

國際安全社區認證申請系統使用手冊
International Safe Community Certification System (ISCCS)

User Manual for Communities

內容

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(A) 初次使用者註冊帳號 Registration for New User

初次使用者請連結以下網址建立帳號

For 1st time user, you need to register as user of the system via the following website:

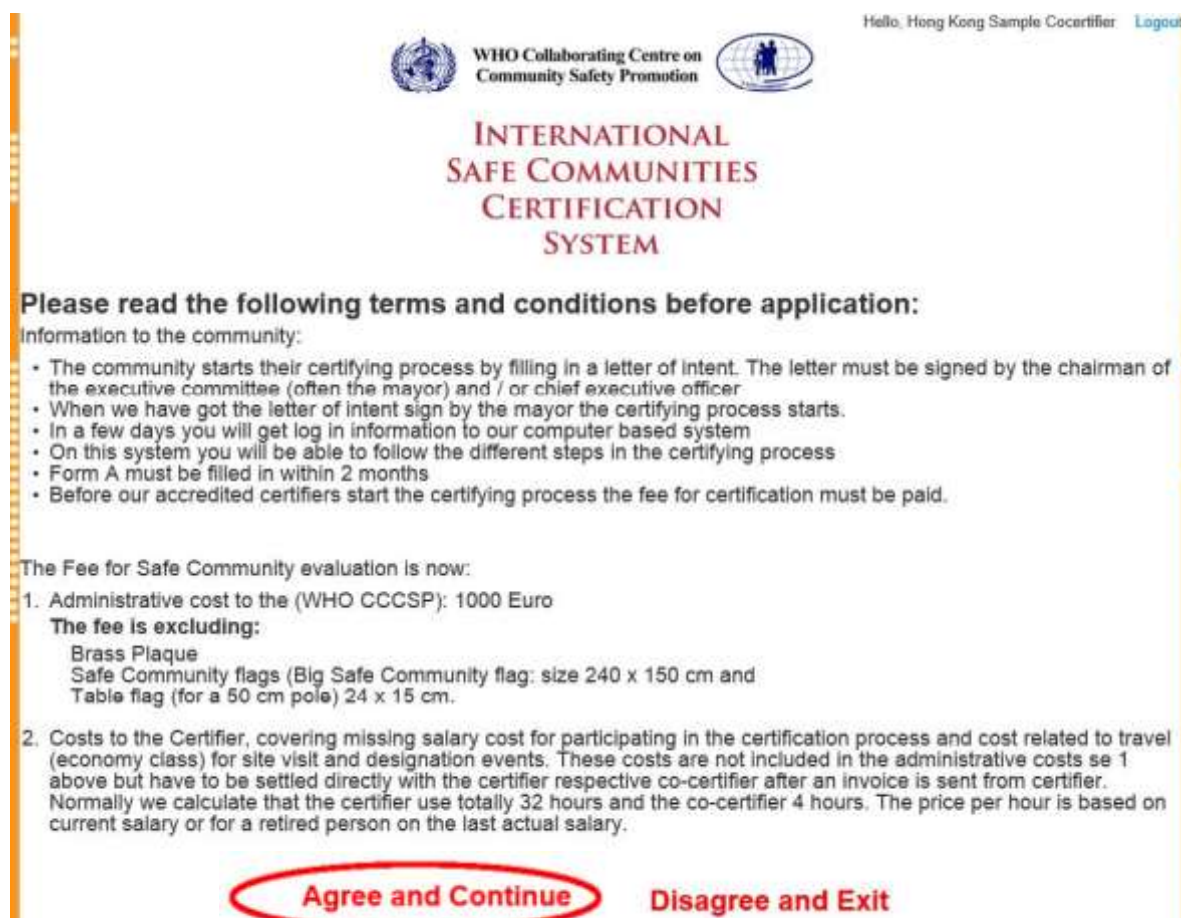
<https://sms.oshc.hk/isccs/enrollment>



1. 點選「Community」進入以下頁面，閱讀認證程序說明後，點選「Agree and Continue」(同意繼續)

Choose “Community” and you will see the following screen. If you agree the terms and conditions, click “Agree and Continue”.

