

Report on the Findings and Recommendations of the Working Group on Review of Building Safety Enforcement Procedures and Practices

Purpose

1. In response to the Coroner's recommendations in respect of the building collapse case at 45J Ma Tau Wai Road, a comprehensive review (the Review) has been carried out on the Buildings Department (BD)'s building safety enforcement procedures and practices including the internal manual and guidelines on inspection of buildings; issue of statutory investigation, repair and demolition orders; and the subsequent monitoring on the progress of follow-up actions. This report provides the scope of the Review, findings and recommendations.

Background

2. A Coroner's Inquest was held from 8 to 16 August 2011 to look into the cause of the death of four persons in the building collapse incident occurred at 45J Ma Tau Wai Road on 29 January 2010. The Coroner delivered his findings on 16 August 2011. In his findings, the Coroner made a number of observations about the incident, amongst which the following are related to the BD:

- (a) for all cases of emergencies related to buildings (for which BD's pledge is to inspect within 3 hours), and non-emergency reports on dilapidation of buildings (for which BD's pledge is to inspect within 10 days), the inspection should be carried out jointly by a Building Surveyor (BS) and a Structural Engineer (SE);
- (b) if the building is considered as dangerous or liable to become dangerous after inspection, BD should issue repair order immediately instead of issuing advisory letter first; and
- (c) BD should closely monitor the progress of rectification works

(through regular inspection, say, every two weeks) to ensure compliance of repair orders.

3. BD has given an initial response to the observations of the Coroner at a meeting of the Subcommittee on Building Safety and Related Issues of the LegCo Panel on Development on 26 August 2011 expressing that BD would, based on the Coroner's observations, conduct a comprehensive review on the internal building safety enforcement manual and instructions to see whether they were clear and practical enough for reference to BD's staff and could cater for the needs of present-day circumstances.

4. A working group (the WG) was thus set up for the review. The terms of reference and membership of the WG are at **Appendix I**.

Scope of the Review

5. The WG has held 5 meetings to review the suggestions made by the Coroner and the associated issues related to the inspection of and enforcement actions on defective, dilapidated or dangerous buildings with a view to improving the office practices, guidelines and instructions to staff in these matters.

6. The WG has focused on the whole process of BD's inspection and enforcement actions for building safety at various stages. The following areas were specifically reviewed:

- (a) the conducting of site inspections and the handling of emergency cases;
- (b) the need for requiring a joint inspection team consisting of both BS and SE in response to reports from the public on building defects/dilapidation;
- (c) the referral of cases for cross-discipline consultation between the BS and SE grades and the corresponding demarcation of responsibilities;
- (d) the practice of issuing advisory letters prior to the service of

investigation/repair/demolition orders;

- (e) the consideration and criteria to be taken into account for the serving of investigation/repair/demolition orders and the timing imposed for compliance with the orders;
- (f) the follow-up action on complaints received and investigation/repair/demolition orders issued; and
- (g) the administration and monitoring of government consultants and contractors in the carrying out of default works arising from investigation/repair/demolition orders.

7. The WG has also reviewed the need for introducing equipment to supplement the visual inspection of BD's staff in carrying out building safety inspections.

Enforcement of Building Safety under Buildings Ordinance

8. BD provides building safety control services to the public through enforcement of the Buildings Ordinance (BO). The control of existing private buildings is governed by two Existing Buildings Divisions (EBD) and the Mandatory Building Inspection Division (MBID). The territory is sub-divided into 6 geological sections in EBD, each of which is headed by a chief professional officer who is either a Chief Building Surveyor (CBS) or a Chief Structural Engineer (CSE). Each section is supported by a group of professional and technical officers. For sections headed by a CBS, the supporting staff are comprised of BSs and Survey Officers (Building) whereas for sections with a CSE as its head, the supporting staff are mainly SEs and Technical Officers (Structural). The MBID comprises of 2 sections and its main function is to handle buildings selected under the Mandatory Building Inspection Scheme which is expected to be implemented in the second quarter of 2012. The two sections in MBID are headed by a CBS and a CSE respectively.

9. For existing private buildings in Hong Kong, BD provides a 24

hours service and pledges to attend all emergency reports from 1.5 hours to 3 hours, depending on the location of the reported incidents. There are 3 categories of emergency services provided by BD viz those provided within office hours; radio paging system which operates outside office hours and emergency shift system which operates during typhoon, heavy rainstorm or other major emergencies. The front-line inspecting officers attending the cases are in-house staff, who is either a professional officer (a BS or a SE) or a technical officer. The latter one includes Chief Survey Officer (CSO), Chief Technical Officer (CTO), Principal Survey Officer (PSO) or Principal Technical Officer (PTO). Where necessary, the front-line inspecting officers may seek advice from senior professional officers who are on stand-by duty.

10. BD also pledges to attend all non-emergency reports on dilapidation of buildings, signboards and slopes within 10 days. The site inspections are mainly carried out by either the in-house staff as mentioned in paragraph 9 above or the outsourcing consultant appointed by BD.

11. It is the owner's responsibility to upkeep the safety of their buildings and, for this purpose, to carry out regular inspections and timely maintenance and repair of their buildings. The objective of the BD's inspections for the reported cases as mentioned in paragraphs 9 and 10 above is mainly to assess the condition of the building and degree or seriousness of defects/dilapidation with a view to determining whether emergency works are required to be carried out and/or investigation, repair or demolition order is to be issued.

The Review

12. The Review has made reference to the following in-house manuals and instructions on building safety enforcement procedures and practices, which are available for reference by the staff of BD¹:

(a) Buildings Department Emergency Handbook	
Part A Sections 1 to 6	
Instruction No.5	
	● Cross Discipline consultation

¹ The internal documents considered by the WG have been provided to the independent experts separately.

	between BS and SE
(c) EB Division Manual Part III, Section 3	
(i) Instruction No .1	<ul style="list-style-type: none"> ● Inspection of Building Defects and Issue of Orders for Repair or Demolition under s26 of the Buildings Ordinance (BO) ● Manual for Inspection, Assessment and Repair of Buildings
(ii) Instruction No.2	<ul style="list-style-type: none"> ● Emergency Works under s26(4), 27(6)(b) and 28(8) of the BO and s105 of the Public Health & Municipal Services Ordinance
(iii) Instruction No.6	<ul style="list-style-type: none"> ● Maintenance Responsibility of External Walls issuing Advisory Letters to Owners and Occupiers about Building Defects
(d) EB Division Manual Part III, Section 4	
Instruction No.1	<ul style="list-style-type: none"> ● Closure of Dangerous Buildings
(e) EB Division Manual Part III, Section 5	
(i) Instruction No.1	<ul style="list-style-type: none"> ● Investigation and Repair Orders
(ii) Instruction No.3	<ul style="list-style-type: none"> ● Investigation of Structural Defects in Reinforced Concrete Buildings
(f) EB Division Manual Part IV, Section 1	
Instruction No.19	<ul style="list-style-type: none"> ● Default Works Term Consultancy
(g) EB Division Manual Part IV, Section 3	
(i) Instruction No.1	<ul style="list-style-type: none"> ● Inspection of Works
(ii) Instruction No.5	<ul style="list-style-type: none"> ● Demolition of Dangerous Buildings

