

Integrated Management System in ArchSD

建築署綜合管理系統



建築署
ArchSD

Integrated Management System (IMS)

- Integrated Management - ISO 9001 , ISO 14001 , OHSAS 18001 and ISO 50001 (APB Centre) 綜合管理
- Quality, Environmental, Health and Safety (QEHS) Policy 品環健安方針
- Energy Policy 能源方針
- Quality Manuals 品質手冊
- Objectives & Targets 目標
- OHS Issues 職業健康及安全事項
- IMS Audits 審核
- Client Satisfaction Survey 客戶滿意調查
- Housekeeping Management 綠色管理

Introduction to ArchSD's IMS

- ISO 9001 - Quality Management
- ISO 14001 - Environmental Management System
- OHSAS 18001 - Occupational Health & Safety Management
- ISO 50001 - Energy Management System

Standard

Date of First Certification

ISO 9001: 1994

April 1995

QMS

ISO 9001: 2000

December 2002



ISO 9001: 2008

December 2009

QEMS

ISO 9001: 2015

September 2017



ISO 14001: 1996

March 1998

ISO 14001: 2004

September 2005

ISO 14001: 2015

September 2017

IMS

OHSAS 18001: 2007

October 2007

ISO 50001: 2011

November 2014 (for APB Centre)

QEHS Policy

***Plan, design, procure, maintain
facilities and advise professionally***

QEHS Policy

ArchSD is committed to:

1. Fulfill the agreed requirements of our Clients to the highest professional standards;
2. Deliver our services in an environmentally responsible manner by implementing conservation of energy, preventing pollution and reducing the consumption of natural resources;

QEHS Policy

ArchSD is committed to:

3. **Manage our health & safety risks** to ensure a safe and healthy environment for our staff, our contractors and other people who may be affected by our work;
4. **Fulfil all compliance obligation including applicable legislations and other requirements**, and wherever practicable, to achieve standards beyond those that are legally required;

QEHS Policy

ArchSD is committed to:

5. **Provide adequate resources and training** to all staff & provide appropriate training to persons working for or on behalf of ArchSD, to continually improve our quality, environmental, health and safety performance and effectiveness; and
6. **Promote ArchSD's principles** of quality, environmental sustainability, health & safety to our partners in work, the construction industry & the general public.

Energy Policy

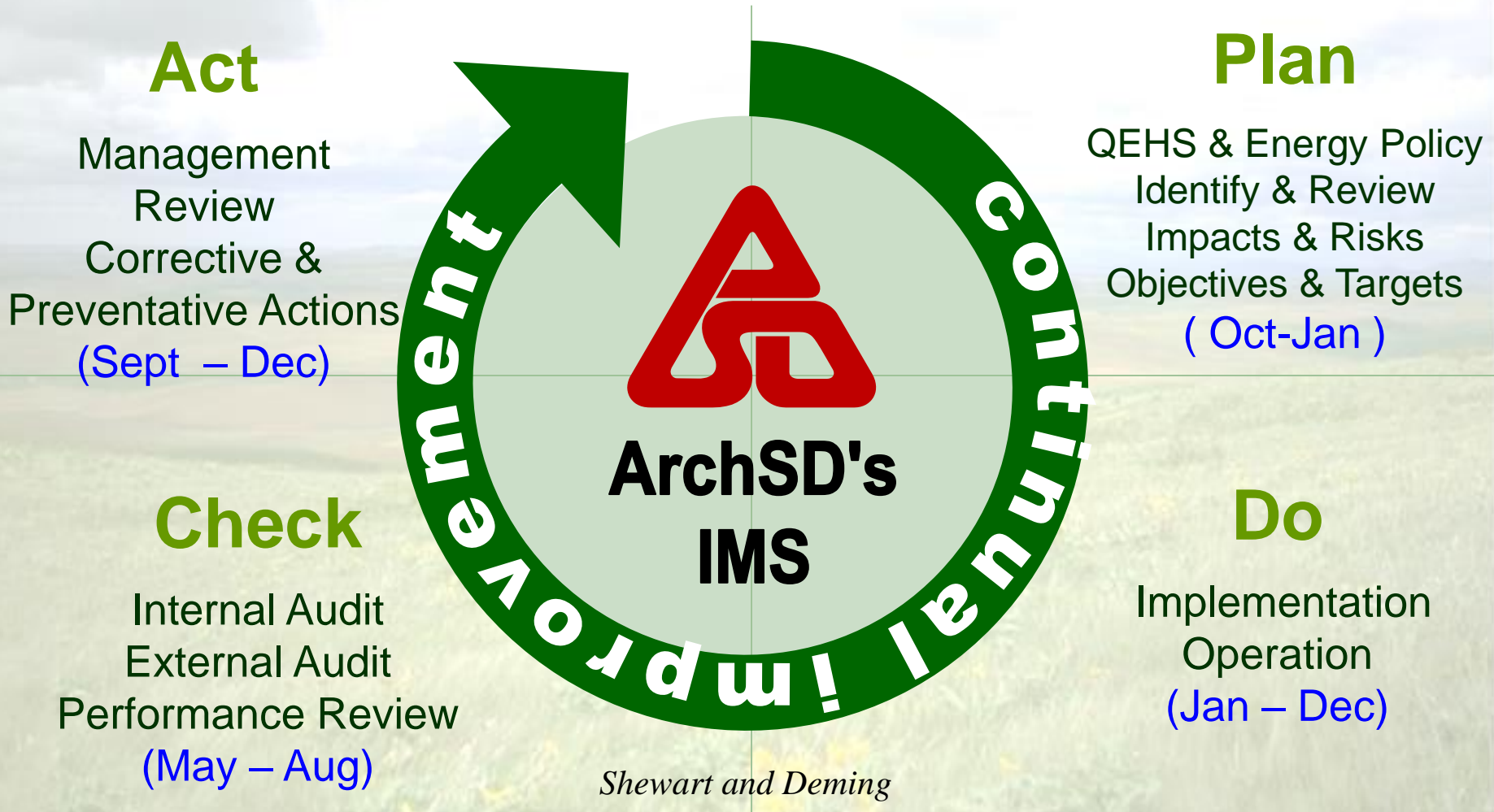
ArchSD (APB Centre) is committed to:

1. Continual improvement in energy performance of APB Centre;
2. Ensure the availability of information and of necessary resources to achieve **energy objectives and targets**;
3. Comply with all applicable **legislation and other requirements**, and wherever practicable, to achieve standards beyond those that are legally required in relation to the energy use, consumption and efficiency of APB Centre; and
4. Support the **purchase of energy-efficient products and services as well as design** for energy performance improvement for the building management and operation of APB Centre.

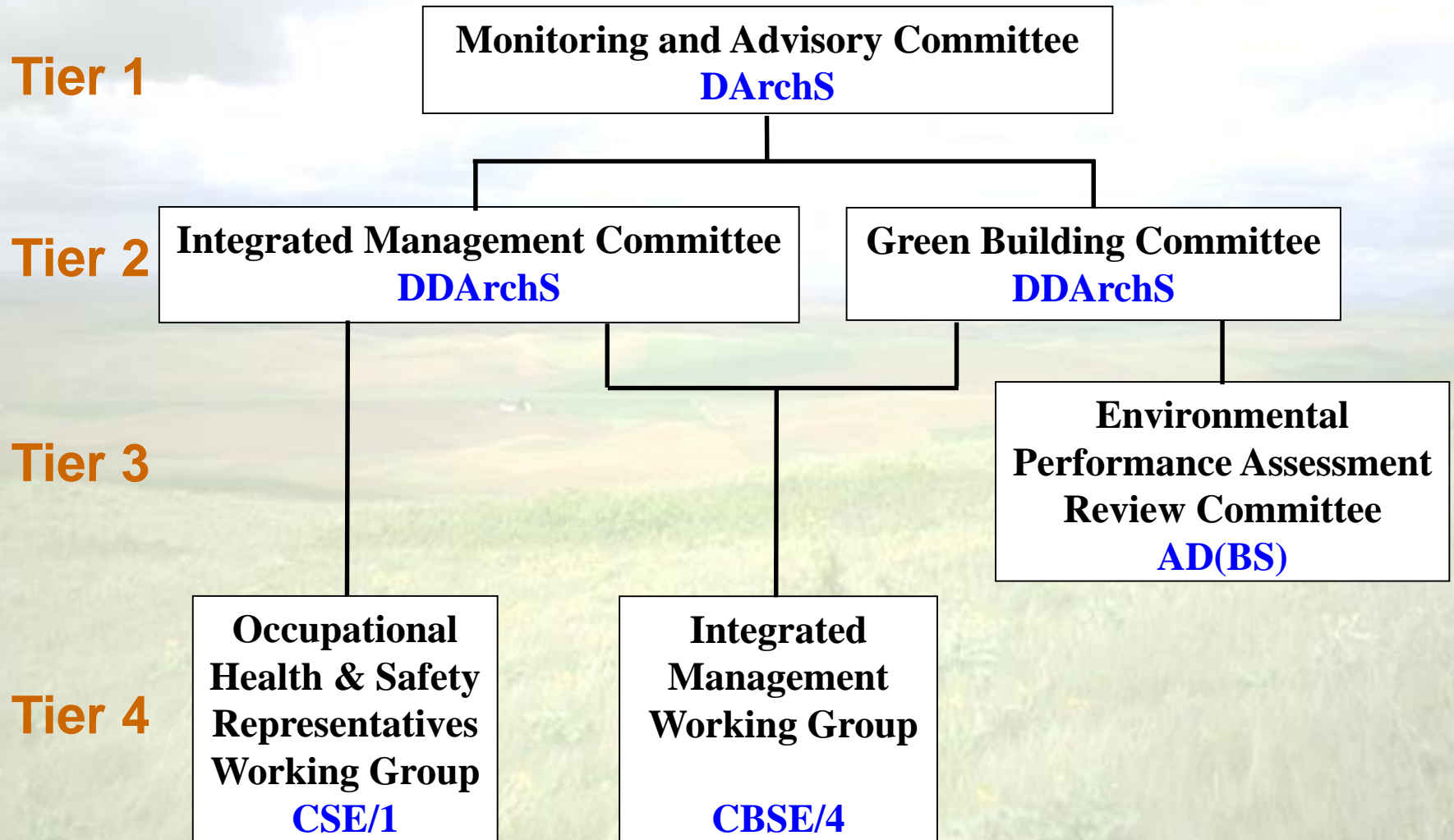
Energy Management System

- ❑ *ISO 50001 is a standard for the development of an Energy Management Systems which provides a framework for integrating energy aspects into organizations' existing management systems for continual improvement.*
- ❑ **Energy Baseline** is a basis for comparison of energy performance
- ❑ **Significant Energy Use** at APB Centre:
Air Conditioning (Total Water Side Equipment and Air Conditioning Server Rooms)
- ❑ **Energy Performance Indicator (EnPIs)** at APB Centre:
Annual Electricity Consumption (kWh/Annum) / Total Office Area (m2)
- ❑ **Energy Objective:**
Reduction of electricity consumption in APB Centre
- ❑ **Energy Target for 2019:**
Reduce electricity consumption by 2.5% by Dec 19 (against EnPI 2013)

