

# CIRCULAR NO. 1

## **GREETINGS TO OUR MEMBERS!**

This is the first circular of the society and we hope that it can bring you up-to-date on the development and activities of the society. We do not intend to issue this circular on a regular basis but will do so when there are information which our members should be aware of.

## **MEMBERSHIP**

Up to now, we have 11 ASA and 7 SAA who have joined as members of the Society. We feel that the joint effort is important in the development of a successful auditing system in Hong Kong. Please therefore urge other ASA/SAA who have not joined to send in their application as soon as possible. A copy of the application form is enclosed.

## **GUIDANCE NOTES**

The Society has issued two guidance notes so far, one on the subject of fee rate for using the Works Branch Auditing System to conduct audits for other organizations, the other one is on the Appointment of SAA. These are attached for information of members. As a profession, we feel that there are professional ethics and practices which we have to adhere to. These will be developed when we progress along.

## **APPOINTMENT PROCEDURE**

The Society held an informal meeting with OSHC, the administrator the auditing scheme, on 3 April 1997 on some of the issues concerning the audit. We were concerned especially with the appointment procedure. However, we did not get any active response from OSHC after a series of correspondences. We have written to the safety practitioners representatives in the Independent Management Committee (IMC) to seek their assistance.

1 June 1997

We have also included in our letter to the IMC members the subject of payment of audit fee and the verification of audit report which is causing a lot of delays and discontent.

Members who wish to read these correspondences can come to our office but we do not intend to circulate them.

## **INTERVIEW FORMS**

Auditors generally interview a few workers when audits are being conducted on site, including the electrician, competent persons, etc. The Society has prepared some standard interview forms, sample attached, for use by members when they conduct their audits. Please note that these are for the exclusive use of members only.

## **JOINT TRAINING COURSE WITH HKPU**

The Society is in the process of jointly organizing a training course on auditing - "Safety Audit Training Scheme" with the HK Polytechnic University. The course is intended to train auditors for the on-coming safety management regulations. Liaison with the Labour Department are in progress to ensure that it is recognized.

## **DINNER GATHERING**

It has been decided that Dinner Gathering for all members will be held once in two months on the last Wednesday of even months. The next one will be on 25 June 1997 at 7:30 p.m. 長沙灣廣場潮濠城酒家, exit A of Lai Chi Kok MTR Station. Please mark your diary.