified parties (including all legal and other costs, charges, and expenses) on a full indemnity basis, which indemnified parties may pay or incur in initiating, defending, counter-claiming, settling or compromising any action or proceeding by or against indemnified parties

which arise directly or indirectly from or relate to the Contract. The indemnity herein shall survive termination of this Contract (howsoever occasioned).

- (C) In event of such IP Claims, the Contractor shall do all things and take such action (including procuring any required licenses, consents of authorizations or modifying or replacing any infringing item) without charge to the Employer as shall be necessary to prevent or remedy (without detracting from the overall functions or performance) any infringement, provided that the Employer will use reasonable endeavors to mitigate its loss; the Contractor shall at all times act in such a way as to minimize interruption and disruption to the operation of the Employer.
- (D) The Employer shall become the exclusive owner of all Project Materials, save those Project Materials under licence or those Project Materials in respect of which there is a pre-existing copyright or patent, supplied or produced by, for or on behalf of the Contractor under the Contract. Notwithstanding the above, the Contractor hereby grants the Employer and its affiliates an irrevocable royalty free license to use, copy or modify such pre-existing materials for its internal business purposes.
- (E) The Intellectual Property Rights in the Project Materials shall upon creation be vested in the Employer. In the event that the Contractor requests and the Employer grants written consent such that the Intellectual Property Rights for specific Project Materials are not assigned to the Employer, the Contractor hereby grants to the Employer and its affiliates an irrevocable royalty free license to use, copy or modify the Project Materials with a right to sublicense those Project Materials to third parties for any purposes intended by the Employer. For the avoidance of doubt, any such license granted shall not be determined if the Contract is suspended or terminated pursuant to Clause 43 or otherwise.

24 Care, Diligence and Indemnity

- (A) The Contractor shall exercise and shall ensure that its sub-contractors

exercise all reasonable professional skill, care and diligence in the performance of all and singular of the Services or carrying out the Works and, insofar as his duties are discretionary, shall act fairly between the Employer and any third party.

- (B) The Contractor acknowledges that time and quality are of the essence in the performance of the Contract, and the Contractor shall deliver the Goods to the designated place, provide the Services and/or carry out the Works in strict adherence to the delivery date(s) or schedule(s) or completion date set forth in the Contract or extended pursuant to the terms of the Contract or otherwise agreed by the Contractor and the Employer's Representative. If the Contractor shall fail or refuse to make delivery of the Goods in the Project Materials as aforesaid, the Employer shall have the right to cancel / terminate the Contract and to procure the Goods from any other sources and the Contractor shall be liable for any sum so incurred in excess of the Contract price.
- (C) All Project Materials are subject to inspection and rejection by the Employer notwithstanding any prior payment, which, in itself and without more, does not mean or imply the Employer's acceptance of the Project Materials. The Project Materials would be accepted by the Employer if the Project Materials have been provided / performed in accordance with the terms and conditions of the Contract and to the satisfaction of the Employer.
- (D) The Project Materials must conform in all respects with the Contract requirements. All Goods/Works in the Project Materials must be of sound materials, workmanship (and design, where the Contractor is responsible for this), and shall be equal in all respects to relevant samples or patterns provided by or accepted by the Employer. All Services in the Project Materials shall be performed in a sound manner and shall be free from any defects (major or minor) including (to the extent that the Contractor is responsible for design) defects in design or installation.
- (E) The Project Materials shall be in accordance with any applicable local or international standards. The Project Materials shall at the time of delivery or performance comply with all relevant requirements of any applicable statute, statutory rule or order or other instrument having the force of law.
- (F) The Employer's signature given on any delivery note or other documentation presented for signature in connection with delivery of the Project Materials only suggests the receipt of the Project Materials, and is not evidence of actual quantity, quality or condition of the Project Materials or the

Employer's acceptance of the Project Materials.

- (G) Acceptance of all or part of the Project Materials shall not:-
- (i) waive the Employer's right to cancel or return all or any portion of the Project Materials that do not conform to the Contract requirements;
 - (ii) oblige the Employer to accept future delivery of the Project Materials;
or
 - (iii) preclude the Employer from making any claim for damages or breach of warranty; or
 - (iv) prejudice the Employer's right to reject any and all of the Project Materials that do not meet the provisions of sub-clause (D) of this Clause.
- (H) All Project Materials must pass the Employer's acceptance tests. The Employer shall be entitled to reject any and all Project Materials that do not meet the provisions of sub-clause (D) of this Clause. If by the nature of the Project Materials any defects or any failure to conform to sub-clause (D) of this Clause does not or would not become apparent (despite the carrying out of any examination or acceptance tests) until after use, the Employer may reject the same even after a reasonable period of use. No Project Materials returned as defective by the Employer shall be replaced by the Contractor without a prior written notice by the Employer of the rejection.
- (I) Any Project Materials rejected under sub-clause (H) must at the request of the Employer be replaced or re-performed as the case may be by the Contractor at the Contractor's own expense. Alternatively, the Employer may elect (at the Employer's option) to terminate the Contract pursuant to the terms and conditions of Contract in respect of the rejected Project Materials in question and the whole of the remainder of the Project Materials (if any) covered by the Contract. All rejected Goods of the Project Materials will be removed from the site and returned to the Contractor at the Contractor's expense. If the Contractor fails to remove the rejected Goods from the site, the Employer may continue to store such Goods and the Contractor shall fully reimburse the Employer for all storage costs and delivery costs incurred or to be incurred immediately upon the Employer's demand in writing.
- (J) Without prejudice to the Employer's rights under sub-clause (I) under this

Clause, the Employer shall be entitled to return any Goods to the Contractor for a full refund in respect of such returned Goods within THIRTY (30) days of the Employer's demand for return. All rejected Goods of the Project Materials will be returned to the Contractor at the Contractor's expense. If the Contractor fails to so refund within THIRTY (30) days of the Employer's demand for return, the Contractor shall be liable to pay interest on such amount(s) to be refunded at an interest rate of 1% above the rate of prime.

- (K) The Contractor shall, in respect of any work done or information supplied by or on behalf of the Employer, report to the Employer any errors, omissions and shortcomings of whatsoever nature of which the Contractor becomes aware in carrying out the Assignment.
- (L) The Contractor shall advise the Employer, as soon as practicable, of any actual or foreseeable delay in meeting the delivery schedules or date for completion and the reason therefor.
- (M) The Contractor shall indemnify and keep indemnified the Employer against all claims, damages, losses or expenses arising out of or resulting from any negligence in or about the conduct of and performance by the Contractor, his servants or agents or sub-consultants/sub-contractors of all tiers, in carrying out the Assignment.
- (N) The Contractor shall be liable for, and shall indemnify the Employer against, any expense, liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury to or the death of any person whomsoever arising out of or in the course of the Contract, save to the extent that the same may be due to any deliberate default, negligence or willful misconduct of the Employer or of any person for whom the Employer is responsible.
- (O) The Contractor shall be liable for, and shall indemnify the Employer against, any expense, liability, loss, claim or proceedings in respect of any injury or damage whatsoever to any property real or personal in so far as such injury or damage arises out of or in the course of the Contract, save to the extent that the same may be due to any deliberate default, negligence or willful misconduct of the Employer or of any person for whom the Employer is responsible.
- (P) The Contractor has to keep all the Contractor's property in safe custody or that of his sub-contractors and/or sub-consultants and employees on site. The Contractor shall indemnify the Employer in respect of any loss, damages,

injury or death of the Contractor, his sub-contractors/sub-consultants and employees in consequence of the malfunction of, loss of or damage to the said property, save to the extent that the same may be due to any deliberate default, negligence or willful misconduct of the Employer or of any person for whom the Employer is responsible.

- (Q) Unless it is specifically allowed in other part of the Contract, if the Contractor or the Employer shall default on carrying out its obligations under the Contract, the Contractor or the Employer may by notice in writing to request the defaulting party to perform the obligations promptly in order to avoid and minimize any loss and damage that such failure may cause. In addition, the defaulting party shall indemnify any direct loss or damages so caused to the Contractor or the Employer (as the case may be) as a result of the default of this Contract.
- (R) If either the Contractor or the Employer has breached any terms and conditions under this Contract, the defaulting party shall indemnify against all related actual financial losses and expenses necessarily incurred by the Contractor or the Employer (as the case may be) arising from the breach.
- (S) The Employer has the rights to recover any expense, loss or claim from payment payable to the Contractor by notice in writing, the same may be deducted or offset from any sum then due or which at any time thereafter may become due to the Contractor under the Contract or any other contracts the Contractor has entered into with the Employer.
- (T) The Contractor's liability for loss or damages arising from or in relation to this Project, as a result of breach of contract, tort (including negligence,) or otherwise in relation to the Contractor's performance of its obligations under the Contract, is limited to a liability cap as THREE (3) times of the Contract sum. This sub-clause does not apply when the Court or an arbitral tribunal finds that the Contractor has engaged in willful misconduct or fraudulent behavior or gross negligence or a fundamental breach of the Contract.
- (U) The sub-clauses of this Clause in respect of the Contractor's obligations to indemnify the Employer shall survive the termination of this Contract (however occasioned) and shall continue in full force and effect notwithstanding such termination.
- (V) Subject always to the Employer's right of rejection (in which case all title to and risks in any rejected Goods in the possession of the Employer shall remain with or pass back to the Contractor upon the Employer's request for

rejection), all title to and risks in the Goods shall pass from the Contractor to the Employer upon delivery and written acceptance of the Goods by the Employer.

- (W) The Contractor shall provide and employ and shall ensure that any of his sub-contractors shall provide and employ in connection with the execution of the Works or the Services sufficiently skilled, competent, qualified, experienced personnel as is necessary for the proper and timely execution of the Works or the Services.

25 Instruction and Procedure

The Contractor shall comply with all reasonable instructions of the Employer and the Employer's Representative. The Employer and/or the Employer's Representative may issue to the Contractor general instructions on procedure and shall supply such additional information as may be required. The Contractor shall follow such procedures as far as possible and shall obtain prior written approval from the Employer or the Employer's Representative for any intended major departure from such procedures. Nothing in this Clause shall relieve the Contractor's obligations under the Contract.

26 Not used

27 Not used

28 Programme to be Submitted and Agreed

- (A) The Contractor may propose changes to some or all of the key dates specified in the Assignment Brief for incorporation into the draft programme prepared under sub-clause (B) of this Clause for the Employer or the Employer's Representative to agree. If any of such proposed changes are agreed by the Employer or the Employer's Representative, who may impose conditions on his agreement, the corresponding key dates shall be changed and the changed dates incorporated into the draft programme.
- (B) The Contractor shall submit a draft programme which shall be in accordance with the requirements of the Assignment Brief and shall incorporate the key dates specified in the Assignment Brief, including any changes agreed under sub-clause (A) of this Clause. The Employer or the Employer's Representative shall either agree the draft programme or instruct the Contractor to submit a revised draft programme which the Contractor shall prepare.

- (C) If the Employer or the Employer's Representative do not agree the revised draft programme submitted under sub-clause (B) of this Clause, he shall issue an instruction under Clause 25 to the Contractor.
- (D) When the Employer or the Employer's Representative has agreed the draft programme or the revised draft programme submitted under sub-clause (B) of this Clause or such other draft programme as may result from sub-clause (C) of this Clause, the agreed draft programme or revised draft programme shall become the Agreed Programme for carrying out the Assignment and shall be amended only with the prior written approval of the Employer or the Employer's Representative.

29 Payment

Subject to the other provisions of this Agreement and to the Contractor duly and promptly delivered the Project Materials to the satisfaction of the Employer, the Employer shall pay the Contractor in accordance with the Fee Proposal or the Purchase Order (as the case may be).

30 Fees to be Inclusive

- (A) Prices and the currency shall be as specified in the Contract. Unless provided otherwise, the fees set out in the Fee Proposal or the Purchase Order (as the case may be) shall be inclusive of all taxes, labour, materials and expenses incurred in the course of provision of the Project Materials.
- (B) If required by the Employer, the detailed price list should also be provided, covering all items affecting the price such as the taxes, service charges, etc.

31 Payment in Hong Kong Dollars

Unless provided otherwise, payments shall be made in Hong Kong dollars.

32 Expenses incurred in currencies other than Hong Kong dollars

The Contractor shall specify in its claims for other reimbursement expenses incurred in currencies other than Hong Kong dollars the date on which the expenses were paid. Payment shall be arranged by conversion to Hong Kong dollars at the Selling (T.T.) rate in use by the Hong Kong and Shanghai Banking Corporation at the commencement of business on the date the expense was paid.

33 Payment of Accounts

- (A) Subject to clause 29, the Contractor shall submit to the Employer an invoice

and accompanied by such documents, information and explanations as the Employer may require in respect of the Project Materials. The Employer may request such further documentation as it deems necessary or desirable to verify the invoice. Original invoices shall be submitted by mail to Employer's headquarters (of which the address may be changed upon the Employer's written notice to the Contractor) unless otherwise required by the Employer.

- (B) Except as provided for in sub-clause (C) of this Clause accounts of all money due from the Employer to the Contractor in accordance with the Contract shall be paid within THIRTY (30) days after receipt of the invoice and supporting documentation requested by the Employer and verification of the Contractor's invoice and supporting documentation by the Employer.
- (C) If any item or part of an item of an account rendered by the Contractor is reasonably disputed or subject to reasonable requisitions by the Employer or the Employer's Representative, the Employer shall within THIRTY (30) days after receipt of the invoice by the Employer inform the Contractor in writing of all items under dispute or subject to requisitions. The Contractor shall cancel the original invoice and reissue an invoice for the undisputed amount within TEN (10) days.
- (D) The Contractor and the Employer shall promptly investigate any disputed invoice and shall act reasonably to resolve the dispute. Any disputed invoice or part of an invoice agreed by the Employer to be payable following resolution shall be re-invoiced as appropriate. Notwithstanding the foregoing, the Contractor shall continue to provide the Project Materials in full as if the dispute and/or requisitions did not exist.
- (E) The Contractor shall be responsible for ensuring that all information on invoices is complete and accurate, and that specific reference is made to the Contract reference number assigned by the Employer.

34 Rendering of Accounts

The Contractor shall render his accounts for interim payments in accordance with the Fee Proposal or the Purchase Order (as the case may be).

35 Not used

36 Reduction of Lump Sum Fees

If there shall be a reduction in the Services or Works resulting from:

- (i) explanations or adjustment made under sub-clause (B) of Clause 7;
- (ii) changes to the Assignment Brief made under sub-clause (A) of Clause 19;
- (iii) clarifications or instructions given under sub-clause (B) of Clause 19;
and
- (iv) instructions given under Clause 25;

then the Employer shall be entitled to a reduction in the lump sum fees in respect of such a reduction in the Services.

37 Not used

38 Employer's Assignment and Novation

- (A) The Employer may assign or transfer the whole or any part of its rights and/or benefits under the Agreement at any point in time to any third party without the Contractor's consent. Any such assignment or transfer shall be notified to the Contractor as soon as practicable.
- (B) The Employer shall have the right to novate to a third party ("**Novatee**") all of the Employer's rights, interests and benefits, obligations, liabilities and duties, without limitation, known and unknown, existing and contingent, actual and otherwise, in connection with the Agreement at any point in time. The Contractor shall enter into a novation agreement with the Employer and the Novatee to the effect that:
 - (1) the Novatee shall assume all rights, interests and benefits, obligations, liabilities and duties of, and all claims for and against, the Employer in connection with the Agreement in place of the Employer as if the Novatee were the original party to the Agreement;
 - (2) the Novatee shall have power to exercise all rights expressed to be those of the Employer under the Agreement;

- (3) the Novatee shall perform and comply with, and be bound by, each and every duty and obligation of the Employer under the Agreement as if the Novatee were named in the Agreement in place of the Employer; and
- (4) the Contractor shall release and discharge the Employer from any and all obligations, liabilities and duties in relation to the Contractor of any kind, known and unknown, existing and contingent, actual and otherwise in connection with the Agreement.

A specimen of the novation agreement is annexed as Appendix 1 hereto.

39 Contractor's Non-Assignment

The Contractor shall not, without the prior written consent of the Employer, assign or otherwise transfer the benefit and/or obligations of the Contract or any part thereof to any third party, and the performance of the Contract by the Contractor shall be deemed to be personal to the Contractor.

40 Employment and Replacement of sub-consultants / sub-contractors

The Contractor shall obtain the prior written approval of the Employer for:

- (i) the appointment of sub-consultants / sub-contractors to undertake any part of the Assignment; and
- (ii) the replacement of any sub-consultants / sub-contractors appointed under sub-clause (i) of this Clause.

41 Liability of Contractor for acts and default of sub-consultants / sub-contractors

The appointment of sub-consultants / sub-contractors to undertake any part of the Assignment shall not relieve the Contractor from any liability or obligation under the Contract and the Contractor shall be responsible for the acts, default and neglects of any sub-consultants / sub-contractors, their agents, servants or workmen fully as if they were the acts, default and neglects of the Contractor, the Contractor's agents, servants or workmen.

