#### **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<sup>1</sup>.

#### 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<sup>2</sup>.

/4...

https://www.bd.gov.hk/en/resources/codes-and-references/practice-notes-and-circular-letters/pnrc/pnrc76.html

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 authorized persons, registered structural engineers and registered geotechnical engineers.

( 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)

### Legends:



(12/2023)

2021 Edition	Amendments
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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 <sup>2</sup>				
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 <sup>1#</sup>	\$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 <sup>2</sup>				
curtain wall/cladding	total aggregated surface area	10000m <sup>2</sup>				
alteration & addition	total cost#	\$13M				
minor works	total cost#	\$8M				
street works	total cost#	\$9M				

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 <sup>2</sup>				
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#	\$ <mark>40</mark> M				
repair of slope/retaining wall/buried services	total cost#	\$ <mark>12</mark> M				
excavation & lateral support	average cost per month#	\$ <mark>8</mark> M				
pile wall	average cost per month#	\$ <mark>8</mark> M				
tunnel works	total cost#	\$ <mark>47</mark> M				
large diameter bored piles and barrette piles	average cost per month#	\$ <mark>19</mark> M				
piles other than the above types of pile	average cost per month#	\$ 9.5M				
cap/footing/basement	total cost#	\$ <mark>47</mark> M				
superstructure	total construction floor area	20000m <sup>2</sup>				
curtain wall/cladding	total aggregated surface area	10000m <sup>2</sup>				
alteration & addition	total cost#	\$ 17.5M				
minor works	total cost#	\$ 11M				
street works	total cost#	\$ 12M				

	2021 Edition		Amendments						
Minimun Type of	Table 8.7 n Qualifications and Experience I RC' Strea	_	Table 8.7  Minimum Qualifications and Experience Required for TCP T4  Type of RC' Stream						
Building works or Street Works	Qualification	Relevant Experience	Building works or Street Works	Qualification	Relevant Experience				
Foundation works	<ul> <li>(a) Degree in civil/structural/ geotechnical engineering; or</li> <li>(b) Degree in building studies (except for piling works); or</li> <li>(c) Registered professional engineer (Civil/structural or geotechnical).</li> </ul>	4 years 4 years -	Foundation works	(a) Degree in civil/structural/ geotechnical engineering; or (b) Degree in building studies (except for piling works); or (c) Registered professional engineer (Civil/structural or geotechnical); or (d) Registered professional engineer (building) (except for piling works).	4 years 4 years -				
				pming works.					

			2021 Edition				Amendments
8.22	Unles	s otherwise spec	eified, the total relevant working experience of	8.22	Unles	ss otherwise spec	ified, the total relevant working experience of
	differe	ent grades of TCl	P should be aggregated as follows:		differ	ent grades of TCF	should be aggregated as follows:
	(a)	for T1 -	The relevant experience must have been gained		(a)	for T1 -	The relevant experience must have been gained
			within the previous 5 years and at least 1 year				within the previous 5 years and at least 1 year
			must be local site experience.				must be local <sup>2</sup> site experience.
	(b)	for T2	Similar to T1 but the experience must be closely		(b)	for T2	Similar to T1 but the experience must be closely
			related to the type of works concerned.				related to the type of works concerned.
	(c)	for T3	The relevant experience must have been gained		(c)	for T3 -	The relevant experience must have been gained
			within the previous 8 years and at least 1 year				within the previous 8 years and at least 1 year
			must be local experience.				must be local <sup>2</sup> experience.
	(d)	for T4 and T5 -	The relevant experience must have been gained		(d)	for T4 and T5 -	The relevant experience must have been gained
			within the previous 8 years and at least 1 year				within the previous 8 years and at least 1 year
			must be local experience.				must be local <sup>2</sup> experience.
				2	TI	1.0"	
				, in the second	recogn	nised as local expe	sperience gained from factories outside Hong Kong may be rience, provided that such qualified supervisions are
					require	ements and conditions	s imposed under the BO upon plan approval.

2021 Edition	Amendments				
Page 2 of 7	Page 2 of 7				
Name in Name in English^ Chinese^ No.**/  TCP No.**  Name in Name in Registration TCP Level of Validity Period Site (if applicable) Inspection Inspection	Name in English^ Chinese^ Registration   No.**/ TCP No.				
AP	AP				
Representative	Representative				
T4	T4				
T3	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.	The CVs showing their relevant experience and academic qualifications are attached at Appendix 1B. I 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:	^ 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  Registration No.**/TCP  No.**)  Expiry Date of AP Registration / TCP Validity Period (if applicable)  Inspection Frequency  Frequency	Critical Stages of Works  Grade of TCP  (I.D. No.^/Passport 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	# 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), AP,	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	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	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	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	submitted with this supervision plan/shall be submitted within 7 days from the date o				
commencement of works as indicated in the Form BA10 or notice of commencement of minor	commencement of works as indicated in the Form BA10 or notice of commencement of mino				
works*.	works*.				
Date	Date				
Signature  Any false certification or declaration may be subject to legal action	Signature  Any false certification or declaration may be subject to legal action				
Certificate of Registration No. :	Certificate of Registration No.:				
Date of expiry of registration:	Date of expiry of registration:				

2021 Edition								Ame	endments			
					Page 3 of 7							Page 3 o
Part II - Supervision plan of the registered structural engineer (RSE)						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.*									• .		I of this supervision	
9. The TCI works are :	Ps for site super	rvision under	the RSE's stream	required for the sp	ecified type of		9. The To works are:	CPs for site su	pervision und	er the RSE's stream	n required for the sp	ecified type
	Name in English^	Name in Chinese^	I.D. No.^/RSE Registration No.**/ TCP No.**	Expiry Date of RSE Registration <sup>~</sup> / TCP Validity Period <sup>~</sup> (if applicable)	Frequency Level of Site Inspection			Name in English^	Name in Chinese^	I.D. No.^/ Passport No. ^ / RSE Registration No.**/ TCP No.**	Expiry Date of RSE Registration TOP Validity Period (if applicable)	Frequency Level of Site Inspection
RSE							RSE					
Representative							Representative					
T5							T5					
Т3							Т3					
more than one sup provided.  ^ In accordance wit ** CV is not requir ~ In accordance wit	ervisor is propose the Hong Kong ed if RSE Registe the registration	g Identity Card ration No./TCP	post, the demarca record 'No. is provided ord	ons are attached at Apition of their responsible to their responsible to their responsible to the transfer of their responsible to their responsible to their responsible to the transfer of their responsible to their responsible to the transfer of the transfer of their responsible to the transfer of their responsible to the transfer of the tra	bility should be		more than one st provided.  ^ In accordance ** CV is not requ ~ In accordance	with the Hong I wird if RSE Reg with the registra	Kong Identity C istration No./To	CP post, the demarca ard record / Passport CP No. is provided record	ons are attached at A tion of their responsi record	bility should
Critical Stages of	Works Grade TCP	(I. RSE Reg		Expiry Date of RSE Registration / TCP Validity Period (if applicable)	Inspection Frequency		Critical Stage Works	es of Grade of TCP	(I.D. No./ RSE Re	Name#^ / / Passport No. ^/ gistration No.** CP No.**)	Expiry Date of RSE Registration / TCP Validity Period (if applicable)	Inspection Frequency
different from those ^ In accordance wit	listed in paragra	ph 9 above g Identity Card	record	luded in Appendix 2	B if the TCP is		different from ^ In accordance	those listed in p with the Hong F	aragraph 9 abo Cong Identity C		cluded in Appendix 2	B if the TCP

2021 Edition					Amendments						
					Page 4 of 7	Page 4 of					
11. I (name i	n full)		((	Chinese)	, RSE,	11. I (name in full)(Chinese), RSI					
certify that Part II	(paragraphs 8 to	o 10) of this si	pervision plan is	prepared by me and	complied with	certify that Part II (paragraphs 8 to 10) of this supervision plan is prepared by me and complied wi					
the Technical Memorandum, the Code and the requirements of the Buildings Ordinance and						the Technical Memorandum, the Code and the requirements of the Buildings Ordinance an					
Regulations. I h	ave also read a	and hereby co	onfirm paragraph	s 1 and 2 in the Pr	eamble of this	Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of th					
supervision plan.	Confirmation	for appointr	nent and contact	information of TC	Ps (Annex) is	supervision plan. Confirmation for appointment and contact information of TCPs (Annex)					
submitted with t	his supervision	n plan/shall	be submitted v	vithin 7 days from	the date of	submitted with this supervision plan/shall be submitted within 7 days from the date of					
commencement of	nmencement of works as indicated in the Form BA10 or notice of commencement of minor				ment of minor	commencement of works as indicated in the Form BA10 or notice of commencement of mine					
works*.						works*.					
Date						Date					
				Signature false certification or oubject to legal action	declaration may	Signature Any false certification or declaration may be subject to legal action					
Certificate of Registration No. :						Certificate of Registration No. :					
Date of expiry of registration:						Date of expiry of registration :					
Part III - Supervi	ision plan of th	e registered	geotechnical eng	ineer (RGE)		Part III - Supervision plan of the registered geotechnical engineer (RGE)					
				ttached at Appendix		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 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	Name in English^ Name in Chinese^ RGE Registration No.**/ TCP No.** (if applicable)					
RGE						RGE					
Representative						Representative					
100000						T5					
T5						Т3					
T5 T3											
70000											
T3 DSS*				ns are attached at Ap		DSS*  The CVs showing their relevant experience and academic qualifications are attached at Appendix 3B.					

2021 Edition	Amendments
Page 5 of 7	Page 5 of 7
14. The TCPs for site supervision under the RGE's stream during critical stages of the works are:	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  TCP  RGE Registration No.**/ TCP No.**)  Expiry Date of RGE Registration TCP Validity Period (if applicable)  Inspection Frequency	Critical Stages of Works  Grade of TCP  (I.D. No.^/Passport No.^/ RGE Registration No.**/ TCP No.**)  RGE Registration No.**/ TCP No.**)  Expiry Date of RGE Registration TCP Validity Period (if applicable)
# 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	# 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), RGE,	15. I (name in full), RGE,
certify that Part III (paragraphs 12 to 14) of this supervision plan is prepared by me and complied	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	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	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	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	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	commencement of works as indicated in the Form BA10 or notice of commencement of minor
works*.	works*.
Date	Date
Signature Any false certification or declaration may be subject to legal action	Signature Any false certification or declaration may be subject to legal action
Certificate of Registration No. :	Certificate of Registration No. :
Date of expiry of registration :	Date of expiry of registration :

2021 Edition					Amendments						
Page 6 of 7  Part IV - Supervision plan of registered contractor (RC)						Page 6 of  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.*					16. In accordance with the type of works specified in Part I of this supervision plan, detail adjustment/combination of supervision resources (Form C) are attached at Appendix 4A.*						
17. The TC works are:	The state of the s					17. The TCPs for site supervision under the RC's stream required for the specified typ works are :				pecified type of	
	Name in English^	Name in Chinese^	I.D. No.^/ TCP No.**	Expiry Date of TCP Validity Period~ (if applicable)	Frequency Level of Site Inspection		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				(п аррисане)		AS					
Representative						Representative					
T5						T5					
T4						T4					
T3/T2*					7	T3/T2*					
T1					25	T1					
**											
CP (Logging)*						CP (Logging)*					
more than one sup provided. ^ In accordance wi ** CV is not requi ~ In accordance wi	pervisor is propose th the Hong Kong red if TCP No. is j th the registration	ed for a TCP Identity Card provided / inclusion reco	post, the demarcal record	ons are attached at A tion of their respons during critical stag	ibility should be	provided.  ^ In accordance v ** CV is not requi ~ In accordance v	with the Hong Kered if TCP No. is with the registrat	ong Identity C s provided ion / inclusion	ard record / Passport	tion of their respons	·
Critical Stages o	f Works Grade TCP	OI (ID No	Name#^ ^/TCP No.**)	Expiry Date of TCF Validity Period~ (if applicable)	Inspection Frequency	Critical Stages Works	of Grade of TCP	(I.D. No./	Name#^ / Passport No. ^ / CP No.**)	Expiry Date of TCF Validity Period <sup>*</sup> (if applicable)	Inspection Frequency
different from thos ^ In accordance wi ** CV is not requi	e listed in paragra th the Hong Kong	ph 17 above Identity Card provided	record	cluded in Appendix 4	B if the TCP is	different from t	hose listed in pa with the Hong Ko red if TCP No. is	ragraph 17 ab ong Identity C s provided	ove ard record <mark>/ Passport</mark>	cluded in Appendix or record	4B if the TCP i

BD Ref.			<u> </u>
Type of Works	90.90 325 34 Banks 200.35 300	The same of the sa	5
Name in English/Chinese <sup>1</sup>	Head & Grade of TCP	Frequency Level of Inspection <sup>1</sup>	Signature by Representative/TCP <sup>2,4</sup>
	AP/RSE/RGE/AS*		1
	Representative		
	TCP - T		
	TCP - T		
	TCP – T		
	TCP – T		
submitted to the BA. TC revised supervision plan, w Signature of TCP in this co in other construction sites Registration No. or TCP N	reams should ensure that the name of the TCP at P for critical stage, if any, should be included. With new TCP's confirmation, to the BA within infirmation indicates the TCP's acknowledgeme. If there is any change subsequently, he should be provided contact information on page on firmation indicates that the TCP has read, un	If there is a change of TCP in future, the hand a days as per section 8.3 of the Technical Meent of appointment and availability for the job, would notify his head of stream and the BA.	eads of respective streams shall submit the emorandum.  and he is not overloaded with engagement For those TCPs without AP/RSE/RGE between BD and TCPs.

BD Ref.	Project								
Type of Works		Date of Commencement of Works	s						
Name in English/Chinese <sup>1</sup>	Head & Grade of TCP	Frequency Level of Inspection <sup>1</sup>	Signature by Representative/TCP <sup>2,3,4</sup>						
	Representative								
	TCP – T								
	TCP – T								
	TCP – T								
	TCP – T								
submitted to the BA. TC revised supervision plan, v Signature of TCP in this co in other construction sites Registration No. or TCP N Signature of TCP in this co	reams should ensure that the name of the TCP a P for critical stage, if any, should be included. With new TCP's confirmation, to the BA within mfirmation indicates the TCP's acknowledgements. If there is any change subsequently, he should be a provided contact information on page on firmation indicates that the TCP has read, unconfirmation indicates that TCP's acknowledgements.	If there is a change of TCP in future, the heart days as per section 8.3 of the Technical Moent of appointment and availability for the job, could notify his head of stream and the BA. 2 of this Annex to facilitate communication derstood and agreed with the notes for "Personal Country of the stream of the stream and the BA.	eads of respective streams shall submit the emorandum. , and he is not overloaded with engagement . For those TCPs without AP/RSE/RGE between BD and TCPs.						

