

Course : Gas Welding Safety Training Course
報讀課程： 氣體焊接安全訓練課程

Enquiry Hotline
查詢熱線
2100 9000

HKIC shall inform you of the class arrangement by mobile SMS. Please pay attention to your mobile SMS.
上課通知安排：學院將以電話短訊 SMS 通知上課安排，請留意手機短訊 SMS。

If you submitted your application form for more than 1 month and no class is arranged, please make enquiry.
如遞交申請表後一個月仍未收到編班安排，請致電查詢。

Class Arrangement 課程安排 (Please mark ✓ in the appropriate box 請在適當方格✓)

Medium of Instruction 上課語言	Training Venue 上課地點	Training Hour 上課時間
<input type="checkbox"/> Cantonese 廣東話	HKIC - Kwai Chung Campus, 7-11 Kwai Hop Street, Kwai Chung, N. T. 香港建造學院 - 葵涌院校 葵涌 葵合街 7-11 號	1 day course 一天課程 08:45 - 16:45

Personal Particulars 個人資料 (Please write in capital letters 請用正楷填寫)

Name (Chinese) (English)
姓名 (中文)：_____ (英文)：_____

HKID/Passport No. Date of Birth: Y M D Sex:
香港身份證/護照號碼：_____ () 出生日期：_____年_____月_____日 性別：_____

Mobile (Class info. & Notice by SMS) Email Address:
手提電話 (短訊通知上課資訊)：_____ 電郵地址：_____

Address
地址：_____

- Applicant is a current worker of gas welding 申請人是在職氣體焊接及火焰切割工作人士
- Applicant acknowledges that he/she understands the content of the Notes for Trainees in Annex 4 and agrees to the arrangements and requirements therein 申請人確認明白附件 4 學員須知的內容及同意當中的安排及要求

Course Fee 學費 \$380 (申請表格須連同學費繳交 Course fee MUST be paid together with this application form.)

Payment method 付款方式

- Octopus 八達通 (For payment in Enrollment Centre only 只限親身前往報名地點處理付款)
- Credit Card 信用卡 (For payment in Enrollment Centre only 只限親身前往報名地點處理付款)
- Cheque No (For Company Use ONLY) 支票/本票號碼 (只供公司使用) _____ Bank 銀行 _____
- Cheque should be made payable to 'Hong Kong Institute of Construction' and submitted with the application form. Please put the contact person, contact phone number and course code 'GWS' on the back of the cheque.
支票或銀行本票抬頭請註明「香港建造學院」，並於支票 / 銀行本票背面寫上聯絡人、聯絡電話號碼及課程參考編號「GWS」

Declaration 聲明

- * I confirm that I have carefully read and understood the **Personal Information Collection Statement** and other information in this application form.
本人已仔細閱讀並理解《收集個人資料聲明》及在本申請內之全部其他資料。
- * I declare that all information given in this application form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and I shall forfeit my right to apply for this course.
本人聲明本報名表內所載一切資料，依本人所知均屬真確，並無遺漏，並知道倘若虛報資料，申請即屬無效，且喪失其後報讀本課程的資格。
- * I consent that if registered, I will conform to the **Student Code** of HKIC (to be appended with the letter of admission).
本人同意如本人註冊入學，當遵守香港建造學院之學生守則 (入學通知書附件)。
- * I do not wish to receive any promotional information from the CIC in relation to its activities or developments in the construction industry.
本人不希望接收協會任何有關推廣活動或建造業的發展信息。

Signature 簽署 _____

Date 日期 _____

Notes to Applicants

1. Applicant should be **lawfully employable in Hong Kong**, i.e.
 - i. Holder of Hong Kong Permanent Identity Card; or
 - ii. Person who is not subject to any conditions of stay in Hong Kong that he shall not take up any paid or unpaid employment in Hong Kong.

2. To enroll, please submit the application form, present identity documents that include valid travel documents and settle the course fee in the following centres

Enrollment Centre:

HKIC – M/F, Safety Training Centre, Kwai Chung Campus

7 – 11, Kwai Hop Street, Kwai Chung, N.T.

Monday to Friday:

8:30am to 1:00pm and 2:00pm to 5:00pm

Closed on Saturday, Sunday and Public Holidays

CIC Service Centres

Kowloon Bay: 44 Tai Yip Street, Kowloon Bay,
Kowloon, Hong Kong

Nam Cheong: Shop 6, Nam Cheong MTR Station,
Kowloon, Hong Kong

Monday to Friday: 9:00am to 6:00pm

Closed on Saturday, Sunday and Public Holidays

3. **(Cheque is for company use ONLY)**

A single crossed cheque / bank draft should be made payable to **“Hong Kong Institute of Construction”** for each course applied. Your name, contact telephone number and course name should be written on the back of the cheque / bank draft.

