

Amendments to the Code of Practice for Site Supervision 2009 (2021 Edition)
(August 2024)

Legends:

 Amended
 Deleted

(8/2024)

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2021 Edition (with amendments till December 2023)	2024 Edition
<p>3 <i>Objective and General Principles</i></p> <p><i>Objective</i></p> <p>3.1 This Code sets out and explains :</p> <ul style="list-style-type: none"> (a) the procedures for establishing site supervision requirements for various types of building works or street works; (b) the deployment of technically competent persons (TCPs) and the combination of their duties; (c) the principles of safety management structure within each functional stream (stream) and the responsibilities and duties of the head, representative and TCPs of each stream; (d) the specific tasks of TCPs in carrying out site supervision; (e) the division of responsibility for temporary works; (f) the qualification and experience requirements for each grade of TCP; (g) the procedures for dealing with non-conformities; and (h) the procedures for application for inclusion in a list of TCPs (TCP List) for the purposes of the BO. 	<p>3 <i>Objective and General Principles</i></p> <p><i>Objective</i></p> <p>3.1 This Code sets out and explains :</p> <ul style="list-style-type: none"> (a) the procedures for establishing site supervision requirements for various types of building works or street works; (b) the deployment of technically competent persons (TCPs) and the combination of their duties; (c) the principles of safety management structure within each functional stream (stream) and the responsibilities and duties of the head, representative and TCPs of each stream; (d) the specific tasks of TCPs in carrying out site supervision; (e) the division of responsibility for temporary works; (f) the qualification and experience requirements for each grade of TCP; (g) the procedures for dealing with non-conformities and major/serious site incidents relating to building works; and (h) the procedures for application for inclusion in a list of TCPs (TCP List) for the purposes of the BO.

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Responsibilities	<ul style="list-style-type: none"> Accountable to the RSE for implementing the RSE's supervision plan. Representing the RSE as the formal point of contact in communication with other streams. Taking overall responsibility to check if the safety measures on site meet with the requirements of supervision plans. Accountable to the RSE for the satisfactory execution of the specific tasks, and for the responsibilities of junior TCPs including checking of the essential items for specific tasks provided in this Code. Checking and satisfying that the RC's safety management structure complies with the supervision plan. 																												
Duties	<ul style="list-style-type: none"> Assisting the RSE in carrying out safety management functions. Coordinating and compiling reports on supervision activities including reports on non-conformity. Dealing with non-conformities. 																												
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Responsibilities	<ul style="list-style-type: none"> Assuming overall responsibilities in the appointment of his Representative and TCPs. Ensuring the full implementation of the supervision plan regarding his own stream. Overseeing the full implementation of the supervision plan regarding the RC's stream. Giving permission to the RC for carrying out temporary works categorised as Case 3 under paragraphs 4.9, 4.11 and 4.12 of this Code. 																												
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Duties	<ul style="list-style-type: none"> Assisting the RSE in carrying out safety management functions. Coordinating and compiling reports on supervision activities including reports on non-conformity. Dealing with non-conformities and site incidents. 																												

Amendments to the Code of Practice for Site Supervision 2009 (2021 Edition)

2021 Edition (with amendments till December 2023)		2024 Edition	
Table 4.2 Cont'd		Table 4.2 Cont'd	
	<i>T5</i>		<i>T5</i>
Responsibilities	<ul style="list-style-type: none"> Accountable to the RSE through the RSE's Representative, for the implementation of the supervision plan. Taking up relevant responsibilities as set down in the Technical Memorandum and this Code. 	Responsibilities	<ul style="list-style-type: none"> Accountable to the RSE through the RSE's Representative, for the implementation of the supervision plan. Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.
Duties	<ul style="list-style-type: none"> Carrying out specific tasks as per checklist devised by the RSE. Dealing with non-conformities by making referral to the RSE's Representative and notifying TCPs in other streams. Checking that site works comply with the approved plans, design requirements including those of the method statements, precautionary and protective measures. Validating conditions on site which relate to design assumptions for temporary or permanent structures. 	Duties	<ul style="list-style-type: none"> Carrying out specific tasks as per checklist devised by the RSE. Dealing with non-conformities and site incidents, making referral to the RSE's Representative and notifying TCPs in other streams. Checking that site works comply with the approved plans, design requirements including those of the method statements, precautionary and protective measures. Validating conditions on site which relate to design assumptions for temporary or permanent structures.
	<i>T3</i>		<i>T3</i>
Responsibilities	<ul style="list-style-type: none"> Accountable to the RSE through the RSE's Representative. Taking up relevant responsibilities as set down in the Technical Memorandum and this Code. 	Responsibilities	<ul style="list-style-type: none"> Accountable to the RSE through the RSE's Representative. Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.
Duties	<ul style="list-style-type: none"> Carrying out specific tasks as per checklist devised by the RSE. Checking that the works comply with the approved plans (or submitted plans for minor works), method statements, precautionary and protective measures. Monitoring the work of the RC's TCPs. Dealing with non-conformities by making referral to the RSE's Representative and notifying TCPs in other streams. 	Duties	<ul style="list-style-type: none"> Carrying out specific tasks as per checklist devised by the RSE. Checking that the works comply with the approved plans (or submitted plans for minor works), method statements, precautionary and protective measures. Monitoring the work of the RC's TCPs. Dealing with non-conformities and site incidents, making referral to the RSE's Representative and notifying TCPs in other streams.

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2021 Edition (with amendments till December 2023)	2024 Edition																												
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Table 4.3 Cont'd		Table 4.3 Cont'd	
	<i>T5</i>		<i>T5</i>
Responsibilities	<ul style="list-style-type: none"> Accountable to the RGE through the RGE's Representative, for the implementation of the supervision plan. Taking up relevant responsibilities as set down in the Technical Memorandum and this Code. 	Responsibilities	<ul style="list-style-type: none"> Accountable to the RGE through the RGE's Representative, for the implementation of the supervision plan. Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.
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Responsibilities	<ul style="list-style-type: none"> Accountable to the RGE through the RGE's Representative. Taking up relevant responsibilities as set down in the Technical Memorandum and this Code. 	Responsibilities	<ul style="list-style-type: none"> Accountable to the RGE through the RGE's Representative. Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.
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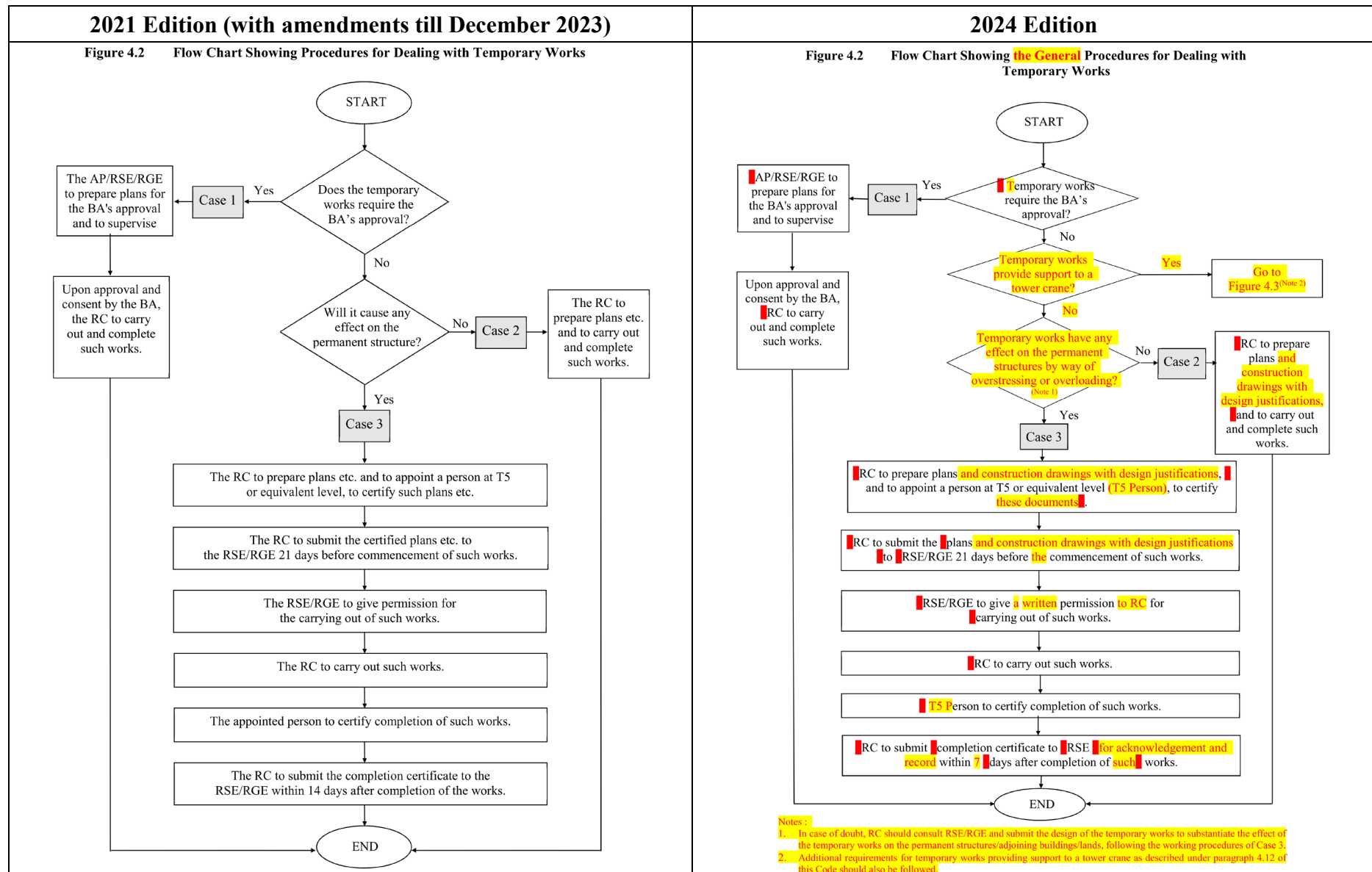
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<p>4.9 The division of responsibility between AP/RSE/RGE and RC for temporary works and working procedures is detailed below:</p> <p>Case 1 When the prescribed plans stipulate the temporary works, and the sequence of construction or method statements are also shown on prescribed plans, both the AP/RSE/RGE and the RC have their own responsibilities to supervise the carrying out of the works in accordance with the approved/prescribed plans and the BO and Regulations.</p> <p>Case 2 When the temporary works, the sequence of construction or method statements are not required to be shown on prescribed plans and have no effect on the permanent structure by way of overstressing or overloading, the RC has the sole responsibility of ensuring the integrity of temporary works and that the carrying out of temporary works should be safe and should not endanger the workers on site, the public and adjoining buildings.</p> <p>Case 3 When the temporary works, the sequence of construction or method statements are not required to be shown on the prescribed plans but may have effect on the permanent structure by way of overstressing or overloading, the RC should appoint a person whose qualification and experience are not inferior to a TCP of grade T5 to certify the plans, design information and/or method statement of the temporary works which are to be submitted to the RSE/RGE. The person so appointed should also certify the completion of such works. The RSE/RGE may require the RC to submit further calculations to substantiate his design of the temporary works as necessary.</p> <p>Figure 4.2 illustrates the procedures for dealing with temporary works.</p>	<p>4.9 The division of responsibilities between AP/RSE/RGE and RC for temporary works and working procedures is detailed below:</p> <p>(a) Case 1 - When the prescribed plans stipulate the temporary works, and the sequence of construction or method statements are also shown on prescribed plans, both the AP/RSE/RGE and the RC have their own responsibilities to supervise the carrying out of the works in accordance with the approved/prescribed plans and the BO and Regulations.</p> <p>(b) Case 2 - When the temporary works, the sequence of construction or method statements are not required to be shown on prescribed plans and have no effect on the permanent structures by way of overstressing or overloading, the RC should prepare plans and construction drawings¹ with design justifications² for the temporary works. The RC has the sole responsibility of ensuring the integrity of the temporary works and that the carrying out of temporary works should be safe and should not endanger the workers on site, the public and adjoining buildings and lands. For temporary works providing support to a tower crane, additional requirements as described in paragraph 4.12 of this Code should also be followed.</p> <p>¹ Construction drawings include all necessary construction details and specifications of the temporary works, sequence of construction, method statements, details of precautionary and protective measures.</p> <p>² Design justifications include design calculations of the temporary works and the assessment on the effects on the permanent structures, the adjoining buildings and lands.</p>

