



水務署

**Water Supplies Department**

香港灣仔告士打道七號入境事務大樓  
Immigration Tower, 7 Gloucester Road, Hong Kong

電子郵件 [wsdinfo@wsd.gov.hk](mailto:wsdinfo@wsd.gov.hk)  
e-mail

電話 2829 4367  
Telephone

圖文傳真 2824 0578  
Facsimile

檔號 ( 1 ) in WSD 3318/50 Pt.5 T/J(11)  
Reference

3 June 2016

Distribution : To all Licensed Plumbers and Authorised Persons

Dear Sirs,

**WSD Circular Letter No. 2/2016**  
**Inspection and Approval of Plumbing Works**

The Water Authority (WA) has reviewed the existing procedures on inspection and approval of completed plumbing works with a view to facilitating early effecting of water supply. It reveals that the procedures on carrying out interim inspection on underground pipes, final inspection of completed plumbing works and the submission of test report on water samples before effecting water supply could be enhanced. To this end, this Circular Letter promulgates the following arrangements:

- (A) Submission of inspection checklists
- (B) Submission of water sample test report

**(A) Submission of inspection checklists**

2. Pilot schemes as detailed below are now implemented for one year until 3 June 2017 with immediate effect for applicants to join on a voluntary basis. A review on the effectiveness of the pilot schemes will be carried out before the expiry of the pilot scheme. After the review, WSD will decide whether the pilot scheme would be adopted as a standing arrangement.

3. As mentioned in WSD Circular Letter No. 8/2015 - Inspection of Plumbing Works and Point Penalty System, WSD officer uses checklists to record findings during interim and final inspections. Furthermore, the requirements for carrying out tests on solder pipe joints and testing water samples for four heavy metals at final inspection of newly installed fresh water inside service have been introduced. Other than the actual inspection works, requirement for the inspection checklists including compiling the site photos has increased the overall time for completion of the inspection process than before.

4. To enhance the inspection process, a pilot scheme is now launched on introducing an option for the licensed plumbers (LPs) to join on a voluntary basis. Under the pilot scheme, LPs are required to carry out an inspection and complete the respective inspection checklists for interim and final inspection to the prescribed requirements. The completed inspection checklists including the site photos are required to be certified by a registered professional engineer<sup>1</sup> (building services) [RPE(BSS)] or a Member of the Hong Kong Institution of Engineers (MHKIE) in building services (BSS) discipline. Audit checks will be carried out by WSD on items of the checklist inspected by the LP and certified by the RPE(BSS) / MHKIE in BSS discipline. In addition, WSD would conduct checks on items not inspected by the LP on a random basis.

5. It is anticipated that the overall time for completion of inspection process for cases under the pilot scheme will be shortened. WSD will closely monitor the time required to grant approval for the completed plumbing works under the pilot scheme.

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<sup>1</sup> Registered professional engineer as defined in the Engineers Registration Ordinance (Cap 409)

6. Since the pilot scheme is on voluntary basis, the current practice on interim inspection and final inspection remains unchanged.

7. The blank inspection checklists for voluntary submission can be downloaded from the WSD's webpage at :

[http://www.wsd.gov.hk/en/plumbing-engineering/requirements-for-plumbing-installation/wsd-circular-letters/index\\_id\\_388.html](http://www.wsd.gov.hk/en/plumbing-engineering/requirements-for-plumbing-installation/wsd-circular-letters/index_id_388.html)

### **Interim Inspection on Underground Pipes**

8. If an LP opts for submitting the checklists for interim inspection under the pilot scheme, the LP is required to observe the procedures and documents which can be downloaded from the WSD's webpage at:

[http://www.wsd.gov.hk/en/plumbing-engineering/requirements-for-plumbing-installation/wsd-circular-letters/index\\_id\\_388.html](http://www.wsd.gov.hk/en/plumbing-engineering/requirements-for-plumbing-installation/wsd-circular-letters/index_id_388.html)

9. The format of the certificate by RPE(BSS)/MHKIE in BSS discipline for interim inspection of inside service/fire service (for underground pipes) is set out in **Appendix I**.

### **NOTE**

10. In the meantime, the pilot scheme is not applicable to the interim inspection on concealed pipes above ground. The current practice regarding interim inspection on concealed pipes above ground remains unchanged.

