

Item 5.3 – Clubhouse Management Services

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 Clubhouse Staff) of the company	3
- Audited Financial Statements for the last three years	4
Job reference in the past 5 years (based on Contract commencement date)	
- Proven job reference of Clubhouse Management Services of followings: a) Private Residential Estate b) Private Clubhouse and others Please provide details of client, site location, description of contract works, contract commencement and completion date, number of flats, number of headcount, area of the clubhouse, contract value).	5
Strength and Quality of Work Force	
- Training Scope and Methodology	6
- Staff Relationship Management System	7
- Proposal for Human Resources Management Plan and retirement Scheme	8
Quality Management	
- Copy of ISO 9001, ISO 14001, ISO 45001 and OHSAS 18001 (if any)	9
Safety Management	
- Safety Policy/Statement	10
- Safety Management Plan (e.g. Safety organization, health and safety training, in-house safety rule and regulations, program for inspection to hazardous condition, emergency preparedness, job hazards analysis and control, personal protection programme, accident/dangerous occurrence investigation and reporting, safety committee, safety promotion, health assurance programme, evaluation, selection and control of sub-contractors, review of safety management system, safety audit)	11
- Safety records of past 2 years (fatal accident, reportable accident, dangerous occurrence, safety related prosecution)	12
Environmental Management	
- Environmental Management Policy/Statement	13
- Environmental Management Plan	14

Prequalification Questionnaire

- Compliance to Supplier Code of Practice	15
- Integrated Management System Policy	16
- Corporate Responsibility Questionnaire	17
- Environmental Management Questionnaire	18