



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 : (2) in WSD 3318/50 Pt.11 T/J(1)  
Our ref.  
來函檔號 :  
Your ref.

電話 : 2824 5000  
Tel.  
傳真 : 2824 0578  
Fax.

20 March 2026

Distribution: To all Licensed Plumbers and Authorised Persons

Dear Sirs,

**Addendum No. 1 to WSD Circular Letter No. 14/2025**

**Self-Certification Scheme for Plumbing Works and  
Installation of Separate Water Meters for Subdivided Units (SDUs)  
in Residential Premises**

To facilitate the operation of installation of separate water meters for SDUs, Circular Letter No. 14/2025 is amended as summarised below:

- (i) Regular briefings are provided for licensed plumbers (LPs) to familiarise themselves with the application procedures on the subject scheme. Paragraphs 2 and 4 are revised.
2. For easy reference, a complete set of Circular Letter No. 14/2025 with addenda subsumed is enclosed.
3. Should you have any enquiry, please contact our Engineer/Technical Support(5) at telephone no. 2829 4574.

Yours faithfully,

(Original Signed)

(YIP Ka Chun, Gary)  
for Water Authority

Encl.  
(with Chinese translation)

c.c.

Housing Department (Attn: SM/QM)

Buildings Department

Architectural Services Department

Fire Services Department

The Hong Kong Housing Society

The Hong Kong Institute of Architects

The Hong Kong Institution of Engineers

The Hong Kong Institute of Surveyors

The Chartered Institute of Plumbing and Heating Engineering - Hong Kong Branch

Hong Kong Plumbing and Sanitary Ware Trade Association Ltd.

Hong Kong Licensed Plumbing Professionals Association Ltd.

Hong Kong 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

The Hong Kong Construction Association, Ltd.

Hong Kong Registered Contractors Association Company 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 General Building Contractors Association Ltd.

Hong Kong Institute of Vocational Education

Hong Kong Institute of Construction, Construction Industry Council

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

Hong Kong Plumbing General Union

WSD 3318/15/81



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

Revised with Addendum No. 1  
subsumed on 20 March 2026

本署檔號 : ( 1 ) in WSD 3318/50 Pt.11 T/J(1)

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19 December 2025

Distribution: To all Licensed Plumbers and Authorised Persons

Dear Sirs,

## WSD Circular Letter No. 14/2025

### Self-Certification Scheme for Plumbing Works and Installation of Separate Water Meters for Subdivided Units (SDUs) in Residential Premises

The Basic Housing Units Ordinance (The Ordinance) (Cap. 658) seeks to introduce a regulatory regime for the letting of subdivided units (SDUs) of domestic buildings or of the domestic parts of composite buildings. Under the Basic Housing Unit (BHU) regulatory regime, SDUs of residential buildings have to comply with minimum standards of living conditions and obtain BHU recognition before they can be legally let out for habitation. This aims to ensure the provision of safe, hygienic and reasonable living conditions in SDUs. One of the minimum standards is that each SDU must be installed with designated separate water meter provided by Water Supplies Department (WSD).

2. To facilitate the installation of water meters for SDUs in which separate plumbing systems are already in place, WSD launches a self-certification scheme by licensed plumbers (the Scheme) to streamline the processing of application. *Regular briefings<sup>1</sup> are held for licensed plumbers (LPs) to familiarise themselves with the application procedures on the Scheme.* (Addendum No. 1)

#### Scope of Works

3. The Scheme is applicable to installation of separate water meters for SDUs and apply to the Water Authority for adopting fresh water for flushing<sup>2</sup>. The associated

<sup>1</sup> The briefing will be held by WSD or other organisations designated by WSD.

<sup>2</sup> Apart from the original flushing system using salt water or temporary mains water for flushing (TMF), fresh water branched from the fresh water system for flushing within the flat due to technical difficulties is also allowed. Given the different charging rates of fresh water for domestic and flushing purposes, the flushing pipe shall be installed with a flushing meter and branched off before separate water meters, while each branch shall

plumbing works shall comply with standard plumbing drawings and relevant requirements in “Technical Requirements for Plumbing Works in Buildings” (TR) in respect of BHUs (**Appendix A**) covered by the respective forms.

4. The applicant should notify the WA of joining the Scheme (**Appendix B**). The above works (including plumbing works and installation of separate water meters and double check valve (if applicable)) should be carried out by eligible LP who should *possess at least 3 years post-plumber licence experience.*(Addendum No. 1)

5. A list of eligible LPs will be uploaded to the WSD’s website and updated regularly. An LP receiving a warning letter<sup>3</sup> for plumbing works and/or meter installation for SDU will be temporarily suspended from taking up self-certification of new plumbing works and/or meter installation for SDU for 6 months (starting from the date of the warning letter concerned) and removed from the above list, whereas the WA will trigger additional audit checks on the on-going plumbing works and/or meter installation for SDU undertaken by that LP.

6. To facilitate meter reading, the applicant can alternatively choose to install smart meters<sup>4</sup> in Advanced Metering Infrastructure (AMI) to facilitate automatic meter readings in the flat housing the SDUs. The applicant will request meter interfacing units (MIUs) from WSD at a standard charge to be published in WSD website<sup>5</sup>. The charge shall be settled at least 1 month prior to collection of the smart meters. The smart meters can be installed within the common corridor of the residential flat. If the smart meters are proposed to be installed inside individual SDUs, separate application with justifications should be submitted to seek the WA’s approval.

## Workflow

7. To apply for recognition as BHU<sup>6</sup>, installation of separate water meters will be one of the minimum standards to be met, and handling of the applications can be categorised into:

Scenario (A) – Plumbing works include installation of water meters and other plumbing works<sup>7</sup>.

Scenario (B) – Plumbing works only includes installation of separate water meters.

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be installed with a double check valve and a control valve before each flushing cistern. Under this arrangement, the applicant for separate water meter installation shall be the RC of the flushing meter and the charge rate of the flushing meter shall follow standard charge rate of TMF. If salt water or TMF is used for flushing, only a control valve shall be installed before each flushing cistern.

<sup>3</sup> Issued under the Penalty and Demerit Point System.

<sup>4</sup> It is a mechanical meter coupling with a meter interfacing unit (MIU).

<sup>5</sup> Link to WSD website: <https://www.wsd.gov.hk/en/plumbing-engineering/automatic-meter-reading/index.html>

<sup>6</sup> The flat housing the SDUs should basically meet the following criteria:

- the flat is split into two or more SDUs;
- the flat is in domestic building or domestic portion of composite building; and
- there are separate plumbing systems for each SDU

<sup>7</sup> Except the works of a minor nature according to the Waterworks Ordinance. For definition of works of a minor nature, please refer to WSD website: <https://www.wsd.gov.hk/en/plumbing-engineering/works-of-a-minor-nature/index.html>

8. The tables below summarise key procedures of the Scheme and implied workflow.

Scenario (A)

	Key procedure	Proposed workflow
1	The applicant to employ an eligible LP as responsible licensed plumber (RLP) for the plumbing works, installation of separate water meters and double check valve (if applicable)	<ul style="list-style-type: none"> <li>The applicant should employ an eligible LP as RLP to submit WWO 542 with a plumbing proposal, with notification to the WA to join the Scheme (<b>Appendix B</b>).</li> <li>The WA will reply to the applicant to approve/comment on the application within 2 weeks upon receipt.</li> </ul>
2	The RLP to conduct plumbing works, installation of separate water meters and double check valve (if applicable)	<ul style="list-style-type: none"> <li>The RLP should submit WWO 46A Part I &amp; Part II (<b>Appendix C</b>) to the WA before commencement of the plumbing works.</li> <li>WWO 1149 is optional to be submitted along with WWO 46A Part I &amp; Part II but the RLP should undertake that the pipes and fittings to be installed are with General Acceptance (GA) and in accordance with the Waterworks Ordinance (WWO)/Waterworks Regulations (WWR) and the WA's requirements.</li> <li>The WA will issue WWO 46A Part III with the approved drawings marked with water sampling point(s) and location(s) for non-destructive tests on lead content at solder joints, or reply with comments within 2 weeks upon receiving WWO 46A Part I &amp; Part II.</li> </ul>
3	The RLP to report completion, and apply for effect of water supply and installation of separate water meters and double check valves for flushing facilities using fresh water	<ul style="list-style-type: none"> <li>Upon completion of the whole of the plumbing works, the RLP shall report completion via WWO 46A Part IV with the following supporting documents and WWO 1156A<sup>8</sup> (<b>Appendix D</b>) duly signed by the applicant: <ul style="list-style-type: none"> <li>(a) Completion Certificate (<b>Appendix E</b>);</li> <li>(b) As-built drawings;</li> <li>(c) As-built WWO 1149A (<b>Appendix F</b>);</li> <li>(d) Inspection Checklist (<b>Appendix G</b>);</li> <li>(e) Self-certification of meter positions (<b>Appendix H</b>); and</li> <li>(f) Written request to accredited laboratory for water sampling test<sup>9</sup></li> </ul> </li> <li>In the Completion Certificate, the RLP shall certify that: <ul style="list-style-type: none"> <li>(a) The plumbing works have been carried out in</li> </ul> </li> </ul>

<sup>8</sup> WWO1156A can also be submitted together with WWO 46A Part I & Part II.

<sup>9</sup> The corresponding water sampling test reports are to be dispatched directly to the WA by the laboratory in line with the current practice.

	Key procedure	Proposed workflow
		<p>accordance with the approved plumbing proposals and as-built records, and in compliance with the WWO/WWR and the WA's requirements.</p> <p>(b) If copper pipes are used, a declaration that lead-free solders have been used for making all solder joints or soldering has not been adopted. All the required acceptance tests <sup>10</sup> are properly conducted and of satisfactory results.</p>
4	The WA to approve effect of water supply without inspection	<ul style="list-style-type: none"> <li>The WA will check whether all the required documents are submitted and in order. Upon receiving the water sample test report(s) from the laboratory which indicates satisfactory results, the WA will issue WWO 46A Part V to effect water supply without final inspection and approval letter for WWO 1156A within 2 weeks from the receipt of WWO 46A Part IV.</li> <li>The RLP will arrange to collect separate water meters (either mechanical or smart type) from WSD.</li> </ul>
5	The RLP reports completion of installation of separate water meters and double check valves (if applicable)	<p>Upon completion of the installation of separate water meters and double check valves (if applicable), the RLP shall submit:</p> <p>(a) completed meter installation table (MIT);</p> <p>(b) completion photos; and</p> <p>(c) self-certification of satisfactory completion of meter arrangement check (MAC), installation of double check valve (if applicable) and no water point other than that for flushing (if applicable) before the meter position of separate water meters (<b>Appendix I</b>).</p>
6	The WA to process account for each meter	The WA will check whether all required documents are submitted and in order. The WA may conduct audit check on the MAC and MIT before processing the account for each meter.
7	The WA to issue certificate	WSD will issue, within 2 weeks upon receiving all required documents, certificate to the applicant to certify completion of installation of separate water meters for SDUs, with a reminder to the applicant that those meters shall be removed if the SDUs concerned have not been recognised as BHUs ( <b>Appendix J</b> ).

