



VHSmartcard Intelligent System (VHSiS™)

Technical Paper



緯衡科技
VHSoft Technologies

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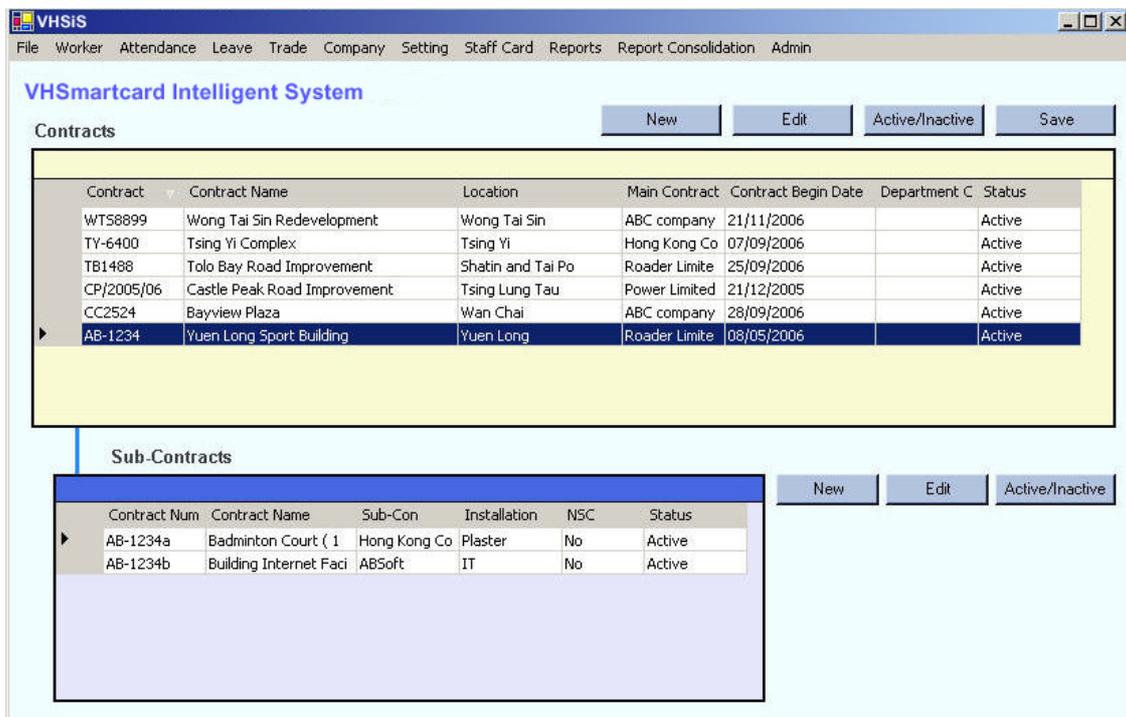
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Introduction to VHSmart Card Intelligent System (VHSiS™)

VHSmart Card Intelligent system (VHSiS™) facilitates organizations to enforce security control, implement staff card issuing and obtain attendance record of company staff including headquarters, branch offices, subsidiaries, site offices and also the sub-contractors in different locations. VHSiS™ can perform centralized registration, attendance tracking, reporting and card issuance, as well as resource planning.

By synchronizing the updated staff information from remote branches, subsidiaries, site offices and also to the PDA, hence, the integrity and centralization of smart card management is assured.



The screenshot displays the VHSiS software interface. The main window title is "VHSiS" and the menu bar includes "File", "Worker", "Attendance", "Leave", "Trade", "Company", "Setting", "Staff Card", "Reports", "Report Consolidation", and "Admin". The main content area is titled "VHSmartcard Intelligent System" and features a "Contracts" section with buttons for "New", "Edit", "Active/Inactive", and "Save". Below this is a table of contracts:

| Contract | Contract Name | Location | Main Contract | Contract Begin Date | Department C | Status |
|------------|------------------------------|-------------------|---------------|---------------------|--------------|--------|
| WTS8899 | Wong Tai Sin Redevelopment | Wong Tai Sin | ABC company | 21/11/2006 | | Active |
| TY-6400 | Tsing Yi Complex | Tsing Yi | Hong Kong Co | 07/09/2006 | | Active |
| TB1488 | Tolo Bay Road Improvement | Shatin and Tai Po | Roader Limite | 25/09/2006 | | Active |
| CP/2005/06 | Castle Peak Road Improvement | Tsing Lung Tau | Power Limited | 21/12/2005 | | Active |
| CC2524 | Bayview Plaza | Wan Chai | ABC company | 28/09/2006 | | Active |
| AB-1234 | Yuen Long Sport Building | Yuen Long | Roader Limite | 08/05/2006 | | Active |

Below the contracts table is a "Sub-Contracts" section with buttons for "New", "Edit", and "Active/Inactive". It contains a table of sub-contracts:

| Contract Num | Contract Name | Sub-Con | Installation | NSC | Status |
|--------------|------------------------|--------------|--------------|-----|--------|
| AB-1234a | Badminton Court (1 | Hong Kong Co | Plaster | No | Active |
| AB-1234b | Building Internet Faci | ABSoft | IT | No | Active |

About VHSiS

Smart Card System:

- Utilize biometric authentication technology
- Fully comply with Construction Workers Registration Authority (CWRA) Security Access Module System (SATM)
- Print Site Personnel detail
- Support:
 - Mobile computing device for smart-card verification
 - Company Smart Card and CWRA Card
 - Daily In/Out Record Output

Payment of Wages:

- Schedule of Wages
- Mandatory Provident Fund (MPF) Contributions against Daily Attendance
- Sub-Contractor's Payment of Wages

Reports:

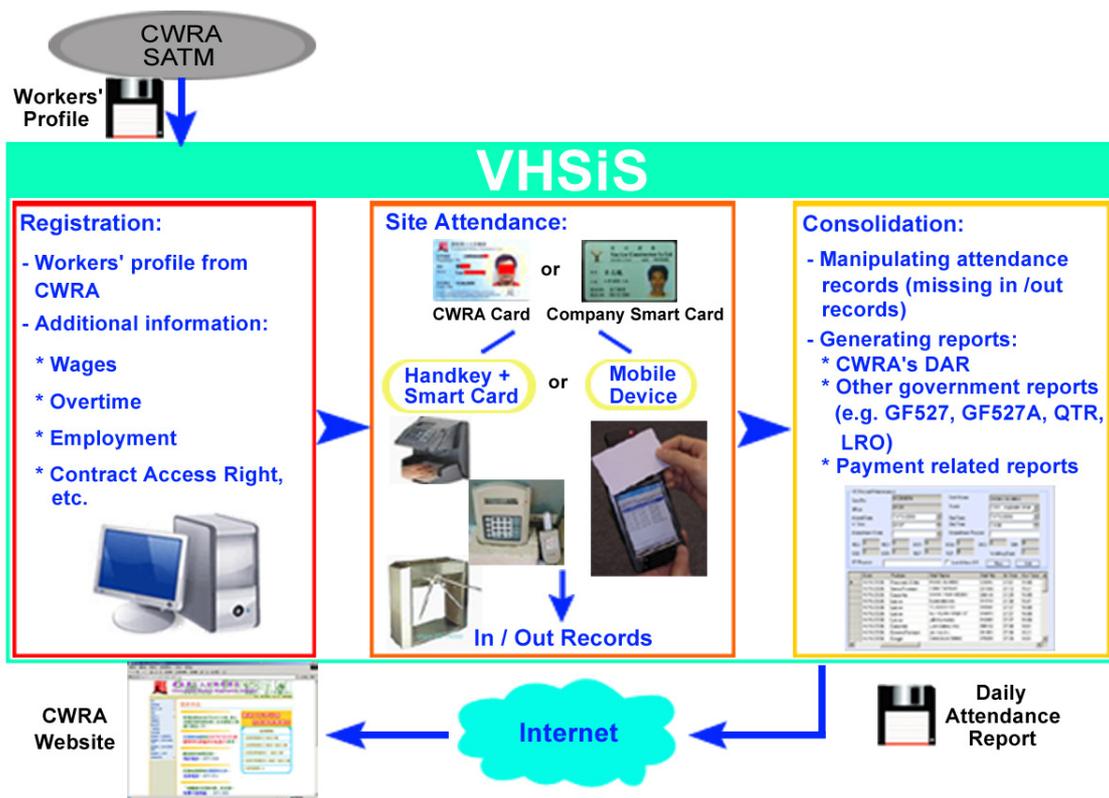
- Daily Attendance Report (DAR) for CWRA
- GF527 and GF527A for tenants (e.g. Architectural Services Department [ASD] and Housing Authority [HA]) and Census Department
- Qualify Tradesman Report (QTR) for tenants
- Other Payment-related and Management Reports (e.g. Overtime [OT] Report, Sub-contractor Payment Record with MPF, Exception Report, etc.)

Others:

- OT, Roster Setting and Wages Calculation
- Missing in/out records enquiry and auto-fill with pre-set time
- Sub-contractor's self-maintenance capability (daily record, report, payment)

Security:

- Apply an encrypted key in staff card and database system to protect sensitive data
- Introduce dynamic backup strategy on centralized database, enabling real time and cold backup of data



Section 1: Registration Module

Overview

The user can export the workers' profile collected from CWRA to VHSiS. Additional information, such as wage, overtime, employment, access right of contract, etc., of workers can be inputted in the Registration Module of VHSiS. All information, together with the profile, will be stored in a central repository in VHSiS. The features of the Registration Module are highlighted as follows:

- Centralized Staff Registration with association of Company Smart Card / CWRA Card
- Comprehensive Repository of labour information that can be shared, distributed and dispatched to branches, subsidiaries and sites
- Company Card Read/Write Function: Write personal information to Company Smart Card with personal photo
- Multiple Sites Access Control Configuration of Staff
- Staff Data Export / Import across headquarter and sites
- Maintenance of:
 - Department List
 - Trade List
 - Certification
 - Position List
- Company Card Printing Function: about 12 card templates for selection (template requires additional program customization)
- Compatible with advanced Smart Card Security Requirement including SATM

Registration Management

Application registration contains staff's photo and is compatible with registration cards issued by the Registrar of Construction Workers, which is appointed under the Construction Workers Registration Ordinance.

The screenshot displays the 'VHSiS - Data Manager' application window. The interface is divided into a left-hand navigation pane and a main data entry area. The navigation pane lists various modules such as 'Personal Information', 'Staff', 'Subcontractor', 'Parent/Trade', 'Trade', 'Department', 'Position', 'Certification', 'Staff Cert', 'Subcon/Trade', 'Trade Cert', 'Project List', 'Card History', 'Housing Card', 'Block List', 'Entry Permission', 'Work Order Management', 'FPAK Location Definition', 'Clocking', and 'Report'. The main area shows the registration details for a staff member with the following information:

- Staff HKID: E70
- Staff No: CWR-0129
- Staff Name: Wang Chi Kong (王傑江)
- Chinese Name: 王傑江
- Gender: Male (selected)
- Image Name: C:\Program Files\SZH
- Enter With HandKey:
- Salary: 0
- Blood Type:
- Address:
- Phone No:
- Department:
- Subcontractor: 洪昌建築工程公司
- Position:
- Trade: 地庫龍井
- SubCon Position:
- Practicing Trade: C356 機械設備操作工作類-挖機機
- Trade Cert No: A702736
- Expire Date: 2011-09-21
- Other Cert. list: 2011-09-21 A702736 黃荷物移動機械
- Project: 彩豐道
- Issue Site: 彩豐道
- Issue Date: 2007-07-10
- Safety Card No: GC-030875R
- Expire Date: 2009-03-31
- Construction Worker Registration Card No: CWR06107616
- Expire Date: 2009-09-19
- Silver Card No:
- Expire Date: 1899-12-30

Certification Maintenance

Applicant information enquiry, worker's trade certificate (with qualification and expiry date) maintenance, result updating, interfacing, email confirmation, rejection handling and letter of reject application can be performed.

Card Personalization & Printing

Functions include card personalization log in and access permission, smart card writing and printing and QC/QA.



Card Enquiry

With the central repository, the user can easily enquire staff's profile and card information enquiry.

Card Update

The user can perform card renewal and card re-issuing.

Chip and Card Application

The user can perform card termination and card suspension.

Smart Card Receiving Side

Card reading and security access handling are available.

| Read Card | | Write | |
|---------------------------------------|---------------------------------------|--------------------------------------|---|
| Card No : | AB8EC382 | Staff Type : | YLSUB |
| Staff HKID : | E70 | Card Type: | 有利建築判工證 |
| Staff Number : | CWR-0129 | Card No: | AB8EC382 |
| StaffName : | Wong Chi Kong | Staff HKID : | E70 |
| ChineseName : | 王熾江 | Staff Number : | CWR-0129 |
| SafetyCardNo : | GC-030875R | StaffName : | Wong Chi Kong |
| SCExpireDate : | 2009-3-31 | ChineseName : | 王熾江 |
| Position Code : | | SafetyCardNo : | GC-030875R |
| Position : | | SCExpireDate : | 2009-3-31 |
| Subcon Code : | 04 | Position Code : | |
| Subcontractor : | 洪昌建築工程公司 | Position : | |
| Trade Code : | 04 | Subcon Code : | 04 |
| Trade : | | Subcontractor : | 洪昌建築工程公司 |
| ExpireDate : | 2008-7-9 | Trade Code : | 04 |
| Indicator : | <input type="checkbox"/> Out | Trade : | 地渠泥井 |
| Certification : | -17 2011-9-21 | Expire Date : | 2008-07-09 11:19:53 |
| | | Indicator : | <input type="checkbox"/> TRUE In, FALSE Out |
| | | Certification : | 負荷物移動機械 2011-9-21 |
| <input type="button" value="Read"/> | <input type="button" value="Format"/> | <input type="button" value="Write"/> | <input type="button" value="Exit"/> |
| <input type="button" value="Update"/> | | Result: Succeed! | |

Key Management

An encrypted key is generated for smart cards and the database to protect sensitive data including ID card no. and staff password.