注意：以下頁面為系統研發階段的畫面，正式頁面以現行網址為準(Important: The following is only screen capture during the development stage of ISCCS. For updated terms and conditions, please refer to actual system or WHOCCSP website: <http://www.ki.se/csp/>)



Hello, Hong Kong Sample Cocertifier Logout

WHO Collaborating Centre on Community Safety Promotion

INTERNATIONAL SAFE COMMUNITIES CERTIFICATION SYSTEM

Please read the following terms and conditions before application:

Information to the community:

- The community starts their certifying process by filling in a letter of intent. The letter must be signed by the chairman of the executive committee (often the mayor) and / or chief executive officer
- When we have got the letter of intent sign by the mayor the certifying process starts.
- In a few days you will get log in information to our computer based system
- On this system you will be able to follow the different steps in the certifying process
- Form A must be filled in within 2 months
- Before our accredited certifiers start the certifying process the fee for certification must be paid.

The Fee for Safe Community evaluation is now:

1. Administrative cost to the (WHO CCCSP): 1000 Euro
The fee is excluding:
 - Brass Plaque
 - Safe Community flags (Big Safe Community flag: size 240 x 150 cm and Table flag (for a 50 cm pole) 24 x 15 cm.
2. Costs to the Certifier, covering missing salary cost for participating in the certification process and cost related to travel (economy class) for site visit and designation events. These costs are not included in the administrative costs se 1 above but have to be settled directly with the certifier respective co-certifier after an invoice is sent from certifier. Normally we calculate that the certifier use totally 32 hours and the co-certifier 4 hours. The price per hour is based on current salary or for a retired person on the last actual salary.

Agree and Continue **Disagree and Exit**

2. 填寫Step 2聯絡人資訊後，按「Submit」(送出) Fill in the information at Step 2 and click “Submit”.
 注意：請使用個人常用的email，以免錯失WHO CCCSP寄發的重要訊息(Important: Please enter your primary Email address or an Email address that you will check regularly – as important information from WHOCCCSP will be sent to this Email account.)

Hello, Hong Kong Sample Cocertifier [Logout](#)



WHO Collaborating Centre on
Community Safety Promotion



INTERNATIONAL SAFE COMMUNITIES CERTIFICATION SYSTEM

Step 1: Please select your user level:

Community
 Certifier (accredited only)
 Cocertifier (accredited only)
 Peer reviewer (Hong Kong only)(accredited only)

Step 2: Community

Please fill in the contact person information:

First Name / Given Name:

Family Name / Surname:

Email:

Contact person:

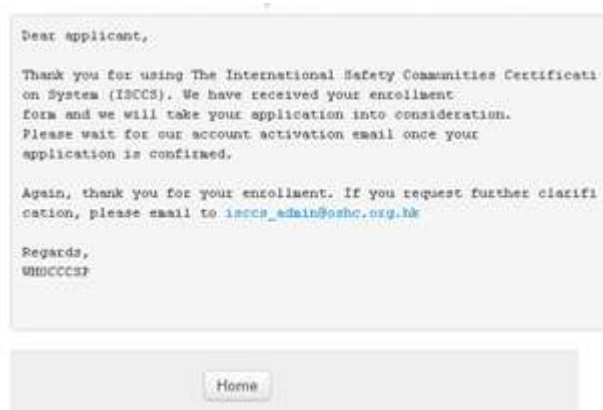
Contact number:

Community name:

Address:



3. 送出後將看到以下頁面，WHO CCCSP接獲申請後，會寄發email通知新的帳號連結資訊
 After submission, you will see the following screen. Once WHOCCCSP accepts you application, you will receive an Email which provides you a “New Account Registration link”.



4. 點選進入新的連結頁面，以完成密碼設定 Click the link and you will be directed to the following screen. You can set your own password here.