### Compliance and Surveillance Check (only applicable to Scenario (A))

9. For the purpose of monitoring compliance, the WA will select cases on a risk-based manner (e.g. 5%) and arrange with the RLP to carry out on-site inspection audit.

<sup>10</sup> For example, swab tests for lead content at solder joints.

	Key procedure	Proposed workflow
4a	For monitoring compliance, the WA to select cases on a risk-based approach for site inspection before approving supply of water	For selected cases, the WA makes an appointment with the RLP for final inspection within 5 working days of receiving WWO 46A Part IV. If no non-compliance (NC) is observed during the final inspection, the WA grants approval to effect water supply. For minor NCs <sup>11</sup> , the WA grants approval with an undertaking from the RLP that the NC(s) will be rectified in 14 days from the date of such approval. For non-minor NCs <sup>12</sup> , the WA issues WWO 1008 and withholds approval until all NC(s) is rectified.
4b	After the effect of water supply	Should there be NC(s) spotted after the effect of water supply, the WA issues a repair notice (i.e. Form K) under Section 16 of the WWO to the responsible party for rectification under the current requirements and procedures.

10. During the on-site inspection audit, the WA shall verify the results of the completed inspection checklist prepared by the RLP. For 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(s). WWO 1008, based on the inspection result as marked on the checklist, shall be issued to the RLP accordingly. Any non-minor NCs should be rectified by the RLP to the satisfaction of the WA before approval to effect water supply is granted via WWO 46A Part V.

11. Should there be NC(s) spotted after the effect of water supply, the WA will issue a repair notice to the responsible party for rectification.

#### Scenario (B)

	Key procedure	Proposed workflow
1	The applicant to employ an eligible LP as RLP for the plumbing works, installation of separate water meters and double check valve (if applicable)	The applicant to employ an eligible LP as RLP and submit notification to the WA to join the Scheme ( <b>Appendix B</b> ).
2	The WA to approve WWO 1156A	<ul style="list-style-type: none"> <li>• The RLP shall submit: <ul style="list-style-type: none"> <li>(a) Self-certification of meter positions (<b>Appendix H</b>); and</li> <li>(b) WWO 1156A (<b>Appendix D</b>).</li> </ul> </li> <li>• The WA will approve WWO 1156A within 2 weeks upon receipt, and the RLP will arrange to collect</li> </ul>

<sup>11</sup> Minor NCs refer to those items in WWO 1008 Part B concerning non-compliance with the WA's requirements which do not adversely affect water quality and supply reliability.

<sup>12</sup> Non-minor NCs refer to those items in WWO 1008 Part A concerning contravention of WWO/WWR and those in Part B concerning non-compliance with the WA's requirements which adversely affect water quality and supply reliability.

	Key procedure	Proposed workflow
		separate water meter (either mechanical or smart type from WSD).
3	The RLP to report completion	Upon completion of the installation of separate water meters and double check valves (if applicable), the RLP shall submit: (a) completed MIT; (b) as-built drawings; (c) completion photos; and (d) self-certification of satisfactory completion of MAC, installation of double check valve (if applicable) and no water point before the meter position of separate water meters ( <b>Appendix I</b> ).
4	The WA to process account for each meter	The WA will check whether all the required documents are submitted and in order. The WA may conduct audit check on the MAC and MIT before processing the account for each meter.
5	The WA to issue certificate	WSD will issue, within 2 weeks upon receiving all required documents, a certificate to the applicant to certify completion of installation of separate water meters for SDUs, with a reminder to the applicant that those meters shall be removed if the SDUs concerned have not been recognised as BHUs ( <b>Appendix J</b> ).

12. If the applicant chooses not to join the Scheme, WSD will follow the prevailing procedures to process the application.

### **Effective Date**

13. The above Scheme takes immediate effect.

### **Enquiry**

14. Should you have any enquiry, please contact our Engineer/Technical Support(5) at telephone no. 2829 4574.

## List of Appendices

- Appendix A – Technical Requirements for Installation of Separate Water Meters for Subdivided Units (SDUs)
- Appendix B – Notification Form for Joining the Self-Certification Scheme
- Appendix C – Form WWO 46A
- Appendix D – Form WWO 1156A
- Appendix E – Completion Certificate of Plumbing Works
- Appendix F – Form WWO 1149A
- Appendix G – Inspection Checklist
- Appendix H – Self-Certification of Meter Positions and Associated Works
- Appendix I – Self-Certification of Installation of Separate Water Meters and Double Check Valves (if applicable)
- Appendix J – WSD's Certificate of Completion of Installation of Separate Water Meters for SDUs

Yours faithfully,

(YIP Ka Chun, Gary)  
for Water Authority

Encl.  
(with Chinese translation)

c.c.

Housing Department (Attn: SM/QM)  
Buildings Department  
Architectural Services Department  
Fire Services Department  
The Hong Kong Housing Society  
The Hong Kong Institute of Architects  
The Hong Kong Institution of Engineers  
The Hong Kong Institute of Surveyors  
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Pipeman Engineering (International) Limited  
Hong Kong Institute of Water and Sanitation Safety  
Hong Kong Plumbing General Union

WSD 3318/15/81

### 3.6 Installation of Separate Water Meters for Subdivided Units in Residential Premises

#### 3.6.1 General Requirement

- #3.6.1.1 A separate water meter shall be installed for each subdivided unit (SDU) for recognition as Basic Housing Unit (BHU), where the SDUs concerned shall be in a flat in domestic building or domestic portion of composite building and there are separate plumbing systems for individual SDUs.
- #3.6.1.2 Under prevailing technical requirements, salt water or temporary flushing main (TMF) approved by the WA shall be used for flushing purpose. A control valve shall be installed before each flushing cistern.
- #3.6.1.3 If for valid technical reasons, the applicant is unable to provide or restore the requirement of using salt water from the main building or TMF approved by the WA for flushing purpose for the respective SDU, the applicant may apply to WA for using fresh water for flushing in lieu. Such an application will be considered and approved on a case-by-case basis and the fresh water supply for flushing in this regards shall be installed with a flushing meter and branched off before all separate water meters. A double check valve shall be provided for each branch of the fresh water flushing system and a control valve shall be installed before each flushing cistern.

#### 3.6.2 Application and Plumbing Requirements

- #3.6.2.1 SDUs requiring installation of separate water meters and other plumbing works<sup>1</sup>, viz. Scenario (A), shall follow the procedures and requirements stipulated below:
- (i) The applicant should appoint a responsible licensed plumber (RLP) to submit WWO 542 with a plumbing proposal with notification to the Water Authority (WA) to join the self-certification. The proposed plumbing works shall follow standard plumbing drawings for SDUs (FIG. SDU-SPD01-06). The proposed plumbing works shall not include any concealed pipe while at least one control valve shall be installed for and as close to each SDU, which should be easily accessible. The RLP shall clearly demarcate the existing plumbing system and the proposed plumbing works to be carried out by him/her in the plumbing proposal.
  - (ii) The WA will reply to the applicant to approve/comment on the application within 2 weeks of receipt.
  - (iii) The RLP should submit WWO 46A Part I and Part II to the WA for approval before commencement of the plumbing works.

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<sup>1</sup> Except plumbing works of a minor nature.

- (iv) WWO 1149 may not be required to be submitted along with WWO 46A Part I and Part II, but the RLP should undertake that the pipes and fittings to be installed are with General Acceptance (GA) and in accordance with the Waterworks Ordinance (WWO)/Waterworks Regulations (WWR) and the WA's requirements.
- (v) The WA will issue WWO 46A Part III with the approved drawings marked with water sampling point(s) and location(s) for non-destructive tests on lead content at solder joints, or reply with comments.
- (vi) Upon completion of plumbing works, the RLP should submit WWO 46A Part IV with supporting documents<sup>2</sup>, and WWO 1156A<sup>3</sup> duly signed by the applicant, to apply for installation of separate water meters and double check valves and flushing meter for flushing facilities using fresh water (if applicable). The RLP shall clearly demarcate the existing plumbing system and the plumbing works covered by the above WWO 46A part IV in the as-built drawings.
- (vii) The WA will check whether all the required documents are submitted and in order. Upon receipt of satisfactory result of water sampling tests, the WA will issue WWO 46A Part V to effect water supply without final inspection and approval letter to WWO 1156A within 2 weeks from the receipt of WWO 46A Part IV, and the RLP will then arrange to collect separate water meters (either mechanical or smart type) from WSD.
- (viii) The RLP should submit completed meter installation table (MIT), completion photos, and self-certification of satisfactory completion of meter arrangement check (MAC), installation of double check valve (if applicable) and no water point other than that for flushing (if applicable) before the meter position of separate water meters. The WA may conduct audit check on the MAC and MIT before processing account for each meter.
- (ix) WSD will issue a certificate to the applicant to certify completion of installation of separate water meters for SDUs within 2 weeks.

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<sup>2</sup> Supporting documents include:

- (a) Completion certificate;
- (b) As-built drawings;
- (c) As-built WWO 1149A;
- (d) Inspection checklist;
- (e) Self-certification of meter positions and associated works; and
- (f) Written request to accredited laboratory for water sampling test

<sup>3</sup> WWO 1156A can also be submitted together with WWO 46A Part I & Part II.

#3.6.2.2 Existing SDUs requiring plumbing works only includes installation of separate water meters<sup>4</sup>, viz. Scenario (B), shall comply with the following requirements:

- (i) The applicant should notify the WA to join self-certification.
- (ii) The RLP should submit completion certification of meter positions and associated works and WWO 1156A duly signed by the applicant to apply for installation of separate water meters and double check valves for flushing facilities using fresh water (if applicable).
- (iii) The RLP shall clearly demarcate the existing plumbing system and the proposed plumbing works to be carried out by him/her in the plumbing proposal.
- (iv) The WA will issue approval letter to WWO 1156A within 2 weeks, and the RLP will collect separate water meters (either mechanical or smart type from WSD).
- (v) The RLP should submit completed MIT, completion photos, and self-certification of satisfactory completion of MAC, installation of double check valve (if applicable) and no water point other than that for flushing (if applicable) before the meter position of separate water meters. The WA may conduct audit check on the MAC and MIT before processing account for each meter.
- (vi) WSD will issue a certificate to the applicant to certify completion of installation of separate water meters for SDUs within 2 weeks.

