



OSH Fork-lift Truck Experienced Operator Course Application Form (FLTO(E) course will be conducted in English)

For Office Use Only Receipt No.: _____ Date: _____
Data Entry: _____ Date: _____



Course Schedule

APPLICANT INFORMATION (Applicant applying FLTO course must be at least 19 years of age)
(Applicant applying additional type of fork-lift truck must be at least 18 years of age)

Name (Chinese)* : _____ (English)* : _____
(Identical with HKID)

ID / Passport No.* : _____ () Attained the required age of 18/19* : Yes No Sex : M F

Tel : (Mobile Phone)* _____ (Office) _____ (Home) _____
(We may inform the latest course arrangement through SMS)

E-mail : _____ (Fax) _____
(Required field for fax application)

Correspondence Address : _____

Company Name : _____
 Company Address : _____

Enrolment Contact Person : _____ Tel of Contact Person : _____

Age Group* : 18-25 26-30 31-35 36-40 41-45 45-50 Over 50

Education* : Below Form 3 Form 3 Form 5 Matriculated / HKDSE Cert / Dip
 H Cert / H Dip / Associate Degree Degree or above Other (Please state _____)

Working Experience : _____ Year(s)

Type of Activity* : Manufacturing Wholesale, retail and import/export trades, restaurants & Hotel
 Construction Financing, insurance, real estate and business services
 Public Utilities Transport, storage and communications
 Government/ Statutory Body Education, medical, recreation and personal services
 Property/Facility Management Other (Please state _____)

Occupation/ Profession* : Managerial Clerical staff Safety and health professional Professional
 Technical staff Operative staff Other (Please state _____)

Fee Paid By* : Employer Self Have you attended our course before* : Yes No

* Course Code : **FLTO(E)/ /** **Fork-lift Truck Experienced Operator Course** (Choose either one type of the truck)
 Add Type/Re-exam Course Date : _____ Counter-balance Reach Pallet Stacker (Please identify your choice)*

If applicant want to enroll added type course, no need to fill the course code and course date. We shall contact applicant for practical date arrangement.

Course fee: HK\$880 / HK\$790* / HK\$620******
HK\$470 (Added Type/Re-exam)

Experience of Fork-lift Truck Operation

Company Certification

This is to certify that _____ (applicant) has at least one year experience in operating Counter-balance / Reach type **fork-lift truck during the period from _____ (month/year) to _____ (month/year).

Name of responsible person of the company: _____ Company chop: _____

Position held by the responsible person: _____ Name of the company: _____

Telephone No.: _____ Date: _____

Declaration by Applicant

I declare that the information given above is correct and complete to the best of my knowledge. Please provide copies of certifying letter with company chop if this part is not filled.

Date: _____ Signature of Applicant: _____

Course fee must be paid within 7 working days upon confirmation. Please refer to Application Notes for details.

The Council will disclose the personal data you have provided to Labour Department for the following purposes:
 (a) activities relating to the administration of the Occupational Safety and Health Ordinance and Factories and Industrial Undertakings Ordinance and their subsidiary regulations;
 (b) carrying on relevant research and compilation of statistical data.

I solemnly declare that:
 1. I am above 19 years of age (for applying FLTO course) / 18 years of age (for applying additional type of fork-lift truck) and I agree to provide My HKID Card / Passport for verification during the class.
 2. All the information provided on this application form is correct and I agree to conform with the student regulations of the Council.
 (Note: We reserve the right to withdraw your application or cancel the award of certificates by OSHC if the information provided is inaccurate.)
 3. I am healthy, physically fit, and suitable to participate in the above enrolled course. Occupational Safety and Health Council (OSHC) shall not be liable for any injury or death which I may suffer in this course, if the cause of injury or death is due to my own negligence or inadequacy in health and fitness.

