



總部 Headquarters

香港灣仔告士打道七號入境事務大樓 48 樓

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

本署檔號 : ( 23 ) in WSD 3318/50 Pt. 8  
Our ref.  
來函檔號 :  
Your ref.

電話 : 2829 4355  
Tel.  
傳真 : 2824 0578  
Fax.

22 April 2022

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

**Circular Letter No. 3/2022**  
**Voluntary Scheme in Enhancing Plumbing Works Control**  
**Stage 2 – Provisional of Site Supervision Team for Large-scale Plumbing Works**

**Background**

As mentioned in WSD Circular Letter No. 5/2021, Water Supplies Department (“WSD”) has formulated a voluntary scheme (“Voluntary Scheme”) to implement Registered Plumbing Contractor (“RPC”) system in advance through administrative means to facilitate the trade to adapt before enactment of relevant statutory provisions. The Voluntary Scheme is implemented in two stages. Stage 1 only involves registration of plumbing contractors as RPC (Provisional) while provision of site supervision team (“SST”) for large-scale plumbing works by RPC (Provisional) will be implemented in Stage 2. Details of the registration requirements of RPC (Provisional) have been stipulated in WSD Circular Letter No. 5/2021 and this circular letter will focus on the implementation details of Stage 2.

**Stage 2 of the Voluntary Scheme**

**Appointing RPC (Provisional) by Project Proponent**

2. The Project proponent (i.e. applicant for new water supply) may decide whether to join the Voluntary Scheme for each large-scale plumbing project. If he/she opts to

join the Voluntary Scheme, he/she shall notify the Water Authority (“WA”) in writing using the form provided in **Appendix A** and submit it together with Form WWO 46 Part I and II.

3. Upon joining the Voluntary Scheme, the project proponent shall appoint an RPC (Provisional) to undertake the plumbing works. The RPC (Provisional) shall confirm such appointment and notify WA by completing the form in **Appendix A**.

#### Submission of Form WWO 46

4. In general, the RPC (Provisional) shall appoint its Authorized Representative (“AR”) to take up the role of the responsible licensed plumber (“RLP”) for the plumbing works and sign the Form WWO 46. In case the AR does not hold a Grade I plumber’s licence, the RPC (Provisional) shall appoint its full-time employee who holds a Grade I plumber’s licence to take up the role of RLP and sign the Form WWO 46. For the avoidance of doubt, the RLP shall still bear the legal responsibility under the Waterworks Ordinance to ensure the compliance of the plumbing works.

#### Provision of Site Supervision Team by RPC (Provisional)

5. The RPC (Provisional) shall provide a SST to continuously supervise the plumbing works. The SST shall comprise team members of technically competent persons of grade 1 (“TCP1”) and grade 2 (“TCP2”) and be led by an AR who shall be equipped with higher academic qualification and working experience. Depending on the size of the large-scale plumbing works, they are further classified into level 1 and level 2 works, under which different compositions of the SST are required. Different levels of large-scale plumbing works are defined in **Appendix B**. When submitting **Appendix A**, the project proponent shall indicate if the plumbing works are level 1 or level 2 large-scale plumbing works.

6. The RPC (Provisional) shall appoint an AR who possesses knowledge on project management and coordination skills to lead the SST and exercise overall control of the large-scale plumbing works. The AR for large-scale plumbing works shall have at least higher diploma at Qualifications Framework Level 4 (“QF4”) or equivalent in relevant field, 6 years’ experience in supervising plumbing works and hold a Grade I plumber’s licence. In view of the potential difficulties for the trade to have sufficient supply of ARs in overseeing the large-scale plumbing works for the time being, WSD will provide a one-off arrangement for senior managers and senior LPs who at this moment do not acquire all of the required qualifications to act as the AR leading the SST.

7. Minimum qualifications and experience requirements for the SST members together with the details of the one-off arrangement are provided in **Appendix C**. The SST shall provide continuous supervision during the course of plumbing works and the responsibilities and duties of the members are detailed in **Appendix D**. The AR leading the SST shall devise the inspection frequency for the SST but in any case the minimum number of inspection given in **Appendix E** shall be complied with.

8. RPC (Provisional) shall prepare a Site Supervision Plan (“SSP”) (a template of

which is appended in **Appendix F**) showing the detailed particulars of the SST which shall be submitted to the WA together with Form WWO 46 Part I and II.

#### Preparing Monthly Inspection Report

9. To demonstrate the SST has carried out the supervision during the course of the works, the SST shall compile an inspection report on a monthly basis which covers the following :-

- Record of the numbers of visit/inspection that SST has made;
- Inspection checklists completed by RPC (Provisional) on underground/concealed pipes and fittings for each submission of WWO 46 Part IV (template at **Appendix G**);
- Non-destructive lead check test results with record photos that can fulfil the sampling rate of one solder joint at communal pipes and one solder joint in individual units for every five storeys.

10. Monthly inspection reports shall be prepared throughout the construction period (i.e. starting from the month the plumbing works commence until the issuance of Form WWO 46 Part V(b) by the WA). Unless otherwise requested by the WA, the monthly inspection reports need not be submitted to the WA but shall be properly maintained on site for WA's inspection at any time during the course of the plumbing works. A sample of monthly inspection report is provided in **Appendix H** for reference.

#### Updating the Site Supervision Plan and RPC (Provisional)'s AR

11. If there are any changes in the composition of the SST during the course of the plumbing works, the RPC (Provisional) shall submit the revised SSP to the WA as soon as practicable and in no case beyond 7 days after the change. Before nominating the replacement AR to lead the SST, the RPC (Provisional) shall make sure that the candidate, especially a newly recruited personnel, has already been approved to be its AR. From time to time, should there be any addition or deletion of the RPC (Provisional)'s AR or any changes in his qualification affecting his eligibility to lead a SST<sup>1</sup>, the RPC (Provisional) should submit the details of the update via the application form in **Appendix I** with the relevant supporting documents

#### Appointing Independent Quality Checker by Project Proponent (optional)

12. Under the Voluntary Scheme, the project proponent may choose to appoint an independent quality checker ("IQC") to check the plumbing works for the purpose of streamlining the inspection procedure of the WA. The IQC shall be responsible for the interim inspection(s) for the concealed/underground pipes and final inspection of the plumbing works. The IQC scheme is modelled from the current "Voluntary Submission of Inspection Checklist" (which is detailed in Section 4.3.6 of Guide to Application for Water Supply) with following enhancement :-

- IQC shall be independent from the RPC (Provisional) and appoint by the

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<sup>1</sup> The RPC (Provisional) shall also update the changes in appointment of DD.

- project proponent.<sup>2</sup>
- IQC shall be provided to cover the whole construction period of plumbing works and shall be responsible for conducting interim inspections for all underground/concealed pipes & fittings and final inspection.
- For interim inspection for the underground/concealed pipes and fittings, RPC (Provisional) shall notify WA the target date of inspection which shall not be less than 4 working days after the submission of Form WWO 46 Part IV. If the works are to IQC's satisfaction upon inspection, the RPC (Provisional) may cover up the underground/concealed pipes after the target date without the need to wait for WA's reply. WA may conduct on-site inspection or documentary check.

13. Project proponent who opts to appoint IQC under the Voluntary Scheme shall notify the WA in writing (using the form provided in **Appendix A**) and provide the particulars of the IQC. The detailed particulars of the IQC including the qualification and working experience of the IQC and the workflow are included in **Appendix J**.

#### Implementation of Stage 2 of the Voluntary Scheme

14. Starting from 1 August 2022, the project proponent may opt to join the Voluntary Scheme and notify WA by submitting **Appendix A**.

15. To facilitate the project proponent in appointing RPC (Provisional), a register of the RPC (Provisional) and a list of the practitioners who has been accepted by WA to act as AR will be provided in the WSD webpage in due course for reference.

#### **Enquiry**

16. Should you have any enquiry, please contact our ~~Engineer/Legislative Review (1) at Tel. No. 2829 4474 or Engineer/Legislative Review (4) at Tel. No. 2829 5895.~~

Engineer / Technical Support (1) at Tel. No. 2294 2650  
(Updated on 10/1/2025)

Yours faithfully,

(Original signed)

(YAU Hau Yin)  
for Water Authority

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<sup>2</sup>In general, the project proponent may appoint its in-house staff, resident site staff or consultants to be the IQC. If the project proponent wants to appoint a person engaged by its main contractor to be the IQC, the project proponent shall check whether the main contractor has any associated relationship with the RPC (provisional). If positive, the IQC shall not be in-house staff of the main contractor.



(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 Limited

Hong Kong Licensed Plumbing Professionals Association Limited

Hong Kong Water Works Professionals Association Limited

The Hong Kong Institution of Plumbing and Drainage Limited

Plumbing Technology Student Association

The Association of Registered Fire Service Installation Contractors of Hong Kong Limited

The 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, Limited

Hong Kong General Building Contractors Association Limited

The Hong Kong Federation of Electrical & Mechanical Contractors Limited

Contractor's Authorised Signatory Association Limited

Registered Minor Works Contractor Signatory Association Limited

Hong Kong Registered Contractors Association Company Limited

Hong Kong Licensed Plumbers Union Limited

Hong Kong Metropolitan University Li Ka Shing School of Professional and Continuing Education

The Association of Electrical and Mechanical Engineering (Hong Kong) Limited

Pipeman Engineering (International) Limited

Hong Kong Institute of Water and Sanitation Safety

WSD 3318/15/81

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## NOTIFICATION FORM FOR JOINING THE VOLUNTARY SCHEME (To be submitted together with WWO 46 Part I and II)

### Part A (To be completed by the applicant for new water supply)

To the Water Authority,

I hereby notify that I will join the Voluntary Scheme for plumbing works for the premises at

Details of the plumbing works are as follows :-

WSD Approval Letter reference: \_\_\_\_\_ dated \_\_\_\_\_ ASN \_\_\_\_\_

Approved drawing no.: \_\_\_\_\_

Works covered by this Form: \*Whole of the works / Part of the works (If this application relates only to part of the works under the Approved Plumbing Proposals, please specify the relevant part of the works:

\_\_\_\_\_  
\_\_\_\_\_

(Please tick (✓) the appropriate box ☐. You can tick more than one box.)

