

22 April 2022

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

Dear Sirs/Madams,

**Qualified Supervision and Quality Audit for
Precast Concrete Construction, Modular Integrated Construction and
Heat Soak Process of Tempered Glass**

The Buildings Department (BD) has conducted a review on the arrangements for carrying out supervision and audit checks of precast concrete construction, modular integrated construction (MiC) and heat soak process of tempered glass at the factories in the Mainland, taking into account the experience gained in the past two years. As a result, the arrangements for qualified supervision and quality audit have been rationalised in the revised Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-37, APP-143 and ADV-36, and Practice Note for Registered Contractors (PNRC) 63 issued in April 2022.

2. Furthermore, having considered the difficulties to conduct factory visits as stipulated in the revised PNAP APP-37, APP-143 and ADV-36, and PNRC 63 while the stepped up cross-boundary control remains in force, BD adopts a pragmatic and flexible approach under such unique circumstances and accepts the following *enhanced alternative arrangements* with immediate effect.

3. Subject to the requirement in paragraph 4 below, inspection of the first

batch production¹ by the registered structural engineer (RSE)/authorized person (AP)/the authorized signatory (AS) of the registered contractor (RC), as well as the qualified supervision/audit checks by the AS and the Grade T3 TCP² for precast concrete construction and MiC may be carried out by videotelephony³.

4. Pursuant to paragraph 3 above, the on-site quality audit checks for the precast concrete elements and MiC modules delivered to the site as required under paragraph 9 and Appendix B of PNAP APP-143 and PNRC 63, and paragraph 9 and the Annex of Appendix B of PNAP ADV- 36 respectively should be enhanced. The rate of sampling of the precast concrete elements for on-site quality audit checks should be at least 2% with a minimum of one per every 10 batches⁴ whereas MiC modules should be at least 2% of each type of MiC modules.

5. Furthermore, the full time supervision for precast concrete construction, MiC and heat soak process of tempered glass at the factories by the Grade T1 TCP⁵ under the RC's stream may be affected by city lockdown in the Mainland due to anti-epidemic measures, the AP, RSE and AS may submit application together with full justifications to BD on the proposal to employ videotelephony for the full time supervision by the Grade T1 TCP as a *special alternative arrangement*. BD will consider the application on a case-by-case basis and may impose the following conditions upon granting the application:

¹ The purpose of inspection of the first batch production is to verify that the quality assurance scheme and quality assurance/quality control procedures are duly followed and the production line is functioning properly. For precast concrete construction, the inspections by RSE and AS of the first batch production should cover items specified in clauses 3.1 to 3.14 and 4.1 of the Code of Practice for Precast Concrete Construction 2016.

² The Grade T3 TCP includes the quality control supervisor under the RSE's stream, the quality control supervisory teams under the AP's and RSE's streams, and the Grade T3 TCP of the quality control co-ordination team under the RC's stream.

³ Videotelephony means two-way simultaneous communication with both audio and video in real time through telephone or computer network connections. The video should be recorded in colour with resolution of not less than 480p in a non-rewritable DVD-ROM. The use of videotelephony should comply with the requirements in paragraph 6 of this circular letter.

⁴ A batch means the same type of precast concrete elements such as precast façade, precast beams, precast columns and precast bearing walls delivered to the site on the same day.

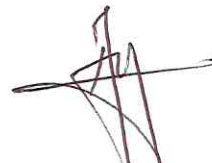
⁵ The Grade T1 TCP includes the quality control co-ordinator and the Grade T1 TCP of the quality control co-ordination team under the RC's stream.

- (a) For precast concrete construction and MiC, the quality audit checks conducted by the AS using videotelephony as mentioned in paragraph 3 above should be enhanced to biweekly intervals; and
 - (b) For heat soak process of tempered glass, at least 50% of the tempered glass panes produced for use in the project should be supervised by the Grade T3 TCP under the RSE's stream using videotelephony.
6. The use of videotelephony for supervision/audit checks is subject to the following requirements:
- (a) The AP/RSE/AS/TCP should work with their assistant in the factory who should not be a member of the supervisory personnel team under the RC's stream providing the required continuous supervision under the approval conditions;
 - (b) The level of supervision/audit checks by videotelephony at the factory should not be inferior to that carried out in person as required under the approval conditions. In addition, all supervision/audit check items covered in the videos taken should be recorded contemporaneously in the log books or quality audit reports;
 - (c) Copies of the TCP's log books together with the non-rewritable DVD-ROM discs of the videos should be kept in the factory and at the building site office for BD's inspection, when required; and
 - (d) The AP, RSE and AS should submit the quality audit reports with non-rewritable DVD-ROM discs of the videos to BD within 14

days after completion of the supervision/audit checks. They should certify on each disc with a permanent marker signifying that they personally use videotelephony for compliance with the approval conditions.

7. Save for the enhanced and special alternative arrangements applicable to the circumstances in paragraphs 3 to 6 above, all other relevant requirements under PNAP APP-37, APP-143 and ADV-36 and PNRC 63 shall remain applicable.
8. The above arrangements will be kept under continuous review.
9. This circular letter supersedes the circular letter on the same subject dated 7 February 2020.

Yours faithfully,



(AU-YEUNG Hoi-pang)
Assistant Director / New Buildings 2
for Building Authority

c.c. The Real Estate Developers Association of Hong Kong