

**Amendments to the Code of Practice for Site Supervision 2009 (2021 Edition)**  
**(December 2023)**

Legends:

 Amended  
 Deleted

(12/2023)

## Amendments to the Code of Practice for Site Supervision 2009 (2021 Edition)

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<b>Minimum Qualifications and Experience Required for TCPT4</b>			<b>Minimum Qualifications and Experience Required for TCPT4</b>		
Type of Building works or Street Works	RC' Stream		Type of Building works or Street Works	RC' Stream	
	Qualification	Relevant Experience		Qualification	Relevant Experience
Foundation works	(a) Degree in civil/structural/geotechnical engineering; or	4 years	Foundation works	(a) Degree in civil/structural/geotechnical engineering; or	4 years
	(b) Degree in building studies (except for piling works); or	4 years		(b) Degree in building studies (except for piling works); or	4 years
	(c) Registered professional engineer (Civil/structural or geotechnical).	-		(c) Registered professional engineer (Civil/structural or geotechnical); or	-
			(d) Registered professional engineer (building) (except for piling works).	-	

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<p>8.22 Unless otherwise specified, the total relevant working experience of different grades of TCP should be aggregated as follows :</p> <p>(a) for T1 - The relevant experience must have been gained within the previous 5 years and at least 1 year must be local site experience.</p> <p>(b) for T2 - Similar to T1 but the experience must be closely related to the type of works concerned.</p> <p>(c) for T3 - The relevant experience must have been gained within the previous 8 years and at least 1 year must be local experience.</p> <p>(d) for T4 and T5 - The relevant experience must have been gained within the previous 8 years and at least 1 year must be local experience.</p>	<p>8.22 Unless otherwise specified, the total relevant working experience of different grades of TCP should be aggregated as follows :</p> <p>(a) for T1 - The relevant experience must have been gained within the previous 5 years and at least 1 year must be local<sup>2</sup> site experience.</p> <p>(b) for T2 - Similar to T1 but the experience must be closely related to the type of works concerned.</p> <p>(c) for T3 - The relevant experience must have been gained within the previous 8 years and at least 1 year must be local<sup>2</sup> experience.</p> <p>(d) for T4 and T5 - The relevant experience must have been gained within the previous 8 years and at least 1 year must be local<sup>2</sup> experience.</p> <p><sup>2</sup> The qualified supervision experience gained from factories outside Hong Kong may be recognised as local experience, provided that such qualified supervisions are requirements and conditions imposed under the BO upon plan approval.</p>

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I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this supervision plan. Confirmation for appointment and contact information of TCPs (Annex) is submitted with this supervision plan/shall be submitted within 7 days from the date of commencement of works as indicated in the Form BA10 or notice of commencement of minor works*.</p> <p style="text-align: right;">Date _____          _____          Signature          Any false certification or declaration may be subject to legal action</p> <p style="text-align: right;">Certificate of Registration No. : _____          Date of expiry of registration : _____</p>	Critical Stages of Works	Grade of TCP	Name# <sup>^</sup> (I.D. No. <sup>^</sup> /AP Registration No. <sup>**</sup> /TCP No. <sup>**</sup> )	Expiry Date of AP Registration <sup>~</sup> /TCP Validity Period <sup>~</sup> (if applicable)	Inspection Frequency						<p>The CVs showing their relevant experience and academic qualifications are attached at Appendix 1B. 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## Amendments to the Code of Practice for Site Supervision 2009 (2021 Edition)

### 2021 Edition

Annex to supervision plan  
(page 1 of 2)

#### Confirmation of appointment of TCPs under AP/RSE/RGE/RC stream\*

(submitted by the heads of respective streams to the BA with the supervision plan or within 7 days from the date of commencement of works as indicated in the Form BA10/notice of commencement of minor works\*)

BD Ref. \_\_\_\_\_ Project \_\_\_\_\_  
 Type of Works \_\_\_\_\_ Date of Commencement of Works \_\_\_\_\_

<u>Name in English/Chinese<sup>1</sup></u>	<u>Head &amp; Grade of TCP</u>	<u>Frequency Level of Inspection<sup>1</sup></u>	<u>Signature by Representative/TCP<sup>2,3</sup></u>
	AP/RSE/RGE/AS*		/
	Representative		
	TCP – T		
	TCP – T		
	TCP – T		
	TCP – T		