### **Final Inspection**

11. If an LP opts for submitting the checklists for final inspection under the pilot scheme, the LP is required to observe the procedures and documents which can be downloaded from the WSD's webpage at:

[http://www.wsd.gov.hk/en/plumbing-engineering/requirements-for-plumbing-installation/wsd-circular-letters/index\\_id\\_388.html](http://www.wsd.gov.hk/en/plumbing-engineering/requirements-for-plumbing-installation/wsd-circular-letters/index_id_388.html)

12. The format of the certificate by RPE(BSS) / MHKIE in BSS discipline for final inspection of inside service/fire service is set out in **Appendix II**. Samples of completed final inspection checklists for village house and new building are provided at the following WSD's webpage for reference:

[http://www.wsd.gov.hk/en/plumbing-engineering/requirements-for-plumbing-installation/wsd-circular-letters/index\\_id\\_388.html](http://www.wsd.gov.hk/en/plumbing-engineering/requirements-for-plumbing-installation/wsd-circular-letters/index_id_388.html)

**(B) Submission of water sample test report**

13. After final inspection of newly completed inside service and proper disinfection and cleansing, LPs are required to arrange accredited laboratories<sup>2</sup> and/or Water Science Division of Water Supplies Department<sup>3</sup> to collect and test water samples taken from newly completed inside service and/or at connection point. LPs will then submit the test reports for WA's examination before effecting water supply. To enhance and shorten the submission process, the LP is required to state in their request forms for the accredited laboratories or the Water Science Division of Water Supplies Department that the completed test reports should be sent directly to WA via email and with a copy to the LP. The LP is not required to submit the test reports to WA. The test reports should include the address of the premises, location of samples with photos, ASN number and CCID of the application case. Details of the email addresses per section are set out below:

Section	Email Address
Hong Kong & Island Section	samlereport_hk@wsd.gov.hk
Lantau Section	samlereport_lantau@wsd.gov.hk
Kowloon Section	samlereport_k@wsd.gov.hk
New Territories East Section	samlereport_nte@wsd.gov.hk
New Territories West Section	samlereport_ntw@wsd.gov.hk

14. Should you have any enquiries, please contact our Engineer Ms. K L FOK at tel. no. 2829 5657.

Yours faithfully,

(Signed)

(LAM Ching Man)  
for Water Authority

Encl.

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<sup>2</sup> Please refer the following website for HOKLAS accredited laboratories for:

General water sample testing:

<http://www.itc.gov.hk/en/quality/hkas/hoklas/directory.htm> (under Environmental Testing); and

Perform analysis of lead, cadmium, chromium and nickel in water:

[http://www.itc.gov.hk/en/quality/hkas/doc/CAB\\_accredited\\_for\\_all\\_4\\_trace\\_metals.pdf](http://www.itc.gov.hk/en/quality/hkas/doc/CAB_accredited_for_all_4_trace_metals.pdf).

<sup>3</sup> Water sample for connection point for underground pipes larger than 40mm diameter shall be collected and tested by Water Science Division of the Water Supplies Department whereas water samples taken at newly completed inside service, connection point for underground pipe diameter less than or equal to 40mm and all above ground connection points are collected and tested by accredited laboratories.

(with Chinese translation)

c.c.

Housing Department (Attn: SM/QM)  
Buildings Department  
Architectural Services Department  
Fire Services Department  
The Hong Kong Housing Society  
The Hong Kong Institute of Architects  
The Hong Kong Institution of Engineers  
The Hong Kong Institute of Surveyors  
The Chartered Institute of Plumbing and Heating Engineering - Hong Kong Branch  
Hong Kong Plumbing and Sanitary Ware Trade Association Ltd  
Hong Kong Licensed Plumbing Professionals Association Ltd  
Hong Kong Plumbing General Union  
Hong Kong Water Works Professionals Association Ltd  
The Hong Kong Institution of Plumbing and Drainage Ltd  
Plumbing Technology Student Association  
The Association of Registered Fire Service Installation Contractors of Hong Kong Ltd  
Real Estate Developers Association of Hong Kong  
Hong Kong Institute of Vocational Education  
Construction Industry Council  
Hong Kong Construction Association Ltd  
Registered Minor Works Contractor Signatory Association Ltd.  
Hong Kong Registered Contractors Association Company Ltd  
Building Services Operation and Maintenance Executives Society  
The Hong Kong Air Conditioning and Refrigeration Association Ltd

WSD 3318/15/81

**Certificate of Interim Inspection of Inside Service/Fire Service**  
**[For Underground Pipes]**

**Address:** \_\_\_\_\_

To the Water Authority

I refer to the letter under reference \_\_\_\_\_ dated \_\_\_\_\_ submitted by (name of licensed plumber in full) \_\_\_\_\_ enclosing the Form WWO 46 Part IV.

