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A Guide to the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations

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P1

A Guide to the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations

P2

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P3

CONTENTS Page

1. Introduction 5
2. Regulations 5
2.1 Application 5
2.2 Interpretation 5
2.3 Lifting Appliances..... 6
2.3.1 Construction 6
2.3.2 Testing, Thorough Examination and Inspection..... 6
2.3.3 Automatic Safe Load Indicator 6
2.3.4 Poles or Beams Supporting Pulley Blocks or Gin Wheels..... 7
2.3.5 Stability of Lifting Appliances 7
2.3.6 Anchoring and Ballasting of Cranes 7
2.3.7 Stability of Cranes 7
2.3.8 Use of Cranes in Bad Weather..... 7
2.3.9 Erection, Dismantling or Alteration of Cranes 8
2.3.10 Multiple Lifting Appliances 8
2.3.11 Load to be Safely Secured 8
2.3.12 Slewing Motion 8
2.3.13 Platforms for Crane Drivers and Signallers 8
2.3.14 Driver's Cabin..... 9

2.3.15 Marking of Safe Working Loads 9
2.3.16 Load Limit 9
2.3.17 Load Left Suspended 9
2.3.18 Scotch and Guy Derrick Cranes 9
2.3.19 Cranes with Derricking Jibs 10
2.3.20 Restriction on the Use of Cranes 10
2.3.21 Operators of Cranes and Lifting Appliances 10
2.3.22 Operation of Lifting Appliances 10
2.3.23 Steam not to Obscure Workplace 10
2.3.24 Brakes, Controls, Safety Devices, etc 10
2.3.25 Drums and Pulleys 11
2.4 Chains, Ropes and Lifting Gear 11
2.4.1 Construction and Safe Working Load 11
2.4.2 Multiple Slings 12
2.5 Miscellaneous 12
2.5.1 Carrying of Persons by means of Lifting Appliances 12
2.5.2 Keeping and Displaying of Certificates and Reports 12
2.6 Offences and Penalties 12
2.6.1 Offences and Penalties Relating to Owners 12
2.6.2 Offences by Persons Employed 13

P4

CONTENTS (Con't) Pages

2.6.3 Offences by Competent Examiners 13
2.6.4 Offences by Competent Persons..... 13
3. Useful Information 14
3.1 Enquiries..... 14
3.2 Complaints 14

APPENDICES

Appendix

I. Frequency of Test, Examination and Inspection 15
II. First Schedule 16
III. Form 1 17
IV. Form 2 18
V. Form 3 19
VI. Form 4 22
VII. Form 5 24
VIII. Form 6 25
IX. Form 7 27
X. How to Apply for Crane Operator Certification Scheme 28

P5

1. Introduction

This guide outlines the main provisions of the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations.

These Regulations lay down legal requirements for the testing, examination and inspection of lifting appliances and lifting gear (except a hoist) used for raising or lowering or as a means of suspension in any industrial undertaking.

This guide sets out briefly the provisions of the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations and explains the law in simple language. It is so designed that besides serving as a handy reference, it also serves as a checklist of matters requiring attention.

This guide should be read in conjunction with the guide to the Factories and Industrial Undertakings Ordinance (Sections 6A & 6B) which imposes general duties on proprietors and persons employed with regard to the health and safety at work in industrial undertaking.

While every care has been exercised to include important details in this guide, the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations remain to be the sole authority for the provisions of the law explained.

2. Regulations Related Regulations

2.1 Application

The regulations apply to lifting appliances and lifting gear used for raising or lowering or as a means of suspension in any industrial undertaking. 2

2.2 Interpretation

Except where the context otherwise requires the terms in the regulations are defined as follows:-

"automatic safe load indicator" means a device intended to be fitted to a crane that automatically gives an audible and visible warning to the operator thereof that the crane is approaching its safe working load and that automatically gives a further audible and visible warning when the crane has exceeded its safe working load; 3(1)

"competent examiner", in relation to the carrying out of any test and examination required by these regulations, means a person who is: 3(1)

(a) appointed by the owner required by these regulations to ensure that the test and examination is carried out;

(b) a registered professional engineer registered under the Engineers Registration Ordinance (Cap. 409) within a relevant discipline specified by the Commissioner; and

(c) by reason of his qualifications, training and experience, competent to carry out the test and examination;

"competent person", in relation to any duty required to be performed by him under these regulations, means a person who is: 3(1)

(a) appointed by the owner required by these regulations to ensure that the duty is carried out by a competent person; and

(b) by reason of training and practical experience, competent to perform the duty; "construction site" means a place where construction work is undertaken and includes any area in the immediate vicinity which is used for the storage of materials or plant used or intended to be used for the purpose of the construction work; 3(1)

"crane" means any appliance equipped with mechanical means of raising and lowering a load and for transporting the load while suspended; and also all chains, ropes, swivels, or other tackle (down to and including the hook), used in the operation of a crane; but does not include: 3(1)

(a) a hoist block running on a fixing rail or wire;

(b) a stacker or conveyer whereby a load is moved by means of a belt or platform; or
(c) an earth or mineral moving or excavating appliance not fitted with a grab;

