**Appendix B** (PNAP APP-157)

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



(8/2024)

20	2021 Edition (with amendments till December 2023)		2024 Edition	
3 Ob	ejective and General Principles	3	Objective and General Principles	
	jective		Objective	
3.1 Th: (a) (b) (c) (d) (e) (f) (g) (h)	various types of building works or street works; the deployment of technically competent persons (TCPs) and the combination of their duties; 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; the specific tasks of TCPs in carrying out site supervision; the division of responsibility for temporary works; the qualification and experience requirements for each grade of TCP; the procedures for dealing with non-conformities; and	3.1	This Code sets out and explains:  (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.	

2021 Edi	ition (with amendments till December 2023)	2024 Edition		
	Table 4.1 Responsibilities and Duties under AP's Stream  AP	Table 4.1  Responsibilities and Duties under AP's Stream  AP		
	Assuming overall responsibilities in the appointment of his	Assuming overall responsibilities in the appointment of his		
Responsibilities	Representative and TCPs.  • Ensuring the full implementation of the supervision plan regarding his own stream.	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.	Responsibilities  • Overseeing the full implementation of the supervision plan regarding the RC's stream.		
	Establishing an efficient and effective mechanism for dealing with non-conformities.	Establishing an efficient and effective mechanism for dealing with non-conformities.		
	Assessing the scale for each type of works relevant to the project.	Assessing the scale for each type of works relevant to the project.		
	Compiling his own part of the supervision plan.	Compiling his own part of the supervision plan.		
	Coordinating and submitting the supervision plan to the BA.	Coordinating and submitting the supervision plan to the BA.		
	Devising checklists of specific tasks for his TCPs.	Devising checklists of specific tasks for his TCPs.		
Duties	Supervising his Representative and TCPs.	Duties  • Supervising his Representative and TCPs.		
	Notifying the BA of any non-conformities which pose an imminent danger, or cause a material concern for safety and the RC fails to rectify.	Notifying the BA and following up any non-conformities which pose an imminent danger, or cause a material concern for safety and the RC fails to rectify, and any major/serious site incidents relating to safety and/or quality of works.		
	Carrying out site inspections as necessary.	Carrying out site inspections as necessary.		
	AP's Representative	AP's Representative		
	Accountable to the AP for the implementation of the AP's supervision plan.	Accountable to the AP for the implementation of the AP's supervision plan.		
Responsibilities	Representing the AP as the formal point of contact in communication with other streams.	Representing the AP as the formal point of contact in communication with other streams.		
·	Taking overall responsibility to check on site if the safety measures required under supervision plans are implemented.	Taking overall responsibility to check on site if the safety measures required under supervision plans are implemented.		
	Accountable to the AP 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.	Accountable to the AP 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.		
	Ensuring that the RC's safety management structure complies with the supervision plan.	Ensuring that the RC's safety management structure complies with the supervision plan.		

2021 E	dition (with amendments till December 2023)		2024 Edition
	Table 4.1 Cont'd		Table 4.1 Cont'd
	Assisting the AP in carrying out safety management functions.		Assisting the AP in carrying out safety management functions.
Duties	Coordinating and compiling reports on supervision activities including reports on non-conformity.	Duties	Coordinating and compiling reports on supervision activities including reports on non-conformity.
	Dealing with non-conformities.		Dealing with non-conformities and site incidents.
	T4		T4
	Accountable to the AP, through the AP's Representative, for the implementation of the supervision plan.		Accountable to the AP, through the AP's Representative, for the implementation of the supervision plan.
Responsibilities	Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.	Responsibilities	Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.
	Carrying out specific tasks as per checklist devised by the AP.		Carrying out specific tasks as per checklist devised by the AP.
Duties	Checking that specified aspects of works comply with approved plans, design requirements and method statements, precautionary and protective measures are in place and followed.	Duties	Checking that specified aspects of works comply with approved plans, design requirements and method statements, precautionary and protective measures are in place and followed.
	Dealing with non-conformities by making referral to the AP's Representative and notifying TCPs in other streams.		Dealing with non-conformities and site incidents, making referral to the AP's Representative and notifying TCPs in other streams.
	T3		T3
	Accountable to the AP through the AP's Representative.		Accountable to the AP through the AP's Representative.
Responsibilities	Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.	Responsibilities	Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.
	Carrying out specific tasks as per checklist devised by the AP.		Carrying out specific tasks as per checklist devised by the AP.
Duties	Checking that the works comply with the approved plans (or submitted plans for minor works), method statements, precautionary and protective measures.		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.	Duties	Monitoring the work of the RC's TCPs.
	Maintaining on site registers of all relevant site supervision plans together with all reports, documents and correspondence relating to the supervision plan.		Maintaining on site registers of all relevant site supervision plans together with all reports, documents and correspondence relating to the supervision plan.
	Dealing with non-conformities by making referral to the AP's Representative and notifying TCPs in other streams.		Dealing with non-conformities and site incidents, making referral to the AP's Representative and notifying TCPs in other streams.

Table 4.2 Responsibilities and Duties under RSE's Stream				
	RSE			
	<ul> <li>Assuming overall responsibilities in the appointment of hi Representative and TCPs.</li> </ul>			
Responsibilities	Ensuring the full implementation of the supervision plan regardin his own stream.			
Responsibilities	Overseeing the full implementation of the supervision plan regardin the RC's stream.			
	Giving permission to the RC for carrying out temporary work categorised as Case 3 under paragraph 4.9 of this Code.			
	Compiling his own part of the supervision plan.			
	Devising checklists of specific tasks for his TCPs.			
Duties	Supervising his Representative and TCPs.			
Duties	Notifying the AP of any non-conformities which pose an imminer danger, or cause a material concern for safety and the RC fails t rectify.			
	Carrying out site inspections as necessary.			
	RSE's Representative			
	Accountable to the RSE for implementing the RSE's supervision plan.			
	Representing the RSE as the formal point of contact is communication with other streams.			
Responsibilities	Taking overall responsibility to check if the safety measures on sit meet with the requirements of supervision plans.			
	<ul> <li>Accountable to the RSE for the satisfactory execution of th specific tasks, and for the responsibilities of junior TCPs includin checking of the essential items for specific tasks provided in thi Code.</li> </ul>			
	Checking and satisfying that the RC's safety management structur complies with the supervision plan.			

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.

Duties

#### 2024 Edition

	Table 4.2 Responsibilities and Duties under RSE's Stream
	RSE
	Assuming overall responsibilities in the appointment of his Representative and TCPs.
Responsibilities	Ensuring the full implementation of the supervision plan regarding his own stream.
Responsionnes	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.
	Compiling his own part of the supervision plan.
	Devising checklists of specific tasks for his TCPs.
Duties	Supervising his Representative and TCPs.
	Notifying the AP and following up any non-conformities which pose an imminent danger, or cause a material concern for safety and the RC fails to rectify, and any major/serious site incidents relating to safety and/or quality of works.
	Carrying out site inspections as necessary.
	RSE's Representative
	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.
Responsibilities	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.
	Assisting the RSE in carrying out safety management functions.
Duties	Coordinating and compiling reports on supervision activities including reports on non-conformity.

Table 4.2 Cont'd  T5  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.  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,	Responsibilities	<ul> <li>Table 4.2 Cont'd</li> <li>Accountable to the RSE through the RSE's Representative, for the implementation of the supervision plan.</li> <li>Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.</li> <li>Carrying out specific tasks as per checklist devised by the RSE.</li> <li>Dealing with non-conformities and site incidents, making referral to the RSE's Representative and notifying TCPs in other streams.</li> <li>Checking that site works comply with the approved plans, design</li> </ul>
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.  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,	Responsibilities	<ul> <li>Accountable to the RSE through the RSE's Representative, for the implementation of the supervision plan.</li> <li>Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.</li> <li>Carrying out specific tasks as per checklist devised by the RSE.</li> <li>Dealing with non-conformities and site incidents, making referral to the RSE's Representative and notifying TCPs in other streams.</li> </ul>
implementation of the supervision plan.  Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.  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,	Responsibilities	<ul> <li>implementation of the supervision plan.</li> <li>Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.</li> <li>Carrying out specific tasks as per checklist devised by the RSE.</li> <li>Dealing with non-conformities and site incidents, making referral to the RSE's Representative and notifying TCPs in other streams.</li> </ul>
Memorandum and this Code.  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,		<ul> <li>Carrying out specific tasks as per checklist devised by the RSE.</li> <li>Dealing with non-conformities and site incidents, making referral to the RSE's Representative and notifying TCPs in other streams.</li> </ul>
precautionary and protective measures.  Validating conditions on site which relate to design assumptions for temporary or permanent structures	Duties	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.
T3		T3
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> <li>Accountable to the RSE through the RSE's Representative.</li> <li>Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.</li> </ul>
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.	Duties	<ul> <li>Carrying out specific tasks as per checklist devised by the RSE.</li> <li>Checking that the works comply with the approved plans (or submitted plans for minor works), method statements, precautionary and protective measures.</li> <li>Monitoring the work of the RC's TCPs.</li> <li>Dealing with non-conformities and site incidents, making referral to the RSE's Representative and notifying TCPs in other streams.</li> </ul>
T A T M C C su au D D	countable to the RSE through the RSE's Representative.  aking up relevant responsibilities as set down in the Technical demorandum and this Code.  arrying out specific tasks as per checklist devised by the RSE.  thecking that the works comply with the approved plans (or abmitted plans for minor works), method statements, precautionary and protective measures.	remporary or permanent structures.  Cocountable to the RSE through the RSE's Representative.  Responsibilities  Responsibilities  Responsibilities  Responsibilities  Responsibilities  In the Technical demorandum and this Code.  Code arrying out specific tasks as per checklist devised by the RSE.  Combinited plans for minor works), method statements, precautionary and protective measures.  Conitoring the work of the RC's TCPs.  Realing with non-conformities by making referral to the RSE's

	Table 4.3 Responsibilities and Duties under RGE's Stream  RGE		
	Assuming overall responsibilities in the appointment of h Representative and TCPs.		
Responsibilities	Ensuring the full implementation of the supervision plan regarding his own stream.		
Responsionnes	Overseeing the full implementation of the supervision plan regarding the RC's stream.		
	Giving permission to the RC for carrying out temporary work categorised as Case 3 under paragraph 4.9 of this Code.		
	Compiling his own part of the supervision plan.		
	Devising checklists of specific tasks for his TCPs.		
Duties	Supervising his Representative and TCPs.		
Dates	Notifying the AP of any non-conformities which pose an immine danger, or cause a material concern for safety and the RC fails rectify.		
	Carrying out site inspections as necessary.		
	RGE's Representative		
	Accountable to the RGE for implementing the RGE's supervision plan.		
	Representing the RGE as the formal point of contact communication with other streams.		
Responsibilities	Taking overall responsibility to check if the safety measures on si meet with the requirements of supervision plans.		
	<ul> <li>Accountable to the RGE 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 the Code.</li> </ul>		
	Checking and satisfying that the RC's safety management structu complies with the supervision plan.		
	Assisting the RGE in carrying out safety management functions.		
	Coordinating and compiling reports on supervision activiti		
Duties	including reports on non-conformity.		

• Dealing with non-conformities.

#### 2024 Edition

	Table 4.3 Responsibilities and Duties under RGE's Stream
	RGE
	Assuming overall responsibilities in the appointment of his Representative and TCPs.
Responsibilities	Ensuring the full implementation of the supervision plan regarding his own stream.
Responsionnes	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.
	Compiling his own part of the supervision plan.
	Devising checklists of specific tasks for his TCPs.
Duties	Supervising his Representative and TCPs.
Dunes	Notifying the AP and following up any non-conformities which pose an imminent danger, or cause a material concern for safety and the RC fails to rectify, and any major/serious site incidents relating to safety and/or quality of works.
	Carrying out site inspections as necessary.
	RGE's Representative
	Accountable to the RGE for implementing the RGE's supervision plan.
	Representing the RGE as the formal point of contact in communication with other streams.
Responsibilities	Taking overall responsibility to check if the safety measures on site meet with the requirements of supervision plans.
	Accountable to the RGE 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.
	Assisting the RGE in carrying out safety management functions.
Duties	Coordinating and compiling reports on supervision activities including reports on non-conformity.

2021 Edition (with amendments till December 2023)		2024 Edition	
	Table 4.3 Cont'd		Table 4.3 Cont'd
	T5		T5
	Accountable to the RGE through the RGE's Representative, for the implementation of the supervision plan.		Accountable to the RGE through the RGE's Representative, for the implementation of the supervision plan.
Responsibilities	Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.	Responsibilities	Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.
	Carrying out specific tasks as per checklist devised by the RGE.		Carrying out specific tasks as per checklist devised by the RGE.
	Dealing with non-conformities by making referral to the RGE's Representative and notifying TCPs in other streams.		Dealing with non-conformities and site incidents, making referral to the RGE's Representative and notifying TCPs in other streams.
	Checking that site works comply with the approved plan, design requirements including those of the method statements, precautionary and protective measures.	Duties	Checking that site works comply with the approved plan, design requirements including those of the method statements, precautionary and protective measures.
Duties	Validating conditions on site which relate to design assumptions for temporary or permanent structures.	Duties	Validating conditions on site which relate to design assumptions for temporary or permanent structures.
	T2/T3		T2/T3
	Accountable to the RGE through the RGE's Representative.		Accountable to the RGE through the RGE's Representative.
Responsibilities	Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.	Responsibilities	Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.
	Carrying out specific tasks as per checklist devised by the RGE.		Carrying out specific tasks as per checklist devised by the RGE.
Duties	Checking that the works comply with the approved plans (or submitted plans for minor works), method statements, precautionary and protective measures.	Duties	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.		Monitoring the work of the RC's TCPs.
	Dealing with non-conformities by making referral to the RGE's Representative and notifying TCPs in other streams.		Dealing with non-conformities and site incidents, making referral to the RGE's Representative and notifying TCPs in other streams.

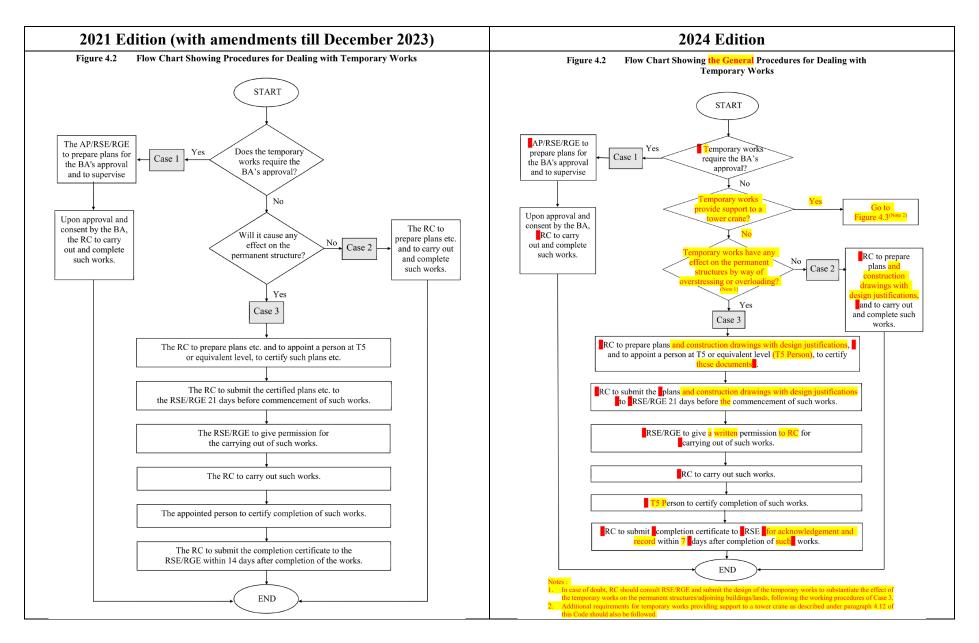
2021 Edition (with amendments till December 2023)		2024 Edition	
	Table 4.4 Responsibilities and Duties under RC's Stream		Table 4.4 Responsibilities and Duties under RC's Stream
	Assuming overall responsibilities in the appointment of his Representative and TCPs.	D 1777	Assuming overall responsibilities in the appointment of his Representative and TCPs.  Ensuring the full implementation of the supervision plan recording.
Responsibilities	<ul> <li>Ensuring the full implementation of the supervision plan regarding his own stream.</li> <li>Ensuring that non-conformities are immediately acted on and that rectification is carried out forthwith.</li> </ul>	Responsibilities	<ul> <li>Ensuring the full implementation of the supervision plan regarding his own stream.</li> <li>Ensuring that non-conformities are immediately acted on and that rectification is carried out forthwith.</li> </ul>
Duties	<ul> <li>Compiling his own part of the supervision plan.</li> <li>Devising checklists of specific tasks for his TCPs.</li> <li>Supervising his Representative and TCPs.</li> <li>Preparing plans, method statement and/or precautionary and protective measures for temporary works categorised as Case 2 and/or Case 3 under paragraph 4.9 of this Code.</li> <li>Notifying the AP of any non-conformities which pose an imminent danger, or cause a material concern for safety.</li> <li>Carrying out site inspections as necessary.</li> </ul>	Duties	<ul> <li>Compiling his own part of the supervision plan.</li> <li>Devising checklists of specific tasks for his TCPs.</li> <li>Supervising his Representative and TCPs.</li> <li>Preparing plans, method statements, precautionary and protective measures for temporary works categorised as Case 2 and/or Case 3 under paragraphs 4.9, 4.11 and 4.12 of this Code.</li> <li>Preparing an implementation plan for the adoption of the mobile plant alert system and/or the tower crane alert system for building works, and ensuring that the implementation plan is properly executed on site as detailed in paragraph 4.14 of this Code.</li> <li>Notifying the AP and following up any non-conformities which pose an imminent danger, or cause a material concern for safety, and any major/serious site incidents relating to safety and/or quality of works.</li> </ul>