(h) Contract Management Unit (CMU) Manual			
(i)	Practice Note	No.5.02	● Management of Consultancy Agreement
(ii)	Practice Note	No.5.04	● Administration of BD Term Consultancy

Findings and Recommendations

13. For ease of reference, the findings of the Review and the recommendations are summarized in **Appendix II**. The salient points of the recommendations are abstracted in the following paragraphs for easy reference.

(I) The conducting of site inspections and the handling of emergency cases

(a) The handling of emergency cases by staff of the BD

The current emergency handbook provides guidelines and instructions to the staff of BD for handling emergency cases. The WG is of the view that the current guidelines and procedures in handling the emergency cases are adequate for the purpose.

(b) The conducting of site inspections by staff of BD

- (i) The WG is of the view that the existing office manual, instructions and guidelines have provided sufficient administrative guidance to staff for conducting site inspection.
- (ii) It is recommended to provide a standard inspection tool kit to assist staff in carrying out inspection. The tool kit should include torch, spirit level, crack meter, camera, binoculars, small size hammer, measuring tape and electronic distance measuring tool.

- (iii) It is recommended to establish a centralized body in BD which is responsible of recording the inventory, upkeeping, procuring and replacing the equipment.

(c) Technical assessment and reporting

- (i) It is recommended to provide guidelines for circumstances which require the opening up of certain concealed critical structural elements, decorative materials and further inspection to individual units in order to assess the overall structural integrity of the defective buildings.
- (ii) It is recommended to review and standardize various formats of inspection report, incorporating the items for observation on the critical structural elements and non-structural elements and time spent on the inspection.
- (iii) It is recommended to supplement the guidelines with pre-inspection desk study unless the case is obviously minor in nature. The desk study should include examination on the structural form of the building, types and details of critical elements, material of construction and history of building modifications.
- (iv) It is recommended to introduce a new category “V – Severe” in Tables 3 and 4 of the “Manual for Inspection, Assessment and Repair of Buildings” which reflects the serious dilapidated building condition, for the purpose of considering emergency works by the Buildings Department’s Contractor (BDC), application for closure order and service of demolition order as the circumstances required.
- (v) It is recommended to carry out procedural audit of the inspection reports by the Internal Audit Unit of BD.
- (vi) It is recommended to review and update the “Manual for

Inspection, Assessment and Repair of Buildings” taken into account the latest re-organization of BD and the implementation of various recommendations in this study.

(II) The need for requiring a joint inspection team consisting of both BS and SE in response to reports from the public on building defect / dilapidation

- (a) The WG has conducted a review on the number and nature of reports from the public attended to by BD regarding building defects/dilapidation from 2008 to 2010. In 2008, 2009 and 2010, there are 11,337, 11,389 and 14,111 reports respectively. The reports are of various natures, ranging from the concern on structural elements (e.g. structural defects, settlement) to non-structural elements (e.g. de-bonding of external wall finishes, loose rendering, defective drainage and dangerous advertising signs) which also pose risk to public safety.
- (b) The WG has also noted that the number of emergency cases is 1,222, 971 and 1,033 in 2008, 2009 and 2010 respectively. Under the current system, the inspecting officers, apart from BSs and SEs, also include technical grade officers, namely CSOs, CTOs, PSOs and PTOs. Every inspecting officer should carry out inspection independently and be personally responsible for their duties. The WG is of the view that all of them are competent staff to handle the reports from the public on building defects/dilapidation. In case the staff requires second opinion or in-depth structural or planning (such as means of escape) advices, there is an established mechanism in BD to provide such advices timely. Such mechanism has proved to be a practical, feasible and effective system.
- (c) The WG has thoroughly reviewed the current system, nature of reports, workload and resources. The WG suggests to maintain the established mechanism. The WG considers that a joint inspection team composing a BS and a SE in every case is not necessary from the professional competence and ability point of

view. Such an arrangement is not an efficient and effective way in the use of staff resources. It may also inadvertently give rise to dereliction of duties of the inspecting officer.

(III) The referral of cases for cross-discipline consultation between the BS and SE grades and the corresponding demarcation of responsibilities

(a) SE consultancy

- (i) The WG considers the “Severity Indices” and “Classification of overall dilapidated condition of the building” as delineated in the “Manual for Inspection, Assessment and Repair of Buildings” serve good indicators to all inspecting officers in determining when an in-depth structural analysis is necessary.
- (ii) It is recommended to correlate the above two indicators with structural consultation. If the assessment revealed the overall dilapidated condition of the building is classified as “Severity Index 4” or “Category IV”, it would be a triggering point for conducting an in-depth structural analysis and seeking structural advice for such purpose.

(b) BS Consultancy

The WG considers that the existing BS consultation mechanism on complicated fire safety or planning related building safety matters is adequate for the present assessment of “building dilapidation”.

(IV) The practice of issuing advisory letters prior to service of investigation/repair/demolition orders

- (a) The WG is of the view that the purpose of an advisory letter is to notify owners of the presence of building defects in the buildings so that they could arrange for necessary repairs at the earliest opportunity, and be aware of the condition of the building at an earlier stage. The issue of advisory letters is not on the critical path of the progress of repair and should not prejudice the programme of repair in any case.
- (b) It is recommended that the practice to issue advisory letter to the owners should be maintained.

(V) The consideration to be taken into account and timing for serving of investigation/repair/demolition orders

- (a) The WG emphasizes that professional judgment should always be exercised in serving investigation, repair or demolition orders. The current manual has provided criteria for consideration of serving investigation and repair orders. Nevertheless, there is room for improvement in providing guidelines for the issuing of demolition orders vis-a-vis repair orders.
- (b) It is recommended that statutory orders should normally be served within one month when the ownership details are made available from the Land Registry. For non-emergency cases, the order should be issued within 3 months after the endorsement of the recommendation by Senior Professional Officer (SPO).
- (c) It is also recommended to introduce a new category “V – Severe” in Table 5 of the “Manual for Inspection, Assessment and Repair of Buildings” which reflects the serious dilapidated condition of a building. Category V is for the purpose of considering urgent actions such as emergency works by BDC, application for closure orders and service of demolition orders

as the circumstances required.

