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Nomination of an A.P. or R.S.E. to act in stead

Form 38

When an A.P. or R.S.E., who has been appointed in respect of building or street works, is incapacitated by illness or proposes to be temporarily absent from Hong Kong and decides to nominate a temporary replacement he is required to submit a copy of Form 38 within 7 days. Buildings Ordinance Section 4(2) and Building (Administration) Regulation 23(2) refer.

2. In practice the present arrangements concerning the submission of Forms 38 have proved cumbersome, particularly within the Buildings Ordinance Office, and a revised procedure (which mainly affects BOO staff) has now been agreed by the PWD/Authorised Persons' and Registered Structural Engineers' Liaison Group.

3. Any A.P. or R.S.E., who has been appointed in respect of any active project (i.e. with works in progress and/or applications currently or about to be lodged with BOO), should proceed as follows if he is incapacitated by illness or proposes to leave Hong Kong temporarily and decides to nominate a temporary replacement:-

- (a) complete and submit Form 38 together with a list of the active projects as defined above. (The Form and the list should please be in duplicate,)
- (b) advise the nominee that if it is necessary for him to communicate with BOO in respect of any of the listed active projects he should on every such occasion make brief reference to the fact that he does so under the authority of an earlier submission of Form 38,
- (c) upon recovery from illness, or return from overseas, advise BOO by letter within 7 days that the arrangements covered by Form 38 have ceased.

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