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<p>4.10 For Case 2, method statements and drawings, precautionary and protective measures are required for, but not limited to, the following works :</p> <ul style="list-style-type: none"> (a) Falsework erected for the concrete casting of <ul style="list-style-type: none"> (i) transfer plate and vehicular ramps (ii) cantilevered slab exceeding 1.5m (iii) beam with span exceeding 12m (iv) deep beams with depth exceeding 3m (v) elevated water tank (vi) space frame (vii) vehicular bridge and footbridge (viii) prestressed structure (b) Formwork and shoring for the concrete casting of <ul style="list-style-type: none"> (i) columns and walls with height exceeding 6m (ii) retaining wall higher than 4m (c) Temporary working platforms for the operation of plant and machinery (d) Lifting operation of plant and machinery. 	<p>4.10 For Case 2, plans and construction drawings with design justifications are required for, but not limited to, the following works :</p> <ul style="list-style-type: none"> (a) Falsework erected for the concrete casting of <ul style="list-style-type: none"> (i) transfer plate and vehicular ramps (ii) cantilevered slab exceeding 1.5m (iii) beam with span exceeding 12m (iv) deep beams with depth exceeding 3m (v) elevated water tank (vi) space frame (vii) vehicular bridge and footbridge (viii) prestressed structure (b) Formwork and shoring for the concrete casting of <ul style="list-style-type: none"> (i) columns and walls with height exceeding 6m (ii) retaining wall higher than 4m (c) Temporary working platforms for the operation of plant and machinery (d) Lifting operation of plant and machinery.

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-	<p data-bbox="1149 316 2011 440">4.11 For case 3, in order to ensure that the temporary works will not impose an adverse effect on the permanent structures, adjoining buildings and lands, the following additional requirements should be complied with:</p> <p data-bbox="1227 504 2011 815">(a) In addition to the RC's overall responsibility to prepare plans and construction drawings with design justifications, the RC should appoint a person whose qualification and experience are not inferior to a TCP of grade T5 (T5 Person³) to certify these documents. These documents should then be submitted to the RSE/RGE not later than 21 days before the commencement of works.</p>

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-	<p data-bbox="1229 312 2011 807">(b) The RSE/RGE⁴ should check if the proposed temporary works have any effect on the permanent structures, adjoining buildings and lands, or the geotechnical elements of the permanent structures/lands, by way of overstressing or overloading. The RSE/RGE may require the RC to submit further information to substantiate the effect of the temporary works on the permanent structures, adjoining buildings and lands as necessary. Upon verifying that the safety and integrity of the permanent structures, adjoining buildings and lands will not be adversely affected by the temporary works, RSE/RGE should give a written permission to the RC for carrying out the works.</p> <p data-bbox="1229 826 2011 1278">(c) The RC should ensure that the temporary works are carried out in accordance with the certified plans and construction drawings and are structurally safe. In addition, upon completion of the temporary works, the appointed T5 Person³ should personally inspect and sign a completion certificate to certify that the temporary works have been carried out in accordance with the certified plans and construction drawings and are structurally safe. The completion certificate should be submitted to the RSE for acknowledgement⁵ and record within 7 days after completion of the works.</p> <p data-bbox="1151 1315 2011 1417">⁵ RSE should check the completeness of the certificate, e.g. the T5 Person had certified in writing that the temporary works had been completed in accordance with the certified plans and construction drawings for the development project concerned and were structurally safe.</p>

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-	<p data-bbox="1229 312 1924 373">4.12 For temporary works providing support to a tower crane, the following additional requirements should also be complied with:</p> <p data-bbox="1294 426 1924 826">(a) A design engineer (DE) who possesses a minimum qualification of a registered professional engineer (civil/structural) with a minimum of 5 years relevant working experience should be appointed by the RC for the design of the temporary works. The DE should prepare and duly sign the plans and construction drawings with design justifications for the temporary works and certify in standard form (Form TW1 at Appendix XI) that the temporary works supporting the tower crane including the connections between the tower crane, the temporary works and the permanent structures (if applicable) are designed in compliance with the BO, the regulations made thereunder and the relevant codes of practice.</p> <p data-bbox="1294 841 1924 1430">(b) An independent checking engineer (ICE) who possesses a minimum qualification of a registered professional engineer (civil/structural) with a minimum of 5 years relevant working experience should be appointed by the RC to check and duly sign the plans and construction drawings with design justifications for the temporary works prepared by the DE as mentioned in item (a) above. The DE and ICE, including their employing companies, should be independent from each other and have no holding, subsidiary, employer/employee or any other relationship. The ICE should certify in standard form (Form TW2 at Appendix XI) that the design of the temporary works has been checked by him/her and that the temporary works supporting the tower crane including the connections between the tower crane, the temporary works and the permanent structures (if applicable) are designed in compliance with the BO, the regulations made thereunder and the relevant codes of practice.</p>

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-	<p>(c) For Case 2 temporary works providing support to a tower crane, upon receipt of duly signed Forms TW1 and TW2 from the DE and ICE respectively, the RC should submit the certified plans and construction drawings with design justifications for the temporary works together with the duly signed Forms TW1 and TW2 to the AP for record and the RSE for acknowledgement⁶ before the commencement of works;</p> <p>(d) For Case 3 temporary works providing support to a tower crane, the RC should submit the certified plans and construction drawings with design justifications for the works together with the duly signed Forms TW1 and TW2 to the RSE for acknowledgement⁶ and the RSE/RGE⁴ for review, not later than 21 days before the commencement of works. The RSE/RGE should check if the proposed temporary works have any effect on the permanent structures, adjoining buildings and lands, or the geotechnical elements of the permanent structures/lands, by way of overstressing or overloading. The RSE/RGE may require the RC to submit further information to substantiate the effect of the temporary works on the permanent structures, adjoining buildings and lands as necessary. Upon verifying that the safety and integrity of the permanent structures, adjoining buildings and lands will not be adversely affected by the temporary works, RSE/RGE should give a written permission to the RC for carrying out the works. Upon obtaining such written permission, the RC should submit the certified plans and construction drawings with design justifications and the duly signed Forms TW1 and TW2 to the AP for record before the commencement of works;</p> <p>⁶ RSE should check the completeness of the documents, e.g. whether the documents have all been submitted in an orderly manner and the relevant forms are properly filled in and duly signed by DE and ICE.</p>

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-	<p>(e) Similar to all types of temporary works, the RC should provide continuous supervision of the works in accordance with this Code and the supervision plan. The AP/RSE/RGE should check to ensure that RC has followed the above requirements and provide periodic supervision of such works in accordance with this Code and the supervision plan;</p> <p>(f) For temporary works involving welding of structural steel works, welding should be carried out by qualified welders in accordance with clause 14.3 of the Code of Practice for the Structural Use of Steel 2011 (2023 Edition) (Steel Code). The RC should appoint a laboratory accredited by the Hong Kong Laboratory Accreditation Scheme (HOKLAS) or by other laboratory accreditation bodies which have reached mutual recognition arrangements with HOKLAS for the carrying out of the required non-destructive tests on both on-site and off-site welds in accordance with clause 14.3.6 of the Steel Code. The test methods, sampling rates and criteria of testing of materials and workmanship of the temporary works providing support to the tower crane should also comply with the BO, the regulations made thereunder and the relevant codes of practice. The test results⁷, with the joint locations clearly specified, should be reviewed by TCP T4 in RC's stream;</p> <p>⁷ Test results should be reported on a HOKLAS Endorsed Certificate or equivalent Certificates/Reports issued from other laboratory accreditation bodies which have reached mutual recognition agreements/arrangements with the HOKLAS in order to ensure the test is carried out by an accredited laboratory that should be within its scope of accreditation.</p>