42 Publicity relating to the Contract

The Contractor shall submit to the Employer all advertising or other publicity materials relating to the Contract or the Project Materials in connection with the Contract wherein the Employer's name is mentioned or language used from which a

connection with the Employer can reasonably be inferred or implied. The Contractor shall not publish or use any advertising or other publicity materials without the prior written consent of the Employer.

43 Suspension, resumption or termination

- (A) If the Contractor is delayed or prevented from performing its obligations under the Contract by circumstances beyond its reasonable control (including acts of God, war, riot etc.), such performance shall be suspended and if it cannot be completed within a reasonable time after the due date as specified in the Contract, the Contract may be terminated by the Employer.
- (B) Unless sub-clause (A) of this Clause apply, the Employer reserves the right to terminate the whole or any part of the Contract or any consignment on account thereof if the same is not completed in all respects in accordance with the instructions and requirements specified in the Contract and with the foregoing conditions, in particular with Clause 24, compliance with which by the Contractor is of the essence and a fundamental condition of this Contract.
- (C) The Contract may be suspended or terminated by the Employer for convenience without giving any reason by giving the Contractor ONE (1) month's prior notice in writing.
- (D) Upon suspension or termination and unless the provisions in this Contract otherwise provide, the Contractor shall be paid all fees and expenses commensurate with the Services performed by them and accepted by the Employer up to the date of suspension or termination less all fees and expenses previously paid to the Contractor. The Contractor has the obligations to stop work immediately but in an orderly manner and deliver to the Employer documents in its possession, custody and/or control relating to the Project. The Employer shall not be liable for any loss of profits and other losses incurred by the Contractor as a result of the termination or suspension caused by the Contractor or arising from a fault on the part of the Contractor.
- (E) In the event of suspension or termination and unless the provisions in this Contract otherwise provide, the Contractor shall be entitled to reimbursement of the actual cost of or an amount in fair compensation for the related actual financial commitment or obligation outstanding after the giving of the notice of suspension or termination which he has properly incurred in accordance with the Contract prior to the giving of the notice of suspension or termination.

- (F) The payments referred to in sub-clauses (D) and (E) of this Clause shall be deemed in full and final payment for the Project Materials up to the date of suspension or termination. The Contractor shall be entitled to such payments only if the suspension or termination is not attributable to default on the part of the Contractor.
- (G) For service resumption after suspension, the Employer shall give a written notice to the Contractor in no less than SEVEN (7) working days before the planned resumption date of the Project. The Contractor shall thereafter continue with the Services with the same terms and conditions set forth in the Contract. The Project period shall be extended for a period corresponding to the period of suspension or otherwise mutually agreed between the Employer and the Contractor.
- (H) In the event of suspension and subsequent resumption of the Project the Contractor shall be reimbursed any expenses necessarily incurred as a result of such resumption.
- (I) If the Project is resumed any payment of fees under this Clause except in respect of abortive work that has to be re-done shall rank as payment on account towards the payable payment under the Contract.
- (J) Should the Contract continue to be suspended for a period of more than two years then either:
- (i) it may be terminated upon the written notice of either party; or
 - (ii) it may be renegotiated with the agreement of both parties.
- (K) Upon expiry or early termination of the Contract (howsoever occasioned):
- (i) the Contract shall be of no further force and effect, but without prejudice to:
 - (1) the Employer's rights and claims under the Contract or otherwise at law against the Contractor arising from antecedent breaches of the Contract by the Contractor (including any breach(es) which entitle the Employer to terminate the Contract);
 - (2) the rights and claims which have accrued to a Party prior to the Termination; and

- (3) the continued existence and validity of those provisions which are expressed to or which in their context by implication survive the termination of the Contract.
- (L) If there is any breach of GCC Clause 4, the Employer may terminate the Contract and the Contractor is not entitled to claim any compensation (except for the Project Materials that was accepted by the Employer before the termination of the Contract but was not paid for at the time of termination). The Contractor shall be liable for the related actual financial loss or expenses necessarily incurred by the Employer as a result of the termination of the Contract.
- (M) Without affecting the generality of the foregoing sub-clauses and notwithstanding any provision in this Contract, upon the occurrence of any of the following events, the Contractor is not entitled to claim any compensation (except for the Project Materials that was accepted at the Employer before the termination of the Contract but was not paid for by the time of termination) and the Employer may (a) immediately terminate the Contract without prior notice, (b) engage a replacement contractor to carry out and complete the remaining items that have yet to be completed under the Contract, (c) claim for loss, damage and/or expense incurred by the Employer against the Contractor as a result of the termination of the Contract under this sub-clause (including engaging a replacement contractor to carry out and complete the remaining items that have yet to be completed under the Contract), (d) carry out, deliver and complete such Goods / Works / Services by its own resources or by other contractors:
 - (i) the Contractor, his sub-contractors of any tiers or employees or agents or the subcontractors' employees have engaged or are engaging or are reasonably believed to have engaged or be engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary or prejudicial to the interest of national security; or
 - (ii) the continued engagement of the Contractor his sub-contractors of any tiers or employees or agents or the subcontractors' employees or the continued performance of the Contract is contrary or prejudicial to the interest of national security;
 - (iii) the Contractor shall at any time become bankrupt, insolvent, or shall be placed in receivership or go into liquidation or receivership, or a petition

for liquidation, bankruptcy or receivership (whether voluntary or involuntary, save for the purpose of reconstruction or amalgamation) is filed against the Contractor, but without any prejudice to any right or action or remedy which shall have accrued or shall accrue thereafter to the Employer;

- (iv) the Contractor is found to be or is reasonably suspected to have been involved in collusion in the quotation process, and breach or non-compliance with any requirements of the Anti-collusion Clause of the Terms of Quotation / Conditions of Tender (in which case the Employer also has the right to report all suspected instances of bid-rigging to the Competition Commission ("**Commission**") established under the Competition Ordinance (Cap. 619) and provide the Commission with any relevant information, including but not limited to information on the bid and the Contractor's personal data; the Contractor may also lose his right for submitting quotations or tenders to the Employer in the future);
- (v) the Contractor or the Contractor's sub-contractors of any tiers or employees or agents or the subcontractors' employees do not comply or are reasonably suspected to fail to have complied with the relevant laws of HKSAR (including but not limited to Prevention of Bribery Ordinance (Cap. 201) as set out in Clause 47 below) and the terms and conditions of the Contract;
- (vi) any serious accident (personal injury/ death/ damage to property) occurs arising from or is reasonably suspected to have arisen from the Contractor's failure to comply with any sub-clauses of Clause 50.

The Employer shall be entitled to deduct from monies otherwise payable to the Contractor to cover the actual loss being suffered by the Employer; if the monies otherwise payable to the Contractor are not sufficient to cover the Employer's actual loss, the Contractor shall be liable to fully reimburse the Employer for the same accordingly.

44 Probity

The Contractor shall at all times be a business entity of integrity. Its tendering, contracting and/or sub-contracting practices shall be transparent and the Contractor must be accountable for the same. The Contractor shall secure due and timely payment to its suppliers, sub-contractors and employees.

45 Appeal to Employer

The Contractor shall have the right to appeal to the Employer against any instruction or decision of the Employer's Representative which the Contractor considers to be unreasonable.

46 Settlement of Disputes

- (A) If any dispute or difference of any kind whatsoever shall arise between the Employer and the Contractor in connection with or arising out of the Contract, either party shall be entitled to refer the dispute or difference to the Employer and the partner or director of the Contractor, who shall meet within TWENTY ONE (21) days of such matter being referred to them.
- (B) If the dispute or difference cannot be resolved within TWO (2) months of a meeting under sub-clause (A) of this Clause or upon written agreement of the Employer and the Contractor that the dispute or difference cannot be resolved in such meeting, either the Employer or the Contractor may at any time thereafter request that the matter be referred to mediation in accordance with and subject to the Hong Kong International Arbitration Centre Mediation Rules or any modification thereof for the time being in force.
- (C) If the matter cannot be resolved by mediation, or if either the Employer or the Contractor do not wish the matter to be referred to mediation then either the Employer or the Contractor may within the time specified herein require that the matter shall be referred to arbitration in accordance with and subject to the provisions of the Arbitration Ordinance (Chapter 609, Laws of Hong Kong) or any statutory modification thereof for the time being in force and any such reference shall be deemed to be a submission to arbitration within the meaning of such Ordinance. Any such reference to arbitration shall be made within NINETY (90) days of either the refusal to mediate, or the failure of the mediation. The parties agree that all provisions of Schedule 2 to the Arbitration Ordinance are applicable to the arbitration.
- (D) The Hong Kong International Arbitration Centre 2014 Domestic Arbitration Rules shall apply to any arbitration instituted in accordance with this Clause unless the parties agree to the contrary.

47 Prevention of Bribery

- (A) The Contractor shall duly inform his employees who are engaged either directly or indirectly in the formulation and implementation of any project of the Employer that the soliciting or accepting of an advantage as defined in the

Prevention of Bribery Ordinance (Cap. 201) (“**POBO**”) is not permitted. The Contractor shall also caution his employees against soliciting or accepting any excessive hospitality, entertainment or inducements which would impair his impartiality in relation to the projects of the Employer.

- (B) The Contractor shall prohibit and prevent his employees, agents and sub-consultants / sub-contractors or any others directly or indirectly engaged by the Contractor who are involved in this Contract from offering, soliciting or accepting any advantage as defined in the POBO when conducting business in connection with this Contract. Without the approval of the Employer, it is an offense under the Prevention of Bribery Ordinance to offer or give any gift, loan, fee, reward, commission, office, employment, contract, other services in favour of, or discount to any staff of the Employer. Any such offence committed by the Contractor or his employees, agents and sub-consultants / sub-contractors or any others directly or indirectly engaged by the Contractor will render the tender null and void. The Employer may also terminate the Contract granted without prior notice and hold the Contractor liable for any loss or damage so caused to the Employer.

48 Declaration of Interest

- (A) On appointment and during the currency of the Contract, the Contractor must declare any interest that the Contractor and any of his associated companies may have in any projects or contracts with the Employer if such interest is considered to be in real or apparent conflict with the duties of the Contractor under this Contract or the duties of his associated companies under any contracts with the Employer. The Contractor shall not undertake any services, which could give rise to conflict of interest, except with the prior written approval of the Employer which approval shall not be unreasonably withheld.
- (B) In any case, the Contractor shall not undertake and shall procure that any of his associated companies does not undertake any services for any entity in respect of a contract between that entity and the Employer for which the Contractor is providing a service to the Employer.

49 Insurance

- (A) Employees’ Compensation Insurance Policy
- (i) Without prejudice to the Contractor’s obligations, liabilities and responsibilities under the Contract and his obligation to insure by law, and unless the Assignment Brief otherwise specifies, the Contractor shall at his own expenses warrant to take out and maintain an Employees’ Compensation Insurance Policy (“**EC policy**”) covering

all liabilities arising from any death of, accident or injury to any workmen or other persons in the employment of the Contractor and any sub-contractor of all tiers and the Employer and/or any related subsidiaries of the Employer shall not be liable for any damages or compensation in respect thereof. Such EC policy shall be maintained during the Contract period and for the whole of the time that such workmen or other persons are employed on the delivery of Goods / Works / Services including the Maintenance Period or Defects Liability Period (if applicable). In this EC policy, the Employer and/or any related subsidiaries of the Employer should be named as joint insured and “Waiver of Subrogation Clause against Construction Industry Council and/or any related subsidiaries of Construction Industry Council (if any)” should be included. Considering the Employer and/or any related subsidiaries are named as joint insured in this insurance cover, W338 Indemnity to Principal Clause is optional to be included. However, the wording of “the Company shall not be liable under this Endorsement (except under the Ordinance) in respect of any injury by Accident or Disease due to or resulting from any act default or neglect of the Principal (Employer) his servants or agents” should be removed from clause wording of W338 Indemnity to Principal Clause. If the Contractor shall fail to effect and maintain the EC policy or if the Contractor shall fail to provide any evidence thereof which he is required to under item (i), the Employer may at its own discretion terminate the Contract.

- (ii) Before the commencement of delivering Goods and/or Works and/or Services under the Contract, subject to the terms of the Assignment Brief, effect and maintain an EC policy, in joint name with the Employer and/or any related subsidiaries (including Endorsements revised W348 and W204) which he is required to effect pursuant to item (i) above together in case of sub-contractor(s) involved with satisfactory proof of payment of the current premiums thereof, and produce a copy of the EC policy to the Employer unless otherwise mentioned in the assignment brief. If the Contractor shall fail to effect and maintain the EC policy or if the Contractor shall fail to provide any evidence thereof which he is required to under item (ii), the Employer may at its own discretion terminate the Contract. The Contractor shall effect and keep in force during the Contract period at his own expense a policy of insurance against all claims, demands or liability aforesaid in the Contract with an insurance company of the Employer’s choice and shall continue such insurance during the continuance of the Contract.

- (iii) In the event of any of the Contractor's sub-contractors of all tiers or employees or agents or the subcontractors' employees suffering any injury or death in the course of the Contract and whether there be a claim for compensation or not, the Contractor shall within SEVEN (7) working days give notice in writing of such injury or death to the Employer.

(B) Public Liability Insurance Policy ("PLI policy")

Without limiting the Contractor's obligations under the Contract, and if the Assignment Brief so specifies, the Contractor shall take out and maintain until the end of the term of the contract, a PLI policy of Insurance cover in the joint names of the Employer and/or any related subsidiaries, the Contractor and subcontractors of any tier in a sum of not less than HK\$30,000,000 for any one accident and unlimited during the period of insurance, against any liability, loss, claim, expense or proceedings whatsoever incurred, sustained or made by any person arising under any Enactment or at common law, in respect of the personal injury or death of any person or the damage to any real and/or personal property arising out of the execution of the Services or any act or omission by the Contractor in connection with the Contract, with established insurers of repute, subject to the Employer's approval unless otherwise mentioned in the assignment brief. If the said PLI policy provides that the insurers will not be responsible for payment of any certain amount of compensation (including, without limitations, the amount of any excesses and deductibles), the Contractor shall be solely responsible for such payment and shall reimburse the Employer forthwith if the Employer shall be required to make such payment. For the avoidance of doubt, if the Assignment Brief specifies other requirements for the PLI policy, the requirements specified in the Assignment Brief shall prevail over the requirements under this Clause 49(B).

(C) Contractors' All Risks including Third Party Liability Insurance Policy ("CAR policy")

- (i) Without limiting the obligations, liabilities and responsibilities of the Contractor under the Contract, unless otherwise specified in the Assignment Brief, the Employer has effected, with insurers of the Employer's choice, for the benefit *inter alia* of the Employer, the Contractor and his sub-contractors of any tier and other direct specialist contractors a CAR policy in respect of *inter alia*:

- (a) Loss and damage to the Works under the Contract;
- (b) Third party liability

Refer to **Appendix 2** for an **insurance synopsis** ("Insurance

Synopsis”) and reference should be made thereto for its full terms and effect.

- (ii) CAR policy only covers contracts falling within the Contract Details as stated in the said Insurance Synopsis. Should any contract be not covered within the Contract Details, or if it is specified in the Assignment Brief that the Employer has not effected a CAR policy, the Contractor must arrange another CAR policy in the joint name with the Employer and/or any related subsidiaries, at the Contractor's own cost, subject to the Employer's approval. Minimum coverage for third party liability under Section II of CAR policy (Liability to Third Parties) is HK\$30,000,000 for any one accident and unlimited in aggregate within the period of insurance during the period of insurance. Whilst the insurance cover for Section I of CAR policy (Own Damage to Contract Work), will be up to contract value of the Work, and including its Professional Fees, Removal of Debris at the % of contract value to be agreed with the Employer. For the avoidance of doubt, if the Assignment Brief specifies other requirements for the CAR Policy, the requirements specified in the Assignment Brief shall prevail over the requirements under this Clause.
- (iii) The Contractor shall for himself and on behalf of all sub-contractors of any tier accept the CAR policy as if it has been effected by himself and shall with all due diligence observe and fulfil, and procure that all sub-contractors of any tier observe and fulfil, the terms, provisions and conditions contained therein.
- (iv) The Contractor shall be deemed to have read and understood the terms, provisions, conditions, exclusions and excesses of the CAR policy. If, in the Contractor's opinion, the amounts and / or risks insured are insufficient to cover the Contractor's risks, duties, obligations and liabilities under the Contract, at common law or otherwise, the Contractor may effect such further insurance at his own expense as he considers necessary.
- (v) It is acknowledged and understood that the CAR policy is subject to excesses and exclusions. In the event of a claim under the CAR policy in respect of a matter for which the Contractor is responsible or liable under the Contract, the full amount of such excesses and exclusions shall be borne by the Contractor. In the event of any default by the Contractor in making good any damage to the works

where required by the terms and conditions of the Contract, the Employer may deduct the applicable policy excess from any sums due or to become due to the Contractor under this Contract or recover the same as a debt due from the Contractor.

