

18 April 2011

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

Dear Sir/Madam,

**Training Course Leading to
Technically Competent Person T1(Minor Works)**

The Minor Works Control System (MWCS) has come into operation on 31 December 2010. With the introduction of the MWCS, the corresponding amendments on supervision requirements for the carrying out of Minor Works have been incorporated into the current Technical Memorandum for Supervision Plans 2009 (TM) and the Code of Practice for Site Supervision 2009 (CoP for SS) which are available at our website www.bd.gov.hk.

When a supervision plan is required, according to the TM, the appointment of Technically Competent Persons (TCP) including TCP T1 would be necessary for supervising the carrying out of Class I Minor Works.

Since the nature and scale of Minor Works are different from those of the major building works such as site formation, piling and superstructure works, and to cater for site personnel who have adequate relevant experience in supervising building works of minor nature to continue to supervise Minor Works under the MWCS, this Department has introduced a new category of TCP T1(Minor Works) specifically for supervision of Minor Works. Arrangement has been made with the Construction Industry Council Training Academy (CICTA) and the Hong Kong Institute of Vocational Education (IVE) to provide a new TCP T1(Minor Works) Training Course which is commensurate with the nature and scale of Class I Minor Works the aforesaid personnel can supervise. This new course is basically a trim-down of the syllabus of the extant TCP T1 Training Course.

For those site supervisory personnel who do not possess the academic qualifications as specified in the TM and the CoP for SS, but have gained a minimum of 5 years of relevant experience in supervising building works of nature and scale similar to Minor Works, they would be eligible to attend the TCP T1(Minor Works) Training Course with a view, on satisfactory completion of this course, to becoming a qualified TCP T1(Minor Works) on a permanent basis for supervision of Minor Works only.

Both CICTA and IVE are in the process of organizing the TCP T1(Minor Works) Training Course. For the procedures and details of application for admission to this course, please contact CICTA or IVE at telephone no. 2903 0653 and 2435 9423 respectively.

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If you have any questions regarding the above, please feel free to contact our Site Monitoring Section at 2191 4142.

Yours faithfully,



(C M KOON)

Assistant Director/New Buildings 2
for Director of Buildings