P6
Related Regulations
"lifting appliance" means a crab, winch, teagle, pulley block or gin wheel used for raising or lowering, and a crane, sheerlegs, excavator, pile driver, pile extractor, dragline, aerial ropeway, aerial cableway transporter or overhead runway, and also any part of any such appliance; 3(1)
"lifting gear" means a chain sling, rope sling, ring or similar gear, and a link, hook, plate clamp, shackle, swivel or eyebolt; 3(1)
"maintained" means maintained in an efficient state, in efficient working order and good repair; 3(1)
"owner", in relation to any lifting appliance or lifting gear, includes the lessee or hirer thereof, and any overseer, foreman, agent or person in charge or having the control or management of the lifting appliance or lifting gear, and the contractor who has control over the way any construction work which involves the use of the lifting appliance or lifting gear is carried out and, in the case of a lifting appliance or lifting gear situated on or used in connection with work on a construction site, also includes the contractor responsible for the construction site; 3(1)
"raising or lowering as a means of suspension" means raising or lowering or as a means of suspension of a load on a lifting appliance or lifting gear; 3(1)
"repair" includes renewal, alteration or addition; 3(1)
"safe working load", in relation to a lifting appliance or to lifting gear, means either: 3(1)
(a) the appropriate safe working load for operating the lifting appliance or lifting gear as specified in the current certificate of test and thorough examination delivered in the approved form by a competent examiner in respect of that lifting appliance or lifting gear for the purposes of these regulations; or
(b) where no such certificate is required, the relevant safe working load shown in the table referred to in regulation 18(1)(b);
"thorough examination" means a visual examination, carried out as carefully as the conditions permit in order to arrive at a reliable conclusion as to the safety of the parts examined, and if necessary for the purpose the visual examination shall be supplemented if necessary by other means such as a hammer test and, parts of the lifting appliance or lifting gear shall be dismantled. 3(1)
Contractor for the purposes of these regulations, a contractor is responsible for a construction site if he is undertaking construction work there, or, where there is more than one contractor undertaking construction work at the site, if he is the principal contractor undertaking construction work there. 3(2)
2.3. Lifting Appliances
2.3.1 Construction 4
All lifting appliances shall be of good mechanical construction, made of strong and sound materials, free from patent defect and properly maintained.
Adequate arrangements shall be made for fixing and anchoring the appliance to secure its safety.
A lifting appliance shall be adequately and securely supported and every structure supporting it is of good construction and adequate strength, of sound materials and free from patent defect.
2.3.2 Testing, Thorough Examination and Inspection, including keeping of records on such testing, examination and inspection.

See table on Page 15. 5-7A & 7E

2.3.3 Automatic Safe Load Indicator 7B

A crane shall be fitted with an automatic safe load indicator that:

(a) functions properly;

P7

Related Regulations

(b) has been tested by a competent examiner on each occasion that a test and thorough examination of the crane is so required and a certificate in the approved form is received from the competent examiner who has made a statement to the effect that the automatic safe load indicator is in good working order; and

(c) has been inspected by a competent person and determined to be in safe working order during each inspection of the crane so required and a certificate in the approved form is received from the competent person who has made a statement to the effect that the automatic safe load indicator is in good working order.

2.3.4 Poles or Beams Supporting Pulley Blocks or Gin Wheels 7C

A pulley block or gin wheel which is suspended from or supported by a pole or beam shall be effectively secured to the pole or beam.

The pole or beam suspending or supporting the pulley block or gin wheel shall be:

(a) of adequate strength for the purpose for which it is intended to be used; and

(b) adequately and properly secured so as to support the block or wheel and the load with safety and to prevent undue movement of the pole or beam.

2.3.5 Stability of Lifting Appliances 7D(1)

Before a lifting appliance is used at or moved in an industrial undertaking, appropriate precautions shall be taken to ensure its stability.

For the purpose of securing the stability of the crane before taken into use: 7D(2)

(a) the crane shall be securely anchored, or adequately weighted by suitable ballast which is properly placed on the structure of the crane and secured in a manner sufficient to prevent the ballast from being accidentally displaced; and

(b) no part of any rail on which the crane is mounted, or any sleeper supporting such rail, shall be used as an anchorage.

2.3.6 Anchoring and Ballasting of Cranes

If the competent examiner making the test after the erection of the crane, or after the removal of a crane to a new location, or any adjustment to any component member of a crane (being a removal or adjustment which involves changes in the arrangements for anchoring or ballasting the crane) considers that the maximum load which may safely be lifted by that crane as erected is less than the safe working load of the crane he shall specify the new maximum load in his certificate and in which case, the new maximum load shall be the modified safe working load. 7E(4)

Where a maximum load has been specified, a loading diagram shall be affixed in a position where it can readily be seen by the crane driver. The loading diagram shall be:- 7E(5)

(a) appropriate to the stability of the crane as at the time of the test (taking into account, in the case of a crane mounted on wheels, the conditions of the track); and

(b) indicating the modified safe working load.

The modified safe working load shall be deemed to be the safe working load of the crane as erected. 7E(6)

2.3.7 Stability of Cranes Secured by Removable Weights 7F

Where the stability of a crane is secured by means of removable weights, a diagram or notice indicating the position and amount of the weights shall be affixed to the crane in a place where it can easily be seen before it is used.

2.3.8 Use of Cranes in Bad Weather

No crane shall be used under weather conditions likely to endanger its stability. 7G(1)

Before a crane is taken in use after exposure to weather conditions likely to have affected the stability of the crane: 7G(2)

P8

Related Regulations

(a) the devices used for the anchoring or ballasting of the crane shall be examined and the crane shall be tested by a competent examiner as soon as practicable after such exposure and a certificate in the approved form shall be obtained from the competent examiner who has made a statement to the effect that it is in safe working order;

(b) in the event of the anchorage or ballast being found on such test to be unsafe, steps that will again ensure the crane's stability shall be taken as soon as practicable.

2.3.9 Erection, Dismantling or Alteration of Cranes to be under Supervision of a Competent Person 7H

A crane shall not be erected or dismantled; or the structure thereof, as originally designed, shall not be altered except under the supervision of a competent person.

2.3.10 Multiple Lifting Appliances 7I

Where more than one lifting appliance is used to raise or lower one load:

(a) each lifting appliance shall be so arranged and fixed that it is at no time loaded beyond its safe working load or rendered unstable in the raising or lowering of the load; and

(b) a competent person shall be specially appointed to supervise the operation.

2.3.11 Load to be Safely Secured

Before a lifting appliance is used, every part of any load to be raised or lowered shall be: 7J(1)

(a) securely suspended or supported; and

(b) adequately secured so as to prevent danger arising to persons or property as a result of the slipping or displacement of any part of the load.

