

申請營辦認可強制性安全訓練課程
Application for Recognition of Mandatory Safety Training Course

(請在填寫申請表格前，仔細閱讀申請《申請認可強制性安全訓練課程的指引》及《營辦強制性安全訓練課程的批核條件》。每份申請表格祇限於一個課程認可的申請。)

(Please read through the “Guidance Notes on Application for Recognition of Mandatory Safety Training Courses” and the “Approval Conditions for Operating Mandatory Safety Training Courses” before completing this application form. Please only apply for recognition of **ONE** course in each application form.)

致：勞工處處長

To : The Commissioner for Labour

甲部：申請者的資料

Part A: Information on Applicant

申請者的名稱				(中文)
Name of Applicant				(English)
公司註冊地址				(中文)
				(English)
				(English)
Registered Address				(English)
電話 Telephone		傳真 Fax.		
電郵 Email address				

乙部：聯絡人的資料

Part B: Information on Contact Person

聯絡人的姓名				(中文)
				(English)
Name of Contact Person				(English)
職位 Post			(中文)	(English)
聯絡地址				(中文)
				(English)
				(English)
Correspondence Address				(English)
電話 Telephone		傳真 Fax		
電郵 Email address		電郵 Email address		

丙部：擬申辦的強制性安全訓練課程

Part C: Please indicate the mandatory safety training course applied

(請在其中一個方格加上「✓」號)(☑ Please tick only one box)

授課語言 Medium of language		
<input type="checkbox"/> 中文 Chinese	<input type="checkbox"/> 英文 English	
強制性安全訓練課程 Names of Mandatory Safety Training Courses		課程代號 Course Code
強制性基本安全訓練課程 Mandatory Basic Safety Training (MBST) Courses		
1.	<input type="checkbox"/> 強制性基本安全訓練課程 (建築工程) Mandatory basic safety training course (Construction work)	MBST/CONST/F
2.	<input type="checkbox"/> 強制性基本安全訓練重新甄審資格課程 (建築工程) Mandatory basic safety training revalidation course (Construction work)	MBST/CONST/REV
3.	<input type="checkbox"/> 強制性基本安全訓練課程 (貨櫃處理作業) Mandatory basic safety training course (Container handling)	MBST/CH/F
4.	<input type="checkbox"/> 強制性基本安全訓練重新甄審資格課程 (貨櫃處理作業) Mandatory basic safety training revalidation course (Container handling)	MBST/CH/REV
起重機操作員訓練課程 Training Courses for Crane Operators		
5.	<input type="checkbox"/> 某一特定種類起重機新手操作員訓練課程 Training course for new operators of a particular type of crane (請指明起重機的種類： Please specify the type of crane : _____)	CRANE/F
6.	<input type="checkbox"/> 某一特定種類起重機資深操作員訓練課程 Training course for experienced operators of a particular type of crane (請指明起重機的種類： Please specify the type of crane : _____)	CRANE/F/EXP
7.	<input type="checkbox"/> 某一特定種類起重機操作員訓練重新甄審資格課程 Revalidation training course for operators of a particular type of crane (請指明起重機的種類 Please specify the type of crane : _____)	CRANE/REV
吊船工作人員訓練課程 Training Courses for Persons Working on Suspended Working Platforms		
8.	<input type="checkbox"/> 吊船工作人員訓練課程 Training course for persons working on suspended working platforms	SWP/F

9.	<input type="checkbox"/>	吊船工作人員訓練重新甄審資格課程 Revalidation training course for persons working on suspended working platforms	SWP/REV
密閉空間安全訓練課程 Confined Spaces Safety Training Courses			
10.	<input type="checkbox"/>	密閉空間作業合資格人士安全訓練課程 Safety training course for competent persons of confined spaces operation	CS/CP/F
11.	<input type="checkbox"/>	密閉空間作業合資格人士安全訓練重新甄審資格課程 Safety training revalidation course for competent persons of confined spaces operation	CS/CP/REV
12.	<input type="checkbox"/>	密閉空間作業合資格人士銜接課程 Safety Training Course for Top-up to Competent Persons of confined spaces operation	CS/CW/TUP
13.	<input type="checkbox"/>	密閉空間作業核准工人安全訓練課程 Safety training course for certified workers of confined spaces operation	CS/CW/F
14.	<input type="checkbox"/>	密閉空間作業核准工人安全訓練重新甄審資格課程 Safety training revalidation course for certified workers of confined spaces operation	CS/CW/REV
負荷物移動機械操作員課程 Loadshifting Machinery Operator Courses			
15.	<input type="checkbox"/>	某一特定種類負荷物移動機新手操作員訓練課程 Training course for new operators of a particular type of loadshifting machine (請指明負荷物移動機的種類： Please specify the type of loadshifting machine : _____)	LSM/F
16.	<input type="checkbox"/>	某一特定種類負荷物移動機資深操作員訓練課程 Training course for experienced operators of a particular type of loadshifting machine (請指明負荷物移動機的種類： Please specify the type of loadshifting machine : _____)	LSM/F/EXP
17.	<input type="checkbox"/>	某一特定種類負荷物移動機操作員訓練重新甄審資格課程 Revalidation training course for operators of a particular type of loadshifting machine (請指明負荷物移動機的種類： Please specify the type of loadshifting machine : _____)	LSM/REV
氣體焊接安全訓練課程 Gas Welding Safety Training Courses			
18.	<input type="checkbox"/>	氣體焊接安全訓練課程 Gas welding safety training course	GW/F
19.	<input type="checkbox"/>	氣體焊接安全訓練重新甄審資格課程 Gas welding safety training revalidation course	GW/REV

