Code of Practice for Site Supervision 2009

The Buildings Department (BD) has set up a Technical Committee (TC) to, among others, collect and consider the views and feedback from the building industry arising from the use of the Code of Practice for Site Supervision 2009 (Supervision Code). Taking into account the advice of the TC, amendments were made and promulgated through circular letters between 2015 and 2021 which were incorporated into the Supervision Code (2021 Edition). Further amendments to the Supervision Code (2021 Edition) at Appendices A and B have been promulgated, and the Supervision Code (2024 Edition) incorporating all the amendments has been uploaded to BD website www.bd.gov.hk:

(a) Appendix A – December 2023
(b) Appendix B – August 2024

Temporary Works Providing Support to Tower Cranes

2. To enhance the control on temporary works providing support to tower cranes at construction sites, in addition to the requirements for temporary works stipulated in paragraph 4.9 of the Supervision Code (2021 Edition), the registered general building contractors/registered specialist contractors are required to appoint a design engineer to prepare plans, construction drawings and design justifications of the temporary works, and an independent checking engineer to check these documents in compliance with the Buildings Ordinance, the regulations made thereunder and the relevant codes of practice. These requirements apply to all development projects with the specified Form BA 10 submitted **on or after 1 November 2024**. The soft copies of relevant certification forms TW1, TW2 and TW3 are available in BD website[1].

Academic Courses Recognised as Acceptable Qualifications

3. The required professional/academic qualifications and experience of technically competent persons (TCPs) are set out in paragraphs 8.18 to 8.24 of the Supervision Code (2021 Edition). In the past years, some courses organised by both local and non-local institutes or universities have also been accepted as equivalent academic qualifications under the Supervision Code (2021 Edition). As a ready reference to the practitioners, a list showing the accepted academic qualifications containing courses previously accepted by BD for TCPs' registration/appointment pursuant to the Supervision Code (2021 Edition) has been uploaded to BD website[2] .

/4...

[1] https://www.bd.gov.hk/en/resources/codes-and-references/practice-notes-and-circular-letters/pnap/app/app157.html

[2] https://www.bd.gov.hk/en/resources/online-tools/accepted-academic-qualifications-tcps/index.html

Repeal of Corresponding Recognition

4. The corresponding recognition for TCP as set out in Appendix X of the Supervision Code which was based on the membership of particular professional institutions was repealed via the circular letter on 8 May 2015. The appendix is given in Appendix C for reference.

5. Members of these professional institutions previously accepted to practise as TCPs may continue to practise as TCPs subject to evidence demonstrating the previous recognition of their TCP qualifications being provided to BD upon the submission of the supervision plans.

6. A similar practice note has been issued to registered contractors.

(YU Po-mei, Clarice)
Building Authority

Ref. : BD GR/1-50/82/1 (V)

First issue May 2015
Last revision December 2023
This revision August 2024 (AD/NB2) (General revision)

Appendix A
(PNAP APP-157)

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

(December 2023)

Legends:

Amended

Deleted

(12/2023)

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

2021 Edition

Table 8.1

Measurable Items and Basic Values for Assessment of the Scale of Works

Type of Building Works/ Street Works	Measurable Item	Basic Value
demolition	maximum floor area of the building to be demolished per storey	750m^2
GIFW	number of drilling rigs (irrespective of the number of trial pits, coreholes and slope surface strippings)	6
	number of trial pits, coreholes and slope surface strippings concurrently carried out on site (only applicable when no drillholes are proposed)	20
site formation	total cost[1#]	$30M
repair of slope/retaining wall/buried services	total cost[#]	$9M
excavation & lateral support	average cost per month[#]	$6M
pile wall	average cost per month[#]	$6M
tunnel works	total cost[#]	$35M
large diameter bored piles and barrette piles	average cost per month[#]	$14M
piles other than the above types of pile	average cost per month[#]	$7M
cap/footing/basement	total cost[#]	$35M
superstructure	total construction floor area	20000m^2
curtain wall/cladding	total aggregated surface area	10000m^2
alteration & addition	total cost[#]	$13M
minor works	total cost[#]	$8M
street works	total cost[#]	$9M

Amendments

Table 8.1

Measurable Items and Basic Values for Assessment of the Scale of Works

Type of Building Works/ Street Works	Measurable Item	Basic Value
demolition	maximum floor area of the building to be demolished per storey	750m^2
GIFW	number of drilling rigs (irrespective of the number of trial pits, coreholes and slope surface strippings)	6
	number of trial pits, coreholes and slope surface strippings concurrently carried out on site (only applicable when no drillholes are proposed)	20
site formation	total cost[#]	$40M
repair of slope/retaining wall/buried services	total cost[#]	$12M
excavation & lateral support	average cost per month[#]	$8M
pile wall	average cost per month[#]	$8M
tunnel works	total cost[#]	$47M
large diameter bored piles and barrette piles	average cost per month[#]	$19M
piles other than the above types of pile	average cost per month[#]	$9.5M
cap/footing/basement	total cost[#]	$47M
superstructure	total construction floor area	20000m^2
curtain wall/cladding	total aggregated surface area	10000m^2
alteration & addition	total cost[#]	$17.5M
minor works	total cost[#]	$11M
street works	total cost[#]	$12M

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

2021 Edition

Table 8.7

Minimum Qualifications and Experience Required for TCP T4

Type of Building works or Street Works	RC' Stream	
	Qualification	Relevant Experience
Foundation works	(a) Degree in civil/structural/ geotechnical engineering; or	4 years
	(b) Degree in building studies (except for piling works); or	4 years
	(c) Registered professional engineer (Civil/structural or geotechnical).	-

Amendments

Table 8.7

Minimum Qualifications and Experience Required for TCP T4

Type of Building works or Street Works	RC' Stream	
	Qualification	Relevant Experience
Foundation works	(a) Degree in civil/structural/ geotechnical engineering; or	4 years
	(b) Degree in building studies (except for piling works); or	4 years
	(c) Registered professional engineer (Civil/structural or geotechnical); or	-
	(d) Registered professional engineer (building) (except for piling works).	-

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

2021 Edition	Amendments
8.22 Unless otherwise specified, the total relevant working experience of different grades of TCP should be aggregated as follows :	8.22 Unless otherwise specified, the total relevant working experience of 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 year must be local site experience.	(a) for T1 - The relevant experience must have been gained within the previous 5 years and at least 1 year must be local[2] site experience.
(b) for T2 - Similar to T1 but the experience must be closely related to the type of works concerned.	(b) for T2 - Similar to T1 but the experience must be closely related to the type of works concerned.
(c) for T3 - The relevant experience must have been gained within the previous 8 years and at least 1 year must be local experience.	(c) for T3 - The relevant experience must have been gained within the previous 8 years and at least 1 year must be local[2] experience.
(d) for T4 and T5 - The relevant experience must have been gained within the previous 8 years and at least 1 year must be local experience.	(d) for T4 and T5 - The relevant experience must have been gained within the previous 8 years and at least 1 year must be local[2] experience.
	[2] The qualified supervision experience gained from factories outside Hong Kong may be recognised as local experience, provided that such qualified supervisions are requirements and conditions imposed under the BO upon plan approval.

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

2021 Edition

	Name in English^	Name in Chinese^	I.D. No.^/AP Registration No.**/ TCP No.**	Expiry Date of AP Registration~/TCP Validity Period~ (if applicable)	Frequency Level of Site Inspection
AP					
Representative					
T4					
T3					

The CVs showing their relevant experience and academic qualifications are attached at Appendix 1B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

^ In accordance with the Hong Kong Identity Card record
** CV is not required if AP Registration No./TCP No. is provided
~ In accordance with the registration / inclusion record

6. The TCPs for site supervision under the AP's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name#^ (I.D. No.^ /AP Registration No.** /TCP No.**)	Expiry Date of AP Registration~/ TCP Validity Period~ (if applicable)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 1B if the TCP is different from those listed in paragraph 5 above
^ In accordance with the Hong Kong Identity Card record
** CV is not required if AP Registration No./TCP No. is provided
~ In accordance with the registration / inclusion record

7. I (name in full) _____ (Chinese) _____, AP, certify that Part I (paragraphs 3 to 6) of this supervision plan is prepared by me and complied with the Technical Memorandum, the Code and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this supervision plan. Confirmation for appointment and contact information of TCPs (Annex) is submitted with this supervision plan/shall be submitted within 7 days from the date of commencement of works as indicated in the Form BA10 or notice of commencement of minor works*.

Date _____ _____

Signature

Any false certification or declaration may be subject to legal action

Certificate of Registration No. : _____

Date of expiry of registration : _____

Amendments

	Name in English^	Name in Chinese^	I.D. No.^/Passport No.^/AP Registration No.**/ TCP No.**	Expiry Date of AP Registration~/TCP Validity Period~ (if applicable)	Frequency Level of Site Inspection
AP					
Representative					
T4					
T3					

The CVs showing their relevant experience and academic qualifications are attached at Appendix 1B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

^ In accordance with the Hong Kong Identity Card record / Passport record
** CV is not required if AP Registration No./TCP No. is provided
~ In accordance with the registration / inclusion record

6. The TCPs for site supervision under the AP's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name#^ (I.D. No.^ / Passport No. ^ /AP Registration No.** /TCP No.**)	Expiry Date of AP Registration~/ TCP Validity Period~ (if applicable)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 1B if the TCP is different from those listed in paragraph 5 above
^ In accordance with the Hong Kong Identity Card record / Passport record
** CV is not required if AP Registration No./TCP No. is provided
~ In accordance with the registration / inclusion record

7. I (name in full) _____ (Chinese) _____, AP, certify that Part I (paragraphs 3 to 6) of this supervision plan is prepared by me and complied with the Technical Memorandum, the Code and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this supervision plan. Confirmation for appointment and contact information of TCPs (Annex) is submitted with this supervision plan/shall be submitted within 7 days from the date of commencement of works as indicated in the Form BA10 or notice of commencement of minor works*.

Date _____ _____

Signature

Any false certification or declaration may be subject to legal action

Certificate of Registration No. : _____

Date of expiry of registration : _____

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

2021 Edition

Part II - Supervision plan of the registered structural engineer (RSE)

8. In accordance with the type of works specified in Part I of this supervision plan, details of adjustment/combination of supervision resources (Form C) are attached at Appendix 2A.*

9. The TCPs for site supervision under the RSE's stream required for the specified type of works are :

	Name in English^	Name in Chinese^	I.D. No.^/RSE Registration No.**/ TCP No.**	Expiry Date of RSE Registration¯/ TCP Validity Period¯ (if applicable)	Frequency Level of Site Inspection
RSE					
Representative					
T5					
T3					

The CVs showing their relevant experience and academic qualifications are attached at Appendix 2B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

^ In accordance with the Hong Kong Identity Card record
** CV is not required if RSE Registration No./TCP No. is provided
¯ In accordance with the registration / inclusion record

10. The TCPs for site supervision under the RSE's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name#^ (I.D. No.^ / RSE Registration No.** /TCP No.**)	Expiry Date of RSE Registration¯/ TCP Validity Period¯ (if applicable)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 2B if the TCP is different from those listed in paragraph 9 above
^ In accordance with the Hong Kong Identity Card record
** CV is not required if RSE Registration No./TCP No. is provided
¯ In accordance with the registration / inclusion record

Amendments

Part II - Supervision plan of the registered structural engineer (RSE)

8. In accordance with the type of works specified in Part I of this supervision plan, details of adjustment/combination of supervision resources (Form C) are attached at Appendix 2A.*

9. The TCPs for site supervision under the RSE's stream required for the specified type of works are :

	Name in English^	Name in Chinese^	I.D. No.^/ Passport No. ^/ RSE Registration No.**/ TCP No.**	Expiry Date of RSE Registration¯/ TCP Validity Period¯ (if applicable)	Frequency Level of Site Inspection
RSE					
Representative					
T5					
T3					

The CVs showing their relevant experience and academic qualifications are attached at Appendix 2B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

^ In accordance with the Hong Kong Identity Card record / Passport record
** CV is not required if RSE Registration No./TCP No. is provided
¯ In accordance with the registration / inclusion record

10. The TCPs for site supervision under the RSE's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name#^ (I.D. No.^ / Passport No. ^/ RSE Registration No.** /TCP No.**)	Expiry Date of RSE Registration¯/ TCP Validity Period¯ (if applicable)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 2B if the TCP is different from those listed in paragraph 9 above
^ In accordance with the Hong Kong Identity Card record / Passport record
** CV is not required if RSE Registration No./TCP No. is provided
¯ In accordance with the registration / inclusion record

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

2021 Edition

11. I (name in full) _____ (Chinese) _____, RSE, certify that Part II (paragraphs 8 to 10) of this supervision plan is prepared by me and complied with the Technical Memorandum, the Code and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this supervision plan. Confirmation for appointment and contact information of TCPs (Annex) is submitted with this supervision plan/shall be submitted within 7 days from the date of commencement of works as indicated in the Form BA10 or notice of commencement of minor works*.

Date _____ _____

Signature
Any false certification or declaration may be subject to legal action

Certificate of Registration No. : _____

Date of expiry of registration : _____

Part III - Supervision plan of the registered geotechnical engineer (RGE)

12. In accordance with the type of works specified in Part I of this supervision plan, details of adjustment/combination of supervision resources (Form C) are attached at Appendix 3A.*

13. The TCPs for site supervision under the RGE's stream required for the specified type of works are :

	Name in English^	Name in Chinese^	I.D. No.^/RGE Registration No.**/ TCP No.**	Expiry Date of RGE Registration¯/TCP Validity Period¯ (if applicable)	Frequency Level of Site Inspection
RGE					
Representative					
T5					
T3					
DSS*					

The CVs showing their relevant experience and academic qualifications are attached at Appendix 3B. For DSS, a CV must be submitted. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.
^ In accordance with the Hong Kong Identity Card record
** CV is not required if RGE Registration No./TCP No. is provided
¯ In accordance with the registration / inclusion record

Amendments

11. I (name in full) _____ (Chinese) _____, RSE, certify that Part II (paragraphs 8 to 10) of this supervision plan is prepared by me and complied with the Technical Memorandum, the Code and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this supervision plan. Confirmation for appointment and contact information of TCPs (Annex) is submitted with this supervision plan/shall be submitted within 7 days from the date of commencement of works as indicated in the Form BA10 or notice of commencement of minor works*.