Where, by reason of the nature or position of the operation, a load while being moved on a lifting appliance or on lifting gear is liable to come into contact with any object so that the object may become displaced, all reasonable steps shall be taken to ensure that no person lawfully on or near the industrial undertaking upon which the lifting appliance or lifting gear is being used is endangered by the displacement of the object. 7J(2)

Where a receptacle is used in connection with any lifting appliance or lifting gear for raising or lowering stones, bricks, tiles, slates, or other objects, the receptacle shall be enclosed or to be so constructed or designed to prevent the accidental fall of any of such objects. This provision does not apply to a grab, shovel or similar excavating receptacle if effective steps have been taken to prevent persons being endangered by a fall of objects therefrom. 7J(3) & 7J(4)

2.3.12 Precautions for Lifting Appliances with Travelling or Slewing Motion

An unobstructed passageway of 600 mm wide or more shall be maintained between the slewing or other moving parts of lifting appliances and the guard rails, fences or other fixtures. 8(1)
If the passageway cannot be maintained at any particular place, access to place shall be prevented when the appliance is in use. 8(2)
2.3.13 Platforms for Crane Drivers and Signallers
Every platform for the person driving or operating a crane, or for any signaller, shall be: 9(1)
(a) of sufficient area for the persons employed on it;
(b) closely planked or plated; and
(c) provided with safe means of access.
If any such platform has a side from which persons may fall a distance of more than 2 m, the following shall be provided: 9(2)
(a) a suitable guard rail of adequate strength to a height of at least 900mm above the platform and above any raised standing place on the platform;

(b) toe boards at a height of not less than 200 mm above the level of the platform and any raised standing place on it. The boards shall be so placed as to prevent as far as possible the fall of persons, materials and tools from the platform; and
(c) the space between any toe board on the platform and the lowest guard rail above it shall not exceed 700 mm.
Such guard rail or toe board may be removed or remain unerected only when it is necessary for persons or materials to go to or leave the platform. 9(3)
2.3.14 Driver's Cabin
The owner of a power-driven lifting appliance shall provide a suitable cabin which: 10(1)
(a) gives the driver or operator adequate protection from the weather; and
(b) is so constructed as to -
(i) give him a clear and unrestricted view that will enable him to use the appliance safely; and
(ii) give ready access to those parts of the appliance that are within the cabin.
These requirements shall not apply: 10(2)
(a) where the driver or operator is indoors or otherwise adequately protected from the weather;
(b) to a lifting appliance mounted on wheels and having a maximum safe working load of 1 tonne or less;
(c) to any machine incorporating a lifting appliance where the primary purpose of that machine is not that of a lifting appliance; or
(d) to a lifting appliance intended for occasional use or for use for only short periods.
2.3.15 Marking of Safe Working Loads
A crane or lifting appliance shall be clearly and legibly marked with means of identification and the safe working load, in English and Chinese. 11(1)
A crane (including a crane with a derricking jib) with variable operating radii shall be clearly and legibly marked with safe working load at various radii of the jib, trolley or crab. In the case of a crane with a derricking jib, the maximum permissible radius at which the jib may be worked should be clearly and legibly marked on it. 11(2)
Such crane shall have an accurate indicator visible to the driver, showing radius of jib, trolley or crab at any time and safe working load for that radius.

2.3.16 Load Limit 12

Safe working load of lifting appliances shall not be exceeded, except when tests of such appliances are being done by competent examiners.

2.3.17 Load Left Suspended 12A

Load shall not be left suspended from a lifting appliance unless a competent person is in charge of it during the period of suspension.

2.3.18 Scotch and Guy Derrick Cranes

The jib of a Scotch derrick crane shall not be erected between the backstays, and the crane shall not be used to move any load lying in the angle between the backstays. 13(1)

Precautions shall be taken against the foot of the king post of a Scotch derrick crane being lifted from the socket or support whilst in use.

If the guys of a guy derrick crane cannot be fixed at approximately equal angles to the mast so that the angles between adjacent pairs of guys are approximately equal, measure to ensure the stability of the crane shall be taken. 13(2)

P10

Related Regulations

2.3.19 Cranes with Derricking Jibs 14

The cranes shall be provided with properly maintained and effective locking arrangement between the derricking clutch and the pawl sustaining the derricking drums unless the hoisting and derricking drums are independently driven or the derricking drum driving mechanism is self-locking.

2.3.20 Restriction on the Use of Cranes

The hoisting mechanism of a crane shall not be used except for raising or lowering loads vertically, unless it can be used otherwise without imposing undue stress or endangering the stability and unless a competent person supervises the operation. 15(1)

Any crane that has a derricking jib shall not be used with the jib extended at a greater radius than that specified in the certificate of test and thorough examination relating to that crane. 15(2)

2.3.21 Operators of Cranes and Lifting Appliances

A crane shall only be operated by a person who: 15A(1)

(a) has attained the age of 18 years;

(b) holds a valid certificate issued by the Construction Industry Council (formerly known as Construction Industry Training Authority) or by any other person specified by the Commissioner; and

(c) is competent to operate the crane by virtue of his experience.

A power-driven lifting appliance, other than a crane, shall only be operated by a person who:

15A(2)

(a) has attained the age of 18 years; and

(b) in the opinion of the owner, is trained and competent to operate the appliance.

These requirements shall not apply where a trainee is operating a lifting appliance under the supervision of a person who meets the requirements of regulation 15A(1) or 15A(2) as the case may be.

15A(3)

2.3.22 Operation of Lifting Appliances

If the operator of a lifting appliance does not have a clear and unrestricted view which is necessary for the safe working of the appliance, one or more persons shall be appointed and stationed to give

effective signals to the operator of the lifting appliance to ensure its safe working.
15B(1)
Any person appointed to give signal shall not be under the age of 18 years unless he is a trainee and acts under the supervision of a competent person. 15B(2)
If it is impracticable to comply with regulation 15B(1), effective signalling arrangements or means of communication shall be provided between the operator of the lifting appliance and the person employed in the loading or unloading of the appliance to ensure its safe working. 15B(3)
2.3.23 Steam not to Obscure Workplace 15(C)
The steam from or to any crane or winch shall not obscure any workplace at which a workman is employed.
2.3.24 Brakes, Controls, Safety Devices, etc.
Every crane, crab and which shall be provided with an efficient brake or brakes or other similar safety devices to prevent a suspended load from falling uncontrollably or dangerously. 16(1)
Every lever, handle, switch, or other device used for controlling the operation of any part of the lifting appliance shall, where practicable, be provided with a suitable spring or other locking arrangement to prevent the accidental movement or displacement of the level etc. Such lever, handle, switch or other device shall bear clear markings to indicate its purpose and the mode of operation. 16(2)

