

Ref: BD _____

Address: _____

Appendix _____ to approval dated _____

Modular Integrated Construction (MiC) 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) Modular units should be fabricated by a factory with ISO 9001 or equivalent quality assurance certification.

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 supervision of the MiC works, including fabrication, assembly, installation and examination of the modular units and pre-installed finishes, should be provided by the authorized person (AP), registered structural engineer (RSE) and the registered contractor (RC) in accordance with the Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) ADV-36 to ensure that the works are carried out in accordance with the plans approved and that the required standards are complied with.
- (b) The AP and RSE should assign their respective quality control supervisory teams (QCST) to supervise the modular unit production work in respect of fire resisting constructions (such as fire resisting doors and fire resisting pipe collars), drainage works, structures, etc. in the prefabrication factory in accordance with the requirements stipulated in the PNAP ADV-36, determine the required qualification of the supervisory personnel and necessary frequency of supervision by the QCST which should not be less than once a week, and devise inspection check lists. The minimum qualifications and experience of the supervisory personnel of the QCST are to be the same as the technically competent person (TCP) of grade T3 under the AP's and RSE's streams, as stipulated in the CoP for Site Supervision 2009 (2024 Edition).
- (c) The RC should assign a quality control co-ordination team (QCCT) to supervise the modular unit production work in the prefabrication factory, determine the required qualification of the supervisory personnel and necessary frequency of supervision by the QCCT, and devise inspection check lists. The minimum qualifications and experience of the supervisory personnel of the QCCT are to be the same as the TCP of grades T3 and T1 under the RC's stream, as stipulated in the CoP for Site Supervision 2009 (2024 Edition). Continuous supervision should be provided by the TCP of

grade T1 and the supervision frequency by the TCP of grade T3 should not be less than once a week.

- (d) The names and qualifications of the supervisory personnel in the QCST and QCCT representing the AP, RSE and the RC respectively should be recorded in their respective inspection log books**. The date, time, details of production, inspection, auditing and testing of modular unit should be recorded in the log book by the supervisory personnel. The log books should be kept in the prefabrication factory and a copy of which should be kept at the building site office and, when required, produced to officers of the Buildings Department (BD) for inspection.

3. Under regulation 10 of the Building (Administration) Regulations, the following document(s) are required to be submitted:

- (a) A copy of MiC supervision plan** containing the names, qualifications, identification, inspection frequency, confirmation of appointment and contact information of the supervisory personnel in the QCST and QCCT assigned by the AP, RSE and RC respectively in accordance with PNAP ADV-36 should be submitted to the BD at least 14 days before the commencement of the production work in the prefabrication factory and should be recorded in their respective inspection log books.
- (b) A copy of the valid Full Certificate issued by the Building Technology Research Institute (BTRi) under the Modular Integrated Construction Manufacturer Accreditation Scheme, or a copy of the quality assurance scheme (QAS) of the MiC supplier, should be submitted at least 14 days before the commencement of the production works in the prefabrication factory unless such has been covered in BD's in-principle acceptance and remains unchanged¹. For an application submitted with a QAS, the QAS should be prepared in accordance with PNAP ADV-36 and appended with a statement signed by the AP and RSE confirming that the QAS has adequate provisions in ensuring the quality of MiC products is in compliance with the provisions of the BO and in accordance with the plans approved.
- (c) A copy of the AP, RSE and authorized signatory (AS)'s quality audit reports** of the prefabrication factory duly endorsed by the AP, RSE and AS respectively should be submitted to the BD within 14 days after completion of the quality audit checks (including the first visit² and each subsequent quality audit check). These quality audit reports should be prepared in accordance with PNAP ADV-36 and should also cover the qualified supervisions by the respective QCST and QCCT.

¹ The MiC supplier should submit a written confirmation if the QAS is based on the one accepted under the pre-acceptance mechanism for MiC systems. If some items of such QAS have been amended, only the amendments are required to be submitted.

² The AP, RSE and the AS of the RC visit the prefabrication factory in person to inspect the production of the first batch of modular units.

4. Failure to comply with the requirements in 3(a) and 3(b) above may lead to refusal of the application for consent to the commencement of superstructure works on site under section 16(3)(b) of the BO.

5. Where AP/RSE adopts the alternative arrangement for the quality audit checks at the prefabrication factory as stated in PNAP ADV-36, the AP/RSE is required to submit written notification to the BD at least one month before the commencement of the production works in the prefabrication factory. The AP/RSE should, in addition to the submission of quality audit report within 14 days of the first visit, submit on-site quality audit reports** of the MiC elements delivered to the building site to BD within 14 days after completion of the on-site quality audit checks. The quality audit reports should cover the qualified supervision by the QCST. Minimum requirements of the on-site quality audit checks by the AP/RSE are given in the PNAP ADV-36.

** 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 section 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 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.