

YOUR REF 來函檔號:

OUR REF 本署檔號: FAX 圖文傳真:

(72) in BD GR/1-50/82/1

3162 3933 2626 1515

29 September 2020

TEL 電話: www.bd.gov.hk

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,

Amendments to the Code of Practice for Site Supervision 2009

The Technical Committee (TC) on the Code of Practice for Site Supervision 2009 (the Code) set up by the Buildings Department (BD) regularly collects views and feedback from the practitioners and the stakeholders arising from the use of the Code, and reviews the contents thereof for the necessary update.

- 2. Having considered the TC's recommendations, amendments to the Code (as detailed at Annex) for enhancement of supervision requirements to particular types of alteration and addition works to heritage buildings, and clarifications on the definition of supervision, record keeping, non-conformance reporting and communication requirements are hereby promulgated. The amendments will become effective on 15 December 2020.
- 3. The amendments have been uploaded to BD website www.bd.gov.hk under the "Code and design manuals" page of the "Resources" section.

Yours faithfully,

(HO Hon-kit, Humph

(HO Hon-kit, Humphrey)
Assistant Director/New Buildings 2
for Building Authority

Amendments to the Code of Practice for Site Supervision 2009 (September 2020)

Legends:

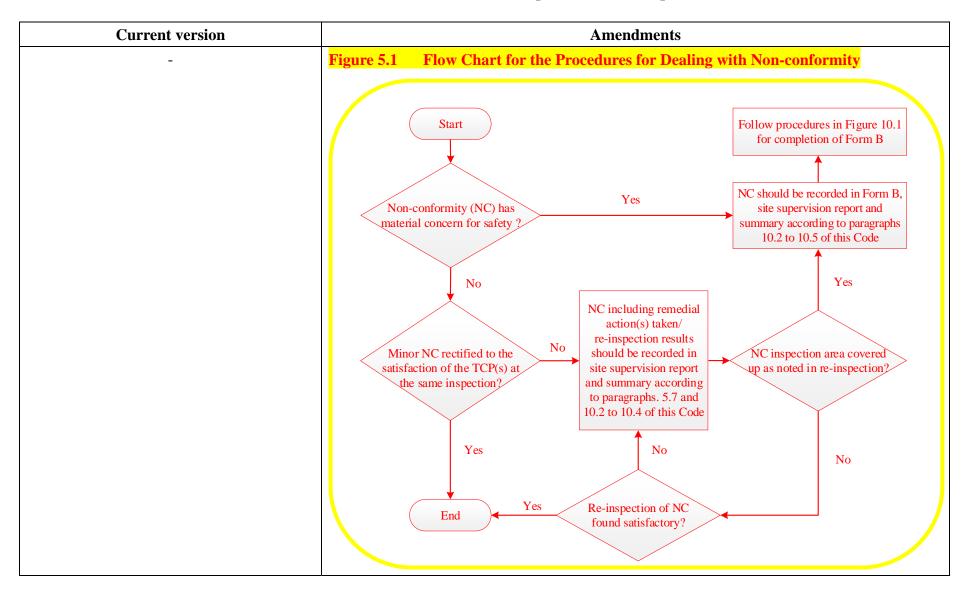


	Current version	Amendments
4	Safety Management and Responsibilities of Relevant Personnel	4 Safety Management and Responsibilities of Relevant Personnel
	Responsibilities of Relevant Personnel	Responsibilities of Relevant Personnel
4.4	The AP, RSE, RGE and AS shall also submit the confirmation of appointment of TCPs as at an Annex to Supervision Plan or within 7 days from the date of commencement of works as indicated in the Form BA10/ notice of commencement of minor works.	4.4 The AP, RSE, RGE and AS shall also submit the confirmation of appointment of TCPs as an Annex to Supervision Plan or within 7 days from the date of commencement of works as indicated in the Form BA10/ notice of commencement of minor works. The AP, RSE and RGE shall ensure that the RC is fully aware of any task specific requirements shown on the approved plans and/or imposed by the BA as conditions of plan approval or granting of consent for commencement of works pursuant to any provision of the BO or its subsidiary legislations. The respective heads of the safety management structure shall be responsible to ensure that their Representatives and TCPs in their stream are fully aware of such task specific requirements and/or conditions.

	Current version		Amendments
5	Typical Items for Specific Tasks by TCPs	5	Typical Items for Specific Tasks by TCPs General Requirements
5.2	The TCPs shall carry out their duties as per the check lists devised by their own heads of stream and all the check lists and inspection records shall be kept on site for the inspection of the BA		The TCPs shall carry out their duties as per the checklists devised by their own heads of stream and all the checklists and inspection records shall be completed contemporaneously and kept on site for the inspection of the BA. Recording of Non-conformities Recording of non-conformities mainly serves two purposes: (a) to ensure the non-conformities would be rectified readily, and; (b) to provide a lesson learning opportunity so as to prevent recurrence.
5.4	All non-conformities detected during the checking of typical items for specific tasks by the TCPs must be properly recorded in the Non-Conformity and Rectification Reports, Form B at Appendix III to this Code. Detailed procedures for dealing with non-conformities are specified in paragraph 10.3 of this Code.	_	Other than the non-conformities under paragraphs 5.6 to 5.8 below, all non-conformities detected during the checking of typical items for specific tasks by the TCPs must be properly recorded in the Non-Conformity and Rectification Reports, Form B at Appendix III to this Code. Detailed procedures for the completion of Non-conformity and Rectification Reports are specified in paragraph 10. 5 of this Code.