(VI) The follow-up action on reports received from the public and investigation/repair/demolition orders issued

(a) Monitoring of follow-up action on reports received from the public

- (i) The WG considers BD's pledge for attending inspection arising from reports on defective/dangerous buildings from the public (i.e. 3 hours for emergency case, 10 days for non-emergency cases) is sufficiently clear and well monitored.
- (ii) It is recommended to provide guidelines for the timeline of inspection report submission. The WG considers that the submission of inspection report within a month after inspection is reasonable. The report should also include recommendation of re-inspection cycle.
- (iii) It is recommended that monitoring of the re-inspection cycle should commence after the issuance of order. The SPO should monitor and ensure the endorsed re-inspection cycle is suitably followed.

(b) Monitoring of Progress of Repair Works

- (i) It is recommended to monitor all outstanding orders at the Sectional Project Co-ordination Meeting chaired by the Sectional Chief Professional Officer (CPO).
- (ii) It is recommended to continue the monitoring of long outstanding orders at the Progress Monitoring Committee to oversee enforcement works by EBD chaired by the Director of Buildings.

(VII)The administration and monitoring of government consultants and contractors in the carrying out of works arising from investigation/repair/demolition orders in default of owners (Default Works)

(a) Management of Default Works Consultant (DWC)

The WG is of the view that the existing guidelines in this respect are sufficient.

(b) Management of Buildings Department's Contractor (BDC)

It is recommended to enhance the monitoring of the performance of BDC and site works progress via Sectional Project Co-ordination Meetings chaired by Sectional CPO.

Concluding Remarks

14. This report has presented a review on BD's current building safety enforcement procedures and practices in respect of defective/dilapidated/dangerous buildings. Seven selected issues covering BD's established practice have been reviewed to ascertain the adequacy of office guidelines and instructions in handling building safety matters.

15. The WG agrees that BD's existing office guidelines and instructions with respect to building safety inspections and subsequent enforcement actions are basically adequate. Nonetheless, the WG identifies certain aspects relating to building safety inspections and reporting, the issuing of statutory orders and subsequent monitoring that could be enhanced in order to improve the efficiency and effectiveness of the overall workflow. Based on the findings, the WG recommends to revise and update the relevant manuals to incorporate the suggested improvements.

16. The Coroner's recommendations as mentioned in paragraph 2(a) to (c) above are also critically reviewed and the WG reports as follows:

- (a) A joint inspection team of a BS and a SE in every case of a certain category of dilapidated/dangerous buildings may not be efficient and effective. It may give rise to dereliction of duties of the inspecting officer. The WG has thoroughly discussed the current system, nature of cases, workload and resources and concluded that the inspection by two officers of different disciplines in every case is not necessary and not feasible in terms of resources and practicality. However, the WG is of the view that BD's established cross-discipline consultation mechanism is pragmatic and effective for staff who needs to seek immediate advices on structural and planning related safety matters. Based on the review, the WG also recommends amendments of the relevant manuals to incorporate indicators coming from the qualitative assessment which would alert staff to initiate cross-discipline consultation at the right time.
- (b) The WG is of the view that the purpose of an advisory letter is to notify owners of the presence of building defects at the earliest opportunity. The issue of advisory letters is not on the critical path of the progress of repair and should not prejudice the repair programme. The WG recommends that the practice to issue advisory letter to owners before the statutory order should be maintained.
- (c) The WG concurs that the monitoring on the progress of rectification works to ensure compliance of repair orders is necessary and of paramount importance. However, the WG opines that the re-inspection cycle should be devised according to the building condition as assessed on a case by case basis. To this end, the WG recommends the Sectional CPO, who has the overall responsibility to monitor all outstanding investigation/repair/demolition orders, should regularly chair a Sectional Project Coordination Meeting for the purpose.

17. The WG has discussed the purpose of inspection by BD staff with reference to the objectives of the BO and the role of BD. The WG concurs that the role of BD is to monitor the owners in discharging their responsibility for upkeeping the safety of their properties with a view to safeguarding the overall building safety of private buildings across the

territory and, for this purpose, to identify dilapidated / dangerous buildings for the serving of statutory orders and monitor the progress of compliance thereafter, to enforce the owners to carry out the necessary investigation, repair or demolition of their buildings.

18. The WG concurs that the building owners have the basic responsibility to upkeep the safety of their buildings and for this purpose, to carry out regular inspection and timely maintenance and repair of their buildings. A building usually involves significant number of structural and non-structural elements. It is illogical in shedding the duty of investigation of dilapidated buildings to the government at the expense of the public purse. The detailed investigation and in-depth diagnosis of building defects/dilapidation should not be a norm in the building inspection by the BD staff for the purpose as described in paragraph 17 above.

Way Forward

19. Subject to the endorsement of the recommendations by the Senior Management, revision to the relevant manuals and instructions will proceed accordingly.

Working Group on Review of Building Safety Enforcement Procedures and Practices

Buildings Department

December 2011

**Working Group on Review of Building Safety Enforcement
Procedures and Practices**

Terms of Reference

The Working Group shall

(A) consider the following Coroner’s recommendations:

- (a) for cases of emergencies related to buildings, and non-emergency reports on dilapidations of buildings, the inspection should be carried out jointly by a Building Surveyor (BS) and a Structural Engineer (SE);
- (b) abandon the issue of Advisory Letter to the owner; and
- (c) regular monitoring after the issue of repair orders.

(B) conduct a comprehensive review on the building safety enforcement procedure and practices including Building Department’s manual and guidelines on inspection of buildings and issue of investigation/ repair and demolition orders.

(C) make recommendations to the Director of Buildings upon the completion and findings of the review made in (A) and (B) above.

Membership¹

Co-chairmen	Mr. LEE Yun-choi	CSE/C	Buildings Department
	Mr. AU Wing-hung	CBS/D	Buildings Department
Members	Mr. TANG Kwok-kuen	SSE/C1	Buildings Department
	Ms. TSANG Po-king	SBS/D2	Buildings Department
	Mr. Edwin HONG	BS/D2-2	Buildings Department
Secretary	Mr. LUK Man-kit	SE/C5-1	Buildings Department

¹ “CSE”, “CBS”, “SSE” and “SBS” are acronyms of “Chief Structural Engineer”, “Chief Building Surveyor”, “Senior Structural Engineer” and “Senior Building Surveyor” respectively. The letters following the rankings denote the geographical sections that the officers are from.