P11
Related Regulations
The rotating handles of a manually operated winch or non-derricking jib crane do not require markings to indicate their purpose and operation mode. 16(3)
Effective measures are required to be taken to prevent an overhead travelling crane from coming within 6 m of a place where any person working on or near the wheel track is liable to be struck by the overhead travelling crane. 16(4)
Where any person is employed or working above floor level and is liable to be struck by an overhead travelling crane or its suspended load, effective precautions are to be taken to ensure that such person is warned of the approach of the crane. This does not apply when the person's work is connected with or dependent on the movements of the crane. 16(5)
2.3.25 Drums and Pulleys
Every drum or pulley on which a rope of any lifting appliance is carried shall be of sufficient diameter and construction for the rope used. 17(1)
Every rope which terminates at the winding drum of a lifting appliance shall be properly secured to the drum. 17(2)
At least two turns of the rope shall remain on the drum at every operating position of the lifting appliance.
2.4 Chains, Ropes and Lifting Gear
2.4.1 Construction and Safe Working Load 18
Chains, ropes and lifting gear shall be of good construction, sound material, adequate strength, and shall be free from patent defect. They shall be marked with safe working load and means of identification.
A table in English and Chinese showing the safe working loads of each kind and size of chain, rope or lifting gear in use, and, in the case of a multiple sling, the safe working load at different angles of the legs, shall be posted in a prominent position within the industrial undertaking. Only chain, rope or lifting gear shown in the table shall be used.

No chain, rope or lifting gear shall be used for any load exceeding its safe working load shown in the table. No chain, rope or lifting gear (except a fibre rope or fibre-rope sling) shall be used unless it has been tested and thoroughly examined by a competent examiner in the manner prescribed in the First Schedule (Please see Appendix II) and a certificate in the approved form in which the competent examiner has made a statement to the effect that it is in safe working order has been obtained.
Each chain, rope and lifting gear in use shall be thoroughly examined by a competent examiner in the preceding 6 months before it is used and a certificate in the approved form in which the competent examiner has made a statement to the effect that it is in safe working order has been obtained.
Each chain, rope and lifting gear shall be inspected before use on each occasion by a competent person. Every chain shall not be shortened by tying knots in it nor shall it be damaged by sharp edges.
The chain, rope or lifting gear in use shall be clearly and legibly marked on it its safe working load together with an appropriate mark to distinguish it from other similar lifting gear.
The chain, rope or lifting gear shall not be loaded beyond its safe working load except for the purpose of testing or examination by a competent examiner.
A wire rope shall not be used for raising or lowering or as a means of suspension if in any length of 10 diameters, the total number of visible broken wires exceeds 5% of the total number of wires in the rope.

P12
Related Regulations
2.4.2Multiple Slings
The upper ends of the sling legs of a double or multiple sling used in raising or loweringor as a means of suspension shall be connected by means of a shackle, ring or link ofadequate strength.
18A(a)
A double or multiple sling shall not be used in raising or lowering or as a means ofsuspension if the safe working load of any sling leg is exceeded as a result of the anglebetween the sling legs.
18A(b)
2.5Miscellaneous
2.5.1 Carrying of Persons by means of Lifting Appliances 18B
A person may be raised, lowered or carried by a power-driven lifting appliance:
(a)on the driver's platform in the case of a crane;
(b)on a suspended scaffold of such design and construction as ensures the safety ofany person carried by it;
(c)without the use of a builder's lift or tower working platform to which the Builders'Lifts and Tower Working Platforms (Safety) Ordinance (Cap. 470) applies or asuspended scaffold where its use is impracticable, provided that:
(i)the appliance can be operated from one position only;
(ii)the appliance is so constructed that the brake is applied when the control lever,handle or switch is not held in the operating position;
(iii)where the person is carried in a chair, cage, skip or other receptacle at least900 mm deep, the receptacle is of good construction, sound material andadequate strength, and is provided with suitable means to prevent any occupantfrom falling out and does not contain material or tools liable to interfere withhis hand hold or otherwise endanger him, or where the person is carried in aboatswain's chair or other similar plant or equipment less than 900 mm deep, asuitable safety belt attached to an independent lifeline is provided to andworn by the occupant and the lifeline is securely suspended;

(iv)suitable measures are taken to prevent such chair, cage, skip or other receptaclefrom spinning or tipping in a manner dangerous to any occupant; and

(v)if a hook is fitted to the lifting appliance, it is so designed and maintained asto prevent the accidental displacement of such chair, cage, skip or receptaclefrom the hook;

(d) from an aerial ropeway or cableway or an overhead runway, provided that theprovisions of subparagraph (c)(ii), (iii), (iv) and (v) above are complied with.

2.5.2Keeping and Displaying of Certificates and Reports 18C

The certificates and reports issued in respect of any test, examination or inspection oflifting appliances, chains, ropes or lifting gear (whether the equipment is still in use ornot) shall be kept in a safe place and shall not be disposed of until 2 years after the dateof issue thereof or the date on which the lifting appliance, chain, rope or lifting gear isdisposed of. The certificates or reports shall be made available for inspection at allreasonable time by an occupational safety officer who requests to see them. A copy oran extract from any certificate or report shall be delivered to an occupational safetyofficer upon his request in writing within such period (being not less than 7 days) as maybe specified in the request.

A copy of the relevant and the most recent certificate or report shall be displayed inthe driving cabin or other prominent place on the equipment to which it relates or in aprominent place nearby.

2.6Offences and Penalties

2.6.1Offences and Penalties Relating to Owners 19

P13

Related Regulations

The owner, if convicted of an offence under --

(a) regulation 4, 5, 6A(2), 7A, 7B, 7D, 7E, 7F, 7H, 7I, 7J(1), (2) or (3), 9(1) or (2), 12,12A, 13, 15, 15B(1) or (3), 18(1) or 18A shall be liable to a fine of $200,000;

(aa) regulation 7G(1) or 18B shall be liable to a fine of $200,000 and to imprisonmentfor 12 months where the offence is committed without reasonable excuse and inany other case to a fine of $200,000;

(ab) regulation 7G(2) shall be liable to a fine of $200,000 and to imprisonment for 12months;

(b) regulation 7C, 8, 10, 11, 14(1), 15A(1) or (2), 15B(2), 15C, 16(1), (2), (4) or (5),17 or 18C(1), (2), (4) or (5) shall be liable to a fine of $50,000.

2.6.2Offences by Persons Employed 20

Any workman employed or working on or near any lifting appliance or lifting gear towhich these regulations apply, who wilfully and without reasonable cause does anythinglikely to endanger himself or others shall be guilty of an offence and shall be liable onconviction to a fine of $50,000.