☐ ! I shall appoint \_\_\_\_\_ (*name of the Registered Plumbing Contractor (Provisional)*) to undertake the above plumbing works.

The proposed plumbing works are large-scale according to the classification below. I shall request the RPC (Provisional) to provide a site supervision team and submit the associated site supervision plan before commencement of the proposed plumbing works.

Nature of Project	Level 1 large-scale plumbing works	Level 2 large-scale plumbing works
Residential development with or without clubhouse, podium, etc.	<input type="checkbox"/> $\geq 400$ but $< 1,000$ residential units <b>or</b> <input type="checkbox"/> $\geq 1,600$ fresh water draw-off points	<input type="checkbox"/> $\geq 1,000$ residential units
Hospital	<input type="checkbox"/> Any scale	N.A.
Commercial development and others	<input type="checkbox"/> Office building $\geq 20$ no. of floors <b>or</b> <input type="checkbox"/> $\geq 800$ fresh water draw-off points	N.A.

\*delete as appropriate



☐ (Optional) I shall appoint the following Independent Quality Checker (IQC) (with particulars stated in the text box below) to inspect the above plumbing works. Curriculum Vitae of IQC/IQC's representative and Declaration of IQC to be independent of RPC (Provisional) are attached.

Independent Quality Checker	
I hereby declare that there is no conflict of interest, whether pecuniary or personal, between me/my representative and _____ (name of registered plumbing contractor (provisional)).	
RPE No. / MHKIE No. : _____	Name : _____
Tel No : _____	Fax No : _____
Address : _____	
Signature of Independent	
E-mail : _____	Quality Checker: _____

Signature: \_\_\_\_\_ Name : \_\_\_\_\_

(applicant for new water supply)

Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address : \_\_\_\_\_

\_\_\_\_\_ Date : \_\_\_\_\_

Company's chop (if applicable)

\_\_\_\_\_



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**Part B (To be completed by the registered plumbing contractor (provisional) and the responsible licensed plumber)**

To the Water Authority,

We are appointed by the applicant for new water supply (Name) \_\_\_\_\_  
to undertake the plumbing works as described in Part A above.

We will provide the site supervision team to provide continuous supervision for the plumbing works.  
The site supervision plan for the plumbing works is attached.

We confirm the responsible licensed plumber signing the Form WWO 46 is our Authorized Representative who leads the site supervision team / Employee (Please delete as appropriate)#.

**Registered Plumbing Contractor (RPC) (Provisional)**

Registration No. : \_\_\_\_\_  
Name of RPC (Provisional) : \_\_\_\_\_  
Name of Authorized Representative : \_\_\_\_\_  
Tel No. : \_\_\_\_\_ E-mail : \_\_\_\_\_  
Fax No. : \_\_\_\_\_ Address : \_\_\_\_\_  
\_\_\_\_\_  
Signature of RPC (Provisional) @ : \_\_\_\_\_  
Date : \_\_\_\_\_  
@ to be signed by the Authorized Representative who acts on behalf of RPC (Provisional)

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To the Water Authority,

I confirm that I am the Authorized Representative who leads the site supervision team / Employee of  
the above RPC (Provisional) (Please delete as appropriate) #.

**Responsible Licensed Plumber who signs the Form WWO46**

Plumber's Licence No. : \_\_\_\_\_  
Name : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Date : \_\_\_\_\_

*# If the Authorized Representative, who leads the site supervision team, holds a grade I plumber's licence, he/she shall also act as the responsible licensed plumber in signing the Form WWO46. If the Authorized Representative does not hold a grade I plumber's licence, the RPC (Provisional) shall appoint a full-time employee who holds a grade I plumber's licence to take up the role of responsible licensed plumber and sign the Form WWO46.*

## Definition of Large-scale Plumbing Works

The table below defines the large-scale plumbing works of different levels:

Nature of Project	Scale of plumbing works	
	Level 1 large-scale plumbing works	Level 2 large-scale plumbing works
Residential development with or without clubhouse, podium, etc.	<ul style="list-style-type: none"> <li>● <math>\geq 400</math> but <math>&lt; 1,000</math> residential units</li> <li style="text-align: center;"><b>or</b></li> <li>● <math>\geq 1,600</math> fresh water draw-off points</li> </ul>	$\geq 1,000$ residential units
Hospital <sup>1</sup>	Any scale	N.A.
Commercial development and others	<ul style="list-style-type: none"> <li>● Office building <math>\geq 20</math> no. of floors</li> <li style="text-align: center;"><b>or</b></li> <li>● <math>\geq 800</math> fresh water draw-off points</li> </ul>	N.A.

### Notes:

1. Fresh water draw-off points for flushing and those for fire services will not be counted as valid fresh water draw-off points for the purpose of assessing the scale of the plumbing works. Although draw-off points for flushing will not be counted, the site supervision team is also required to supervise the flushing system to ensure the compliance of the works.
2. The number of fresh water draw-off points equals to the sum of the following:
  - (i) the number of fresh water draw-off points as indicated in the Vertical Plumbing Line Diagram (“VPLD”); and
  - (ii) the number of connection points to water using apparatus or other water application that does not form part of the inside service.<sup>2</sup>

<sup>1</sup> Hospital means any premises that providing medical treatment to patients with lodging facility. Clinical building without lodging facility (e.g. maternal and child health centres, outpatient clinic, etc.) is not regarded as hospital. For hospital projects covering a number of building blocks (such as inpatient block, administration block, training block etc) under one single plumbing proposal, the whole project is classified as hospital. For hospital improvement projects that only involve construction of building block without lodging facility (e.g. administration block), the project is not classified as hospital.

<sup>2</sup> Examples include hydro-vent, drinking fountain, swimming pool, water feature, automatic irrigation system, etc.

## Minimum Qualifications and Experience Requirements for Personnel in Site Supervision Team

Personnel in SST	Qualifications	Relevant Experience	Remarks
Authorized Representative (AR) who leads the SST	<u>Normal Route:</u> <ul style="list-style-type: none"><li>● Grade I plumber’s licence; <b>and</b></li><li>● Higher diploma at Qualifications Framework Level 4 (QF4) or equivalent in relevant field [See Note 1] which contains 8 numbers of Units of Competency relevant to plumbing project management (the Required UoCs<sup>3</sup>)</li></ul> <p>If the academic qualification does not possess the required UoCs, attainment on the Required UoCs via Recognition of Prior Learning (RPL)<sup>4</sup> is also accepted.</p>	6 years’ experience in supervising plumbing works	-
	or		

<sup>3</sup> The Required UoCs are stated below:

UoC Code	Title
EMPDPM401A	Perform basic engineering project management
EMPDPM403A	Coordinate basic construction techniques
EMPDOM401A	Perform operation management
EMCUQM402A	Implement quality management in electrical and mechanical engineering services

UoC Code	Title
EMCUQM403A	Promote quality management culture at working level
EMCUQM404A	Conduct site survey and quality control
EMPDIN401A	Formulate and monitor water supply system equipment installation procedures
EMPDIN406A	Supervise plumbing equipment installation

For details of UoCs for E&M Services – Plumbing Engineering, please see

<https://www.hkqf.gov.hk/en/scs/scs/index.html>.

<sup>4</sup> The RPL qualification (Electrical & Mechanical Services Industry) in Plumbing Engineering (Project Management) (QF Level 4) has been launched in November 2021. For details, please refer to

<https://rpl.vtc.edu.hk/em-services/category/13-em-services>

## Minimum Qualifications and Experience Requirements for Personnel in Site Supervision Team

	<u>Alternative Route 1:</u> <ul style="list-style-type: none"> <li>● Grade I plumber's licence; <b>and</b></li> <li>● (a) Completion of top-up project management course<sup>5</sup> <b>or</b> (b) attainment of RPL qualification (Electrical &amp; Mechanical Services Industry) in Plumbing Engineering (Project Management) (QF Level 4)</li> </ul>	10 years' experience in supervising plumbing works	These alternative routes are only available within 2 years after enactment of the revised WWO. Nevertheless, Practitioner who takes either alternative route to become an AR is still eligible to be the AR after the period.
	<b>Or</b>		
	<u>Alternative Route 2:</u> <ul style="list-style-type: none"> <li>● Higher diploma, higher certificate or equivalent in relevant field [See Note 1]; <b>and</b></li> <li>● Completion of top-up plumbing course<sup>6</sup></li> </ul>		
TCP2 [See Note 2]	If AR who leads the SST does not hold a Grade I plumber's licence:	-	-
	<ul style="list-style-type: none"> <li>● Grade I plumber's licence;</li> </ul>	-	-
	If AR who leads the SST holds a Grade I plumber's licence:	-	-
	<ul style="list-style-type: none"> <li>● Grade I plumber's licence; <b>or</b></li> <li>● Higher diploma, higher certificate or equivalent in relevant field [See Note 1]; <b>or</b></li> <li>● Diploma, certificate or equivalent in relevant field [See Note 1]</li> </ul>	3 years' experience in supervising plumbing works  5 years' experience in supervising plumbing works	-

<sup>5</sup> The top-up project management course will be arranged by Vocational Training Council (VTC) and is expected to be available in 2022Q2. As this alternative route to become an AR is a one-off arrangement, the course will only be available until 2 years after the enactment of the revamped Waterworks Ordinance.