- (vi) Save for any case in which the relevant loss or injury arises from any act or neglect of the Employer or any person for whom the Employer is responsible, all costs and incidental expenses incurred in relation to claims including the preparation and submission of all formal claims under the CAR policy shall be borne by the Contractor.
- (vii) The Contractor shall forward to Employer's Representative a copy of all notices and claims submitted by him or all sub-contractors of any tier pursuant to the terms of the CAR policy within 24 hours of dispatch of such notice or claim. Upon a written request from the Employer, the Employer shall be entitled to take over the conduct of any claim submitted by the Contractor or all sub-contractors of any tier under the CAR policy, and in any such event the Contractor hereby appoints, and shall procure that all sub-contractors of any tier appoint, Employer as his or their agent for that purpose.
- (viii) All monies to be received under the CAR policy shall be paid to the Employer as loss payee. The Contractor and all sub-contractors of any tier hereby irrevocably authorize the Employer to give good discharge to the insurers for such monies.
- (ix) Upon the occurrence of any loss or damage to the works under the Contract, the Contractor with due diligence shall restore the works damaged, replace or repair any unfixed materials or goods which have been destroyed or injured, remove and dispose any of debris and proceed with the carrying out and completion of the works. All monies received under the CAR policy (less any amounts to cover professional fees) shall be paid to the Contractor by instalments under the Interim Payment Certificates or Final Payment Certificates issued by the Employer's Representative. The Contractor shall not be entitled to any payment in respect of the restoration of work damaged, the replacement and repair of any unfixed materials or goods, and the removal and disposal of debris other than the monies received under the said CAR policy.

(D) Professional Indemnity Insurance Policy (“PII policy”)

- (i) Without limiting his obligations and responsibilities nor his liability to indemnify the Employer under Clause 24, the Contractor shall, if the Assignment Brief specifies, as from the date of commencement of the Contract, and thereafter, maintain an insurance cover up to 6 years from contract completion to meet any claims that may be made by the Employer in respect of any negligence in or about the conduct of and performance by the Contractor, his sub-consultants of all tiers, his servants and agents of all and singular the Services.
- (ii) In the event that through no fault of the Contractor it becomes impractical or unreasonable to maintain the said cover for the full period required by sub-clause (i) of this Clause, the Contractor may propose alternative arrangements for the Employer’s approval.
- (iii) The foregoing insurance policy or policies shall be affected with an insurer (or insurers) and in terms acceptable to the Employer. Throughout the period of insurance, the Contractor shall each year lodge with the Employer a certificate signed by and on behalf of the Contractor’s insurers stating that the said policy or policies of insurance remain in full force.
- (iv) Unless otherwise specified in the Assignment Brief, the amount of insurance cover as mentioned in sub-clause (i) of this Clause shall be a minimum of THREE (3) times of the Contract sum or HK\$10,000,000 in the aggregate, whichever is higher.

50 Safety Precaution

- (A) The Contractor shall be responsible for taking all necessary steps in ensuring the safety of all persons and properties affected by the work stipulated under the Assignment in the vicinity of the works at all stages, whether or not they are engaged in the execution of the works. The Contractor shall throughout the progress of the Works take full responsibility for the adequate stability and safety of all operations on the Site.
- (B) Pursuant to the Employer’s Contractor’s Safety Requirements, Factories and Industrial Undertakings Ordinance (Cap. 59), Occupational Safety and Health Ordinance (Cap.509) and all sub-legislations thereunder, whilst executing the Contract, it shall be the duty of the Contractor to ensure the health and safety at work of all persons employed by him, and it shall be the duty of every person employed to take care for the safety of himself and of

other persons who may be affected by his acts or omissions at work. The Contractor shall ensure full compliance of all such requirements.

- (C) The Contractor, his subcontractors of all tiers and employees employed by the Contractor for construction work or container handling under the Contract shall hold valid Construction Industry Safety Training Certificates (commonly known as “**Green Cards**”) and any other relevant mandatory certificates required for safe operation of equipment/machines for the works.
- (D) In addition, the Contractor, his subcontractors of all tiers and employees employed by the Contractor for construction trade(s) of high risk under the Contract shall also hold valid Specified Trade Safety Training Certificates (commonly known as “**Silver Cards**”).
- (E) The Contractor must supervise and ensure all his sub-contractors and employees wear appropriate personal protective equipment, e.g. protective clothing, safety helmet, safety shoes, harness, fall arresting system, eye-protector, ear protector, and mask, etc., as the Employer may consider necessary or appropriate or as legally required. Any such personal protective equipment must be provided, maintained and replaced as necessary by the Contractor at his own expenses.
- (F) Smoking is not permitted in the workplace. If the Works involve the use of naked flame, the Contractor must implement sufficient fire prevention measures.
- (G) The Contractor shall take adequate steps (e.g. provide a suitable working platform) and provide all necessary equipment at its own expenses to prevent any person from falling from a height of 2 metres or more. The Employer’s Guidelines on Work-above-ground Safety shall be strictly followed.
- (H) Without prejudice to the foregoing sub-clauses, the Contractor shall adopt all reasonable measures to ensure the health, safety and wellbeing of its employees, and those of third parties on the site. The Contractor shall also ensure that the Contractor and his sub-contractors of all tiers comply at all times with all relevant legislations, statutory rules and regulations, and all guidelines, best practices and industrial standards published and/or updated by the Employer from time to time (including but not limited to those annexed hereto (if any)). The Contractor is encouraged to achieve higher standards where possible.

51 Avoidance of Nuisance and Making Good Working Areas

- (A) The Contractor shall take all necessary measures to ensure that the Contractor's operations be carried out in such manner as to cause as little inconvenience as possible to residents, the public or the operation of construction sites in the vicinity of the premises where the Contractor carries out the Works. The Contractor shall be held responsible for any claim, which arises from non-compliance with this clause.
- (B) The Contractor shall take all reasonable care so as not to cause any damage to property or not to cause any nuisance. The Contractor shall indemnify the Employer from any claim against the Employer arising from default of the Contractor in this respect.
- (C) The Contractor must maintain the workplace in a safe condition and ensure that every access to and egress from the workplace is safe. The Contractor shall also ensure that all means of escape from the workplaces are kept free from obstruction.
- (D) The Contractor shall confine his operations to the minimum areas required for the works and shall at all times work in a clean, tidy and considerate manner having proper regard to other contractors/consultants working in the same site. As soon as work has been completed for any location, the Contractor shall remove all debris resulting from his activities and make good any damage.
- (E) All refuse shall be delivered properly to the refuse collection warehouse specified by the Employer at the end of each working day or on any dates specified by the Employer.

52 Disclosure of Information

The Employer shall have the right to disclose to any person, whenever it considers appropriate or upon request by any third party (written or otherwise), and in such form and manner as it deems fit:

- (i) the fees, costs and expenses payable by the Employer for engaging the Contractor; and
- (ii) the quotation or fee proposal submitted by the Contractor.

53 Code of Conduct for Staff

- (A) The Contractor shall explicitly prohibit his employees from soliciting or accepting any advantages as defined in the Prevention of Bribery Ordinance (Cap. 201) in discharging its duties under the Contract.
- (B) The Contractor shall implement a system requiring his employees to declare to him any interest they or their immediate families have or may have any conflict between their personal interest and their official positions in relation to this Assignment.
- (C) The Contractor shall prohibit his employees from taking up any outside work or employment, which could create or potentially give rise to a conflict of interest situation in connection with this Assignment.
- (D) The Contractor shall take adequate measures to protect any confidential / privileged information entrusted or obtained in relation to the Contract; and procure that his employees must not disclose to a third party any of such information without prior written consent from the Employer.
- (E) The Contractor shall prohibit his employees from introducing or recommending, directly or indirectly, service providers (including contractors) to owners, tenants or occupiers of premises in buildings covered by this Contract.
- (F) When carrying out the Works delivered under the Contract, all workers have to wear the temporary work permit issued by Employer. If the temporary work permit is lost, the Contractor, his sub-contractors of all tiers or employees or agents or the subcontractors' employees have to report to the Employer and request a re-issue of the temporary work permit at HK\$100 each.
- (G) If the Contractor finds it necessary to park their motor vehicles within the premises of the Employer, an application has to be lodged with the Employer in advance. If the application is approved by the Employer, the parking permit issued by the Employer and the contact telephone number of the driver using the parking permit has to be displayed on the motor vehicles.

54 Rights of Third Parties

Notwithstanding the Contracts (Rights of Third Parties) Ordinance (Chapter 623 of the Laws of Hong Kong), no one other than a party to this Contract will have any right to enforce any of the terms in this Contract.

55 Non-Waiver

No forbearance, delay or indulgence by either party in enforcing the provisions of this Contract shall prejudice or restrict the rights of that party or be regarded as a waiver of that party, nor shall any waiver of a party's rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for either party is exclusive of any other right, power or remedy available to that party and each such right, power or remedy shall be cumulative. No waiver shall be effective unless it is in writing and signed by an authorized representative of the waiving party.

56 Severability

In case any provision in this Contract shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby and such provision shall be ineffective only to the extent of such invalidity, illegality or unenforceability, and each term and provision of this Contract shall be valid and enforced to the fullest extent permitted by law.

57 Contractor's Claims for Extras

- (A) The Contractor shall send to the Employer's Representative once in every month an account giving particulars (as full and detailed as possible) of all claims for any extension of time for completion of the Works and for additional expense (if any) to which the Contractor may consider himself entitled and of all extra or additional work carried out by the Contractor during the preceding month.
- (B) No claim for extension of time for completion of the Works and / or payment for additional expense or extra or additional work which has not been made within a reasonable time to enable the circumstances and reasons for extensions or the additional expense to be ascertained and evaluated shall be considered.
- (C) If the Employer's Representative is of the opinion that the delay is caused by:
 - (i) inclement weather and/or its consequences hampering the progress of the Works, or
 - (ii) the hoisting of tropical cyclone warning signal No. 8 or above or the issue of a Black Rainstorm Warning or the Government's announcement of extreme conditions, or
 - (iii) an instruction issued under Clause 25, or

- (iv) a variation ordered under Clause 62, or
- (v) a substantial increase in the work required to be done not resulting from a variation ordered under Clause 62, provided that the increase was not apparent from the Contract documents, or
- (vi) the Contractor not being given possession of any part of the Site pursuant to the Contract or is subsequently unduly deprived of it by the Employer, or
- (vii) a disturbance to the progress of the Works for which the Employer is responsible, or
- (viii) the Employer suspending the Works in accordance with Clause 43 insofar as the suspension is not occasioned by the circumstances described in Clause 57 (D)(i) to (v), or
- (ix) any utility undertaking or other duly constituted authority failing to commence or carry out timely any work thereby hampering or preventing the execution of the Works, provided that the Contractor has taken all practical measures to cause it to commence or to proceed with such work timely, or
- (x) any Nominated Sub-contractor for any reason specified in sub-clause (C)(i) to (ix) of this Clause, provided that the Contractor has taken all reasonable measures to prevent, or
- (xi) change in law, or
- (xii) unforeseen site conditions, or
- (xiii) any special circumstance hampering the progress of the Works,

then the Employer's Representative shall within a reasonable time consider whether the Contractor is fairly entitled to an extension of time for the completion of the Works or any Section thereof as claimed by the Contractor or at all.

- (D) Notwithstanding the general powers of the Employer's Representative under the provisions of this Clause to determine whether the Contractor is fairly entitled to an extension of time, the Contractor shall not be entitled to an extension of time for the completion of the Works or any Section thereof if the cause of the delay is:

- (i) a suspension not provided for in the Contract, or
- (ii) a suspension necessary by reason of inclement weather conditions affecting the safety or quality of the Works or any part thereof, or
- (iii) a suspension necessary by reason of some default on the part of the Contractor or any person carrying out the Works except person for whom the Employer is responsible, or
- (iv) a suspension necessary for the proper execution of the Works or for the

safety of the Works or any part thereof or for the safety and health of any person or the safety of any property on or adjacent to the Site in as much as such necessity does not arise from any act or default of the Employer or

(v) a shortage of Constructional Plant or labour.

- (E) If in accordance with sub-clause (A) of this Clause the Employer's Representative considers that the Contractor is fairly entitled to an extension of time for the completion of the Works or any Section thereof, the Employer's Representative shall within a reasonable time determine, grant and notify in writing to the Contractor such extension. If the Employer's Representative determines that the Contractor is not entitled to an extension, the Employer's Representative shall notify the Contractor in writing accordingly.

Provided that the Employer's Representative in determining any such extension shall take into account all the circumstances known to him at that time, including the effect of any omission of work or substantial decrease in the quantity of any item of work.

Provided further that the Employer's Representative shall, if the Contractor shall so request in writing, make a subsequent review of the circumstances causing delay and determine whether any further extension of time for completion should be granted.

For the avoidance of doubt if the Employer's Representative grants an extension of time in respect of a cause of delay occurring after the Employer is entitled to recover liquidated damages in respect of the Works or any Section, the period of extension of time granted shall be added to the prescribed time or previously extended time for the completion of the Works or, as the case may be, the relevant Section.

- (F) For the purposes of determining whether or to what extent the Contractor may be entitled to an extension of time under sub-clause (C) of this Clause the Employer may require the Contractor to submit full and detailed particulars of the cause and extent of the delay to the progress of the Works. If the Contractor fails to comply with the provisions of this sub-clause, the Employer shall consider such extension only to the extent that the Employer's Representative is able on the information available.
- (G) Whenever the Employer's Representative grants an extension of time for completion in accordance with this Clause, the Contractor shall revise the

programme referred to in Clause 28 accordingly.

- (H) Except as provided elsewhere in the Contract, any extension of time granted by the Employer's Representative to the Contractor shall be deemed to be in full compensation and satisfaction for any loss or injury sustained or sustainable by the Contractor in respect of any matter or thing in connection with which such extension shall have been granted and every extension shall exonerate the Contractor from any claim or demand on the part of the Employer's Representative for the delay during the period of such extension but not for any delay continued beyond such period.
- (I) For the purpose of this Clause, "Black Rainstorm Warning" means a warning issued by the Director of the Hong Kong Observatory of a heavy rainstorm in, or in the vicinity of, Hong Kong by the use of the heavy rainstorm signal commonly referred to as Black.

58 Commencement of the Works

The Contractor shall commence the Works on the date for commencement of the Works as notified in writing by the Employer or the Employer's Representative and shall proceed with the same with due diligence. The Contractor shall not commence the Works before the notified date for commencement.

59 Time for Completion

- (A) The Works and any Section thereof shall be completed within the time or times stated in the Assignment Brief calculated from and including the date for commencement notified by the Employer in accordance with Clause 58 or such extended time as may be determined in accordance with Clause 57.
- (B) General Holidays shall be included in the time for completion unless otherwise stated in the Contract.

60 Liquidated Damages

- (A) If the Contractor fails to complete the Works or where the Works are divided into Sections any Section within the time for completion prescribed by Clause 59 or such extended time as may be granted in accordance with Clause 57, then the Employer shall be entitled to recover from the Contractor liquidated damages. The payment of such damages shall not relieve the Contractor from his obligations to complete the Works or from any other of his obligations under the Contract.

- (B) The liquidated damages shall be calculated using the rate per day prescribed in the Contract, either for the Works or for the relevant Section, whichever is applicable. Provided that, if the Employer's Representative certifies completion under Clause 61 of any part of the Works before completion of the Works or any part of any Section before the completion of the whole thereof, then the rate per day of liquidated damages for the Works or the relevant Section shall from the date of such certification be reduced in the proportion which the value of the part so certified bears to the value of the Works or the relevant Section, as applicable, both values as of the date of such certification shall be determined by the Employer's Representative.
- (C) The period for which liquidated damages shall be calculated shall be the number of days from the prescribed date for completion or any extension or revision thereof of the Works or the relevant Section until and including the certified date of completion.
- (D) All monies payable by the Contractor to the Employer pursuant to this Clause shall be paid as liquidated damages for delay and not as a penalty.
- (E) If the Contractor fails to complete the Works by the time stated in the Contract pursuant to Clause 59, or such extended time as may be determined in accordance with Clause 57, then the Contractor shall pay or allow to the Employer a sum calculated at the rate as specified at the Assignment Brief as liquidated and ascertained damages for the period during which the Works shall so remain or have remained incomplete, and the Employer may deduct such sum from any monies due or to become due to the Contractor under the Contract.

