



For laboratory use only	
Account No.	_____
Date received	_____

## REGISTRATION FORM FOR TESTING OF CONSTRUCTION MATERIALS

Works Dept/Office \_\_\_\_\_ PWP Item No. \_\_\_\_\_  
 Project Title \_\_\_\_\_ Contract No. \_\_\_\_\_  
 Job Title (if any) \_\_\_\_\_ Job No. (if any) \_\_\_\_\_  
 Work/Site location \_\_\_\_\_ (please attach a site location plan if available)

**Request** (To be completed and then emailed/faxed to PWLs (Note 1))

A. Please indicate below the required material testing services:

- Aggregates  Soils (Give separate details of type of tests)  Concrete cubes and cores (Note 2)  
 Bituminous materials (Note 2)  Steel reinforcement  Steel section/pre-stressing strand  
 Others (Please specify) \_\_\_\_\_

- B. i) Collection service for concrete cubes, concrete cores and steel bars (Note 3)  Required  Not Required  
 ii) Type of test report format (Note 4)  Electronic  Hard copy

<b>Government Officer in charge of Contract</b> Name : _____ Post : _____ Tel./Fax No. : _____ Email : _____ Address : _____	<b>Consultant in charge of Contract (if applicable)</b> Name : _____ Post/Company : _____ Tel./Fax No. : _____ Email : _____ Address : _____
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Company Name of Main Contractor : \_\_\_\_\_

<b>Representative on site</b> Name : _____ Post : _____ Tel./Fax No. : _____	Samples shall normally be delivered by the following project site person(s) : (Note 5) Name : _____ ; _____ Post : _____ ; _____ Tel./Fax No. : _____ ; _____
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<b>Site Contact Person for Sample Collection</b> Name : _____ Post : _____ Tel./Fax No. : _____ Email : _____	<b>Recipient of Preliminary Results</b> Name : _____ Post : _____ Tel./Fax No. : _____ Email : _____
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<b>Recipient of Test Certificate/Report (Notes 4 &amp; 6)</b> Name : _____ Post : _____ Tel./Fax No. : _____ Email 1 : _____ Email 2 : _____ Address : _____	<b>Authorised Person to collect Test Certificate/Report (hard copy)/Security Label (Note 7)</b> Name : _____ ; _____ Post : _____ ; _____ Tel./Fax : _____ ; _____
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The Applicant has read carefully, understood, and accepted unconditionally the conditions appearing on the back of this form and request that testing service be undertaken strictly on the basis of the conditions appearing on the back of this form.

Requested by (To be filled in by / on behalf of Government Officer in charge of Contract) :-

Name : \_\_\_\_\_ Signature : \_\_\_\_\_  
 Post : \_\_\_\_\_ Date : \_\_\_\_\_

- Notice:
1. Please provide a written request to the PWL for access to and correction of your personal data.
  2. Customers are advised they are prohibited from offering advantages to the government officers, including the staff of the PWL, in any dealings of the testing / calibration services.
  3. All the personnel information and the testing information of PWL's customers may be disclosed to HKAS through the HOKLAS assessments of PWL.
  4. When the PWL is required by or authorised by contractual arrangement to release confidential information, PWL's customers shall, unless prohibited by law, be notified of the information provided.



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### Estimate of Testing Requirements

Date of contract commencement : \_\_\_\_\_ Date of estimated contract completion : \_\_\_\_\_

Material	Type of test	Estimated date of testing commencement	Estimate of total sample number per <b>six month</b> period from the date testing commences						
			Months						
			1-6	7-12	13-18	19-24	25-30	31-36	Remainder
Aggregates									
Bituminous materials									
Concrete cubes and cores									
Soils (In-situ)									
Soils (Laboratory)									
Steel reinforcement									
Steel section/strand									
Others									

Please use the space below or separate sheet if insufficient space above, or for explanatory notes, special requests etc.

Notes :

- The addresses of PWLs can be found at the CEDD website (<http://www.cedd.gov.hk>). Test request forms and PWL Test Directory can be downloaded from the downloading area of the same CEDD website. Project site staff shall fax it to GR section of PWL (Fax no. 2795 9611) to register. The sample reception hours of the PWLs are as follows:

		PWCL	PWRLs
Monday to Friday	(AM)	8:30 am to 12 noon	8:30 am to 11:45 am
	(PM)	1:45 pm to 5:00 pm	1:15 pm to 4:30 pm
Saturday, Sunday & Public Holiday	No sample reception services		

- When requesting tests for concrete cubes/cores or bituminous materials, mix design No / ID and mix details should be provided.
- Sample collection service is not available for remote areas and outlying islands without a road link. A procedural brief for requesting sample collection and testing services will be provided after registration.
- If electronic format is to be selected, digitally signed electronic test certificates/reports will be delivered by electronic means, and no hard copy of test certificate/report will be issued. If individual project offices consider it necessary to receive hard copies of the test certificates/reports for a particular contract, justification(s) shall be provided to PWL for record following DEVB's memo (ref. DEVB(W) 520/83/04) dated 12 June 2023.
- This information shall be provided for persons delivering test samples. Test samples shall not normally be accepted from non-government staff or staff unable to provide proof of government employment. In this respect, government staff includes resident staff and staff of consultants employed on government projects.
- In the event of failure to deliver to the stated address, test certificates/reports (hard copy) may be delivered to the customer's head office.
- If test certificates/reports (hard copy) / security labels are to be collected, any number of persons may be nominated by providing separate details. Test certificates/reports (hard copy) / security labels will not be released to any person not pre-registered with the laboratory unless he is specifically authorised in writing to do so. Test certificates/reports (hard copy) not collected within two weeks may be sent by post to the customer's head office.