



水務署  
Water Supplies Department

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檔號  
Reference ( ) in WSD/K/3307/20/00 27 February 2004

Distribution: To all Licensed Plumbers and Authorised Persons

Dear Sir/Madam,

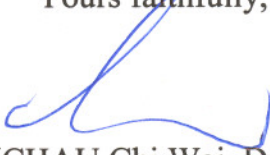
**WSD Circular Letter No. 1/2004**  
**Change in WWO 46 Submission Practice**

The Water Authority has implemented Electronic Document Management System (EDMS) to provide better recording of correspondence. The WWO 46 submission will be streamlined as follows with immediate effect:

- (a) Licensed Plumber (LP) is only required to submit 1 copy of WWO 46. Submission in triplicate is no longer required.
- (b) WWO 46 (excluding explanatory notes) can be mailed or faxed to the Water Authority. For faxing with existing A3 version of WWO 46, please cut the WWO 46 into A4 pages and fax.
- (c) WWO 46 will be scanned into the EDMS. The original will be disposed of and will not be returned to the LP.
- (d) Staff of Water Authority will return a printout copy of WWO 46 with Part III endorsed.
- (e) For reporting completion of whole or part of plumbing, LP needs to complete and sign Part IV before submission to the Water Authority.
- (f) If a schematic drawing is necessary to indicate the completion of a part of plumbing, the drawing should be of A4 size.
- (g) Whenever there is any minor alteration initiated by the LP, LP can mail or fax a copy of previous WWO 46 with his/her signature and date on each entry of such alteration(s). This needs to be done before staff of the Water Authority conducts inspection.

- (h) Staff of Water Authority will return a printout copy of WWO 46 with Part V endorsed on site if the plumbing is found generally in order.
- (i) If the plumbing is found not in order, staff of Water Authority will return a printout copy of WWO 46 with Part V signed for rejection and will attach a WWO 1008.
- (j) When LP has rectified the irregularities, LP needs to re-date WWO 46 and submit it to the Water Authority.

Yours faithfully,



(CHAU Chi Wai, David)  
for Water Authority

(with Chinese translation)

c.c. WWO 46