丁部: 申請時須呈交的文件

Part D: Documents are required to be submitted with the application

(如果有呈交下列文件，請在有關的方塊內加上「✓」號)

(☑ Please tick the appropriate boxes if the documents are submitted)

Documents 文件	
1.	<input type="checkbox"/> 課程學員的入學標準 Admission criteria of the trainee for the course
2.	<input type="checkbox"/> 教案及課程材料，包括教學筆記/講義* Lesson plan and course materials including course notes/handouts*
3.	<input type="checkbox"/> 最少 3 份試卷及其標準答案及評分標準* At least 3 sets of examination papers and their model answers and marking scheme*
4.	<input type="checkbox"/> 課堂規則及其他課程安排，例如颱風及暴雨警告下的安排 Class rules and other course arrangements, e.g. arrangements in times of Typhoons and Rainstorms
5.	<input type="checkbox"/> 有關建議導師的資料，尤其是他們的學歷和工作經驗及證明文件等 Relevant particulars of proposed trainers, particularly their qualifications and working experience with supporting documents, etc.
6.	<input type="checkbox"/> 監考安排和為有閱讀困難學員考試的安排 Arrangements for interpretation for those illiterate trainees and examination invigilation during the post-course examination
7.	<input type="checkbox"/> 妥善保存訓練和出席記錄的安排 Arrangements for secure keeping of training and attendance records
8.	<input type="checkbox"/> 呈交課程時間表、訓練記錄及有關的訓練記錄樣本的安排 Arrangements for the submission of the course schedule and training records with a sample of relevant training records
9.	<input type="checkbox"/> 補發遺失證明書的安排 Arrangements for the replacement of lost certificates
10.	<input type="checkbox"/> 證明書格式和一張使用模擬資料的證明書樣本 The certificate format and a sample of certificate with dummy data
11.	<input type="checkbox"/> 學員投訴課程，導師和課程營辦機構等的步驟 Procedures for trainee to lodge complaint regarding the course, trainer and training course provider, etc.
12.	<input type="checkbox"/> 訓練場地的名單，包括詳細地址、有清楚顯示用途的樓層佈局圖、及場地佔用證明文件 List of proposed training venue(s) including the venue full address, the layout plan with clear indication of usages and evidences of occupancy
13.	<input type="checkbox"/> 訓練設施和訓練設備的名單、相關的測試及檢驗證明書 List of training facilities and training equipment, and their relevant test and examination certificates
14.	<input type="checkbox"/> 申請者的商業登記證和/或公司註冊證副本 A copy of Business Registration Certificate and / or Certificate of Incorporation of the applicant
15.	<input type="checkbox"/> 課程的每班學員人數上限為_____名 (請填寫) Maximum size of a class for the course is _____ persons (Please fill in)
16.	<input type="checkbox"/> 其他，請指明_____ Others, please specify _____

(*只適用於起重機操作員訓練及負荷物移動機操作員訓練的非劃一課程內容部份)

(*Only applicable to the non-Standardised Part of Course Content of Training for Operators of Crane and Training for Operators of Loadshifting Machine)

本人 特此聲明本申請表內及其附件所載資料均屬真實和正確。我明白在遞交申請後發生的更改必須盡快通知勞工處處長。

I hereby declare that the information provided in and attached to this application form is true and correct. I understand that I should notify the Commissioner for Labour any subsequent change as soon as possible.

(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.)

**勞工處職業安全及健康部
收集個人資料之目的**

(申請營辦認可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) 根據工廠及工業經營條例處理有關認可強制性安全訓練課程的申請表格、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記錄，供公眾免費查閱；
 - (d) 方便勞工處與你聯絡有關你的認可強制性安全訓練課程申請等事宜；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**

(Application for Recognition of 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 for recognition of mandatory safety training course under the Factories and Industrial Undertakings Ordinance and subsequent investigations and evaluation of recognition 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