

Item 1.8 – Carpark Control Systems

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 Carpark Control System	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 Carpark Control System in office, commercial or residential properties Please provide details of client, site location, description of contract works, contract commencement and completion date, size of the carpark (number of parking space), type of the system (Paper Ticket reader system, Octopus card reader system, Visa / Master reader system).	5
Technical Competence	
- Copy of relevant trade of License	6
- Proven experience of maintenance or installation of the following Carpark Control System installations: a) Octopus Card reader / Visa / Master card reader System b) Intercom System c) CCTV / Video Processing System d) Carpark Space Counting System e) Cashier Computer System with Redemption System f) Auto Pay Machine System g) Proprietary software control and monitor system h) Entrance / Exit Control System with Barrier Gate System i) UPS Power Supply 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