

**Approval Conditions for
Operating
Mandatory Safety Training Courses**

(Part I – Operation Code)

(AC - I)



**Occupational Safety and Health Branch
Labour Department**

Foreword

The Commissioner for Labour is empowered by the Factories and Industrial Undertakings Ordinance and its subsidiary regulations to recognise mandatory safety training courses. This new set of approval conditions is issued by the Commissioner for Labour to replace the approval conditions detailed in the approval letters sent to successful applicants of mandatory safety training course recognitions. It sets out the general (including the monitoring requirements and disciplinary mechanism) and course specific requirements that all mandatory safety training course providers should follow so as to assure the quality of the courses they deliver.

This set of approval conditions comprises two parts. “**Part I – Operation Code**” sets out the general approval conditions that all course providers should comply with. “**Part II – Course Design and Specifications**”, comprises six modules, stipulates the specific requirements and structures of each of the six types of mandatory safety training courses. Mandatory safety training courses delivered by related course providers should follow the course design and specifications required.

Professional ethics and honest conduct are the fundamental doctrines for a training course provider running a mandatory safety training course. A mandatory training course provider shall commit to deliver quality courses with high integrity standard. Meanwhile, the Labour Department will continue to closely monitor the quality of courses and the integrity of the course providers. Unethical acts or misconduct by the course providers will lead to withdrawal of the recognition of their courses.

The Labour Department is currently implementing two administrative measures to improve the existing system – standardisation of essential course contents and central issuance of examination papers. At present, both measures are only applicable to mandatory basic safety training but will progressively be extended to the other mandatory safety training. Meanwhile, other viable improvement measures will also be contemplated. This set of approval conditions is subject to further revisions, after consultation with related parties, as and when necessary to effect the implementation of other improvement initiatives in future.

As regards the standardisation of essential course contents, all training course providers concerned should strictly adopt the standardised course contents. For the other five types of mandatory safety training courses, prospective training course providers concerned should base on the guidelines provided in the Part II to develop their own proposed course contents for vetting by the

Labour Department. And for those courses already recognised, the courses should be delivered in accordance with the approved course contents. Central issuance of examination papers will be implemented in parallel with the standardisation of essential course contents. Standardised essential course contents will be incorporated into the respective modules of the Part II in due course.

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1 Interpretations and Abbreviations

“AC” refers to the “Approval Conditions for Operating Mandatory Safety Training Courses”.

“CL” means the Commissioner for Labour, including his/her designated officers.

“*Course materials*” include course notes, handouts, teaching videos, presentation materials and etc.

“*Course schedule*” includes the course dates and times and the examination dates and times.

“*Examination*” includes post-course written examination and practical examination conducted at the end of a MST course.

“*Full course*” means a MST course for a first-time-trainee who aims to hold a relevant MST certificate.

“GN” refers to the “Guidance Notes on Application for Recognition of Mandatory Safety Training Courses”.

“*Lawfully employable in Hong Kong*” adopts the meaning that is specified by the Director of Immigration Department.

“LD” means the Labour Department.

“MBST” means mandatory basic safety training.

“MST” means mandatory safety training.

“*Quarter*” means January to March, April to June, July to September or October to December.

“*Revalidation course*” means a MST course for a trainee who wants to revalidate his/her relevant certificate upon its expiry.

“*Successful completion of MST course*” means that the required attendance of the MST course is met, the practical / hands-on session is completed and the examination is passed.

“TCP” means training course provider.

“*Training equipment*” includes, but not limit to, scaffolds, tools, machinery, and plants to be used in connection with the delivery of the MST course.

“*Training venue*” means a properly segregated partitioned room for conducting training on theory session and/ or a place with defined boundary for conducting training on practical session.

“*Working days*” means Monday to Friday except general holidays stipulated under the General Holidays Ordinance, Cap. 149.

2 Overview

- 2.1 A TCP should run its MST course in accordance with the requirements stipulated in Part I and relevant module of Part II of this AC.
- 2.2 A TCP is responsible for acts and omissions by its trainers, employees, agents or representatives when acting on its behalf.