2.6.3Offences by Competent Examiners

Any competent examiner who having carried out any test, inspection or examinationrequired by these regulations -- 21(1)

(a) fails or refuses to deliver forthwith, or within a reasonable time thereafter, to anowner a report referred to in regulation 6A(1)(b);

(b) fails or refuses to deliver forthwith, or within a reasonable time thereafter, to anowner a certificate referred to in regulation 5(1), (2), (3), (4) or (5), 7B(1)(b), 7E(3),7G(2) or 18(1)(d) or (e); or(c) fails to comply with regulation 6A(1)(b) or 7E(4),

shall be guilty of an offence and shall be liable on conviction to a fine of $50,000.

Any such competent examiner who delivers to an owner a certificate or makes a reportwhich is to his knowledge false as to a material particular shall be guilty of an offenceand shall be liable on conviction to a fine of $200,000 and to imprisonment for 12 months. 21(2)

2.6.4Offences by Competent Persons 22

Any competent person who having carried out any test, inspection or examinationrequired by these regulations:--

(a) fails or refuses to deliver forthwith or within a reasonable time thereafter, to anowner a certificate referred to in regulation 7A or 7B(1)(c) shall be guilty of anoffence and shall be liable on conviction to a fine of $50,000.

(b) delivers to an owner a certificate which is to his knowledge false to a materialparticular shall be guilty of an offence and shall be liable on conviction to a fine of$200,000 and to imprisonment for 12 months.

P14

3. Useful Information

3.1 Enquiries

If you wish to enquire about this guidebook or require advice on occupational safety and health, you can contact the Occupational Safety and Health Branch through:

Telephone : 2559 2297 (auto-recording after office hours)

Fax : 2915 1410

E-mail : enquiry@labour.gov.hk

Information on the services offered by the Labour Department and on major labour legislation can also be found by visiting our Home Page on the Internet. Address of our Home Page is http://www.labour.gov.hk.

3.2 Complaints

If you have any complaints about unsafe workplaces and practices, please call the Labour Department's occupational safety and health complaint hotline on 2542 2172. All complaints will be treated in the strictest confidence.

P15

Appendix I

FREQUENCY OF TEST, EXAMINATION AND INSPECTION

Item

LIFTING APPLIANCE

(other than a crane, crab or winch)

CRANE, CRAB OR WINCH

LIFTING APPLIANCE

LIFTING APPLIANCE

LIFTING APPLIANCE

CRANE

CHAINS, ROPES AND LIFTING GEAR (except a fibre rope or fibre-rope sling)

Legal ref.

R. 3

R. 5(2)

R. 6A
R. 3
R. 5(3)
R. 6A
R. 3
R. 5(4)
R. 5(5)
R. 6A
R. 3
R. 5(1)
R. 6A
R. 3
R. 7A
R. 3
R. 7E
R. 3
R. 18
Testing and Examination
before use
during the preceding 4 years before use
before use after undergone substantial repair, re-erection, failure, overturning or collapse
-
-
-
before use
Testing
-
-
-
-
-
after erection, removal to a new location, adjustment of any component member (being a removal or adjustment which involves changes in the arrangements for anchoring or ballasting)
-
Examination
-
-
-
at least once in the preceding 12 months
-
before erection (for all of the devices used for the anchoring or ballasting)
in the preceding 6 months before use
Inspection
-

-
-
-
within the preceding 7 days
-
-
Report form
Form 4
Form 3
Form 3
Form 4
Form 5
Form 1
Form 2
Form 6
Form 7
Note: All tests and examinations are to be carried out in accordance with the provisions of this Regulations.
Results of the tests, examinations and inspections are to be entered on the approved forms in which the competent examiner or person has made a statement to the effect that the lifting appliance or gear is in safe working order.

P16
Appendix II
[regs. 5(1) & 18(1)(d)]
FIRST SCHEDULE PROCEDURE FOR TESTING AND EXAMINING LIFTING APPLIANCES AND LIFTING GEAR
1. (1) Every winch, together with its accessories, (including any derrick, gooseneck, eye-plate, eyebolt, or other attachments) shall be tested with a proof load which shall exceed the safe working load as follows-
(a) if the safe working load is less than 20 tonnes, the proof load shall exceed the safe working load by at least 25 per cent;
(b) if the safe working load is 20 tonnes but not more than 50 tonnes, the proof load shall exceed the safe working load by at least 5 tonnes;
(c) if the safe working load is more than 50 tonnes, the proof load shall exceed the safe working load by at least 10 per cent.
(2) The proof load shall be applied either-
(a) by hoisting movable weights; or
(b) by means of a spring or hydraulic balance or a similar appliance, with a derrick at an angle to the horizontal which shall be specified in the certificate of the test.
(3) In the case of a proof load applied under sub-paragraph (2)(a), after the movable weights have been hoisted, or in the case of a proof load applied under sub-paragraph (2)(b), after the proof load has been applied, the derrick shall be swung as far as practicable first in one direction and then in the other.

2. (1) Every crane and every lifting appliance, together with its accessories, other than a lifting appliance referred to in sub-paragraph (1), shall be tested with a proof load which shall exceed the safe working loads as follows-

(a) if the safe working load is less than 20 tonnes, the proof load shall exceed the safe working load by at least 25 per cent;

(b) if the safe working load is 20 tonnes but not more than 50 tonnes, the proof load shall exceed the safe working load by at least 5 tonnes;

(c) if the safe working load is more than 50 tonnes, the proof load shall exceed the safe working load by at least 10 per cent.

(2) The proof load shall be hoisted and then swung as far as is practicable first in one direction and then in the other.

(3) Where a crane with a jib which has a variable vertical operating radius is to be tested, the test shall be carried out by applying a proof load in accordance with sub-paragraph (1) at both the maximum radius and the minimum radius of the jib.

(4) Where in testing a hydraulic crane it is, because of the limitation of pressure, impossible to hoist a load which exceeds the safe working load by 25 per cent, it is sufficient compliance with this paragraph if the crane has the greatest possible load applied to it.

