

30 April 2018

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

Dear Sir/Madam,

**Code of Practice for the Mandatory Building Inspection Scheme and
the Mandatory Window Inspection Scheme 2012
Amendments**

Subsequent to the publication of the Code of Practice for the Mandatory Building Inspection Scheme and the Mandatory Window Inspection Scheme 2012 (the Code), the Technical Committee (TC) set up by this department regularly collects views and feedbacks received 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, certain amendments and clarifications to the Code at Annex are promulgated with immediate effect from the date of this letter and have been uploaded to the Buildings Department website www.bd.gov.hk.

3. The major amendments include:

- (i) clarification on the requirement of reinstatement of finishes on external walls, common corridors and lobbies taking into account of the existing appearance;
- (ii) consequential amendments to the promulgation of the revised PNBI-3 on Specified Forms under Mandatory Building Inspection Scheme and Mandatory Window Inspection Scheme, viz the main procedural requirements under the Mandatory Window Inspection Scheme and Appendices IX and X; and
- (iii) amendments to the treatment to reinforcement in Appendix V.

Yours faithfully,



(NG Kin-shing)

Assistant Director/ Mandatory Building Inspection
for Building Authority

**Amendments to the Code of Practice for
the Mandatory Building Inspection Scheme and the Mandatory Window Inspection Scheme 2012
30 April 2018**

Legends: New/revised phrases ↓ Deleted phrases

Item	Clause	2012 Original Version	2018 Amendments	Remarks
1	Section 5.3.1	In general, removal and reinstatement is the most effective and reliable repair technique for rendering and tiling. Appendix IV provides the technical standards of commonly used repair method and proof test.	In general, removal and reinstatement is the most effective and reliable repair technique for rendering and tiling. Appendix IV provides the technical standards of commonly used repair method and proof test. In addition, the finish of the external wall should be reinstated (e.g. application of paint) after completion of repair to external rendering to match the existing appearance.	■ To elaborate the requirements.
2	Section 5.3.6	For repair of finishes in the common corridors and lobbies, reference may be made to section 5.3.1 above wherever applicable. Defective false ceiling in the common corridors and lobbies shall be removed and/or replaced.	For repair of finishes in the common corridors and lobbies, reference may be made to section 5.3.1 above wherever applicable, including reinstatement of finishes (e.g. application of painting) taking into account the existing appearance. Defective false ceiling in the common corridors and lobbies shall be removed and/or replaced.	■ To elaborate the requirements.
3	Section 9.1	<u>Main Procedural Requirements:</u> (a) Notification to the BA of his appointment as QP in the specified form (Form MWI 1) within 7 days after the date of appointment; (b) Notification to the BA in writing of his cessation to act as QP within 7 days after the date on which the QP has ceased to act; (c) Where no prescribed repair is required, submission of a certificate in the specified form (MWI 2a) to	<u>Main Procedural Requirements:</u> ↓ ↓ (a) Where no prescribed repair is required, submission of notification of appointment	■ To delete paragraphs (a) and move paragraph (b) to paragraph (d). ■ To replace Specified Forms MWI 1, MWI 2, MWI 2a, MWI 3 and MWI 4 with Specified Forms WI 1, WI 2 and WI 3.

