

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

(Part I – Operation Code)

(AC - I)



**Occupational Safety and Health Branch
Labour Department**

Version Control Record

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Inquiry

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Foreword

The Commissioner for Labour is empowered by the Factories and Industrial Undertakings Ordinance, Cap.59, 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 specific course requirements that all mandatory safety training course providers should follow so as to ensure 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**”, comprising 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 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 or other sanctions, depending on the seriousness of the breaches.

As part of our continuing efforts to strengthen the existing system, the Labour Department is currently implementing two administrative measures, namely standardisation of course content and central issuance of examination papers. They are applicable to all mandatory safety training. This set of approval conditions is subject to further revisions, after consultation with related parties, as and when necessary to effect the implementation of further improvement initiatives in future.

For standardised course content¹, they should be strictly adopted by all relevant

¹ The Labour Department has standardised course content in full for the following courses: mandatory basic safety training, confined spaces safety training, training for persons working on suspended working platforms and gas welding safety training. The Labour Department has standardised some of the course content for training for operators of crane and training for operators of loadshifting machinery.

training course providers. For non-standardised course content², prospective training course providers concerned should base on the guidelines provided in the relevant module of Part II to develop their own course content for vetting by the Labour Department. And for those courses already recognised, the courses should be delivered in accordance with the approved course content. Central issuance of examination papers has been implemented in tandem with the standardisation of course content. For details, please see Part II.

² Training for operators of crane and training for operators of loadshifting machinery are comprised of non-standardised course content.

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1 Interpretations and Abbreviation

“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 notes, handouts, teaching videos, presentation materials and etc. of an MST course.

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

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

“*Full course*” means an 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*” has the same meaning as provided in section 17G(2) of the Immigration Ordinance, Cap. 115.

“LD” means the Labour Department.

“MBST” means mandatory basic safety training.

“MST” means mandatory safety training.

“*Quarter*” means a consecutive three-month period within a year from January to March, from April to June, from July to September or from October to December.

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

“*Successful completion of MST course*” means that the required attendance of an 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 limited to, personal protective equipment, scaffolds, tools, machinery, and plant to be used in connection with the delivery of an 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 Mondays to Fridays 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 damage the reputation, credibility and acceptance of the MST system. The following acts, which are not exhaustive, are considered 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 an MST course; and
 - (vi) issuing an 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 prohibit its trainers, employees, agents and representatives from offering, soliciting or accepting any advantages as defined in the Prevention of Bribery Ordinance (Cap. 201) when conducting any business in relation to the MST courses.
- 3.4 A TCP should prohibit its trainers, employees, agents and representatives from engaging in any acts or activities that are likely to cause or constitute the occurrence of offences endangering national security when conducting any business in relation to the

MST courses.

- 3.5 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 and any amendments to the finalised application subsequently approved, as well as in full compliance with the latest version of 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 content, trainees to trainer ratio, course duration, training venue, certificate validity period, 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 other documents related to the course.
- 4.4 A TCP should provide trainees with clear and adequate training instructions, including course notes, class rules, and etc..
- 4.5 The MST course approved to be conducted in Chinese should be deemed to be approved to be conducted in English, and vice versa. Without prejudice to sections 5.1 and 5.2, a TCP may deliver the approved MST course in Chinese or English, or both. A TCP should make appropriate translation and interpretation arrangements to trainees who understand neither Chinese nor English. In addition, the TCP should clearly state the teaching language of individual classes on the course enrolment forms or the relevant course enrolment documents.
- 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 in 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 in Annex 2.

- 4.7 A TCP should fulfil the requirements for computer hardware and software stipulated in 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 sessions.
- 4.10 A TCP should ensure that the trainer and trainees should be free from disturbance during the training sessions.
- 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, Cap. 486, when handling, storing, transferring and destroying the trainee's personal data, including conducting visual and audio recording for the written examinations and the hands-on practices and practical examinations for personal protective equipment by individual trainees, etc., 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 attire, arrangements during typhoons and rainstorms, attendance requirements, class rules, 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 course content and lesson plans issued by the LD are available, they should be strictly followed.
- 5.2 For non-standardised course content, a TCP should update the course materials periodically to cope with the latest legislative, socio-economic or technological changes. The TCP should submit the course materials and any subsequent change (e.g. update, language translation, etc.) to the CL for prior approval before adopting them.

6 Admission of Trainee

- 6.1 A TCP should take all reasonable steps to ensure that a trainee enrolled in its MST course is lawfully employable in Hong Kong.
- 6.2 Subject to the number of trainees in each class specified in the approval letter or the written direction, a TCP 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 in 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 at the time of enrolment should issue a copy of the “MST Courses – Notes for Trainees” in Annex 4 to every trainee, and the trainees should sign to acknowledge that they understand the content of the Notes for Trainees and agree to the arrangements and requirements therein. TCP should display the Notes for Trainees at the training venue of the course.

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 has been granted by the CL.
- 7.2 A TCP should ensure that its approved trainers are fit and proper to teach the course and do not engage in any acts or activities that are likely to cause or constitute the occurrence of offences endangering national security when conducting any business in relation to the MST courses.
- 7.3 As both Chinese and English are the official languages in Hong Kong, a TCP is allowed to decide on the languages (Chinese or English, or both) to deliver the course content as approved or issued by the LD. To ensure effective delivery of the course, a TCP should ensure that its approved trainer possesses the necessary language proficiency to deliver the MST course.
- 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 content and class rules, etc..
- 7.5 To ensure the approved trainers of MST courses delivering the training courses in a manner consistent with professional standards and ethical principles, a TCP should ensure that its approved trainers have completed the training course “Online Open Seminar on Professional Ethics and Conduct of Trainers of the Mandatory Safety Training Courses”³ jointly organised by the LD, Independent Commission Against Corruption and Occupational Safety and Health Council and obtained the relevant certificate in the 4 years immediately preceding teaching any MST courses. The content of the training course should include (but not be limited to) the following -
- (a) honesty, impartiality and law-abiding;
 - (b) avoiding conflict of interest, biases and discrimination; and
 - (c) teaching methods consistent with professional ethics.
- 7.6 The nominee for prior approval being a trainer of MST course or the approved trainer should notify the relevant TCP as soon as