<sup>6</sup> The scope of this top-up plumbing course is akin to the syllabus of the Certificate in Plumbing Services (Hong Kong) issued by the VTC but excluding the modules relating to project management and plumbing practical. The course was launched out in October 2021. For details, please refer to <https://bit.ly/3Epjm9x>. As this alternative route to become an AR is an one-off arrangement, the course will only be available until 2 years after the enactment of the revamped Waterworks Ordinance.



## Minimum Qualifications and Experience Requirements for Personnel in Site Supervision Team

TCP1 [See Notes 2 and 3]	<ul style="list-style-type: none"> <li>● Registered plumbing worker<sup>7</sup> who completes a top-up TCP1 course<sup>8</sup>;</li> <li>or</li> <li>● Diploma, certificate or equivalent in relevant field [See Note 1]</li> </ul>	5 years' experience in supervising plumbing works  2 years' experience in supervising plumbing works	
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### Notes:

1. The academic qualification shall be plumbing engineering, building services engineering, electrical engineering or mechanical engineering. Other fields relating to building such as fire engineering, architectural studies, building studies, building surveying or civil engineering are also considered as relevant field.
2. TCP1 and TCP2 shall be employees of the RPC (Provisional).
3. TCP1 shall not be the plumbing worker who personally carries out the plumbing works.
4. To demonstrate the TCP2 and TCP1 has met the qualification and experience requirements, the AR who leads the SST shall verify and certify that the information shown in the CV attached to the site supervision plan (i.e. Annex to Appendix F) is true. If necessary, WA may request the RPC (Provisional) to provide supporting documents to substantiate the claimed qualification and experience.

<sup>7</sup> Registered plumbing worker is defined in Schedule-Part 1 of Waterworks Ordinance (Cap. 102).

<sup>8</sup> The scope of this top-up TCP1 course will include the functions of site supervision team for large-scale plumbing works, hierarchy of the team, roles of supervisory personnel, difference between carrying out and supervising plumbing works, and supervisory duties of TCP1. The course will be arranged by VTC and is expected to be available in 2022Q2.

## Responsibilities and Duties of AR, TCP2 and TCP1 in Site Supervision Team

<b>Authorized Representative (AR) who leads the SST</b>	
Responsibilities	<ul style="list-style-type: none"> <li>● Overseeing the plumbing works to ensure that the plumbing works are complying with WWO/WWR and requirements of WA</li> <li>● Assuming overall responsibilities in the appointment of his TCPs</li> <li>● Ensuring the full implementation of the supervision plan</li> <li>● Ensuring that non-conformities are immediately acted on and that rectification is carried out forthwith</li> </ul>
Duties	<ul style="list-style-type: none"> <li>● Compiling the supervision plan</li> <li>● Supervising the TCPs</li> <li>● Arrange any specific tasks for the TCPs for effective supervision of plumbing works</li> <li>● Directing the TCPs to ensure all kinds of documents and records, such as latest version of approved plumbing proposal, Form WWO 1149, inspection checklists, test reports, etc. are kept on site</li> <li>● Carrying out site inspections as necessary but in no cases less than the minimum inspection frequency specified by WA</li> </ul>

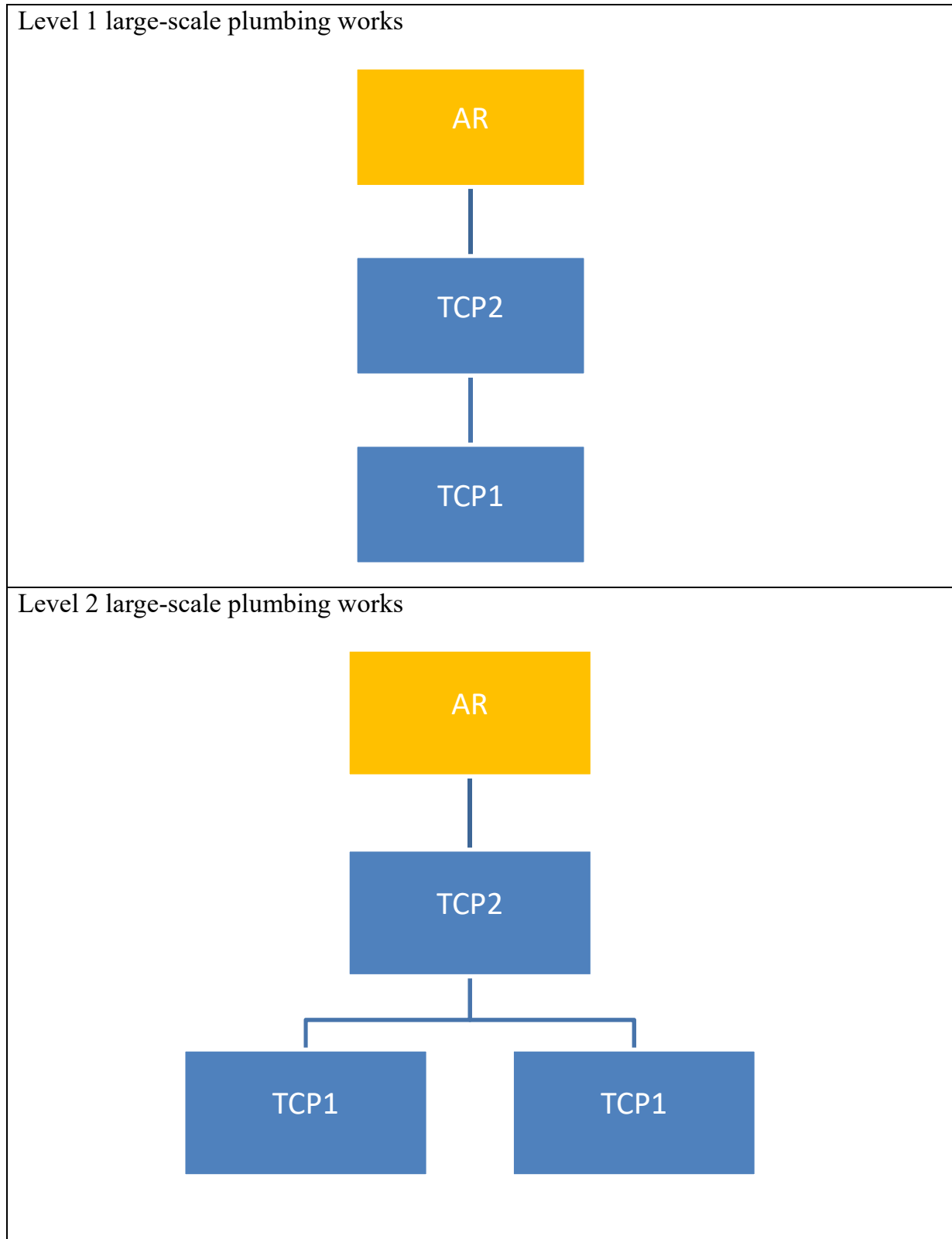
<b>Technically Competent Person of Grade 2 (TCP2)</b>	
Responsibilities	<ul style="list-style-type: none"> <li>● Accountable to the AR for the implementation of site supervision plan</li> </ul>
Duties	<ul style="list-style-type: none"> <li>● Checking that subordinate TCPs are carrying out their duties properly with the correct inspection frequency</li> <li>● Verifying that the plumbing works including the use of plumbing of materials agree with the approved plumbing proposal and comply with the requirements of WWO/WWR and WA</li> <li>● Checking that the plumbing works are physically carried out by designated persons</li> <li>● Supervising the hydraulic test for underground pipe</li> <li>● Conduct additional non-destructive lead checks (i.e. excluding those required by the WA in the inspection set out in Appendix 12 of the Guide to Application for Water Supply) with the following minimum frequency: <ul style="list-style-type: none"> <li>➤ One joint at communal pipes and one joint in individual units for every five storeys</li> </ul> </li> <li>● Dealing with any nonconformities and assisting the AR in the investigation of the causes of each non-conformity and taking measures to prevent further occurrence</li> <li>● Carrying out other tasks as instructed by AR</li> </ul>

**Responsibilities and Duties of AR, TCP2 and TCP1 in Site Supervision Team**

<b>Technically Competent Person of Grade 1 (TCP1)</b>	
Responsibilities	<ul style="list-style-type: none"><li>● Accountable to the AR for the implementation of site supervision plan</li></ul>
Duties	<ul style="list-style-type: none"><li>● Checking the installed plumbing materials are in accordance with the approved Form WWO 1149</li><li>● Checking the plumbing works are in accordance with the approved plumbing proposal, requirements of WWO/WWR and WA</li><li>● Checking that the plumbing works are physically carried out by designated persons</li><li>● Checking that the commissioning requirements as specified by WA have been complied with</li><li>● Dealing with any nonconformities including making referral to AR and following up the rectification works</li><li>● Carry out other tasks as instructed by AR</li></ul>

## Compositions of Site Supervision Team and its Minimum Inspection Frequency

### (i) Compositions of Site Supervision Team (SST)



Note: In general, the AR, who is the leader of the SST, shall take up the role of Responsible Licensed Plumber (RLP) in signing the Form WWO 46. However, if the AR does not hold a Grade I plumber's licence (i.e. alternative route 2 as specified in Appendix C), the RPC (Provisional) shall appoint its full-time employee who holds a Grade I plumber's licence to take up the role of RLP.