3. Every item of lifting gear (whether an accessory to any lifting appliance or not) shall be tested with a proof load in accordance with the following provisions-

(a) if the item is a chain sling, rope sling, ring, hook, shackle, or swivel, the proof load shall be at least twice the safe working load;

(b) if the item is a single sheave pulley block, the proof load shall be at least 4 times the safe working load;

(ba) if the item is a multiple sheave pulley block with a safe working load of up to and including 20 tonnes, the proof load shall be at least twice the safe working load;

(c) if the item is a multiple sheave pulley block with a safe working load of more than 20 tonnes but not more than 40 tonnes, the proof load shall exceed the safe working load by at least 20 tonnes;

(d) if the item is a multiple sheave block with a safe working load of more than 40 tonnes, the proof load shall be at least 121 times the safe working load.

4. After being tested in accordance with paragraph 1, 2 or 3, each lifting appliance (including its accessories) and all loose gear shall be examined so as to ensure that no part of the lifting appliance or lifting gear has been damaged during the test. For the purpose of carrying out the examination of a pulley block the examiner shall remove the sheaves and pins of the block.

5. Where any wire rope is tested, a sample of the rope shall be tested to destruction, and the safe working load shall not exceed 20 per cent of the breaking load of the sample tested.

P17

Appendix III

[reg 7A]

[規例第 7A 條]

FORM 1

表 格 一

Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations

REPORTS OF RESULTS OF WEEKLY INSPECTIONS OF

LIFTING APPLIANCES
Form approved by the Commissioner for Labour for the purposes of regulation 7A of the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations
工廠及工業經營(起重機械及起重裝置)規例
起重機械的每週一次檢查結果報告
本表格乃由勞工處處長就工廠及工業經營(起重機械及起重裝置)規例第 7A 條的需要而認可
Name of owner
擁有人姓名_____
Address of installation
安裝地址_____
Description of lifting appliance and means of identification
起重機械說明及識別標誌(1)
Date of inspection
檢查日期(2)
Result of inspection (including all working gear and anchoring or fixing plant or gear, and where required the automatic safe load indicator and derricking interlock) State whether in safe working order
檢查結果 (包括所有操作裝置及錨定或固定設置或裝置，在需要時並包括安全負荷自動顯示器及人字吊臂聯鎖)。註明是否處於安全操作狀態。(3)
Signature and designation of person who made the inspection
檢查者簽署及職階(4)

Any competent examiner or competent person who delivers to an owner a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of $200,000 and to imprisonment for 12 months.
任何合資格檢驗員或合資格的人，如向擁有人交付他明知有任何要項屬虛假的證明書或作出他明知有任何要項屬虛假的報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。
LALG-F1

P18
Appendix IV
[regs 7E(2) & (3)]
[規例第 7E(2)及(3)條]
FORM 2
表 格 二
Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations
CERTIFICATE OF TEST AND THOROUGH EXAMINATION OF
ANCHORING OR BALLASTING OF CRANES
Form approved by the Commissioner for Labour for the purposes of regulation 7E (2) & (3) of the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations
工廠及工業經營(起重機械及起重裝置)規例
起重機的錨定及壓重的測試及徹底檢驗結果證明書
本表格乃由勞工處處長就工廠及工業經營(起重機械及起重裝置)規例第 7E(2)及(3)條的需要而認可
Name of owner
擁有人姓名_____

Address of installation
安裝地址_____
Description of crane and means of identification
起重機說明及識別標誌(1)
Test applied
測試方法(2)
Load imposed (tonnes)
負荷（以公噸為單位）
Radius of jib (metres)
吊臂半徑（以米為單位）
Anchorage tested
錨定測試
Safe working loads as ballasted
經壓重調校的安全操作負荷(3)
Load (tonnes)
負荷（以公噸為單位）
Result of test
Enter details of repairs required or defects
If none enter “In safe working order”
測試結果
註明所需進行的修理或毛病的詳情。
如無不妥，則註明「處於安全操作狀態」。(4)
I hereby certify that the anchoring and ballasting of the crane described in this certificate was tested and thoroughly examined by me on ..... and that the above particulars are correct.
茲證明本人曾於 ..... 年 ..... 月 ..... 日 測試及徹底檢驗本證明書所指的起重機錨定及壓重，且上述各項均屬確實無訛。
Signature of Registered Professional Engineer .....
註冊專業工程師簽署
Date of certificate .....
簽發日期
Qualification .....
註冊資格
Discipline .....
註冊界別
Any competent examiner or competent person who delivers to an owner a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of $200,000 and to imprisonment for 12 months.
任何合資格檢驗員或合資格的人，如向擁有人交付他明知有任何要項屬虛假的證明書或作出他明知有任何要項屬虛假的報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。
LALG-F2

Appendix V
[regs 5(3) & (5)]

[規例第 5(3)及(5)條]

FORM 3

表 格 三

Certificate No.....

證明書編號

CERTIFICATE OF TEST AND THOROUGH EXAMINATION OF CRANE,
CRABS AND WINCHES

Form approved by the Commissioner for Labour for the
purposes of regulation 5(3) & (5) of the Factories and
Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations

工廠及工業經營(起重機械及起重裝置)規例

起重機、起重滑車及絞車的測試發徹底檢驗結果證明書

本表格乃由勞工處處長就工廠及工業經營(起重機械及起重裝置)規例第 5(3)及(5)條的需要而認可

1. Name of owner and address of installation of the appliance
擁有人姓名及機械的安裝地址

2. Name and address of maker of the appliance
機械製造廠名稱及地址

3. Type of appliance and nature of power (e.g. Scotch derrick-manual; tower derrick-electric; rail mounted tower-electric)
機械類別及所使用的動力（例如：蘇格蘭式人字起重機 - 人力；塔式人字起重機 - 電力；架設軌道的塔式起重機 - 電力）

4. Date of manufacture of the appliance
該機械製造日期

5. Identification number
識別編號

(a) Maker's serial number
製造廠編號

(b) Owner's distinguishing mark or number (if any)
擁有人的識別標誌編號（如有此標誌或編號者）

P20

Load imposed (tonnes)

負荷（以公噸為單位）

6.

Safe working load or loads.

In the case of a crane with a variable operating radius (including a crane with a derricking jib or with interchangeable jibs of different lengths) the safe working load at various radii of the jib, jibs, trolley or crab must be given; test loads at various radii should be given in column (3) and in the case of a safe working load which has been calculated without the application of a test load, “NIL” should be entered in that column.