³ This training course is different from Professional Ethics and Integrity of Safety Officers which is a compulsory requirement for renewal / revalidation of their registration as safety officers under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations.

possible after he/she has completed the training course stipulated in Section 7.5. The TCP should, as soon as possible after receiving the relevant notification, submit the records of relevant training course of the approved trainer to the CL in the standard form in Table 1 (data should be stored in the format of Microsoft Excel) together with the copy of relevant certificate (scanned and stored in Portable Document Format PDF):

- (i) recorded in a CD/ DVD and delivered to Occupational Safety and Health Training Centre, Occupational Safety and Health Branch, Labour Department, 13/F, KOLOUR • Tsuen Wan I, 68 Chung On Street, Tsuen Wan, New Territories; or
- (ii) sent by e-mail to: ssd-oshtc-accred@labour.gov.hk

Table 1 : Records on Training Course

Records on approved trainers attending training course on "Professional Ethics and Conduct for Trainers of MST Courses"
已獲批核的導師參加「強制性安全訓練課程導師的專業道德和操守」進修課程的記錄

S/N 序號	Name in English 英文姓名	Name in Chinese 中文姓名	HKID Number 香港身份證號碼	Date of Course Completion 課程完成日期	Certificate No. 證明書編號
Notes on completing the records 填寫此記錄的備註	1. Same as in HKID card but without "," 2. Surname first, then other names 3. In capital letters	Leave it blank if no Chinese Name 如無中文姓名，請留空這欄	All alphabet and digits but without bracket 請填寫所有字母及數字但省去括號	1. In the format of DD- MMM -YYYY 2. Not the certificate issuing date at the lower right corner of the certificate	6-digit number at the lower left corner of the certificate 證明書左下角的6位數字
Example 1: 例子 1:	CHAN TAI MAN	陳大文	A1234567	06-Mar-2024	234567
Example 2: 例子 2:	GURUNG XXXXXXX XXXXXXX		P1234568	12-Apr-2024	357890
1.					
2.					
3.					

- 7.7 A TCP should suitably display the name of trainer and make it known to the trainees during the training sessions.
- 7.8 A TCP should inform the CL in writing by completing the application form in Annex 5 when its approved trainer no longer teaches the MST course.
- 7.9 For details of the requirements for trainer of MST course, a TCP should refer to “Part II – Course Design and Specifications” of this AC.

- 7.10 Subject to section 7.11, a TCP may make a fresh nomination in writing by completing the application form in Annex 5 to the CL for seeking approval to permit a trainer, who has been removed from teaching either by the act of TCP or pursuant to a written direction issued under section 16.4(ii), to teach the MST course. The fresh nomination would be handled in accordance with section 7 of Part I of this AC and section 3 of the relevant module of Part II of this AC. For application procedures, please refer to the Flowchart of Application for Modifying the Conditions of Recognised Mandatory Safety Training Course in Annex 7.
- 7.11 For a trainer who has been removed from teaching an MST course in accordance with section 16.4(ii), the trainer can only be nominated to teach the MST course concerned after 12 months from the date of removal.

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 training sessions.
- 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 by the trainer during training sessions.
- 8.5 A TCP should provide and maintain a safe and hygienic environment for staff and trainees in its training premises.
- 8.6 A TCP should ensure the loading, design and structure of its training premises, particularly temporary structures used for training purpose, are safe. 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 and maintenance of adequate means of escape in case of fire, and should ensure that all 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 its staff and trainees.
- 8.9 A TCP should ensure that all training activities, 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 as required by the relevant module of Part II of this AC 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 by completing the application form in Annex 5. Site inspection(s) will be carried out by the LD’s officer(s) before approval can be considered. For application procedures, please refer to the Flowchart of Application for Modifying the Conditions of Recognised Mandatory Safety Training Course in Annex 7.
- 8.13 A TCP should prohibit all trainers, staff, trainees and others present from using its premises (including office and training venue), training equipment and course materials for any acts or activities that are likely to cause or constitute the occurrence of offences endangering national security.

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, a 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 trainees and trainers, 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, a TCP should use at least two different sets of examination paper per class and the examination papers should be distributed to trainees in an alternate sequence to prevent trainees from copying answers of 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 once. 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 the 2nd attempt of the 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 difficulties 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 course content:
- (i) Mandatory Basic Safety Training;
 - (ii) Confined Spaces Safety Training;
 - (iii) Training for Persons Working on Suspended Working Platforms;
 - (iv) Gas Welding Safety Training;
 - (v) Training for Operators of Crane (standardised part of course content); and
 - (vi) Training for Operators of Loadshifting Machinery (standardised part of course content).
- 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, and will be informed of the paper(s) designated as contingency paper(s) via email on quarterly basis.
- 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 examination papers in Chinese and English announced by the LD via email about 1 to 2 hours before the commencement of the examination. If the examination has examination papers in other ethnic languages, 3 examination papers among the set of 6 examination papers in other ethnic languages should be used at the

same time.

- 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. Use of the contingency examination papers without any reasonable excuse is otherwise not allowed.
- 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).