#3.6.2.3 Participation in the above self-certification approach is on a voluntary basis. If the applicant chooses not to join the Scheme, the application workflow will remain unchanged and the RLP will not be required to certify the plumbing works, meter position and associated works whereas the WA will conduct site inspection following the prevailing procedures.

### 3.6.3 Meter Position Requirement for Smart Water Meter

#3.6.3.1 The meter position requirements stipulated in Section 3.2 are not applicable.

#3.6.3.2 Sufficient working space shall be allowed at meter positions for installation and maintenance of separate water meters.

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<sup>4</sup> And other plumbing works of a minor nature.

- #3.6.3.3 The smart meters can be installed within a corridor in the shared part of the flat housing SDUs. If they are proposed to be installed inside individual SDUs, separate application with justifications should be submitted to seek the WA's approval.
- #3.6.3.4 For meters installed in a corridor in the shared part of the flat housing of the SDUs, the minimum clear width and height of the corridor as stipulated in the Code of Practice on the Minimum Standards of Living Conditions under Basic Housing Units Regulatory Regime shall be maintained.
- #3.6.3.5 The RLP shall verify the 4G signal strength at the meter positions and record in Annex to WWO 1156A.
- #3.6.3.6 A control valve shall be provided at meter position and before each separate water meter.

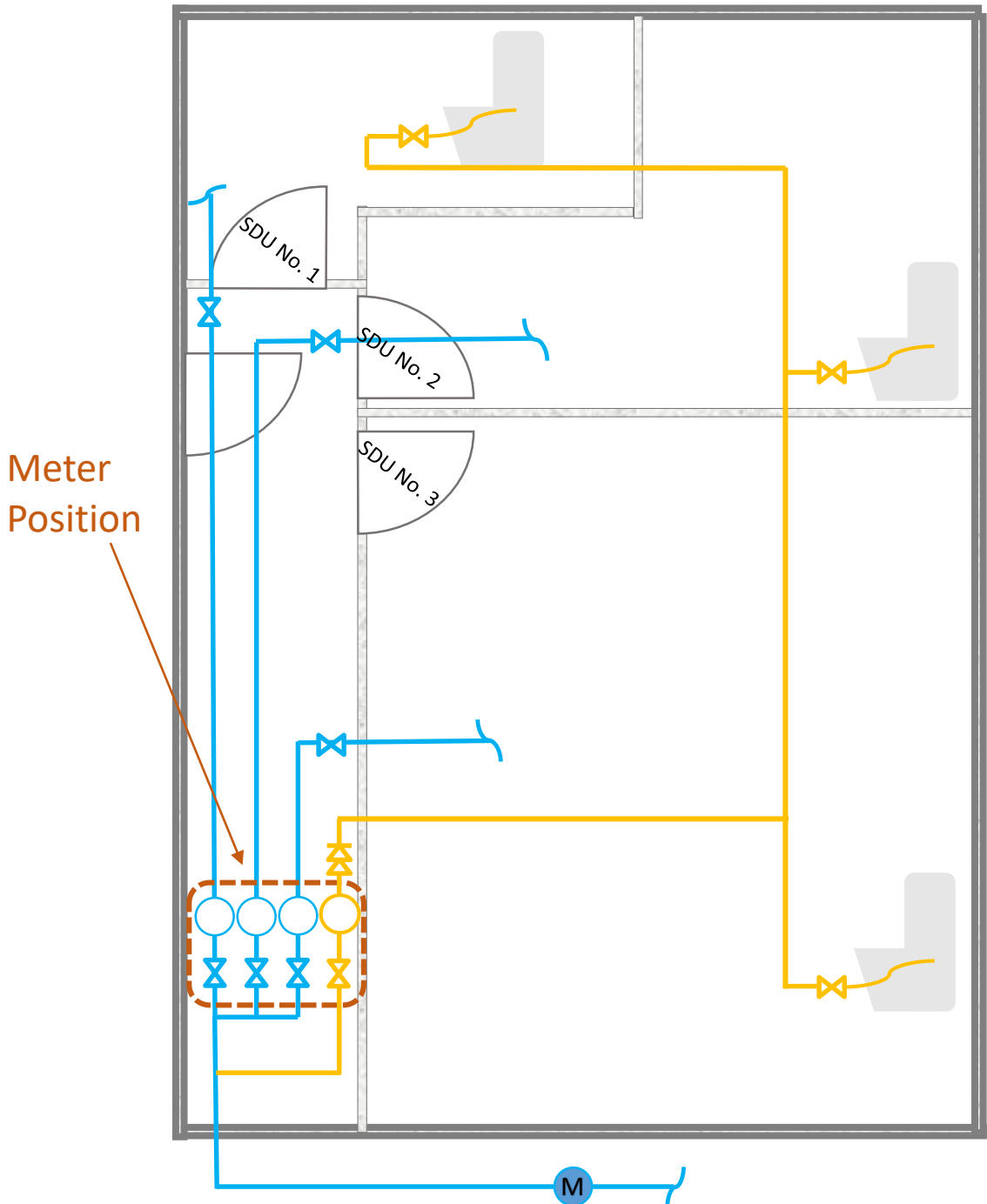
#### 3.6.4 Meter Position Requirement for Mechanical Water Meter

- #3.6.4.1 The mechanical water meters shall be installed in a corridor in the shared part of the flat housing SDUs, or at the common parts of the corresponding building.
- #3.6.4.2 All separate water meters, shall be arranged in groups and installed as close to the door to the premise as practicable. No meter shall be installed at a position lower than 300 mm nor higher than 1,500 mm above the floor level. Minimum clearance should be provided for water meters according to Fig. 36.
- #3.6.4.3 For meters installed in a corridor in the shared part of the flat housing of the SDUs, the minimum clear width and height of the corridor as stipulated in the Code of Practice on the Minimum Standards of Living Conditions under Basic Housing Units Regulatory Regime shall be maintained.
- #3.6.4.4 Fittings at meter position shall facilitate easy installation and removal of the water meter without the need to work on other pipes.
- #3.6.4.5 A control valve shall be provided at meter position and before each separate water meter.

— Fresh Water (Except for Flushing Purpose)  
— Fresh Water (for Flushing Purpose)

⌘ Double Check Valve

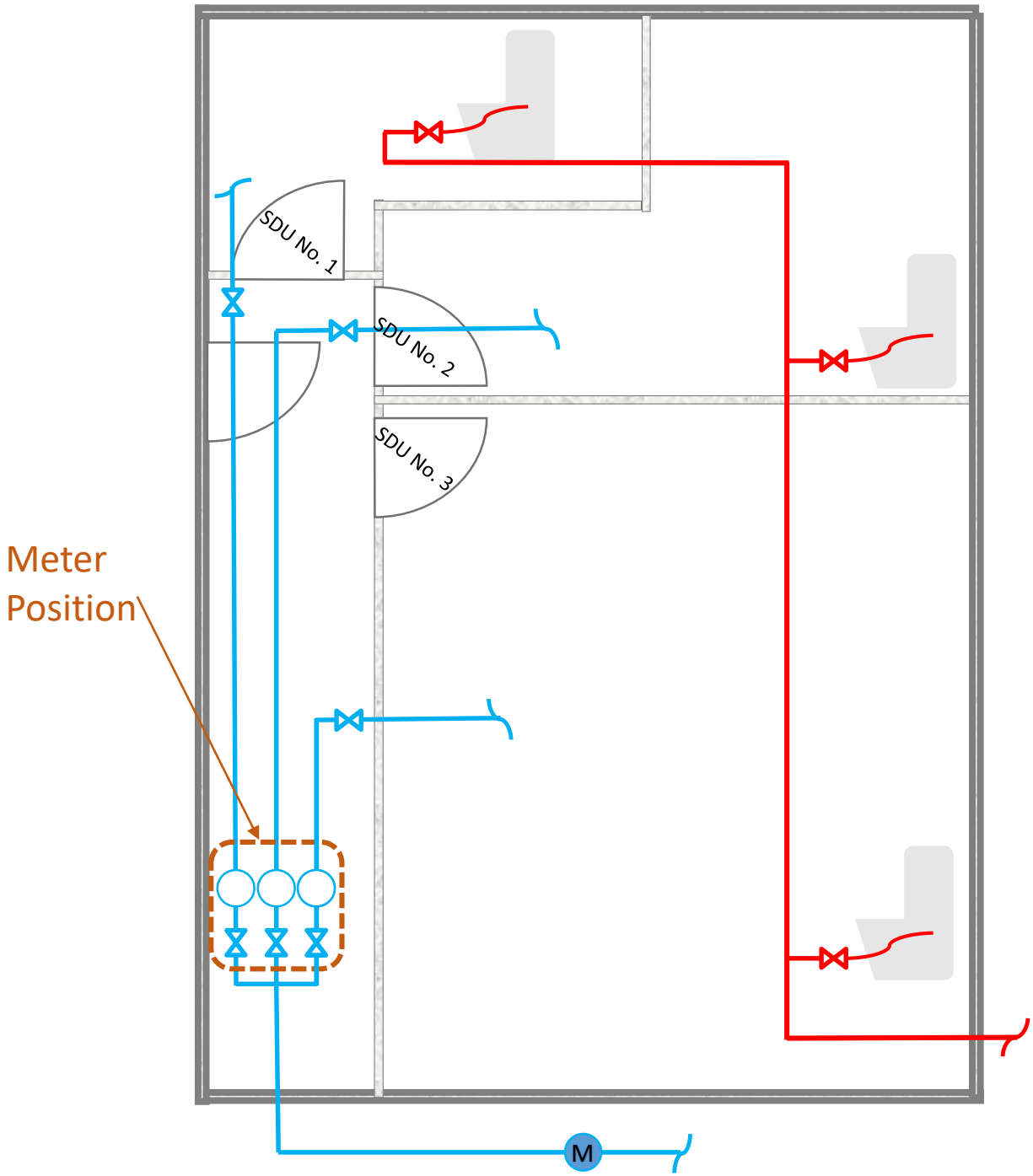
⌘ Control Valve



**FIG. SDU-SPD01**

**Install Mechanical Type Water Meter in the Shared Part of the Flat Housing SDUs, and Adopt Fresh Water for Flushing**

- Fresh Water (Except for Flushing Purpose)
- Flushing Water (Including Salt Water and TMF)
- Double Check Valve
- Control Valve