61 Completion of the Works

- (A) When the Works have been substantially completed and have satisfactorily passed any final test that may be prescribed by the Contract, the Contractor may serve notice in writing to that effect to the Employer's Representative, accompanied by an undertaking to carry out any outstanding work during the Defects Liability Period, requesting the Employer's Representative to issue a certificate of completion in respect of the Works. The Employer's Representative shall, within TWENTY ONE (21) days of the date of receipt of such notice either:
 - (i) issue a certificate of completion stating the date on which, in the Employer's Representative's opinion, the Works were substantially completed in accordance with the Contract and the Defects Liability

Period shall commence on the day following the date of completion stated in such certificate, or

- (ii) give instructions in writing to the Contractor specifying all the work which, in the Employer's Representative's opinion, is required to be done by the Contractor before such certificate can be issued, in which case the Contractor shall not be permitted to make any further request for a certificate of completion and the provisions of sub-clause (B) of this Clause shall apply.
- (B) Notwithstanding the provisions of sub-clause (A) of this Clause, as soon as in the opinion of the Employer's Representative the Works have been substantially completed and satisfactorily passed any final test which may be prescribed by the Contract, the Employer's Representative shall issue a certificate of completion in respect of the Works and the Defects Liability Period shall commence on the day following the date of completion stated in such certificate.
- (C) The Contractor shall carry out any outstanding work as soon as practicable after the issue of the certificate of completion or as reasonably directed by the Employer's Representative and in any event before the expiry of the Defects Liability Period. The Contractor's obligation to provide, service and maintain site offices, latrines and the like, shall continue for as long as may be required by the Employer and the Employer's Representative before the expiry of the Defects Liability Period.
- (D) The provisions of sub-clauses (A), (B) and (C) of this Clause shall apply equally to any Section.
- (E)
 - (i) The Employer's Representative shall give a certificate of completion in respect of any part of the Works which has been completed to the satisfaction of the Employer's Representative and is required by the Employer for permanent occupation or use before the completion of the Works or any Section.
 - (ii) The Employer's Representative, following a written request from the Contractor, may give a certificate of completion in respect of any substantial part of the Works which has been completed to the satisfaction of the Employer's Representative before the completion of the Works or any Section and is capable of permanent occupation and/or permanent use by the Employer.
 - (iii) When a certificate of completion is given in respect of a part of the Works

such part shall be considered as completed and the Defects Liability Period for such part shall commence on the day following the date of completion stated in such certificate.

- (F) Any certificate of completion given in accordance with this Clause in respect of any Section or part of the Works shall not be deemed to certify completion of any ground or surface requiring reinstatement unless the certificate shall expressly so state.

62 Variations

- (A) The Employer's Representative may order in writing any variation to any part of the Works that is necessary for the completion of the Works or is in his opinion desirable for or to achieve the satisfactory completion and functioning of the Works. The Contractor shall forthwith carry out such variation in accordance with the Employer's Representative's instruction.
- (B) No variation ordered by the Employer's Representative shall in any way vitiate or invalidate the Contract but all such variations shall be valued in accordance with Clause 63.
- (C) Any variation ordered by the Employer's Representative may include a requirement for the Contractor to prepare and submit within FOURTEEN (14) days of the Contractor receiving the variation order, a lump sum quotation in writing for complying with the order.
- (D) (i) Notwithstanding sub-clause (C) of this Clause, prior to ordering a variation, the Employer's Representative may request the Contractor to submit a lump sum quotation in writing within FOURTEEN (14) days of receipt of such request, or within such other time as may be agreed between the Employer or the Employer's Representative and the Contractor.
- (ii) In the event that the Contractor is not subsequently instructed by the Employer's Representative to execute the variation referred to in Clause 61(D)(i) above, the Contractor shall be entitled to any cost incurred in the preparation of the lump sum quotation which cost shall be ascertained and certified by the Employer's Representative.
- (E) (i) The Contractor may propose a variation by submitting in writing to the Employer's Representative a proposal together with sufficient details and justification to show that:

- (1) the time for construction of the Works can be reduced, and/or
- (2) the future maintenance cost can be reduced, and/or
- (3) the quality of design and/or the construction of the Works can be enhanced, and/or
- (4) the Contract sum can be reduced by the amount of the lump sum reduction that the Contractor can offer to the Employer, and
- (5) in any event:
 - (1) the quality of the design or construction of the Works is not prejudiced, or
 - (2) the proposed variation is in the interests of the Employer.
- (ii) The Employer's Representative shall within TWENTY EIGHT (28) days of receipt of the Contractor's proposed variation and supporting detailed information under sub-clause (E)(i) of this Clause, or within such time as may be agreed between the Contractor and the Employer's Representative, but solely at the discretion of the Employer, confirm whether or not he agrees to the proposed variation and, if so, order the Contractor in writing to carry out the proposed variation under this sub-clause.
- (iii) No adjustment shall be made to the Contract sum by virtue of this sub-clause except the reduction pursuant to sub-clause (E)(i)(4) of this Clause.

63 Valuation of Variations

- (A) The Employer shall determine the sum (if any) which in his opinion shall be added to or deducted from the Contract sum as a result of a variation order given by the Employer's Representative under Clause 62 (other than a variation ordered under sub-clause (E) of Clause 62) in accordance with the following principles:
 - (1) by valuation in accordance with sub-clause (D) of this Clause, or
 - (2) by acceptance of a lump sum quotation prepared and submitted by the Contractor to the Employer's Representative in accordance with sub-clauses (E) and (F) of this Clause.
- (B) The valuation of any variation ordered by the Employer's Representative in accordance with sub-clause (A) of Clause 62 shall include the cost (if any) of any disturbance to, or prolongation of both varied and unvaried work.
- (C) In the event of the Employer's Representative and the Contractor failing to reach agreement on any rate or price under the provisions of sub-clause (D) of this Clause, the Employer's Representative shall fix such rate or price as shall in his opinion be reasonable and notify the Contractor accordingly.

- (D) The Employer's Representative shall determine the value of a variation as follows:
- (1) Any item of work omitted shall be valued at the rate or price set out in the Contract for such work or, in the absence of such a rate or price, at a rate or price agreed between the Employer and the Contractor.
 - (2) Any work carried out which is the same as or similar in character to and executed under the same or similar conditions and circumstances to any item of work priced in the Contract shall be valued at the rate or price set out in the Contract for such item of work.
 - (3) Any work carried out which is not the same as or similar in character to or is not executed under the same or similar conditions or circumstances to any item of work priced in the Contract shall be valued at a rate or price based on the rates or prices in the Contract so far as may be reasonable, failing which, at a rate or price agreed between the Employer and the Contractor.

Provided that if the nature or extent of any variation ordered in accordance with sub-clause (A) of Clause 62 relative to the nature or extent of the Works or any part thereof shall be such that in the opinion of the Employer's Representative any rate or price contained in the Contract for any item of work is by reason of such variation rendered unreasonable or inapplicable then a new rate or price shall be agreed between the Employer's Representative and the Contractor for that item, using the Contract rates or prices as the basis for determination and taking into account the provisions of sub-clause (B) of this Clause.

- (E) Any lump sum quotation submitted by the Contractor to the Employer's Representative in accordance with sub-clause (C) or (D) of Clause 62 shall indicate how the lump sum was calculated by showing separately full details of:
- (1) the cost of complying with the order,
 - (2) the cost of preparing the lump sum quotation,
 - (3) the cost (if any) of any disturbance to or prolongation of varied and unvaried work as a consequence of complying with the order, and
 - (4) such other information as will enable the Employer and its representative to evaluate the lump sum quotation.
- (F) The Employer's Representative shall notify the Contractor not later than FOURTEEN (14) days from the receipt of any such lump sum quotation (or such other time as may be agreed between the Employer's Representative

and the Contractor) whether or not it has been accepted. If accepted, the amount specified in the lump sum quotation, or otherwise agreed between the Employer's Representative and the Contractor, shall be the full sum to which the Contractor is entitled for complying with that order.

- (G) In the event that a lump sum quotation is submitted in accordance with sub-clause (C) or (D) of Clause 62 and the lump sum quotation is not accepted by the Employer's Representative, then the work ordered under sub-clause (A) of Clause 62 shall be valued in accordance with sub-clause (E) of this Clause.
- (H) The Contractor shall supply the Employer's Representative with any further information reasonably requested by the Employer's Representative within FOURTEEN (14) days of the request to enable him to value any variation ordered under sub-clause (A) of Clause 62.
- (I) The Employer's Representative shall within TWENTY EIGHT (28) days of the receipt of the information requested under sub-clause (H) of this Clause notify the Contractor of his valuation.

64 Valid Certificates of Intermediate Trade Testing or higher qualifications

Except for carrying out general cleaning, delivering or sweeping tasks or having special approval of the Employer's Representative, all workers employed by the Contractor or sub-consultants of all tiers to work under this Contract shall hold valid certificates of intermediate trade testing (or higher qualifications) relevant to the trades under which they are working. A list of such workers with their valid and relevant qualifications shall be submitted to the Employer's Representative before the commencement of works.

65 Loss & Expense

If upon written application by the Contractor to the Employer's Representative, the Employer's Representative is of the opinion that the Contractor has been or is likely to be involved in expenditure for which the Contractor would not be reimbursed by a payment made under any other provision in the Contract by reason of the progress of the Works or any part thereof having been materially affected by:

- (A) any variation ordered in accordance with Clause 62 (other than a variation where the relevant lump sum quotation submitted in accordance with sub-clause (C) or (D) of Clause 60 has been accepted by the Employer's

Representative or a variation ordered under sub-clause (E) of Clause 62), or

- (B) the testing of plant, materials or workmanship not required by the Contract but directed by the Employer's Representative unless the inspection or test showed that the plant, work, materials or workmanship were not in accordance with the Contract, or
- (C) delay caused by any person or any company, not being a utility undertaking, engaged by the Employer in supplying materials or in executing work directly connected with but not forming part of the work, or
- (D) late delivery of materials, plant or equipment by the Employer,

then the Employer's Representative shall ascertain the cost incurred and shall certify accordingly.

66 Registered Specialist Trade Contractors Scheme (RSTCS)

- (A) Where the Contractor is to sub-contract part of the Works, execution of which involves trades available under the Registered Specialist Trade Contractors Scheme (RSTCS) of the Employer, the Contractor shall engage, for the purposes of execution of such part of the Works, sub-contractors who have completed their registration under the relevant trades available under the RSTCS before the commencement of the works under the relevant sub-contracts. The Contractor shall not engage a sub-contractor who is suspended or in the process of an appeal against his suspension from registration under the RSTCS unless the suspension is lifted before the commencement of the works under the relevant sub-contracts.
- (B) The Contractor shall ensure that where any part of the Works is sub-contracted to a sub-contractor engaged under Clause 66(A) above, execution of which involves trades available under the RSTCS is further sub-contracted (irrespective of any tier), only sub-contractors (irrespective of any tier) who have completed their registration under the relevant trades available under the RSTCS before the commencement of the Works under the relevant further sub-contracts are engaged for the purposes of execution of such part of the Works. The Contractor shall also ensure that a sub-contractor (irrespective of any tier) who is suspended or in the process of an appeal against his suspension from registration under the RSTCS shall not be engaged for the aforesaid further sub-contracting (irrespective of any tier) unless the suspension is lifted before the commencement of the works under the relevant further sub-contracts.

67 Temporary Work Permit

When carrying out the Works, all workers have to wear the temporary work permit issued by the Employer. If the temporary work permit is lost, the Contractor or worker shall report to the Employer and request a re-issue at \$30.

68 Maintenance Certificate

(1) Upon the expiry of the Defect Liability Period, or where there is more than one such Period, certificate upon the expiry of the latest Period and when all outstanding work referred to under Clause 61 and all work of repair, reconstruction, rectification and making good any defect, imperfection, shrinkage and other fault identified shall have been completed, the Employer's Representative shall issue a maintenance certificate stating the date on which the Contractor shall have completed his obligation to execute the Works.

(2) No certificate, other than the maintenance certificate, shall be deemed to constitute approval of any work or other matter in respect of which it is issued or shall be taken as an admission of the due performance of the Contract or any part thereof.

Provided that the maintenance certificate shall not be deemed to constitute approval of any work or other matter in respect of which it is issued which has not been carried out in accordance with the Contract and which the Employer's Representative could not with reasonable diligence have discovered before the issue of the maintenance certificate

(3) The issue of any certificate including the maintenance certificate shall not be taken as relieving either the Contractor or the Employer from any liability the one towards the other arising out of or in any way connected with the performance of their respective obligations under the Contract. Provided that the Employer shall not be liable to the Contractor for any matter or thing arising out of or in connection with the Contract or the execution of the Works unless the Contractor shall have made a claim in relation thereto in accordance with the time limits specified in Clause 57.

Appendix 1

NOVATION AGREEMENT

THIS NOVATION AGREEMENT is made the day of 20 .

BETWEEN:

Construction Industry Council, duly incorporated under the Construction Industry Council Ordinance (Cap. 587 of the Laws of Hong Kong) with its registered office address at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong (the “**Employer**”);

[**Contractor**], a company incorporated under the laws of [country] with company number [*] having its registered office at [address] (the “**Contractor**”); and

[**Novatee**], a company incorporated under the laws of [country] with company number [*] having its registered office at [address] (the “**Novatee**”).

WHEREAS:

- A. The Employer and the Contractor have entered into a Contract for [Tender Title] (the “**Contract**”) for [description of works] at [address]. Pursuant to the Contract, the Employer shall have the right to novate to a third party all of the Employer’s rights, interests and benefits, obligations, liabilities and duties, without limitation, known and unknown, existing and contingent, actual and otherwise, in connection with the Contract at any point in time.
- B. The Employer desires to novate the aforesaid rights, interests and benefits, obligations, liabilities and duties to the Novatee pursuant to the Contract and be released and discharged from the Contract in accordance with this Novation Agreement.

- C. The Novatee agrees to take over the Employer's full benefits, obligations and remedies under the Contract from the Employer in accordance with this Novation Agreement.
- D. The Contractor agrees that the Novatee takes over the Employer's full benefits, obligations and remedies under the Contract from the Employer in accordance with this Novation Agreement.
- E. The date of execution of this Novation Agreement is taken as the Novation Date.

THE PARTIES AGREE that:

Novation

1. With effect from the Novation Date, the Novatee:
 - (a) assumes, in place of the Employer, all rights, interests and benefits, obligations, liabilities and duties of, and all claims for and against, the Employer, known and unknown, existing and contingent, actual and otherwise, in connection with the Contract at any point in time;
 - (b) assumes the power to exercise all rights expressed to be those of the Employer under the Contract; and
 - (c) shall perform and comply with, and be bound by, each and every duty and obligation of the Employer under the Contract

in every way as if the Novatee were named in the Contract in place of the Employer.
2. By its execution of this Novation Agreement, the Novatee hereby represents to the Contractor and the Employer that it is duly incorporated, validly existing, has full power, authority and legal right to enter into the transactions contemplated by, and perform the obligations assumed pursuant to, this Novation Agreement and the

Contract, and has taken all necessary action to authorise execution of this Novation Agreement.

Release

3. With effect from the Novation Date, the Contractor (a) releases and discharges the Employer from all obligations, liabilities, duties, actions, claims, proceedings and demands of any kind, known and unknown, existing and contingent, actual and otherwise in connection with the Contract without any recourse against the Employer, and (b) accepts the obligations and liabilities of the Novatee under the Contract in lieu of the obligations and liabilities of the Employer otherwise under the contract, and (c) agrees to be bound by the terms of the Contract in every way as if the Novatee were named in the Contract in place of the Employer.

Acknowledgement and acceptance

4. The parties hereto hereby acknowledge that this Novation Agreement constitutes novation of all the rights and obligations of the Employer under the Contract to the Novatee and the Contractor hereby agrees and accepts that this Novation Agreement constitutes a sufficient undertaking by the Novatee to perform the obligations of the Employer under the Contract.
5. This Novation Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region. For any dispute over the validity of this Novation Agreement (if any), the parties irrevocably submit to the non-exclusive jurisdiction of the courts of Hong Kong. For the avoidance of doubt, this clause shall not affect the dispute resolution mechanism under the Contract.

This Novation Agreement had been executed as on the day and year first before written.

For and on behalf of
the CONSTRUCTION INDUSTRY COUNCIL
by

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Appendix 2

Insurance Synopsis of Contractors' All Risks including Third Party Liability Insurance

Summary

Type	:	Contractors' All Risks – Open Cover
Terms	:	To follow the terms, limits and conditions of Asia Insurance Company Limited's Contractors' All Risks policy wording including all amendments / endorsements as detailed and agreed hereon.
Insured	:	Construction Industry Council as principal and/or all Main Contractors and its sub-contractors of every tier.
Period of Insurance	:	From Commencement Date to Expected Completion Date Local Hong Kong Time (both days inclusive) Defect Liability Period if any should be included
Contract Details	:	<p><u>Scope and Nature</u></p> <p>Renovation / Restoration / Maintenance / Alteration / Repair Work and/or Installation Work of Building Services including building maintenance work and/or builder's work but excluding construction/ erection/ demolition of building structure (i.e. structural walls, columns, beams and slabs of a building) and/or Installation/ Maintenance/ Repair Work of Building Services equipment; office equipment; training equipment; and trade test equipment carried out at the premises of the Insured which are covered under the Property Policy but definitely excluding any construction sites.</p> <p><u>Contract Value of Each Contract</u></p> <p>Contract Value at inception (i.e. at the time when the Contract was granted)</p> <p><u>Period of Insurance for Each Contract</u></p> <p>(1) Insured Contract other than Maintenance Contract Work</p> <p>(a) Contract Period Follow the original Contract Period of each contract work provided that:-</p> <ul style="list-style-type: none"> - the duration of the Contract Period shall not exceed 120 days; - the Insured Contract must commence within the Period of Insurance specified in the Schedule <p>(b) Maintenance Period Follow the original Maintenance Period of each contract work provided that the duration of the Maintenance Period shall not exceed 12 months immediately after the Original Contract Period.</p> <p>(2) Maintenance Contract Work only The Period of Insurance in respect of the Maintenance Work shall follow the original Contract Period of each Maintenance Work provided that:-</p> <ul style="list-style-type: none"> - the duration of the Maintenance Work shall not exceed 12 months; - the Insured Contract must commence within the Period of Insurance specified in the Schedule.

