



REGISTRATION FORM FOR TESTING OF CONSTRUCTION MATERIALS (Notes 1 & 2)
(FOR USE OF E-PORTAL ONLY)

Part A – Contract Information	
Works Dept/Office : _____	PWP Item No. : _____
Contract Title : _____	Contract No. : _____
Job Title <small>(if applicable)</small> : _____	Job No. <small>(if applicable)</small> : _____
Name of Main Contractor : _____	
Contract Commencement Date : _____ <small>(dd/mm/yyyy)</small>	Estimated Contract Completion Date : _____ <small>(dd/mm/yyyy)</small>
Work/Site location <small>(Note 2)</small> : _____	Zone No. <small>(see Fig. 1)</small> : _____ <small>(please attach a site location plan if available)</small>

Part B – Contact Details	
<p>(i) Government Officer responsible for the Contract</p> <p>Name : _____</p> <p>Post : _____</p> <p>Tel. No. : _____</p> <p>Fax. No. : _____</p> <p>Email address : _____</p> <p>Postal address : _____</p>	<p>(ii) Consultants and/or Resident Site Staff responsible for the site supervision (if applicable)</p> <p>Company Name : _____</p> <p>Name of Contact Person : _____</p> <p>Post : _____</p> <p>Tel. No. : _____ Fax. No. : _____</p> <p>Email address : _____</p> <p>Postal address : _____</p>

Part C – Testing Service related Information <small>(Note 3)</small>	System Account No. _____															
<p>(i) Account Registration of PWL’s Laboratory Information Management System (LIMS) <small>(Note 4)</small> <i>(please also fill in Form No. 2007es if more than one system account are required)</i></p> <p>Particulars of the Principal User(s) <i>(not more than two Principal Users shall be nominated for each system account):</i></p> <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;"><u>Principal User 1</u></td> <td style="width:50%; border: none;"><u>Principal User 2</u> <small>(if any)</small></td> </tr> <tr> <td style="border: none;">Name : _____</td> <td style="border: none;">Name : _____</td> </tr> <tr> <td style="border: none;">Post : _____</td> <td style="border: none;">Post : _____</td> </tr> <tr> <td style="border: none;">Tel. No. : _____</td> <td style="border: none;">Tel. No. : _____</td> </tr> <tr> <td style="border: none;">Fax. No. : _____</td> <td style="border: none;">Fax. No. : _____</td> </tr> <tr> <td style="border: none;">E-mail address : _____</td> <td style="border: none;">E-mail address : _____</td> </tr> </table>		<u>Principal User 1</u>	<u>Principal User 2</u> <small>(if any)</small>	Name : _____	Name : _____	Post : _____	Post : _____	Tel. No. : _____	Tel. No. : _____	Fax. No. : _____	Fax. No. : _____	E-mail address : _____	E-mail address : _____			
<u>Principal User 1</u>	<u>Principal User 2</u> <small>(if any)</small>															
Name : _____	Name : _____															
Post : _____	Post : _____															
Tel. No. : _____	Tel. No. : _____															
Fax. No. : _____	Fax. No. : _____															
E-mail address : _____	E-mail address : _____															
<p>(ii) Collection of Security Labels</p> <p>Particulars of the authorized site supervisory staff for collection of security labels <small>(Note 9)</small> <i>(information to be provided applies to system account(s) to be created in accordance to Part C(i) of this form and Form 2007es which is submitted together with this form, if any)</i></p> <table style="width:100%; border: none;"> <tr> <td style="width:33%; border: none;">Name : _____</td> <td style="width:33%; border: none;">Name : _____</td> <td style="width:33%; border: none;">Name : _____</td> </tr> <tr> <td style="border: none;">Post : _____</td> <td style="border: none;">Post : _____</td> <td style="border: none;">Post : _____</td> </tr> <tr> <td style="border: none;">Tel. No. : _____</td> <td style="border: none;">Tel. No. : _____</td> <td style="border: none;">Tel. No. : _____</td> </tr> <tr> <td style="border: none;">Fax. No. : _____</td> <td style="border: none;">Fax. No. : _____</td> <td style="border: none;">Fax. No. : _____</td> </tr> <tr> <td style="border: none;">E-mail address : _____</td> <td style="border: none;">E-mail address : _____</td> <td style="border: none;">E-mail address : _____</td> </tr> </table>		Name : _____	Name : _____	Name : _____	Post : _____	Post : _____	Post : _____	Tel. No. : _____	Tel. No. : _____	Tel. No. : _____	Fax. No. : _____	Fax. No. : _____	Fax. No. : _____	E-mail address : _____	E-mail address : _____	E-mail address : _____
Name : _____	Name : _____	Name : _____														
Post : _____	Post : _____	Post : _____														
Tel. No. : _____	Tel. No. : _____	Tel. No. : _____														
Fax. No. : _____	Fax. No. : _____	Fax. No. : _____														
E-mail address : _____	E-mail address : _____	E-mail address : _____														