2021 Edition (with amendments till December 2023)		2024 Edition	
	AS's Representative     Accountable to the AS for the implementation of the RC's supervision plan.     Representing the AS as the formal point of contact in communication	AS's Representative     Accountable to the AS for the implementation of the RC's supervision plan.     Representing the AS as the formal point of contact in communication with other streams.	
Responsibilities	<ul> <li>with other streams.</li> <li>Taking up overall responsibilities in carrying out site safety measures and actions in accordance with the supervision plan.</li> <li>Ensuring that the line management, including sub-contractors, are conversant with the supervision plan, and that good coordination and communication exists between his TCPs.</li> </ul>	Responsibilities  Taking up overall responsibilities in carrying out site safety measures and actions in accordance with the supervision plan.  Ensuring that the line management, including sub-contractors, are conversant with the supervision plan, and that good coordination and communication exists between his TCPs.	
Duties	<ul> <li>Directing staff and sub-contractors on safety related matters.</li> <li>Coordinating and compiling reports on supervision activities.</li> <li>Dealing with non-conformities.</li> <li>Assisting the AS in the investigation of the causes of each non-conformity and taking measures to prevent further occurrence.</li> </ul>	<ul> <li>Directing staff and sub-contractors on safety related matters.</li> <li>Coordinating and compiling reports on supervision activities.</li> <li>Ensuring the implementation plan for the adoption of the mobile plant alert system and/or the tower crane alert system for building works is properly executed on site.</li> <li>Dealing with non-conformities and site incidents.</li> </ul>	
		Assisting the AS in the investigation of the causes of each non-conformity and taking measures to prevent further occurrence.	

<b>2021 Ed</b>	ition (with amendments till December 2023)	2024 Edition		
	Table 4.4 Cont'd	Table 4.4 Cont'd		
	T4/T5	T4/T5		
Responsibilities	Accountable to the AS, through the AS's Representative, for the implementation of the supervision plan.      Taking up relevant responsibilities as set down in the Technical	<ul> <li>Accountable to the AS, through the AS's Representative, for the implementation of the supervision plan.</li> <li>Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.</li> </ul>		
Duties	Memorandum and this Code.     Checking that assumptions made in the design of temporary works and method statements are validated on site.     Checking that actual site conditions and works being carried out agree with the approved plans, design requirements, method statements and precautionary and protective measures.     Carrying out specific tasks as per checklist devised by AS.     Dealing with non-conformities by making referral to the AS's	<ul> <li>Checking that assumptions made in the design of temporary works, method statements and precautionary and protective measures are validated on site.</li> <li>Checking that actual site conditions and works being carried out agree with the approved plans, design requirements, method statements and precautionary and protective measures.</li> <li>Carrying out specific tasks as per checklist devised by AS.</li> <li>Dealing with non-conformities and site incidents, making referral to the AS's Representative and notifying TCPs in other streams.</li> </ul>		
	Representative and notifying TCPs in other streams.	T1-T3		
	<ul> <li>T1-T3</li> <li>Accountable to the AS through the AS's Representative.</li> </ul>	<ul> <li>Accountable to the AS through the AS's Representative.</li> <li>Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.</li> </ul>		
Responsibilities	Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.	Checking on routine basis that site works comply with general site safety requirements.		
Duties	<ul> <li>Checking on routine basis that site works comply with general site safety requirements.</li> <li>Checking specialist aspects of work to see that they comply with the submitted supervision plans. (T2 &amp; T3 only)</li> </ul>	Checking specialist aspects of work to see that they comply with the submitted supervision plans. (T2 & T3 only)      Checking that the works comply with the approved plans (or submitted plans for minor works), method statements, and precautionary and protective measures.		
	Checking that the works comply with the approved plans (or submitted plans for minor works), method statements, precautionary and protective measures.	<ul> <li>Checking that the temporary works comply with the plans, construction drawings, sequence of construction, method statements, and details of precautionary and protective measures.</li> <li>Checking that the mobile plant alert system and/or the tower</li> </ul>		
	Checking that subordinate TCPs have carried out routine checks at the correct frequency and that records are prepared and filed on site. (T2 & T3 only)  Complete the control of the	<ul> <li>Checking that the mobile plant alert system and/or the tower crane alert system are properly installed and operating.</li> <li>Checking that subordinate TCPs have carried out routine checks at the correct frequency and that records are prepared and filed on site. (T2 &amp; T3 only)</li> </ul>		
	<ul> <li>Carrying out specific tasks as per checklist devised by AS.</li> <li>Dealing with non-conformities by making referral to the AS's Representative and notifying TCPs in other streams.</li> </ul>	<ul> <li>Carrying out specific tasks as per checklist devised by AS.</li> <li>Dealing with non-conformities and site incidents. making referral to the AS's Representative and notifying TCPs in other streams.</li> </ul>		

2021 Ea	ition (with amendments till December 2023)	2024 Edition
	division of responsibility between AP/RSE/RGE and RC for orary works and working procedures is detailed below:	4.9 The division of responsibilities between AP/RSE/RGE and RC for temporary works and working procedures is detailed below:
Case	<ol> <li>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.</li> <li>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.</li> <li>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</li> </ol>	temporary works and working procedures is detailed below:  (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.  (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
	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.	in paragraph 4.12 of this Code should also be followed.  Construction drawings include all necessary construction details and specifications of the temporary works, sequence of construction, method statements, details of precautionary and protective measures.  Design justifications include design calculations of the temporary works and the assessmen on the effects on the permanent structures, the adjoining buildings and lands.

2021 Edit	ion (with amendments till December 2023)	2024 Edition
4.9 The di	ivision of responsibility between AP/RSE/RGE and RC for	(c) Case 3 - When the temporary works, the sequence of
tempor	ary works and working procedures is detailed below:	construction or method statements are not required to be shown
Case 1	When the prescribed plans stipulate the temporary works, and	on the prescribed plans but may have effect on the permanent
	the sequence of construction or method statements are also	structure <mark>s, the adjoining buildings or lands,</mark> by way of
	shown on prescribed plans, both the AP/RSE/RGE and the RC	overstressing or overloading, the RC should prepare plans and
	have their own responsibilities to supervise the carrying out of	construction drawings with design justifications for the
	the works in accordance with the approved/prescribed plans	temporary works. RC should appoint a person whose
	and the BO and Regulations.	qualification and experience are not inferior to a TCP of grade
Case 2	When the temporary works, the sequence of construction or	
	method statements are not required to be shown on prescribed	T5 (T5 Person <sup>3</sup> ) to certify these documents, which should then
	plans and have no effect on the permanent structure by way of	be submitted to the RSE/RGE 4 21 days before the
	overstressing or overloading, the RC has the sole responsibility	commencement of works, and a completion certificate should be
	of ensuring the integrity of temporary works and that the	submitted to the RSE for acknowledgement, as further described
	carrying out of temporary works should be safe and should not	in paragraph 4.11 of this Code. The RC has the sole
	endanger the workers on site, the public and adjoining buildings.	responsibility of ensuring the integrity of the temporary works and
Case 3	When the temporary works, the sequence of construction or	that the carrying out of temporary works should be safe and should
	method statements are not required to be shown on the	not endanger the workers on site, the public and adjoining
	prescribed plans but may have effect on the permanent structure	buildings and lands. For temporary works providing support
	by way of overstressing or overloading, the RC should appoint	
	a person whose qualification and experience are not inferior to a	to a tower crane, additional requirements as described under
	TCP of grade T5 to certify the plans, design information and/or	paragraph 4.12 of this Code should also be followed.
	method statement of the temporary works which are to be	
	submitted to the RSE/RGE. The person so appointed should	Figure 4.2 illustrates the general procedures for dealing with temporary
	also certify the completion of such works. The RSE/RGE may	works.
	require the RC to submit further calculations to substantiate his	
Figure	design of the temporary works as necessary.  4.2 illustrates the procedures for dealing with temporary works.	For temporary works providing support to a tower crane, the appointed T5 Person may also be either the design engineer or independent checking engineer as required under paragraph 4.12 of this Code,  RGE should ensure that the temporary works, sequence of construction or method statements have no adverse effect on the geotechnical elements of the permanent structures, adjoining buildings and lands by way of overstressing or overloading.



2021 Edition (with amendments till December 2023)	2024 Edition	
4.10 For Case 2, method statements and drawings, precautionary and protective measures are required for, but not limited to, the following works:	4.10 For Case 2, plans and construction drawings with design justifications are required for, but not limited to, the following works:	
(a) Falsework erected for the concrete casting of  (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	(a) Falsework erected for the concrete casting of  (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> <li>(i) columns and walls with height exceeding 6m</li> <li>(ii) retaining wall higher than 4m</li> <li>(c) Temporary working platforms for the operation of plant and machinery</li> <li>(d) Lifting operation of plant and machinery.</li> </ul>	<ul> <li>(i) columns and walls with height exceeding 6m</li> <li>(ii) retaining wall higher than 4m</li> <li>(c) Temporary working platforms for the operation of plant and machinery</li> <li>(d) Lifting operation of plant and machinery.</li> </ul>	

2021 Edition (with amendments till December 2023)	2024 Edition
-	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:
	(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 Person <sup>3</sup> ) to certify these
	documents. These documents should then be submitted to the
	RSE/RGE not later than 21 days before the commencement of
	works.

2021 Edition (with amendments till December 2023)		2024 Edition
-	(b)	The RSE/RGE <sup>4</sup> 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.
	(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 Person <sup>3</sup> 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
		acknowledgement <sup>5</sup> and record within 7 days after completion of
		the works.
		ld check the completeness of the certificate, e.g. the T5 Person had certified in
		at the temporary works had been completed in accordance with the certified plans ruction drawings for the development project concerned and were structurally

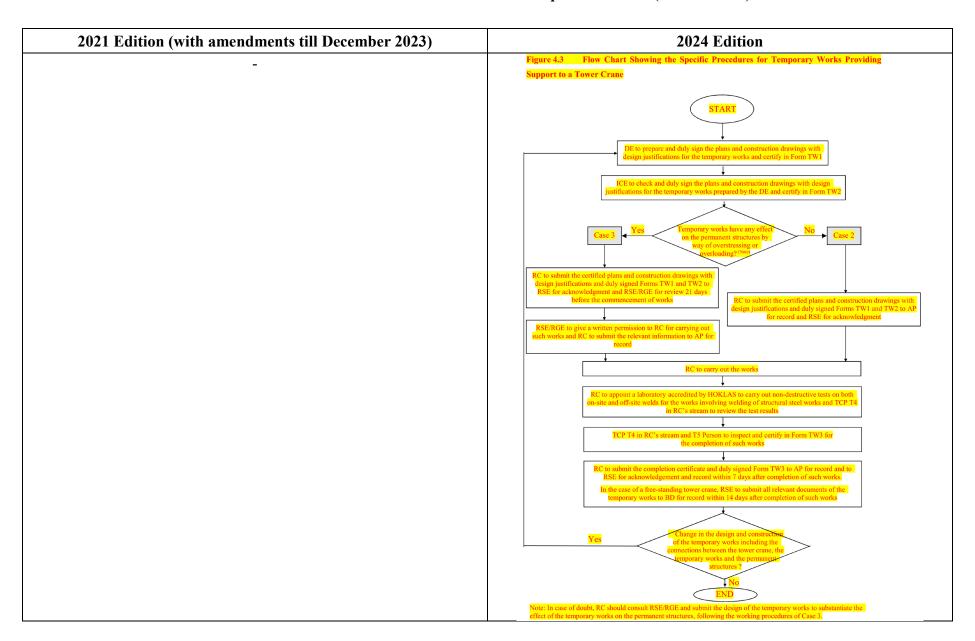
2021 Edition (with amendments till December 2023)	2024 Edition
-	4.12 For temporary works providing support to a tower crane, the following
	additional requirements should also be complied with:
	(a) A design engineer (DE) who possesses a minimum qualification of
	a registered professional engineer (civil/structural) 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.
	(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;

2021 Edition (with amendments till December 2023)	2024 Edition
-	(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 acknowledgement 6 before the
	commencement of works;
	(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 acknowledgement <sup>6</sup>
	and the RSE/RGE <sup>4</sup> 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;
	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.

2021 Edition (with amendments till December 2023)	2024 Edition
-	(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;
	(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 results 7, with the joint locations clearly
	specified, should be reviewed by TCP T4 in RC's stream;
	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.

2021 Edition (with amendments till December 2023)	2024 Edition
-	(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 Person <sup>8</sup> 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 acknowledgement and record
	within 7 days after completion of the works;
	(h) Any load test or examination of the tower cranes <sup>10</sup> should not be
	conducted prior to acknowledgement of Form TW3 by the RSE;
	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.  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,  Required under the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations.

2021 Edition (with amendments till December 2023)	2024 Edition
-	(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
	(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.
	Figure 4.3 illustrates the specific procedures for dealing with temporary works
	providing support to a tower crane.



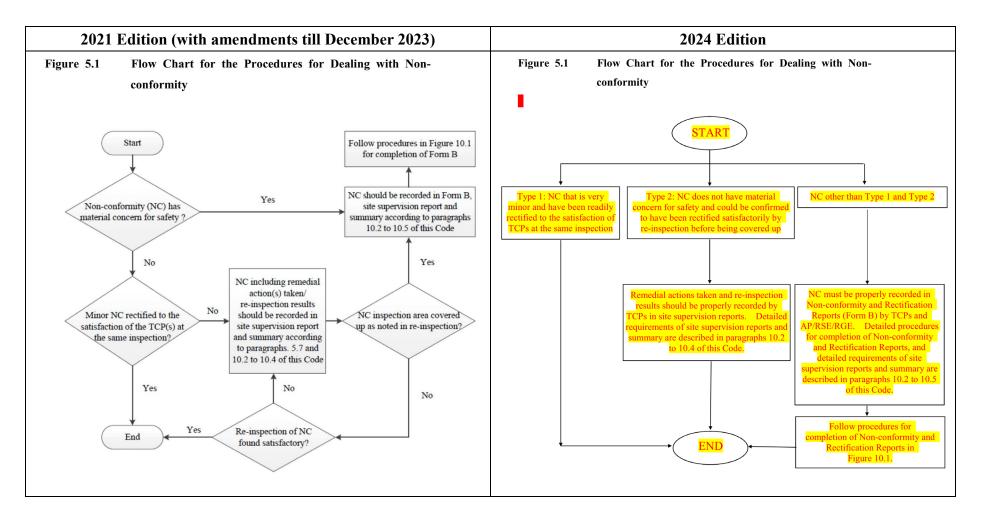
2021 Edition (with amendments till December 2023)	2024 Edition
4.11 For all Cases 1, 2 and 3 above, the RC should maintain on site a set of plans	4.13 For all Cases 1, 2 and 3 above, the RC should maintain on site a set of plans,
showing the method statement and precautionary and protective measures	construction drawings, design justifications, method statements, details of
for the reference of the TCPs and the inspection of the BA, which should	precautionary and protective measures, etc for the reference of the TCPs
be listed out in a register on site.	and the inspection of the BA, which should be listed out in a register on site.