Coverage	<p>: <u>Section I – Material Damage</u></p> <p>To indemnify the Insured in respect of loss of or damage to the Insured Property whilst at the site during the Period of Insurance arising from any cause whatsoever not excluded by the original policy.</p> <p><u>Insured Property – Item 1</u></p> <p>The permanent and temporary works constructed erected or in the course of construction or erection in performance of the contract and all other property for which the insured contractors are responsible under the contract whilst on the site and subject to its value being included in the sum insured however excluding constructional plant and temporary buildings.</p> <p><u>Insured Property – Item 2</u></p> <p>Removal of debris: costs and expenses necessarily incurred by the Insured with the consent of the Insurers in dismantling and removing debris of the portion or portions of the property insured under item (1) destroyed or damaged by any peril hereby insured against.</p> <p><u>Sum Insured: 4% of Individual Contract Value</u></p> <p><u>Insured Property – Item 3</u></p> <p><u>Professional Fees: costs and expenses in respect of architects’ surveyors and consulting engineers’ fee incurred in the reinstatement of the insured property consequent upon its loss or damage but not for preparing any claim it being understood that the amount payable hereunder shall not exceed the scale charges of the appropriate professional body.</u></p> <p><u>Section II – Liability to Third Parties</u></p> <p>To indemnify the Insured in respect of all sums which the Insured shall become legally liable for:</p> <ul style="list-style-type: none"> (i) accidental death bodily injury illness or disease suffered by any person (ii) accidental loss or damage to physical property arising out of the performance of the contract <p>and in addition the insurers shall be liable for</p> <ul style="list-style-type: none"> (iii) all costs and expenses of litigation recovered by any claimant against the insured (iv) all costs and expenses of litigation incurred by the Insured with written consent of the insurers in resisting any claim <p>Limit of Indemnity: HK\$30,000,000 for any one accident and unlimited for the period of insurance (costs and expenses inclusive)</p>
Geographical Area and Jurisdiction	<p>: Hong Kong SAR</p>

Excess	:	Section I – Material Damage			
			<u>For contract with value of HK\$500,000 or below</u>	<u>For contract with value exceeding HK\$500,000 up to HK\$1,500,000</u>	<u>For contract with value exceeding HK\$1,500,000 up to HK\$3,000,000</u>
			HK\$	HK\$	HK\$
	Act of God/Fire/Theft:	15,000	20,000	30,000	
	Others:	15,000	20,000	30,000	
	Temporary Works:	15,000 min or 50% of loss(*)	20,000 min or 50% of loss(*)	30,000 min or 50% of loss(*)	
	Water Damage to Work:	15,000 min or 20% of loss(*)	20,000 min or 20% of loss(*)	30,000 min or 20% of loss(*)	
	Designer/Testing:	15,000	20,000	30,000	
	Strike, Riot and Civil Commotion /Malicious Damage	15,000 min or 20% of loss(*)	20,000 min or 20% of loss(*)	30,000 min or 20% of loss(*)	
	Typhoon / Storm / Tempest	15,000 min or 20% of loss(*)	20,000 min or 20% of loss(*)	30,000 min or 20% of loss(*)	
	(*) – whichever is the greater				
		Section II – Liability to Third Party			
				HK\$	
	Third Party Property Damage	:	40,000 min or 10% of loss (*)		
	Vibration / Removal / Weakening of Support	:	40,000 min or 20% of loss (*)		
Underground Services	:	40,000 min or 20% of loss (*)			
Oil-Filled/Fibre-Optic Cable	:	40,000 min or 40% of loss (*)			
Principal Property	:	40,000 min or 20% of loss (*)			
Water Damage to Third Party Property	:	40,000 min or 20% of loss (*)			
Third Party Bodily Injury	:	40,000 min or 10% of loss (*)			
Strike, Riot and Civil Commotion /Malicious Damage	:	20,000 min or 20% of loss(*)			
(*) – whichever is the greater	:	40,000 min or 10% of loss (*)			
Conditions (inter alia)	:	1. Revised Cross Liability Clause/ As per Asia’s standard Contractors’ All Risk Policy Jacket			
		2. B1 – Safety Precaution Clause amended to delete the 24 hours watchman requirement.			
		3. B2 – Special Conditions for Underground Services Clause			
		4. S001 Strike, Riot and Civil Commotion and Malicious Damage Endorsement. (Applicable to Section I only) The maximum liability under this extension is restricted to the sub-limit of HK\$1,500,000 in			

		<p>aggregate for all losses for the whole period of insurance.</p> <ol style="list-style-type: none"> 5. A6 – Extra charges for overtime, night work, work on public holiday and ex-press freight (15% of adjusted loss) 6. A1 – Extended to cover liability to third party property damage caused by vibration, removal or weakening of support (Limit: HK\$30,000,000 any one accident and in aggregate during any one period of insurance) 7. A7 – Extended to cover employer’s property under the care, custody or control of the insured contractors under Section II (Limit: HKD30,000,000 any one accident and in aggregate during any one period of insurance) 8. Burning and Welding Clause 9. 90 Days’ Cancellation Notice Clause (Subject to Pro-rata Refund Cancellation) 10. Extended Maintenance Period Cover 11. 90 Days Non-Renewal Notice by Insurer 12. Claim Control Clause 13. 72 hours Clause 14. Hong Kong Claim Jurisdiction Clause 15. Revised Arbitration Clause 16. A3 – Extension of Cover for Designer’s Risks 17. A4 – Extension of Cover for Inland Transit (Limit: HK\$100,000 any one loss) 18. A5 – Extension of Cover for Off-Site Storage anywhere in HKSAR (Limit: HK\$100,000 any one loss) 19. A2 – Extension of Cover for Testing and Commissioning (4 weeks) 20. Escalation Clause (Limit: 15% of Contract Value) <p>Other terms and conditions as per policy wording</p>
Principal Policy Exclusions (inter alia)	:	Other exclusions as per original policy.
Applicable Jurisdiction and/or Law Practice	:	Hong Kong SAR
Contractors’ Own Insurance Responsibilities	:	<p>(a) The Contractor’s All Risks including Third Party Liability Insurance does not cover the liability arising out of or in connection with the following:</p> <p>(i) motor vehicles and other Statutory Insurances.</p>

	<p>(ii) employees of the Insured Parties, sole proprietors and self-employed persons acting as sub-contractors, including labour masters and persons supplied by them, persons employed by labour only sub-contractors, self-employed persons, drivers and / or operators of plant hired to the Insured, student gaining work experience, and any other persons hired or borrowed by contractors. “Contractors allow such persons to enter site at their own risk”.</p> <p>(iii) deductibles of the Policy.</p> <p>(b) The Contractor’s All Risks including Third Party Liability Insurance does not cover the physical loss of or damage to construction plant tools and equipment owned or leased by the contractors or for which the contractors may be responsible.</p> <p>(c) Contractors and Subcontractors are required to arrange Employees’ Compensation Insurance complying with the Employees’ Compensation Ordinance (Cap 282) in respect of their employees. Such insurance is to be endorsed to cover the Construction Industry Council as an Insured Party.</p> <p>(d) The Third Party Liability Insurance cover is HK\$30,000,000. Construction Industry Council advises contractors to review its adequacy in relation to their risks and liability under the contract with the Construction Industry Council and to purchase additional limit, if required, at their own costs.</p> <p>(e) The Contractor’s All Risks including Third Party Liability Insurance only covers contract within the contract details as stated in the Insurance Synopsis of Contractors’ All Risks including Third Party Liability Insurance. Should the contract not within the contract details, contractor must arrange another Contractor’s All Risks including Third Party Liability Insurance, joint name with Construction Industry Council, at contractor’s own cost. Minimum coverage for third party liability is HK\$30,000,000.</p> <p>(f) The Contractor should provide both insurance document and premium receipt of insurance covers arranged for CIC keeping record. Besides, other than policy excess, Contractor should also bear all the costs and expenses in case of claim</p>
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(Attachment 7)

Special Conditions of Contract
for
Term Contract for Provision of Repair and Maintenance
of
Landscaping Works
for
the Construction Industry Council

August 2025

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A. GENERAL

The Conditions of Contract consist of:-

(i) The Articles of Agreements and General Conditions of Contract which will be the **Standard Form of Contract for Maintenance and Renovation Works for use in the Hong Kong Special Administrative Region, First Edition 2013**.

Copies of the Standard Form referred to above are not included in the tender documents but may be purchased from the Hong Kong Institute of Surveyors (HKIS). A copy of the Standard Form will be bound into the contract booklet for contract execution.

(ii) The Appendix to the Conditions of Contract contained herein at Part B which provides data required by certain clauses in the Conditions.

(iii) The Special Conditions of Contract contained herein at Part C which amend, modify, delete from or add to the standard form described in (i) above.

Note: Wherever the term “the Contract Administrator” as referred to in the Standard Conditions and other relevant part of the Contract Documents, it shall be amended to read as “the Employer/the Employer’s representative”.

In the event of any inconsistency or discrepancy, the order of precedence for interpretation shall be in the following descending order:

1. Special Conditions of Contract in this Attachment 7
2. Standard Form of Contract for Maintenance and Renovation Works for use in the Hong Kong Special Administrative Region, First Edition 2013
3. General Conditions of Contract in Attachment 8

B. APPENDIX TO THE CONDITIONS OF CONTRACT

The following particulars will be inserted in the Appendix to the Conditions of Contract:

	Clause	
Project Title	-	Term Contract for Provision of Repair and Maintenance of Landscaping Works for the Construction Industry Council
Project Address	-	Refer to Individual Delivery Order instructed by the Employer
Name of the Quantity Surveyor	1.18	Beria Consultants Limited
Registered Address of the Quantity Surveyor	1.18	Level 30, Tower 2, Enterprise Square 5, 38 Wang Chiu Road, Kowloon Bay, Hong Kong
Date for Access to the Site	2	Refer to Individual Delivery Order instructed by the Employer
Names of Works	3	Refer to Individual Delivery Order instructed by the Employer
Contract Periods	4	Refer to Individual Delivery Order instructed by the Employer
Defects Liability Period	7.6	Refer to the Schedule of Rates (Page 7)
Period of Honouring Payment	-	Thirty (30) Calendar Days upon receipt of invoice(s) and subject to verification of Certificate
Period of Completion of the Final Account	6.16	Within Six (6) Months from the date of the Substantial Completion of the Works

C. SPECIAL CONDITIONS OF CONTRACT

General

1.1 Context

These Special Conditions of Contract are to be read in conjunction with the General Conditions of Contract. The General Conditions of Contract means the “Standard Form of Contract for Maintenance and Renovation Works for use in the Hong Kong Special Administrative Region, First Edition 2013” published by the Hong Kong Institute of Surveyors. Wherever these Special Conditions of Contract vary from the General Conditions of Contract the terms of the Special Conditions of Contract shall take precedence.

The ‘Conditions of Contract’ means the ‘General Conditions of Contract’ and the ‘Special Conditions of Contract’.

1.2 Typographical Errors

The following typographical errors in the Conditions shall be corrected:

- (a) Third line of Clause 11.2.1(c) at Page 41, ‘*beach*’ shall be changed to ‘*breach*’.

1.3 Clause Numbering

Each clause number of the Special Conditions of Contract matches the clause number of the General Conditions of Contract to be amended. Therefore the clause numbers in these Special Conditions of Contract may not run in sequence.

SCC-1 - Interpretatons

- (i) Delete Clause 1.1 ‘*Building Manager*’ at Page 11.
- (ii) Delete Clause 1.2 ‘*Clerk of Works*’ at Page 11.
- (iii) Delete Clause 1.9 ‘*Defects Rectification Certificate*’ at Page 12.
- (iv) Replace the words ‘*Works*’ in Clause 1.19 at Page 15 with ‘*Rates*’.
- (v) Replace the words ‘*Substantial*’ in Clause 1.22 at Page 15 with ‘*Practical*’.
- (vi) Add the following as new Clause 1.25 ‘*Works*’ :-

“*Works*” means the works described in the Delivery Order instructed by the Employer.

SCC-2 - Site

- (i) Delete Clause 2.3 '*House Rules of Building Manager*' at Page 16.

SCC-3 - Works

- (i) Delete Clause 3.2 '*Design of Permanent Work*' and Clause 3.3 '*Development of Design*' at Page 18.

SCC-4 - Time

- (i) Delete Clause 4.3 at Page 16 and replace with the following :-

'The Contractor shall commence the Works based on the Commencement Date stated in the Delivery Order, and shall complete the Works on or before the Completion Date stated in the Delivery Order.'

- (ii) Delete Clause 4.9 '*Damages for Delayed Completion*' at Page 21.
- (iii) Replace all references to "*Substantial*" in Clauses 4.10.1 and 4.10.2 at Pages 21 to 22 with '*Practical*'.
- (iv) Replace all references to '*Works Section*' in Clauses 4.5.4, 4.7.1, 4.7.2, 4.10.1 and 4.10.2 at Pages 20 and 21 with '*Delivery Order*'.

SCC-5 - Contract Basis

- (i) Delete the words '*and one unsigned copy*' in Clause 5.4.1 at Page 23.
- (ii) Delete Clause 5.4.2 at Page 23.
- (iii) Delete Clause 5.6 '*Documents on Site*' at Page 23.
- (iv) Add the words '*working*' between '*within 2*' and '*days*' in Line 2 of Clause 5.5.2 at Page 23.

SCC-6 - Prices

- (i) Replace all references to '*Schedule of Works*' in Clauses 6.7.1, 6.7.2 and 6.8.1 at Page 25 with '*Schedule of Rates*'.
- (ii) Delete Clause 6.10 '*Prime Cost Rates*' at Page 26.
- (iii) Delete the words '*at monthly intervals after the commencement of the Works*' and replace with '*once the Works outlined in the Delivery Order is practically completed*' and delete the words '*until 1 month after substantial completion, and at bimonthly intervals thereafter.*' in Clause 6.15.1 at Page 27.
- (iv) Delete the words '*and shall issue a Payment Certificate to certify the net amount payable, if any, to the Employer with a copy to the Contractor within 14 days of receipt of the Contractor's application.*' in Clause 6.15.2 at Page 28.
- (v) Delete Clauses 6.15.4 (b), (c) and (f) at Page 28.
- (vi) Delete Clause 6.15.5 at Page 28.
- (vii) Delete Clauses 6.16.1 (d) and (j) at Page 29.
- (viii) Delete Clause 6.17.1 at Page 30.

SCC-8 - Contract Documents

- (i) Replace the words '*Contract Award Time*' with '*receipt of a Delivery Order from the Employer*' in Clause 8.2.1 at Page 32.
- (ii) Replace the words '*this Contract*' with '*the period covered in a Delivery Order*' in Clause 8.2.2 at Page 32.
- (iii) Add the words '*when requested by the Employer*' between '*following progress reports*' and '*in reasonable number*' in Line 1 of Clause 8.3 at Page 33.
- (iv) Replace the words '*Within 14 days after the completion of a Works Section*' and replace with '*Upon completion of the Works and when requested by the Employer*' in Line 1 of Clause 8.4 at Page 33.

SCC-9 - General Obligations

- (i) Add the following as new Clauses 9.1.4, 9.1.5 and 9.1.6 at Page 33 :-

“(3) The Contractor shall in the course of carrying out the Works take full responsibility for the adequate stability and safety of all operations on the Site other than those persons for whom the Employer is responsible and have full regard for the safety of all persons on the Site.

(4) The Contractor shall comply with the Building Ordinance, the Construction Site (Safety) Regulations, all Labour Department Regulations, all Electrical and Mechanical Services Department Regulations, the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations and all other statutory requirements regarding safety on construction sites.

(5) The Contractor shall employ at least the number of safety officers and safety supervisors prescribed by the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations for the time being in force as at the date of the Contract. The Safety Officers shall be registered by the Commissioner for Labour under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations and shall be employed on a full-time basis to undertake all duties entailed by the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations and any additional duties as specified in the Contract. None of the requirements of this clause shall in any way relieve the Contractor of his obligations under Clause 9 of the Conditions. In particular, the Contractor shall not be relieved of his obligations to employ Safety Supervisors, any additional Safety Officers and/or any other safety personnel in excess of the number required by this clause as may be separately required by any Act or Ordinance of Government, instrument, rule, order, regulation or by-law as may be in force at any time during the progress and continuance of the Works.”

- (ii) Replace the words “*within a Work Section*” with “*instructed under a Delivery Order*” and replace “*Work Section*” with “*Delivery Order*” in Clause 9.4 at Page 34.
- (iii) Delete the words ‘*and headed by a construction manager at full-time on site authorized and able to communicate with and take instructions from the Contract Administrator and capable of managing the Works*’ in Clause 9.7.1 at Page 34.

SCC-10 - Insurances and Bond

- (i) It is confirmed that Clause 10.10 ‘*Surety Bond and Cash Security*’ at Page 39 and Appendix A ‘*Surety Bond*’ (Pro-Forma)’ at Pages 45 to 48 shall not be applicable to the Contract.

