

Proposed Amendments to the Code of Practice for Site Supervision 2009

Current version	Amendments
<p>3 <i>Objective and General Principles</i></p> <p><i>Objectives</i></p> <p>3.1 This Code sets out and explains :</p> <ul style="list-style-type: none"> (a) the procedures for establishing site supervision requirements for various types of building works or street works; (b) the deployment of Technically Competent Persons (TCPs) and the combination of their duties; (c) the principles of safety management structure within each functional stream (“stream”) and the responsibilities and duties of the head, representative and TCPs of each stream; (d) the specific tasks of TCPs in carrying out site supervision; (e) the division of responsibility for temporary works; (f) the qualification and experience requirements for each grade of TCP; and (g) the procedures for dealing with non-conformities. 	<p>3 <i>Objective and General Principles</i></p> <p><i>Objectives</i></p> <p>3.1 This Code sets out and explains :</p> <ul style="list-style-type: none"> (a) the procedures for establishing site supervision requirements for various types of building works or street works; (b) the deployment of Technically Competent Persons (TCPs) and the combination of their duties; (c) the principles of safety management structure within each functional stream (stream) and the responsibilities and duties of the head, representative and TCPs of each stream; (d) the specific tasks of TCPs in carrying out site supervision; (e) the division of responsibility for temporary works; (f) the qualification and experience requirements for each grade of TCP; (g) the procedures for dealing with non-conformities; and (h) the procedures for application for inclusion in a list of TCPs (TCP List) for the purposes of the Buildings Ordinance.

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Current version	Amendments
<p>8 <i>Supervision Requirements</i></p> <p>...</p> <p>-</p>	<p>8 <i>Supervision Requirements</i></p> <p>...</p> <p><i>TCP List recognised by BA</i></p> <p>8.25 The Construction Industry Council has administered a TCP List via a registration system. From time to time, the BA may give guidance on the administration of the registration system and the TCP List.</p> <p>8.26 Any person possessing the minimum qualifications and experience as set out in paragraphs 8.18 to 8.24 for TCPs and Appendix VII for Competent Person (Logging) may apply for inclusion in the TCP List.</p> <p>8.27 Based on the qualifications and experience requirements set out in Tables 8.4 to 8.8 and Appendix VII, application for inclusion in 33 different types of TCP categories are defined in Table 8.9.</p>

Current version	Amendments			
-	Table 8.9			
	Different Types of TCP Categories			
	AP's stream	RSE's stream	RGE's stream	RC's stream
	AP-T4-BW(G)/FW/BW(O)	RSE-T5-DW	RGE-T5-GIFW/BW(G)	RC-T5-DW
	AP-T3-GIFW	RSE-T5-BW(G)/FW/BW(O)/A&A(H)	RGE-T3-GIFW	RC-T5-A&A(H)
	AP-T3-BW(G)/FW	RSE-T3-BW(G)/FW	RGE-T3-BW(G)	RC-T4-GIFW
	AP-T3-BW(O)	RSE-T3-BW(O)	RGE-T2-MW	RC-T4-BW(G)
	AP-T3-MW	RSE-T3-MW		RC-T4-FW
				RC-T4-FW(O)
				RC-T4-BW(O)
<p>Legends:</p> <p>Stream-Grade-Type of Works</p> <p>GIFW – Ground Investigation Field Works</p> <p>BW(G) – Building Works with significant geotechnical content</p> <p>FW – Foundation Works</p> <p>FW(O) – Foundation Works (except for piling works)</p> <p>BW(O) – Street Works or all Building Works (other than the above types of works and Minor Works)</p> <p>MW – Minor Works</p> <p>DW – Demolition Works</p> <p>A&A(H) – Alteration and addition Works (Heritage Building)</p> <p>CP – Competent Person (Logging)</p>				RC-T3-BW(O)
				RC-T3-MW
				RC-T2-BW(G)
				RC-T2-FW
				RC-T2-FW(O)
				RC-T1-GIFW
				RC-T1-BW(G)
				RC-T1-FW
				RC-T1-FW(O)
				RC-T1-BW(O)
				RC-T1-MW
				RC-CP-GIFW

