

Item 1.2 – Electrical Systems including all HV and LV Installations and Generators

Please name your documents in the following numbering index:-

<u>Items</u>	<u>Index No.</u>
Company profile	
- Company name, their profile and organization chart of all the related companies with the Applicant under the same holding company in accordance with the provisions in Section 13 to 15 of the Companies Ordinance (Cap. 622) of Hong Kong	1
- Year of establishment with supporting documents including copy of Business and Company Registration	2
- Manpower Resources (Direct Staff) for Maintenance or Installation of Electrical System (Low Voltage, High Voltage and generator)	3
- Inventory and Logistic Control (e.g. storage provision, availability of spare parts, special tools & equipment, inventory and logistic control systems, source of spare parts suppliers)	4
Job reference in the past 10 years (based on Contract commencement date)	
- Proven job reference of maintenance or installation of Electrical System (Low Voltage, High Voltage and generator) in office, commercial or residential properties Please provide details of client, site location, description of contract works, contract commencement and completion date, type of the system (LV switchboards, generators, fuel tanks system, HV switchboards and Transformer), loading capacity of the system (kVA).	5
Technical Competence	
- Copy of Registered Electrical Contractor Certificate and number of Registered Electrical worker (Grade B0, C0 and H0)	6
- Proven experience of maintenance or installation of the following Electrical installations: a) LV switchboards b) Generators c) Fuel tank d) HV switchboards e) Transformers f) Electrical distribution system (busbars, cables and plug-in units) g) Automatic Change-over Interlocking Systems h) Earthing System i) Lightning Protection System j) Availability of major testing equipment for testing and maintenance	7
Quality Management	
- Copy of ISO 9001, ISO 14001, ISO 45001 and OHSAS 18001 (if any)	8

Safety Management	
- Safety Policy/Statement	9
- Safety Management Plan (e.g. Safety organization, health and safety training, in-house safety rule and regulations, program for inspection to hazardous condition, job hazards analysis and control, personal protection programme, accident/dangerous occurrence investigation and reporting, emergency preparedness, safety committee, safety promotion, health assurance programme, evaluation, selection and control of sub-contractors, review of safety management system, safety audit)	10
- Safety records of past 2 years (fatal accident, reportable accident, dangerous occurrence, safety related prosecution)	11
Environmental Management	
- Environmental Management Policy/Statement	12
- Environmental Management System with ISO accreditation	13
Prequalification Questionnaire	
- Compliance to Supplier Code of Practice	14
- Integrated Management System Policy	15
- Corporate Responsibility Questionnaire	16
- Environmental Management Questionnaire	17

Remark:

Only the company with valid license of Registered Electrical Contractor issued by EMSD will be considered.