安全操作負荷

如該起重機係有伸縮性的操作半徑者（包括裝有人字吊臂或有不同長度的吊臂可供調換的起重機），則須列明吊臂、絞輪或起重滑車在使用各種半徑操作時的安全負荷。測試各種半徑時所用的負荷應填於第(3)欄內，如安全操作負荷並非經過負荷測試而屬計算者，則應在該欄內填「無」字。

(1) Length of jib (metres)
吊臂長度（以米為單位）
(2) Radius (metres)
半徑（以米為單位）
(3) Test load (tonnes)
測試時所用負荷（以公噸為單位）
(4) Safe working load (tonnes)
安全操作負荷（以公噸為單位）
7.
In the case of a crane with a derricking jib or jibs the maximum radius at which the jib or jibs may be worked (in metres).
如該起重機係裝有人字吊臂者，則註明在該吊臂伸至最長時的半徑（以米為單位）。
8.
Defects noted and alterations or repairs required before appliance is put into service. If none, enter “None” and state whether in safe working order.
註明所發現的毛病及起重機於使用前所需作的修改或修理。如無不妥，則填「無」字並註明是否處於安全操作狀態。
9.
In the case of a crane, state whether the automatic safe load indicator is in good working order.
如該機械為起重機，註明該機的安全負荷自動顯示器是否處於安全操作狀態。

I hereby certify that on .....19 ..... the appliance described in this certificate was tested and
茲證明本人曾於一九　　年　　月　　日依照附表 1 的規定測試及徹底檢驗本證書所指的
thoroughly examined by me in accordance with the First Schedule and that the above particulars are correct.
機械，且上述各項均屬確實無訛。
LALG-F3-2

P21
Signature of Registered Professional Engineer .....
註冊專業工程師簽署
Qualification.....
註冊資格
Discipline.....
註冊界別
Name and address of person, company or association by whom the person conducting the test and examination is employed.....
僱用執行此次測試及檢驗的人士、公司或機構的姓名及名稱及地址
Date of certificate.....

簽發日期
Any competent examiner or competent person who delivers to an owner a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of $200,000 and to imprisonment for 12 months.
任何合資格檢驗員或合資格的人，如向擁有人交付他明知有任何要項屬虛假的證明書或作出他明知有任何要項屬虛假的報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。
LALG-F3-3

P22
Appendix VI
[regs 5(2) & (4)]
[規例第 5(2)及(4)條]
FORM 4
表 格 四
Factories and Industrial Undertakings (Lifting Appliances and
Lifting Gear) Regulations
CERTIFICATE OF TEST AND THOROUGH EXAMINATION OF
LIFTING APPLIANCES (EXCEPT CRANES, CRABS AND WINCHES)
Form approved by the Commissioner for Labour for the
purposes of regulation 5(2) & (4) of the Factories and
Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations
工廠及工業經營(起重機械及起重裝置)規例
起重機械(起重機、起重滑車及絞車除外)的測試及徹底檢驗結果證明書
本表格乃由勞工處處長就工廠及工業經營(起重機械及起重裝置)規例第 5(2)及(4)條的需要而認可
Name of owner and address of installation
擁有人姓名及安裝地址
Description of appliance(s), type and distinguishing mark
該機械的說明、類別及識別標誌
Test load applied (tonnes)
測試時所用負荷（以公噸為單位）
Safe working load (tonnes)
安全操作負荷（以公噸為單位）
Defects noted alterations or repairs required. If none, enter “None” and state whether in safe working order
註明所發現的毛病及所需的修改或修理。
如無不妥，則填「無」字並註明是否處於安全操作狀態。
I hereby certify that on .....19 ..... the appliance described in this certificate was tested and
茲證明本人曾於一九　　年　　月　　日依照附表 1 的規定測試及徹底檢驗本證書所指的
thoroughly examined by me in accordance with the First Schedule and that the above particulars are correct.
機械，且上述各項均屬確實無訛。
LALG-F4-1

P23

Signature of Registered Professional Engineer .....

註冊專業工程師簽署

Qualification.....

註冊資格

Discipline.....

註冊界別

Person or firm by whom person conducting the test and examination is employed

僱用執行此次測試及檢驗的人士或商號

Date of certificate .....

簽發日期

Any competent examiner or competent person who delivers to an owner a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of $200,000 and to imprisonment for 12 months.

任何合資格檢驗員或合資格的人，如向擁有人交付他明知有任何要項屬虛假的證明書或作出他明知有任何要項屬虛假的報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。

LALG-F4-2

P24

Appendix VII

[reg 5(1)]

[規例第 5(1)條]

FORM 5

表 格 五

Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations

LIFTING APPLIANCES

CERTIFICATE OF RESULTS OF THOROUGH

EXAMINATION IN THE PRECEDING TWELVE MONTHS

Form approved by the Commissioner for Labour for the purposes of regulation 5(1) of the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations

工廠及工業經營(起重機械及起重裝置)規例

起重機械在過往十二個月內進行的徹底檢驗結果證明書

本表格乃由勞工處處長就工廠及工業經營(起重機械及起重裝置)規例第 5(1)條的需要而認可

Name of owner

擁有人姓名_____

Address of installation

安裝地址_____

Description of appliance, e.g. type, identification marks,maximum safe working load, etc.

該機械的說明，例如：類別、識別標誌、最高安全操作負荷等(1)

Date of examination

檢驗日期(2)

Result of examination.

Enter details of repairs required or defects.

If none, enter “None” and state whether in safe working order.

