



水務署
Water Supplies Department

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 : (13) in WSD 3318/50 Pt. 9
Our ref.
來函檔號 :
Your ref.

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

22 December 2023

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

WSD Circular Letter No. 7/2023

Proposed Amendments to “Guide to Application for Water Supply”

This Circular Letter introduces the new requirements as recommended from the Second Surprise Check 2023 under the Drinking Water Quality Management System of the WSD.

New Requirements

2. To operate in co-ordination with the recommendations, Appendices 4 and 37 to WSD’s publication “Guide to Application for Water Supply” have been updated to incorporate the new requirements. Please refer to the attached **Annexes I** and **II** for details.

Effective Date

3 The above requirements shall take immediate effect.

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

(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 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.

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) Ltd.

Pipeman Engineering (International) Limited

Hong Kong Institute of Water and Sanitation Safety

WSD 3318/15/81

Appendix 4: Proposed Arrangement for Temporary Water Supply and Notification of Consumers

I/We, the undersigned, being the occupier(s)/person(s) responsible for the management of the premises at the following service address:

hereby propose the temporary water supply and notification of consumers' arrangement for the online re-plumbing works to be carried out in the above address in accordance with the requirements stated in "Guide to Application for Water Supply" issued by Water Supplies Department as follows:

Temporary water supply arrangement

Means of arrangement: (Please tick at the appropriate box)

- ☐ Provision of metered standpipe (Submission of Form WWO 1155 for the metered standpipe is required)
- ☐ Provision of temporary water tanks
- ☐ Provision of filters¹ to consumers
- ☐ Provision of bottled water to consumers
- ☐ To provide a water taking point from a tap within the premises in which the supply to this tap is from a plumbing system that is independent from the plumbing system involving the online re-plumbing works
- ☐ To provide a water taking point from a tap within the premises in which filter¹ is to be installed on this tap
- ☐ Require the consumers to flush the water tap for 2 minutes *and advise the consumers to boil the water from the tap* before taking water for drinking and cooking purpose
- ☐ Not applicable as there will be no affected consumers.
- ☐ Others (Please briefly describe the arrangement): _____

Arrangement for Notification of consumers

Means of arrangement: (Please tick at the appropriate box)

- ☐ To post notice at conspicuous locations that can be seen by the customers within the buildings
- ☐ To send letter/notice to individual consumer
- ☐ Not applicable as there will be no affected consumers.
- ☐ Others (Please briefly describe the arrangement): _____

Date:

Consumer's signature/
Signature of authorized
person and company's
chop: _____

¹ the installation of filter shall comply with the WSD's requirements:

<http://www.wsd.gov.hk/en/faqs/index.html#8-139>

Remarks:

Extracted from Appendix 4 to Guidebook, with updated part is in *underline italic font*.

Appendix 37: 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).
(General view of the water tank/pipework)

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) Flushing after disinfection (please tick after completion)

☐ The inside service has been drained and thoroughly flushed with potable water after disinfection.

(F) 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

Remarks:

Extracted from Appendix 37 to Guidebook, with updated part is in underline italic font.