SCC-11 – Determination

- (i) Delete Clause 11.2.1(a) at Page 41.

SCC-12 - Dispute Resolution

- (i) Delete the words “*President or Vice-President for the time being of the Hong Kong Institute of Surveyors*” and replace with “*Hong Kong International Arbitration Centre*” in Clause 12.3.2 at Page 43.
- (ii) Delete the words “*President or Vice-President for the time being of the Hong Kong Institute of Surveyors. The President or Vice-President may, at his discretion, request the Hong Kong International Arbitration Centre to appoint the arbitrator*” and replace with “*Hong Kong International Arbitration Centre*” in Clause 12.4.2 at Page 44.
- (iii) Add the following words at the end of Clause 12.4.3 at Page 44 :-

“Pursuant to Section 99 of the Arbitration Ordinance, parties confirm that the entirety of Schedule 2 (being Sections 1 to 7 thereof) to the Arbitration Ordinance will apply.”

SCC-13 - Fair Wages (New Clause 13)

The following clause shall be added as Clause 13 of the Conditions of Contract:-

“(1) The Contractor shall pay rates of wages in compliance with the Minimum Wage Ordinance and observe hours and conditions of labour which are not less favourable than the general level of wages, hours and conditions observed by other employers whose general circumstances in the trade or industry in which the Contractor is engaged are similar.

(2) The Contractor shall in respect of all persons employed by him, whether in carrying out this Contract or otherwise, in every workshop or other place occupied or used by him for carrying out the Works comply with the conditions required by this clause.

(3) The Contractor shall be responsible for the observance of this clause by subcontractors of any tiers employed in the carrying out of the Works.

(4) In the event of default being made in the payment of any money in respect of wages of any person employed by the Contractor in and for carrying out this Contract and if a claim therefor is filed in the office of the Labour Department and proof thereof (including, where the claim is disputed by the Contractor or it is found necessary by the Commissioner for Labour, proof of final determination of the claim by an award or order of the Labour Tribunal or as the case may be the Minor Employment Claims Adjudication Board or a judgment of the District Court or, where the matter is subsequently further disputed by way of appeal, by a judgment of the Court of First Instance or the Court of Appeal) is furnished to the satisfaction of the Commissioner for Labour, the Employer may, failing payment of the said money by the Contractor, make payment of such claim on behalf of the Contractor to the person and any sums so paid shall be recoverable by the Employer from the Contractor.”

SCC-14 - Contracts (Rights of Third Parties) Ordinance (New Clause 14)

The following clause shall be added as Clause 44 of the Conditions of Contract:-

“(1) Any person or organization who is not a party to the Contract shall not have any right or entitlement under the Contracts (Rights of Third Parties) Ordinance to enforce or enjoy the benefit of any term or condition of the Contract and any such right or entitlement is hereby expressly excluded.

“(2) The Contractor and the respective sub-contractors or suppliers (and/or designers employed by the Contractor) shall be prohibited to exclude any right or entitlement of the Employer (or any of his assignees in the case of an assignment) under the Contracts (Rights of Third Parties) Ordinance to enforce any term or condition of the sub-contract or supply contract.”

The following requirements include general safety requirements to be complied with by contractors and are by no means exhaustive. In general, contractors are to take all reasonable steps to ensure the safety and health of their employees and their subordinate workers (including their subordinate contractors). All site work activities of contractors shall be in full compliance with all relevant legislation of the Hong Kong Special Administrative Region including:

- Factories and Industrial Undertakings Ordinance (Cap 59) and its subsidiary legislation / regulations,
- Occupational Safety And Health Ordinance (Cap 509) and its subsidiary legislation / regulations,
- Dangerous Goods Ordinance (Cap 295) and its subsidiary legislation / regulations,
- Electricity Ordinance (Cap 406) and its subsidiary legislation / regulations,
- Builders' Lifts and Tower Working Platforms (Safety) Ordinance (Cap 470) and its subsidiary legislation / regulations,
- Boilers and Pressure Vessels Ordinance (Cap 56) and its subsidiary legislation / regulations.
- Construction Workers Registration Ordinance (Cap 583) and its subsidiary legislation / regulations,
- Employees' Compensation Ordinance (Cap 282) and its subsidiary legislation / regulations.

Other than legislation, contractors also must comply with relevant codes of practice or any other guidelines issued by government bodies or organization including the Labour Department, Fire Services Department, Electrical and Mechanical Services Department, Highways Department, Buildings Department, Construction Industry Council and Occupational Safety and Health Council.

Construction Industry Council (CIC) reserves the right to charge HKD 500.00 for each violation of any of CIC's internal safety requirements listed below or each violation of any relevant legislation, code of practice or guidelines.

In case of any dispute, CIC reserves all rights of final interpretation of the rules. The safety requirements to be complied by contractors include:

General Rules

- 1) Contractors must arrange a representative(s) to attend a safety briefing before work commencement. Failure to attend briefings may result in work commencement not being permitted. Attendance at a briefing will be valid for 6 months; any contractor who had attended a briefing within the 6 months prior to the work commencement day will be exempted from attending a further briefing.
- 2) Before work commencement, contractor must obtain an Attendance Proof – Safety Briefing. Work will be suspended immediately if an Attendance Proof – Safety Briefing has not been obtained.
- 3) The contractor's representative must be a direct employee of the awarded contractor.
- 4) The contractor's representative has the duty to clearly deliver to the employer all messages from safety briefings or any safety meetings.
- 5) Contractors have the obligation to send a representative(s) to attend any safety meeting held by CIC.
- 6) The contractor must ensure all of CIC's safety requirements are delivered and clearly explained to all personnel in the working team (including direct employees and subordinate contractors) before working within CIC's premises.
- 7) The delivery of CIC's safety requirements mentioned in clause 6) above must be documented in writing and a copy must be maintained within the work area for inspection.
- 8) In case of any inspection or visit conducted by government officials, contractors must notify the site's responsible person, CIC's department responsible for the project and CIC's Corporate Safety Team immediately.
- 9) Contractors are required to prepare a method statement document ("Method Statement") and a risk assessment document ("Risk Assessment") before work commencement. The Method Statement is to be a comprehensive and step-wise statement of the work sequence and method, with the help of drawings, layout plan etc. to illustrate in detail how the work will be conducted. The Risk Assessment is to cover all foreseeable risks resulting from each step of the work sequence. Adequate and suitable rectifying measures should be stated in the Risk Assessment and implemented. The Risk Assessment should be prepared or reviewed by the contractor's safety officer.
- 10) Contractors should submit the statutory appointment notice (Forms 4 & 5 in Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulation (Cap 59Z)) of any safety supervisors or safety officers to CIC for record.

- 11) Occurrence of any kind of imminent danger or unsafe act may result in suspension of work on site until adequate and appropriate remedial action to the satisfaction of CIC is taken.
- 12) All contractors' personnel must not smoke within CIC premises.
- 13) All contractors' personnel must not work under the influence of alcohol or drugs. Non-compliant individuals may be immediately removed from the site.
- 14) Work areas and material storage areas should be fully enclosed and the following signage should be displayed at the entrance of each individual area:
 - i. "No unauthorized entry" or similar,
 - ii. "No Entry Without Wearing Safety Helmet or Safety Shoes" or similar,
 - iii. Contractor Work Commencement Permit
 - iv. Pedestrian diversion instruction (if original access was affected),
 - v. List of Competent Persons (if applicable).
- 15) Whip checks should be installed on the connections of compressed air hoses.
- 16) CIC reserves the right to request any contractor's personnel to be suspended from working within CIC premises for repeated violations of safety requirements.
- 17) If the construction area is adjacent to any public area, the affected area must be fully enclosed in order to ensure no members of the public would be able to access the site area. For example, enclosing the work area with securely erected boards.
- 18) If the construction area is directly above any public area, the contractor is required to fence off the area below or any area that may be vulnerable to any falling objects from the construction project. Sufficient, proper warning notice must be displayed.

Personal Protective Equipment

- 19) Contractors have the obligation to ensure all workers, including all their subordinate contractor workers, have been provided with suitable and adequate personal protective equipment.
- 20) Contractors have the obligation to ensure all workers, including all their subordinate contractor workers, use personal protective equipment properly.
- 21) Contractors have the obligation to ensure personal protective equipment is in safe working condition.
- 22) All personnel within the works area must wear a safety helmet (which should be in compliance with the "Guidance Notes on the Selection, Use and Maintenance of Safety Helmets" issued by the Labour Department) and safety shoes with a steel toe cap and steel midsole (which should be in compliance with BS EN ISO 20345 or any other equivalent standards).

- 23) All safety helmets used should be equipped with a Y-type chin strap.
- 24) Contractors should maintain sufficient amount of safety helmets onsite for visitors' use.
- 25) All full body harnesses used must be equipped with double lanyards and comply with the "Guidance Notes on Classification and Use of Safety Belts and their Anchorage Systems" issued by the Labour Department.

Safety Training

- 26) Copies of relevant certificates/safety training attendance records of all site personnel should be maintained onsite for inspection upon CIC's request. The Internal Safety Induction Training should be conducted by contractors' safety personnel.
- 27) All personnel engaged in site activities must possess a valid Mandatory Basic Safety Training Course (Construction Work) card and a Construction Worker Registration Card, and have attended Internal Safety Induction Training conducted by the contractor. Non-compliant individuals may be immediately removed from the site.

Safety Inspection

- 28) If a safety officer or safety supervisor must be employed for the project, all completed Forms 2A and Forms 3A under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations (Cap 59Z) should be submitted to CIC for record.
- 29) Contractors' management staff should conduct regular safety inspections. The inspections should be documented and submitted to CIC Corporate Safety Team for record.
- 30) All recommendations for improvement in the Safety Inspection report issued by CIC should be implemented by contractors within 3 working days and evidence of improvement should be submitted to CIC.
- 31) The reoccurrence of any unsafe items from a CIC Safety Inspection report may result in suspension of work until recommendations for improvement have been implemented.

Temporary Structures

- 32) Drawings and designs of all metal scaffolds, bamboo scaffolds or any temporary structures for support use or load bearing purposes must be checked by an appropriate registered engineer prior to erection, and the maximum safe load of the scaffold or structure must be determined. The registered engineer should clearly indicate the permitted load of the scaffold or structure in the drawings. Approved / endorsed drawings should be submitted to CIC's Corporate Safety Team for record.

- 33) All bamboo scaffolds that will be constructed with more than 15 meters in height should be designed and endorsed by an appropriate registered engineer, and this document should be submitted to CIC's Corporate Safety Team for record.
- 34) All structures or scaffolds mentioned in clauses 32) and 33) must be inspected by an appropriate registered engineer after construction. This inspection should be targeted at verifying whether the aforesaid structure or scaffold is in compliance with the design. The verification should be in written form with the registered engineer's endorsement and should be submitted to CIC for record. Any works associated with the structures or scaffolds should not be commenced before the verification is made.

Emergency Preparedness

- 35) Contractors should provide one primary emergency contact number and one secondary emergency contact number to the CIC's Corporate Safety Team, and these contact numbers should be reachable 24 hours.
- 36) If there is any accident, incident, near miss, occupational disease or dangerous occurrence (as defined in Schedule 1 of the Occupational Safety and Health Regulation (Cap 509)) contractors must notify the premises occupier, CIC's Corporate Safety Team and CIC's department responsible for the project immediately.
- 37) CIC's contractors have the obligation to conduct necessary investigations of any accident, incident or near miss caused by their work activities or their sub-contractors' work activities. The investigation should be conducted within 24 hours after the occurrence of the accident. After the investigation, a detailed report should be composed to illustrate the cause(s) and suggest recommendations to avoid reoccurrence.
- 38) Reports of the investigations mentioned in clause 37) should be submitted to CIC within 3 working days after the occurrence of the incident.
- 39) CIC's contractors have the obligation to suggest and implement necessary improvement measures to prevent the reoccurrence of accidents, incidents or near misses.
- 40) In every work location, at least one first aid box should be maintained. If a contractor is engaged at more than one work location, and the work locations are physically separated or not readily accessible, a first aid box is to be maintained at each work location.
- 41) The type and quantity of first aid items contained in the first aid box should comply with Schedule 2 of the Construction Sites (Safety) Regulations (Cap 59I).
- 42) Contractors should arrange a person / team of persons to conduct regular checks on the first aid box to ensure the proper condition and quantity of first aid items. If first aider(s) is/are deployed for the construction project, the first aider should be included in the aforesaid team.

- 43) Adequate and proper firefighting equipment should be ready in the site area. At least one fire extinguisher of proper type should be maintained at each electrical distribution box and hot work area.
- 44) Clearly visible signage should be displayed to indicate the location of firefighting equipment and first aid equipment.
- 45) Contractors must not obstruct any emergency escape route or make any emergency equipment defective. If this is unavoidable, the obstruction is to be pre-approved by CIC and alternative measure(s) provided during temporary unavailability of the emergency escape route or equipment.

Competent Person

- 46) All of the competent persons deployed in the works area shall be appropriately qualified as specified in relevant legislation and codes of practice, including but not limited to the following:
 - i. Metal scaffold competent person
 - ii. Bamboo scaffold competent person
 - iii. Metal scaffolder
 - iv. Bamboo scaffolder
 - v. Gas Welder
 - vi. Safety Supervisor
 - vii. Electrical worker
 - viii. Abrasive wheel mounting competent person
 - ix. Crane Operator
 - x. Lifting Appliance Inspector
 - xi. Loadshifting Machinery operator
 - xii. Confined Space Competent Person
 - xiii. Confined Space Certified Worker
 - xiv. First Aider
 - xv. Suspended working platform operator
 - xvi. Cartridge-operated fixing tools operator
 - xvii. Excavation Inspector
 - xviii. Power-operated elevating work platform operator
 - xix. Electric Arc Welder
 - xx. Rigger
 - xxi. Signaler

- 47) For competent persons of the trades specified below, these additional qualifications shall be met:

Trade	Qualification
Cartridge-operated fixing tools operator	Attended operational training organized by the tool's supplier
Excavation Inspector	Holder of Bachelor's degree in Civil Engineering or other relevant discipline
Power-operated elevating work platform operator	Attended operational training organized by the machine's supplier
Electric Arc Welder	Holder of General Welder intermediate trade test certificate or above
Rigger and Signaler	Holder of Safety Training Course for Construction Workers of Specified Trade (Construction Material Rigger) Certificate or other equivalent

- 48) A list of the competent persons (if any) mentioned in clauses 46) and 47) above, should be displayed at the entrance of the site.
- 49) In case work activity is not conducted by suitable competent persons, CIC reserves the right to temporarily suspend that related work activity.

Working at Height

- 50) All scaffolding works must be supervised by a relevant competent person and performed by trained workers as per the requirement stated in the Metal and Bamboo Scaffold Code of Practice issued by the Labour Department.
- 51) Contractors must provide proper fall protection to prevent any person falling from height. Contractors also have the obligation to ensure the fall protection is being used properly.
- 52) Contractors should take necessary steps to avoid any objects falling from height, such as implementing hand-tag lines for tools, installing toe boards or mesh etc.
- 53) All floor edges must be protected with rigid and secure guardrails and toe-boards at all times. The aforesaid guardrails and toe-boards are to comply with the requirements stated in Schedule 3 of the Construction Sites (Safety) Regulations (Cap 59I).
- 54) All floor openings must be covered and secured with sound and solid materials at all times. Clearly visible notices should be placed to indicate floor openings.
- 55) Proper working platforms must be provided for work carried out at 2 meters or above. Non-compliance with such will be considered as an unsafe act.
- 56) Mini scaffolds, stepladder platforms, hop-up platforms or step stools are to be provided for working at heights lower than 2 meters. The equipment mentioned must be in compliance with the requirements stated in clause 58).

- 57) Access ladders (Single sided, non-self-standing ladders), and A-type ladders (two-sided, self-standing ladders) are prohibited for use as working platforms.
- 58) Any mini scaffold, stepladder platform, hop-up platform or step stool must comply with the following standards and be free from any defects:

Equipment Type	Standard /Requirement
Mini scaffold	EN131-7 or PAS250 or any other equivalent
Stepladder platform	EN131 or ANSI A14 or AS/NZS 1892 or any other
Hop-up platform	EN131-7 or any other equivalent international standard, and may only be used when a guardrail is equipped properly
Steps stools	EN14183 or other equivalent international standard equivalent international standard

Health Hazard Control

- 59) Noise assessments should be conducted as per the requirements stated in the Factories & Industrial Undertakings (Noise at Work) Regulation (Cap 59T) and relevant codes of practice. Relevant documents such as results of noise assessments and evidence of improvement measure(s) implemented should be submitted to CIC's Corporate Safety Team for record.
- 60) Manual handling assessments should be conducted as per the requirement stated in the Occupational Safety & Health Regulation (Cap 509A) and relevant codes of practice. Relevant documents such as results of manual handling assessments and evidence of improvement measure(s) implemented should be submitted to CIC's Corporate Safety Team for record.
- 61) The quantities of any dangerous goods stored within the works area should not exceed the exemption quantities stated in Fire Protection Notice No. 4 published by the Fire Services Department, otherwise, a dangerous goods store must be set up and a licence applied for. CIC's Corporate Safety Team is to be informed beforehand.
- 62) Chemical hazard assessments are to be conducted for all chemicals on the construction site. The storage, usage of chemicals, the usage of personal protective equipment etc. are to follow the results of the assessment.
- 63) The proper prescribed form of chemical label is to be clearly displayed on chemical containers.
- 64) Contractors should conduct heat stress assessments and arrange mitigation measures accordingly whenever the work condition may lead to their employees suffering heat stroke, such as prolonged outdoor work during the summer season or exhausting work in confined spaces.