I confirm that \*I/my representative<sup>1</sup> who has the qualification as given in the footnote below (name in full) \_\_\_\_\_ has witnessed the inspection by the licensed plumber of the underground pipes mentioned in the above Form WWO 46 Part IV and the hydraulic test on the concerned underground pipes carried out at the captioned address on (date) \_\_\_\_\_. I certify that the underground pipes mentioned in the above Form WWO 46 Part IV comply in all respects with the provisions of the Waterworks Ordinance (Cap. 102), the Waterworks Regulations (Cap. 102A), the requirements of the Water Authority and the applicable requirements set out in the Hong Kong Waterworks Standard Requirements for Plumbing, the Water Supplies Department Circular Letters to Licensed Plumbers and Authorized Persons and the Handbook on Plumbing Installation for Buildings issued by the Water Authority. I have reviewed and am satisfied with the attached completed inspection checklist(s) and hydraulic test report prepared by the licensed plumber.

I certify that the concerned underground pipes were satisfactorily tested to 1.5 times the maximum static pressure<sup>2</sup> if the maximum static pressure does not exceed 1.5 MPa (150m head); or 1.3 times the maximum static pressure if the maximum static pressure exceeds 1.5 MPa (150m head).

\_\_\_\_\_  
 Signature of  
 \*registered professional engineer<sup>3</sup> (building services) /  
 member of the Hong Kong Institution of Engineers in  
 Building Services Discipline

\_\_\_\_\_  
 Name in full

\_\_\_\_\_  
 \*RPE No. / MHKIE No.

\_\_\_\_\_  
 \*Email / Correspondence Address

Date: \_\_\_\_\_

\_\_\_\_\_  
 \* Delete where inappropriate

<sup>1</sup> The representative should have a Diploma or Higher Certificate in Electrical Engineering, Mechanical Engineering, Electrical Installation and Building Services, or Building Services Engineering from a Hong Kong polytechnic university/polytechnic, the Hong Kong Institute of Vocational Education or technical institute/technical college, or equivalent; and possess 3 years' relevant post-qualification experience in building services installation.

<sup>2</sup> Maximum static pressure = TWL of supplied service reservoir - elevation head of the pipes being tested.

<sup>3</sup> Registered professional engineer as defined in the Engineers Registration Ordinance (Cap 409)

**Certificate of Final Inspection of Inside Service/Fire Service****Address:** \_\_\_\_\_

To the Water Authority

I refer to the letter under reference \_\_\_\_\_ dated \_\_\_\_\_ submitted by  
(name of licensed plumber in full) \_\_\_\_\_ enclosing the Form  
WWO 46 Part IV.

I confirm that \*I/my representative<sup>1</sup> who has the qualification as given in the footnote  
below (name in full)\_\_\_\_\_ has witnessed the inspection by the  
licensed plumber of the completed plumbing works mentioned in the above Form  
WWO 46 Part IV carried out at the captioned address on (date) \_\_\_\_\_. I  
certify that the completed plumbing works mentioned in the above Form WWO 46  
Part IV comply in all respects with the provisions of the Waterworks Ordinance (Cap.  
102), the Waterworks Regulations (Cap. 102A), the requirements of the Water  
Authority and the applicable requirements set out in the Hong Kong Waterworks  
Standard Requirements for Plumbing, the Water Supplies Department Circular Letters  
to Licensed Plumbers and Authorized Persons and the Handbook on Plumbing  
Installation for Buildings issued by the Water Authority. I have reviewed and am  
satisfied with the attached completed inspection checklist(s).

\_\_\_\_\_  
Signature of  
\*registered professional engineer<sup>2</sup> (building services) /  
member of the Hong Kong Institution of Engineers in  
Building Services Discipline

\_\_\_\_\_  
Name in full

\_\_\_\_\_  
\*RPE No. / MHKIE No.

\_\_\_\_\_  
\*Email / Correspondence Address

Date: \_\_\_\_\_

\_\_\_\_\_  
\* Delete where inappropriate

<sup>1</sup> The representative should have a Diploma or Higher Certificate in Electrical Engineering, Mechanical Engineering, Electrical Installation and Building Services, or Building Services Engineering from a Hong Kong polytechnic university/polytechnic, the Hong Kong Institute of Vocational Education or technical institute/technical college, or equivalent; and possess 3 years' relevant post-qualification experience in building services installation.

<sup>2</sup> Registered professional engineer as defined in the Engineers Registration Ordinance (Cap 409)