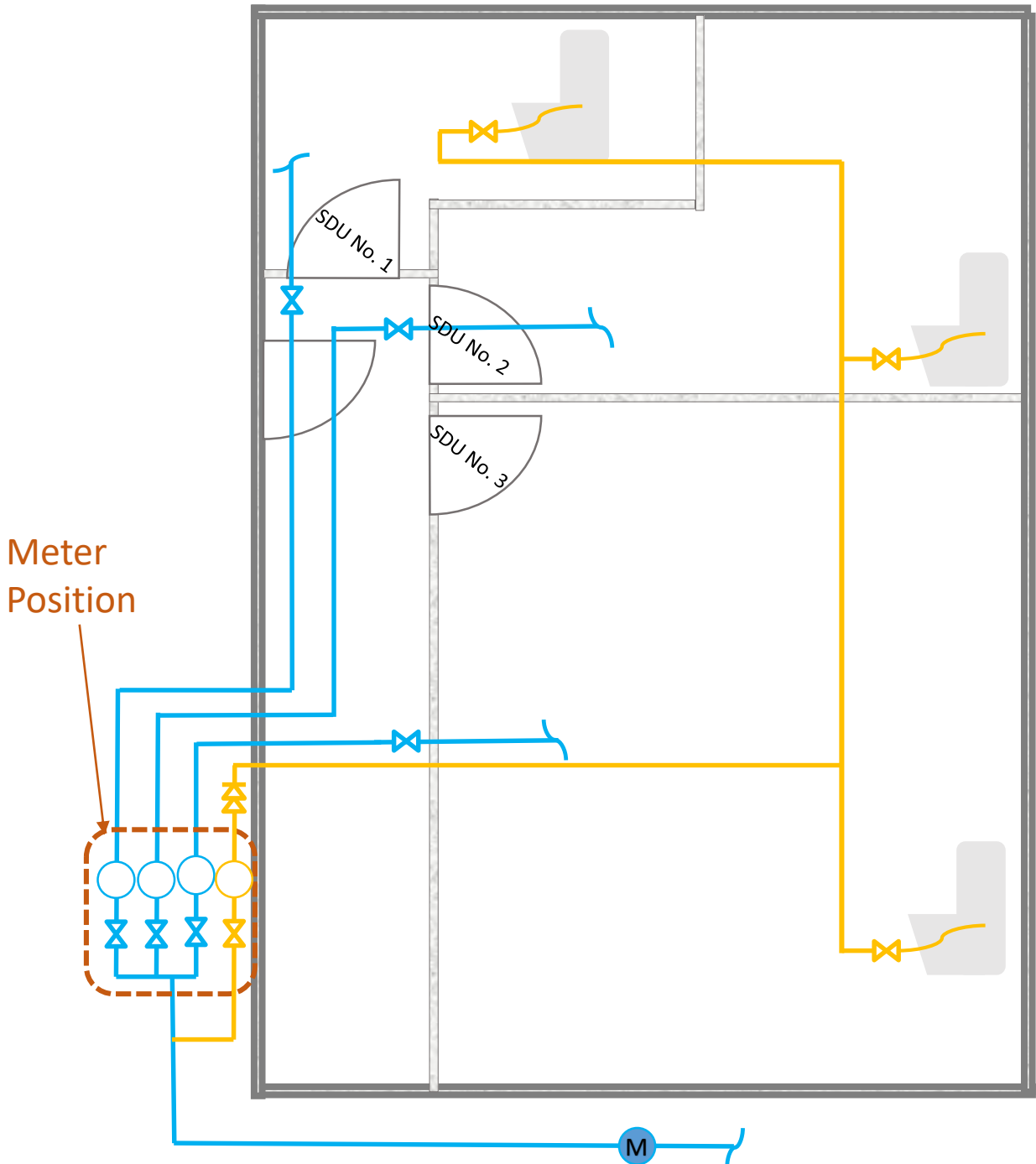
**FIG. SDU-SPD02**

**Install Mechanical Type Water Meter in the Shared Part of the Flat Housing SDUs, and Adopt Salt Water from the Main Building or TMF Approved by the WA for Flushing**

— Fresh Water (Except for Flushing Purpose)  
— Fresh Water (for Flushing Purpose)

⌘ Double Check Valve

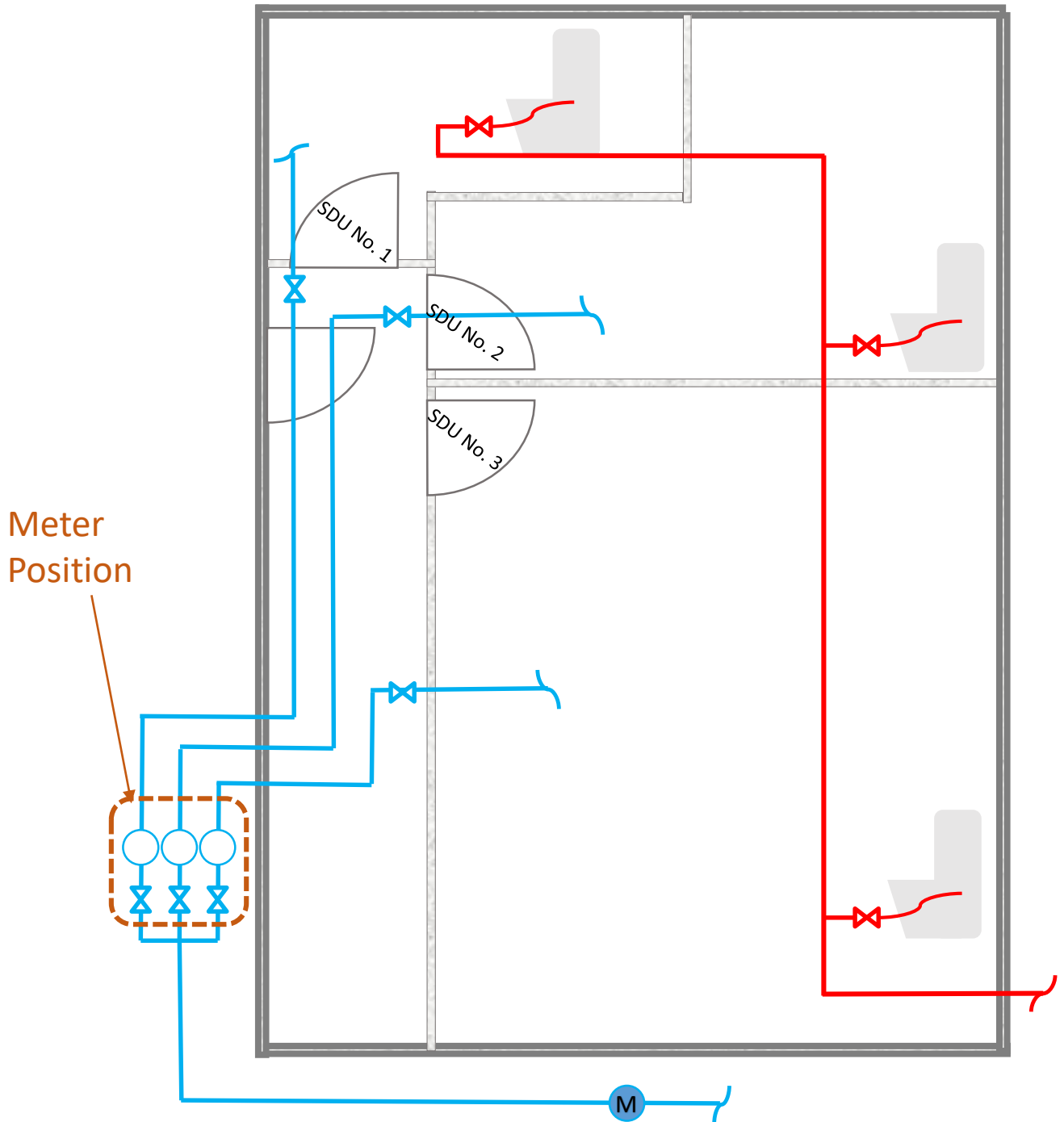
⌘ Control Valve



**FIG. SDU-SPD03**

**Install Mechanical Type Water Meter in Common Parts of the Corresponding Building, and Adopt Fresh Water for Flushing**

- Fresh Water (Except for Flushing Purpose)
- Flushing Water (Including Salt Water and TMF)
- Double Check Valve
- Control Valve

