

CIRCULAR NO.6

WORKSHOP ON THE GUIDANCE to ISAS

15 December 1997



Version 1.1

Firstly, we must record an apology for omitting Mr. K C Kwong in the list of ASA responsible for preparing the guidance in Circular No. 5. This was due to a printout error. In the meeting on 11 Dec 1997, 20 members turned up. Unfortunately we did not have sufficient time for all ASA to present their opinion on the guidance. All ASA are requested to send their draft guidance to Mr. Victor Chan through e-mail <lucy001@ibm.net> before 24 Dec 1997 so that he can collate and send to members for comment after Christmas. If you do not have e-mail facility, please send a disk with the guidance in MS Word format. Please send to Mr. Victor Chan, Flat C, 5/F, 239 Lai Chi Kok Road, Shamshuipo.



The Guidance should be in similar format to the guidance now attached to the ISAS. Please

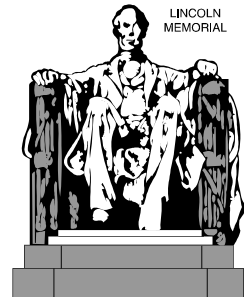
note that **this is different from criteria for score** which is another major job for us to develop later.

All ASA should send the guidance to Victor Chan before 24th December 1997.

Jimmy Lau	1	Y Y Wong	2-3
Clint Lo	4-5	Y K Kam	6,8
Ken Leung	7	Daron Leung	9-10
Peter Tong	11,13	Chan Siu Fu	12
Wong Yee Har	14.1	Danny Tong	14.2
W L So	14.3	Ruben Chung	14.4
C K Kwong	14.5		

FORMATION OF WORKING COMMITTEES IN SASA

In order to ensure that the various functions of the society are looked after and developed, the meeting on 11 Dec 1997 agreed on the formation of a number of committees in SASA. Each member will attach to one sub-committee. For those members who were absent from the meeting, they have been assigned to a committee accordingly, except the President, Vice-president and Hon. Secretary.



Professional Ethics Committee

- To develop a code of professional ethics and to monitor, review, and take action on the adaptation of such codes by members.
- Chairman - Kent Leung
- Members - William Chow
K K Wai
James Wong
Wong Yee Har
Yau Kwong Wah

Professional Identity Development

Committee

- To devise means to enhance the professional identity of the Safety Auditor profession especially those of the SASA member.
- Chairman - Andy Lo
- Members - Raglan Lam
W L So
Peter Tong
Lam Chung
Yu Wai Keung
Chu Tak Sing

Information and Technical Support Committee

- To kept abreast of the development of ISAS, HASAS and other audit schemes in Hong Kong and to advise members on means and ways for the better and efficient discharge of the safety audit function.
- Chairman - Victor Chan
- Members - S K Chow
H K Chung
C K Kwong
Y K Chung
Daron Leung
H C Tse

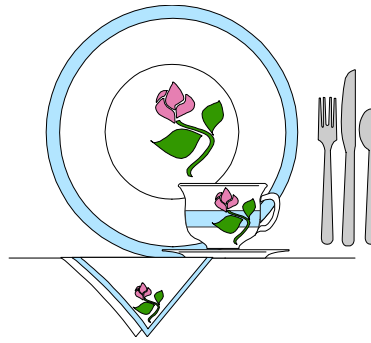
Continuous Professional Development Committee (including international liaison)

- To develop CPD plans for members both local and overseas and to arrange for such CPD projects
- Chairman - Y K Kam
- Members - Danny Tong
Scorpio Wong
Paul Chan
Henry Law
Cheng Shing Tak

Committees are requested to meet and discuss on terms of reference and development plan for report in the dinner meeting after the EGM on Friday, 16 January 1998.

Extra-Ordinary General Meeting

An extra-ordinary General Meeting is scheduled to be held on Friday, 16 January 1998. The venue will be announced together with the notice which will include amendment of the M&A to incorporate a new member grade of Graduate Member, intended for those who have passed the SATS in Polytechnic University and



Auditor's training course in City University but not yet registered as auditors.

Please mark the date Friday, 16 January 1998 on your diary for

this important function. A dinner will follow during which time committee will report on their terms of reference and development plan.

SUPERVISORS FOR THE SATS IN POLYTECHNIC UNIVERSITY

There are 2 classes for the SATS (Safety Auditing Training Scheme) in Polytechnic University, both of them are starting their part II in December 1997. The Part III which comprises of a project using the SMA-CON developed by SASA will be run sometimes in March next year. Graduates from this course will meet the training requirement for registration to become Registered Safety Auditor with the Labour Department.

Part III of the course require a number of supervisors in supervising the students for the project. We have 15 volunteers from the Society which is very encouraging.