3 Ethics and Conduct

- 3.1 A TCP should not commit any unethical acts or misconduct in running its MST course as such acts or misconduct may seriously damage the reputation, credibility and acceptance of the MST system. The following acts, which may not be exhaustive, are deemed to be unethical acts, misconduct or fraudulence:
- (i) enticing or conspiring any person to fraud;
 - (ii) making false information or deceitful documents;
 - (iii) seeking or accepting a bribe or other benefit;
 - (iv) making dishonest promise or conducting dishonest act;
 - (v) dereliction of supervisory and managerial duties while running a MST course; and
 - (vi) issuing MST certificate to a trainee who has not successfully completed the relevant MST course.
- 3.2 A TCP should not commit any unethical acts, misconduct or fraudulence in running its MST course.
- 3.3 A TCP should ensure that all information submitted to the CL should be true, accurate and complete. The TCP should notify the CL of any subsequent changes as soon as possible.

4 Course Administration

- 4.1 A TCP should run its MST course in strict conformity with the finalised application, any subsequent amendments as approved, and in full compliance with the approval conditions stipulated in latest version of this AC, approval conditions listed in the approval letters and the written directions issued by the CL.
- 4.2 A TCP should ensure that all course particulars, e.g. course contents, trainees to trainer ratio, course duration, training venue, certificate validity period and etc, should meet the requirements and specifications set out in this AC (both Part I and Part II) and any amendments made thereto from time to time.
- 4.3 A TCP should adopt the course name in accordance with the standard MST course name stated in this AC. The course name should be used in the enrolment forms, timetables, course materials, training records and all documents related to the course.
- 4.4 A TCP should provide to trainees clear and adequate training instructions, including course notes, class rules, and etc.
- 4.5 A TCP should make appropriate translation and interpretation arrangements to trainees who understand neither Chinese nor English.
- 4.6 A TCP should submit the course schedule, including the examination timetable, to the CL at least 3 working days before the commencement of the course. The submission should be made in the standard form at Annex 1. Any changes in the submitted course schedule should be reported to the CL at least 1 full working day before the course commences. The notification of the change to the course schedule should be submitted in the standard form at Annex 2.
- 4.7 A TCP should fulfil the requirements for computer hardware and software stipulated at Annex 3.
- 4.8 A TCP should properly keep all documents related to its MST course and make them readily available for inspections by the LD's officer(s).

- 4.9 A TCP should prohibit all activities not related to the purpose of MST during the training session.
- 4.10 A TCP should ensure that the trainer and trainees should be free from disturbance during the training session.
- 4.11 A TCP should ensure that the training is conducted with due regard to the safety and health of the trainees, trainer(s) and other people in the vicinity.
- 4.12 A TCP should determine and arrange for adequate insurance to cover public liabilities arising from accidents and personal injuries to trainees in connection with the running of MST course.
- 4.13 A TCP shall comply with the Personal Data (Privacy) Ordinance when handling, storing and transferring the trainee’s personal data as required by this AC.
- 4.14 A TCP should ensure that it does not infringe on any patent, design, copyright or intellectual property rights owing to the use of any material in connection with the development and running of its MST course.
- 4.15 A TCP should ensure that all trainees enrolled to its MST course fully understand the course arrangements, including teaching language, health condition requirements, appropriate dressing, arrangements during typhoons and rainstorms, attendance requirements, class rules and etc.
- 4.16 A TCP should inform the CL as soon as possible when there is any change of its particulars, including its name, registered address (if any), correspondence address, contact telephone number(s), fax number(s) or email address(es).

5 Course Design

- 5.1 A TCP should develop its MST course materials in accordance with “Part II – Course Design and Specifications” of this AC. Where standardised essential course contents and lesson plans issued by the LD are available, they should be strictly followed.
- 5.2 A TCP should update the course materials periodically to cope with the latest legislative, socio-economic or technological

changes. Where standardised essential course contents are not available, the TCP should submit the updated course materials to the CL for prior approval before adopting them.

- 5.3 A TCP should, by the effective date specified by the CL, revise its MST course materials in accordance with the latest revision of “Part II – Course Design and Specifications” of this AC.