				Annex to supervision pla (page 2 of 2
Contact information of the	hose TCPs			
(for TCPs without AP/RS	SE/RGE Registra	tion 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	Secular control ( ) Secul			
Purposes of Collection				
<ol> <li>The personal data provided by mea</li> <li>(a) activities relating to the process</li> </ol>		used by the Buildings Department for the following p	urposes:	
(b) activities relating to the above				
(c) facilitating communication bety				
2. It is obligatory for you to provide		ed in the Annex. If you fail to provide the required de	ata, delay may be caused in pr	ocessing of your submission or eve
	n.			
result in rejection of the application		The state of the second of the	THE RESERVE AND ADDRESS OF THE PARTY OF THE	CONTRACTOR OF THE PROPERTY OF
result in rejection of the application Classes of Transferees 3. The personal data you provided by	y means of this Annex m	ay be disclosed to other government departments, but	ireaux, organisations or any p	ersons for the purposes mentioned
result in rejection of the application Classes of Transferees 3. The personal data you provided by paragraph 1 above.	y means of this Annex m	ay be disclosed to other government departments, bu	ireaux, organisations or any p	ersons for the purposes mentioned
result in rejection of the application Classes of Transferees 3. The personal data you provided by paragraph 1 above. Access to Personal Data		ay be disclosed to other government departments, but		• • • • • • • • • • • • • • • • • • • •
result in rejection of the application Classes of Transferees 3. The personal data you provided by paragraph 1 above.  Access to Personal Data 4. You have the right of access and of the paragraph of the paragraph.	correction with respect to		ata (Privacy) Ordinance. The F	Buildings Department has the right

Amendments						
Contact information of t Functional stream: AP/	hose TCPs wit RSE / RGE / R	thout AP/RSE/ROC*	GE Registration No	o. or TCP No.	Annex to supervision (page 2	
Name^ in English/Chinese	Grade of TCP	Telephone Number	Email Address	Signat (Pleas conser	ture by Representative/TCP se tick the box below to indicate y nt to be given for the purpose sta te 5 on "Personal Data" below)	
	Representative				20	
	TCP – T					
	TCP – T					
	TCP – T					
	TCP – T					
result in rejection of the application Classes of Transferees  3. The personal data you provided be paragraph I above.  Access to Personal Data  4. You have the right of access and charge a reasonable fee for the pure Buildings Department.  Use of Personal Data by Construct  5. Subject to your consent as so independent.	sing of your submission proposed building won proposed buildings De the information as recon.  by means of this Annex correction with respectoressing of any data at the information as reconsidered by ticking the data of the information in th	n in this Annex;  ths; and  partment and the TCPs.  quired in the Annex. If you  that may be disclosed to oth  to the personal data as  access request. Request the  (CIC)  theckbox "\sum above, you  thes;	ou fail to provide the require ther government departments, provided under the Personal for personal data access and	ed data, delay may be on the control of the control	caused in processing of your submission on any persons for the purposes mentionance. The Buildings Department has the addressed to the Site Monitoring Section CV submitted with this supervision planty Competent Persons Registration Scheme	right to n of the
* Delete if inappropriate ^ In accordance with the Hong	g Kong Identity Card	record/Passport record	1		1	



(8/2024)

20	2021 Edition (with amendments till December 2023)		2024 Edition		
3 Ob	ejective and General Principles	3	Objective and General Principles		
	jective		Objective		
3.1 Th: (a) (b) (c) (d) (e) (f) (g) (h)	various types of building works or street works; the deployment of technically competent persons (TCPs) and the combination of their duties; 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; the specific tasks of TCPs in carrying out site supervision; the division of responsibility for temporary works; the qualification and experience requirements for each grade of TCP; the procedures for dealing with non-conformities; and	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;  (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;  (d) the specific tasks of TCPs in carrying out site supervision;  (e) the division of responsibility for temporary works;  (f) the qualification and experience requirements for each grade of TCP;  (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.		

2021 Edi	ition (with amendments till December 2023)	2024 Edition			
	Table 4.1 Responsibilities and Duties under AP's Stream  AP	Table 4.1  Responsibilities and Duties under AP's Stream  AP			
	Assuming overall responsibilities in the appointment of his	Assuming overall responsibilities in the appointment of his			
	Representative and TCPs.  • Ensuring the full implementation of the supervision plan regarding his own stream.	Representative and TCPs.  • Ensuring the full implementation of the supervision plan regarding his own stream.			
Responsibilities	Overseeing the full implementation of the supervision plan regarding the RC's stream.	Responsibilities  • Overseeing the full implementation of the supervision plan regarding the RC's stream.			
	Establishing an efficient and effective mechanism for dealing with non-conformities.	Establishing an efficient and effective mechanism for dealing with non-conformities.			
	Assessing the scale for each type of works relevant to the project.	Assessing the scale for each type of works relevant to the project.			
	Compiling his own part of the supervision plan.	Compiling his own part of the supervision plan.			
	Coordinating and submitting the supervision plan to the BA.	Coordinating and submitting the supervision plan to the BA.			
	Devising checklists of specific tasks for his TCPs.	Devising checklists of specific tasks for his TCPs.			
Duties	Supervising his Representative and TCPs.	Duties  • 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.	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.	Carrying out site inspections as necessary.			
	AP's Representative	AP's Representative			
	Accountable to the AP for the implementation of the AP's supervision plan.	Accountable to the AP for the implementation of the AP's supervision plan.			
Responsibilities	Representing the AP as the formal point of contact in communication with other streams.	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.	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.	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.	Ensuring that the RC's safety management structure complies with the supervision plan.			

2021 E	dition (with amendments till December 2023)	2024 Edition		
	Table 4.1 Cont'd		Table 4.1 Cont'd	
	Assisting the AP in carrying out safety management functions.		Assisting the AP in carrying out safety management functions.	
Duties	Coordinating and compiling reports on supervision activities including reports on non-conformity.	Duties	Coordinating and compiling reports on supervision activities including reports on non-conformity.	
	Dealing with non-conformities.		Dealing with non-conformities and site incidents.	
	T4		T4	
	Accountable to the AP, through the AP's Representative, for the implementation of the supervision plan.		Accountable to the AP, through the AP's Representative, for the implementation of the supervision plan.	
Responsibilities	Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.	Responsibilities	Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.	
	Carrying out specific tasks as per checklist devised by the AP.		Carrying out specific tasks as per checklist devised by the AP.	
Duties	Checking that specified aspects of works comply with approved plans, design requirements and method statements, precautionary and protective measures are in place and followed.	Duties	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.		Dealing with non-conformities and site incidents, making referral to the AP's Representative and notifying TCPs in other streams.	
	T3		T3	
	Accountable to the AP through the AP's Representative.		Accountable to the AP through the AP's Representative.	
Responsibilities	Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.	Responsibilities	Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.	
	Carrying out specific tasks as per checklist devised by the AP.		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.		Checking that the works comply with the approved plans (or submitted plans for minor works), method statements, precautionary and protective measures.	
Duties	Monitoring the work of the RC's TCPs.	Duties	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.		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.		Dealing with non-conformities and site incidents, making referral to the AP's Representative and notifying TCPs in other streams.	

	Table 4.2 Responsibilities and Duties under RSE's Stream				
	RSE				
	Assuming overall responsibilities in the appointment of his Representative and TCPs.				
Responsibilities	Ensuring the full implementation of the supervision plan regarding his own stream.				
Responsibilities	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.				
	Compiling his own part of the supervision plan.				
	Devising checklists of specific tasks for his TCPs.				
Duties	Supervising his Representative and TCPs.				
	Notifying the AP of any non-conformities which pose an imminen danger, or cause a material concern for safety and the RC fails to rectify.				
	Carrying out site inspections as necessary.				
	RSE's Representative				
	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.				
Responsibilities	Taking overall responsibility to check if the safety measures on situ 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				

Checking and satisfying that the RC's safety management structure complies with the supervision plan.

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.

Duties

2021 Edition (with amendments till December 2023)

#### 2024 Edition

	Table 4.2 Responsibilities and Duties under RSE's Stream
	RSE
	Assuming overall responsibilities in the appointment of his Representative and TCPs.
Responsibilities	Ensuring the full implementation of the supervision plan regarding his own stream.
Responsionnes	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.
	Compiling his own part of the supervision plan.
	Devising checklists of specific tasks for his TCPs.
Duties	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
	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.
Responsibilities	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.
	Assisting the RSE in carrying out safety management functions.
Duties	Coordinating and compiling reports on supervision activities including reports on non-conformity.

Table 4.2 Cont'd  T5  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.  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,	Responsibilities	<ul> <li>Table 4.2 Cont'd</li> <li>Accountable to the RSE through the RSE's Representative, for the implementation of the supervision plan.</li> <li>Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.</li> <li>Carrying out specific tasks as per checklist devised by the RSE.</li> <li>Dealing with non-conformities and site incidents, making referral to the RSE's Representative and notifying TCPs in other streams.</li> <li>Checking that site works comply with the approved plans, design</li> </ul>
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.  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,	Responsibilities	<ul> <li>Accountable to the RSE through the RSE's Representative, for the implementation of the supervision plan.</li> <li>Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.</li> <li>Carrying out specific tasks as per checklist devised by the RSE.</li> <li>Dealing with non-conformities and site incidents, making referral to the RSE's Representative and notifying TCPs in other streams.</li> </ul>
implementation of the supervision plan.  Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.  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,	Responsibilities	<ul> <li>implementation of the supervision plan.</li> <li>Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.</li> <li>Carrying out specific tasks as per checklist devised by the RSE.</li> <li>Dealing with non-conformities and site incidents, making referral to the RSE's Representative and notifying TCPs in other streams.</li> </ul>
Memorandum and this Code.  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,		<ul> <li>Carrying out specific tasks as per checklist devised by the RSE.</li> <li>Dealing with non-conformities and site incidents, making referral to the RSE's Representative and notifying TCPs in other streams.</li> </ul>
precautionary and protective measures.  Validating conditions on site which relate to design assumptions for temporary or permanent structures	Duties	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		T3
Accountable to the RSE through the RSE's Representative.  Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.	Responsibilities	<ul> <li>Accountable to the RSE through the RSE's Representative.</li> <li>Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.</li> </ul>
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.	Duties	<ul> <li>Carrying out specific tasks as per checklist devised by the RSE.</li> <li>Checking that the works comply with the approved plans (or submitted plans for minor works), method statements, precautionary and protective measures.</li> <li>Monitoring the work of the RC's TCPs.</li> <li>Dealing with non-conformities and site incidents, making referral to the RSE's Representative and notifying TCPs in other streams.</li> </ul>
T A T M C C su au D D	countable to the RSE through the RSE's Representative.  aking up relevant responsibilities as set down in the Technical demorandum and this Code.  arrying out specific tasks as per checklist devised by the RSE.  thecking that the works comply with the approved plans (or abmitted plans for minor works), method statements, precautionary and protective measures.	remporary or permanent structures.  Cocountable to the RSE through the RSE's Representative.  Responsibilities  Responsibilities  Responsibilities  Responsibilities  Responsibilities  In the Technical demorandum and this Code.  Code arrying out specific tasks as per checklist devised by the RSE.  Complete the works comply with the approved plans (or abmitted plans for minor works), method statements, precautionary and protective measures.  Conitoring the work of the RC's TCPs.  Complete the RSE through the RSE's representative.  Responsibilities

Table 4.3 Responsibilities and Duties under RGE's Stream RGE		
	Assuming overall responsibilities in the appointment of h Representative and TCPs.	
Responsibilities	Ensuring the full implementation of the supervision plan regarding his own stream.	
Responsionnes	Overseeing the full implementation of the supervision plan regarding the RC's stream.	
	Giving permission to the RC for carrying out temporary work categorised as Case 3 under paragraph 4.9 of this Code.	
	Compiling his own part of the supervision plan.	
	Devising checklists of specific tasks for his TCPs.	
Duties	Supervising his Representative and TCPs.	
Dates	Notifying the AP of any non-conformities which pose an immine danger, or cause a material concern for safety and the RC fails rectify.	
	Carrying out site inspections as necessary.	
	RGE's Representative	
	Accountable to the RGE for implementing the RGE's supervision plan.	
	Representing the RGE as the formal point of contact communication with other streams.	
Responsibilities	Taking overall responsibility to check if the safety measures on si meet with the requirements of supervision plans.	
	<ul> <li>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 the Code.</li> </ul>	
	Checking and satisfying that the RC's safety management structu complies with the supervision plan.	
	Assisting the RGE in carrying out safety management functions.	
	Coordinating and compiling reports on supervision activiti	
Duties	including reports on non-conformity.	

• Dealing with non-conformities.

## 2024 Edition

	Table 4.3 Responsibilities and Duties under RGE's Stream
	RGE
	Assuming overall responsibilities in the appointment of his Representative and TCPs.
Responsibilities	Ensuring the full implementation of the supervision plan regarding his own stream.
Responsionnes	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.
	Compiling his own part of the supervision plan.
	Devising checklists of specific tasks for his TCPs.
Duties	Supervising his Representative and TCPs.
Dunes	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
	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.
Responsibilities	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.
	Assisting the RGE in carrying out safety management functions.
Duties	Coordinating and compiling reports on supervision activities including reports on non-conformity.

2021 E	dition (with amendments till December 2023)	2024 Edition		
	Table 4.3 Cont'd		Table 4.3 Cont'd	
	T5		T5	
	Accountable to the RGE through the RGE's Representative, for the implementation of the supervision plan.		Accountable to the RGE through the RGE's Representative, for the implementation of the supervision plan.	
Responsibilities	Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.	Responsibilities	Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.	
	Carrying out specific tasks as per checklist devised by the RGE.		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.		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.	Duties	Checking that site works comply with the approved plan, design requirements including those of the method statements, precautionary and protective measures.	
Duties	Validating conditions on site which relate to design assumptions for temporary or permanent structures.	Duties	Validating conditions on site which relate to design assumptions for temporary or permanent structures.	
	T2/T3		T2/T3	
	Accountable to the RGE through the RGE's Representative.		Accountable to the RGE through the RGE's Representative.	
Responsibilities	Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.	Responsibilities	Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.	
	Carrying out specific tasks as per checklist devised by the RGE.		Carrying out specific tasks as per checklist devised by the RGE.	
Duties	Checking that the works comply with the approved plans (or submitted plans for minor works), method statements, precautionary and protective measures.	Duties	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.		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.		Dealing with non-conformities and site incidents, making referral to the RGE's Representative and notifying TCPs in other streams.	