**Summary of Findings and Recommendations of
the Working Group (WG) on Review of Building Safety Enforcement Procedures and Practices**

(I) The Conducting of Site Inspections and the Handling of Emergency Cases

Relevant EB Division			
<p>(a) Buildings Department Emergency Handbook Part A, Section 4</p>	<p>(i) Actions to be taken during emergency</p>	<p>(i) The instruction provides guidance to staff to handle emergency cases. It provides the objectives to handle emergency cases, responsibilities of inspecting officer on site, and follow-up actions to be taken. The WG is of the view that the current procedures are adequate and suitable for the purpose.</p>	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
<p>(b) EBD Manual Part III Section 3 Instruction No. 2</p> <p>Emergency works under s26(4), 27(6)(b) and 28(8) of the BO and s105 of the Public Health & Municipal Services Ordinance</p>		<p>(ii) The instruction deals with administrative procedures for emergency cases in relation to works on site, coordination with Buildings Department's Contractor (BDC), cost recovery actions etc. The WG is of the view that the current procedures are adequate and suitable for the purpose.</p>	
<p>(B) The Conducting of Site Inspections by Staff of BD</p>			
<p>(a) Manual for Inspection, Assessment and Repair of Buildings</p>	<p>(i) Para 2.3 - Methodology of Inspection.</p>	<p>(i) The manual provides guidelines to the inspecting officers on what and how to inspect dangerous / dilapidated reinforced concrete buildings and pre-war buildings with timber construction.</p>	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
	(ii) Para 2.4 - Scope of Inspection.	<p>(ii) In order to assess the overall structural integrity of the defective buildings, the WG considers that guidelines should be given for circumstances which require the open up of certain concealed critical structural elements, decorative materials and further inspection to individual units especially those cases for which the critical structural elements are considered as common part of the buildings.</p> <p>(iii) A stock taking exercise of current inspection equipment in different sections of Existing Buildings Division (EBD) has been conducted. It was found that the equipment available for EBD's staff are cameras, measuring tapes, binoculars and torches only. In case the staff require the equipment such as cover meters, moisture meters</p>	<p>(i) It is recommended to provide guidelines for circumstances which require the open up of certain concealed critical structural elements, decorative materials and further inspection to individual units in order to assess the overall structural integrity of the defective buildings.</p> <p>(ii) It is recommended to provide a standard inspection tool kit to assist staff in carrying out the inspection.</p>

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
		<p>etc, the staff need to borrow such equipment from other sections. To improve the current arrangement, the WG considers it would be helpful to provide a standard inspection tool kit for EBD's staff to carry out inspection. It is suggested that the tool kit should consist of handy tools such as:</p> <ul style="list-style-type: none"> - Torch - Spirit level (to measure verticality of a structural element) - Crack meter (to measure the size of cracks) - Camera - Binoculars - Small size hammer (to test the extent of concrete spalling in reachable areas) - Measuring tape/electronic distance measuring tool 	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
<p>(b) EBD Manual Part III Section 5 Instruction No. 1</p> <p>Investigation and Repair Orders</p>	<p>(i) Para. 3 - scope of inspection for a full survey of the building</p>	<p>(i) The instruction provides guidelines for the issue of investigation / drainage repair orders with respect to dilapidated building (s26A Order) and dilapidated / defective drainage works (s28 Order).</p> <p>(ii) The scope of inspection covers all external and internal finishes, structural members, non-structural members, water tanks, drainage system and all attachments together with appendages. The scope of inspection is comprehensive and it provides guidance to staff when there is a need to carry out a full survey. It also tallies with the “Manual for Inspection, Assessment and Repair of Buildings”.</p>	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
		<p>(iii) It is noted that BD has no centralized body to record the inventory, upkeep, procure and replace the equipment.</p> <p>(iv) The WG concurs that building owners should have the ultimate responsibility to carry out detailed investigation to their buildings. Nevertheless, for the purpose of updating the new technological level in the detailed investigation and diagnosis of building defects / dilapidation and the staff getting ready for the investigation of special cases, BD should explore such new technology / equipment and consider the procurement if necessary.</p>	<p>(i) It is recommended to establish a centralized body in BD which is responsible for recording the inventory upkeep, procuring and replacing the equipment.</p>

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
<p>(c) EBD Manual Part III Section 5 Instruction No. 3</p> <p>Investigation of Structural Defects in Reinforced Concrete Buildings</p>	<p>(i) Investigation of structural defects in reinforced concrete buildings</p>	<p>(i) The instruction provides guidance to the staff on in-depth investigation of structural defects in reinforced concrete buildings. The investigation should be endorsed by an Assistant Director/EBD (AD/EB) under special circumstances, such as death inquest, collection of evidence for the consideration of prosecution or disciplinary actions. The instruction provides detailed study by making use of coring, chemical analysis, chasing, tensile tests, etc. The WG is of the view that the current procedures are adequate for the purpose.</p>	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
(C) Assessment and Reporting			
(a) Manual for Inspection, Assessment and Repair of Buildings	<p>(i) Para 2.5</p> <ul style="list-style-type: none"> - Classification of Building Defects. ◆ Table 1- Severity indices for internal structural elements. ◆ Table 2- Severity indices for exterior of the building. 	<p>(i) Tables 1 and 2 serve to indicate the extent and degree of seriousness of building defects in a quantitative basis which facilitate the qualitative assessment of the overall dilapidated condition of the buildings.</p>	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
	<p>(ii) Para 2.6</p> <ul style="list-style-type: none"> - Classification of Overall Building Condition ◆ Table 3- Different classifications of overall dilapidated condition of the exterior of the building ◆ Table 4- Different classifications of overall dilapidated condition of interior common areas & internal units of the building 	<p>(ii) Tables 3 and 4 give a global perspective of the dilapidated condition of the building.</p> <p>(iii) A qualitative assessment approach is adopted for the classification of the overall building condition based on professional judgment on the quantities, types, locations, extent, distribution and risk of defects in individual structural elements.</p> <p>(iv) Four categories of overall dilapidated building condition are adopted viz. Category I - acceptable, Category II - moderate, Category III - varied, Category IV - poor.</p> <p>(v) The WG recommends to introduce one more category, say "Category V - Severe" in Table 3 and 4 which reflects the serious dilapidated building condition. Category V is for</p>	<p>(i) It is recommended to introduce one more category "Category V – Severe" in Table 3 and 4 which reflects the serious dilapidated building condition, for the purpose</p>