6 Admission of Trainee

- 6.1 A TCP should take all reasonable steps to ensure that a trainee enrolled to its MST course is lawfully employable in Hong Kong.

- 6.2 Subject to that specified in the approval letter or the written direction issued to the TCP, the number of trainees in each class should comply with the requirements of class size specified in “Part II – Course Design and Specifications” of this AC.

- 6.3 A TCP should take all reasonable steps to ensure that a trainee enrolled to its MST course satisfies the admission criteria of the course in accordance with the requirements stipulated in “Part II – Course Design and Specifications” of this AC.

- 6.4 A TCP should issue to every trainee at the time of enrolment a copy of the “Important Notice to MST Trainees” at Annex 4.

7 Trainer

- 7.1 A TCP should nominate in writing to the CL for prior approval the trainer of its MST course. The trainer can teach the course only after the approval was granted by the CL.

- 7.2 A TCP should ensure that its approved trainer should be fit and proper to teach the course.

- 7.3 A TCP should ensure that its approved trainer is competent and delivers the MST course only using its approved teaching language.

- 7.4 A TCP should take all reasonable steps to ensure that its approved trainer conducts the course in a professional and ethical manner at all times and properly delivers the course in strict adherence to

the approved / required lesson plan, course contents and class rules, etc.

7.5 A TCP should inform the CL in writing when its approved trainer no longer teach the MST course.

7.6 For details of the requirements for trainer of MST course, the TCP should refer to “Part II – Course Design and Specifications” of this AC.

8 Training Venue and Training Equipment

8.1 A TCP should ensure that its MST course is conducted only at the training venue approved by the CL.

8.2 A TCP should ensure that every classroom is properly partitioned off from each other to avoid disturbance during the lesson.

8.3 A TCP should ensure that only one class of one course is run in one classroom at any one time.

8.4 A TCP should ensure that sufficient and suitable training aids and necessary facilities, such as white board and writing tools, overhead projector, slide projector, projector, computer, public address system (if necessary) and video tape recorder with monitor, etc, are made readily available for use to the trainer during training session.

8.5 A TCP should provide a safe and hygienic environment for staff and trainees in its training premises, and ensure the loading, design and structural safety of such premises, particularly for temporary structures used for training purpose.

8.6 A TCP should ensure that the training venue is sufficient, suitable, safe and appropriate in respect of the number of trainees and trainers, training equipment and nature of the activity to be conducted therein.

8.7 A TCP should ensure the fire safety of the training premises, including the provision of adequate means of escape in case of fire, and should ensure that all the staff and trainees are not exposed to any unnecessary fire risk during the conduct of the course.

- 8.8 A TCP should ensure that there are adequate and hygienic sanitary facilities for the trainees.
- 8.9 A TCP should ensure that all training activities conducted, including the use of any training equipment and materials, are safe and without risks to the health of staff and trainees.
- 8.10 A TCP should ensure that the training equipment used in connection with its MST course (e.g. crane, suspended working platform, loadshifting machinery, and gas welding equipment) should comply with all statutory safety requirements. The training equipment should be approved by the CL before they are used.
- 8.11 A TCP should note that the CL’s approval of the training venue is in relation to the condition and adequacy of the training facilities and equipment required under this AC at the time of approval. The onus is on the TCP to comply with all other relevant land use, building, fire and safety regulations.
- 8.12 A TCP should submit to the CL for prior approval before effecting any change in the training venue or training equipment. Site inspection(s) will be carried out by LD’s officer(s) before approval can be considered.

9 Examination

General arrangements

- 9.1 A TCP should ensure that examination is conducted properly and faithfully.
- 9.2 A TCP should ensure that examination is conducted with due regard to the safety and health of the trainees, trainer(s) and other people in the vicinity.
- 9.3 Except for courses where central issuance of examination paper is adopted, TCP should ensure that the examination papers used are approved by the CL. The examination papers will consist of multiple-choice questions covering all aspects of the MST course.
- 9.4 A TCP should make every effort to ensure strict confidentiality in

that the examination questions or answers are not released to unauthorised personnel, including trainee, before the examination.

