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Form A

To: The Director of Water Supplies
47/F Immigration Tower
7 Gloucester Road
Wan Chai
Hong Kong

Quality Water Supply Scheme for Buildings – Fresh Water (Management System)

I/We* apply for acceptance to the Quality Water Supply Scheme for Buildings – Fresh Water (Management System) (referred to as the "Scheme" below).

Type of application *(please check ONE box)*	
☐ **New Application**[1] (validity of certificate[2] being 2 years)	☐ **Renewal Application** (validity of certificate[2] being 2 years for current certificate holder submitting application within 3 months before or after expiry of current certificate)

A. Type of Building(s)

Please indicate the type of building(s) applying to join the Scheme by checking ONE box below:

- ☐ Hotels – Total no. of rooms: _____
- ☐ Buildings (residential) – Total no. of residential flats: _____
- ☐ Buildings (commercial or combined commercial and residential) – Total no. of residential flats: _____
- ☐ Buildings (industrial)
- ☐ Buildings (commercial or combined commercial and residential with schools that use copper pipes connected with soldering and serve students aged at or below 6 (e.g. primary schools or some special schools but excluding kindergartens)) – Total no. of residential flats: _____
- ☐ Schools that use copper pipes connected with soldering and serve students aged at or below 6 (e.g. primary schools or some special schools but excluding kindergartens)
- ☐ Schools (other than the above type)
- ☐ Buildings (commercial or combined commercial and residential with residential care homes for the elderly (RCHE)) – Total no. of residential flats: _____
- ☐ RCHE
- ☐ Hospitals
- ☐ Government Buildings – Total no. of flats: _____

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1 Renewal application beyond 3 months after the expiry of the latest certificate will be treated as a new application.

2 Three grades of certificates will be classified according to the following criteria:
Blue Certificates: New participation or continuous participation with less than 4 years;
Silver Certificates: Continuous participation with 4 years or more but less than 6 years; and
Gold Certificates: Continuous participation with 6 years or more.
* Renewals submitted later than 3 months after the expiry date of the last certificates will be considered as new applications.

B. Particulars of the Applicant

Name of Owner / Owners' Corporation (If applicable, Registration Certificate No.: _____) / Owners' Committee / Operator / Management Agent / Government Departments* / Others: (please specify)

_____

Correspondence address: _____

_____

Name of contact person: _____
Post / Title of contact person: _____
Contact tel. no. : _____ Fax no.:_____
Contact e-mail address: _____

C. Information of the Building:

Name(s): _____
Age(s): _____
Address(es): _____

D. Preferred Format of the Scheme Certificate(s)

Please indicate the preferred format of the Scheme certificate(s) by checking ONE of the boxes below:

☐ One certificate for each building / hotel / school / RCHE / Hospitals

☐ One certificate for the whole estate / development / phase* and this application covers all blocks therein. The preferred name is:

_____

Please select ONLY ONE type of the Scheme certificate(s) required:

☐ Electronic Certificate ☐ Paper Certificate

E. Documents to be included in the application

The application shall be submitted together with the following documents for each building:

New application
• A Water Safety Plan for building (WSPB) • 1 immediately past monthly routine water safety inspection record (for those items with checking frequency less than or equal to 1 month) according to Part E Table I of the applicant's WSPB after implementation
Renewal application
• An Internal audit report • An up-to-date WSPB if the document has been revised. The latest periodic review record of the WSPB (including record of review with no update) • A declaration (with applicant's company chop) confirming all checking/inspections have been duly undertaken at interval as specified in the WSPB • The records of annual routine water safety inspection by the QP according to Part E Table II of the applicant's WSPB • The records of monthly routine water safety inspection by DP according to Part E Table I of the applicant's WSPB. Water Supplies Department will inform the applicant to provide at least 3 sets of monthly routine checking/inspection record for sampled checking after receiving the application