Current version		Amendments
-	5.6	Non-conformities that do not have material concern for safety
		and could be confirmed to have been rectified satisfactorily by
		re-inspection before being covered up are not required to be
		recorded in the Form B.
	5.7	Particulars of the non-conformities mentioned in paragraph 5.6
		above, including the remedial actions taken and the re-inspection
		results, should be properly recorded by the TCPs in their site
		supervision reports. Detailed requirements of site supervision
		report are specified in paragraphs 10.2 to 10.4 of this Code.
	5.8	Non-conformities that are very minor in nature (for example,
		minor irregularities in temporary works or work procedures such
		as misplaced spacers for reinforcement fixing, debris inside the
		formwork before concreting) and have been readily rectified to the
		satisfaction of the TCPs at the same inspection are not required to
		be recorded in the Form B, nor in the TCPs' site supervision
		reports.

Current version	Amendments
	5.9 Contemporaneous inspection records should be kept by each
	member of the supervision teams who should record all non-
	conformities based on the principles set out in paragraphs 5.5 to
	5.8 and report the situation to the AP, RSE, RGE or AS, as the
	case maybe.
	5.10 A flow chart showing the procedures for dealing with non-
	conformity is shown in Figure 5.1.



	Current version		Amendments
6	Quality Supervision Requirements Principles of Quality Supervision	6	Quality Supervision Requirements Principles of Quality Supervision
6.6	Inspection records should be kept for each member of the supervision team who should report any non-conformities to the RSE, RGE or AS, as the case may be.	6.6	Contemporaneous i nspection records should be kept for each member of the supervision team who should record and report all non-conformities in accordance with the requirements set out in paragraph 5.9 of this Code.
8	Supervision Requirements	8	Supervision Requirements
	Scale of Works		Scale of Works
8.8	A scale factor of less than one would allow visits of duration of less than one full day but at the same frequency level. The minimum frequency level of site inspections as set out in Table 1 of the Technical Memorandum should not be reduced. For full time TCPs, full time attendance is still required in providing continuous supervision.	8.8	A scale factor of less than one would allow visits of duration of less than one full day but at the same frequency level. The minimum frequency level of site inspections as set out in Table 1 of the Technical Memorandum should not be reduced. For full time TCPs, they should be stationed on site to provide continuous supervision. The RC should allocate sufficient resources to provide continuous supervision on site when the building works or street works are underway, in order to ensure that:
			(a) safety management measures and actions are implemented during the course of the above works to meet the objectives of section 4.3 of the Technical Memorandum;

Current version	Amendments
-	(b) the building works and street works (including the associated temporary works) are carried out properly in accordance with the specifications, method statements, plans approved by the BA and any order made / condition imposed by the BA in respect of such works, or submitted plans for minor works;
	any problems encountered are timely resolved before being covered up or proceeded to the next stage of works; and
	any non-conformity identified is properly handled in accordance with paragraphs 5.5 to 5.9 and 10.5 of this Code. For any task specific qualified supervision requirements imposed by the BA as conditions of plan approval or granting of consent for commencement of works pursuant to any provision of the BO or its subsidiary legislations, they would be specified at the time of imposing the conditions where appropriate.
	The manner of continuous supervision may vary from task to task and should be commensurate with the scale and complexity of the individual task concerned. It also depends on the specific types/stage of the works being carried out and whether any non-conformity could be readily identifiable and rectifiable during and after completion of a particular working procedure or stage of the works. In other words, any intermittent absence of a TCP from a task must not be of such nature and duration as to cause any interruption to the continuous supervision of the works or there should be any chances for improper performance to arise or serious consequence to occur.

Amendments to the Code of Practice for Site Supervision 2009 (September 2020)

Current version

					Table 8.8					
		M	linim	num Qualifications a	nd Experienc	e Re	quired for TCP T5			
Type of	AP's Stream			RSE's Stream		RGE's Stream		RC's Stream		
Building Works or Street Works	Qualification	Relevant Experience		Qualification	Relevant Experience		Qualification	Relevant Experience	Qualification	Relevant Experience
GIFW	N/A			N/A		(a)	Registered Professional Engineer (Geotechnical)	5 years	N/A	
Building Works with significant geotechnical content	N/A		(a)	Registered Professional Engineer (Civil/ structural/geotechnical).	5 years	(a)	Registered Professional Engineer (Geotechnical)	5 years	N./A	
Foundation Works	N/A		(a)	Registered Professional Engineer (Civil/ structural/ geotechnical)	5 years		N/A		N/A	
Demolition Works	N/A		(a)	Registered Professional Engineer (Civil/ structural/building).	5 years		N/A		(a) Registered Professional Engineer (Civil/ structural/building).	5 years
Street Works or all Building Works (other than the above types of works and Minor Works)	N/A		(a)	Registered Professional Engineer (Civil/structural/ geotechnical).	5 years		N/A		N/A	
Class I Minor Works	N/A			N/A			N/A		N/A	

Amendments to the Code of Practice for Site Supervision 2009 (September 2020)

Amendments Table 8.8 Minimum Qualifications and Experience Required for TCP T5 AP's Stream RSE's Stream RGE's Stream RC's Stream Type of Building Relevant Relevant Relevant Qualification Relevant Oualification Oualification **Oualification** Works or Experience Experience Experience Experience Street Works GIFW N/A N/A N/A Registered Professional 5 years Engineer (Geotechnical) Building Works with significant N/A Registered Professional 5 years Registered Professional 5 years N./A Engineer (Civil/ Engineer geotechnical content structural/geotechnical). (Geotechnical) Foundation Works N/A Registered Professional N/A N/A 5 years Engineer (Civil/ structural/ geotechnical) Demolition Works N/A Registered Professional N/A Registered Professional 5 years 5 years Engineer (Civil/ Engineer (Civil/ structural/building). structural/building). Alteration N/A5 years N/A5 years Registered (a) Registered and addition Professional Professional works to a Engineer (Civil/ Engineer (Civil/ heritage structural/ structural/ building geotechnical/ geotechnical) building). Street Works or all N/A Registered Professional 5 years N/A N/A Building Works Engineer (Civil/structural/ (other than the geotechnical). above types of works and Minor Works) Class I Minor N/A N/A N/A N/A

