

## Amendments to the Code of Practice for Site Supervision 2009 (September 2020)

Current version	Amendments
<p><b>4</b>     <i>Safety Management and Responsibilities of Relevant Personnel</i></p> <p><i>Responsibilities of Relevant Personnel</i></p> <p>4.4     The AP, RSE, RGE and AS shall also submit the confirmation ... of appointment of TCPs as at an Annex to 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.</p>	<p><b>4</b>     <i>Safety Management and Responsibilities of Relevant Personnel</i></p> <p><i>Responsibilities of Relevant Personnel</i></p> <p>4.4     The AP, RSE, RGE and AS shall also submit the confirmation ... of appointment of TCPs as ■ an Annex to 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.     The AP, RSE and RGE shall ensure that the RC is fully aware of any task specific requirements shown on the approved plans and/or imposed by the BA as conditions of plan approval or granting of consent for commencement of works pursuant to any provision of the BO or its subsidiary legislations.     The respective heads of the safety management structure shall be responsible to ensure that their Representatives and TCPs in their stream are fully aware of such task specific requirements and/or conditions.</p>

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<p><b>5</b>     <i>Typical Items for Specific Tasks by TCPs</i></p> <p>5.2     The TCPs shall carry out their duties as per the check lists devised by their own heads of stream and all the check lists and inspection records shall be kept on site for the inspection of the BA.</p> <p>...</p> <p>5.4     All non-conformities detected during the checking of typical items for specific tasks by the TCPs must be properly recorded in the Non-Conformity and Rectification Reports, Form B at Appendix III to this Code. Detailed procedures for dealing with non-conformities are specified in paragraph 10.3 of this Code.</p>	<p><b>5</b>     <i>Typical Items for Specific Tasks by TCPs</i></p> <p><b>General Requirements</b></p> <p>...</p> <p>5.2     The TCPs shall carry out their duties as per the <b>checklists</b> devised by their own heads of stream and all the <b>checklists</b> and inspection records shall be <b>completed contemporaneously and</b> kept on site for the inspection of the BA.</p> <p>...</p> <p><b>Recording of Non-conformities</b></p> <p><b>5.4     Recording of non-conformities mainly serves two purposes :</b></p> <p>    (a)   to ensure the non-conformities would be rectified readily, and ;</p> <p>    (b)   to provide a lesson learning opportunity so as to prevent recurrence.</p> <p><b>5.5     Other than the non-conformities under paragraphs 5.6 to 5.8 below, all non-conformities detected during the checking of typical items for specific tasks by the TCPs must be properly recorded in the Non-Conformity and Rectification Reports, Form B at Appendix III to this Code. Detailed procedures for the completion of Non-conformity and Rectification Reports are specified in paragraph 10.5 of this Code.</b></p>

