Chapter 3

Section 1 – Procedure of Registration as Users of Excavation Permit Management System

1.0   Introduction

1.1   One of the objectives of the development of Excavation Permit Management System (XPMS) is to promote electronic permit applications. In this connection, Highways Department encourages any corporations, which include government departments and utility undertakings, to register as XPMS User if they need to apply for excavation permits (XPs) regularly.   In addition, as some construction companies may also frequently take part in roadworks-related matters (e.g. apply for Expressway Works Permit (EWP) and Road Works Permit (RWP), or consent nomination as the nominated permittee of an XP), such construction companies are also welcome to register as XPMS User.

1.2   For those who would just occasionally apply for XPs, they should follow Chapter 5, Section 1 of this manual to apply for an ad-hoc user account instead.

2.0   XPMS User Registration

2.1   To register as an XPMS User, private companies and government departments have to follow slightly different procedures.   Private companies (such as utility undertakings and construction companies) should write to the Chief Highway Engineer/Research and Development (CHE/R&D) of Highways Department (HyD) or use XPMS to register as an XPMS User together with the following document and information:

(i)   a copy of the company's valid Business Registration Certificate (BRC);

(ii)   nomination of at maximum two staff of the company (not more than two) to be the user account administrator(s); and

(iii)   name, post title, telephone number and e-mail address of the nominated staff.

If the applicant is a government department, the department should write to CHE/R&D of HyD or use XPMS to register as an XPMS User and just provide the required information mentioned in (ii) and (iii) above.

2.2   The registration with nomination of system administrators should only be

done once for each company/department. Nevertheless, system administrators of private sectors should update their BRC copies regularly through XPMS upon expiry.

2.3 CHE/R&D can then verify the information given and approve the XPMS user registration in XPMS. When the application is accepted, Administrator accounts will be created and the login IDs will be sent to the administrators directly by e-mail. The "Password" of the administrators' accounts will be sent to the applicant's official address by post separately by CHE/R&D. If the registration is denied, CHE/R&D will notify the applicant the result and reason(s) in writing via letter or email.

2.4 Upon successful registration as an XPMS User, the administrator(s) should change their password as soon as possible. Each adminsitrator ID shall uniquely identify only one administrator. Moreover, user account password length should not be less than 8 characters and should not be the same as the default password nor the User ID. The password should be a combination of upper and lower case characters and numbers.

2.5 The administrator(s) can create their user groups and user IDs under the organization. Each user ID shall uniquely identify only one user. Users of government departments or utility undertakings can apply for any permit types and process them via XPMS in accordance with the procedure stated in Chapter 4 of this manual. Users of contractors can only apply for EWP or RWP for Tsing Ma or Tsing Sha Control Areas, and to consent nominations as nominated permittees in accordance with Section 7, Chapter 4 of this manual.

3.0 XPMS User Account Maintenance

3.1 The administrator(s) shall document the privileges of the user accounts under their organizations and review periodicially. All inactive or obsolete user accounts shall be locked (XPMS user IDs cannot be deleted after creation). For this purpose, XPMS team will email reminders to administrators annually. Also, XPMS may lock the accounts, including administrator(s) accounts, of long inactive organizations. In such case, should the organizations wish to resume their account status, their

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administrator(s) should approach CHE/R&D.

3.2   User shall change their account password every six months. In general, user account password length should not be less than 8 characters and should not be the same as the default password nor the User ID. The password should be a combination of upper and lower case characters and numbers.   Also, passwords shall not be shared or divulged. All passwords shall be promptly changed if they are suspected of / are being compromised, or disclosed to vendors for maintenance and support.

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