

工程指示 / 要求簡箋(E.I.)

工程指示編號: E1/~~6240~~/16
 修改版次: _____
 工程編號: J-835
 工程名稱: _____
 工程項目: 幕牆, 玻璃幕牆 柵格, 鋁板 - 鐵器廠及地盤之 Welding procedure.
 收件人: Maggie 姐
 發件人: J. Ho
 日期: 2016/11/10

要求提供 / 確認事項:

- | | | |
|------------------------------------|-------------------------------------|-------------------------------|
| <input type="checkbox"/> 初步鋁料 B.M. | <input type="checkbox"/> 加工拆圖, 然後生產 | <input type="checkbox"/> 尺寸表 |
| <input type="checkbox"/> 正式鋁料 B.M. | <input type="checkbox"/> 技術上資料 / 指示 | <input type="checkbox"/> 報價 |
| <input type="checkbox"/> 配件 B.M. | <input type="checkbox"/> 樣辦或貨品說明書 | <input type="checkbox"/> 分判合約 |
| <input type="checkbox"/> 其他: _____ | | |

內容: 請參考附件安排做 Welding procedure
 完成後需提交證書, 包括 WPAR, Welding procedure 及 焊工牌.
 * 請直接聯絡袁小姐 51985865

鐵器廠 - 23/11 前完成
 地盤 - 30/11 前完成

請在 _____ 前完成上列要求: 地盤請聯絡有馬安排. 93708229
 最好去 Lab 測試.

附有關圖紙 / 文件: 7
 周華榮做 Welding procedure 測試, 送一個焊工牌.

以上項目為:
 原合約工程包
 原合約工程加 / 減賬
 新工程報價

原因: - _____

分發東莞各部門:

<input type="checkbox"/> 生產技術總監 <input type="checkbox"/> 連附件	<input type="checkbox"/> 技術部 <input type="checkbox"/> 連附件	<input type="checkbox"/> 生產部 <input type="checkbox"/> 連附件	<input type="checkbox"/> 機械設計部 <input type="checkbox"/> 連附件
<input type="checkbox"/> 採購部 <input type="checkbox"/> 連附件	<input type="checkbox"/> 生產統籌部 <input type="checkbox"/> 連附件		
<input type="checkbox"/> 質檢部 <input type="checkbox"/> 連附件	<input type="checkbox"/> 會計部 <input type="checkbox"/> 連附件	<input type="checkbox"/> 報關組 <input type="checkbox"/> 連附件	<input type="checkbox"/> 其他 _____ <input type="checkbox"/> 連附件

分發香港各部門:

<input type="checkbox"/> 行政部 <input type="checkbox"/> 連附件	<input type="checkbox"/> 會計部 <input type="checkbox"/> 連附件	<input type="checkbox"/> 統籌部 <input type="checkbox"/> 連附件	<input checked="" type="checkbox"/> 工程地盤科文 <input checked="" type="checkbox"/> 連附件
<input checked="" type="checkbox"/> 採購部 <input checked="" type="checkbox"/> 連附件	<input type="checkbox"/> QS 部 <input type="checkbox"/> 連附件	<input type="checkbox"/> 維修部 <input type="checkbox"/> 連附件	<input type="checkbox"/> 其他 _____ <input type="checkbox"/> 連附件

傳遞編號: _____
 發件人簽署: J. Ho
 項目經理簽署: _____



Qualitech Testing & Consultancy Limited

匯駿檢測及顧問有限公司

Flat E & F, 9/F, Block B, Universal Industrial Centre, 19-25 Shan Mei Street, Sha Tin, Hong Kong.

