



水務署

Water Supplies Department

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Reference (1) in WSD 3318/50 Pt.5 T/J(10)

29 October 2015

Distribution : To all Licensed Plumbers and Authorised Persons

Dear Sirs,

WSD Circular Letter No. 8/2015 Inspection of Plumbing Works and Point Penalty System

The Water Authority (WA) has reviewed the existing arrangements for inspection of plumbing works and point penalty system (PPS) for assessing the performance of licensed plumbers (LPs). The revised arrangements promulgated in this Circular Letter shall take immediate effect unless otherwise stated and this Circular Letter supersedes any previous Circular Letter(s) on or relating to the relevant subject matters.

Inspection of Plumbing Works

After completion of plumbing works, the LP concerned is required to report completion to the WA and requests the WA to inspect the completed works via the submission of Waterworks Form WWO46 Part IV. The inspection will be an interim inspection when the completed works are only part of the plumbing works such as underground pipeworks or an inside service or a fire service to be concealed. On the other hand, when the completed works are the whole of the plumbing works, the inspection conducted by the WA will be a final inspection. At present, the WA operates a point penalty system (PPS) to assess the performance of LPs when conducting these inspections. Under the PPS, if defects are found in an inspection, penalty points will be given according to the Waterworks Form WWO 1008. If the total penalty point in a single inspection exceeds 10 points, a warning letter will be issued to the LP. When two warning letters are issued to the LP within a period of 12 months, the procedure for deliberating suspension of

the LP's licence will be initiated. However, the PPS shall in no way restrict the licensing authority from exercising his power under Waterworks Regulation 37(1) to cancel/suspend an LP's licence. For the avoidance of any doubts, please be reminded that during the period when the plumber's licence is suspended, the holder of that suspended licence is not and shall not be regarded as a "licensed plumber" for the purposes of the Waterworks Ordinance or the Waterworks Regulations.

To facilitate WA's inspection of an inside service or a fire service, the LP shall provide a sample board on site for new building projects where at least one building has more than 3 storeys. The sample board shall display samples of taps, shower mixers, valves, and pipes listed in the Annex of the submitted WWO 46 as well as solder materials if and when used. Relevant certificates/testing reports/catalogues as appropriate are also required to be provided together with the sample board. At the final inspection, the LP shall upon request provide for the WA's inspection relevant supporting documents for the pipes and fittings as listed in the Annex of the submitted WWO 46 as well as solder materials if and when used. The supporting documents, such as delivery notes, purchase orders, product certificate or confirmation from relevant suppliers / distributors, should state the place of origin of the pipes, fittings and solder materials if and when used. The requirements of this paragraph do not apply to those plumbing works for which the Parts I & II and the Annex of WWO 46 have been submitted before 1 November 2015, provided that the submission is not subsequently rejected by the Water Authority.

During inspection, the WA may use checklists to record findings. The LP or his authorized representative attending the inspection shall sign the checklist and he may make a copy of the checklist for retention if he so wishes. The checklists are available on the WSD's website at :

http://www.wsd.gov.hk/filemanager/en/content_1137/annex1_wwo1008.pdf

During an interim inspection of plumbing works of any new building project, the WA may, apart from inspecting the part of the plumbing works reported as completed, also inspect other parts of the plumbing works not reported as completed but found on site, for the purpose of early detection of defects. Defects found in the other parts of the plumbing works not reported as completed are not subject to the PPS.

For the final inspection of plumbing works of all new building projects except those relatively simple ones involving just one detached village type house, it is an established practice that the LP being the person responsible for the completed plumbing works will attend the final inspection and defects found by the WA can be brought to the

immediate attention of the LP. To formalize the practice, the LP shall attend the final inspection of all new building projects except those involving just one detached village type house.

Point Penalty System

Waterworks Form WWO 1008 is revised (see **Annex**) and the main changes are highlighted in the following table-

<i>Section</i>	<i>Previous Items (Previous penalty pts)</i>	<i>New Items (Penalty pts)</i>
<i>Piping</i>	<ul style="list-style-type: none"> ● <i>substandard (5 pts)</i> ● <i>fittings and pipes not as reported on schedule attached to Form Ga (3 pts)</i> 	<ul style="list-style-type: none"> ● <i>not of the materials already accepted by the Water Authority (WA) in WWO 46 Part III (6 pts)</i>
<i>Piping</i>	<ul style="list-style-type: none"> ● <i>Not bitumen painted & hessian wrapped (2 pts)</i> 	<ul style="list-style-type: none"> ● <i>Not bitumen painted or hessian/other suitable material wrapped (2 pts)</i>
<i>Piping</i>	(NA)	<ul style="list-style-type: none"> ● <i>with leaded solder for jointing fresh water pipes and fittings(10 pts)</i>
<i>Others</i>	(NA)	<ul style="list-style-type: none"> ● <i>absence of the licensed plumber from the final inspection of new building project after submission of WWO 46 Part IV (5 pts)#</i> <p><i>#- This item is not applicable to new building projects involving just one detached village type house.</i></p>

For enquiries about the sample board and the checklists, please contact our Engineer Ms K L FOK at telephone no. 2634 5657. For other enquiries, please contact our Engineer Mr. Simon F H WONG at telephone no. 2829 4484.