Invigilation arrangements

- 9.18 A TCP should verify the identity of every trainee immediately before the commencement of examination.
- 9.19 A TCP should verify that the required attendance has been met by every trainee before taking the examination.
- 9.20 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 from them during the examination.
- 9.21 A TCP should strictly prohibit cheating, including discussion of answers among trainees or between trainee and trainer or invigilator during the examination.
- 9.22 A TCP should ensure that the examiner and invigilator invigilate the examination in a proper manner. For the avoidance of doubt, the TCP may arrange the trainer to serve as the examiner.
- 9.23 A TCP should refuse to issue a certificate to a trainee found to have cheated in the examination.
- 9.24 In addition to the examiner, the TCP should ensure the presence of an 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), either the examiner or the invigilator must stay in the venue to invigilate the examination.

9.25 A TCP should make visual and audio recording for the written examinations (including distribution and marking of examination papers in the examination venue) and the practical examinations stipulated in section 11.5. The recording should be clear. It should be able to identify the name, time and venue of the course, and capture the activities of all trainees, the examiner, the invigilator and other people present at the examination venue. The recording must be continuous for each of these activities and no editing of the recording is allowed. From the recording, each of these activities should be clearly seen and the examiner’s and the invigilator’s words should be clearly heard.

10 Certificate

10.1 A TCP should issue an MST certificate to a trainee upon successful completion of an MST course. If a trainee refuses to accept the TCP to make visual and audio recording for him/her in accordance with the requirements of section 9.25 and section 11.5, the trainee should be deemed to have failed to successfully complete the MST course.

10.2 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.

10.3 If a loss of MST certificate, except MBST certificates, is reported to the certificate issuing TCP by the certificate holder, the TCP should re-issue a replacement MST certificate after verification in accordance with the relevant procedures set out in the finalised application as approved.

10.4 If a loss of MBST certificate is reported to the certificate issuing TCP by the certificate holder, the TCP should report to the CL in accordance with section 6BA(9) of the Factories and Industrial Undertakings Ordinance, Cap. 59, for approval of re-issuing of a replacement MBST certificate and re-issue the MBST certificate after verification in accordance with the relevant procedures set out in the finalised application as approved.

10.5 A TCP should duly inform its trainees of the lost certificate replacement procedure when issuing MST certificates to them.

10.6 TCP should ensure that the design and format of the certificate

issued 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.

10.8 A TCP should recall and cancel MST certificates issued improperly to trainees not having successfully completed the MST courses. The TCP should update the relevant training records and inform the CL and the trainees concerned accordingly.

11 Training and Examination Record

11.1 A TCP should submit to the CL the particulars of every MST certificate issued (data should be stored in the format of Microsoft Access or Microsoft Excel), 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”. The particulars of every MST certificate issued should be -

- (i) recorded in a CD/ DVD and delivered to Occupational Safety and Health Training Centre, Occupational Safety and Health Branch, Labour Department, 13/F, KOLOUR • Tsuen Wan I, 68 Chung On Street, Tsuen Wan, New Territories; or
- (ii) sent by e-mail to: ssd-oshtc-accred@labour.gov.hk

11.2 A TCP should inform the CL in the format of Table 2 on a monthly basis of the number of trainees who failed the examination (i.e. could not obtain MST certificate after the course), could not read the examination paper and required reading service in each class.

Table 2 : 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 of 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 has been run in the preceding quarter.
- 11.5 Where hands-on practices and / or practical examinations on the use of the following personal protective equipment and continuous air monitoring equipment are required for an MST course run by a TCP, the TCP should make visual and audio recording of individual trainees conducting the hands-on practices and / or practical examinations:
- (i) safety harness with lifeline and fall arresting device;
 - (ii) approved breathing apparatus; and
 - (iii) continuous air monitoring equipment.

The recording should be clear. It should be able to identify the name, time and venue of the course, and capture the activities of the hands-on practices and / or practical examinations of each trainee (allowing more than one trainee to be captured at the same time). The recording must be continuous for each of these activities and no editing of the recording is allowed. From the recording, each of these activities should be clearly seen and the words of trainer, examiner and the invigilator should be clearly heard.

- 11.6 All records in connection with training and examination, including enrolment records of all trainees, attendance records and visual and audio records of all trainees and trainers, examination papers and used answer sheets and records of issuance of the certificates, etc., should be kept in a safe place and made available for inspection at all reasonable times by the LD's officer(s). The records, except visual and audio records, should be kept for the validity period of the relevant MST certificate plus one year. Visual and audio records in connection with training and examination should be kept in a safe place for 3 months. All records shall thereupon be destroyed or disposed of in accordance with section 4.13, unless otherwise specified by the LD for investigation purpose.

12 Complaint Procedure

- 12.1 A TCP should set up a reasonable system to handle complaints 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 TCP should conspicuously post up at the training venue the procedures for a trainee to lodge complaints against the TCP, its MST courses and trainers, and should also orally inform the trainee of the procedures.
- 12.3 TCP should inform trainees, both orally and in written form, that complaints relating to the MST courses, the trainers 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 by completing the application form in Annex 6 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. For application procedures, please refer to the Flowchart of Application for Surrendering Recognised Mandatory Safety Training Course in Annex 8.
- 13.2 While the application for surrender is being processed, the TCP should continue to re-issue replacement MST certificates in accordance with sections 10.4 and 10.5 for certificate holders who have lost their MST certificates.

14 Course Monitoring

- 14.1 A TCP is subject to monitoring by the CL in the following manners:
- (i) The 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 enrolment system and class rules;
- (b) check records required to be kept by a TCP, e.g. MST certificate issuance records and enrolment records, visual and audio records;
 - (c) follow up on the CL's written direction and specific requirements issued to a TCP; and
 - (d) follow up on the requirements and conditions stipulated in this AC and the approval letter.
- (ii) When an approval condition is found no longer suitable or applicable to an MST course, the CL may issue a written direction to the TCP to supplement and/or substitute the corresponding approval condition, including TCP-specific approved conditions such as approved training venue, trainer, training equipment and examination paper, listed in the approval letter or this AC.
 - (iii) Monitoring inspection will be carried out by occupational safety officer(s) 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 the 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 Sanctions

- 15.1 If a TCP has breached any approval condition, written direction or suspension notice of a recognised MST course or a trainer has breached any requirement set out in sections 7.2 to 7.5, the CL may, depending on the seriousness of the breach, issue the following to the TCP, or to its trainer via the TCP:
- (i) a written warning;
 - (ii) a written direction under sections 16.1 and 16.4;

- (iii) a suspension notice under section 17.1; or
- (iv) a withdrawal notice under section 18.1.