新界火炭山尾街19-25號宇宙工業中心B座9樓E&F室

Tel : (852) 2185-0900 Fax : (852) 2687-6752 Website : www.qtc-hk.com E-mail : qtc@qtc-hk.com

PRELIMINARY WELDING PROCEDURE SPECIFICATION (pWPS)

Report No. : 1614298-1	Issued Date: 31 October, 2016	Page 1 of 2 Pages						
Application Standard:	BSENISO 15609-1:2004							
pWPS no.:	1614298-1							
Manufacturer:	Midi Aluminium Fabricator Ltd.							
Project:	Proposed Residential Development at Tseung Kwan O, Area 66D2, T.K.O.T.L. 118							
Joint type and weld type:	Fillet weld in pipe to plate							
Welding positions:	Vertical up (PF)	Material thickness (mm): t1: 10; t2: 30						
Parent material specification:	BSEN 10210-1:2006 Designation S275J0H (1.1) BSEN 10025-2:2004 Designation S275J0 (1.1)	Outside diameter (mm): 100						
Method of preparation and cleaning:	Flame cut followed by mechanical grinding	Mode of metal transfer: --						
Weld preparation details (Sketch)*:								
Joint preparation (mm)	Run sequence							
<p>10 mm (t1)</p> <p>30 mm (t2)</p> <p>Gap max. 2 mm (Referred to EN ISO 9692-1:2003 Table 3)</p> <p>t1 : 200 x 100 x 10mm thk. RHS t2 : 300 x 300 x 30mm thk. Steel Plate</p>	<p>8 mm leg length fillet weld</p> <p>1~n</p>							
Welding details:								
Run no.	process	Size of Filler Metal	Current (A) Ave.	Voltage (V) Ave.	Type of current	Wire Feed Speed	Travel Speed mm / sec.	Heat input kJ / mm
1 ~ n	MMA	3.2 mm	80 ~ 110	20 ~ 25	AC	N/A	Approx. 1 ~ 3	0.43 ~ 2.20
Filler metal classification and trade name: Kobelco LB-52 BSEN ISO 2560 : 2009-A-E 42 3 B 1 2 H10/ AWS A5.1 E7016								
Any special baking or drying: Dry the electrodes at 300~350°C for 30~60 minutes before use								
Gas / Flux	Shielding: N/A	Gas flow rate:			Shielding: N/A			
	Backing: N/A	Backing: N/A						
Tungsten electrode type / size: N/A								
Detail of backing / gouging: N/A								
Preheat temperature: N/A					Interpass temperature: Max. 250 °C			
Post-heating: N/A								
Post weld heat treatment and / or ageing: N/A					Pre-heat maintenance temperature: N/A			
Other information:								
Weaving (maximum width of run): Approx. 10								
Oscillation: amplitude, frequency, dwell time: N/A								
Pulse welding details: N/A					Distance contact tube / work piece: N/A			
Plasma welding details: N/A					Torch angle: N/A			
Stick out length: N/A					Nozzle size: N/A			



Qualitech Testing & Consultancy Limited

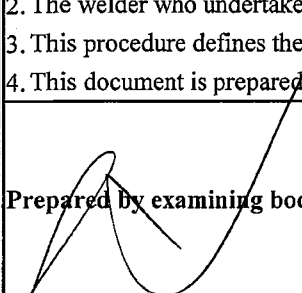

匯駿檢測及顧問有限公司

Flat E & F, 9/F, Block B, Universal Industrial Centre, 19-25 Shan Mei Street, Sha Tin, Hong Kong.

新界火炭山尾街19-25號宇宙工業中心B座9樓E&F室

Tel : (852) 2185-0900 Fax : (852) 2687-6752 Website : www.qtc-hk.com E-mail : qtc@qtc-hk.com

PRELIMINARY WELDING PROCEDURE SPECIFICATION (pWPS)

