



水務署
Water Supplies Department

總部 Headquarters

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48/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

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Your ref.

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Fax.

10 September 2021

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

WSD Circular Letter No. 7/2021
Record of Cleansing and Disinfection of Fresh Water Inside Service
under the Commissioning Requirements

Under the current commissioning requirements, the building contractors/Licensed Plumbers (LPs) are required to carry out cleansing and disinfection of the fresh water inside service according to the guidelines in Appendix 25 of “Guide to Application for Water Supply”¹ (the Guidebook) prior to arranging the collection of water samples for testing, but the corresponding record of cleansing and disinfection is not required to be submitted to the Water Authority (WA). To improve the monitoring of the cleansing and disinfection process, a new requirement of submission of photo record of cleansing and disinfection of fresh water inside service carried out by the building contractors/LPs upon the WA’s request will be implemented. WSD has consulted the Technical Committee on Plumbing on the above requirement.

¹ “Guide to Application for Water Supply” can be accessed at the following website:
<https://www.wsd.gov.hk/en/plumbing-engineering/requirements-for-plumbing-installation/guide-to-application-for-water-supply/index.html>

New Requirement

2. Under the new requirement, the LPs should keep photo record of all completed cleansing and disinfection of fresh water inside service and submit it to the Water Authority (WA), upon request, using the form in **Annex A**. Upon receipt and acceptance of all the required documents including the photo record of cleansing and disinfection, the WA will issue Form WWO 46 Part V(b). The flowcharts (extracted from Appendix 6 of the Guidebook) for the submission requirements at construction stage are updated as in **Annex B** and the workflow (extracted from Appendix 3 of the Guidebook) for online re-plumbing works is updated as in **Annex C**.

Effective Date

3. The above new requirement will apply to the works covered by Form WWO 46 Part IV submitted on or after 15 September 2021.

Enquiry

4. Should you have any enquiry, please contact our Engineer/Technical Support(4) at telephone no. 2829 5657.

Yours faithfully,

(Original signed)

(YAU Hau Yin)

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
 Hong Kong Institute of Construction, 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
 Pipeman Engineering (International) Limited
 Hong Kong Institute of Water and Sanitation Safety

WSD 3318/15/81

Record of carrying out Cleansing and Disinfection of Fresh Water Inside Service

(One record is required for each building)

ASN: _____

Location of new plumbing works:

Cleansing and disinfection of fresh water inside service has been carried out at the above-mentioned plumbing works using the prescribed cleansing and disinfection of fresh water inside service set out in **Appendix 25** of “Guide to Application for Water Supply” issued by the Water Supplies Department.

(A) Location of Photo Record

Location of water tank/pipework*:

(Only one location is required for submission of record. The location should be selected as follows:*

For newly-installed indirect system – the roof/sump/transfer tank where water sample is collected

For other cases – the location of the application of disinfectant)

(B) Method of Disinfection *(Tick where applicable)*

- ☐ Chlorinated water with free residual chlorine at a concentration of at least **30 ppm** for at least 24 hours
- ☐ Chlorinated water with free residual chlorine at an initial concentration of **50 ppm** for 1 hour
- ☐ Method using disinfectants other than chlorine, please specify:

(C) Time of Cleansing and Disinfection

	Date	Time (hr:min)
Start of disinfection		
End of disinfection		

(D) Site Photo(s) showing the Disinfection

1. Photo showing location of the water tank/pipework as described in (A). <i>(General view of the water tank/pipework)</i>
2. Photo showing the applied disinfectant in the water tank/or the application of the disinfectant to the pipework as described in (A).

Notes:

(i) The photos for disinfection should include a displaying board with the information of ASN, location, date and time.

(ii) Blurred photos will not be accepted and re-submission will be required.

(E) I undertake and declare that the information given in this record and the photos attached are true, correct and complete.