4. Course fees paid are not refundable except under exceptional circumstances or when the application is not accepted.

5. To change the class date, you must notify us by email or fax at least two working days prior to the class date. In addition, we only accept one time of change request. If you request another change, we will charge you an administrative fee of HK\$50 for each change request.

Email address: KCCSafety@hkic.edu.hk

6. If you are unable to attend class due to illness, you must submit a valid sick leave certificate. We will rearrange your class date after your sick leave is accepted. If you request a change after the class date has been confirmed, we will charge you an administrative fee of HK\$50 for each change request.

7. The HKIC will issue the certificate according to the information provided in the application form. Request for re-issuing the certificate due to inaccurate or insufficient information provided will be subject to a charge of HK\$50.

報名須知

申請人必須為 **可在香港合法受僱人士**，即

- i. 持有香港永久性居民身份證；或
- ii. 並無受制於任何禁止他在香港從事有薪或無薪僱傭工作的逗留條件的人士。

報讀課程，請帶同身份證明文件，包括有效旅行證件，親往本學院下列報名地點，呈交填妥的報名表格及所需學費。

報名地點：

香港建造學院 - 葵涌院校, M/F, 安全訓練中心

葵涌葵合街 7-11 號

星期一至五：

上午八時三十分至下午一時

下午二時至下午五時

星期六、星期日及公眾假期休息

建造業議會服務中心

九龍灣：香港九龍九龍灣大業街 44 號

南昌：香港九龍港鐵南昌站大堂 6 號舖

星期一至五：上午九時至下午六時

星期六、星期日及公眾假期休息

(支票只供公司使用)

每報讀一項課程，請獨立遞交一張抬頭為「**香港建造學院**」之劃線支票或銀行本票，並於支票/銀行本票背面寫上姓名、聯絡電話號碼及課程名稱。

除特殊情況或申請不被接納外，已繳學費概不退還。

如要求更改上課日期，必須在上課日期前最少兩個工作天以電郵或傳真方式通知本學院；此外，本學院只接受一次的更改要求。如再次要求更改，本學院將收取手續費每次伍拾圓正。

電郵地址：KCCSafety@hkic.edu.hk

如因生病而未能上課，需提交有效的病假證明；本學院接納後才會另行安排上課日期。如確認上課日期後要求更改，本學院將收取手續費每次伍拾圓正。

請清楚及正確地填寫報名表。本學院將按所填寫之資料發出證明書，如因所填資料錯漏而導致證明書需要重發，學院將酌收手續費每張伍拾圓正。

Personal Data Collection Statement 收集個人資料聲明

1. Collection of Personal Data

1.1 The information you provide to the Construction Industry Council, its affiliates, and / or its subsidiaries, including, but not limited to, the Hong Kong Institute of Construction and Zero Carbon Building, Construction Sector Imported Labour Quarters Limited (collectively, the "CIC"), including any personal data as defined in the Personal Data (Privacy) Ordinance (Cap.486), will be used solely for purposes related to the activities of the CIC. The activity and the required personal data are detailed in the application form.

1.2 Whether or not you provide your personal data to the CIC is voluntary. However, where you are providing information for the purpose of an application, it is necessary that you supply the CIC with complete information as specified on the application form. Otherwise, the CIC may be unable to process or consider your application. If you are under the age of 18, you should consult your parent or guardian before providing any personal data to us.

1.3 You are entitled to request access to and correction of any errors in your personal data. If you wish to do so, please write to the Hong Kong Institute of Construction (Data Access Request), Construction Industry Council, 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. Should you have any enquiries about our PICS and related practices, please contact us at the above address or via enquiry@cic.hk. For more information about the CIC's policies on privacy and personal data protection, you can access our Privacy Policy Statement at https://www.cic.hk/eng/main/privacy_policy_statement.

2. Purposes of Collection

Your personal data will be kept confidential and may be used by the CIC for the following purposes:

- Performing and exercising functions and powers of the CIC under relevant legislation, rules and sub-legislation, including but not limited to the Construction Industry Council Ordinance (Cap. 587) and Construction Workers Registration Ordinance (Cap. 583);
- Registering for the trade test/course/safety training/skill assessment or any other services which you apply for on the application form and assessing your eligibility thereto related;
- Supporting all logistics and operational measures (including but not limited to administration, security, health and safety related etc.) in place in the HKIC, implemented at discretion of the HKIC for the best interest of the public and stakeholders;
- Responding to situations involving risk of health and safety, including an emergency, possibly incurred during the course of the trade test/course/safety training/skill assessment or any other services;
- Keeping and maintaining qualification records;
- Conducting trade test/course/safety training/skill assessment inspections, invigilation, review and assessment;
- Facilitating communication with you;
- Establishing, exercising and defending the CIC's legal rights, and complying with the CIC's legal and regulatory obligations (including anti-money laundering obligations, complying with orders by courts or regulators, etc.);
- Managing access to the CIC's premises and for security purposes;
- Preventing and responding to actual or potential security threats, fraud or illegal activities;
- Handling complaints or enquiries;
- Performing analysis and conducting research and surveys;
- Performing audits and compliance reviews to ensure compliance with the applicable CIC's policies and procedures, regulations and law;
- Other purposes related or incidental to the conduct of the CIC's activities; and
- Any other purposes that you may consent to from time to time.