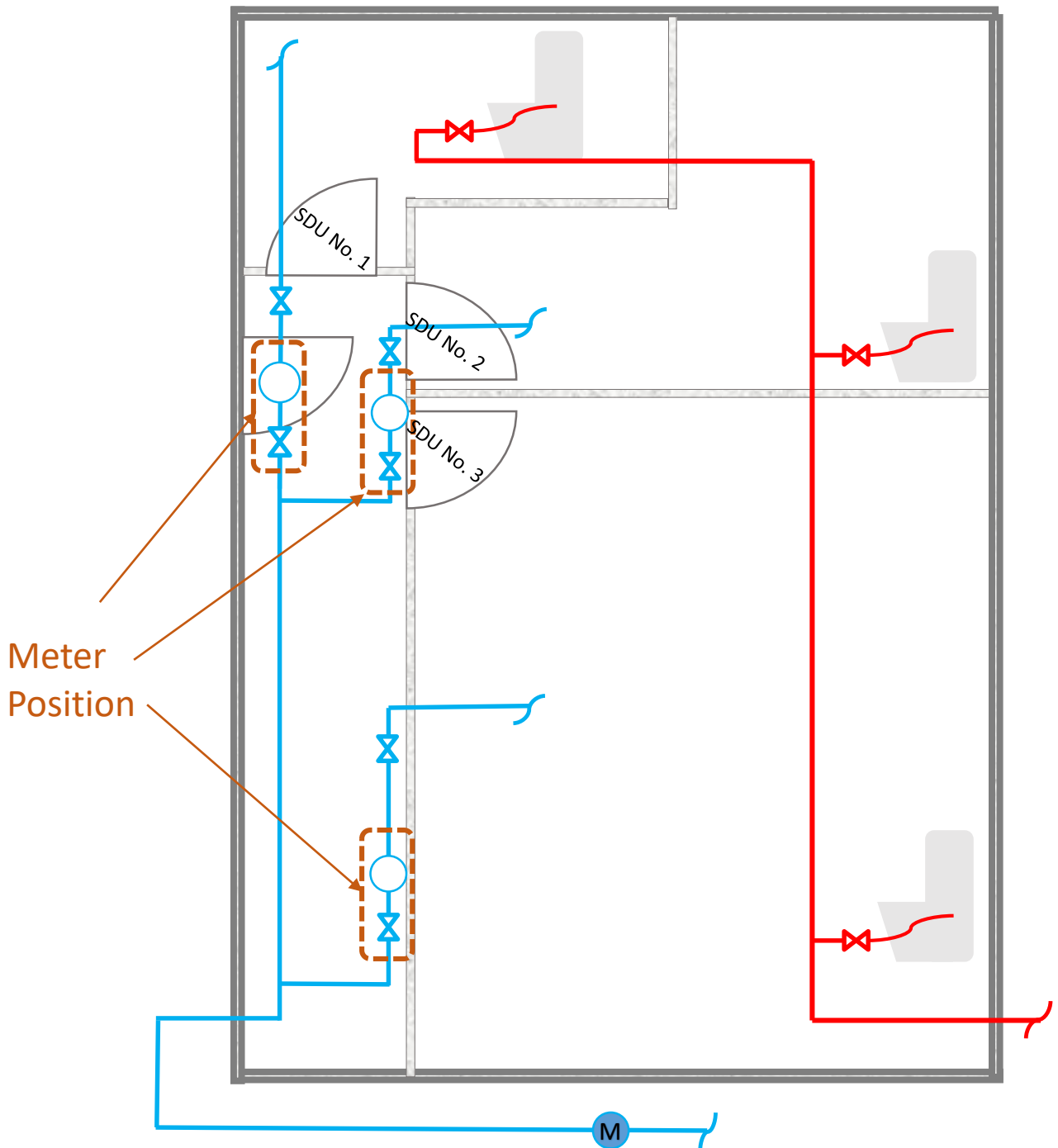


**FIG. SDU-SPD04**

**Install Mechanical Type Water Meter in the Common Parts of the Corresponding Building, and Adopt Salt Water from the Main Building or TMF Approved by the WA for Flushing**



- Fresh Water (Except for Flushing Purpose)
- Flushing Water (Including Salt Water and TMF)
- Double Check Valve
- Control Valve



**FIG. SDU-SPD06**

**Install Smart Type Water Meter in the Shared Part of the Flat Housing SDUs, and Adopt Salt Water from the Main Building or TMF Approved by the WA for Flushing**

**NOTIFICATION FORM FOR JOINING THE SCHEME FOR INSTALLATION OF  
SEPARATE WATER METERS FOR SUBDIVIDED UNITS IN RESIDENTIAL  
PREMISES – SELF-CERTIFICATION SCHEME BY LICENSED PLUMBERS**

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**Part A (To be completed by the applicant)**

To: The Water Authority,

I hereby notify that I will join the Self-Certification Scheme for Subdivided Units for the premises at

\_\_\_\_\_.

I shall appoint \_\_\_\_\_ *((name of the Responsible Licensed Plumber))* to undertake the above works.

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

(applicant)

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 responsible licensed plumber)**

To: The Water Authority,

I confirm that I will undertake the above plumbing works.

Plumber's licence no. :

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Name :

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Signature :

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Date :

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**APPLICATION FOR CONSTRUCTING, INSTALLING,  
 ALTERING OR REMOVING AN INSIDE SERVICE OR FIRE SERVICE**  
**Under Section 14 of the Waterworks Ordinance (Cap. 102)**  
**and Reg. 3 / 5 of the Waterworks Regulations (Cap. 102A)**

**Part I (To be completed by the responsible licensed plumber) (See Note 1)**

To: The Water Authority,

**Inside Service or Fire Service for the Premises at**

.....  
 .....  
 \*I/We am/are engaged by the \*consumer<sup>#</sup> / agent<sup>#</sup> / applicant for new water supply in Part II to \*construct / install / alter / remove an \*inside service / fire service at the above premises. Details of the approved plumbing proposal(s) for the inside service / fire service (“Approved Plumbing Proposals”) are as follows:-

WSD approval letter reference (if any): \_\_\_\_\_ dated \_\_\_\_\_ ASN: \_\_\_\_\_

Approved drawing no. (if no drawing has been required, describe briefly the works) : \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_).

Size and no. of water meters involved/required: \_\_\_\_\_

Anticipated date when water supply is required: \_\_\_\_\_ (see Note 4)

Remarks: \_\_\_\_\_

2. **PURPOSE OF SUBMISSION** (See Note 2)

\*I/We hereby apply to the Water Authority for permission to commence the construction, installation, alteration or removal of the works under the Approved Plumbing Proposals covered by this Form, which will commence on \_\_\_\_\_

\*I/We undertake that the pipes and fittings to be installed/ used for the construction, installation, alteration or removal of the works covered by this Form are with General Acceptance and shall be as prescribed by the Waterworks Regulations and comply with the Water Authority’s requirements.

\* Delete whichever is not applicable

# The meaning of ‘consumer’ and ‘agent’ shall be as defined in Section 2 of the Waterworks Ordinance.



3. \*I/We fully understand and agree that the Water Authority may use the data collected from \*me/us in connection with this application for the purposes of, or directly related to, the processing of this application and any follow-up actions in relation to the construction, installation, alteration or removal of the inside service or fire service approved under this application. If \*I/we do not provide sufficient data, the Water Authority may not be able to process \*my/our application. \*I/We agree that the data collected may be transferred to other Government bureaux and departments [and any other relevant parties] for the aforesaid purposes. \*I/We further agree that the data (including the name of the Licensed Plumber and the details of the premises concerned) may be made known to the general public (e.g. by publishing the same on the internet). \*I/We understand that \*I/we 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/our personal data.

**Responsible Licensed Plumber**

Plumber's license no : \_\_\_\_\_

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

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

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

Tel no : \_\_\_\_\_

Fax no : \_\_\_\_\_

E-mail : \_\_\_\_\_

Company name of employer<sup>+</sup> : \_\_\_\_\_

Business registration no. of employer<sup>+</sup> : \_\_\_\_\_

Address of employer<sup>+</sup> : \_\_\_\_\_

Preferred contact method: \* by mail/e-mail/fax

+ The responsible licensed plumber shall provide the name, business registration no. and address of the company/contractor by/for which he/she is employed or working.

\* Delete whichever is not applicable

# The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.



**Part II (To be completed by the consumer<sup>#</sup> / agent<sup>#</sup> / applicant for new water supply) (See Note 1)**

To: The Water Authority,

I endorse the information submitted by my licensed plumber in Part I.

I fully 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 of my licensed plumber and any follow-up actions in relation to the construction, installation, alteration or removal of the inside service or fire service approved under this application. If I do not provide sufficient data, the Water Authority may not be able to process my licensed plumber's 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 further agree that for the aforesaid purposes the name of the premises concerned may be made known to the general public (e.g. by publishing the same on the internet). I 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.

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

(\*consumer<sup>#</sup> / agent<sup>#</sup> / applicant for new water supply)

Tel no : \_\_\_\_\_

Fax no : \_\_\_\_\_

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

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

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

Company's chop (if applicable)

\* Delete whichever is not applicable

# The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.



**Part III (To be completed by the Water Authority)**

To: The responsible licensed plumber,  
 Responsible licensed plumber's mailing address

To the consumer/agent/applicant,  
 Consumer/agent/applicant's mailing address

Permission is given for you to proceed with the works under the Approved Plumbing Proposals covered by this Form.

	Name : _____
(Signed for the Water Authority)	Post : _____
	Tel no : _____
Date: _____	Fax no : _____

\* Delete whichever is not applicable

# The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.





**Part V (To be completed by the Water Authority)**

To: The responsible licensed plumber,  
 Responsible licensed plumber's Mailing Address

To: The Applicant,  
 Applicant's mailing address

Satisfactory water test results were received on \_\_\_\_\_ as required by the Water Authority. There is no irregularity apparent to us. \*Subject to payment of the charge prescribed in Part 1 of Schedule 1 of the Waterworks Regulations, \*the connection to the main will then be made \*and the part of the fire service or inside service on land held by the Government will be installed.

Attention of the responsible licensed plumber is drawn to his/her duty to construct, install, alter or remove the works covered by this Form in compliance with the Approved Plumbing Proposals, the Waterworks Ordinance and the Waterworks Regulations. Neither the issuance of this Form nor approval of the plumbing proposals \*nor the granting of the connection to the main \*and the installation of the part of the fire service or inside service on land held by the Government shall be construed as a ratification of any contravention of any of the provisions of the Waterworks Ordinance or the Waterworks Regulations.

	Name :	
(Signed for the Water Authority)	Post :	
	Tel no. :	
Date :	Fax no. :	

\* Delete whichever is not applicable

# The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.

## Notes:-

1. The Form is applicable to premises supplied or to be supplied with water from the Waterworks. Part I of the Form is to be completed by the responsible licensed plumber to apply for the permission by the Water Authority of the commencement of the works under the Approved Plumbing Proposals covered by this Form. Part II is to be completed by the consumer<sup>#</sup>/agent<sup>#</sup>/applicant of new water supply. Omission of any details in the Form may cause delay to your application.
2. Part I and Part II of this Form shall be submitted to the Water Authority for permission to commence the construction, installation, alteration or removal of the works under the Approved Plumbing Proposals covered by this Form.
3. The Form shall be mailed/faxed to the Water Authority.
4. Different sets of Forms are required for different phases of the plumbing that require water supply at different dates. **The consumer<sup>#</sup>/agent<sup>#</sup>/applicant of new water supply in Part II and/or the responsible licensed plumber in Part I shall inform the Water Authority in writing whenever there is any change to the 'anticipated date when water supply is required' in Part I of the Form.**
5. On completion of processing the application, the responsible licensed plumber and the consumer<sup>#</sup>/agent<sup>#</sup>/applicant will receive Part III of the Form with a Form Serial No. printed on it. A copy of Part I and Part II of the Form will also be returned.
6. Reporting completion of part of the works covered by this Form (including water pipe to be concealed) shall be made in Part IV of the Form. The responsible licensed plumber and consumer<sup>#</sup>/agent<sup>#</sup>/applicant as appropriate, should complete Part IV of this Form and submit it together with a copy of Part I, Part II and Part III of this Form to report completion of the works covered by this Form. **Please quote Form Serial No. and ASN on Part IV.**
7. The responsible licensed plumber should always be aware of the anti-corruption laws and avoid to contravene them during their course of works. For details, please refer to the website of Independent Commission Against Corruption at <http://www.icac.org.hk/>

<sup>#</sup> The meaning of 'consumer' and 'agent' shall be as defined in Section 2 of the Waterworks Ordinance.



