



水務署
Water Supplies Department

總部 Headquarters

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11 September 2019

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

Circular Letter No. 8/2019
Penalty and Demerit Point System for Managing the Performance of Licensed Plumbers

The Point Penalty System (PPS) for managing the performance of licensed plumbers (LPs) is promulgated in WSD Circular Letter No. 8/2015 which has been subsumed into Section 4.3.3 and 4.3.5 of the ‘Guide to Application for Water Supply’. The Water Authority (WA) has recently conducted a review and recommended a new Penalty and Demerit Point System (PDPS) to replace the current PPS to enhance the performance management of licensed plumbers. The Water Supplies Department (WSD) has consulted the Advisory Board on Licensing of Plumbers and the Technical Committee on Plumbing on the implementation of PDPS. The PDPS will be effective and implemented for all interim, re-inspections or final inspections¹ (“inspection”) of plumbing works to be carried out by the WA on or after **1 October 2019** with the use of the revised inspection checklists and Form WWO 1008. For Form WWO 1008 issued before 1 October 2019 under PPS, same Form WWO 1008 can be used for re-inspection if it is to be carried out on and after 1 October 2019. The WSD Circular Letter No. 8/2015 is hereby superseded by this circular letter and will cease to effect on or after 1 October 2019.

¹ The PDPS is also applicable to inspections for plumbing works which have joined the Scheme on Voluntary Submission of Inspection Checklist in Section 4.3.6 of the Guide to Application for Water Supply. However, it is not applicable to Random Inspection of New Plumbing Works during Construction Stage in Section 8 of the Guide to Application for Water Supply.



Operation of PDPS

2. Under the PDPS, defects found and recorded in an inspection will be categorized into two types: (a) contravention of Waterworks Ordinance (WVO) / Waterworks Regulations (WWR) and (b) non-compliance with WA's requirements. As such, the Form WVO 1008 will include two parts (i.e. Part A and Part B). Part A is for plumbing defects in contravention of WVO/WWR, whereas Part B is for plumbing defects not in compliance with the WA's requirements. For each inspection, penalty points will be given for contravention of the WVO/WWR (defects in Part A) and demerit points will be given for non-compliance with WA's requirements (defects in Part B) as identified during the inspection.

3. During an inspection of the completed plumbing works, the findings of the inspection will be recorded in the inspection checklist at **Appendix 1** and photos will be taken on contravention of the WVO / WWR and non-compliance with the WA's requirements. Contravention of the WVO / WWR and non-compliance with the WA's requirements identified in the inspection will be brought to the attention of the responsible LP or his representative who has attended the inspection. The responsible LP (or his representative in his absence) is required to sign on the completed checklists recording the findings of the inspection.

4. For any contravention of the WVO / WWR or non-compliance with the WA's requirements recorded in the checklists, it will be marked against the relevant item in Part A or Part B of the Form WVO 1008 at **Appendix 2**. Penalty points or demerit points will be assigned to contravention or non-compliance respectively under the relevant items according to their seriousness. The completed Form WVO 1008 and the inspection checklists (without inspection photos) will be despatched to the responsible LP to formally notify him of the result of the inspection including any contravention of the WVO / WWR or non-compliance with the WA's requirements for his rectification within 5 working days after the inspection.

Mechanism for Triggering Deliberation of Suspension / Cancellation of a Plumber's Licence under PDPS

5. A warning letter signed by the WA or his representative will be issued to the responsible LP when one of the following criteria is met in an inspection of completed plumbing works:

- (i) penalty points ≥ 10 ; or
- (ii) penalty points > 0 but < 10 and demerit points ≥ 20 .

6. When a LP received two warning letters within a period of 12 months (counted based on the dates of the warning letters), the Licensing Authority (LA) will initiate the procedures to deliberate if the plumber's licence should be suspended or cancelled. In deliberating the suspension/cancellation of a plumber's licence, only contravention of the WWO/WWR will be considered.

7. Before taking disciplinary actions on a LP including suspension / cancellation of his/her plumber's licence, the LA will consult the Advisory Board on Licensing of Plumbers. It should be noted that the PDPS should in no way restrict the LA from exercising his power under Reg. 37(1) & (2) of the WWR to cancel or suspend a plumber's licence.

More Stringent Interim Inspections for Under-performed LPs

8. The LA will make an assessment of the performance of each LP in January every year based on the total penalty and demerit points received by him/her under the PDPS for the plumbing projects completed² in the previous year. One penalty point will be commuted as 2 demerit points for the purpose of the performance assessment. A LP who has received an annual average total demerit points (including the demerit points and demerit points commuted from penalty points) of 18 or above will be regarded as an under-performer. All the plumbing projects of the under-performed LP in that year will be subject to a higher sampling rate (i.e. double the normal sampling rates) of completed plumbing works during interim inspections by the WA. The criteria of under-performers will be subject to regular review. The assessment of the performance of LPs will commence on the inspection of plumbing projects carried out on or after 1 January 2020. For assessment of Year 2020, the LA will work out the average total demerit points of LPs based on the above methodology in January 2021.

9. The annual average total demerit points as mentioned in paragraph 8 is only applicable to the performance assessment. It will not be made for triggering deliberation of suspension/cancellation of licence as mentioned in paragraphs 5 – 7 above.

Worked Examples under the PDPS

² A project is defined as the works under an approved plumbing proposal and undertaken by the LP as covered and specified in a Form WWO 46. The project is completed when Form WWO 46 Part V(a) for the final inspection is issued.

10. Worked examples to demonstrate the operation of PDPS in respect of the criteria to issue warning letter and the commutation of penalty points as demerit point for assessment of LP's performance are provided in **Appendix 3** and **Appendix 4** respectively.

Enquiry

11. Should you have any enquiry, please contact our Team Leader/Technical Support at telephone no. 3109 7479.

Yours faithfully,

(Original Signed)

(CHEUNG Yip Kui, Rico)

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 Branch

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 Limited

Real Estate Developers Association of Hong Kong

Hong Kong Institute of Vocational Education

Construction Industry Council

The Hong Kong Construction Association, Ltd

Hong Kong General Building Contractors Association Ltd

The Hong Kong Federation of Electrical & Mechanical Contractors Ltd

Contractor's Authorised Signatory 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
Hong Kong Licensed Plumbers Union Limited
Li Ka Shing Institute of Professional and Continuing Education, The Open University
of Hong Kong
The Association of Electrical and Mechanical Engineering (Hong Kong) Ltd

WSD 3318/15/81

Appendix 1

General Information 一般資料		Inspection Checklist 視察清單	
Date of Inspection 視察日期:		(Section A) (A部)	
Premises Address 處所地址:			
Name of Licensed Plumber 持牌水喉匠姓名:			
Plumber's Licence Number 水喉匠牌照號碼:			
Serial Number of Form WWO46 表格WWO46編號:			
Inspection Type (please tick) 視察類別 (請別):		Type of Plumbing Works 水管工程類別: () *	
<input type="checkbox"/> Final Inspection 最終視察 <input type="checkbox"/> Interim Inspection 中期視察 <input type="checkbox"/> Re-inspection 重新視察			