- 9.5 A TCP should ensure that materials which may assist the trainee to answer the examination question should not be displayed at the examination venue.
- 9.6 When conducting written examination, the TCP should use at least two different sets of examination paper per class and the examination papers should be distributed to the trainees in an alternate sequence to prevent the trainees copying from the answer sheet of the adjacent trainees.
- 9.7 A TCP should allow a chance for a trainee who fails in written examination and / or practical examination to re-sit the examination. For the 2nd attempt of the written examination, the trainee should attempt an examination paper other than the 2 papers used in the 1st attempt. If the trainee fails in the re-examination, he / she should re-take the entire course again.
- 9.8 A TCP should make special arrangement, e.g. oral examination, for those trainees who have difficulty to read. Examination conducted under special arrangement should be recorded at the answer sheet with signatures of the trainee being examined and the invigilator.
- 9.9 A TCP should properly record, maintain and account for all current examination papers as well as their answers and examination records, including the used answer sheets.

Central issuance of examination papers

- 9.10 Requirements and conditions under this sub-section “Central issuance of examination papers” only apply to the following MST courses:
- (i) MBST courses.
- 9.11 A TCP should only use the examination papers issued and specified by the CL.
- 9.12 A TCP will receive 15 sets of numbered examination papers and recommended answers via email on quarterly basis and

contingency examination papers will also be informed.

- 9.13 A TCP should immediately report to the LD any loss or leakage of examination paper(s) or recommended answer(s) of the current quarter. The LD may consider to re-issue the examination papers and recommended answers for that quarter to the TCP.
- 9.14 A TCP should properly destroy the expired examination papers as well as their recommended answers.
- 9.15 A TCP should use the 3 examination papers (among the set of 15) announced by the LD via email about 1 to 2 hours before the commencement of the examination.
- 9.16 In case the LD's notification of the examination papers is not received in time, the TCP should contact the LD on telephone number 2940 7076 during normal office hours. When it is outside normal office hours, the TCP should use the contingency examination papers.
- 9.17 A TCP should notify the LD of its use of the contingency examination papers on the next working day with explanation for such occurrence, cause(s) and improvement plan(s).
- 9.18 A TCP should refrain from using the contingency examination papers without any reasonable excuse.

Invigilation arrangements

- 9.19 A TCP should verify the identity of every trainee who will take the examination.
- 9.20 A TCP should verify that the required attendance has been met by every trainee who takes the examination.
- 9.21 A TCP should inform the trainees clearly of the times the examination begins and ends before the examination commences. The TCP should also explain to the trainees the proper code of conduct, e.g. the integrity and honesty expected of them during the examination.
- 9.22 A TCP should strictly prohibit cheating, including discussion of answers among trainees or between trainee and trainer or invigilator during the examination.

- 9.23 A TCP should refuse to issue certificate to trainee found to have cheated in the examination.
- 9.24 In addition to the trainer who may also serve as the examiner during the examination, the TCP should ensure the presence of another invigilator to invigilate the examination. In case the examiner or invigilator has to leave the examination venue (e.g. to accompany a trainee to leave the venue), the other examiner or invigilator must stay in the venue to invigilate the examination.

10 Certificate

- 10.1 A TCP should issue to a trainee a MST certificate only if the trainee has successfully completed the MST course.
- 10.2 A TCP should ensure that a trainee after successfully completion of its MST course receives and keeps the MST certificate.
- 10.3 A TCP should ensure that the MST certificate issued bears the validity period as set out in the relevant module of “Part II – Course Design and Specifications” of this AC.
- 10.4 If loss of MST certificate is reported to a certificate issuing TCP by the certificate holder, the TCP should re-issue a replacement MST certificate after verification in accordance with the arranged procedures.
- 10.5 A TCP should duly inform its trainees the lost certificate replacement procedure when issuing MST certificates to them.
- 10.6 A TCP should ensure that the design and format of the certificate issued should have been approved by the CL. Its design format should meet the requirements spelt out in relevant module in Part II of this AC.
- 10.7 A TCP may issue “combined certificate” which includes all the valid MST certificates issued to the trainee by the TCP. The TCP should submit the design and format of the “combined certificate” to the CL for prior approval.