Section 2: Site Attendance Module

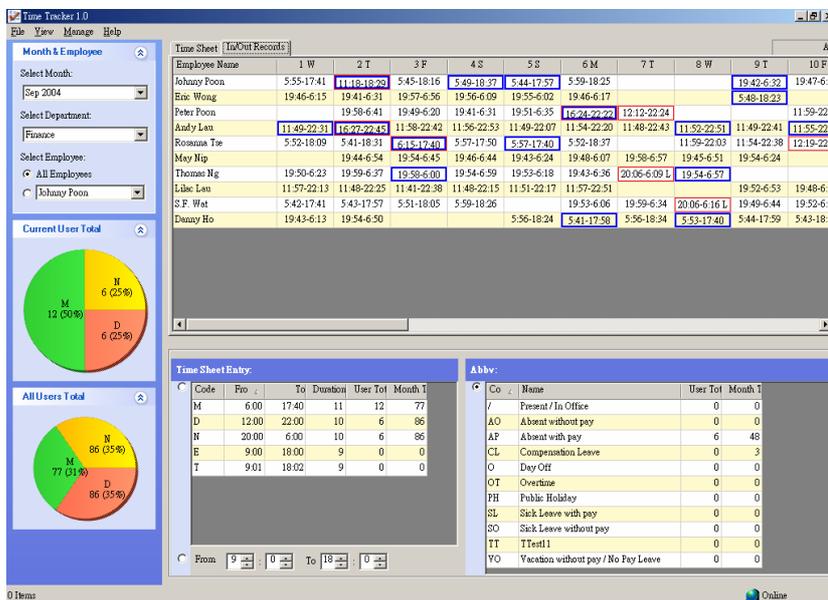
Overview

The function of the Site Attendance Module is to capture the in/out records from sites and import them to VHSiS. VHSiS supports two approaches for collecting the attendance records.

- Smart Card Reader with Handkey and Company Smart Card / CWRA Card
- Mobile Computing Device

The following functions are also supported by the Site Attendance Module of VHSiS:

- Card Reading for Company SmartCard / CWRA Card
- Remote Site Access (for fitting out)
- Site attendance import (for fitting out)
- Daily Good List update (automatic)



Attendance Data Capture

In/Out records can be obtained by manual data input, mobile computing device data capturing, fixed card data input and/or problematic card list importing.



Attendance Data Import from an Access Control System

Attendance data can be captured by an access control system in the site and then imported to VHSIS.



Mobile Computing

In/Out records can be captured by and stored into a mobile computing device. An attendance history can then be established and exported to the Consolidation Module. Information such as Lunch OT can also be set.

VHSIS 10:02

 VHSmartcard
Intelligent System

Current User:
Administrator

Contract No.:
CD1234

Contract Name:
XYZ Sport Complex

File Attendance OT Data 

Section 3: Consolidation Module

Overview

After capturing the attendance records of workers, the user can further consolidate the data by setting certain templates and fixing the in/out records in the Consolidation Module. Various kinds of reports, including the Daily Attendance Report (DAR), which is required by the CWRA, can be generated.

Template Setting

Main contractors and sub-contractors can set the Independent Roles Permission. For the calculation of wages, the user can set the following templates:

- Holidays: the dates of all holidays around a year.
- Staff Roster: different roster types and their details, such as working days per week, working hours per day, lunch break, etc.
- Leave Type: different leave types such as annual leave, sick leave, no pay leave, marriage leave, etc.
- OT Package: wages or compensation for overtime working

OT Package

| Package Name | Roster | Status |
|--------------|--------|----------|
| A | 1 | Active |
| all | 3 | Inactive |
| B | 1 | Active |
| C | 6 | Active |
| D | 2 | Active |
| E | 3 | Active |
| F | 3 | Active |
| G | 3 | Active |
| H | 4 | Active |

Package Details

| IPL OT Formula Code | Type |
|---------------------|---------------|
| H02 | 1800-2400 |
| H03 | 2400-0700 |
| H02 | 0700-0900 |
| H02 | Sat 1800-2400 |
| H03 | Sat 2400-0700 |
| H02 | Sat 0700-0900 |
| H02 | Sat 1400-1800 |

Data Maintenance

1. In/Out Records Maintenance

Some in/out records may be missing due to various reasons such as hardware failure. VHSiS can identify the missing records and update them in batch with only a step. The attendance data can also be manipulated in the Consolidation Module. Nominated sub-contractors (NSC) can perform in/our record maintenance independently.

I/O Record Maintenance

| | | | |
|----------------|----------------------|--|-------------------------------------|
| Card No | DC2B9B54 | Staff Name | WONG SIU MING |
| Office | HY20 | Trade | C301, Asphalter (Wat |
| Attend Date | 11/10/2006 | Out Date | 11/10/2006 |
| In Time | 07:07 | Out Time | 19:00 |
| Amendment Code | | Amendment Reason | |
| H02 | 0 | H03 | 0 |
| D01 | 0 | D02 | 1 |
| S02 | 0 | D03 | 0 |
| S03 | 0 | S04 | 0 |
| S07 | 0 | S0F | 0 |
| Working Days | 1 | | |
| OT Reason | <input type="text"/> | | |
| | | <input type="checkbox"/> Lunch hour OT | |
| | | <input type="button" value="New"/> | <input type="button" value="Edit"/> |

| | Date | Position | Staff Name | Staff No | In Time | Out Time |
|---|------------|-------------------|-------------------|----------|---------|----------|
| ▶ | 11/10/2006 | Pneumatic Driller | WONG SIU MING | 025542 | 07:07 | 19:00 |
| | 11/10/2006 | Senior Foreman | CHAN TAI MAN | 031559 | 07:12 | 19:21 |
| | 11/10/2006 | Carpenter | KWOK CHUN KEUNG | 066148 | 07:29 | 19:00 |
| | 11/10/2006 | Labour | TANG KIN WA | 012768 | 07:30 | 19:01 |
| | 11/10/2006 | Labour | YU KWOK HO | 010341 | 07:37 | 19:00 |
| | 11/10/2006 | Labour | AU YEUNG CHUN KIT | 014813 | 07:37 | 19:00 |
| | 11/10/2006 | Labour | LEE PUI HUNG | 012393 | 07:37 | 19:00 |
| | 11/10/2006 | Carpenter | LAM CHENG WA | 068102 | 07:38 | 19:01 |
| | 11/10/2006 | General Foreman | LIN YUE FU | 041904 | 07:38 | 18:21 |
| | 11/10/2006 | Ganger | CHAN KAM SHING | 075265 | 07:39 | 19:01 |

2. Trade Maintenance

For generating reports like GF527, GF527A and QTR, VHSiS can rectify the correct trade of workers on a specific working date quickly. The user can also edit the trades of workers manually.