Date _____ _____

Signature
Any false certification or declaration may be subject to legal action

Certificate of Registration No. : _____

Date of expiry of registration : _____

Part III - Supervision plan of the registered geotechnical engineer (RGE)

12. In accordance with the type of works specified in Part I of this supervision plan, details of adjustment/combination of supervision resources (Form C) are attached at Appendix 3A.*

13. The TCPs for site supervision under the RGE's stream required for the specified type of works are :

	Name in English^	Name in Chinese^	I.D. No.^/ Passport No.^/ RGE Registration No.**/ TCP No.**	Expiry Date of RGE Registration¯/TCP Validity Period¯ (if applicable)	Frequency Level of Site Inspection
RGE					
Representative					
T5					
T3					
DSS*					

The CVs showing their relevant experience and academic qualifications are attached at Appendix 3B. For DSS, a CV must be submitted. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.
^ In accordance with the Hong Kong Identity Card record/ Passport record
** CV is not required if RGE Registration No./TCP No. is provided
¯ In accordance with the registration / inclusion record

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

2021 Edition

14. The TCPs for site supervision under the RGE's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name#^ (I.D. No.^/ RGE Registration No.**/ TCP No.**)	Expiry Date of RGE Registration~/ TCP Validity Period~ (if applicable)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 3B if the TCP is different from those listed in paragraph 13 above
^ In accordance with the Hong Kong Identity Card record
** CV is not required if RGE Registration No./TCP No. is provided
~ In accordance with the registration / inclusion record

15. I (name in full) _____ (Chinese) _____, RGE, certify that Part III (paragraphs 12 to 14) of this supervision plan is prepared by me and complied with the Technical Memorandum, the Code and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this supervision plan. Confirmation for appointment and contact information of TCPs (Annex) is submitted with this supervision plan/shall be submitted within 7 days from the date of commencement of works as indicated in the Form BA10 or notice of commencement of minor works*.

Date _____ _____

Signature
Any false certification or declaration may be subject to legal action

Certificate of Registration No. : _____

Date of expiry of registration : _____

Amendments

14. The TCPs for site supervision under the RGE's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name#^ (I.D. No.^/ Passport No. ^/ RGE Registration No.**/ TCP No.**)	Expiry Date of RGE Registration~/ TCP Validity Period~ (if applicable)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 3B if the TCP is different from those listed in paragraph 13 above
^ In accordance with the Hong Kong Identity Card record/ Passport record
** CV is not required if RGE Registration No./TCP No. is provided
~ In accordance with the registration / inclusion record

15. I (name in full) _____ (Chinese) _____, RGE, certify that Part III (paragraphs 12 to 14) of this supervision plan is prepared by me and complied with the Technical Memorandum, the Code and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this supervision plan. Confirmation for appointment and contact information of TCPs (Annex) is submitted with this supervision plan/shall be submitted within 7 days from the date of commencement of works as indicated in the Form BA10 or notice of commencement of minor works*.

Date _____ _____

Signature
Any false certification or declaration may be subject to legal action

Certificate of Registration No. : _____

Date of expiry of registration : _____

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

2021 Edition

Part IV - Supervision plan of registered contractor (RC)

16. In accordance with the type of works specified in Part I of this supervision plan, details of adjustment/combination of supervision resources (Form C) are attached at Appendix 4A.*

17. The TCPs for site supervision under the RC's stream required for the specified type of works are :

	Name in English^	Name in Chinese^	I.D. No.^/ TCP No.**	Expiry Date of TCP Validity Period~ (if applicable)	Frequency Level of Site Inspection
AS					
Representative					
T5					
T4					
T3/T2*					
T1					
CP (Logging)*					

The CVs showing their relevant experience and academic qualifications are attached at Appendix 4B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

^ In accordance with the Hong Kong Identity Card record
** CV is not required if TCP No. is provided
~ In accordance with the registration / inclusion record

18. The TCPs for site supervision under the RC's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name#^ (I.D. No.^ /TCP No.**)	Expiry Date of TCP Validity Period~ (if applicable)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 4B if the TCP is different from those listed in paragraph 17 above
^ In accordance with the Hong Kong Identity Card record
** CV is not required if TCP No. is provided
~ In accordance with the registration / inclusion record

Amendments

Part IV - Supervision plan of registered contractor (RC)

16. In accordance with the type of works specified in Part I of this supervision plan, details of adjustment/combination of supervision resources (Form C) are attached at Appendix 4A.*

17. The TCPs for site supervision under the RC's stream required for the specified type of works are :

	Name in English^	Name in Chinese^	I.D. No.^/ Passport No. ^/ TCP No.**	Expiry Date of TCP Validity Period~ (if applicable)	Frequency Level of Site Inspection
AS					
Representative					
T5					
T4					
T3/T2*					
T1					
CP (Logging)*					

The CVs showing their relevant experience and academic qualifications are attached at Appendix 4B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

^ In accordance with the Hong Kong Identity Card record / Passport record
** CV is not required if TCP No. is provided
~ In accordance with the registration / inclusion record

18. The TCPs for site supervision under the RC's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name#^ (I.D. No.^ / Passport No. ^/ TCP No.**)	Expiry Date of TCP Validity Period~ (if applicable)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 4B if the TCP is different from those listed in paragraph 17 above
^ In accordance with the Hong Kong Identity Card record/ Passport record
** CV is not required if TCP No. is provided
~ In accordance with the registration / inclusion record

2021 Edition

Annex to supervision plan
(page 1 of 2)

Confirmation of appointment of TCPs under AP/RSE/RGE/RC stream*

(submitted by the heads of respective streams to the BA with the supervision plan or within 7 days from the date of commencement of works as indicated in the Form BA10/notice of commencement of minor works*)

BD Ref. _____ **Project** _____

Type of Works _____ **Date of Commencement of Works** _____

Name in English/Chinese[1]	Head & Grade of TCP	Frequency Level of Inspection[1]	Signature by Representative/TCP[2,3]
	AP/RSE/RGE/AS*		/
	Representative		
	TCP – T		
	TCP – T		
	TCP – T		
	TCP – T		

Remarks

1 The heads of respective streams should ensure that the name of the TCP and the frequency level of inspection are the same as that shown on the supervision plan submitted to the BA. TCP for critical stage, if any, should be included. If there is a change of TCP in future, the heads of respective streams shall submit the revised supervision plan, with new TCP's confirmation, to the BA within 7 days as per section 8.3 of the Technical Memorandum.

2 Signature of TCP in this confirmation indicates the TCP's acknowledgement of appointment and availability for the job, and he is not overloaded with engagement in other construction sites. If there is any change subsequently, he should notify his head of stream and the BA. For those TCPs without AP/RSE/RGE Registration No. or TCP No., please provide contact information on page 2 of this Annex to facilitate communication between BD and TCPs.

3 Signature of TCP in this confirmation indicates that the TCP has read, understood and agreed the notes for "Personal Data" attached to the Form.

_____	_____	_____
Date	Name of AP/RSE/RGE/AS*	Signature

Any false certification or declaration may be subject to legal action

* Delete if inappropriate

Amendments

Confirmation of appointment of TCPs under AP/RSE/RGE/RC stream*

(submitted by the heads of respective streams to the BA with the supervision plan or within 7 days from the date of commencement of works as indicated in the Form BA10/notice of commencement of minor works*)

BD Ref. _____ **Project** _____

Type of Works _____ **Date of Commencement of Works** _____

Name in English/Chinese[1]	Head & Grade of TCP	Frequency Level of Inspection[1]	Signature by Representative/TCP[2,3,4]
	Representative		
	TCP – T		
	TCP – T		
	TCP – T		
	TCP – T		

Remarks

1 The heads of respective streams should ensure that the name of the TCP and the frequency level of inspection are the same as that shown on the supervision plan submitted to the BA. TCP for critical stage, if any, should be included. If there is a change of TCP in future, the heads of respective streams shall submit the revised supervision plan, with new TCP's confirmation, to the BA within 7 days as per section 8.3 of the Technical Memorandum.

2 Signature of TCP in this confirmation indicates the TCP's acknowledgement of appointment and availability for the job, and he is not overloaded with engagement in other construction sites. If there is any change subsequently, he should notify his head of stream and the BA. For those TCPs without AP/RSE/RGE Registration No. or TCP No., please provide contact information on page 2 of this Annex to facilitate communication between BD and TCPs.

3 Signature of TCP in this confirmation indicates that the TCP has read, understood and agreed with the notes for "Personal Data" attached to this Annex.

4 Signature of TCP in this confirmation indicates the TCP's acknowledgement of all information given in the CV submitted with this supervision plan being true, complete and accurate.

_____	_____	_____
Date	Name** of AP/RSE/RGE/AS*	Signature

* Delete if inappropriate

** In accordance with the registration record

Any false certification or declaration may be subject to legal action

2021 Edition

Contact information of those TCPs
(for TCPs without AP/RSE/RGE Registration No. or TCP No.)
Functional stream: AP / RSE / RGE / RC*

Name^ in English/Chinese	Grade of TCP	Correspondence Address	Telephone Number	Email Address
	Representative			
	TCP – T			
	TCP – T			
	TCP – T			
	TCP – T			

Personal Data

Purposes of Collection

1. The personal data provided by means of this Annex will be used by the Buildings Department for the following purposes:
   (a) activities relating to the processing of your submission in this Annex;
   (b) activities relating to the above proposed building works; and
   (c) facilitating communication between the Buildings Department and the TCPs.
2. It is obligatory for you to provide the information as required in the Annex. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

Classes of Transferees

3. The personal data you provided by means of this Annex may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

Access to Personal Data

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Site Monitoring Section of the Buildings Department.

Date	Name** of AP/RSE/RGE/AS*	Signature
	Date** of expiry of registration	

* Delete if inappropriate
^ In accordance with the Hong Kong Identity Card record.
** In accordance with the registration record.

Amendments

Contact information of those TCPs without AP/RSE/RGE Registration No. or TCP No.
Functional stream: AP / RSE / RGE / RC*

Name^ in English/Chinese	Grade of TCP	Telephone Number	Email Address	Signature by Representative/TCP (Please tick the box below to indicate your consent to be given for the purpose stated in Note 5 on "Personal Data" below)
	Representative			☐
	TCP – T			☐
	TCP – T			☐
	TCP – T			☐
	TCP – T			☐

Personal Data

Purposes of Collection

1. The personal data provided by means of this Annex will be used by the Buildings Department for the following purposes:
   (a) activities relating to the processing of your submission in this Annex;
   (b) activities relating to the above proposed building works; and
   (c) facilitating communication between the Buildings Department and the TCPs.
2. It is obligatory for you to provide the information as required in the Annex. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

Classes of Transferees

3. The personal data you provided by means of this Annex may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

Access to Personal Data

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Site Monitoring Section of the Buildings Department.

Use of Personal Data by Construction Industry Council (CIC)

5. Subject to your consent as so indicated by ticking the checkbox "☑" above, your personal data provided in the table and your CV submitted with this supervision plan may be transferred to CIC for use on activities relating to registration and continuous technical development of TCPs under the "Technically Competent Persons Registration Scheme".

* Delete if inappropriate
^ In accordance with the Hong Kong Identity Card record/Passport record

Appendix B
(PNAP APP-157)

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

(August 2024)

Legends:

Amended

Deleted

(8/2024)

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

2021 Edition (with amendments till December 2023)	2024 Edition
3 ***Objective and General Principles***	**3** ***Objective and General Principles***
Objective	*Objective*
3.1 This Code sets out and explains :	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;	(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;	(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;	(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;	(d) the specific tasks of TCPs in carrying out site supervision;
(e) the division of responsibility for temporary works;	(e) the division of responsibility for temporary works;
(f) the qualification and experience requirements for each grade of TCP;	(f) the qualification and experience requirements for each grade of TCP;
(g) the procedures for dealing with non-conformities; and	(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.	(h) the procedures for application for inclusion in a list of TCPs (TCP List) for the purposes of the BO.

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

2021 Edition (with amendments till December 2023)

Table 4.1
Responsibilities and Duties under AP's Stream

	AP
Responsibilities	• Assuming overall responsibilities in the appointment of his Representative and TCPs. • Ensuring the full implementation of the supervision plan regarding his own stream. • Overseeing the full implementation of the supervision plan regarding the RC's stream. • Establishing an efficient and effective mechanism for dealing with non-conformities.
Duties	• Assessing the scale for each type of works relevant to the project. • Compiling his own part of the supervision plan. • Coordinating and submitting the supervision plan to the BA. • Devising checklists of specific tasks for his TCPs. • 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. • Carrying out site inspections as necessary.
	AP's Representative
Responsibilities	• Accountable to the AP for the implementation of the AP's supervision plan. • 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. • 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.

2024 Edition

Table 4.1
Responsibilities and Duties under AP's Stream

	AP
Responsibilities	• Assuming overall responsibilities in the appointment of his Representative and TCPs. • Ensuring the full implementation of the supervision plan regarding his own stream. • Overseeing the full implementation of the supervision plan regarding the RC's stream. • Establishing an efficient and effective mechanism for dealing with non-conformities.
Duties	• Assessing the scale for each type of works relevant to the project. • Compiling his own part of the supervision plan. • Coordinating and submitting the supervision plan to the BA. • Devising checklists of specific tasks for his TCPs. • Supervising his Representative and TCPs. • 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.
	AP's Representative
Responsibilities	• Accountable to the AP for the implementation of the AP's supervision plan. • 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. • 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.

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

2021 Edition (with amendments till December 2023)	2024 Edition
Table 4.1 Cont'd	Table 4.1 Cont'd
Duties • Assisting the AP in carrying out safety management functions. • Coordinating and compiling reports on supervision activities including reports on non-conformity. • Dealing with non-conformities.	Duties • Assisting the AP in carrying out safety management functions. • Coordinating and compiling reports on supervision activities including reports on non-conformity. • Dealing with non-conformities and site incidents.
T4	*T4*
Responsibilities • Accountable to the AP, through the AP's Representative, for the implementation of the supervision plan. • Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.	Responsibilities • Accountable to the AP, through the AP's Representative, for the implementation of the supervision plan. • Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.
Duties • Carrying out specific tasks as per checklist devised by the AP. • 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.	Duties • Carrying out specific tasks as per checklist devised by the AP. • 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 and site incidents, making referral to the AP's Representative and notifying TCPs in other streams.
T3	*T3*
Responsibilities • Accountable to the AP through the AP's Representative. • Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.	Responsibilities • Accountable to the AP through the AP's Representative. • Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.
Duties • Carrying out specific tasks as per checklist devised by the AP. • 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. • 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.	Duties • Carrying out specific tasks as per checklist devised by the AP. • 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. • 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 and site incidents, making referral to the AP's Representative and notifying TCPs in other streams.

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

2021 Edition (with amendments till December 2023)

Table 4.2
Responsibilities and Duties under RSE's Stream

	RSE
Responsibilities	• Assuming overall responsibilities in the appointment of his Representative and TCPs. • Ensuring the full implementation of the supervision plan regarding his own stream. • Overseeing the full implementation of the supervision plan regarding the RC's stream. • Giving permission to the RC for carrying out temporary works categorised as Case 3 under paragraph 4.9 of this Code.
Duties	• Compiling his own part of the supervision plan. • Devising checklists of specific tasks for his TCPs. • Supervising his Representative and TCPs. • Notifying the AP of any non-conformities which pose an imminent danger, or cause a material concern for safety and the RC fails to rectify. • Carrying out site inspections as necessary.
	RSE's Representative
Responsibilities	• Accountable to the RSE for implementing the RSE's supervision plan. • Representing the RSE as the formal point of contact in communication with other streams. • Taking overall responsibility to check if the safety measures on site meet with the requirements of supervision plans. • Accountable to the RSE for the satisfactory execution of the specific tasks, and for the responsibilities of junior TCPs including checking of the essential items for specific tasks provided in this Code. • Checking and satisfying that the RC's safety management structure complies with the supervision plan.
Duties	• 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.

