

Occupational Safety and Health Council Hong Kong Safety and Health Certification Scheme

Application for Registration as an Accredited Safety Auditor (ASA)

Part I Personal Particulars^[1]

Name in English	(Surname)	(Other names)	Photo (Taken in the last 3 months) (Please refer to Appendix I)
Name in Chinese			
Attained the age of 18	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Hong Kong Identity Card No. or Passport No.			
Residential Address			
Correspondence Address (if different from the address given above)			
Contact Telephone No.		Contact Fax No.	
E-mail Address			
Occupation / Position Held		Office Telephone No.	
Name of Employer			
Address of Employer			
Reference No. of Registered Safety Officer		Reference No. of Registered Safety Auditor	

Part II Academic Attainment^[2] (in chronological order)

Issuing Authority (E.g. Examination Authority, University)	Qualification (e.g. Degree, Diploma or Certificate)	Date(Month/ Year)	
		From	To

(Please use separate sheets in case of insufficient space)

Part III Professional Qualification / Registration ^[2] (in chronological order)

Type of Certificate	Cert No.	Date of Issue	Expiration Date

(Please use separate sheets in case of insufficient space)

Part IV Training in Safety Auditing ^[2] (in chronological order)

Type of Certificate	Cert No.	Date of Issue	Expiration Date

(Please use separate sheets in case of insufficient space)

Part V Working Experience/ Employment Record ^[2] (in chronological order)

(Full-time experience in a managerial post in construction safety management)

Employer (Name, Address & Telephone No.)	Position	Brief Description of Duties	Date (Month/ Year)	
			From	To

(Please use separate sheets in case of insufficient space)

Part VI Safety Auditing Experience ^[2] (in chronological order)

Construction Sites/ Factories etc	Date	Safety Auditing System Used	Your Role in the Safety Auditing Process

(Please use separate sheets in case of insufficient space)

Part VII Declaration

I attach the non-refundable application fee of HK\$500 by a cross cheque payable to the "Occupational Safety and Health Council".

《Personal Data Collection Statement》

1. The information you provide to the Occupational Safety & Health Council (the Council), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the application.
2. You are also 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 Safety and Health Certification Scheme, Occupational Safety and Health Council at 18/F China United Centre, 28 Marble Road, North Point, Hong Kong (Email: certification@oshc.org.hk).

I declare that I am above 18 years of age and I agree to provide My HKID Card / Passport for verification during the interview, if applicable; and all particulars, statements and documents submitted herein and with this application are true and correct. Warning: It is a criminal offence to furnish any false statement or information related to this application. I shall abide to the rules, regulations, guidance, practice notes, etc. issued by the Occupational Safety and Health Council. I understand that if I willfully give any false information or contravene any rules, regulations, guidance, practice notes, etc., I shall render myself liable to cancellation of registration as Accredited Safety Auditor (ASA) under the Scheme. I also confirm that I have read and agreed with the 《Personal Data Collection Statement》 in this Form.

 Signature

 Date
Notes for Attention

- [1] You are requested to inform the OSHC in any subsequent changes after your submission.
- [2] Completed application form, together with copies of relevant certificates, documents and application fee, shall be sent to The Hong Kong Safety and Health Certification Scheme, Occupational Safety and Health Council, 18/F China United Centre, 28 Marble Road, North Point, Hong Kong. Tel: 2116 5050, Fax: 2151 7433, Email: certification@oshc.org.hk
- [3] I. Qualification and Experience Requirements for Registration

- (a) Applicants shall be either
 - i. A Registered Safety Officer (RSO) under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations and a Registered Safety Auditor (RSA) under the Factories and Industrial Undertakings (Safety Management) Regulation with at least 5 years' post-RSO and RSA registration experience in construction safety management at managerial level; or
 - ii. Any other qualifications considered equivalent by the Steering Committee of the "Hong Kong Safety and Health Certification Scheme".
- (b) Applicants shall prove his/her proficiency and competence in safety auditing by furnishing documents demonstrating his/her participation as a team leader in at least one safety auditing assignment of acceptable scale in the construction industry by using the latest auditing system developed by the OSHC.
- (c) Applicants must have good understanding of the safety management and auditing concepts and the Hong Kong legislation relating to industrial safety and health matters.

(Once the documentary evidence submitted with applications is verified and accepted by the HKSHCS, applicants' competency should be assessed through an interview session.)

II. Validity and Renewal Requirements

The ASA accreditation is valid for one year. ASAs must meet the following requirements to obtain renewal:

- (a) Possess a valid RSO and RSA registration from the Labour Department;
- (b) Have successfully conducted at least one safety audit with a satisfactory report with the latest OSHC audit system or other projects pre-approved by the OSHC for review and appraisal;
- (c) Maintain an acceptable level of auditing quality; and
- (d) Maintain their competence by obtaining 18 CPD units per year from CPD activities such as training courses, conferences, seminars, workshops, etc.

