

**Procedures for Voluntary Submission of  
Final Inspection Checklists  
by Licensed Plumber**

1. When submitting WWO46 Part IV to apply for final inspection, the LP shall indicate in the covering letter that he opts for joining the **“Pilot Scheme”** on voluntary submission of inspection checklists.
2. Upon receipt of WWO46 Part IV, WSD shall issue **“Notification of the Selected Locations for Voluntary Submission of Final Inspection Checklists”** by fax or email advising the LP the selected zones for inspection and submission of the checklist and make appointment for the final inspection within 7 working days of receipt of WWO46 Part IV. The LP shall submit the completed checklists within 7 working days of the issue of the Notification. If the completed checklists were found to be not in order, WSD may require the LP to amend the completed checklist and provide supplementary document. If the LP does not submit the completed checklist within 7 working days of the issue of the Notification or the checklist is not amended or supplemented to the satisfaction of the WSD before the final inspection date, the inspection checklist will be rejected. Beside, in case the submission is of inferior quality in respect of completeness, correctness and clarity of the information provided such as out of focus photos, illegible handwriting and unclear description, WSD may reject the inspection checklists. If the inspection checklist is rejected, WSD will notify the LP the reasons of rejection and the LP is not allowed to re-submit the inspection checklists and the application will be handled as if it has not been submitted for voluntary submission. WSD will make an appointment with the LP for final inspection within 7 working days from the day on which the inspection checklist is rejected.
3. A sample of **“Notification of the Selected Locations for Voluntary Submission of Final Inspection Checklists”** is attached for reference.
4. For new buildings, since some of the target items to be inspected (e.g. meter cabinet) are typically the same within the selected zones (e.g. high zone 15/F to 21/F), the LP shall prepare one set of typical inspection checklists (FI-A to FI-H as appropriate) with record photos for each individual zone selected by WSD.
5. During the final inspection, WSD would verify the **“Inspection Results”** of the submitted inspection checklists and record photos. WSD inspectorate may select extra sample(s)/location(s) for final inspection (e.g. another meter cabinet upstairs / downstairs) if necessary.

6. In case there is any disagreement on the "Inspection Results", the WSD inspectorate shall indicate on the checklist as appropriate and both the WSD inspectorate and the LP shall sign next to the amendment.
7. If defect exists, its location with photo details should be recorded on the checklist. The LP and the WSD inspectorate should sign on the checklists and WWO 1008 will be issued..
8. The colour photos attached to the inspection checklists shall be submitted in both hard copy and soft copy (in PDF format and supplied in a CD ROM).

- End -

## Notification of the Selected Locations For Voluntary Submission of Final Inspection Checklist

ASN : \_\_\_\_\_

**(I) Check List FI-A (Tank and Pump Room)**

	Roof Tank	Intermediate Tank	Sump Tank and Pump Room	Break Pressure Tank	Break Tank	Other (As specify)
Fresh Water (FW)			✓			
Flushing Water (FLW)						
Fire Service (FS)						

**(II) Check List FI-B (Meter/Check Meter/Meter Position and Adjoining Pipes and Fittings/Master Meter Room)**

	Master Meter	Check Meter	Meter Position and Adjoining Pipes and Fittings	Master Meter Room
Fresh Water (FW)			✓	
Flushing Water (FLW)				
Fire Service (FS)				

**(III) Check List FI-C (Meter Cabinet/Room)**

	Zone		Floor	Meter Cabinet	Meter Room
Typical	Upper	✓	15/F to 21/F	✓	
	Middle				
	Lower				
Non-typical					

**(IV) Check List FI-E (Connection)**

	Connection
Fresh Water (FW)	✓
Flushing Water (FLW)	
Fire Service (FS)	

**(V) Check List FI-F ( Communal Part )**

	Zone		Floor	Riser Pipe & Valve	Down-Feed Pipe & Valve
	Upper	Middle			
Fresh Water (FW)	Upper	✓	15/F to R/F	✓	✓
	Middle				
	Lower				
Flushing Water (FLW)	Upper				
	Middle				
	Lower				
Fire Service (FS)	Upper				
	Middle				
	Lower				

**(VI) Check List FI-G ( Communal Part )**

		Swimming Pool (with balancing tank)	Swimming Pool (with feed tank)	Irrigation	Cleansing	Others (e.g. Hydrant, Hose Reel, Sprinkler, Fountain, etc.)
Fresh Water (FW)	✓					Hot Water System
Flushing Water (FLW)						
Fire Service (FS)						

**(VII) Check List FI-H (Individual Household Flat/Unit)**

	Zone		Floor	Flat / Unit No.
	Upper	Middle		
Typical	Upper	✓	15/F to 21/F	A
	Middle			
	Lower			
Non-typical				

**(VIII) Check List FI-I (Building of Storey <4, Village House and Construction Supply)**

	Connection	Meter / Cabinet Box	Communal Part	Individual Household Flat/Unit	Water Tank	Other (As specify)
Fresh Water (FW)						
Flushing Water (FLW)						
Fire Service (FS)						