A Type 類別	B Contravention of WWO / WWR or Non-compliance with WA's Requirements 違反《水務設施條例》/《水務設施規例》或不符合水務監督的要求	Penalty Point / Demerit Point 罰分 / 扣分	Defects/irregularities found? (please tick) 發現不合規格/不妥當之處? (請劃)			Type (FW, FL, FS) ^ 類別 (食水、沖廁水、消防供水)	Defects/irregularities (Please specify the extent and details of defects/irregularities, if any) 不合規格/不妥當之處(如有, 則請訂明不合規格/不妥當的程度和詳情)	Details of Inspected Location (refers code below, if applicable) 已視察位置的詳情(請參見下方的編號, 如適用)	Details (e.g. Brand Name/Model No., if available) 詳情 (例如品牌名稱/型號, 如有的話)	Photo Taken (Y/N) 夾附圖片 (有/沒有)	Remarks 備註
			Yes 是	No 否	Not Applicable 不適用						
(A) Piping (including all pipes and fittings, and connection pipe) 喉管 (包括所有喉管與裝置, 以及接駁喉)	(1) Pipe size less than minimum permissible size 水管尺寸小於准許的尺寸	P									
	(2) Not bitumen painted or hessian / other suitable material wrapped 未塗上瀝青或纏上麻布/其他適當物料	P									
	(3) A bend or curve made in any pipe that will diminish the waterway or alter the internal diameter of the pipe 水管上有屈曲或彎位, 而令水道變窄或改變水管的內部直徑	P									
	(4) Used / covered up prior to inspection 在視察前已經使用/覆蓋	P									
	(5) Pipe/fittings made of material not allowed or not complied with the prescribed standard 水管/裝置所用的材料並不獲批准或不符合規定的標準	P									
	(6) Lead solder used for jointing pipes and fittings@ 使用含鉛焊料接駁喉管與裝置@	P									
	(7) Not of the materials already accepted by the Water Authority (WA) in WWO 1149 並非在WWO1149表格內水務監督已接納的物料	D									
	(8) Connection pipes not of the sizes or at the position already accepted by the WA 接駁喉管並非水務監督已接納的尺寸或位置	D									

@ If this contravention of WWO/WWR item is found, the Licensing Authority will consider initiating the procedures to deliberate cancellation or suspension of the plumber's licence.
如發現違反《水務設施條例》/《水務設施規例》, 發牌當局將考慮啟動相關程序, 以取消或暫時吊銷持牌水喉匠的牌照。

Please insert ✓ at the appropriate box under the "Defects/irregularities found?" column. 請在 "發現不合規格/不妥當之處" 欄下的適當空格內加 ✓。

* Fresh Water 食水 (FW), Flushing Water 沖廁水 (FL), Fire Service 消防供水 (FS)

* Please insert the code for the corresponding type of plumbing works: 請加入相應水管工程類別的編號

(a) Building of Storey 樓層 ≥4

(b) Building of Storey 樓層 <4

(c) Village House 村屋

(d) Separate Meter 安裝獨立水錶

(e) Construction Supply 樓層供水

Photos should be taken on defects / irregularities: 須為不合規格/不妥當之處拍照

Code for Inspected Location 已視察位置的編號:

(a) underground pipe and connection pipe	(g) master meter position 總水錶位	(m) communal riser pipe 公用喉管
(b) concealed pipework above ground	(h) check meter position 檢測接位	(n) communal down-fest pipe 公用下給管
(c) roof tank 天台儲水箱	(i) meter position 水錶位	(o) feed tank for swimming pool 游泳池供水箱
(d) intermediate tank 中間儲水箱	(j) master meter room 總水錶房(chamber) 井	(p) irrigation supply points 灌溉供水點
(e) break pressure tank 洩壓缸	(k) meter cabinet 水錶櫃(room) (typical典型)	(q) cleansing supply points 清潔用水供水點
(f) break tank 斷流水箱	(l) meter cabinet 水錶櫃(room) (non-typical, please specify非典型, 請註明)	(r) hydrant, hose reel, sprinkler, fountain 消防龍頭、消防喉盤、消防花灑、噴水池
		(s) other location 其他位置 (please specify請註明)

ASN 申請書編號:	
WSD Inspection Staff 水務署視察人員	Licensed Plumber 持牌水喉匠
Signature 簽名:	Signature 簽名:
Name 姓名:	Name 姓名:
Post 職位:	Plumber's Licence No. 水喉匠牌照號碼:
Date 日期:	Date 日期:

Appendix 1

General Information 一般資料	Inspection Checklist 視察清單
Date of Inspection 視察日期:	(Section B) (B部)
Premises Address 處所地址:	
Name of Licensed Plumber 持牌水喉匠姓名:	
Plumber's Licence Number 水喉匠牌照號碼:	
Serial Number of Form WWO46 表格WWO46編號:	
Inspection Type (please tick) 視察類別 (請別):	Type of Plumbing Works 水管工程類別: () *
<input type="checkbox"/> Final Inspection 最終視察	<input type="checkbox"/> Interim Inspection 中期視察
<input type="checkbox"/> Re-inspection 重新視察	

A Type 類別	B Contravention of WWO / WWR or Non-compliance with WA's Requirements 違反《水務設施條例》/《水務設施規例》或不符合水務監督的要求	Penalty Point / Demerit Point 罰分 / 記分	Defects/irregularities found? (please tick) 發現不合規格/不妥當之處? (請劃)			Type (FW, FL, FS) ^ 類別 (食水、沖廁水、消防供水)	Defects/irregularities (Please specify the extent and details of defects/irregularities, if any) 不合規格/不妥當之處(如有, 則請訂明不合規格/不妥當的程度和詳情)	Details of Inspected Location (refers code below, if applicable) 已視察位置的詳情(請參見下方的編號, 如適用)	Details (e.g. Brand Name/Model No., if available) 詳情 (例如品牌名稱/型號, 如有的話)	Photo Taken (Y / N) 夾附圖片 (有 / 沒有)	Remarks 備註
			Yes 是	No 否	Not Applicable 不適用						
(B) Meter Position / Check Meter Position 錶位/檢測錶位	(1A) Meter position / check meter position not at suitable height above the floor level 錶位/檢測錶位非位於地面以上的適當高度	D									
	(1B) Meter installed in a landscape area with a clear working headroom less than 2m 安裝於園境地帶的水錶, 其空間作業高度少於2米	D									
	(1C) Meters not arranged in groups and housed in meter rooms / boxes / cabinet / chamber 水錶並非集中排列及安放於水錶房/櫃/箱/井中	D									
	(2) Meter room / box not located at the hoarding recess area of the construction site 建築地盤的錶房/箱不設在圍板凹處	D									
	(3) No loose jumper stopcock at inlet side of the meter 水錶入水處缺少皮心掣	D									
	(4) Working clearance at check meter position not meeting the minimum requirement 檢測錶位的工作空間沒有達到最低要求	D									
	(5) No non-return valve provided on the delivery side of the meter 水錶出水口的一方缺少止回流閥	D									
(6) No fullway gate valve provided before meter position 水錶前缺少全通閥	D										
(7) Meter room/meter cabinet not satisfying the architectural requirements 水錶房/水錶櫃沒有達到建築要求	D										

* If this contravention of WWO/WWR item is found, the Licensing Authority will consider initiating the procedures to deliberate cancellation or suspension of the plumber's licence.
 如發現違反《水務設施條例》/《水務設施規例》, 發牌當局將考慮啟動相關程序, 以取消或暫時吊銷持牌水喉匠的牌照。
 Please insert ✓ at the appropriate box under the "Defects/irregularities found?" column. 請在「發現不合規格/不妥當之處?」欄下的適當空格內加✓。
 ^ Fresh Water 食水 (FW), Flushing Water 沖廁水 (FL), Fire Service 消防供水 (FS)
 * Please insert the code for the corresponding type of plumbing works: 請加入相應水管工程類別的編號:
 (a) Building of Storey 樓層 ≥4
 (b) Building of Storey 樓層 <4
 (c) Village House 村屋
 (d) Separate Meter 安裝獨立水錶
 (e) Construction Supply 裝置供水
 Photos should be taken on defects / irregularities須為不合規格/不妥當之處拍照

Code for Inspected Location 已視察位置的編號:		
(a) underground pipe and connection pipe	(e) master meter position 總水錶位	(m) communal riser pipe 公用喉管
(b) concealed pipework above ground	(f) check meter position 檢測錶位	(n) communal down-feed pipe 公用下給管
(c) roof tank 天台儲水箱	(g) meter position 水錶位	(o) feed tank for swimming pool 游泳池供水箱
(d) intermediate tank 中間儲水箱	(h) master meter room/水錶房/chamber 井	(p) irrigation supply points 灌溉供水點
(e) break pressure tank 減壓閥	(i) meter cabinet 水錶櫃/room/箱 (非典型型, 請註明)	(q) cleaning supply points 清洗用水出水點
(f) break tank 斷流水箱	(j) meter cabinet 水錶櫃/room 非典型型, 請註明	(r) hydrant, hose reel, sprinkler, fountain, fire hydrant, fire water tank, fire water tank, fire water tank
		(s) other location 其他位置 (please specify 請註明)