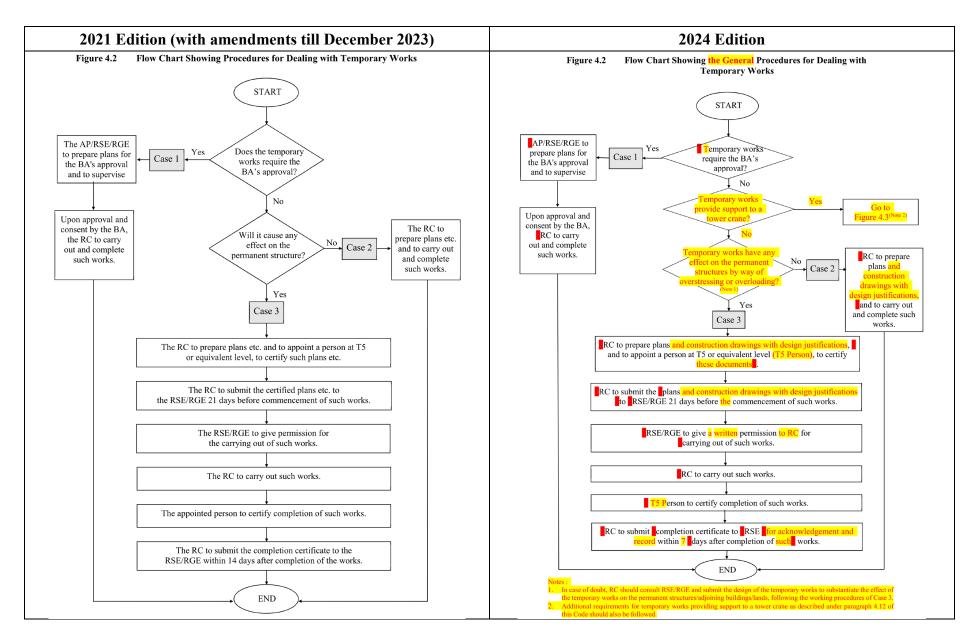
2021 E	dition (with amendments till December 2023)	2024 Edition		
	Table 4.4 Responsibilities and Duties under RC's Stream		Table 4.4 Responsibilities and Duties under RC's Stream	
	Assuming overall responsibilities in the appointment of his Representative and TCPs.	D 1777	Assuming overall responsibilities in the appointment of his Representative and TCPs.  Ensuring the full implementation of the supervision plan recording.	
Responsibilities	<ul> <li>Ensuring the full implementation of the supervision plan regarding his own stream.</li> <li>Ensuring that non-conformities are immediately acted on and that rectification is carried out forthwith.</li> </ul>	Responsibilities	<ul> <li>Ensuring the full implementation of the supervision plan regarding his own stream.</li> <li>Ensuring that non-conformities are immediately acted on and that rectification is carried out forthwith.</li> </ul>	
Duties	<ul> <li>Compiling his own part of the supervision plan.</li> <li>Devising checklists of specific tasks for his TCPs.</li> <li>Supervising his Representative and TCPs.</li> <li>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.</li> <li>Notifying the AP of any non-conformities which pose an imminent danger, or cause a material concern for safety.</li> <li>Carrying out site inspections as necessary.</li> </ul>	Duties	<ul> <li>Compiling his own part of the supervision plan.</li> <li>Devising checklists of specific tasks for his TCPs.</li> <li>Supervising his Representative and TCPs.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ul>	

2021 E	dition (with amendments till December 2023)	2024 Edition
	AC's Panyasantativa	AS's Representative
Responsibilities  Duties	<ul> <li>AS's Representative</li> <li>Accountable to the AS for the implementation of the RC's supervision plan.</li> <li>Representing the AS as the formal point of contact in communication with other streams.</li> <li>Taking up overall responsibilities in carrying out site safety measures and actions in accordance with the supervision plan.</li> <li>Ensuring that the line management, including sub-contractors, are conversant with the supervision plan, and that good coordination and communication exists between his TCPs.</li> <li>Directing staff and sub-contractors on safety related matters.</li> <li>Coordinating and compiling reports on supervision activities.</li> <li>Dealing with non-conformities.</li> <li>Assisting the AS in the investigation of the causes of each non-conformity and taking measures to prevent further occurrence.</li> </ul>	<ul> <li>Accountable to the AS for the implementation of the RC supervision plan.</li> <li>Representing the AS as the formal point of contact in communicati with other streams.</li> <li>Taking up overall responsibilities in carrying out site safety measure and actions in accordance with the supervision plan.</li> <li>Ensuring that the line management, including sub-contractors, a conversant with the supervision plan, and that good coordination a communication exists between his TCPs.</li> <li>Directing staff and sub-contractors on safety related matters.</li> <li>Coordinating and compiling reports on supervision activities.</li> <li>Ensuring the implementation plan for the adoption of the mobile planalert system and/or the tower crane alert system for building works properly executed on site.</li> <li>Dealing with non-conformities and site incidents.</li> <li>Assisting the AS in the investigation of the causes of each no conformity and taking measures to prevent further occurrence.</li> </ul>

<b>2021 Ed</b>	ition (with amendments till December 2023)	2024 Edition
	Table 4.4 Cont'd	Table 4.4 Cont'd
	T4/T5	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	<ul> <li>Accountable to the AS, through the AS's Representative, for the implementation of the supervision plan.</li> <li>Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.</li> </ul>
Duties	Memorandum and this Code.     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	<ul> <li>Checking that assumptions made in the design of temporary works, method statements and precautionary and protective measures are validated on site.</li> <li>Checking that actual site conditions and works being carried out agree with the approved plans, design requirements, method statements and precautionary and protective measures.</li> <li>Carrying out specific tasks as per checklist devised by AS.</li> <li>Dealing with non-conformities and site incidents, making referral to the AS's Representative and notifying TCPs in other streams.</li> </ul>
	Representative and notifying TCPs in other streams.	T1-T3
	<ul> <li>T1-T3</li> <li>Accountable to the AS through the AS's Representative.</li> </ul>	<ul> <li>Accountable to the AS through the AS's Representative.</li> <li>Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.</li> </ul>
Responsibilities	Taking up relevant responsibilities as set down in the Technical Memorandum and this Code.	Checking on routine basis that site works comply with general site safety requirements.
Duties	<ul> <li>Checking on routine basis that site works comply with general site safety requirements.</li> <li>Checking specialist aspects of work to see that they comply with the submitted supervision plans. (T2 &amp; T3 only)</li> </ul>	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 works comply with the approved plans (or submitted plans for minor works), method statements, precautionary and protective measures.	<ul> <li>Checking that the temporary works comply with the plans, construction drawings, sequence of construction, method statements, and details of precautionary and protective measures.</li> <li>Checking that the mobile plant alert system and/or the tower</li> </ul>
	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)  Complete the transfer trade as a second call it the include AS.	<ul> <li>Checking that the mobile plant alert system and/of the tower crane alert system are properly installed and operating.</li> <li>Checking that subordinate TCPs have carried out routine checks at the correct frequency and that records are prepared and filed on site. (T2 &amp; T3 only)</li> </ul>
	<ul> <li>Carrying out specific tasks as per checklist devised by AS.</li> <li>Dealing with non-conformities by making referral to the AS's Representative and notifying TCPs in other streams.</li> </ul>	<ul> <li>Carrying out specific tasks as per checklist devised by AS.</li> <li>Dealing with non-conformities and site incidents. making referral to the AS's Representative and notifying TCPs in other streams.</li> </ul>

ZUZI Ed	ition (with amendments till December 2023)	2024 Edition
	division of responsibility between AP/RSE/RGE and RC for overary works and working procedures is detailed below:	4.9 The division of responsibilities between AP/RSE/RGE and RC for temporary works and working procedures is detailed below:
Case	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.  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.  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	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 drawings¹ with design justifications² 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
	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.	support to a tower crane, additional requirements as descring paragraph 4.12 of this Code should also be followed.  Construction drawings include all necessary construction details and specifications temporary works, sequence of construction, method statements, details of precauti and protective measures.  Design justifications include design calculations of the temporary works and the assess on the effects on the permanent structures, the adjoining buildings and lands.

202	21 Edition (with amendments till December 2023)	2024 Edition
4.9	The division of responsibility between AP/RSE/RGE and RC for	(c) Case 3 - When the temporary works, the sequence of
	temporary works and working procedures is detailed below:	construction or method statements are not required to be shown
	Case 1 When the prescribed plans stipulate the temporary works, and	on the prescribed plans but may have effect on the permanent
	the sequence of construction or method statements are also	structures, the adjoining buildings or lands, by way of
	shown on prescribed plans, both the AP/RSE/RGE and the RC	overstressing or overloading, the RC should prepare plans and
	have their own responsibilities to supervise the carrying out of	construction drawings with design justifications for the
	the works in accordance with the approved/prescribed plans	temporary works. RC should appoint a person whose
	and the BO and Regulations.	qualification and experience are not inferior to a TCP of grade
	Case 2 When the temporary works, the sequence of construction or	
	method statements are not required to be shown on prescribed	T5 (T5 Person <sup>3</sup> ) to certify these documents, which should then
	plans and have no effect on the permanent structure by way of	be submitted to the RSE/RGE 4 21 days before the
	overstressing or overloading, the RC has the sole responsibility	commencement of works, and a completion certificate should be
	of ensuring the integrity of temporary works and that the	submitted to the RSE for acknowledgement, as further described
	carrying out of temporary works should be safe and should not	in paragraph 4.11 of this Code. The RC has the sole
	endanger the workers on site, the public and adjoining buildings.	responsibility of ensuring the integrity of the temporary works and
	Case 3 When the temporary works, the sequence of construction or	that the carrying out of temporary works should be safe and should
	method statements are not required to be shown on the	not endanger the workers on site, the public and adjoining
	prescribed plans but may have effect on the permanent structure	
	by way of overstressing or overloading, the RC should appoint	buildings and lands. For temporary works providing support
	a person whose qualification and experience are not inferior to a	to a tower crane, additional requirements as described under
	TCP of grade T5 to certify the plans, design information and/or	paragraph 4.12 of this Code should also be followed.
	method statement of the temporary works which are to be	
	submitted to the RSE/RGE. The person so appointed should	Figure 4.2 illustrates the general procedures for dealing with temporary
	also certify the completion of such works. The RSE/RGE may	works.
	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.	<ul> <li>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.</li> <li>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,</li> </ul>



2021 Edition (with amendments till December 2023)	2024 Edition
4.10 For Case 2, method statements and drawings, precautionary and protective measures are required for, but not limited to, the following works:	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	(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
<ul> <li>(i) columns and walls with height exceeding 6m</li> <li>(ii) retaining wall higher than 4m</li> <li>(c) Temporary working platforms for the operation of plant and machinery</li> <li>(d) Lifting operation of plant and machinery.</li> </ul>	<ul> <li>(i) columns and walls with height exceeding 6m</li> <li>(ii) retaining wall higher than 4m</li> <li>(c) Temporary working platforms for the operation of plant and machinery</li> <li>(d) Lifting operation of plant and machinery.</li> </ul>

2021 Edition (with amendments till December 2023)	2024 Edition
-	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 <sup>3</sup> ) to certify these
	documents. These documents should then be submitted to the
	RSE/RGE not later than 21 days before the commencement of
	works.

2021 Edition (with amendments till December 2023)		2024 Edition
-	(b)	The RSE/RGE <sup>4</sup> 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 <sup>3</sup> 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 <sup>5</sup> and record within 7 days after completion of
		the works.
		d check the completeness of the certificate, e.g. the T5 Person had certified in
		the temporary works had been completed in accordance with the certified plans action drawings for the development project concerned and were structurally

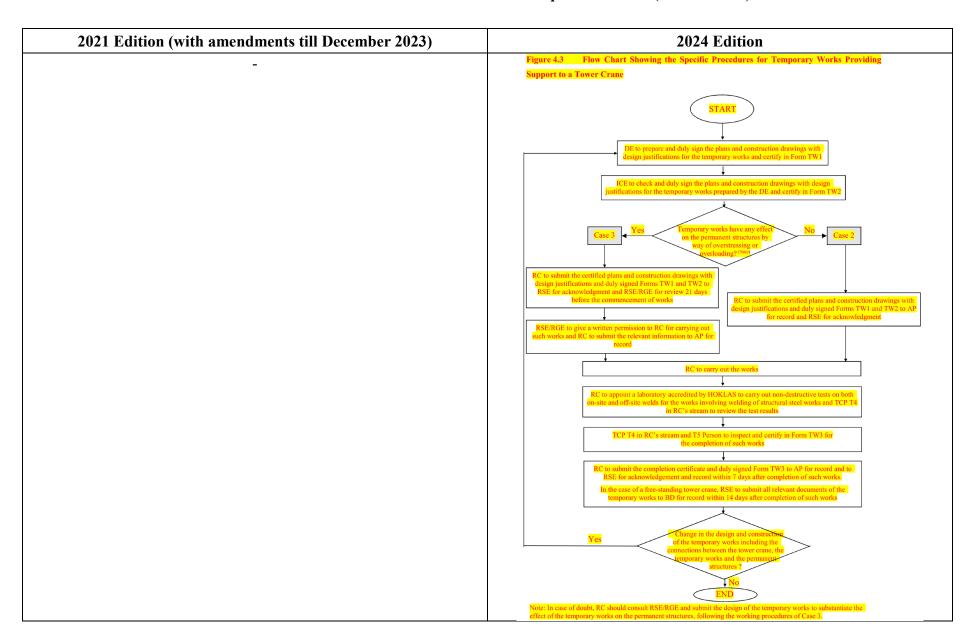
2021 Edition (with amendments till December 2023)	2024 Edition
-	4.12 For temporary works providing support to a tower crane, the following
	additional requirements should also be complied with:
	(a) A design engineer (DE) who possesses a minimum qualification of
	a registered professional engineer (civil/structural) 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;

2021 Edition (with amendments till December 2023)	2024 Edition
-	(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 <sup>6</sup> 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 <sup>6</sup>
	and the RSE/RGE4 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;
	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.

2021 Edition (with amendments till December 2023)	2024 Edition
-	(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.

2021 Edition (with amendments till December 2023)	2024 Edition
-	(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 <sup>8</sup> 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 and record
	within 7 days after completion of the works;
	(h) Any load test or examination of the tower cranes <sup>10</sup> should not be
	conducted prior to acknowledgement of Form TW3 by the RSE;
	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.  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.  Required under the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations.