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
	<p>(iii)Para 2.8</p> <ul style="list-style-type: none"> - Reporting Format of Inspection <ul style="list-style-type: none"> ◆ Presentation of inspection findings ◆ Qualitative assessment of the defects/dilapidation ◆ Conclusion and recommendations on follow-up 	<p>the purpose of considering urgent actions such as emergency works by BDC, service of closure order and/or demolition order as the circumstances required.</p> <p>(vi) The WG opines that initial desk study before the inspection is necessary unless the case is obviously minor in nature.</p> <p>(vii)The desk study should include examination on the structural forms of building, types and details of critical elements, material of construction and history of building modifications.</p> <p>(viii)The Manual was issued in February 2000. The WG considers that the Manual requires updating and review, taking into account the latest re-organization of BD in April 2011</p>	<p>of considering emergency works by BDC, service of closure order and/or demolition order as the circumstances required.</p> <p>(ii) It is recommended to supplement the guidelines with pre-inspection desk study and standard inspection report format. The inspection report should include factual information such as dimensions, nature and pattern of cracks, extent of concrete spalling and condition of exposed steel reinforcement.</p> <p>(iii) To review and update the Manual for Inspection, Assessment and Repair of Buildings.</p>

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
	actions	and the implementation of various recommendations in this study.	
<p>(b) EBD Manual Part III Section 3 Instruction No. 1</p> <p>Inspection of Building Defects and Issue of Orders for Repair or Demolition under s.26</p>	<p>(i) Appendix 1(a) and 1(b) are the format of inspection report for incidents involving fallen aluminum windows and the full survey of the building respectively.</p>	<p>(i) Appendix 1(a) and 1(b) of the instruction are the formats of inspection report for incidents involving fallen aluminum windows and the full survey of the building respectively. The “Manual for Inspection, Assessment and Repair of Buildings” also contains various report formats. The WG notes that the inspecting officers and consultants use different inspection reporting format. The WG considers a unified reporting format should be used.</p> <p>(ii) Members consider that staff should adopt the standard format of inspection reports, at least for routine cases and thus quality of inspection across different teams</p>	<p>(i) It is recommended to review and standardize various format of inspection reports, incorporating the items for the observation on the critical structural elements and non-structural elements, including the time spent on the inspection and so on.</p> <p>(ii) It is recommended to carry out procedural audit of the inspection report by the Internal Audit Unit of BD.</p>

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
		<p>can be maintained. To monitor the quality and ensure consistency, the Internal Audit Unit may select a number of cases every year for the purpose of procedural audit while the technical audit is the duty of senior professional officers (SPOs) and chief professional officers (CPOs) in the respective section.</p> <p>(iii) The WG notes that the time spent on inspection is not specified in the present inspection reports and suggests to provide such in the inspection reports for better understanding of the scope and extent of inspection carried out. The WG considers that sufficient time should be provided for every inspection.</p>	<p>(iii) It is recommended to record the time spent on the inspection, in the inspection report.</p>

(II) The need for requiring a joint inspection team consisting of both BS and SE in response to reports from the public on building defects/dilapidation

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
(A) Nil	(i) Joint inspection team consisting of both building surveyor (BS) and structural engineer (SE) in response to reports from the public on building defects/dilapidation	<p>(i) <u>Performance pledge</u> The WG has studied the performance pledge of the BD. It is noted that BD provides a 24-hour service and pledges to attend all emergency reports within 1.5 hours to 3 hours, depending on the location. For non-emergency reports on dilapidation of buildings, signboards and slopes, BD pledges to carry out site inspection within 10 calendar days.</p> <p>(ii) <u>Nature of Reports</u> There are various kinds of reports from the public on building defects/dilapidation. The reports can be considered under the following categories for the purpose of this Review.</p>	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
		<p>Category I :</p> <p>Serious defects in structural members and/or building movement or vibration or ground subsidence giving rise to concern on structural safety.</p> <p>- Category II :</p> <p>Serious defects in non-structural elements (e.g. loose concrete, loose plastering, debonding tiles, defective fins, defective window sills or window elements etc) giving rise to concern on falling objects endangering the public.</p> <p>- Category III:</p> <p>Dangerous appendages (e.g. A/C frames, advertising signs, scaffolding/hoarding) posing a risk of collapse or concern on</p>	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
		<p>risk of falling.</p> <ul style="list-style-type: none"> - Category IV: Other types of building defects/dilapidations that are less serious in extent or nature but nevertheless are of concern to the owners/occupants who report to BD, e.g. leaking drains. <p>(iii) <u>Statistics of reports</u> According to the Controlling Officer's Report, the number of reports from the public attended to by BD regarding building defects/dilapidation from 2008 to 2010 are 11,337, 11,389 and 14,111 respectively.</p> <p>For emergency cases, the WG noted that BD had received 1,222, 971, and 1,033 reports in 2008, 2009 and 2010 respectively.</p>	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
		<p>(iv) <u>Inspecting officers</u></p> <p>Under the current system, the inspecting officers do not only include BSs and SEs but also technical grade officers, namely Chief Survey Officers (CSOs), Principal Survey Officers (PSOs), Chief Technical Officers (CTOs) and Principal Technical Officers (PTOs). Every inspecting officer should carry out inspection independently and be fully responsible for their duties. The WG considers that they are also competent staff to handle the reports from the public on building defects/dilapidation. In case the staff requires second opinion or advice on in-depth structural or fire safety / planning related safety matters (such as means of escape), there is an established mechanism in BD to provide such advices timely. Such</p>	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
		<p>mechanism has proved to be a practical, feasible and effective system in response to reports from the public on building defects/dilapidation.</p> <p>(v)The WG suggests to adopt the established mechanism and considers a joint inspection team by BS and SE for every case is not necessary or practicable. Such arrangement is not an efficient and effective way in the use of staff resources. It also inadvertently gives rise to dereliction of duties of the inspecting officers.</p> <p>(vi) The WG has thoroughly discussed the current system, nature of reports from the public, workload and resources. It is concluded that the inspection by two professional officers in every case is not</p>	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
		<p>necessary and is not feasible in terms of resources and practical situation.</p>	

(III) The referral of cases for cross-discipline consultation between the BS and SE grades and the corresponding demarcation of responsibilities