ASN 申請書編號:	
WSD Inspection Staff 水務署視察人員	Licensed Plumber 持牌水喉匠
Signature 簽名:	Signature 簽名:
Name 姓名:	Name 姓名:
Post 職位:	Plumber's Licence No. 水喉匠牌照號碼:
Date 日期:	Date 日期:

Appendix 1

General Information 一般資料	Inspection Checklist 視察清單
Date of Inspection 視察日期:	(Section C) (C部)
Premises Address 處所地址:	
Name of Licensed Plumber 持牌水喉匠姓名:	
Plumber's Licence Number 水喉匠牌照號碼:	
Serial Number of Form WWO46 表格WWO46編號:	
Inspection Type (please tick) 視察類別 (請劃): <input type="checkbox"/> Final Inspection 最終視察 <input type="checkbox"/> Interim Inspection 中期視察 <input type="checkbox"/> Re-inspection 重新視察	Type of Plumbing Works 水管工程類別: () *

A Type 類別	B Contravention of WWO / WWR or Non-compliance with WA's Requirements 違反《水務設施條例》/《水喉設施條例》或不符合水務監督的要求	Penalty Point / Demerit Point 罰分 / 扣分	Defects/irregularities found? (please tick) 發現不合規格/不妥當之處? (請劃)			Type (FW, FL, FS) ^ 類別 (食水、沖廁水、消防供水)	Defects/irregularities (Please specify the extent and details of defects/irregularities, if any) 不合規格/不妥當之處(如有, 則請訂明不合規格/不妥當的程度和詳情)	Details of Inspected Location (refers code below, if applicable) 已視察位置的詳情(請參見下方的編號, 如適用)	Details (e.g. Brand Name/Model No., if available) 詳情 (例如品牌名稱/型號, 如有的話)	Photo Taken (Y/N) 夾附圖片 (有/沒有)	Remarks 備註
			Yes 是	No 否	Not Applicable 不適用						
(C) Storage Tanks 儲水缸	(1) Tanks made of material not allowed or not complied with the prescribed standard 水缸所用的材料並不獲批准或不符合規定的標準	P									
	(2) No control valve at inlet fed by gravity 在入水位缺少利用天然水壓供水的控制閥	P									
	(3) No automatic control switch for inlet of storage tank fed by pumped supply 儲水缸的入水位缺少利用泵壓供水的自動控制開關	P									
	(4) No control valve/drain-off pipe at outlet 出水位缺少控制閥/排水管	P									
	(5) Overflow pipe of fresh water tank not made of a corrosion-resisting material 食水水缸的溢流管所用的物料並非抗腐蝕物料	P									
	(6) Overflow pipe undersized 溢流管尺寸太小	P									
	(7) Invert of the inlet or the outlet of ball float valve less than 25mm above the top of the overflow pipe 入水管倒拱或浮球閥出水口離溢流管的頂部不足25毫米	P									
	(8) Overflow pipe connected to a drain or sewer or to the overflow pipe from another tank 溢流管接駁至排水渠或污水渠或另一個水缸的溢流管	P									
	(9) Fresh water tank connected for storage of water other than that supplied from the waterworks 食水水缸接駁並作儲存來自水務設施以外所供應的用水	P									
	(10) Water tank not easily accessible or safe access by ladder not provided 水缸不容易通往或未有提供梯子作安全通道	P									
	(11) Tank not provided with lockable covers 水缸缺少可上鎖的封蓋	P									
	(12) Storage capacity exceeds the maximum permitted capacity 儲水量超過最高准許儲水量	P									
	(13) No physical break between potable & non-potable tanks 可飲用及非飲用水缸中間沒有實際分隔	P									
	(14) Ball float valves or floats made of material not allowed or not complied with the prescribed standard 浮球閥或浮體所用的物料並不獲批准或不符合規定的標準	P									
	(15) Ball float valve/float operated valve improperly installed/provided 浮球閥/浮體操作閥安裝/安置不當	P									
	(16) Fresh water tank not provided with lockable double sealed covers 食水水缸缺少可上鎖的雙邊密封箱蓋	D									

* If this contravention of WWO/WWR item is found, the Licensing Authority will consider initiating the procedures to deliberate cancellation or suspension of the plumber's licence.
 如發現違反《水務設施條例》/《水喉設施條例》, 發覺當局將會啟動相關程序, 以取消或暫時吊銷持牌水喉匠的牌照。
 Please insert ✓ at the appropriate box under the "Defects/irregularities found" column. 請在「發現不合規格/不妥當之處」欄下的適當表格內加✓。
 ^ Fresh Water 食水 (FW), Flushing Water 沖廁水 (FL), Fire Service 消防供水 (FS)
 * Please insert the code for the corresponding type of plumbing works. 請加入相應水管工程類別的編號。
 (a) Building of Storey 樓層 >=4
 (b) Building of Storey 樓層 <4
 (c) Village House 村屋
 (d) Separate Meter 安裝獨立水錶
 (e) Construction Supply 建築供水
 Photos should be taken on defects / irregularities 須為不合規格/不妥當之處拍照

Code for Inspected Location 已視察位置的編號:	
(a) underground pipe and connection pipe	(f) master meter position 總水錶位
(b) concealed pipework above ground	(g) check meter position 檢測錶位
(c) roof tank 天台儲水缸	(h) meter position 水錶位
(d) intermediate tank 中層儲水缸	(i) master meter room 總水錶房/水錶房/水錶室
(e) break pressure tank 減壓缸	(j) meter cabinet 水錶櫃/room 房 (typical 典型)
(f) break tank 斷流水缸	(k) meter cabinet 水錶櫃/room 房 (non-typical, please specify 非典型, 請註明)
	(l) hydrant, hose reel, sprinkler, fountain, fire alarm, fire extinguisher, fire hose, fire water tap
	(m) other location 其他位置 (please specify 請註明)

ASN 申請書編號:	
WSD Inspection Staff 水務署視察人員	Licensed Plumber 持牌水喉匠
Signature 簽名:	Signature 簽名:
Name 姓名:	Name 姓名:
Post 職位:	Plumber's Licence No. 水喉匠牌照號碼:
Date 日期:	Date 日期:

Appendix 1

General Information 一般資料	TICK THIS BOX IF NO ONLINE REPLUMBING 如非同位更換水喉，請剔此格 <input type="checkbox"/>	Inspection Checklist 視察清單 (Section D) (D部)
Date of Inspection 視察日期:		
Premises Address 處所地址:		
Name of Licensed Plumber 持牌水喉匠姓名:		
Plumber's Licence Number 水喉匠牌照號碼:		
Serial Number of Form WWO46 表格WWO46編號:		
Inspection Type (please tick) 視察類別 (請別): <input type="checkbox"/> Final Inspection 最終視察 <input type="checkbox"/> Interim Inspection 中期視察 <input type="checkbox"/> Re-inspection 重新視察		
Type of Plumbing Works 水管工程類別: () *		

