

28 February 2025

To: All Authorized Persons
Registered Structural Engineers
Registered Geotechnical Engineers
Registered Inspectors
Registered General Building Contractors
Registered Specialist Contractors
Registered Minor Works Contractors

Dear Sir / Madam,

**Technical Guidelines
on Minor Works Control System (2024 Edition)**

The Buildings Department (BD) has set up a Technical Committee on the Minor Works Control System (TC) to, among others, collect views and consider any comments from building industry arising from the use of the Technical Guidelines on Minor Works Control System (TG) and implementation of the Minor Works Control System (MWCS) and Validation Scheme for Prescribed Buildings and Building Works.

Pursuant to the legislative amendments under the Building (Minor Works)(Amendment) Regulations 2011, 2012, 2013, 2020 and 2021, and taking into account the advice of the TC, amendments were made to the TG through the issue of addenda (1/2012, 1/2014, 11/2014, 1/2015 and 1/2020) and the amendments (3/2021 and 10/2021).

On the advice of the TC, further amendments to the TG have been made as follows:

- (a) Section 1.3 – addition of more terms of interpretation;
- (b) Section 1.4 – information on legislative amendments incorporated;
- (c) Sections 2 and 4.3 to 4.6 – provision of more guidelines on the statutory procedures for the carrying out of minor works;
- (d) Sections 3 and 6 – provision of information on the new minor works and designated exempted works items added in 2020;

- (e) Section 3 – updates/clarifications on the following existing minor works items:-
- (i) inclusion of more recommended designs and details for the supporting structures for photovoltaic panels under Section 3.2.1;
 - (ii) inclusion of grease traps and manholes/trapped gully works under Section 3.3.1 and 3.3.2 respectively;
 - (iii) clarification on replacement of glass of skylight/glazed covered walkway under Section 3.4.1;
 - (iv) clarification on modification of slab opening for internal staircase under Sections 3.10 and 3.25;
 - (v) clarification on associated backfilling/reinstatement works under Section 3.18.1;
 - (vi) clarification on repair and/or laying of solid screeding (including waterproofing layer) in a flat under Section 3.28.1;
 - (vii) clarification on the use of spare glass panes in repair or replacement of curtain walls, windows or window walls under Sections 3.32.5 to 3.32.10.
- (f) Section 7 – addition of guidelines for the Signboards Validation Scheme and Minor Amenity Feature Validation Scheme;
- (g) Sections 9 to 14 – comments from relevant departments/organisation incorporated; and
- (h) Appendices – provision of information on the scope of the MWCS expanded in 2020, and comments from relevant departments/organisation incorporated.

The TG (2024 edition)¹ consolidating all the above amendments have been promulgated and uploaded to the BD website. The TG are available for viewing in the BD website www.bd.gov.hk under the “Codes, design manuals and guidelines” webpage of the “Resources” section. They may be downloaded subject to the terms and conditions stipulated in the website.

Yours faithfully,



(PANG Yuk-lung, Michael)
Assistant Director/Corporate Services
for Building Authority

¹ Only the Chinese version is available for the time being.