The Water Authority ASN: \_\_\_\_\_  
 43/F, Immigration Tower, 7 Gloucester Road, Hong Kong  
 Tel.: 2824 5000 Fax: 2802 7333  
 E-mail: wsdinfo@wsd.gov.hk

(For official use only)

## APPLICATION FOR INSTALLATION OF SEPARATE WATER METERS FOR SUBDIVIDED UNITS (SDUs) in RESIDENTIAL PREMISES

**To: The Water Authority**

CCID (If applicable): \_\_\_\_\_ ASN (If applicable): \_\_\_\_\_

### 1. Flat Applying for Installation of Separate Water Meters

Flat/Room	Floor	Block	Name of Building/Lot No./Demarcation District No.
Street No.	Name of Street		Name of Estate/ Others
District			*HK/Kln/NT

### 2. Applicant's Information *(Note 4)*

Name of \*Mr/Mrs/Miss/Ms/Organisation (Chinese): \_\_\_\_\_

(English, in Block Letter): \_\_\_\_\_

Chinese commercial code in Identity Card  
 (If applicable):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

\*Identity Card No./Identity Proof Document No./Business Registration No. : \_\_\_\_\_

Service Address Tel. No.: \_\_\_\_\_ Mobile Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address (If different from the address of the flat applying for installation of separate meters):

Flat/Room	Floor	Block	Name of Building/Lot No./Demarcation District No.
Street No.	Name of Street		Name of Estate/ Others
District			*HK/Kln/NT

I/We wish to receive the water and sewage charges bills in \*Chinese / English.

I/We \*wish/do not wish to receive water and sewage charge bills in electronic form by email.

\* Delete where inappropriate

### 3. Separate Water Meters

Meter no. currently serving the flat \_\_\_\_\_  
No. of separate water meters applied for (mechanical type) \_\_\_\_\_  
No. of separate water meters applied for (smart type) \_\_\_\_\_  
(please submit **Annex** to this form)  
Room no. of SDUs (e.g. sub-unit A/B/C or 1/2/3, etc.) \_\_\_\_\_

### 4. Flushing Facilities

- I/we confirm the above subdivided units adopting salt water/temporary main flushing (TMF) for flushing as approved by the WA
- I/we hereby apply to the WA for using fresh water for flushing due to the following reason. (Please mark the flushing water pipe, proposed locations for flushing meter(s) and double check valve(s))

\_\_\_\_\_  
(Please tick (✓) the appropriate box )

No. of subdivided units \_\_\_\_\_  
No. of flushing facilities using fresh water \_\_\_\_\_  
No. of flushing meters applied \_\_\_\_\_  
No. of double check valves to be installed \_\_\_\_\_

### 5. Information of Responsible Licensed Plumber *(Note 8)*

Name: \_\_\_\_\_ Day-time tel. no.: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Plumber's licence no.: \_\_\_\_\_

### 6. Documents required to be submitted with Application Form

- A copy of \*Identity Card No./Identity Proof Document No./Business Registration. *(Note 3)*
- Document to prove the entire SDU flat is under the management of the applicant. *(Note 4)*
- Layout plan of SDUs flat showing (a) location of meter positions and (b) each SDU served by respective plumbing and separate meter.

### 7. Applicant's Undertaking and Agreement

I / We fully understand and agree to abide by the content of items (A) - (F) of the undertaking and agreement below, as well as the payment rules (if applicable) in accordance with the provisions of this undertaking form *(Notes 5 & 6)*.

\* Delete where inappropriate

## UNDERTAKING AND AGREEMENT

- (A) The applicant agrees:
- (i) that the following criteria are met for this application:
    - the flat is split into two or more SDUs;
    - the flat is in domestic building or domestic portion of composite building; and
    - there is separate plumbing system for each SDU.
  - (ii) to facilitate installation of separate water meters and confirm with his/her licensed plumber that the meter positions proposed for the separate water meters in the flat meet the following requirements:
    - locate either at the common area outside the flat, the common corridor of the flat but as close to the door of the flat as practicable or inside individual SDUs (subject to the WA's approval);
    - cater for the installation of one stopcock or gate valve at the upstream of the meter; and
    - the works do not involve soldering for connecting copper pipes.
  - (iii) to notify the Water Authority (WA) promptly, should there be any subsequent changes which makes the criteria in (i) or (ii) cannot be met;
  - (iv) to facilitate the Water Supplies Department (WSD) staff to enter all SDUs during site inspections in respect of the application;
  - (v) to employ a licensed plumber to install, remove or replace (when requested by the WA) the separate water meters (either mechanical or smart type) and inform him/her of the requirements ((ii) above) for the works;
  - (vi) to register as the consumer of the inside service solely serving the flat including the inside service serving the SDUs from the date of this application form;
  - (vii) to allow WSD to deliver duplicate water bill to each SDU tenant by post, where such duplicate water bill does not bear the name and the mailing address of the registered consumer;
  - (viii) upon request by the WA, the applicant shall self-read the meter readings and report to the WSD within the first three working days at each 4-month bill interval;
  - (ix) to provide assistance to remove obstruction and allow WSD staff to enter the flat and all SDUs therein to take meter readings or inspect/replace/repair/maintain the meters when necessary;
  - (x) to remove and return the separate water meters to the WA if the SDUs failed to be recognised as BHUs; and
  - (xi) not to recover the water charge of flushing meter from the tenants;
  - (xii) if water meters (smart type) is applied in the application, to handover the meter interfacing units (MIUs), pulse counters (if any) and sim cards to the WSD upon effect of water at designated SDUs .
- (B) The applicant should note that the approval for meter installation does not mean any compliance of the inside service or absolve the applicant's responsibility to seek other statutory approvals required. The WSD reserves the right to take appropriate enforcement action if it is later confirmed that there is non-compliance in the inside service of the flat.
- (C) Pursuant to Section 7 and Section 19 of the Waterworks Ordinance (Cap 102), the applicant undertakes to pay to the Government of the Hong Kong Special Administrative Region any charges and deposit (*Note 5*) due in respect of the inside service in the flat as provided in the Waterworks Ordinance (Cap. 102) and the Waterworks Regulations (Cap. 102A). The applicant undertakes to be responsible for the custody and maintenance of the above-mentioned inside service and the custody of any meter pertaining to the inside service in the flat (*Note 7*). The applicant may also be required to pay charges and surcharges (including but not limited to sewage charges and trade effluent surcharges) imposed under the Sewage Services Ordinance (Cap. 463) and any regulations made under the Sewage Services Ordinance.
- (D) The applicant fully understands and agrees that the WA may use the data collected from the applicant in connection with this application for the purposes of, or directly related to, the processing of this application, any work to be carried out by the WA and the general management, administration of the waterworks or the above mentioned inside service/communal service. If the applicant does not provide sufficient data, the WA may not be able to process the application.
- (E) The applicant agrees that if he/she is found breach of the undertaking and agreement of items (A) and (D) above, the WSD will consider withdrawing the approval to the applicant and carrying disconnection of water supply to the flat.
- (F) The applicant should confirm with his/her licensed plumber and declare that the works associated with the construction of meter positions for separate meter installation are of a minor nature (*Note 8*).

Date: \_\_\_\_\_ Signature of the applicant / Signature of  
Authorised Person with company's chop: \_\_\_\_\_

## Notes:

1. Pursuant to Section 5 of the Sewage Services Ordinance, sewage charges and trade effluent surcharges (if applicable) are payable by the consumer/agent whose flat are connected to public sewers. For enquiry, please contact the Drainage Authority.
2. The type of water supply under this application shall be “domestic supply”.
3. For a firm/company, a photocopy of the Business Registration Certificate should be attached to the application. For individual applicant, he/she should attach a photocopy of his/her identity card or identity proof document (e.g. Passport) for our checking of identity. The photocopy of identity card and identity proof document will be destroyed immediately after the checking process.
4. The applicant of this application shall be the owner or the person who is responsible for management of the entire flat. If the applicant is the owner, he/she should submit a document to prove his/her identity as the owner (e.g. a photocopy of the Land Register). If the applicant is not the owner, he/she should submit additional document(s) to prove that he/she is the person who is responsible for management of the entire flat. (e.g. a photocopy of the tenancy agreement signed by the owner and the applicant, or a photocopy of the authorisation letter signed by the owner. The full name and the signature of the owner shall be clearly shown in the document). The applicant should submit the document(s) concerned with the application form and other necessary documents for our checking.
5. The deposit paid under this undertaking for the current meter serving the flat is not transferable and may be applied by the WA at any time to the payment of any charges.
6. The WA may demand water and sewage charges based on the difference in water consumption between the current water meter of the flat and all separate water meters installed for SDUs if necessary.
7. Pursuant to Section 20 of the Waterworks Ordinance (Cap. 102) and Section 5 of the Sewage Services Ordinance (Cap. 463), the liability of the consumer shall continue until:
  - (a) another consumer is approved by the WA in his/her place; or
  - (b) this undertaking is cancelled by the WA, notwithstanding that
    - (i) the consumer ceases to occupy the flat;
    - (ii) the consumer ceases to be responsible for the management of the flat or any part thereof; or
    - (iii) the WA exercises any power under Sections 8, 9, 10 or 19(2) of the Waterworks Ordinance (Cap. 102).Should the consumer wishes to cancel the undertaking, the consumer/agent should promptly notify the WA.
8. The applicant should consult his/her licensed plumber if the plumbing works to form the meter positions fall into works of a minor nature and read through the associated WSD’s website: <https://www.wsd.gov.hk/en/plumbing-engineering/works-of-a-minor-nature/index.html>
9. Address of the Drainage Authority: G/F, Western Magistracy, 2A Pok Fu Lam Road, Hong Kong / Tel: 2834 9432 / Fax: 3104 6433 / Email: customer\_services@dsd.gov.hk

For official use only	ASN:	Account No.:
Date received:		CCID.:
Approved by:		ID/BR verified by:
D/N No:		

**REQUEST FOR SMART WATER METER IN ADVANCED METERING  
INFRASTRUCTURE (AMI)**

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**Part A (To be completed by the applicant)**

To: The Water Authority,

I hereby notify that I request for \_\_\_\_\_ no. of smart water meters in AMI for installation as separate water meters for the premise at \_\_\_\_\_, and

- I will pay the Water Authority for the meter interfacing units (MIUs), pulse counters (if any) and sim cards at the standard charge as published in the WSD's website: <https://www.wsd.gov.hk/en/plumbing-engineering/automatic-meter-reading/index.html>
- I will procure the MIUs, pulse counters (if any) and sim cards on my own according to the Specification as published in the WSD's website: <https://www.wsd.gov.hk/en/plumbing-engineering/automatic-meter-reading/index.htm>

(Please tick (✓) the appropriate box )

Regarding the location of the smart meters,

- they will be installed in the common area of the flat housing the SDUs.
- I will apply for the Water Authority's approval to installing them inside individual SDUs, with justifications enclosed.