The screenshot shows a web form for account activation. At the top, there is a logo of the Occupational Safety & Health Council (OSHCC) with the text "職業安全健康局" and "OCCUPATIONAL SAFETY & HEALTH COUNCIL" in Chinese and English. Below the logo, the text "Account Activation" is displayed. The form contains three input fields: "Email" with the value "toran@oshc.org.hk", "Password", and "Confirm Password". A "Send" button is located at the bottom of the form. The background of the page is green with a circuit-like pattern.

(B) 登入系統 Login ISCCS

點選以下網址、輸入帳號密碼，即可開始使用線上申請認證系統

You are now able to login the ISCCS. Website address of ISCCS is:

<https://sms.oshc.hk/isccs/login>

Type your Email address and password to login in the system.



WHO Collaborating Centre on
Community Safety Promotion

INTERNATIONAL
SAFE COMMUNITIES
CERTIFICATION
SYSTEM

Login

Email
@oshc.org.hk

Password

Login Cancel

[Forgotten Password](#)

(C) 填寫Form A Completion of Form A

1. 進入系統後，點選「Certification」(申請認證)After login, you will see the following screen. Click “Certification”.



2. 頁面會出現社區名稱，點選社區名稱以進入填寫Form A In the following page, you will see your community's name. Click the name to start answering the certification questions.



3. 社區依據Form A左側的提問一一填答，請按「+」填入詳細的內容You will be directed to “Form A” Page. In this page, you will find basic information of your community at the upper portion, and then Form A questions at the lower portion. Community need to provide information at Column 1 at left hand side. Click “[+]” sign at the top right corner of each question to expend the details.

Form A
Application and checklist for the results of applications and site-visit(s)
The checklist consist of two columns. Column 1 to be filled in by the community and Column 2 to be filled in by the certifiers.
Column 1 contains application information. Therefore please describe in details according to the questions

Column 1	Column 2
Questions to be answered by the community	Questions to be answered by the certifiers
Section A Community Overview	
A.1 Briefly describe the community and its historical development(within 150 words) [+] Bookmark: B1 C3	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A* [+]
A.2 Describe the strategy, ambitions, objectives and work in the community in regard to safety. It must be a higher level of safety than average for a community in the country or region.(within 200 words) [+]	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A* [+]
A.3 How are the mayor (or similar function of the community) and the executive committee involved? Who is chairing the cross-sector group?(within 50 words) [+]	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A* [+]
A.4 Describe the injury risk-panorama in the community (within 200 words) [+]	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A* [+]

Section **A** B C D E F G H I

Back to Menu Submit

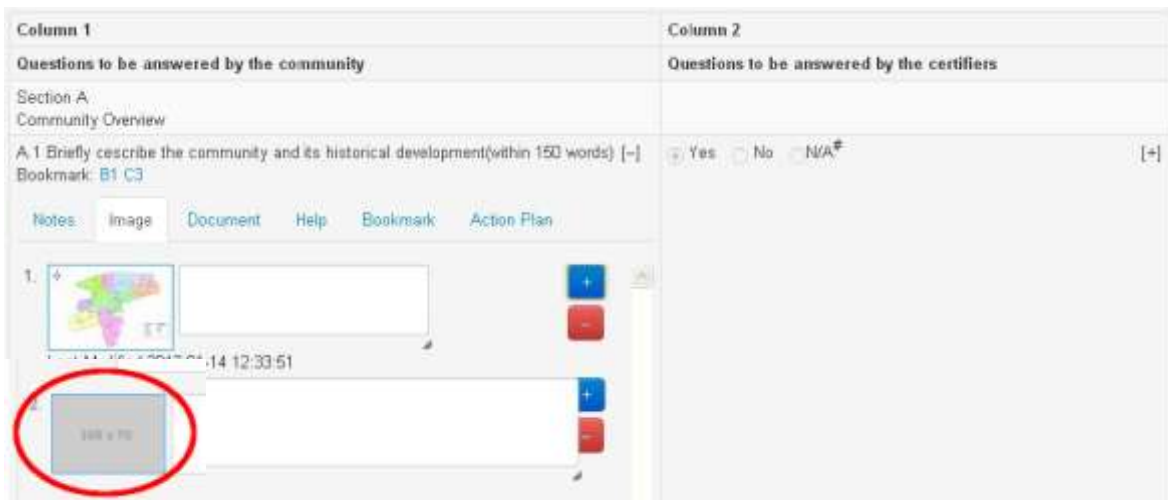
4. 填答人依實際需要選擇下方的功能鍵填入或上傳內容。以下分別說明各功能鍵的使用方法：「Notes」鍵可以直接輸入文字內容，要另起一段，請按「+」鍵 Community can click different tabs to input or upload different types of information for answering the question. First of all, the “Notes” tab enables Community to input descriptions. In case one paragraph is not enough, Community can click “+” button (as circled below) to add more paragraph(s).

