

**Window Inspection Report**


Pursuant to section 14(4)(a) of the Building (Inspection and Repair) Regulation (B(I&R)R), a qualified person (QP) appointed for prescribed inspection must, within 7 days after completion of the prescribed inspection, submit an inspection report to the Building Authority (BA) if another QP is appointed for supervision of prescribed repair in respect of the inspected windows. In this connection, the submission to the BA should include a hard copy of the inspection report and a non-rewritable DVD-ROM containing a copy of the inspection report in PDF file format of 200dpi resolution. The QP appointed for the inspection is also required under section 30(3)(b) of the B(I&R)R to deliver a copy of the inspection report to the QP appointed for supervision of the prescribed repair and the person for whom the prescribed inspection has been carried out.

2. Pursuant to section 30(4)(a) of the B(I&R)R, if a QP is appointed for supervision of prescribed repair only and does not act as a registered contractor (RC) to carry out the repair, the QP should deliver to the RC appointed to carry out the prescribed repair a copy of the document and the revised proposal submitted to the BA under section 14(4)(a) and section 23(2) of the B(I&R)R respectively.

3. To facilitate the preparation of the inspection report, a sample inspection report on windows is provided in the Appendix for general guidance and is not meant to be exhaustive. The QP may include other items as necessary.

4. 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 QP who blatantly or repeatedly contravenes the requirements of the BO and its subsidiary regulations.

5. For circumstances other than in paragraph 1, QPs appointed for the inspection is strongly recommended to deliver a copy of the inspection report to their client for record purpose.



( CHEUNG Tin-cheung )  
Building Authority

**Inspection Report under Mandatory Window Inspection Scheme**

Statutory Notice No. : \_\_\_\_\_ BD File Reference : \_\_\_\_\_  
 Address of Premises : \_\_\_\_\_  
 Date of Inspection : \_\_\_\_\_ Date of Report : \_\_\_\_\_

Location of Windows	Window Number	Window <sup>1</sup> Components and Quantities							Inspection result (defects/ repair proposal, if applicable)
		Components requiring repair/replacement <sup>2</sup> after inspection of windows						Non-mandatory inspection/repair/replacement components (e.g. waterproof gasket)	
		Hinge	Screw/rivet (per hinge)	Dual lock	Cam lock	Glass pane	Others (e.g. window frame, window sash, gasket for securing glass pane, aluminium glazing bead)		
Living room	W1	1							Hinge in jerky motion and replacement needed
Kitchen	W2				1				Loosened cam lock and replacement needed
Bedroom 1	W3	1							Seriously corroded hinge and replacement needed
Bedroom 1	W4			1					Broken dual lock and replacement needed
Bedroom 2	W5		1			1			Cracked glass pane and oxidised rivet and screw, and replacement needed
Bedroom 2	W6		1						Loosened rivet and screw, and replacement needed
Toilet	W7								No defects
<b>Total</b>		<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	