2024 Edition

Table 4.2
Responsibilities and Duties under RSE's Stream

	RSE
Responsibilities	• Assuming overall responsibilities in the appointment of his Representative and TCPs. • Ensuring the full implementation of the supervision plan regarding his own stream. • Overseeing the full implementation of the supervision plan regarding the RC's stream. • Giving permission to the RC for carrying out temporary works categorised as Case 3 under paragraphs 4.9, 4.11 and 4.12 of this Code.
Duties	• Compiling his own part of the supervision plan. • Devising checklists of specific tasks for his TCPs. • 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
Responsibilities	• Accountable to the RSE for implementing the RSE's supervision plan. • Representing the RSE as the formal point of contact in communication with other streams. • Taking overall responsibility to check if the safety measures on site meet with the requirements of supervision plans. • Accountable to the RSE for the satisfactory execution of the specific tasks, and for the responsibilities of junior TCPs including checking of the essential items for specific tasks provided in this Code. • Checking and satisfying that the RC's safety management structure complies with the supervision plan.
Duties	• Assisting the RSE in carrying out safety management functions. • Coordinating and compiling reports on supervision activities including reports on non-conformity. • Dealing with non-conformities and site incidents.

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

2021 Edition (with amendments till December 2023)

Table 4.2 Cont'd

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

2024 Edition

Table 4.2 Cont'd

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

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

2021 Edition (with amendments till December 2023)

Table 4.3
Responsibilities and Duties under RGE's Stream

	RGE
Responsibilities	• Assuming overall responsibilities in the appointment of his Representative and TCPs. • Ensuring the full implementation of the supervision plan regarding his own stream. • Overseeing the full implementation of the supervision plan regarding the RC's stream. • Giving permission to the RC for carrying out temporary works categorised as Case 3 under paragraph 4.9 of this Code.
Duties	• Compiling his own part of the supervision plan. • Devising checklists of specific tasks for his TCPs. • Supervising his Representative and TCPs. • Notifying the AP of any non-conformities which pose an imminent danger, or cause a material concern for safety and the RC fails to rectify. • Carrying out site inspections as necessary.
	RGE's Representative
Responsibilities	• 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. • 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.
Duties	• Assisting the RGE in carrying out safety management functions. • Coordinating and compiling reports on supervision activities including reports on non-conformity. • Dealing with non-conformities.

2024 Edition

Table 4.3
Responsibilities and Duties under RGE's Stream

	RGE
Responsibilities	• Assuming overall responsibilities in the appointment of his Representative and TCPs. • Ensuring the full implementation of the supervision plan regarding his own stream. • Overseeing the full implementation of the supervision plan regarding the RC's stream. • Giving permission to the RC for carrying out temporary works categorised as Case 3 under paragraphs 4.9, 4.11 and 4.12 of this Code.
Duties	• Compiling his own part of the supervision plan. • Devising checklists of specific tasks for his TCPs. • 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.
	RGE's Representative
Responsibilities	• 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. • 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.
Duties	• Assisting the RGE in carrying out safety management functions. • Coordinating and compiling reports on supervision activities including reports on non-conformity. • Dealing with non-conformities and site incidents.

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

2021 Edition (with amendments till December 2023)

Table 4.3 Cont'd

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

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Table 4.3 Cont'd

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

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

2021 Edition (with amendments till December 2023)

Table 4.4
Responsibilities and Duties under RC's Stream

	AS
Responsibilities	• Assuming overall responsibilities in the appointment of his Representative and TCPs. • Ensuring the full implementation of the supervision plan regarding his own stream. • Ensuring that non-conformities are immediately acted on and that rectification is carried out forthwith.
Duties	• Compiling his own part of the supervision plan. • Devising checklists of specific tasks for his TCPs. • Supervising his Representative and TCPs. • 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. • Notifying the AP of any non-conformities which pose an imminent danger, or cause a material concern for safety. • Carrying out site inspections as necessary.

2024 Edition

Table 4.4
Responsibilities and Duties under RC's Stream

	AS
Responsibilities	• Assuming overall responsibilities in the appointment of his Representative and TCPs. • Ensuring the full implementation of the supervision plan regarding his own stream. • Ensuring that non-conformities are immediately acted on and that rectification is carried out forthwith.
Duties	• Compiling his own part of the supervision plan. • Devising checklists of specific tasks for his TCPs. • Supervising his Representative and TCPs. • 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. • 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. • 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. • Carrying out site inspections as necessary.

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

2021 Edition (with amendments till December 2023)

	AS's Representative
Responsibilities	• 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. • 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	• Directing staff and sub-contractors on safety related matters. • Coordinating and compiling reports on supervision activities. • Dealing with non-conformities. • Assisting the AS in the investigation of the causes of each non-conformity and taking measures to prevent further occurrence.

2024 Edition

	AS's Representative
Responsibilities	• 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. • 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	• Directing staff and sub-contractors on safety related matters. • Coordinating and compiling reports on supervision activities. • 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. • Dealing with non-conformities and site incidents. • Assisting the AS in the investigation of the causes of each non-conformity and taking measures to prevent further occurrence.

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

2021 Edition (with amendments till December 2023)

Table 4.4 Cont'd

	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 Memorandum and this Code.
Duties	• 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 Representative and notifying TCPs in other streams.
	T1-T3
Responsibilities	• Accountable to the AS through the AS's Representative. • Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.
Duties	• Checking on routine basis that site works comply with general site safety requirements. • 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, precautionary and protective measures. • 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) • Carrying out specific tasks as per checklist devised by AS. • Dealing with non-conformities by making referral to the AS's Representative and notifying TCPs in other streams.

2024 Edition

Table 4.4 Cont'd

	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 Memorandum and this Code.
Duties	• Checking that assumptions made in the design of temporary works, method statements and precautionary and protective measures 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 and site incidents, making referral to the AS's Representative and notifying TCPs in other streams.
	T1-T3
Responsibilities	• Accountable to the AS through the AS's Representative. • Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.
Duties	• Checking on routine basis that site works comply with general site safety requirements. • 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 temporary works comply with the plans, construction drawings, sequence of construction, method statements, and details of precautionary and protective measures. • Checking that the mobile plant alert system and/or the tower crane alert system are properly installed and operating. • 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) • Carrying out specific tasks as per checklist devised by AS. • Dealing with non-conformities and site incidents, making referral to the AS's Representative and notifying TCPs in other streams.

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

2021 Edition (with amendments till December 2023)	2024 Edition
4.9 The division of responsibility between AP/RSE/RGE and RC for temporary works and working procedures is detailed below: 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. Case 2 When the temporary works, the sequence of construction or method statements are not required to be shown on prescribed plans and have no effect on the permanent structure by way of overstressing or overloading, the RC has the sole responsibility of ensuring the integrity of temporary works and that the carrying out of temporary works should be safe and should not endanger the workers on site, the public and adjoining buildings. Case 3 When the temporary works, the sequence of construction or method statements are not required to be shown on the prescribed plans but may have effect on the permanent structure by way of overstressing or overloading, the RC should appoint a person whose qualification and experience are not inferior to a TCP of grade T5 to certify the plans, design information and/or method statement of the temporary works which are to be submitted to the RSE/RGE. The person so appointed should also certify the completion of such works. The RSE/RGE may require the RC to submit further calculations to substantiate his design of the temporary works as necessary. Figure 4.2 illustrates the procedures for dealing with temporary works.	4.9 The division of responsibilities between AP/RSE/RGE and RC for 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 drawings[1] with design justifications[2] for the temporary works. The RC has the sole responsibility of ensuring the integrity of the temporary works and that the carrying out of temporary works should be safe and should not endanger the workers on site, the public and adjoining buildings and lands. For temporary works providing support to a tower crane, additional requirements as described in paragraph 4.12 of this Code should also be followed. [1] Construction drawings include all necessary construction details and specifications of the temporary works, sequence of construction, method statements, details of precautionary and protective measures. [2] Design justifications include design calculations of the temporary works and the assessment on the effects on the permanent structures, the adjoining buildings and lands.

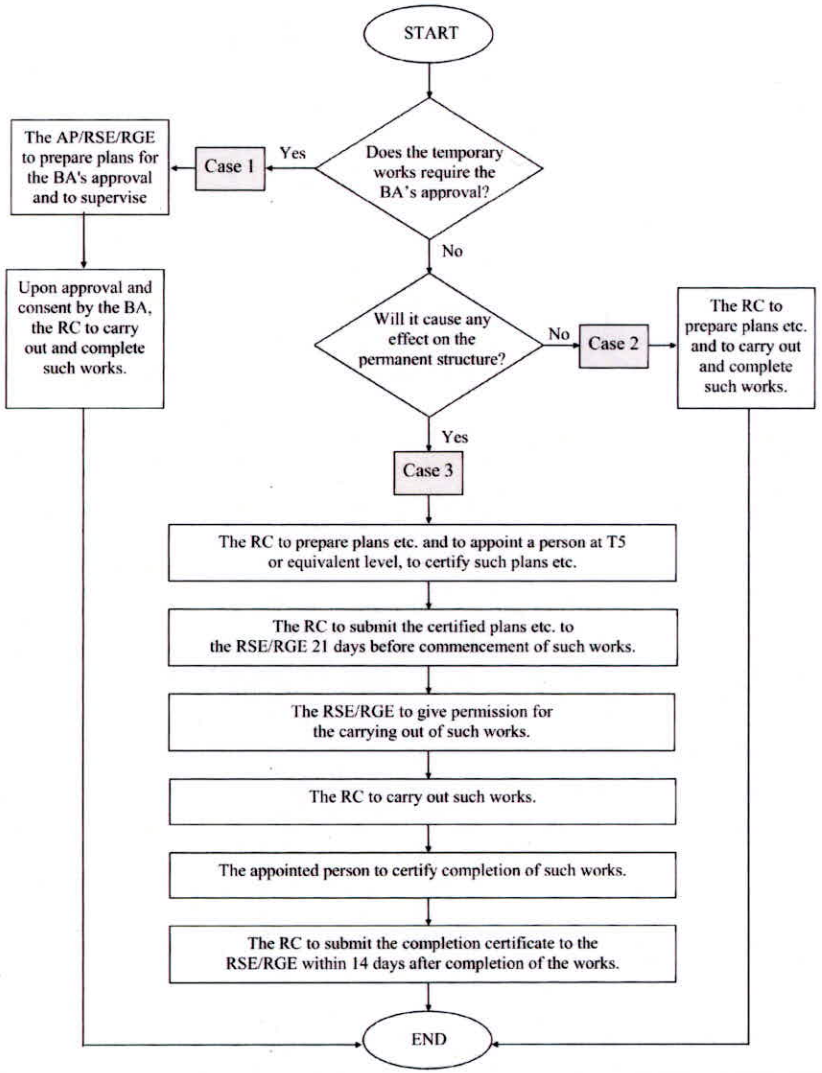
Amendments to the Code of Practice for Site Supervision 2009 (2021 Edition)

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

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

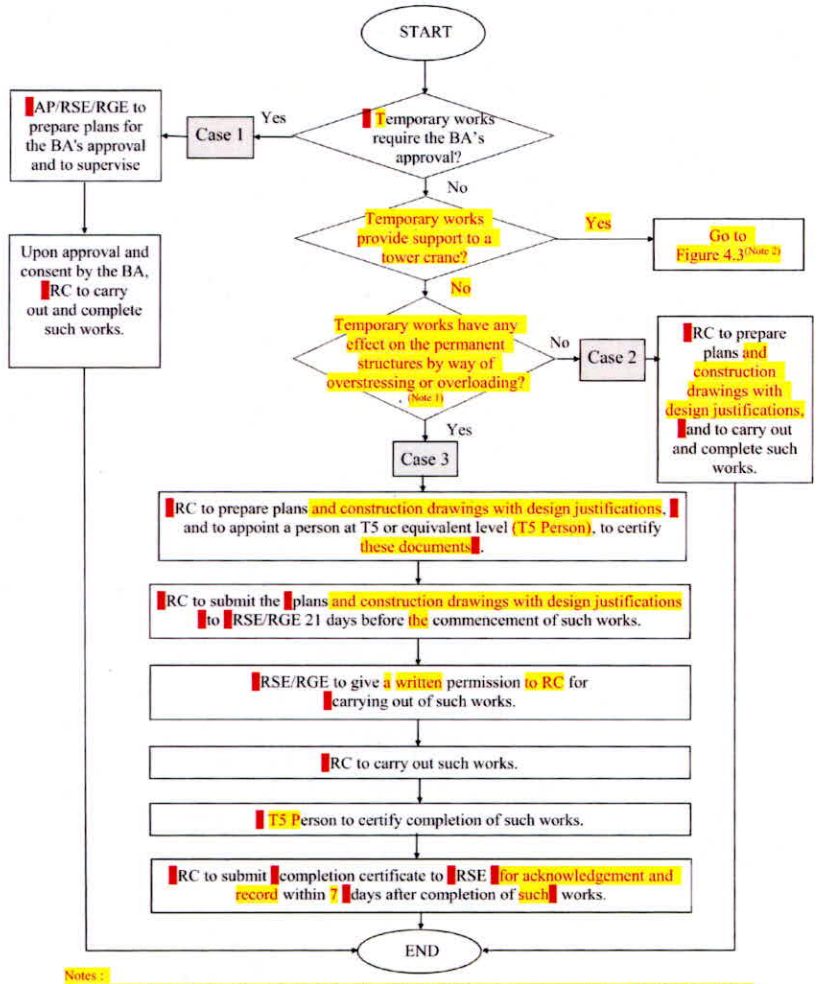
2021 Edition (with amendments till December 2023)

Figure 4.2 Flow Chart Showing Procedures for Dealing with Temporary Works



2024 Edition

Figure 4.2 Flow Chart Showing the General Procedures for Dealing with Temporary Works



Notes :

1. In case of doubt, RC should consult RSE/RGE and submit the design of the temporary works to substantiate the effect of the temporary works on the permanent structures/adjoining buildings/lands, following the working procedures of Case 3.
2. Additional requirements for temporary works providing support to a tower crane as described under paragraph 4.12 of this Code should also be followed.

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4.10 For Case 2, method statements and drawings, precautionary and protective measures 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 (i) columns and walls with height exceeding 6m (ii) retaining wall higher than 4m (c) Temporary working platforms for the operation of plant and machinery (d) Lifting operation of plant and machinery.	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 (i) columns and walls with height exceeding 6m (ii) retaining wall higher than 4m (c) Temporary working platforms for the operation of plant and machinery (d) Lifting operation of plant and machinery.

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-	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[3]) to certify these documents. These documents should then be submitted to the RSE/RGE not later than 21 days before the commencement of works.

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-	(b) The RSE/RGE[4] 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[3] 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[5] and record within 7 days after completion of the works. [5] RSE should check the completeness of the certificate, e.g. the T5 Person had certified in writing that the temporary works had been completed in accordance with the certified plans and construction drawings for the development project concerned and were structurally safe.

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-	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;

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-	(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[6] and the RSE/RGE[4] 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; [6] RSE should check the completeness of the documents, e.g. whether the documents have all been submitted in an orderly manner and the relevant forms are properly filled in and duly signed by DE and ICE.

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-	(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.

