

9 January 2014

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

Dear Sir / Madam,

**Rectification Works of  
Completed Building / Building Works  
Following the Issue of Occupation Permit**

**Background**

After the issue of an occupation permit (OP) for a new building, it has been the industry's practice for the registered general building contractor (RGBC) and/or registered specialist contractor (RSC) responsible for the construction of the building / building works to continue with the rectification of the approved works under the supervision of the authorized person (AP) / registered structural engineer (RSE) / registered geotechnical engineer (RGE) of the building project (relevant parties including contractors collectively referred to as "Project Team") under obligations in the construction contract. These works<sup>1</sup> are mostly related to the enhancement of aesthetic quality of the completed building or building works and involve building works shown on the latest approved plans based on which the OP was issued. In general, they are of minor nature and seldom involve structural elements. For the purpose of this letter, the aforesaid post-OP works subject to the Buildings Ordinance (BO) are collectively referred to as "rectification works".

**Post-OP Rectification Works Procedures**

While the Project Team may carry out the rectification works in accordance with the simplified requirements under the Minor Works Control System (MWCS), such works may also be regarded as continuation of building works shown on the approved plans if they are carried out and supervised by the same Project Team. This letter announces the implementation of Post-OP Rectification Works Procedures (PRWP) as **an alternative** to following the simplified requirements under the MWCS.

<sup>1</sup> The industry reflected that rectification works commonly involve repair / replacement of finishes, fittings and fixtures such as internal and external finishes, doors, window glass panes and non-structural window frames, waterproofing system including floor tiles and insulation / waterproofing layers, sanitary fitments, screedings, entrance gates, and railings or non-structural elements of balustrades.

For the avoidance of doubt, building works not shown on the latest approved plans are outside the scope of the PRWP and should be subject to the prior approval and consent procedures (Approval & Consent Regime) or if applicable, the simplified requirements of the MWCS unless they are exempted works or designated exempted works.

### **Commencement Notice**

Under the PRWP, a commencement notice (Appendix I) should be submitted to the Building Authority (BA) *within 7 days* prior to the commencement of the rectification works but in no case *later than one month after the issue of OP*. Otherwise, the Approval & Consent Regime or the MWCS should be followed as appropriate.

### **Completion Certificate**

A completion certificate (Appendix II) should be submitted to the BA by the Project Team *within 24 months from the date of the OP or 14 days upon completion of the rectification works, whichever is the earlier*. For discernment of responsibilities, the Project Team should keep proper records including the time, locations, nature and extent of rectification works carried out. However, these records are not required to be submitted to the BA unless there is a change of the Project Team member during the course of works.

### **Change in Project Team Member during the Course of Rectification Works**

Where there is a change of the Project Team member during the course of rectification works, a notice of cessation of appointment and a certificate (Appendix III) with a CD-ROM containing the soft copy of the records of rectification works items which have been carried out should be submitted to the BA within 7 days after the cessation of the appointment of any Project Team member. If the rectification works are to be continued under the PRWP within the 24-month time frame, a notice of change of Project Team member and commencement notice (Appendix IV) together with the Form BA4 or Form BA10 for the appointment of the new Project Team member, as the case may be, should be submitted to the BA *within 7 days* prior to commencement of the rectification works. Upon completion of the rectification works within the specified timeframe, a completion certificate (Appendix II) should be submitted.

### **Site Safety Supervision Plan**

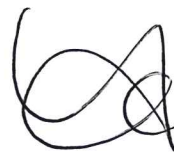
A site safety supervision plan (SSSP) for the relevant rectification works should be submitted, if required, in accordance with paragraphs 6.4 and 11 of the Technical Memorandum for Supervision Plans 2009. If no corresponding SSSP has been submitted before, a commencement notice (Appendix I) with the required SSSP should be submitted to the BA *within 7 days* prior to the commencement of works.