2021 Edition (with amendments till December 2023)	2024 Edition
-	(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.



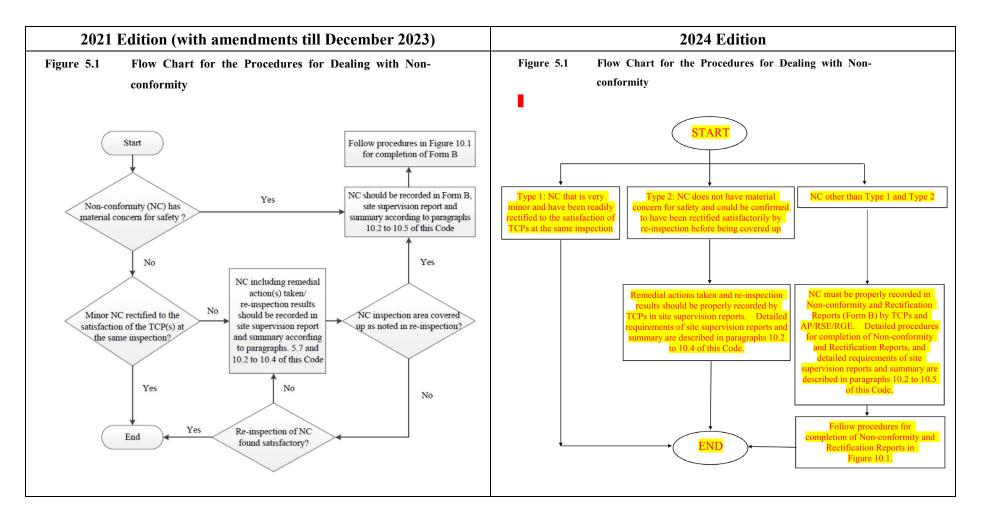
2021 Edition (with amendments till December 2023)	2024 Edition
4.11 For all Cases 1, 2 and 3 above, the RC should maintain on site a set of plans	4.13 For all Cases 1, 2 and 3 above, the RC should maintain on site a set of plans,
showing the method statement and precautionary and protective measures	construction drawings, design justifications, method statements, details of
for the reference of the TCPs and the inspection of the BA, which should	precautionary and protective measures, etc for the reference of the TCPs
be listed out in a register on site.	and the inspection of the BA, which should be listed out in a register on site.

2021 Edition (with amendments till December 2023)	2024 Edition
-	Qualified Supervision of Building Works Involving Mobile Plants and
	Tower Cranes <sup>11</sup>
	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 <sup>12</sup>
	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 <sup>13</sup> under the Smart Site
	Safety System <sup>14</sup> (4S);
	Applicable to projects with conditions imposed under section 17(1) of the BO for superstructure works involving mobile plants and/or tower cranes.  "Mobile plant" generally includes all heavy-type mobile plants, such as bulldozer, compactor, crawler crane, dumper, excavator, gantry crane, grader, loader, scraper, truckmounted 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.  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.  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 Sma

2021 Edition (with amendments till December 2023)	2024 Edition
-	(b) Where a tower crane is used for the building works, it should be
	equipped with a tower crane alert system <sup>15</sup> 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;
	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.

	2024 Edition		2021 Edition (with amendments till December 2023)
esentative and TCP	(d) The responsibilities and duties of AS/AS's Representative and	(d)	-
follows:	for site supervision under the RC stream are as follows:		
ared by the AS or	(i) An implementation plan should be prepared by the A		
doption of the alert	under the supervision of the AS for the adoption of the		
not limited to, the	systems. The plan should include, but not limited to		
nes to be used, the	types of mobile plants and/or tower cranes to be used		
efinition of danger	automated alert systems to be used, the definition of d		
on, and the fallback	zones, a brief description of their operation, and the fal		
ystem failure);	measures for special circumstances (e.g. system failure)		
ould ensure that the	(ii) The AS and the AS's Representative should ensure the		
) above is properly	implementation plan described in item (i) above is pro		
	executed on site; and		
at the alert systems	(iii) The TCP T1 and TCP T3 should check that the alert sys		
t the plant operators	are properly installed and operating to alert the plant ope		
nger zones. They	and any site personnel encroaching the danger zones.		
tation plan for any	should report according to the implementation plan fo		
a malfunction is	necessary repairs/rectification whenever a malfuncti		
	identified.		
ta	should report according to the implementancessary repairs/rectification whenever		

	2021 Edition (with amendments till December 2023)		2024 Edition
	Communication Procedures		Communication Procedures
4.12	Successful implementation of the Supervision Plan System requires	4.1 <mark>5</mark>	Successful implementation of the Supervision Plan System requires
	effective and efficient within-stream and interstream communications.		effective and efficient within-stream and interstream communications.
	Lines of within-stream communications should be established between the		Lines of within-stream communications should be established between the
	engineering safety supervision level and the routine safety supervision level		engineering safety supervision level and the routine safety supervision level
	whereas interstream communications should usually take place between		whereas interstream communications should usually take place between
	stream counterparts. Typical lines of within-stream and interstream		stream counterparts. Typical lines of within-stream and interstream
	communications are illustrated in Figure 4.1.		communications are illustrated in Figure 4.1.



2	021 Edition (with amendments till December 2023	)		2024 Edition									
	Table 5.1 Typical Items for the Checklist of Specific Tasks for AP's TCPs					Table 5.1 Typical Items for the Checklist of Specific Tasks for AP's TCPs							
Item No.	Description			Iten No.	- 1	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.		]	A1		Establish systems for co-ordinating, compiling and filing of reports, maintaining filing systems; and forwarding reports to AP in case of non-conformity.							
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.	ine ns		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.	Routine items						
A3	Check that the provision and condition of scaffolding, catch fans, matscreens and heavy duty nylon mats, as appropriate, are satisfactory.	Routine items		A3		heavy duty nylon mats, as appropriate, are satisfactory.	Ro it						
A4	Check that monitoring checkpoints are installed and readings are taken in time.			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.	Engineering items		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							
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.			A6	5	carried out.  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							
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.		l Enginee	l Enginee	l Enginee	l Enginee	l Enginee	l Enginee	l Enginec			}	rectification instructions, or if the site incident is considered as a major/serious site incident relating to safety and/or quality of works.
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	Routine and				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.	Engineeri						
	drawings is kept on site; and that they are followed, including checking the video record for demolition works.	R		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	utine and						
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	ing				record for demolition works.	Rout						
	propping or restraint.	Engineering item	Ш	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							
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		•			by the RC.							
	stage.			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.	Á						

2021 Edition (with amendments till December 2023)				2024 Edition				
	Table 5.2 Typical Items for the Checklist of Specific Tasks for RSE's TCPs				Table 5.2 Typical Items for the Checklist of Specific Tasks for RSE's TCPs			
Item No.	Description			Item No.	Description			
E1	Establish system for communicating with other TCPs.	<u>e</u>		E1	Establish system for communicating with other TCPs.	e e		
E2	Check that all monitoring checkpoints are installed and readings are being taken in time.	Routine	items	E2	Check that all monitoring checkpoints are installed and readings are being taken in time.	Routine		
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.			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.	ngineering	· σ	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	50		
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.	tine and Engi	ıtem	E5	incident relating to safety and/or quality of works.  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	Engineering		
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.	Rou		E6	Memorandum and the Code.  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	tine and		
E7	Check that there is no over-excavation and temporary cut slopes will not cause any instability to adjoining ground/structures/buildings.			E7	record for demolition works.  Check and satisfy with the completeness of documents including plans, construction	~		
E8	Check that enclosing walls for top down construction show no signs of defect or lack of soundness.				drawings, design justifications, standard forms, test reports and completion certificate of the temporary works providing support to the tower crane; and check			
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.			E8	that they are properly kept on site by the RC; and that the procedures are followed by the RC.  Check that there is no over-excavation and temporary cut slopes will not cause any			
E10	Check that the design and supports of formwork, shoring and temporary working platform are adequate to support all intended loads.	ing			instability to adjoining ground/structures/buildings.			
E11	Check that there is no risk of artesian conditions for excavation and lateral support	ngineer	items	E <mark>9</mark>	Check that enclosing walls for top down construction show no signs of defect or lack of soundness.			
E12	works.  Check that stability and integrity of nearby buildings and ground are not adversely affected.	面面		E <u>10</u>	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.			
E13	Check that the groundwater table is consistent with design of excavation and lateral support works.			E1 <mark>1</mark>	Check that the design and supports of formwork, shoring and temporary working platform are adequate to support all intended loads.	Engineering		
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.			E12	Check that there is no risk of artesian conditions for excavation and lateral support works.	Ш		
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			E1 <mark>3</mark>	Check that stability and integrity of nearby buildings and ground are not adversely affected.			
	stage.			E1 <mark>4</mark>	Check that the groundwater table is consistent with design of excavation and lateral support works.			

20	2021 Edition (with amendments till December 2023)		2024 Edition					
	Table 5.2 Typical Items for the Checklist of Specific Tasks for RSE's TCPs			Table 5.2 Cont'd				
Item No.	Description		Item No.	Description				
E1	Establish system for communicating with other TCPs.	s s	E1 <mark>5</mark>	Check that before excavation takes place, the highest new deck level for top down				
E2	Check that all monitoring checkpoints are installed and readings are being taken in time.	Routine items		construction is in place and has achieved sufficient strength to provide lateral support.				
Е3	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.			Bngir				
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.	ngineering	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.				
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.	tine and En items						
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.							
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.	sering						
E11	Check that there is no risk of artesian conditions for excavation and lateral support works.	Engine						
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.							

2021	1 Edition (with amendments till December 20  Table 5.3	)23 	)		2024 Edition  Table 5.3	1				
	Typical Items for the Checklist of Specific Tasks for RGE's TCPs	ļ			Typical Items for the Checklist of Specific Tasks for RGE's TCPs					
Item No.	Description			Item No.	Description					
G1	Establish system for communicating with other TCPs.	ne		G1	Establish system for communicating with other TCPs.	(1)				
G2	Check that all monitoring checkpoints are installed and readings are being taken in time.	Routine items		G2	Check that all monitoring checkpoints are installed and readings are being taken in time.	Routine				
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.	50		G3	Verify non-conformity and site incident, and instruct rectification works immediately. Notify all relevant parties in respect of the non-conformity and site					
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.	ngineering		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					
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.	ne and Er items			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.					
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,	Routin		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.	50				
G7	including checking the video record for demolition works.  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.	1111		-	-		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.		
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.			G <mark>8</mark>	Check that there is no over-excavation/over-loading and temporary cut and fill slopes					
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.	ingineerin items			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.					
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.			G <mark>9</mark>	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.					
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			G <mark>10</mark>	Check that there is no risk of hydraulic failure causing ground collapse or excessive deformation.	Engineering				
	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.			G1 <mark>1</mark>	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.	1				
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.			G1 <mark>2</mark>	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.					

2021	1 Edition (with amendments till December 2023)				2024 Edition																										
	Table 5.3 Typical Items for the Checklist of Specific Tasks for RGE's TCPs				Table 5.3 Cont																										
Item No.	Description		Item		Description																										
G1	Establish system for communicating with other TCPs.	e	No. G13	_	Check that the geotechnical assumptions (i.e. ground model, surface water regim																										
G2	Check that all monitoring checkpoints are installed and readings are being taken in time.	Routine items	015	8	ground water regime, ground deformations/vibrations, geotechnical hazards/risk etc.) are consistent with the geotechnical assessment/study/works design, and to																										
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.	asses cond and pand pand pand pand pand pand pan	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																												
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.		- 6	and protective measures and advise the RGE accordingly.																											
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.	an	Gn		Any other items considered essential by the RGE, including those for qualities supervision and other conditions imposed by the BA at approval and/or conse stage.																										
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.																														
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.	ering on s	ering on some	ering on some	ering ns	ering ns																									
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.																														

2(	021 Edition (with amendments till December 2023)	)		2024 Edition						
	Table 5.4 Typical Items for the Checklist of Specific Tasks for RC's TCPs			Item	Table 5.4 Typical Items for the Checklist of Specific Tasks for RC's TCPs Description					
Item	Description			No.	•					
No. C1	Establish system for communicating with other TCPs.		<b>-</b>	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			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	BA.  Check and ensure that there are arrangements for access and egress of vehicles which			СЗ	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	are satisfactory and do not endanger the public or other road users.  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			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	secure safety against falling objects.  Check that restraining guy ropes and/or nets are provided before removal of external			C5	Check that restraining guy ropes and/or nets are provided before removal of external walls for demolition works.					
	walls for demolition works.	Routine	tems	C6	Check that there is no excessive debris on floor slabs and against external walls for demolition works.					
C6	Check that there is no excessive debris on floor slabs and against external walls for demolition works.	Re	-	C7	check that relate chate and relate openings are properly recated.					
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.					
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.					
С9	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.					
	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 <sup>13</sup> and/or the tower crane alert system <sup>15</sup> 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					
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.	Engineering		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					
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.	and	items	C1 <mark>3</mark>	platform, the platform is adequate to support the plant and all other imposed loads.  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.	Routine		C1 <mark>4</mark>	drawings is kept on site; and that they are followed.  Check that mechanical plant is operating safely and in accordance with method statements and proppings are provided in accordance with approved demolition plans.					

<u> 202</u>	1 Edition (with amendments till December 202	<u> 23)</u>		2024 Edition														
	Table 5.4 Cont'd	ŀ		Table 5.4 Cont'd														
Item No.	Description			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.			C1 <mark>5</mark>	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.													
C15	Check that permit to work has been obtained and safety measures implemented if public street is to be occupied/affected for lifting operation.	ine and Engineering			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												
C16	Check that procedures for the excavation and lateral support works are carried out in accordance with the approved/submitted plans/agreed working sequence.			015	drawings.													
C17	Check that falsework for elevated structure is erected in accordance with the design proposal.		and Engineering Items		te	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 during site formation works, existing nullahs and watercourses are properly diverted.			and Engineering Items	and Engineering Items			Check that permit to work has been obtained and safety measures implemented if public street is to be occupied/affected for lifting operation.										
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,					and Engineering Items	and Engineering Items	and Engineering Items	and Engineering Items	and Engineering Items		C1 <mark>9</mark>	Check that procedures for the excavation and lateral support works are carried out in accordance with the approved/submitted plans/agreed working sequence.	in				
C20	Check that protective measures for blasting operation are in place and maintained.										Routine and Enginee Items	Routine and Enginee Items	Enginee		C <mark>20</mark>	Check that falsework for elevated structure is erected in accordance with the design proposal.	ign	
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.													Check that during site formation works, existing nullahs and watercourses are properly diverted.	are			
C22	Set up procedures to ensure that safety measures and safety actions are checked and recorded by the TCPs.													C <mark>22</mark>	Inspect slopes to check that temporary drainage is adequate and that unexpected			
C23	Instruct rectification of non-conformity and monitor rectification measures.				channels or conduits do not develop prior to forecast heavy rainstorms and during rainfall events,	,												
C24	Report to relevant parties when non-conformity is observed and rectified.			C2 <mark>3</mark>	Check that protective measures for blasting operation are in place and maintained.													
C25	Check that stability and integrity of nearby buildings and ground are not adversely affected.			C2 <mark>4</mark>	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.	and Engineering												
C26	Check that enclosing walls for top down construction show no signs of defect or lack of soundness.	ering S		C2 <mark>5</mark>	Set up procedures to ensure that safety measures and safety actions are checked and recorded by the TCPs.	Dontingon												
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.	Engine		C2 <mark>6</mark>	Instruct rectification of non-conformity and site incident, and monitor rectification measures.	D												
C28	Check that during excavation for top down construction, there is no unexpected deflection on the highest deck level and subsequent new floor levels.			C2 <mark>7</mark>	Report to relevant parties when non-conformity or site incident is observed and rectified.													