Report No. : 1614298-1	Issued Date: 31 October, 2016	Page 2 of 2 Pages
Extent of Approval :-		
Qualification Standard:	BSENISO 15614-1:2004+A2:2012	
Welding process(es) :	Metal arc welding with covered electrode (111) (AC)	
Type of joint and weld :	Fillet weld qualifies fillet welding only. It is not permitted to change a multi-run deposit into a single run (or single run on each side) or vice versa for a given process. Same as the test.	
Parent metal group(s) and sub group(s) :	PD CEN ISO TR 15608 : 2005 Group 1.1 welded to Group 1	
Parent metal thickness (mm) :	t1= 5mm ~20mm; t2 ≥5mm	
Weld metal thickness(mm) and filler weld size(mm) :	No restriction for multi-run	
Outside diameter (mm) :	≥ 50mm	
Electrode identification :	Type used in welding condition	
Gas/Flux :	--	
Gas flow rate :-	--	
Mode of metal transfer:	--	
Heat input:	The lower limit of heat input qualified is 25% lower than that used in welding test piece.	
Welding position :	All positions except vertical down	
Preheat :	--	
Post weld heat treatment and/or ageing :	--	
Test for qualification tests :		
Non-destructive tests :	Visual Test Magnetic Particle Test	
Destructive tests :	Macroscopic Examination Hardness Test	
Remark :		
1. If all required weld test were accepted, a final welding procedure certification (Welding Procedure Approval Record) will be issued.		
2. The welder who undertake and satisfied this welding procedure, relevant part of welder certificate will also be issued.		
3. This procedure defines the limitation and the range of welding condition which is stated in extend of approval.		
4. This document is prepared and based on customer information.		
Prepared by examining body:	Confirmed by manufacturer:	
		
Yau Sin Fai		
Qualification : CSWIP 3.1 Welding Inspector	on behalf of	



Qualitech Testing & Consultancy Limited

匯駿檢測及顧問有限公司

Flat E & F, 9/F, Block B, Universal Industrial Centre, 19-25 Shan Mei Street, Sha Tin, Hong Kong.

新界火炭山尾街19-25號宇宙工業中心B座9樓E&F室

Tel : (852) 2185-0900 Fax : (852) 2687-6752 Website : www.qtc-hk.com E-mail : qtc@qtc-hk.com

PRELIMINARY WELDING PROCEDURE SPECIFICATION (pWPS)

Report No. : 1614298-2	Issued Date: 31 October, 2016	Page 1 of 2 Pages						
Application Standard:	BSENISO 15609-1:2004							
pWPS no.:	1614298-2							
Manufacturer:	Midi Aluminium Fabricator Ltd.							
Project:	Proposed Residential Development at Tseung Kwan O, Area 66D2, T.K.O.T.L. 118							
Joint type and weld type:	Single bevel butt weld in plate welded from one side without backing							
Welding positions:	Horizontal (PC) and vertical up (PF)	Material thickness (mm): 12						
Parent material specification:	BSEN 10025-2:2004 Grade S275J0 (1.1)	Outside diameter (mm): --						
Method of preparation and cleaning:	Flame cut followed by mechanical grinding	Mode of metal transfer: --						
<i>Weld preparation details (Sketch)*:</i>								
Joint preparation (mm)	Run sequence							
<p>t1 : 350mm(L) x 200mm(W) x 12mm thk. Steel Plate x 2pcs. t2 : 350mm(L) x 200mm(W) x 12mm thk. Steel Plate x 2pcs.</p>								
Welding details:								
Run no.	process	Size of Filler Metal	Current (A) Ave.	Voltage (V) Ave.	Type of current	Wire Feed Speed	Travel Speed mm / sec.	Heat input kJ / mm
1	MMA	3.2mm	80 ~ 110	20 ~ 25	AC	--	Approx. 1 ~ 4	0.40 ~ 2.75
2~n	MMA	4.0mm	110 ~ 170	22 ~ 28	AC	--	Approx. 1 ~ 4	0.61 ~ 4.76
Filler metal classification and trade name:			Kobelco LB-52 BSEN ISO 2560 : 2009-A-E 42 3 B 1 2 H10/ AWS A5.1 E7016					
Any special baking or drying:			Dry the electrodes at 300~350°C for 30~60 minutes before use					
Gas / Flux	Shielding:	N/A	Gas flow rate:	Shielding:	N/A			
	Backing:	N/A		Backing:	N/A			
Tungsten electrode type / size:		N/A						
Detail of backing / gouging:		N/A						
Preheat temperature:		N/A		Interpass temperature:		Max. 250 °C		
Post-heating:		N/A						
Post weld heat treatment and / or ageing:			N/A		Pre-heat maintenance temperature: N/A			
Other information:								
Weaving (maximum width of run):			Approx. 12					
Oscillation: amplitude, frequency, dwell time:			N/A					
Pulse welding details:			N/A		Distance contact tube / work piece:		N/A	
Plasma welding details:			N/A		Torch angle:		N/A	
Stick out length:			N/A		Nozzle size:		N/A	



Qualitech Testing & Consultancy Limited

匯駿檢測及顧問有限公司

Flat E & F, 9/F, Block B, Universal Industrial Centre, 19-25 Shan Mei Street, Sha Tin, Hong Kong.

