

## 14 Frequently Asked Questions

**Q1:** How can a contractor notify the Building Authority (“BA”) the commencement or completion of “minor works”? Can he do so by phone calls on the spot or is it a must to complete paper documents for submission to the Buildings Department?

The contractor must submit the notice in the specified forms and supporting document to the BA regarding his appointment, the “minor works” to be carried out and also commencement / completion of works. This is required for record of works and also the identities of the contractors and owners.

For class III minor works, it is only required to submit a notice and certificate of completion in the specified forms with the required documents within 14 days of the date of completion of works. The contractor can also choose to submit description of works with record photos in lieu of plans and record photos.

**Q2:** What is the division of labour for contractors and building professionals in carrying out Class I Minor Works?

For Class I minor works, the “prescribed building professionals” (“PBP”) would be responsible for the design and periodic supervision of the carrying out of works. They should prepare the prescribed plans and details showing the design and standard of the works and give a copy of such to the contractor. They should also carry out supervision to ensure that the works are in general compliance with the Buildings Ordinance (“BO”) and conforming to the prescribed plans and details prepared by them.

The “prescribed registered contractor” (“PRC”) would be responsible for the actual carrying out of the works and its responsible personnel, i.e. the authorized signatory would carry out continuous supervision to ensure the works are carried out in accordance with the provisions of the BO and conforming to the prescribed plans and details supplied by the PBP.

If a supervision plan is required for the Class I minor works, the PBP and PRC should appoint “technically competent persons” (“TCP”) as required in the Technical Memorandum for Supervision Plans (“TM”). The mode of supervision of the TCP should follow the requirements stipulated in the TM and the Code of Practice for Site Supervision.

**Q3:** Why do scaffoldings not designated as “minor works”? Is there any safety control on scaffoldings?

Scaffoldings are temporary works associated with the carrying out of building works. Therefore scaffoldings associated with “minor works” would be allowed under the new “minor works control system”.

Registered contractors should also observe the following statutory requirements, Codes of Practice and guidelines when carrying out minor works:

- (a) structural safety and stability of scaffolds:
  - Factories and Industrial Undertakings Ordinance (Cap. 59);
  - Construction Sites (Safety) Regulations (Cap. 59I);
  - Labour Department's "Code of Practice for Bamboo Scaffolding Safety"; and
  - Buildings Department's "Guidelines on the Design and Construction of Bamboo Scaffolds".
- (b) use of protective measures to prevent objects from falling outside the building with the use of scaffolding:
  - Construction Sites (Safety) Regulations (Cap 59I);
  - Building (Demolition Works) Regulations (Cap 123C); and
  - Summary Offences Ordinance (Cap 228).

**Q4: Any safety and environmental suggestions to the registered contractors who intend to carry out "minor works"?**

Registered contractors are encouraged to take concerted efforts in improving the site safety performance, construction waste management and environmental protection measures by recommending the concept of "Pay for Safety Scheme" ("PFSS") and "Pay for Safety and Environment Scheme" ("PFSES") to the employer.

They are advised to incorporate under sections called "Site Safety" and "Environmental Management" some items on safety, construction wastes management, strengthening and improvement of existing environmental protection measures in their quotations, Bills of Quantities or Schedule of Rates if applicable.

Key elements and guidelines to implement the PFSS may be modeled on the "Construction Site Safety Manual" issued by the Development Bureau as posted on its website: [http://www.devb.gov.hk/en/publications\\_and\\_press\\_releases/publications/construction\\_site\\_safety\\_manual/index.html](http://www.devb.gov.hk/en/publications_and_press_releases/publications/construction_site_safety_manual/index.html), and the Factories and Industrial Undertakings (Safety Management) Regulation (Cap. 59AF). The Real Estate Developers Association of Hong Kong and the Hong Kong Construction Association have also jointly produced four safety management documents available on website: <http://www.safetypartnering.com/smscd.htm>, for their Safety Partnering Programme launched in June 2005 to promote private sector companies in pursuit of improved site safety performance. Interested parties may approach the associations direct for details. Adjustments to the guidelines given in the above safety documents may be made taking account of the needs of particular companies, nature of works and specific site conditions.

