

## **Item 5.5 – Term Workers**

*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 (Number of tradesmen and technicians directly employed and their respective trades) of the company	<b>3</b>
- Proof of being registered as Registered Minor Works Contractors in all three Classes I, II & III and all seven Types A, B, C, D, E, F and G as mentioned in Schedule 1 of the Cap. 123N Buildings (Minor Works) Regulation under Cap.123 Buildings Ordinance or Registered General Building Contractor under Cap.123 Buildings Ordinance	<b>4</b>
- Audited financial statements for the last three years	<b>5</b>
<b>Job reference in the past 5 years (based on Contract commencement date)</b>	
- Working experience with MTR Corporation Ltd. on building and E&M works or maintenance services	<b>6</b>
- Local job reference for provision of term workers and minor repair or replacement of builders' and E&M works in the past 5 years including name of employer, contract value, site location, number of tradesmen and technicians involved together with client's complimentary letter (if any)	<b>7</b>
<b>Strength and Quality of Work Force</b>	
- Training scope and methodology including safety training, skill & knowledge training, environment management training, customer service training and team spirit training	<b>8</b>
- Time for mobilization and demonstration of ability to mobilize a large group of additional tradesmen and technicians within a short period of time in terms of numbers of hour and day	<b>9</b>
- Methodology used by your company to verify/test workers' technical skills	<b>10</b>
- Details of the workshop, system and equipment for verifying/testing technical and communication skills of tradesmen and technicians	<b>11</b>
- Company human resource management plan; quality management plan; and recruitment criteria and methodology	<b>12</b>
<b>Quality Management</b>	
- Copy of ISO 9001, ISO 14001, ISO 45001 and OHSAS 18001 certification (if any)	<b>13</b>

Safety Management	
- Safety Policy/Statement	<b>14</b>
- 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)	<b>15</b>
- Safety records of past 2 years (fatal accident, reportable accident, dangerous occurrence, safety related prosecution)	<b>16</b>
Environmental Management	
- Environmental Management Policy/Statement	<b>17</b>
- Environmental Management System with ISO accreditation	<b>18</b>
Prequalification Questionnaire	
- Compliance to Supplier Code of Practice	<b>19</b>
- Integrated Management System Policy	<b>20</b>
- Corporate Responsibility Questionnaire	<b>21</b>
- Environmental Management Questionnaire	<b>22</b>

**Remark:**

**Only company with either one of the qualifications below will be considered:**

- 1) **“Registered General Building Contractor” under Cap. 123 Buildings Ordinance; or**
- 2) **“Registered Minor Works Contractors” in all three Classes I, II and III and all seven Types A, B, C, D, E, F and G as mentioned in Schedule 1 of the Cap. 123N Building (Minor Works) Regulation. (Company registered in provisional status will not be accepted.)**