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-	(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[8] 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[9] and record within 7 days after completion of the works; (h) Any load test or examination of the tower cranes[10] should not be conducted prior to acknowledgement of Form TW3 by the RSE;

[8] For temporary works providing support to a tower crane, the DE or ICE can be the T5 Person for certifying completion of such works as required under paragraph 4.9 of this Code.

[9] RSE should check the completeness of the TW3, e.g. whether the relevant HOKLAS Endorsed Certificate had been obtained, the form is properly filled in and duly signed by the TCP T4 in RC's stream in accordance with paragraph 4.12(g) of this Code.

[10] Required under the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations.

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-	(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.

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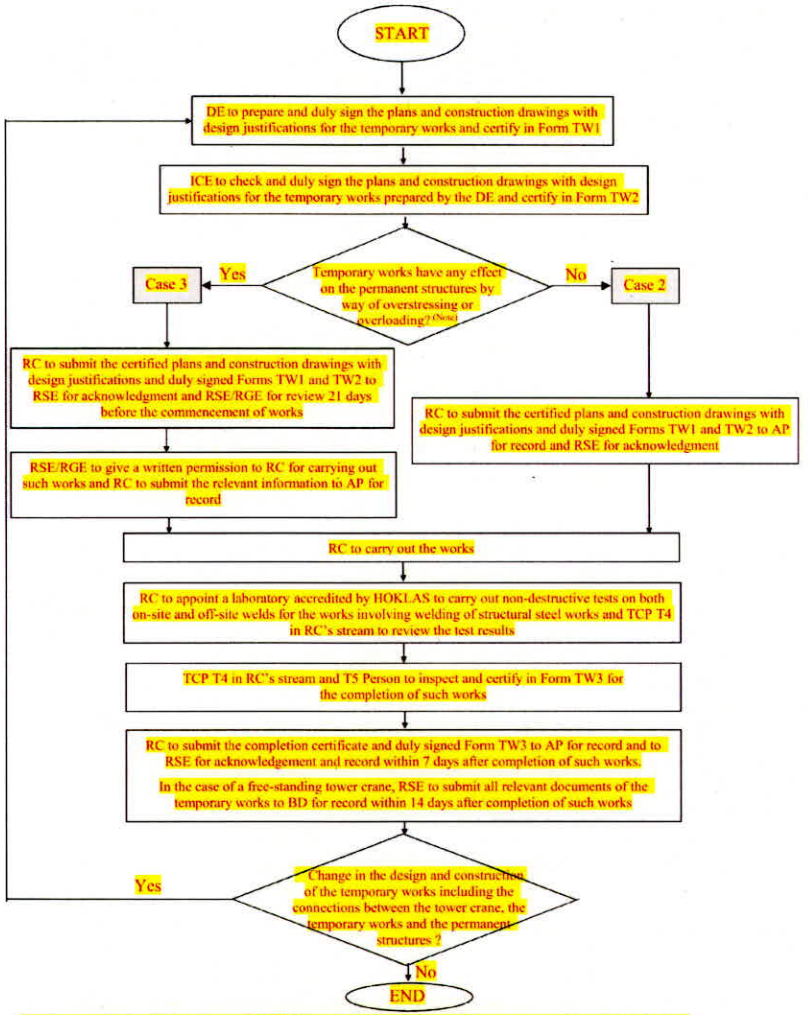
-	**Figure 4.3 Flow Chart Showing the Specific Procedures for Temporary Works Providing Support to a Tower Crane**  Note: In case of doubt, RC should consult RSE/RGE and submit the design of the temporary works to substantiate the effect of the temporary works on the permanent structures, following the working procedures of Case 3.

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

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-	*Qualified Supervision of Building Works Involving Mobile Plants and Tower Cranes*[11] 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[12] 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[13] under the Smart Site Safety System[14] (4S); [11] Applicable to projects with conditions imposed under section 17(1) of the BO for superstructure works involving mobile plants and/or tower cranes. [12] "Mobile plant" generally includes all heavy-type mobile plants, such as bulldozer, compactor, crawler crane, dumper, excavator, gantry crane, grader, loader, scraper, truck-mounted crane and wheeled telescopic mobile crane. Vehicles or mechanical equipment commonly used for conveying materials and/or personnel such as fork-lift truck, lorry, power-operated elevating work platform and truck, or plants which are stationed on site for less than one day such as concrete mixer, shotcrete truck and water pump truck are excluded. The list of mobile plants may be reviewed from time to time when more experience is gained taking into account the development of the related technology. [13] The system should alert the mobile plant operator and any site personnel encroaching the mobile plant danger zone perimeter of the risk of being run over or hit by the plant moving components. The automated warning system should include adequate number of sensors installed on the mobile plant chassis and movable superstructures to ensure full 360° coverage around the mobile plant danger zone perimeter. The danger zones of the mobile plant operation should be determined by the safety officer employed pursuant to the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations (Safety Officer) according to risk assessment but in general, the extent of the danger zones should be not less than 2m from any part of the mobile plant. [14] Smart Site Safety System (4S) generally comprises three components, namely smart safety devices for monitoring activities and identifying safety hazards; a communication network for transmitting data collected from smart safety devices; and a centralised management platform for providing a one-stop hub for data analysis and alerts generation, as well as facilitating follow-up actions. Reference materials on 4S are provided in the "Guide to Smart Safety-Related Technologies for Use in Construction Works" issued by the Construction Industry Council.

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-	(b) Where a tower crane is used for the building works, it should be equipped with a tower crane alert system[15] 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; [15] The system should alert tower crane operator and any site personnel encroaching upon the tower crane loading/unloading danger zone perimeter of the risk of being hit by the moving load under the crane hook. The automated warning system should include adequate number of sensors installed on or around the tower crane to ensure full coverage of all loading/unloading areas danger zone perimeter at all floor levels involved. The loading/unloading danger zones of the tower crane operation should be determined by the Safety Officer according to risk assessment but in general, the extent of the danger zones should be not less than 7m radius from the crane hook. The minimum clearance between the load being lifted and the loading/unloading area activating the automatic warning system should be determined by the Safety Officer according to risk assessment but in general, should be not less than 3m.

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

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2021 Edition (with amendments till December 2023)	2024 Edition
Communication Procedures 4.12 Successful implementation of the Supervision Plan System requires effective and efficient within-stream and interstream communications. Lines of within-stream communications should be established between the engineering safety supervision level and the routine safety supervision level whereas interstream communications should usually take place between stream counterparts. Typical lines of within-stream and interstream communications are illustrated in Figure 4.1.	*Communication Procedures* 4.15 Successful implementation of the Supervision Plan System requires effective and efficient within-stream and interstream communications. Lines of within-stream communications should be established between the engineering safety supervision level and the routine safety supervision level whereas interstream communications should usually take place between stream counterparts. Typical lines of within-stream and interstream communications are illustrated in Figure 4.1.

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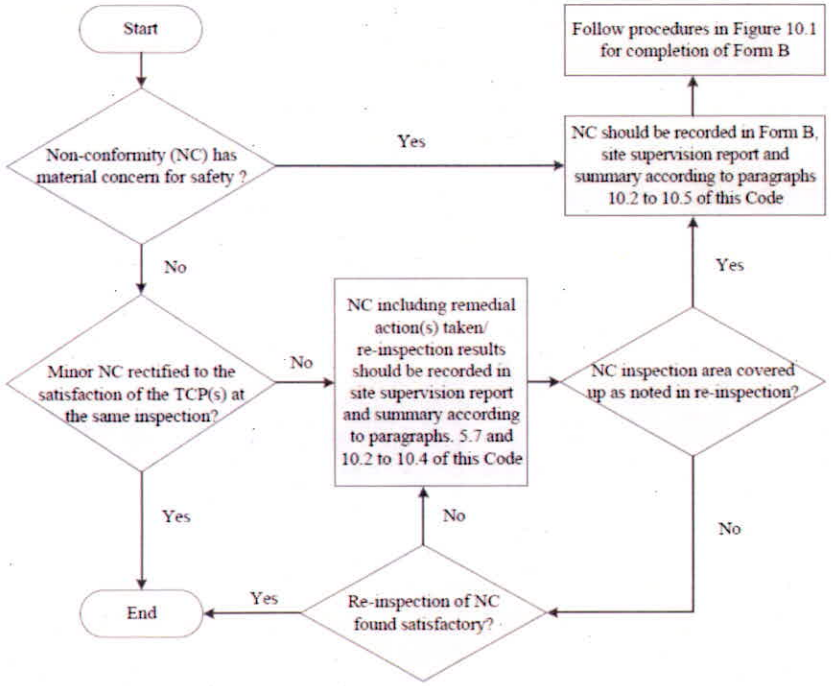
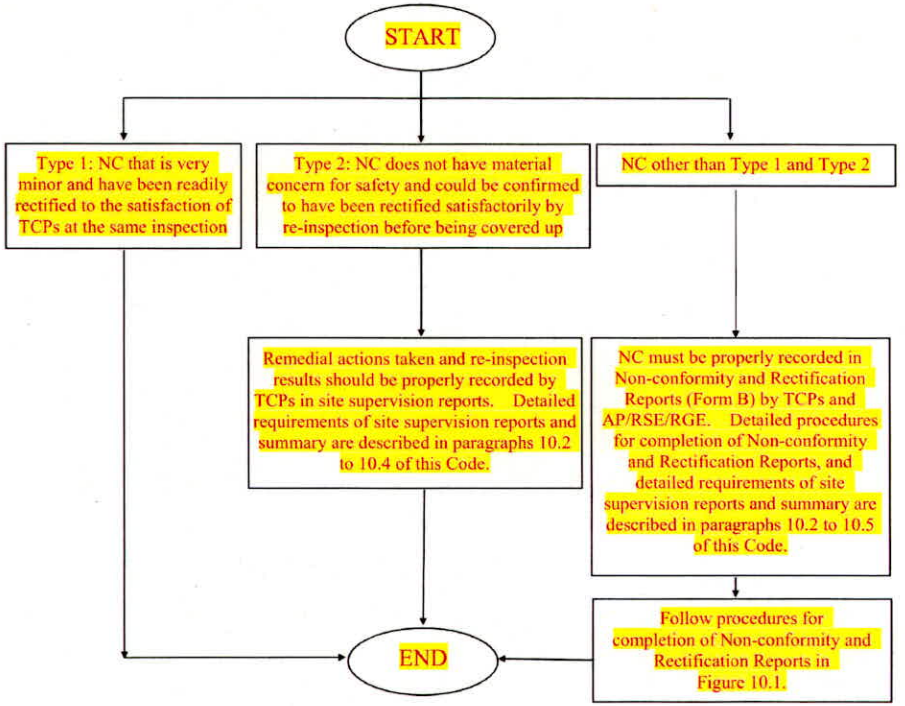
Figure 5.1 Flow Chart for the Procedures for Dealing with Non-conformity



2024 Edition

Figure 5.1 Flow Chart for the Procedures for Dealing with Non-conformity



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

2021 Edition (with amendments till December 2023)

Table 5.1
Typical Items for the Checklist of Specific Tasks for AP's TCPs

Item No.	Description	
A1	Establish systems for co-ordinating, compiling and filing of reports, maintaining filing systems; and forwarding reports to AP in case of non-conformity.	Routine items
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.	
A3	Check that the provision and condition of scaffolding, catch fans, matscreens and heavy duty nylon mats, as appropriate, are satisfactory.	
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.	Routine and Engineering 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 rectification instructions.	
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.	
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 drawings is kept on site; and that they are followed, including checking the video record for demolition works.	
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.	Engineering item
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.**	

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Table 5.1
Typical Items for the Checklist of Specific Tasks for AP's TCPs

Item No.	Description	
A1	Establish systems for co-ordinating, compiling and filing of reports, maintaining filing systems; and forwarding reports to AP in case of non-conformity.	Routine items
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.	
A3	Check that the provision and condition of scaffolding, catch fans, matscreens and heavy duty nylon mats, as appropriate, are satisfactory.	
A4	Check that monitoring checkpoints are installed and readings are taken in time.	
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 carried out.	Routine and Engineering 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 rectification instructions, or if the site incident is considered as a major/serious site incident relating to safety and/or quality of works.	
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.	
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 drawings is kept on site; and that they are followed, including checking the video record for demolition works.	
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 by the RC.	
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.	Engineering item
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.**	

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Table 5.2
Typical Items for the Checklist of Specific Tasks for RSE's TCPs

Item No.	Description	
E1	Establish system for communicating with other TCPs.	Routine items
E2	Check that all monitoring checkpoints are installed and readings are being taken in time.	
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.	Routine and Engineering items
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.	
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.	
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.	
E7	Check that there is no over-excavation and temporary cut slopes will not cause any instability to adjoining ground/structures/buildings.	Engineering items
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.	
E11	Check that there is no risk of artesian conditions for excavation and lateral support works.	
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.**	

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Table 5.2
Typical Items for the Checklist of Specific Tasks for RSE's TCPs

Item No.	Description	
E1	Establish system for communicating with other TCPs.	Routine items
E2	Check that all monitoring checkpoints are installed and readings are being taken in time.	
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.	Routine and Engineering items
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 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.	
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.	
E7	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.	
E8	Check that there is no over-excavation and temporary cut slopes will not cause any instability to adjoining ground/structures/buildings.	Engineering items
E9	Check that enclosing walls for top down construction show no signs of defect or lack of soundness.	
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.	
E11	Check that the design and supports of formwork, shoring and temporary working platform are adequate to support all intended loads.	
E12	Check that there is no risk of artesian conditions for excavation and lateral support works.	
E13	Check that stability and integrity of nearby buildings and ground are not adversely affected.	
E14	Check that the groundwater table is consistent with design of excavation and lateral support works.	

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Table 5.2
Typical Items for the Checklist of Specific Tasks for RSE's TCPs

Item No.	Description	
E1	Establish system for communicating with other TCPs.	Routine items
E2	Check that all monitoring checkpoints are installed and readings are being taken in time.	
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.	Routine and Engineering items
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.	
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.	
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.	
E7	Check that there is no over-excavation and temporary cut slopes will not cause any instability to adjoining ground/structures/buildings.	Engineering items
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.	
E11	Check that there is no risk of artesian conditions for excavation and lateral support works.	
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.**	

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Table 5.2 Cont'd

Item No.	Description	
E15	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.	Engineering items
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.**	

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Table 5.3
Typical Items for the Checklist of Specific Tasks for RGE's TCPs

Item No.	Description	
G1	Establish system for communicating with other TCPs.	Routine items
G2	Check that all monitoring checkpoints are installed and readings are being 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.	Routine and Engineering items
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.	
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.	
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.	Engineering items
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.	
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.	
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.**	

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Table 5.3
Typical Items for the Checklist of Specific Tasks for RGE's TCPs

Item No.	Description	
G1	Establish system for communicating with other TCPs.	Routine items
G2	Check that all monitoring checkpoints are installed and readings are being taken in time.	
G3	Verify non-conformity and site incident, and instruct rectification works immediately. Notify all relevant parties in respect of the non-conformity and site incident and monitor that rectification measures are properly carried out.	Routine and Engineering items
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, or if the site incident is considered as a major/serious site incident relating to safety and/or quality of works.	
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.	
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 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.	
G8	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.	Engineering items
G9	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.	
G10	Check that there is no risk of hydraulic failure causing ground collapse or excessive deformation.	
G11	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.	
G12	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.	