III. Accreditation Fee / Annual Renewal Fee for ASAs

Applications for accreditation are required to pay the cost for the evaluation, and the scale of fees is as follows:

- (a) Application Fee: HK\$500
- (b) Initial Accreditation Fee: HK\$4,500
- (c) Annual Renewal Fee: HK\$1,500

Regulatory Actions

1. If sufficient information shows that the Accredited OSH Practitioners and Competent Persons may have caused or contributed to the occurrence of a circumstance when regulatory action could be applied to him/her, e.g. breaching the Code of Conduct or obtaining accreditation / renewal by means of any misleading, false or fraudulent representation or statement, etc., the HKSHCS will prepare an information paper for the HKSHCS Steering Committee to review the situation and recommend whether regulatory action against the Accredited OSH Practitioners and Competent Persons should be conducted.
2. Regulatory actions could be one or a combination of the following: warning letter, suspension / termination of accreditation, assignment and/or specific safety training, etc.
3. The HKSHCS will notify the Accredited OSH Practitioners and Competent Persons of the decision of the HKSHCS Steering Committee and such decision should usually be notified within 4 weeks after the confirmation by the HKSHCS Steering Committee.
4. The condition to lift the regulatory action approved by the HKSHCS Steering Committee should be specified in the notification letter to the Accredited OSH Practitioners and Competent Persons. If the Accredited OSH Practitioners and Competent Persons cannot fulfil the condition for lifting the regulatory action within the specified period, the HKSHCS will recommend follow-up action for the HKSHCS Steering Committee's approval.
5. Provided that where the OSH Practitioners or Competent Persons have genuine reasons for being unable to comply with point 4 above, the HKSHCS may at its discretion defer compliance by the Accredited OSH Practitioners and Competent Persons to a later date and the suspension can be lifted in the meantime.
6. The suspension of OSH Practitioners or Competent Persons can be lifted after fulfilling the condition(s) as set by the HKSHCS Steering Committee.
7. Terminated OSH Practitioners or Competent Persons can only re-apply for accreditation after a specified period to be considered and approved by the HKSHCS Steering Committee.
8. The termination / suspension of OSH Practitioners or Competent Persons approved by the HKSHCS should be reported to the HKSHCS Steering Committee.
9. Once the accreditation is terminated / suspended, the OSH Practitioners or Competent Persons should be notified in writing. The HKSHCS may impose specific conditions for the termination / suspension according to the decision of the HKSHCS Steering Committee. The terminated / suspended OSH Practitioners and Competent Persons shall be removed from the Accreditation Register and Accreditation List.
10. If the accredited OSH Practitioners or Competent Persons have an objection to the decision of the HKSHCS Steering Committee on their suspension / termination of accreditation, the accredited OSH Practitioners or Competent Persons may appeal according to the procedures stated in below section.

Appeals

1. All appeal cases against decisions made by the Steering Committee should be referred to and handled by the HKSHCS.
2. If the complainant is still not satisfied with the outcome, appeal cases should be referred to the HKSHCS, the case would be handled by the appeal panel, when necessary. The decision of the HKSHCS appeal panel is final.

Code of Conduct for Accredited Safety Auditors

1. Act professionally, accurately, genuinely and in an unbiased manner;
2. Strive to increase the competence and prestige of the safety auditing profession;
3. Assist subordinates or those under ASA employment to develop their management, professional and auditing skills;
4. Not represent conflicting or competing interests and forthwith to disclose to the HKSHCS or the Safety Audit Management Office the existence of any relationships or any fact or matter that may influence his/her judgment;
5. Not discuss with or disclose any information relating to an audit to any person other than the OSHC and the auditee unless authorised in writing by the OSHC and the auditee;
6. Not solicit or accept any inducement, commission, gift, any other benefit or any advantages as defined in the Prevention of Bribery Ordinance from the auditee's organisation, their employees or any interested party or knowingly allow colleagues to do so;
7. Not intentionally communicate false or misleading information or conceal or withhold relevant information that may compromise the integrity of any audit or the auditor accreditation process;
8. Not act in any way that may prejudice his/her continued accreditation as an ASA of the HKSHCS and to co-operate fully with an enquiry in the event of any alleged breach of the codes, rules, regulations, guidance and practice notes, etc. of the HKSHCS and the Safety Audit Management Office; and
9. Work independently and not claim to be an employee of the OSHC.

Appendix I

Applicants should submit a digital photograph by email (certification@oshc.org.hk).

The acceptable file format of the digital photograph are as follows:

- The photograph must be in colour and taken within 3 months prior to the application date; showing your Upper Body and Full Frontal Face with clear clarity image
- The photograph should have a plain white background
- The photograph should in JPEG format with file size from 1 Mbytes to 2 Mbytes

Example of acceptable photograph



Please be aware that the following photo will not be accepted:

- Not centered
- Wearing frame across eyes
- With hair across eyes or eyebrows
- Flash reflection on face/glasses
- Wearing head dress
- With shadow
- Too light or too dark