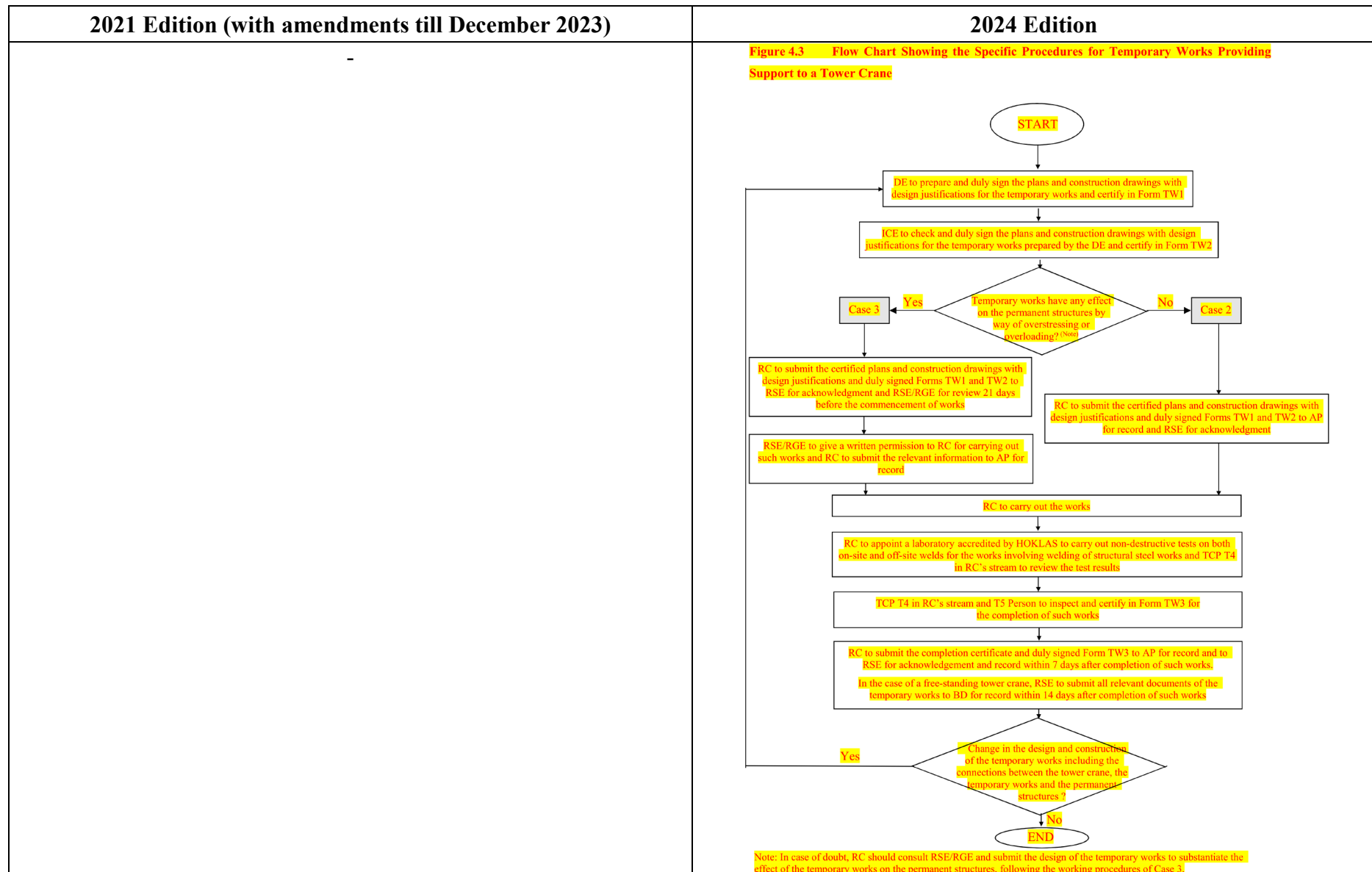
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-	<p data-bbox="1234 316 2016 1090">(g) The RC should ensure that the temporary works are carried out in accordance with the certified plans and construction drawings and are structurally safe. In addition, upon completion of the temporary works, and irrespective whether it is of Case 2 or Case 3, TCP T4 in RC's stream and the T5 Person⁸ should personally inspect and certify in standard form (Form TW3 at Appendix XI) for the completion of the works by making a statement to confirm that (i) the temporary works have been inspected by them and found satisfactory in accordance with the certified plans and construction drawings; (ii) the results of the associated testing of materials and workmanship (including on-site and off-site welds) have been reviewed by them and found technically acceptable, and (iii) the temporary works including the connections between the tower crane, the temporary works and the permanent structures are structurally safe. The duly signed Form TW3 should be submitted to the AP for record and the RSE for acknowledgement⁹ and record within 7 days after completion of the works;</p> <p data-bbox="1234 1107 2016 1182">(h) Any load test or examination of the tower cranes¹⁰ should not be conducted prior to acknowledgement of Form TW3 by the RSE;</p> <p data-bbox="1153 1217 2016 1294">⁸ For temporary works providing support to a tower crane, the DE or ICE can be the T5 Person for certifying completion of such works as required under paragraph 4.9 of this Code.</p> <p data-bbox="1153 1297 2016 1374">⁹ RSE should check the completeness of the TW3, e.g. whether the relevant HOKLAS Endorsed Certificate had been obtained, the form is properly filled in and duly signed by the TCP T4 in RC's stream in accordance with paragraph 4.12(g) of this Code.</p> <p data-bbox="1153 1377 2016 1423">¹⁰ Required under the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations.</p>

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-	<p>(i) The certified plans and construction drawings with design justifications, duly signed Forms TW1 and TW2, test reports, TCPs, supervision records and RSE's acknowledged Form TW3 should be properly kept at the site office for the inspection by the BA; and</p> <p>(j) In the case of a free-standing tower crane that relies solely on the support at its base, and irrespective whether it is of Case 2 or Case 3, the RC should submit the relevant documents of the temporary works providing support to the tower crane, including the certified plans and construction drawings with design justifications, prepared by the DE and checked by the ICE, the duly signed Forms TW1, TW2 and TW3 to the RSE within 7 days after the completion of the works. The RSE should submit them to BD for record within 14 days after the completion of the works for both Case 2 and Case 3. The submission should be appended with a statement signed by the RSE to confirm that (i) he/she is satisfied with the completeness of documents including the plans, construction drawings, design justifications, duly signed Forms TW1, TW2 and TW3; and (ii) the temporary works, sequence of construction or method statements have no adverse effect on the permanent structures, adjoining buildings and lands, by way of overstressing or overloading.</p> <p>Figure 4.3 illustrates the specific procedures for dealing with temporary works providing support to a tower crane.</p>

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<p>4.11 For all Cases 1, 2 and 3 above, the RC should maintain on site a set of plans showing the method statement and precautionary and protective measures for the reference of the TCPs and the inspection of the BA, which should be listed out in a register on site.</p>	<p>4.1³ For all Cases 1, 2 and 3 above, the RC should maintain on site a set of plans, construction drawings, design justifications, method statements, details of precautionary and protective measures, etc for the reference of the TCPs and the inspection of the BA, which should be listed out in a register on site.</p>

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-	<p data-bbox="1254 311 2004 383"><i>Qualified Supervision of Building Works Involving Mobile Plants and Tower Cranes</i>¹¹</p> <p data-bbox="1176 399 2004 606">4.14 For building works with an estimated cost exceeding \$30 million, qualified site supervision of the building works involving the use of mobile plants¹² and tower cranes should be provided by RC to ensure that the works are carried out in such a manner that it does not cause, or is not likely to cause a risk of injury to any person or damage to any property, as detailed below:</p> <p data-bbox="1254 662 2004 790">(a) Where a mobile plant is used for the building works, it should be equipped with a mobile plant alert system¹³ under the Smart Site Safety System¹⁴ (4S);</p> <p data-bbox="1176 805 2004 853">¹¹ Applicable to projects with conditions imposed under section 17(1) of the BO for superstructure works involving mobile plants and/or tower cranes.</p> <p data-bbox="1176 853 2004 1061">¹² “Mobile plant” generally includes all heavy-type mobile plants, such as bulldozer, compactor, crawler crane, dumper, excavator, gantry crane, grader, loader, scraper, truck-mounted crane and wheeled telescopic mobile crane. Vehicles or mechanical equipment commonly used for conveying materials and/or personnel such as fork-lift truck, lorry, power-operated elevating work platform and truck, or plants which are stationed on site for less than one day such as concrete mixer, shotcrete truck and water pump truck are excluded. The list of mobile plants may be reviewed from time to time when more experience is gained taking into account the development of the related technology.</p> <p data-bbox="1176 1061 2004 1284">¹³ The system should alert the mobile plant operator and any site personnel encroaching the mobile plant danger zone perimeter of the risk of being run over or hit by the plant moving components. The automated warning system should include adequate number of sensors installed on the mobile plant chassis and movable superstructures to ensure full 360° coverage around the mobile plant danger zone perimeter. The danger zones of the mobile plant operation should be determined by the safety officer employed pursuant to the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations (Safety Officer) according to risk assessment but in general, the extent of the danger zones should be not less than 2m from any part of the mobile plant.</p> <p data-bbox="1176 1284 2004 1460">¹⁴ Smart Site Safety System (4S) generally comprises three components, namely smart safety devices for monitoring activities and identifying safety hazards; a communication network for transmitting data collected from smart safety devices; and a centralised management platform for providing a one-stop hub for data analysis and alerts generation, as well as facilitating follow-up actions. Reference materials on 4S are provided in the “Guide to Smart Safety-Related Technologies for Use in Construction Works” issued by the Construction Industry Council.</p>

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-	<p data-bbox="1227 311 2011 387">(b) Where a tower crane is used for the building works, it should be equipped with a tower crane alert system¹⁵ under the 4S;</p> <p data-bbox="1227 403 2011 713">(c) The alert systems described in items (a) and (b) above aim to effectively mitigate any potential hazards or unsafe situations that may arise during the operation of the mobile plants and tower cranes. The alert systems should be capable to immediately alert both the plant operators and any site personnel encroaching the danger zones, where there is a potential risk of being run over or hit by the plant moving components and/or the moving load;</p> <p data-bbox="1146 746 2011 1032">¹⁵ The system should alert tower crane operator and any site personnel encroaching upon the tower crane loading/unloading danger zone perimeter of the risk of being hit by the moving load under the crane hook. The automated warning system should include adequate number of sensors installed on or around the tower crane to ensure full coverage of all loading/unloading areas danger zone perimeter at all floor levels involved. The loading/unloading danger zones of the tower crane operation should be determined by the Safety Officer according to risk assessment but in general, the extent of the danger zones should be not less than 7m radius from the crane hook. The minimum clearance between the load being lifted and the loading/unloading area activating the automatic warning system should be determined by the Safety Officer according to risk assessment but in general, should be not less than 3m.</p>