	Table 5.4 Cont'd  Description	ı		Table 5.4 Cont'd	
No. C29 Cho	Description	l			
			Item No.	Description	
C30   Lia	theck that the angle of cut slopes is within specified limits.		C2 <mark>8</mark>	Check that stability and integrity of nearby buildings and ground are not adversely affected.	
	iaise with AP's, RSE's and RGE's TCPs as applicable to check and satisfy that esign assumptions are validated on site.	s	C2 <mark>9</mark>	Check that enclosing walls for top down construction show no signs of defect or lack of soundness.	
	Theck that the design and supports of formwork, shoring and temporary working latform are adequate to support all intended loads.	Engineering Items	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	
	heck that the deck and formwork are adequate for all applied loads.	nginee		support.	
	nvestigate and identify causes for non-conformity and set up systems and rocedures to avoid recurrence.	Ē	C31	Check that during excavation for top down construction, there is no unexpected deflection on the highest deck level and subsequent new floor levels.	Engineering Items
	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.		C <mark>32</mark>	Check that the angle of cut slopes is within specified limits.	neerin
			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.	Engi
			C34	Check that the design and supports of formwork, shoring and temporary working platform are adequate to support all intended loads.	
			C3 <mark>5</mark>	Check that the deck and formwork are adequate for all applied loads.	
			C3 <mark>6</mark>	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.	

2021 Edition (with amendments till December 2023)								202	4 Edition		
				Table 6.3 Cont'd		Tab					
	` ´		e Diameter Bored , Barrette Piles and the			(b)		e Diameter Bored b, Barrette Piles and the			
F7		(i)	Setting out of piles	Check that the locations of piles agree with approved plan.		F <b>7</b>	(i)	Setting out of piles	Check that the locations of piles agree wit approved plan.		
F8			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.		F8	(ii)	Pre-drilling (To determine the proposed founding levels of piles)	Supervise the pre-drilling operation; the loggin of soil/rock samples, and to measure the depth odrillholes. Ensure that the retrieved samples are not tampered.		
F9			Verification of founding stratum	Measure the depth of excavation and check the quality of retrieved materials at the founding stratum.		F9	(iii)	Verification of founding stratum	Measure the depth of excavation and check th quality of retrieved materials at the foundin stratum.		
F10		. ,	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.	F	710	(iv)	Installation of piles (Grouting operation when required)	Check that proper working procedures of pil installation are followed and anomalies rectified Check the correct grout mix, grout pressure an grout volume are being used and the adjacer building structures are not adversely affected.		
F11		(v)	Preparation of pile base	Ensure that pile base is clean.	F	11	(v)	Preparation of pile base	Ensure that pile base is clean.		
F12		,	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.	F	12	(vi)	Fabrication and installation of rebar cage and placing of concrete	Check that sufficient and correct amount or 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.	F	13	(vii)	Interface proof drilling	Check that the quality of concrete and foundation rock conforms with that specified in the approve plan and that concrete and rock are in good contact at the interface.		
F14		` /	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.	F	14	(viii)	Proof core-drilling test (Verification on the performance of the as- constructed piles)	Supervise the core drilling operation of the proceed test and the logging of concrete/rock samples and measure the depth of drillhole.  Ensure that retrieved samples are securely store and delivered to laboratory for testing.		

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

#### 2021 Edition (with amendments till December 2023)

- 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<sup>1</sup>. 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 section4.3 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.

#### 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 <sup>16</sup>. 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:
  - 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.

	2021	Edition (wi	th amendments till December 2023)				2024 Edition
8.22	22 Unless otherwise specified, the total relevant working experience of				Jnles	s otherwise	e specified, the total relevant working experience of
	diffe	different grades of TCP should be aggregated as follows:					
	(a) (b) (c) (d)	for T2 for T3 for T4 and T3	<ul> <li>The relevant experience must have been gained within the previous 5 years and at least 1 year must be local² site experience.</li> <li>Similar to T1 but the experience must be closely related to the type of works concerned.</li> <li>The relevant experience must have been gained within the previous 8 years and at least 1 year must be local² experience.</li> <li>The relevant experience must have been gained within the previous 8 years and at least 1 year</li> </ul>	((	a) b) c)	for T2 <sup>18</sup> for T3 <sup>18</sup> for T4 <sup>18</sup> a	<ul> <li>The relevant experience must have been gained within the previous 5 years and at least 1 year must be local site experience 17.</li> <li>Similar to T1 but the experience must be closely related to the type of works concerned.</li> <li>The relevant experience must have been gained within the previous 8 years and at least 1 year must be local experience must have been gained and T5. The relevant experience must have been gained and T5.</li> </ul>
			within the previous 8 years and at least 1 year must be local <sup>2</sup> experience.				within the previous 8 years and at least 1 year must be local experience 19.
2	recogn	nised as local ex	m experience gained from factories outside Hong Kong may be experience, provided that such qualified supervisions are stons imposed under the BO upon plan approval.	quali recog requi l8 Any grade expe grade inclu expe l9 Loca inclu of a super	ified ignised iremer perso es T2 rience e in the irience all expeding oppropryision	supervision of as local sonts and condition possessing, T3 and T4 percentage, T3 and T4 percentage, T4 and T4 percentage required for erience refers design, administrate grade un experience	efers to experience gained in Hong Kong construction sites. The experience gained from factories outside Hong Kong may be ite experience, provided that such qualified supervision are tions imposed under the BO upon plan approval. the respective minimum qualifications and experience for TCP of pursuant to paragraphs 8.26 and 8.27 except lacking 1 year local for inclusion in the TCP List described in paragraph 8.25, of a lower types of TCP categories set out in Table 8.9. Persons accepted for stare deemed to possess the equivalent minimum qualifications and the relevant TCP grades for the purpose of paragraph 8.29. It is to experience gained in Hong Kong working in local projects sustration and site supervision work relevant to the duties of a TCP under each stream of supervision. It also includes qualified gained from factories outside Hong Kong provided such qualified ments and conditions imposed under the BO upon plan approval.

#### 2021 Edition (with amendments till December 2023)

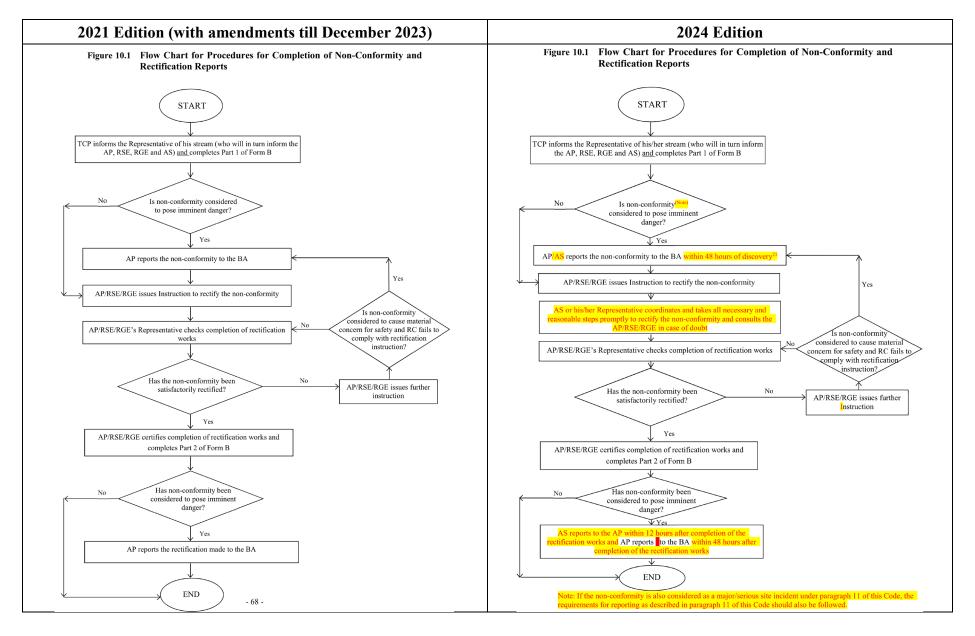
			Table 9.1					
Supervision Requirements for Critical Stages of Building Works (Notes 1, 2 & 3)								
Type of Building Works		Cri	tical Stages of Work	Inspection RC's T4	Frequency RSE's T5			
building works	(a)	Drive	n Piles	KC 3 1 4	KSE 3 13			
		(i) (ii) (iii)	Driving test Final sets Proof load test	First test pile 5% At least one proof load test	First test pile 5% At least on proof load tes			
	(b)	Large and the	Diameter Bored Piles, Barrette Piles e like					
		(i) (ii) (iii)	Pre-drilling Verification of founding stratum Post construction proof drilling	Twice a week 5% At least one post	N/A 5% At least on post			
Foundation		(iv)	Proof load test, if any	construction proof drilling At least one proof load test	construction proof drilling At least one proof load tes			
	(c)	Mini-p like	riles, Socketed Steel H-piles and the					
		(i) (ii) (iii)	Pre-drilling Verification of founding stratum Proof load test	Twice a week 5% At least one proof load test	N/A 3% At least one proof load tes			

#### 2024 Edition

Table 9.1 Supervision Requirements for Critical Stages of Building Works (Notes 1, 2 & 3)								
Dunuing Works	(a)	Driven	Piles	KC 3 1 4	KSE S 13			
		(i) (ii) (iii)	Driving test Final sets Proof load test		First test pile 5% At least on proof load tes			
	(b)	Large I	Diameter Bored Piles, Barrette Piles like					
		(i) (ii) (iii)	Pre-drilling Verification of founding stratum Interface proof drilling	Twice a week 5% At least one post	N/A 5% At least on post			
Foundation		(iv)	Proof load test, if any	construction proof drilling At least one proof load test	construction proof drilling At least one proof load tes			
	(c)	Mini-p like	iles, Socketed Steel H-piles and the					
		(i) (ii) (iii)	Pre-drilling Verification of founding stratum Proof load test	Twice a week 5% At least one proof load test	N/A 3% At least one proof load tes			

	2021	Edition (with amendments till December 2023)	2024 Edition			
	Non-c	conformity and Rectification Reports		Non-	conformity and Rectification Reports	
10.5	Other	Other than those non-conformities described in paragraphs 5.6 to 5.8 of this		Other than those non-conformities described in paragraphs 5.6 to 5.		
	Code,	if a non-conformity arises and comes to the attention of a TCP, the	Code, if a non-conformity arises and comes to the attention of a TCP,			
	follov	ving procedures should be initiated:		follov	wing procedures should be initiated:	
	(a)	The TCP informs the Representative of his own stream (who will		(a)	The TCP informs the Representative of his/her own stream (who	
		in turn inform the AP, RSE, RGE and AS of the non-conformity)			will in turn inform the AP, RSE, RGE and AS of the	
		and completes Part 1 of Form B;			non-conformity) and completes Part 1 of Form B;	
	(b)	If the non-conformity is considered to pose an imminent danger,		(b)	If the non-conformity is considered to pose an imminent danger <sup>20</sup> ,	
		the AP reports the non-conformity to the BA;			the AP reports the non-conformity to the BA as soon as practicable	
	(c)	AP/RSE/RGE issues Instruction to the RC to rectify the			and in any event within 48 hours of discovery <sup>21</sup> . In the event that	
		non-conformity;			the non-conformity is discovered by RSE/RGE/AS, the	
	(d)	AP/RSE/RGE's Representative will ensure that the rectification			Representatives of AP/RSE/RGE/AS, or TCPs under their streams	
		works are completed promptly and satisfactorily;			of supervision, they should report the non-conformity to the AP	
	(e)	If the non-conformity is considered to cause material concern for			within 12 hours of discovery <sup>21</sup> to enable the AP to report to the BA	
		safety and the RC fails to comply with the rectification instruction,			within the time frame. Alternatively, the AS may report direct to	
		the AP will coordinate further action and report the non-conformity			the BA and copy to the AP within 48 hours of discovery <sup>21</sup> . In any	
		to the BA;			event, the AP should ensure the non-conformity posing an	
	(f)	Otherwise, AP/RSE/RGE certifies the completion of the			imminent danger is to be reported to the BA within the time frame;	
		rectification works and complete Part 2 of Form B; and		(c)	AP/RSE/RGE issues Instruction to the RC to rectify the	
	(g)	If the non-conformity has been considered to pose an imminent			non-conformity;	
		danger, AP reports to the BA the rectifications made.	20 In	the evi	ent that urgent work is required for any accident or emergency, notice in the	
	A flow chart showing the procedures for completion of non-conformity and rectification reports is shown in Figure 10.1.		sp se w: <sup>21</sup> "I	ecified ection 19 ithin 48 Discover	form (Form BA7) for such work is required to be given to the BA pursuant to $O(1)$ of the BO, either before such work is authorised by the building owner or hours after it has been commenced whichever is the earlier.  Try' means when the non-conformity is discovered by the AP/RSE/RGE/AS, or	
	and re	ecunication reports is snown in rigure 10.1.			sentatives/TCPs under their streams of supervision, whichever is the earlier.	

	202	1 Edition (with amendments till December 2023)		2024 Edition
	Non-	conformity and Rectification Reports	(d)	AS or his/her Representative should coordinate and take all
10.5	5 Other than those non-conformities described in paragraphs 5.6 to 5.8 of this			necessary and reasonable steps promptly to rectify the non-
	Code	e, if a non-conformity arises and comes to the attention of a TCP, the		conformity and consult the AP/RSE/RGE in case of doubt;
	follo	wing procedures should be initiated:	(e)	AP/RSE/RGE's Representative will ensure that the rectification
	(a)	The TCP informs the Representative of his own stream (who will		works are completed promptly and satisfactorily;
		in turn inform the AP, RSE, RGE and AS of the non-conformity)	(f)	If the non-conformity is considered to cause material concern for
		and completes Part 1 of Form B;		safety and the RC fails to comply with the rectification instruction,
	(b)	If the non-conformity is considered to pose an imminent danger,		the AP will coordinate further action and report the non-conformity
		the AP reports the non-conformity to the BA;		to the BA within 48 hours upon knowing the RC fails to comply
	(c)	AP/RSE/RGE issues Instruction to the RC to rectify the		with the rectification instruction;
		non-conformity;	(g)	Otherwise, AP/RSE/RGE certifies the completion of the
	(d)	AP/RSE/RGE's Representative will ensure that the rectification		rectification works and complete Part 2 of Form B;
		works are completed promptly and satisfactorily;	(h)	If the non-conformity has been considered to pose an imminent
	(e)	If the non-conformity is considered to cause material concern for		danger <sup>20</sup> , AP reports to the BA within 48 hours after completion of
		safety and the RC fails to comply with the rectification instruction,		the rectification works. The AS should report to the AP within
		the AP will coordinate further action and report the non-conformity		12 hours after completion of the rectification works to enable the
		to the BA;		AP to report to the BA within the time frame;
	(f)	Otherwise, AP/RSE/RGE certifies the completion of the	(i)	If the non-conformity is also considered as a major/serious site
		rectification works and complete Part 2 of Form B; and		incident under paragraph 11 of this Code, the requirements for
	(g)	If the non-conformity has been considered to pose an imminent		reporting as described in paragraph 11 of this Code should also be
	ν.	danger, AP reports to the BA the rectifications made.		followed.
	A flow chart showing the procedures for completion of non-conformity			w chart showing the procedures for completion of non-conformity ectification reports is shown in Figure 10.1.
	and 1	rectification reports is shown in Figure 10.1.	and i	confidence reports is shown in righte 10.1.



