



水務署  
Water Supplies Department

總部 Headquarters

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

本署檔號 : (17) in WSD 3318/50 Pt.7  
Our ref.  
來函檔號 :  
Your ref.

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

9 October 2019

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

**WSD Circular Letter No. 9/2019**  
**Installation of Security Seals for Newly Installed Water Meters**  
**of size 40mm or above**

With an aim to prevent tampering of water meters, licensed plumbers will be required to collect and install security seals for all newly installed meters of size 40mm or above. Technical Committee on Plumbing has been consulted on the requirements for collection and installation of security seals, which are detailed as follows: -

Collection of Security Seals

Currently, licensed plumbers collect the water meters for installation from the designated Regional Stores according to the laid-down procedures. In addition to water meter, licensed plumbers will be required to collect security seal at the Regional Stores for each water meter of size 40mm or above as shown in the Collection Note.

Installation of Security Seals

Demonstration on installation of security seals are uploaded to the WSD webpage, which are available in the following link:

<https://www.wsd.gov.hk/en/plumbing-engineering/information-for-licensed-plumbers/demo-videos-on-installation-of-security-seals/index.html>

Upon installation of security seals, licensed plumbers should take record photos of each seal installed and submit them together with the Meter Installation Table (Appendix I) to WSD indicating the serial number of the seal installed for each meter for checking.



The above requirements will be applicable for water supply applications involving installation of new water meters of size 40mm or above with water meters to be collected by the licensed plumbers on or after **1 January 2020**.

Should you have any enquiry, please contact Engineer/Technical Support (6) at telephone no. 2829 4726.

Yours faithfully,

(Original Signed)

(CHAN Chung-kun)

for Water Authority

c.c.

Housing Department (Attn: SM/QM)

Buildings Department

Architectural Services Department

Fire Services Department

The Hong Kong Housing Society

The Hong Kong Institute of Architects

The Hong Kong Institution of Engineers

The Hong Kong Institute of Surveyors

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

Hong Kong Plumbing and Sanitary Ware Trade Association Ltd.

Hong Kong Licensed Plumbing Professionals Association Ltd.

Hong Kong Plumbing General Union

Hong Kong Water Works Professionals Association Ltd.

The Hong Kong Institution of Plumbing and Drainage Ltd.

Plumbing Technology Student Association

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

Real Estate Developers Association of Hong Kong

Hong Kong Institute of Vocational Education

Construction Industry Council

The Hong Kong Construction Association, Ltd

Hong Kong General Building Contractors Association Ltd

The Hong Kong Federation of Electrical & Mechanical Contractors Ltd

Contractor's Authorised Signatory Association Ltd

Registered Minor Works Contractor Signatory Association Ltd

Hong Kong Registered Contractors Association Company Ltd

Building Services Operation and Maintenance Executives Society

The Hong Kong Air Conditioning and Refrigeration Association Ltd

Hong Kong Licensed Plumbers Union Limited

Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong

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

WSD 3318/15/81

Meter Installation Table

ASN :

WWO 46 Serial No. :

Communal Premise ID :

Address :

Total no. of record :

| Flat | Floor | Size | Type | Meter no. | Dials | Initial reading | Meter Fixing Date | Location Details of Meter | Seal Serial no. | Seal Installation Date |
|------|-------|------|------|-----------|-------|-----------------|-------------------|---------------------------|-----------------|------------------------|
|      |       |      |      |           |       |                 | / /               |                           |                 | / /                    |
|      |       |      |      |           |       |                 | / /               |                           |                 | / /                    |
|      |       |      |      |           |       |                 | / /               |                           |                 | / /                    |
|      |       |      |      |           |       |                 | / /               |                           |                 | / /                    |

## Notes:

1. This table should be completed by LP or AP in typed form.
2. A written explanation should be attached if any initial reading recorded in this table is different from that shown in the "List of Water Meters Received for Installation".
3. This table should be submitted when reporting completion via WWO 46 Part IV.
4. Use separate sheet for meter installation at different position.
5. The order of meters to be recorded on this sheet shall be as follows:
  - a) vertical stack of water meters,
  - b) for each vertical stack, the bottom meter should be recorded first and the top last, and
  - c) the left stack should be recorded first and the right stack last.