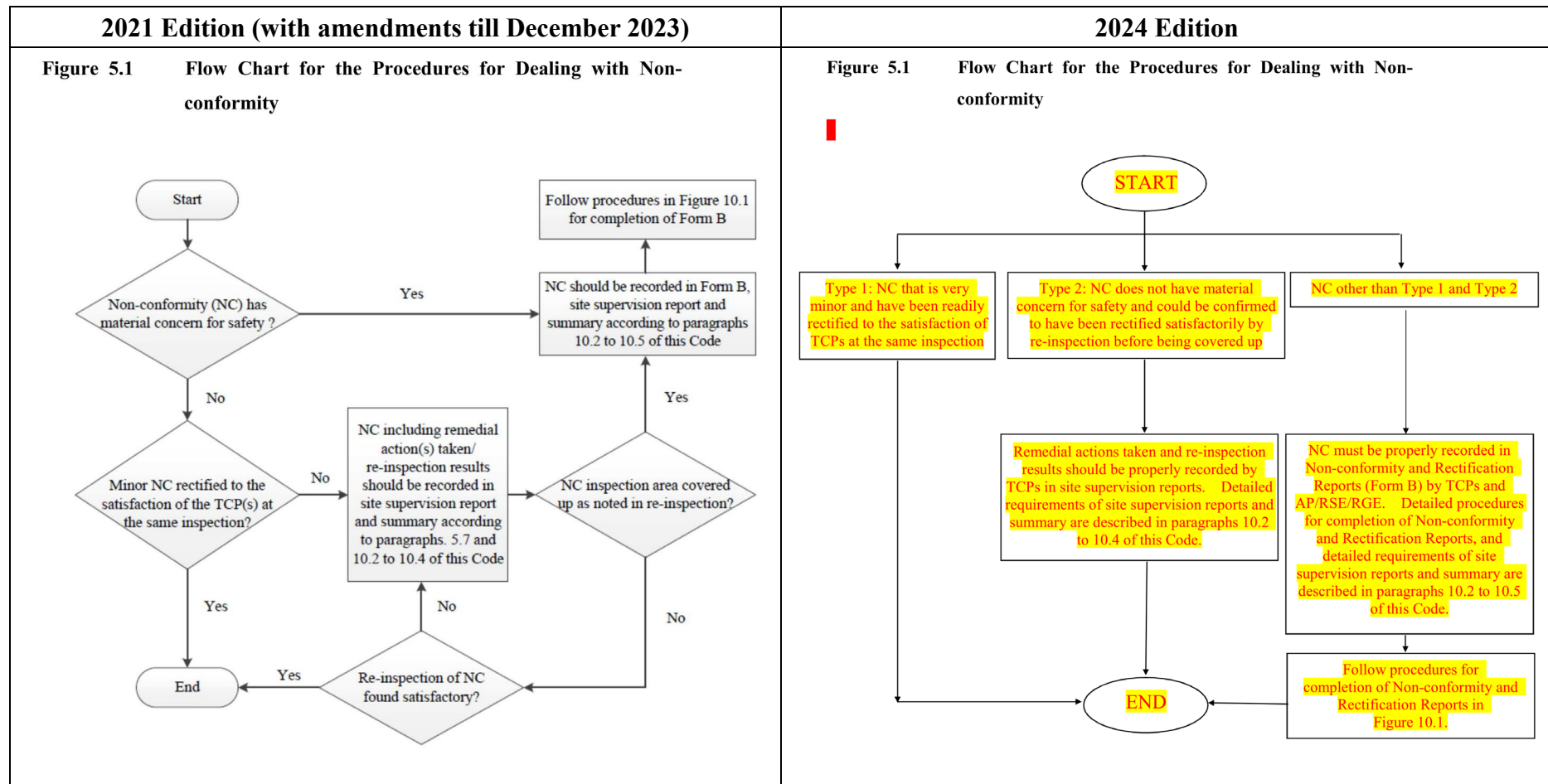
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-	<p>(d) The responsibilities and duties of AS/AS's Representative and TCP for site supervision under the RC stream are as follows:</p> <p>(i) An implementation plan should be prepared by the AS or under the supervision of the AS for the adoption of the alert systems. The plan should include, but not limited to, the types of mobile plants and/or tower cranes to be used, the automated alert systems to be used, the definition of danger zones, a brief description of their operation, and the fallback measures for special circumstances (e.g. system failure);</p> <p>(ii) The AS and the AS's Representative should ensure that the implementation plan described in item (i) above is properly executed on site; and</p> <p>(iii) The TCP T1 and TCP T3 should check that the alert systems are properly installed and operating to alert the plant operators and any site personnel encroaching the danger zones. They should report according to the implementation plan for any necessary repairs/rectification whenever a malfunction is identified.</p>

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<p><i>Communication Procedures</i></p> <p>4.12 Successful implementation of the Supervision Plan System requires effective and efficient within-stream and interstream communications. Lines of within-stream communications should be established between the engineering safety supervision level and the routine safety supervision level whereas interstream communications should usually take place between stream counterparts. Typical lines of within-stream and interstream communications are illustrated in Figure 4.1.</p>	<p><i>Communication Procedures</i></p> <p>4.1⁵ Successful implementation of the Supervision Plan System requires effective and efficient within-stream and interstream communications. Lines of within-stream communications should be established between the engineering safety supervision level and the routine safety supervision level whereas interstream communications should usually take place between stream counterparts. Typical lines of within-stream and interstream communications are illustrated in Figure 4.1.</p>

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2021 Edition (with amendments till December 2023)		2024 Edition	
Table 5.4 Cont'd		Table 5.4 Cont'd	
Item No.	Description	Item No.	Description
C14	Check that plant and machinery for lifting building material and equipment for construction is operating in accordance with method statement or safety procedures; that site constraint, proximity to hazards, space limitation and suitability of the support for plant and machinery have been considered and checked properly; that safety inspections, safety measures and appointment of competent persons as required by relevant Ordinances have been implemented/carried out.	C15	Check that plant and machinery for lifting building material and equipment for construction is operating in accordance with method statement or safety procedures; that site constraint, proximity to hazards, space limitation and suitability of the support for plant and machinery have been considered and checked properly; that safety inspections, safety measures and appointment of competent persons as required by relevant Ordinances have been implemented/carried out.
C15	Check that permit to work has been obtained and safety measures implemented if public street is to be occupied/affected for lifting operation.	C16	Check that the temporary works providing support to the tower crane are constructed, altered and dismantled in accordance with the certified plans and construction drawings.
C16	Check that procedures for the excavation and lateral support works are carried out in accordance with the approved/submitted plans/agreed working sequence.	C17	Check that the plans, construction drawings, design justifications, standard forms, test reports and completion certificate of the temporary works providing support to the tower crane are properly kept on site.
C17	Check that falsework for elevated structure is erected in accordance with the design proposal.	C18	Check that permit to work has been obtained and safety measures implemented if public street is to be occupied/affected for lifting operation.
C18	Check that during site formation works, existing nullahs and watercourses are properly diverted.	C19	Check that procedures for the excavation and lateral support works are carried out in accordance with the approved/submitted plans/agreed working sequence.
C19	Inspect slopes to check that temporary drainage is adequate and that unexpected channels or conduits do not develop prior to forecast heavy rainstorms and during rainfall events,	C20	Check that falsework for elevated structure is erected in accordance with the design proposal.
C20	Check that protective measures for blasting operation are in place and maintained.	C21	Check that during site formation works, existing nullahs and watercourses are properly diverted.
C21	Check that all lower grades TCPs are carrying out their duties in accordance with the Technical Memorandum and the Code and records are properly kept on site.	C22	Inspect slopes to check that temporary drainage is adequate and that unexpected channels or conduits do not develop prior to forecast heavy rainstorms and during rainfall events,
C22	Set up procedures to ensure that safety measures and safety actions are checked and recorded by the TCPs.	C23	Check that protective measures for blasting operation are in place and maintained.
C23	Instruct rectification of non-conformity and monitor rectification measures.	C24	Check that all lower grades TCPs are carrying out their duties in accordance with the Technical Memorandum and the Code and records are properly kept on site.
C24	Report to relevant parties when non-conformity is observed and rectified.	C25	Set up procedures to ensure that safety measures and safety actions are checked and recorded by the TCPs.
C25	Check that stability and integrity of nearby buildings and ground are not adversely affected.	C26	Instruct rectification of non-conformity and site incident and monitor rectification measures.
C26	Check that enclosing walls for top down construction show no signs of defect or lack of soundness.	C27	Report to relevant parties when non-conformity or site incident is observed and rectified.
C27	Check that before excavation takes place, the highest new deck level for top down construction is in place and has achieved sufficient strength to provide lateral support.		
C28	Check that during excavation for top down construction, there is no unexpected deflection on the highest deck level and subsequent new floor levels.		

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2021 Edition (with amendments till December 2023)		2024 Edition	
Table 5.4 Cont'd		Table 5.4 Cont'd	
Item No.	Description	Item No.	Description
C29	Check that the angle of cut slopes is within specified limits.	C28	Check that stability and integrity of nearby buildings and ground are not adversely affected.
C30	Liaise with AP's, RSE's and RGE's TCPs as applicable to check and satisfy that design assumptions are validated on site.	C29	Check that enclosing walls for top down construction show no signs of defect or lack of soundness.
C31	Check that the design and supports of formwork, shoring and temporary working platform are adequate to support all intended loads.	C30	Check that before excavation takes place, the highest new deck level for top down construction is in place and has achieved sufficient strength to provide lateral support.
C32	Check that the deck and formwork are adequate for all applied loads.	C31	Check that during excavation for top down construction, there is no unexpected deflection on the highest deck level and subsequent new floor levels.
C33	Investigate and identify causes for non-conformity and set up systems and procedures to avoid recurrence.	C32	Check that the angle of cut slopes is within specified limits.
Cn	Any other items considered essential by the AS, including those for quality supervision and other conditions imposed by the BA at approval and/or consent stage.	C33	Liaise with AP's, RSE's and RGE's TCPs as applicable to check and satisfy that design assumptions, method statements and precautionary and protective measures are validated on site.
		C34	Check that the design and supports of formwork, shoring and temporary working platform are adequate to support all intended loads.
		C35	Check that the deck and formwork are adequate for all applied loads.
		C36	Investigate and identify causes for non-conformity or site incident and set up systems and procedures to avoid recurrence.
		Cn	Any other items considered essential by the AS, including those for quality supervision and other conditions imposed by the BA at approval and/or consent stage.

