

**Amendments to the Code of Practice for  
the Mandatory Building Inspection Scheme and the Mandatory Window Inspection Scheme 2012  
January 2022**

Legends:   New/amended    ↓ Deleted

Item	Version	2022 Amendments	Remarks
1. Section 3.2	<p><i>2012 Version</i></p> <p>The RI shall review if the subject building is under the purview of the FS(CP)O or FS(B)O. Where applicable, the RI should also check if any Directions have previously been served by the BD on the building owners concerned and the status of the FS Works.</p>	<p>The RI shall review if the subject building is under the purview of the FS(CP)O or FS(B)O. Where applicable, the RI <span style="color: red;">↓</span> <b>shall</b> check if any Directions have previously been served by the BD on the building owners concerned and the status of the FS Works.</p> <p><b>The RI shall also check if any statutory orders for repair or investigation served by the BD under the BO on the building owners concerned that are still outstanding for action and will be covered by inspection and repair under MBIS.</b></p>	<p>■ To remind RI to check and cover outstanding statutory orders for repairs or investigation in the MBIS.</p>
2. Section 3.6.1	<p><i>2012 Version</i></p> <p>The Scope of inspection of the drainage system shall include the following:</p>	<p>The Scope of inspection of the drainage system <b>(including anti-syphonage pipes and ventilating pipes)</b> shall include the following:</p>	<p>■ To remind RI drainage system include anti-syphonage pipes and ventilating pipes.</p>

Item	Version	2022 Amendments	Remarks
3. Section 3.6.2(B)	<p><i>2012 Version</i></p> <p><b>(B) Unauthorised Alterations and Additions</b></p> <p>The following unauthorised alterations and additions, and any other unauthorised alterations and additions to the drainage system that the RI considers may adversely affect the drainage system shall be identified and reported to the BA:</p> <p>(a) Misconnection of foul or waste water to the surface water drainage system or discharge of foul or waste water to external parts of the building or open areas;</p> <p>(b) Drainage alteration and addition resulting in discharge of untreated trade effluent, including hot water, into the drainage system or to external parts of the building or open areas; and</p> <p>(c) Mis-connection of surface water to foul water system.</p>	<p><b>(B) Unauthorised Alterations and Additions</b></p> <p>The following unauthorised alterations and additions, and any other unauthorised alterations and additions to the drainage system that the RI considers may adversely affect the drainage system shall be identified and reported to the BA:</p> <p>(a) Misconnections ↓ in drainage systems (i.e. discharging foul or waste water to the surface water drainage system, discharging foul water into drainage pipe solely for waste water, ↓ discharging foul or waste water to external parts of the building or open areas, or discharging surface water to foul or waste water system); and</p> <p>(b) Drainage alteration and addition resulting in discharge of untreated trade effluent, including hot water, into the drainage system or to external parts of the building or open areas ↓.</p> <p>↓</p>	<p>■ Textual refinement on misconnections of drainage systems.</p>
4. Section 3.6.3 - last paragraph	<p><i>2017 Version</i></p> <p>The RI must provide appropriate proposals for the rectification and repair of the defective or insanitary condition identified in the Inspection Report, based on the inspection findings, including any detailed investigation and professional judgement.</p>	<p>The RI must provide appropriate proposals for the rectification and repair of the defective or insanitary condition of drains or sewers, or misconnections between common drains identified in the Inspection Report, based on the inspection findings, including any detailed investigation and</p>	<p>■ To include misconnection between common drains affecting sanitary condition or affecting public health as drainage</p>