新界火炭山尾街19-25號宇宙工業中心B座9樓E&F室

Tel : (852) 2185-0900 Fax : (852) 2687-6752 Website : www.qtc-hk.com E-mail : qtc@qtc-hk.com

PRELIMINARY WELDING PROCEDURE SPECIFICATION (pWPS)

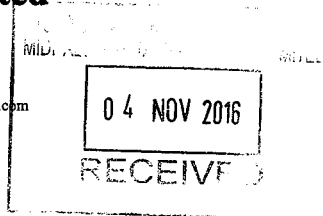
Report No. : 1614298-2	Issued Date: 31 October, 2016	Page 2 of 2 Pages
Extent of Approval :-		
Qualification Standard:	BSENISO 15614-1:2004+A2:2012	
Welding process(es) :	Metal arc welding with covered electrode (111) (AC)	
Type of joint and weld :	Butt welds qualify full and partial penetration butt welds and fillet welds. Fillet weld tests shall be required where this is the predominant form of production welding Welds made from one side without backing qualify welds made from both sides and welds with backing It is not permitted to change a multi-run deposit into a single run (or single run on each side) or vice versa for a given process. Same as the test.	
Parent metal group(s) and sub group(s) :	PD CEN ISO TR 15608 : 2005 Group 1.1 welded to Group 1	
Parent metal thickness (mm) :	3 mm ~ 24 mm for butt weld & 6 mm ~ 24 mm for fillet weld	
Weld metal thickness(mm) and filler weld size(mm) :	No restriction for multi-run	
Outside diameter (mm) :	> 150mm for PA or PC rotated position & > 500mm for all positions except vertical down	
Electrode identification :	Type used in welding condition	
Gas/Flux :	--	
Gas flow rate :-	--	
Mode of metal transfer:	--	
Heat input:	The lower limit of heat input qualified is 25% lower than that used in welding test piece & The upper limit of heat input qualified is 25% greater than that used in welding test piece.	
Welding position :	All positions except vertical down	
Preheat :	--	
Post weld heat treatment and/or ageing :	--	
Test for qualification tests :		
Non-destructive tests :	Visual Test Magnetic Particle Test Ultrasonic testing	
Destructive tests :	Transverse tensile Test Transverse Bend Test Impact Test Macroscopic Examination Hardness Test (Horizontal position)	
Remark :		
1. If all required weld test were accepted, a final welding procedure certification (Welding Procedure Approval Record) will be issued.		
2. The welder who undertake and satisfied this welding procedure, relevant part of welder certificate will also be issued.		
3. This procedure defines the limitation and the range of welding condition which is stated in extend of approval.		
4. This document is prepared and based on customer information.		
Prepared by examining body:	Confirmed by manufacturer:	
Yau Sin Fai		
Qualification : CSWIP 3.1 Welding Inspector	on behalf of	



Qualitech Testing & Consultancy Limited

匯駿檢測及顧問有限公司

Flat E & F, 9/F, Block B, Universal Industrial Centre, 19-25 Shan Mei Street, Sha Tin, Hong Kong.
新界火炭山尾街19-25號宇宙工業中心B座9樓E&F室
Tel : (852) 2185-0900 Fax : (852) 2687-6752 Website : www.qtc-hk.com E-mail : qtc@qtc-hk.com



Quotation No.: Q201602199

Date: 1/11/2016

Page(s): 1 of 2

Quotation

Registration Address: Units 6-8, 1/F, Sunray Industrial Centre, 610 Cha Kwo Ling Road, Kowloon

Tel: 2348 9211 / Fax: 2772 7666

Contact number: 2172 9639

Email: midi@midiltd.com.hk

Project: General Price for Year 2016 (INS)



Midi Aluminium Fabricator Ltd.

