

Let us first observe a three minutes' silent tribute the deceased in the Causeway Bay crane collapse accident



**Silent Tribute**

### Points to note for conducting audit under F&IU (Safety Management) Regulations

Some of the members attended interview with the SMR Administrative Office of the Labour Department. The following are some of the summarized points for all auditors to note: -

#### 28 Days Report Submission

**28 Days**

1. The date on the report should be within 28 days after the last date of audit. A reasonable time is allowed for delivery to the auditee.

#### Delivery Record

2. It is best to keep record of delivery of report to auditee, e.g. signed acknowledgement, delivery note by courier, etc.

#### Form 3 – 14 Days

**Form 3**

3. When amendment of audit date is

required, 14 days notice need to be given in the revised F.3.

#### Amended Form 3

4. If the audit date is postponed due to urgent matter or sickness without giving 14 days notice, then the amended F.3 should enclose an explanation, or evidence, e.g. sick leave certificate.

#### Form 3 Information

5. Care must be given in the information in the F.3, particularly the date of audit and the date of submission.

#### Sample Site

6. When conducting corporate audit for which a previous site audit is included as a sample site, the start date of corporate audit is counted from the start date of the site audit and 14 days notice in the F.3 will need to be given.

#### Auditee Organization ★

7. Request an updated organization chart to be made in the "Request for information for audit plan" so that appointment can be arranged for interview of important persons.

### **New Members**


The membership of the Society stands as follows:

Full Member	93
Associated Member	13
Companion Member	8

## SHARP - Draft

The SHARP is now in the final stage before launching. Here are some information for those who wish to be early birds

### JOINING PROCEDURE AND FEE

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1. Any RSA who wishes to join the SHARP should complete the application form and the declaration together with an audit report conducted by him within 6 months to the PA accompanied by an application fee of \$500 and seal deposit of \$2000. For applicants who are not members of SASA or HKRSAA, he will need to join any one of the associations beforehand.
  2. The PA will vet the qualification and the audit report submitted by the applicant for compliance to the criteria and practice guide of the Programme. The PA has sole discretion whether to accept any RSA to join the programme.
  3. Upon acceptance, the PA will issue a seal to the SHARP RSA together with 50 audit report cover sheets with label. The SHARP RSA will use these audit report cover and the seal for conducting audits which comply with the criteria and practice guide of the SHARP Programme.
  4. The SHARP RSA will be required to include a condition with the auditee in his proposal, agreement, audit plan and audit

report that the audit report may be submitted to the SHARP PA for evaluation and checking.

5. The PA undertakes the information contained in any audit report or audit plan submitted by a SHARP RSA will not be used other than for the purpose of administering the SHARP Programme. No information will be copied, duplicated or release to any party unless in a Court of Law.
6. The SHARP RSA needs to purchase report cover with label from the PA when the initial stock is used up.
7. The PA may adjust the entrance fee and may impose an annual fee, or other fee as appropriate.

### SASA Corner

The next SASA Corner will invite the Legal Advisor of the Society, Kenneth Ng, to offer us a talk on "Legal Rights and Responsibilities When Attending Interview with Labour Department".

**Date and venue to be announced**