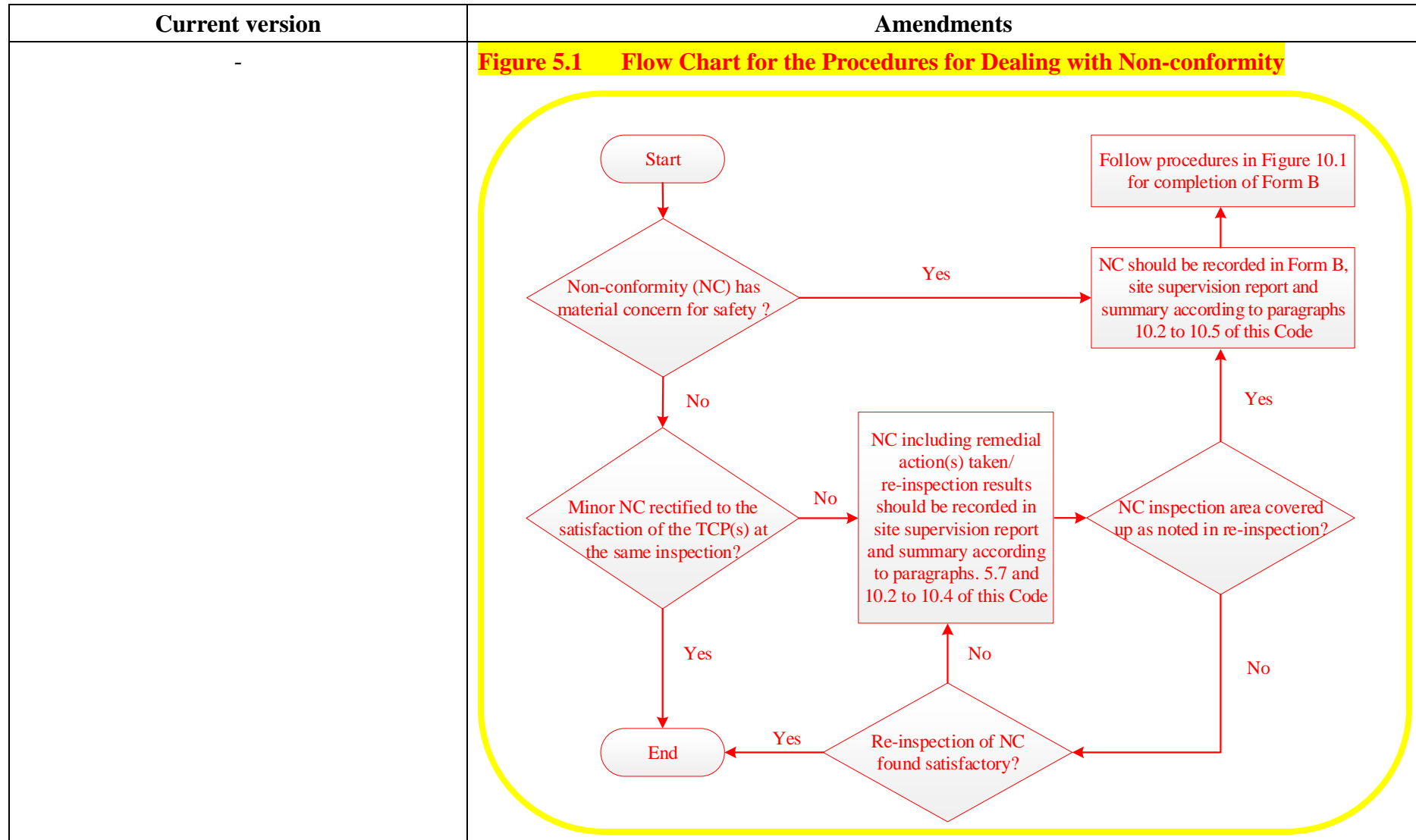
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-	<p data-bbox="1128 384 2036 564">5.6 Non-conformities that do not have material concern for safety and could be confirmed to have been rectified satisfactorily by re-inspection before being covered up are not required to be recorded in the Form B.</p> <p data-bbox="1128 624 2036 855">5.7 Particulars of the non-conformities mentioned in paragraph 5.6 above, including the remedial actions taken and the re-inspection results, should be properly recorded by the TCPs in their site supervision reports. Detailed requirements of site supervision report are specified in paragraphs 10.2 to 10.4 of this Code.</p> <p data-bbox="1128 914 2036 1241">5.8 Non-conformities that are very minor in nature (for example, minor irregularities in temporary works or work procedures such as misplaced spacers for reinforcement fixing, debris inside the formwork before concreting) and have been readily rectified to the satisfaction of the TCPs at the same inspection are not required to be recorded in the Form B, nor in the TCPs' site supervision reports.</p>

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	<p data-bbox="1128 336 2031 564">5.9 Contemporaneous inspection records should be kept by each member of the supervision teams who should record all non-conformities based on the principles set out in paragraphs 5.5 to 5.8 and report the situation to the AP, RSE, RGE or AS, as the case maybe.</p> <p data-bbox="1128 624 2031 708">5.10 A flow chart showing the procedures for dealing with non-conformity is shown in Figure 5.1.</p>