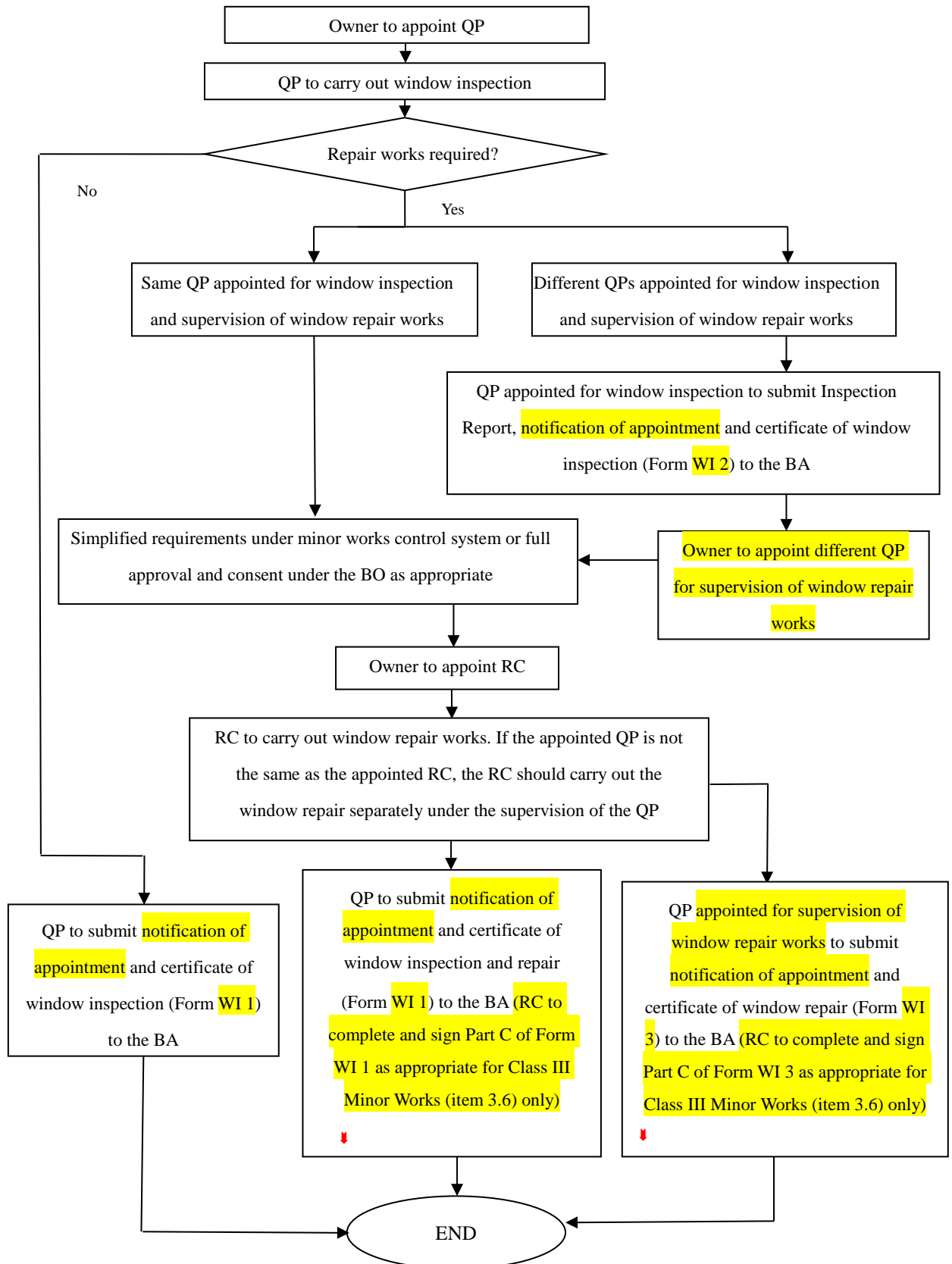
Item	Clause	2012 Original Version	2018 Amendments	Remarks
		<p>the BA within 14 days after completion of a prescribed inspection and delivery of the same on the same day to the person for whom the prescribed inspection is carried out;</p> <p>(d) Where prescribed repair is required, and</p> <p>(i) the same QP is appointed for both the prescribed inspection and supervision of prescribed repair</p> <ul style="list-style-type: none"> ● submission of a certificate in the specified form (Form MWI 3) to the BA within 14 days after completion of a prescribed repair; and ● delivery of the same on the same day to the person for whom the prescribed repair is carried out. <p>(ii) the QP is appointed for the prescribed inspection only</p> <ul style="list-style-type: none"> ● submission of an Inspection Report and a certificate in the specified form (Form MWI 2) to the BA within 7 days after completion of a prescribed inspection; ● delivery of the same on the same day to the person for whom the prescribed inspection is carried out; and ● delivery of the same to the QP appointed for supervision of the prescribed repair within 1 month after the date of submission to the BA or before the 	<p>and certificate in the specified form (Form WI 1) to the BA within 14 days after completion of prescribed inspection and delivery of the same on the same day to the person for whom the prescribed inspection is carried out;</p> <p>(b) Where prescribed repair is required, and</p> <p>(i) the same QP is appointed for both the prescribed inspection and supervision of prescribed repair</p> <ul style="list-style-type: none"> ● submission of notification of appointment and certificate in the specified form (Form WI 1) to the BA within 14 days after completion of prescribed repair; and ● delivery of the same on the same day to the person for whom the prescribed repair is carried out. <p>(ii) the QP is appointed for the prescribed inspection only</p> <ul style="list-style-type: none"> ● submission of an Inspection Report and notification of appointment and certificate in the specified form (Form WI 2) to the BA within 7 days after completion of prescribed inspection; ● delivery of the same on the same day to the person for whom the prescribed inspection is carried out; and ● delivery of the same to the QP appointed for supervision of the prescribed repair within 1 month after the date of submission to the BA or before the 	