16 Written Direction

- 16.1 The CL may issue a written direction, in writing, to request a TCP to submit and implement a remedial plan to the satisfaction of the CL by a specified date.
- 16.2 Before issuing the written direction to a TCP, the CL will-
- (i) give notice in writing to inform the TCP of the intention to issue a written direction and call upon the TCP, within 7 working days, to give representations concerning the breach of approval condition or written direction issued by the CL. Extension of the period for giving representations will be considered on a case by case basis with justifications to the satisfaction of the CL; and
 - (ii) give notice in writing to the TCP on the CL's final decision on the intended written direction or issue a written direction to the TCP, after considering representations from the TCP (if any).
- 16.3 A TCP should submit and implement a remedial plan to the satisfaction of the CL as stipulated in the written direction. Otherwise, the CL may consider suspending the conduct of the MST course or withdrawing the recognition of the MST course.

Written direction in relation to trainers

- 16.4 If a trainer fails to comply with any requirement set out in sections 7.2 to 7.5, the CL may, without prejudice to section 16.1, issue a written direction to a TCP to -
- (i) suspend the trainer from delivery of the MST course for a period of not more than 6 months specified in the written direction; or
 - (ii) remove the trainer from delivery of the MST course.
- 16.5 Before issuing a written direction to a TCP to suspend or remove a trainer from delivery of MST course in accordance with section 16.4, the CL will-

- (i) give notice in writing to inform the TCP, and to the trainer via the TCP of the intention to suspend or remove the trainer from delivery of the MST course and call upon the TCP and the trainer via the TCP, within 7 working days, to give representations concerning the breach of approval condition or written direction issued by the CL. Extension of the period for giving representations will be considered on a case by case basis with justifications to the satisfaction of the CL; and
 - (ii) give notice in writing to the TCP, and to the trainer via the TCP on the CL's final decision on the intended suspension or removal of the trainer from delivery of the MST course or issue a written direction to the TCP, after considering representations from the TCP and the trainer via the TCP (if any).
- 16.6 Upon expiry of the suspension period as specified in the written direction issued under section 16.4(i), the TCP may resume the trainer's duty in delivery of the MST course.
- 16.7 Where a trainer has been removed from delivery of an MST course under section 16.4(ii), a TCP may submit a fresh application to nominate the trainer to deliver the MST course in accordance with section 7.11.

17 Suspension of the Conduct of Course

- 17.1 If the CL decides to suspend a TCP from conducting of an MST course, a suspension notice with a specified period of suspension must be issued in writing. The specified period of suspension is a period of not more than 6 months. Subject to section 17.3, the CL may consider extending the suspension period or withdraw the recognition of the MST course upon the expiry of the suspension period.
- 17.2 Before issuing a suspension notice under section 17.1, the CL will-
- (i) give notice in writing to inform the TCP of the intention to suspend the conduct of the MST course and call upon the TCP, within 7 working days, to give representations concerning the breach of approval condition or written direction issued by the CL. Extension of the period for giving representations will be considered on a case by case basis with justifications to the satisfaction of the CL; and

- (ii) give notice in writing to the TCP on the CL's final decision on the intended suspension of the conduct of the MST course or issue a suspension notice to the TCP, after considering representations from the TCP (if any).
- 17.3 The suspension notice is usually accompanied with a written direction identifying areas for improvements. The TCP should submit a remedial plan in response to the written direction to the satisfaction of the CL. Otherwise, the CL may consider extending the suspension period (each extension can last for a maximum of 3 months) or withdrawing the recognition of the MST course.
- 17.4 The CL must, by notice in writing served on the TCP concerned, revoke the suspension notice upon its expiry and the CL's satisfaction of the remedial plan.
- 17.5 Where the suspension notice remains in force, the TCP should -
- (i) discontinue running the MST course;
 - (ii) make suitable arrangements for the trainees already enrolled, including informing them of the suspension of the MST course's recognition and refund of the paid training fees, etc.; and
 - (iii) cease all proclamations and any other activities related to the MST course.

18 Withdrawal of Course Recognition

- 18.1 If the CL decides to withdraw the recognition of a course to a TCP, a withdrawal notice with a specified date of withdrawal must be issued in writing.
- 18.2 Before issuing the withdrawal notice under section 18.1, the CL 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, within 7 working days, to give representations concerning the breach of the approval condition, written direction or suspension notice issued by the CL. Extension of the period for giving representations will be considered on a case by case with justifications to the satisfaction

of the CL; and

- (ii) give notice in writing to the TCP on the CL's final decision on the intended withdrawal or issue a withdrawal notice to the TCP, after considering representations from the TCP (if any).

18.3 Upon withdrawal of recognition of an MST course, the TCP should-

- (i) immediately discontinue running the MST course;
- (ii) make suitable arrangements for trainees already enrolled, including informing them of the withdrawal of the MST course's recognition and refund of the paid training fees and etc.; and
- (iii) immediately cease all proclamations and any other activities related to the MST course.

18.4 Where the recognition of an MST course run by a TCP has been withdrawn under section 18.1, the CL will suspend the processing of a fresh application for recognition of the MST course from the TCP for a period of 12 months from the date of the withdrawal.