11 Training Record

- 11.1 A TCP should submit to the CL, in both soft (data should be stored in the format of Microsoft Access or Microsoft Excel) and hard copies, the particulars of every MST certificate issued, giving the position as at the end of the preceding month, on or before the 15th day of each month, in the format as specified in “Part II – Course Design and Specifications”.
- 11.2 A TCP should inform the CL in the format of Table 1 on monthly basis the number of trainees who failed (i.e. could not obtain MST certificate after the course), could not read the examination paper and required reading service in each class.

Table 1 : Example of Training Records

Class Ref. (TRC1)	Name of Trainer (TRC2)	Date of Course completion (TRC3)	No. of trainees could not obtain MST certificate (TRC4)	No. of trainees requiring reading service (TRC5)
ABC1	HAU To-si	13/06/2011	2	0
ABC2	HAU To-si	13/06/2011	3	1
ABC3	HAU To-si	18/06/2011	0	8

- 11.3 A TCP should inform the CL the course fee of each course upon the CL’s request.
- 11.4 A TCP should submit a NIL return on quarterly basis if no MST course was run in the preceding quarter.
- 11.5 All records in connection with training, including enrolment records of all trainees, attendance records of all trainees and trainers, examination papers and used answer sheets and records of issuance of the certificates, should be kept in a safe place and made available for inspection at all reasonable times by LD’s officer(s). The records should be kept for a reasonable period (at least the validity period of the relevant MST certificate plus one year).

12 Complaint Procedure

- 12.1 A TCP should set up a reasonable system to handle complaint lodged by their trainees and course applicants. The system should include a reasonable way to lodge a complaint, proper

complaint investigation procedures and follow-up arrangements, and a complaint record keeping mechanism.

12.2 A TCP should conspicuously post up at the training venue the procedures for trainee to lodge complaint against the TCP, its MST course and the trainer, and should also orally inform the trainee of the procedures.

12.3 A TCP should inform the trainee, both orally and in written form, that complaint relating to the MST course, the trainer or the TCP can be lodged to the LD through the hotline 2542 2172.

13 Surrender of Course Recognition

13.1 A TCP should provide a notice in writing of not less than 3 months to inform the CL of its intention to surrender the recognition of its MST course. Upon receiving the notice, the CL will arrange to withdraw the recognition of the MST course.

13.2 While the withdrawal is being processed, the TCP should continue to re-issue replacement MST certificates for certificate holders who lose their MST certificates.

14 Course Monitoring

14.1 A TCP is subject to monitoring by the CL in the following manners:

- (i) LD's officer(s) will conduct announced or surprised inspection(s) in order to-
 - (a) monitor the quality of the training course, conduct of examination and associated arrangements, performance of the trainer, condition of the training venue, training equipment and training administration such as the enrolment system and the class rules;
 - (b) check records required to be kept by a TCP, e.g. MST certificates issuance records and enrolment records;
 - (c) follow up the CL's written direction and specific requirement issued to a TCP; and

- (d) follow up the requirement and condition stipulated in this AC and the approval letter.
 - (ii) When an approval condition is found no longer suitable or applicable to a MST course, the CL, in order to improve the situation, will issue a written direction to the TCP to supplement and/or substitute the corresponding approval condition, including TCP-specific approved condition such as approved training venue, trainer, training equipment and examination paper, listed in the approval letter or this AC.
 - (iii) The CL may issue written warning or written direction with specific requirement to a TCP for remedial action when contravention of the approval conditions is observed.
 - (iv) Monitoring inspection will be carried out by occupational safety officer of the LD who may be accompanied by any persons able to provide assistance, e.g. person competent to examine training equipment.
- 14.2 A TCP should provide all necessary assistance and support to facilitate LD's officer(s) to carry out monitoring inspection or investigation. Whenever necessary, trials or tests will be required for the training equipment and facilities in order to ascertain their safety and suitability.