Signature of **Representative of employer/ Applicant : _____ Name and Position of Applicant : _____

**OSHC Ambassador / GCG Member No. : _____ Company Chop (GCG Member) : _____ Date : _____

*Required Field *Please tick the appropriate box **Deleted where inappropriate ***GCG / OSH Ambassador Member
 ****For SMEs, please attach completed OSH Application Form for SME Training Fee Reduction

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 activities of the Council.
 2. To keep you informed of the Council's latest activities, the Council shall use your personal data, including your name, telephone number and correspondence and email addresses, to provide you with updates in relation to our training courses, events, services and other occupational safety and health related information. Your personal data may also be used for our research and statistical purposes.
 3. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a tick in the box below *.
 4. You may make data access requests, data correction requests and data erasure requests to the Council in relation to your personal data. If you wish to do so, please submit a written request and email to oshc@oshc.org.hk.

* I do not wish to receive any information from the Council in relation to its training courses, activities, services other related information.

Name: _____
 Correspondence: _____
 Address: _____

Signature : _____ Date : _____
 This form is valid for one applicant only. Please make extra copies for additional applications.

強制性安全訓練課程學員須知 Mandatory Safety Training Courses Notes for Trainees

強制性安全訓練課程劃一課程內容 Content of Mandatory Safety Training Courses

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。

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》.

勞工處統一擬備考試卷 Central Issuance of Examination Papers by Labour Department

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：

Examination papers for the mandatory safety training courses are generated on random selection basis from examination questions prepared by 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:

- 建造業僱員的強制性基本安全訓練課程*
Mandatory Basic Safety Training Course for Employees in the Construction Industry*
- 貨櫃處理作業僱員的強制性基本安全訓練課程*
Mandatory Basic Safety Training Course for Employees in the Container Handling Industry*
- 密閉空間作業核准工人安全訓練課程*
Safety Training Course for Certified Workers of Confined Spaces Operation*
- 密閉空間作業合資格人士安全訓練課程**
Safety Training Course for Competent Persons of Confined Spaces Operation**
- 吊船工作人員訓練課程*
Training Course for Persons Working on Suspended Working Platforms*
- 氣體焊接安全訓練課程*
Gas Welding Safety Training Course*
- 起重機操作員訓練的劃一課程內容部份*
Standardised Part of Course Content of Training for Operators of Crane*
- 負荷物移動機操作員訓練的劃一課程內容部份*
Standardised Part of Course Content of Training for Operators of Loadshifting Machine*

(*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)

(*Including revalidation course) (**Including revalidation course and top-up course)

課程的各項安排及要求 Course Arrangements and Requirements

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、課堂規則則及視聽記錄等。

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.



視聽記錄 Visual and Audio Recording

課程營辦機構須在課程的以下時段錄製視聽記錄：

The training course provider shall make visual and audio recording during the following sections of the course:

- 筆試 (包括在試場進行的分發及批改試卷)
Written examinations, including distribution and marking of examination papers in examination venue
- 實習使用設有救生繩及防墮裝置的安全吊帶
Hands-on practice on the use of safety harness with lifeline and fall arresting device
- 實習使用認可呼吸器具
Hands-on practice on the use of approved breathing apparatus

出席率 Attendance

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。

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.

網上溫習套件 Online Learning Kit

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。

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.

查詢及投訴 Enquiry and Complaints

如果你對本學員須知的內容有任何疑問或查詢，歡迎聯絡勞工處：

For enquiry about the content of these Notes for Trainees, please contact the Labour Department through:

電話 Telephone : 2559 2297 (辦公時間以外自動錄音 auto-recording after office hours)

傳真 Fax : 2915 1410

電子郵件 E-mail : 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：

For complaints about the quality of a mandatory safety training course, please call the Labour Department:

職安健投訴熱線 Occupational Safety and Health complaint hotline : 2542 2172

(所有投訴均會絕對保密 All complaints will be treated in the strictest confidence)