Units 6-8, 1/F, Sunray Industrial Centre, 610 Cha Kwo Ling Road, Kowloon

Mr. Stanley LEUNG

Item Description	Unit	Price (HKD)	Qty	Sub Total
<u>Preparation of a preliminary welding procedure/specification or welding procedure specification to BS EN ISO 15609-1: 2004:-</u>				
- PWPS (臨時焊接程序規格)	no.	\$500		
- WPS (正式焊接程序規格)	no.	\$1,000		
<u>Welding inspector witness welding procedure/Approval test / Inspection/approval of welder testing service (焊接督導員服務):-</u>				
At Guangdong Province, China and Macau (中國廣東省以內及澳門)	man day / visit	\$2,700		
At HKSAR (香港特別行政區)	man day / visit	\$2,200		
<u>Welding procedure approval test (WPAR) to BS EN ISO 15613 : 2004 / BS EN ISO 15614-1 : 2004 + A1: 2008 + A2: 2012 / BS EN ISO 17660-1 : 2006 according to PWPS including one welder certificate (按照臨時焊接程序規格進行焊接程序測試及附帶焊牌一張):-</u>				
Type: Butt Weld (全熔透焊) (Specimen \leq 50mm thickness)	no.	\$7,800		
Type: Fillet Weld (角焊)	no.	\$4,800		
Type: Reinforcing steel for load-bearing welded joints (鋼根承載焊接接縫)	no.	\$13,500		
<u>Inspection/approval of welder testing BS EN 287 : Part 1 : 2004 / BS EN 287 : Part 1 : 2011 / ISO 9606-1 : 2013 (焊牌):-</u>				
Type: Butt Weld / Fillet Weld (全熔透焊 / 角焊)	no.	\$1,000		
Type: Reinforcing steel for load-bearing welded joints (鋼根承載焊接接縫) [BS EN ISO 17660-1 : 2006]	no.	\$3,000		
Prolongation of welder (續牌)	no.	\$500		
<u>Additional destructive test for welding specimen (額外破壞性測試 - 焊件):-</u>				
Sampling from the specimen of welding procedure (1) / (2) / (3) in the below	set	\$1,200		
(1) Additional Impact test for Butt Weld specimen thick >50mm (Carbon Steel)				
(2) Additional Impact test for Butt Weld specimen thick >10mm (Stainless Steel - based on the reference standard EN 10088-1]				
(3) Retest Impact test specimen for Butt Weld				



Quotation No.: Q201602199

Date: 1/11/2016

Page(s): 2 of 2



Quotation

Item Description	Unit	Price (HKD)	Qty	Sub Total
(4) Other specimen for retest: Transverse Tensile test, Bend test, Hardness test or Marco examination (Refer to the general price)				
Additional Item(s):-				
- Accommodation charge (TBA)	night			
- Amendment charge	page	\$50		
- Certified true copy	report	\$250		
- Electronic report charge	report	\$250		
- Over-night charge	man/night	\$1,000		
- Outlying Islands in Hong Kong (TBA)	job			
- Overtime charge	man/hr.	\$300		
- Stand by Charge	man/hr.	\$300		
- Travelling charge (Outside Hong Kong) (TBA)	r-trip			
- Transportation Expenses (Collection Fee for Hong Kong)	trip	\$300		
- Fillet weld consumable (TBA)	no.			
- Butt weld consumable (TBA)	no.			

*Testing materials and the transportation of the Specimens to our company shall be provided by client.

*Work required on Sunday / Public Holiday will be charged 1.5 times the visit charge rate

Payment method :

- 1) Payment is to be made within 30 days of invoicing.
- 2) Payment should be direct credit to our Bank Account or Cheque.
- 3) Bank Detail: **Bank Name:** HSBC - **Account Name:** Qualitech Testing & Consultancy Ltd. - **Account No.:** 004-819-142621-838

Please confirm your acceptance of our quotation by signing and returning the duplicate of this quotation to us. This Quotation is deemed to have been accepted by your company upon receipt of your order to proceed with the testing services referred to above.