2021 Edition (with amendments till December 2023)	2024 Edition
-	Qualified Supervision of Building Works Involving Mobile Plants and
	Tower Cranes <sup>11</sup>
	4.14 For building works with an estimated cost exceeding \$30 million, qualified
	site supervision of the building works involving the use of mobile plants <sup>12</sup>
	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:
	(a) Where a mobile plant is used for the building works, it should be
	equipped with a mobile plant alert system <sup>13</sup> under the Smart Site
	Safety System <sup>14</sup> (4S);
	Applicable to projects with conditions imposed under section 17(1) of the BO for superstructure works involving mobile plants and/or tower cranes.  "Mobile plant" generally includes all heavy-type mobile plants, such as bulldozer, compactor, crawler crane, dumper, excavator, gantry crane, grader, loader, scraper, truckmounted 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.  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.  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 Sma

2021 Edition (with amendments till December 2023)	2024 Edition
-	(b) Where a tower crane is used for the building works, it should be
	equipped with a tower crane alert system <sup>15</sup> under the 4S;
	(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;
	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.

	2024 Edition		2021 Edition (with amendments till December 2023)
sentative and TCP	(d) The responsibilities and duties of AS/AS's Representative and	(d)	-
llows:	for site supervision under the RC stream are as follows:		
red by the AS or	(i) An implementation plan should be prepared by the A		
option of the alert	under the supervision of the AS for the adoption of the		
ot limited to, the	systems. The plan should include, but not limited to,		
es to be used, the	types of mobile plants and/or tower cranes to be used,		
finition of danger	automated alert systems to be used, the definition of da		
, and the fallback	zones, a brief description of their operation, and the fall		
stem failure);	measures for special circumstances (e.g. system failure);		
ld ensure that the	(ii) The AS and the AS's Representative should ensure that		
above is properly	implementation plan described in item (i) above is prop		
	executed on site; and		
the alert systems	(iii) The TCP T1 and TCP T3 should check that the alert syst		
he plant operators	are properly installed and operating to alert the plant opera		
ger zones. They	and any site personnel encroaching the danger zones.		
tion plan for any	should report according to the implementation plan for		
a malfunction is	necessary repairs/rectification whenever a malfunctio		
	identified.		
	should report according to the implementanecessary repairs/rectification whenever		

	2021 Edition (with amendments till December 2023)		2024 Edition
	Communication Procedures		Communication Procedures
4.12	Successful implementation of the Supervision Plan System requires	4.1 <mark>5</mark>	Successful implementation of the Supervision Plan System requires
	effective and efficient within-stream and interstream communications.		effective and efficient within-stream and interstream communications.
	Lines of within-stream communications should be established between the		Lines of within-stream communications should be established between the
	engineering safety supervision level and the routine safety supervision level		engineering safety supervision level and the routine safety supervision level
	whereas interstream communications should usually take place between		whereas interstream communications should usually take place between
	stream counterparts. Typical lines of within-stream and interstream		stream counterparts. Typical lines of within-stream and interstream
	communications are illustrated in Figure 4.1.		communications are illustrated in Figure 4.1.



2	021 Edition (with amendments till December 2023	5)			2024 Edition
	Table 5.1 Typical Items for the Checklist of Specific Tasks for AP's TCPs				Table 5.1 Typical Items for the Checklist of Specific Tasks for AP's TCPs
Item	Description			Item No.	Description
<b>No.</b> A1	Establish systems for co-ordinating, compiling and filing of reports, maintaining filing systems; and forwarding reports to AP in case of non-conformity.		]	A1	Establish systems for co-ordinating, compiling and filing of reports, maintaining filing systems; and forwarding reports to AP in case of non-conformity.
A2	Check that the hoarding and/or covered walkways are erected to ensure public safety in accordance with the hoarding plan accepted by the BA.	ine ns		A2	Check that the hoarding and/or covered walkways are erected to ensure public safety in accordance with the hoarding plan accepted by the BA.  Check that the provision and condition of scaffolding, catch fans, matscreens and
A3	Check that the provision and condition of scaffolding, catch fans, matscreens and heavy duty nylon mats, as appropriate, are satisfactory.	Routine items		A3	heavy duty nylon mats, as appropriate, are satisfactory.
A4	Check that monitoring checkpoints are installed and readings are taken in time.			A4	Check that monitoring checkpoints are installed and readings are taken in time.
A5	Register reports of non-conformity and inform relevant parties of non-conformity.		1	A5	Register reports of non-conformity and site incident, verify non-conformity and site incident and instruct rectification works, notify all relevant parties in respect of non-conformity and site incident and monitor that rectification measures are properly
A6	Report to the AP if the non-conformity is considered to pose an imminent danger, to be a significant risk or a source of danger or the RC does not comply with rectification instructions.	ring items		A6	Report to the AP if the non-conformity is considered to pose an imminent danger, to be a significant risk or a source of danger or the RC does not comply with
A7	Check that all lower grade TCPs and RC's TCPs are making inspections no less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code.	Engineering			rectification instructions, or if the site incident is considered as a major/serious site incident relating to safety and/or quality of works.
A8	Check and satisfy that a copy of approved plans (or submitted plans for minor works), method statements, precautionary and protective measures proposals and all related	Routine and		A7	Check that all lower grade TCPs and RC's TCPs are making inspections no less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code.
	drawings is kept on site; and that they are followed, including checking the video record for demolition works.	Ro		A8	Check and satisfy that a copy of approved plans (or submitted plans for minor works), method statements, precautionary and protective measures proposals and all related
A9	Check and monitor that lateral supports are installed in accordance with approved/agreed working sequence and not to be removed in advance of adequate	gui			drawings is kept on site; and that they are followed, including checking the video record for demolition works.
	propping or restraint.	Engineering item	Ш	A9	Check and satisfy with the completeness of documents including plans, construction drawings, design justifications, standard forms, test reports and completion certificate of the temporary works providing support to the tower crane; and check that they are properly kept on site by the RC; and that the procedures are followed
An	Any other items considered essential by the AP, including those for quality supervision and other conditions imposed by the BA at approval and/or consent		_		by the RC.
	stage.			A10	Check and monitor that lateral supports are installed in accordance with approved/agreed working sequence and not to be removed in advance of adequate propping or restraint.
				An	Any other items considered essential by the AP, including those for quality supervision and other conditions imposed by the BA at approval and/or consent stage.

20	221 Edition (with amendments till December 202	3)			2024 Edition	
	Table 5.2 Typical Items for the Checklist of Specific Tasks for RSE's TCPs	]			Table 5.2 Typical Items for the Checklist of Specific Tasks for RSE's TCPs	
Item No.	Description			Item No.	Description	
E1	Establish system for communicating with other TCPs.	e .		E1	Establish system for communicating with other TCPs.	ne s
E2	Check that all monitoring checkpoints are installed and readings are being taken in time.	Routine	items	E2	Check that all monitoring checkpoints are installed and readings are being taken in time.	Routine
E3	Verify non-conformity and instruct rectification works. Notify all relevant parties in respect of the non-conformity and monitor that rectification measures are properly carried out.			E3	Verify non-conformity and site incident, and instruct rectification works. Notify all relevant parties in respect of the non-conformity and site incident and monitor that rectification measures are properly carried out.	
E4	Report to the RSE if the non-conformity is considered to pose an imminent danger, to be a significant risk or a source of danger or the RC does not comply with rectification instructions.	ngineering	S	E4	Report to the RSE if the non-conformity is considered to pose an imminent danger, to be a significant risk or a source of danger or the RC does not comply with rectification instructions, or if the site incident is considered as a major/serious site	5.0
E5	Check that all lower grade TCPs and RC's TCPs are making inspections no less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code.	itine and Engi	ıtem	E5	Incident relating to safety and/or quality of works.  Check that all lower grade TCPs and RC's TCPs are making inspections no less than the required frequency and carrying out duties in accordance with the Technical	Engineering
E6	Check and satisfy that a copy of approved plans (or submitted plans for minor works), method statements, precautionary and protective measures proposals and all related drawings is kept on site; and that they are followed, including checking the video record for demolition works.	Rou		E6	Memorandum and the Code.  Check and satisfy that a copy of approved plans (or submitted plans for minor works), method statements, precautionary and protective measures proposals and all related drawings is kept on site; and that they are followed, including checking the video	Routine and E
E7	Check that there is no over-excavation and temporary cut slopes will not cause any instability to adjoining ground/structures/buildings.			<u>E7</u>	record for demolition works.  Check and satisfy with the completeness of documents including plans, construction	R
E8	Check that enclosing walls for top down construction show no signs of defect or lack of soundness.				drawings, design justifications, standard forms, test reports and completion certificate of the temporary works providing support to the tower crane; and check	
E9	Check and monitor that lateral supports are installed in accordance with approved/agreed working sequence and not to be removed in advance of adequate propping or restraint.			E8	that they are properly kept on site by the RC; and that the procedures are followed by the RC.  Check that there is no over-excavation and temporary cut slopes will not cause any	
E10	Check that the design and supports of formwork, shoring and temporary working platform are adequate to support all intended loads.	gui			instability to adjoining ground/structures/buildings.	
E11	Check that there is no risk of artesian conditions for excavation and lateral support works.	ngineer	items	E <mark>9</mark>	Check that enclosing walls for top down construction show no signs of defect or lack of soundness.	
E12	Check that stability and integrity of nearby buildings and ground are not adversely affected.	H		E10	Check and monitor that lateral supports are installed in accordance with approved/agreed working sequence and not to be removed in advance of adequate propping or restraint.	ing
E13	Check that the groundwater table is consistent with design of excavation and lateral support works.			E1 <mark>1</mark>	Check that the design and supports of formwork, shoring and temporary working platform are adequate to support all intended loads.	Engineering
E14	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.			E12	Check that there is no risk of artesian conditions for excavation and lateral support works.	H
En	Any other items considered essential by the RSE, including those for quality supervision and other conditions imposed by the BA at approval and/or consent		_	E13	Check that stability and integrity of nearby buildings and ground are not adversely affected.	
	stage.			E1 <mark>4</mark>	Check that the groundwater table is consistent with design of excavation and lateral support works.	

20	021 Edition (with amendments till December 202	3)		2024 Edition
	Table 5.2 Typical Items for the Checklist of Specific Tasks for RSE's TCPs			Table 5.2 Cont'd
Item No.	Description		Item No.	Description
E1	Establish system for communicating with other TCPs.	s s	E1 <mark>5</mark>	Check that before excavation takes place, the highest new deck level for top down
E2	Check that all monitoring checkpoints are installed and readings are being taken in time.	Routine		construction is in place and has achieved sufficient strength to provide lateral support.
E3	Verify non-conformity and instruct rectification works. Notify all relevant parties in respect of the non-conformity and monitor that rectification measures are properly carried out.	20		Bngir
E4	Report to the RSE if the non-conformity is considered to pose an imminent danger, to be a significant risk or a source of danger or the RC does not comply with rectification instructions.	ngineering s	En	Any other items considered essential by the RSE, including those for quality supervision and other conditions imposed by the BA at approval and/or consent stage.
E5	Check that all lower grade TCPs and RC's TCPs are making inspections no less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code.	tine and En items		
E6	Check and satisfy that a copy of approved plans (or submitted plans for minor works), method statements, precautionary and protective measures proposals and all related drawings is kept on site; and that they are followed, including checking the video record for demolition works.	Routine		
E7	Check that there is no over-excavation and temporary cut slopes will not cause any instability to adjoining ground/structures/buildings.			
E8	Check that enclosing walls for top down construction show no signs of defect or lack of soundness.			
E9	Check and monitor that lateral supports are installed in accordance with approved/agreed working sequence and not to be removed in advance of adequate propping or restraint.			
E10	Check that the design and supports of formwork, shoring and temporary working platform are adequate to support all intended loads.	sering ns		
E11	Check that there is no risk of artesian conditions for excavation and lateral support works.	Engine		
E12	Check that stability and integrity of nearby buildings and ground are not adversely affected.			
E13	Check that the groundwater table is consistent with design of excavation and lateral support works.			
E14	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.			
En	Any other items considered essential by the RSE, including those for quality supervision and other conditions imposed by the BA at approval and/or consent stage.			

2021	1 Edition (with amendments till December 20  Table 5.3	)23 	)		2024 Edition  Table 5.3	1
	Typical Items for the Checklist of Specific Tasks for RGE's TCPs				Typical Items for the Checklist of Specific Tasks for RGE's TCPs	
Item No.	Description			Item No.	Description	
G1	Establish system for communicating with other TCPs.	ne		G1	Establish system for communicating with other TCPs.	(1)
G2	Check that all monitoring checkpoints are installed and readings are being taken in time.	Routine items		G2	Check that all monitoring checkpoints are installed and readings are being taken in time.	Routine
G3	Verify non-conformity and instruct rectification works immediately. Notify all relevant parties in respect of the non-conformity and monitor that rectification measures are properly carried out.	50		G3	Verify non-conformity and site incident, and instruct rectification works immediately. Notify all relevant parties in respect of the non-conformity and site	
G4	Report to the RGE immediately if the non-conformity is considered to pose an imminent danger, to be a significant risk or a source of danger or the RC does not comply with rectification instructions.	ngineering		G4	Incident and monitor that rectification measures are properly carried out.  Report to the RGE immediately if the non-conformity is considered to pose an imminent danger, to be a significant risk or a source of danger or the RC does not	
G5	Check that all lower grade TCPs and RC's TCPs are making inspections no less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code.	ne and Er items			comply with rectification instructions, or if the site incident is considered as a major/serious site incident relating to safety and/or quality of works.	
G6	Check and satisfy that a copy of approved plans (or submitted plans for minor works), method statements, precautionary and protective measures proposals and all related drawings and geotechnical documentation is kept on site; and that they are followed,	Routi		G5	Check that all lower grade TCPs and RC's TCPs are making inspections no less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code.	50
G7	including checking the video record for demolition works.  Check that there is no over-excavation/over-loading and temporary cut and fill slopes will not cause any inadequate margin of safety against instability to adjoining ground/buildings/structures/utility services or any harm to members of the public and workers on site.			G6	Check and satisfy that a copy of approved plans (or submitted plans for minor works), method statements, precautionary and protective measures proposals and all related drawings and geotechnical documentation is kept on site; and that they are followed, including checking the video record for demolition works.	
G8	Check and monitor that the sequence of work and necessary protection works and supports are installed in accordance with approved plans/agreed method statements/precautionary measures proposals and that the supports are not to be removed or loaded in advance of adequate propping or restraint.			<mark>G7</mark>	Check and satisfy with the completeness of documents including plans, construction drawings, design justifications, standard forms, test reports and completion certificate of the temporary works providing support to the tower crane; and check that they are properly kept on site by the RC; and that the procedures are followed by the RC.	
G9	Check that there is no risk of hydraulic failure causing ground collapse or excessive deformation.	50		G <mark>8</mark>	Check that there is no over-excavation/over-loading and temporary cut and fill slopes	
G10	Check that there is adequate margin of safety against instability and integrity/functionality of nearby ground/buildings/structures/utility services and members of the public and workers on site are not adversely affected/harmed.	ingineerin items			will not cause any inadequate margin of safety against instability to adjoining ground/buildings/structures/utility services or any harm to members of the public and workers on site.	
G11	Check that the ground and groundwater conditions, ground deformations/vibrations and geotechnical hazards/risks are consistent with the design of excavation and lateral support works.			G <mark>9</mark>	Check and monitor that the sequence of work and necessary protection works and supports are installed in accordance with approved plans/agreed method statements/precautionary measures proposals and that the supports are not to be removed or loaded in advance of adequate propping or restraint.	
G12	Check that the geotechnical assumptions (i.e. ground model, surface water regime, ground water regime, ground deformations/vibrations, geotechnical hazards/risks, etc.) are consistent with the geotechnical assessment/study/works design, and to			G <mark>10</mark>	Check that there is no risk of hydraulic failure causing ground collapse or excessive deformation.	Engineering
	assess their compatibility/adequacy taking into account the actual geotechnical conditions encountered on site and the original method statement and precautionary and protective measures proposed, and update the method statement, precautionary and protective measures and advise the RGE accordingly.			G1 <mark>1</mark>	Check that there is adequate margin of safety against instability and integrity/functionality of nearby ground/buildings/structures/utility services and members of the public and workers on site are not adversely affected/harmed.	1
Gn	Any other items considered essential by the RGE, including those for quality supervision and other conditions imposed by the BA at approval and/or consent stage.			G1 <mark>2</mark>	Check that the ground and groundwater conditions, ground deformations/vibrations and geotechnical hazards/risks are consistent with the design of excavation and lateral support works.	