Works

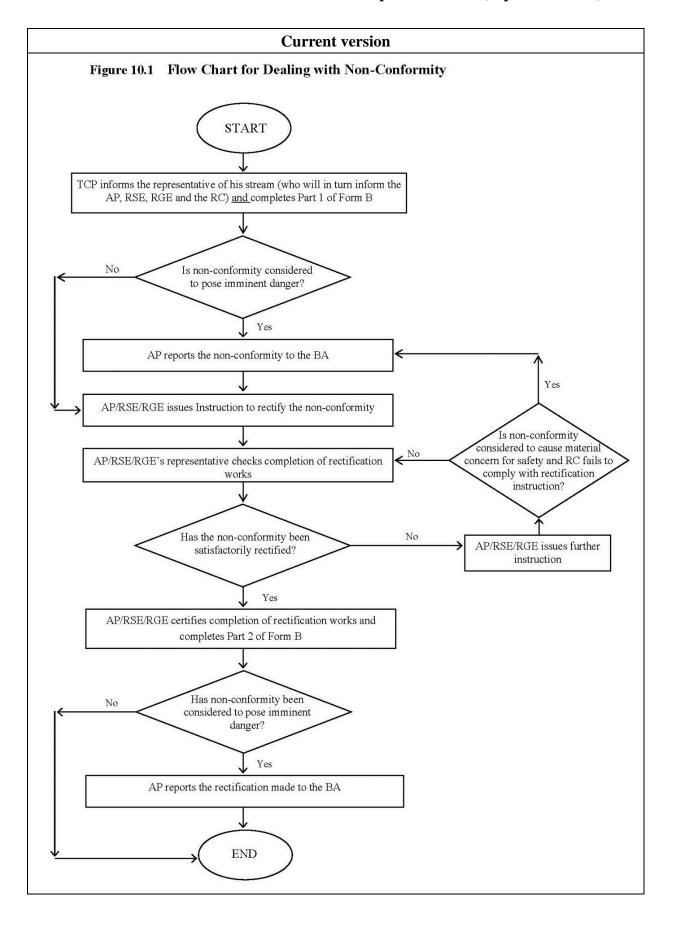
	Current version				Amendments				
Superv Type of Building Works	Table 9.1 ision Requirements for Critical Stages of Critical Stages of Work	Inspection	orks n Frequency RSE's T5	Table 9.1 Supervision Requirements for Critical Stages of Building Works (Notes 1, 2 & 3)					
	Demolition of complex structures, such as flat slab, prestressed concrete, transfer plate, hanger,		Twice a week	Type of	Requirements for Critical Stages of bund	Inspection Frequency			
Demolition: Addition and Alteration Works	long span beam greater than 10 m, steel framed construction, and cantilevered structure over street with span greater than 1.2 m.			Building Works	Critical Stages of Work	RC's T5	RSE's T5		
	Demolition of buildings which also act as earth-retaining structures supporting adjacent ground with a ground level difference exceeding 1.5 m – additional inspection at twice a week by RGE's T5 is also required.	Full Time	Twice a week	Demolition; Addition and alteration works	Demolition of complex structures, such as flat slab, prestressed concrete, transfer plate, hanger, long span beam greater than 10 m, steel framed construction, and cantilevered structure over street with span greater than 1.2 m.	Full Time	Twice a week		
					Demolition of buildings which also act as earth-retaining structures supporting adjacent ground with a ground level difference exceeding 1.5 m — additional inspection at twice a week by RGE's T5 is also required.	Full Time	Twice a week		
				Alteration and addition works to a heritage building	Works (Note 5) that would involve alteration and addition to or temporary removal of an existing loadbearing structural members such as foundation, wall, pier, column, hanger, beam with span greater than 6m, cantilevered structure and roof truss.	Full Time	Twice a week		
						I			