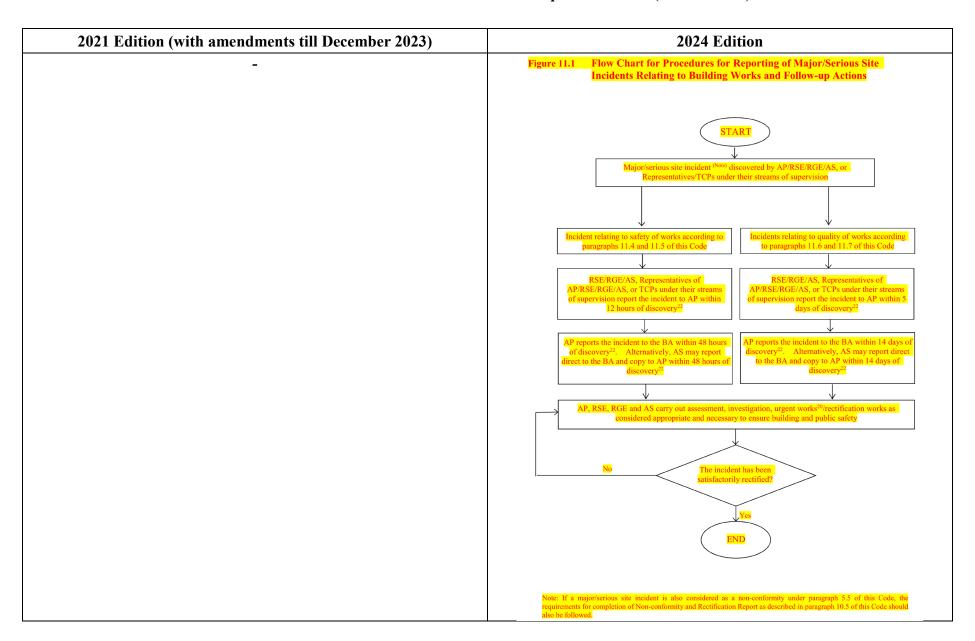
2021 Edition (with amendments till December 2023)	2024 Edition
-	11 Reporting of Major/Serious Site Incidents Relating to Building
	Works Works
	Timely Reporting of Major/Serious Site Incidents Relating to Building
	Works
	11.1 A site incident is considered as a major/serious site incident relating to
	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 <sup>22</sup> . 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 <sup>22</sup> 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 <sup>22</sup> . 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 <sup>20</sup> or rectification works as
	considered appropriate and necessary to ensure building and public safety
	immediately.
	"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.

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 <sup>20</sup> 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 <sup>23</sup> 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.
	Resulting in a loss or an amputation of a limb, or being categorised as in critical condition in the hospital.

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.

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 <sup>22</sup> . 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 <sup>22</sup> 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 <sup>22</sup> . 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.

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.



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 <sup>21 or 22</sup> 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 and
	(g) Plans, site photos, test reports and documents relevant to the
	non-conformity or incident (if available).

2021	Edition (with amendments till December 2023)		2024 Edition
	Sample 1 P.1 of Sample 1		Sample 1 P.1 of Sample 1
BD Ref.	SM/0000/11	BD R	<b>ef.</b> SM/0000/11
Buildin	g ProjectABC Centre	Build	ing ProjectABC Centre
Гуре об	Works Excavation & Lateral Support Works	Type	of Works Excavation & Lateral Support Works
	Items for the Checklist of Specific Tasks for AP's TCP T4	Туріс	al Items for the Checklist of Specific Tasks for AP's TCP T4
Item No.	Description	Iter No	
A4	Check that monitoring checkpoints are installed and readings are taken in time.	A4	
A5	Register reports of non-conformity and inform relevant parties of non-conformity.	A5	Register reports of non-conformity and site incident, verify non-conformity and site incident and instruct rectification works, notify all relevant parties in
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.		respect of non-conformity and site incident and monitor that rectification measures are properly carried out.
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.	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.
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.	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.
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.	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.
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.	A	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.

1 Editio	ecemb			2	024 E	dition	1								
			S	ample 1			Sample 1 Form A				S	ample 1			Sample 1 Form A
	Record of Specific Tasks Performed by TCP under AP <del>/ RSE / RCE*</del> stream														
BD Ref.	SI	M/0000/11						BD Ref.	Si	M/0000/11					
Building Proj								Building Proj	ect	BC Centre					
Type of Worl	ss Exc	cavation &	Lateral S	Support Wo	orks			Type of Work					orks		
Name of TCP	o1	Mr Cho	an Tai-ma	m				Name of TCP		Mr Che					
Grade of TCI	P	T4	F	requency	of Inspect	ion <i>mont</i>	hly	Grade of TCP	· —	T4	F	requency	of Inspecti	on <u>mon</u>	thly
Date DD/MM/YY	17/1/00 (Mon)	17/2/00 (Thu)	17/3/00 (Fri)	17/4/00 (Mon)				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	Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
A4	S	S						A4	S	S					
A5	S	S						A5	S	S					
A6	S	S						A6	S	S					
A7	S	S						A7	S	S					
A8	S	S						A8	S	S					
A9	S	S						A <mark>10</mark>	S	S					
An	S	S						An	S	S					
								-							
Signature								Signature							
	ppropriate	ctory (It sl whe	ere applica	able, Form	<b>B</b> <sup>3</sup> )	pervision rep	port and,		propriate	ctory (It sl whe	ere applica	ble, Form		ervision rep	port and,
Full name of t If a non-confe same inspecti Completion o (b) does not he	ormity is ver on, it would if Form B is ave material	y minor in no be recorded <b>Required</b> for concern for	ature and had as "satisfactor a non-consafety but the	s been rectific tory". nformity that	(a) has mater rectification	ial concern for	safety; or	Full name of the far annual function of the far annual function of far annual function of function fun	rmity is ver on, it would Form B is we material	y minor in no be recorded Required for concern for	ature and has as "satisfactor a non-consafety but the	s been rectific tory". formity that e works item	(a) has materi rectification	al concern for	r safety; or

2021	Edition (with amendments till December 2023)		2024 Edition
	Sample 2 P.1 of Sample 2		Sample 2 P.1 of Sample 2
BD Ref	SM/0000/11	BD Re	f. SM/0000/11
Buildin	g ProjectABC Centre	Buildi	ng ProjectABC Centre
Type of	WorksExcavation & Lateral Support Works		f Works Excavation & Lateral Support Works
Typical	Items for the Checklist of Specific Tasks for RSE's TCP T5	Туріса	l Items for the Checklist of Specific Tasks for RSE's TCP T5
Item No.	Description	Item No.	
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.	E5	Check that all lower grade TCPs and RC's TCPs are making inspections n less than the required frequency and carrying out duties in accordance with th 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.	E6	Check and satisfy that a copy of approved plans, method statements precautionary and protective measures proposals and all related drawings i 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.	E <mark>8</mark>	Check that there is no over-excavation and temporary cut slopes will not caus 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.	E <mark>10</mark>	Check and monitor that lateral supports are installed in accordance wit approved/agreed working sequence and not to be removed in advance of
E11	Check that there is no risk of artesian conditions for excavation and lateral support works.	E12	adequate propping or restraint.  Check that there is no risk of artesian conditions for excavation and latera
E12	Check that stability and integrity of nearby buildings and ground are not adversely affected.	D12	support works.
E13	Check that the groundwater table is consistent with design of excavation and	E1 <mark>3</mark>	Check that stability and integrity of nearby buildings and ground are no adversely affected.
E15	lateral support works.  Check that preloading of struts is properly carried out.	E1 <mark>4</mark>	Check that the groundwater table is consistent with design of excavation an lateral support works.
	Any other items considered essential by the RSE, including those for quality	E15	Check that preloading of struts is properly carried out.
En	supervision and other conditions imposed by the BA at approval and/or	EIS	
l	consent stage.	En	Any other items considered essential by the RSE, including those for quality supervision and other conditions imposed by the BA at approval and/o

			Sa	mple 2							Sa	mple 2				
						P 2 of S	Sample 2						_	P 2 of	Sample 2	
							Form A							1.201	Form A	
				sks Perfor RGE / RC						cord of Sp under <del>Al</del>						
BD Ref.		SM/0000	0/11					BD Ref.		SM/0000	0/11					
Building Proje	ct	ABC Ce	ntre					Building Proje	ect	ABC Ce	ntre					
Type of Works	Exce	avation &	Lateral Su	pport Wor	·ks			Type of Work	s Exc	avation &	Lateral Su	pport Wo	rks			
Name of TCP <sup>1</sup>		Mr Lee	Tai-man					Name of TCP <sup>1</sup>		Mr Lee '	Tai-man	-				
Grade of TCP										Grade of TCP T5 Frequency of Inspection for						
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)	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	Item No.*	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	
E5	S	S						E5	S	S						
E6	S	S						E6	S	S						
E7	S	S						E <mark>8</mark>	S	S						
E9	S	S						E <mark>10</mark>	S	S						
E11	S	S						E1 <mark>2</mark>	S	S						
E12	S	S						E1 <mark>3</mark>	S	S						
E13	S	S						E1 <mark>4</mark>	S	S						
E15	S	S						E15	S	S						
En	S	S						En	S	S						
Signature								Signature								
	propriate	tory (It sho wher	re applicab	ole, Form I	<b>B</b> <sup>3</sup> )	ervision rep	port and,		propriate	tory (It she wher	re applicab	ole, Form		ervision re	eport and	
Full name of th		minor in nat	ture and has l	been rectified	d to the satisf	faction of the	TCP at the	Full name of th			ure and has	been rectifie	d to the satis	action of the	e TCP at the	

202	1 Edition (with amendments till December 2023)		2024 Edition					
	Sample 3 P.1 of Sample 3		Sample 3 P.1 of Sample 3					
D Ref.	SM/0000/11	BD Ref	f. SM/0000/11					
uilding	g Project ABC Centre		ng Project ABC Centre					
pe of	Works Excavation & Lateral Support Works		f Works Excavation & Lateral Support Works					
Item No.	Items for the Checklist of Specific Tasks for RGE's TCP T3  Description	Item	l Items for the Checklist of Specific Tasks for RGE's TCP T3  Description					
G1	Establish system for communicating with other TCPs.	No. G1	Establish system for communicating with other TCPs.					
G2	Check that all monitoring checkpoints are installed and readings are being taken in time.	G2	Check that all monitoring checkpoints are installed and readings are backen 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.	G3	Verify non-conformity and site incident, and instruct rectification work immediately. Notify all relevant parties in respect of the non-conformity arsite 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.	G4	Report to the RGE immediately if the non-conformity is considered to pose a 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.					
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.		as a major/serious site incident relating to safety and/or quality of works.					
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.	G5	Check that all lower grade TCPs and RC's TCPs are making inspections n less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code.					
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.	G6	Check and satisfy that a copy of approved plans, method statement precautionary and protective measures proposals and all related drawings an geotechnical documentation is kept on site; and that they are followed.					
	consen singe.	Gn	Any other items considered essential by the RGE, including those for quali					

21 I	Edition (with amendments till December 2023)		2024 Edition	
	Sample 4 P.1 of Sample 4		Sample 4 P.1 of Samp	le 4
BD Ref	SM/0000/11	BD Ref	f. SM/0000/11	
Buildin	g Project ABC Centre	Buildin	ng Project ABC Centre	_
	Works Excavation & Lateral Support Works		f Works Excavation & Lateral Support Works	
ypical	Items for the Checklist of Specific Tasks for RC's TCP T1	Typical	l Items for the Checklist of Specific Tasks for RC's TCP T1	
Item No.	Description	Item	Description	
	Establish system for communicating with other TCPs.	No. C1	Establish system for communicating with other TCPs.	
C2			Establish system for communicating with other TCFs.	
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.	C2	Check that the erection of hoarding, covered walkway and catch platforn been erected to ensure public safety in accordance with the hoarding accepted by the BA.	
С3	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.	C3	Check and ensure that there are arrangements for access and egress of veh 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.	C8	Check and ensure that all monitoring checkpoints and other geotech- instrumentation have been installed and are regularly monitored; the result kept on site; and that abnormal readings are reported to AP/RSE/RGE and BA.	s ar
C9	Check that all monitoring checkpoints are installed and the readings are taken in time.	C9	Check that all monitoring checkpoints are installed and the readings are t	akeı
C10	Check that loose materials, boulders, construction plants or temporary		in time.	
	stockpiles of materials are not present at the crest or intermediate benches of slopes.	C10	Check that loose materials, boulders, construction plants or tempor stockpiles of materials are not present at the crest or intermediate benchmark.	
C12	Check and satisfy that a copy of approved plans, method statements,		slopes.	
	precautionary and protective measures proposals and all related drawings is kept on site; and that they are followed.	C1 <mark>3</mark>	Check and satisfy that a copy of approved plans, method statem precautionary and protective measures proposals and all related drawin	
C16	Check that procedures for the excavation and lateral support works are carried out in accordance with the approved/submitted plans/agreed working		kept on site; and that they are followed.	
	sequence.	C1 <mark>9</mark>	Check that procedures for the excavation and lateral support works are ca out in accordance with the approved/submitted plans/agreed wor	rrie kin
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		sequence.	
	consent stage.	Сп	Any other items considered essential by the AS, including those for quesupervision and other conditions imposed by the BA at approval are consent stage.	