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
(A) SE Consultancy			
<p>(a) EB Division Manual Part I, Section 3 Instruction No. 5</p> <p>Cross Discipline Consultation between BS and SE</p>	<p>(i) Task (iv) Appendix A¹ - Complaint cases & LSO on repair and investigation of dilapidated buildings</p> <p>- To make structural assessment/comment on structural stability and/or recommendation for enforcement action</p> <p>- To seek advice on complicated fire safety or planning matters</p>	<p>(i) Timely SE involvement in the course of building safety inspection is essential particularly when the building dilapidation reaches such an extent that in-depth structural assessment becomes crucial for determining whether the building is so dangerous as to require emergency shoring and/or demolition.</p> <p>(ii) Timely BS involvement to advise on complicated fire safety or planning matter is equally important as exemplified in the recent tragic</p>	

¹ The main text of the manual on cross discipline consultation sets out the background for implementing the consultation mechanism, as well as certain procedural issues that BD staff are required to pay attention to. A list of items (referred to as “tasks” in the manual) that are recommended to go through the cross discipline consultation mechanism is set out at Appendix A together with the detailed descriptions, common examples and document number of the relevant manuals for each of the items.

Relevant EB Division	Issues of Concern	WG's Deliberations	WG's Recommendations
		<p>cases involving sub-division of flats adversely affecting the means of escape.</p> <p>(iii) There are general guidelines for cross-discipline consultation between BS and SE when expert advice of another discipline is sought on a genuine need basis. The WG considers the guidelines should be elaborated so that cross-discipline consultation can be initiated at the right time in the course of building safety inspection.</p> <p>(iv) The WG suggests reference should be made to the Manual for Inspection, Assessment and Repair of Buildings of which specific guidelines, in quantitative and qualitative sense, are given for assessment to the building condition. It is further elaborated in</p>	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
		Item (b) below.	
(b) Manual for Inspection, Assessment and Repair of Buildings	<ul style="list-style-type: none"> (i) Para 2.5, 2.6 & 2.7 - Table 1 & 2: Classification of building defects in terms of "Severity Indices" for internal structural elements and exterior of the building - Table 3: Classification of overall dilapidated condition of the exterior of the building. - Table 4: 	<ul style="list-style-type: none"> (i) Technical guidelines are given to the inspecting officers for what and how to inspect dangerous or dilapidated buildings. (ii) The Manual has established systematic approach in classifying the extent and seriousness of building defects, either for internal structural elements or the building as a whole, at the time of inspection. (iii) Collectively, two indicators are used, viz. the "Severity Indices" and "Classification of overall dilapidated condition of the building". (iv) In general, Severity Indices 1 to 3, Category I to III of the classification 	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
	<p>Classification of overall dilapidated condition of interior common areas & internal units of the building.</p>	<p>of overall dilapidated condition are referred to as less significant defects / dilapidation. When the two indicators reach 4 and Category IV, it indicates significant building defects / dilapidation.</p> <p>(v) The WG considers these indicators serve good references to all inspecting officers in determining when an in-depth structural analysis/assessment is necessary for determining whether the building is so dangerous as to require emergency shoring and/or demolition. Guidelines should be given to correlate these indicators with the need for such in-depth structural analysis/assessment and structural consultation.</p>	<p>(i) If assessment coming from the initial inspection revealed the "Severity Index 4" or "Category IV" of the overall dilapidated condition of the building, it should be a reasonable triggering point to conduct an in-depth structural analysis/assessment and for BS to seek SE consultation.</p>
(B) BS Consultancy			

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
<p>(a) EB Division Manual Part I, Section 3 Instruction No. 5</p> <p>Cross Discipline Consultation between BS and SE</p>	<p>(i) Task (i) Appendix A Complaint cases & LSO on UBW.</p> <ul style="list-style-type: none"> - To make assessment of UBW or recommendation for enforcement action <p>(ii) Task (ii) Appendix A</p> <ul style="list-style-type: none"> - Vetting AP/RSE/consultant's submission relating to advisory letters, statutory orders, notices, MWCS, MBIS, MWIS, etc 	<p>(i) The WG has reviewed the manual, which was issued in September 2011. It covers various scenarios in daily works which require BS consultancy input, such as fire compartmentation, exit route and other planning issues.</p> <p>(ii) The WG considers that the existing BS consultation mechanism is adequate for the purpose of this Review with respect to 'building dilapidation'.</p>	<p>(i) Considering the recent tragic cases involving sub-divided flats obstructing the means of escape of buildings, the WG suggests that more guidelines be given to the inspecting officers in carrying out the inspections. Where necessary, timely advice from the BS under the established consultation mechanism should be made.</p>

(IV) The practice of issuing advisory letters prior to service of investigation/repair/demolition orders

Relevant EB Division Instruction/Manual	Issues of Concern	WG’s Deliberations	WG’s Recommendations
<p>(a) EBD Manual Part III, Section 3 Instruction No. 6</p> <p>Maintenance Responsibility of External Walls Issuing Advisory Letters to Owners and Occupiers about Building Defects</p>	<p>(i) One of the Coroner’s recommendations is that if the building is considered as dangerous or liable to become dangerous after inspection, BD should issue repair order immediately instead of issuing advisory letter first.</p>	<p>(i) The purpose of an advisory letter is to notify owners of the presence of building defects so that they could arrange for necessary repairs at the earliest opportunity, and also aware of the condition of the building at an early stage.</p> <p>(ii) The WG notes that it takes time to acquire ownership record from Land Registry (LR) to ascertain the maintenance responsibility of the defects and to prepare the repair order (generally 1-3 months depending on the complexity of the ownership). It is essential to ascertain that the correct person to be served with the statutory order, especially when part of the building not being within individual private premises, like the external walls,</p>	<p>(i) The practice to issue advisory letter to the owners should be retained.</p>

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
		<p>may be held by an individual owner instead of co-owners or IO of the building.</p> <p>(iii) The advisory letters are invariably addressed to owners/occupiers of the building without their names mentioned. Thus, issuing of advisory letters would not postpone the issuing of repair orders. In brief, issuing of repair orders and advisory letters are independent events and serving different purposes. The issue of advisory letters is not on the critical path in issuing the statutory repair orders.</p>	

(V) The consideration to be taken into account and timing for serving of investigation / repair / demolition orders