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2021 Edition (with amendments till December 2023)			2024 Edition		
Table 6.3 Cont'd			Table 6.3 Cont'd		
	(b) <u>Large Diameter Bored Piles, Barrette Piles and the like</u>			(b) <u>Large Diameter Bored Piles, Barrette Piles and the like</u>	
F7	(i) Setting out of piles	Check that the locations of piles agree with approved plan.	F7	(i) Setting out of piles	Check that the locations of piles agree with approved plan.
F8	(ii) Pre-drilling (To determine the proposed founding levels of piles)	Supervise the pre-drilling operation; the logging of soil/rock samples, and to measure the depth of drillholes. Ensure that the retrieved samples are not tampered.	F8	(ii) Pre-drilling (To determine the proposed founding levels of piles)	Supervise the pre-drilling operation; the logging of soil/rock samples, and to measure the depth of drillholes. Ensure that the retrieved samples are not tampered.
F9	(iii) Verification of founding stratum	Measure the depth of excavation and check the quality of retrieved materials at the founding stratum.	F9	(iii) Verification of founding stratum	Measure the depth of excavation and check the quality of retrieved materials at the founding stratum.
F10	(iv) Installation of piles (Grouting operation when required)	Check that proper working procedures of pile installation are followed and anomalies rectified. Check the correct grout mix, grout pressure and grout volume are being used and the adjacent building structures are not adversely affected.	F10	(iv) Installation of piles (Grouting operation when required)	Check that proper working procedures of pile installation are followed and anomalies rectified. Check the correct grout mix, grout pressure and grout volume are being used and the adjacent building structures are not adversely affected.
F11	(v) Preparation of pile base	Ensure that pile base is clean.	F11	(v) Preparation of pile base	Ensure that pile base is clean.
F12	(vi) Fabrication and installation of rebar cage and placing of concrete	Check that sufficient and correct amount of rebars are provided and proper concreting method is used.	F12	(vi) Fabrication and installation of rebar cage and placing of concrete	Check that sufficient and correct amount of rebars are provided and proper concreting method is used.
F13	(vii) Interface core-drilling	Check that the quality of concrete and foundation rock conforms with that specified in the approved plan and that concrete and rock are in good contact at the interface.	F13	(vii) Interface proof drilling	Check that the quality of concrete and foundation rock conforms with that specified in the approved plan and that concrete and rock are in good contact at the interface.
F14	(viii) Proof test (Verification on the performance of the as-constructed piles)	Supervise the core drilling operation of the proof test and the logging of concrete/rock samples and measure the depth of drillhole. Ensure that retrieved samples are securely stored and delivered to laboratory for testing.	F14	(viii) Proof core-drilling test (Verification on the performance of the as-constructed piles)	Supervise the core drilling operation of the proof test and the logging of concrete/rock samples and measure the depth of drillhole. Ensure that retrieved samples are securely stored and delivered to laboratory for testing.

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2021 Edition (with amendments till December 2023)	2024 Edition
<p>6.27 Pre-drilling, interface core-drilling, post-installation drilling and proof test core-drilling for foundation works must be carried out by a RSC(GIFW) and be supervised by the site supervisors responsible for the quality supervision of foundation works. There is no need to submit a separate supervision plan for the pre-drilling and post-installation drilling works.</p>	<p>6.27 Pre-drilling, interface proof drilling, post-installation drilling and proof core-drilling test for foundation works must be carried out by a RSC(GIFW) and be supervised by the site supervisors responsible for the quality supervision of foundation works. There is no need to submit a separate supervision plan for the pre-drilling and post-installation drilling works.</p>

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2021 Edition (with amendments till December 2023)	2024 Edition
<p>8.8 A scale factor of less than one would allow visits of duration of less than one full day but at the same frequency level. The minimum frequency level of site inspections as set out in Table 1 of the Technical Memorandum should not be reduced. For full time TCPs, they should be stationed on site to provide continuous supervision¹. The RC should allocate sufficient resources to provide continuous supervision on site when the building works or street works are underway, in order to ensure that :</p> <ul style="list-style-type: none"> (a) safety management measures and actions are implemented during the course of the above works to meet the objectives of section 4.3 of the Technical Memorandum; (b) the building works and street works (including the associated temporary works) are carried out properly in accordance with the specifications, method statements, plans approved by the BA and any order made / condition imposed by the BA in respect of such works, or submitted plans for minor works; (c) any problems encountered are timely resolved before being covered up or proceeded to the next stage of works; and (d) any non-conformity identified is properly handled in accordance with paragraphs 5.5 to 5.9 and 10.5 of this Code. For any task specific qualified supervision requirements imposed by the BA as conditions of plan approval or granting of consent for commencement of works pursuant to any provision of the BO or its subsidiary legislations, they would be specified at the time of imposing the conditions where appropriate. 	<p>8.8 A scale factor of less than one would allow visits of duration of less than one full day but at the same frequency level. The minimum frequency level of site inspections as set out in Table 1 of the Technical Memorandum should not be reduced. For full time TCPs, they should be stationed on site to provide continuous supervision¹⁶. The RC should allocate sufficient resources to provide continuous supervision on site when the building works or street works are underway, in order to ensure that :</p> <ul style="list-style-type: none"> (a) safety management measures and actions are implemented during the course of the above works to meet the objectives of section 4.3 of the Technical Memorandum; (b) the building works and street works (including the associated temporary works) are carried out properly in accordance with the specifications, method statements, plans approved by the BA and any order made / condition imposed by the BA in respect of such works, or submitted plans for minor works; (c) any problems encountered are timely resolved before being covered up or proceeded to the next stage of works; and (d) any non-conformity identified is properly handled in accordance with paragraphs 5.5 to 5.9 and 10.5 of this Code, and any major/serious site incidents relating to building works identified are properly handled in accordance with paragraphs 11.2 to 11.8 of this Code. For any task specific qualified supervision requirements imposed by the BA as conditions of plan approval or granting of consent for commencement of works pursuant to any provision of the BO or its subsidiary legislations, they would be specified at the time of imposing the conditions where appropriate.

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2021 Edition (with amendments till December 2023)	2024 Edition
<p>8.22 Unless otherwise specified, the total relevant working experience of different grades of TCP should be aggregated as follows :</p> <p>(a) for T1 - The relevant experience must have been gained within the previous 5 years and at least 1 year must be local² site experience.</p> <p>(b) for T2 - Similar to T1 but the experience must be closely related to the type of works concerned.</p> <p>(c) for T3 - The relevant experience must have been gained within the previous 8 years and at least 1 year must be local² experience.</p> <p>(d) for T4 and T5 - The relevant experience must have been gained within the previous 8 years and at least 1 year must be local² experience.</p>	<p>8.22 Unless otherwise specified, the total relevant working experience of different grades of TCP should be aggregated as follows :</p> <p>(a) for T1 - The relevant experience must have been gained within the previous 5 years and at least 1 year must be local site experience¹⁷.</p> <p>(b) for T2¹⁸ - Similar to T1 but the experience must be closely related to the type of works concerned.</p> <p>(c) for T3¹⁸ - The relevant experience must have been gained within the previous 8 years and at least 1 year must be local¹⁹ experience.</p> <p>(d) for T4¹⁸ and T5 - The relevant experience must have been gained within the previous 8 years and at least 1 year must be local¹⁹ experience.</p>
<p>² The qualified supervision experience gained from factories outside Hong Kong may be recognised as local experience, provided that such qualified supervisions are requirements and conditions imposed under the BO upon plan approval.</p>	<p>¹⁷ Local site experience refers to experience gained in Hong Kong construction sites. The qualified supervision experience gained from factories outside Hong Kong may be recognised as local site experience, provided that such qualified supervision are requirements and conditions imposed under the BO upon plan approval.</p> <p>¹⁸ Any person possessing the respective minimum qualifications and experience for TCP of grades T2, T3 and T4 pursuant to paragraphs 8.26 and 8.27 except lacking 1 year local experience, may apply for inclusion in the TCP List described in paragraph 8.25, of a lower grade in the respective types of TCP categories set out in Table 8.9. Persons accepted for inclusion in the TCP List are deemed to possess the equivalent minimum qualifications and experience required for the relevant TCP grades for the purpose of paragraph 8.29.</p> <p>¹⁹ Local experience refers to experience gained in Hong Kong working in local projects including design, administration and site supervision work relevant to the duties of a TCP of appropriate grade under each stream of supervision. It also includes qualified supervision experience gained from factories outside Hong Kong provided such qualified supervision are requirements and conditions imposed under the BO upon plan approval.</p>

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Table 9.1 Supervision Requirements for Critical Stages of Building Works (Notes 1, 2 & 3)				Table 9.1 Supervision Requirements for Critical Stages of Building Works (Notes 1, 2 & 3)			
Type of Building Works	Critical Stages of Work	Inspection Frequency		Type of Building Works	Critical Stages of Work	Inspection Frequency	
		RC's T4	RSE's T5			RC's T4	RSE's T5
Foundation	(a) Driven Piles			Foundation	(a) Driven Piles		
	(i) Driving test	First test pile	First test pile		(i) Driving test	First test pile	First test pile
	(ii) Final sets	5%	5%		(ii) Final sets	5%	5%
	(iii) Proof load test	At least one proof load test	At least one proof load test		(iii) Proof load test	At least one proof load test	At least one proof load test
	(b) Large Diameter Bored Piles, Barrette Piles and the like				(b) Large Diameter Bored Piles, Barrette Piles and the like		
	(i) Pre-drilling	Twice a week	N/A		(i) Pre-drilling	Twice a week	N/A
	(ii) Verification of founding stratum	5%	5%		(ii) Verification of founding stratum	5%	5%
	(iii) Post construction proof drilling	At least one post construction proof drilling	At least one post construction proof drilling		(iii) Interface proof drilling	At least one post construction proof drilling	At least one post construction proof drilling
	(iv) Proof load test, if any	At least one proof load test	At least one proof load test		(iv) Proof load test, if any	At least one proof load test	At least one proof load test
	(c) Mini-piles, Socketed Steel H-piles and the like				(c) Mini-piles, Socketed Steel H-piles and the like		
	(i) Pre-drilling	Twice a week	N/A		(i) Pre-drilling	Twice a week	N/A
	(ii) Verification of founding stratum	5%	3%		(ii) Verification of founding stratum	5%	3%
	(iii) Proof load test	At least one proof load test	At least one proof load test		(iii) Proof load test	At least one proof load test	At least one proof load test