Plan-Do-Check-Act Cycle



Organization Structure of IMS



Quality Manuals

Level 1

Policy Manual

Level 2

Project Administration Handbook

Core Manual

Site Administration Handbook

Level 3

Local Manual
1
AB

Local Manual
2
BSB

Local Manual
3
QSB

Local Manual
4
SEB

Local Manual
5
PSB

Local Manual
6
PMB

Local Manual
7
Site
Supervisory
Staff

Local Manual
8
Energy
Management
System
at APB Centre



Plus supporting documents:

Arch SD Operational Instructions, Circulars, DEVB/ ENB / FSTB / other departments circulars, etc.

Quality Manuals

- ❑ **Policy Manual** - Defines scope of the IMS

- ❑ **Core Manual, Project Administration Handbook (PAH) & Site Administration Handbook (SAH)**
 - Includes documented procedures, organization structure, human resources management, advisory services, site administration, common practices, supervision procedures, etc.

- ❑ **8 Nos. Local Manuals (incl. Site Supervisory Staff)**
 - Detail description on the duties & responsibilities of different branches & management functions

- ❑ **Operational Instructions - OI & OI(TC)**
 - Provide guidelines on the working procedures or technical aspects of a special task

Targets & Objectives

Year 2019

- **Quality Targets** – **50** nos.
- **Environmental Targets** – **44** nos.
- **Health & Safety Targets** – **9** nos.
- **Improvement Projects** – **6** nos.

