

Agreement No. CE 52/2009 (WS)
Improvement of fresh water supply to Cheung Chau -
Design and Construction

Guidelines to Resident Site Staff who need to conduct
inspection visits outside Hong Kong

- (a) In the event that production activities in a works contract are undertaken outside Hong Kong, the supervisory staff conducting inspections on the production sites outside Hong Kong shall, to the best of their knowledge, declare to the Engineer for the contract if the main contractor, the sub-contractor for the production activities, or any of their employees is his spouse, family member, or close relatives.
- (b) Such inspection visits shall also be subject to the approval of the Consultants. Where the contractor makes arrangement for transportation, accommodation and entertainment including meals, such arrangement shall be agreed to by the Engineer for the contract beforehand. Other than the agreed arrangement, supervisory staff shall not be allowed to receive any form of hospitality or entertainment from the contractor during such inspection visits.
- (c) Should the supervisory staff incur reimbursement expenses in the course of inspection, all claims for reimbursement should all be made to the Consultants in accordance with the prevailing rules and regulations for such. The Consultants will in turn seek reimbursement from the contractor where applicable. Under no circumstances should all the staff seek reimbursement direct from the contractor.