

**Item 1.3 – ELV Systems including Security Systems, Access Control Systems, CCTV Systems, Watchman Tour Systems, PA Systems and SMATV Systems**

*Please name your documents in the following numbering index:-*

<b><u>Items</u></b>	<b><u>Index No.</u></b>
<b>Company profile</b>	
- 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	<b>1</b>
- Year of establishment with supporting documents including copy of Business and Company Registration	<b>2</b>
- Manpower Resources (Direct Staff) for Maintenance or Installation of ELV and Security System	<b>3</b>
- 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)	<b>4</b>
<b>Job reference in the past 10 years (based on Contract commencement date)</b>	
- Proven job reference of maintenance or installation of ELV and Security System 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 (Intercom systems, CABD systems, access control systems, Walkie Talkie system and CCTV system).	<b>5</b>
<b>Technical Competence</b>	
- Copy of Security Personnel Permit issued by Hong Kong Police Force	<b>6</b>
- Copy of Security Company License (Type III Security Work) issued by Security and Guarding Services Industry Authority (SGSIA)	<b>6</b>
- Proven experience of maintenance or installation of the following ELV and Security installations:  a) CCTV System b) Satellite Master Antenna Television (SMATV) and Distribution (CABD) system c) Walkie Talkie System d) Public Address System e) Digital Recording System including Digital Data Storage, Linear Tape Objection System f) Intercom System g) Watchman Tour Station System h) Computer serve and Ethernet Backbone System i) Computerized system interfacing with BMS System j) Availability of major testing equipment for testing and maintenance	<b>7</b>
<b>Quality Management</b>	
- Copy of ISO 9001, ISO 14001, ISO 45001 and OHSAS 18001 (if any)	<b>8</b>

Safety Management	
- Safety Policy/Statement	<b>9</b>
- 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)	<b>10</b>
- Safety records of past 2 years (fatal accident, reportable accident, dangerous occurrence, safety related prosecution)	<b>11</b>
Environmental Management	
- Environmental Management Policy/Statement	<b>12</b>
- Environmental Management System with ISO accreditation	<b>13</b>
Prequalification Questionnaire	
- Compliance to Supplier Code of Practice	<b>14</b>
- Integrated Management System Policy	<b>15</b>
- Corporate Responsibility Questionnaire	<b>16</b>
- Environmental Management Questionnaire	<b>17</b>

**Remark:**

**Only the company with valid Security Personnel Permit issued by Hong Kong Police Force and Security Company License (Type III Security Work) issued by SGSIA will be considered.**