

Item 2.3 – Plumbing and Drainage 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 Plumbing and Drainage 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 Plumbing and Drainage system in office, commercial or residential properties Please provide details of client, site location, description of contract works, contract commencement and completion date, description of the system (number of pumps and water tank), type of the system (Plumbing system, Drainage system, Water Feature system, Sump pump system, Gravity system).	5
Technical Competence	
- Number of License Plumber registered in Water Supplies Department (with copy of license)	6
- Proven experience in maintenance or installation of the following Plumbing and Drainage system: a) Transfer Tank Pumping System b) Flushing Water System c) Potable Water System d) Sump Pump System e) Water Feature System f) Irrigation Plant System g) Computerized system interfacing with BMS system h) Motor Control Panel installation i) Drainage and Vent pipe installation 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
- OSH Gold Star Enterprise Register (Organized by OSHC)	12
Environmental Management	
- Environmental Management Policy/Statement	13
- Environmental Management System with ISO accreditation	14
Prequalification Questionnaire	
- Compliance to Supplier Code of Practice	15
- Integrated Management System Policy	16
- Corporate Responsibility Questionnaire	17
- Environmental Management Questionnaire	18