15 Withdrawal of Recognition

- 15.1 A TCP, which has seriously breached any approval conditions or written directions issued by the CL, is subject to withdrawal of recognition of its MST course. The CL, before considering to withdraw the recognition, will-
- (i) give notice in writing to inform the TCP the intention to withdraw the recognition of its MST course and call upon the TCP to give explanations and representations of the serious breach of the approval condition or written direction issued by the CL; and
 - (ii) give notice in writing to the TCP of the date from which the withdrawal of the recognition should take effect if the TCP does not or fails to give representation with satisfactory justification.

- 15.2 Upon withdrawal of recognition of a MST course, the TCP should-
- (i) immediately discontinue to run the MST course;
 - (ii) immediately cease all proclamations and any activities related to the MST course ; and
 - (iii) make suitable arrangements for the enrolled trainees, including informing them the withdrawal of the MST course’s recognition and refund of the paid training fees and etc.

呈交認可強制性安全訓練課程時間表
Submission of Time Schedule for
Recognised Mandatory Safety Training (MST) Course

(課程時間表須在課程開始前最少3個工作日提交。有關詳情，請參考營辦強制性安全訓練課程的批核條件【第I部分 - 營辦守則】的4.6段。)

(Submission of course schedule shall be made at least 3 working days before the date of commencement of the course. For details, please refer to paragraph 4.6 of the Approval Conditions for Operating Mandatory Safety Training Courses [Part I - Operation Code].)

甲部： 課程營辦機構及聯絡人的資料

Part A: Information on the Course Provider and the Contact Person

課程營辦機構的名稱 Name of Course Provider			
公司註冊地址 Registered Business Address			
電話 Telephone		傳真 Fax.	
電郵 Email address			
聯絡人的姓名 Name of Contact Person		電話/手提電話 Telephone /Mobile phone	
電郵 Email address		傳真 Fax.	

乙部： 強制性安全訓練課程的資料

Part B: Information on the MST Course

強制性安全訓練課程名稱 Name of MST course			
	(如果是關於起重機或負荷物移動機械操作的課程，請指明起重機或負荷物移動機械的種類： In case of training courses for crane or loadshifting machinery operators, please specify the machinery type : (_____)		
	<input type="checkbox"/> 中文 Chinese	<input type="checkbox"/> 英文 English	
(請在其中一個方格加上「✓」號 <input checked="" type="checkbox"/> Please tick one box)			
已獲核准的訓練場地 Location of the approved venue of the course	<hr/> (請提交每個場地的單獨時間表) (Please submit separate schedule for each venue)		

更改認可強制性安全訓練課程時間表通知書
Notification of Change of Course Schedule for Recognised Mandatory Safety Training (MST) Course

(課程時間表的更改須在課程開始前最少1個完整工作日提交。有關詳情，請參考營辦強制性安全訓練課程的批核條件【第I部分 - 營辦守則】的4.6段。)
(Please note that submission of change of course schedule shall be made at least 1 full working day before the commencement date of the course. Please see paragraph 4.6 of the Approval Conditions for Operating Mandatory Safety Training Courses [Part I - Operation Code].)

強制性安全訓練課程時間表的更改 Information of the change of MST Course Schedule

(如果表格的空間不足，請使用附加頁。 Please use additional sheets if the space of the table is insufficient.)

強制性安全訓練課程名稱 Name of MST course		如果是關於起重機或負荷物移動機械操作的課程，請指明起重機或負荷物移動機械的種類： In case of training courses for crane or loadshifting machinery operators, please specify the machinery type: (_____)					
		<input type="checkbox"/> 中文 Chinese		<input type="checkbox"/> 英文 English (請在其中一個方格加上「✓」號 <input checked="" type="checkbox"/> Please tick one box)			
已獲核准的訓練場地 Location of the approved training venue		(請提交每個場地的單獨時間表 Please submit separate schedule for each venue)					
次序 No.	課程營辦機構的 班別編號 Course Provider's Class ref. (TRC1)	原本計劃 Originally proposed		更改為 Change to		核准導師姓名 Name of approved trainer (TRC2)	更改的原因 Reason for change
		課程 Course	筆試 Written Exam	課程 Course	筆試 Written Exam		
		日期及時間 Date & Time (dd/mm/yyyy)(hh:mm) (24 小時制式 24 hrs format)					

(課程營辦機構名稱 Name of course provider)

(公司印鑑 Company chop)

(日期 Date)

(電郵 Email address)

(負責人的正楷姓名 Name of responsible person in block letters)

(負責人的簽名 Signature of responsible person)

(電話 Telephone)

(傳真 Fax.)