2021	1 Edition (with amendments till December 20	<b>U23</b> )			2024 Edition
	Table 5.3 Typical Items for the Checklist of Specific Tasks for RGE's TCPs				Table 5.3 Cont
Item No.	Description		Item		Description
G1	Establish system for communicating with other TCPs.	e	No.	_	Check that the geotechnical assumptions (i.e. ground model, surface water regim
G2	Check that all monitoring checkpoints are installed and readings are being taken in time.	Routine items	G13		ground water regime, ground deformations/vibrations, geotechnical hazards/risk etc.) are consistent with the geotechnical assessment/study/works design, and the second state of the consistent with the geotechnical assessment/study/works design, and the second state of the consistent with the geotechnical assessment/study/works design, and the second state of the consistent with the geotechnical assessment/study/works design, and the second state of the consistency
G3	Verify non-conformity and instruct rectification works immediately. Notify all relevant parties in respect of the non-conformity and monitor that rectification measures are properly carried out.				assess their compatibility/adequacy taking into account the actual geotechnic conditions encountered on site and the original method statement and precautional and protective measures proposed, and update the method statement, precautional
G4	Report to the RGE immediately if the non-conformity is considered to pose an imminent danger, to be a significant risk or a source of danger or the RC does not comply with rectification instructions.			- 1	and protective measures and advise the RGE accordingly.
G5	Check that all lower grade TCPs and RC's TCPs are making inspections no less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code.	an	Gn	!	Any other items considered essential by the RGE, including those for qualities supervision and other conditions imposed by the BA at approval and/or conse stage.
G6	Check and satisfy that a copy of approved plans (or submitted plans for minor works), method statements, precautionary and protective measures proposals and all related drawings and geotechnical documentation is kept on site; and that they are followed, including checking the video record for demolition works.				
G7	Check that there is no over-excavation/over-loading and temporary cut and fill slopes will not cause any inadequate margin of safety against instability to adjoining ground/buildings/structures/utility services or any harm to members of the public and workers on site.				
G8	Check and monitor that the sequence of work and necessary protection works and supports are installed in accordance with approved plans/agreed method statements/precautionary measures proposals and that the supports are not to be removed or loaded in advance of adequate propping or restraint.				
G9	Check that there is no risk of hydraulic failure causing ground collapse or excessive deformation.	50			
G10	Check that there is adequate margin of safety against instability and integrity/functionality of nearby ground/buildings/structures/utility services and members of the public and workers on site are not adversely affected/harmed.	Engineerir items			
G11	Check that the ground and groundwater conditions, ground deformations/vibrations and geotechnical hazards/risks are consistent with the design of excavation and lateral support works.				
G12	Check that the geotechnical assumptions (i.e. ground model, surface water regime, ground water regime, ground deformations/vibrations, geotechnical hazards/risks, etc.) are consistent with the geotechnical assessment/study/works design, and to assess their compatibility/adequacy taking into account the actual geotechnical conditions encountered on site and the original method statement and precautionary and protective measures proposed, and update the method statement, precautionary and protective measures and advise the RGE accordingly.				
Gn	Any other items considered essential by the RGE, including those for quality supervision and other conditions imposed by the BA at approval and/or consent stage.				

2(	021 Edition (with amendments till December 2023)	)			2024 Edition
	Table 5.4 Typical Items for the Checklist of Specific Tasks for RC's TCPs			Item	Table 5.4 Typical Items for the Checklist of Specific Tasks for RC's TCPs Description
Item	Description			No.	•
No. C1	Establish system for communicating with other TCPs.		<b>-</b>	C1	Establish system for communicating with other TCPs.
C2	Check that the erection of hoarding, covered walkway and catch platform has been erected to ensure public safety in accordance with the hoarding plan accepted by the			C2	Check that the erection of hoarding, covered walkway and catch platform has been erected to ensure public safety in accordance with the hoarding plan accepted by the BA.
C3	BA.  Check and ensure that there are arrangements for access and egress of vehicles which			СЗ	Check and ensure that there are arrangements for access and egress of vehicles which are satisfactory and do not endanger the public or other road users.
C4	are satisfactory and do not endanger the public or other road users.  Check that scaffolding is adequately secured to the building to prevent collapse; catch fans, catch platforms and protection screens are adequately installed so as to			C4	Check that scaffolding is adequately secured to the building to prevent collapse; catch fans, catch platforms and protection screens are adequately installed so as to secure safety against falling objects.
C5	secure safety against falling objects.  Check that restraining guy ropes and/or nets are provided before removal of external			C5	Check that restraining guy ropes and/or nets are provided before removal of external walls for demolition works.
	walls for demolition works.	Routine	tems	C6	Check that there is no excessive debris on floor slabs and against external walls for demolition works.
C6	Check that there is no excessive debris on floor slabs and against external walls for demolition works.	Re	-	C7	check that relate chate and relate openings are properly recated.
C7	Check that refuse chute and refuse openings are properly located.			C8	Check and ensure that all monitoring checkpoints and other geotechnical instrumentation have been installed and are regularly monitored; the results are kept on site; and that abnormal readings are reported to AP/RSE/RGE and the BA.
C8	Check and ensure that all monitoring checkpoints and other geotechnical instrumentation have been installed and are regularly monitored; the results are kept on site; and that abnormal readings are reported to AP/RSE/RGE and the BA.			C9	Check that all monitoring checkpoints are installed and the readings are taken in time.
С9	Check that all monitoring checkpoints are installed and the readings are taken in time.			C10	Check that loose materials, boulders, construction plants or temporary stockpiles of materials are not present at the crest or intermediate benches of slopes.
	Check that loose materials, boulders, construction plants or temporary stockpiles of materials are not present at the crest or intermediate benches of slopes.			C11	Check that the mobile plant alert system <sup>13</sup> and/or the tower crane alert system <sup>15</sup> for building works involving the use of mobile plants and/or tower cranes are properly installed and operating to alert the plant operators and any site personnel encroaching the danger zones, and report according to the implementation plan for any
C11	Check that if excavation plants and piling rigs are operated on ground, the state of the ground is fit for use; and if the plants are operated on an elevated working platform, the platform is adequate to support the plant and all other imposed loads.	Engineering		C12	Check that if excavation plants and piling rigs are operated on ground, the state of the ground is fit for use; and if the plants are operated on an elevated working
C12	Check and satisfy that a copy of approved plans (or submitted plans for minor works), method statements, precautionary and protective measures proposals and all related drawings is kept on site; and that they are followed.	and	items	C1 <mark>3</mark>	platform, the platform is adequate to support the plant and all other imposed loads.  Check and satisfy that a copy of approved plans (or submitted plans for minor works), method statements, precautionary and protective measures proposals and all related drawings is kept on site; and that they are followed.
C13	Check that mechanical plant is operating safely and in accordance with method statements and proppings are provided in accordance with approved demolition plans.	Routine		C1 <mark>4</mark>	drawings is kept on site; and that they are followed.  Check that mechanical plant is operating safely and in accordance with method statements and proppings are provided in accordance with approved demolition plans.

<u> 202</u>	1 Edition (with amendments till December 202	<u> 23)</u>		2024 Edition	
	Table 5.4 Cont'd	ŀ		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.		C1 <mark>5</mark>	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	
C16	Check that procedures for the excavation and lateral support works are carried out in accordance with the approved/submitted plans/agreed working sequence.		015	drawings.	
C17	Check that falsework for elevated structure is erected in accordance with the design proposal.		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.	
C18	Check that during site formation works, existing nullahs and watercourses are properly diverted.		C18	Check that permit to work has been obtained and safety measures implemented if public street is to be occupied/affected for lifting operation.	
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,	ing	C1 <mark>9</mark>	Check that procedures for the excavation and lateral support works are carried out in accordance with the approved/submitted plans/agreed working sequence.	
C20	Check that protective measures for blasting operation are in place and maintained.	and Engineering Items	C <mark>20</mark>	Check that falsework for elevated structure is erected in accordance with the design proposal.	
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.	ne and E Iten	C <mark>21</mark>	Check that during site formation works, existing nullahs and watercourses are properly diverted.	are
C22	Set up procedures to ensure that safety measures and safety actions are checked and recorded by the TCPs.	Routine	C <mark>22</mark>	Inspect slopes to check that temporary drainage is adequate and that unexpected	
C23	Instruct rectification of non-conformity and monitor rectification measures.			channels or conduits do not develop prior to forecast heavy rainstorms and during rainfall events,	,
C24	Report to relevant parties when non-conformity is observed and rectified.		C2 <mark>3</mark>	Check that protective measures for blasting operation are in place and maintained.	
C25	Check that stability and integrity of nearby buildings and ground are not adversely affected.		C2 <mark>4</mark>	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.	and Engineering
C26	Check that enclosing walls for top down construction show no signs of defect or lack of soundness.	ering S	C2 <mark>5</mark>	Set up procedures to ensure that safety measures and safety actions are checked and recorded by the TCPs.	Dontingon
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.	Engine	C2 <mark>6</mark>	Instruct rectification of non-conformity and site incident, and monitor rectification measures.	В
C28	Check that during excavation for top down construction, there is no unexpected deflection on the highest deck level and subsequent new floor levels.		C2 <mark>7</mark>	Report to relevant parties when non-conformity or site incident is observed and rectified.	

	Table 5.4 Cont'd  Description	ı		Table 5.4 Cont'd	
No. C29 Che	Description	l			
			Item No.	Description	
C30   Lia	theck that the angle of cut slopes is within specified limits.		C2 <mark>8</mark>	Check that stability and integrity of nearby buildings and ground are not adversely affected.	
	iaise with AP's, RSE's and RGE's TCPs as applicable to check and satisfy that esign assumptions are validated on site.	s	C2 <mark>9</mark>	Check that enclosing walls for top down construction show no signs of defect or lack of soundness.	
	Theck that the design and supports of formwork, shoring and temporary working latform are adequate to support all intended loads.	Engineering Items	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	
	heck that the deck and formwork are adequate for all applied loads.	nginee		support.	
	nvestigate and identify causes for non-conformity and set up systems and rocedures to avoid recurrence.	Ē	C31	Check that during excavation for top down construction, there is no unexpected deflection on the highest deck level and subsequent new floor levels.	Engineering Items
	Any other items considered essential by the AS, including those for quality		C <mark>32</mark>	Check that the angle of cut slopes is within specified limits.	neerin
	upervision and other conditions imposed by the BA at approval and/or onsent 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.	Engi
			C34	Check that the design and supports of formwork, shoring and temporary working platform are adequate to support all intended loads.	
			C3 <mark>5</mark>	Check that the deck and formwork are adequate for all applied loads.	
			C3 <mark>6</mark>	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.	

	202	1 E	dition (with ame	ndments till December 2023)				202	4 Edition
				Table 6.3 Cont'd					Table 6.3 Cont'c
	` ´		e Diameter Bored , Barrette Piles and the			(b)		e Diameter Bored b, Barrette Piles and the	
F7		(i)	Setting out of piles	Check that the locations of piles agree with approved plan.		F <b>7</b>	(i)	Setting out of piles	Check that the locations of piles agree wit approved plan.
F8			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 loggin of soil/rock samples, and to measure the depth odrillholes. Ensure that the retrieved samples are not tampered.
F9			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 th quality of retrieved materials at the foundin stratum.
F10		. ,	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.	F	710	(iv)	Installation of piles (Grouting operation when required)	Check that proper working procedures of pil installation are followed and anomalies rectified Check the correct grout mix, grout pressure an grout volume are being used and the adjacer building structures are not adversely affected.
F11		(v)	Preparation of pile base	Ensure that pile base is clean.	F	11	(v)	Preparation of pile base	Ensure that pile base is clean.
F12		,	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.	F	12	(vi)	Fabrication and installation of rebar cage and placing of concrete	Check that sufficient and correct amount or 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.	F	713	(vii)	Interface proof drilling	Check that the quality of concrete and foundation rock conforms with that specified in the approve plan and that concrete and rock are in good contact at the interface.
F14		` /	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.	F	14	(viii)	Proof core-drilling test (Verification on the performance of the as- constructed piles)	Supervise the core drilling operation of the proceed test and the logging of concrete/rock samples and measure the depth of drillhole.  Ensure that retrieved samples are securely store and delivered to laboratory for testing.

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

#### 2021 Edition (with amendments till December 2023)

- 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 supervision<sup>1</sup>. 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:
  - (a) safety management measures and actions are implemented during the course of the above works to meet the objectives of section4.3 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.

#### 2024 Edition

- 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 supervision <sup>16</sup>. 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:
  - 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.

	2021	Edition (w	rith amendments till December 2023)	2024 Edition	
8.22	Unleadiffer (a)  (b)  (c)  (d)	ss otherwise strent grades of for T1  for T2  for T3  for T4 and Tallified supervisionised as local	specified, the total relevant working experience of TCP should be aggregated as follows:  - The relevant experience must have been gained within the previous 5 years and at least 1 year must be local <sup>2</sup> site experience.  - Similar to T1 but the experience must be closely related to the type of works concerned.  - The relevant experience must have been gained within the previous 8 years and at least 1 year must be local <sup>2</sup> experience.  T5 - The relevant experience must have been gained within the previous 8 years and at least 1 year must be local <sup>2</sup> experience.  T6 - The relevant experience must have been gained within the previous 8 years and at least 1 year must be local <sup>2</sup> experience.  T6 - The relevant experience must have been gained within the previous 8 years and at least 1 year must be local <sup>2</sup> experience.	8.22 Unless otherwise specified, the total relevant working experience different grades of TCP should be aggregated as follows:  (a) for T1 - The relevant experience must have been gained within the previous 5 years and at least 1 ye must be local site experience.  (b) for T2 <sup>18</sup> - Similar to T1 but the experience must be close related to the type of works concerned.  (c) for T3 <sup>18</sup> - The relevant experience must have been gained within the previous 8 years and at least 1 ye must be local experience must have been gained within the previous 8 years and at least 1 ye must be local experience must have been gained within the previous 8 years and at least 1 ye must be local experience for TCP experience gained in Hong Kong construction sites. The qualified supervision experience gained from factories outside Hong Kong may recognised as local site experience, provided that such qualified supervision are requirements and conditions imposed under the BO upon plan approval.  Any person possessing the respective minimum qualifications and experience for TCP	ed ar ly ed ar ed ar he be be of
				grades T2, T3 and T4 pursuant to paragraphs 8.26 and 8.27 except lacking 1 year loc experience, may apply for inclusion in the TCP List described in paragraph 8.25, of a low grade in the respective types of TCP categories set out in Table 8.9. Persons accepted inclusion in the TCP List are deemed to possess the equivalent minimum qualifications a experience required for the relevant TCP grades for the purpose of paragraph 8.29.  Local experience refers to experience gained in Hong Kong working in local project including design, administration and site supervision work relevant to the duties of a TC of appropriate grade under each stream of supervision. It also includes qualifications approvision experience gained from factories outside Hong Kong provided such qualifications are requirements and conditions imposed under the BO upon plan approval.	er for nd ets CP ed

#### 2021 Edition (with amendments till December 2023)

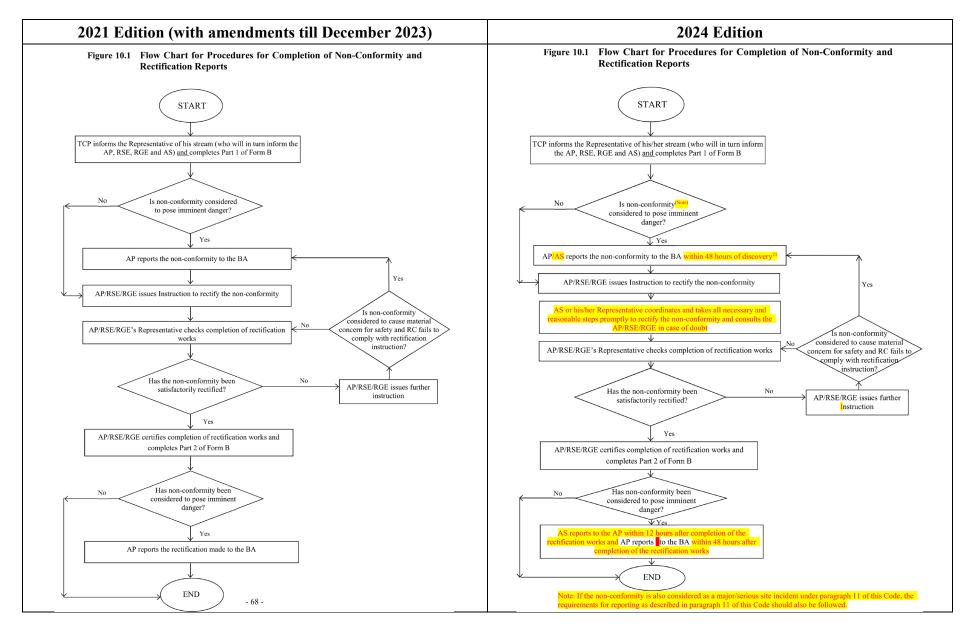
			Table 9.1			
Supervision 1	Requi	irement	s for Critical Stages of Build	ing Works <sup>(No</sup>	otes 1, 2 & 3)	
Type of Building Works		Cri	tical Stages of Work	Inspection Frequency RC's T4 RSE's T5		
Dunuing Works	(a)	Drive	n Piles	KC 3 1 4	KSE \$ 13	
		(i) (ii) (iii)	Driving test Final sets Proof load test	First test pile 5% At least one proof load test	First test pile 5% At least on proof load tes	
	(b)	Large and the	Diameter Bored Piles, Barrette Piles e like			
		(i) (ii) (iii)	Pre-drilling Verification of founding stratum Post construction proof drilling	Twice a week 5% At least one post	N/A 5% At least on post	
Foundation		(iv)	Proof load test, if any	construction proof drilling At least one proof load test	construction proof drilling At least one proof load tes	
	(c)	Mini-p like	riles, Socketed Steel H-piles and the			
		(i) (ii) (iii)	Pre-drilling Verification of founding stratum Proof load test	Twice a week 5% At least one proof load test	N/A 3% At least one proof load tes	