If you have any queries or job arrangement, please contact K.T. CHU at 9588 5810 / 6083 6023 or sales@qtc-hk.com

For and on behalf of
Qualitech Testing & Consultancy Limited

Agreed and accepted by:

Mr. Chu Kwok



Sales & Marketing Manager

Customer Authorized Signature / Company Chop



Qualitech Testing & Consultancy Limited

匯駿檢測及顧問有限公司

Flat E & F, 9/F, Block B, Universal Industrial Centre, 19-25 Shan Mei Street, Sha Tin, Hong Kong.

新界火炭山尾街19-25號宇宙工業中心B座9樓E&F室

Tel : (852) 2687-6253 Fax : (852) 2687-6752 Website : www.qtc-hk.com E-mail : qtc@qtc-hk.com

QTC Conditions of Service

1 Keywords:

- 1.1 "QTC" means Qualitech Testing & Consultancy Limited.
- 1.2 "Customer" means Person or Company through the contract agree with QTC to provide the service.
- 1.3 "Contract" means the agreement between QTC and the Customer.
- 1.4 "Quotation" means the description of works, price and conditions for the Customer to confirm and accept.
- 1.5 "Site" means location where QTC staff will be requested by Customer to provide service.

2 Purpose:

This Conditions of Service intends to aid the customer understanding the agreement or contract before making appointment with QTC.

3 General Condition:

The terms and conditions specified in this Quotation will be under which QTC performs its Services for the Customer. No amendment or variation to these terms and conditions shall be valid unless agreed in writing between both QTC and the Customer.

4 Method of Testing/Inspection:

- 4.1 QTC will undertake the tests/inspections in accordance with the testing/inspection procedure agreed with the Customer.
- 4.2 In the absence of agreement on any testing/inspections procedure, QTC will use whatever testing/inspections methods and standards it, in its absolute discretion, considers appropriate.

5 Samples:

- 5.1 Any Report Issued by QTC shall refer only to the sample tested/inspected and shall not represent or be deemed to represent to the whole batch of material ("the Bulk") from which such sample was obtained.
- 5.2 Unless agreed otherwise between QTC and the Customer, the sample for testing/inspection shall be supplied by the Customer.
- 5.3 If QTC agrees to obtain the samples from the Bulk, QTC and the Customer will agree the method of obtaining the samples. In the absence of agreement on the method, QTC will use whatever method it, in its absolute discretion, considers appropriate. QTC reserves the right to charge the Customer the costs of obtaining the sample from the Bulk and shall not be liable whatsoever for any damages howsoever caused to the Bulk or the sample due to the method of sampling chosen by QTC.
- 5.4 QTC does not warrant that the samples are representative of the Bulk.
- 5.5 All samples will be disposed of immediately upon completion of testing/inspection unless special arrangements have been agreed with the Customer in advance. If the results are found to be abnormal, the sample will be stored pending the Customer's further instruction. Should no such instructions be received, the sample will be disposed of 7 days after completion of testing/inspections. QTC shall not be liable for the loss or such samples while they are in QTC's possession.
- 5.6 In the case of samples inspected or tested at locations other than the QTC premises, QTC does not accept any liability or responsibility to dispose of the said samples unless otherwise agreed with the Customer.
- 5.7 Upon completion of its Services, QTC will where appropriate prepare and submit to the Customer a report on the Services (the "Report"). QTC will use all reasonable endeavours to complete the Report by the date (if any) agreed with the Customer.
- 5.8 The format and contents of the Report shall be prepared in accordance with QTC's standard procedures.

6 Normal Working Hours

Unless otherwise noted in this Quotation, all the Services shall be performed during the Normal Working Hours of QTC which are :

Monday – Saturday 09:00 – 18:00 including travelling time.

7 Employees Not to Work at a Height Exceeding 30 (Thirty) Feet Above Ground or Floor Level

All employees of QTC are fully covered by Employee Compensation Insurance for performing duties at a height not exceeding 30 (thirty) feet above ground or floor level or work aloft on ships, the Customer shall advise QTC of such working requirements at the time of tendering in order that additional insurance coverage can be arranged. Unless otherwise noted in this quotation, any extra insurance premium will be recharged to the Customer. Until such insurance is obtained, QTC will not undertake work exceeding 30 (thirty) feet above ground of floor level or aloft on ships and will not be held liable for any consequential liabilities from the delays that might arise in obtaining the appropriate insurance coverage.