- 65) Contractors should provide sufficient drinking water to the employees.

Electrical Works

- 66) For any installation or excavation work required to be conducted on existing walls or structures, or the ground, active cable detection is to be conducted and the alignment and depth of cables are to be conveyed to the relevant personnel involved before the start of work. The attendance record and cable detection survey report should be submitted to CIC's Corporate Safety Team for record.
- 67) Only registered electrical workers should conduct electrical installation work. A lock and tag system is to be implemented for any installation work in connection to an existing electricity power supply.
- 68) All electrical tools are to be checked by a registered electrical worker prior to use.
- 69) All mobile electricity generators are to be properly earthed before use.
- 70) When working outdoors, waterproof plugs should be used.

Lifting Operations

- 71) All lifting appliances and lifting gear used are to comply with the requirements stated in the Factories and Industrial Undertakings (Lifting Appliance and Lifting Gear) Regulations (Cap 59J) and a list of all the lifting appliances and lifting gear used by contractors should be sent to CIC for record. The certificates of the aforesaid equipment should be always ready onsite during the works period for checking.
- 72) Contractors should check the condition of lifting gear before commencement of each lifting operation.
- 73) All rigging and signaling should be conducted by a competent person. Walkie-talkies with a secured channel or other similar communication channel should be provided to the signaller and the crane operator.
- 74) Contractors should take all necessary action to ensure lifted loads are balanced, secure and will not cause any object to fall.
- 75) Lifted objects should be fitted with 2 tag lines of sufficient length.
- 76) Contractors are to take all necessary action to ensure all lifting appliances, cranes and lifting gear are free from any defects.
- 77) Overloading of any lifting appliances or cranes is strictly prohibited. The occurrence of overloading will be considered as an unsafe act.
- 78) All crane outriggers must be fully extended before conducting any lifting operations.
- 79) All cranes must be seated on firm and even ground.

- 80) All lifting zones must be fully enclosed and contractors should take all necessary action to ensure that no one is under any lifted load.
- 81) Every 3 months, contractors should conduct detailed checking of the certificates and physical condition of all lifting gear, and use the below color coding to indicate usable lifting gear:

Months/ Condition	Color
Jan to Mar	Blue
Apr to Jun	Yellow
Jul to Sep	Green
Oct to Dec	Orange
Substandard condition	Red
Invalid certificate	White

Hot Work

- 82) Contractors are to take necessary action to contain sparks generated from hot work.
- 83) Contractors should deploy a watchman in the area affected by sparks generated from hot work.
- 84) All flammable substances, materials or chemicals must be removed before conducting hot work.
- 85) All compressed air cylinders such as oxygen and acetylene should always be kept upright and secured with chains.
- 86) Proper handling tools, such as trolleys, should be used during the transport of any compressed air cylinders.
- 87) Contractors are to ensure flashback arrestors, non-return valves and springs are properly fitted to flame cutting sets before use.
- 88) Pre-use checking are to be conducted by a competent person to ensure equipment used for hot work is free from any defects.
- 89) No electric-arc welding is permitted in outdoor area when it is raining.
- 90) Contractors are to ensure all work pieces are completely cooled down before leaving the work premises.



CONSTRUCTION
INDUSTRY COUNCIL
建造業議會



GUIDELINES ON WORK-ABOVE-GROUND SAFETY

Disclaimer

Whilst reasonable efforts have been made to ensure the accuracy of the information contained in this publication, the CIC nevertheless would encourage readers to seek appropriate independent advice from their professional advisers where possible and readers should not treat or rely on this publication as a substitute for such professional advice for taking any relevant actions.

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Preface

The Construction Industry Council (CIC) is committed to seeking continuous improvement in all aspects of the construction industry in Hong Kong. To achieve this aim, the CIC forms Committees, Task Forces and other forums to review specific areas of work with the intention of producing Alerts, Reference Materials, Guidelines and Codes of Conduct to assist participants in the industry to strive for excellence.

The CIC appreciates that some improvements and practices can be implemented immediately whilst others may take more time to adjust. It is for this reason that four separate categories of publication have been adopted, the purposes of which are as follows:

Alerts	Reminders in the form of brief leaflets produced quickly to draw the immediate attention of relevant stakeholders the need to follow some good practices or to implement some preventative measures in relation to the construction industry.
Reference Materials	Reference Materials for adopting standards or methodologies in such ways that are generally regarded by the industry as good practices. The CIC recommends the adoption of these Reference Materials by industry stakeholders where appropriate.
Guidelines	The CIC expects all industry participants to adopt the recommendations set out in such Guidelines and to adhere to such standards or procedures therein at all times. Industry participants are expected to be able to justify any course of action that deviates from those recommendations.
Codes of Conduct	Under the Construction Industry Council Ordinance (Cap 587), the CIC is tasked to formulate codes of conduct and enforce such codes. The Codes of Conduct issued by the CIC set out the principles that all relevant industry participants should follow. The CIC may take necessary actions to ensure the compliance with the Codes.

If you have attempted to follow this publication, we do encourage you to share your feedback with us. Please take a moment to fill out the Feedback Form attached to this publication in order that we can further enhance it for the benefit of all concerned. With our joint efforts, we believe our construction industry will develop further and will continue to prosper for years to come.

1. Introduction

- 1.1 Unsafe work-above-ground (i.e. any work not carried out on or from the ground or from part of a permanent structure) has been one of the major causes of fall from height accidents, resulting in serious injuries or even fatalities. Most of these accidents, however, could have been prevented if suitable working platforms had been provided and properly used. In some serious and fatality cases, control, if any, on use of ladders had been very slack, and conduct of risk assessments and formulation of method statements with due consideration of task-specific factors such as job locations and work nature, etc. had not been done.
- 1.2 For any work-above-ground, suitable working platforms should be the primary means of support to be considered for use. For work-above-ground below 2m where working platforms could not be erected under special working conditions (e.g. restrictive workplace), suitable light-duty working platforms should be used. Unless in very exceptional circumstances that working platforms or light-duty working platforms are impracticable to be used, use of ladders for work-above-ground should be prohibited. Under such exceptional circumstances where ladders have to be used, task-specific risk assessment should be conducted and safe system of work, such as a permit-to-work system, should be formulated and implemented beforehand. Ladders should not be used for any work-above-ground at 2m or more.
- 1.3 This publication makes reference to the core elements of a safe system of work and safety management system, and recommends necessary precautionary measures to enhance safety on work-above-ground, including task-specific risk assessments, appropriate method statements, use of suitable working platforms or other safe means of support and stringent control on use of ladders.

2. Limitations

- 2.1 It is important to note that compliance with this publication does not itself confer immunity from legal obligations in Hong Kong. Employers and contractors are reminded to observe and comply with statutory provisions, relevant codes of practice and other government departments' requirements so as to discharge their legal and other pertinent duties related to work-above-ground.

3. Risk Assessment

- 3.1 As regards work-above-ground, employers and contractors should conduct task-specific risk assessments and thereby formulate safe work methods and implement safety precautions and procedures as appropriate to prevent and eliminate work-related hazards before commencing work. In the first place, work-above-ground should be avoided as far as possible, for instance, by designing and using specific hand tools to allow the work to be done on the ground (e.g. using a long reach pole).
- 3.2 If there is genuine need to work above ground, employers and contractors should consider all relevant factors including the work nature, appliances and materials to be used, working height and working environment, etc. in formulating and implementing effective safety measures.

4. Safe Use of Working Platforms

- 4.1 Whenever work-above-ground could not be avoided after conducting risk assessments, suitable working platforms (e.g. mobile working platforms) should be provided and used irrespective of the working height.
- 4.2 Working platforms should be suitably designed and constructed. All components of the working platforms should be made of suitable and sound materials of sufficient strength and capacity for the purpose for which they are used, and free from patent defect.
- 4.3 Working platforms should be erected on firm, even and level ground. The surrounding of working platforms should be kept free from waste and miscellaneous materials.
- 4.4 Erection and use of working platforms on ramps, stairs, unstable or uneven floor surface without suitable authentic accessories from the manufacturer to enhance the stability of the working platforms or in locations where the working platforms may be hit or struck by moving objects should be prohibited.
- 4.5 The surrounding of the working platforms should be free from exposed live metal parts or potentially exposed live conductors to prevent electrical hazard.
- 4.6 Working platforms should be provided with suitable access and egress (e.g. straight or inclined ladders with suitable hand grips). When ascending/ descending the working platforms, the workers should maintain 3 points of contact with the platforms (i.e. both hands gripping with one leg stepping at the same time or both legs stepping with one single hand gripping). Workers should keep the centre of gravity of their bodies within the working platforms and should not overload them. Workers should beware of overhead room and check for any obstruction to prevent accidental hit on the head before and during the use of working platforms. Every worker should wear a safety helmet with a chin strap.

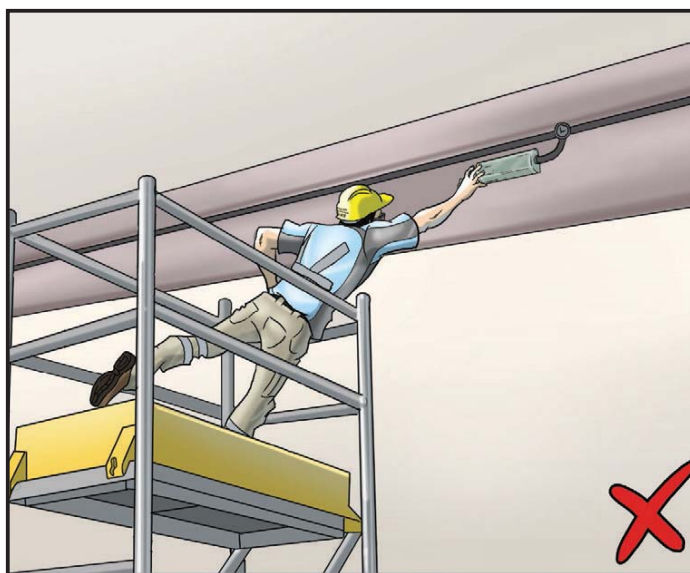


Ascending/descending the mobile working platform from the inside of a mobile working platform.



Workers should beware of overhead room and check for any obstruction to prevent accidental hit on the head before and during the use of working platforms. Safety helmets with chin straps should be used.

- 4.7 The safe height-to-base ratio and other safety recommendations in the instruction manual should be strictly followed - never deliberately increase the height of mobile working platforms beyond that recommended by the manufacturer. If required, the outriggers of the platform should be fully extended as per manufacturer's requirement to ensure its secure foundation and stability.
- 4.8 During use, the workers should not overstretch the bodies outside the working platforms. Take note of the safe loading capacity as stated by the manufacturer and never place excessive materials on the working platforms to avoid overloading and damaging the working platforms. All guard-rails and toe-boards provided on the working platforms should be kept erected, except for the time and to the extent necessary for the access of persons or the movement of materials but should be replaced or erected as soon as practicable afterwards. Stepping on the toe-boards or guard-rails of working platforms (either intermediate guard-rails or top guard-rails) is strictly prohibited.



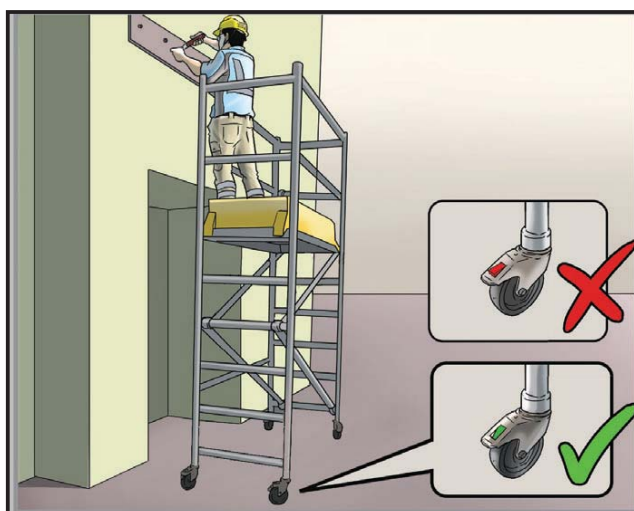
Do not overstretch the body outside the working platform.



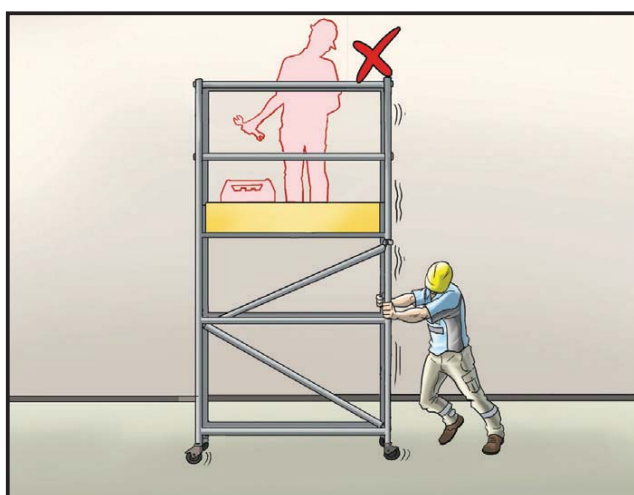
Do not lean on the guard-rail of the working platform.

- 4.9 Be aware of weather conditions if the working platforms are to be used outdoors. Never cover the working platforms with canvas to prevent overturning due to windy weather. Where reasonably practicable, working platforms should be braced or tied into a permanent structure to enhance their stability. In case of typhoon and inclement weather, stop using the working platforms immediately and properly secure the platforms to prevent toppling in wind or dismantle it and keep it in a safe place.
- 4.10 All the castors of a mobile working platform should be firmly locked in position while ascending/descending and using the platform.

- 4.11 When a mobile working platform is being moved to another work location, do not allow any persons to stay or any object that may increase risk of toppling of the platform or loose objects (e.g. hand tools) that may fall during movement of platform to be placed thereon. Also, moving the platform on rough and uneven surfaces should be avoided as it may make the platform collapse or overturn.
- 4.12 Stop using the working platforms immediately when they are found damaged and label them with suitable signs and warning notices.
- 4.13 After use, the working platforms should be properly stored and maintained.



Ensure that all the castors are firmly locked in position while ascending/ descending and using a mobile working platform.



When moving the mobile working platform, no person should be allowed to stand and no object should be placed on the mobile working platform.

5. Safe Use of Light-duty Working Platforms

- 5.1 For work-above-ground below 2m where working platforms could not be erected under special working conditions (e.g. restrictive work space) and the work concerned is of simple nature, use of suitable light-duty working platforms such as step platforms or hop-up platforms should be considered. When light-duty working platforms are used, the following specific safety measures should be followed.



Step platform deployed for checking the ventilation system in a room where there is restricted space to accommodate a typical working platform.

- 5.2 It should be borne in mind that only one person is permitted to work on each light-duty working platform at one time.
- 5.3 Workers using light-duty working platforms should have received relevant safety training provided by the supplier, including erection and dismantling of the working platforms, or other equivalent training such that they clearly understand the safety instruction or manual of the manufacturer.
- 5.4 Before use, inspection (including visual check) of the light-duty working platform should be conducted according to the safety checklist provided by the supplier or other equivalent safety checklist to ensure that the working platforms are in good condition and free from damage. Besides, the stabilisers or outriggers of the light-duty working platforms should be fully extended and locked in position in accordance with the manufacturer's manual to ensure their stability before stepping on the platforms.

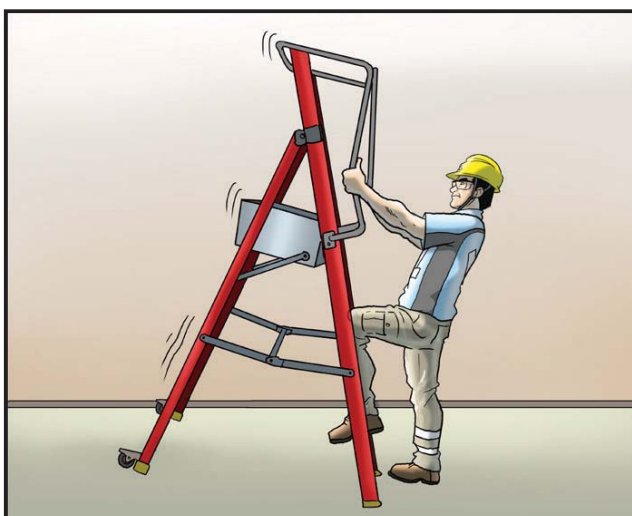


Before use, inspection (including visual check) of the light-duty working platforms according to the safety checklist provided by the supplier or other equivalent safety checklist should be conducted.