3. Disclosure and Transfer of Personal Data

3.1 The CIC may disclose or transfer your personal data for the purposes as stated in paragraph 2 to third parties, including but not limited to the following:

- Any or all of the CIC's affiliates and/or subsidiaries;
- Any third party service providers, contractors/sub-contractors that, on behalf of the CIC, operate or maintain membership, event registration, tour booking, researches and/or analysis, or carry out back-end services, administrative services, verification services, cloud services or information technology services, or provide necessary support or services to the CIC to enable us to provide our services, including any insurance, banking or third party payment gateways services used by the CIC, and any other entities that discharge contractual obligations on our behalf;
- Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors;
- Any party that owes a duty of confidentiality to the CIC; or for consigned courses, the related course consignor (e.g. Labour Department of the HKSAR and Electrical and Mechanical Services Department etc.) according to the related course approval conditions or requirements.

3.2 We may disclose and transfer your personal data in accordance with any legal or regulatory requirements or any court order applicable to the CIC.

4. Use of Personal Data Related to Direct Marketing

To keep you informed of CIC activities and developments in the construction industry which may be of interest, the CIC would like to use your personal data, including your name, phone number, correspondence and email address, to update you in relation to CIC training courses, trade testing, registration, events, promotion, job recruitment & referral and other aspects of its work and developments in the construction industry. You are free to decide whether you wish to receive such information. If you choose not to receive information on the above, please put a tick in the box below. You may make any subsequent changes on your choice of receiving promotional materials by writing to us.

1. 個人資料的收集

1.1 你向建造業議會、其關聯及/或附屬公司，包括但不限於香港建造學院、建造業零碳天地、建造業輸入勞工宿舍有限公司（統稱「議會」）提供的資料，包括《個人資料(私隱)條例》（第486章）中定義的任何個人資料，只會用於與議會活動相關之目的。有關活動及其所需的個人資料已詳列於申請表格內。

1.2 你是否向議會提供個人資料純屬自願性質。然而，如果你提供資料的目的是為了作出某項申請，你便須向議會提供申請表格上所指明的資料。否則，議會可能無法處理或考慮你的申請。如果你未滿十八歲，在向議會提供你的個人資料前，應先徵詢你的父母或監護人。

1.3 你有權查閱你的個人資料和更正當中的錯誤。如需要作出此要求，請致函議會的香港建造學院（查閱資料要求），地址為九龍觀塘駿業街56號中海日升中心38樓。如你對本聲明及有關做法有任何查詢，請致函上述地址或電郵至enquiry@cic.hk。如需要更多關於議會在私隱及保障個人資料政策的資料，請參閱我們的私隱政策（https://www.cic.hk/chi/main/privacy_policy_statement/）。

2. 收集的目的

從你收集得來的個人資料將會被保密，並可能用於以下用途：

- 履行和行使議會根據相關條例、規則和附屬法規授予的職能和權力，包括但不限於《建造業議會條例》（第587章）及《建造業工人註冊條例》（第583章）；
- 處理你於申請表格中列名之工藝測試/課程/安全訓練/技能評核或其他服務之申請，以及相關申請資格審核；
- 支援所有香港建造學院考慮到公眾及各持份者利益制定，並於中心內執行之所有營運安排（包括但不限於行政、保安、健康及安全相關）；
- 應對涉及於工藝測試/課程/安全訓練/技能評核或其他服務期間可能出現之健康或安全風險的情況，包括緊急情況；
- 保存及維持資歷記錄；
- 協助進行工藝測試/課程/安全訓練/技能評核監考、監察、審視及評核；
- 利便與你的通訊；
- 確立、行使或維護議會的法律權利及遵從議會的法律和規管責任（包括打擊洗錢責任、遵從法院或監管機構的命令等）；
- 管理進出議會處所和保安目的；
- 防止和應對實際或潛在的安全威脅、詐騙或非法活動；
- 處理投訴或查詢；
- 進行分析、研究和意見調查；
- 進行審計及合規審查，以確保適用的議會政策、程序、規例及法律獲得遵守；
- 與議會活動進行相關或附帶的其他目的；及
- 你不時同意的任何其他目的。