(請注意，此通知書必須具有課程營辦機構的公司蓋印方被接納。)(Please note that this notification will be accepted only if it is stamped with the company chop of the course provider.)

認可強制性安全訓練課程營辦機構須具備的電腦硬件及軟件的要求
**Computer Hardware and Software Requirements for Course Provider of
Recognised Mandatory Safety Training Course**

(營辦強制性安全訓練課程的批核條件【第I部分 - 營辦守則】4.7 段的要求)
(Requirements in relation to paragraph 4.7 of the Approval Conditions for Operating
Mandatory Safety Training Courses [Part I - Operation Code] .)

以下要求將按需要更新。

The requirements below will be updated whenever necessary.

甲部： 硬件要求

Part A: Hardware requirements

- 電腦主機及週邊設備須能接收及發送電子郵件；及
Computer set with necessary peripheral equipment capable to receive and send emails; and
- 印表機。
Printer.

乙部： 軟件要求

Part B: Software requirements

- 能接收、發送及列印電子郵件的軟件；及
Software able to receive, read and print emails; and
- 7.0 或以上版本的繁體中文 Adobe Acrobat Reader，或 7.0 或以上版本的英文 Adobe Acrobat Reader 及 Asian Font Packs for Acrobat Reader。
Adobe Acrobat Reader - Traditional Chinese of version 7.0 or above or Adobe Acrobat Reader - English of version 7.0 or above with Asian Font Packs for Adobe Acrobat Reader.

Mandatory Safety Training Courses

Notes for Trainees

Contents of Mandatory Safety Training Courses

For assuring the quality of mandatory safety training courses, all training course providers are required to offer courses according to the relevant course contents as stipulated in the 《Guidance Notes on Application for Recognition of Mandatory Safety Training Courses and the 《Approval Conditions for Operating Mandatory Safety Training Courses》 .

Central Issuance of Examination Papers by Labour Department

Examination papers for the mandatory safety training courses are generated on random selection basis from examination questions prepared by Labour Department. They will be issued centrally to training course providers at the specified time soon before the examination. This examination arrangement is applicable to the following two categories of mandatory safety training courses:

- Mandatory Basic Safety Training Course for Employees in the Construction Industry*
- Mandatory Basic Safety Training Course for Employees in the Cargo Handling Industry*
(*Including revalidation course)

Course arrangements and requirements

A trainee may make any queries to the training course provider on the course arrangements, including teaching language, health condition requirements, appropriate dressing, arrangements during typhoons and rainstorms, absence, attendance requirements, class rules and etc.

Attendance

Any trainee who is absent from the class for more than 15 minutes for any half-day sessions (applicable to theory session only) will be disqualified to attend the examination.

Online Learning Kit

The Labour Department has prepared a set of online learning kit aiming at enabling the trainees to acquire the knowledge and familiar with the contents of the training course. The contents of learning kit cover all parts of the above-mentioned two categories of courses (i.e. Mandatory Safety Training Course for Employees in the Construction Industry and Mandatory Safety Training Course for Employees in the Cargo Handling Industry and the revalidation courses). The online learning kit has been uploaded to the homepage of the Labour Department (<http://www.labour.gov.hk>), and trainees are welcome to browse the site at any time.

Enquiry

For enquiry about the contents of this Notice for Trainees, please contact the Labour Department through-

- Telephone : 2559 2297 (auto-recording after office hours)
- Fax : 2915 1410
- E-mail : enquiry@labour.gov.hk

Complaints

If you have any complaints about the quality of a mandatory safety training course, please call the Labour Department's Occupational Safety and Health complaint hotline at 2542 2172. All complaints will be treated in the strictest confidence.

Occupational Safety & Health Branch

Labour Department

September 2011

When a trainee enrolls a mandatory safety training course, the course provider shall give the trainee this Notice for Trainees. The course provider shall display this Notice for Trainees at the training venue of the course.