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<p><b>6</b>     <i>Quality Supervision Requirements</i></p> <p><i>Principles of Quality Supervision</i> ...</p> <p>6.6     Inspection records should be kept for each member of the supervision team who should report any non-conformities to the RSE, RGE or AS, as the case may be.</p>	<p><b>6</b>     <i>Quality Supervision Requirements</i></p> <p><i>Principles of Quality Supervision</i> ...</p> <p>6.6     <b>Contemporaneous</b> inspection records should be kept for each member of the supervision team who should <b>record and</b> report <b>all</b> non-conformities <b>in accordance with the requirements set out in paragraph 5.9 of this Code.</b></p>
<p><b>8</b>     <i>Supervision Requirements</i></p> <p><i>Scale of Works</i></p> <p>8.8     A scale factor of less than one would allow visits of duration of less than one full day but at the same frequency level. The minimum frequency level of site inspections as set out in Table 1 of the Technical Memorandum should not be reduced. For full time TCPs, full time attendance is still required in providing continuous supervision.</p> <p>...</p>	<p><b>8</b>     <i>Supervision Requirements</i></p> <p><i>Scale of Works</i></p> <p>8.8     A scale factor of less than one would allow visits of duration of less than one full day but at the same frequency level. The minimum frequency level of site inspections as set out in Table 1 of the Technical Memorandum should not be reduced. For full time TCPs, <b>they should be stationed on site to provide continuous supervision</b>. <b>The RC should allocate sufficient resources to provide continuous supervision on site when the building works or street works are underway, in order to ensure that :</b></p> <p><b>(a)     safety management measures and actions are implemented during the course of the above works to meet the objectives of section 4.3 of the Technical Memorandum;</b></p>

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-	<p data-bbox="958 379 2036 560">(b) the building works and street works (including the associated temporary works) are carried out properly in accordance with the specifications, method statements, plans approved by the BA and any order made / condition imposed by the BA in respect of such works, or submitted plans for minor works;</p> <p data-bbox="958 612 2036 683">(c) any problems encountered are timely resolved before being covered up or proceeded to the next stage of works; and</p> <p data-bbox="958 724 2036 943">(d) any non-conformity identified is properly handled in accordance with paragraphs 5.5 to 5.9 and 10.5 of this Code. For any task specific qualified supervision requirements imposed by the BA as conditions of plan approval or granting of consent for commencement of works pursuant to any provision of the BO or its subsidiary legislations, they would be specified at the time of imposing the conditions where appropriate.</p> <hr data-bbox="958 979 2036 1018"/> <p data-bbox="958 1027 2036 1337"><sup>1</sup> The manner of continuous supervision may vary from task to task and should be commensurate with the scale and complexity of the individual task concerned. It also depends on the specific types/stage of the works being carried out and whether any non-conformity could be readily identifiable and rectifiable during and after completion of a particular working procedure or stage of the works. In other words, any intermittent absence of a TCP from a task must not be of such nature and duration as to cause any interruption to the continuous supervision of the works or there should be any chances for improper performance to arise or serious consequence to occur.</p>

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Table 8.8								
Minimum Qualifications and Experience Required for TCP T5								
Type of Building Works or Street Works	AP's Stream		RSE's Stream		RGE's Stream		RC's Stream	
	Qualification	Relevant Experience	Qualification	Relevant Experience	Qualification	Relevant Experience	Qualification	Relevant Experience
GIFW	N/A		N/A		(a) Registered Professional Engineer (Geotechnical)	5 years	N/A	
Building Works with significant geotechnical content	N/A		(a) Registered Professional Engineer (Civil/ structural/geotechnical).	5 years	(a) Registered Professional Engineer (Geotechnical)	5 years	N/A	
Foundation Works	N/A		(a) Registered Professional Engineer (Civil/ structural/ geotechnical)	5 years	N/A		N/A	
Demolition Works	N/A		(a) Registered Professional Engineer (Civil/ structural/building).	5 years	N/A		(a) Registered Professional Engineer (Civil/ structural/building).	5 years
Street Works or all Building Works (other than the above types of works and Minor Works)	N/A		(a) Registered Professional Engineer (Civil/structural/ geotechnical).	5 years	N/A		N/A	
Class I Minor Works	N/A		N/A		N/A		N/A	