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-	<p data-bbox="1133 245 2036 501">8.28 The validity period for inclusion in the TCP List is 5 years. An application for retention of name in the TCP List should be submitted within a specified period prior to the expiry of the validity period. A TCP may apply for restoration of his name in the TCP List after expiry of the validity period. Applications for retention and restoration will be assessed based on the criteria as specified in paragraph 8.26 above.</p> <p data-bbox="1133 544 2036 906">8.29 Any person who is accepted for inclusion in the TCP List is deemed to possess equivalent minimum qualifications and experience required for the relevant grades of TCPs and Competent Person (Logging) as specified in Table 2 of the TM and this Code during the validity period of inclusion in the TCP List. The curriculum vitae (CV) for the academic qualifications and relevant working experience of the appointed TCPs is not required when submitting supervision plans for individual projects if these TCPs are on the TCP List for the relevant categories of works.</p> <p data-bbox="1133 949 2036 1241">8.30 For the appointed TCPs who are not AP/RSE/RGE and not on the TCP List, the CV for their academic qualifications and relevant working experience should be provided as required in paragraphs 5, 6, 9, 10, 13, 14, 17 & 18 of Appendix I upon submission of the supervision plan for different types of works for individual projects. Their contact information should be provided on page 2 of the Annex to the supervision plan to facilitate communication between BD and TCPs.</p> <p data-bbox="1133 1284 2036 1385">8.31 The requirements for submission of CVs and contact information mentioned in paragraph 8.30 are not applicable to those TCPs who are AP/RSE/RGE.</p>

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<p><i>Appendix I</i> ...</p> <p>Appendix I</p> <p>Standard Form of Supervision Plan</p> <p>with</p> <p>Annex:</p> <p>Confirmation of Appointment of TCPs</p>	<p><i>Appendix I</i> ...</p> <p>Appendix I</p> <p>Standard Form of Supervision Plan</p> <p>with</p> <p>Annex:</p> <p>Confirmation of Appointment and Contact Information of TCPs</p>

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	Name in English	Name in Chinese	I.D. No.	Frequency Level of Site Inspection
AP				
Representative				
T4				
T3				

The CVs showing their relevant experience and academic qualifications are attached at Appendix 1B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

6. The Technically Competent Persons for site supervision under the Authorized Person's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name# (I.D. No.)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 1B if the TCP is different from those listed in paragraph 5 above.

7. I (name in full) _____ (Chinese) _____, Authorized Person, certify that Part I (paragraphs 3 to 6) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this Supervision Plan. Confirmation for appointment 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*.

Date _____ Signature _____

Certificate of Registration No. : _____

Date of expiry of registration : _____

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	Name in English	Name in Chinese	I.D. No. / AP Registration No. ** / TCP No. **	Expiry Date of AP Registration / TCP Validity Period (if applicable)	Frequency Level of Site Inspection
AP					
Representative					
T4					
T3					

The CVs showing their relevant experience and academic qualifications are attached at Appendix 1B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

~ In accordance with the Hong Kong Identity Card record

** CV is not required if AP Registration No./TCP No. is provided

~ In accordance with the registration / inclusion record

6. The Technically Competent Persons for site supervision under the Authorized Person's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name# (I.D. No. / AP Registration No. ** / TCP No. **)	Expiry Date of AP Registration / TCP Validity Period (if applicable)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 1B if the TCP is different from those listed in paragraph 5 above.

~ In accordance with the Hong Kong Identity Card record

** CV is not required if AP Registration No./TCP No. is provided

~ In accordance with the registration / inclusion record

7. I (name in full) _____ (Chinese) _____, Authorized Person, certify that Part I (paragraphs 3 to 6) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and Regulations. 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*.