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 : (_____)		
授課語言 Teaching Language	<input type="checkbox"/> 廣東話 Cantonese	<input type="checkbox"/> 英文 English	
	<input type="checkbox"/> 普通話 Putonghua	<input type="checkbox"/> 其他 Others (請列明 Please specify _____)	
	(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	_____ (請提交每個場地的單獨時間表) (Please submit separate schedule for each venue)		

丙部: 強制性安全訓練課程的時間表

Part C: Information on the MST Course Schedule

次序 No	課程營辦機構 的班別編號 Course Provider's Class Ref. (TRC1)	課程 Course	筆試 Written Examination	核准導師姓名 Name of approved trainer (TRC2)	會否有獲香港特區 政府批准的輸入勞 工參加該班別? Will there be imported workers approved by HKSAR Government to attend the Class? (Y: 是 Yes) (N: 否 No)
		日期及時間 Date & Time (dd/mm/yyyy) (hh:mm) (24 小時制式) (24 hrs format)	日期及時間 Date & Time (dd/mm/yyyy) (hh:mm) (24 小時制式) (24 hrs format)		

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

(公司印鑑 Company chop)

(負責人的簽名
Signature of responsible person)

日期
Date:_____

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

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

丙部： 強制性安全訓練課程的時間表 (附加頁)

Part C : Information of the MST Course Schedule (Additional Sheet)

次序 No	課程營辦機構 的班別編號 Course Provider's Class Ref. (TRC1)	課程 Course	筆試 Written Examination	核准導師姓名 Name of approved trainer (TRC2)	會否有獲香港特區 政府批准的輸入勞 工參加該班別? Will there be imported workers approved by HKSAR Government to attend the Class? (Y: 是 Yes) (N: 否 No)
		日期及時間 Date & Time (dd/mm/yyyy) (hh:mm) (24 小時制式) (24 hrs format)	日期及時間 Date & Time (dd/mm/yyyy) (hh:mm) (24 小時制式) (24 hrs format)		

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

(公司印鑑 Company chop)

(負責人的 簽名
Signature of responsible person)

日期 Date: _____

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

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

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: (_____)					
授課語言 Teaching Language		<input type="checkbox"/> 廣東話 Cantonese	<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)				
		<input type="checkbox"/> 普通話 Putonghua	<input type="checkbox"/> 其他 Others (請列明 Please specify _____)				
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.

Content 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 the 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 mandatory safety training courses:

- | | |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| ■ Mandatory Basic Safety Training Course for Employees in the Construction Industry* | ■ Mandatory Basic Safety Training Course for Employees in the Container Handling Industry* |
| ■ Safety Training Course for Certified Workers of Confined Spaces Operation* | ■ Safety Training Course for Competent Persons of Confined Spaces Operation** |
| ■ Training Course for Persons Working on Suspended Working Platforms* | ■ Gas Welding Safety Training Course* |
| ■ Standardised Part of Course Content of Training for Operators of Crane * | ■ Standardised Part of Course Content of Training for Operators of Loadshifting Machine * |

(*Including revalidation course) (**Including revalidation course and top-up 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 in times of inclement weather, absence, attendance requirements, class rules, visual and audio recording and etc.

Visual and Audio Recording

The training course provider shall make visual and audio recording during the following sections of the course:

- written examinations, including distribution and marking of examination papers in examination venue
- hands-on practice and / or practical examination on the use of safety harness with lifeline and fall arresting device
- hands-on practice and / or practical examination on the use of approved breathing apparatus
- hands-on practice and / or practical examination on the use of continuous air monitoring equipment

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 Refresher & Tutorial Materials

The Labour Department has prepared a set of online refresher & tutorial materials. The content of the materials covers all parts of two categories of courses (i.e. Mandatory Basic Safety Training Course for Employees in the Construction Industry, Mandatory Basic Safety Training Course for Employees in the Container Handling Industry and their revalidation courses). The online materials have 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 and Complaints

For enquiry about the content of these Notes 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

For complaints about the quality of a mandatory safety training course, please call the Labour Department:

- Occupational Safety and Health complaint hotline: 2542 2172
(All complaints will be treated in the strictest confidence)

Occupational Safety & Health Branch
Labour Department
October 2024

When a trainee enrolls a mandatory safety training course, the course provider shall give the trainee these Notes for Trainees. The trainee should sign to acknowledge that he/she understands the content of the Notes for Trainees and agrees to the arrangements and requirements therein. The course provider shall display these Notes for Trainees at training venue of the course.

致：勞工處處長 (傳真: 2940 6251 / 電郵: ssd-oshtc-accred@labour.gov.hk)To : The Commissioner for Labour (via fax: 2940 6251 / email: ssd-oshtc-accred@labour.gov.hk)附件 5
Annex 5

申請更改認可強制性安全訓練課程 導師 / 訓練場地 / 訓練設備 / 其他事項
Application for Change(s) of Trainer(s) / Training Venue(s) / Training Equipment / Others
on Recognised Mandatory Safety Training Course(s)

認可訓練課程營辦機構的名稱	(中文)
Name of recognised training course provider	(English)
電話 Telephone	
傳真 Fax.	
電郵 Email address	

(請在適當方格內加上「✓」號。Please mark “✓” in the appropriate boxes.)

<input type="checkbox"/> 增加 addition / <input type="checkbox"/> 刪減 deletion	*下列課程導師 Trainer(s) for the following course(s):
課程名稱 Course Name :	
導師姓名 Name of Trainer :	(中文) (English)
<input type="checkbox"/> 增加 addition / <input type="checkbox"/> 刪減 deletion	*下列課程訓練場地 Training venue(s) for the following course(s):
課程名稱 Course Name :	
訓練場地地址 Address of the training venue :	
<input type="checkbox"/> 增加 addition / <input type="checkbox"/> 刪減 deletion	*下列課程訓練設備 Training equipment for the following course(s):
課程名稱 Course Name :	
訓練設備 Training equipment :	
<input type="checkbox"/> 增加 addition / <input type="checkbox"/> 刪減 deletion	*其他，請指明 Others, please specify :

(如空位不足夠，請用附加紙張填寫。Please use separate sheets in case of insufficient space.)