VHSIS - Trade Maintenance

Trade Maintenance

Create Edit Active/Inactive Set Qualified Trade Cancel

| Trade Code | Trade Name | Qualified Trad | Status |
|------------|--|----------------|--------|
| C324 | Marble Worker | No | Active |
| C325 | Marine Construction Plant Opertor | No | Active |
| C325a | Marine Construction Plant Op. (Boom-grab Bucket) | No | Active |
| C325b | Marine Construction Plant Operator (Boom-hook) | No | Active |
| C325c | Marine Construction Plant Operator (Derrick) | No | Active |
| C326 | Mason | No | Active |
| C327 | Metal Scaffolder | No | Active |
| C328 | Metal Worker | No | Active |
| C329 | Painter and Decorator | No | Active |
| C330 | Piling Operative | No | Active |
| C330a | Piling Operative (Bored Pile) | No | Active |
| C330b | Piling Operative (Percussive Pile) | No | Active |
| C331 | Pipelayer | No | Active |
| C333 | Plant and Equipment Operator (Load Shifting) | No | Active |
| C333a | Plant and Equipment Operator (Bulldozer) | No | Active |
| C333b | Plant and Equipment Operator (Excavator) | No | Active |
| C333c | Plant and Equipment Operator (Loader) | No | Active |
| C333d | Plant and Equipment Operator (Mini-loader) | No | Active |
| C333e | Plant and Equipment Op. (Mini-loader w/Attachmt.) | No | Active |
| C334 | Plant and Equipment Operator (Hoist and Crane) | No | Active |
| C334a | Plant and Equipment Op. (Crawler-mt. Mobile Crane) | No | Active |
| C334b | Plant and Equipment Operator (Gantry Crane) | No | Active |
| C334c | Plant and Equipment Operator (Tower Crane) | No | Active |

Report Generation

VHSiS can generate a number of reports for different needs and purposes. The following will narrate the reports one by one in detail.

1. Daily Attendance Report (DAR) (Required by CWRA)

Main contractors and NSC are required to submit DAR of the site workers to the CWRA. VHSiS is capable to generate DAR that accurately match with GF527 and contain Contract No., CWRA Reference No., Construction Workers Registration No., Card Serial No. / Card Sequence No., IN/OUT Type, IN/OUT Date, IN/OUT Time and Practicing Trade Code to comply with the requirements of CWRA. The DAR is exported as an Excel file for submission to the website of CWRA.

Daily Attendance Report

Date: 18/10/2006

Contract: Sub-Contract:

Export Consolidated Data Export Raw Data Cancel

Microsoft Excel - DailyAttendanceConReport

File Edit View Insert Format Tools Data Window Help

新細明體 9 B / I U \$ %

| Construction Workers Registration No. 工人註冊編號 | Card Serial No. / Card Sequence No. (See Note 1) 卡序號 / 序列號 (註解 1) | Staff No. | Staff Name 工人名稱 | IN/OUT (I / O) 進/出 (I / O) | IN/OUT Date (yyyy/mm/dd) 進/出日期 (年/月/日) | IN/OUT Time (hh:mm:ss) 進/出時間 (時:分:秒) | Practising Trade Code (See Note 2) 從事工作的工種代號 (註解 2) |
|---|--|-----------|--------------------|-------------------------------|--|--|--|
| | 0005BA0 | L020022 | CHAN TAI MAN | I | 2006/10/18 | 7:35:00 | C318 |
| | 0005BA0 | L020881 | TANG TAK WA | O | 2006/10/18 | 19:03:00 | C318 |
| | DC0604F4 | L060379 | NG CHUNG MING | I | 2006/10/18 | 7:39:32 | C406 |
| | DC0604F4 | L060643 | LEE SIU KEUNG | O | 2006/10/18 | 19:02:18 | C406 |
| | DC06B434 | 060185 | CHEUNG SUM | I | 2006/10/18 | 7:56:38 | C301 |
| | DC06B434 | 060564 | WONG HOK SHING | O | 2006/10/18 | 18:06:55 | C301 |
| | DC28CF44 | 040541 | KWOK KA KIN | I | 2006/10/18 | 7:12:33 | C301 |
| | DC28CF44 | 040111 | MAK CHI FAI | O | 2006/10/18 | 19:04:55 | C301 |
| | DC28E364 | L060352 | RAYMOND MOHAMMAD | I | 2006/10/18 | 7:47:41 | C301 |
| | DC28E364 | L060749 | YU WING KEUNG | O | 2006/10/18 | 19:02:50 | C301 |
| | DC28E5D4 | L060620 | AU YEUNG TSZ FUNG | I | 2006/10/18 | 7:40:20 | C301 |
| | DC28E5D4 | L060039 | LAU WAN KWONG | O | 2006/10/18 | 19:00:20 | C301 |
| | DC290324 | 980217 | SO FAT | I | 2006/10/18 | 7:44:25 | C301 |

2. GF527 and GF527A (Required by ASD/HA and Census Department)

The two labour return reports, GF527 and GF527A, are required to submit to ASD/HA and the Census Department. The user can prepare the two reports and export them as Excel files in order to submit to the departments.

GF527 Report

Contract:

Year: Month:

Microsoft Excel - GF527 Report

File Edit View Insert Format Tools Data Window Help

119 0

| | | Monthly Return of Site Labour Deployment a | | | | | | | | | | | |
|-------------------------------------|---|--|------|---------------------------------|----|--------------------------------|----|----|----|----|----|---|----|
| 5 Dept/Div: / Month/Year: 10 / 2006 | | Contract No.: Cf/2006/02 | | | | Contract Title: Construction c | | | | | | | |
| 7 Item No. | Trade | Trade List ¹ | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | Orig. | Rev. | | | | | | | | | | |
| | | (Code ²) | | | | | | | | | | | |
| 10 | 1 Bar Bender & Fixer [or Steelbender] ⁶ | ✓ | C304 | 5 | 30 | 30 | 30 | 30 | 30 | 13 | 4 | | |
| 11 | 2 Concretor | ✓ | C309 | 2 | 21 | 21 | 21 | 21 | 21 | 18 | 2 | | |
| 12 | 3 Drainlayer | ✓ | C314 | 1 | 15 | 15 | 14 | 15 | 15 | 6 | 1 | | |
| 13 | 4 Plumber | ✓ | C338 | 2 | 29 | 29 | 29 | 29 | 29 | 12 | 1 | | |
| 14 | 5 Leveller | --- | C323 | 0 | 14 | 14 | 14 | 14 | 14 | 8 | 0 | | |
| 15 | 6 Bamboo Scaffolder | ✓ | C303 | 1 | 13 | 12 | 13 | 13 | 13 | 4 | 0 | | |
| 16 | 7 Carpenter & Joiner ³ | ✓ | --- | (No. of workers/total man-day) | | | | | | | | | |
| 17 | 8 Carpenter (Formwork) | --- | C307 | 11 | 56 | 56 | 56 | 56 | 56 | 30 | 9 | | |
| 18 | 9 Joiner | --- | C322 | 1 | 13 | 13 | 13 | 13 | 13 | 7 | 2 | | |
| 19 | 10 Plant & Equipment Operator (Load Shifting) [or Plant Operator (exc. driver, bulldozer driver, etc.)] ⁶ | ✓ | C333 | 0 | 9 | 9 | 8 | 9 | 9 | 5 | 0 | | |
| 20 | 11 Truck Driver | ✓ | C349 | 0 | 6 | 6 | 6 | 6 | 6 | 2 | 0 | | |
| 21 | 12 Rock-Breaking Driller [or Pneumatic Driller] ⁶ | ✓ | C339 | 0 | 10 | 10 | 10 | 10 | 10 | 7 | 0 | | |
| 22 | 13 Blacksmith ³ | ✓ | --- | (No. of workers/total man-days) | | | | | | | | | |
| 23 | 14 General Welder | --- | C318 | 22 | 84 | 81 | 85 | 85 | 82 | 50 | 22 | | |
| 24 | 15 Metal Worker | --- | C328 | 20 | 90 | 91 | 89 | 91 | 91 | 43 | 18 | | |
| 25 | 16 Glazier | ✓ | C319 | 12 | 45 | 43 | 45 | 45 | 44 | 28 | 11 | | |
| 26 | 17 Excavator (male) | ✓ | | | | | | | | | | | |
| 27 | 18 Excavator (female) | ✓ | | | | | | | | | | | |

GF527 (Rev. 1-2002)

Draw AutoShapes

Ready NUM

Microsoft Excel - GF527AReport

File Edit View Insert Format Tools Data Window Help

Times New Roman 16 B I U

BU16

Return on Construction Site Employment

GF527A V1.6

Original - C&SD (within 2 weeks) Duplicate - Project Office/Authorized Person Triplicate - filed as Site Record Quadruplicate - kept by Contractor

Reference no. in Building Department / Contract no.: CF2006/02

Contract title / Contract description: Construction of Fuk Wa Street Complex

Name of contractor: Hong Kong Construction Co. Ltd. (Tel.: 22345678)

Nominated sub-contractor (Tick if applicable)

Site / Contract address:

Name of authorized person / Company of site representative: Mr. Chan (Tel.: 93656532)

Name of real estate developer / responsible government department: (Tel.:)

Work code for government site only (if applicable):

Broad stage of work: (% of completion:)

Current status of the site (Please select one of the following and tick as appropriate box):

1 Active 4 Under maintenance period (Expiry date (e.g.31.01/2007))

2 Work suspended 5 Work completed with maintenance period over / without maintenance period

3 Vacant

Reporting month/year (e.g. 03/2006): 10/2006 Last day of the reporting month: 31

Please insert either the data or 'W'. Do not leave any cell blank.

L. Number of persons engaged and vacancies on the last day of the reporting month.

| Number of persons engaged at site | Total | Of which: female |
|---|-------|------------------|
| (i) Manual workers | 32 | |
| (ii) Professional / technologist | 0 | |
| (iii) Technician | 0 | |
| (iv) Other site personnel (e.g. amah and security guards) | | |
| (A) Total number of persons engaged at site | 32 | |
| (B) Number of employers / self-employed persons in (A) | | |

For official use only

Site No.

IND

Area Status

DCM EN

3. Quality Tradesman Reports (QTR) (Required by ASD/HA)

VHSis is able to generate the following QTR for submission to ASD/HA.

- Labour Return on the Day of Checking
- Verification of Employment of Skilled Workers (Building and Civil Engineering Trades)
- Verification of Employment of Skilled Workers (Electrical and Mechanical Trades)
- Verification of Employment of Semi-Skilled Workers (Building and Civil Engineering Trades)
- Verification of Employment of Semi-Skilled Workers (Electrical and Mechanical Trades)

QTR Report

QTR Report

Contract: CF/2006/02

Date: 16/10/2006 Report Type: QTR DOC

Export QTR Report Cancel

Microsoft Excel - QTR_doc_Report

File Edit View Insert Format Tools Data Window Help

QTR_5 V1.5

Date of Checking : 10/16/2006 Contract No. : CF/2006/02 Contractor

| Practising Trade (Skilled worker code/ Semi-skilled worker code) | Total No. of Workers Engaged on Site (imported labour excluded) | Skilled Worker | | Skilled workers plus Semi-Skilled Workers | | No. of Verified Skilled Workers |
|---|--|-----------------------------------|---------------------|---|---------------------|---------------------------------|
| | | Minimum No. Required (Percentage) | Actual No. Employed | Minimum No. Required (Percentage) | Actual No. Employed | |
| Asphalter (Road Construction) (C301/-) | 31 | 16 (50) | 18 | 31 (100) | 36 | |
| Asphalter (Waterproofing) (C302/-) | 25 | 13 (50) | 15 | 25 (100) | 30 | |
| Bamboo Scaffolder (C303/C403) | 50 | 25 (50) | 22 | 50 (100) | 55 | |
| Bar Bender and Fixer (C304/C404) | 32 | 16 (50) | 26 | 32 (100) | 41 | |
| Bricklayer (C305/C405) | 20 | 10 (50) | 11 | 20 (100) | 20 | |
| Building Security System Mechanic (E323/E423) | 18 | 9 (50) | 9 | 18 (100) | 19 | |
| Carpenter (Fender) (C306/-) | 104 | 52 (50) | 50 | 104 (100) | 105 | |
| Carpenter (Formwork) (C307/C307a,b/C407/C407a,b) | 167 | 84 (50) | 75 | 167 (100) | 180 | |
| Communication System Mechanic (E324/E424) | 24 | 12 (50) | 15 | 24 (100) | 21 | |
| Concrete Repairer (Spalling Concrete) (C308/-) | 59 | 30 (50) | 35 | 59 (100) | 61 | |
| Concretor (C309/C409) | 28 | 14 (50) | 18 | 28 (100) | 31 | |
| Construction Plant Mechanic (C310/C410) | 25 | 13 (50) | 14 | 25 (100) | 26 | |
| Curtain Wall Installer (C311/-) | 20 | 10 (50) | 10 | 20 (100) | 19 | |
| Drainlayer (C314/C414) | 22 | 11 (50) | 10 | 22 (100) | 20 | |
| Electrician/Electrical Fitter (E305/E305a,b/E405a,b) | 108 | 54 (50) | 55 | 108 (100) | 111 | |
| Fire Services Mechanics (E306/E306a,b/E406a,b) | 24 | 12 (50) | 11 | 24 (100) | 26 | |
| Floor Layer (C316/C316a,b/C416/C4) | 34 | 17 (50) | 18 | 34 (100) | 34 | |
| General Welder (C318/C418) | 55 | 28 (50) | 29 | 55 (100) | 54 | |

4. Labour Relationship Officer (LRO) Reports (Required by ASD/HA)

VHSiS can generate the following types of LRO Reports for the user to submit to ASD/HA.