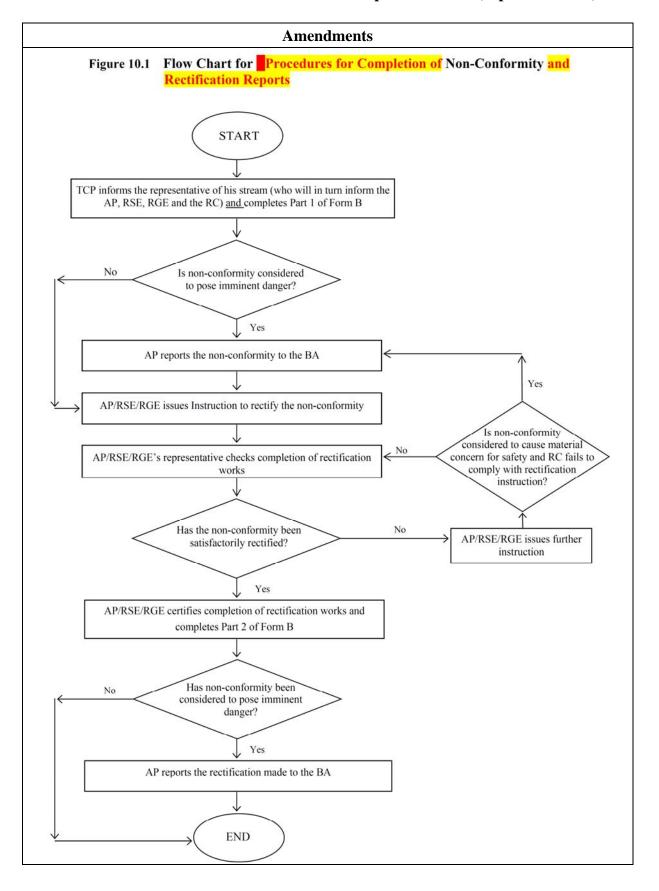
Current version	Amendments		
Notes to Table 9.1	Notes to Table 9.1		
	•••		
	4) It refers to a building covered in paragraph 2.1 of the Practice		
	Guidebook for Adaptive Re-use of Alteration and Addition		
	Works to Heritage Buildings (2019 Edition). It includes a		
	declared monument or a proposed monument defined under the		
	Antiquities and Monuments Ordinance (Cap. 53), a graded		
	historic building accorded by the Antiquities Advisory Board		
	(AAB) or a proposed graded historic building identified by the		
	Antiquities and Monuments Office (AMO). Where a building has not been declared under Cap. 53 nor graded by the AAB /		
	proposed to be graded by AMO and yet possesses a cultural		
	significance in terms of aesthetic, historic, scientific, social or		
	spiritual value, etc., the AP should consult AMO on whether the		
	building is a heritage building.		
	but the time outling.		
	5) They include Cases 1 and 3 temporary works categorised under		
	paragraph 4.7.		

	Current version		Amendments
10	Communication and Reports	10	Communication and Reports
10.1	Interstream Communication Interstream communications are as important as within-stream communications in order to facilitate effective supervision. TCPs shall take all reasonable and practical steps to inform their counterparts of any aspects of the works which have concern or may cause concern on matters related to safety.	10.1	Interstream Communications Interstream communications are as important as within-stream communications in order to facilitate effective supervision. TCPs shall take all reasonable and practical steps to inform their counterparts of any aspects of the works or any task specific requirements shown on the approved plans and/or imposed by the BA pursuant to any provision of the BO or its subsidiary legislations, which have concern or may cause concern on matters related to safety or quality.
10.2	Site Supervision Reports Site supervision reports are required to be completed by all TCPs whenever they carry out site safety supervision activities. These reports should be filed and maintained at the site office for the inspection of the BA. AP/RSE/RGE/AS are required to keep their inspection records at site such as notes/photo records and the works items inspected on site, particularly during the critical stages of works.	10.2	Site Supervision Reports Site supervision reports are required to be completed by all TCPs whenever they carry out site safety or quality supervision activities. Each TCP should have his/her own copy of site supervision report. These reports should be filed and maintained at the site office for the inspection of the BA. AP/RSE/RGE/AS are required to keep their inspection records at site such as notes/photo records and the works items inspected on site, particularly during the critical stages of works. All the above inspection records and site supervision reports should be completed contemporaneously.

Current version	Amendments
-	 The site supervision report should include but not limited to the following items: (a) the items of works that have been inspected; (b) the results of inspection; (c) the notes of non-conformities as recorded in Form B and also as required in paragraph 5.7 of this Code, if applicable; and (d) a summary of non-conformities by the Representative of each head of the safety management structure as required in paragraph 10.4 of the Code.
	For the purpose of lesson learning as mentioned in paragraph 5.4 of this Code, TCPs should be aware of the non-conformities recorded through the interstream and within-stream communications established in the safety management structure. A summary of non-conformities recorded in site supervision reports as mentioned in paragraph 10.3(c) should be compiled monthly by the Representative of each head of the safety management structure as part of his/her site supervision report, so as to facilitate the regular refreshment of the cases by all TCPs in different streams.

	Current version	Amendments
10.3	Non-conformity and Rectification Reports If a non-conformity arises and comes to the attention of a TCP, the following procedures should be initiated:	Non-conformity and Rectification Reports Other than those non-conformities described in paragraphs 5.6 to 5.8 of this Code, if a non-conformity arises and comes to the attention of a TCP, the following procedures should be initiated:
	 (i) (Contents unchanged and not shown for clarity) (ii) (Contents unchanged and not shown for clarity) (iii) (Contents unchanged and not shown for clarity) (iv) (Contents unchanged and not shown for clarity) (v) (Contents unchanged and not shown for clarity) (vi) (Contents unchanged and not shown for clarity) (vii) (Contents unchanged and not shown for clarity) (viii) (Contents unchanged and not shown for clarity) 	(a) (Contents unchanged and not shown for clarity) (b) (Contents unchanged and not shown for clarity) (c) (Contents unchanged and not shown for clarity) (d) (Contents unchanged and not shown for clarity) (e) (Contents unchanged and not shown for clarity) (f) (Contents unchanged and not shown for clarity) (g) (Contents unchanged and not shown for clarity) A flow chart showing the procedures for completion of non-
	conformity is shown in Figure 10.1.	conformity and rectification reports is shown in Figure 10.1.