(*請提供證明文件以辦理申請。Please provide supporting document(s) for the application.)

本人特此聲明本申請表及其補充資料(如有)均屬真實和正確。 I hereby declare that the information provided in and supplementary document(s) attached to (if any) this application form is true and correct.	
(Company chop 公司印鑑)	(申請者簽名 Signature of the applicant)
日期 Date:	(申請者的正楷姓名 Name of the applicant in block letters)

(請注意，此申請表格必須具有申請者其公司蓋印方被接納。Please note that this application will be accepted only if it is stamped with the applicant's company chop.)

申請人及其僱員、代理人及承辦商，就申請事宜或與政府部門進行任何事務來往時，不得向任何政府人員提供《防止賄賂條例》(第 201 章) 所訂明的利益。

Applicants and their employees, agents and contractors must not offer an advantage as defined in the Prevention of Bribery Ordinance, Cap. 201 to any government officer in connection with their applications or while having dealings of any kind with government departments.

勞工處職業安全及健康部
收集個人資料之目的

附件 5
Annex 5

(強制性安全訓練課程)

收集目的

1. 你這次所提供的個人資料會被勞工處職業安全及健康部用作以下用途：
 - (a) 有關執行工廠及工業經營條例、職業安全及健康條例及其他由勞工處執行的法例；
 - (b) 處理有關申請表格、調查及評審申請的事宜；
 - (c) 根據工廠及工業經營條例備存有關認可強制性安全訓練課程的名單，供公眾免費查閱；
 - (d) 方便勞工處與你聯絡有關你的申請等事宜；及
 - (e) 將有關資料用作研究及統計分析。

資料轉移

2. 為了上述第一段提到的目的，你所提供的個人資料我們或會向其他有關人士或機構（如政府部門、律師樓...等）透露。

查閱個人資料

3. 根據個人資料（私隱）條例第 18 及 22 條及附表 1 保障原則第 6 原則的規定，你有權要求查閱及更正個人資料。要求查閱的權利包括要求獲得一份你所提供的個人資料複本。

查詢個人資料

4. 有關你個人資料的查詢，包括查閱及更正個人資料，應向下列人士提出：
 - 勞工處職業安全及健康部
 - 職業安全及健康訓練中心
 - 分區職業安全主任（訓練）
 - 新界荃灣眾安街六十八號荃灣千色匯 I 十三樓

STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA
BY OCCUPATIONAL SAFETY AND HEALTH BRANCH
LABOUR DEPARTMENT

(Mandatory Safety Training Course)

Purpose of Collection

1. The personal data provided by you by means of this form will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:
 - (a) activities relating to the administration of the Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance and other legislation administered by the Labour Department;
 - (b) facilitating processing of the applications in this form and subsequent investigations and evaluation of approval conditions;
 - (c) maintenance of a list of recognised mandatory safety training course for public access under the Factories and Industrial Undertakings Ordinance;
 - (d) facilitating communication between Labour Department and yourself on your application and other relevant matters; and
 - (e) carrying on research and compilation of statistical data.

Classes of Transferees

2. The personal data you provide may be disclosed to relevant parties and authorities (e.g. Government Bureaux and Departments, law firms, etc.) for the purposes mentioned in paragraph 1 above.

Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in Sections 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided to this department.

Enquiries

4. Enquiries concerning the personal data collected, including the making of access and corrections, should be addressed to:
 - Divisional Occupational Safety Officer (Training)
 - Occupational Safety and Health Training Centre
 - Occupational Safety and Health Branch
 - Labour Department
 - 13/F., KOLOUR•Tsuen Wan I,
 - 68 Chung On Street, Tsuen Wan

檔案編號 File Reference: _____
(此欄由勞工處填寫 To be completed by the Labour Department)

致：勞工處處長 (傳真: 2940 6251 /電郵: ssd-oshtc-accred@labour.gov.hk)
To : The Commissioner for Labour (via fax: 2940 6251 /email: ssd-oshtc-accred@labour.gov.hk)

附件 6
Annex 6

申請放棄認可強制性安全訓練課程

Application for Surrendering Recognised Mandatory Safety Training Course

認可訓練課程營辦機構的名稱	(中文)
Name of recognised training course provider	(English)
電話 Telephone	
傳真 Fax.	
電郵 Email address	

我/我們擬放棄營辦以下已獲認可的強制性安全訓練課程。 I/We wish to surrender the recognition on the following mandatory safety training course.	
強制性安全訓練課程名稱 Name of mandatory safety training course	
獲認可日期 (日/月/年) Date of recognition (dd/mm/yyyy)	
勞工處發出課程認可的函件檔案編號 Reference number of the letter of course recognition issued by the Labour Department	() in _____
停辦課程日期 (日/月/年) Date of course cessation (dd/mm/yyyy)	

(如空位不足夠，請用附加紙張填寫。 Please use separate sheets in case of insufficient space.)

本人特此聲明本申請表及其補充資料(如有)均屬真實和正確。 I hereby declare that the information provided in and supplementary document(s) attached to (if any) this application form is true and correct.	
(Company chop 公司印鑑)	(申請者簽名 Signature of the applicant)
日期 Date:	(申請者的正楷姓名 Name of the applicant in block letters)

(請注意，此申請表格必須具有申請者其公司蓋印方被接納。 Please note that this application will be accepted only if it is stamped with the applicant's company chop.)

