

## **Item 2.1 – General Building Repair / Maintenance Works**

*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 General Building Repair or Maintenance Works	<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 General Building Repair or Maintenance Works in office, commercial or residential properties  Please provide details of client, site location, description of contract works, contract commencement and completion date, contract value.	<b>5</b>
<b>Technical Competence</b>	
- Copy of Registration of General Building Contractor Certificate	<b>6</b>
- Copy of Registration of Minor Works Contractor Certificate	<b>7</b>
- Proven experience of the following general repair works:  a) Concrete Repair b) Repair of water seepage at external wall c) Repair of wall, ceiling and floor finishes d) Repair of water seepage by chemical injection e) Repair of doors including ironmongery f) Repair / Installation of Metal / Glass Railing and Balustrades g) Repair of Glass Canopy / Covered Walkway h) Repair of Timber Works	<b>8</b>
<b>Quality Management</b>	
- Copy of ISO 9001, ISO 14001, ISO 45001 and OHSAS 18001 (if any)	<b>9</b>

<b>Safety Management</b>	
- Safety Policy/Statement	<b>10</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>11</b>
- Safety records of past 2 years (fatal accident, reportable accident, dangerous occurrence, safety related prosecution)	<b>12</b>
- OSH Gold Star Enterprise Register (Organized by OSHC)	<b>13</b>
<b>Environmental Management</b>	
- Environmental Management Policy/Statement	<b>14</b>
- Environmental Management System with ISO accreditation	<b>15</b>
<b>Prequalification Questionnaire</b>	
- Compliance to Supplier Code of Practice	<b>16</b>
- Integrated Management System Policy	<b>17</b>
- Corporate Responsibility Questionnaire	<b>18</b>
- Environmental Management Questionnaire	<b>19</b>