 Signature of Licensed
 Plumber

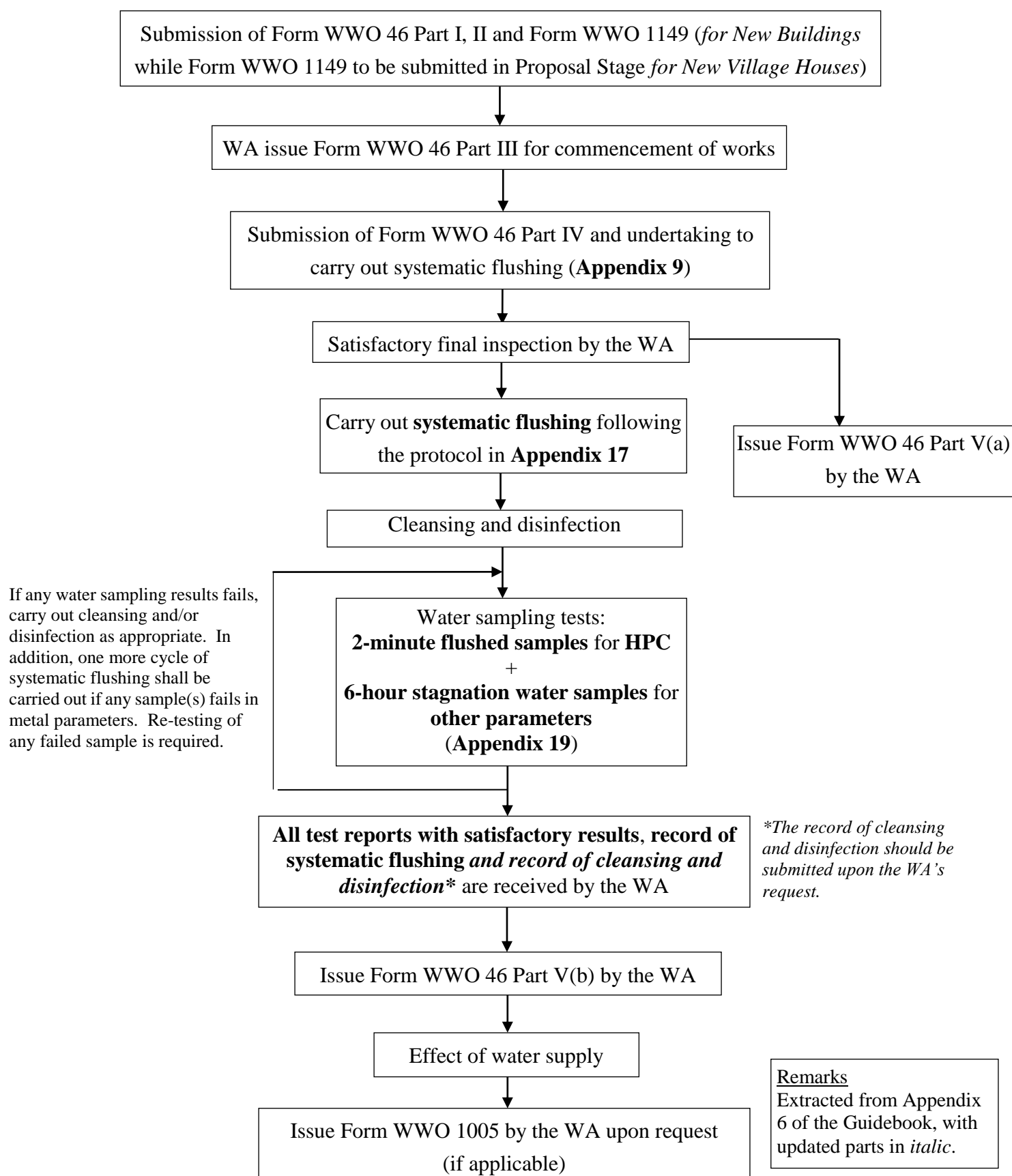