#### 2024 Edition

			Table 9.1			
Supervision 1	Requ	irement	s for Critical Stages of Build	ing Works <sup>(No</sup>	otes 1, 2 & 3)	
Type of Building Works		Crit	ical Stages of Work	Inspection Frequency RC's T4 RSE's T5		
Dunuing Works	(a)	Driven	Piles	KC 3 1 4	KSE S 13	
		(i) (ii) (iii)	Driving test Final sets Proof load test		First test pile 5% At least on proof load tes	
	(b)	Large I	Diameter Bored Piles, Barrette Piles like			
		(i) (ii) (iii)	Pre-drilling Verification of founding stratum Interface proof drilling	Twice a week 5% At least one post	N/A 5% At least on post	
Foundation		(iv)	Proof load test, if any	construction proof drilling At least one proof load test	construction proof drilling At least one proof load tes	
	(c)	Mini-p like	iles, Socketed Steel H-piles and the			
		(i) (ii) (iii)	Pre-drilling Verification of founding stratum Proof load test	Twice a week 5% At least one proof load test	N/A 3% At least one proof load tes	

	2021	Edition (with amendments till December 2023)	2024 Edition			
	Non-c	conformity and Rectification Reports		Non-	conformity and Rectification Reports	
10.5	Other	than those non-conformities described in paragraphs 5.6 to 5.8 of this	10.5 Other than those non-conformities described in paragraphs 5.6 to 5.8 of the			
	Code,	if a non-conformity arises and comes to the attention of a TCP, the	Code, if a non-conformity arises and comes to the attention of a TCP, the			
	follov	ving procedures should be initiated:		follov	wing procedures should be initiated:	
	(a)	The TCP informs the Representative of his own stream (who will		(a)	The TCP informs the Representative of his/her own stream (who	
		in turn inform the AP, RSE, RGE and AS of the non-conformity)			will in turn inform the AP, RSE, RGE and AS of the	
		and completes Part 1 of Form B;			non-conformity) and completes Part 1 of Form B;	
	(b)	If the non-conformity is considered to pose an imminent danger,		(b)	If the non-conformity is considered to pose an imminent danger <sup>20</sup> ,	
		the AP reports the non-conformity to the BA;			the AP reports the non-conformity to the BA as soon as practicable	
	(c)	AP/RSE/RGE issues Instruction to the RC to rectify the			and in any event within 48 hours of discovery <sup>21</sup> . In the event that	
		non-conformity;			the non-conformity is discovered by RSE/RGE/AS, the	
	(d)	AP/RSE/RGE's Representative will ensure that the rectification			Representatives of AP/RSE/RGE/AS, or TCPs under their streams	
		works are completed promptly and satisfactorily;			of supervision, they should report the non-conformity to the AP	
	(e)	If the non-conformity is considered to cause material concern for			within 12 hours of discovery <sup>21</sup> to enable the AP to report to the BA	
		safety and the RC fails to comply with the rectification instruction,			within the time frame. Alternatively, the AS may report direct to	
		the AP will coordinate further action and report the non-conformity			the BA and copy to the AP within 48 hours of discovery <sup>21</sup> . In any	
		to the BA;			event, the AP should ensure the non-conformity posing an	
	(f)	Otherwise, AP/RSE/RGE certifies the completion of the			imminent danger is to be reported to the BA within the time frame;	
		rectification works and complete Part 2 of Form B; and		(c)	AP/RSE/RGE issues Instruction to the RC to rectify the	
	(g)	If the non-conformity has been considered to pose an imminent			non-conformity;	
		danger, AP reports to the BA the rectifications made.	20 In	the evi	ent that urgent work is required for any accident or emergency, notice in the	
	A flow chart showing the procedures for completion of non-conformity and rectification reports is shown in Figure 10.1.				form (Form BA7) for such work is required to be given to the BA pursuant to $O(1)$ of the BO, either before such work is authorised by the building owner or hours after it has been commenced whichever is the earlier.  Try' means when the non-conformity is discovered by the AP/RSE/RGE/AS, or	
	and re	ecunication reports is snown in rigure 10.1.			sentatives/TCPs under their streams of supervision, whichever is the earlier.	

	202	1 Edition (with amendments till December 2023)		2024 Edition
	Non-	conformity and Rectification Reports	(d)	AS or his/her Representative should coordinate and take all
10.5	Othe	r than those non-conformities described in paragraphs 5.6 to 5.8 of this		necessary and reasonable steps promptly to rectify the non-
	Code	e, if a non-conformity arises and comes to the attention of a TCP, the		conformity and consult the AP/RSE/RGE in case of doubt;
	follo	wing procedures should be initiated:	(e)	AP/RSE/RGE's Representative will ensure that the rectification
	(a)	The TCP informs the Representative of his own stream (who will		works are completed promptly and satisfactorily;
		in turn inform the AP, RSE, RGE and AS of the non-conformity)	(f)	If the non-conformity is considered to cause material concern for
		and completes Part 1 of Form B;		safety and the RC fails to comply with the rectification instruction,
	(b)	If the non-conformity is considered to pose an imminent danger,		the AP will coordinate further action and report the non-conformity
		the AP reports the non-conformity to the BA;		to the BA within 48 hours upon knowing the RC fails to comply
	(c)	AP/RSE/RGE issues Instruction to the RC to rectify the		with the rectification instruction;
		non-conformity;	(g)	Otherwise, AP/RSE/RGE certifies the completion of the
	(d)	AP/RSE/RGE's Representative will ensure that the rectification		rectification works and complete Part 2 of Form B;
		works are completed promptly and satisfactorily;	(h)	If the non-conformity has been considered to pose an imminent
	(e)	If the non-conformity is considered to cause material concern for		danger <sup>20</sup> , AP reports to the BA within 48 hours after completion of
		safety and the RC fails to comply with the rectification instruction,		the rectification works. The AS should report to the AP within
		the AP will coordinate further action and report the non-conformity		12 hours after completion of the rectification works to enable the
		to the BA;		AP to report to the BA within the time frame;
	(f)	Otherwise, AP/RSE/RGE certifies the completion of the	(i)	If the non-conformity is also considered as a major/serious site
		rectification works and complete Part 2 of Form B; and		incident under paragraph 11 of this Code, the requirements for
	(g)	If the non-conformity has been considered to pose an imminent		reporting as described in paragraph 11 of this Code should also be
	ν.	danger, AP reports to the BA the rectifications made.		followed.
	A flo	ow chart showing the procedures for completion of non-conformity		w chart showing the procedures for completion of non-conformity ectification reports is shown in Figure 10.1.
	and 1	rectification reports is shown in Figure 10.1.	and i	confidence reports is shown in righte 10.1.



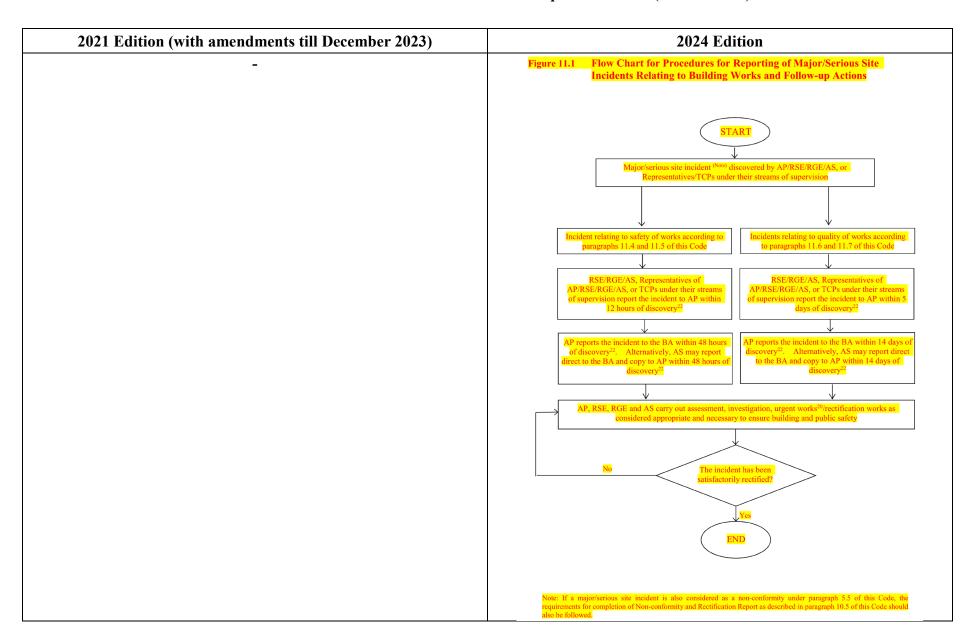
2021 Edition (with amendments till December 2023)	2024 Edition
-	11 Reporting of Major/Serious Site Incidents Relating to Building
	Works Works
	Timely Reporting of Major/Serious Site Incidents Relating to Building
	Works
	11.1 A site incident is considered as a major/serious site incident relating to
	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.
	Major/Serious Site Incidents Relating to Safety of Works
	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 discovery <sup>22</sup> . 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
	discovery <sup>22</sup> 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 discovery <sup>22</sup> . 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 works <sup>20</sup> or rectification works as
	considered appropriate and necessary to ensure building and public safety
	immediately.
	"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.

2021 Edition (with amendments till December 2023)	2024 Edition
-	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 actions <sup>20</sup> 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.
	11.4 A site incident is considered as a major/serious site incident relating to
	safety of works if the incident:
	(a) may cause or has caused loss of life, serious bodily injury <sup>23</sup> or
	damage to property;
	(b) may cause or has caused imminent danger to any buildings,
	structures or land; or
	(c) may cause or has caused material concern relating to safety of any
	building works or street works.
	Resulting in a loss or an amputation of a limb, or being categorised as in critical condition in the hospital.

2021 Edition (with amendments till December 2023)	2024 Edition
-	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:
	(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.

2021 Edition (with amendments till December 2023)	2024 Edition
-	Major/Serious Site Incidents Relating to Quality of Works
	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 discovery <sup>22</sup> . 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 discovery <sup>22</sup> 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 discovery <sup>22</sup> . 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.

2021 Edition (with amendments till December 2023)	2024 Edition
-	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:
	(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;
	(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;
	(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.
	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.



2021 Edition (with amendments till December 2023)	2024 Edition
-	12 Report to the Building Authority
	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:
	(a) Address of the site;
	(b) Location, date and time of discovery <sup>21 or 22</sup> 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 and
	(g) Plans, site photos, test reports and documents relevant to the
	non-conformity or incident (if available).

<b>202</b> 1	Edition (with amendments till December 2023)		2024 Edition
	Sample 1 P.1 of Sample 1		Sample 1 P.1 of Sample 1
BD Ref	SM/0000/11	BD Ref	SM/0000/11
Buildin	g ProjectABC Centre	Buildin	g Project ABC Centre
Type of	f Works Excavation & Lateral Support Works	Type of	Works Excavation & Lateral Support Works
Гуріса	Items for the Checklist of Specific Tasks for AP's TCP T4	Typical	Items for the Checklist of Specific Tasks for AP's TCP T4
Item No.	Description	Item No.	Description
A4	Check that monitoring checkpoints are installed and readings are taken in time.	A4	Check that monitoring checkpoints are installed and readings are taken in time
A5	Register reports of non-conformity and inform relevant parties of non-conformity.	A5	Register reports of non-conformity and site incident, verify non-conformity and site incident and instruct rectification works, notify all relevant parties in
A6	Report to the AP if the non-conformity is considered to pose an imminent danger, to be a significant risk or a source of danger or the RC does not comply with rectification instructions.		respect of non-conformity and site incident and monitor that rectification measures are properly carried out.
A7	Check that all lower grade TCPs and RC's TCPs are making inspections no less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code.	A6	Report to the AP if the non-conformity is considered to pose an imminen danger, to be a significant risk or a source of danger or the RC does not comply with rectification instructions, or if the site incident is considered as major/serious site incident relating to safety and/or quality of works.
A8	Check and satisfy that a copy of approved plans, method statements, precautionary and protective measures proposals and all related drawings is kept on site; and that they are followed.	A7	Check that all lower grade TCPs and RC's TCPs are making inspections no less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code.
A9	Check and monitor that lateral supports are installed in accordance with approved/agreed working sequence and not to be removed in advance of adequate propping or restraint.	A8	Check and satisfy that a copy of approved plans, method statements precautionary and protective measures proposals and all related drawings is kept on site; and that they are followed.
An	Any other items considered essential by the AP, including those for quality supervision and other conditions imposed by the BA at approval and/or consent stage.	A <mark>10</mark>	Check and monitor that lateral supports are installed in accordance with approved/agreed working sequence and not to be removed in advance of adequate propping or restraint.
		An	Any other items considered essential by the AP, including those for quality supervision and other conditions imposed by the BA at approval and/o consent stage.

1 Editio	n (wi	th an	nendr	nents	till D	ecemb	er 2023			2	024 E	ditio	n		
			S	ample 1		P.2 of S					S	ample 1			Sample 1 Form A
				asks Perfo <del>/ RGE / R</del> 6			Form A					asks Perfo <del>/ RGE / R</del> 6			
BD Ref.	SI	M/0000/11	,					BD Ref.	S	M/0000/11	,				
Building Proj								Building Proj	ect	BC Centre	?				
Type of Worl	ss Exc	cavation &	Lateral S	Support Wo	rks			Type of Work					orks		
Name of TCP	o1	Mr Ch	an Tai-ma	n				Name of TCP		Mr Ch					
Grade of TCI	P	T4	F	requency	of Inspecti	ionmont	hly	Grade of TCF	·	T4	I	Frequency	of Inspecti	ion <u>mon</u>	thly
Date DD/MM/YY	17/1/00 (Mon)	17/2/00 (Thu)	17/3/00 (Fri)	17/4/00 (Mon)				Date DD/MM/YY	17/1/00 (Mon)	17/2/00 (Thu)	17/3/00 (Fri)	17/4/00 (Mon)			
Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	Item No.*	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
A4	S	S						A4	S	S					
A5	S	S						A5	S	S					
A6	S	S						A6	S	S					
A7	S	S						A7	S	S					
A8	S	S						A8	S	S					
A9	S	S						A <mark>10</mark>	S	S					
An	S	S						An	S	S					
Signature								Signature							
	ppropriate	ctory (It s	ere applica	ible, Form	<b>B</b> <sup>3</sup> )	pervision rep	port and,		opropriate	ctory (It s who	ere applica	able, Form	<b>B</b> <sup>3</sup> )	oervision rej	port and,
Full name of t If a non-confe same inspecti Completion o (b) does not he	ormity is ver on, it would if Form B is ave material	y minor in n be recorded Required f concern for	ature and has l as "satisfactor for a non-consafety but the	s been rectific tory". nformity that	(a) has materi rectification	ial concern for	safety; or	1 Full name of t 2 If a non-confo same inspection of (b) does not he due to the are:	rmity is ver on, it would f <b>Form B</b> is ove material	y minor in n be recorded Required f concern for	ature and ha l as "satisfac or a non-cor safety but th	s been rectifi- tory". nformity that he works item	(a) has materi rectification	ial concern for	r safety; or