Yours faithfully,

(LAM Ching Man)
for Water Authority

Encl.

(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 Council
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 Development Association of Hong Kong
WSD 3318/15/81

			Fire service 消防	Fresh water 食水	Salt water 鹹水	Penalty point 扣分	Remarks 備註
(A) Connection 總喉	(1) laid to wrong position	位置不當				2	
	(2) not exposed	未有外露				2	
	(3) undersized/oversized	太小 / 太大				2	
	(4) no temporary connection as required	未依規定設臨時供水喉				2	
(B) Piping (including all pipes and fittings) 水喉 (包括所有 喉管與裝 置)	1) not of the materials already accepted by the Water Authority (WA) in WWO 46 Part III	喉料非水務監督在WWO 46表格第三部份已接納的				6	
	(2) no stopcocks at appliances & branches	用具及支喉未裝有水掣				2	
	(3) not bitumen painted or hessian/other suitable material wrapped	未塗上瀝青或纏上麻布 / 其他適當材料				2	
	(4) excessive elbows used	使用太多曲尺喉				1	
	(5) concealed prior to inspection	在視察前將藏牆喉掩蓋				5	
	(6) not securely fixed	安裝不穩固				1	
	(7) of material not suitable	喉料不適當				3	
	(8) with leaded solder for jointing fresh water pipes and fittings	用含鉛焊料接駁食水管或配件				10	
(C) Meter Position/ Check Meter Position 錶位	(1) not properly provided/indicated	錶位不適當 / 沒有明確指示				4/1	
	(2) meter room/box not located at the hoarding recess area of the construction site	建築地盤錶房或錶箱不設在圍板凹處				3	
	(3) no loose jumper stopcock at inlet	入水處缺少皮心掣				3	
	(4) too close to wall	太接近牆身				1	
	(5) no non-return valve	缺少逆止閘掣				1	
	(6) no gate valve	缺閘掣				1	
(D) Storage Tanks 儲水箱	(1) of material not acceptable	材料不合規格				3	
	(2) no control valve at inlet/outlet	入水 / 出水處缺少水掣				2	
	(3) no washout provided	缺少水箱去水喉				2	
	(4) no overflow provided	缺少滿溢喉				3	
	(5) overflow undersized	滿溢喉太小				2	
	(6) overflow above inlet	滿溢喉高過入水喉				2	
	(7) overflow does not discharge into conspicuous position	滿溢喉未有引至明顯地方				3	
	(8) tank not accessible	缺乏視察通道				1	
	(9) tank not provided with closed-fitting covers	缺乏緊密箱蓋				2	
	(10) storage excessive	容量過大				1	
	(11) no gap between potable & non-potable tanks	食水箱與非食水箱間 缺乏適當隔離				3	
	(12) inlet incorrectly laid/sized	入水喉位置 / 尺寸不當				1	
	(13) outlet incorrectly laid/sized	出水喉位置 / 尺寸不當				1	
(E) Others 其他	(1) sanitary fittings incomplete	潔具未安裝完備				2	
	(2) plumbing incomplete	水喉工程未安裝完備				5	
	(3) approved type flushing apparatus not provided	未安裝已認可的沖廁設備				3	
	(4) heater not properly installed	熱水器未有安裝妥當				2	
	(5) no proper meter box provided	缺乏適當水錶箱				1	
	(6) no locking device for tap	龍頭未上鎖				1	
	(7) plumbing arrangement not as approved on Drawing No(s): _____ with respect to: <input type="checkbox"/> alignment <input type="checkbox"/> size <input type="checkbox"/> number of installation <input type="checkbox"/> substantial change in installation location <input type="checkbox"/> naming of location (3marks) <input type="checkbox"/> others as stated:	水喉工程規格未依批准安裝，有別於圖則編號： 關於： <input type="checkbox"/> 喉管路線 <input type="checkbox"/> 尺寸 <input type="checkbox"/> 裝置數目 <input type="checkbox"/> 裝置位置大幅改變 <input type="checkbox"/> 位置名稱 (扣3分) <input type="checkbox"/> 其他列明如下：_____				*	3/5
	(8) absence of the licensed plumber from the final inspection of new building project after submission of WWO 46 Part IV	持牌水喉匠於新建樓宇項目在呈交WWO 46表格第四部份後，缺席有關之最終檢查				#	5
Total :							

腳註：* - 除位置名稱扣3分外，其他都扣5分。

- 此項目不適用於只涉及一座獨立鄉村屋的新建樓宇項目。

註：若超過一扣分項目同時適用於某被發現的不當處，則只扣最高分的項目。

Footnote: * - Deduct 3 marks for "Naming of location" and 5 marks for all others.

- This item is not applicable to new building projects involving just one detached village type house.

Note: If a non-compliance item fits the descriptions of more than one penalty point item, then only the penalty point item of the highest mark shall apply.