

Ref: BD _____

Address: _____

Appendix _____ to approval dated _____

Glass Balustrade/Glass Canopy/Glass Wall/Skylight/Window/Window Wall[#] Works

In giving this approval of plans, I hereby impose the following conditions under item 6 in section 17(1) of the Buildings Ordinance (BO):

#(a) Where aluminium/stainless steel/steel or the like extruded section is to be connected with the window/window wall/glass wall/skylight/glass canopy/glass balustrade[#] and the method of connection of the extruded section to its supporting structure relies solely on interlocking without mechanical fixing, such as bolting or welding, performance test shall be carried out to demonstrate its integrity. Testing proposal shall be submitted by the registered structural engineer (RSE) prior to the consent application of the works. The testing proposal should be prepared by making reference to clause 8.3.1 of the Code of Practice for Structural Use of Glass 2018 (Glass Code). The test should be carried out by an independent laboratory* accredited under the Hong Kong Laboratory Accreditation Scheme (HOKLAS) or by other laboratory accreditation bodies which have reached mutual recognition agreements/arrangements with HOKLAS. The test results[@] should be submitted prior to the application of occupation permit or the submission of Form BA14 as appropriate and appended with a statement signed by the RSE to confirm that the acceptance criteria appropriate to the test have been complied with.

^{^2.} The following conditions in respect of qualified supervision of works are imposed under item 6 in section 17(1) of the BO:

- (a) Qualified site supervision of the window/window wall/glass wall/skylight/glass canopy/glass balustrade[#] works, by experienced and competent persons as defined in (b) and (c) below, should be provided to ensure that the works are carried out in accordance with the plans approved and that the required standards are complied with.
- (b) The RSE should assign a quality control supervisor to supervise the works, determine the necessary frequency of inspection by the quality control supervisor which should not be less than once a week, and devise inspection check lists. The minimum qualifications and experience of the quality control supervisor are to be the same as the Technically Competent Person of grade T3 under the RSE's stream, as stipulated in the Code of Practice (CoP) for Site Supervision 2009.
- (c) The registered general building contractor (RGBC) should assign a quality control co-ordinator to provide full time on site supervision of the works and devise inspection check lists. The minimum qualifications and experience of

the quality control co-ordinator are to be the same as the Technically Competent Person of grade T1 under the RGBC's/Registered Specialist Contractor's stream, as stipulated in the CoP for Site Supervision 2009.

(d) The names and qualifications of the supervisory personnel representing the RSE and the RGBC respectively should be recorded in an inspection log book. The date, time, items inspected and inspection results should be clearly recorded in the log book. The log book should be kept on site for inspection by representatives of the Buildings Department (BD).

^^3. Where windows are to be installed on precast concrete façade panels in a factory off-site, the following conditions in respect of qualified supervision of window works are imposed under item 6 in section 17(1) of the BO:

- (a) The window installation should be carried out in a factory with ISO 9001 quality assurance certification.
- (b) Qualified site supervision of the window works, by experienced and competent persons as defined in (c) and (d), should be provided to ensure that the works are carried out in accordance with the plans approved and that the required standards are complied with.
- (c) The RSE should assign a quality control supervisor to supervise the works in the factory, determine the necessary frequency of inspection by the quality control supervisor which should not be less than once a week, and devise inspection check lists. The minimum qualifications and experience of the quality control supervisor are to be the same as the Technically Competent Person of grade T3, as stipulated in the CoP for Site Supervision 2009.
- (d) The RGBC should assign a quality control co-ordinator, to provide continuous supervision of the works in the factory and devise inspection check lists. The minimum qualifications and experience of the quality control co-ordinator are to be the same as the Technically Competent Person of grade T1, as stipulated in the CoP for Site Supervision 2009.
- (e) The names and qualifications of the supervisory personnel representing the RSE and the RGBC respectively should be recorded in an inspection log book. The date, time, items inspected and inspection results should be clearly recorded in the log book. The log book should be kept in the factory and a copy of it should be kept on site for inspection by representatives of the BD.

4. Also, under regulation 10 of the Building (Administration) Regulations (B(A)R), the following document(s) issued by the manufacturer(s) or supplier(s) and endorsed by the RSE are required to be submitted prior to the application of occupation permit or the submission of Form BA14 as appropriate:

- #(a) Where structural sealant is proposed, compliance certificate comprising sealant compatibility report, sealant adhesion report and print review report in accordance with the Glass Code together with the deglazing test report.