2021	Edition (with amendments till December 2023)		2024 Edition
	Sample 2 P.1 of Sample 2		Sample 2 P.1 of Sample 2
BD Ref	SM/0000/11	BD Re	SM/0000/11
Buildin	g ProjectABC Centre	Buildi	g ProjectABC Centre
Type of	f Works Excavation & Lateral Support Works		f Works Excavation & Lateral Support Works
Typical	Items for the Checklist of Specific Tasks for RSE's TCP T5	Typica	I Items for the Checklist of Specific Tasks for RSE's TCP T5
Item No.	•	Item No.	Description
E5	Check that all lower grade TCPs and RC's TCPs are making inspections no less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code.	E5	Check that all lower grade TCPs and RC's TCPs are making inspections n less than the required frequency and carrying out duties in accordance with th Technical Memorandum and the Code.
E6	Check and satisfy that a copy of approved plans, method statements, precautionary and protective measures proposals and all related drawings is kept on site; and that they are followed.	E6	Check and satisfy that a copy of approved plans, method statements precautionary and protective measures proposals and all related drawings is kept on site; and that they are followed.
E7	Check that there is no over-excavation and temporary cut slopes will not cause any instability to adjoining ground/structures/buildings.	E <mark>8</mark>	Check that there is no over-excavation and temporary cut slopes will not caus any instability to adjoining ground/structures/buildings.
E9	Check and monitor that lateral supports are installed in accordance with approved/agreed working sequence and not to be removed in advance of adequate propping or restraint.	E <mark>10</mark>	Check and monitor that lateral supports are installed in accordance wit approved/agreed working sequence and not to be removed in advance of
E11	Check that there is no risk of artesian conditions for excavation and lateral support works.	E12	adequate propping or restraint.  Check that there is no risk of artesian conditions for excavation and lateral
E12	Check that stability and integrity of nearby buildings and ground are not adversely affected.		support works.
E13	Check that the groundwater table is consistent with design of excavation and	E1 <mark>3</mark>	Check that stability and integrity of nearby buildings and ground are no adversely affected.
E15	lateral support works.  Check that preloading of struts is properly carried out.	E1 <mark>4</mark>	Check that the groundwater table is consistent with design of excavation an lateral support works.
	Any other items considered essential by the RSE, including those for quality	E15	Check that preloading of struts is properly carried out.
	supervision and other conditions imposed by the BA at approval and/or consent stage.	En	Any other items considered essential by the RSE, including those for quality supervision and other conditions imposed by the BA at approval and/o

			Sa	mple 2							Sa	mple 2			
						P 2 of S	Sample 2						_	P 2 of	Sample 2
							Form A							1.201	Form A
				sks Perfor RGE / RC						cord of Sp P under <del>Al</del>					
BD Ref.		SM/0000	0/11					BD Ref.		SM/0000	0/11				
Building Proje	ct	ABC Ce	ntre					Building Proje	ect	ABC Ce	ntre				
Type of Works	Exce	avation &	Lateral Su	pport Wor	·ks			Type of Work	s Exc	avation &	Lateral Su	pport Wo	rks		
Name of TCP <sup>1</sup>		Mr Lee	Tai-man					Name of TCP <sup>1</sup>		Mr Lee	Tai-man				
Grade of TCP		T5	Fr	equency o	of Inspecti	on <i>fortnig</i>	ghtly_	Grade of TCP		T5	Fr	equency	of Inspecti	on <i>_fortn</i>	ightly
Date DD/MM/YY	17/1/00 (Mon)	31/1/00 (Mon)	14/2/00 (Mon)	28/2/00 (Mon)	13/3/00 (Mon)	27/3/00 (Mon)	10/4/00 (Mon)	Date DD/MM/YY	17/1/00 (Mon)	31/1/00 (Mon)	14/2/00 (Mon)	28/2/00 (Mon)	13/3/00 (Mon)	27/3/00 (Mon)	10/4/00 (Mon)
Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	Item No.*	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
E5	S	S						E5	S	S					
E6	S	S						E6	S	S					
E7	S	S						E <mark>8</mark>	S	S					
E9	S	S						E <mark>10</mark>	S	S					
E11	S	S						E1 <mark>2</mark>	S	S					
E12	S	S						E1 <mark>3</mark>	S	S					
E13	S	S						E1 <mark>4</mark>	S	S					
E15	S	S						E15	S	S					
En	S	S						En	S	S					
Signature								Signature							
	propriate	tory (It sho wher	re applicab	ole, Form I	<b>B</b> <sup>3</sup> )	ervision rep	port and,		propriate	etory (It she when	e applicab	ole, Form		ervision re	eport and
Full name of th		minor in nat	ture and has l	been rectified	d to the satisf	faction of the	TCP at the	Full name of th			ure and has	been rectifie	d to the satis	action of the	e TCP at the

202	1 Edition (with amendments till December 2023)		2024 Edition
	Sample 3 P.1 of Sample 3		Sample 3 P.1 of Sample 3
D Ref.	SM/0000/11	BD Ref	f. SM/0000/11
uilding	g Project ABC Centre		ng Project ABC Centre
pe of	Works Excavation & Lateral Support Works		f Works Excavation & Lateral Support Works
Item No.	Items for the Checklist of Specific Tasks for RGE's TCP T3  Description	Item	l Items for the Checklist of Specific Tasks for RGE's TCP T3  Description
G1	Establish system for communicating with other TCPs.	No. G1	Establish system for communicating with other TCPs.
G2	Check that all monitoring checkpoints are installed and readings are being taken in time.	G2	Check that all monitoring checkpoints are installed and readings are beir taken in time.
G3	Verify non-conformity and instruct rectification works immediately. Notify all relevant parties in respect of the non-conformity and monitor that rectification measures are properly carried out.	G3	Verify non-conformity and site incident, and instruct rectification work immediately. Notify all relevant parties in respect of the non-conformity arsite incident and monitor that rectification measures are properly carried out
G4	Report to the RGE immediately if the non-conformity is considered to pose an imminent danger, to be a significant risk or a source of danger or the RC does not comply with rectification instructions.	G4	Report to the RGE immediately if the non-conformity is considered to pose a imminent danger, to be a significant risk or a source of danger or the RC does not comply with rectification instructions, or if the site incident is considered.
G5	Check that all lower grade TCPs and RC's TCPs are making inspections no less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code.		as a major/serious site incident relating to safety and/or quality of works.
G6	Check and satisfy that a copy of approved plans, method statements, precautionary and protective measures proposals and all related drawings and geotechnical documentation is kept on site; and that they are followed.	G5	Check that all lower grade TCPs and RC's TCPs are making inspections n less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code.
Gn	Any other items considered essential by the RGE, including those for quality supervision and other conditions imposed by the BA at approval and/or consent stage.	G6	Check and satisfy that a copy of approved plans, method statement precautionary and protective measures proposals and all related drawings an geotechnical documentation is kept on site; and that they are followed.
	consen singe.	Gn	Any other items considered essential by the RGE, including those for quali

21 I	Edition (with amendments till December 2023)			2024 Edition
	Sample 4 P.1 of Sample 4			Sample 4 P.1 of Sample 4
BD Ref	SM/0000/11	BD Ref	i	SM/0000/11
Buildin	g ProjectABC Centre	Buildin	g Project	ABC Centre
Type of	Works Excavation & Lateral Support Works	Type of	f Works	Excavation & Lateral Support Works
Typical	Items for the Checklist of Specific Tasks for RC's TCP T1	Typica	l Items for the	Checklist of Specific Tasks for RC's TCP T1
Item No.	Description	Item		Description
	Establish system for communicating with other TCPs.	No. C1	Establish syst	tem for communicating with other TCPs.
C2	Check that the erection of hoarding, covered walkway and catch platform has been erected to ensure public safety in accordance with the hoarding plan accepted by the BA.		Check that th	e erection of hoarding, covered walkway and catch platform ha to ensure public safety in accordance with the hoarding plat
С3	Check and ensure that there are arrangements for access and egress of vehicles which are satisfactory and do not endanger the public or other road users.	C3		sure that there are arrangements for access and egress of vehicle isfactory and do not endanger the public or other road users.
C8	Check and ensure that all monitoring checkpoints and other geotechnical instrumentation have been installed and are regularly monitored; the results are kept on site; and that abnormal readings are reported to AP/RSE/RGE and the BA.	C8	instrumentation	nsure that all monitoring checkpoints and other geotechnica on have been installed and are regularly monitored; the results are and that abnormal readings are reported to AP/RSE/RGE and the
C9	Check that all monitoring checkpoints are installed and the readings are taken in time.	C9	Check that all	I monitoring checkpoints are installed and the readings are taken
C10	Check that loose materials, boulders, construction plants or temporary		in time.	
	stockpiles of materials are not present at the crest or intermediate benches of slopes.	C10		loose materials, boulders, construction plants or temporary materials are not present at the crest or intermediate benches o
C12	Check and satisfy that a copy of approved plans, method statements, precautionary and protective measures proposals and all related drawings is kept on site; and that they are followed.	C1 <mark>3</mark>	Check and	satisfy that a copy of approved plans, method statements
C16	Check that procedures for the excavation and lateral support works are carried out in accordance with the approved/submitted plans/agreed working			and protective measures proposals and all related drawings i and that they are followed.
	sequence.	C1 <mark>9</mark>		ocedures for the excavation and lateral support works are carried rdance with the approved/submitted plans/agreed working
Сп	Any other items considered essential by the AS, including those for quality supervision and other conditions imposed by the BA at approval and/or		sequence.	
	consent stage.	Cn		ms considered essential by the AS, including those for quality and other conditions imposed by the BA at approval and/o

21 Editio	on (w	ith an	iendn	nents	till D	eceml	oer 20			20	24 E	dition			
BD Ref. Building Proje Type of Work	TC		pecific Tas P/RSE/) 0/11 ntre	<del>RGE</del> ≠RC	* stream		Sample 4 Form A	BD Ref. Building Pro	ect	ecord of S P under A SM/000 ABC Ce	pecific Ta P / RSE / 0/11 entre	RGE / RC	* stream		
Name of TCP <sup>1</sup>		Mr Lo T		φροτι ποι	KS			Type of Worl		<u>cavation &amp;</u> Mr Lo I		upport woi	rKS		
Grade of TCP		TI	Fr	requency o	of Inspecti	onfull	time	Grade of TC		T1		requency o	of Inspect	ionfull	time
Date DD/MM/YY	17/1/00 (Mon)	18/1/00 (Tue)	19/1/00 (Wed)	20/1/00 (Thu)	21/1/00 (Fri)	22/1/00 (Sat)	23/1/00 (Sun)	Date DD/MM/YY	17/1/00 (Mon)	18/1/00 (Tue)	19/1/00 (Wed)	20/1/00 (Thu)	21/1/00 (Fri)	22/1/00 (Sat)	23/1/00 (Sun)
Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
C1	S	S	S	S	S	S	S	C1	S	S	S	S	S	S	S
C2	S	S	S	S	S	S	S	C2	S	S	S	S	S	S	S
C3	S	S	S	S	S	S	S	C3	S	S	S	S	S	S	S
C8	S	S	S	S	S	S	S	C8	S	S	S	S	S	S	S
С9	S	S	S	S	S	S	S	C9	S	S	S	S	S	S	S
C10	S	S	S	S	S	S	S	C10	S	S	S	S	S	S	S
C12	S	S	S	S	S	S	S	C13	S	S	S	S	S	S	S
C16	S	S	S	S	S	S	S	C1 <mark>9</mark>	S	S	S	S	S	S	S
Cn	S	S	S	S	S	S	S	Cn	S	S	S	S	S	S	S
Signature								Signature							
	opropriate of the ite  ne TCP as primity is ver nn, it would Form B is	orovided in the yminor in nat be recorded a Required fo	re applicable attached e supervision rure and has sussentiated to a non-confer a non-confer a non-confer a non-confer a suspensive to the	n plan. been rectified	B <sup>3</sup> )  e sheet(s)  d to the satisf a) has materi	faction of the	e TCP at the		ppropriate s of the ite he TCP as pormity is ver on, it would	orovided in the yminor in na be recorded.	re applicate re attached e supervision ture and has as "satisfactor r a non-conf	n plan. been rectifie ory". formity that (	B <sup>3</sup> )  the sheet(s)  d to the satis a) has materia	faction of the	e TCP at th

021	<b>Edition (with amendments till December 2023)</b>		2024 Edition
	Sample 5 P.1 of Sample 5		Sample 5 P.1 of Sample :
BD Ref	f. SM/0000/11	BD Ref	f. SM/0000/11
Buildin	ng ProjectABC Centre	Buildir	ng ProjectABC Centre
Type of	f Works Driven Steel H-Pile Works	Type of	of Works Driven Steel H-Pile Works
	l Items for the Checklist of Specific Tasks for RSE's TCP T5	Typical	ll Items for the Checklist of Specific Tasks for RSE's TCP T5
Item No.	•	Item No.	1
E5	Check that all lower grade TCPs and RC's TCPs are making inspections no less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code.	E5	Check that all lower grade TCPs and RC's TCPs are making inspections n less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code.
Е6	Check and satisfy that a copy of approved plans, method statements, precautionary and protective measures proposals and all related drawings is kept on site; and that they are followed.	E6	Check and satisfy that a copy of approved plans, method statement precautionary and protective measures proposals and all related drawings kept on site; and that they are followed.
	Check that stability and integrity of nearby buildings and ground are not adversely affected.  Any other items considered essential by the RSE, including those for quality	E1 <mark>3</mark>	
En	supervision and other conditions imposed by the BA at approval and/or consent stage.	En	Any other items considered essential by the RSE, including those for qualical supervision and other conditions imposed by the BA at approval and/consent stage.
F1	Check that the locations of piles agree with approved plan.		
F2	Check that design assumptions agreed with actual site conditions during driving tests.	F1	Check that the locations of piles agree with approved plan.
F3	Check that the accepted working procedures of pile driving are followed and	F2	Check that design assumptions agreed with actual site conditions durin driving tests.
	anomalies rectified during pile driving.	F3	Check that the accepted working procedures of pile driving are followed an
F4	Check the accuracy of design details during pile splicing.		anomalies rectified during pile driving.
F5	Check that the required final set has been achieved and the capacity of each pile complied with approved plans.	F4	Check the accuracy of design details during pile splicing.
F6	Check that the testing procedures and acceptance criteria of proof tests are in accordance with PNAP APP-18 and measurements are properly recorded	F5	Check that the required final set has been achieved and the capacity of eac pile complied with approved plans.
	during the test.	F6	Check that the testing procedures and acceptance criteria of proof tests are accordance with PNAP APP-18 and measurements are properly recorded.

		tecord of S CP under A	pecific Ta				Sample 5 Form A			Record of S CP under A	pecific Tas			P.2 of	Sample 5 Form A
BD Ref. Building Proj		SM/000	00/11					BD Ref. Building Pro	_	SM/000	00/11				
Type of Worl				rks				Type of Wor				ks			
Name of TCP			Tai-man					Name of TCI		Mr Lee					
Grade of TC	Р	T5	F	requency	of Inspecti	on <u>wee</u>	<u>kly</u>	Grade of TC	Р	T5	F	requency	of Inspecti	on <u>wee</u>	kly
Date DD/MM/YY	5/6/02 (Wed)	12/6/02 (Wed)	19/6/02 (Wed)	26/6/02 (Wed)	3/7/02 (Wed)	10/7/02 (Wed)	17/7/02 (Wed)	Date DD/MM/YY	5/6/02 (Wed)	12/6/02 (Wed)	19/6/02 (Wed)	26/6/02 (Wed)	3/7/02 (Wed)	10/7/02 (Wed)	17/7/02 (Wed)
Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
E5	S	S						E5	S	S					
E6	S	S						E6	S	S					
E12	S	S						E1 <mark>3</mark>	S	S					
En	S	S						En	S	S					
F1	S	S						F1	S	S					
F2	S P12							F2	S P12						
F3	S	S						F3	S S	S					
F4	S	S						F4	S	S					
F5	S P12							F5	S P12						
F6								F6							
Signature								Signature							
NS - ] * Delete if ina # Descriptions	appropriate s of the ite	actory (It sl whe e ems listed a	ere application attached attac	ble, Form  in separat  n plan.	,				appropriates of the ite	actory (It should be when the common state of	re applicab	in separa	te sheet(s)		

	2021 Edition (with amendments till December 2023)		2024 Edition
	Sample 6 P.1 of Sample 6		Sample 6 P.1 of Sample 6
BD Ref.	MWXXXXXXXX  g Project XYZ Centre	BD Ref	g Project XYZ Centre
`	Works Class I Minor Works – Item 1.1 (Erection of Internal Staircase)		f Works Class I Minor Works – Item 1.1 (Erection of Internal Staircase)
Typical	Items for the Checklist of Specific Tasks for RSE's TCP T3	Typical	I Items for the Checklist of Specific Tasks for RSE's TCP T3
Item No.	Description	Item No.	Description
E1	Establish system for communicating with other TCPs.	E1	Establish system for communicating with other TCPs.
Е3	Verify non-conformity and instruct rectification works. Notify all relevant parties in respect of the non-conformity and monitor that rectification measures are properly carried out.	E3	Verify non-conformity and site incident, and instruct rectification works. Notify all relevant parties in respect of the non-conformity and site incident and monitor that rectification measures are properly carried out.
E4	Report to the RSE if the non-conformity is considered to pose an imminent danger, to be a significant risk or a source of danger or the RC does not comply with rectification instructions.	E4	Report to the RSE if the non-conformity is considered to pose an imminent danger, to be a significant risk or a source of danger or the RC does not comply with rectification instructions, or if the site incident is considered as a major/serious site incident relating to safety and/or quality of works.
E5	Check that all RC's TCPs are making inspections no less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code.	E5	Check that all RC's TCPs are making inspections no less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code.
E6	Check and satisfy that a copy of submitted plans for minor works, method statements, precautionary and protective measures proposals and all related drawings is kept on site; and that they are followed.	E6	Check and satisfy that a copy of submitted plans for minor works, method statements, precautionary and protective measures proposals and all related drawings is kept on site; and that they are followed.
En	Any other items considered essential by the RSE.	En	Any other items considered essential by the RSE.

