

2 June 2023

To: All Authorized Persons
Registered Structural Engineers
Registered Geotechnical Engineers
Registered General Building Contractors
Registered Specialist Contractors

Dear Sir/Madam,

Alternative Arrangement for Witnessing Foundation Proof Load Test

Upon completion of piling works, the authorized person (AP), registered structural engineer (RSE) and the registered specialist contractor (RSC) shall submit the specified Form BA14 certifying completion of the works to the Buildings Department (BD) in accordance with regulation 25 of the Building (Administration) Regulations. Under the established practice¹, upon receipt of the Form BA14, BD will issue a letter informing AP/RSE to carry out proof load tests on selected piles and will send representatives to witness the tests on site.

2. Having considered the results of a pilot study completed in 2022, BD is prepared to accept the alternative arrangement that AP/RSE/RSC may employ videotelephony² to let BD officers witness the proof load tests in office without visiting the site in person.

3. When adopting this alternative arrangement, the whole loading and unloading process of the tests shall be conducted under the supervision of the RSE's and RSC's supervisory teams as provided in the supervision plan. The video records of the load tests shall be submitted to BD for record. The general requirements on adopting alternative arrangement are given in **Appendix**.

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¹ Practice Note for Authorized Persons, Registered Structural Engineers, Registered Geotechnical Engineers APP-18 refers.

² Videotelephony means two-way simultaneous communication with both audio and video in real time through telephone or computer network connections. The video shall be recorded in colour with resolution of not less than 480p.

4. Prior agreement from BD shall be obtained for adoption of the alternative arrangement on witnessing the foundation proof load tests by videotelephony. AP/RSE may submit to BD the proposal of the arrangement for consideration prior to the commencement of the tests on site.

Yours faithfully,



(AU YEUNG Hoi-pang)
Assistant Director/New Buildings 2
for Building Authority

c.c. The Real Estate Developers Association of Hong Kong

General Requirements on Adopting Alternative Arrangement for Witnessing Foundation Proof Load Test by Videotelephony

1. At least one or 50% of the foundation proof load tests for the project, whichever is more, shall be witnessed by BD officers on-site.
2. The TCP-T5 under RSE's stream and the TCP-T4 under RSC's stream as provided in the supervision plan shall be present on site to witness the tests while the tests are in parallel witnessed by BD officers via videotelephony. BD officers may visit the site during the tests for audit check without prior notification.
3. A trial of videotelephony and video recording shall be arranged with BD officers in advance before the actual tests to ensure the quality of the video streaming and recording.
4. Within 7 days after the completion of the foundation proof load tests, RSE shall submit the videos that recorded the whole testing process at the time of loading and unloading in DVD-ROM disc to BD. RSE and the Authorized Signatory of RSC shall certify on each disc with a permanent marker signifying that the videos are true record of the proof load tests without tampering.
5. Video records taken for the proof load tests shall meet the following minimum requirements:
 - (a) Video resolution shall be at least 480p;
 - (b) Site features for identification shall be recorded in the video;
 - (c) Location of proof load tests shall be recorded in the video; and
 - (d) Site supervision personnel and representatives of the HOKLAS accredited laboratory shall be captured in the video as a proof of attendance.