檢驗結果，註明所需進行的修理或毛病的詳情。
如無不妥，則填「無」字並註明是否處於安全操作狀態(3)
I hereby certify that the appliances described in this certificate was thoroughly examined by me on ..... and that the above particulars are correct.
茲證明本人曾於 ..... 年 ..... 月 ..... 日 徹底檢驗本證明書所指的起重機，且上述各項均屬確實無訛。
Signature of Registered Professional Engineer .....
註冊專業工程師簽署
Date of certificate .....
簽發日期
Qualification .....
註冊資格
Discipline .....
註冊界別
Any competent examiner or competent person who delivers to an owner a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of $200,000 and to imprisonment for 12 months.
任何合資格檢驗員或合資格的人，如向擁有人交付他明知有任何要項屬虛假的證明書或作出他明知有任何要項屬虛假的報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。
LALG-F5

P25
Appendix VIII
[reg 18(1)(d)]
[規例第 18(1)(d)條]
FORM 6
表 格 六
Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations
CERTIFICATE OF TEST AND THOROUGH EXAMINATION OF CHAINS, ROPES AND LIFTING GEAR
Form approved by the Commissioner for Labour for the purposes of regulation 18 (1)(d) of the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations
工廠及工業經營(起重機械及起重裝置)規例
鏈條、纜索及起重裝置的測試及徹底檢驗結果證明書
本表格乃由勞工處處長就工廠及工業經營 (起重機械及起重裝置)規例第 18(1)(d)條的需要而認可
Name of owner and address of installation of the chain, rope or lifting gear tested and examined.
接受測試及檢驗的鏈條、纜索或起重裝置的擁有人姓名及安裝地址
Description of chain, rope or lifting gear tested and distinguishing mark
接受測試的鏈條、纜索或起重裝置的說明及識別標誌
Test load applied (tonnes)
測試時所使用的負荷（以公噸為單位）
Safe working load (tonnes)

安全操作負荷（以公噸為單位）
Defects noted.
If none, enter “None” and state whether in safe working order.
註明所發現的毛病。
如無不妥，則填「無」字並註明是否處於安全操作狀態。
I hereby certify that on .....19 ..... the gear described in this certificate was tested and
茲證明本人曾於一九　　年　　月　　日依照附表 1 的規定測試及徹底檢驗本證書所指的
thoroughly examined by me in accordance with the First Schedule and that the above particulars are correct.
起重裝置，且上述各項均屬確實無訛。
Signature of Registered Professional Engineer .....
註冊專業工程師簽署
Qualification.....
註冊資格
Discipline.....
註冊界別
LALG-F6-1

P26
Person or firm by whom person conducting the test and examination is employed
僱用執行此項測試及檢驗的人士或商號
Date of certificate.....
簽發日期
Any competent examiner or competent person who delivers to an owner a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of $200,000 and to imprisonment for 12 months.
任何合資格檢驗員或合資格的人，如向擁有人交付他明知有任何要項屬虛假的證明書或作出他明知有任何要項屬虛假的報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。
LALG-F6-2

P27
Appendix IX
[reg 18(1)(e)]
[規例第 18(1)(e)條]
FORM 7
表 格 七
Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations
CHAINS, ROPES AND LIFTING GEAR
CERTIFICATE OF RESULTS OF THOROUGH
EXAMINATION IN THE PRECEDING SIX MONTHS
Form approved by the Commissioner for Labour for the purposes of regulation 18(1)(e) of the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations
工廠及工業經營(起重機械及起重裝置)規例
關於鏈條、纜索及起重裝置

在過往六個月內進行的徹底檢驗結果證明書

本表格乃由勞工處處長就工廠及工業經營(起重機械及起重裝置)規例第 18(1)(e)條的需要而認可

Name of owner

擁有人姓名_____

Address of installation

安裝地址_____

Description of chain, rope or gear, e.g. type, size and identification mark

鏈條、纜索及起重裝置的說明

例如：類別、尺寸及識別標誌(1)

Date of examination

檢驗日期(2)

Safe working load (tonnes)

安全操作負荷（以公噸為單位）(3)

Result of examination.

Enter details of repairs required or defects.

If none, enter “None” and state whether in safe working order.

檢驗結果，註明所需進行的修理或毛病的詳情。

如無不妥，則填「無」字並註明是否處於安全操作狀態(4)

I hereby certify that the gear described in this certificate was thoroughly examined by me on ..... and that the above particulars are correct.

茲證明本人曾於 ..... 年 ..... 月 ..... 日 徹底檢驗本證明書所指的起重裝置，且上述各項均屬確實無訛。

Signature of Registered Professional Engineer .....

註冊專業工程師簽署

Date of certificate .....

簽發日期

Qualification .....

註冊資格

Discipline .....

註冊界別

Any competent examiner or competent person who delivers to an owner a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of $200,000 and to imprisonment for 12 months.

任何合資格檢驗員或合資格的人，如向擁有人交付他明知有任何要項屬虛假的證明書或作出他明知有任何要項屬虛假的報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。

LALG-F7

P28

Appendix X

HOW TO APPLY FOR CRANE OPERATOR CERTIFICATION SCHEME

Under Regulation 15(A)(1)(b) of the Factories & Industrial Undertakings (Lifting Appliances & Lifting Gear) Regulations

Application

Under Regulation 15A(1)(b) of the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations (the Regulation), any person, other than the Construction Industry Council (formerly known as Construction Industry Training Authority), who wishes to issue certificates to crane operators for the purpose of the Regulation, should obtain the authorization from the Commissioner for Labour.

The processing of application for authorization to conduct crane operator training course and issue certificates to crane operators is currently handled by the Occupational Safety and Health Training Centre of the Occupational Safety and Health Branch of the Labour Department. An applicant should submit his application by completing an application form and sending it, together with details and supporting documents of the proposed training course, to the Occupational Safety and Health Training Centre, Labour Department, at 13/F., City Landmark I, 68 Chung On Street, Tsuen Wan, New Territories (Telephone Number: 2940 7807).

Procedures of application for conducting the relevant training course are stipulated in the “Guidance Notes on Application for Recognition of Mandatory Safety Training Courses (GN)” issued by the Labour Department. Information and supporting documents required to be submitted with the application are listed in Part D of Annex I of the GN. Prospective training course providers should meet all requirements laid down in the “Approval Conditions for Operating Mandatory Safety Training Courses (Part I – Operation Code)” and the “Approval Conditions for Operating Mandatory Safety Training Courses (Part II – Module 3) Course Design and Specifications for Training Courses for Operators of Crane” issued by the Labour Department before they would be authorized to conduct the recognized training course and issue certificates to crane operators.
The aforementioned GN and “Approval Conditions” can be browsed and downloaded at the Labour Department’s homepage at http://www.labour.gov.hk/eng/osh/content5.htm.

Important Notes:
(1) No charge is made for the processing of an application. Any person proposing to offer assistance in respect of the application in return for a reward should be reported immediately to the Labour Department or the Independent Commission Against Corruption.
(2) Applicants are warned that offering or giving any gratuity, money or gift as an inducement to any Labour Department employees in relation to an application constitutes an offence under the Prevention of Bribery Ordinance. Such cases will be reported to the Independent Commission Against Corruption.