Amendments to the Code of Practice for Site Supervision 2009 (2021 Edition)

2021 Edition (with amendments till December 2023)	2024 Edition
<p><i>Non-conformity and Rectification Reports</i></p> <p>10.5 Other than those non-conformities described in paragraphs 5.6 to 5.8 of this Code, if a non-conformity arises and comes to the attention of a TCP, the following procedures should be initiated :</p> <ul style="list-style-type: none"> (a) The TCP informs the Representative of his own stream (who will in turn inform the AP, RSE, RGE and AS of the non-conformity) and completes Part 1 of Form B; (b) If the non-conformity is considered to pose an imminent danger, the AP reports the non-conformity to the BA; (c) AP/RSE/RGE issues Instruction to the RC to rectify the non-conformity; (d) AP/RSE/RGE's Representative will ensure that the rectification works are completed promptly and satisfactorily; (e) If the non-conformity is considered to cause material concern for safety and the RC fails to comply with the rectification instruction, the AP will coordinate further action and report the non-conformity to the BA; (f) Otherwise, AP/RSE/RGE certifies the completion of the rectification works and complete Part 2 of Form B; and (g) If the non-conformity has been considered to pose an imminent danger, AP reports to the BA the rectifications made. <p>A flow chart showing the procedures for completion of non-conformity and rectification reports is shown in Figure 10.1.</p>	<p><i>Non-conformity and Rectification Reports</i></p> <p>10.5 Other than those non-conformities described in paragraphs 5.6 to 5.8 of this Code, if a non-conformity arises and comes to the attention of a TCP, the following procedures should be initiated :</p> <ul style="list-style-type: none"> (a) The TCP informs the Representative of his/her own stream (who will in turn inform the AP, RSE, RGE and AS of the non-conformity) and completes Part 1 of Form B; (b) If the non-conformity is considered to pose an imminent danger²⁰, the AP reports the non-conformity to the BA as soon as practicable and in any event within 48 hours of discovery²¹. In the event that the non-conformity is discovered by RSE/RGE/AS, the Representatives of AP/RSE/RGE/AS, or TCPs under their streams of supervision, they should report the non-conformity to the AP within 12 hours of discovery²¹ to enable the AP to report to the BA within the time frame. Alternatively, the AS may report direct to the BA and copy to the AP within 48 hours of discovery²¹. In any event, the AP should ensure the non-conformity posing an imminent danger is to be reported to the BA within the time frame; (c) AP/RSE/RGE issues Instruction to the RC to rectify the non-conformity; <p>²⁰ In the event that urgent work is required for any accident or emergency, notice in the specified form (Form BA7) for such work is required to be given to the BA pursuant to section 19(1) of the BO, either before such work is authorised by the building owner or within 48 hours after it has been commenced whichever is the earlier.</p> <p>²¹ "Discovery" means when the non-conformity is discovered by the AP/RSE/RGE/AS, or the Representatives/TCPs under their streams of supervision, whichever is the earlier.</p>

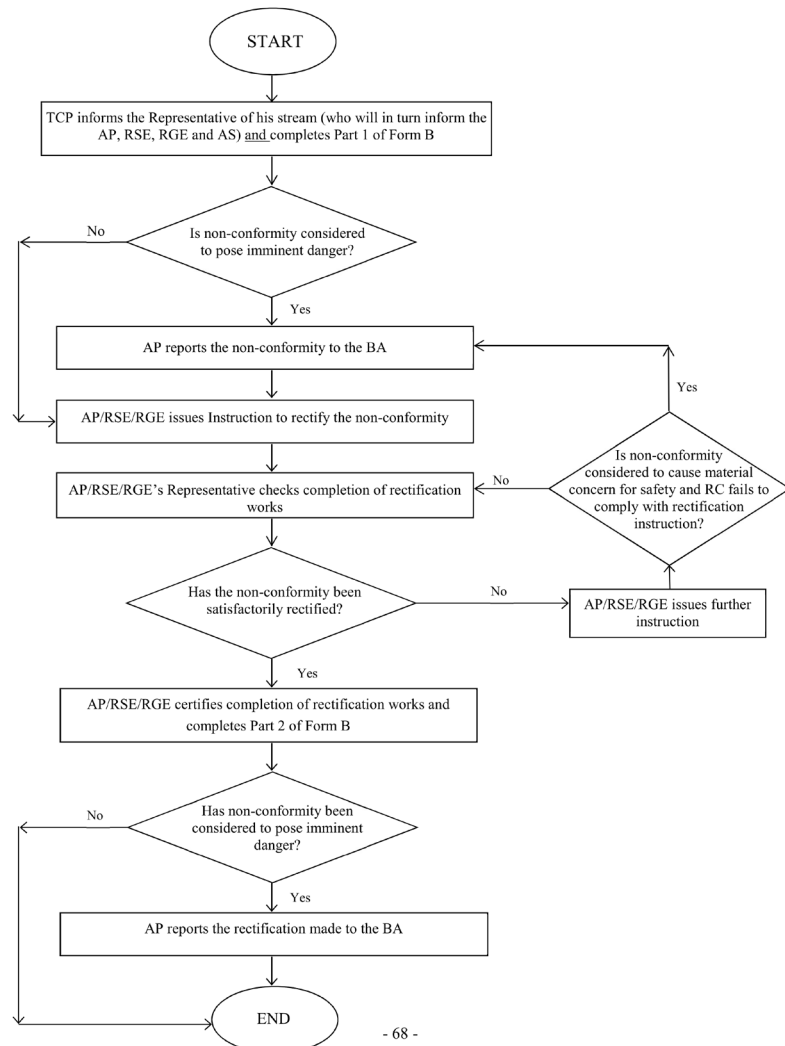
Amendments to the Code of Practice for Site Supervision 2009 (2021 Edition)

2021 Edition (with amendments till December 2023)	2024 Edition
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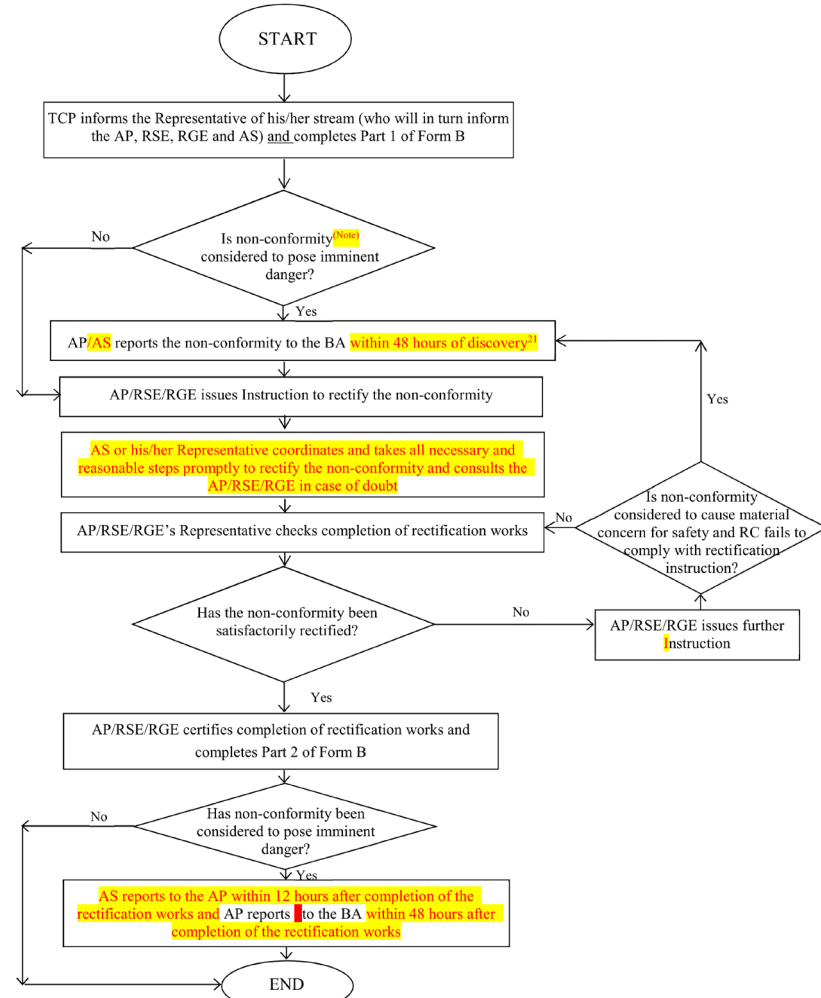
Figure 10.1 Flow Chart for Procedures for Completion of Non-Conformity and Rectification Reports



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Figure 10.1 Flow Chart for Procedures for Completion of Non-Conformity and Rectification Reports



Note: If the non-conformity is also considered as a major/serious site incident under paragraph 11 of this Code, the requirements for reporting as described in paragraph 11 of this Code should also be followed.