## Compositions of Site Supervision Team and its Minimum Inspection Frequency

### (ii) Minimum Inspection Frequency of SST

Personnel of SST	Minimum Inspection Frequency	
	Level 1 large-scale plumbing works	Level 2 large-scale plumbing works
AR	As necessary but in no case less than 2 days per month	As necessary but in no case less than 4 days per month
TCP2	Not less than 8 days per month	Not less than 16 days per month
TCP1	1 x full time on site	2 x full time on site

#### Notes:

1. The above table only provides the minimum requirement of inspection frequency. The RPC (Provisional) shall always determine on its own merit a reasonable inspection frequency for each supervisory personnel in the SST in accordance with the specific nature of the plumbing works to be carried out.
2. The AR may also take up the duties of TCP2 and the combined inspection frequency is not less than the sum of the inspections provided by separate personnel (*e.g. if the AR (2 days per month) also takes up the duties of TCP2 (8 days per month), his/her combined inspection frequency shall be 2+8=10 days per month*).
3. For a partially active plumbing site, the minimum inspection frequency can be reduced on a pro-rata basis as illustrated in the following table:

No. of working day(s) in any calendar month	Reduced Minimum Inspection Frequency		
	AR	TCP2	TCP1
0	0	0	0
Level 1 large-scale plumbing works			
1-6	1 day	2 days or no. of working day(s), whichever is the smaller	Always 1 x full time on site when there is active works
7-12	1 day	4 days	
13-18	2 days	6 days	
> 18	2 days (No reduction)	8 days (No reduction)	

### Compositions of Site Supervision Team and its Minimum Inspection Frequency

No. of working day(s) in any calendar month	Reduced Minimum Inspection Frequency		
Level 2 large-scale plumbing works			
1-6	1 day	4 days or no. of working day(s), whichever is the smaller	Always 2 x full time on site when there is active works
7-12	2 days	8 days or no. of working days, whichever is the smaller	
13-18	3 days	12 days	
> 18	4 days (No reduction)	16 days (No reduction)	

4. For temporary absence of AR within 7 days, RPC may not be necessary to appoint another AR for temporary replacement. For temporary absence of AR for more than 7 days, the RPC shall appoint a temporary AR within its RPC and notify WA the acting period (not more than 30 days) of the replacement AR. Such temporary replacement AR shall be indicated in the Monthly Inspection Report but there is no need to submit a revised SSP to WA.
  
5. If a TCP2 or TCP1 is temporarily absent (e.g. due to accident, illness or emergency etc.) from duties, his/her temporary replacement by another SST member of equal or better qualifications and experience is allowed provided that this replacement SST has satisfied his/her own minimum inspection frequency as a prerequisite (*e.g. if the no. of working days in a particular month of a level 1 large-scale plumbing works site is 7 days and a TCP1 is absent, a TCP2 (min. inspection frequency = 4 days) is eligible to temporarily act as TCP1 for a maximum of 3 days (i.e. 7-4) in that month*). The detailed particulars of the replacement arrangement shall be recorded in the Monthly Inspection Report.



## **SITE SUPERVISION PLAN FOR LARGE-SCALE PLUMBING WORKS (TO BE SUBMITTED TOGETHER WITH WWO 46 PART I AND II)**

To the Water Authority,

### **Site Supervision Plan of the Registered Plumbing Contractor (Provisional)**

In accordance with the Water Supplies Department (WSD) Circular Letter No. 3/2022, I submit this Site Supervision Plan (SSP) for *(description of plumbing works)* \_\_\_\_\_

situated at *(address of site)* \_\_\_\_\_ on *(Lot No.)* \_\_\_\_\_.

2. The plumbing works covered by this SSP are:

Application Serial Number (ASN)	WSD approval letter ref. and date for the plumbing proposal	Level of large-scale plumbing works [See Note 1]
		*Level 1 / Level 2

3. The Technically Competent Persons (TCPs) for site supervision directly employed by the Registered Plumbing Contractor (RPC) (Provisional) are:

Personnel in this SSP	Name in English [See Note 2]	Name in Chinese [See Note 2]	HKID No. (First 5 digits only, e.g. A1234).	Inspection Frequency [See Note 3]	Signature [See Note 4]
AR responsible for site supervision team				As necessary but shall not be less than _____ days per month	
TCP2				_____ days per month	
TCP1				Full time	
*TCP1				Full time	

\* delete if not applicable

The CVs showing the relevant experience and academic qualification of the TCPs are attached at **Annex**.

4. I (name in full) \_\_\_\_\_ (Chinese) \_\_\_\_\_, the person appointed by the RPC (Provisional) as the Authorized Representative (AR) to lead the site supervision team, certify that this SSP is prepared by me and complies with the WSD Circular Letter No. 3/2022. I also confirm my undertaking that the supervision at this site will be carried out in accordance with this SSP and the WSD Circular Letter No. 3/2022. This SSP is submitted together with the Form WWO 46 Part I and II to the Water Authority.



Date \_\_\_\_\_

Signature

(AR leading the site supervision team)

Name of RPC (Provisional) (English): \_\_\_\_\_

(Chinese): \_\_\_\_\_

Registration No.: \_\_\_\_\_

Enclosure: **Annex** (CVs of TCP2 and TCP1)

---

<b>For official use only</b>	
Checked by:	Verified by:
Name:	Name:
Post Title:	Post Title:
Date:	Date:





**Notes:**

1. Different levels of large-scale plumbing works are defined in **Appendix B** of the WSD Circular Letter No. 3/2022.
2. For any change of SST member, the AR shall submit a revised SSP to the WA within 7 working days of the change. The amended part(s) of the revised SSP shall be **highlighted** for easy checking.
3. Minimum inspection frequency required for each personnel in the SSP is detailed in **Appendix E** of the WSD Circular Letter No. 3/2022. Such inspection frequency, however, is only the minimum requirement. The RPC (Provisional) shall always determine on its own merit a reasonable inspection frequency for each supervisory personnel of the site supervision team in accordance with the specific nature of the plumbing works to be carried out.
4. Signature of the TCP in this SSP indicates that the TCPs' acknowledgement of appointment and availability for the job, and he is not overloaded with engagement in other projects. Signature of TCP also indicate that the TCP has agreed that his name may be made known to the general public (e.g. by publishing the list of TCPs on the internet) for the purpose of administering the list of TCP by Water Authority.

## Annex to Site Supervision Plan

### CURRICULUM VITAE OF TCP2 AND TCP1

(Please tick (✓) the appropriate box ☐)

#### Curriculum Vitae of Technically Competent Person of Grade 2 (TCP2)

Name in Chinese :			
Name in English :			
Professional Qualification :	<input type="checkbox"/> Grade I plumber's licence		
Academic Qualification :	<input type="checkbox"/> Higher Diploma	<input type="checkbox"/> Plumbing Engineering	
	<input type="checkbox"/> Higher Certificate	<input type="checkbox"/> Building Services Engineering	
	<input type="checkbox"/> Diploma	<input type="checkbox"/> Electrical Engineering	
	<input type="checkbox"/> Certificate	<input type="checkbox"/> Mechanical Engineering	
	<input type="checkbox"/> Others (Please specify)	<input type="checkbox"/> Others (Please specify)	
	_____		
	Name of institution:		
	Year awarded :		
Working Experience :	Work 1		
	Project title :		
	Description of works :		
	Position held :		
	Name of Employer:		
	Duration :		No. of months:
	Work 2		
	Project title :		
	Description of works :		
	Position held :		
	Name of Employer:		
	Duration :		No. of months:
	Work 3		
	Project title :		
	Description of works :		
	Position held :		
	Name of Employer:		
	Duration :		No. of months:

(If necessary, please fill in the additional page(s).)

## Annex to Site Supervision Plan

### Curriculum Vitae of Technically Competent Person of Grade 1 (TCP1)

Name in Chinese :		
Name in English :		
Registration of worker :	<input type="checkbox"/> Registered plumber worker	<input type="checkbox"/> Complete top-up course for TCP1
Academic Qualification :	<input type="checkbox"/> Higher Diploma <input type="checkbox"/> Higher Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Others (Please specify) <div style="border-bottom: 1px solid black; width: 150px; margin-top: 5px;"></div>	<input type="checkbox"/> Plumbing Engineering <input type="checkbox"/> Building Services Engineering <input type="checkbox"/> Electrical Engineering <input type="checkbox"/> Mechanical Engineering <input type="checkbox"/> Others (Please specify) <div style="border-bottom: 1px solid black; width: 150px; margin-top: 5px;"></div>
	Name of institution:	
	Year awarded :	
Working Experience :	Work 1	
	Project title :	
	Description of works :	
	Position held :	
	Name of Employer:	
	Duration :	No. of months:
	Work 2	
	Project title :	
	Description of works :	
	Position held :	
	Name of Employer:	
	Duration :	No. of months:
	Work 3	
	Project title :	
	Description of works :	
	Position held :	
	Name of Employer:	
	Duration :	No. of months:

(If necessary, please fill in the additional page(s).)

I certify the above information is true to the best of my knowledge. I also confirm that all the personnel acts as TCP2 and TCP1 are the full-time employee of RPC (Provisional).