A Type 類別	B Contravention of WWO / WWR or Non-compliance with WA's Requirements 違反《水務設施條例》/《水務設施規例》或不符合水務監督的要求	Penalty Point / Demerit Point 罰分 / 配分	Defects/irregularities found? (please tick) 發現不合規格/不妥當之處? (請剔)			Type (FW, FL, FS) ^ 類別 (食水、沖廁水、消防供水)	Defects/irregularities (Please specify the extent and details of defects/irregularities, if any) 不合規格/不妥當之處(如有，則請訂明不合規格/不妥當的程度和詳情)	Details of Inspected Location (refers code below, if applicable) 已視察位置的詳情(請參見下方的編號，如適用)	Details (e.g. Brand Name/Model No., if available) 詳情 (例如品牌名稱/型號，如有的話)	Photo Taken (Y / N) 夾附圖片 (有 / 沒有)	Remarks 備註
			Yes 是	No 否	Not Applicable 不適用						
(D) Online Re-plumbing 同位更換水喉	(1A) No low initial leaching rate fittings installed 沒有安裝低溶濾率配件	D									
	(1B) Fittings installed have not been pretreated for online re-plumbing works 安裝於同位更換水喉工程的配件沒有經過預先處理	D									
	(2) No temporary water supply arrangement implemented on site (where applicable) 沒有在地盤實施臨時供水的安排(如適用)	D									
	(3) No arrangement implemented on site to notify affected customers not to use tap water for drinking and cooking purposes (where applicable) 沒有在地盤實施安排以通知受影響用戶勿取用水龍頭水作飲用及煮食用途(如適用)	D									
	(4) Online re-plumbing works were carried out but has not been specifically mentioned in plumbing proposal 已進行同位更換水喉工程，但沒有在水管工程計劃中明確提及	D									
(5) Solder joints were adopted on site but has not been specifically mentioned in plumbing proposal / WWO 46 已在地盤採用軟焊接口，但沒有在水管工程計劃 / WWO46表格內明確提及	D										

④ If this contravention of WWO/WWR item is found, the Licensing Authority will consider initiating the procedures to deliberate cancellation or suspension of the plumber's licence.
如發現違反《水務設施條例》/《水務設施規例》，發牌當局將考慮啟動相關程序，以取消或暫時吊銷持牌水喉匠的牌照。
Please insert ✓ at the appropriate box under the "Defects/irregularities found?" column. 請在「發現不合規格/不妥當之處?」欄下的適當空格內加✓。
^ Fresh Water 食水(FW), Flushing Water 沖廁水(FL), Fire Service 消防供水(FS)
* Please insert the code for the corresponding type of plumbing works. 請加入相應水管工程類別的編號
(a) Building of Storey 樓層 ≥4
(b) Building of Storey 樓層 <4
(c) Village House 村屋
(d) Separate Meter 安裝獨立水錶
(e) Construction Supply 地盤供水
Photos should be taken on defects / irregularities 須為不合規格/不妥當之處拍照

Code for Inspected Location 已視察位置的編號:		
(a) underground pipe and connection pipe	(g) master meter position 總水錶位	(m) communal riser pipe 公用喉管
(b) concealed pipework above ground	(h) check meter position 檢測錶位	(n) communal down-feed pipe 公用下給管
(c) roof tank 天台儲水箱	(i) meter position 水錶位	(o) feed tank for swimming pool 游泳池供水箱
(d) intermediate tank 中間儲水箱	(j) master meter room 總水錶房/水錶房	(p) irrigation supply points 灌溉供水點
(e) break pressure tank 減壓缸	(k) meter cabinet water room 房 (typical) 典型	(q) cleansing supply points 清洗供水水點
(f) break tank 斷流水箱	(l) meter cabinet water room 房 (non-typical, please specify non-typical, 請註明)	(r) hydrant, hose reel, sprayer, fountain 消防喉、消防花灑、噴水點
	(m) meter cabinet water room 房 (non-typical, please specify non-typical, 請註明)	(s) other location 其他位置 (please specify, 請註明)

ASN 申請書編號:		Licensed Plumber 持牌水喉匠	
WSD Inspection Staff 水務署視察人員		Signature 簽名:	
Signature 簽名:		Signature 簽名:	
Name 姓名:		Name 姓名:	
Post 職位:		Plumber's Licence No. 水喉匠牌照號碼:	
Date 日期:		Date 日期:	

Appendix 1

General Information 一般資料	Inspection Checklist 視察清單
Date of Inspection 視察日期:	(Section E) (E部)
Premises Address 處所地址:	
Name of Licensed Plumber 持牌水喉匠姓名:	
Plumber's Licence Number 水喉匠牌照號碼:	
Serial Number of Form WWO46 表格WWO46編號:	
Inspection Type (please tick) 視察類別 (請剔): <input type="checkbox"/> Final Inspection 最終視察 <input type="checkbox"/> Interim Inspection 中期視察 <input type="checkbox"/> Re-inspection 重新視察	Type of Plumbing Works 水管工程類別: () *

A Type 類別	B Contravention of WWO / WWR or Non-compliance with WA's Requirements 違反《水務設施條例》/《水務設施規例》或不符合水務監督的要求	Penalty Point / Demerit Point 罰分/扣分	Defects/irregularities found? (please tick) 發現不合規格/不妥當之處? (請剔)			Type (FW, FL, FS) ^ 類別 (食水、沖廁水、消防供水)	Defects/irregularities (Please specify the extent and details of defects/irregularities, if any) 不合規格/不妥當之處(如有, 則請訂明不合規格/不妥當的程度和詳情)	Details of Inspected Location (refers code below, if applicable) 已視察位置的詳情(請參見下方的編號, 如適用)	Details (e.g. Brand Name/Model No., if available) 詳情 (例如品牌名稱/型號, 如有的話)	Photo Taken (Y/N) 夾附圖片 (有/沒有)	Remarks 備註
			Yes 是	No 否	Not Applicable 不適用						
(E) Others 其他	(1) Sanitary fittings not properly installed / provided 潔具安裝/安置不當	P									
	(2) No stopcocks at appliances & branches 用具及支喉未裝有水掣	P									
	(3) Flushing apparatus not properly installed / provided 沖廁設備安裝/安置不當	P									
	(4) Heater not properly installed 熱水器安裝不當	P									
	(5) Use of a fitting with a threaded outlet or any device facilitating the connecting of rubber hose or another type of flexible hose without WA's written permission 在未獲水務監督書面許可的情況下, 使用有螺紋接駁的裝置, 或任何利便連接橡膠軟管或其他種類柔性軟管的器件	P									
	(6) Booster pump directly fed from a main 增壓泵直接由總水管抽水	P									
	(7) Water using apparatus used or installed without permission 未經許可下使用或安裝用水器具	P									
	(8) No locking device for draw-off tap that is freely accessible by the general public 公眾可自由接觸的排水龍頭缺少鎖緊裝置	D									
	(9) Designated products (showers for bathing, water taps and urinal flushing valves) used in kitchens of domestic premises and bathrooms and toilets of all premises not meeting the prescribed water efficiency requirements registered under WELS 住宅處所的廚房內, 以及所有處所的浴室和洗手間內, 所使用的指定產品(沐浴花灑、水龍頭和小便器沖水閥), 不符合用水效益標籤計劃下規定的用水效益要求	D									
	(10) The flow controller not being a registered product under WELS or not of appropriate water efficiency grade to form a "combined" water saving device that meets the prescribed water efficiency requirements. 節流器並非用水效益標籤計劃下的註冊產品, 或並非合適的用水效益級別以形成「組合式」節水裝置, 因而未能達到規定的用水效益要求	D									
	(11) Plumbing works not constructed according to the approved drawings**; Please give details 水管工程未依批准圖則建造 **: 請說明詳情	D / NA									
	(12) Absence of the licensed plumber from the final inspection of new building project after submission of WWO 46 Part IV # 在提交WWO 46第四部分之後, 持牌水喉匠缺席新建樓宇項目的最終視察#	D									