			ecific Tasks P/RSE/RG	Performe			ision m A	BD Ref.				Fasks Perfo E/RGE/RC*	rmed by	P for Site St	ipervision Form A
BD Ref. Project Type of Works Name Grade of TCP								Project Type of W Name ^l Grade of T	_				Inspection		
Grade of TCP			Fre	quency or	inspection			Date DD/MM/YY	(Mon)	(Tue)	(Wed)	(Thu)	(Fri)	(Sat)	(Sun)
Date DD/MM/YY	(Mon)	(Tue)	(Wed)	(Thu)	(Fri)	(Sat)	(Sun)	Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS								
								Signature							
								Legend S	- Satisf	actory ²					
								NS		atisfactory (applicable		site supervis	sion report a	nd complete	Form B
Signature								* - Delete if # - Descripti	inappropria ons of the it	te ems listed are	attached in s	separate sheet	(s)		
Legend S - Sa NS - No		ory (if not	satisfactory	, complete	Form B)			² If a nonlinspe inspe ³ Comp	on-conforction, it was older to the older of the older	mity is of ould be re Form B	very minor corded as is Requi	r nature and "satisfactor red for a	non-confo	rectified dormity that	t (a) has
* - Delete if inapp		listed are at	tached in se	narate sheet	s)			but th	ne works	item/rectif	ication wo	orks canno	ve materia t be verificinspection.	ed due to	or safety the areas

BD Ref.	Т		Specific Ta	ample 1 asks Perfo	ormed by	P.2 of	Sample 1 Form A	BD Ref. Project Type of W	 /orks	TCP un SM/0000/11 ABC Centre Excavation &	of Specific der AP/RS		stream	P.2 of	Sample 1 Form A
Project		BC Centre	10	Support Wo	autea			Name <mark>!</mark> Grade of '	ГСР —	W-107-27	an Tai-man	Frequency	of Inspection	on month	lv
Type of Work Name	is <u>Ex</u>		an Tai-ma		OFKS .			Date	17/1/00		17/3/00	17/4/00	T		
Grade of TCI	_	T4		1000	ency of Ins	pection _	monthly	DD/MM/YY	(Mon)	(Thu)	(Fri)	(Mon)			
		7		•				Item No.*	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
Date	17/1/00	17/2/00	17/3/00	17/4/00				A4	S	S					
DD/MM/YY	(Mon) S/NS	(Thu) S/NS	(Fri) S/NS	(Mon) S/NS	S/NS	S/NS	S/NS	A5	S	S		-			
Item No.*	9/N9	2/1/2	5/1/5	5/N5	5/N5	5/N5	5/1/15	A6	S	S		1			
A4	S	S						A7 A8	S S	S S		+			
A5	S	S						A9	S	S					7
A6	S	S						An	S	S					
		a													
A7	S	S													
A8	S	S													
A9	S	S						Signature							
An	S	S						Legend S N * - Delete	S - Not whe	Satisfactory (re applicable		site supervis	ion report a	nd complete	Form B
										he items listed	are attache	d in separate	sheet(s)		
Signature								I Full	name of	the TCP as	provided i	n the super	vicion nlan		
* - Delete if in	Not satisfa appropria	ictory (if n			olete Form		•	 If a r inspense Commate but t 	non-confection, it pletion or	ormity is of would be re of Form B ern for safe sitem/rectif	very minor corded as is Requ ty; or (b) of fication w	r nature and "satisfactor ired for a loes not har	d has been ry". non-confove material to be verified.	rectified d rmity that concern f	(a) has

