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| To :  | Civil Aviation DepartmentLevel 5, Office Building, Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong(Attn : ADS(P)2) |
| Fax No. : | 2910 6399  |

## Questionnaire on Working Experience in

## Civil Aviation/Electronics Engineering/Cyber Security Field

**Section A –** To be answered by every applicant

1. Name :

2. Most recent position with relevant work experience held by applicant (title and section) : .

Provide an Organisation/Section chart on a separate sheet (please indicate clearly the official positions (no name required) of those to whom you are responsible and the official positions (no name required) of those responsible to you).

1. Years of experience in managing
	1. Civil aviation engineering work : \_\_\_\_\_\_\_\_\_\_\_\_
	2. Other major electronics engineering projects :

(c) Information and Communications Technology (ICT) systems and cyber security projects :

**Section B –** To be answered on a separate sheet by applicants who have undertaken major responsibilities or civil aviation and/or electronics engineering systems projects

1. Give full information on civil aviation/large-scale complex electronics engineering project work you are/were in charge and/or involved with particular emphasis on the following points:

 (a) Average number of major projects handled concurrently.

 (b) For each major project mentioned above:

* + - 1. Project size, estimated cost, duration and details of scope.
			2. Division of work and level of responsibilities in the planning, implementation, commissioning, and development of project.
			3. Your role(s) in preparing service and system tender specification, arranging tendering exercise and selection, and contract negotiation and preparation. Please also highlight the decisions that you need to make in your role(s) above.
			4. Your role(s) in various system acceptance tests and experience in outstation site work.
			5. Other authorities, organisations, bodies, contractors and clients you need to liaise/coordinate/supervise for progressing of project.

2. Describe your project management experience in other aspects such as staff management, resources planning, financial control, and presentation of technical papers to management/external parties, etc.

**Section C --**  To be answered on a separate sheet, by applicants who have undertaken major responsibilities for system operations and maintenance (O&M) supervision work

1. Give full details on your experience and involvement in system operations and maintenance supervision work with particular emphasis on the following points:

 (a) Name and brief description of systems you are/were responsible.

 (b) Work force and responsibilities of the O&M unit under your management or supervision, including sub-contractor(s) if any.

 (c) Test facilities/standards employed or developed for system maintenance.

 (d) Preparation of documentation and compilation of maintenance statistics records for equipment.

 (e) Supervision and training arrangement/certification for O&M staff.

 (f) Approximate annual recurrent maintenance/spare/running costs budget under your management.

 (g) Supervision of O&M service sub-contractor(s) and management of major service contract(s).

 (h) Review of replacement need/timing, conduct equipment fault investigation, and derive preventive measures and fault trend analysis.

 (i) Workload analysis, staff acquisition and O&M service outsourcing.

 (j) Participation in safety management and quality management.

**Section D --** To be answered on a separate sheet by applicants who have experience in ICT system and cyber security projects

1. Provide a list of current industry-recognised IT security certifications held by the candidate such as but not strictly limited to Certified Information Security Manager (CISM), Certified Information Systems Auditor (CISA), Certified Information Systems Security Professional (CISSP), or equivalent.

2. Describe your experience in ICT systems and/or cyber security projects, in areas such as information security management, security operations and business continuity, physical environment and network communication security, identity and access management, security system assessment and testing, security architecture and software development, staff training, security and risk management.

**Section E** -- For those who are not involved in the system operations and maintenance supervision and/or implementation/management of large-scale complex electronics engineering projects, they shall provide, on separate sheet(s), full details on his/her career development and past experience relevant to his/her application for the post of Electronics Engineer.

Name :

Signature :

Date :