#### 2021 Edition (with amendments till December 2023) 2024 Edition Sample 7 Sample 7 P.1 of Sample 7 P.1 of Sample 7 BD Ref. *MWXXXXXXXXX* BD Ref. *MWXXXXXXXXXX* **Building Project** XYZ Centre **Building Project** XYZ Centre **Type of Works** Class I Minor Works – Item 1 (Erection of Internal Staircase) **Type of Works** Class I Minor Works – Item 1 (Erection of Internal Staircase) Typical Items for the Checklist of Specific Tasks for RC's TCP T1 Typical Items for the Checklist of Specific Tasks for RC's TCP T1 **Description** Item Item **Description** No. No. Establish system for communicating with other TCPs. Establish system for communicating with other TCPs. Check that scaffolding is adequately secured to the building to prevent Check that scaffolding is adequately secured to the building to prevent collapse; catch fans, catch platforms and protection screens are adequately collapse; catch fans, catch platforms and protection screens are adequately installed so as to secure safety against falling objects. installed so as to secure safety against falling objects. Check that there is no excessive debris on floor slabs and against external walls Check that there is no excessive debris on floor slabs and against external walls for demolition works. for demolition works. C12 Check and satisfy that a copy of submitted plans for minor works, method C13 Check and satisfy that a copy of submitted plans for minor works, method statements, precautionary and protective measures proposals and all related statements, precautionary and protective measures proposals and all related drawings is kept on site; and that they are followed. drawings is kept on site; and that they are followed. C23 Instruct rectification of non-conformity and monitor rectification measures. C26 Instruct rectification of non-conformity and site incident, and monitor rectification measures C24 Report to relevant parties when non-conformity is observed and rectified. Report to relevant parties when non-conformity or site incident is observed and Any other items considered essential by the AS. rectified. Any other items considered essential by the AS.

			Sa	mple 7		P.2 of	Sample 7				Sa	mple 7		P.2 of	Sample 1
	Record of Specific Tasks Perforn TCP under <del>AP / RSE / RGE /</del> RC *						Record of Specific Tasks Performed by TCP under <del>AP / RSE / RGE /</del> RC * stream					Form A			
BD Ref.		MWXXX	XXXXXX					BD Ref.		MWXXX	XXXXXXX				
Building Proj	ect	XYZ Cer	ıtre					<b>Building Proj</b>	ect	XYZ Ce.	ntre				
Гуре of Work	s <u>Cla</u>	ss I Minor	Works – It	em 1 (Erec	ction of Int	ernal Stair	rcase)	Type of Work	s	ass I Minor	Works - I	tem 1 (Ere	ction of In	ternal Stair	rcase)
Name of TCP	·	Mr Lee	Tai man					Name of TCP		Mr Lee					
Grade of TCP	·	T1	Fr	equency o	f Inspecti	onfull	time	Grade of TCI	·	T1	Fı	equency o	of Inspecti	on <u>full</u>	time
Date DD/MM/YY	7/6/10 (Mon)	8/6/10 (Tue)	9/6/10 (Wed)	10/6/10 (Thu)	11/6/10 (Fri)	12/6/10 (Sat)	13/6/10 (Sun)	Date DD/MM/YY	7/6/10 (Mon)	8/6/10 (Tue)	9/6/10 (Wed)	10/6/10 (Thu)	11/6/10 (Fri)	12/6/10 (Sat)	13/6/10 (Sun)
Item No.	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	Item No.*	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
C1	S	S	S	S	S	S		C1	S	S	S	S	S	S	
C4	S	S	S	S	S	S		C4	S	S	S	S	S	S	
C6	S	S	S	S	S	S		C6	S	S	S	S	S	S	
C12	S	S	S	S	S	S		C1 <mark>3</mark>	S	S	S	S	S	S	
C23	S	S	S	S	S	S		C2 <mark>6</mark>	S	S	S	S	S	S	
						S		C2 <mark>7</mark>	S	S	S	S	S	S	
C24	S	S	S	S	S										
Сп	S	S	S	S	S	S		Сп	S	S	S	S	S	S	
Signature								Signature							
	propriate	ctory (It she wher	e applicab	le, Form l	<b>B</b> <sup>3</sup> )	ervision re	port and,		propriate	ctory (It sh whe	re applicat	ole, Form	<b>B</b> <sup>3</sup> )	ervision re	eport and
Full name of the	ne TCP as p	rovided in the	e supervision	n plan. been rectified	, ,	action of the	TCP at the	Full name of t	he TCP as prmity is ver	orovided in the	e supervision ture and has as "satisfacto	n plan. been rectifie	.,	faction of the	TCP at the

due to the areas have been covered up during inspection or re-inspection.

due to the areas have been covered up during inspection or re-inspection.

)21	Edition (with amendments till December 2023	)		2024 Edition
	Sample 8			Sample 8
	P.1 of Sample 8			P.1 of Sample 8
BD Ref	SM/0000/11	BD F	Ref.	SM/0000/11
Buildin	g ProjectXYZ Centre	Build	ling	Project XYZ Centre
Гуре о	f Works Excavation & Lateral Support Works	Туре	of V	Vorks Excavation & Lateral Support Works
ypica	I Items for the Checklist of Specific Tasks for RC's TCP T4	Турі	cal I	tems for the Checklist of Specific Tasks for RC's TCP T4
Item	Description	Ite		Description
No.	Establish system for communicating with other TCPs.			Establish system for communicating with other TCPs.
	·			,
C2	Check that the erection of hoarding, covered walkway and catch platform has been erected to ensure public safety in accordance with the hoarding plan accepted by the BA.	C	6	Check that the erection of hoarding, covered walkway and catch platform has been rected to ensure public safety in accordance with the hoarding plan accepted by the BA.
С3	Check and ensure that there are arrangements for access and egress of vehicles which are satisfactory and do not endanger the public or other road users.	C		Check and ensure that there are arrangements for access and egress of vehicles which are satisfactory and do not endanger the public or other road users.
C8	Check and ensure that all monitoring checkpoints and other geotechnical instrumentation have been installed and are regularly monitored; the results are kept on site; and that abnormal readings are reported to AP/RSE/RGE and the BA.	C	i	Check and ensure that all monitoring checkpoints and other geotechnical instrumentation have been installed and are regularly monitored; the results are tept on site; and that abnormal readings are reported to AP/RSE/RGE and the BA.
C9	Check that all monitoring checkpoints are installed and the readings are taken in time.	C		Check that all monitoring checkpoints are installed and the readings are taken in ime.
C10	Check that loose materials, boulders, construction plants or temporary stockpiles of materials are not present at the crest or intermediate benches of slopes.	C1		Check that loose materials, boulders, construction plants or temporary stockpiles of materials are not present at the crest or intermediate benches of slopes.
	Check that if excavation plants and piling rigs are operated on ground, the state of the ground is fit for use; and if the plants are operated on an elevated working platform, the platform is adequate to support the plant and all other imposed loads.	Cı	t	Check that if excavation plants and piling rigs are operated on ground, the state of the ground is fit for use; and if the plants are operated on an elevated working
C12	Check and satisfy that a copy of approved plans, method statements, precautionary and protective measures proposals and all related drawings is kept on site; and that they are followed.	Cı	3 (	platform, the platform is adequate to support the plant and all other imposed loads. Check and satisfy that a copy of approved plans, method statements, precautionary and protective measures proposals and all related drawings is kept on site; and that they are followed.
	Check that procedures for the excavation and lateral support works are carried out in accordance with the approved/submitted plans/agreed working sequence.	C1		Check that procedures for the excavation and lateral support works are carried out n accordance with the approved/submitted plans/agreed working sequence.
	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.	C2		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.
C25	Check that stability and integrity of nearby buildings and ground are not adversely affected.	C2		Check that stability and integrity of nearby buildings and ground are not adversely ffected.
Сп	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.	C	n z	Iny other items considered essential by the AS, including those for quality upervision and other conditions imposed by the BA at approval and/or consent tage.

1 Edition (with amendments till December 2023)										20	24 E	dition			
			pecific Ta	ample 8 sks Perfor RGE/RC		P.2 of	Sample 8 Form A			ecord of S <sub>I</sub> P under <del>Al</del>	pecific Ta			P.2 of	Sample 8
BD Ref. Building Proje Type of Works Name of TCP Grade of TCP			ntre tion & Late n Tai Man	eral Suppo				BD Ref. Building Proj Type of Work Name of TCP Grade of TCI	is		ntre ion & Late n Tai Man	eral Suppo a requency (			
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)	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	Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
C1	S	S	S	S	S	S	S	C1	S	S	S	S	S	S	S
C2	S	S	S	S	S	S	S	C2	S	S	S	S	S	S	S
C3	S	S	S	S	S	S	S	C3	S	S	S	S	S	S	S
C8	S	S	S	S	S	S	S	C8	S	S	S	S	S	S	S
C9	S	S	S	S	S	S	S	C9	S	S	S	S	S	S	S
C10	S	S	S	S	S	S	S	C10	S	S	S	S	S	S	S
C11	S	S	S	S	S	S	S	C1 <mark>2</mark>	S	S	S	S	S	S	S
C12 C16	S S	S	S	S	S	S S	S S	C15 C19	S	S S	S	S	S S	S	S
C10	S	S	S	S	S	S	S	C2 <mark>4</mark>	S	S	S	S	S	S	S
C25	S	S	S	S	S	S	S	C2 <mark>8</mark>	S	S	S	S	S	S	S
Cn	S	S	S	S	S	S	S	Cn	S	S	S	S	S	S	S
Signature								Signature							
	propriate	etory (It sh whe	re applicat	corded in tole, Form	<b>B</b> <sup>3</sup> )	ervision re	port and,		ppropriate	ctory (It sh whe	re applicat	ble, Form	<b>B</b> <sup>3</sup> )	pervision re	eport and
Full name of th If a non-confor same inspectio Completion of (b) does not have due to the areas	mity is very n, it would b Form B is b we material o	minor in nate recorded a Required for some some some some some some some some	ture and has as "satisfactor or a non-conf afety but the	been rectifie ory". ormity that ( works item/i	a) has materi rectification	al concern fo	or safety; or	Full name of t If a non-confi same inspecti Completion o (b) does not in due to the are	rmity is ver on, it would f <b>Form B</b> is we material	y minor in na be recorded a <b>Required</b> fo concern for s	ture and has as "satisfactor r a non-conf afety but the	been rectifie ory". formity that ( works item/	a) has mater rectification	ial concern fo	or safety; o

	2021 Edition (with amendments till December 2023)	2024 Edition
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.	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.
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.	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.

#### 2024 Edition

# 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

		nfirmation of Appointment of Design Engineer for Providing Support to a Tower Crane
	temporary works	Torking Support to a Torker Stance
Project name	: <u> </u>	
BD reference no.	:	
Address of site	: <u></u>	
Tower crane no.	:	(with layout plan
Stage of works <sup>1</sup> (i	• 1	
Part 1 : Certificate o	f Compliance (to be co	ompleted by design engineer and the employing company)
I, (name in fu	11)	(Chinese)
	rt No.^)	(Telephone No.)
	company (employing	
confirm that	I have been	appointed by the registered contractor (RC
(Name)		as the design engineer (DE) in respect of the temporary work
providing support to	a tower crane at the si	abject site, and I hereby certify that:
(a) I have prepar	red and duly signed a	all the plans and construction drawings <sup>2</sup> (drawing number
		) for the temporary works providing support to the towe
crane at the	e subject site, and	the associated design justifications 3 (report reference
		);
number		
number		
	works including the c	onnections between the tower crane, the temporary works and
(b) the temporary		
(b) the temporary	t structures (if applicat	
(b) the temporary the permanent the regulation	t structures (if applicat s made thereunder and	ole) are designed in compliance with the Buildings Ordinance the relevant codes of practice and are structurally safe; and
(b) the temporary the permanent the regulation (c) (i)* the	t structures (if applicat s made thereunder and temporary works are t	ole) are designed in compliance with the Buildings Ordinance the relevant codes of practice and are structurally safe; and under Case 2 that have no effect on the permanent structures
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Page 2 of  2. I declare that I am a registered professional engineer (RPE) (civil/structural*) with a minimum of 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 perso 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 undertak 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 drawings designed by the DE and will be properly maintained to ensure that they are structurally safe and drawings designed by the DE and will be properly maintained to ensure that they are structurally safe and drawings designed by the DE and will be properly maintained to ensure that they are structurally safe and drawings designed by the DE and will be properly maintained to ensure that they are structurally safe and drawings designed by the DE and will be properly maintained to ensure that they are structurally safe and drawings designed by the DE and will be properly maintained to ensure that they are structurally safe and drawings designed by the DE and will be properly maintained to ensure that they are structurally safe and drawings designed by the DE and will be properly maintained to ensure that they are structurally safe and drawings designed by the DE and will be properly maintained to ensure that they are structurally safe and drawings designed by the DE and will be properly maintained to ensure that they are structurally safe and drawings designed by the DE and will be properly maintained to ensure that th		2024	Edition	
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				Form TW: Page 2 of:
Signature of DE				1 450 2 01
RPE No.    Business Registration   Certificate No.   Certificate No.   Certificate No.	2. I declare that I	am a registered profession	al engineer (RPE) (civil/st	ructural*) with a minimum o
RPE No.  Business Registration Certificate No.  Date  Business Registration Certificate No.  Signature of Authorized Representative  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 provided 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 an intact.  Name of RC Certificate of Registration No. Date Signature  Any false certification or declaration may be subject to legal action	years relevant work	ting experience.		
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Certificate No.  Date  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 providing support to the tower crane for the subject site and undertaken at the temporary works providing support to the tower crane for the subject site and undertaken 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 an intact.  Name of RC Certificate of Registration No. Date Signature  Any false certification or declaration may be subject to legal action	Name of DE .			•
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			2024 Edition		Eown TWO
					Form TW2 Page 1 of 2
			Certificate of Complia		
	Confi		pointment of Independent		
		Temporary W	Vorks Providing Supp	ort to a Tower Crai	1 <b>e</b>
Proje	ect name	: _			
_	reference no.	: _			
Addr	ress of site	:			
	er crane no.	: _			(with layout plan)
Stage	e of works <sup>1</sup>	(if any) :			
		•	to be completed by indep	endent checking engin	eer and the
emple	oying compan	<u>'iy)</u>		-	
	I, (name in f	full)	_(0	Chinese)	
(I.D.	No.^ / Passp	oort No.^ *)	(Telep	hone No.)	, and my
emple	oying compar	ny (employing co	ompany name)		confirm
that I	have been ap	pointed by the reg	egistered contractor (RC)	(Name)_	
		as the indepe	endent checking enginee	r (ICE) in respect of	the temporary works
ICE i	in respect of the	he above tempora	at the subject site, and I larry works. I certify that	<del>1</del>	
ICE i	in respect of the	he above tempora cked and duly sig	igned all the plans and ) for the tem	:- construction drawing porary works providin	gs <sup>2</sup> (drawing number g support to the tower
ICE i	I have chec	he above temporal cked and duly signed he subject site,	igned all the plans and  for the tem  and the associated	construction drawing porary works providin design justifications	gs <sup>2</sup> (drawing number g support to the tower <sup>3</sup> (report reference
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ICE i	I have chec	he above temporal cked and duly signed he subject site,	igned all the plans and  for the tem  and the associated	construction drawing porary works providin design justifications	gs <sup>2</sup> (drawing number g support to the tower <sup>3</sup> (report reference
ICE i	I have chec	he above temporal	igned all the plans and  ) for the tem , and the associated  ), pre	construction drawing porary works providin design justifications pared by the design en	gs <sup>2</sup> (drawing number g support to the tower <sup>3</sup> (report reference ngineer (name in full)
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ICE i (a) (b)	I have checcerance at the temporare the regulation (i)* the adjoining but in respect of the control of the cont	he above temporal cked and duly signed the subject site, by works including the structures (if apons made thereund the temporary work temporary work the structures work the structures th	igned all the plans and  ) for the tem , and the associated ), pre ;  ig the connections between applicable) are designed in the relevant code	construction drawing porary works providin design justifications pared by the design enter the tower crane, the n compliance with the s of practice and are subsequently the soft practice and the sof	gs <sup>2</sup> (drawing number g support to the tower <sup>3</sup> (report reference ngineer (name in full) temporary works and Buildings Ordinance, tructurally safe; and
ICE i (a) (b)	I have checcerane at the temporare the regulation (i)* the adjoining but or	he above temporal cked and duly signed he subject site, by works including the structures (if apons made thereund temporary work wildings and lands	igned all the plans and  ) for the tem , and the associated  ), pre ;  ig the connections between applicable) are designed in the relevant code was are under Case 2 that is by way of overstressing	construction drawing porary works providin design justifications pared by the design enter the tower crane, the n compliance with the s of practice and are substituted in the tower crane of the practice and are substituted in the converted in t	gs <sup>2</sup> (drawing number g support to the tower <sup>3</sup> (report reference agineer (name in full) temporary works and Buildings Ordinance tructurally safe; and
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ICE i (a) (b)	I have check crane at the temporare the permane the regulation (i)* the adjoining but or (ii)* the adjoining but or (ii)* the adjoining but or (iii)* the adjoining but or (iii)* the adjoining but registered stream of the registered stream of the control of the	he above temporal cked and duly signed the subject site, by works including the structures (if appears made thereund the temporary work wildings and lands the temporary work wildings or lands the temporary work wildings or lands	igned all the plans and  ) for the tem , and the associated ), pre  ig the connections between pplicable) are designed if the derivation of the relevant code  is sare under Case 2 that is by way of overstressing its are under Case 3 that its by way of overstressing its by way of overstressing overstressing its properties.	construction drawing porary works providin design justifications pared by the design enter the tower crane, the nation compliance with the sof practice and are substituted in the convertion of the provided in the convertion of the large or overloading.*	gs <sup>2</sup> (drawing number g support to the tower 3 (report reference agineer (name in full) temporary works and Buildings Ordinance are tructurally safe; and permanent structures, and submission to the
(a) (b)	I have check crane at the number the temporare the permane the regulation (i)* the adjoining but or (ii)* the adjoining but or egistered streeffects to the	the above temporal cked and duly sign the subject site, be a subject site, be a subject site, and such that structures (if appears made thereund the temporary work wildings and lands are temporary works wildings or lands are temporary works and the subject to t	igned all the plans and  ) for the tem , and the associated ), pre ;  ig the connections between pplicable) are designed if the derivation of the relevant code  ks are under Case 2 that is by way of overstressing as are under Case 3 that is by way of overstressing as are under Case 3 that is by way of overstressing as are under Case 3 that is by way of overstressing as are under Case 3 that is by way of overstressing as are under Case 3 that is by way of overstressing as are under Case 3 that is by way of overstressing as are under Case 3 that is by way of overstressing	construction drawing porary works providin design justifications pared by the design enter the tower crane, the name compliance with the sof practice and are substantially and the conformal of	gs <sup>2</sup> (drawing number g support to the tower 3 (report reference agineer (name in full) temporary works and Buildings Ordinance, tructurally safe; and permanent structures, and submission to the for their review on the
(a) (b)	I have check crane at the number the temporare the permane the regulation (i)* the adjoining but or (ii)* the adjoining but registered streeffects to the Stage of temporare of the tower cran	the above temporal cked and duly sign the subject site, be subject site, be subject site, be subject site, and subject structures (if appears made thereund the temporary work wildings and lands are temporary works uildings or lands are temporary to the permanent structural engineer/ the permanen	igned all the plans and  ) for the tem , and the associated ), pre  ig the connections between pplicable) are designed if the derivation of the relevant code  is sare under Case 2 that is by way of overstressing its are under Case 3 that its by way of overstressing its by way of overstressing overstressing its properties.	construction drawing porary works providin design justifications pared by the design enter the tower crane, the name compliance with the sof practice and are substantially and the convertion of the convertion o	gs <sup>2</sup> (drawing number g support to the tower 3 (report reference agineer (name in full) temporary works and Buildings Ordinance aructurally safe; and permanent structures, and submission to the for their review on the stage or extension of height