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GFW	N/A		N/A		(a) Registered Professional Engineer (Geotechnical)	5 years	N/A	
Building Works with significant geotechnical content	N/A		(a) Registered Professional Engineer (Civil/ structural/ geotechnical).	5 years	(a) Registered Professional Engineer (Geotechnical)	5 years	N/A	
Foundation Works	N/A		(a) Registered Professional Engineer (Civil/ structural/ geotechnical)	5 years	N/A		N/A	
Demolition Works	N/A		(a) Registered Professional Engineer (Civil/ structural/building).	5 years	N/A		(a) Registered Professional Engineer (Civil/ structural/building).	5 years
Alteration and addition works to a heritage building	N/A		(a) Registered Professional Engineer (Civil/ structural/ geotechnical)	5 years	N/A		(a) Registered Professional Engineer (Civil/ structural/ geotechnical/ building).	5 years
Street Works or all Building Works (other than the above types of works and Minor Works)	N/A		(a) Registered Professional Engineer (Civil/structural/ geotechnical).	5 years	N/A		N/A	
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<p>Notes to Table 9.1</p> <p>...</p>	<p>Notes to Table 9.1</p> <p>...</p> <p>4) It refers to a building covered in paragraph 2.1 of the Practice Guidebook for Adaptive Re-use of Alteration and Addition Works to Heritage Buildings (2019 Edition). It includes a declared monument or a proposed monument defined under the Antiquities and Monuments Ordinance (Cap. 53), a graded historic building accorded by the Antiquities Advisory Board (AAB) or a proposed graded historic building identified by the Antiquities and Monuments Office (AMO). Where a building has not been declared under Cap. 53 nor graded by the AAB / proposed to be graded by AMO and yet possesses a cultural significance in terms of aesthetic, historic, scientific, social or spiritual value, etc., the AP should consult AMO on whether the building is a heritage building.</p> <p>5) They include Cases 1 and 3 temporary works categorised under paragraph 4.7.</p>

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<p><b>10     <i>Communication and Reports</i></b></p> <p><i>Interstream Communication</i></p> <p>10.1 Interstream communications are as important as within-stream communications in order to facilitate effective supervision. TCPs shall take all reasonable and practical steps to inform their counterparts of any aspects of the works which have concern or may cause concern on matters related to safety.</p> <p><i>Site Supervision Reports</i></p> <p>10.2 Site supervision reports are required to be completed by all TCPs whenever they carry out site safety supervision activities. These reports should be filed and maintained at the site office for the inspection of the BA. AP/RSE/RGE/AS are required to keep their inspection records at site such as notes/photo records and the works items inspected on site, particularly during the critical stages of works.</p>	<p><b>10     <i>Communication and Reports</i></b></p> <p><i>Interstream Communication</i><sup>s</sup></p> <p>10.1 Interstream communications are as important as within-stream communications in order to facilitate effective supervision. TCPs shall take all reasonable and practical steps to inform their counterparts of any aspects of the works <b>or any task specific requirements shown on the approved plans and/or imposed by the BA pursuant to any provision of the BO or its subsidiary legislations,</b> which have concern or may cause concern on matters related to safety <b>or quality.</b></p> <p><i>Site Supervision Reports</i></p> <p>10.2 Site supervision reports are required to be completed by all TCPs whenever they carry out site safety <b>or quality</b> supervision activities. <b>Each TCP should have his/her own copy of site supervision report.</b> These reports should be filed and maintained at the site office for the inspection of the BA. AP/RSE/RGE/AS are required to keep their inspection records at site such as notes/photo records and the works items inspected on site, particularly during the critical stages of works. <b>All the above inspection records and site supervision reports should be completed contemporaneously.</b></p>

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-	<p data-bbox="1133 330 2036 403"><b>10.3</b> The site supervision report should include but not limited to the following items :</p> <ul style="list-style-type: none"> <li data-bbox="1227 440 1890 475">(a) the items of works that have been inspected;</li> <li data-bbox="1227 480 1637 515">(b) the results of inspection;</li> <li data-bbox="1227 520 2036 624">(c) the notes of non-conformities as recorded in Form B and also as required in paragraph 5.7 of this Code, if applicable; and</li> <li data-bbox="1227 628 2036 734">(d) a summary of non-conformities by the Representative of each head of the safety management structure as required in paragraph 10.4 of the Code.</li> </ul> <p data-bbox="1133 775 2036 1139"><b>10.4</b> For the purpose of lesson learning as mentioned in paragraph 5.4 of this Code, TCPs should be aware of the non-conformities recorded through the interstream and within-stream communications established in the safety management structure. A summary of non-conformities recorded in site supervision reports as mentioned in paragraph 10.3(c) should be compiled monthly by the Representative of each head of the safety management structure as part of his/her site supervision report, so as to facilitate the regular refreshment of the cases by all TCPs in different streams.</p>