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		<p>commencement of the prescribed repair, whichever is the earlier.</p> <p>(iii) the QP is appointed for the supervision of the prescribed repair only</p> <ul style="list-style-type: none"> ● submission of any revised remedial proposal, if applicable, to the BA within 7 days after certain matter is revealed or circumstance arises, during the course of the prescribed repair, in response to which the QP considers it necessary to revise the proposal; ● submission of a certificate in the specified form (Form MWI 4) to the BA within 14 days after completion of a prescribed repair; ● delivery of the same on the same day to the person for whom the prescribed repair is carried out; and ● if the QP so appointed is not acting as the RC to carry out the prescribed repair, delivery of the Inspection Report before the commencement of the prescribed repair and any revised remedial proposal on the same day on which the revised proposal is submitted to the BA to the RC. <p>(e) Where the window repair works are designated minor works or involving works that require the prior approval of plans and consent to commencement of works of the BA under the BO, apart from the above procedural requirements under the MWIS, the procedural requirements</p>	<p>commencement of the prescribed repair, whichever is the earlier.</p> <p>(iii) the QP is appointed for the supervision of the prescribed repair only</p> <ul style="list-style-type: none"> ● submission of any revised remedial proposal, if applicable, to the BA within 7 days after certain matter is revealed or circumstance arises, during the course of the prescribed repair, in response to which the QP considers it necessary to revise the proposal; ● submission of notification of appointment and certificate in the specified form (Form WI 3) to the BA within 14 days after completion of prescribed repair; ● delivery of the same on the same day to the person for whom the prescribed repair is carried out; and ● if the QP so appointed is not acting as the RC to carry out the prescribed repair, delivery of the Inspection Report before the commencement of the prescribed repair and any revised remedial proposal on the same day on which the revised proposal is submitted to the BA to the RC. <p>(c) Where the window repair works are designated minor works or involving works that require the prior approval of plans and consent to commencement of works of the BA under the BO, apart from the above procedural requirements under the MWIS, the procedural requirements under</p>	

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		under the MWCS or the full approval and consent system, as the case may be, should also be complied with as appropriate.	the MWCS or the full approval and consent system, as the case may be, should also be complied with as appropriate. (d) Notification to the BA in writing of his cessation to act as QP within 7 days after the date on which he has ceased to act.	
4	Item (A)(I)(d) of Appendix V	(d) Treatment to Reinforcement The exposed reinforcement shall be wire-brushed to remove all loose mill scale and rust. Where the reinforcement is corroded seriously (i.e. loss of sectional area greater than 10%), it shall be replaced by new reinforcement with adequate lapped length to the remained existing reinforcement. The reinforcement shall be primed after cleaning so as to enhance protection against corrosion.	(d) Treatment to Reinforcement The exposed reinforcement shall be wire-brushed to remove all loose mill scale and rust. Where the reinforcement is corroded seriously (i.e. loss of sectional area greater than 15%), it shall be replaced by new reinforcement with adequate lapped length to the remained existing reinforcement. The reinforcement shall be primed after cleaning so as to enhance protection against corrosion.	■ To revise the threshold for replacement of corroded reinforcement from 10% loss of sectional area to 15%.
5	Appendix IX	Flow chart for procedural requirements for MWIS	Revised flow chart in page 6 of this Annex	■ To incorporate the amendments in item 3 above.
6	Appendix X	Tables for Specified Forms for MBIS and MWIS	Revised tables in pages 7 and 8 of this Annex	■ To incorporate the amendments in item 3 above.

- The End -

Procedural Requirements for MWIS



Specified Forms for MBIS and MWIS

MBIS

Stage	Description	Form No.
Prescribed Inspection	Notification of appointment of RI for prescribed inspection and / or prescribed repair of building	Form MBI 1
	Certificate of building inspection (prescribed repair not required)	Form MBI 3a
	Certificate of building inspection (prescribed repair required)	Form MBI 3
Prescribed Repair	Notification of nomination of another RI to temporarily act in the stead of the original RI to supervise the prescribed repair	Form MBI 2
	Certificate of building repair	Form MBI 4
	Certificate of no business connection between the previous RI who carried out the building inspection and the RC	Form MBI 5

MWIS

Prescribed Repair Works Not Required After Prescribed Inspection		
	Description	Form No.
	Notification of appointment of QP and certificate of prescribed inspection of windows	Form WI 1
Prescribed Repair Required After Prescribed Inspection		
Scenario	Description	Form No.
1. Same QP appointed for prescribed inspection and supervision of repair works	Notification of appointment of QP and certificate of prescribed inspection / repair of windows ¹	Form WI 1

¹ RC to complete and sign Part C of Form WI 1 as appropriate for Class III Minor Works (item 3.6) only

<p>2. Different QPs appointed for prescribed inspection and supervision of repair works</p>	<p>Notification of appointment of QP and certificate of prescribed inspection of windows (by the QP appointed for prescribed inspection)</p> <p>Notification of appointment of QP and certificate of prescribed repair of windows² (by the different QP appointed for supervision of prescribed repair works)</p>	<p>Form WI 2</p> <p>+</p> <p>Form WI 3</p>
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² RC to complete and sign Part C of Form WI 3 as appropriate for Class III Minor Works (item 3.6) only