Reversion of Specific Tasks Performed by TCP under APINSEAGEAGE's stream Support Works S			Cui	rrent	versio	n						Amen	dment	S		
Reverted of Specific Trasks Performed by TCP under APRSEAGEAGE stream Project Specific Trasks Specimen Specimen				Sa	ample 2		P.2 of					Sa	mple 2		P.2 of	Sample 2 Form A
Type of Work ABC Centre Type of Work Execution & Lateral Support Works Type of Work Execution & Lateral Support Works Type of Work Type of W								Form A	BD Ref.	_	TCP un	der AP/ RS				
Project ABC Central Support Works Execution & Lateral Support Works Execution &	DD D A		(T) (1000						Project	_						
Type of Works			A44.0700.000 (00.000)						_	Works _						
Name	•	- P			. 117	1			-	_						_
Complete TS		KS <u>Exc</u>			иррогт w о	rks			Grade of	TCP _	T5	-	Frequency	of Inspecti	on <u>fortnighti</u>	<u>v</u>
No. Section 171,000 311,000 142,000 282,000 153,000 273,000 104,000			1,73360.0	Lee	Emanua	of I	- a a 4 i a - Car	utui o let le c								10/4/00
Date 17/1/00 31/1/00 14/2/00 28/2/00 13/3/00 27/3/00 10/4/00 (Mon)	Graue of TC1		13		Freque	ncy of mis	pection <u>101</u>	rinignity								
DDMM/YY Quantity	Data	17/1/00	1 21/1/00	1.4/2/00	20/2/00	12/2/00	27/2/00	10/4/00			30000000000	5/145	5/145	5/115	5/145	5/115
E5									E6	S	S					
E11 S S S S S S S S S S S S S S S S S S	Item No.*	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	E7	S	S					
E1	E5	S	S						E9	S	S					
E7 S S S S S S S S S S S S S S S S S S S									E11	S	S					
E15 S S S S S S S S S S S S S S S S S S S	E6	S	S						E12	S	S					
E11 S S S S S S S S S S S S S S S S S S	E7	S	S						E13	S	S					
E11 S S S S S S S S S S S S S S S S S S	TO.	g							\$100000							
E12 S S S S S S S S S S S S S S S S S S S	E9	D	۵						En	S	S					
E13 S S S Legend S - Satisfactory En S S S S S S S S S S S S S S S S S S S	E11	S	S													
E13 S S S Legend S - Satisfactory Signature Legend S - Satisfactory Signature Form B Full name of the TCP as provided in the supervision plan. Legend S - Satisfactory Full name of the TCP as provided in the supervision plan. Legend S - Satisfactory NS - Not satisfactory (if not satisfactory, complete Form B) Complete Form B is Required for a non-conformity that (a) ha material concern for safety; or (b) does not have material concern for safety.	E12	S	S													
Legend S - Satisfactory En									Signature							
NS - Not Satisfactory (record in site supervision report and complete Form B where applicable) * - Delete if inappropriate - Descriptions of the items listed are attached in separate sheet(s) * - Descriptions of the items listed are attached in separate sheet(s) Full name of the TCP as provided in the supervision plan. Full name of the TCP as provided in the supervision plan. If a non-conformity is of very minor nature and has been rectified during the inspection, it would be recorded as "satisfactory". Completion of Form B is Required for a non-conformity that (a) has material concern for safety; or (b) does not have material concern for safety.	E13	S	S												1	
* - Delete if inappropriate * - Delete if inappropriate * - Delete if inappropriate * - Descriptions of the items listed are attached in separate sheet(s) Signature Full name of the TCP as provided in the supervision plan. If a non-conformity is of very minor nature and has been rectified during the inspection, it would be recorded as "satisfactory". Completion of Form B is Required for a non-conformity that (a) has material concern for safety; or (b) does not have material concern for safety.	E15	S	S						Legend	S - Sati	sfactory ²					
*- Delete if inappropriate *- Delete if inappropriate *- Descriptions of the items listed are attached in separate sheet(s) *- Descriptions of the items listed are attached in separate sheet(s) *- Descriptions of the items listed are attached in separate sheet(s) *- Delete if inappropriate #- Descriptions of the items listed are attached in separate sheet(s) *- Delete if inappropriate #- Descriptions of the items listed are attached in separate sheet(s) *- If a non-conformity is of very minor nature and has been rectified during the inspection, it would be recorded as "satisfactory". *- Delete if inappropriate #- Descriptions of the items listed are attached in separate sheet(s) *- Delete if inappropriate #- Descriptions of the items listed are attached in separate sheet(s) *- Delete if inappropriate #- Descriptions of the items listed are attached in separate sheet(s) *- Delete if inappropriate #- Descriptions of the items listed are attached in separate sheet(s) *- Delete if inappropriate #- Descriptions of the items listed are attached in separate sheet(s) *- Delete if inappropriate #- Descriptions of the items listed are attached in separate sheet(s)	En								Ţ.				site supervis	sion report a	nd complete	Form B
# - Descriptions of the items listed are attached in separate sheet(s) Full name of the TCP as provided in the supervision plan. Full name of the TCP as provided in the supervision plan. If a non-conformity is of very minor nature and has been rectified during the inspection, it would be recorded as "satisfactory". Completion of Form B is Required for a non-conformity that (a) has material concern for safety; or (b) does not have material concern for safety.	Lin.	S	S)				
Signature Full name of the TCP as provided in the supervision plan. Full name of the TCP as provided in the supervision plan. If a non-conformity is of very minor nature and has been rectified during the inspection, it would be recorded as "satisfactory". Completion of Form B is Required for a non-conformity that (a) has material concern for safety; or (b) does not have material concern for safety.												are attached	d in senarate	sheet(s)		
Legend S - Satisfactory NS - Not satisfactory (if not satisfactory, complete Form B) 2 If a non-conformity is of very minor nature and has been rectified during the inspection, it would be recorded as "satisfactory". 3 Completion of Form B is Required for a non-conformity that (a) has material concern for safety; or (b) does not have material concern for safety.									" - Besel	aparono or t				- Lectio)		
Legend S - Satisfactory NS - Not satisfactory (if not satisfactory, complete Form B) 2 If a non-conformity is of very minor nature and has been rectified during the inspection, it would be recorded as "satisfactory". 3 Completion of Form B is Required for a non-conformity that (a) has material concern for safety; or (b) does not have material concern for safety.	Signature								1 Ful	l name of	the TCP as	provided in	n the super	vision plan	1.	
NS - Not satisfactory (if not satisfactory, complete Form B) **Completion of Form B is Required for a non-conformity that (a) ha material concern for safety; or (b) does not have material concern for safety.									² If a	non-confe	ormity is of	very mino	r nature and	d has been		uring the
				ot satisfact	ory, compl	lete Form	B)		³ Cor mat	npletion erial conc	of Form Beern for safe	is Requi ty; or (b) d	red for a loes not har	non-confo	l concern f	or safety
* - Delete if inappropriate # - Descriptions of the items listed are attached in separate sheet(s) but the works item/rectification works cannot be verified due to the area have been covered up during inspection or re-inspection.																the areas

			Sa	mple 3		P.2 of Sa	mple 3				Sa	mple 3		P.2 of	f Sample 3
				sks Perforn RGE/RC * s		F	orm A	BD Ref.	_		der AP/RS	Tasks Perfo E/RGE/ RC			тогш А
BD Ref.		SM/000	0/11					Project	-	ABC C					
Project	-	ABC Ce						Type of W	orks _	Excavation &					
Type of Work	s Fxc			pport Work.	8			Name <mark>1</mark>	-		ung Tai-man	100000	19400 54		_
Name			ng Tai-mar					Grade of	ICP _	<i>T3</i>		Frequency	of Inspecti	on <u>full tir</u>	ne
Grade of TCF		T3		Frequenc	cy of Inspec	ction <u>fui</u>	ll time	Date DD/MM/YY	17/1/00 (Mon)		19/1/00 (Wed)	20/1/00 (Thu)			
70	15/1/00	10/1/00	10/1/00	20/1/00				Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
Date DD/MM/YY	17/1/00 (Mon)	18/1/00 (Tue)	19/1/00 (Wed)	20/1/00 (Thu)				G1	S	S					
Item No.*	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	G2	S	S					
G1	S	S						G3	S	S					
O1	3							G4	S	S					
G2	S	S						G5	S	S					
G3	S	S						G6 Gn	S	S					
G4	S	S													
G5	S	S													
G6	S	S													
Gn	S	S						Signature	/						
								Legend S N * - Delete	S - Not	Satisfactory (ere applicable		site supervis	ion report a	<mark>nd c</mark> omplete	Form B
Signature								# - Descrip	otions of t	he items listed	d are attache	d in separate	sheet(s)		
Legend S - S NS - N * - Delete if in # - Description	Vot satisfac	etory (if no		ory, comple				² If a r inspe ³ Com mate but t	on-confection, it pletion rial cond he work	the TCP as formity is of would be re of Form B cern for safe is item/recti wered up du	very mino ecorded as is Requi ety; or (b) of fication we	r nature and "satisfactor ired for a loes not hat orks canno	d has been ry". non-confo ve materia t be verifie	rectified dormity that l concern fed due to	t (a) has For safety

