

Item 2.2 – Waterproofing Works

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 Application of waterproofing 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 Application of waterproofing system in office, commercial or residential properties Please provide details of client, site location, description of contract works, contract commencement and completion date, contract value.	5
Technical Competence	
- Nominated / Registered applicator of proprietary waterproofing system (liquid-applied polymeric system, sheet membrane, spray, cementitious material)	6
- Copy of Registration of Minor Works Contractor Certificate	7
- Proven experience in patch repair and / or complete replacement of waterproofing system.	8
- Proven experience in application of the following waterproofing system: a) Roofing sheet materials requiring protection b) Roofing sheet materials not requiring protection finishes on top c) Liquid applied roofing materials requiring protection d) Liquid applied roofing materials not requiring protection finishes on top e) Repair of water seepage by chemical injection f) Repair of water seepage at external wall g) Repair of Tanking system	9
Quality Management	
- Copy of ISO 9001, ISO 14001, ISO 45001 and OHSAS 18001 (if any)	10

Safety Management	
- Safety Policy/Statement	11
- 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)	12
- Safety records of past 2 years (fatal accident, reportable accident, dangerous occurrence, safety related prosecution)	13
- OSH Gold Star Enterprise Register (Organized by OSHC)	14
Environmental Management	
- Environmental Management Policy/Statement	15
- Environmental Management System with ISO accreditation	16
Prequalification Questionnaire	
- Compliance to Supplier Code of Practice	17
- Integrated Management System Policy	18
- Corporate Responsibility Questionnaire	19
- Environmental Management Questionnaire	20

Remark:

Only the company of Registered Minor Works Contractor with relevant permit of laying, repair or removal of any rendering, external wall tiles or roof tiles of a building will be considered.