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
<p>(a) EB Division Manual Part III, Section 3 Instruction No. 1</p> <p>Inspection of Building Defects and Issue of Orders for Repair or Demolition under s26.</p>	<p>(i) Para 4 to 8 - Building Repair Orders or Demolition Orders.</p> <p>(ii) Para 38, 45 to 48 - Demolition of dangerous buildings.</p>	<p>(i) The guidelines cover the administrative procedures of issuing repair orders and demolition orders.</p> <p>(ii) The current Instruction does not define in what circumstances a demolition order should be served. It is suggested that when a significant portion of the building elements such as roof, floor, slab, wall or column has collapsed or seriously dilapidated in such an extent that the structural integrity of the building has been impaired such that it is posing a threat to the occupants or the public, the application for a closure order and serving of a demolition order should be seriously considered.</p>	<p>(i) It is recommended to provide guidelines in considering the issuing of demolition orders.</p>

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
	<p>(iii) Para 15 to 21 - Service of Orders.</p>	<p>(iii) The guidelines cover general procedures for serving repair / demolition orders. However, the WG considers it necessary to specify the timeline for the issue of order.</p> <p>(iv) To avoid unnecessary delay of serving the order, the WG considers that the repair order should be served within one month when the ownership details are available from the LR. For non-emergency cases, it is expected that the time for the issuance of orders should not be longer than 3 months after endorsement of the recommendation by SPO.</p> <p>(v) The WG emphasizes that professional judgment should always be exercised in determining when to issue the repair order.</p>	<p>(ii) It is suggested that the repair order should be served within one month when the ownership details are available from the LR.</p> <p>(iii) For non-emergency cases, the order should be issued within 3 months after endorsement of the recommendation by SPO.</p>

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
	(iv) Para 14 - Compliance Period	<p>Shorter time for issuing the order may be necessary when circumstances required.</p> <p>(vi) The WG considers a maximum of 6 months compliance period is reasonable under normal circumstances to allow sufficient time for the owners to co-ordinate amongst themselves and to engage an authorized person (AP), a registered structural engineer (RSE) and a registered contractor (RC) to complete the required rectification works. However, as a normal practice, staff should exercise the judgment according to the actual circumstances of individual case. For those cases with higher risks, a shorter compliance period, say 2 to 3 months should be considered, depending on the risk level and complexity of the case concerned.</p>	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
		(vii) The WG agrees that compliance period longer than 6 months, should be endorsed by the Section Head.	
(b) Manual for Inspection, Assessment and Repair of Buildings	<p>(i) Para 2.7 - Follow-up actions subsequent to inspection of buildings</p> <p>(ii) Table 5 - Follow-up actions corresponding to different classifications of building condition</p>	<p>(i) Technical criteria are given to determine the appropriate type of investigation or repair orders according to the findings of inspection or structural assessment.</p> <p>(ii) Table 5 provides guidelines for follow-up actions, including the service of order, based on different classifications. In normal circumstances, a repair order or investigation order will be issued if the classification of building condition is Category III or higher.</p> <p>(iii) WG recommends to introduce one more category, say "Category V - Severe" in Table 5 which reflects</p>	<p>(i) To introduce one more category i.e. "Category V – Severe" in Table 5 which reflects the serious dilapidated</p>

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
	(iii) Para 3 - Investigation and Repair Orders Under B.O. s26, s26A and s28	the serious dilapidated condition of the building. Category V is for the purpose of considering urgent actions such as emergency works by BDC, service of closure order and/or demolition order as the circumstances required. (iv) The criteria for serving s26, s26A and s28 orders were provided in the Manual. WG considers the criteria good reference for determining the types of orders to be served.	condition of the building. Category V is for the purpose of considering urgent actions such as emergency works by BDC, service of closure order and/or demolition order as the circumstances required.
(c) EB Division Manual Part III, Section 5 Instruction No. 1 Investigation and repair Orders	(i) Para 2 - Definition of s26A and s28(3) orders	(i) The Instruction provides guidelines for the investigation orders with respect to dilapidated building (s26A Order) and dilapidated / defective drainage works (s28 order).	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
	<p>(ii) Para 3 - Scope of inspection</p> <p>(iii) Para 4 to 5 - Compliance period</p>	<p>(ii) For the sake of consistency, the WG considers guidelines with respect to the scope of inspection should refer to para 2.4 of the “Manual for Inspection, Assessment and Repair of Building”.</p> <p>(iii) The WG considers a maximum of 6 months compliance period is reasonable under normal circumstances to allow sufficient time for owners to co-ordinate amongst themselves and to engage an AP/RSE/RC to complete the required investigation / rectification works.</p> <p>(iv) The WG agrees compliance period longer than 6 months should be agreed by the Section Head at CBS/CSE level.</p>	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
	(iv) Para 6 - Service of investigation and repair orders	(v) Again, WG suggests timeline should be given for the issuance of investigation orders . It is recommended that investigation order should be served within one month when the ownership details are available from the LR. It is expected that the aggregated time for the issuance of orders should not be longer than 3 months after endorsement of the recommendation by SPO.	(i) The investigation order should be served within one month when the ownership details are available from the LR and , (ii) The order should be issued within 3 months after endorsement of the recommendation by SPO.
(d) EB Division Manual Part III, Section 4 Instruction No. 1 Closure of Dangerous Buildings	(i) Para 2 to 7 - Guidelines to determine closure of dangerous buildings	(i) Guidelines are given in situation when the closure of dangerous buildings is required. CPO is required to attend to the case. The final decision on a closure is made after joint inspection by the sectional CPO and another CPO in the EBD. The above inspection process should be completed within four weeks	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
	(ii) Para 8 to 20 - Procedures to serve Closure Order.	<p>from the initial inspection by the BD staff. All staff of BD are required to handle potential closure cases with care, diligence and a sense of urgency. The WG considers the guidelines in the aspect of closure of dangerous buildings are clear and sufficient.</p> <p>(ii) WG considers guidelines in terms of the administrative procedures in serving a closure order is sufficient.</p>	

(VI) The follow-up action on complaints received and investigation/repair/demolition orders issued

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
(A) Monitoring of follow-up action on complaints received			
(a) Nil	(i) Monitoring the reports from the public on building defects/ dilapidation	<p>(i) The WG considers BD's pledge for attending inspection arising from compliant on defective / dangerous buildings (i.e. 3 hours for emergency case, 10 days for non-emergency cases) is sufficiently clear and well monitored.</p> <p>(ii) The WG considers that the report on the findings and recommendations after inspection should be completed and submitted to SPO for endorsement as soon as practicable. Guidelines should be provided for the timeline of report submission. For cases warranting a repair / investigation / demolition</p>	<p>(i) It is suggested to provide guideline for the timeline of report submission which should also include recommendation of re-inspection cycle.</p> <p>(ii) It is recommended the re-inspection cycle monitoring should be monitored by SPO.</p>

