

**Criteria for Appointment as Government Dockyard (GD)**  
**Maintenance Services Provider (MSP)**

**A. For Hull, Deck & Tailshaft MSPs, Engine & Tailshaft MSPs and Machinery & Equipment MSPs**

1. Requirements for entry to Group I MSP of GD list

The applicant must:

- (i) a. be a practicing shipyard, shipbuilder, ship repairer or machinery workshop with a minimum of 3 years in the business in Hong Kong; or
- b. be engaged in the relevant trade applied for and experienced in that trade for a minimum of 3 years either independently or as sub-contractor to a shipyard or shipbuilder;
- (ii) have a shipyard or workshop equipped with adequate equipment (machineries and tools)<sup>1</sup> for the relevant trades. The equipped equipment must be proven functional;
- (iii) have two (2) supervisors in the relevant trades, who have completed with the required training and certificates as set out in paragraph 4(i) and/or paragraph 4(ii) below, to be based at GD to supervise all current work in hand for the full duration of the work until satisfactory completion;
- (iv) have the minimum number of direct employed workers in the related trades, who have completed with the required training and certificates as set out in paragraph 4(i) and/or paragraph 4(ii) below;
- (v) have procedure(s) to disseminate Government Fleet Division (GFD)'s circulars, instructions, procedures and bulletins etc. to the staff concerned, and a copy of the relevant records; and
- (vi) have valid business registration, insurance, and to provide information to indicate that the concerned company is still active in business.

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<sup>1</sup> The equipped equipment should include the followings:

- (a) 1 x Grinding machine;
- (b) 1 x Drilling machine;
- (c) 1 x Lathe;
- (d) 1 x Shaping machine;
- (e) 1 x Welding machine;
- (f) 1 x Cutting machine;
- (g) 1 x Air compressor;
- (h) 1 x Pressing machine; and
- (i) Special tools required for maintaining a particular brand of machinery (to be specified by the Applicant).

In case any of the above equipment is not equipped, the applicant shall provide reason(s) why such equipment is not needed, to facilitate Surveyor of Maintenance and Support Section to consider whether the application could be proceeded further.

## 2. Requirements for up-grading to Group II MSP of GD list

The applicant must:

- (i) have a minimum of 1 year working experience in the Group I MSP of GD list and the total value of work done by the applicant in GD in preceding year is not less than HK\$600,000 or successfully awarded 12 work orders by GD.
- (ii) have a record of satisfactory performance with no Notice of Offence Committed (NOC) from GD within previous year.

## 3. Requirements for direct entry to Group II MSP of GD list

- (i) An established and practicing shipyard, shipbuilder, ship repairer or machinery workshop, whose total income in preceding year is over HK\$6 million, may apply for direct entry to become Group II MSP. The applicant must comply with the requirements as stated in paragraph 1(i), (v) and (vi). In addition, the applicant must have a shipyard or workshop at least, two times the minimum requirements for equipment and human resources as stated in paragraph 1(ii), (iii) and (iv); or
- (ii) The shipyard agent in Hong Kong for newly delivered vessel(s) will be automatically put on Group II MSP of GD list during the vessel(s) warranty period.

## 4. Requirements on human resource

### **(i) For Hull, Deck & Tailshaft MSPs**

A minimum of 12 Supervisors and Workers with details set out below:

- 2 Supervisors who are suitably trained and experienced as shipbuilding and engineering technicians and hold valid certificates of (i) Works Supervisor Safety Training Course (Ship-repairing and Ship-breaking) and (ii) Competent Person of Confined Space Operation
- 2 Electricians\*
- 5 Carpenters / Qualified Welders<sup>#</sup>
- 3 Fitters

### **(ii) For Engine & Tailshaft MSPs and Machinery & Equipment MSPs**

A minimum of 10 Supervisor and Workers with details set out below:

- 2 Supervisors (1 Mechanical and 1 Electrical\*) who are suitably trained and experienced in their respective trades, and hold valid certificates of (i) Works Supervisor Safety Training Course (Ship-repairing and Ship-breaking) and (ii) Competent Person of Confined Space Operation
- 2 Electricians\*
- 1 Qualified Welder<sup>#</sup>
- 5 Fitters

## **B. For Fuel Injector & Pump MSPs, Inflatable Life Raft MSPs and Navigational Equipment MSPs**

### **For Fuel Injector & Pump MSPs**

The applicant must:

- (i) be a practicing shipyard, shipbuilder, ship repairer or machinery workshop with a minimum of 3 years in the business in Hong Kong; or engaged in the trade of fuel injectors and pump, and experienced in that trade for a minimum of 3 years either independently or as sub-contractor to a shipyard or shipbuilder;
- (ii) have a workshop equipped with adequate equipment (machineries and tools)<sup>2</sup> for the trade. The equipped equipment must be proven functional;
- (iii) have at least one Supervisor and one Inspector suitably trained in fuel injector and pump servicing. If the applicant will involve in the provision of electrical maintenance, repair or installation services, the concerned staff must be Electrical and Mechanical Services Department (EMSD) registered electrical workers\*;
- (iv) have procedure(s) to disseminate GFD's circulars, instructions, procedures and bulletins etc. to the staff concerned, and a copy of the relevant records; and
- (v) have valid business registration, insurance, and to provide information to indicate that the concerned company is still active in business.