Date _____ Signature _____

Any false certification or declaration may be subject to legal action

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Part II - Supervision Plan of the Registered Structural Engineer

8. In accordance with the type of works specified in Part I of this Supervision Plan, details of adjustment/combination of supervision resources (Form C) are attached at Appendix 2A.*

9. The Technically Competent Persons for site supervision under the Registered Structural Engineer's stream required for the specified type of works are :

	Name in English	Name in Chinese	I.D. No.	Frequency Level of Site Inspection
RSE				
Representative				
T5				
T3				

The CVs showing their relevant experience and academic qualifications are attached at Appendix 2B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

10. The Technically Competent Persons for site supervision under the Registered Structural Engineer's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name# (I.D. No.)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 2B if the TCP is different from those listed in paragraph 9 above.

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Part II - Supervision Plan of the Registered Structural Engineer

8. In accordance with the type of works specified in Part I of this Supervision Plan, details of adjustment/combination of supervision resources (Form C) are attached at Appendix 2A.*

9. The Technically Competent Persons for site supervision under the Registered Structural Engineer's stream required for the specified type of works are :

	Name in English	Name in Chinese	I.D. No. # RSE Registration No.** TCP No.**	Expiry Date of RSE Registration/ TCP Validity Period* (if applicable)	Frequency Level of Site Inspection
RSE					
Representative					
T5					
T3					

The CVs showing their relevant experience and academic qualifications are attached at Appendix 2B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

In accordance with the Hong Kong Identity Card record
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10. The Technically Competent Persons for site supervision under the Registered Structural Engineer's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name# (I.D. No.) RSE Registration No.** TCP No.**	Expiry Date of RSE Registration/ TCP Validity Period* (if applicable)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 2B if the TCP is different from those listed in paragraph 9 above.

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<p style="text-align: right;">Page 4 of 7</p> <p>11. I (name in full) _____ (Chinese) _____, Registered Structural Engineer, certify that Part II (paragraphs 8 to 10) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this Supervision Plan. Confirmation for appointment 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 _____</p> <p style="text-align: right;">Certificate of Registration No.: _____</p> <p style="text-align: right;">Date of expiry of registration: _____</p> <p>Part III - Supervision Plan of the Registered Geotechnical Engineer</p> <p>12. In accordance with the type of works specified in Part I of this Supervision Plan, details of adjustment/combination of supervision resources (Form C) are attached at Appendix 3A.*</p> <p>13. The Technically Competent Persons for site supervision under the Registered Geotechnical Engineer's stream required for the specified type of works are :-</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th>Name in English</th> <th>Name in Chinese</th> <th>I.D. 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I (name in full) _____ (Chinese) _____, Registered Structural Engineer, certify that Part II (paragraphs 8 to 10) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and Regulations. 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 _____</p> <p style="text-align: right;">Any false certification or declaration may be subject to legal action</p> <p style="text-align: right;">Certificate of Registration No.: _____</p> <p style="text-align: right;">Date of expiry of registration: _____</p> <p>Part III - Supervision Plan of the Registered Geotechnical Engineer</p> <p>12. In accordance with the type of works specified in Part I of this Supervision Plan, details of adjustment/combination of supervision resources (Form C) are attached at Appendix 3A.*</p> <p>13. 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If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.</p> <p style="font-size: x-small; margin-top: 5px;">* In accordance with the Hong Kong Identity Card record ** CV is not required if RGE Registration No. / TCP No. is provided ~ In accordance with the registration / inclusion record</p>		Name in English	Name in Chinese	I.D. No. / RGE Registration No. ** / TCP No. **	Expiry Date of RGE Registration / TCP Validity Period (if applicable)	Frequency Level of Site Inspection	RGE						Representative						T5						T3						DSS*					
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14. The Technically Competent Persons for site supervision under the Registered Geotechnical Engineer's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name# (I.D. No.)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 3B if the TCP is different from those listed in paragraph 13 above.