- #(b) Where insulating glass unit (IGU) is used, with load sharing consideration in the structural design, certificate to demonstrate seal durability requirement as per ASTM E2190-10 or equivalent.
- #(c) With respect to the surface compressive stress of heat treated glass used, test reports for measurement using Grazing Angle Surface Polarimeter (GASP) in accordance with ASTM C1279-09 and assessment based on ASTM C1048-12e1 demonstrating compliance with the stress ranges, i.e. greater than 69 MPa for tempered glass and lying between 24 MPa and 52 MPa for heat-strengthened glass.
- #(d) In the case of glass balustrade or where the window/window wall/glass wall performs the function of a protective barrier complying with section 9 of the Building (Construction) Regulation, test reports demonstrating the type of glass achieving an impact resistance not inferior to the class 1 requirements with no glass breakage for safety glazing materials as stipulated in BS EN 12600:2002.
- #(e) Where decorative glass/fritted glass is used, bending test reports to BS EN 1288-3, with minimum 5 nos. test specimens to substantiate the strength of the glass.

#5. Where laminated glass is used with composite action not greater than 70% of the stiffness of an equivalent monolithic glass with a total thickness equal to the sum of thickness of individual glass panes, under regulation 10 of B(A)R, the following document(s) issued by the manufacturer(s) or supplier(s) and endorsed by the RSE are required to be submitted prior to the application of occupation permit or the submission of Form BA14 as appropriate:

- (a) Test report to justify the composite action by bending test as stipulated in Annex B1 of the Glass Code.
- (b) Reports of the following durability tests to verify the long term effects on interlayer materials now approved:
 - (i) Boil test and weathering test as stipulated in ANSI Z97.1; or
 - (ii) High-temperature test and radiation test as stipulated in BS EN ISO 12543.

#6. The following conditions are imposed under item 6 in section 17(1) of the BO for the use of tempered glass for the window/window wall/glass wall/skylight/glass canopy/glass balustrade[#] works:

- (a) The tempered glass should be manufactured by a factory having acquired ISO 9001 quality assurance certification.
- (b) Heat soak process conforming to BS EN 14179-1:2016 or other equivalent international standards should be carried out on all tempered glass panes, as one of the quality control measures.

- (c) All thermocouples for heat soak process should be calibrated at 6-month intervals as recommended in the HOKLAS Supplementary Criteria No. 2.
- (d) A copy of quality supervision plan** prepared by the RSE and the RGBC for the quality supervision of manufacturer's heat soak process shall be submitted at least 14 days before the commencement of the tempered glass production in the factory.

#7. Also, under regulation 10 of the B(A)R, where tempered glass is used for the window/window wall/glass wall/skylight/glass canopy/glass balustrade[#] works the following documents shall be submitted:

- (a) A copy of Quality Assurance Scheme (QAS) issued by the manufacturer and appended with a statement signed by the RSE to declare that he or she has studied the QAS and confirm that there are adequate measures incorporated in the QAS to ensure the quality of the tempered glass produced in compliance with the provisions of the BO and the approved plans. Such submission should be prepared in accordance with clause 9.1.3 of the Glass Code and should be submitted at least 14 days before the commencement of the production works in the factory.
- (b) A copy of the compliance report for the heat soak process issued by the glass manufacturer and endorsed by the RSE by confirming that the compliance report has adequate provisions in ensuring the heat soak process has been duly carried out to all tempered glass. Such submission should be prepared in accordance with clause 9.3.1 of the Glass Code and should be submitted prior to the application for occupation permit or the submission of Form BA14 as appropriate.
- (c) A copy of the quality supervision report** prepared by the RSE and the RGBC for the quality supervision of manufacturer's heat soak process should be submitted by the RSE prior to the application for occupation permit or the submission of Form BA14 as appropriate. Such submission should be prepared in accordance with the Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-37. The report should include a statement signed by the RSE to confirm that adequate supervision has been provided in accordance with the quality supervision plan as mentioned in paragraph 6(d) above. The date, time of inspections and data of the independent temperature logger for the heat soak process should be clearly recorded in the inspection log book, which should be kept in the factory and a soft copy of it should be kept on site and, when required, produced to the Building Authority for inspection.