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Table 5.3
Typical Items for the Checklist of Specific Tasks for RGE's TCPs

Item No.	Description	
G1	Establish system for communicating with other TCPs.	Routine items
G2	Check that all monitoring checkpoints are installed and readings are being 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.	Routine and Engineering items
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.	
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.	
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.	Engineering items
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.	
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.	
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.**	

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Table 5.3 Cont'd

Item No.	Description	
G13	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.	Engineering items
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.**	

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Table 5.4
Typical Items for the Checklist of Specific Tasks for RC's TCPs

Item No.	Description	
C1	Establish system for communicating with other TCPs.	Routine items
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	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	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	Check that restraining guy ropes and/or nets are provided before removal of external walls for demolition works.	
C6	Check that there is no excessive debris on floor slabs and against external walls for demolition works.	
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.	
C9	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.	
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.	Routine and Engineering items
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.	
C13	Check that mechanical plant is operating safely and in accordance with method statements and proppings are provided in accordance with approved demolition plans.	

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Table 5.4
Typical Items for the Checklist of Specific Tasks for RC's TCPs

Item No.	Description	
C1	Establish system for communicating with other TCPs.	Routine items
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	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	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	Check that restraining guy ropes and/or nets are provided before removal of external walls for demolition works.	
C6	Check that there is no excessive debris on floor slabs and against external walls for demolition works.	
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.	
C9	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.	
C11	Check that the mobile plant alert system[13] and/or the tower crane alert system[15] 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 repairs/rectification whenever a malfunction is identified.	
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 platform, the platform is adequate to support the plant and all other imposed loads.	Routine and Engineering items
C13	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.	
C14	Check that mechanical plant is operating safely and in accordance with method statements and proppings are provided in accordance with approved demolition plans.	

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Table 5.4 Cont'd

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.	Routine and Engineering Items
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 procedures for the excavation and lateral support works are carried out in accordance with the approved/submitted plans/agreed working sequence.	
C17	Check that falsework for elevated structure is erected in accordance with the design proposal.	
C18	Check that during site formation works, existing nullahs and watercourses are properly diverted.	
C19	Inspect slopes to check that temporary drainage is adequate and that unexpected channels or conduits do not develop prior to forecast heavy rainstorms and during rainfall events,	
C20	Check that protective measures for blasting operation are in place and maintained.	
C21	Check that all lower grades TCPs are carrying out their duties in accordance with the Technical Memorandum and the Code and records are properly kept on site.	
C22	Set up procedures to ensure that safety measures and safety actions are checked and recorded by the TCPs.	
C23	Instruct rectification of non-conformity and monitor rectification measures.	
C24	Report to relevant parties when non-conformity is observed and rectified.	
C25	Check that stability and integrity of nearby buildings and ground are not adversely affected.	Engineering items
C26	Check that enclosing walls for top down construction show no signs of defect or lack of soundness.	
C27	Check that before excavation takes place, the highest new deck level for top down construction is in place and has achieved sufficient strength to provide lateral support.	
C28	Check that during excavation for top down construction, there is no unexpected deflection on the highest deck level and subsequent new floor levels.	

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Table 5.4 Cont'd

Item No.	Description	
C15	Check that plant and machinery for lifting building material and equipment for construction is operating in accordance with method statement or safety procedures; that site constraint, proximity to hazards, space limitation and suitability of the support for plant and machinery have been considered and checked properly; that safety inspections, safety measures and appointment of competent persons as required by relevant Ordinances have been implemented/carried out.	Routine and Engineering Items
C16	Check that the temporary works providing support to the tower crane are constructed, altered and dismantled in accordance with the certified plans and construction drawings.	
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 permit to work has been obtained and safety measures implemented if public street is to be occupied/affected for lifting operation.	
C19	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 falsework for elevated structure is erected in accordance with the design proposal.	
C21	Check that during site formation works, existing nullahs and watercourses are properly diverted.	
C22	Inspect slopes to check that temporary drainage is adequate and that unexpected channels or conduits do not develop prior to forecast heavy rainstorms and during rainfall events,	
C23	Check that protective measures for blasting operation are in place and maintained.	
C24	Check that all lower grades TCPs are carrying out their duties in accordance with the Technical Memorandum and the Code and records are properly kept on site.	
C25	Set up procedures to ensure that safety measures and safety actions are checked and recorded by the TCPs.	
C26	Instruct rectification of non-conformity and site incident, and monitor rectification measures.	
C27	Report to relevant parties when non-conformity or site incident is observed and rectified.	

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Table 5.4 Cont'd

Item No.	Description	
C29	Check that the angle of cut slopes is within specified limits.	Engineering Items
C30	Liaise with AP's, RSE's and RGE's TCPs as applicable to check and satisfy that design assumptions are validated on site.	
C31	Check that the design and supports of formwork, shoring and temporary working platform are adequate to support all intended loads.	
C32	Check that the deck and formwork are adequate for all applied loads.	
C33	Investigate and identify causes for non-conformity and set up systems and procedures to avoid recurrence.	
Cn	**Any other items considered essential by the AS, including those for quality supervision and other conditions imposed by the BA at approval and/or consent stage.**	

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Table 5.4 Cont'd

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

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Table 6.3 Cont'd

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

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Table 6.3 Cont'd

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

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

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2021 Edition (with amendments till December 2023)	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[1]. 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 section 4.3 of the Technical Memorandum; (b) the building works and street works (including the associated temporary works) are carried out properly in accordance with the specifications, method statements, plans approved by the BA and any order made / condition imposed by the BA in respect of such works, or submitted plans for minor works; (c) any problems encountered are timely resolved before being covered up or proceeded to the next stage of works; and (d) any non-conformity identified is properly handled in accordance with paragraphs 5.5 to 5.9 and 10.5 of this Code. For any task specific qualified supervision requirements imposed by the BA as conditions of plan approval or granting of consent for commencement of works pursuant to any provision of the BO or its subsidiary legislations, they would be specified at the time of imposing the conditions where appropriate.	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[16]. 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 section 4.3 of the Technical Memorandum; (b) the building works and street works (including the associated temporary works) are carried out properly in accordance with the specifications, method statements, plans approved by the BA and any order made / condition imposed by the BA in respect of such works, or submitted plans for minor works; (c) any problems encountered are timely resolved before being covered up or proceeded to the next stage of works; and (d) any non-conformity identified is properly handled in accordance with paragraphs 5.5 to 5.9 and 10.5 of this Code, and any major/serious site incidents relating to building works identified are properly handled in accordance with paragraphs 11.2 to 11.8 of this Code. For any task specific qualified supervision requirements imposed by the BA as conditions of plan approval or granting of consent for commencement of works pursuant to any provision of the BO or its subsidiary legislations, they would be specified at the time of imposing the conditions where appropriate.

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

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Table 9.1

Supervision Requirements for Critical Stages of Building Works (Notes 1, 2 & 3)

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

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Table 9.1

Supervision Requirements for Critical Stages of Building Works (Notes 1, 2 & 3)

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

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2021 Edition (with amendments till December 2023)	2024 Edition
Non-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 Code, if a non-conformity arises and comes to the attention of a TCP, the following procedures should be initiated :	10.5 Other than those non-conformities described in paragraphs 5.6 to 5.8 of this Code, if a non-conformity arises and comes to the attention of a TCP, the following procedures should be initiated :
(a) The TCP informs the Representative of his own stream (who will in turn inform the AP, RSE, RGE and AS of the non-conformity) and completes Part 1 of Form B;	(a) The TCP informs the Representative of his/her own stream (who will in turn inform the AP, RSE, RGE and AS of the non-conformity) and completes Part 1 of Form B;
(b) If the non-conformity is considered to pose an imminent danger, the AP reports the non-conformity to the BA;	(b) If the non-conformity is considered to pose an imminent danger[20], the AP reports the non-conformity to the BA as soon as practicable and in any event within 48 hours of discovery[21]. In the event that the non-conformity is discovered by RSE/RGE/AS, the Representatives of AP/RSE/RGE/AS, or TCPs under their streams of supervision, they should report the non-conformity to the AP within 12 hours of discovery[21] 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[21]. In any event, the AP should ensure the non-conformity posing an imminent danger is to be reported to the BA within the time frame;
(c) AP/RSE/RGE issues Instruction to the RC to rectify the non-conformity;	(c) AP/RSE/RGE issues Instruction to the RC to rectify the non-conformity;
(d) AP/RSE/RGE's Representative will ensure that the rectification works are completed promptly and satisfactorily;	
(e) If the non-conformity is considered to cause material concern for safety and the RC fails to comply with the rectification instruction, the AP will coordinate further action and report the non-conformity to the BA;	
(f) Otherwise, AP/RSE/RGE certifies the completion of the rectification works and complete Part 2 of Form B; and	
(g) If the non-conformity has been considered to pose an imminent danger, AP reports to the BA the rectifications made.	
A flow chart showing the procedures for completion of non-conformity and rectification reports is shown in Figure 10.1.	

[20] In the event that urgent work is required for any accident or emergency, notice in the specified form (Form BA7) for such work is required to be given to the BA pursuant to section 19(1) of the BO, either before such work is authorised by the building owner or within 48 hours after it has been commenced whichever is the earlier.

[21] "Discovery" means when the non-conformity is discovered by the AP/RSE/RGE/AS, or the Representatives/TCPs under their streams of supervision, whichever is the earlier.

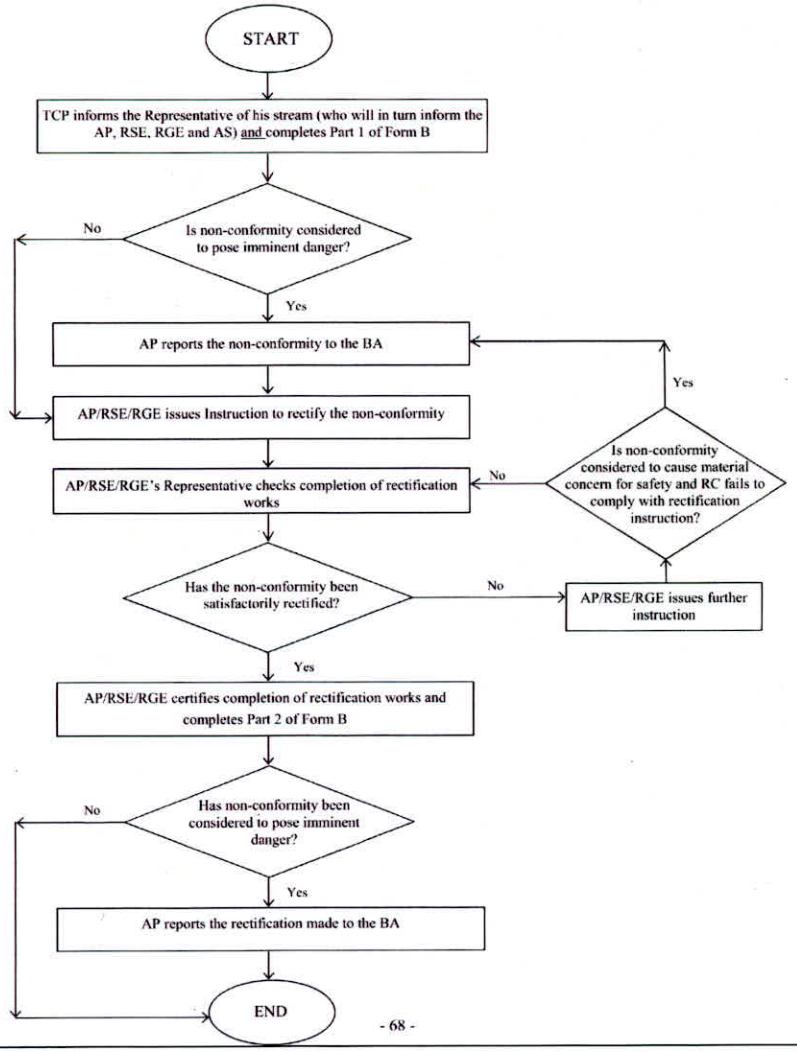
Amendments to the Code of Practice for Site Supervision 2009 (2021 Edition)

2021 Edition (with amendments till December 2023)	2024 Edition
Non-conformity and Rectification Reports 10.5 Other than those non-conformities described in paragraphs 5.6 to 5.8 of this Code, if a non-conformity arises and comes to the attention of a TCP, the following procedures should be initiated : (a) The TCP informs the Representative of his own stream (who will in turn inform the AP, RSE, RGE and AS of the non-conformity) and completes Part 1 of Form B; (b) If the non-conformity is considered to pose an imminent danger, the AP reports the non-conformity to the BA; (c) AP/RSE/RGE issues Instruction to the RC to rectify the non-conformity; (d) AP/RSE/RGE's Representative will ensure that the rectification works are completed promptly and satisfactorily; (e) If the non-conformity is considered to cause material concern for safety and the RC fails to comply with the rectification instruction, the AP will coordinate further action and report the non-conformity to the BA; (f) Otherwise, AP/RSE/RGE certifies the completion of the rectification works and complete Part 2 of Form B; and (g) If the non-conformity has been considered to pose an imminent danger, AP reports to the BA the rectifications made. A flow chart showing the procedures for completion of non-conformity and rectification reports is shown in Figure 10.1.	(d) AS or his/her Representative should coordinate and take all necessary and reasonable steps promptly to rectify the non-conformity and consult the AP/RSE/RGE in case of doubt; (e) AP/RSE/RGE's Representative will ensure that the rectification works are completed promptly and satisfactorily; (f) If the non-conformity is considered to cause material concern for safety and the RC fails to comply with the rectification instruction, the AP will coordinate further action and report the non-conformity to the BA within 48 hours upon knowing the RC fails to comply with the rectification instruction; (g) Otherwise, AP/RSE/RGE certifies the completion of the rectification works and complete Part 2 of Form B; (h) If the non-conformity has been considered to pose an imminent danger[20], AP reports to the BA within 48 hours after completion of the rectification works. The AS should report to the AP within 12 hours after completion of the rectification works to enable the AP to report to the BA within the time frame; (i) If the non-conformity is also considered as a major/serious site incident under paragraph 11 of this Code, the requirements for reporting as described in paragraph 11 of this Code should also be followed. A flow chart showing the procedures for completion of non-conformity and rectification reports is shown in Figure 10.1.