申請人及其僱員、代理人及承辦商，就申請事宜或與政府部門進行任何事務來往時，不得向任何政府人員提供《防止賄賂條例》(第 201 章) 所訂明的利益。

Applicants and their employees, agents and contractors must not offer an advantage as defined in the Prevention of Bribery Ordinance, Cap. 201 to any government officer in connection with their applications or while having dealings of any kind with government departments.

勞工處職業安全及健康部
收集個人資料之目的
(強制性安全訓練課程)

附件 6
Annex 6

收集目的

1. 你這次所提供的個人資料會被勞工處職業安全及健康部用作以下用途：
 - (a) 有關執行工廠及工業經營條例、職業安全及健康條例及其他由勞工處執行的法例；
 - (b) 處理有關申請表格、調查及評審申請的事宜；
 - (c) 根據工廠及工業經營條例備存有關認可強制性安全訓練課程的名單，供公眾免費查閱；
 - (d) 方便勞工處與你聯絡有關你的申請等事宜；及
 - (e) 將有關資料用作研究及統計分析。

資料轉移

2. 為了上述第一段提到的目的，你所提供的個人資料我們或會向其他有關人士或機構（如政府部門、律師樓....等）透露。

查閱個人資料

3. 根據個人資料（私隱）條例第 18 及 22 條及附表 1 保障原則第 6 原則的規定，你有權要求查閱及更正個人資料。要求查閱的權利包括要求獲得一份你所提供的個人資料複本。

查詢個人資料

4. 有關你個人資料的查詢，包括查閱及更正個人資料，應向下列人士提出：
勞工處職業安全及健康部
職業安全及健康訓練中心
分區職業安全主任（訓練）
新界荃灣眾安街六十八號荃灣千色匯 I 十三樓

STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA
BY OCCUPATIONAL SAFETY AND HEALTH BRANCH
LABOUR DEPARTMENT

(Mandatory Safety Training Course)

Purpose of Collection

1. The personal data provided by you by means of this form will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:
 - (a) activities relating to the administration of the Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance and other legislation administered by the Labour Department;
 - (b) facilitating processing of the applications in this form and subsequent investigations and evaluation of approval conditions;
 - (c) maintenance of a list of recognised mandatory safety training course for public access under the Factories and Industrial Undertakings Ordinance;
 - (d) facilitating communication between Labour Department and yourself on your application and other relevant matters; and
 - (e) carrying on research and compilation of statistical data.

Classes of Transferees

2. The personal data you provide may be disclosed to relevant parties and authorities (e.g. Government Bureaux and Departments, law firms, etc.) for the purposes mentioned in paragraph 1 above.

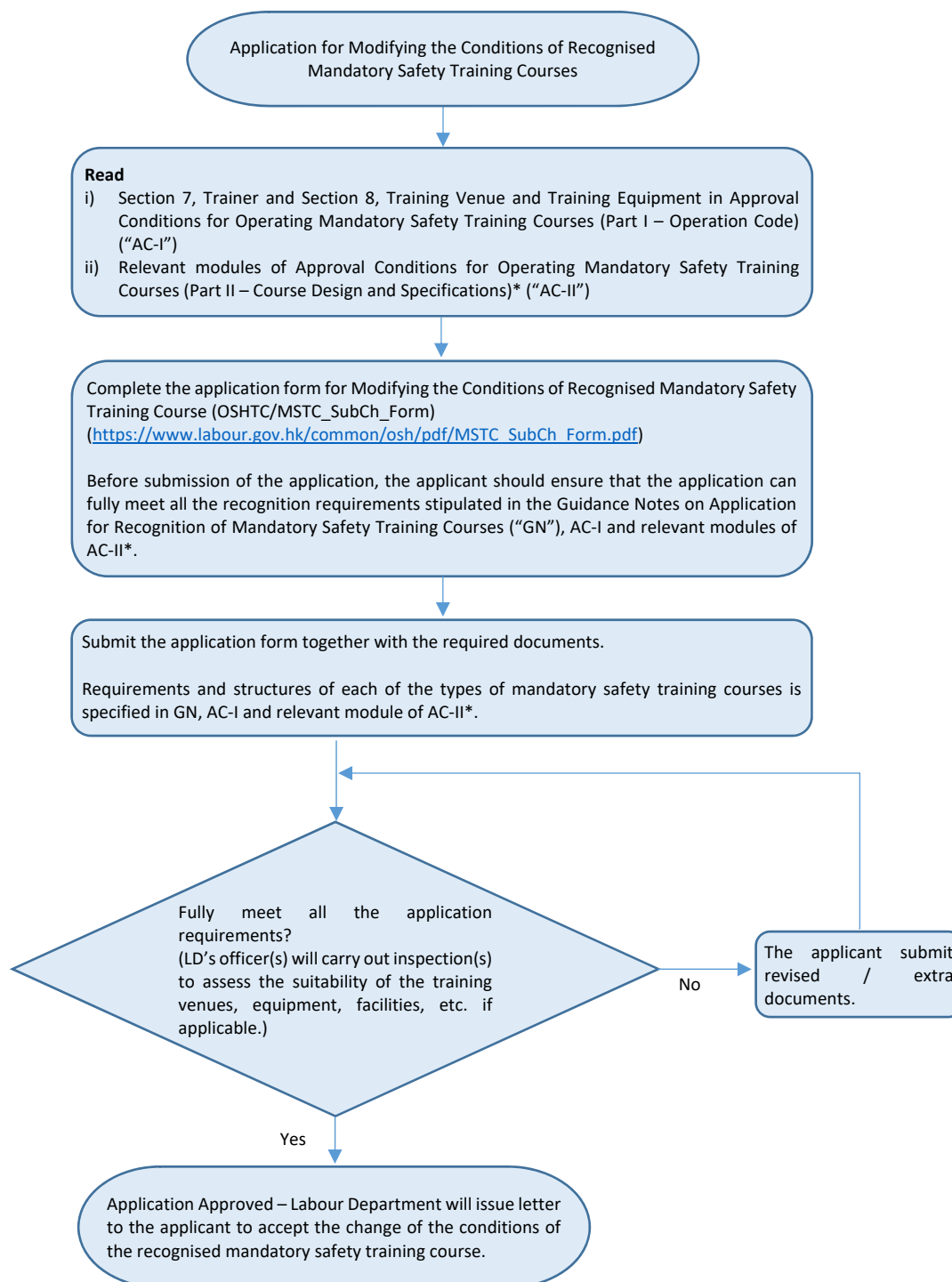
Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in Sections 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided to this department.