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
		<p>order, the report should include recommendation of re-inspection cycle until expiry of the order. The SPO is responsible to ensure the agreed re-inspection cycle has been adhered to.</p> <p>(iii) The WG further suggests that the monitoring of re-inspection cycle should commence after the issuance of order.</p>	
(B) Monitoring of Progress of Repair Works			
(a) EBD Manual Part III, Section 3 Instruction No. 1 Inspection of Building Defects and Issue of Orders for Repair or	(i) Para 25 to 31 - Monitoring of Orders.	(i) The manual gives general guidelines for monitoring of outstanding repair / investigation / demolition orders under s.26 of the Buildings Ordinance.	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
Demolition under s.26		<p>(ii) Once the order has expired, the staff of BD is required to carry out compliance inspection within a period twice the compliance period subject to a maximum of 6 months.</p> <p>(iii) For monitoring purpose, a list of expired cases will be generated at monthly intervals and the CPO is responsible for overall monitoring.</p> <p>(iv) The WG considers the existing monitoring mechanism could be enhanced by making use of the Sectional Project Co-ordination Meeting which is further elaborated in Topic (VII) below. It has the merit that the CPO would monitor all outstanding cases, including the performance of the Default Works Consultant (DWC) and BDC.</p>	<p>(i) It is recommended to monitor all outstanding orders by the Sectional Project Co-ordination Meeting.</p>

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
		<p>(v) The WG is of the view that the cycle of re-inspection for monitoring purpose should be considered according to the building condition on a case by case basis. Appropriate cycle of re-inspection for individual case should be recommended in the inspection report and monitored at the Sectional Project Co-ordination Meeting.</p> <p>(vi) At present, the Director of Buildings chaired the Progress Monitoring Committee to oversee enforcement works by EBD at bi-monthly intervals. One of the purposes of the meeting is to monitor long outstanding statutory orders. The WG is of the view that such monitoring mechanism should be maintained.</p>	<p>(ii) It is recommended to continue the monitoring of long outstanding orders at the Progress Monitoring Committee to oversee enforcement works by EBD chaired by the Director of Buildings.</p>

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
<p>(b) EB Division Manual Part IV, Section 3 Instruction No. 5</p> <p>Demolition of Dangerous Buildings</p>	<p>(i) Para 5 to 7 - Priority Treatment.</p> <p>(ii) Para 10 to 12 - Pre-demolition survey.</p> <p>(iii) Para 15 to 19 - Precautionary Measures.</p> <p>(iv) Para 20 to 30 - Site safety supervision.</p> <p>(v) Para 35 to 37 - Completion of work</p>	<p>(i) There are guidelines for BD staff to accord top priority to handle the demolition works.</p> <p>(ii) For monitoring of progress, the staff of BD is required to report weekly to the SPO on the work performed by BDC. The SPO will provide monthly report to the CPO reporting on the status of demolition cases.</p> <p>(iii) The WG considers the guidelines for the defaulted demolition works and progress monitoring are clear and sufficient.</p>	

VII The administration and monitoring of government consultants and contractors in the carrying out of default works arising from investigation/repair/demolition orders

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
(A) Management of DWC			
(a) EB Division Manual Part IV, Section 1 Instruction No. 19 Default Works Term Consultancy	Management of default works consultant.	The Manual is to be read in conjunction with the "Contract Management Unit (CMU) Manual Practice Note No. 5.04 – Administration of BD Term Consultancy" which is described in Item (b) below.	
(b) CMU Manual Practice Note No. 5.04 Administration of BD Term Consultancy	(i) Para 4 - Information to the consultant. (ii) Para 5 - Consultant's reports. (iii) Para 7 - Site inspection	(i) The WG shares the view that employment of Default Works Consultant (DWC) is to overcome BD's lack of in-house resource problem. DWC, being professional agent of BD, is competent to carry out the works specified in the order. The WG considers excessive control over DWC will defeat its original purpose and it should be avoided.	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
		<p>(ii) The WG agrees that it is not the intention under the principle of consultancy management for BD staff to check the consultant's professional work in great details nor to take over the duties of the consultant.</p> <p>(iii) General guidelines for the management of DWC are given in the manual. The WG considers the guidelines are clear and sufficient.</p>	
<p>(c) CMU Manual Practice Note No. 5.02</p> <p>Management of Consultancy Agreements</p>		<p>(i) Among others, the WG considers the quality of professional work and close monitoring of site progress are the essential elements in the management of DWC.</p>	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
	<p>(i) Para 4 and Appendix A - Supervision and Checking of Consultant's Professional Work.</p> <p>(ii) Para 9 - Reporting on the Performance of the Consultant.</p> <p>(iii) Para 5.3 (b) - Coordination among BD, Consultants and Contractors.</p> <p>(iv) Para 7 - Programme</p> <p>(v) Para 8 - Progress reports</p>	<p>(ii) Quality of DWC's professional work: - According to the principle of consultancy management, the WG considers the guidelines given in this manual are clear and sufficient in terms of checking of DWC's work and mechanism to report DWC's performance.</p> <p>(iii) Monitoring of site progress: - Guidelines in the aspect of Sectional Project Co-ordination Meeting for site progress monitoring are given.</p> <p>(iv) The WG considers the existing guidelines are clear and sufficient in terms of checking DWC's quality of work and monitoring of site progress.</p>	

Relevant EB Division Instruction/Manual	Issues of Concern	WG's Deliberations	WG's Recommendations
(B) Management of BDC			
<p>(a) EB Division Manual Part IV, Section 3 Instruction No. 1</p> <p>Inspection of Works</p>	<p>(i) Para 5 to 11 - Joint inspection with the contractor.</p> <p>(ii) Para 12 to 13 - Inspection of works in progress.</p> <p>(iii) Para 14 to 19 - Monitoring.</p>	<p>(i) Guidelines and procedures are given for mobilizing BDC to carry out under s26 and s28 Orders in default of owners. In case of works order without the employment of DWC, BD staff is responsible for the project management and supervision of BDC including site inspections, monitoring of progress and proper file recording.</p> <p>(ii) The WG considers that it is necessary to monitor site progress and performance of BDC in the same format as the Sectional Project Co-ordination Meeting. For the sake of convenience, the WG suggests BDC performance monitoring can be done at the Sectional Project Co-ordination Meeting.</p>	<p>(i) It is recommended that BDC performance and site works progress should be monitored at the Sectional Project Co-ordination Meeting.</p>