

Building Inspection Report

Pursuant to section 12(2) of the Building (Inspection and Repair) Regulation (B(I&R)R), a registered inspector (RI) must, within 7 days after completion of a prescribed inspection in respect of a building, submit an inspection report to the Building Authority (BA). The RI is also required under section 30(1)(a) of the B(I&R)R to deliver a copy of the inspection report to the person for whom the prescribed inspection is carried out.

2. Guidelines on preparing an inspection report have been given in the Code of Practice for the Mandatory Building Inspection Scheme and the Mandatory Window Inspection Scheme. The following reference documents are provided to facilitate the preparation of inspection report:

- (a) Checklists for preparing an inspection report for different building elements (Appendix A);
- (b) Sample inspection report on projections (balcony / verandah) (Appendix B); and
- (c) Sample inspection report on common parts and external walls (Appendix C).

3. The reference documents listed above are for general guidance and are not meant to be exhaustive. The RI may include other items as necessary. The checklists should be used for assuring that essential information is included in the inspection report. The checklists are however NOT required to be submitted to the BA.

4. To facilitate record management, the RI should submit to the BA a separate non-rewritable DVD-ROM containing a copy of the inspection report in PDF file format of 200dpi resolution together with a hard copy of the inspection report.

5. To ensure due administration of the Buildings Ordinance (BO), the BA carries out random audit checks on inspection reports submitted. The BA will consider taking prosecution and/or disciplinary actions against RI who blatantly or repeatedly contravenes the requirements of the BO and its subsidiary regulations.

(YU Tak-cheung)
Building Authority

Ref. : BD GR/1-125/101/0 (II)

First issue : April 2016

Last revision : April 2018

This revision : August 2020 (AD/MBI) (Paragraph 3(b) of Appendix C amended)