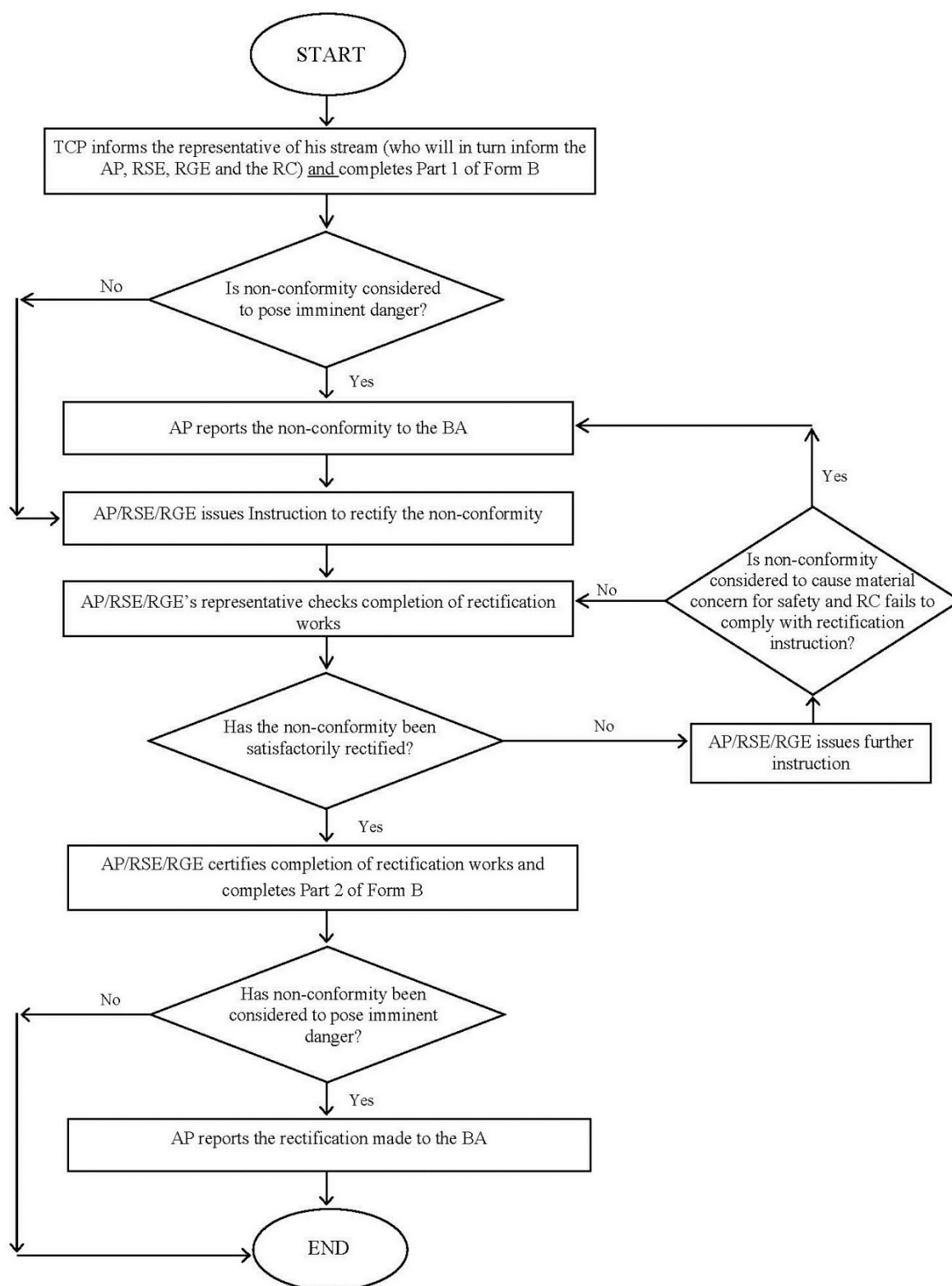
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<p><i>Non-conformity and Rectification Reports</i></p> <p>10.3 If a non-conformity arises and comes to the attention of a TCP, the following procedures should be initiated :</p> <ul style="list-style-type: none"> <li>(i) (Contents unchanged and not shown for clarity)</li> <li>(ii) (Contents unchanged and not shown for clarity)</li> <li>(iii) (Contents unchanged and not shown for clarity)</li> <li>(iv) (Contents unchanged and not shown for clarity)</li> <li>(v) (Contents unchanged and not shown for clarity)</li> <li>(vi) (Contents unchanged and not shown for clarity)</li> <li>(vii) (Contents unchanged and not shown for clarity)</li> </ul> <p>A flow chart showing the procedures for dealing with non-conformity is shown in Figure 10.1.</p>	<p><i>Non-conformity and Rectification Reports</i></p> <p>10.5 <b>Other than those non-conformities described in paragraphs 5.6 to 5.8 of this Code, if</b> a non-conformity arises and comes to the attention of a TCP, the following procedures should be initiated:</p> <ul style="list-style-type: none"> <li><b>(a)</b> (Contents unchanged and not shown for clarity)</li> <li><b>(b)</b> (Contents unchanged and not shown for clarity)</li> <li><b>(c)</b> (Contents unchanged and not shown for clarity)</li> <li><b>(d)</b> (Contents unchanged and not shown for clarity)</li> <li><b>(e)</b> (Contents unchanged and not shown for clarity)</li> <li><b>(f)</b> (Contents unchanged and not shown for clarity)</li> <li><b>(g)</b> (Contents unchanged and not shown for clarity)</li> </ul> <p>A flow chart showing the procedures for <b>completion of</b> non-conformity <b>and rectification reports</b> is shown in Figure 10.1.</p>

