



Society of Accredited Safety Auditors
香港核准安全稽核師公會

ASA

Circular 23

27 MARCH 1999

P O Box 78537
Mong Kok
Post Office
Tel: 27869009
Fax: 27861767

NEXT MEETING IN APRIL AGM IN MAY

The next meeting of the Society will be held as usual on the 2nd Wednesday of the month, i.e. **14th April 1999** in Room W207, HK Polytechnic University. See you then!

The AGM of the Society is fixed on Wednesday, **26th May 1999** at the Staff Club, 5/F Communal Building of HKPU. Please mark the date in your diary.

NOMINATION TO BECOME COUNCIL MEMBER OF THE SOCIETY

We need energetic and innovative members to serve the EC and the committees. If you are prepared to devote yourself for the betterment of the profession and safety in Hong Kong, please look out for the official announcement and nomination form which will be dispatched soon.

NEW POST OFFICE BOX

The Society has acquired a new Post Office Box in **Mongkok Post Office**. The box number is **78537**. Please use this number in future.



3RD INTAKE OF SATS (SAFETY AUDIT TRAINING SCHEME) OF HKPU

This training course is one of the pre-requisites to become a Registered Safety Auditor (RSA) under the new F&IU(Safety Management) Regulations. The 3rd intake will be open for enrollment soon. If you are interested, **please remember to enclose your SASA membership certificate with the application form.** This will give you a better chance of getting accepted into this over-subscribed training course.

AUDIT REPORT WRITING COURSE

The joint course between the Society and the Business and Technology Centre of HKPU has been postponed due to unforeseen circumstances. The new dates has not been fixed yet. Members are encouraged to contact Ms Mandy Hui of the Business and Technology Centre at 27667787 to reserve your place so that you will not miss it when the course is re-activated.

REQUEST FOR PROCEDURES TO HANDLE AUDITING SITUATIONS

When members conduct audit for the Works Bureau and Housing Authority contracts, we are frequently faced with different situations where we have to advise the contractor of the procedures to take, e.g.

- What is the meaning of completion of job when no further audit is required?
- What is the criteria for fixing subsequent audit dates?
- What are the procedure to adopt when the contractor request a change of date when the audit plan has been issued?
- What are the procedure if the ASA or SAA suddenly becomes unavailable on the date of audit?

The list is long! Members are requested to send in matters requesting clarification so that we can request OSHC to provide guidance and procedures to adopt in these situations. Please fax your response to the Society before the next monthly meeting.

AUDIT FEE FOR REGULATORY AUDITS

The Works Bureau has been conducting panel interviews with a number of contractors recently, thus we are expecting an increased number of regulatory audits. Members are requested to refer to **Guidance Note No. 3/98** issued by the Society in Jan 1998 in respect of the fee and procedure. The GN is in disk no. 1 which has been sent to all members