



水務署

Water Supplies Department

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

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
(Part A is superseded by WSD Circular Letter No. 1/2018)
- (B) Submission of water sample test report

Part A is superseded by WSD Circular Letter No. 1/2018

Part A is superseded by WSD Circular Letter No. 1/2018

(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 laboratories² and/or Water Science Division of Water Supplies Department³ 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.

² 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.

³ 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 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 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

This appendix is superseded by WSD Circular Letter No. 1/2018

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