3. 個人資料的披露及轉移

3.1 因應第2段所述目的，議會可能披露或轉移你的個人資料予第三方，包括但不限於以下：

- 任何或所有議會的關聯及/或附屬公司；
- 任何代表議會營運或維持會員資格、活動註冊、導賞預約、研究及/或分析，或代表議會進行後端服務、行政服務、驗證服務、雲端服務或資訊科技服務，或向議會提供所需支援或服務（包括保險、銀行或議會使用的任何第三方支付網關服務）以便議會提供服務的第三方服務提供商、承包商或分包商，及代表議會履行合約規範責任之實體；
- 議會的专业顧問，包括但不限於律師、會計師和審計師；或
- 對議會負有保密責任的任何一方；或 就有關代辦課程之批核條件及課程要求，相關主理機構（例如勞工處及機電工程署等）。

3.2 按照任何適用於議會的法律規定或規管性質規定或法院命令，議會可能披露及轉移你的個人資料。

4. 使用個人資料於直接促銷

為了告知你可能有興趣的議會活動及建造業發展狀況，議會希望使用你的個人資料，包括你的姓名、電話號碼、通訊地址和電郵地址，向你提供有關議會的培訓課程、工藝測試、註冊、活動、推廣、招聘、工作轉介及其他工作範疇和建造業發展的最新資訊。你可自由決定是否願意接收此類信息。如果你選擇不接收有關信息，請勾選下面的方框。如果日後你希望更改有關選擇，可以透過書面形式通知我們。

學員須知

強制性安全訓練課程劃一課程內容

為確保強制性安全訓練課程的質素，所有課程營辦機構必須遵守《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》所規定的課程內容舉辦課程。

勞工處統一擬備考試卷

勞工處會擬訂試題內容並由隨機揀選方法產生考試卷，於課程考試前的指定時間內，始向課程營辦機構發出其相關的考試卷。此項考試措施適用於以下的強制性安全訓練課程：

- 建造業僱員的強制性基本安全訓練課程*
- 貨櫃處理作業僱員的強制性基本安全訓練課程*
- 密閉空間作業核准工人安全訓練課程*
- 密閉空間作業合資格人士安全訓練課程**
- 吊船工作人員訓練課程*
- 氣體焊接安全訓練課程*
- 起重機操作員訓練的劃一課程內容部份*
- 負荷物移動機操作員訓練的劃一課程內容部份*

(*包括重新甄審資格訓練課程) (**包括重新甄審資格訓練課程及銜接課程)

課程的各項安排及要求

學員須向營辦機構了解其報讀課程的各項安排及要求，包括教學語言、體格要求、適當衣著、惡劣天氣下的安排、缺課、出席率、課堂規則及視聽記錄等。

視聽記錄

課程營辦機構須在課程的以下時段錄製視聽記錄：

- 筆試 (包括在試場進行的分發及批改試卷)
- 實習使用設有救生繩及防墮裝置的安全吊帶
- 實習使用認可呼吸器具

出席率

學員如於任何半日課堂 (祇限於理論課) 缺課多於 15 分鐘，營辦機構須取消該學員的考試資格。

網上溫習套件

勞工處設計及上載一套網上溫習套件，套件的內容涵蓋兩類課程，即建造業僱員的強制性基本安全訓練課程*及貨櫃處理作業僱員的強制性基本安全訓練課程*(包括重新甄審資格訓練課程)。歡迎學員隨時登入勞工處的網頁 (<http://www.labour.gov.hk>) 瀏覽該溫習套件。

查詢及投訴

如果你對本學員須知課的內容有任何疑問或查詢，歡迎聯絡勞工處：

- 電話：2559 2297 (辦公時間以外自動錄音)
- 傳真：2915 1410
- 電子郵件：enquiry@labour.gov.hk

如果你對強制性安全訓練課程質素有任何投訴，請致電勞工處：

職安健投訴熱線：2542 2172 (所有投訴均會絕對保密)

勞工處

職業安全及健康部

2021 年 12 月

在學員報讀強制性安全訓練課程時，課程營辦機構必須將此學員須知派發給學員，學員須簽收確認明白此學員須知的內容及同意當中的安排及要求。課程營辦機構亦必須張貼此學員須知在學員上課的地方。

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 on the use of safety harness with lifeline and fall arresting device
- hands-on practice on the use of approved breathing apparatus

Attendance

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

Online Learning Kit

The Labour Department has prepared a set of online learning kit. The content of learning kit covers all parts of two categories of courses (i.e. Mandatory Safety Training Course for Employees in the Construction Industry and Mandatory Safety Training Course for Employees in the Container Handling Industry and their revalidation courses). The online learning kit has been uploaded to the homepage of the Labour Department (<http://www.labour.gov.hk>), and trainees are welcome to browse the site at any time.

Enquiry 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 December 2021

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.