(Please tick (✓) the appropriate box )

I shall appoint \_\_\_\_\_ (*name of the licensed plumber*) to check the 4G signal strength at the proposed meter positions is complied with the requirements as stated in the aforementioned published in the WSD's website.

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

(applicant)

Telephone no. : \_\_\_\_\_ Fax no. : \_\_\_\_\_

Correspondence address : \_\_\_\_\_

\_\_\_\_\_

Email address : \_\_\_\_\_

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

Company's chop (if applicable)

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\*delete as appropriate

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**Part B (To be completed by the responsible licensed plumber)**

To: The Water Authority,

I have verified the 4G signal strength for \_\_\_\_\_ (name of mobile network service operator) at the proposed meter position for the premise in Part A.

**Information of Responsible Licensed Plumber**

Name: \_\_\_\_\_ Day-time tel. no.: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Plumber's licence no.: \_\_\_\_\_

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

Company's chop (if applicable) \_\_\_\_\_

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

## Completion Certificate of Plumbing Works

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

To: The Water Authority,

I refer to the WWO 46A Part IV enclosing the completed inspection checklist amongst other supporting documents. I certify that:

- (a) the as-built drawings tally with the plumbing proposal and the plumbing system (including the existing plumbing system and the plumbing works carried out as covered by the above WWO46A Part IV) within the flat housing SDUs);
- (b) the plumbing works covered by the above WWO 46A Part IV have been carried out and completed in accordance with the approved plumbing proposal, as-built drawing(s) and as-built material schedule (WWO 1149A);
- (c) the plumbing works carried out as covered by the above WWO 46A Part IV comply with the provisions of the Waterworks Ordinance (Cap. 102), the Waterworks Regulations (Cap. 102A), the Water Authority's requirements and the applicable requirements set out in Technical Requirements for Plumbing Works in Buildings, Guide to Application for Water Supply and the Water Supplies Department Circular Letters issued by the Water Authority;
- (d) \*lead-free solders have been used for all solder joints (if copper pipes are used) / soldering has not been adopted; and
- (e) inspection(s) and acceptance test(s) conducted are of satisfactory results.

I have reviewed and am satisfied with the attached completed inspection checklist(s).

\_\_\_\_\_  
Signature of responsible licensed plumber

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

\_\_\_\_\_  
Plumber's licence no.

\_\_\_\_\_  
\*Email / Correspondence address

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

\* Delete where inappropriate



The Water Authority  
 43/F Immigration Tower, 7 Gloucester Road, Hong Kong.  
 Tel : 2824 5000 Fax : 2802 7333 email : [wsdinfo@wsd.gov.hk](mailto:wsdinfo@wsd.gov.hk)

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

**Form Serial No** \_\_\_\_\_

Premises Address \_\_\_\_\_

(For official use)

**LIST OF PIPES AND FITTINGS INSTALLED:-**

Page \_\_\_\_\_ of \_\_\_\_\_

Description of pipes and fittings (see Note 6)	Brand	Size	Manufacturer	Country of origin	General Acceptance No. /Registration No. under WELS (see Note 3, 4 & 5)	General Acceptance valid at the time of issuance of Part III of the corresponding WWO 46A (Y/N)	Location of designated products registered under WELS/combined water saving devices

Please use additional sheet(s) if required.

*Please see notes overleaf*

Signature of the responsible licensed plumber : \_\_\_\_\_ Licence no. : \_\_\_\_\_ Date : \_\_\_\_\_

# Appendix G

General Information 一般資料 Date of Inspection 視察日期: Premises Address 處所地址: Name of Licensed Plumber 持牌水喉匠姓名: Plumber's Licence Number 水喉匠牌照號碼: Serial Number of Form WWO46 表格WWO46編號:	TICK THIS BOX IF NO INSPECTION CARRIED OUT FOR THIS TYPE OF WORKS <input type="checkbox"/> 如沒有就此類別工程進行視察，請剔此格	<b>(Revised November 2025)</b> <b>P.1 of 5</b>
Inspection Type (please tick) 視察類別 (請剔): <input type="checkbox"/> Final Inspection 最終視察 <input type="checkbox"/> Interim Inspection 中期視察 <input type="checkbox"/> Re-inspection 重新視察		<b>Inspection Checklist 視察清單 (Section A) (A部)</b>
Type of Plumbing Works 水管工程類別: ( ) *		

A Type 類別	B Contravention of WWO / WWR or Non-compliance with WA's Requirements 違反《水務設施條例》/《水務設施規例》或不符合水務監督的要求	Penalty Point / Demerit Point 罰分/配分	Defects/irregularities found? (please tick) 發現不合規格/不妥當之處? (請剔)			Type (FW, FL, FS) ^ 類別 (食水、沖廁水、消防供水)	Defects/irregularities (Please specify the extent and details of defects/irregularities, if any) 不合規格/不妥當之處(如有，則請訂明不合規格/不妥當的程度和詳情)	Details of Inspected Location (refers code below, if applicable) 已視察位置的詳情(請參見下方的編號，如適用)	Details (e.g. Brand Name/Model No., if available) 詳情 (例如品牌名稱/型號，如有的話)	Photo Taken (Y / N) 夾附圖片 (有 / 沒有)	Remarks 備註
			Y 有	N 沒有	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 WA 接駁喉管並非水務監督已接納的尺寸或位置	D									

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

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

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

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

(a) Building of Storey 樓層 >=4

(b) Building of Storey 樓層 <=4

(c) Village House 村屋

(d) Separate Meter 安裝獨立水錶

(e) Construction Supply 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) meter meter room 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 (typical 典型)	(q) cleansing supply points 盥洗供水點
(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、消防捲盤、噴水沙
		(s) other location 其他位置 (please specify 請註明)

ASN 申請書編號:	
WSD Inspection Staff 水務管理人員 (if applicable) (如適用) 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: _____

General Information 一般資料 Date of Inspection 視察日期: Premises Address 處所地址: Name of Licensed Plumber 持牌水喉匠姓名: Plumber's Licence Number 水喉匠牌照號碼: Serial Number of Form WWO46 表格WWO46編號:	TICK THIS BOX IF NO INSPECTION CARRIED OUT FOR THIS TYPE OF WORKS <input type="checkbox"/> 如沒有就此類別工程進行視察，請劃此格	<b>(Revised November 2025)</b> <b>P.2 of 5</b>
<b>Inspection Checklist 視察清單 (Section B) (B部)</b>		
Inspection Type (please tick) 視察類別 (請劃): <input type="checkbox"/> Final Inspection 最終視察 <input type="checkbox"/> Interim Inspection 中期視察 <input type="checkbox"/> Re-inspection 重新視察		
Type of Plumbing Works 水管工程類別: ( ) *		
*		

A Type 類別	B Contravention of WWO / WWR or Non-compliance with WA's Requirements 違反《水務設施條例》/《水務設施規例》或不符合水務監督的要求	Penalty Point / Demerit Point 扣分/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 Taken (Y/N) 夾附圖片 (有/沒有)	Remarks 備註
			Y 有	N 沒有	Not Applicable 不適用						
(B) Meter Position / Check Meter Position 錶位/檢測錶位	(1A) Meter position / check meter position not at suitable height above the floor level 錶位/檢測錶位非位於地面以上的適當高度	D									
	(1B) Meter installed in a landscape area with a clear working headroom less than 2m 安裝於園境地帶的水錶，其空間作業高度少於2米	D									
	(1C) Meters not arranged in groups and housed in meter rooms / boxes / cabinet / chamber 水錶並非集中排列及安放於水錶房/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 水錶前缺少全通閘閥	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》，發牌當局將會啟動相關程序，以取消或暫時吊銷持牌水喉匠的牌照。  
 Please insert ✓ at the appropriate box under the "Defects/irregularities found?" column. 請在「發現不合規格/不妥當之處?」欄下的適當空格內加✓。  
 ^ Fresh Water (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/feet 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/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 (typical典型)	(q) clemens 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、消防喉盤、消防花園、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 (if applicable) (如適用) 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: _____

General Information 一般資料 Date of Inspection 視察日期: _____ Premises Address 處所地址: _____ Name of Licensed Plumber 持牌水喉匠姓名: _____ Plumber's Licence Number 水喉匠牌照號碼: _____ Serial Number of Form WWO46 表格WWO46編號: _____	TICK THIS BOX IF NO INSPECTION CARRIED OUT FOR THIS TYPE OF WORKS <input type="checkbox"/> 如沒有就此類別工程進行視察，請剔此格
Inspection Type (please tick) 視察類別 (請剔): <input type="checkbox"/> Final Inspection 最終視察 <input type="checkbox"/> Interim Inspection 中期視察 <input type="checkbox"/> Re-inspection 重新視察	<b>(Revised November 2025)</b> <b>P.3 of 5</b>
Type of Plumbing Works 水管工程類別: ( ) *	