- Schedule of Wages
- Acknowledgement of receipts of payment
- Sub-Contractor Management Plan (SMP)
- Register of Worker's Employment Contracts
- Register of issued Smart Card (ACRS)
- Employment Contract and Worker's Signature Sample

地盤工作之公司, 機構員工身份登記表格

地盤工作之公司, 機構員工身份登記表格 (1/4)

合約: CF/2006/02

判頭: Hong Kong Construction 承判工作項目: []

匯出報表 取消

Microsoft Excel - ASD_IR0Report_1

File Edit View Insert Format Tools Data Window Help

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| | A | B | C | D | E | F | G | H | I | J |
|----|----------------------------|---|------------------------------------|---|-------------------|---|-----------------|---|-------------|---|
| 1 | 附件 (四) | | | | | | | | | |
| 2 | Hong Kong Construction | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | 在地盤工作之公司, 機構員工身份登記表格 (1/4) | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | 地盤 Fuk Wing Street Complex | | 承判公司/ 機構名稱: Hong Kong Construction | | 承判工作項目: | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | 僱員中/英文姓名 | | 身份證號碼 | | 平安咭號碼 建造業工人註冊證 | | 工作証號碼 僱員合約編號 | | 登記日期 備註 | |
| 12 | | | | | HR-511153 | | 96272016 | | | |
| 13 | 1 林偉賓/ Alam Jimmy | | | | HR-374203R | | YLC302492 | | 26-Jun-2006 | |
| 14 | | | | | CWR06048577 | | YLC302614 | | 28-Aug-2006 | |
| 15 | 2 歐振謙/ Au Chun Him | | | | HR-373405R | | 97BF5A76 | | | |
| 16 | | | | | HR-351816R | | YLC301402 | | 19-Apr-2006 | |
| 17 | 3 歐悅昌/ Au Yuet Cheong | | | | CWR06063084 | | AA42DD66 | | | |
| 18 | | | | | HR-368854R | | YLC302483 | | 16-Jun-2006 | |
| 19 | 4 歐陽榮/ Au-Yeung Wing | | | | CWR06083700 | | 8FBE79C6 | | | |
| 20 | | | | | SCW98004090R | | YLC302110 | | 14-Sep-2005 | |
| 21 | 5 陳志明/ Chan Chi Ming | | | | GC-027964R | | 84872CB6 | | | |
| 22 | | | | | GC-202469R | | YLC302456 | | 2-Jun-2006 | |
| 23 | 6 陳志威/ Chan Chi Wai | | | | CWR06076916 | | AA42BD26 | | | |
| 24 | | | | | GC-037687R | | YLC302496 | | | |
| 25 | 7 陳彩娉/ Chan Choi Tai | | | | HR-350203R | | 45C42B42 | | | |
| 26 | | | | | CWR06108832 | | YLC200262 | | 21-Oct-2001 | |
| 27 | 8 陳學基/ CHAN HOK KI | | | | HR-406075R | | 97BF6216 | | | |
| 28 | | | | | CWR06033340 | | YLC200762 | | 1-Mar-2003 | |
| 29 | 9 陳漢英/ CHAN HON YING | | | | HR-344382 | | AB8D2CE2 | | | |
| 30 | | | | | CWR06003446 | | YLC302369 | | 10-Apr-2006 | |
| 31 | 10 陳金釐/ Chan Kam Lai | | | | HR-350203R | | B112B066 | | | |
| 32 | | | | | CWR06108832 | | YLC302332 | | 15-Sep-2006 | |
| 33 | 11 陳金應/ Chan Kam Ying | | | | HR-406075R | | AB8E8DA2 | | | |
| 34 | | | | | CWR06033340 | | YLC302221 | | 28-Dec-2005 | |
| 35 | 12 陳桂英/ Chan Kwai Ying | | | | HR-344382 | | 844CC156 | | | |
| 36 | | | | | CWR06033340 | | YLC302132 | | 15-Sep-2005 | |
| 37 | 13 陳麗嬌/ Chan Lai Seung | | | | HR-90635R | | AB8CF3D2 | | | |
| 38 | | | | | | | | | | |

Sheet1 / Sheet2 / Sheet3

Draw AutoShapes

Ready NUM

5. Sub-contractor Payment Record

The user can prepare the Sub-contractors Payment Record with normal and OT wages, together with MPF calculation, in VHSIS.

薪金報表 (Payment Report)

薪金報表 (Payment Report)

時段由 05/03/2007 至 10/03/2007

合約 CF/2006/02 判頭

匯出薪金報表 取消

| 職員編號 Staff No. | 香港身份證號碼 HKID Num | 職員名稱 Staff Name | 總共工作時間 Total Working Day | 薪金 Salary |
|-------------------|---------------------|--------------------|-----------------------------|--------------|
| UCS-1173 | | Au Li Yung | 6 | |
| YLC302483 | | Au-Yeung Wing | 6 | |
| UCS-0203 | | Chan Chi Hung | 5.5 | |
| UCS-0961 | | Chan Chi Kwan | 6 | |
| YLC302110 | | Chan Chi Ming | 6 | |
| UCS-0784 | | Chan Chi Wai | 6 | |
| UCS-0535 | | Chan Chu | 5.5 | |
| UCS-0791 | | Chan Chuk Hong | 0 | |
| UCS-1102 | | Chan Chuk Hung | 0 | |
| UCS-1120 | | Chan Fook Kwai | 5 | |
| UCS-1172 | | Chan Hang Kwan | 2.5 | |
| UCS-0493 | | Chan Hing Ki | 5.5 | |
| YLC200762 | | CHAN HON YING | 0 | |
| UCS-0086 | | Chan Hop Fun | 6 | 1500 |
| UCS-0674 | | Chan Ka Wo | 1.5 | |
| UCS-0851 | | Chan Ka Yip | 3 | |
| UCS-0518 | | Chan Kam Chuen | 2 | 0 |
| YLC302369 | | Chan Kam Lai | 6 | |
| YLC302332 | | Chan Kam Ying | 6 | |
| UCS-0584 | | Chan Kan Lok | 6 | |
| UCS-1168 | | Chan kei Kau | 6 | |
| UCS-1166 | | Chan Kin Fat | 5.5 | |
| UCS-0799 | | Chan Kin Hang | 6 | |
| KC3-2427 | | Chan Kin Ping | 6 | |
| UCS-0787 | | Chan Kin Tai | 6 | |
| YLC302221 | | Chan Kwai Ying | 5 | |
| YLC302370 | | Chan Lam Chau | 6 | |
| UCS-1106 | | Chan Pik Leung | 1 | |
| UCS-0981 | | Chan Ping Fu | 0 | |
| UCS-1175 | | Chan Pui Tung | 4 | |

6. Exception Report

With VHSiS, the user can select specific workers of a certain project in a certain period of time to generate an Exception Report. Exceptional conditions such as absence, late arrival, early departure, etc. will be clearly shown in the report. The report can also be exported as an Excel file.