21 Editio	on (w	ith an	iendn	nents	till D	eceml	oer 20			20	24 E	dition			
BD Ref. Building Proje Type of Work	TC		pecific Tas P/RSE/) 0/11 ntre	<del>RGE</del> ≠RC	* stream		Sample 4 Form A	BD Ref. Building Pro	ect	ecord of S P under A SM/000 ABC Ce	pecific Ta P / RSE / 0/11 entre	RGE / RC	* stream		
Name of TCP <sup>1</sup>		Mr Lo T		φροτι ποι	KS			Type of Worl		<u>cavation &amp;</u> Mr Lo I		upport woi	rKS		
Grade of TCP		TI	Fr	requency o	of Inspecti	onfull	time	Grade of TC		T1		requency o	of Inspect	ionfull	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)	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	Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
C1	S	S	S	S	S	S	S	C1	S	S	S	S	S	S	S
C2	S	S	S	S	S	S	S	C2	S	S	S	S	S	S	S
C3	S	S	S	S	S	S	S	C3	S	S	S	S	S	S	S
C8	S	S	S	S	S	S	S	C8	S	S	S	S	S	S	S
С9	S	S	S	S	S	S	S	C9	S	S	S	S	S	S	S
C10	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
C16	S	S	S	S	S	S	S	C1 <mark>9</mark>	S	S	S	S	S	S	S
Cn	S	S	S	S	S	S	S	Cn	S	S	S	S	S	S	S
Signature								Signature							
	opropriate of the ite  ne TCP as primity is ver nn, it would Form B is	orovided in the yminor in nat be recorded a Required fo	re applicable attached e supervision rure and has sus satisfactor a non-confer	n plan. been rectified	B <sup>3</sup> )  e sheet(s)  d to the satisf a) has materi	faction of the	e TCP at the		ppropriate s of the ite he TCP as pormity is ver on, it would	orovided in the yminor in na be recorded.	re applicate re attached e supervision ture and has as "satisfactor r a non-conf	n plan. been rectifie ory". formity that (	B <sup>3</sup> )  the sheet(s)  d to the satis a) has materia	faction of the	e TCP at th

021	<b>Edition (with amendments till December 2023)</b>		2024 Edition
	Sample 5 P.1 of Sample 5		Sample 5 P.1 of Sample :
BD Ref	f. SM/0000/11	BD Ref	f. SM/0000/11
Buildin	ng ProjectABC Centre	Buildir	ng ProjectABC Centre
Type of	f Works Driven Steel H-Pile Works	Type of	of Works Driven Steel H-Pile Works
	l Items for the Checklist of Specific Tasks for RSE's TCP T5	Typical	ll Items for the Checklist of Specific Tasks for RSE's TCP T5
Item No.	•	Item No.	1
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.	E5	Check that all lower grade TCPs and RC's TCPs are making inspections n less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code.
Е6	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.	E6	Check and satisfy that a copy of approved plans, method statement precautionary and protective measures proposals and all related drawings kept on site; and that they are followed.
	Check that stability and integrity of nearby buildings and ground are not adversely affected.  Any other items considered essential by the RSE, including those for quality	E1 <mark>3</mark>	
En	supervision and other conditions imposed by the BA at approval and/or consent stage.	En	Any other items considered essential by the RSE, including those for qualical supervision and other conditions imposed by the BA at approval and/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.	F1	Check that the locations of piles agree with approved plan.
F3	Check that the accepted working procedures of pile driving are followed and	F2	Check that design assumptions agreed with actual site conditions durin driving tests.
	anomalies rectified during pile driving.	F3	Check that the accepted working procedures of pile driving are followed an
F4	Check the accuracy of design details during pile splicing.		anomalies rectified during pile driving.
F5	Check that the required final set has been achieved and the capacity of each pile complied with approved plans.	F4	Check the accuracy of design details during pile splicing.
F6	Check that the testing procedures and acceptance criteria of proof tests are in accordance with PNAP APP-18 and measurements are properly recorded	F5	Check that the required final set has been achieved and the capacity of eac pile complied with approved plans.
	during the test.	F6	Check that the testing procedures and acceptance criteria of proof tests are accordance with PNAP APP-18 and measurements are properly recorded.

		tecord of S CP under A	pecific Ta				Sample 5 Form A			Record of S CP under A	pecific Tas			P.2 of	Sample 5 Form A
BD Ref. Building Proj		SM/000	00/11					BD Ref. Building Pro	_	SM/000	00/11				
Type of Worl				rks				Type of Wor				ks			
Name of TCP			Tai-man					Name of TCI		Mr Lee					
Grade of TC	Р	T5	F	requency	of Inspecti	on <u>wee</u>	<u>kly</u>	Grade of TC	Р	T5	F	requency	of Inspecti	on <u>wee</u>	kly
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)	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	Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
E5	S	S						E5	S	S					
E6	S	S						E6	S	S					
E12	S	S						E1 <mark>3</mark>	S	S					
En	S	S						En	S	S					
F1	S	S						F1	S	S					
F2	S P12							F2	S P12						
F3	S	S						F3	S S	S					
F4	S	S						F4	S	S					
F5	S P12							F5	S P12						
F6								F6							
Signature								Signature							
NS - ] * Delete if ina # Descriptions	appropriate s of the ite	actory (It sl whe e ems listed a	ere application attached attached attached	ble, Form  in separat	,				appropriates of the ite	actory (It should be when the common state of	re applicab	in separa	te sheet(s)		

	2021 Edition (with amendments till December 2023)		2024 Edition
	Sample 6 P.1 of Sample 6		Sample 6 P.1 of Sample 6
BD Ref.	MWXXXXXXXX  g Project XYZ Centre	BD Ref	g Project XYZ Centre
`	Works Class I Minor Works – Item 1.1 (Erection of Internal Staircase)		f 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	Typical	I Items for the Checklist of Specific Tasks for RSE's TCP T3
Item No.	Description	Item No.	Description
E1	Establish system for communicating with other TCPs.	E1	Establish system for communicating with other TCPs.
Е3	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.	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.	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.	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.	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.	En	Any other items considered essential by the RSE.

### 2021 Edition (with amendments till December 2023) 2024 Edition Sample 7 Sample 7 P.1 of Sample 7 P.1 of Sample 7 BD Ref. *MWXXXXXXXXX* BD Ref. *MWXXXXXXXXXX* **Building Project** XYZ Centre **Building Project** XYZ Centre **Type of Works** Class I Minor Works – Item 1 (Erection of Internal Staircase) **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 Typical Items for the Checklist of Specific Tasks for RC's TCP T1 **Description** Item Item **Description** No. No. Establish system for communicating with other TCPs. Establish system for communicating with other TCPs. Check that scaffolding is adequately secured to the building to prevent Check that scaffolding is adequately secured to the building to prevent collapse; catch fans, catch platforms and protection screens are adequately collapse; catch fans, catch platforms and protection screens are adequately installed so as to secure safety against falling objects. installed so as to secure safety against falling objects. Check that there is no excessive debris on floor slabs and against external walls Check that there is no excessive debris on floor slabs and against external walls for demolition works. for demolition works. C12 Check and satisfy that a copy of submitted plans for minor works, method C13 Check and satisfy that a copy of submitted plans for minor works, method statements, precautionary and protective measures proposals and all related statements, precautionary and protective measures proposals and all related drawings is kept on site; and that they are followed. drawings is kept on site; and that they are followed. C23 Instruct rectification of non-conformity and monitor rectification measures. C26 Instruct rectification of non-conformity and site incident, and monitor rectification measures C24 Report to relevant parties when non-conformity is observed and rectified. Report to relevant parties when non-conformity or site incident is observed and Any other items considered essential by the AS. rectified. Any other items considered essential by the AS.

			Sa	mple 7		P.2 of	Sample 7				Sa	mple 7		P.2 of	Sample 1
		ecord of Sp P under <del>AI</del>					Form A			ecord of S <sub>l</sub> P under <del>Al</del>					Form A
BD Ref.		MWXXX	XXXXXX					BD Ref.		MWXXX	XXXXXXX				
Building Proj	ect	XYZ Cer	ıtre					<b>Building Proj</b>	ect	XYZ Ce.	ntre				
Гуре of Work	s <u>Cla</u>	ss I Minor	Works – It	em 1 (Erec	ction of Int	ernal Stair	rcase)	Type of Worl	s	ass I Minor	Works - I	tem 1 (Ere	ction of In	ternal Stair	rcase)
Name of TCP	·	Mr Lee	Tai man					Name of TCF	·	Mr Lee					
Grade of TCP	·	T1	Fr	equency o	f Inspecti	onfull	time	Grade of TC	·	T1	Fı	equency o	of Inspecti	on <u>full</u>	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)	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	Item No.*	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
C1	S	S	S	S	S	S		C1	S	S	S	S	S	S	
C4	S	S	S	S	S	S		C4	S	S	S	S	S	S	
C6	S	S	S	S	S	S		C6	S	S	S	S	S	S	
C12	S	S	S	S	S	S		C1 <mark>3</mark>	S	S	S	S	S	S	
C23	S	S	S	S	S	S		C2 <mark>6</mark>	S	S	S	S	S	S	
						S		C2 <mark>7</mark>	S	S	S	S	S	S	
C24	S	S	S	S	S										
Сп	S	S	S	S	S	S		Сп	S	S	S	S	S	S	
Signature								Signature							
	propriate	ctory (It she when	e applicab	le, Form l	<b>B</b> <sup>3</sup> )	ervision re	port and,		propriate	ctory (It sh whe	re applicat	ole, Form	<b>B</b> <sup>3</sup> )	ervision re	eport and
Full name of the	ne TCP as p	rovided in the	e supervision	n plan. been rectified	, ,	action of the	TCP at the	Full name of 1 If a non-confe	he TCP as prmity is ver	orovided in the	e supervision	n plan. been rectifie	.,	faction of the	TCP at the

due to the areas have been covered up during inspection or re-inspection.

due to the areas have been covered up during inspection or re-inspection.

)21 ]	Edition (with amendments till December 2023	)		2024 Edition
	Sample 8			Sample 8
	P.1 of Sample 8			P.1 of Sample 8
BD Ref	SM/0000/11	BD F	Ref.	SM/0000/11
Buildin	g ProjectXYZ Centre	Build	ding	Project XYZ Centre
Гуре о	f Works Excavation & Lateral Support Works	Туре	of V	Vorks Excavation & Lateral Support Works
ypical	I Items for the Checklist of Specific Tasks for RC's TCP T4	Турі	cal I	tems for the Checklist of Specific Tasks for RC's TCP T4
Item	Description	Ite		Description
No.	Establish system for communicating with other TCPs.	No C		Establish system for communicating with other TCPs.
	·		`	stabils if system for communicating with other TCFs.
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.	C	- 6	Check that the erection of hoarding, covered walkway and catch platform has been rected to ensure public safety in accordance with the hoarding plan accepted by the BA.
С3	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.	C		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.	C	i	Check and ensure that all monitoring checkpoints and other geotechnical instrumentation have been installed and are regularly monitored; the results are tept 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.	C		Check that all monitoring checkpoints are installed and the readings are taken in ime.
C10	Check that loose materials, boulders, construction plants or temporary stockpiles of materials are not present at the crest or intermediate benches of slopes.	Cı		Check that loose materials, boulders, construction plants or temporary stockpiles of materials are not present at the crest or intermediate benches of slopes.
	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.	Cı	_   t	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
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.	C1	3 (	platform, the platform is adequate to support the plant and all other imposed loads. 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.
	Check that procedures for the excavation and lateral support works are carried out in accordance with the approved/submitted plans/agreed working sequence.	C1		Check that procedures for the excavation and lateral support works are carried out n 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.	C2		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.	C2		Check that stability and integrity of nearby buildings and ground are not adversely ffected.
Сп	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.	C	n 2	Iny other items considered essential by the AS, including those for quality upervision and other conditions imposed by the BA at approval and/or consent tage.

1 Edition	ı (wit	h am	endm	ents t	ill De	cemb	er 202			20	24 E	dition			
			pecific Ta	ample 8 sks Perfor RGE/RC		P.2 of	Sample 8 Form A			ecord of S <sub>I</sub> P under <del>Al</del>	pecific Ta			P.2 of	Sample 8
BD Ref. Building Proje Type of Works Name of TCP Grade of TCP			ntre tion & Late n Tai Man	eral Suppo				BD Ref. Building Proj Type of Work Name of TCP Grade of TCI	is		ntre ion & Late n Tai Man	eral Suppo a requency (			
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)	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	Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS
C1	S	S	S	S	S	S	S	C1	S	S	S	S	S	S	S
C2	S	S	S	S	S	S	S	C2	S	S	S	S	S	S	S
C3	S	S	S	S	S	S	S	C3	S	S	S	S	S	S	S
C8	S	S	S	S	S	S	S	C8	S	S	S	S	S	S	S
C9	S	S	S	S	S	S	S	C9	S	S	S	S	S	S	S
C10	S	S	S	S	S	S	S	C10	S	S	S	S	S	S	S
C11	S	S	S	S	S	S	S	C1 <mark>2</mark>	S	S	S	S	S	S	S
C12 C16	S S	S	S	S	S	S S	S	C15	S	S S	S	S	S S	S	S
C10 C21	S	S	S	S	S	S	S	C24	S	S	S	S	S	S	S
C25	S	S	S	S	S	S	S	C28	S	S	S	S	S	S	S
Cn	S	S	S	S	S	S	S	Cn	S	S	S	S	S	S	S
Signature								Signature							
	propriate	etory (It sh whe	re applicat	corded in tole, Form	<b>B</b> <sup>3</sup> )	ervision re	eport and,		ppropriate	ctory (It sh whe	re applicat	ble, Form	<b>B</b> <sup>3</sup> )	pervision re	eport and
Full name of th If a non-confor same inspection Completion of (b) does not have due to the areas	mity is very n, it would b Form B is b we material o	minor in nate recorded a Required for some some some some some some some some	ture and has as "satisfactor a non-conf afety but the	been rectifie ory". ormity that ( works item/i	a) has materi rectification	al concern fo	or safety; or	Full name of t If a non-confi same inspecti Completion o (b) does not in due to the are	rmity is ver on, it would f <b>Form B</b> is we material	y minor in na be recorded a <b>Required</b> fo concern for s	ture and has as "satisfactor a non-conf afety but the	been rectifie ory". formity that ( works item/	a) has mater rectification	ial concern fo	or safety; o

	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

	ompliance and Conf emporary Works Pr			0
	emporary works in	oriumg Support		
Project name	: <u> </u>			
BD reference no.	:			
Address of site	: <u></u>			
Tower crane no.	:			(with layout plan
Stage of works <sup>1</sup> (if	• 1			
Part 1 : Certificate of	Compliance (to be com	pleted by design eng	ineer and the em	ploying company)
I, (name in full		(Chine	se)	
(I.D. No.^ / Passport			lephone No.)	
	ompany (employing co			
confirm that I		opointed by th	e registered	contractor (RC
(Name)	a	s the design engineer	(DE) in respect of	of the temporary work
1	a tower crane at the sub			•
	ed and duly signed all	) for the temporar	y works providin	g support to the towe
crane at the number	subject site, and the	ne associated desig	n justifications	3 (report reference
(h) the terms every	vouka in aludina tha a an	mastians hatusan the	torrion anama, the	toma onomi vionko on
	works including the cor			
	structures (if applicable made thereunder and the structures)			
the regulations	made mereunder and u	ie reievant codes or p	ractice and are s	tructurany safe, and
(c) (i)* the te	emporary works are un	der Case 2 that have	no effect on the	permanent structures
adjoining build	lings and lands by way	of overstressing or or	verloading.	
or				
(ii)* the te	emporary works are und	ler Case 3 that may h	ave effect on the	permanent structures
	emporary works are und dings or lands by way	The state of the s		
adjoining build		y of overstressing o	r overloading a	nd submission to th
adjoining build registered struc	dings or lands by way	y of overstressing o	r overloading a	nd submission to th
adjoining build registered struc	dings or lands by way	y of overstressing o	r overloading a	nd submission to th
adjoining build	dings or lands by way	y of overstressing o	r overloading a	nd submission to th
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that the temporary works will be carried out in accord drawings designed by the DE and will be properly maintaintact.	e tower crane for the subject site and undertaken
drawings designed by the DE and will be properly mainta intact.	
intact.	•
	ined to ensure that they are structurally safe ar
Name of RC	
	l e
Certificate of Registration No.	
Date of expiry of registration	
Data	
<u>Date</u>	·
Signature	:
	Any false certification or declaration may be
	Any false certification or declaration may be subject to legal action
^ In accordance with the Hong Kong Identity Card/Passport re	
* Delete where appropriate	subject to legal action