#8. The following condition is imposed under item 6 in section 17(1) of the BO for the use of proprietary stainless steel spider fixing (model nos. _____), including its associated "routel", for supporting glass panes of the window/window wall/glass wall/skylight/glass canopy/glass balustrade[#] works:

- (a) Proof load test of the spider fixing, including its associated "routel", as directed by the RSE, is required to be carried out in accordance with the test criteria specified in PNAP APP-37 by a laboratory independent of the contractor.

Testing procedures, such as apparatus set-up, load application and results presentation, may make reference to the CoP for the Structural Use of Steel 2011. Reports of the proof tests results[@] duly signed by the RSE shall be submitted prior to the application of occupation permit or the submission of Form BA14 as appropriate.

(b) A method statement on the proof load test mentioned above is required to be submitted at least one week prior to the actual commencement of the works.

^{#9.} Also, under regulation 10 of the B(A)R, where proprietary stainless steel spider fixing, including its associated “routel”, is used for the window/window wall/glass wall/skylight/glass canopy/glass balustrade[#] works, a copy of the mill certificate of the stainless steel used, is required to be submitted within 60 days of the delivery of the proprietary stainless steel spider fixing to the site which should be appended with a statement signed by the RSE to confirm that the requirements of chemical composition and mechanical properties appropriate to the grade of stainless steel have been complied with.

^{#10.} The following condition is imposed under item 6 in section 17(1) of the BO for the use of locking device(s) for openable sashes/sub-frames of the window/window wall[#] works:

(a) Strength test of the locking device(s) as directed by the RSE, is required to be carried out in accordance with the testing criteria specified in PNAP APP-37 by an independent laboratory. Testing procedures, such as apparatus set-up, load application and results presentation, may make reference to the CoP for the Structural Use of Steel 2011. Testing reports shall be duly signed by the RSE to confirm that the test results have achieved the required characteristic strengths adopted in the design and shall be submitted prior to the application of occupation permit or the submission of Form BA14 as appropriate.

(b) A method statement on the test mentioned above is required to be submitted at least one week prior to the actual commencement of the window/window wall works with locking device(s).

^{#11.} Authorized person/RSE is advised, upon completion of the building or the alteration and addition works involving window and window wall, to provide a maintenance manual including all construction records and necessary information of the window and window wall, such as the documents as required in the paragraphs above and the approval and consent letters with appendices, and a schedule listing the type, thickness, size and quantities of spare glass panes reserved, if any, for future repair, for the owners of the building to facilitate the arrangement of periodic and full inspection and future repair of the window and window wall. Paragraphs 25 and 26 of PNAP APP-37 and Annex D of the Glass Code refer.

[#] Delete wherever inapplicable.

* A Directory of Accredited Laboratories in Hong Kong is obtainable from the Hong Kong Accreditation Service (HKAS) Executive, Innovation and Technology Commission.

A laboratory's accreditation for an individual test or calibration may be granted, modified or withdrawn at any time. Up-to-date information on accredited laboratories and their scopes of accreditation are available on the internet at the HKAS website at <http://www.itc.gov.hk/hkas/>.

@ The test carried out by an accredited laboratory should be within its scope of accreditation. To ensure this, test results should be reported on a HOKLAS Endorsed Certificate or equivalent Certificate/Report issued from other laboratory accreditation bodies which have reached mutual recognition agreements/arrangements with HOKLAS.

Laboratory/Organisation/Testing Agency for carrying out the test(s) should be independent of the Registered General Building Contractor (RGBC)/Registered Specialist Contractor (RSC).

^ Applicable to window/window wall/glass wall/skylight/glass canopy/glass balustrade works to be carried out on site.

^^ Applicable to windows to be installed on precast concrete façade panels in a factory off-site.

** For the Personal Data contained in the documents/reports mentioned in this Appendix

Purposes of Collection

(i) The personal data provided will be used by the BD for the following purposes:

- (a) activities relating to the processing of the submission;
- (b) activities relating to works specified in this appendix; and
- (c) facilitating communication between the BD and the related personnel.

Classes of Transferees

(ii) The personal data provided may be disclosed to:

- (a) other Government departments, bureaux & relevant organisations for the purposes mentioned in paragraph (i) above; and
- (b) any person for the purpose mentioned in paragraph (i)(b) above.

Access to Personal Data

(iii) Data subject has a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Data subject's right of access includes the right to obtain a copy of his/her personal data provided by authorized person (AP)/RSE's submission.

Responsibility of AP/RSE

(iv) AP/RSE should be responsible for disseminating of the above information to the relevant data subjects.