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Labour Department
13/F., KOLOUR•Tsuen Wan I,
68 Chung On Street, Tsuen Wan

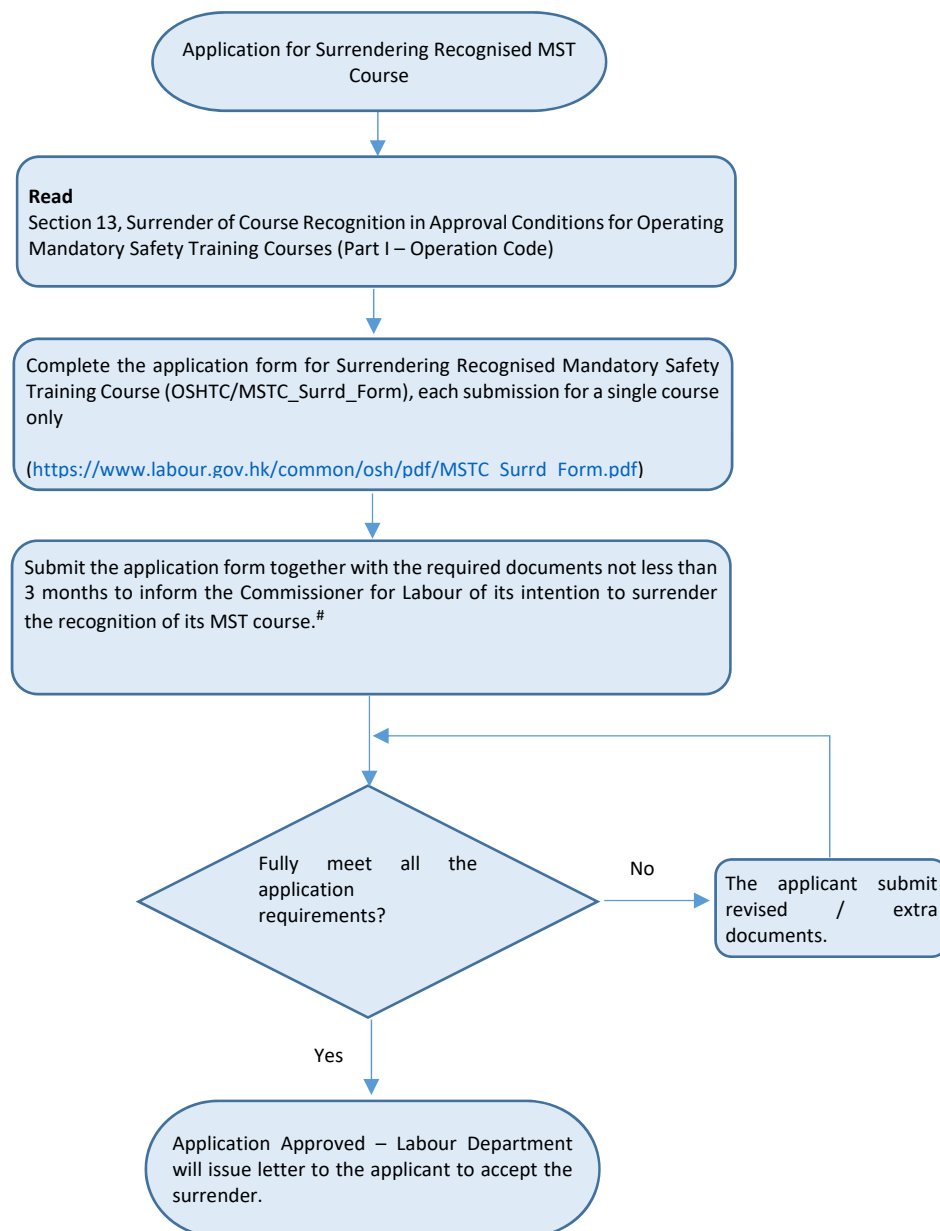
**Flowchart of Application for Modifying the Conditions of
Recognised Mandatory Safety Training Course
(Including Trainer(s) / Training Venue(s) / Training Equipment / Others)**



***Relevant modules of AC-II**

- (a) Approval Conditions - For Mandatory Basic Safety Training Courses (Construction Work)
- (b) Approval Conditions - For Mandatory Basic Safety Training Courses (Container Handling)
- (c) Approval Conditions - For Safety Training Courses for Certified Workers of Confined Spaces Operation
- (d) Approval Conditions - For Safety Training Courses for Competent Persons of Confined Spaces Operation
- (e) Approval Conditions - For Training Courses for Operators of Crane
- (f) Approval Conditions - For Training Courses for Operators of Loadshifting Machine
- (g) Approval Conditions - For Training Courses for Persons Working on Suspended Working Platforms
- (h) Approval Conditions - For Gas Welding Safety Training Courses

Flowchart of Application for Surrendering Recognised Mandatory Safety Training (MST) Course

**#Note**

While the application for surrender is being processed, the applicant should continue to re-issue replacement MST certificates for certificate holders who have lost their MST certificates.