

Practice Notes for Mandatory Building and Window Inspection Schemes

The Practice Notes for Mandatory Building and Window Inspection Schemes (PNBIs) serve as a platform for the dissemination of information and good practices to the registered practitioners for the implementation of the Mandatory Building Inspection Scheme (MBIS) and Mandatory Window Inspection Scheme (MWIS). The Building Authority will issue the PNBIs from time to time for the reference of registered inspectors (RIs), qualified persons (QPs) and registered contractors (RCs) as well as other stakeholders as necessary.

Other Relevant References

2. The Buildings Department has published a Code of Practice on MBIS and MWIS (the 'CoP') to provide detailed guidelines on building and window inspection as well as the required repair works under the two schemes. The CoP also specifies the technical standards and procedural requirements for RIs, QPs and RCs for the carrying out of inspection of buildings and windows and supervision of the repair works.

3. Apart from the PNBIs, the RIs, QPs and RCs should also make reference to the relevant Practice Notes for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAPs) and Practice Notes for Registered Contractors (PNRCs) issued by the Building Authority. The more relevant PNAPs and PNRCs are listed in Appendix I for easy reference. Please note that the list is not exhaustive and in order to meet specific requirements of individual cases, one may need to make reference to other PNAPs and PNRCs for guidance.

4. It is envisaged that the majority of repair works carried out under the MBIS and MWIS are minor works under the Buildings Ordinance. It is therefore important that the practitioners involved in the MBIS and MWIS should have a good knowledge of the Minor Works Control System. In this connection, reference may be made to the *Technical Guidelines on Minor Works Control System* published by the Buildings Department.

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Building Authority

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List of PNAPs and PNRCs relevant to MBIS and MWIS

Part A - Administration

PNAP/ PNRC No.	Title
ADM-1 & PNRC 1	Practice Notes in Force
ADM-3	Emergency Situations – Telephone Numbers for Use Outside Office Hours
ADM-5 & PNRC 74	Submissions to the Buildings Department
ADM-11 & PNRC 19	Change of Address
ADM-13 & PNRC 31	Monitoring for Site Safety and Quality
ADM-18 & PNRC 49	Site Auditing for Building Works
ADM-20	Central Data Bank (CDB)

Part B – Application of the Buildings Ordinance and Regulations

PNAP / PNRC No.	Title
APP-7	Application for Registration as Authorized Persons, Registered Structural Engineers, Registered Geotechnical Engineers and Registered Inspectors
APP-13 & PNRC 25	Submission of Certificate of Completion of Building Works, Application for Occupation Permit (OP) and Submission of Record Plans and Information Submission of Certificate of Completion of Building Works and Schedule of Building Materials and Products
APP-16	Cladding Works
APP-21 & PNRC 6	Demolition Works – Measures for Public Safety
APP-23 & PNRC 4	Hoardings, Covered Walkways and Gantries (including Temporary Access for Construction Traffic) – Building (Planning) Regulations Part IX Hoardings and Covered Walkways - Building (Planning) Regulations Part IX

PNAP / PNRC No.	Title
APP-37	Curtain Wall, Window and Window Wall Systems
APP-39 & PNRC 73	Inspection and Copying of Plans and Documents
APP-45 & PNRC 33	Testing of Reinforcement for Concrete
APP-47	Unauthorized Alterations and Additions – Buildings Ordinance section 14
APP-48	Requirements for Qualified Supervision of Structural Works, Foundation Works and Excavation Works – Buildings Ordinance section 17
APP-52	Supply of Plans to Registered General Building Contractors, Registered Specialist Contractors and Registered Minor Works Contractors – Regulation 36 of the Building (Administration) Regulations and Section 55 of the Building (Minor Works) Regulation
APP-53	Building (Construction) Regulations
APP-60 & PNRC 2	Buildings Ordinance, Cap 123 – Specified Forms
APP-70 & PNRC 26	Use of Plastic Sheet to Cover Scaffolding Outside Buildings
APP-86	Non-load bearing Partition Walls
APP-102	Superstructure Works Measures for Public Safety
APP-105 & PNRC 60	Water Seepage
APP-107	Precautionary Measures for Construction Sites
APP-110	Protective Barriers
APP-116 & PNRC 47	Aluminium Windows
APP-118 & PNRC 48	Testing of Building Materials
APP-138 & PNRC 59	Appointment of Authorized Signatory to Act for Registered Contractor and Temporary absence of Authorized Signatories
APP-141	Division of Responsibilities between Authorized Person, Registered Structural Engineer and Registered Geotechnical Engineer
APP-145	Fire Safety (Buildings) Ordinance Cap. 572
APP-146 & PNRC 68	Large Metal Gates
APP-147 & PNRC 71	Minor Works Control System

PNAP / PNRC No.	Title
APP-148 & PNRC 69	Minor Works Contractors Registration
APP-149 & PNRC 72	Appointment of Authorized Signatory to Act for Prescribed Registered Contractor and Temporary Absence of Authorized Signatories in respect of Minor Works commenced under the Simplified Requirements

Part C - Advisory

PNAP / PNRC No.	Title
ADV-1 & PNRC 15	Asbestos
ADV-2	Legislation and Publications Affecting the Building Industry
ADV-4 & PNRC 17	Control of Environmental Nuisance from Construction Sites
ADV-5 & PNRC 21	Tropical Hardwood Timber
ADV-11 & PNRC 30	Suspended Working Platforms
ADV-13	Application for Excavation Permit for Works on Public Road – Circulation of Proposal to Utility Undertakers
ADV-14	Facilities for External Inspection and Maintenance of Buildings
ADV-15 & PNRC 41	Fixing of Reinforcement for Concrete Works
ADV-18 & PNRC 43	Corruption Prevention
ADV-19	Construction and Demolition Waste
ADV-24	Floor Drains in Kitchens and Bathrooms
ADV-29	Construction Site Safety – Pay for Safety Scheme
ADV-31 & PNRC 67	Building External Finishes – Wet-fixed Tiles

Note: The list is not exhaustive and is offered for general information only.

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