### **For Inflatable Liferrafts MSPs**

The applicant must:

- (i) be a life-saving equipment service station in Hong Kong as approved by the Director of Marine, i. e. those stations included in the List of Life-saving Equipment Service Stations in Hong Kong promulgated in the website of Hong Kong Marine Department;
- (ii) have procedure(s) to disseminate GFD's circulars, instructions, procedures and bulletins etc. to the staff concerned, and a copy of the relevant records; and
- (iii) have valid business registration, insurance, and to provide information to indicate that the concerned company is still active in business.

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<sup>2</sup> The equipped equipment should include the followings:

- (a) 1 x Fuel injection pump test bench;
- (b) 1 x Injector test bench;
- (c) 1 x Nozzle reconditioning machine;
- (d) 1 x Nozzle test machine;
- (e) 1 x Drilling machine;
- (f) 1 x Lathe;
- (g) 1 x Grinding machine; and
- (h) 1 x Air compressor.

In case any of the above equipment is not equipped, the applicant shall provide reason(s) why such equipment is not needed, to facilitate Surveyor of Maintenance and Support Section to consider whether the application could be proceeded further.

## For Navigation Equipment MSPs

The applicant must:

- (i) be engaged in the trade of navigation equipment and experienced in that trade for a minimum of 3 years;
- (ii) be equipped with adequate equipment<sup>3</sup> for the trade. The equipped equipment must be proven functional;
- (iii) have at least one Supervisor and one Inspector suitably trained in their specialty as follows:

Supervisor – The supervisor shall hold a General Operator's Certificate (GOC) or a GMDSS Radio-electronic Certificate (REC), recognized by the International Telecommunication Union (ITU). He/she shall have a minimum of three years working experience in the servicing of navigation equipment after obtaining the aforementioned qualification.

Inspector – The inspector shall hold a General Operator's Certificate (GOC) or a GMDSS Radio-electronic Certificate (REC), recognized by the ITU. He/she shall have a minimum of one year working experience in the servicing of navigation equipment after obtaining the aforementioned qualification.

If the applicant will involve in the provision of electrical maintenance, repair or installation services, the concerned staff must be EMSD registered electrical workers\*;

- (iv) have procedure(s) to disseminate GFD's circulars, instructions, procedures and bulletins etc. to the staff concerned, and a copy of the relevant records; and
- (v) have valid business registration, insurance, and to provide information to indicate that the concerned company is still active in business.

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<sup>3</sup> The equipped equipment should include the followings:

- (a) 1 x Equipment for measuring frequency, voltage, current and resistance;
- (b) 1 x Equipment for measurement output and reflect effect on VHF and MF/HF;
- (c) 1 x Equipment for measurement modulation on MF/HF and VHF (AM, FM, PM);
- (d) 1 x Acid tester for checking specific gravity of lead batteries; and
- (e) 1 x Equipment for testing the performance of Automatic Identification Systems (AIS).

In case any of the above equipment is not equipped, the applicant shall provide reason(s) why such equipment is not needed, to facilitate Surveyor of Maintenance and Support Section to consider whether the application could be proceeded further.

## C. For Diving Operations MSPs

### 1. Requirements for diving operations not exceeding 10 metres and using self-contained underwater breathing apparatus (SCUBA) or surface-supplied air diving

The applicant must:

- (i)
  - a. be a practicing diving company with a minimum of 3 years in the business in Hong Kong; or
  - b. be engaged in diving operations for a minimum of 3 years either independently or as sub-contractor of a diving company;
- (ii) be equipped with the following equipment, as a minimum, which are proven to be functional:
  - a. one (1) set of personal diving gear, including diving suit, diving fins, diving mask, diving gloves, etc., suitable for the diving mode for each diver;
  - b. one (1) set of diver's safety harness and lifeline;
  - c. communication system between all diving members, such as two-way communication system or lifeline;
  - d. hull cleaning tool;
  - e. cutting tool; and
  - f. one (1) set of underwater camera;
- (iii) maintain an up-to-date equipment registry containing maintenance records, test/examination certificates and equipment operating guides;
- (iv) have procedure(s) to disseminate GFD's circulars, instructions, procedures and bulletins etc. to the staff concerned, and a copy of relevant records;
- (v) have valid business registration, insurance, and to provide information to indicate that the concerned company is still active in business;
- (vi) be equipped with following additional equipment correspondingly:

#### SCUBA

- a. two (2) sets of primary gas cylinders completed with diving regulators plus one (1) set of spare;
- b. one (1) set of bailout bottle; and
- c. one (1) depth gauge and one (1) dive light.

