

Authorized Signatory (Registered Minor Works Contractors (Company))

Top-up Course for Type H Minor Works

1. Contractor companies, which intend to carry out minor works, have to be registered as Registered Minor Works Contractor (RMWC) under the Buildings Ordinance. To apply for registration as RMWC (Company), the company has to nominate at least one individual as the Authorized Signatory (AS) acting on its behalf for the purpose of the Buildings Ordinance.
2. For current practitioners who do not acquire the prescribed academic qualifications but possess adequate working experience, he may apply for registration as RMWC(Company) when the AS has completed the course.
3. Contents of the top-up course will focus on introduction to legislation relating to minor works, statutory requirements on health and safety, works management on type H minor works. For more details, please refer to [Course Details](#).
4. The course duration is 27 hours.
5. This is a temporary course. The course is scheduled to be held within 2 years from the commencement of Building (Minor Works) (Amendment) Regulation 2020. In view of the development of COVID-19 epidemic situation, the period of the top-up course will be extended for one more year to 31 August 2023.
6. Enquiries of enrolment can be made direct to the following recognised training institutes on the course dates, venue and fees:
 - a) Hong Kong Institute of Construction
enquiry no : 2100 9000
webpage : <https://www.hkic.edu.hk/eng/home>
 - b) Hong Kong Institute of Vocational Education (Tsing Yi)
enquiry no : 2435 9423
webpage : <https://edit.vtc.edu.hk>
 - c) HKU School of Professional and Continuing Education
enquiry no : 2508 8823
webpage : <http://www.hkuspace.hku.hk>

**Authorized Signatory (Registered Minor Works Contractors (Company))
Top-up Course for Type H Minor Works**

Course Outline

Contents	Training Duration (Hours)
	Type H MW
1. Introduction to Buildings Ordinance (BO) and Minor Works	9
1.1 Objectives of BO & allied regulations	
1.2 Introduction to building works, minor works, exempted building works and unauthorized building works	
1.3 Building control mechanism under the BO	
1.4 Roles & responsibilities of Building Authority	
1.5 Roles & responsibilities of statutory agents under the BO (Authorized Persons, Registered Structured Engineers, Registered Geotechnical Engineers)	
1.6 Roles & responsibilities of registered contractors under the BO (Registered General Building Contractor, Registered Specialist Contractor and Registered Minor Works Contractors)	
1.7 Roles & responsibilities of building owners under the BO, power & duties of owners' corporation, requirements of Building Management Ordinance, Dead of Mutual Covenant, etc.	
1.8 Schedule of minor works and its classification system	
1.9 Statutory administrative procedures for carrying out minor works	
1.10 Registration requirements of minor works contractor and the registration mechanism	
1.11 Mechanism of sanctions under the BO	
1.12 Offences in relation to the carrying out of minor works in violation of the BO	
1.13 Practice notes and technical publications issued by the Buildings Department (including conduct of registered contractors under the BO (PNRC 79))	

Authorized Signatory (Registered Minor Works Contractors (Company))
Top-up Course for Type H Minor Works

Course Outline

Contents	Training Duration (Hours)
	Type H MW
<p>2. Legislation and Statutory Requirements on Health & Safety; Requirements and Procedures by Relevant Departments</p> <p>2.1 Requirements of site safety supervision plan</p> <p>2.2 Requirements on labour safety</p> <p>2.3 Requirements on fire safety</p> <p>2.4 Environmental hygiene issues (e.g. noise and dust control, prevention of mosquitoes breeding, handling and disposal of waste/hazardous materials, transportation of construction materials)</p> <p>2.5 Protection of water supplies, drainage services and other utilities</p> <p>2.6 Electrical installation requirements</p> <p>2.7 Operation of plant and equipment</p> <p>2.8 Work at height and scaffolding safety</p> <p>2.9 Employment of competent personnel and skilled worker</p> <p>2.10 General knowledge of first-aid</p> <p>2.11 Emergency procedures</p>	6
<p>3. Construction Technology</p> <p>3.1 Basic structural concept and common elements of construction</p> <p>3.2 Special forms of construction (e.g. cantilevered construction, flat slab construction, prestressed construction)</p> <p>3.3 Standards of acceptance of construction materials and structural fixings</p> <p>3.4 Precautionary works and temporary supports</p> <p>3.5 Preparation of record drawings</p>	6

**Authorized Signatory (Registered Minor Works Contractors (Company))
Top-up Course for Type H Minor Works**

Course Outline

Contents	Training Duration (Hours)
	Type H MW
<p>4. Works Management</p> <p>4.1 Common types of contract, tendering & quotation</p> <p>4.2 General procedures and planning of works</p> <p>4.3 Assessment to the conditions of existing building and surrounding environment</p> <p>4.4 Site organization</p> <p>4.5 Safety plan against inclement weather and fire</p> <p>4.6 Supervision of works</p> <p>4.7 Insurance & public liabilities</p> <p>4.8 Liaison with Building Authority, property owners, management office etc.</p> <p>4.9 Corruption prevention and Competition Ordinance</p>	3
<p>5. Works relating to Ventilation System inside a Building</p> <p>5.1 Erection or alteration of any metal ventilation duct or any associated supporting frame inside a building</p> <p>5.2 Erection or alteration of any supporting frame for suspending an air-conditioning plant or a mechanical ventilation plant inside a building</p> <p>5.3 Erection or alteration of any fire damper in a ventilation system.</p>	3