- 5.5 The workers should face the light-duty working platforms when ascending or descending the working platforms. Do not apply excessive force to the working platforms and induce lateral force rendering the overturning of the working platforms.



Worker should face the light-duty working platform when ascending or descending.



Do not apply excessive force to the working platform and induce lateral force rendering the overturning of the working platform.

6. Stringent Control on Use of Ladders

- 6.1 Ladders should normally be restricted for access/egress purpose only. Unless in very exceptional circumstances following a task-specific risk assessment, ladders should not be used for work-above-ground and in no cases should ladders be used for work at height of 2m or more. In particular, ladders should not be used for electrical work as far as practicable because even a mild electrical shock will likely cause loss of balance of the workers, resulting in fall from height.
- 6.2 If the use of ladders is unavoidable, it should be put under stringent control, such as through implementing a permit-to-work system, to ensure that adequate and suitable control and safety measures are put in place to safeguard the workers concerned. The permit-to-work for use of ladders should be issued by a competent person who is appointed by the proprietor/employer/contractor and by reason of substantial training and practical experience in relation to conducting risk assessment and issuance of permit-to-work, competent to conduct the duties, with a task-specific risk assessment conducted and all necessary safety measures related to use of ladders taken. While the implementation of a permit-to-work system is impracticable, pre-work check on use of ladder with the use of a checklist should be conducted. If ladders are unavoidably to be used for electrical work, the permit-to-work system or pre-work check should also cover other risk mitigation measures (e.g. the ladders to be used are made of non-conductive material) as appropriate.
- 6.3 The following are some guidance and key elements for a permit-to-work (in this case, a permit to work on use of ladder) system:

In preparation stage:

- the persons who may permit the work should be clearly designated and made known to the workers concerned;
- suitable training and instruction in the issue, use and closure of the permit should be provided to the relevant personnel;
- the work to be done, work location, start time and duration of the permit should be clearly described and stated on the permit;
- task-specific risk assessment to identify potential hazards at the job site should be conducted;
- the work location and the equipment to be used should be inspected; and
- the safety precautions required to minimise risks associated with carrying out the intended work should be carefully considered and properly documented.

During work stage:

- no work should be allowed without the issuance of the permit or upon the expiry of the permit;
- the permit to work as well as the required precautions should be properly implemented, monitored and controlled;
- handing over of responsibilities between shifts, if applicable, should be properly done and clearly described on the permit; and
- the permit should be properly displayed during the time at which the work-above-ground concerned is taking place.

Post work stage:

- suitable steps should be carried out for reinstating the site to its original state when the required task is completed to ensure that any residual risks are removed before the site is handed over; and
- the permit to work should be properly kept for a reasonable period of time for record and future reference purposes.

6.4 The permit to use a ladder for working above ground less than 2 metres should only be considered in case of restrictive workplace that makes the erection of any working platform not practicable. Annex A lists out the conditions that should be imposed in such a situation.

6.5 Samples of permit to work and checklist for the assessment on use of ladders are shown in Annexes B and C respectively.

7. Use of Personal Protective Equipment

7.1 The use of personal protective equipment (PPE) to prevent workers from falling from height should always be treated as the last resort. If this type of protective measures is needed on warranted occasions following a task-specific risk assessment, steps should be taken to ensure that suitable PPE coupled with appropriate anchorage system is provided, used and maintained, and the workers concerned use them properly.

8. Coordination and Communication

- 8.1 An effective coordination and communication system should be established and maintained among the employer/contractor, different levels of management/supervisory personnel and workers to ensure clear understanding of the potential hazards, the associated hazard control program and the delineation of safety responsibilities.
- 8.2 The main contractors and subcontractors should clearly delineate their roles and responsibilities in the provision and use of working platforms, and the restrictions on the use of ladders, such as through agreements or contracts.

9. Monitoring and Control

- 9.1 An effective monitoring and control system should be developed, implemented and maintained to ensure that the safe working procedures and safety measures for work-above-ground.
- 9.2 If any unsafe working conditions are found, the employer/contractors should suspend the work involved immediately. The work under suspension can only be resumed after all necessary improvement measures have been implemented effectively.

10. Safety Information, Instruction and Training

- 10.1 Workers and site supervisory staff should be provided with necessary safety information, instruction and training to ensure that they are all familiar with the potential hazard of fall-from-height, safe work method and safety measures for the work-above-ground.

Annex A

Conditions should be imposed when ladders are to be used

- i) The design and build of the ladder should be suitable for the work. It should be provided with sufficient foothold and handhold along the climb and in the working position of the ladder;
- ii) The ladder should be of adequate strength and free from defect;
- iii) The ladder should be placed on a firm, even and level ground. It should be adequately secured and stabilized;
- iv) The use of ladder for strenuous or heavy work should be prohibited;
- v) The standing height and the time duration of the work on the ladder should be restricted;
- vi) Safe work procedures should be followed and suitable equipment/tool should be used;
- vii) Sufficient information, instruction and training in respect of working on ladders should be provided to all levels of site personnel, including the workers and the supervisors, so as to effectively communicate to them the hazards associated with the use of ladders and the conditions to be fulfilled under the permit-to-use system; and
- viii) An effective monitoring and control system should be established and put in place to ensure full implementation of the permit-to-use system.

Annex B**Sample of Permit-to-work on use of ladder (for reference only)**

****Ladder should NOT be used for work-above-ground unless in very exceptional circumstances**

All parts are to be completed by the competent person

Part I

Company name:		Contact no.:	
Name of competent person:		Post:	
Date:		Duration of work:	From_____to_____
Location of work:			
Description of work:			

Part II

Item	Descriptions	Yes	No
1.	A proper working platform or other suitable means of support can be used for the work.		
2.	The work is of short duration.		
3.	The work is simple in nature.		
4.	The work requires the use of heavy equipment/tool.		
5.	The design and build of the ladder are suitable for the work.		

***Ladder should not be used if the answer to any of the questions falls in a box shaded in grey**

Part III

Item	Descriptions	Yes	No
1.	The ground on which the ladder to be placed is firm, even and level.		
2.	The surrounding is free from the risk of being hit or struck by moving objects.		
3.	The surrounding is free from live metal part or live exposed conductor.		

4.	The headroom is high enough to prevent accidental hit on worker's head when standing on the ladder.		
5.	The ladder is secure, free from damage and defect.		
6.	The ladder is placed in a right position and no overreach of the body for the work is required.		
7.	The spreaders or similar restraint devices (but not nylon ropes) of the ladder are fully extended and securely fixed.		
8.	All ladder legs are fitted with slip-resistant feet, placed on the same plane and in good contact with the ground.		
9.	3 points of contact with the ladder could be maintained while climbing along or working on the ladder.		

Remarks:

Use of ladder is:

☐

not allowed

☐

allowed

Signature of competent person:

Name of competent person:

Post:

Date:

Part IV (for use after the work has been completed)

Item	Descriptions	Yes	No
1.	The site is reinstated to its original state.		
2.	All residual risks are removed.		
3.	The ladder is removed and locked.		

Signature of competent person:

Name of competent person:

Post:

Date:

Annex C**Checklist on Use of Ladders**

Ladders should be restricted for access/egress purpose only unless in very exceptional circumstances. In no cases should ladders be allowed to be used for work at height of 2m or more. In particular, ladders should not be used for electrical work as far as practicable.

Item	Descriptions	Yes	No
Part A	Ladder should not be used if the answer to any of the questions in Part A falls in a box shaded in grey.		
1.	A proper working platform or other suitable means of support can be used for the work.		
2.	The work is of short duration.		
3.	The work is simple in nature.		
4.	The work requires the use of heavy equipment/tool.		
5.	The design and build of the ladder are suitable for the work.		
	End of Part A		
Part B	The following conditions should be fulfilled before the ladder is to be used.		
1.	The ground on which the ladder to be placed is firm, even and level.		
2.	The surrounding is free from the risk of being hit or struck by moving objects.		
3.	The surrounding is free from live metal part or live exposed conductor.		
4.	The headroom is high enough to prevent accidental hit on worker's head when standing on the ladder.		
5.	The ladder is secure, free from damage and defect.		
6.	The ladder is placed in a right position and no overreach of the body for the work is required.		
7.	The spreaders or similar restraint devices (but not nylon ropes) of the ladder are fully extended and securely fixed.		
8.	All ladder legs are fitted with slip-resistant feet, placed on the same plane and in good contact with the ground.		
9.	3 points of contact with the ladder could be maintained while climbing along or working on the ladder.		

Annex D

Reference Materials

1. Occupational Safety and Health Ordinance, Cap 509 and its subsidiary regulations
2. Factories and Industrial Undertaking Ordinance, Cap 59 and its subsidiary regulations
3. Code of Practice for Metal Scaffolding Safety, Labour Department
4. A Guide to the Provisions for Safe Places of Work under Part VA of the Construction Sites (Safety) Regulations, Labour Department
5. Guidebook on Prevention against Fall from Height, Labour Department
6. Construction Site Safety and Health Checklist, Labour Department
7. Guidebook on Safe Systems of Work, Labour Department
8. Safety leaflet on Five steps to risk assessment, Labour Department
9. 使用輕便工作台及流動工作台的安全指南, Occupational Safety and Health Council

Feedback Form [GUIDELINES on Work-above-ground Safety]

Thank you for reading this publication. To improve our future editions, we would be grateful to have your comments.

(Please put a “✓” in the appropriate box.)

1. As a whole, I feel that the publication is:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Informative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Useful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the publication enable you to understand more about the Work-above-ground Safety?	Yes		No		No Comment
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
3. Have you made reference to the publication in your work?	Quite Often		Sometimes		Never
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
4. To what extent have you incorporated the recommendations of the publication in your work?	Most		Some		None
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
5. Overall, how would you rate our publication?	Excellent	Very Good	Satisfactory	Fair	Poor
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Other comments and suggestions, please specify (use separate sheets if necessary).					
Personal Particulars (optional):* Name: Mr./Mrs./Ms./Dr./Prof./Ir/Sr^ _____ Company: _____ Tell: _____ Address: _____ E-mail: _____					

* The personal data in this form will be used only for this survey. Your data will be kept confidential and dealt with only by the Construction Industry Council.

^ Circle as appropriate.

Please return the feedback form to:

CIC Secretariat – Council Services

E-mail: enquiry@cic.hk

Address: 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon

Fax No: (852) 2100 9090



Doc No.
單據號: DOYYYYXXXXXX

To : XXX Limited
致 : XXX 有限公司

Date
日期: MM DD,YYYY

Attn.
聯絡人 : Mr. XXX / Ms. XXX

Contract Period
合約期 (yyyy-mm-dd) : 2024/01/01 - 2025/12/31

Tel
電 話 : XXXX XXXX

Minimum Order Amount / Quantity
最低訂單金額 / 數量: 金額:N/A 數量:N/A

Fax
傳 真 : XXXX XXXX

File No. : (411) in P/AE/PUR/TDTC - Provision of Term Repair and Maintenance Services for Landscape Works for the CIC
檔案編號 (411) in P/AE/PUR/TDTC - 為建造業議會提供園藝的維修及保養定期合約

Remark 備註 :

Please supply the under mentioned goods / services at the below address: (請供應下述各項貨品 / 服務到下列送貨地點 :)

Item 項目	Description / Place of Delivery / Item Remark / Location / Frequency 名稱 / 送貨地址 / 項目備註 / 位置 / 頻率	Qty. 數量	UOM 單位	Unit Price 單價	Amount 金額
X-XXXX-XXX-0001	Item A 項目甲 Refer to Form Header 請參照下方 Item Remark 項目備註 :	X.XXX	次	X,XXX.XX	X,XXX.XX
X-XXXX-XXX-0002	Item B 項目乙 Refer to Form Header 請參照下方 Item Remark 項目備註 :	X.XXX	次	X,XXX.XX	X,XXX.XX
Total 合計					XX,XXX.XX



Delivery Order

送貨通知

Doc No.

單據號: DOYYYYXXXXXX

All invoices must be sent to CIC Headquarters for payment settlement at the following correspondence address:

38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong

所有發票均必需送交建造業議會總辦事處以待進行付款結算，通訊地址：九龍觀塘駿業街56號中海日升中心38樓

Place of Delivery

[illegible]

Delivery Date

交貨日期 : MM DD,YYYY

Contact Person / Receiver

聯絡人 / 收貨人 : XXX XXXX XXXX
 姓名 Name 電話 Tel.

Requested By

申請 : XXX

Approved By

核准 : XXX

Please sign the Delivery Order and return to us
by Fax No. XXXX XXXX

or Email : XXX@cic.hk

within 3 days for confirmation of order.

請於三天內回覆及傳真或確認送貨通知

Accepted 接受

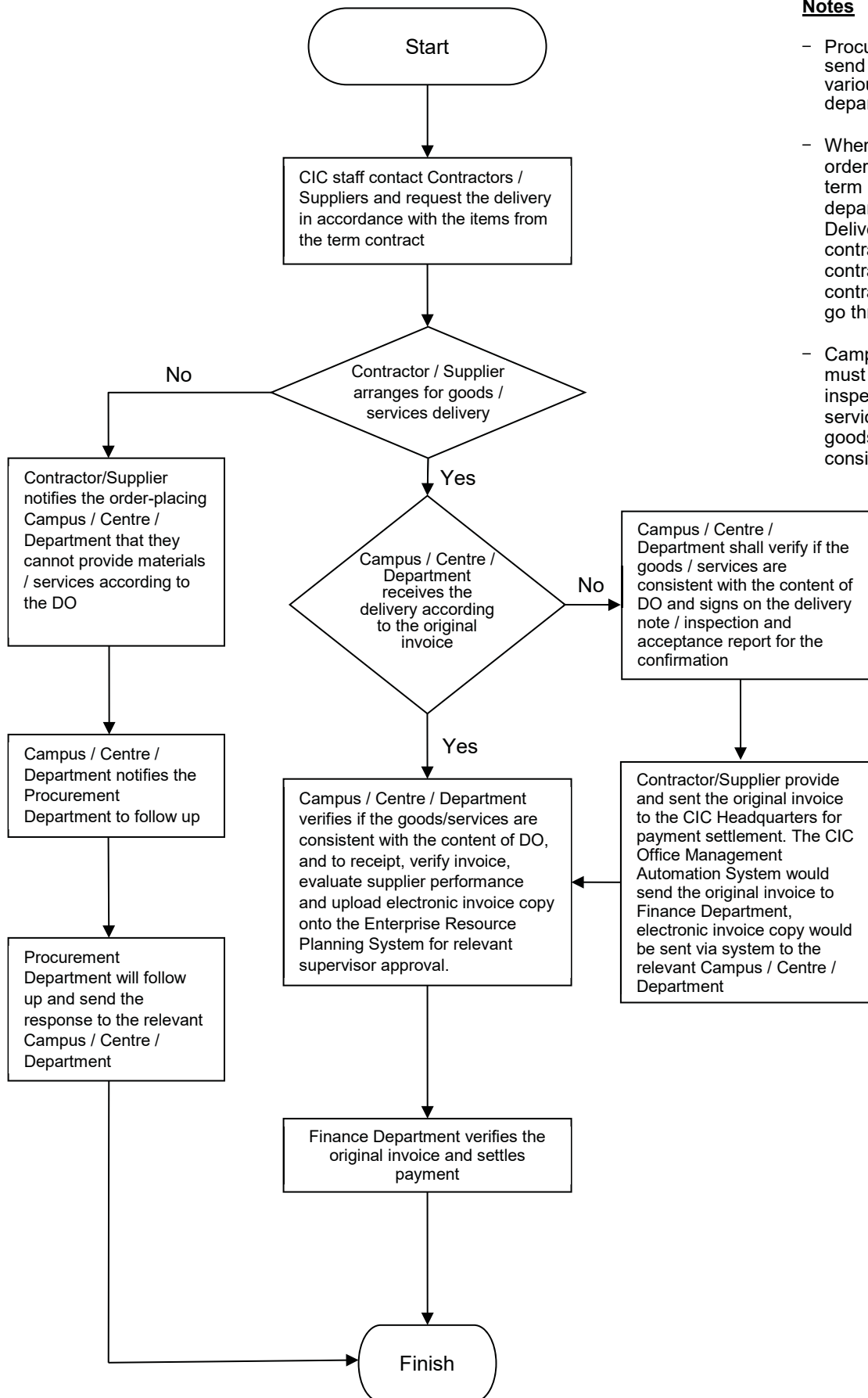
☐ Rejected 不接受

Reason (Please specify) 原因 (請註明):

Supplier Signature & Company Chop

供應商簽署及公司印章

Flowchart of Term Contract



Notes

- Procurement Department shall send a copy of term contract to various campuses / centres / departments for information.

- Where it is necessary to place an order for the items stipulated in the term contract, campus / centre / department staff will dispatch Delivery Order (DO) to the contractor/supplier to the contractual prices of the term contract item is fixed, no need to go through quotation procedures.

- Campus / Centre / Department must arrange designated staff to inspect and accept the materials/ services, and to verify that the goods / services ordered are consistent with the content of DO.

- All invoice must be sent to CIC Headquarters – 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. The Contact Person / Receiver name on the Delivery Order shall be indicated on the invoice.