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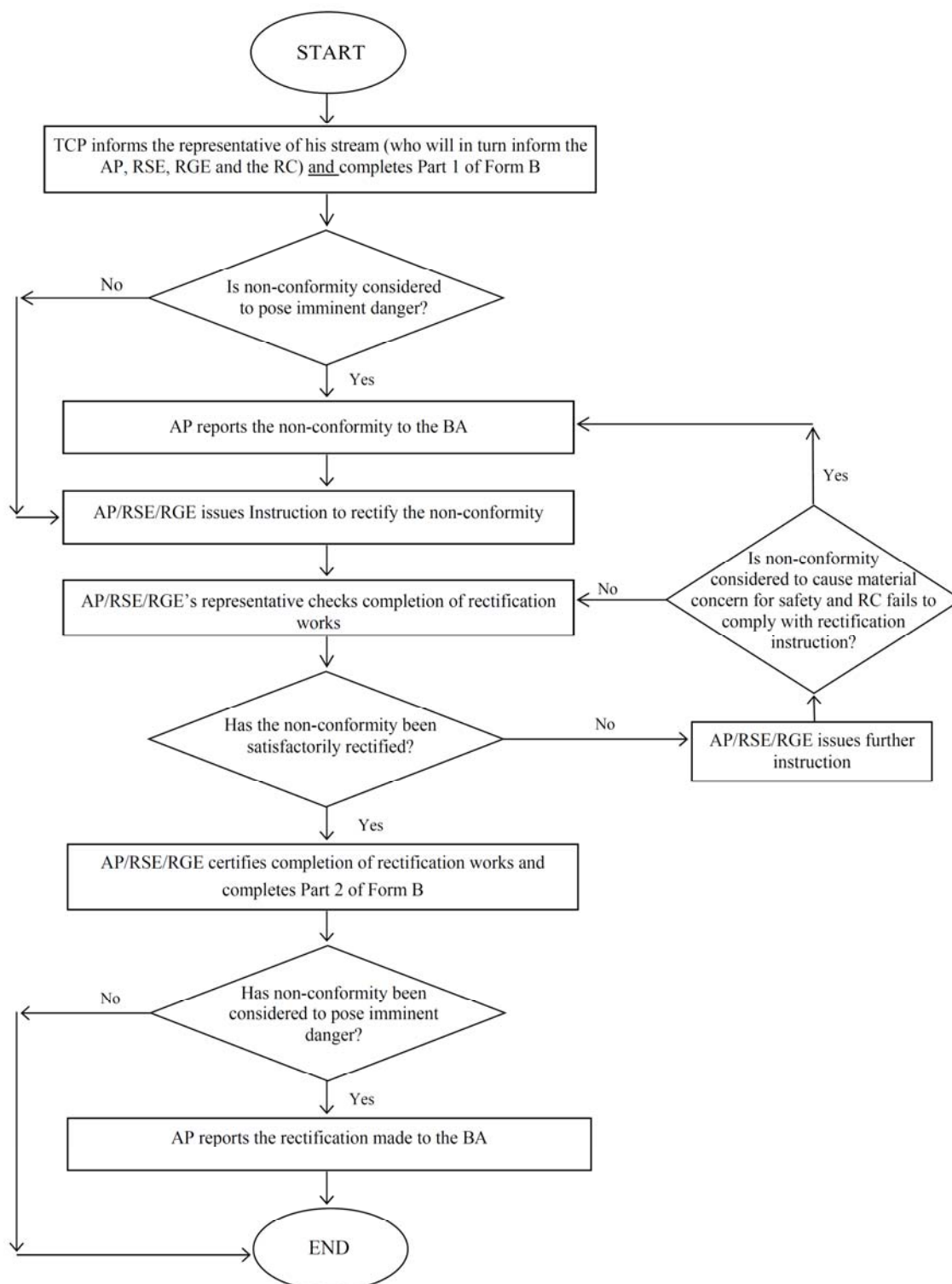
**Figure 10.1 Flow Chart for Dealing with Non-Conformity**



