

11 September 2017

To: All Registered Inspectors
Registered General Building Contractors
Registered Minor Works Contractors

Dear Sir/Madam,

**Top-up Courses for Level 2 Representatives
under the Code of Practice for the Mandatory Building Inspection Scheme
and the Mandatory Window Inspection Scheme 2012**

Amendments to the Code of Practice for the Mandatory Building Inspection Scheme and the Mandatory Window Inspection Scheme 2012 (the Code) promulgated on 6 March 2017 provide for the appointment of Level 2 representative by the Registered Inspector (RI) as a member of the supervision team. Some of the supervision duties may be performed by the Level 2 representative who must meet the requirements on the minimum qualifications and experience stipulated in Table 1 of Appendix VI to the Code.

To ensure that there is an adequate supply of Level 2 representatives, arrangement has been made with the Hong Kong Institute of Vocational Education (IVE) to launch two top-up courses for the following practitioners:

- (i) Technically Competent Person (TCP) of grade T1 (building or minor works) with 2 years relevant experience (e.g. superstructure, alteration or repair works); and
- (ii) authorised signatories of Registered General Building Contractors or Registered Minor Works Contractors (Class 1 and Type A or Type B works).

Under the Code, practitioners with a minimum relevant working experience of 5 years and passing the above top-up courses may be accepted as Level 2 representatives. The RI must assume the overall responsibility for the supervision of the repair works carried out by registered contractors, even when part of the supervision is performed by the supervision team.

For details of the arrangement, admission requirements and contents of the top-up courses, please visit the website of the IVE: <http://EDiT.vtc.edu.hk> or contact them at telephone no. 2435 9423 / email: EDiT@vtc.edu.hk.

/If you have

If you have any queries regarding the above, please feel free to contact our Mr. TSE Kai-lun, Alan, Building Surveyor/Mandatory Building Inspection at 2626 1743.

Yours faithfully,



(NG Kin-shing)

Assistant Director/ Mandatory Building Inspection
for Building Authority