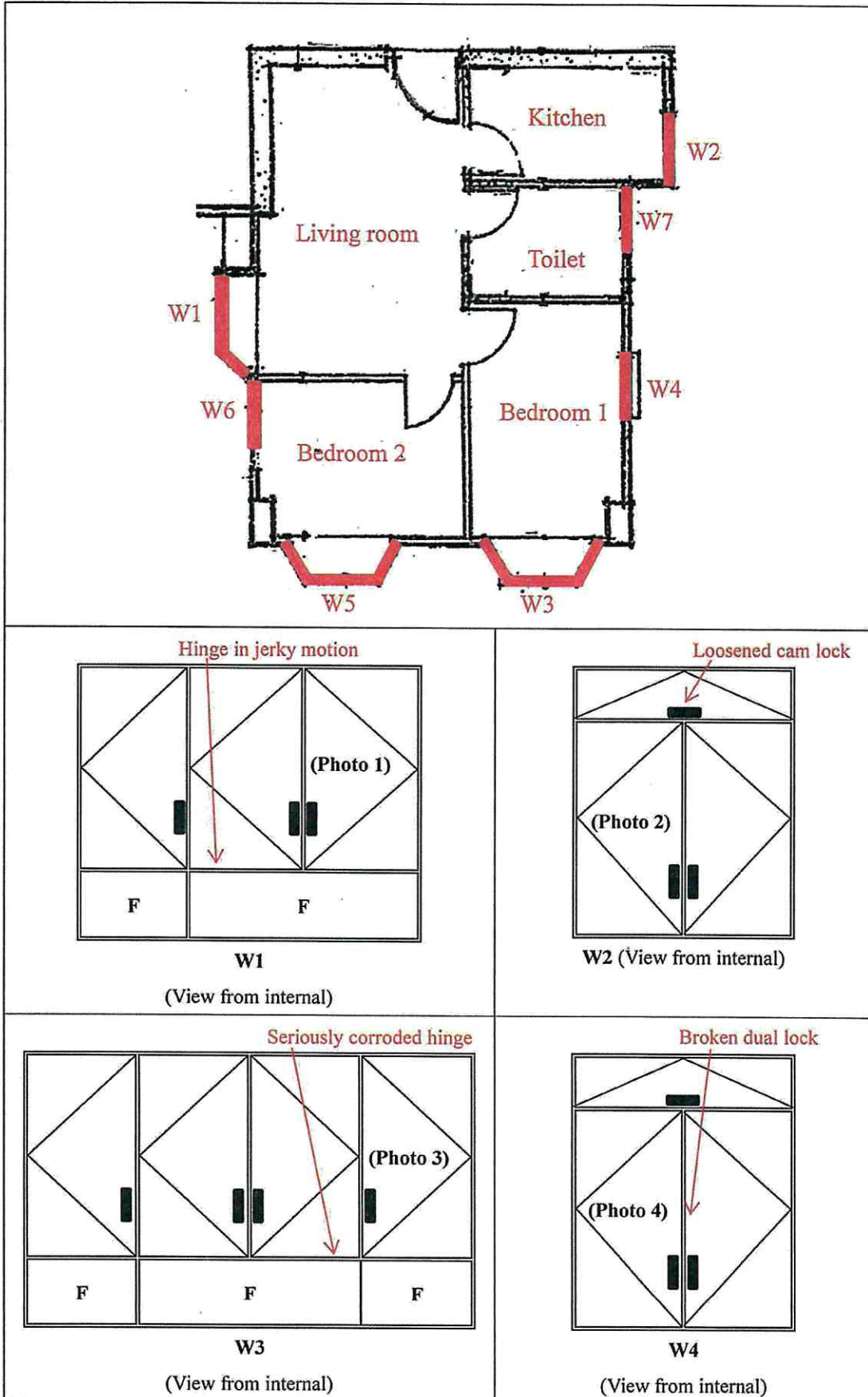
Signature of Qualified Person : \_\_\_\_\_ Certificate of Registration Number : \_\_\_\_\_

Name of Qualified Person : \_\_\_\_\_ Date of Expiry of Registration : \_\_\_\_\_

<sup>1</sup> Based on the 《Code of Practice for the Mandatory Building Inspection Scheme and the Mandatory Window Inspection Scheme》

<sup>2</sup> Details of window locations and inspection results in Annexes 1 and 2

Location of Windows, Window Number and Location of Defects  
(Photo Record in Annex 2)