8 Liability

- 8.1 The aggregate maximum liability of QTC for any breach of any of its obligations (whether in contract or tort) shall be limited to refunding the Customer, free of interest, the fee paid to QTC for conducting the relevant elements of the Services. For the avoidance of doubt, the Customer agrees that any sums other than the fee paid to QTC for conducting the relevant services are waived by the Customer and are not recoverable for QTC.
- 8.2 Subject to Clause 8.1, the Customer confirms and agrees that QTC is only able to provide the Services at the fees set out in this Quotation on the basis that QTC is under no liability whatsoever. The Customer agrees that QTC is under no liability to the Customer whatsoever for any indirect incidental or consequential damages, loss, whether by the Customer or a third party making a claim on the Customer in respect of any interruptions, delays, inaccuracies, errors, omissions or failure at any time in respect of the Services. The Customer undertakes to indemnify QTC in respect of any such claim by a third party through and/or against the Customer. The terms of the clause shall survive any termination of this Quotation and shall continue in full force and effect.

9 Impartiality

QTC ensures independence and impartiality in the services that QTC provides to customers, who shall understand that QTC' employees would not accept any undue pressure intending to affect test, inspection and calibration results.

10 Confidentiality

QTC ensures protection of any confidential or privileged information of customers (except for information that customer makes publicly available, or written agreement between QTC and the customer.) Under special circumstances as required by laws or during third party accreditation, confidential information of customers may be disclosed to officers and assessors who shall not disclose these information to any parties other than those involved in the accreditation process.

11 The Additional Service Charge (excluding the testing fee):

- 11.1 **Travelling fee (In HKSAR):** The QTC staff go to the "Site" (Lantau Island and Neighboring Island, Hong Kong International Airport in Tung Chung, The Peak or Somewhere need to spend more time or permit for travelling) on the way, it should be extra travelling fee charge for Customer
- 11.2 **Travelling fee (In China or Overseas):** To be arranged by customer or through QTC with full reimbursement.
- 11.3 **Cancellation fee:** will be charged in the event of cancelling order on the testing date.
- 11.4 **Stand by charge:** The QTC staff arrived to the "Site" already, and then the Customer instruct of the QTC staff stay on site for one hour or more before cancellation, there would be extra stand by charge + Cancellation fee for Customer.
- 11.5 **Accommodation fee:** The accommodation normally arranged or provided by Customer or full reimbursement to QTC.
- 11.6 **Delivery:** To be arranged by Customer.
- 11.7 **Collection fee:** Fee charged by QTC for collecting test samples from location as directed by Customer.
- 11.8 **Amendment / Re-issue certify true copy report:** It should be additional charged, if the information loss or incorrectly provided by Customer.
- 11.9 **Separate report charge:** One job - Same test date and test method inspected by the same technician, the Customer instruct QTC technician separate 2 or more report. (e.g. difference of test position to be separate & etc.)
- 11.10 **Maintenance / lose specimen fee:** Failing provision during the testing, resulting the cost of damage or loss of the QTC equipment or goods on site will be borne by the Customer.
- 11.11 **Delay the payments day:** It should be extra administration fee for overdue payment or the customer fails to settle outstanding fee for the report within 90 days from date of invoices, QTC reserves the right to release any part of the report to relevant parties.
- 11.12 **Oversea charge:** If the test location is outside HKSAR, there would be extra charge incurred. (e.g. China-Shanghai, England, etc.)
- 11.13 **Overtime charge (OT):** The charge in a state of over the normal working hours.
- 11.14 **Overnight charge:** The charge in a state of over the normal working hours and the starting/during/finishing work after 23:59 to next day 05:00 (In case, the charge shall be OT + additional overnight charge).
- 11.15 **Holiday charge:** the work performed on the Sunday or Public Holiday within 09:00 – 18:00. (In case, the working hours over the range of 09:00 – 18:00, Customer shall be extra cost for OT / Overnight charge).