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

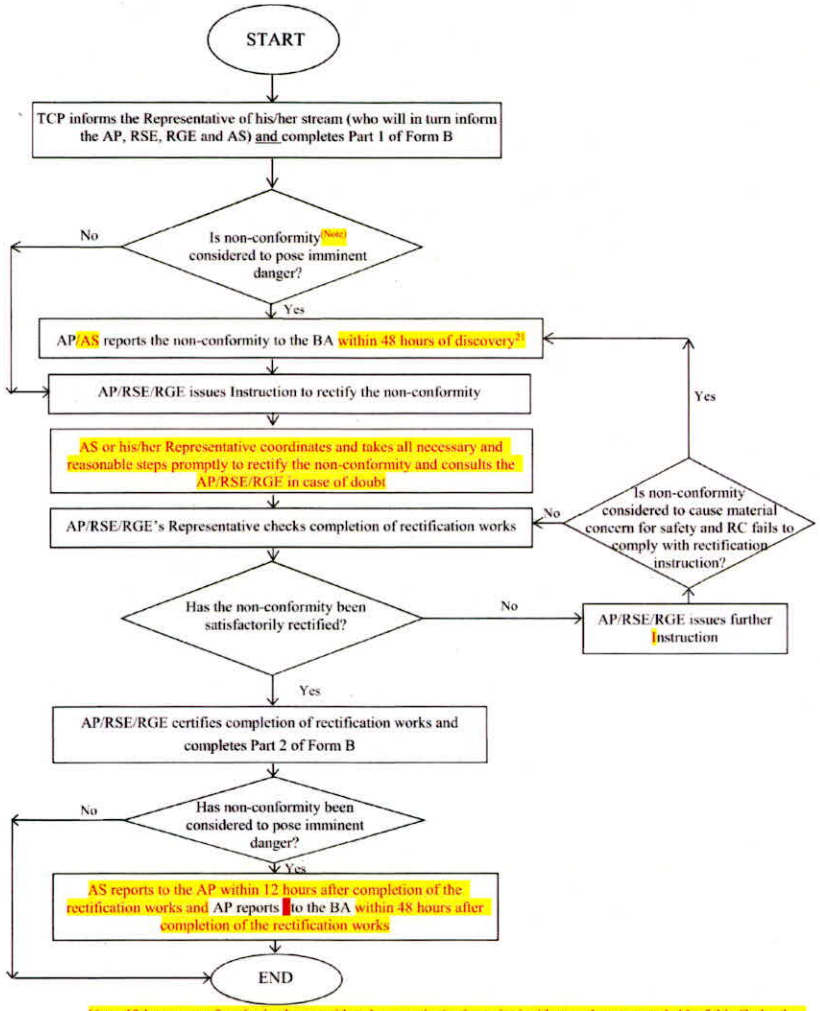
2021 Edition (with amendments till December 2023)

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



2024 Edition

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



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

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

2021 Edition (with amendments till December 2023)	2024 Edition
-	**11 *Reporting of Major/Serious Site Incidents Relating to Building 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[22]. 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[22] 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[22]. 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[20] or rectification works as considered appropriate and necessary to ensure building and public safety immediately. [22] "Discovery" means when the major/serious site incident is discovered by the AP/RSE/RGE/AS, or the Representatives/TCPs under their streams of supervision, whichever is the earlier.

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

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[20] 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[23] 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. [23] Resulting in a loss or an amputation of a limb, or being categorised as in critical condition in the hospital.

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

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.

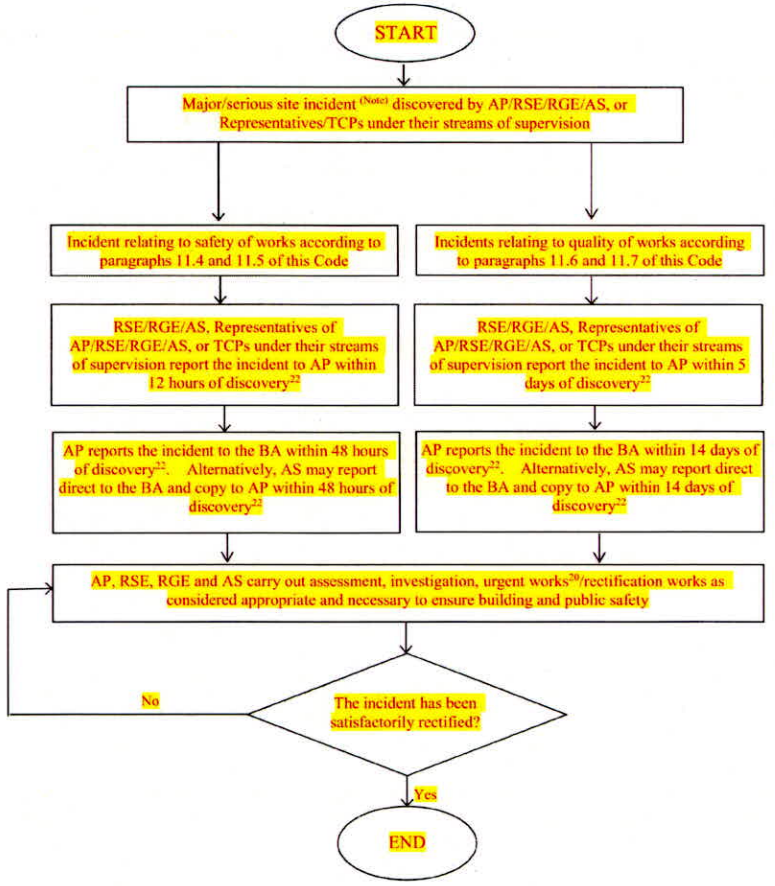
Amendments to the Code of Practice for Site Supervision 2009 (2021 Edition)

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[22]. 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[22] 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[22]. 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.

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

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.

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

2021 Edition (with amendments till December 2023)	2024 Edition
-	**Figure 11.1 Flow Chart for Procedures for Reporting of Major/Serious Site Incidents Relating to Building Works and Follow-up Actions**  Note: If a major/serious site incident is also considered as a non-conformity under paragraph 5.5 of this Code, the requirements for completion of Non-conformity and Rectification Report as described in paragraph 10.5 of this Code should also be followed.

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[21 or 22] and happening of the non-conformity or incident; (c) Contact details including name, phone number and email address; (d) Type of building works involved and other relevant information; (e) Any injury, death or damage to property involved; (f) Any remedial action/rectification works being taken/carried out; and (g) Plans, site photos, test reports and documents relevant to the non-conformity or incident (if available).

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

2021 Edition (with amendments till December 2023)

Sample 1

P.1 of Sample 1

BD Ref. *SM/0000/11*

Building Project *ABC Centre*

Type of Works *Excavation & Lateral Support Works*

Typical Items for the Checklist of Specific Tasks for AP's TCP T4

Item No.	Description
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.
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.
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.
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.
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.
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.*

2024 Edition

Sample 1

P.1 of Sample 1

BD Ref. *SM/0000/11*

Building Project *ABC Centre*

Type of Works *Excavation & Lateral Support Works*

Typical Items for the Checklist of Specific Tasks for AP's TCP T4

Item No.	Description
A4	Check that monitoring checkpoints are installed and readings are taken in time.
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 carried out.
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, or if the site incident is considered as a major/serious site incident relating to safety and/or quality of works.
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.
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.
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.*

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

2021 Edition (with amendments till December 2023)

Sample 1

P.2 of Sample 1
Form A

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

BD Ref. *SM/0000/11*
Building Project *ABC Centre*
Type of Works *Excavation & Lateral Support Works*
Name of TCP[1] *Mr Chan Tai-man*
Grade of TCP *T4* **Frequency of Inspection** *monthly*

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
A4	*S*	*S*					
A5	*S*	*S*					
A6	*S*	*S*					
A7	*S*	*S*					
A8	*S*	*S*					
A9	*S*	*S*					
An	*S*	*S*					
Signature							

Legend:
S - Satisfactory[2]
NS - Not satisfactory (It should be recorded in the site supervision report and, where applicable, **Form B**[3])

* Delete if inappropriate
# Descriptions of the items listed are attached in separate sheet(s)

[1] Full name of the TCP as provided in the supervision plan.
[2] If a non-conformity is very minor in nature and has been rectified to the satisfaction of the TCP at the same inspection, it would be recorded as "satisfactory".
[3] Completion of **Form B** is **Required** for a non-conformity that (a) has material concern for safety; or (b) does not have material concern for safety but the works item/rectification works cannot be verified due to the areas have been covered up during inspection or re-inspection.

2024 Edition

Sample 1

P.2 of Sample 1
Form A

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

BD Ref. *SM/0000/11*
Building Project *ABC Centre*
Type of Works *Excavation & Lateral Support Works*
Name of TCP[1] *Mr Chan Tai-man*
Grade of TCP *T4* **Frequency of Inspection** *monthly*

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
A4	*S*	*S*					
A5	*S*	*S*					
A6	*S*	*S*					
A7	*S*	*S*					
A8	*S*	*S*					
A10	*S*	*S*					
An	*S*	*S*					
Signature							

Legend:
S - Satisfactory[2]
NS - Not satisfactory (It should be recorded in the site supervision report and, where applicable, **Form B**[3])

* Delete if inappropriate
# Descriptions of the items listed are attached in separate sheet(s)

[1] Full name of the TCP as provided in the supervision plan.
[2] If a non-conformity is very minor in nature and has been rectified to the satisfaction of the TCP at the same inspection, it would be recorded as "satisfactory".
[3] Completion of **Form B** is **Required** for a non-conformity that (a) has material concern for safety; or (b) does not have material concern for safety but the works item/rectification works cannot be verified due to the areas have been covered up during inspection or re-inspection.

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

2021 Edition (with amendments till December 2023)

Sample 2

P.1 of Sample 2

BD Ref. *SM/0000/11*

Building Project *ABC Centre*

Type of Works *Excavation & Lateral Support Works*

Typical Items for the Checklist of Specific Tasks for RSE's TCP T5

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.
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.
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.
E11	Check that there is no risk of artesian conditions for excavation and lateral support works.
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.
E15	Check that preloading of struts is properly carried out.
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.*

2024 Edition

Sample 2

P.1 of Sample 2

BD Ref. *SM/0000/11*

Building Project *ABC Centre*

Type of Works *Excavation & Lateral Support Works*

Typical Items for the Checklist of Specific Tasks for RSE's TCP T5

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.
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.
E8	Check that there is no over-excavation and temporary cut slopes will not cause any instability to adjoining ground/structures/buildings.
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.
E12	Check that there is no risk of artesian conditions for excavation and lateral support works.
E13	Check that stability and integrity of nearby buildings and ground are not adversely affected.
E14	Check that the groundwater table is consistent with design of excavation and lateral support works.
E15	Check that preloading of struts is properly carried out.
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.*

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

2021 Edition (with amendments till December 2023)

Sample 2

Form A

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

BD Ref. *SM/0000/11*

Building Project *ABC Centre*

Type of Works *Excavation & Lateral Support Works*

Name of TCP[1] *Mr Lee Tai-man*

Grade of TCP *T5* **Frequency of Inspection** *fortnightly*

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
E5	*S*	*S*					
E6	*S*	*S*					
E7	*S*	*S*					
E9	*S*	*S*					
E11	*S*	*S*					
E12	*S*	*S*					
E13	*S*	*S*					
E15	*S*	*S*					
En	*S*	*S*					
Signature							

Legend:

S - Satisfactory[2]

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

* Delete if inappropriate

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

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

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

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

2024 Edition

Sample 2

Form A

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

BD Ref. *SM/0000/11*

Building Project *ABC Centre*

Type of Works *Excavation & Lateral Support Works*

Name of TCP[1] *Mr Lee Tai-man*

Grade of TCP *T5* **Frequency of Inspection** *fortnightly*

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
E5	*S*	*S*					
E6	*S*	*S*					
E8	*S*	*S*					
E10	*S*	*S*					
E12	*S*	*S*					
E13	*S*	*S*					
E14	*S*	*S*					
E15	*S*	*S*					
En	*S*	*S*					
Signature							

Legend:

S - Satisfactory[2]

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

* Delete if inappropriate

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

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

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

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

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

2021 Edition (with amendments till December 2023)

Sample 3

BD Ref. *SM/0000/11*

Building Project *ABC Centre*

Type of Works *Excavation & Lateral Support Works*

Typical Items for the Checklist of Specific Tasks for RGE's TCP T3

Item No.	Description
G1	Establish system for communicating with other TCPs.
G2	Check that all monitoring checkpoints are installed and readings are being 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.
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.
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.
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.
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.*

2024 Edition

Sample 3

BD Ref. *SM/0000/11*

Building Project *ABC Centre*

Type of Works *Excavation & Lateral Support Works*

Typical Items for the Checklist of Specific Tasks for RGE's TCP T3

Item No.	Description
G1	Establish system for communicating with other TCPs.
G2	Check that all monitoring checkpoints are installed and readings are being taken in time.
G3	Verify non-conformity and site incident, and instruct rectification works immediately. Notify all relevant parties in respect of the non-conformity and site 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, or if the site incident is considered as a major/serious site incident relating to safety and/or quality of works.
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.
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.
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.*

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

2021 Edition (with amendments till December 2023)

Sample 4

P.1 of Sample 4

BD Ref. *SM/0000/11*

Building Project *ABC Centre*

Type of Works *Excavation & Lateral Support Works*

Typical Items for the Checklist of Specific Tasks for RC's TCP T1

Item No.	Description
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 BA.
C3	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.
C9	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.
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.
C16	Check that procedures for the excavation and lateral support works are carried out in accordance with the approved/submitted plans/agreed working sequence.
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.*

2024 Edition

Sample 4

P.1 of Sample 4

BD Ref. *SM/0000/11*

Building Project *ABC Centre*

Type of Works *Excavation & Lateral Support Works*

Typical Items for the Checklist of Specific Tasks for RC's TCP T1

Item No.	Description
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 BA.
C3	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.
C9	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.
C13	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.
C19	Check that procedures for the excavation and lateral support works are carried out in accordance with the approved/submitted plans/agreed working sequence.
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.*

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

2021 Edition (with amendments till December 2023)

Sample 4

P.2 of Sample 4
Form A

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

BD Ref. *SM/0000/11*
Building Project *ABC Centre*
Type of Works *Excavation & Lateral Support Works*
Name of TCP[1] *Mr Lo Tai-man*
Grade of TCP *T1* **Frequency of Inspection** *full 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)
Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
C1	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C2	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C3	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C8	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C9	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C10	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C12	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C16	*S*	*S*	*S*	*S*	*S*	*S*	*S*
Cn	*S*	*S*	*S*	*S*	*S*	*S*	*S*
Signature							

Legend:
S - Satisfactory[2]
NS - Not satisfactory (It should be recorded in the site supervision report and, where applicable, **Form B**[3])

* Delete if inappropriate
\# Descriptions of the items listed are attached in separate sheet(s)

[1] Full name of the TCP as provided in the supervision plan.
[2] If a non-conformity is very minor in nature and has been rectified to the satisfaction of the TCP at the same inspection, it would be recorded as "satisfactory".
[3] Completion of **Form B** is **Required** for a non-conformity that (a) has material concern for safety; or (b) does not have material concern for safety but the works item/rectification works cannot be verified due to the areas have been covered up during inspection or re-inspection.

2024 Edition

Sample 4

P.2 of Sample 4
Form A

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

BD Ref. *SM/0000/11*
Building Project *ABC Centre*
Type of Works *Excavation & Lateral Support Works*
Name of TCP[1] *Mr Lo Tai-man*
Grade of TCP *T1* **Frequency of Inspection** *full 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)
Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
C1	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C2	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C3	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C8	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C9	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C10	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C13	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C19	*S*	*S*	*S*	*S*	*S*	*S*	*S*
Cn	*S*	*S*	*S*	*S*	*S*	*S*	*S*
Signature							

Legend:
S - Satisfactory[2]
NS - Not satisfactory (It should be recorded in the site supervision report and, where applicable, **Form B**[3])

* Delete if inappropriate
\# Descriptions of the items listed are attached in separate sheet(s)

[1] Full name of the TCP as provided in the supervision plan.
[2] If a non-conformity is very minor in nature and has been rectified to the satisfaction of the TCP at the same inspection, it would be recorded as "satisfactory".
[3] Completion of **Form B** is **Required** for a non-conformity that (a) has material concern for safety; or (b) does not have material concern for safety but the works item/rectification works cannot be verified due to the areas have been covered up during inspection or re-inspection.