		Cı	urrent Sa	versio	<u>n</u> 							dments	<u> </u>		
						P.2 of	Sample 4							P.2 of	Sample 4
		ecord of S CP under					Form A	BD Ref.	_		der AP/RS	Tasks Perfo			Form A
BD Ref.		SM/000	00/11					Project	_	ABC C					
Project	-	ABC Co						Type of W	orks <u>I</u>			pport Works			
Type of Work	E Ev	cavation &		unnort Wo	rke			Name ¹	—		o <mark>Tai-man</mark>	F	. C T	G.11 tim	
Name	_ Ex	Mr X X		ippori ir oi	'NS			Grade of T					of Inspection	•	
Grade of TCF	, —		LU	Frague	nov of Incr	naction	full time	Date DD/MM/YY	17/1/00 (Mon)	18/1/00 (Tue)	19/1/00 (Wed)	20/1/00 (Thu)	21/1/00 (Fri)	22/1/00 (Sat)	23/1/00 (Sun)
Graue of TCF		11		rreque	ncy of msp	pection _	јин ите	Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
	15/1/00	10/1/00	10/1/00	20/1/00	21/1/00	22/1/00	22/1/02	C1	S	S	S	S	S	S	S
Date DD/MM/YY	17/1/00 (Mon)	18/1/00 (Tue)	19/1/00 (Wed)	20/1/00 (Thu)	21/1/00 (Fri)	22/1/00 (Sat)	23/1/00 (Sun)	C2	S	S	S	S	S	S	S
Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	C3	S	S	S S	S	S	S S	S S
C1	S	S	S	S	S	S	S	C8 C9	S	S	S	S	S	S	S
325637	200			1907		N/4		C10	S	S	S	S	S	S	S
C2	S	S	S	S	S	S	S	C12	S	S	S	S	S	S	S
С3	S	S	S	S	S	S	S	C16	S	S	S	S	S	S	S
C8	S	S	S	S	S	S	S	Cn	S	S	S	S	S	S	S
C9	S	S	S	S	S	S	S								
C10	S	S	S	S	S	S	S	Signature							
C12	S	S	S	S	S	S	S	Legend S	- Satisf	actory ²					_
C16	S	S	S	S	S	S	S	N	S - Not S	atisfactory (record in	site supervis	ion report and	l complete	Form B
Cn	S	S	S	S	S	S	S		where	e applicable	3)				
								* - Delete i	f inappropr	riate e items listed	are attached	d in separate	sheet(s)		
Signature												•			
* - Delete if in	Not satisfa appropria	actory (if no			ete Form	,		² If a n inspe ³ Comp mater but the	on-conforction, it volletion of concernation of the conforcernation of the conforcerna	rmity is of would be re f Form B rn for safe item/rectif	very mino corded as is Requi by; or (b) of ication we	r nature and "satisfactor ired for a loes not har	non-confor ve material t be verified	mity that	(a) has

			Sa	ample 5		P.2 of	Sample 5				Sa	mple 5		P.2 of	Sample 5
			Specific Ta r AP/ RSE/				Form A	BD Ref.	_	TCP ur SM/00	der AP/ RS 00/11	Tasks Perfor E /RGE/RC *			FORM A
BD Ref.		SM/00	00/11					Project	-	ABC C	a macrostrama, and amount of the				_
Project	-	ABC C						Type of W Name <mark>!</mark>	orks _	Driven Steel	H-Pile Wori Lee <mark>Tai-man</mark>				_
Type of Wor	ks Dr		H-Pile Wo	rks				Grade of	TCP -	T5	see <u>tai-man</u>		of Inspection	weekly	_
Name		MrXX											•		
Grade of TC	Р	T5		Freque	ncy of Insp	pection	weekly	Date DD/MM/YY	5/6/02 (Wed)		19/6/02 (Wed)	26/6/02 (Wed)	3/7/02 (Wed)	10/7/02 (Wed)	17/7/02 (Wed)
								Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
Date	5/6/02	12/6/02	19/6/02	26/6/02	3/7/02	10/7/02	17/7/02	E5	S	S					
DD/MM/YY	(Wed)	(Wed) S/NS	(Wed) S/NS	(Wed) S/NS	(Wed) S/NS	(Wed) S/NS	(Wed) S/NS	E6	S	S					
Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	5/N5	E9	S	S					
E5	S	S						E12	S	S					
E6	S	S						En	S	S					
Fo	~							F1	S	S					
E9	S	S						F2	S P12						
E12	S	S						F3	S	S					
En	S	S						F4	S	S					
171	S	S						F5	S P12						
F1	S	3						F6							
F2	P12							Signature							
F3	S	S								1950					
F4	S	S						Legend S	- Sati	sfactory ² Satisfactory (racord in	sita supamia	ion ronart on	d gamplete	Form P
	S	۵						N	whe	Satisfactory (ere applicable	³)	site supervis	ion report an	u compiete	roun B
F5	P12							* - Delete	if inappro	priate					
F6										the items listed	are attache	d in separate	sheet(s)		
G. 4								1 Full	name of	the TCP as	provided i	n the super	vision plan		
Signature								² If a r	on-conf	ormity is of	very mino	r nature and	l has been r	ectified du	ring the
Legend S - NS - * - Delete if i	Not satisfa	actory (if n	not satisfact	tory, comp	olete Form	B)		3 Com	pletion	would be re of Form B cern for safe	is Requi	ired for a	non-confor	mity that	(a) has