<p>⊗ If this contravention of WWO/WWR item is found, the Licensing Authority will consider initiating the procedure to deliberate cancellation or suspension of the plumber's licence. 如發現違反《水務設施條例》/《水務設施規例》, 發覺違規時考慮啟動相關程序, 以取消或暫時吊銷持牌水喉匠的牌照。 Please insert ✓ at the appropriate box under the "Defects/irregularities found?" column. 請在「發現不合規格/不妥當之處?」欄下的適當空格內加✓。</p> <p>^ Fresh Water 食水 (FW), Flushing Water 沖廁水 (FL), Fire Service 消防供水 (FS)</p> <p>* Please insert the code for the corresponding type of plumbing works. 請加入相應水管工程類別的編號: (a) Building of Storey 樓層 <=4 (b) Building of Storey 樓層 <4 (c) Village House 村屋 (d) Separate Meter 安裝獨立水錶 (e) Constructive Supply 建築供水</p> <p># This item is not applicable to new building projects involving just one detached village type house. 此項並不適用於只涉及一種獨立村屋類型的新建樓宇項目。 Photos should be taken on defects / irregularities 須為不合規格/不妥當之處拍照</p> <p>**Approved drawings include Drawing Nos. S-11 in Appendix II of the Guide to Application for Water Supply **批准圖則包括《申請供水指引》附錄第S-11號圖則</p>	<p>Code for Inspected Location* 視察位置的編號</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">(a) underground pipe and connection type</td> <td style="width:33%;">(r) master meter position 總水錶位</td> <td style="width:33%;">(m) communal meter pipe 公用水管</td> </tr> <tr> <td>(b) concealed pipework above ground</td> <td>(s) check meter position 檢測錶位</td> <td>(n) communal down-feed pipe 公用下給管</td> </tr> <tr> <td>(c) roof tank 天台儲水箱</td> <td>(t) meter position 水錶位</td> <td>(o) feed tank for swimming pool 游泳池供水箱</td> </tr> <tr> <td>(d) intermediate tank 中間儲水箱</td> <td>(u) master meter room 總水錶間(chamber)</td> <td>(p) irrigation supply system 灌溉供水系統</td> </tr> <tr> <td>(e) break message tank 漏報水箱</td> <td>(v) meter cabinet 水錶機room (enclosed type)</td> <td>(q) clean-out supply points 清洗用水供水點</td> </tr> <tr> <td>(f) break tank 斷流水箱</td> <td>(w) meter cabinet 水錶機room (non-enclosed, please specify in form, please tick)</td> <td>(r) hydrant, hose reel, sprinkler (contain flow indicator, flow indicator, water tap)</td> </tr> <tr> <td></td> <td>(x) meter cabinet 水錶機room (non-enclosed, please specify in form, please tick)</td> <td>(s) other location 其他位置 (please specify in form)</td> </tr> </table>	(a) underground pipe and connection type	(r) master meter position 總水錶位	(m) communal meter pipe 公用水管	(b) concealed pipework above ground	(s) check meter position 檢測錶位	(n) communal down-feed pipe 公用下給管	(c) roof tank 天台儲水箱	(t) meter position 水錶位	(o) feed tank for swimming pool 游泳池供水箱	(d) intermediate tank 中間儲水箱	(u) master meter room 總水錶間(chamber)	(p) irrigation supply system 灌溉供水系統	(e) break message tank 漏報水箱	(v) meter cabinet 水錶機room (enclosed type)	(q) clean-out supply points 清洗用水供水點	(f) break tank 斷流水箱	(w) meter cabinet 水錶機room (non-enclosed, please specify in form, please tick)	(r) hydrant, hose reel, sprinkler (contain flow indicator, flow indicator, water tap)		(x) meter cabinet 水錶機room (non-enclosed, please specify in form, please tick)	(s) other location 其他位置 (please specify in form)
(a) underground pipe and connection type	(r) master meter position 總水錶位	(m) communal meter pipe 公用水管																				
(b) concealed pipework above ground	(s) check meter position 檢測錶位	(n) communal down-feed pipe 公用下給管																				
(c) roof tank 天台儲水箱	(t) meter position 水錶位	(o) feed tank for swimming pool 游泳池供水箱																				
(d) intermediate tank 中間儲水箱	(u) master meter room 總水錶間(chamber)	(p) irrigation supply system 灌溉供水系統																				
(e) break message tank 漏報水箱	(v) meter cabinet 水錶機room (enclosed type)	(q) clean-out supply points 清洗用水供水點																				
(f) break tank 斷流水箱	(w) meter cabinet 水錶機room (non-enclosed, please specify in form, please tick)	(r) hydrant, hose reel, sprinkler (contain flow indicator, flow indicator, water tap)																				
	(x) meter cabinet 水錶機room (non-enclosed, please specify in form, please tick)	(s) other location 其他位置 (please specify in form)																				

ASN 申請書編號: WSD Inspection Staff 水務署視察人員	Licensed Plumber 持牌水喉匠
Signature 簽名:	Signature 簽名:
Name 姓名:	Name 姓名:
Post 職位:	Plumber's Licence No. 水喉匠牌照號碼:
Date 日期:	Date 日期:

General Information 一般資料	WWO 1008 (Part A) (A 部)
Date of Inspection 檢查日期:	
Premises Address 處所地址:	
Name of Licensed Plumber 持牌水喉匠姓名:	
Plumber Licence Number 水喉匠牌照號碼:	
Serial Number of Form WWO46 表格 WWO46 編號:	
Inspection Type 視察類別:	
<input type="checkbox"/> Final Inspection 最終視察 <input type="checkbox"/> Interim Inspection 中期視察 <input type="checkbox"/> Re-inspection 重新視察	

A	B	C	D	E	F	G	H
Type 類別	Contravention of WWO / WWR (CWW) 違反《水務設施條例》(《條例》)/《水務設施規例》(《規例》)(違規)	WWO / WWR / Schedule 2 《條例》/《規例》附表 2	Penalty Point 罰分	Marking Scheme [^] 評分準則 [^]	Penalty Point 罰分		Remarks 備註
(A) Piping (including all pipes and fittings, and connection pipe) 喉管 (包括所有喉管與裝置，以及接駁喉)	(1) Pipe size less than minimum permissible size 水管尺寸小於准許的尺寸	Pt.1, item 5 第 1 部第 5 項	2	Any No. of CWW 任何違規次數	2		
	(2) Not bitumen painted or hessian / other suitable material wrapped 未塗上瀝青或纏上麻布/其他適當物料	WWR R22 《規例》第 22 條	2	CWW found in any lengths of pipework inspected 在視察任何長度的水管時發現違規之處	2		
	(3) A bend or curve made in any pipe that will diminish the waterway or alter the internal diameter of the pipe 水管上有屈曲或彎位，而令水道變窄或改變水管的內部直徑	Pt.1, item 6 第 1 部第 6 項	1	Any No. of CWW 任何違規次數	1		
	(4) Used / covered up prior to inspection 在視察前已經使用/覆蓋	WWR R6(3) 《規例》第 6(3) 條	5	CWW found in any lengths of pipework inspected 在視察任何長度的水管時發現違規之處	5		
	(5) Pipe/fittings made of material not allowed or not complied with the prescribed standard 水管/裝置所用的材料並不獲批准或不符合規定的標準	Pt. 1, items 1 - 4, 7 - 23, Pt. 2, items 2 - 6, 12, 14 - 21 第 1 部第 1-4、7-23 項; 第 2 部第 2-6、12、14-21 項	8	Any lengths or nos. of pipes, fittings, valves, taps, materials or products not complying with Schedule 2 Part 1, items 1 - 4, 7 - 23 or Part 2, items 2 - 6, 12, 14 - 21 不符合附表 2 的任何長度或數量的水管、裝置、閘閥、水龍頭、物料或產品 第 1 部第 1-4、7-23 項或第 2 部第 2-6、12、14-21 項	8		