\_\_\_\_\_  
Signature  
(AR responsible for site supervision team)

Date : \_\_\_\_\_

General Information 一般資料

Date of Inspection 視察日期:

Premises Address 處所地址:

Date of submission of WWO 46 Part IV 遞交表格WWO46第四部分日期:

Inspection Type (please tick) 視察類別 (請剔):

☐ Final Inspection 最終視察

☐ Interim Inspection 中期視察

☐ Re-inspection 重新視察

Type of Plumbing Works 水管工程類別: ( \* )

Appendix G 附件G  
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Inspection Checklist 視察清單  
(Section A) (A部)

A	B	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 No. 相片編號	Remarks 備註
Type 類別	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		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) Leaded 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 VWA 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

(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已得察位置的編號:

(a) underground pipe and connection pipe	(g) master meter position 總水錶位	(m) communal riser pipe 公用豎管
(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/chamber 井	(p) irrigation supply points 灌溉供水點
(e) break pressure tank 減壓缸	(k) meter cabinet 水錶櫃/room 房 (non-typical, please specify 非典型, 請註明)	(q) cleansing supply points 清洗用水供水點
(f) break tank 斷流水箱	(l) meter cabinet 水錶櫃/room 房 (non-typical, please specify 非典型, 請註明)	(r) hydrant, hose reel, sprinkler, fountain 消防喉轆、消防花灑、噴水龍
		(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	Responsible Licensed Plumber 負責持牌水喉匠	Independent Quality Checker 獨立品質檢查員 (if applicable) (如適用)
Signature 簽名：_____	Signature 簽名：_____	Signature 簽名：_____
Name 姓名：_____	Name 姓名：_____	Name 姓名：_____
Post 職位：_____	Plumber Licence Number 水喉匠牌照號碼：_____	RPE/MHKIE No. 註冊號碼：_____
Date 日期：_____	Date 日期：_____	Date 日期：_____

General Information 一般資料

Date of Inspection 視察日期:

Premises Address 處所地址:

Date of submission of WWO 46 Part IV 遞交表格WWO46第四部分日期:

Inspection Type (please tick) 視察類別 (請劃):

☐ Final Inspection 最終視察☐ Interim Inspection 中期視察☐ Re-inspection 重新視察

Type of Plumbing Works 水管工程類別 : (        \*        )

Appendix G 附件G  
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Inspection Checklist 視察清單  
(Section B) (B部)

A	B	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 No. 相片編號	Remarks 備註
Type 類別	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		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在水錶房/箱/櫃/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 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 公用豎管
(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/chamber 井	(p) irrigation supply points 灌漑供水點
(e) break pressure tank 減壓缸	(k) meter cabinet 水錶櫃/room 房 (non-typical, please specify 非典型，請註明)	(q) cleansing supply points 清洗用水供水點
(f) break tank 斷流水箱	(l) meter cabinet 水錶櫃/room 房 (non-typical, please specify 非典型，請註明)	(r) hydrant, hose reel, sprinkler, fountain 消防龍頭、消防喉轆、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	Responsible Licensed Plumber 負責持牌水喉匠	Independent Quality Checker 獨立品質檢查員 (if applicable) (如適用)
Signature 簽名：_____	Signature 簽名：_____	Signature 簽名：_____
Name 姓名：_____	Name 姓名：_____	Name 姓名：_____
Post 職位：_____	Plumber Licence Number 水喉匠牌照號碼：_____	RPE/MHKIE No. 註冊號碼：_____
Date 日期：_____	Date 日期：_____	Date 日期：_____

General Information 一般資料

Date of Inspection 視察日期:

Premises Address 處所地址:

Date of submission of WWO 46 Part IV 遞交表格WWO46第四部分日期:

Inspection Type (please tick) 視察類別 (請別):

☐ Final Inspection 最終視察☐ Interim Inspection 中期視察☐ Re-inspection 重新視察

Appendix G 附件G  
Page 3 of 4 第3頁，共4頁

Inspection Checklist 視察清單  
(Section C) (C部)

Type of Plumbing Works 水管工程類別: (

A	B	Penalty Point / Demerit Point 罰分/配分	Defects/irregularities found? (please tick) 發現不合規格/不妥當之處? (請刪)			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 No. 相片編號	Remarks 備註
Type 類別	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》或不符合水務監管的要求		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 儲水量超過最高允許儲水量	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  
(b) concealed pipework above ground  
(c) roof tank 天台儲水箱  
(d) intermediate tank 中間儲水箱  
(e) break pressure tank 減壓缸  
(f) break tank 斷流水箱

(g) muster meter position 儲水錶位  
(h) check meter position 檢測錶位  
(i) meter position 水錶位  
(j) muster meter room 儲水錶房/chamber 井  
(k) meter cabinet 水錶櫃/room 房 (typical 典型)  
(l) meter cabinet 水錶櫃/room 房 (non-typical, please specify 非典型, 請註明)

(m) communal riser pipe 公用豎管  
(n) communal down-feed pipe 公用下給管  
(o) feed tank for swimming pool 游泳池供水箱  
(p) irrigation supply points 灌溉供水點  
(q) cleansing supply points 清洗用水供水點  
(r) hydrant, hose reel, sprinkler, fountain 消防龍頭、消防喉轆、消防花灑、噴水盅  
(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

Signature 簽名: \_\_\_\_\_  
Name 姓名: \_\_\_\_\_  
Post 職位: \_\_\_\_\_  
Date 日期: \_\_\_\_\_

Responsible Licensed Plumber 負責持牌水喉匠

Signature 簽名: \_\_\_\_\_  
Name 姓名: \_\_\_\_\_  
Plumber Licence Number 水喉匠牌照號碼: \_\_\_\_\_  
Date 日期: \_\_\_\_\_

Independent Quality Checker 獨立品質檢查員 (if applicable) (如適用)

Signature 簽名: \_\_\_\_\_  
Name 姓名: \_\_\_\_\_  
RPE/MHKIE No. 註冊號碼: \_\_\_\_\_  
Date 日期: \_\_\_\_\_

General Information 一般資料

Date of Inspection 視察日期:

Premises Address 處所地址:

Date of submission of WWO 46 Part IV 遞交表格WWO46第四部分日期:

Inspection Type (please tick) 視察類別 (請劃):

☐ Final Inspection 最終視察

☐ Interim Inspection 中期視察

☐ Re-inspection 重新視察

Type of Plumbing Works 水管工程類別 : (      •      )

Appendix G 附件G  
Page 4 of 4 第4頁，共4頁

Inspection Checklist 視察清單  
(Section D) (D部)

A	B	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 No. 相片編號	Remarks 備註
Type 類別	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		Yes 是	No 否	Not Applicable 不適用						
(D) 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韌性軟管的器件	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									

© 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

# 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。

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

\*\*Approved drawings include Drawing Nos. >=11 in Appendix II of the Guide to Application for Water Supply

\*\*\*附在圖則編號 (由號碼 1 起至 11) 附錄 II 第 9.1 條圖則

Code for Inspected Location 已視察位置的編號:	(a) underground pipe and connection pipe	(m) communal riser pipe 公用豎管
(b) concealed pipework above ground	(n) communal down-feed pipe 公用下給管	
(c) roof tank 天台儲水箱	(o) feed tank for swimming pool 游泳池供水箱	
(d) intermediate tank 中間儲水箱	(p) irrigation supply points 灌溉供水點	
(e) break pressure tank 減壓缸	(q) cleansing supply points 清洗用水供水點	
(f) break tank 斷壓水箱	(r) hot/cold, hose reel, sprinkler, fountain 消防龍頭、消防喉轆、消防花園、噴水塔	
	(s) meter cabinet 水錶櫃/room 房(non-typical, please specify 非典型, 請註明)	(t) 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	Responsible Licensed Plumber 負責持牌水喉匠	Independent Quality Checker 獨立品質檢查員 (if applicable) (如適用)
Signature 簽名: _____	Signature 簽名: _____	Signature 簽名: _____
Name 姓名: _____	Name 姓名: _____	Name 姓名: _____
Post 職位: _____	Plumber Licence Number 水喉匠牌照號碼: _____	RPE/MHKIE No. 註冊號碼: _____
Date 日期: _____	Date 日期: _____	Date 日期: _____

**Sample of Monthly Inspection Report** *(For reference only)*

**4<sup>th</sup> Monthly Inspection Report**  
(month/year) August 2022

**(A) Attendance Record**

I confirm that \*[plumbing works were carried out on the following dates] / [~~no plumbing works were carried out.~~] in the reporting month.

(month/year) August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(Note: Date(s) when site was active is/are coloured grey.)

2. I declare that I have attended site in the reporting month on 2 and 30 Aug 2022 to perform the duties in accordance with the WSD's Circular Letter No. 3/2022 and I confirm that the inspection frequency requirement of the site inspection team (SST) led by me for the \*[level 1] / [~~level 2~~] large-scale plumbing works as stipulated in the site supervision plan (SSP) had been complied with.

3. Remarks (if any): ( e.g. Detailed particulars of temporarily absent from duties of the AR and TCPs)

Date 31 Aug 2022 (Signed)  
Signature (AR of the SST)

Name of RPC (Provisional): ABC Construction Company Limited

**Declaration by TCP1**

I, (name of TCP1) CHAN Siu Man, declare that I have attended site in the reporting month on the following dates to perform the duties in accordance with the WSD's Circular Letter No. 3/2022 :

Dates of attendance: 1-6, 8-13, 15-20 Aug 2022

Date 31 Aug 2022 (Signed)  
Signature of TCP1



**Sample of Monthly Inspection Report** *(For reference only)*

I, (name of TCP1) CHAN Tai Man, declare that I have attended site in the reporting month on the following dates to perform the duties in accordance with the WSD's Circular Letter No. 3/2022 :

Date of attendance: 22-27, 29-31 August 2022

Date 31 Aug 2022 (Signed)  
Signature of TCP1

Remarks: \_\_\_\_\_  
(For level 2 large-scale plumbing works where 2 TCP1 are required, please specify the respective portion of works under the care of the respective TCP1 in the remarks)

**Declaration by TCP2**

I, (name of TCP2) LEE Siu Man, declare that I have attended site in the reporting month on the following dates to perform the duties in accordance with the WSD's Circular Letter No. 3/2022 :

Date of attendance: 3,5,9,11,15,20,25 and 31 Aug 2022

Date 31 Aug 2022 (Signed)  
Signature of TCP2

**(B) Inspection checklist for underground/concealed pipes and fittings**

4. In the reporting month, \* [1 no. of interim inspection(s) for underground/concealed pipes and fittings was/were applied to the WA. The inspection checklist(s) is/are enclosed in this monthly inspection report (template of Inspection Checklist in **Appendix G**). Among the applied interim inspection(s), 0 no. of them was/were inspected by the WA.] / [~~no interim inspection for underground/concealed pipes and fittings was applied.~~]

**(C) Non-destructive lead check results**

In the reporting month, \*[joint soldering for pipe work was conducted. 1 no. of non-destructive lead check(s) was/were carried out and the result(s) was/were satisfactory. Test record(s) indicating the location(s) of the joint(s) and the photo record(s) is/are enclosed in this monthly inspection report.] / [~~no joint soldering was conducted.~~].