- Test reports for water quality examination (only applicable for schools that use copper pipes connected with soldering and serve students aged at or below 6 (e.g. primary schools or some special schools but excluding kindergartens)**)**

F. Quality Control Checking by the Water Supplies Department (WSD)

Applications will be randomly selected and checked by the WSD for completion of WSPB and proper documentation. In particular, checking on records of monthly checks (by the Designated Person (DP)), annual checks (by the Qualified Person (QP)), or the internal audit report will be conducted by the WSD. For any major non-compliance that can seriously affect the effectiveness of WSPB identified during the above check, such as inaccurate water supply flow diagrams, incomplete checking records, failure to produce audit reports or non-compliance with assessment criteria etc., the applicant shall rectify the non-compliance with the WSD's verification within 3 months from the date of the WSD's notice, otherwise the certificate will be invalidated and the applicant shall return it to the WSD.

G. Terms and Conditions

1. I/We* declare that all the information and supporting documents provided for the purpose of this application are true, accurate and complete.
2. I/We* have maintained the internal plumbing system up to the requirements of the Scheme for keeping the good quality of government water supplies throughout the inside service up to the consumers' taps.
3. I/We* shall ensure that all my/our staff are fully aware of and observe the requirements and assessment criteria of the Scheme at all times during the validity period of the certificate.
4. I/We* shall co-operate with the WSD for checking the compliance of the prescribed criteria of the Scheme if considered necessary by the WSD.
5. I/We* agree that none of the members of the WSD nor the Advisory Committee on Water Supplies (ACWS) shall have any responsibility or liability whatsoever in relation to any dealings between the Scheme certificate holder and the holder's customers arising from the Scheme.
6. I/We* shall not behave in a manner which may jeopardize or damage the reputation or interests of the Government of the HKSAR, the WSD or the ACWS.
7. I/We* agree that the certificate remains the property of the WSD and shall return the certificate if required by the WSD, for example, any major non-compliance that can seriously affect the effectiveness of WSPB, such as inaccurate water supply flow diagrams, incomplete checking records, failure to produce audit reports or non-compliance with assessment criteria etc., the applicant shall rectify the non-compliance with the WSD's verification within 3 months from the date of the WSD's notice, otherwise the certificate will be invalidated and the applicant shall return it to the WSD.
8. I/We* shall not transfer the certificates to other persons or organisations without the permission of the WSD.
9. I/We* shall take full accountability and responsibility for disclosure of the information concerning the application upon request by third parties.

10. I/We* shall handle requests for information concerning the application, whilst the WSD will not disclose such information to a third party and will destroy the same after 5 years from the date of receipt from the applicant.
11. I/We* shall educate and sensitise the residents to the importance of proper maintenance of inside service (I/S) and use of proper pipe materials in I/S through broadcasting videos, displaying posters and distributing leaflets and shall provide relevant information and records if requested by the WSD.
12. I/We* agree to abide by the Terms and Conditions of the Scheme.

Applicant

Authorised signature: _____ Date: _____

Name & title: _____ Company chop: _____

Management contract valid till date: _____

H. Supported by Owner / Owners' Corporation / Owners' Committee / Government Departments*/Others (please specify)

(To be completed for application submitted by applicants other than Owner / Owners' Corporation / Owners' Committee / Government Department)

1. I/We* support that the applicant has adequate capacity and has committed to performing and observing the Terms and Conditions as specified under Part G of this form.
2. I/We* understand that if there is a change in building management company the certificate of the Scheme will expire on that day. For the certificate to remain valid, I/We* shall instruct the new company to submit an "Undertaking Form for Incoming Building Management Company" (Form B – downloadable from *www.wsd.gov.hk*) within 1 month and to continue to perform and observe all the requirements of and the Terms and Conditions of the Scheme).

Authorised signature: _____ Date: _____

Name & title: _____ Company chop: _____

Name of Owner / Owners' Corporation / Owners' Committee / Government Department*:

_____

_____

Correspondence address: _____

_____

** please delete whichever not applicable*