A	B	C	D	E	F	G	H
Type 類別	Contravention of WWO / WWR (CWW) 違反《水務設施條例》(《條例》)/《水務設施規例》 (《規例》)(違規)	WWO / WWR / Schedule 2 《條例》/《規例》附表 2	Penalty Point 罰分	Marking Scheme [^] 評分準則 [^]		Penalty Point 罰分	Remarks 備註
	(6) Leaded solder used for jointing pipes and fittings @ 使用含鉛焊料接駁喉管與裝置@	Pt.1, item 15 第 1 部第 15 項	10	Any lengths or parts of fresh water pipes or fittings with leaded solder joints 任何長度或部分的食水水管或裝置使用含鉛軟焊接口	10		
(C) Storage Tanks 儲水缸	(1) Tanks made of material not allowed or not complied with the prescribed standard 水缸所用的材料並不獲批准或不符合規定的標準	Pt.3, item 2 第 3 部第 2 項	6	Any No. of water storage tank not made of suitable materials 任何並非以合適材料製造的儲水缸數量	6		
	(2) No control valve at inlet fed by gravity 在入水位缺少利用天然水壓供水的控制閥	Pt. 3, item 6 第 3 部第 6 項	1	Any No. of water storage tank whose inlet is not provided with control valve 任何入水位缺少控制閥的儲水缸數量	1		
	(3) No automatic control switch for inlet of storage tank fed by pumped supply 儲水缸的入水位缺少利用泵壓供水的自動控制開關	Pt.3, item 7 & 7A 第 3 部第 7 及 7A 項	2	Any No. of water storage tank with CWW 任何有違規的儲水缸數量	2		
	(4) No control valve/drain-off pipe at outlet 出水位缺少控制閥/排水管	Pt.3, item 7E 第 3 部第 7E 項	1	Any No. of water storage tank with CWW 任何有違規的儲水缸數量	1		
	(5) Overflow pipe of fresh water tank not made of a corrosion-resisting material 食水水缸的溢流管所用的物料並非抗腐蝕物料	Pt.3, item 7C 第 3 部第 7C 項	1	Any No. overflow pipe not made of corrosion-resisting material 任何非以抗腐蝕物料製造的溢流管數量	1		
	(6) Overflow pipe undersized 溢流管尺寸太小	Pt.3, item 7D 第 3 部第 7D 項	2	Any No. of water storage tank with CWW 任何有違規的儲水缸數量	2		
	(7) Invert of the inlet or the outlet of ball float valve less than 25mm above the top of the overflow pipe 入水管倒拱或浮球閥出水口離溢流管的頂部不足 25 毫米	Pt.3, item 7B 第 3 部第 7B 項	1	Any No. of water storage tank with CWW 任何有違規的儲水缸數量	1		

A	B	C	D	E	F	G	H
Type 類別	Contravention of WWO / WWR (CWW) 違反《水務設施條例》(《條例》)/《水務設施規例》 (《規例》)(違規)	WWO / WWR / Schedule 2 《條例》/《規例》附表 2	Penalty Point 罰分	Marking Scheme [^] 評分準則 [^]		Penalty Point 罰分	Remarks 備註
	(8) Overflow pipe connected to a drain or sewer or to the overflow pipe from another tank 溢流管接駁至排水渠或污水渠或另一個水缸的溢流管	Pt.3, item 7D 第 3 部第 7D 項	3	Any No. of water storage tank with CWW 任何有違規的儲水缸數量	3		
	(9) Fresh water tank connected for storage of water other than that supplied from the waterworks 食水水缸接駁並作儲存來自水務設施以外所供應的用水	Pt.3, item 8 第 3 部第 8 項	1	Any No. of fresh water tank with CWW 任何有違規之處的食水水缸數量	1		
(C) Storage Tanks 儲水缸	(10) Water tank not easily accessible or safe access by ladder not provided 水缸不容易通往或未有提供梯子作安全通道	Pt.3, item 9, 10 第 3 部第 9、10 項	1	Any No. of CWW 任何違規次數	1		
	(11) Tank not provided with lockable covers 水缸缺少可上鎖的封蓋	Pt.3, item 4 第 3 部第 4 項	2	Any No. of tank not provided with closed-fitting lockable covers 任何缺少密封可上鎖的封蓋數量	2		
	(12) Storage capacity exceeds the maximum permitted capacity 儲水量超過最高准許儲水量	Pt.3, item 1 第 3 部第 1 項	1	Any No. of tank whose storage is greater than the max. permitted capacity 任何儲水量多於最高准許儲水量的水缸數量	1		
	(13) No physical break between potable & non-potable tanks 可飲用及非飲用水缸中間沒有實際分隔	Pt.3, item 5 第 3 部第 5 項	3	Any No. of CWW 任何違規次數	3		
	(14) Ball float valves or floats made of material not allowed or not complied with the prescribed standard 浮球閥或浮體所用的物料並不獲批准或不符合規定的標準	Pt.2, item 4 - 5 第 2 部第 4-5 項	2	Any No. of water storage tank with CWW 任何有違規的儲水缸數量	2		
(15) Ball float valve/float operated valve improperly installed/provided 浮球閥/浮體操作閥安裝/安置不當	Pt.2, item 7 - 10 第 2 部第 7-10 項	1	Any No. of water storage tank with CWW 任何有違規的儲水缸數量	1			
(E) Others 其他	(1) Sanitary fittings not properly installed / provided 潔具安裝/安置不當	Pt.6, item 1 - 3 第 6 部第 1-3 項	1	Any No. of CWW 任何違規次數	1		

A	B	C	D	E	F	G	H
Type 類別	Contravention of WWO / WWR (CWW) 違反《水務設施條例》(《條例》)/《水務設施規例》(《規例》)(違規)	WWO / WWR / Schedule 2 《條例》/《規例》附表 2	Penalty Point 罰分	Marking Scheme [^] 評分準則 [^]	Penalty Point 罰分	Remarks 備註	
	(2) No stopcocks at appliances & branches 用具及支喉未裝有水掣	Pt.6, item 4 第 6 部第 4 項	2	Any No. of CWW 任何違規次數	2		
	(3) Flushing apparatus not properly installed / provided 沖廁設備安裝/安置不當	Pt.5, item 1 - 11 第 5 部第 1-11 項	1	Any No. of CWW 任何違規次數	1		
	(4) Heater not properly installed 熱水器安裝不當	Pt.4, item 1 - 11 第 4 部第 1-11 項	2	Any No. of CWW 任何違規次數	2		
	(5) Use of a fitting with a threaded outlet or any device facilitating the connecting of rubber hose or another type of flexible hose without WA's written permission 在未獲水務監督書面許可的情況下，使用有螺紋接駁的裝置，或任何利便連接橡膠軟管或其他種類韌性軟管的器件	Pt.2, item 11 第 2 部第 11 項	1	Any No. of CWW 任何違規次數	1		
	(6) Booster pump directly fed from a main 增壓泵直接由總水管抽水	WWR R23(2) 《規例》第 23(2) 條	3	Any No. of booster pump directly fed from a main 任何直接由水管供水的增壓泵數量	3		
	(7) Water using apparatus used or installed without permission 未經許可下使用或安裝用水器具	WWR R24 《規例》第 24 條	1	Any No. of water using apparatus used or installed without permission 任何未經許可下使用或安裝的用水器具數量	1		

CWW = Contravention of WWO/WWR 違反《水務設施條例》/《水務設施規例》

@If this contravention of WWO/WWR item is found, the Licensing Authority will consider initiating the procedures to deliberate cancellation or suspension of the plumber's licence.

@如發現違反《水務設施條例》/《水務設施規例》，發牌當局將考慮啟動相關程序，以取消或暫時吊銷持牌水喉匠的牌照。

^ If more than one CWW of the same item are found in an inspection, penalty point will be counted once.

^若在一次視察中發現同一項目出現多於一次違規，罰分會以一次計算。

Note - If a contravention of WWO/WWR item fits the descriptions of more than one penalty point item, then only the penalty point item of the highest mark shall apply.

注意 - 如果發現某違反《水務設施條例》/《水務設施規例》的情況符合多個罰分項目的描述，則應只選用最高分的罰分項目。

For inspection of above plumbing type, please enter in Column G the penalty point corresponding to the contravention of WWO/WWR items identified. If there is no contravention of WWO/WWR, please enter "0". If inspection is not applicable to above plumbing type, please enter "N/A".