(\* delete as appropriate)



## **APPLICATION FOR CHANGE OF PARTICULARS OF A REGISTERED PLUMBING CONTRACTOR (PROVISIONAL)**

To the Water Authority,

I hereby apply to the Water Authority (WA) for change of the particular(s) of the Registered Plumbing Contractor (RPC) (Provisional).

### **Part I – Details of Registered Plumbing Contractor (Provisional)**

Registration No. :	
Name of RPC (Provisional) (Chinese):	
Name of RPC (Provisional) (English):	
Date of Expiry of Registration :	

### **Part II – Change of Details of Registered Plumbing Contractor (Provisional)**

(Please tick (✓) the appropriate box ☐. You can tick more than one box.)

<input type="checkbox"/> New Business Status :	# Individual / Partnership / Body Corporate (Certified true copy of the new Business Registration Certificate shall be provided to substantiate)
<input type="checkbox"/> New Telephone No. :	
<input type="checkbox"/> New Fax No. :	
<input type="checkbox"/> New Correspondence Address :	
<input type="checkbox"/> New Email Address :	

# delete as appropriate

(\* delete as appropriate)



**Part III – Change of Key Personnel** <sup>Note 1</sup>

(Please tick (✓) the appropriate box ☐. You can tick more than one box.)

**(i) Authorized Representative (AR)** <sup>Note 2</sup>

☐ ! I hereby cancel/appoint the following person(s) as Authorized Representative(s) of the Registered Plumbing Contractor (Provisional) :

Apply for :	# Cancellation / Appointment	Signature
Chinese Name :		
English Name (Surname first) :		
HKID Card No. :		
Grade I Plumber's Licence No. :		
To oversee the large-scale plumbing works :	<input type="checkbox"/> Yes (#Normal Route / Alternative Route 1 / Alternative Route 2) <sup>Note 3</sup> <input type="checkbox"/> No	

Apply for :	# Cancellation / Appointment	Signature
Chinese Name :		
English Name (Surname first) :		
HKID Card No. :		
Grade I Plumber's Licence No. :		
To oversee the large-scale plumbing works :	<input type="checkbox"/> Yes (#Normal Route / Alternative Route 1 / Alternative Route 2) <sup>Note 3</sup> <input type="checkbox"/> No	

Apply for :	# Cancellation / Appointment	Signature
Chinese Name :		
English Name (Surname first) :		
HKID Card No. :		
Grade I Plumber's Licence No. :		
To oversee the large-scale plumbing works :	<input type="checkbox"/> Yes (#Normal Route / Alternative Route 1 / Alternative Route 2) <sup>Note 3</sup> <input type="checkbox"/> No	

(If necessary, please fill in the additional page(s))

# delete as appropriate

(\* delete as appropriate)



**(ii) Designated Director (DD)**

☐ I hereby cancel/appoint the following person(s) as Designated Director(s) of the Registered Plumbing Contractor (Provisional) :

Apply for :	# Cancellation / Appointment	
Chinese Name :		Signature
English Name (Surname first) :		
HKID Card No. :		
Qualification and Experience <sup>Note 4</sup> :	# Route 1 / Route 2	
DD of another RPC (Provisional)(s)? (If yes, please provide the name & registration no. of the other RPC (Provisional)(s).)	# Yes / No (Name & registration no. of the other RPC (Provisional) : _____)	

Apply for :	# Cancellation / Appointment	
Chinese Name :		Signature
English Name (Surname first) :		
HKID Card No. :		
Qualification and Experience <sup>Note 4</sup> :	# Route 1 / Route 2	
DD of another RPC (Provisional)(s)? (If yes, please provide the name & registration no. of the other RPC (Provisional)(s).)	# Yes / No (Name & registration no. of the other RPC (Provisional) : _____)	

Apply for :	# Cancellation / Appointment	
Chinese Name :		Signature
English Name (Surname first) :		
HKID Card No.:		
Qualification and Experience <sup>Note 4</sup> :	# Route 1 / Route 2	
DD of another RPC (Provisional)(s)? (If yes, please provide the name & registration no. of the other RPC (Provisional)(s).)	# Yes / No (Name & registration no. of the other RPC (Provisional) : _____)	

(If necessary, please fill in the additional page(s).)

# delete as appropriate



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**Declaration:**

I understand and agree that the Water Authority may use the data collected from me in connection with this application for the purposes of, or directly related to, the processing of this application and any matters related to the registered plumbing contractor (provisional) (if any) issued under this application. If I do not provide sufficient data, the Water Authority may not be able to process my application. I agree that the data collected may be transferred to other Government Bureaux and Departments and any other relevant parties for the aforesaid purposes. I also understand that I may make a request to the Departmental Secretary of the Water Supplies Department at 48/F., Immigration Tower, 7 Gloucester Road, Hong Kong for access to and correction of my personal data.

I further agree that the above data collected from me (including name of registered plumbing contractor (provisional), name of authorized representative, telephone numbers and email addresses) and any information concerning registered plumbing contractor (provisional) may be made known to the general public (e.g. by publishing the same on the internet).

I declare that all the information in this application is correct, complete and true to the best of my knowledge and belief. I understand that if any of the information in this declaration is untrue, my application will have no effect. I also understand that a person who knowingly and willfully makes a statement or gives information which he/she knows to be false or does not believe to be true shall be guilty of an offence under the law.

Name of Applicant (Chinese): \_\_\_\_\_

Name of Applicant (English): \_\_\_\_\_

Capacity:       # Sole Proprietor / Partner / Director /

Others (please specify): \_\_\_\_\_

\_\_\_\_\_  
Signature of the Applicant  
(for and on behalf of the RPC (Provisional))

\_\_\_\_\_  
Company's chop

Date : \_\_\_\_\_

# Delete as appropriate

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For official use only	
Checked by:	Verified by:
Name:	Name:
Post Title:	Post Title:
Date:	Date:



## Notes:

- 1 A person fulfilling the registration requirements of the AR and DD is allowed to take up the role of both AR and DD at the same time. On the other hand, a person appointed as AR for one RPC (Provisional) cannot act as AR or DD for another RPC (Provisional) at the same time. However, a person can be appointed as DD for more than one RPC (Provisional).
- 2 The RPC (Provisional) shall always have at least one AR with Grade I plumber's licence notwithstanding the RPC (Provisional) can appoint its senior manager(s) without Grade I Plumber's Licence (i.e. Alternative Route 2 in Note 3 below) as additional AR(s).
- 3 Qualification and experience requirement of AR who leads the site supervision team (SST) for large scale plumbing works:

AR who leads SST	Qualifications	Experience**	Remarks
Normal Route	<ul style="list-style-type: none"> <li>Grade I plumber licence; and</li> <li>Higher diploma at Qualifications Framework Level 4 (QF4) or equivalent in relevant field* which contains 8 numbers of Units of Competency relevant to plumbing project management<sup>+</sup></li> </ul> <p>(N.B. If the academic qualification does not possess these 8 UoCs, attainment on these UoCs by Recognition of Prior Learning (RPL) qualification (Electrical &amp; Mechanical Services Industry) in Plumbing Engineering (Project Management) (QF4) is also accepted.)</p>	6 years' experience in supervising plumbing works	-
Alternative Route 1	<ul style="list-style-type: none"> <li>Grade I plumber licence; and</li> <li>(i) Completion of top-up project management course or</li> <li>(ii) attainment of RPL qualification (Electrical &amp; Mechanical Services Industry) in Plumbing Engineering (Project Management) (QF4)</li> </ul>	10 years' experience in supervising plumbing works	These alternative routes are only available within 2 years after enactment of the revised WWO. Nevertheless, Practitioner who takes either alternative route to become an AR is still eligible to be the AR after the period.
Alternative Route 2	<ul style="list-style-type: none"> <li>Higher diploma or higher certificate or equivalent in relevant field*; and</li> <li>Completion of top-up plumbing course</li> </ul>	10 years' experience in supervising plumbing works	

+ The 8 UoCs relevant to plumbing project management are listed below:

UoC Code	Title
EMPDPM401A	Perform basic engineering project management

UoC Code	Title
EMCUQM403A	Promote quality management culture at working level

(\* delete as appropriate)



UoC Code	Title
EMPDPM403A	Coordinate basic construction techniques
EMPDOM401A	Perform operation management
EMCUQM402A	Implement quality management in electrical and mechanical engineering services

UoC Code	Title
EMCUQM404A	Conduct site survey and quality control
EMPDIN401A	Formulate and monitor water supply system equipment installation procedures
EMPDIN406A	Supervise plumbing equipment installation

#### 4 Qualification and Experience of Designated Director

DD	Qualifications	Experience**
Route 1	Certificate, diploma or equivalent in relevant field*	3 years' experience in plumbing related works***, 1 year of which shall be gained locally
Route 2	N/A	5 years' experience in managing contractor(s) on plumbing related works***, 1 year of which shall be gained locally

\* The required qualification shall be plumbing engineering, building services engineering, electrical engineering or mechanical engineering. Other fields relating to building such as fire engineering, architectural studies, building studies, building surveying or civil engineering are also considered as relevant field. A photocopy of the relevant qualifications shall be submitted to WSD.

\*\* All the claimed experience shall be substantiated with supporting documents.

\*\*\* "Plumbing related works" refer to installation or maintenance of (i) inside service/fire service; (ii) government water mains; or (iii) pipes and fittings incidental to air-conditioning installation, fountain installation and swimming pool water treatment installation, etc.