Part C – Testing Service related Information (cont'd)

(iii) Receipt of the Test Certificates/Reports *(Note 11)*

(a) Type of test certificates/reports format *(Note 5)*

Electronic Hard copy *(Note 9)*

(b) Authorized e-mail address(es) for receiving notifications when test certificates/reports are issued
(please provide if the authorized e-mail address(es) are not the same as those of the principal user(s) as provided in Part C(i))

Authorized e-mail address : _____

Authorized e-mail address : _____

(c) Particulars of the authorized site supervisory staff for receipt/collection of the test certificates/reports
(only applicable for contract which opts to receive the test certificate/report in hard copy format)

Name : _____

Name : _____

Post : _____

Post : _____

Tel. No. : _____

Tel. No. : _____

Fax. No. : _____

Fax. No. : _____

E-mail address : _____

E-mail address : _____

Postal address *(Note 6)* : _____

Part D – Estimates of Testing Requirement

(i) Scope of the Construction Materials Testing Services to be required *(please tick the box(es) below whichever appropriate)*

Aggregates

Soils *(please give separate details on type of tests)*

Bituminous materials *(Note 7)*

Steel reinforcement

Concrete cubes and cores *(Note 7)*

Steel section/pre-stressing strand

Others *(Please specify)* _____

(ii) Collection service for concrete cubes, concrete cores and steel bars *(Note 8)*

Required Not Required

(iii) Estimates on the Test Quantities :

Material	Type of test	Forecast commencement date of testing	Estimate of total sample number per six-month 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									

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

Notes :

1. Completed registration form(s) shall be submitted by the government officer who responsible for the contract to the PWL through e-mail (e-mail address : pwcl@cedd.gov.hk).
2. If a contract comprises more than one work site/location and covered by more than one district zone as presented in Figure No. 1 below, customer shall complete and submit separate registration form for each work site/location.
3. PWL Test Directory can be downloaded from CEDD website (<http://www.cedd.gov.hk>). The addresses of PWLs can be found at the above CEDD website while 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		

4. Test requests shall be submitted through LIMS e-Portal (<https://lims.cedd.gov.hk>).
5. 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 office considers it necessary to receive hard copies of the test certificates/reports for a particular contract, justification(s) shall be provided to PWL for record in accordance to DEVB’s memo (ref. DEVB(W) 520/83/04) dated 12 June 2023.
6. 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.
7. When requesting tests for concrete cubes/cores or bituminous materials, mix design No / ID and mix details should be provided.
8. Sample collection services are 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.
9. If test certificates/reports (hard copy) / security labels are to be collected, project offices may nominate any number of persons of site supervisory staff 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/she is expressly 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.
10. All the personnel information and the testing information of PWL’s customers may be disclosed to HKAS through the HOKLAS assessments of PWL.
11. 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.
12. Pursuant to WBTC No. 14/2000, the compliance test results shall be delivered directly to the Engineer/Architect, not via the Contractor. This principle shall continue to be adopted no matter electronic or hard copy test certificates/reports are to be issued for public works contracts.