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

2021 Edition (with amendments till December 2023)

Sample 5

P.1 of Sample 5

BD Ref. *SM/0000/11*

Building Project *ABC Centre*

Type of Works *Driven Steel H-Pile Works*

Typical Items for the Checklist of Specific Tasks for RSE's TCP T5

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.
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.
E12	Check that stability and integrity of nearby buildings and ground are not adversely affected.
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.*
F1	Check that the locations of piles agree with approved plan.
F2	Check that design assumptions agreed with actual site conditions during driving tests.
F3	Check that the accepted working procedures of pile driving are followed and anomalies rectified during pile driving.
F4	Check the accuracy of design details during pile splicing.
F5	Check that the required final set has been achieved and the capacity of each pile complied with approved plans.
F6	Check that the testing procedures and acceptance criteria of proof tests are in accordance with PNAP APP-18 and measurements are properly recorded during the test.

2024 Edition

Sample 5

P.1 of Sample 5

BD Ref. *SM/0000/11*

Building Project *ABC Centre*

Type of Works *Driven Steel H-Pile Works*

Typical Items for the Checklist of Specific Tasks for RSE's TCP T5

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.
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.
E13	Check that stability and integrity of nearby buildings and ground are not adversely affected.
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.*
F1	Check that the locations of piles agree with approved plan.
F2	Check that design assumptions agreed with actual site conditions during driving tests.
F3	Check that the accepted working procedures of pile driving are followed and anomalies rectified during pile driving.
F4	Check the accuracy of design details during pile splicing.
F5	Check that the required final set has been achieved and the capacity of each pile complied with approved plans.
F6	Check that the testing procedures and acceptance criteria of proof tests are in accordance with PNAP APP-18 and measurements are properly recorded during the test.

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

2021 Edition (with amendments till December 2023)

Sample 5

Form A

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

BD Ref. *SM/0000/11*

Building Project *ABC Centre*

Type of Works *Driven Steel H-Pile Works*

Name of TCP[1] *Mr Lee Tai-man*

Grade of TCP *T5* **Frequency of Inspection** *weekly*

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
E5	*S*	*S*					
E6	*S*	*S*					
E12	*S*	*S*					
En	*S*	*S*					
F1	*S*	*S*					
F2	*S* *P12*	---					
F3	*S*	*S*					
F4	*S*	*S*					
F5	*S* *P12*	---					
F6	---	---					
Signature							

Legend:

S - Satisfactory[2]

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

* Delete if inappropriate

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

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

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

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

2024 Edition

Sample 5

Form A

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

BD Ref. *SM/0000/11*

Building Project *ABC Centre*

Type of Works *Driven Steel H-Pile Works*

Name of TCP[1] *Mr Lee Tai-man*

Grade of TCP *T5* **Frequency of Inspection** *weekly*

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
E5	*S*	*S*					
E6	*S*	*S*					
E13	*S*	*S*					
En	*S*	*S*					
F1	*S*	*S*					
F2	*S* *P12*	---					
F3	*S*	*S*					
F4	*S*	*S*					
F5	*S* *P12*	---					
F6	---	---					
Signature							

Legend:

S - Satisfactory[2]

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

* Delete if inappropriate

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

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

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

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

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

2021 Edition (with amendments till December 2023)

Sample 6

P.1 of Sample 6

BD Ref. *MWXXXXXXXXX*

Building Project *XYZ Centre*

Type of 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

Item No.	Description
E1	Establish system for communicating with other TCPs.
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.
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.
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.
En	*Any other items considered essential by the RSE.*

2024 Edition

Sample 6

P.1 of Sample 6

BD Ref. *MWXXXXXXXXX*

Building Project *XYZ Centre*

Type of 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

Item No.	Description
E1	Establish system for communicating with other TCPs.
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, 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.
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.*

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

2021 Edition (with amendments till December 2023)

Sample 7

P.1 of Sample 7

BD Ref. *MWXXXXXXXXX*

Building Project *XYZ Centre*

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

Item No.	Description
C1	Establish system for communicating with other TCPs.
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.
C6	Check that there is no excessive debris on floor slabs and against external walls for demolition works.
C12	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.
C23	Instruct rectification of non-conformity and monitor rectification measures.
C24	Report to relevant parties when non-conformity is observed and rectified.
Cn	*Any other items considered essential by the AS.*

2024 Edition

Sample 7

P.1 of Sample 7

BD Ref. *MWXXXXXXXXX*

Building Project *XYZ Centre*

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

Item No.	Description
C1	Establish system for communicating with other TCPs.
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.
C6	Check that there is no excessive debris on floor slabs and against external walls for demolition works.
C13	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.
C26	Instruct rectification of non-conformity and site incident, and monitor rectification measures
C27	Report to relevant parties when non-conformity or site incident is observed and rectified.
Cn	*Any other items considered essential by the AS.*

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

2021 Edition (with amendments till December 2023)

Sample 7

Form A

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

BD Ref. *MWXXXXXXXXX*
Building Project *XYZ Centre*
Type of Works *Class I Minor Works – Item 1 (Erection of Internal Staircase)*
Name of TCP[1] *Mr Lee Tai man*
Grade of TCP *T1* **Frequency of Inspection** *full 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)
Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
C1	*S*	*S*	*S*	*S*	*S*	*S*	
C4	*S*	*S*	*S*	*S*	*S*	*S*	
C6	*S*	*S*	*S*	*S*	*S*	*S*	
C12	*S*	*S*	*S*	*S*	*S*	*S*	
C23	*S*	*S*	*S*	*S*	*S*	*S*	
C24	*S*	*S*	*S*	*S*	*S*	*S*	
Cn	*S*	*S*	*S*	*S*	*S*	*S*	
Signature							

Legend:
S - Satisfactory[2]
NS - Not satisfactory (It should be recorded in the site supervision report and, where applicable, **Form B**[3])

* Delete if inappropriate
\# Descriptions of the items listed are attached in separate sheet(s)

[1] Full name of the TCP as provided in the supervision plan.
[2] If a non-conformity is very minor in nature and has been rectified to the satisfaction of the TCP at the same inspection, it would be recorded as "satisfactory".
[3] Completion of **Form B** is **Required** for a non-conformity that (a) has material concern for safety; or (b) does not have material concern for safety but the works item/rectification works cannot be verified due to the areas have been covered up during inspection or re-inspection.

2024 Edition

Sample 7

Form A

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

BD Ref. *MWXXXXXXXXX*
Building Project *XYZ Centre*
Type of Works *Class I Minor Works – Item 1 (Erection of Internal Staircase)*
Name of TCP[1] *Mr Lee Tai man*
Grade of TCP *T1* **Frequency of Inspection** *full 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)
Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
C1	*S*	*S*	*S*	*S*	*S*	*S*	
C4	*S*	*S*	*S*	*S*	*S*	*S*	
C6	*S*	*S*	*S*	*S*	*S*	*S*	
C13	*S*	*S*	*S*	*S*	*S*	*S*	
C26	*S*	*S*	*S*	*S*	*S*	*S*	
C27	*S*	*S*	*S*	*S*	*S*	*S*	
Cn	*S*	*S*	*S*	*S*	*S*	*S*	
Signature							

Legend:
S - Satisfactory[2]
NS - Not satisfactory (It should be recorded in the site supervision report and, where applicable, **Form B**[3])

* Delete if inappropriate
\# Descriptions of the items listed are attached in separate sheet(s)

[1] Full name of the TCP as provided in the supervision plan.
[2] If a non-conformity is very minor in nature and has been rectified to the satisfaction of the TCP at the same inspection, it would be recorded as "satisfactory".
[3] Completion of **Form B** is **Required** for a non-conformity that (a) has material concern for safety; or (b) does not have material concern for safety but the works item/rectification works cannot be verified due to the areas have been covered up during inspection or re-inspection.

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

2021 Edition (with amendments till December 2023)

Sample 8

P.1 of Sample 8

BD Ref. *SM/0000/11*

Building Project *XYZ Centre*

Type of Works *Excavation & Lateral Support Works*

Typical Items for the Checklist of Specific Tasks for RC's TCP T4

Item No.	Description
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 BA.
C3	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.
C9	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.
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.
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.
C16	Check that procedures for the excavation and lateral support works are carried out in accordance with the approved/submitted plans/agreed working sequence.
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.
C25	Check that stability and integrity of nearby buildings and ground are not adversely affected.
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.*

2024 Edition

Sample 8

P.1 of Sample 8

BD Ref. *SM/0000/11*

Building Project *XYZ Centre*

Type of Works *Excavation & Lateral Support Works*

Typical Items for the Checklist of Specific Tasks for RC's TCP T4

Item No.	Description
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 BA.
C3	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.
C9	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.
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 platform, the platform is adequate to support the plant and all other imposed loads.
C13	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.
C19	Check that procedures for the excavation and lateral support works are carried out in accordance with the approved/submitted plans/agreed working sequence.
C24	Check that all lower grades TCPs are carrying out their duties in accordance with the Technical Memorandum and the Code and records are properly kept on site.
C28	Check that stability and integrity of nearby buildings and ground are not adversely affected.
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.*

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

2021 Edition (with amendments till December 2023)

Sample 8

Form A

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

BD Ref. *SM/0000/11*
Building Project *XYZ Centre*
Type of Works *Excavation & Lateral Support Works*
Name of TCP[1] *Mr Chan Tai Man*
Grade of TCP *T4* **Frequency of Inspection** *weekly*

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

Legend:
S - Satisfactory[2]
NS - Not satisfactory (It should be recorded in the site supervision report and, where applicable, **Form B**[3])

* Delete if inappropriate
# Descriptions of the items listed are attached in separate sheet(s)

[1] Full name of the TCP as provided in the supervision plan.
[2] If a non-conformity is very minor in nature and has been rectified to the satisfaction of the TCP at the same inspection, it would be recorded as "satisfactory".
[3] Completion of **Form B** is **Required** for a non-conformity that (a) has material concern for safety; or (b) does not have material concern for safety but the works item/rectification works cannot be verified due to the areas have been covered up during inspection or re-inspection.

2024 Edition

Sample 8

Form A

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

BD Ref. *SM/0000/11*
Building Project *XYZ Centre*
Type of Works *Excavation & Lateral Support Works*
Name of TCP[1] *Mr Chan Tai Man*
Grade of TCP *T4* **Frequency of Inspection** *weekly*

Date DD/MM/YY	*29/1/20* (Wed)	*5/2/20* (Wed)	*12/2/20* (Wed)	*19/2/20* (Wed)	*26/2/20* (Wed)	*4/3/20* (Wed)	*11/3/20* (Wed)
Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
C1	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C2	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C3	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C8	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C9	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C10	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C12	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C13	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C19	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C24	*S*	*S*	*S*	*S*	*S*	*S*	*S*
C28	*S*	*S*	*S*	*S*	*S*	*S*	*S*
Cn	*S*	*S*	*S*	*S*	*S*	*S*	*S*
Signature							

Legend:
S - Satisfactory[2]
NS - Not satisfactory (It should be recorded in the site supervision report and, where applicable, **Form B**[3])

* Delete if inappropriate
# Descriptions of the items listed are attached in separate sheet(s)

[1] Full name of the TCP as provided in the supervision plan.
[2] If a non-conformity is very minor in nature and has been rectified to the satisfaction of the TCP at the same inspection, it would be recorded as "satisfactory".
[3] Completion of **Form B** is **Required** for a non-conformity that (a) has material concern for safety; or (b) does not have material concern for safety but the works item/rectification works cannot be verified due to the areas have been covered up during inspection or re-inspection.

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

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

2024 Edition

Form TW1
Page 1 of 2

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

Project name : _____

BD reference no. : _____

Address of site : _____

Tower crane no. : _____ (with layout plan)

Stage of works[1] (if any) : _____

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

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

(a) I have prepared and duly signed all the plans and construction drawings[2] (drawing number _____) for the temporary works providing support to the tower crane at the subject site, and the associated design justifications [3] (report reference number_____);

(b) the temporary works including the connections between the tower crane, the temporary works and the permanent structures (if applicable) are designed in compliance with the Buildings Ordinance, the regulations made thereunder and the relevant codes of practice and are structurally safe; and

(c) (i)* the temporary works are under Case 2 that have no effect on the permanent structures, adjoining buildings and lands by way of overstressing or overloading.

or

(ii)* the temporary works are under Case 3 that may have effect on the permanent structures, adjoining buildings or lands by way of overstressing or overloading and submission to the registered structural engineer/registered geotechnical engineer* is required for their review on the effects to the permanent structures. *

---

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

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

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

2024 Edition

Form TW1
Page 2 of 2

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

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

Any false certification or declaration may be subject to legal action

---

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

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

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

Any false certification or declaration may be subject to legal action

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

* Delete where appropriate

2024 Edition

Form TW2
Page 1 of 2

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

Project name : _____

BD reference no. : _____

Address of site : _____

Tower crane no. : _____ (with layout plan)

Stage of works[1] (if any) : _____

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

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

(a) I have checked and duly signed all the plans and construction drawings[2] (drawing number _____) for the temporary works providing support to the tower crane at the subject site, and the associated design justifications [3] (report reference number_____), prepared by the design engineer (name in full) _____;

(b) the temporary works including the connections between the tower crane, the temporary works and the permanent structures (if applicable) are designed in compliance with the Buildings Ordinance, the regulations made thereunder and the relevant codes of practice and are structurally safe; and

(c) (i)* the temporary works are under Case 2 that have no effect on the permanent structures, adjoining buildings and lands by way of overstressing or overloading.*

or

(ii)* the temporary works are under Case 3 that may have effect on the permanent structures, adjoining buildings or lands by way of overstressing or overloading and submission to the registered structural engineer/registered geotechnical engineer* is required for their review on the effects to the permanent structures.*

---

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

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

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

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Form TW2
Page 2 of 2

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

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

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

Any false certification or declaration may be subject to legal action

---

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

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

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

Any false certification or declaration may be subject to legal action

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

* Delete where appropriate

2024 Edition

Form TW3
Page 1 of 2

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

Project name : _____

BD reference no. : _____

Address of site : _____

Tower crane no. : _____ (with layout plan)

Stage of works[1] (if any) : _____

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

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

(a) the temporary works providing support to the tower crane have been completed and I confirm that I have personally inspected the temporary works on (date)_____ and found satisfactory that the works have been completed in accordance with the certified plans and construction drawings (drawing number _____);

(b) the results of the associated testing of materials and workmanship (including on-site and off-site welds) have been reviewed by me and found technically acceptable; and

(c) the temporary works including the connections between the tower crane, the temporary works and permanent structures are structurally safe.

Name of TCP :

Date : .....