 Name in full

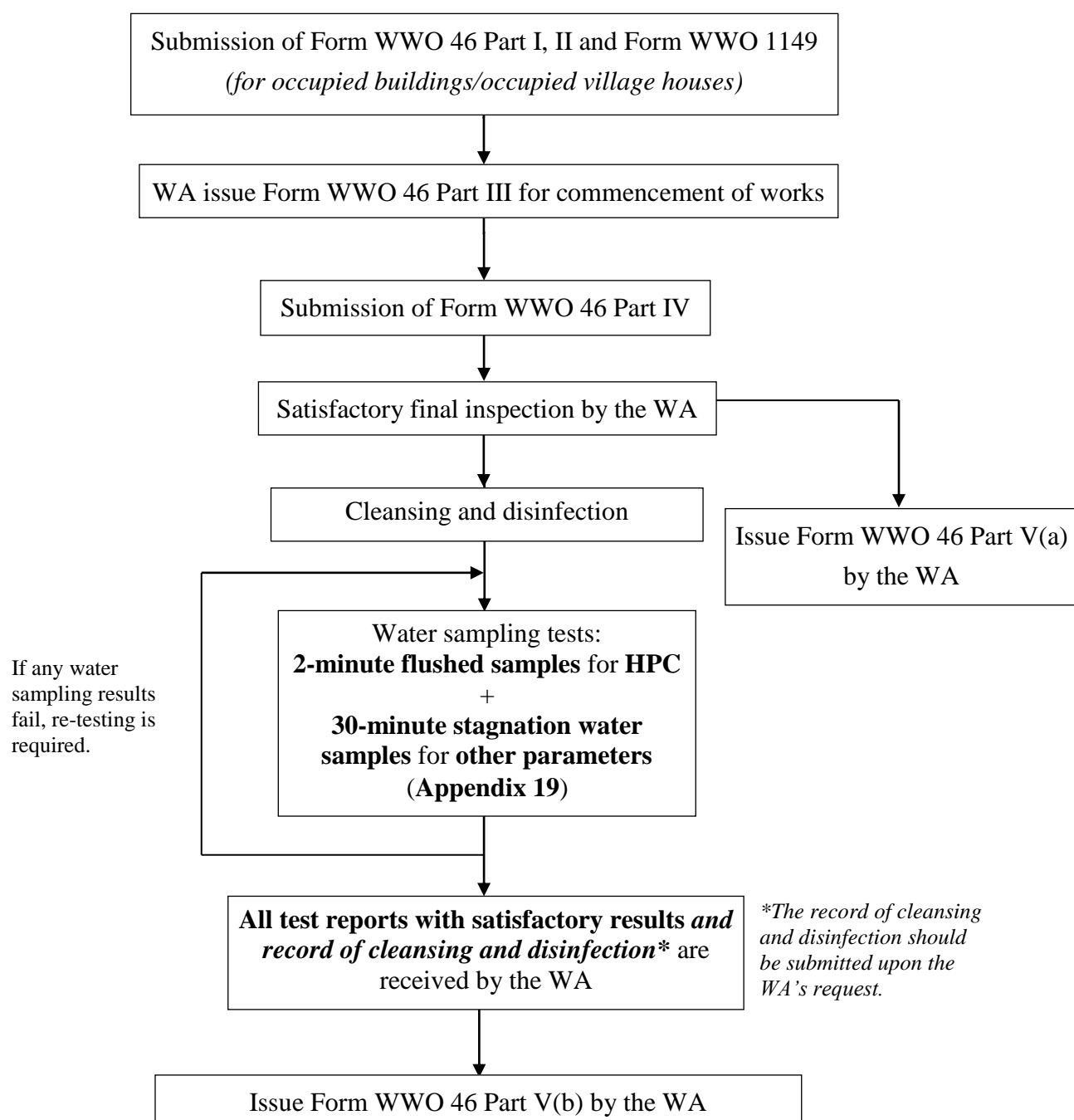
 Plumber's Licence
 No.