Exception Report

Exception Report

Period From: 02/10/2006 To: 31/10/2006

Department: Section:

Staff Name: CHAN TAI MAN Staff Type: Daily and Monthly Staff

Contract: CF/2006/02

Preview Cancel

MainReport

Chun Wo Construction & Engi

Exception Report 03/11/2006

Period from: 02/10/2006 To: 31/10/2006 Contract: E

| <u>Dept-Project</u> | <u>Section</u> | <u>Date</u> | <u>Day</u> | <u>Position</u> | <u>Staff Name</u> |
|---------------------|----------------|-------------|------------|-----------------|-------------------|
| HY200506 | | 03/10/2006 | Tue | Senior Engineer | CHAN TAI MAN |
| HY200506 | | 10/10/2006 | Tue | Senior Engineer | CHAN TAI MAN |
| HY200506 | | 11/10/2006 | Wed | Senior Engineer | CHAN TAI MAN |

Current Page No: 1 Total Page No: 1 Zoom Factor: 100%

Microsoft Excel - EXCEPTION

File Edit View Insert Format Tools Data Window Help

Y2

Hong Kong Construction Co. Ltd.

Exception Report 01/11/2006

Period from: 02/10/2006 To: 31/10/2006 Contract: CF/2006/02 Staff Type: Daily and Monthly

| Dept-Project | Sectio | Date | Day | Position | Staff Name | Office Hour | | Late | Early | Lunch | Remark |
|--------------|--------|------------|-----|-----------------|--------------|-------------|-------|------|-------|-------|--------|
| | | | | | | IN | OUT | Arr. | Dep | Hour | |
| CF200602 | | 03/10/2006 | Tue | Senior Engineer | CHAN TAI MAN | 8:03 | 18:00 | 0:03 | No | | L |
| CF200602 | | 10/10/2006 | Tue | Senior Engineer | CHAN TAI MAN | 10:44 | 18:34 | 2:44 | No | | MO |
| CF200602 | | 11/10/2006 | Wed | Senior Engineer | CHAN TAI MAN | 8:20 | 18:55 | 0:20 | No | | L |
| CF200602 | | 14/10/2006 | Sat | Senior Engineer | CHAN TAI MAN | 0:00 | 0:00 | | No | | AL |
| CF200602 | | 16/10/2006 | Mon | Senior Engineer | CHAN TAI MAN | 8:19 | 18:30 | 0:19 | No | | L |
| CF200602 | | 21/10/2006 | Sat | Senior Engineer | CHAN TAI MAN | 7:58 | 17:25 | | 0:35 | | ED |
| CF200602 | | 22/10/2006 | Sun | Senior Engineer | CHAN TAI MAN | 13:11 | 18:01 | | | | MO |
| CF200602 | | 28/10/2006 | Sat | Senior Engineer | CHAN TAI MAN | 8:15 | 18:02 | 0:15 | No | | L |

Legend:

| | | | | | | | |
|----|-----------------|----|--------------------|-----|-------------------|----|--------------|
| MO | Meeting Outside | BT | Business Trip | T | Training/ Seminar | AL | Annual Leave |
| SL | Sick Leave | CL | Compensation Leave | NPL | No Pay Leave | OL | Other Leave |
| L | Late | ED | Early Departure | O | Others | SO | Saturday Off |

7. OT Report

For OT wage calculation, VHSiS can help prepare an OT Report of specific workers in a certain period. All OT information of the staff will be listed in the OT Report.

OT Report

OT Report

Period From: 15/10/2006 To: 21/11/2006

Staff Name: Contract: CF/2006/02

Staff Type: Daily and Monthly Staff

Export

Cancel

Microsoft Excel - OTREPORT

File Edit View Insert Format Tools Data Window Help

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| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|---------|-------------------|----------|--------------|------------|-----------|-----|-----|-----|-----|-----|-----|-----|
| | p_empno | p_staff_name | p_sname | p_gname | p_hrn_date | SALARYDAY | HO2 | HO3 | DO1 | DO2 | DO3 | S04 | SO2 |
| 1 | L020022 | CHAN TAI MAN | CHAN | TAI MAN | 15/10/2006 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | C |
| 2 | L020881 | TANG TAK WA | TANG | TAK WAI JEFF | 16/10/2006 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | C |
| 3 | L060379 | NG CHUNG MING | NG | CHUNG MING | 16/10/2006 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | C |
| 4 | L060643 | LEE SIU KEUNG | LEE | SIU KEUNG | 16/10/2006 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | C |
| 5 | 060185 | CHEUNG SUM | CHEUNG | SUM | 17/10/2006 | 1 | 0 | 0 | 0 | 0.5 | 0 | 0 | C |
| 6 | 060564 | WONG HOK SHING | WONG | HOK SHING | 17/10/2006 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | C |
| 7 | 040541 | KWOK KA KIN | KWOK | KA KIN | 18/10/2006 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | C |
| 8 | 040111 | MAK CHI FAI | MAK | CHI FAI | 18/10/2006 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | C |
| 9 | L060352 | RAYMOND MOHAMMAD | MOHAMMA | RAYMOND | 18/10/2006 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | C |
| 10 | L060749 | YU WING KEUNG | YU | WING KEUNG | 19/10/2006 | 1 | 0 | 0 | 0 | 1.5 | 0 | 0 | C |
| 11 | L060620 | AU YEUNG TSZ FUNG | AU YEUNG | TSZ FUNG | 20/10/2006 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | C |
| 12 | L060039 | LAU WAN KWONG | LAU | WAN KWONG | 21/10/2006 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | C |
| 13 | 980217 | SO FAT | SO | FAT | 21/10/2006 | 1 | 0 | 0 | 0 | 1.5 | 0 | 0 | C |
| 14 | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | |
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Sheet1 / Sheet2 / Sheet3

Ready CAPS NUM

8. Attendance Summary Report

The Attendance Summary Report, which can be generated in VHSiS, shows the summary of specific workers' attendance of a certain period for wage calculation and management purposes.

Attendance Summary Report

Attendance Summary Report

Period From: 16/10/2006 To: 18/10/2006

Staff Name: CHAN TAI MAN, L020022 Staff Type: Daily and Monthly Staff

Department: Contractor: CF/2006/02

Preview Cancel

MainReport

Hong Kong Construction Co. Ltd.