勞工處 Labour Department

職業安全及健康部 Occupational Safety & Health Branch



職業安全健康局（「職安局」）
強制性安全訓練課程錄製視聽記錄同意書及「強制性安全訓練課程學員須知」簽收記錄
Occupational Safety and Health Council ("OSHC")
Mandatory Safety Training Courses Visual and Audio Recording Consent Form and
Acknowledgement of Receipt of "Mandatory Safety Training Courses Notes for Trainees"

本人 I _____ (學員姓名 Name of the Trainee) :

(1) 知悉並同意 acknowledge and agree that

- 根據勞工處發出的《營辦強制性安全訓練課程的批核條件》，職安局在強制性安全訓練課程的筆試過程中(包括在試場分發及批改試卷的過程)及個人防護設備（包括(a)設有救生繩及防墮裝置的安全吊帶和(b)認可呼吸器具)實習環節會錄製視聽記錄（「視聽記錄」）；

According to the "Approval Conditions for Operating Mandatory Safety Training (MST) Courses" issued by the Labour Department, the OSHC will conduct visual and audio recording of the MST course written examinations (including the process of distribution and marking of examination papers in the examination venues) and the hands-on practical sessions for personal protective equipment (including (a) safety harness with lifeline and fall arresting device and (b) approved breathing apparatus) (the "Visual and Audio Recordings");

- 視聽記錄或會記錄及截取本人的樣貌及聲音。所有視聽記錄所獲取的個人資料均為了監察課程及考試和在有需要時作查閱之用；

The Visual and Audio Recordings may record and capture my face and my voice. All the information of a personal nature obtained in the Visual and Audio Recordings by OSHC are for the purposes of course and examination monitoring and for carrying out inspections if necessary;

- 除特別情況許可外，所有視聽記錄會在保存3個月後即予刪除及銷毀；

Unless special circumstances apply, all Visual and Audio Recordings may be erased and destroyed after they have been kept in storage for 3 months;

- 在與第1(b)段所述目的相關的情況下，職安局有權向勞工處及其他相關政府部門及當局傳送及披露視聽記錄；

OSHC has the right to transfer and disclose the Visual and Audio Recordings to the Labour Department and other relevant government departments and authorities in connection with the purposes set out in paragraph 1(b);

- 因應勞工處要求，如本人拒絕接受上述職安局的錄製視聽記錄安排，本人將被視為未能成功完成安全訓練課程，而並不會獲發安全訓練證明書及不會獲發還課程費用；及

Subject to the requirements of the Labour Department, if I refuse to accept the above-mentioned visual and audio recording arrangement by OSHC, I should be deemed to have failed to successfully complete the MST course and therefore no certificate will be issued, and course fee will not be refunded; and

- 職安局的個人資料政策一般可於收到查詢後提供。任何索取視聽記錄所載的個人資料申請（「查閱資料申請」）應以書面提出，並透過電子郵件，向職安局的保障個人資料(私隱)主任申請，電郵地址為 dpo@oshc.org.hk 或致函至職安局，地址為香港北角馬寶道28號華匯中心19樓。職安局或會就處理查閱資料申請收取費用。

The personal data policy of OSHC is generally available upon enquiry and any request for my personal data in the Visual and Audio Recordings (the "Data Access Request") should be in writing and directed to the Data Protection Officer of OSHC by email to dpo@oshc.org.hk or by mail to the Occupational Safety and Health Council at 19/F China United Centre, 28 Marble Road, North Point, Hong Kong. A fee may be charged by OSHC in response to the Data Access Request.

- (2) 本人已收到勞工處發出的「強制性安全訓練課程學員須知」及確認明白學員須知的內容及同意當中的安排及要求。

I have received the "Mandatory Safety Training Courses Notes for Trainees" issued by the Labour Department and understand the content of the Notes for Trainees and agree to the arrangements and requirements therein.

學員簽署 Signature of the Trainee : _____ 日期 Date : _____