2019 Quality Targets (Examples)

- 100% of projects to have certificate of completion issued within one month after the certified date of substantial completion
 - 90% in 2018

- 100% of the completed projects to achieve “Satisfied Level” or above on the overall performance in Client Satisfactory Survey
 - 100% in 2018

- To ensure 100% of capital and minor works projects to be completed within the agreed time scale (in the Quarter of the year calendar).
 - 100% in 2018

2019 Environmental (Examples)

- ❑ In not less than 100% of new projects, shall adopt “Twin Tank System” for potable and flushing water storage tanks including intermediate storage tanks with storage capacity greater than 4m³.
 - 100% in 2018

- ❑ 95% of sanitary appliances in refurbishment of toilets in government offices / public buildings / schools to be installed with water-saving devices.
 - 100% in 2018

- ❑ Reduction of envelope (nos.) consumption by 31% as compared with the based year 2005
 - 83.9% in 2018

2019 Health & Safety Targets (Examples)

- ❑ Minimize the reportable accident rate in ArchSD contracts to less than 0.6 per 100,000 manhours worked
 - 0.36 per 100,000 manhours in 2018

- ❑ At least 50% of ArchSD eligible new works contracts and 50% of eligible maintenance term contracts would participate in Development Bureau Considerate Contractors Site Award Scheme (CCSAS)
 - 100% of ArchSD eligible contract and 100% of eligible maintenance term contract in 2018

- ❑ At least 45% of ArchSD contracts would participate in the ArchSD Site Safety Model Worker Award Scheme
 - 69% in 2018

Benchmark Assessments (Examples)

- ❑ ArchSD Annual Award
- ❑ Green Contractor Award
- ❑ BEAM Plus Assessment
- ❑ HKIA Annual Awards
- ❑ Hong Kong Awards for Environmental Excellence
- ❑ Quality Building Award (Biennial)
- ❑ Green Building Award (Biennial)

IMS Audits

- Including ISO 9001, ISO 14001, OHSAS 18001 & ISO 50001 (for APB Centre)
- Integrated Internal Audit
 - once a year in June/July
- External Audit
 - by external Certification Body
 - once a year in August
 - select projects and advisory services

Client Communication (Examples)

- ❑ Client Satisfaction Survey
- ❑ Complaints and Enquiries
- ❑ Post Occupancy Evaluation

Housekeeping Management

1. **Occupational Health and Safety Representatives (~ 26 nos.)**
in Occupational Health and Safety Representatives Working Group (OHSRWG)
To support implementation of ArchSD's OHS policy, objectives & targets
 2. **First Aiders (~104 nos.)**
To provide first aid treatment in corresponding area when in need
 3. **Green Wardens (~70 nos.)**
To monitor office green housekeeping issues in corresponding area
- ❑ **ArchSD General Circular no.03/2015 – Measures for Green Housekeeping**
 - ❑ **DEVB TC no.02/2015 & ENB CM no.03/2015 (latest update in May 2017) – Green Government Buildings**
 - ❑ **ENB CM no.02/2015 – Electricity Saving in Government Buildings**

Useful Links

□ Sustainability Report 2018

- <https://www.archsd.gov.hk/archsd/html/report2018/en/index.html>

The image shows two screenshots of the Architectural Services Department (ArchSD) website. The left screenshot shows the homepage with a navigation menu on the left where 'Reports' is circled in red. The right screenshot shows the 'Reports' page with 'Sustainability Report 2017 (HTML)' circled in red. The website header includes the ArchSD logo, the text 'Architectural Services Department The Government of the Hong Kong Special Administrative Region', and navigation options for 'GovHK 香港政府一站通' and '繁體版 简体版'. The main content area features a large banner for the 'Architectural Services Department' and various service icons such as 'NEWS.gov.hk', 'HK Sustainable Technology Net', 'Gov WiFi', 'SCIENCE IN THE PUBLIC SERVICE', 'Organ Donation', 'Liberal Studies', '1823', 'Product Conformity Certification Scheme', 'Greening', 'of persons with disabilities', '食水安全事件 Lead in Drinking Water Incidents', and 'SERVICE EXCELLENCE GOV.HK YouTube'. The footer contains copyright information for 2007 and a 'Last revision date' field.

A landscape photograph of rolling green hills under a bright sky. The foreground is a field of tall green grass. In the middle ground, there are several large, dark, rounded mounds of earth or hay. The hills recede into the distance. A large, horizontal bar with a gradient from dark green to light green is overlaid across the middle of the image. The text "Thank you" is written in a bold, dark green font across the center of the image.

Thank you