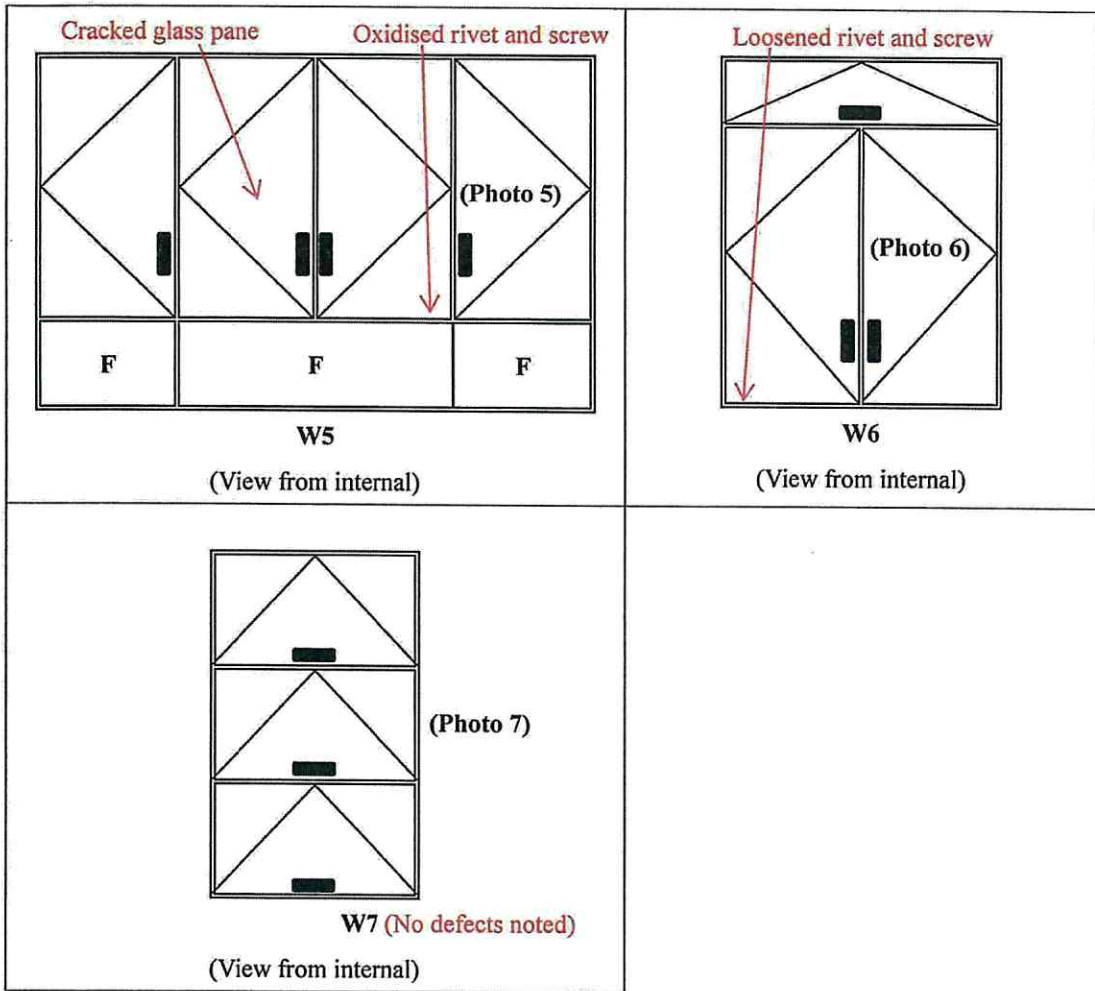
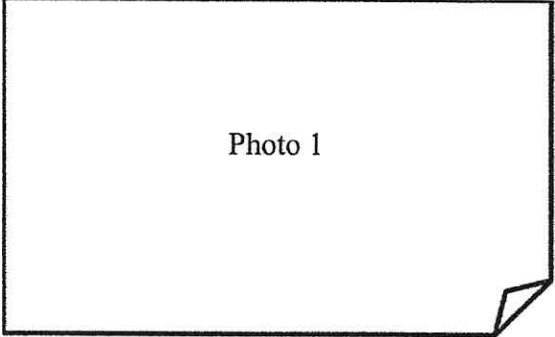
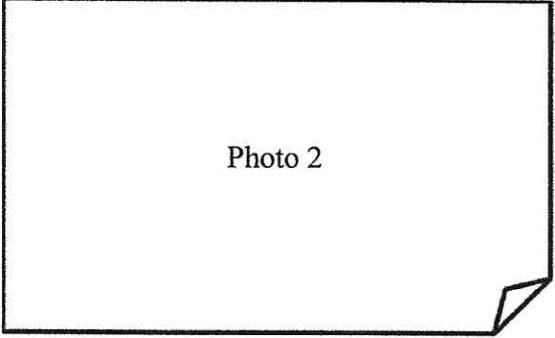
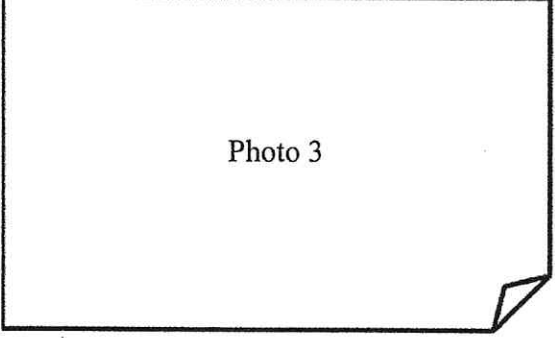
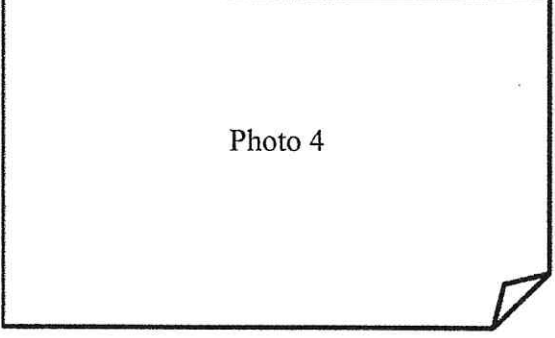
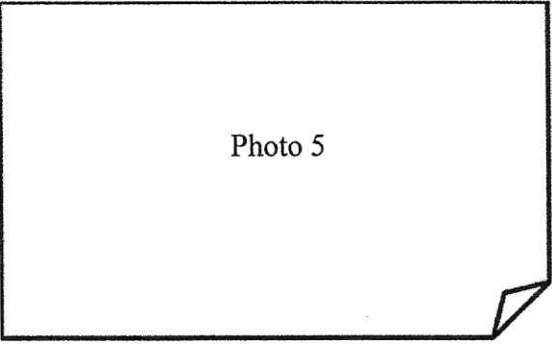
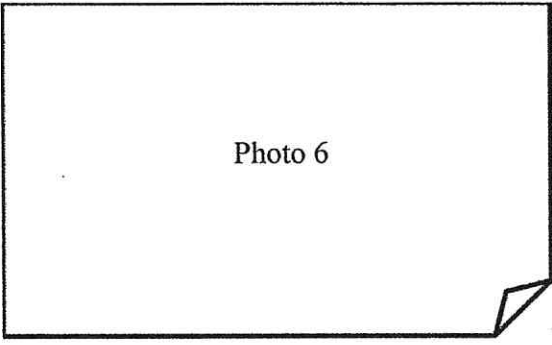
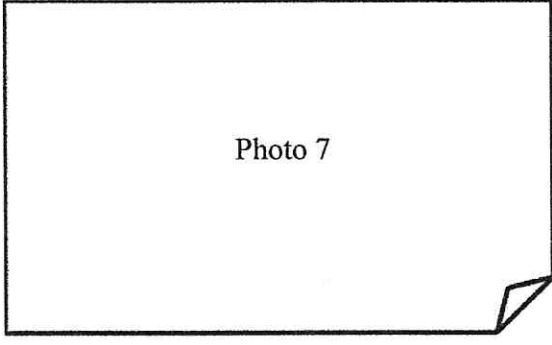


Photo Record of Inspection

Window no. and defects/repair proposal (if applicable)	Condition during inspection
W1 – Hinge in jerky motion and replacement needed	 A rectangular box with a folded bottom-right corner, containing the text "Photo 1".
W2 – Loosened cam lock and replacement needed	 A rectangular box with a folded bottom-right corner, containing the text "Photo 2".
W3 – Seriously corroded hinge and replacement needed	 A rectangular box with a folded bottom-right corner, containing the text "Photo 3".
W4 – Broken dual lock and replacement needed	 A rectangular box with a folded bottom-right corner, containing the text "Photo 4".

Window no. and defects/repair proposal (if applicable)	Condition during inspection
<p><b>W5</b> – Cracked glass pane and oxidised rivet and screw, and replacement needed</p>	 <p>Photo 5</p>
<p><b>W6</b> – Loosened rivet and screw, and replacement needed</p>	 <p>Photo 6</p>
<p><b>W7</b> – No defects</p>	 <p>Photo 7</p>