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**Figure 10.1 Flow Chart for Procedures for Completion of Non-Conformity and Rectification Reports**





## Amendments to the Code of Practice for Site Supervision 2009 (September 2020)

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<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Sample 1</div> <p style="text-align: right;">P.2 of Sample 1 Form A</p> <p style="text-align: center;"><b>Record of Specific Tasks Performed by TCP under AP/RSE/RGE/RC* stream</b></p> <p>BD Ref. <u>SM/0000/11</u></p> <p>Project <u>ABC Centre</u></p> <p>Type of Works <u>Excavation &amp; Lateral Support Works</u></p> <p>Name <u>Mr Chan Tai-man</u></p> <p>Grade of TCP <u>T4</u>      Frequency of Inspection <u>monthly</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Date DD/MM/YY</th> <th>17/1/00 (Mon)</th> <th>17/2/00 (Thu)</th> <th>17/3/00 (Fri)</th> <th>17/4/00 (Mon)</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Item No.#</td> <td>S/NS</td> <td>S/NS</td> <td>S/NS</td> <td>S/NS</td> <td>S/NS</td> <td>S/NS</td> <td>S/NS</td> </tr> <tr><td>A4</td><td>S</td><td>S</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>A5</td><td>S</td><td>S</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>A6</td><td>S</td><td>S</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>A7</td><td>S</td><td>S</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>A8</td><td>S</td><td>S</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>A9</td><td>S</td><td>S</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>An</td><td>S</td><td>S</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Signature</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="margin-top: 10px;">Legend S - Satisfactory NS - Not satisfactory (if not satisfactory, complete Form B)</p> <p style="font-size: small;">* - Delete if inappropriate # - Descriptions of the items listed are attached in separate sheet(s)</p>	Date DD/MM/YY	17/1/00 (Mon)	17/2/00 (Thu)	17/3/00 (Fri)	17/4/00 (Mon)				Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	A4	S	S						A5	S	S						A6	S	S						A7	S	S						A8	S	S						A9	S	S						An	S	S																																						Signature								<div style="border: 1px solid black; 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color: black;">X</span> record in site supervision report and complete <b>Form B</b> where applicable)</p> <p style="font-size: small;">* - Delete if inappropriate # - Descriptions of the items listed are attached in separate sheet(s)</p> <div style="background-color: yellow; padding: 5px; margin-top: 10px;"> <p>1 Full name of the TCP as provided in the supervision plan.</p> <p>2 If a non-conformity is of very minor nature and has been rectified during the inspection, it would be recorded as "satisfactory".</p> <p>3 Completion of <b>Form B</b> is <b>Required</b> for a non-conformity that (a) has material concern for safety; or (b) does not have material concern for safety but the works item/rectification works cannot be verified due to the areas have been covered up during inspection or re-inspection.</p> </div>	Date DD/MM/YY	7/6/10 (Mon)	8/6/10 (Tue)	9/6/10 (Wed)	10/6/10 (Thu)	11/6/10 (Fri)	12/6/10 (Sat)	13/6/10 (Sun)	Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	C1	S	S	S	S	S	S		C4	S	S	S	S	S	S		C6	S	S	S	S	S	S		C12	S	S	S	S	S	S		C23	S	S	S	S	S	S		C24	S	S	S	S	S	S		Cn	S	S	S	S	S	S		Signature							
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