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

A Type 類別	B Contravention of WWO / WWR or Non-compliance with WA's Requirements 違反《水務設施條例》/《水務設施規例》或不符合水務監督的要求	Penalty Point / Demerit Point 罰分/配分	Defects/irregularities found? (please tick) 發現不合規格/不妥當之處? (請剔)			Type (FW, FL, FS) ^ 類別 (食水、沖廁水、排 防水)	Defects/irregularities (Please specify the extent and details of defects/irregularities, if any) 不合規格/不妥當之處(如有，則請訂明不合規格/不妥當的程度和詳情)	Details of Inspected Location (refers code below, if applicable) 已視察位置的詳情(請參見 下方的編號，如適用)	Details (e.g. Brand Name/Model No., if available) 詳情(例如品牌名稱/型號， 如有的話)	Photo Taken (Y/N) 夾附圖片 (有/沒有)	Remarks 備註
			Y 有	N 沒有	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之控制閥	P									
	(3) No automatic control switch for inlet of storage tank fed by pumped supply 儲水缸的入水位缺少利用泵壓供水的自動控制開關	P									
	(4) No control valve/drain-off pipe at outlet 出水位缺少控制閥/排水管	P									
	(5) Overflow pipe of fresh water tank not made of a corrosion-resisting material 食水水缸的溢流管所用的物料並非抗腐蝕物料	P									
	(6) Overflow pipe undersized 溢流管尺寸太小	P									
	(7) Invert of the inlet or the outlet of ball float valve less than 25mm above the top of the overflow pipe 入水管倒拱或浮球閥出水口離溢流管的頂部不足25毫米	P									
	(8) Overflow pipe connected to a drain or sewer or to the overflow pipe from another tank 溢流管接駁至排水渠或污水渠或另一個水缸的溢流管	P									
	(9) Fresh water tank connected for storage of water other than that supplied from the waterworks 食水水缸接駁並作儲存來自水務設施以外所供應的用水	P									
	(10) Water tank not easily accessible or safe access by ladder not provided 水缸不容易通往或未有提供梯子作安全通道	P									
	(11) Tank not provided with lockable covers 水缸缺少可上鎖的封蓋	P									
	(12) Storage capacity exceeds the maximum permitted capacity 儲水量超過最高准許儲水量	P									
	(13) No physical break between potable & non-potable tanks 可飲用及非飲用水缸中間沒有實際分隔	P									
	(14) Ball float valves or floats made of material not allowed or not complied with the prescribed standard 浮球閥或浮標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/浮標操作閥安裝/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									
	(17) Overflow pipes/ warning pipes/ any other openings of storage cistern not covered with non-corrodible or corrosion-resistant mesh to exclude ingress of animal, insects or foreign objects 儲水缸的溢流管、警戒管或其他開口缺少不鏽或抗腐蝕鐵絲網以防止動物、昆蟲或外物進入	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 ✓ in 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/水錶房(chamber)	(p) irrigation surety points 灌溉供水點
(e) break pressure tank 減壓缸	(k) meter cabinet 水錶櫃(room) (technical 專業)	(q) cleanline surety points 清洗用水供水點
(f) break tank 斷流水箱	(l) meter cabinet 水錶櫃(room) (non-technical, please specify 非專業, 請註明)	(r) hydrant, hose reel, sprinkler, fountain, fountain, fountain 消防喉、消防注水、噴水喉
		(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 (if applicable) (如適用) 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: _____

General Information 一般資料 Date of Inspection 視察日期: Premises Address 處所地址: Name of Licensed Plumber 持牌水喉匠姓名: Plumber's Licence Number 水喉匠牌照號碼: Serial Number of Form WWO46 表格WWO46編號:	TICK THIS BOX IF NO INSPECTION CARRIED OUT FOR THIS TYPE OF WORKS 如沒有就此類別工程進行視察，請剔此格 <input type="checkbox"/>
<b>(Revised November 2025) P.4 of 5</b>	
<b>Inspection Checklist 視察清單 (Section D) (D部)</b>	
Inspection Type (please tick) 視察類別 (請剔): <input type="checkbox"/> Final Inspection 最終視察 <input type="checkbox"/> Interim Inspection 中期視察 <input type="checkbox"/> Re-inspection 重新視察         Type of Plumbing Works 水管工程類別: ( )	

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

© 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》，發牌處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	(i) master meter room 總水錶位	(m) communal riser pipe 公用豎管
(b) concealed pipework above ground	(j) 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	(k) meter room 水錶位	(o) feed tank for swimming pool 游泳池供水箱
(d) intermediate tank 中間儲水箱	(l) master meter room 總水錶房/室(chamber)	(p) irrigation supply points 灌溉供水點
(e) break pressure tank 減壓缸	(m) meter cabinet 水錶櫃(room/房)(typical 典型)	(q) cistern supply points 滷滷供水點
(f) break tank 斷流水箱	(n) meter cabinet 水錶櫃(room 房)(non-typical, please specify 非常型, 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:	
WSL Inspection Staff 水務管理人員 (if applicable) (如適用) 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: _____

General Information 一般資料		TICK THIS BOX IF NO INSPECTION CARRIED OUT FOR THIS TYPE OF WORKS <input type="checkbox"/>	
Date of Inspection 視察日期:		如沒有就此類別工程進行視察，請剔此格	
Premises Address 處所地址:			
Name of Licensed Plumber 持牌水喉匠姓名:			
Plumber's Licence Number 水喉匠牌照號碼:			
Serial Number of Form WWO46 表格WWO46編號:			
Inspection Type (please tick) 視察類別 (請別):		Type of Plumbing Works 水管工程類別: ( ) *	
		<input type="checkbox"/> Final Inspection 最終視察 <input type="checkbox"/> Interim Inspection 中期視察 <input type="checkbox"/> Re-inspection 重新視察	

**(Revised November 2025)**  
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**Inspection Checklist 視察清單**  
**(Section E) (E部)**

A Type 類別	B Contravention of WWO / WWR or Non-compliance with WA's Requirements 違反《水務設施條例》/《水務設施規例》或 不符合水務監督的要求	Penalty Point / Demerit 點 罰分	Defects/irregularities found? (please tick) 發現不合規格/不妥當之處? (請劃)			Type (FW, FL, FS) ^ 類別 (食水、沖廁水、消 防供水)	Defects/irregularities (Please specify the extent and details of defects/irregularities, if any) 不合規格/不妥當之處(如有，則請訂明不合規格/不妥當 的程度和詳情)	Details of Inspected Location (refers code below, if applicable) 已視察位置的詳情(請參見 下方的編號，如適用)	Details (e.g. Brand Name/Model No., if available) 詳情(例如品牌名稱/型號， 如有的話)	Photo Taken (Y/N) 夾附圖片 (有/沒有)	Remarks 備註
			Y 有	N 沒有	Not Applicable 不適用						
(E) Others 其他	(1) Sanitary fittings not properly installed / provided 潔具安裝/安置不當	P									
	(2) No stopcocks at appliances & branches 用具及支喉未裝有水掣	P									
	(3) Flushing apparatus not properly installed / provided 沖廁設備安裝/安置不當	P									
	(4) Heater not properly installed 熱水器安裝不當	P									
	(5) Use of a fitting with a threaded outlet or any device facilitating the connecting of rubber hose or another type of flexible hose without WA's written permission 在未獲水務監督書面許可的情況下，使用有螺紋接駁的裝置，或任何利便連接橡膠軟管或其他 種類類軟管的器件	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									
	(11A) Plumbing works not comply with mandatory requirements in the Technical Requirements for Plumbing Works in Buildings : Please give details 水管工程未有遵守《樓宇水管工程技術要求》內須遵守的技術要求： 請說明詳情	D									
	(11B) Plumbing works not constructed according to the approved drawings but not violate any mandatory requirements in the Technical Requirements for Plumbing Works in Buildings **: Please give details 水管工程未依批准圖則建造而未有違反《樓宇水管工程技術要求》內須遵守的技術要求**： 請說明詳情	N/A									
(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》，發牌處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 樓宇 ≥4  
(b) Building of Storey 樓宇 <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. S-11 in Appendix II of the Guide to Application for Water Supply  
\*\* 批准圖則包括《申請供水指引》附錄II第S-11號圖則

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 公用暖管
(b) concealed pipework above ground	(h) check meter position 檢測錶位	(n) communal down-feed pipe 公用下給管
(c) roof tank 天台儲水箱	(i) meter position 水錶位	(o) feed tank for swimming pool 游泳池供水箱
(d) intermediate tank 中間儲水箱	(j) master meter room 總水錶房/水錶房	(p) irrigation supply rooms 灌溉供水室
(e) break pressure tank 減壓缸	(k) meter cabinet 水錶櫃/水錶房 (non-typical, please specify in details, 請註明)	(q) cleaning supply rooms 清潔供水室
(f) break tank 斷流水箱	(l) meter cabinet 水錶櫃/水錶房 (non-typical, please specify in details, 請註明)	(r) hydrant, hose reel, sprinkler, fountain 消防龍頭、消防喉線、消防花園、噴水亭
		(s) other location 其他位置 (please specify in details, 請註明)

ASN 申請牌照號碼: WWO Inspection Staff 水務督察人員 (if applicable) (如適用) 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: _____
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**Self-Certification of Meter Positions and Associated Works**

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

To: The Water Authority,

I refer to the WWO 1156A submitted for the above address.

I certify that:

- (a) the meter positions and associated works covered by the above WWO 1156A have been carried out and completed in accordance with the provisions of the Waterworks Ordinance (Cap. 102), the Waterworks Regulations (Cap. 102A), the Water Authority’s requirements and the applicable requirements set out in Technical Requirements for Plumbing Works in Buildings, Guide to Application for Water Supply and the Water Supplies Department Circular Letters issued by the Water Authority; and
- (b) \*lead-free solders have been used for making all solder joints (if copper pipes are used) / soldering has not been adopted. .

\_\_\_\_\_  
Signature of responsible licensed plumber

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

\_\_\_\_\_  
Plumber’s licence no.

\_\_\_\_\_  
\*Email / Correspondence address

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

\* Delete where inappropriate

**Self-Certification of Installation of Separate Water Meters  
and Double Check Valves (if applicable)**

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

To: The Water Authority,

I refer to the WWO 1156A submitted for the above address.

I hereby:

- (a) certify that installation of separate water meters, \*4G signal strength checking for smart meters in AMI (if applicable) and \*double check valves (if applicable) covered by the above WWO 1156A have been carried out and completed in accordance with the provisions of the Waterworks Ordinance (Cap. 102), the Waterworks Regulations (Cap. 102A), the Water Authority's requirements and the applicable requirements set out in Technical Requirements for Plumbing Works in Buildings, Guide to Application for Water Supply, and the Water Supplies Department Circular Letters issued by the Water Authority;
- (b) submit completed MIT and completion photos; and
- (c) self-certify satisfactory completion of MAC, installation of double check valve (if applicable) and no water point other than that for fresh water flushing (if applicable) before the meter position of separate water meters.

\_\_\_\_\_  
Signature of responsible licensed plumber

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

\_\_\_\_\_  
Plumber's licence no.

\_\_\_\_\_  
\*Email / Correspondence address

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



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 43 樓

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

本署檔號 : CCID of  
Our ref.  
來函檔號 :  
Your ref.

電話 : 2824 5000  
Tel.  
傳真 : 2802 7333  
Fax.

EnglishReviewedDate

FrTo  
FrTo\_Address1  
FrTo\_Address2  
FrTo\_Address3  
FrTo\_Address4

**Certificate of Completion of Installation of  
Separate Water Meters for Subdivided Units in Residential Premises**

Address:

I hereby certify that the installation of xx nos. of separate water meters for the above premises has been completed.

Yours faithfully,

( )  
for Water Authority

CC: Licensed Plumber  
xxx (Fax: xxxx)