

7 February 2020

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

Dear Sirs/Madams,

**Qualified Supervision for Precast Concrete Construction,
Modular Integrated Construction and Heat Soak Process of Tempered Glass**

The use of precast concrete construction and tempered glass is common in development projects and there are several development projects adopting modular integrated construction (MiC) at module production stage. In general, the precast concrete elements, MiC modules and tempered glass are fabricated/produced in factories in the Mainland.

2. Under item 6 in section 17(1) of the Buildings Ordinance, conditions will be imposed when approving the plans of a development project (approval conditions) requiring, among others, qualified supervision provided by the project Authorized Person (AP), Registered Structural Engineer (RSE) and Registered Contractor (RC) as appropriate for the heat soak process of the tempered glass; and the fabrication, assembly, installation, erection and examination of precast concrete elements, MiC modules, and pre-installed finishes of MiC modules. In this connection, the AP, RSE and the Authorized Signatory (AS) of the RC have to inspect and carry out audit checks in the precast concrete factory and MiC prefabrication factory at least once every month. Each of them also have to assign, among others, supervisory personnel of their respective functional stream, viz. a Grade T3 technically competent person (TCP) meeting the requirements of the Code of Practice for Site Supervision 2009, to supervise the production of precast concrete elements and MiC modules at least once every week as well as the heat soak process covering at least 30% of the tempered glass panes used in the project. Reference should be made to Practice Notes for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-37, APP-143 and ADV-36.

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3. Under the stepped up cross-boundary control as one of the anti-epidemic measures, the AP¹, RSE¹, AS and supervisory personnel of each functional stream may encounter difficulties to comply with the approval conditions on factory visits. Having considered the unique circumstances, the Buildings Department (BD) adopts a pragmatic and flexible approach and accepts the following alternative arrangements for meeting such approval conditions with immediate effect:

- (a) The Grade T3 TCP and AS should employ videotelephony² to conduct supervision. In this connection, they should work with their assistant in the factory who is not a member of the RC's supervisory personnel team providing the required continuous supervision under the approval conditions;
- (b) The level of supervision by videotelephony at the factory should not be inferior to that carried out personally by the Grade T3 TCP and AS as required under the approval conditions. In addition, all supervision items covered in the videos taken should be recorded contemporaneously in the log book and audit report of the respective AP, RSE and AS, and should be submitted together with the DVD-ROM discs as required in subparagraph (c) below;
- (c) Within 14 days after completion of the supervision by videotelephony, the AP, RSE and AS should submit DVD-ROM discs for the videos taken to BD. They should certify on each disc with a permanent marker signifying that they personally use videotelephony for compliance with the approval conditions; and
- (d) The on-site audit checks for precast concrete construction elements and MiC modules delivered to the site as required under PNAP APP-143 and ADV-36 respectively should be enhanced. The rate of sampling of the precast concrete elements should be at least 2% with a minimum of one per every 10 batches whereas MiC modules should be at least 2% of each type of MiC modules. For supervision of heat soak process, at least 50% of the tempered glass panes produced for use in the project under this arrangement should be supervised by videotelephony.

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¹ AP and RSE may carry out on site audit checks as stipulated in PNAP APP-143 and ADV-36 instead of visiting the factory.

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

4. The above arrangements will be kept under continuous review.

Yours faithfully,

A handwritten signature in black ink, consisting of a large, stylized loop on the right side and a smaller, more complex mark on the left side, enclosed within a circular shape.

(HO Hon-kit, Humphrey)
Assistant Director / New Buildings 2
for Building Authority

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