			Sa	ımple 6]	P.2 of	Sample 6				Sa	mple 6		P.2 of	Sample 6
				sks Perfori RGE/RC*			Form A	BD Ref.	_	TCP ur SM/00	der AP/ RS 00/11	Γasks Perfo E /RCE/RC *			Form A
BD Ref.		SM/000	00/11					Project	–	XYZ C					
Project		XYZ Ce						Type of V	Vorks(r Works – Ite Chan <mark>Tai-me</mark>		tion of Interna	ıl Staircase,)
Type of Works	Cla			tem 1.1 (Er	ection of I	nternal Sta	aircase)	Name <mark>!</mark> Grade of	TCP —	T3			of Inspection	wook!ı	,
Name		MrXX		111 (12)	oction o _f 1			_	75		-				
Grade of TCP		<i>T3</i>		Frequenc	cy of Insp	ection	weekly	Date DD/MM/YY	7/6/10 (Mon)	14/6/10 (Mon)	21/6/10 (Mon)	28/6/10 (Mon)	5/7/10 (Mon)	12/7/10 (Mon)	19/7/10 (Mon)
				_				Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
	7/6/10	14/6/10	21/6/10	28/6/10	5/7/10	12/7/10	19/7/10	E1	S	S	S	S	S	S	
	(Mon)	(Mon)	(Mon)	(Mon)	(Mon)	(Mon)	(Mon)	E3	S	S	S	S	S	S	
Item No.⁵	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	E4 E5	S	S	S	S S	S	S S	
E1	S	S	S	S	S	S		E6	S	S	S	S	S	S	
E3	S	S	S	S	S	S		En	S	8	S	S	S	S	
1.5										1,375	777				
E4	S	S	S	S	S	S									
E5	S	S	S	S	S	S									
E6	S	S	S	S	S	S									
1001	-		100	- 255	100.54	977		Signature							
En	S	S	S	S	S	S						site supervis	ion report and	d complete	Form B
									if inappropr ptions of the	riate e items listed	are attached	l in separate	sheet(s)		
Signature								² If a 1	non-conforcection, it v	rmity is of vould be re	very mino	r nature and "satisfactor			

		Cu	ırrent	versio	n					1	Amen	dments	5		
			Sa	mple 7		P.2 of	Sample 7				Sa	mple 7		P.2 of	Sample 7
		ecord of S CP under					Form A	BD Ref.	_	TCP un	der AP/RS 00/11	Tasks Perfor E /RGE/ RC *			
BD Ref.		SM/000	0/11					Project Type of Wo	orke (XYZ Ce		om 1 Evactic	on of Internal :	Staircara	_
Project		XYZ Ce						Name ^l	JIRS	10.22	ee <mark>Tai-mar</mark>		n oj mernai i	staircase)	
Type of Work	s Ch	ass I Minor		tem 1 Ære	ction of In	ternal Sta	ircase)	Grade of T	СР _	TI		Frequency	of Inspection	full tim	e
Name		MrXX	Silver -	1 1 1				Date	7/6/10	8/6/10	9/6/10	10/6/10	11/6/10	12/6/10	13/6/10
Grade of TCI				Freque	ncy of Ins	pection _	full time	DD/MM/YY Item No.#	(Mon) S/NS	(Tue) S/NS	(Wed) S/NS	(Thu) S/NS	(Fri) S/NS	(Sat) S/NS	(Sun) S/NS
				-				C1	S	S	S	S	S	S	511.0
Date	7/6/10	8/6/10	9/6/10	10/6/10	11/6/10	12/6/10	13/6/10	C4	S	S	S	S	S	S	
DD/MM/YY	(Mon)	(Tue)	(Wed)	(Thu)	(Fri)	(Sat)	(Sun)	C6	S	S	S	S	S	S	
Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	C12	S	S	S	S	S	S	
C1	S	S	S	S	S	S		C23	S	S	S	S	S	S S	
C4	S	S	S	S	S	S		Cn	S	S	S	S	S	S	
C6	S	S	S	S	S	S									
C12	S	S	S	S	S	S		Signature							
C23	S	S	S	S	S	S		Legend S	0-4:-0	2					
C24	S	S	S	S	S	S				•					
Cn	S	S	S	S	S	S		NS		atisfactory (e <mark>applicable</mark>		site supervis	ion report and	complete	Form B
20000		5507		792	35	***		A D.1 - 10							
Signature								* - Delete if # - Descript			are attache	d in separate	sheet(s)		
Legend S - S	Not satisfa appropria	actory (if no						 If a no inspect Comp material but th 	on-conforction, it was the concernation of the conforcernation of the	rmity is of would be ref Form B rn for safet item/rectif	very mino corded as is Requ ty; or (b) of cation w	r nature and "satisfactor ired for a loes not have	non-conformed material of the verified	mity that	(a) has