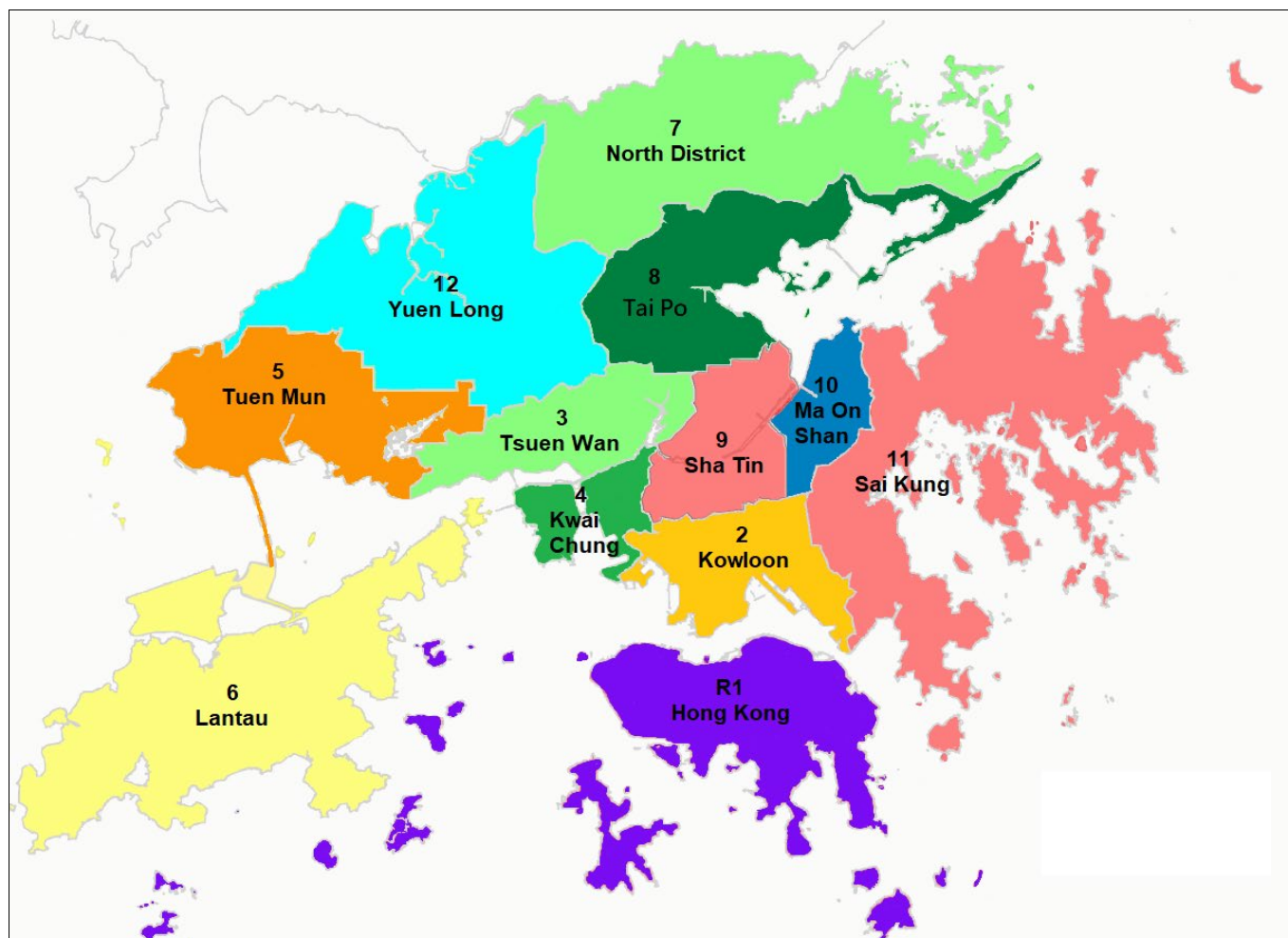


Figure No. 1 – Zoning Plan for Registration of Project Site