15. I (name in full) _____ (Chinese) _____, Registered Geotechnical Engineer, certify that Part III (paragraphs 12 to 14) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this Supervision Plan. Confirmation for appointment 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*.

Date _____ Signature _____

Certificate of Registration No. : _____

Date of expiry of registration : _____

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** CV is not required if RGE Registration No./TCP No. is provided

*** In accordance with the registration / inclusion record

15. I (name in full) _____ (Chinese) _____, Registered Geotechnical Engineer, certify that Part III (paragraphs 12 to 14) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and Regulations. 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*.

Date _____ Signature _____

Any false certification or declaration
may be subject to legal action

Certificate of Registration No. : _____

Date of expiry of registration : _____

Current version

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Part IV - Supervision Plan of Registered Contractor

16. In accordance with the type of works specified in Part I of this Supervision Plan, details of a adjustment/combination of supervision resources (Form C) are attached at Appendix 4A.*

17. The Technically Competent Persons for site supervision under the Registered Contractor's stream required for the specified type of works are :

	Name in English	Name in Chinese	I.D. No.	Frequency Level of Site Inspection
AS				
Representative				
T5				
T4				
T3/T2*				
T1				
CP (Logging)*				

The CVs showing their relevant experience and academic qualifications are attached at Appendix 4B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

18. The Technically Competent Persons for site supervision under the Registered Contractor's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name# (I.D. No.)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 4B if the TCP is different from those listed in paragraph 17 above.

Amendments

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Part IV - Supervision Plan of Registered Contractor

16. In accordance with the type of works specified in Part I of this Supervision Plan, details of adjustment/combination of supervision resources (Form C) are attached at Appendix 4A.*

17. The Technically Competent Persons for site supervision under the Registered Contractor's stream required for the specified type of works are :

	Name in English	Name in Chinese	I.D. No. TCP No.**	Expiry Date of TCP Validity Period (if applicable)	Frequency Level of Site Inspection
AS					
Representative					
T5					
T4					
T3/T2*					
T1					
CP (Logging)*					

The CVs showing their relevant experience and academic qualifications are attached at Appendix 4B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

* In accordance with the Hong Kong Identity Card record

** CV is not required if TCP number is provided

* In accordance with the inclusion record

18. The Technically Competent Persons for site supervision under the Registered Contractor's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name# (I.D. No. TCP No.**)	Expiry Date of TCP Validity Period (if applicable)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 4B if the TCP is different from those listed in paragraph 17 above

* In accordance with the Hong Kong Identity Card record

** CV is not required if TCP number is provided

* In accordance with the inclusion record

Current version	Amendments
<div style="text-align: right; font-size: small;">Page 7 of 7</div> <p>19. I (name in full) _____ (Chinese) _____, the person appointed to act for the Registered General Building Contractor (RGBC)/Registered Specialist Contractor (RSC) in the _____ category/Registered Minor Works Contractor (RMWC)*, certify that Part IV (paragraphs 16 to 18) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this Supervision Plan. Confirmation for appointment 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 _____</p> <p style="text-align: right;">Name of RGBC/RSC/RMWC*: _____ (Chinese) _____</p> <p style="text-align: right;">Certificate of Registration No.: _____</p> <p style="text-align: right;">Date of expiry of registration : _____</p> <p>Enclosures: Appendix 1A, 1B, 2A, 2B, 3A, 3B, 4A and 4B* Annex to Supervision Plan*</p> <p style="font-size: x-small;">* Delete if not applicable</p>	<div style="text-align: right; font-size: small;">Page 7 of 7</div> <p>19. I (name in full) _____ (Chinese) _____, the person appointed to act for the Registered General Building Contractor (RGBC)/Registered Specialist Contractor (RSC) in the _____ category/Registered Minor Works Contractor (RMWC)*, certify that Part IV (paragraphs 16 to 18) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and Regulations. 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 _____</p> <p style="text-align: right;">Any false certification or declaration may be subject to legal action</p> <p style="text-align: right;">Name of RGBC/RSC/RMWC*: _____ (Chinese) _____</p> <p style="text-align: right;">Certificate of Registration No.: _____</p> <p style="text-align: right;">Date of expiry of registration : _____</p> <p>Enclosures: Appendix 1A, 1B, 2A, 2B, 3A, 3B, 4A and 4B* Annex to Supervision Plan*</p> <p style="font-size: x-small;">* Delete if not applicable</p> <p>Personal Data Purposes of Collection 1. The personal data provided by means of this Supervision Plan will be used by the Buildings Department for the following purposes: (a) activities relating to the processing of your submission in this Supervision Plan; (b) activities relating to the above proposed building works; and (c) facilitating communication between the Buildings Department and yourself 2. It is obligatory for you to provide the information as required in the Supervision Plan. 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 Supervision Plan 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.</p>