## **Implementation**

The PRWP is applicable to a completed development issued with an OP (including a phased OP issued for the completed portion of a development) as well as a temporary building under a temporary OP (TOP) and temporary building permit. However, for the TOP portion of a development, there is no need to adopt the PRWP as the Project Team is still responsible for the whole site including the portion under the TOP. For the avoidance of doubt, the PRWP is not applicable to alteration and addition works not resulting in a new building requiring the issue of an OP.

The PRWP will be implemented for developments and temporary buildings with OP and TOP issued on or after the date of this letter respectively. The PRWP would be incorporated in the relevant Practice Notes for AP, RSE, RGE and registered contractor to be issued in due course.

Yours faithfully,



(YU Tak-cheung)

Assistant Director/New Buildings 1  
for Building Authority



## Appendix I

BD Ref. No.: \_\_\_\_\_

To the Building Authority

### Notice of Commencement of Rectification Works after Issue of Occupation Permit

In accordance with the Circular Letter issued by the Building Authority on 9 January 2014 and further to the issue of the Occupation Permit (Permit No: \_\_\_\_\_) on \_\_\_\_\_ (date) for the new buildings at \_\_\_\_\_ (address of site) on \_\_\_\_\_ (lot no.), we hereby notify that rectification works of the completed buildings and building works will commence on \_\_\_\_\_ (date) in accordance with the latest approved plans based on which the said Occupation Permit was issued.

We confirm that:

- (a) the rectification works will be carried out by the undersigned \*Registered General Building Contractor / \*Registered Specialist Contractor under the supervision of the undersigned Authorized Person / Registered Structural Engineer / \*Registered Geotechnical Engineer who have been previously appointed for the construction of the subject completed buildings and building works before the issue of the above Occupation Permit, and the Form BA 4 dated \_\_\_\_\_ and Form BA 10 dated \_\_\_\_\_ are still applicable to the rectification works;
- (b) the scope of rectification works to be carried out under this notice only involves the building works shown on the latest approved plans;
- (c) the works to be carried out shall be in accordance with the provisions of the Buildings Ordinance and Regulations;
- (d) \*the rectification works do not involve or affect structural elements nor involve any minor works items subject to the submission of a site safety supervision plan. Should rectification works requiring submission of a site safety supervision plan are to be carried out, a separate notice of commencement of rectification works with the required site safety supervision plan will be submitted; / \*as the rectification works involve items requiring submission of a site safety supervision plan, the required site safety supervision plan is attached with this notice;
- (e) a notice with a certificate and report of rectification works items which have been carried out under this notice will be submitted within 7 days after the cessation of the appointment of any Project Team member; and
- (f) reporting and certifying completion of rectification works under this notice will be made within 24 months from the date of the above Occupation Permit but not later than 14 calendar days upon completion of the works, whichever is the earlier.

**Authorized Person:**

**Registered Structural Engineer:**

**\*Registered Geotechnical Engineer:**

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**Registered General Building Contractor:**

**\*Registered Specialist Contractor (     ):**

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Registered General Building Contractor #

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Registered Specialist Contractor (     ) #

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\* Delete if inapplicable

# In accordance with the registration record

## Appendix II

BD Ref. No.: \_\_\_\_\_

To the Building Authority

### Certificate on Completion of Rectification Works

We hereby notify that the rectification works to the completed buildings and building works with Occupation Permit (Permit No. \_\_\_\_\_) at \_\_\_\_\_ (address of site) on \_\_\_\_\_ (lot no.) which we reported commencement on \_\_\_\_\_ (works commencement date) have been completed on \_\_\_\_\_ (date).

We certify that:

- (a) the rectification works have been carried out by the undersigned \*Registered General Building Contractor / Registered Specialist Contractor in accordance with the latest approved plans based on which the said Occupation Permit was issued under the supervision of the undersigned \*Authorized Person / Registered Structural Engineer / Registered Geotechnical Engineer and are in accordance with the provisions of the Buildings Ordinance and Regulations; and
- (b) the completed works are, in the opinion of the undersigned authorized person and registered structural engineer, structurally safe and \*in the opinion of the undersigned registered geotechnical engineer geotechnically safe.