Amendments to the Code of Practice for Site Supervision 2009 (2021 Edition)

2021 Edition (with amendments till December 2023)	2024 Edition
-	<p data-bbox="1249 316 1910 379">11 Reporting of Major/Serious Site Incidents Relating to Building Works</p> <p data-bbox="1310 427 1910 491"><i>Timely Reporting of Major/Serious Site Incidents Relating to Building Works</i></p> <p data-bbox="1249 502 1910 810">11.1 A site incident is considered as a major/serious site incident relating to safety of works or quality of works as set out in paragraphs 11.2 and 11.6 of this Code respectively. The AP should timely report such major/serious site incidents to the BA at an early stage in accordance with the requirements set out in paragraphs 11.2 to 11.7 of this Code. If a major/serious site incident is also considered as a non-conformity under paragraph 5.5 of this Code, the requirements for completion of Non-conformity and Rectification Report as specified in paragraph 10.5 of this Code should also be followed.</p> <p data-bbox="1310 850 1765 874"><i>Major/Serious Site Incidents Relating to Safety of Works</i></p> <p data-bbox="1249 885 1910 1377">11.2 For a major/serious site incident relating to safety of works mentioned in paragraph 11.4 of this Code, the AP should report the incident to the BA as soon as practicable and in any event within 48 hours of discovery²². In the event that the incident is discovered by RSE/RGE/AS, the Representatives of AP/RSE/RGE/AS, or TCPs under their streams of supervision, they should report the incident to the AP within 12 hours of discovery²² to enable the AP to report to the BA within the time frame. Alternatively, the AS may report direct to the BA and copy to the AP within 48 hours of discovery²². In any event, the AP should ensure all reportable cases are to be reported to the BA within the time frame. Notwithstanding the reporting to the BA, the AP, RSE, RGE and AS should carry out assessment, investigation, urgent works²⁰ or rectification works as considered appropriate and necessary to ensure building and public safety immediately.</p> <p data-bbox="1249 1396 1910 1455">²² "Discovery" means when the major/serious site incident is discovered by the AP/RSE/RGE/AS, or the Representatives/TCPs under their streams of supervision, whichever is the earlier.</p>

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-	<p data-bbox="1151 316 2013 579">11.3 Such reporting requirement does not preclude any person to report emergency incidents to the Police for assistance. Simultaneously, the AP, RSE, RGE and AS should take immediate actions²⁰ to remove or mitigate any imminent danger resulting from the incident to ensure building and public safety. AP should also report to the BA within 48 hours after completion of the rectification works.</p> <p data-bbox="1151 643 2013 1002">11.4 A site incident is considered as a major/serious site incident relating to safety of works if the incident:</p> <ul style="list-style-type: none"> <li data-bbox="1232 735 2013 815">(a) may cause or has caused loss of life, serious bodily injury²³ or damage to property; <li data-bbox="1232 831 2013 911">(b) may cause or has caused imminent danger to any buildings, structures or land; or <li data-bbox="1232 927 2013 1002">(c) may cause or has caused material concern relating to safety of any building works or street works. <p data-bbox="1151 1026 2013 1082">²³ Resulting in a loss or an amputation of a limb, or being categorised as in critical condition in the hospital.</p>

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-	<p>11.5 The major/serious site incidents described in paragraph 11.4 of this Code may involve either one or a combination of site safety related issues. Examples of site safety related issues, which are not meant to be exhaustive, are given below for reference:</p> <ul style="list-style-type: none"> (a) Collapse of permanent structure or part of permanent structure; (b) Collapse of temporary steel platform/falsework/formwork/propping/excavation and lateral support; (c) Collapse of plant or equipment such as tower crane, material hoist and passenger hoist; (d) Sign of distress of a slope and/or notable landslide is observed; (e) Any reading of monitoring checkpoint reached or exceeded the trigger value of the “Action Level” specified in the monitoring scheme; (f) Undue settlement, sign of distress or damage has been observed in any adjacent structures, ground and/or services; (g) The safety of railway facilities or railway operation has been so affected by the building works concerned requiring suspension of the building works; (h) Sign of distress or instability to any permanent structure or part of permanent structure is observed; (i) Any incident that may turn into the above situation if the RC fails to carry out the rectification works.

Amendments to the Code of Practice for Site Supervision 2009 (2021 Edition)

2021 Edition (with amendments till December 2023)	2024 Edition
-	<p data-bbox="1218 316 1827 344"><i>Major/Serious Site Incidents Relating to Quality of Works</i></p> <p data-bbox="1140 363 2002 1091">11.6 For major/serious site incidents other than those mentioned in paragraphs 11.4 and 11.5 of this Code but relating to quality of works, the AP/RSE/RGE/AS may require additional time to review and assess the situation to determine the cause and detrimental effects to the structure concerned. The AP should report this kind of incident to the BA within 14 days of discovery²². In the event that the incident is discovered by RSE/RGE/AS, the Representatives of AP/RSE/RGE/AS, or TCPs under their streams of supervision, they should report the incident to the AP within 5 days of discovery²² to enable the AP to report to the BA within the time frame. Alternatively, the AS may report direct to the BA and copy to the AP within 14 days of discovery²². In any event, the AP should ensure all reportable cases are to be reported to the BA within the time frame. Notwithstanding the reporting to the BA, the AP, RSE, RGE and AS should carry out assessment, investigation or rectification works as considered appropriate and necessary to ensure building and public safety without delay.</p>

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2021 Edition (with amendments till December 2023)	2024 Edition
-	<p data-bbox="1137 316 2002 389">11.7 Examples of major/serious site incidents relating to quality of works, which are not meant to be exhaustive, are given below for reference:</p> <p data-bbox="1218 408 2002 531">(a) Any building works which are in material deviation from an approved plan or may cause or have caused material concern on quality of works;</p> <p data-bbox="1218 550 2002 719">(b) Substandard building works requiring rectification/demolition works which may affect the sequence of works, have effect on the permanent structures, or require prior approval and consent before commencement;</p> <p data-bbox="1218 738 2002 860">(c) Extensive concrete defects e.g. deformation, extensive honeycomb or exposure of reinforcement, etc. revealed after striking of formwork and RC fails to comply with the rectification instruction.</p> <p data-bbox="1137 927 2002 1050">11.8 A flow chart showing the procedures for reporting of major/serious site incidents relating to building works and follow-up actions is shown in Figure 11.1.</p>

Amendments to the Code of Practice for Site Supervision 2009 (2021 Edition)

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-	<p>Figure 11.1 Flow Chart for Procedures for Reporting of Major/Serious Site Incidents Relating to Building Works and Follow-up Actions</p> <pre> graph TD START([START]) --> Incident[Major/serious site incident (Note) discovered by AP/RSE/RGE/AS, or Representatives/TCPs under their streams of supervision] Incident --> Safety[Incident relating to safety of works according to paragraphs 11.4 and 11.5 of this Code] Incident --> Quality[Incidents relating to quality of works according to paragraphs 11.6 and 11.7 of this Code] Safety --> ReportSafety[RSE/RGE/AS, Representatives of AP/RSE/RGE/AS, or TCPs under their streams of supervision report the incident to AP within 12 hours of discovery²²] ReportSafety --> ReportSafetyBA[AP reports the incident to the BA within 48 hours of discovery²². Alternatively, AS may report direct to the BA and copy to AP within 48 hours of discovery²²] Quality --> ReportQuality[RSE/RGE/AS, Representatives of AP/RSE/RGE/AS, or TCPs under their streams of supervision report the incident to AP within 5 days of discovery²²] ReportQuality --> ReportQualityBA[AP reports the incident to the BA within 14 days of discovery²². Alternatively, AS may report direct to the BA and copy to AP within 14 days of discovery²²] ReportSafetyBA --> Assessment[AP, RSE, RGE and AS carry out assessment, investigation, urgent works²⁰/rectification works as considered appropriate and necessary to ensure building and public safety] ReportQualityBA --> Assessment Assessment --> Rectified{The incident has been satisfactorily rectified?} Rectified -- No --> Assessment Rectified -- Yes --> END([END]) </pre> <p><small>Note: If a major/serious site incident is also considered as a non-conformity under paragraph 5.5 of this Code, the requirements for completion of Non-conformity and Rectification Report as described in paragraph 10.5 of this Code should also be followed.</small></p>

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-	<p>12 <i>Report to the Building Authority</i></p> <p>12.1 The AP should report to the BA in writing the non-conformity as required under paragraph 10.5 of this Code or major/serious site incidents as required under paragraphs 11.2 to 11.7 of this Code to the designated email address: siteincident@bd.gov.hk. The following essential information should be provided in the report:</p> <ul style="list-style-type: none"> (a) Address of the site; (b) Location, date and time of discovery²¹ or ²² and happening of the non-conformity or incident; (c) Contact details including name, phone number and email address; (d) Type of building works involved and other relevant information; (e) Any injury, death or damage to property involved; (f) Any remedial action/rectification works being taken/carried out; and (g) Plans, site photos, test reports and documents relevant to the non-conformity or incident (if available).

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Sample 8

P.2 of Sample 8
Form A

Record of Specific Tasks Performed by
TCP under AP/RSE/RGE/RC * stream

BD Ref. SM/0000/11
Building Project XYZ Centre
Type of Works Excavation & Lateral Support Works
Name of TCP¹ Mr Chan Tai Man
Grade of TCP T4 Frequency of Inspection weekly

Date DD/MM/YY	29/1/20 (Wed)	5/2/20 (Wed)	12/2/20 (Wed)	19/2/20 (Wed)	26/2/20 (Wed)	4/3/20 (Wed)	11/3/20 (Wed)
Item No. [#]	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
C1	S	S	S	S	S	S	S
C2	S	S	S	S	S	S	S
C3	S	S	S	S	S	S	S
C8	S	S	S	S	S	S	S
C9	S	S	S	S	S	S	S
C10	S	S	S	S	S	S	S
C11	S	S	S	S	S	S	S
C12	S	S	S	S	S	S	S
C16	S	S	S	S	S	S	S
C21	S	S	S	S	S	S	S
C25	S	S	S	S	S	S	S
C _n	S	S	S	S	S	S	S
Signature							

Legend:

S - Satisfactory²
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Descriptions of the items listed are attached in separate sheet(s)

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C3	S	S	S	S	S	S	S
C8	S	S	S	S	S	S	S
C9	S	S	S	S	S	S	S
C10	S	S	S	S	S	S	S
C12	S	S	S	S	S	S	S
C16	S	S	S	S	S	S	S
C21	S	S	S	S	S	S	S
C25	S	S	S	S	S	S	S
C _n	S	S	S	S	S	S	S
Signature							

Legend:

S - Satisfactory²
NS - Not satisfactory (It should be recorded in the site supervision report and, where applicable, **Form B**³)

* Delete if inappropriate

Descriptions of the items listed are attached in separate sheet(s)

¹ Full name of the TCP as provided in the supervision plan.

² If a non-conformity is very minor in nature and has been rectified to the satisfaction of the TCP at the same inspection, it would be recorded as "satisfactory".