		2024 Edition	Down DV/
			Form TW2 Page 1 of 2
		Certificate of Compliance a	nd
		Appointment of Independent (	
	lemporary	Works Providing Support to	a Tower Crane
Proj	ect name :	:	
_	reference no. :		
Add	ress of site :	:	
	er crane no.		(with layout plan)
Stag	e of works <sup>1</sup> (if any) :		
		<u>ce</u> (to be completed by independent	checking engineer and the
empl	oying company)		
_			
	I, (name in full)	(Chinese	e)
(I.D.	No.^ / Passport No.^ *)	(Telephone 1	No.), and my
empl	oying company (employing	g company name)	confirm
that ]	have been appointed by the	e registered contractor (RC) (Name	
	as the inde	lependent checking engineer (ICE	(i) in respect of the temporary works
		and the second the second Theory to	confirm that I take up the role of the
ICE	in respect of the above temp	porary works. I certify that:-	
ICE	in respect of the above temp  I have checked and duly	orary works. I certify that:- y signed all the plans and constr ) for the temporary	ruction drawings <sup>2</sup> (drawing number works providing support to the tower
ICE	I have checked and duly	y signed all the plans and construction of the temporary site, and the associated design	ruction drawings <sup>2</sup> (drawing number works providing support to the tower justifications <sup>3</sup> (report reference
ICE	in respect of the above temp  I have checked and duly	y signed all the plans and construction of the temporary site, and the associated design	ruction drawings <sup>2</sup> (drawing number works providing support to the tower
ICE	I have checked and duly	y signed all the plans and construction of the temporary site, and the associated design	ruction drawings <sup>2</sup> (drawing number works providing support to the tower justifications <sup>3</sup> (report reference
ICE (a)	I have checked and duly crane at the subject sinumber	orary works. I certify that :-  y signed all the plans and constr  ) for the temporary  site, and the associated design  ), prepared  ;	ruction drawings <sup>2</sup> (drawing number works providing support to the tower justifications <sup>3</sup> (report reference by the design engineer (name in full)
ICE (a)	I have checked and duly  crane at the subject sinumber  the temporary works include	y signed all the plans and construction of the temporary site, and the associated design the plans and construction of the temporary site, and the associated design the prepared the plans and construction of the plan	ruction drawings <sup>2</sup> (drawing number works providing support to the tower justifications <sup>3</sup> (report reference by the design engineer (name in full) tower crane, the temporary works and
ICE (a)	I have checked and duly crane at the subject si number the temporary works include the permanent structures (i	y signed all the plans and construction of the temporary site, and the associated designment, prepared in the connections between the sif applicable) are designed in compared in the connection of the connection	ruction drawings <sup>2</sup> (drawing number works providing support to the tower justifications <sup>3</sup> (report reference by the design engineer (name in full) tower crane, the temporary works and pliance with the Buildings Ordinance
ICE (a)	I have checked and duly crane at the subject si number the temporary works include the permanent structures (i	y signed all the plans and construction of the temporary site, and the associated designment, prepared in the connections between the sif applicable) are designed in compared in the connection of the connection	ruction drawings <sup>2</sup> (drawing number works providing support to the tower justifications <sup>3</sup> (report reference by the design engineer (name in full) tower crane, the temporary works and
(a)	I have checked and duly crane at the subject sinumber  the temporary works inclusion the permanent structures (in the regulations made there	y signed all the plans and construction of the temporary site, and the associated design of the connections between the site applicable) are designed in competender and the relevant codes of present codes of present codes.	ruction drawings <sup>2</sup> (drawing number works providing support to the tower justifications <sup>3</sup> (report reference by the design engineer (name in full) tower crane, the temporary works and pliance with the Buildings Ordinance ractice and are structurally safe; and
(a)	I have checked and duly crane at the subject si number  the temporary works include the permanent structures (i) the regulations made there	y signed all the plans and construction of the temporary site, and the associated design of the connections between the sift applicable) are designed in competender and the relevant codes of proverse are under Case 2 that have relevant codes are under case 2 that have relevant codes of proverse are under Case 2 that have relevant codes of proverse are under Case 2 that have relevant codes of proverse are under Case 2 that have relevant codes of proverse are under Case 2 that have relevant codes of proverse are under Case 2 that have relevant codes of proverse are under Case 2 that have relevant codes of proverse are under Case 2 that have relevant codes of proverse case and constructions are case as a construction of the construction of	ruction drawings <sup>2</sup> (drawing number works providing support to the tower justifications <sup>3</sup> (report reference by the design engineer (name in full) tower crane, the temporary works and pliance with the Buildings Ordinance actice and are structurally safe; and no effect on the permanent structures
(a)	I have checked and duly crane at the subject si number  the temporary works include the permanent structures (i) the regulations made there  (i)* the temporary w adjoining buildings and lar	y signed all the plans and construction of the temporary site, and the associated design of the connections between the site applicable) are designed in competender and the relevant codes of present codes of present codes.	ruction drawings <sup>2</sup> (drawing number works providing support to the tower justifications <sup>3</sup> (report reference by the design engineer (name in full) tower crane, the temporary works and pliance with the Buildings Ordinance actice and are structurally safe; and no effect on the permanent structures
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(a)	I have checked and duly crane at the subject si number  the temporary works include the permanent structures (i the regulations made there  (i)* the temporary works adjoining buildings and lar or (ii)* the temporary works adjoining buildings or lar registered structural engine	y signed all the plans and construction of the temporary site, and the associated design of the connections between the residual of the connections	ruction drawings <sup>2</sup> (drawing number works providing support to the tower justifications <sup>3</sup> (report reference by the design engineer (name in full) tower crane, the temporary works and pliance with the Buildings Ordinance actice and are structurally safe; and no effect on the permanent structures erloading.*
(a)	I have checked and duly crane at the subject si number  the temporary works include the permanent structures (i) the regulations made there  (i)* the temporary works adjoining buildings and lar or (ii)* the temporary works adjoining buildings or lar	y signed all the plans and construction of the temporary site, and the associated design of the connections between the residual of the connections	ruction drawings <sup>2</sup> (drawing number works providing support to the tower justifications <sup>3</sup> (report reference by the design engineer (name in full) tower crane, the temporary works and pliance with the Buildings Ordinance actice and are structurally safe; and no effect on the permanent structures erloading.*  ve effect on the permanent structures overloading and submission to the
(a) (b)	I have checked and duly crane at the subject si number  the temporary works inclus the permanent structures (i the regulations made there  (i)* the temporary w adjoining buildings and lar or (ii)* the temporary w adjoining buildings or lar registered structural engine	y signed all the plans and construence of the temporary o	ruction drawings <sup>2</sup> (drawing number works providing support to the tower justifications <sup>3</sup> (report reference by the design engineer (name in full) tower crane, the temporary works and pliance with the Buildings Ordinance ractice and are structurally safe; and no effect on the permanent structures erloading.*  ve effect on the permanent structures overloading and submission to the er* is required for their review on the
(a) (b)	I have checked and duly  crane at the subject si number  the temporary works include the permanent structures (i) the regulations made there  (i)* the temporary w adjoining buildings and land or  (ii)* the temporary w adjoining buildings or land registered structural engine effects to the permanent structural engine	y signed all the plans and constructive, and the associated design ), prepared ;  iding the connections between the reliable of provided are under Case 2 that have related by way of overstressing or over yorks are under Case 3 that may have the sunds by way of overstressing or over the relevant codes of provided are under Case 3 that may have the sunds by way of overstressing or over the registered geotechnical engine tructures.*	ruction drawings <sup>2</sup> (drawing number works providing support to the tower a justifications <sup>3</sup> (report reference by the design engineer (name in full) tower crane, the temporary works and pliance with the Buildings Ordinance actice and are structurally safe; and no effect on the permanent structures erloading.*  The ve effect on the permanent structures overloading and submission to the er* is required for their review on the lang stage, climbing stage or extension of heightness and submission of heightness are supported by the structures overloading and submission to the er* is required for their review on the lang stage, climbing stage or extension of heightness are supported by the supported
(a) (b) (c)	I have checked and duly crane at the subject si number  the temporary works include the permanent structures (i the regulations made there)  (i)* the temporary works adjoining buildings and lar or (ii)* the temporary works include all registered structural engine effects to the permanent structural of the tower crane etc) Construction drawings include all construction, method statements, deconstruction, deconstruction, method statements, deconstruction, deconstructi	y signed all the plans and construction of the temporary	ruction drawings <sup>2</sup> (drawing number works providing support to the tower a justifications <sup>3</sup> (report reference by the design engineer (name in full) tower crane, the temporary works and pliance with the Buildings Ordinance actice and are structurally safe; and no effect on the permanent structures erloading.*  The ve effect on the permanent structures overloading and submission to the er* is required for their review on the lang stage, climbing stage or extension of heighten fications of the temporary works, sequence or

			Page 2 of 2
	I am a registered professional	engineer (RPE) (civil/stru	ctural*) with a minimum of
5 years relevant wo	rking experience.		
3. I confirm that	at the design engineer and I, in	ncluding both employing o	companies, are independent
from each other and	l have no holding, subsidiary, o	employer/employee or any	other relationship.
Name of ICE	1	Employing Company Name	I
RPE No.	:	Business Registration Certificate No.	:
Date	:	Signature of Authorized Representative	:
Signature of ICE	:	Employing Company Chop	:
Any false certification to legal action	on or declaration may be subject		
to legal action	on or declaration may be subject on of Appointment (to be comp	eleted by the RC)	
to legal action  Part 2 : Confirmation  I (name in f	on of Appointment (to be computed)	(Chinese)_	, the person
to legal action  Part 2 : Confirmation  I (name in fappointed to act for	on of Appointment (to be comp	(Chinese)hereby confirm that the abo	ove ICE has been appointed
to legal action  Part 2 : Confirmation  I (name in fappointed to act for	on of Appointment (to be computed)  the RC in the subject project, apporary works providing suppo	(Chinese)hereby confirm that the abo	ove ICE has been appointed
to legal action  Part 2 : Confirmation  I (name in fappointed to act for	on of Appointment (to be computed)  the RC in the subject project, apporary works providing support  Name of RC	(Chinese) hereby confirm that the about to the tower crane for the	ove ICE has been appointed
to legal action  Part 2 : Confirmation  I (name in fappointed to act for	on of Appointment (to be computed)  the RC in the subject project, apporary works providing suppo	(Chinese) hereby confirm that the about to the tower crane for the	ove ICE has been appointed
to legal action  Part 2 : Confirmation  I (name in fappointed to act for	on of Appointment (to be computed)  the RC in the subject project, apporary works providing supportant of RC  Certificate of Registration No.	(Chinese) hereby confirm that the about to the tower crane for the	ove ICE has been appointed
to legal action  Part 2 : Confirmation  I (name in fappointed to act for	on of Appointment (to be computed)  the RC in the subject project, apporary works providing support  Name of RC  Certificate of Registration Notate of expiry of registration	(Chinese) hereby confirm that the about to the tower crane for the	ove ICE has been appointed
to legal action  Part 2 : Confirmation  I (name in fappointed to act for	on of Appointment (to be computed)  the RC in the subject project, apporary works providing support Name of RC  Certificate of Registration Not Date of expiry of registration Date	(Chinese) hereby confirm that the about to the tower crane for the confirm that the about to the tower crane for the confirmation in the confirmat	e subject site.

	Page 1 of 2
Temporary Works Providi	f Completion for ing Support to a Tower Crane red Contractor
Project name :	
BD reference no. :	
Address of site :	
Tower crane no. :	(with layout plan)
Stage of works <sup>1</sup> (if any) :	
Part 1 : Certificate of Completion (to be completed contractor (RC) 's stream)	leted by technically competent person (TCP) T4 in
I, (name in full)	(Chinese)
(I.D. No.^/Passport No.^/TCP No.^*)	(Telephone No.)
	s TCP-T4 in RC's stream in the supervision plan
submitted to the Building Authority on (date	e) (submission ref. no.
), hereby certify that:	
have personally inspected the temporary v	npleted in accordance with the certified plans and
(b) the results of the associated testing of material welds) have been reviewed by me and found to	rials and workmanship (including on-site and off-site technically acceptable; and
(c) the temporary works including the connection permanent structures are structurally safe.	ns between the tower crane, the temporary works and
	1
Name of TCP	
Name of TCP  Date	:
Date	Any false certification or declaration may be subject to legal action

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			Form TW3 Page 2 of 2
Part 2 : Certificat	e of Completion		
(to be completed	by the appointed T.	5 person (T5 Person)/ Design Engineer (DE)/ Indep	pendent Checking
Engineer (ICE)*)			
I (name in	full)	(Chinese)	, the person
appointed by the	RC as the T5 Perso	on/ DE/ ICE* in the subject project, hereby certify t	hat:
(a) the temporar	y works providing	support to the tower crane have been completed ar	nd I confirm that I
have person	ally inspected the	e temporary works on (date)	and found
satisfactory	that the works h	ave been completed in accordance with the ce	rtified plans and
construction	drawings (drawing	g number	);
	y works including t ructures are structur	he connections between the tower crane, the tempor rally safe.	ary works and the
Name of T5 Person/DE/I	: CE*	Employing Company : Name	
RPE No.	•	Business Registration : Certificate No.	
Date		Signature of Authorized : Representative	
Signature of T5 Person/DE/I	: CE*	Employing Company : Chop	
Any false certificate to legal action	ation or declaration i	may be subject	
^ In accordance v	vith the Hong Kong I	Identity Card/Passport record/ TCP No.	
* Delete where ap	propriate		

# **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

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

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

<sup>8</sup> years relevant working experience must have been gained within the previous 11 years and at least 1 year must be local site experience.

<sup>12</sup> years relevant working experience must have been gained within the previous 15 years and at least 1 year must be local site experience.

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.

- 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).
- 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					supervisory TCP T1 o (Minor Wo certificate in	orks), with the training ganized by	
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 TCP T3 in TCP T3 in Works or Street Works AP's Stream 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			Stream			
Works or Street Works	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.