注意：各提問均有字數限制，請依照指示重點式填入內容，社區亦可按「Document」鍵上傳較詳細的文字內容，但僅供審查委員參考不是為申請書的內容(Important: There is word limit for every question. We ask you to follow that. If you have good reason for that some more words is accepted but every application must be concentrated. In case Community wants to provide more information, it can be uploaded in form of document at “Document” tab, but it will be only as background information and not as a part of the application)

Column 1	Column 2
Questions to be answered by the community	Questions to be answered by the certifiers
Section A Community Overview	
A.1 Briefly describe the community and its historical development(within 150 words) [-] Bookmark: B1 C3	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A* [+]
Notes Image Document Help Bookmark Action Plan	
<p>1. X is located in the geographically central zone of X and between the Inner and Outer Ring Roads. Under the administration of the X District X Town neighbors theXDistrict in the north, X District in the east, X</p> <p>Last Modified:2013-10-18 14:05:54</p>	

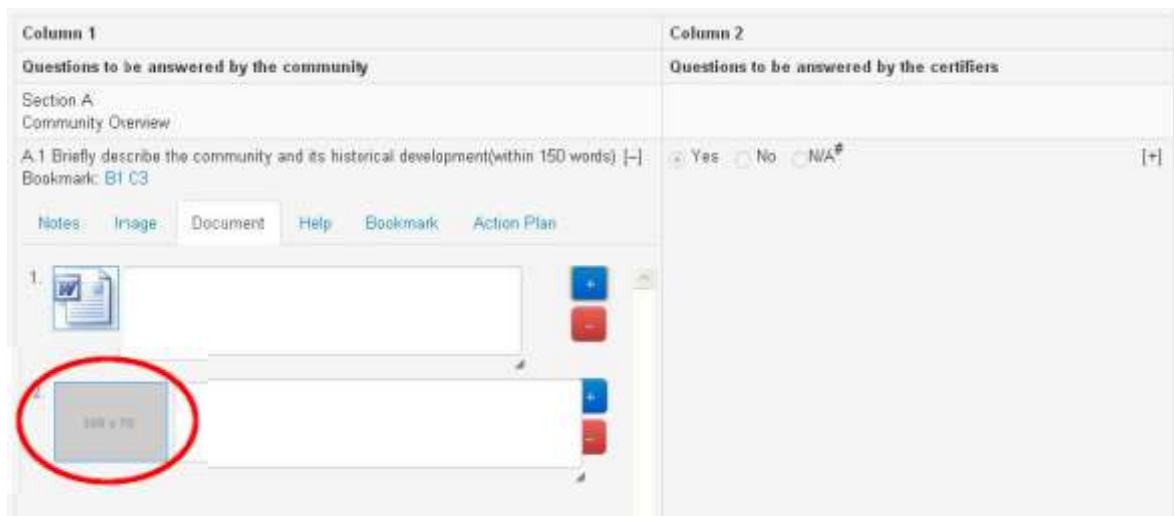
5. 按「Image」鍵可以上傳照片或圖片。先點選100x70方格，即可從新開的視窗瀏覽選取要上傳的圖片，要增加圖片，請按「+」鍵Community can upload photo(s) or image(s) at “Image” tab. To start the upload, just click the “100 x 70” box (as circled below) and a pop-up window will come out to let you select image file for upload. In case one photo / image is not enough, Community can click “+” button to add more photo(s) / image(s).