#### Surface-supplied Air Diving

- a. one (1) set of low pressure breathing air compressor;
  - b. one (1) set of diver's umbilical;
  - c. one (1) set of bailout bottle; and
  - d. one (1) depth gauge and one (1) dive light;
- (vii) submit a declaration (**Annex**) to declare that diving operations shall be carried out in accordance with applicable codes contained in the latest edition of "Code of Practice – Safety and Health at Work for Industrial Diving, prepared by the Occupational Safety and Health Branch, Labour Department"; and

- (viii) have a diving team consists of at least three (3) persons for each diving operation, comprising one (1) diving supervisor<sup>^</sup>; one (1) diver<sup>@</sup> engaging in underwater work; and one (1) standby diver<sup>@</sup> at the diving operation (equipped and ready to dive). All team members are over 18 years of age, medically fit to dive and possess documentary proof of competence, obtained by training or assessment of experience up to international standards, recognized by an organization or government agency in diving discipline.

2. Requirements for shallow diving operations not exceeding 1.5 metres and clear of currents using self-contained underwater breathing apparatus (SCUBA) or surface-supplied air diving

The applicant must:

- (i) comply with the requirements as set out in paragraph C1(i) to C1(vii) above.
- (ii) have a diving team consists of at least two (2) persons for each diving operation, comprising one (1) diving supervisor<sup>^</sup> and one (1) diver<sup>@</sup> engaging in underwater work. All team members are over 18 years of age, medically fit to dive and possess documentary proof of competence, obtained by training or assessment of experience up to international standards, recognized by an organization or government agency in diving discipline.

3. Requirements for diving operations not using self-contained underwater breathing apparatus (SCUBA) nor surface-supplied air diving

The applicant must:

- (i) comply with the requirements as set out in paragraph C1(i) to C1(v) above.
- (ii) have a diving team consists of at least one (1) supervisor and one (1) diver engaging in underwater work. All team members are over 18 years of age, medically fit to dive and possess documentary proof of competence, obtained by training or assessment of experience up to international standards, recognized by an organization or government agency in diving discipline.

#### **D. For Ship Survey & Certification MSPs**

Requirements for direct entry to Ship Survey & Certification MSP of GD List

The applicant must be an approved Recognized Organization (under section 8(1) of Merchant Shipping (Safety) Ordinance (Cap. 369)), with the agreement made between Marine Department.

#### **E. For Engine & Equipment Manufacturer MSPs**

Requirements for direct entry to Engine & Equipment Manufacturer MSP of GD List

The applicant must:

- (i) be the original equipment manufacturer (OEM) of the engines and/or equipment; or
- (ii) be authorised dealer/distributor officially recognised by the OEM, supported by a Letter of Authorisation (LOA). The LOA must be valid and signed by an authorised OEM

representative, and detail the work scope such as performing maintenance, repairs and servicing for the specified equipment or engines; and

- (iii) have procedure(s) to disseminate GFD's circulars, instructions, procedures and bulletins etc. to the staff concerned, and a copy of the relevant records.

**Note:**

- \* *In case only air conditioning work is involved, electrical worker(s) registered as Grade R (AC) is acceptable. Otherwise, all electrical workers must be EMSD registered electrical workers, Grade A – (A0) or above. Valid copies of registrations should be prepared for verification.*
- # *Welders must be qualified by Ship Classification Society recognized by Hong Kong Marine Department.*
- ^ *Diving supervisor means the competent person appointed in writing by the diving contractor to be in immediate control of the diving operation*
- @ *Diver means a person employed to work in the water using underwater apparatus which supplies breathing mixture at ambient pressure. In this context, reference to diver includes reference to standby diver.*
- % *Supervisor is a suitably trained and experienced as shipbuilding and engineering technician and holds valid certificates of (i) Works Supervisor Safety Training Course (Ship-repairing and Ship-breaking) and (ii) Competent Person of Confined Space Operation.*

**Letter of Declaration**

**Application for Appointment as a Government Dockyard Services Provider –  
Diving Operations**

We, <*Name of Contractor*>, hereby declare that our diving operations will be carried out in accordance with applicable codes contained in the latest edition of “Code of Practice – Safety and Health at Work for Industrial Diving, prepared by the Occupational Safety and Health Branch, Labour Department”.

Name in block letter : \_\_\_\_\_

Title : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Company's Chop :