³ Completion of **Form B** is **Required** for a non-conformity that (a) has material concern for safety; or (b) does not have material concern for safety but the works item/rectification works cannot be verified due to the areas have been covered up during inspection or re-inspection.

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<p>4. A person, who holds a relevant degree and with not less than one year relevant experience, attended / passed the “Top-up course for TCP T3 on GIFW and Building Works with Significant Geotechnical Content”, which is run by the Hong Kong Polytechnic University, the University of Hong Kong, the Hong Kong University of Science & Technology or School of Professional Development in Construction under Hong Kong Institute of Construction, is accepted to possess equivalent qualification as that in the Technical Memorandum for TCP T3.</p> <p>5. A list of courses which are recognised as acceptable academic qualifications for TCP T1 to T3 under this Code is provided in PNAP APP-157.</p>	<p>4. A person, who holds a relevant degree and with not less than one year relevant experience, attended / passed the “Top-up course for TCP T3 on GIFW and Building Works with Significant Geotechnical Content”, which is run by the Hong Kong Polytechnic University, the University of Hong Kong, the Hong Kong University of Science & Technology, School of Professional Development in Construction under Hong Kong Institute of Construction or Geotechnical Division of the HKIE, is accepted to possess equivalent qualification as that in the Technical Memorandum for TCP T3.</p> <p>5. A list of courses which are recognised as acceptable academic qualifications for TCP T1 to T3 under this Code has been uploaded to BD website.</p>

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Appendix XI

Standard Forms TW1, TW2 and TW3

Form TW1 – Certificate of Compliance and Confirmation of Appointment of Design Engineer for Temporary Works Providing Support to a Tower Crane

Form TW2 – Certificate of Compliance and Confirmation of Appointment of Independent Checking Engineer for Temporary Works Providing Support to a Tower Crane

Form TW3 – Certificate of Completion for Temporary Works Providing Support to a Tower Crane by Registered Contractor

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Form TW1
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Certificate of Compliance and Confirmation of Appointment of Design Engineer for Temporary Works Providing Support to a Tower Crane

Project name : _____
BD reference no. : _____
Address of site : _____
Tower crane no. : _____ (with layout plan)
Stage of works¹ (if any) : _____

Part I : Certificate of Compliance (to be completed by design engineer and the employing company)

I, (name in full) _____ (Chinese)
(I.D. No.^ / Passport No.^) _____ (Telephone No.) _____,
and my employing company (employing company name) _____
confirm that I have been appointed by the registered contractor (RC)
(Name) _____ as the design engineer (DE) in respect of the temporary works
providing support to a tower crane at the subject site, and I hereby certify that :

- (a) I have prepared and duly signed all the plans and construction drawings² (drawing number _____) for the temporary works providing support to the tower crane at the subject site, and the associated design justifications³ (report reference number _____);
- (b) the temporary works including the connections between the tower crane, the temporary works and the permanent structures (if applicable) are designed in compliance with the Buildings Ordinance, the regulations made thereunder and the relevant codes of practice and are structurally safe; and
- (c) (i)* the temporary works are under Case 2 that have no effect on the permanent structures, adjoining buildings and lands by way of overstressing or overloading.
or
(ii)* the temporary works are under Case 3 that may have effect on the permanent structures, adjoining buildings or lands by way of overstressing or overloading and submission to the registered structural engineer/registered geotechnical engineer* is required for their review on the effects to the permanent structures. *

¹ Stage of temporary works providing support to a tower crane (e.g. free-standing stage, climbing stage or extension of height of the tower crane etc)

² Construction drawings include all necessary construction details and specifications of the temporary works, sequence of construction, method statements, details of precautionary and protective measures.

³ Design justifications include design calculations of the temporary works and the assessment on the effects on the permanent structures, the adjoining buildings and lands.

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Form TW1

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2. I declare that I am a registered professional engineer (RPE) (civil/structural*) with a minimum of 5 years relevant working experience.

Name of DE	:	Employing Company Name	:
RPE No.	:	Business Registration Certificate No.	:
Date	:	Signature of Authorized Representative	:
Signature of DE	:	Employing Company Chop	:

Any false certification or declaration may be subject to legal action

Part 2 : Confirmation of Appointment (to be completed by RC)

I (name in full) _____ (Chinese) _____, the person appointed to act for the RC in the subject project, hereby confirm that the above DE has been appointed in respect of the temporary works providing support to the tower crane for the subject site and undertake that the temporary works will be carried out in accordance with the certified plans and construction drawings designed by the DE and will be properly maintained to ensure that they are structurally safe and intact.

Name of RC	:	
Certificate of Registration No.	:	
Date of expiry of registration	:	
Date	:	
Signature	:	

Any false certification or declaration may be subject to legal action

^ In accordance with the Hong Kong Identity Card/Passport record

* Delete where appropriate

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Form TW2

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Certificate of Compliance and Confirmation of Appointment of Independent Checking Engineer for Temporary Works Providing Support to a Tower Crane

Project name : _____
BD reference no. : _____
Address of site : _____
Tower crane no. : _____ (with layout plan)
Stage of works¹ (if any) : _____

Part 1 : Certificate of Compliance (to be completed by independent checking engineer and the
employing company)

I, (name in full) _____ (Chinese)
(I.D. No.^ / Passport No.^ *) _____ (Telephone No.) _____, and my
employing company (employing company name) _____ confirm
that I have been appointed by the registered contractor (RC) (Name) _____
_____ as the independent checking engineer (ICE) in respect of the temporary works
providing support to a tower crane at the subject site, and I hereby confirm that I take up the role of the
ICE in respect of the above temporary works. I certify that :-

- (a) I have checked and duly signed all the plans and construction drawings² (drawing number
_____) for the temporary works providing support to the tower
crane at the subject site, and the associated design justifications³ (report reference
number _____), prepared by the design engineer (name in full)
_____ ;
- (b) the temporary works including the connections between the tower crane, the temporary works and
the permanent structures (if applicable) are designed in compliance with the Buildings Ordinance,
the regulations made thereunder and the relevant codes of practice and are structurally safe; and
- (c) (i)* the temporary works are under Case 2 that have no effect on the permanent structures,
adjoining buildings and lands by way of overstressing or overloading.*
or
(ii)* the temporary works are under Case 3 that may have effect on the permanent structures,
adjoining buildings or lands by way of overstressing or overloading and submission to the
registered structural engineer/registered geotechnical engineer* is required for their review on the
effects to the permanent structures.*

¹ Stage of temporary works providing support to a tower crane (e.g. free-standing stage, climbing stage or extension of height
of the tower crane etc)

² Construction drawings include all necessary construction details and specifications of the temporary works, sequence of
construction, method statements, details of precautionary and protective measures..

³ Design justifications include design calculations of the temporary works and the assessment on the effects on the permanent
structures, the adjoining buildings and lands.

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Form TW2

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2. I declare that I am a registered professional engineer (RPE) (civil/structural*) with a minimum of 5 years relevant working experience.

3. I confirm that the design engineer and I, including both employing companies, are independent from each other and have no holding, subsidiary, employer/employee or any other relationship.

Name of ICE	:	Employing Company	:
		Name	
RPE No.	:	Business Registration	:
		Certificate No.	
Date	:	Signature of Authorized	:
		Representative	
Signature of ICE	:	Employing Company	:
		Chop	

Any false certification or declaration may be subject to legal action

Part 2 : Confirmation of Appointment (to be completed by the RC)

I (name in full) _____ (Chinese) _____, the person appointed to act for the RC in the subject project, hereby confirm that the above ICE has been appointed in respect of the temporary works providing support to the tower crane for the subject site.

Name of RC	:	
Certificate of Registration No.	:	
Date of expiry of registration	:	
Date	:	
Signature	:	

Any false certification or declaration may be subject to legal action

^ In accordance with the Hong Kong Identity Card/Passport record

* Delete where appropriate

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Form TW3

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Certificate of Completion for Temporary Works Providing Support to a Tower Crane by Registered Contractor

Project name : _____
BD reference no. : _____
Address of site : _____
Tower crane no. : _____ (with layout plan)
Stage of works¹ (if any) : _____

Part 1 : Certificate of Completion (to be completed by technically competent person (TCP) T4 in registered contractor (RC) 's stream)

I, (name in full) _____ (Chinese)
(I.D. No./Passport No./TCP No.^*) _____ (Telephone No.) _____
_____, the person appointed as TCP-T4 in RC's stream in the supervision plan
submitted to the Building Authority on (date) _____ (submission ref. no.
_____), hereby certify that:

- (a) the temporary works providing support to the tower crane have been completed and I confirm that I have personally inspected the temporary works on (date) _____ and found satisfactory that the works have been completed in accordance with the certified plans and construction drawings (drawing number _____);
- (b) the results of the associated testing of materials and workmanship (including on-site and off-site welds) have been reviewed by me and found technically acceptable; and
- (c) the temporary works including the connections between the tower crane, the temporary works and permanent structures are structurally safe.

Name of TCP

Date

Signature of TCP

Any false certification or declaration may be
subject to legal action

¹ Stage of temporary works providing support to a tower crane (e.g. free-standing stage, climbing stage or extension of height of the tower crane etc)

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Part 2 : Certificate of Completion

(to be completed by the appointed T5 person (T5 Person)/ Design Engineer (DE)/ Independent Checking Engineer (ICE))*

I (name in full) _____ (Chinese) _____, the person appointed by the RC as the T5 Person/ DE/ ICE* in the subject project, hereby certify that:

- (a) the temporary works providing support to the tower crane have been completed and I confirm that I have personally inspected the temporary works on (date) _____ and found satisfactory that the works have been completed in accordance with the certified plans and construction drawings (drawing number _____);
- (b) the results of the associated testing of materials and workmanship (including on-site and off-site welds) have been reviewed by me and found technically acceptable; and
- (c) the temporary works including the connections between the tower crane, the temporary works and the permanent structures are structurally safe.

Name of _____
T5 Person/DE/ICE*

Employing Company _____
Name

RPE No. _____

Business Registration _____
Certificate No.

Date _____

Signature of Authorized _____
Representative

Signature of _____
T5 Person/DE/ICE*

Employing Company _____
Chop

Any false certification or declaration may be subject
to legal action

^ In accordance with the Hong Kong Identity Card/Passport record/ TCP No.

* Delete where appropriate