在視察上述的水管工程類別時，請在 G 欄填寫已發現《水務設施條例》/《水務設施規例》項目的相應罰分。如並無發現違反《水務設施條例》/《水務設施規例》的情況，則填寫「0」。如視察並不適用於上述的水管工程類別，請填寫「不適用」。

Total Penalty Points 總罰分：	<input type="text"/>
ASN 申請書編號：	<input type="text"/>
Signature 簽名：	<input type="text"/>
Name 姓名：	<input type="text"/>
Post 職位：	<input type="text"/>
Date 日期：	<input type="text"/>

General Information 一般資料	
Date of Inspection 檢查日期:	
Premises Address 處所地址:	
Name of Licensed Plumber 持牌水喉匠姓名:	
Plumber Licence Number 水喉匠牌照號碼:	
Serial Number of Form WWO46 表格 WWO46 編號:	
Inspection Type 視察類別:	
<input type="checkbox"/> Final Inspection 最終視察 <input type="checkbox"/> Interim Inspection 中期視察 <input type="checkbox"/> Re-inspection 重新視察	

A	B	C	D	E	F	G	H
Type 類別	Non-compliance with Water Authority's requirement (NC) 不符合水務監督的要求	Ref 參考	Demerit Point 記分	Marking Scheme+ 評分準則+		Demerit Point 記分	Remarks 備註
(A) Piping (including all pipes and fittings, and connection pipe) 喉管 (包括所有喉管與裝置，以及接駁喉)	(7) Not of the materials already accepted by the Water Authority (WA) in WWO 1149 並非在 WWO1149 表格內水務監督已接納的物料		6	Any pipes or fittings installed / used were not of the materials already accepted by the WA in WWO 1149 安裝/使用任何水管或裝置，而其物料並非在 WWO1149 表格內水務監督已接納的物料		6	
	(8) Connection pipes not of the sizes or at the position already accepted by the WA 接駁喉管並非水務監督已接納的尺寸或位置		2	Any connection pipes or fittings installed / used were not of the size already accepted by the WA 安裝/使用任何接駁喉管，而其尺寸並非水務監督已接納的尺寸		2	
(B) Meter Position / Check Meter Position 錶位/檢測錶位	(1) Not properly provided / installed 安裝/安置不當	TR 3.2.2.1, TR3.2.4.1 and TR 3.2.6.1 技術要求 3.2.2.1、技術要求 3.2.4.1 及技術要求 3.2.6.1	5	Meter position / check meter position not at suitable height above the floor level 錶位/檢測錶位非位於地面以上的適當高度		1	
				Meter installed in a landscape area with a clear working headroom less than 2m 安裝於園境地帶的水錶，其空間作業高度少於 2 米		2	

A	B	C	D	E	F	G	H
Type 類別	Non-compliance with Water Authority's requirement (NC) 不符合水務監督的要求	Ref 參考	Demerit Point 記分	Marking Scheme+ 評分準則+		Demerit Point 記分	Remarks 備註
				Meters not arranged in groups and housed in meter rooms / boxes / cabinet / chamber 水錶並非集中排列及安放在水錶房/箱/櫃/井中	2		
	(2) Meter room / box not located at the hoarding recess area of the construction site 建築地盤的錶房/箱不設在圍板凹處	TR 3.2.5.1 技術要求 3.2.5.1	3	Any No. of NC 任何不符合要求次數	3		
	(3) No loose jumper stopcock at inlet side of the meter 水錶入水處缺少皮心掣	TR 3.1.6 技術要求 3.1.6	4	Any No. of NC 任何不符合要求次數	4		
	(4) Working clearance at check meter position not meeting the minimum requirement 檢測錶位的工作空間沒有達到最低要求	TR 3.3.5.3 技術要求 3.3.5.3	2	Any No. of NC 任何不符合要求次數	2		
(B) Meter Position / Check Meter Position 錶位/檢測錶位	(5) No non-return valve provided on the delivery side of the meter 水錶出水口的一方缺少止回流閥	TR 3.1.7 (for connection > 40 mm dia.); TR 3.1.10 (for salt water flushing supply) 技術要求 3.1.7(適用於直徑 >40 毫米的接駁喉)；技術要求 3.1.10(適用於沖廁鹹水供水)	4	Any No. of NC 任何不符合要求次數	4		
	(6) No fullway gate valve provided before meter position 水錶前缺少全通閥	TR 3.1.5 技術要求 3.1.5	4	Any No. of NC 任何不符合要求次數	4		
	(7) Meter room/meter cabinet not satisfying the architectural requirements 水錶房/水錶櫃沒有達到建築要求	TR 3.2.2.4 (a) to (h) 技術要求 3.2.2.4(a)至(h)	1	Any No. of NC 任何不符合要求次數	1		
(C) Storage Tanks 儲水缸	(16) Fresh water tank not provided with lockable double sealed covers 食水水缸缺少可上鎖的雙邊密封箱蓋	TR 6.2.3.3 (for fresh water storage tank) 技術要求 6.2.3.3(適用於食水儲水缸)	6	Any No. of NC 任何不符合要求次數	6		

A	B	C	D	E	F	G	H
Type 類別	Non-compliance with Water Authority's requirement (NC) 不符合水務監督的要求	Ref 參考	Demerit Point 記分	Marking Scheme+ 評分準則+		Demerit Point 記分	Remarks 備註
(D) Online Re-plumbing 同位更換水喉	(1) No low initial leaching rate fittings installed/fittings installed have not been pretreated for online re-plumbing works 於同位更換水喉工程沒有安裝低溶濾率配件 / 所安裝的配件沒有預先經過處理	Section 4.7.1 and 4.7.5 of Guide to Application for Water Supply 申請供水指引第 4.7.1 及 4.7.5 節	8	No low initial leaching rate fittings installed/fittings installed have not been pretreated for online re-plumbing works or LP unable to provide records of pre-treatment of fittings 沒有安裝低溶濾率配件 / 安裝於同位更換水喉工程的配件沒有預先經過處理，或持牌水喉匠未能提供預先處理配件的記錄		8	
	(2) No temporary water supply arrangement implemented on site (where applicable) 沒有在地盤實施臨時供水的安排(如適用)	Section 3.3.2 and 4.7.5 of Guide to Application for Water Supply 申請供水指引第 3.3.2 節及 4.7.5 節	4	No temporary water supply arrangement for drinking and cooking purposes implemented on site or LP unable to provide sufficient site photos or records of temporary water supply arrangement 沒有在地盤實施臨時供水安排作飲用及煮食用途，或持牌水喉匠未能提供足夠的地盤相片或記錄，證明有關的臨時供水安排		4	
	(3) No arrangement implemented on site to notify affected customers not to use tap water for drinking and cooking purposes (where applicable) 沒有在地盤實施安排以通知受影響用戶勿取用水龍頭水作飲用及煮食用途(如適用)	Section 3.3.2 of Guide to Application for Water Supply 申請供水指引第 3.3.2 節	4	No arrangement implemented on site to notify affected customers not to use tap water for drinking and cooking purposes 沒有在地盤實施安排以通知受影響用戶勿取用水龍頭水作飲用及煮食用途		4	