#### Remarks

- <sup>1</sup> The heads of respective streams should ensure that the name of the TCP and the frequency level of inspection are the same as that shown on the supervision plan submitted to the BA. TCP for critical stage, if any, should be included. If there is a change of TCP in future, the heads of respective streams shall submit the revised supervision plan, with new TCP's confirmation, to the BA within 7 days as per section 8.3 of the Technical Memorandum.
- <sup>2</sup> Signature of TCP in this confirmation indicates the TCP's acknowledgement of appointment and availability for the job, and he is not overloaded with engagement in other construction sites. If there is any change subsequently, he should notify his head of stream and the BA. For those TCPs without AP/RSE/RGE Registration No. or TCP No., please provide contact information on page 2 of this Annex to facilitate communication between BD and TCPs.
- <sup>3</sup> Signature of TCP in this confirmation indicates that the TCP has read, understood and agreed the notes for "Personal Data" attached to the Form.

\_\_\_\_\_

Date

Name of AP/RSE/RGE/AS\*

Signature

\* Delete if inappropriate

Any false certification or declaration may be subject to legal action

## Amendments to the Code of Practice for Site Supervision 2009 (2021 Edition)

### Amendments

Annex to supervision plan  
(page 1 of 2)

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█	Representative		
	TCP – T		
	TCP – T		
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<sup>3</sup> Signature of TCP in this confirmation indicates that the TCP has read, understood and agreed with the notes for "Personal Data" attached to this Annex.

<sup>4</sup> Signature of TCP in this confirmation indicates the TCP's acknowledgement of all information given in the CV submitted with this supervision plan being true, complete and accurate.

\_\_\_\_\_ Date

\_\_\_\_\_ Name\*\* of AP/RSE/RGE/AS\*

\_\_\_\_\_ Signature

\* Delete if inappropriate

\*\* In accordance with the registration record

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## Amendments to the Code of Practice for Site Supervision 2009 (2021 Edition)

### 2021 Edition

Annex to supervision plan  
(page 2 of 2)

**Contact information of those TCPs**

**(for TCPs without AP/RSE/RGE Registration No. or TCP No.)**

**Functional stream: AP / RSE / RGE / RC\***

Name^ in English/Chinese	Grade of TCP	Correspondence Address	Telephone Number	Email Address
	Representative			
	TCP – T			
	TCP – T			
	TCP – T			
	TCP – T			

**Personal Data**

**Purposes of Collection**

1. The personal data provided by means of this Annex will be used by the Buildings Department for the following purposes:
  - (a) activities relating to the processing of your submission in this Annex;
  - (b) activities relating to the above proposed building works; and
  - (c) facilitating communication between the Buildings Department and the TCPs.
2. It is obligatory for you to provide the information as required in the Annex. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

**Classes of Transferees**

3. The personal data you provided by means of this Annex may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

**Access to Personal Data**

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Site Monitoring Section of the Buildings Department.

_____	_____	_____
Date	Name** of AP/RSE/RGE/AS*	Signature
<p>* Delete if inappropriate</p> <p>^ In accordance with the Hong Kong Identity Card record.</p> <p>** In accordance with the registration record.</p>		
	_____	
	Date** of expiry of registration	

## Amendments to the Code of Practice for Site Supervision 2009 (2021 Edition)

### Amendments

Annex to supervision plan  
(page 2 of 2)

**Contact information of those TCPs without AP/RSE/RGE Registration No. or TCP No.  
Functional stream: AP / RSE / RGE / RC\***

Name^ in English/Chinese	Grade of TCP	Telephone Number	Email Address	Signature by Representative/TCP (Please tick the box below to indicate your consent to be given for the purpose stated in Note 5 on "Personal Data" below)
	<b>Representative</b>			<input type="checkbox"/>
	<b>TCP – T</b>			<input type="checkbox"/>
	<b>TCP – T</b>			<input type="checkbox"/>
	<b>TCP – T</b>			<input type="checkbox"/>
	<b>TCP – T</b>			<input type="checkbox"/>

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**Use of Personal Data by Construction Industry Council (CIC)**

5. Subject to your consent as so indicated by ticking the checkbox "☑" above, your personal data provided in the table and your CV submitted with this supervision plan may be transferred to CIC for use on activities relating to registration and continuous technical development of TCPs under the "Technically Competent Persons Registration Scheme".

\* Delete if inappropriate

^ In accordance with the Hong Kong Identity Card record/Passport record