Signature of TCP : .....

.....

Any false certification or declaration may be subject to legal action

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

2024 Edition

Part 2 : Certificate of Completion

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

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

(a) the temporary works providing support to the tower crane have been completed and I confirm that I have personally inspected the temporary works on (date)_____ and found satisfactory that the works have been completed in accordance with the certified plans and construction drawings (drawing number _____);

(b) the results of the associated testing of materials and workmanship (including on-site and off-site welds) have been reviewed by me and found technically acceptable; and

(c) the temporary works including the connections between the tower crane, the temporary works and the permanent structures are structurally safe.

Name of T5 Person/DE/ICE*	:	Employing Company Name	:
RPE No.	:	Business Registration Certificate No.	:
Date	:	Signature of Authorized Representative	:
Signature of T5 Person/DE/ICE*	:	Employing Company Chop	:

Any false certification or declaration may be subject to legal action

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

* Delete where appropriate

Appendix X

TCP Qualifications and Experience Accepted during Transitional Period before 22 December 2005 or Accepted pursuant to the Corresponding Recognition and Requirements Prescribed in Paragraph 8 of this Code

(12/2023)

Qualifications and experience for TCP accepted during transitional period before 22 December 2005 or accepted pursuant to the corresponding recognition and requirements prescribed in paragraph 8 of this Code are listed as follows:

1. A person who is a corporate member of the Hong Kong Institute of Clerks of Works (HKICW) or the Chartered Institute of Building (CIOB) may be appointed as TCP of grade T3 to T1 in accordance with Tables 1 and 2 (with Notes) below, provided that he has the required relevant working experience.

Table 1

Eligibility of Corporate Member of HKICW or CIOB as TCP T3 to T1 (with academic background in building surveying, building or architectural studies)

Type of Building Works or Street Works	TCP T3 in AP's Stream	TCP T3 in RSE's Stream	TCP T3 in RGE's Stream	TCP T3 to T1 in RC's Stream
GIFW	Yes	N/A	No	No
Building Works with significant geotechnical content	Yes	No	No	No
Foundation Works	Yes	No	No	No
Street Works or all Building Works, (other than the above types of works and Minor Works)	Yes	No	No	Yes
Class I Minor Works	Yes	No	No	Yes

Table 2

Eligibility of Corporate Member of HKICW or CIOB as TCP T3 to T1 (with academic background in civil/structural/geotechnical engineering)

Type of Building Works or Street Works	TCP T3 in AP's Stream	TCP T3 in RSE's Stream	TCP T3 to T2 in RGE's Stream	TCP T3 to T1 in RC's Stream
GIFW	Yes	N/A	No	No
Building Works with significant geotechnical content	Yes	Yes	Yes	Yes
Foundation Works	Yes	Yes	Yes	Yes
Street Works or all Building Works, (other than the above types of works and Minor Works)	Yes	Yes	Yes	Yes
Class I Minor Works	Yes	Yes	Yes	Yes

Note: For eligibility of a corporate member of HKICW or CIOB as T4, please refer to TCP qualifications and experience in paragraph 8 of this Code.

2(a) A person who is an associate member of the Hong Kong Institution of Engineers of a relevant discipline for not less than two years may be appointed as TCP of grade T3 to T1 for street works or building works.

2(b) A person who is an associate member of the Chartered Institute of Building (ACIOB) with a duly recognized higher certificate or higher diploma of the relevant prescribed qualification in Table 8.6 of this Code, and with not less than five years relevant experience, may be appointed as TCP of grade T3 in the RC's stream to perform the corresponding work types specified in that table.

3(a) During the early implementation stage of the Supervision Plan System before 22 December 2005, site supervisory personnel who did not meet the required academic qualifications as specified in the Technical Memorandum, but had sufficient years of relevant experience as per part (a) of Table 3 (with Notes) below, attended top-up training courses organized by Vocational Training Council (VTC) or the Construction Industry Council Training Academy (CICTA) (formerly the Construction Industry Training Authority (CITA)) and acquired an Equivalent Certificate would be accepted to possess equivalent qualifications as specified in the Technical Memorandum on a permanent basis. He can be appointed as TCP of grade T3 to T1 in the respective streams in accordance with part (a) of Table 4 below.

3(b)(i) As the industry has raised that there is shortage in the supply of TCP T1, there is a need for organizing a "Technically Competent Person T1 Training Course", similar to previous top-up courses, to enhance the technical ability of site supervisory personnel working in the industry but do not meet the required academic qualifications as specified in the Technical Memorandum, so that they can perform the duties of TCP T1. A person who has relevant prior experience of not less than 5 years is eligible to attend the "Technically Competent Person T1 Training Course" offered by the HK Institute of Vocational Education (HKIVE) or the Construction Industry Council Training Academy (CICTA) and upon acquiring the "TCP T1 Certificate" will be accepted to possess equivalent qualifications required for a TCP T1 on a permanent basis. He may be appointed as TCP of grade T1 in accordance with part (b) of Table 3 (with Notes) and Table 4 below.

3(b)(ii) With the introduction of minor works as a type of building works different from the major works in the Technical Memorandum, to facilitate site supervisory personnel working in the industry who do not meet the required

academic qualifications as specified in the Technical Memorandum but would like to continue their current role to supervise minor works only, if they have relevant prior experience of not less than 5 years, they would be eligible to attend the "Technically Competent Person T1 (Minor Works) Training Course" offered by the HKIVE or the CICTA and upon acquiring the "TCP T1 (Minor Works) Certificate" will be accepted to possess equivalent qualifications required for a TCP T1 for supervision of minor works only on a permanent basis. Any such person may be appointed as TCP of grade T1 for supervision of minor works only in accordance with part (b) of Table 3 (with Notes) and Table 4 below.

Table 3				
(a) The Equivalent Certificate acquired in the top-up training course organized by VTC or CITA for TCP T3 to T1				
Topping-up Training Courses to be completed		**Certificates Awarded**	**Relevant Working Experience (counted in full)**	**Grades of TCP for types of works in Table 4**
Module No.	**Subject**			
Module 3 Module 4	Construction Supervision (I) Construction Supervision (II)	Equivalent Certificate (1)	5[1]	T1
Module 3 Module 4 Module 5.1 Module 5.2 Module 5.3	Construction Supervision (I) Construction Supervision (II) Specialist Works (Demolition)[4] Specialist Works (Foundation)[4] Specialist Works (Site Formation & Slope Repairs)[4]	Equivalent Certificate (2)	8[2]	T2[4]
Module 3 Module 4 Module 6.1 Module 6.2	Construction Supervision (I) Construction Supervision (II) Introduction to Specialist Works Administration and Management	Equivalent Certificate (3)	12[3]	T3[5]
(b) The certificate acquired in the TCP T1 or TCP T1 (Minor Works) Training Course organized by HKIVE or CICTA				
(i)	Technically Competent Person T1 Training Course	TCP T1 Certificate	5[6]	T1
(ii)	Technically Competent Person T1 (Minor Works) Training Course	TCP T1 (Minor Works) Certificate	5[6]	T1 (Minor Works)

Notes: [1] 5 years relevant working experience must have been gained within the previous 8 years and at least 1 year must be local site experience.

[2] 8 years relevant working experience must have been gained within the previous 11 years and at least 1 year must be local site experience.

[3] 12 years relevant working experience must have been gained within the previous 15 years and at least 1 year must be local site experience.

[4] A TCP T2 can only supervise the type of specialist works (Demolition works, Foundation works, or Site Formation & Slope Repair Works) when he has duly completed the training module in the Module 5 series corresponding to the specialist works and obtained the relevant certificate.

5 If a TCP T3 wishes to take up duties of any of the T2 specialist works mentioned in Note 4, he must also complete the training module corresponding to the specialist works and obtain the Equivalent Certificate (2).

6 5 years relevant working experience must have been gained within the previous 8 years and at least 1 year must be local site experience. For GIFW, relevant experience shall be confined to GI works only.

Table 4

(a) Eligibility of site supervisory personnel as TCP T3 to T1, with Equivalent Certificate in top-up training course, organized by VTC or CITA						**(b) Eligibility of site supervisory personnel as TCP T1 or TCP T1 (Minor Works), with certificate in the training course, organized by HKIVE or CICTA**	
						(i) TCP T1 Certificate	**(ii) TCP T1 (Minor Works) Certificate**
Type of Building Works or Street Works	**TCP T3 in AP's Stream**	**TCP T3 in RSE's Stream**	**TCP T3 in RGE's Stream**	**TCP T3 in RC's Stream**	**TCP T2 to T1 in RC's Stream**	**TCP T1 in RC's Stream**	**TCP T1 (Minor Works) in RC's Stream**
GIFW	No	N/A	No	N/A	No	Yes	No
Building Works with significant geotechnical content	No	No	No	N/A	Yes	Yes	No
Foundation Works	No	No	N/A	N/A	Yes	Yes	No
Street Works or all Building Works (other than the above types of works and Minor Works)	Yes	Yes	N/A	Yes	Yes	Yes	No
Class I Minor Works	Yes	Yes	N/A	Yes	Yes	Yes	Yes

4. A person who is an Affiliate (Site Supervision) of the Hong Kong Institute of Architects (HKIA) may be appointed as TCP of grade T3 in accordance with Table 5 below, provided that he has the required relevant working experience.

Table 5		
Eligibility of HKIA Affiliate (Site Supervision) as TCP T3 with 2 years of post Affiliate experience (with academic background in architectural or building construction related studies)		
Type of Building Works or Street Works	**TCP T3 in AP's Stream**	**TCP T3 in RC's Stream**
GIFW	Yes	N/A
Building Works with significant geotechnical content	Yes	N/A
Foundation Works	Yes	N/A
Street Works or all Building Works (other than the above types of works and Minor Works)	Yes	Yes
Class I Minor Works	Yes	Yes

5. A person who is a member in the building or civil engineering disciplines of the Hong Kong Institute of Construction Managers (HKICM) may be appointed as TCP of grades T4 to T1 in accordance with Table 6 (with Notes) below, provided that he has the required relevant working experience.

Table 6				
Eligibility of Member of HKICM as TCP T4 to T1 (with academic background in building or civil engineering)				
Type of Building Works or Street Works	**RC's Stream**			
	Construction Supervisor Member as TCP T1	Associate as TCP T2	Associate as TCP T3	Corporate Member as TCP T4
GIFW	No	N/A	N/A	No
Building Works with significant geotechnical content	Civil	Civil	N/A	Civil
Foundation Works	Building (except for piling works) or Civil	Building (except for piling works) or Civil	N/A	Building (except for piling works) or Civil
Street Works or all Building Works, (other than the above types of works and Minor Works)	Building or Civil	N/A	Building or Civil	Building or Civil
Class I Minor Works	Building or Civil	N/A	Building or Civil	N/A

Notes: The above recognition is based on the following entrance requirements for the various classes of membership of HKICM:

(i) Construction Supervisor Members, who have attained the academic and working experience requirements as stipulated in section 2.4.2 and 6.4 of HKICM's Membership Handbook (June 2005);

(ii) Associates, who have attained the academic and working experience requirements as stipulated in section 2.3.2, 6.1.3, 6.1.4, 6.2.3 and 6.2.4 of HKICM's Membership Handbook (June 2005); and

(iii) Corporate Members, who have fulfilled the academic requirements and have had post qualification professional experience as stipulated in section 2.2.2.1, 6.1.1, 6.1.2, 6.2.1 and 6.2.2 of HKICM's Membership Handbook (June 2005). (Only the degree programmes listed in section 6.1.2 and 6.2.2 of HKICM's Membership Handbook (June 2005) tally with the academic requirements in paragraph 8.19(c) and Table 8.7 of this Code.)

6. A person who is a corporate member or fellow of the Institute of Clerks of Works and Construction Inspectorate (Hong Kong) (formerly Institute of Clerks of Works of Great Britain Incorporated (Hong Kong Branch)) in the civil/structural engineering or building/architectural studies disciplines may be appointed as TCP of grade T3 in accordance with Table 7 and

Table 8 (with Notes) below, provided that he has the required relevant working experience.

Table 7		
Eligibility of Corporate Member or Fellow of the Institute of Clerks of Works and Construction Inspectorate (Hong Kong) as TCP T3 with 3 years of post-qualification experience (with academic background in civil/structural engineering or building/architectural studies)		
Type of Building Works or Street Works	**TCP T3 in AP's Stream**	**TCP T3 in RC's Stream**
GIFW	Yes	N/A
Building Works with significant geotechnical content	Yes	N/A
Foundation Works	Yes	N/A
Street Works or all Building Works (other than the above types of works and Minor Works)	Yes	Yes
Class 1 Minor Works	Yes	Yes

Table 8	
Eligibility of Corporate Member or Fellow of the Institute of Clerks of Works and Construction Inspectorate (Hong Kong) as TCP T3 with 3 years of post-qualification experience (with academic background in civil/structural engineering)	
Type of Building Works or Street Works	**TCP T3 in RSE's Stream**
GIFW	N/A
Building Works with significant geotechnical content	Yes
Foundation Works	Yes
Street Works or all Building Works (other than the above types of works and Minor Works)	Yes
Class 1 Minor Works	Yes

Notes: The above recognition is based on the admission of corporate member or fellow of the Institute of Clerks of Works and Construction Inspectorate (Hong Kong) in the civil/structural or building/architectural studies disciplines by exemption through associated professional institutes which is limited to the following qualifications:

(i) Associate Member of the Chartered Institute of Building in the construction management disciplines;

(ii) Corporate Member of the Institution of Civil Engineers;

(iii) Corporate Member of the Institution of Structural Engineers;

(iv) Corporate Member of the Royal Institute of British Architects; and

(v) Corporate Member of the Royal Institution of Chartered Surveyors in the building surveying discipline.

7. The course of "Higher Diploma in Construction Engineering and Management", offered by Department of Construction in HK Institute of Vocational Education (HKIVE), is recognised to be an acceptable academic qualification equivalent to a higher diploma in building studies under the Supervision Plan System in accordance with the Code.

8. A person who is a Technical Associate in the building surveying division of the Hong Kong Institute of Surveyors (HKIS) may be appointed as TCP of grade T3 in accordance with Table 9 below, provided that he has the required relevant working experience.

Table 9

Eligibility of Technical Associate in Building Surveying Division of HKIS as TCP T3 with 3 years of post-qualification experience

Type of Building Works or Street Works	TCP T3 in AP's Stream	TCP T3 in RC's Stream
GIFW	Yes	N/A
Building Works with significant geotechnical content	Yes	N/A
Foundation Works	Yes	N/A
Street Works or all Building Works (other than the above types of works and Minor Works)	Yes	Yes
Class I Minor Works	Yes	Yes

9. The course of "Higher Diploma in Urban Renewal, Building Inspection and Maintenance" and "Higher Diploma in Architectural Design and Technology", offered by Department of Construction in HK Institute of Vocational Education (HKIVE), are considered to be equivalent to a higher diploma in building studies and architectural studies disciplines respectively; and can be recognised as an acceptable academic qualification fulfilling the minimum qualifications for TCP T3 for site supervision, only for the streams of AP and RC, as stipulated in the Technical Memorandum and under paragraph 8.20 of the Code.