 Date

Updated Flowcharts for the Submission Requirement at Construction Stage

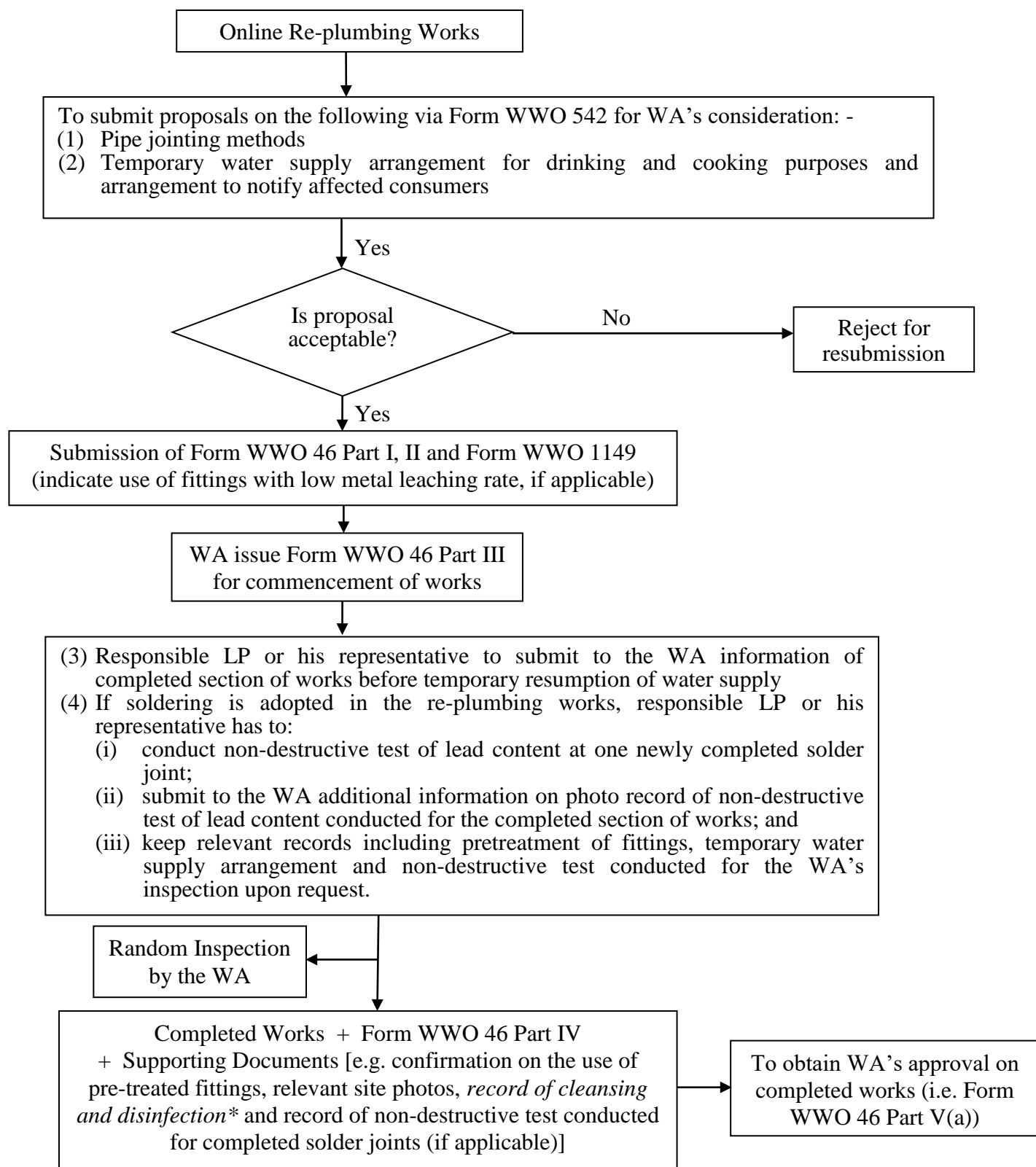
(A) Fresh Water Supply for New Buildings/New Village Houses



(B) Fresh Water Supply for Occupied Buildings/Occupied Village HousesRemarks

Extracted from Appendix 6 of the Guidebook, with updated parts in *italic*.

Updated Workflow for Online Re-plumbing Works



*The record of cleansing and disinfection should be submitted upon the WA's request.

Remarks

Extracted from Appendix 3 of the Guidebook, with updated parts in *italic*.