Current version

Annex to Supervision Plan

Confirmation of Appointment of TCPs under AP/RSE/RGE/RC stream*

(submitted by the Heads of respective streams to 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/Chinese¹</u>	<u>Head & Grade of TCP</u>	<u>Frequency Level of Inspection¹</u>	<u>Signature by Representative/TCP²</u>
	AP/RSE/RGE/RC*		/
	Representative		
	TCP - T		
	TCP - T		
	TCP - T		
	TCP - T		

Remarks

- 1 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 SP 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 SP, with new TCP's confirmation, to the BA within 7 days as per section 8.3 of the TM.
- 2 Signature of TCP in this confirmation indicates the TCP's acknowledgement of appointment and availability for the job. If there is any change subsequently, he should notify his Head of stream and the BA.

Date	Name of AP/RSE/RGE/AS*	Signature
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* Delete if inappropriate

Name of AP/RSE/RGE/AS*

Signature

Amendments

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 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/Chinese¹</u>	<u>Head & Grade of TCP</u>	<u>Frequency Level of Inspection¹</u>	<u>Signature by Representative/TCP^{2,3}</u>
	AP/RSE/RGE/RC*		/
	Representative		
	TCP – T		
	TCP – T		
	TCP – T		
	TCP – T		

Remarks

¹ 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 TM.

² 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.

³ 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

Current version	Amendments																														
-	<div style="text-align: right; font-weight: bold;">Annex to Supervision Plan (page 2 of 2)</div> <div style="margin-top: 10px;"> <p>Contact information of TCPs (for TCPs without AP/RSE/RGE Registration No. or TCP No.) Functional Stream: AP / RSE / RGE / RC*</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name^ in English/Chinese</th> <th style="width: 15%;">Grade of TCP</th> <th style="width: 35%;">Correspondence Address</th> <th style="width: 15%;">Telephone Number</th> <th style="width: 10%;">Email Address</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">Representative</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">TCP – T</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">TCP – T</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">TCP – T</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">TCP – T</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>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.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; text-align: center;"> <div style="border: 1px solid black; height: 25px; margin: 0 auto; width: 100%;"></div> <p>Date</p> </div> <div style="width: 30%; text-align: center;"> <div style="border: 1px solid black; height: 25px; margin: 0 auto; width: 100%;"></div> <p>Name** of AP/RSE/RGE/AS*</p> </div> <div style="width: 30%; text-align: center;"> <div style="border: 1px solid black; height: 25px; margin: 0 auto; width: 100%;"></div> <p>Signature</p> </div> </div> <div style="margin-top: 10px;"> <p>* Delete if inappropriate ^ In accordance with the Hong Kong Identity Card record ** In accordance with the registration record</p> </div> </div>	Name^ in English/Chinese	Grade of TCP	Correspondence Address	Telephone Number	Email Address		Representative					TCP – T					TCP – T					TCP – T					TCP – T			
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