5 All submitted duplicates shall be certified true copies of the originals by the applicant.

## Details of Appointing Independent Quality Checker (*Optional*)

### Procedures

#### (A) Submissions before commencement of works

Project proponent who opts to employ an IQC shall submit the following documents to the WA:

- Notification form (**Appendix A**) to indicate the appointment of IQC;
- Curriculum vitae (**Annex 2** of this Appendix) of the IQC and his/her representative (if applicable) to demonstrate their attainment of sufficient qualifications and relevant working experience (required qualifications and experience are set out in **Annex 1** of this Appendix)<sup>9</sup>; and

Project proponent shall notify the RPC (Provisional) the employment of IQC at early stage of construction so that the RPC (Provisional) shall arrange inspections with the IQC accordingly.

#### (B) Streamlined procedures for Interim Inspection on underground/concealed pipes and fittings

##### Step 1 – Submission of WWO 46 Part IV

After the works for underground/concealed plumbing works are completed, the RLP shall submit the Form WWO 46 Part IV together with **Annex 3** of this Appendix to the responsible Regional office of WSD **via email**. A target date for WA's inspection (hereinafter refers to as "target date") shall be indicated in **Annex 3**. The target date shall be set at least **4 working days**<sup>10</sup> after the date of submission of the Form WWO 46 Part IV.

##### Step 2 – Inspection by IQC

Upon submission of the Form WWO 46 Part IV for interim inspection, the RPC (Provisional) or RLP shall liaise with the IQC to conduct interim inspection before the target date. If the IQC is not satisfied with the quality of the works (i.e. non-compliance (NC) is found), he/she shall request the RPC (Provisional) and RLP to rectify the NC. If the RLP anticipates that the rectification works cannot be completed before the target date, the RLP shall promptly notify the WA before the target date to cancel the interim inspection and reapply for inspection following the procedures in Step 1. For the avoidance of doubt, any NC detected by the IQC at this stage will not trigger the issuance of Form WWO 1008.

If the completed works are inspected to the satisfaction of the IQC, the following inspection documents shall be made available on site by the RPC (Provisional) before the

---

<sup>9</sup> If necessary, WA will request the IQC to provide supporting documents to substantiate the claimed qualification and experience.

<sup>10</sup> Working day shall exclude Saturday, Sunday and public holidays.



## Details of Appointing Independent Quality Checker (*Optional*)

target date:

- Completed inspection checklist for interim inspection (**Appendix G**) signed by both IQC and RLP;
- Report on the hydraulic pressure test for underground pipes (**Annex 4** of this Appendix) signed by both IQC and RLP; and
- Certificate of interim inspection (**Annex 5** of this Appendix) signed by the IQC.

If the RLP does not receive any reply from the WA after the target date, the completed works can be covered up.

### Step 3 – Inspection by WA

WA may conduct on-site inspection on the target date without prior notification to the RPC (Provisional) or RLP. If necessary, the WA may also request the RPC (Provisional) or RLP to submit the inspection documents for checking.

If the case is selected by WA for on-site inspection, WA's checking shall include but not limit to (i) checking whether the inspection documents signed by IQC are in order, (ii) verifying the inspection result of the inspection checklist, i.e. whether any NC was not identified by the IQC, and (iii) checking the identity of the SST members.

If the WA spots any NCs during the interim inspection, the RLP shall propose rectification work for the WA's consideration.

If there is any disagreement on the inspection result, the WA shall mark on the inspection checklist as appropriate and both the WA and RLP shall sign next to the amendment. The RLP and the IQC may make a copy of the inspection checklist for retention if they so wish. Form WWO 1008, based on the inspection result as marked on the IQC checklist, shall be issued to the RLP accordingly.

### Step 5 – Re-inspection by WA (if applicable)

After rectification of the NCs, the RLP shall apply to the WA for re-inspection. If the rectified works is acceptable to WA, the completed works can be covered up.

## (C) Streamlined procedures for Final Inspection

### Step 1 – Selection of inspection locations and conducting inspection by IQC

Before applying to the WA for final inspection, the RPC (Provisional) or RLP shall inform the IQC to conduct final inspection of the completed works. The IQC shall select inspection locations in accordance with the sampling requirement set at **Annex 6** of this Appendix. Any NCs discovered by IQC shall be rectified and re-inspected after rectification. For the avoidance of doubt, any NC detected by the IQC at this stage will not trigger the issuance of Form WWO 1008.

### Step 2 – Submission of Form WWO 46 Part IV and inspection documents

## Details of Appointing Independent Quality Checker (*Optional*)

If the completed works are inspected to the satisfaction of the IQC, the following inspection documents shall be appended to the Form WWO 46 Part IV for submission to the WA for vetting:

- Completed inspection checklist for final inspection (**Appendix G**) signed by both IQC and RLP;
- A form indicating the selected locations for final inspection (**Annex 6** of this Appendix) signed by the IQC; and
- Certificate of final inspection (**Annex 7** of this Appendix) signed by the IQC.

### Step 3 – Inspection by WA

Upon receipt of the WWO 46 Part IV and the inspection documents, the WA shall make appointment with the RLP for final inspection within **5 working days** after the date of receipt of the application, and conduct the final inspection within **10 working days** after the date making the appointment (or on a date mutually agreed if the final inspection cannot be conducted within 10 working days).

During the final inspection, WA shall verify the inspection result of the IQC checklist. WA may also inspect other representative plumbing item(s) at different location(s) not yet inspected by the IQC (e.g. another meter cabinet upstairs/downstairs).

If there is any disagreement on the inspection result, the WA shall mark on the inspection checklist as appropriate and both the WA and the RLP shall sign next to the amendment. The RLP and the IQC may make a copy of the inspection checklist for retention if they so wish. Form WWO 1008, based on the inspection result as marked on the IQC checklist, shall be issued to the RLP accordingly.

### Step 4 – Re-inspection by WA (if applicable)

After rectification of the NCs, the RLP shall apply to the WA for re-inspection.

### Poor performance of IQC

During the construction stage, if the WA found that the IQC (i) failed to inspect the works as required; or (ii) failed to identify a major defect (i.e. a defect that will trigger penalty point), WA will notify the project proponent and the RPC (Provisional) that streamlined procedures will no longer be applicable and the Form WWO 46 Part IV submission will be handled as if no IQC is appointed.

**Minimum Requirements on Qualifications and Experience for Independent Quality Checker and his/her representative**

Personnel	Qualifications	Relevant Experience
Independent Quality Checker (IQC)	<p>Registered Professional Engineer (RPE) in any one of the following disciplines:</p> <ul style="list-style-type: none"> <li>(i) Building Services (BSS);</li> <li>(ii) Electrical (ELL);</li> <li>(iii) Fire (FRE); or</li> <li>(iv) Mechanical (MCL)</li> </ul> <p style="text-align: center;">or</p> <p>Corporate Member of the Hong Kong Institution of Engineers (MHKIE) in any one of the following disciplines:</p> <ul style="list-style-type: none"> <li>(i) Building Services (BSS);</li> <li>(ii) Electrical (ELL);</li> <li>(iii) Fire (FRE); or</li> <li>(iv) Mechanical (MCL)</li> </ul>	2 years' post-qualification experience in supervising plumbing installation
Representative of IQC	Diploma, certificates or equivalent in Plumbing Engineering, Building Services Engineering, Electrical Engineering or Mechanical Engineering. Other fields relating to building such as Fire Engineering, Architectural Studies, Building Studies, Building Surveying or Civil Engineering are also considered as relevant field.	3 years' post-qualification experience in supervising plumbing installation

## CURRICULUM VITAE OF IQC AND IQC'S REPRESENTATIVE

To the Water Authority,

(Please tick (✓) the appropriate box ☐)

### Curriculum Vitae of Independent Quality Checker (IQC)

Name in Chinese :		
Name in English :		
Professional Qualification :  <i>(Please attach a copy of the membership card)</i>	Registered Professional Engineer (RPE) in the following discipline(s)  <input type="checkbox"/> Building Services (BSS) <input type="checkbox"/> Electrical (ELL) <input type="checkbox"/> Fire (FRE) <input type="checkbox"/> Mechanical (MCL)  Year obtained:	Corporate Member of the Hong Kong Institution of Engineers (MHKIE) in the following discipline(s)  <input type="checkbox"/> Building Services (BSS) <input type="checkbox"/> Electrical (ELL) <input type="checkbox"/> Fire (FRE) <input type="checkbox"/> Mechanical (MCL)  Year obtained:
Post-qualification Working Experience :	Work 1	
	Project title :	
	Description of works :	
	Position held :	
	Name of Employer :	
	Duration :	No. of months:
	Work 2	
	Project title :	
	Description of works :	
	Position held :	
	Name of Employer :	
	Duration :	No. of months:
	Work 3	
	Project title :	
	Description of works :	
	Position held :	
	Name of Employer :	
	Duration :	No. of months:

(If necessary, please fill in the additional page(s).)