Attendance Report 01/11/2006

Staff Name: CHAN TAI MAN Staff No.: L020022

Department: CF200602 Period from 16/10/2006 To 18/10/2006

| <u>Date</u> | <u>Day</u> | <u>IN</u> | <u>OUT</u> | <u>Late Arr</u> | <u>Early Dep</u> | <u>HO2</u> | <u>HO3</u> | <u>DO1</u> | <u>DO2</u> |
|--------------------|------------|-------------|------------|-----------------|------------------|-------------|-------------|-------------|-------------|
| * 16/10/2006 | Mon | 08:19 | 18:30 | 0:19 | | 0.0 | 0.0 | 0.0 | 0.0 |
| * 17/10/2006 | Tue | 07:40 | 18:28 | | | 0.0 | 0.0 | 0.0 | 0.0 |
| 18/10/2006 | Wed | 07:44 | 18:53 | | | 0.0 | 0.0 | 0.0 | 0.0 |
| Total: | | | | 0:19 | | 0.00 | 0.00 | 0.00 | 0.00 |
| Total count: | | | | 1 | 0 | | | | |
| Total working day: | | 3.00 | | | | | | | |
| Absence count: | | 0.00 | | | | | | | |

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Microsoft Excel - AttendanceSummaryReport

Hong Kong Construction Co. Ltd.

Attendance Report 01/11/2006

Staff Name: CHAN TAI MAN Staff No.: L020022 Contractor:

Department: CF200602 Period from 16/10/2006 To 18/10/2006

| Date | Day | IN | OUT | Late Arr | Early Dep | HO2 | HO3 | DO1 | DO2 | DO3 | S04 |
|--------------------|-----|-------|-------|----------|-----------|------|------|------|------|------|------|
| *10/16/2006 | Mon | 08:19 | 18:30 | 0:19 | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| *10/17/2006 | Tue | 07:40 | 18:28 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| 18/10/2006 | Wed | 07:44 | 18:53 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Total: | | | | 0:19 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total count: | | | | 1 | 0 | | | | | | |
| Total working day: | | 3.00 | | | | | | | | | |
| Absence count: | | 0.00 | | | | | | | | | |

9. Audit Trail Report

For management purposes, VHSiS can generate an Audit Trail Report to retrieve the in/out records that have been modified (i.e. add, update, delete) of a specific worker or a specific period.

Audit Trail Report

Staff Name: CHAN TAI MAN Audit Type:

Date: 02/10/2006

Preview Cancel

Navigation icons: Home, Back, Forward, Print, Refresh, Stop, Search, Help

MainReport

Hong Kong Construction C

Audit Trail 01/11/2006
 Audit Type: All Staff: All

| <u>Staff Name</u> | <u>Record Date</u> | <u>Type</u> | | <u>Attend Date</u> | <u>In Time</u> | <u>Out Date</u> |
|-------------------|--------------------|-------------|--------|--------------------|----------------|-----------------|
| CHAN TAI MAN | 26/10/2006 | Update | Before | 05/10/2006 | 7:36 | |
| | | | After | 05/10/2006 | 7:36 | 05/10/2006 |

Current Page No: 1 Total Page No: 1 Zoom Factor: 100%

Microsoft Excel - Audit Trail

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| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|----|--------------------|---|--------------------|---|-------------|--------|--------------------|---------------|----------------|---|-----------------|---|-----------------|---|-------------------|---|--------------------|
| 1 | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | |
| 5 | Audit Trail | | 01/11/2006 | | | | | | | | | | | | | | |
| 6 | Audit Type: | | All | | | | | Staff: | | | All | | | | | | |
| 7 | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | |
| 9 | Staff Name | | Record Date | | Type | | Attend Date | | In Time | | Out Date | | Out Time | | Trade Code | | Reason Code |
| 10 | | | | | | | | | | | | | | | | | |
| 11 | CHAN TAI MAN | | 26/10/2006 | | Update | Before | 05/10/2006 | | 7:36 | | | | | | C301 | | |
| 12 | | | | | | After | 05/10/2006 | | 7:36 | | 05/10/2006 | | 18:00 | | C301 | | |
| 13 | | | | | | | | | | | | | | | | | |
| 14 | CHAN TAI MAN | | 08/11/2006 | | Delete | Before | 24/10/2006 | | 7:58 | | | | | | C301 | | |
| 15 | | | | | | After | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | | |
| 17 | CHAN TAI MAN | | 08/11/2006 | | Delete | Before | 25/10/2006 | | 7:28 | | | | | | C301 | | |
| 18 | | | | | | After | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | | |
| 20 | CHAN TAI MAN | | 10/11/2006 | | Update | Before | 16/10/2006 | | 8:19 | | | | | | C301 | | |
| 21 | | | | | | After | 16/10/2006 | | 8:19 | | 16/10/2006 | | 18:30 | | C301 | | |
| 22 | | | | | | | | | | | | | | | | | |
| 23 | CHAN TAI MAN | | 10/11/2006 | | Update | Before | 17/10/2006 | | | | | | 18:28 | | C301 | | |
| 24 | | | | | | After | 17/10/2006 | | 7:40 | | 17/10/2006 | | 18:28 | | C301 | | |
| 25 | | | | | | | | | | | | | | | | | |
| 26 | CHAN TAI MAN | | 23/11/2006 | | Delete | Before | 08/11/2006 | | 7:44 | | | | | | C301 | | |
| 27 | | | | | | After | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | | | | | |
| 29 | CHAN TAI MAN | | 10/07/2007 | | Update | Before | 24/10/2006 | | 7:58 | | 24/10/2006 | | 18:13 | | C301 | | |
| 30 | | | | | | After | 24/10/2006 | | 0:00 | | 24/10/2006 | | 18:13 | | C301 | | |
| 31 | | | | | | | | | | | | | | | | | |
| 32 | CHAN TAI MAN | | 10/07/2007 | | Update | Before | 10/10/2006 | | 7:44 | | 10/10/2006 | | 18:34 | | C301 | | |

Draw * AutoShapes

Ready

NUM

Appendix 1: Related Hardware Products

Biometric Authentication – Handkey II

- Utilizing field-proven hand geometry biometric technology that captures a 3D image of the hand
- Verifying a person's identity with unparalleled accuracy
- Fast and effective way of controlling the access or monitoring the movements of people in construction sites



MA-RM PDA Smart Card Reader

| | |
|------------------|---|
| Reading Range | Typically 3cm |
| Output/Interface | 9600 bps baud rate/CF Card Type II |
| Card Type | ISO 14443A, Mifare MF1 |
| Operating System | Microsoft® Windows® CE operating system for PocketPC 2000/2002, Windows® CE 4.0 |



Offline Access Control System

- Off-line Storage Smart Card Reader for Fitting-Out Project
- Support up to 5,000 Users
- Support up to 10,000 Transactions (512 Mb Memory)
- With USB memory stick interface and USB memory stick data collector