A	B	C	D	E	F	G	H
Type 類別	Non-compliance with Water Authority's requirement (NC) 不符合水務監督的要求	Ref 參考	Demerit Point 記分	Marking Scheme+ 評分準則+		Demerit Point 記分	Remarks 備註
	(4) Online re-plumbing works were carried out but has not been specifically mentioned in plumbing proposal 已進行同位更換水喉工程，但沒有在水管工程計劃中明確提及	Section 3.3 of Guide to Application for Water Supply 申請供水指引第 3.3 節	10	Online re-plumbing works were carried out but not mentioned in plumbing proposal 已進行同位更換水喉工程，但沒有在水管工程計劃中提及	10		
	(5) Solder joints were adopted on site but has not been specifically mentioned in plumbing proposal /WVO 46 已在地盤採用軟焊接口，但沒有在水管工程計劃/WVO46 表格內明確提及	Section 3.3.1 of Guide to Application for Water Supply 申請供水指引第 3.3.1 節	10	Any No. of NC 任何不符要求次數	10		
(E) Others 其他	(8) No locking device for draw-off tap that is freely accessible by the general public 公眾可自由接觸的排水龍頭缺少鎖緊裝置	TR 4.2.5.4 (For concessionary usage of mains water) 技術要求 4.2.5.4(適用於自來水特許供水)	4	Any No. of draw-off tap without locking device 任何缺少鎖緊裝置的排水龍頭數量	4		
	(9) Designated products (showers for bathing, water taps and urinal flushing valves) used in kitchens of domestic premises and bathrooms and toilets of all premises not meeting the prescribed water efficiency requirements registered under WELS 住宅處所的廚房內，以及所有處所的浴室和洗手間內，所使用的指定產品(沐浴花灑、水龍頭和小便器沖水閥)，不符合用水效益標籤計劃下規定的用水效益要求	TR 7.3.1 技術要求 7.3.1	3	Any No. of designated products not meeting the water efficiency requirements 任何不符合用水效益要求的特定產品數量	3		
	(10) The flow controller not being a registered product under WELS or not of appropriate water efficiency grade to form a 'combined' water saving device that meets the prescribed water efficiency requirements. 節流器並非用水效益標籤計劃下的註冊產品，或並非合適的用水效益級別以形成「組合式」節水裝置，因而未能達到規定的用水效益要求	TR 7.4.1 技術要求 7.4.1	3	Any No. of flow controllers not meeting the water efficiency requirements 任何不符合用水效益要求的節流器數量	3		

A	B	C	D	E	F	G	H
Type 類別	Non-compliance with Water Authority's requirement (NC) 不符合水務監督的要求	Ref 參考	Demerit Point 記分	Marking Scheme+ 評分準則+		Demerit Point 記分	Remarks 備註
	(11) Plumbing works not constructed according to the approved drawings* 水管工程未依批准圖則建造* (a) Plumbing works constructed do not comply with mandatory requirements in the Technical Requirements for Plumbing Works in Buildings (please specify relevant TR clause(s)# ()) 已建造水管工程未有遵守《樓宇水管工程技術要求》內須遵守的技術要求(請指出有關技術要求條款# ())	Relevant TR clauses 有關技術要求	5	Any No. of NC 任何不符合要求次數	5		
	(b) Plumbing works constructed do not violate any mandatory requirements in the Technical Requirements for Plumbing Works in Buildings 已建造水管工程未有違反《樓宇水管工程技術要求》內須遵守的技術要求 Please specify the inconsistencies with the approved drawings 請指出與批准圖則不符之處	NA 不適用	NA 不適用	NA 不適用	NA 不適用	NA 不適用	<input type="checkbox"/> revision of approved drawings is required ** 需要修改批准圖則
	(12) Absence of the licensed plumber from the final inspection of new building project after submission of WWO 46 Part IV ^ 在提交 WWO 46 第四部分之後，持牌水喉匠缺席新建樓宇項目的最終視察 ^	Section 4.3.3 of Guide to Application for Water Supply 申請供水指引第 4.3.3 節	5	Licensed plumber absent from the final inspection of new building project after submission of WWO 46 Part IV 在提交 WWO 46 第四部分之後，持牌水喉匠缺席新建樓宇項目的最終視察	5		

NC = Non-compliance 不符合要求

Please tick if applicable 如適用請在方格加√號

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

^ 此項並不適用於只涉及一座獨立村屋類型的新建樓宇項目。

+ If more than one NC of the same item are found in an inspection, demerit point will be counted once.

+ 若在一次視察中發現同一項目出現多於一次不符合要求，記分會以一次計算。

*Approved drawings include Drawing Nos. 5-11 in Appendix II of the Guide to Application for Water Supply.

*批准圖則包括《申請供水指引》附錄 II 第 5-11 號圖則

**The responsible LP should come to WSD office to revise the approved drawings within 3 working days upon receipt of WWO 1008.

**負責的水喉匠須在收到 WWO 1008 後三天內到水務署辦事處修改批准圖則

The clauses specified in Item E(11) shall not duplicate with the clauses already covered in other items of WWO 1008.

E(11) 項目內所列出的條款不可與已包括在 WWO 1008 其他項目的條款重複

For inspection of above plumbing type, please enter in Column G the demerit point corresponding to the non-compliance items identified. If there is no non-compliance, please enter "0". If inspection is not applicable to above plumbing type, please enter "N/A".

在視察上述的水管工程類別時，請在 G 欄填寫已發現不符合水務監督要求的項目的相應罰分。如並無發現不符合水務監督要求的情況，則填寫「0」。如視察並不適用於上述的水管工程類別，請填寫「不適用」。

Total Demerit Points

總記分：

ASN 申請書編號：

Signature 簽名：

Name 姓名：

Post 職位：

Date 日期：

Worked Examples under the PDPS

A) Criteria to issue warning letter

Warning letter will be issued under the following scenarios:

Scenario	Total Penalty Points given in one inspection ¹ (defects in Part A of WWO 1008)	Total Demerit Points given in one inspection ¹ (defects in Part B of WWO 1008)	Example
1	10 or more penalty points	any number of demerit points including 0 demerit points	Total Penalty Points: 13 Total Demerit Points: 3
2	1/2/3/4/5/6/7/8/9 penalty points	20 or more demerit points	Total Penalty Points: 3 Total Demerit Points: 22

Warning letter will **not** be issued under the following scenarios:

Scenario	Total Penalty Points given in one inspection ¹ (defects in Part A of WWO 1008)	Total Demerit Points given in one inspection ¹ (defects in Part B of WWO 1008)	Example
3	0 penalty points	any number of demerit points including 0 demerit points	Total Penalty Points: 0 Total Demerit Points: 22
4	1/2/3/4/5/6/7/8/9 penalty points	less than 20 demerit points	Total Penalty Points: 4 Total Demerit Points: 8

Note:

1. For the avoidance of doubt, an inspection (irrespective of no. of visit/days) shall mean an inspection arranged for the parts/whole of the works mentioned in the respective Form WWO 46 Part IV submitted. Penalty points and demerit points marked in an inspection will not be carried over to the subsequent re-inspection(s).

Worked Examples under the PDPS

B) Commutation of penalty as demerit points for assessment of LP's performance

Example:

Inspection	Total Penalty Point received in projects completed ¹ in 2020			Total Demerit Point received in projects completed ¹ in 2020		
	Project 1	Project 2	Project 3	Project 1	Project 2	Project 3
Final	2	2	0	5	0	0
Re-inspection	0	0	-	2	0	-
Interim	0	0	0	1	0	0
commuted demerit point ²	$(2 + 2) \times 2 = \underline{8}$			$(5+2+1) = \underline{8}$		
LP's performance as in Jan 2021 ^{3,4}	$(8 + 8)/3 = \underline{5.33}$					

Note:

1. A project is defined as the works under an approved plumbing proposal and undertaken by the LP as covered and specified in a Form WWO 46. The date of completion of a project shall mean the date of issuance of Form WWO 46 Part V(a) for the final inspection.
2. One penalty point is commuted as 2 demerit points for the calculation.
3. The performance of LP will be ranked in January each year based on the average rate calculated by adding the total of commuted demerit points from penalty points and demerit points received by him under the PDPS in inspections of plumbing projects completed in the previous year divided by the total number of completed plumbing projects.
4. Penalty points and demerit points received in inspections of plumbing project which has not been completed in a particular year will be carried over to the year when the plumbing project is completed for performance assessment purpose. For example, for a project commenced in 2019 and completed in 2020, all the penalty and demerit point received in 2019 – 2020 will be carried over for assessment in January 2021.