## Annex 2 to Appendix J

### Curriculum Vitae of IQC's Representative

Name in Chinese :																	
Name in English :																	
Academic Qualification :	<input type="checkbox"/> Higher Diploma <input type="checkbox"/> Higher Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Others (Please specify) <div style="border-bottom: 1px solid black; width: 100%; margin-top: 5px;"></div>	<input type="checkbox"/> Plumbing Engineering <input type="checkbox"/> Building Services Engineering <input type="checkbox"/> Electrical Engineering <input type="checkbox"/> Mechanical Engineering <input type="checkbox"/> Others (Please specify) <div style="border-bottom: 1px solid black; width: 100%; margin-top: 5px;"></div>															
	Name of institution :																
	Year awarded:																
Post-qualification Working Experience :	Work 1																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Project title :</td> <td colspan="2"></td> </tr> <tr> <td>Description of works :</td> <td colspan="2"></td> </tr> <tr> <td>Position held :</td> <td colspan="2"></td> </tr> <tr> <td>Name of Employer:</td> <td colspan="2"></td> </tr> <tr> <td>Duration :</td> <td style="width: 30%;"></td> <td>No. of months:</td> </tr> </table>		Project title :			Description of works :			Position held :			Name of Employer:			Duration :		No. of months:
	Project title :																
	Description of works :																
	Position held :																
	Name of Employer:																
	Duration :		No. of months:														
	Work 2																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Project title :</td> <td colspan="2"></td> </tr> <tr> <td>Description of works :</td> <td colspan="2"></td> </tr> <tr> <td>Position held :</td> <td colspan="2"></td> </tr> <tr> <td>Name of Employer:</td> <td colspan="2"></td> </tr> <tr> <td>Duration :</td> <td style="width: 30%;"></td> <td>No. of months:</td> </tr> </table>		Project title :			Description of works :			Position held :			Name of Employer:			Duration :		No. of months:
	Project title :																
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	Position held :																
	Name of Employer:																
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	Work 3																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Project title :</td> <td colspan="2"></td> </tr> <tr> <td>Description of works :</td> <td colspan="2"></td> </tr> <tr> <td>Position held :</td> <td colspan="2"></td> </tr> <tr> <td>Name of Employer:</td> <td colspan="2"></td> </tr> <tr> <td>Duration :</td> <td style="width: 30%;"></td> <td>No. of months:</td> </tr> </table>		Project title :			Description of works :			Position held :			Name of Employer:			Duration :		No. of months:
	Project title :																
	Description of works :																
	Position held :																
	Name of Employer:																
Duration :		No. of months:															

(If necessary, please fill in the additional page(s).)

I certify the above information is true to the best of my knowledge.

\_\_\_\_\_  
Signature  
(Independent Quality Checker)

Date : \_\_\_\_\_

**Invitation to conduct Interim Inspection  
(only applicable to plumbing works joining the IQC scheme)**

To the Water Authority,

I refer to the Form WWO 46 Part IV. You are invited to conduct interim inspection on \_\_\_\_\_  
\_\_\_\_\_ for the underground/concealed pipes and fittings prior to the covering up.

\_\_\_\_\_  
Signature of Responsible Licensed Plumber

\_\_\_\_\_  
Name in full

\_\_\_\_\_  
LP. No.

\_\_\_\_\_  
Date

Note:

The responsible licensed plumber (RLP) shall submit this form together with the Form WWO 46 Part IV for interim inspection of underground/concealed pipe and fittings to the respective regional office by email as listed below. If the RLP does not submit this form via email, the pipes and fittings cannot be covered up until a reply is given by the WA.

Regional Office	Email Address
Hong Kong & Island Region (except Lantau)	wsd_hk_cs@wsd.gov.hk
Hong Kong & Island Region (Lantau)	wsd_lantau_cs@wsd.gov.hk
Kowloon Region	wsd_k_cs@wsd.gov.hk
New Territories East Region	wsd_nte_cs@wsd.gov.hk
New Territories West Region	wsd_ntw_cs@wsd.gov.hk

### Template for Hydraulic Test Report (for underground pipes)

Description of Works :

Diameter of Pipes (mm) :

Location :

Test Date and Time :

Length of Pipeline (m) :

Maximum static pressure<sup>11</sup> (m) :

Testing Pressure Head<sup>12</sup> (m) :

Details of discernible leakage of water from the pipeline during the test (if any):

---

Results of Pressure Test:

Pass ☐

Fail ☐

Prepared by:

Witnessed by:

---

(Responsible Licensed Plumber)

---

(\*Representative of IQC/IQC)

---

(Name in full)

---

(Name in full)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\*Delete as appropriate

Note: Copy of testing record sheet should be attached together with this report.

---

<sup>11</sup> Maximum static pressure = top water level (TWL) of supplied service reservoir – elevation head of the pipes being tested.

<sup>12</sup> Testing pressure head shall be 1.5 times the maximum static pressure if the maximum static pressure does not exceed 1.5 MPa (150m head); or 1.3 times the maximum static pressure if the maximum static pressure exceeds 1.5 MPa (150m head).

**Certificate of Interim Inspection by Independent Quality Checker (IQC)**

Address: \_\_\_\_\_

To the Water Authority,

I refer to the completed inspection checklist \*and hydraulic test report for plumbing works covered under the enclosed Form WWO 46 Part IV.

I confirm that \*I/my representative (*name in full*) \_\_\_\_\_ has inspected the \*underground/concealed pipes covered by the above Form WWO 46 Part IV \*and witnessed the hydraulic test on the concerned underground pipes carried out at the captioned address on (*date*) \_\_\_\_\_. I certify that the \*underground/concealed pipes covered by the above Form WWO 46 Part IV comply in all respects with the provisions of the Waterworks Ordinance (Cap. 102), the Waterworks Regulations (Cap. 102A), the requirements of the Water Authority and the applicable requirements set out in the Technical Requirements for Plumbing Works in Buildings, the Water Supplies Department Circular Letters to Licensed Plumbers and Authorized Persons and the Guide to Application for Water Supply issued by the Water Authority. I have reviewed and am satisfied with the attached completed inspection checklist \*and hydraulic test report prepared by the Responsible Licenced Plumber.

\*I certify that the concerned underground pipes were satisfactorily tested to 1.5 times the maximum static pressure<sup>1</sup> if the maximum static pressure does not exceed 1.5 MPa (150m head); or 1.3 times the maximum static pressure if the maximum static pressure exceeds 1.5 MPa (150m head).

\_\_\_\_\_  
Signature of IQC\_\_\_\_\_  
Name in full\_\_\_\_\_  
\*RPE No. / MHKIE No. and discipline\_\_\_\_\_  
\*Email / Correspondence Address

Date: \_\_\_\_\_

Encl.

\_\_\_\_\_  
\* Delete where inappropriate<sup>1</sup> Maximum static pressure = top water level (TWL) of supplied service reservoir – elevation head of the pipes being tested.



## Selected Locations for Sampling Check by IQC

ASN: \_\_\_\_\_

The scope of IQC's final inspection shall cover the following items (please indicate your selected locations in accordance with the sampling requirements as specified below):

### (I) Tank and Pump Room

Sampling requirement for each water supply system:

Min. 1 tank for each of the following (a) to (e), if available

Water System	(a) Roof Tank	(b) Intermediate Tank	(c) Sump Tank (Inspection should cover pump room)	(d) Break Pressure Tank	(e) Break Tank
Fresh Water					
Flushing Water					
Fire Service					

### (II) Master Meter / Check Meter / Meter Position and Adjoining Pipes and Fittings / Master Meter Room / Meter Chamber

Sampling requirement for each water supply system:

- (i) master meter / master meter room/cabinet/box, if any
- (ii) Min. 1 check meter position in building block
- (iii) Min. 1 check meter position in sub-meter chamber/box/cabinet, if any

Water System	check meter position in building block	check meter position in sub-meter chamber/box/cabinet, if any
Fresh Water		
Flushing Water		
Fire Service		

### (III) Meter Cabinet / Room

Sampling requirement:

- (i) Min. 1 typical meter cabinet / room; and
- (ii) Every non-typical meter cabinet / room.

Type	Meter Cabinet/Room
Typical	
Non-typical	

**(IV) Underground / Concealed / Connection Pipes**

Sampling requirement:

- (i) Full inspection for underground pipes, concealed pipes and connection pipes.

**(V) Communal Part (Riser and Down-feed Pipes)**

Sampling requirement for each water supply system:

- (i) For riser pipe: one floor each from the upper, middle and lower zones  
(ii) For down-feed pipe: one floor each from the upper, middle and lower zones

Water System	Zone	Riser Pipe	Down-feed Pipe
Fresh Water	Upper		
	Middle		
	Lower		
Flushing Water	Upper		
	Middle		
	Lower		
Fire Service	Upper		
	Middle		
	Lower		

**(VI) Communal Part (Miscellaneous)**

Sampling requirement:

- (i) the pipes and fittings should be selected from the service connection to each of (a) to (d), if available, for inspection

(a) Swimming pool	(b) Irrigation system	(c) Cleansing system	(d) Others such as hydrant, hose reel, sprinkler, fountain etc

**(VII) Individual Household Flat / Unit**

Sampling requirement:

- (i) Min. 2% of the household flat/units.

Block No.	Floor No.	Flat/Unit No.

\_\_\_\_\_  
Signature of IQC

\_\_\_\_\_  
Name in full  
Date: \_\_\_\_\_

## Certificate of Final Inspection by Independent Quality Checker (IQC)

Address: \_\_\_\_\_

To the Water Authority,

I refer to the Form WWO 46 Part IV enclosing the documents (completed inspection checklist and a form showing the sampling inspection locations) .

I confirm that \*I/my representative (*name in full*) \_\_\_\_\_ has inspected the completed plumbing works as selected in the inspection checklist at the captioned address on (*date*) \_\_\_\_\_. I certify that the completed plumbing works covered by the above Form WWO 46 Part IV comply in all respects with the provisions of the Waterworks Ordinance (Cap. 102), the Waterworks Regulations (Cap. 102A), the requirements of the Water Authority and the applicable requirements set out in the Technical Requirements for Plumbing Works in Buildings, the Water Supplies Department Circular Letters to Licensed Plumbers and Authorized Persons and the Guide to Application for Water Supply issued by the Water Authority. I have reviewed and am satisfied with the attached completed inspection checklist prepared by the Responsible Licenced Plumber.

\_\_\_\_\_  
Signature of IQC

\_\_\_\_\_  
Name in full

\_\_\_\_\_  
\*RPE No. / MHKIE No.

\_\_\_\_\_  
\*Email / Correspondence Address

Date: \_\_\_\_\_

\* Delete where inappropriate