			Page 2 of 2
	I am a registered professional	engineer (RPE) (civil/stru	ctural*) with a minimum of
5 years relevant wo	rking experience.		
3. I confirm tha	at the design engineer and I, in	ncluding both employing o	companies, are independent
from each other and	l have no holding, subsidiary, e	employer/employee or any	other relationship.
Name of ICE	1	Employing Company Name	I
RPE No.	:	Business Registration Certificate No.	
Date	:	Signature of Authorized Representative	:
Signature of ICE	:	Employing Company Chop	:
Any false certification to legal action	on or declaration may be subject		
to legal action	on or declaration may be subject on of Appointment (to be comp	leted by the RC)	
to legal action  Part 2 : Confirmation  I (name in fi	on of Appointment (to be compute)	(Chinese)_	, the person
to legal action  Part 2 : Confirmation  I (name in final appointed to act for	on of Appointment (to be comp	(Chinese)hereby confirm that the abo	ove ICE has been appointed
to legal action  Part 2 : Confirmation  I (name in final appointed to act for	on of Appointment (to be computed)  the RC in the subject project, apporary works providing suppo	(Chinese)hereby confirm that the abo	ove ICE has been appointed
to legal action  Part 2 : Confirmation  I (name in final appointed to act for	on of Appointment (to be computed)  the RC in the subject project, inporary works providing supportant of RC	(Chinese) hereby confirm that the about to the tower crane for the	ove ICE has been appointed
to legal action  Part 2 : Confirmation  I (name in final appointed to act for	on of Appointment (to be computed)  the RC in the subject project, apporary works providing suppo	(Chinese) hereby confirm that the about to the tower crane for the	ove ICE has been appointed
to legal action  Part 2 : Confirmation  I (name in final appointed to act for	on of Appointment (to be computed)  the RC in the subject project, apporary works providing supportant of RC  Certificate of Registration No.	(Chinese) hereby confirm that the about to the tower crane for the	ove ICE has been appointed
to legal action  Part 2 : Confirmation  I (name in final appointed to act for	on of Appointment (to be computed)  the RC in the subject project, apporary works providing support  Name of RC  Certificate of Registration Notate of expiry of registration	(Chinese) hereby confirm that the about to the tower crane for the	ove ICE has been appointed
to legal action  Part 2 : Confirmation  I (name in final appointed to act for	on of Appointment (to be computed)  the RC in the subject project, imporary works providing supposed in the subject project projec	(Chinese) hereby confirm that the about to the tower crane for the confirm that the about to the tower crane for the confirm that the about to the tower crane for the confirmation to the confirmation that the about to the confirmation that the confirmation that the about to the confirmation that the about the confirmation that the confirmat	e subject site.

Certificate of Completion for Temporary Works Providing Support to a Tower Crane by Registered Contractor  Project name :	2024	Edition
Project name		Form TW3 Page 1 of 2
Address of site  Tower crane no.  Stage of works¹ (if any):  Part 1: Certificate of Completion (to be completed by technically competent person (TCP) Takegistered contractor (RC)'s stream)  I, (name in full)  (I.D. No.^Passport No.^TCP No.^*) (Telephone No. the person appointed as TCP-T4 in RC's stream in the supervision pubmitted to the Building Authority on (date) (submission ref. ), hereby certify that:  (a) the temporary works providing support to the tower crane have been completed and I confirm the have personally inspected the temporary works on (date) and for satisfactory that the works have been completed in accordance with the certified plans a construction drawings (drawing number );  (b) the results of the associated testing of materials and workmanship (including on-site and off-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 permanent structures are structurally safe.  Name of TCP  Date  Signature of TCP  Any false certification or declaration may subject to legal action	Temporary Works Providi	ing Support to a Tower Crane
Address of site : (with layout pl. Stage of works 1 (if any) : (with layout pl. Stage of works 2 (if any) : (with layout pl. Stage of works 3 (if any) : (with layout pl. Stage of works 4 (if any) : (with layout pl. Stage of works 5 (if any) : (with layout pl. Stage of tworks 6 (if any) : (with layout pl. Stage of tworks 6 (if any) : (with layout pl. Stage of temporary works 1 (if any) : (with layout pl. Stage of temporary works providing support to a tower crane (e.g. free-standing stage, climbing stage or extension of the stage of temporary works providing support to a tower crane (e.g. free-standing stage, climbing stage or extension of the stage of extensio	Project name :	
Stage of works¹ (if any):  Part 1: Certificate of Completion (to be completed by technically competent person (TCP) Taregistered contractor (RC)'s stream)  I, (name in full)  (Chinese)  (LD. No.^/Passport No.^TCP No.^*)	BD reference no. :	
Stage of works¹ (if any):  Part 1: Certificate of Completion (to be completed by technically competent person (TCP) T4 registered contractor (RC)'s stream)  L (name in full) (Chinese)  (LD. No.^Passport No.^TCP No.^*) (Telephone No. No.^Passport No.^TCP No.^*) (Telephone No. No.^TCP No.^*) (Submission ref. No.^TCP No.^TCP No.^*) (Submission ref. No.^TCP No.^TCP No.^*) (Submission ref. No.^TCP No.^TCP No.^TCP No.^*) (Submission ref. No.^TCP No	Address of site :	
Part 1 ; Certificate of Completion (to be completed by technically competent person (TCP) Targistered contractor (RC)'s stream)  I, (name in full)  (Chinese)  (I.D. No,^Passport No,^TCP No,^*)  the person appointed as TCP-T4 in RC's stream in the supervision psubmitted to the Building Authority on (date)  (a) the temporary works providing support to the tower crane have been completed and I confirm the have personally inspected the temporary works on (date)  satisfactory that the works have been completed in accordance with the certified plans acconstruction drawings (drawing number);  (b) the results of the associated testing of materials and workmanship (including on-site and off-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 permanent structures are structurally safe.  Name of TCP  Date  Signature of TCP  Any false certification or declaration may subject to legal action	Tower crane no. :	(with layout plan)
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 published to the Building Authority on (date) (submission ref. ), hereby certify that:  (a) the temporary works providing support to the tower crane have been completed and I confirm the have personally inspected the temporary works on (date) and for satisfactory that the works have been completed in accordance with the certified plans acconstruction drawings (drawing number);  (b) the results of the associated testing of materials and workmanship (including on-site and off-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 permanent structures are structurally safe.  Name of TCP  Date  Name of TCP  Any false certification or declaration may subject to legal action  Stage of temporary works providing support to a tower crane (e.g. free-standing stage, climbing stage or extension of he	Stage of works <sup>1</sup> (if any) :	
(I.D. No.^/Passport No.^/TCP No.^*) (Telephone No	Part 1: Certificate of Completion (to be compregistered contractor (RC)'s stream)	pleted by technically competent person (TCP) T4 in
, the person appointed as TCP-T4 in RC's stream in the supervision p submitted to the Building Authority on (date)	I, (name in full)	(Chinese)
submitted to the Building Authority on (date)	(I.D. No.^/Passport No.^/TCP No.^*)_	(Telephone No.)
(a) the temporary works providing support to the tower crane have been completed and I confirm the have personally inspected the temporary works on (date) and for satisfactory that the works have been completed in accordance with the certified plans acconstruction drawings (drawing number );  (b) the results of the associated testing of materials and workmanship (including on-site and off-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 permanent structures are structurally safe.  Name of TCP  Date  Signature of TCP  Any false certification or declaration may subject to legal action  Stage of temporary works providing support to a tower crane (e.g. free-standing stage, climbing stage or extension of the	, the person appointed a	as TCP-T4 in RC's stream in the supervision plan
(a) the temporary works providing support to the tower crane have been completed and I confirm the have personally inspected the temporary works on (date) and for satisfactory that the works have been completed in accordance with the certified plans a construction drawings (drawing number );  (b) the results of the associated testing of materials and workmanship (including on-site and off-welds) have been reviewed by me and found technically acceptable; and  (e) the temporary works including the connections between the tower crane, the temporary works permanent structures are structurally safe.  Name of TCP  Signature of TCP  Any false certification or declaration may subject to legal action  Stage of temporary works providing support to a tower crane (e.g., free-standing stage, climbing stage or extension of here.)	submitted to the Building Authority on (date	te) (submission ref. no.
have personally inspected the temporary works on (date) and for satisfactory that the works have been completed in accordance with the certified plans construction drawings (drawing number );  (b) the results of the associated testing of materials and workmanship (including on-site and off-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 permanent structures are structurally safe.  Name of TCP  Date  Signature of TCP  Any false certification or declaration may subject to legal action  Stage of temporary works providing support to a tower crane (e.g. free-standing stage, climbing stage or extension of he	), hereby certify that:	
satisfactory that the works have been completed in accordance with the certified plans construction drawings (drawing number );  (b) the results of the associated testing of materials and workmanship (including on-site and off-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 permanent structures are structurally safe.  Name of TCP  Date  Signature of TCP  Any false certification or declaration may subject to legal action  Stage of temporary works providing support to a tower crane (e.g. free-standing stage, climbing stage or extension of he	(a) the temporary works providing support to the	e tower crane have been completed and I confirm that l
construction drawings (drawing number );  (b) the results of the associated testing of materials and workmanship (including on-site and off-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 permanent structures are structurally safe.  Name of TCP  Date Signature of TCP Any false certification or declaration may subject to legal action  Stage of temporary works providing support to a tower crane (e.g. free-standing stage, climbing stage or extension of he	have personally inspected the temporary	works on (date) and found
(b) the results of the associated testing of materials and workmanship (including on-site and off-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 permanent structures are structurally safe.  Name of TCP  Date  Signature of TCP  Any false certification or declaration may subject to legal action  Stage of temporary works providing support to a tower crane (e.g. free-standing stage, climbing stage or extension of he	satisfactory that the works have been con	mpleted in accordance with the certified plans and
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 permanent structures are structurally safe.  Name of TCP  Date  Signature of TCP  Any false certification or declaration may subject to legal action  Stage of temporary works providing support to a tower crane (e.g. free-standing stage, climbing stage or extension of he	construction drawings (drawing number	);
the temporary works including the connections between the tower crane, the temporary works permanent structures are structurally safe.  Name of TCP  Date  Signature of TCP  Any false certification or declaration may subject to legal action  Stage of temporary works providing support to a tower crane (e.g. free-standing stage, climbing stage or extension of he	(b) the results of the associated testing of mater	rials and workmanship (including on-site and off-site
permanent structures are structurally safe.  Name of TCP  Date  Signature of TCP  Any false certification or declaration may subject to legal action  Stage of temporary works providing support to a tower crane (e.g. free-standing stage, climbing stage or extension of he	welds) have been reviewed by me and found	technically acceptable; and
Date  Signature of TCP  Any false certification or declaration may subject to legal action  Stage of temporary works providing support to a tower crane (e.g. free-standing stage, climbing stage or extension of he		ns between the tower crane, the temporary works and
Signature of TCP  Any false certification or declaration may subject to legal action  Stage of temporary works providing support to a tower crane (e.g. free-standing stage, climbing stage or extension of he	Name of TCP	1
Any false certification or declaration may subject to legal action  Stage of temporary works providing support to a tower crane (e.g. free-standing stage, climbing stage or extension of he	Date	:
Stage of temporary works providing support to a tower crane (e.g. free-standing stage, climbing stage or extension of he	Signature of TCP	<u>;</u>
		Any false certification or declaration may be subject to legal action
OF the tower crane etc.)	Stage of temporary works providing support to a tower c of the tower crane etc)	crane (e.g. free-standing stage, climbing stage or extension of height

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			Form TW3 Page 2 of 2
Part 2 : Certificat	e of Completion		
(to be completed	by the appointed T5	5 person (T5 Person)/ Design Engineer (DE)/ Ind	ependent Checking
Engineer (ICE)*			
I (name in	full)	(Chinese)	the person
appointed by the	RC as the T5 Person	n/ DE/ ICE* in the subject project, hereby certify	that:
(a) the tempora	ry works providing	support to the tower crane have been completed a	and I confirm that I
have persor	nally inspected the	temporary works on (date)	and found
satisfactory	that the works ha	we been completed in accordance with the c	ertified plans and
construction	drawings (drawing	number	);
permanent st	ructures are structura		rary works and the
Name of T5 Person/DE/I	: CE*	Employing Company : Name	
RPE No.	:	Business Registration: Certificate No.	
Date	:	Signature of Authorized: Representative	
Signature of T5 Person/DE/I	: CE*	Employing Company : Chop	
Any false certific to legal action	ation or declaration n	nay be subject	
^ In accordance v	vith the Hong Kong Io	dentity Card/Passport record/ TCP No.	
* Delete where a	ppropriate		