注意：避免系統伺服器運作異常，請僅提供必要的圖片(Important: To avoid overloading of system server, please only unload necessary photo(s) or image(s).)



6. 按「Document」鍵可以上傳文件檔案。先點選100x70方格，即可從新開的視窗瀏覽選取要上傳的文件，要增加檔案，請按「+」鍵Community can upload document(s) at “Document” tab. To start the upload, just click the “100 x 70” box (as circled below) and a pop-up window will come out to let you select document file for upload. In case one document is not enough, Community can click “+” button to add more document(s).

注意：避免系統伺服器運作異常，請提供PDF檔(Important: To avoid overloading of system server, PDF format is preferred for any documents to be uploaded.)



7. 「Help」鍵僅供說明委員提問的問題，社區無法編輯此頁 Community can read the guidance for the question (if any) at “Help” tab. Community is not able to edit any content on this tab.

Column 1	Column 2
Questions to be answered by the community	Questions to be answered by the certifiers
Section A Community Overview	
A.1 Briefly describe the community and its historical development(within 150 words) [+] Bookmark: B1 C3	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A# [+]
A.2 Describe the strategy, ambitions, objectives and work in the community in regard to safety. It must be a higher level of safety than average for a community in the country or region.(within 200 words) [-]	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A# [+]
Notes Image Document Help Bookmark Action Plan	
Here we need a rather detailed information about the 1. Strategy 2. Ambitious 3. Objectives Describe how the higher level of safety is formulated and what the expected consequences are.	
A.3 How are the mayor (or similar function of the community) and the executive committee involved? Who is chairing the cross-sector group?(within 50 words) [+]	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A# [+]

8. 「Bookmark」鍵供社區回答提問用，如引用同樣的內容，請在欄位內鍵入題號，並以逗號分隔“Bookmark” tab is a function for Community to add bookmark to other questions – in case these questions shared same reference information with the current question. Community can simply type the question number (if more than 1 question, separate them by a comma), and the hyperlink to this question will be appeared at the position as circled below.

Column 1	Column 2
Questions to be answered by the community	Questions to be answered by the certifiers
Section A Community Overview	
A.1 Briefly describe the community and its historical development(within 150 words) [-] Bookmark: B1 C3	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A# [+]
Notes Image Document Help Bookmark Action Plan	
1. B1, C3	

9. 「Action Plan」鍵供社區回應評鑑委員的審查意見，通常是在社區實地訪查的程序完成之後，社區根據委員的建議回復其改善作為，有多項方案，請按「+」鍵Community can input follow-up action(s) with respect to Certifier’s comment. Normally this will be done only after Certifier gave his comment after site visit. Community can describe the follow-up action at “Recommendation” input box. In case one action is not enough, Community can click “+” button to add more action(s).

10. 系統會立即將輸入的內容存檔，社區可以分次逐項填寫，全部完成後按「Submit」鍵All inputted data will be saved by the system instantly, therefore in case user cannot finish the answering, he or she can just logout the system and continue the work when login next time. After answering all questions, user can click “Submit” button (as circled below).

注意：按「Submit」鍵送出後，內容即無法再編輯，社區如需更新資料請以email與系統管理者(isccs_admin@oshc.org.hk) 聯繫(Important: Once “Submit” button is clicked, Community will not able to edit any contents at Column 1. In case Community wants to update the content, please contact System Administrator by Email (isccs_admin@oshc.org.hk) to authorize for editing)

(D) 登出系統 Logout ISCCS

按頁面右上角的「Logout」鍵即可登出系統Community can logout the system by clicking “Logout” at the top right corner.



(E) 諮詢聯絡資訊 Enquiry

任何有關係統使用的問題，請以email與系統管理者(isccs_admin@oshc.org.hk)聯繫For any questions about ISCCS, please feel free to contact the administrator by the following Email address: **isccs_admin@oshc.org.hk**