**Authorized Person:**

**Registered Structural Engineer:**

**\*Registered Geotechnical Engineer:**

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**\*Registered Specialist Contractor (    )::**

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BD Ref. No.: \_\_\_\_\_

To the Building Authority

**Notice of Cessation of Appointment of Project Team Member  
and Certificate on Rectification Works Carried Out**

Dear Sir,

Further to the notification of commencement of rectification works to the completed buildings and building works with Occupation Permit (Permit No. \_\_\_\_\_) at \_\_\_\_\_ (address of site) on \_\_\_\_\_ (lot no.) on \_\_\_\_\_ (works commencement date), we hereby notify, in accordance with the Circular Letter of 9 January 2014, the cessation of appointment of \_\_\_\_\_ (name) in the capacity of \_\_\_\_\_ as a Project Team member on \_\_\_\_\_ (date) and submit a CD-ROM containing the soft copy of a report endorsed by us, which has listed out all rectification works items which have been carried out before the aforesaid cessation date.

We certify that:

- (a) the rectification works recorded in the attached report have been carried out by the undersigned \*Registered General Building Contractor / Registered Specialist Contractor in accordance with the latest approved plans based on which the said Occupation Permit was issued under the supervision of the undersigned \*Authorized Person / Registered Structural Engineer / Registered Geotechnical Engineer and are in accordance with the provisions of the Buildings Ordinance and Regulations; and
- (b) the completed rectification works recorded in the attached report are, in the opinion of the undersigned authorized person and registered structural engineer, structurally safe and \*in the opinion of undersigned registered geotechnical engineer geotechnically safe.

**Authorized Person:**

**Registered Structural Engineer:**

**\*Registered Geotechnical Engineer:**

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## Appendix IV

BD Ref. No.: \_\_\_\_\_

To the Building Authority

### Notice of Change of Project Team Member and Commencement of Rectification Works

In accordance with the Circular Letter issued by the Building Authority on 9 January 2014 and further to the notification of the cessation of appointment of the outgoing Project Team member on \_\_\_\_\_ (date), we hereby submit a \*Form BA4 / \*Form BA10 notifying the appointment of \_\_\_\_\_ (name) in the capacity of \_\_\_\_\_ as a Project Team member, and notify that the remaining rectification works of the completed buildings and building works with Occupation Permit (Permit No: \_\_\_\_\_) for the new buildings at \_\_\_\_\_ (address of site) on \_\_\_\_\_ (lot no.) will commence on \_\_\_\_\_ (date) in accordance with the latest approved plans based on which the said Occupation Permit was issued.

We confirm that:

- (a) the remaining rectification works will be carried out by the undersigned \*Registered General Building Contractor / \*Registered Specialist Contractor under the supervision of the undersigned Authorized Person / Registered Structural Engineer / \*Registered Geotechnical Engineer subject to the \*Form BA 4 dated \_\_\_\_\_ / \*Form BA 10 dated \_\_\_\_\_ submitted before the issue of the above Occupation Permit being still applicable to the rectification works;
- (b) the scope of rectification works to be carried out under this notice only involves the building works shown on the latest approved plans;
- (c) the works to be carried out shall be in accordance with the provisions of the Buildings Ordinance and Regulations;
- (d) \*the rectification works do not involve or affect structural elements nor involve any minor works items subject to the submission of a site safety supervision plan. Should rectification works requiring submission of a site safety supervision plan are to be carried out, a separate notice of commencement of rectification works with the required site safety supervision plan will be submitted; / \*as the rectification works involve items requiring submission of a site safety supervision plan, the required site safety supervision plan is attached with this notice;
- (e) a notice with a certificate and report of rectification works items which have been carried out under this notice will be submitted within 7 days after the cessation of the appointment of any Project Team member; and
- (f) reporting and certifying completion of rectification works under this notice will be made within 24 months from the date of the above Occupation Permit but not later than 14 calendar days upon completion of the works, whichever is the earlier.

**Authorized Person:**

**Registered Structural Engineer:**

**\*Registered Geotechnical Engineer:**

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**Registered General Building Contractor:**

**\*Registered Specialist Contractor (     )::**

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