Item	Version	2022 Amendments	Remarks
		professional judgement.	defects.
5. Section 5.6(b)	<i>2012 Version</i> (b) Relevant guidelines and requirements issued by the Drainage Services Department and the Environment Protection Department.	(b) Relevant guidelines and requirements issued by <b>the BD</b> , the Drainage Services Department and the Environment Protection Department.	■ To remind RI to check guidelines and requirements issued by BD.
6. Section 5.6.1	<i>2012 Version</i> For common drains, the RI should consider the following repair methods and any other methods suitable and necessary in the circumstances of the building under repair:  (a) Defective sections shall be replaced;	For common drains, the RI should consider the following repair methods and any other methods suitable and necessary in the circumstances of the building under repair:  (a) Defective sections shall be replaced <b>and misconnections in the last paragraph of Section 3.6.3 shall be rectified;</b>	■ To provide guidelines to rectify drainage misconnections in item 4 above.
7. Section 6.4 - 3 <sup>rd</sup> to 5 <sup>th</sup> paragraphs	<i>2017 Version</i> If the building owners appoint the same RI to carry out both the building inspection and supervision of building repair works, the RI may include the particulars, qualifications and experience of the RI's supervision team in the repair proposal of the Inspection Report for submission to the BA.	If the building owners appoint the same RI to carry out both the building inspection and supervision of building repair works, the RI may include the <b>supervision proposal with particulars, qualifications and experience of the RI's supervision team in the repair proposal of the Inspection Report for submission to the BA or submit the supervision proposal separately.</b>  <b>If the building owners appoint another RI to supervise the building repair works, the appointed RI must, within 7 days after the date of appointment, notify the BA of the appointment and submit the supervision proposal with particulars, qualifications and experience of the RI's supervision team.</b>	■ To provide a standard supervision proposal. ■ Textual refinement.

Item	Version	2022 Amendments	Remarks
	<p>The RI must notify the BA in writing of any appointment or change of his supervision team, not less than 7 days before making the appointment or within 7 days after the date of change, and provide the BA with the particulars, qualifications and experience of his supervision team in accordance with the requirements stipulated in the B(I&amp;R)R. The RI must assume the overall responsibility for the supervision of the repair works carried out by the RC, even when part of the supervision is performed by his supervision team.</p> <p>For rectification/repair works that fall within Class I minor works, supervision should also be made in accordance with the requirements of the Technical Memorandum for Supervision Plans and Code of Practice for Site Supervision as necessary.</p>	<p>A standard supervision proposal is given in Annex A of Appendix VI.</p> <p>The RI must notify the BA in writing of any ↓ change of his supervision team ↓ within 7 days after the date of change ↓ and provide the BA with the particulars, qualifications and experience of his supervision team in accordance with the requirements stipulated in the B(I&amp;R)R. The RI must ensure the full implementation of the supervision proposal and assume the overall responsibility for the supervision of the repair works carried out by the RC, even when part of the supervision is performed by his supervision team.</p> <p>For rectification/repair works that fall within Class I minor works, RI's supervision should also be made in accordance with the requirements of the Technical Memorandum for Supervision Plans and Code of Practice for Site Supervision as necessary.</p>	
8. Section 10 - 1 <sup>st</sup> paragraph	<p><i>2014 Version</i></p> <p>The QP shall carry out window inspection personally if he is a natural person. Where the QP is a RGBC or RMWC registered in the name of a company, the window inspection shall be carried out personally by its Authorized Signatory as the representative of the QP as prescribed in the B(I&amp;R)R. The inspection shall cover all window elements of openable sash and fixed panel.</p>	<p>The QP shall carry out window inspection personally if he is a natural person. Where the QP is a RGBC or RMWC registered in the name of a company, the window inspection shall be carried out personally by its Authorized Signatory as the representative of the QP as prescribed in the B(I&amp;R)R. The inspection shall cover all window elements of openable sash and fixed panel. Where windows are concealed by decoration, furniture, etc., the</p>	<p>■ To remind QP to inspect windows concealed by decoration, furniture, etc.</p>

Item	Version	2022 Amendments	Remarks
		QP shall make all efforts to remove the obstructions to enable inspection to all components of window elements.	
9. Appendix II	2012 Version Appendix II	Replacement by Appendix II (2022 Version) (1 page)	■ Consequential amendments under item 1 above.
10. Appendix V - Item (A)(I)(b)	2012 Version (b) Materials Cementitious mortar and polymer modified cementitious mortar are the most common types of repair mortar. The RI shall ensure that the compressive strength of the repair mortar shall not be inferior to that of the concrete substrate.  Prior to the commencement of the patch repair works, the RI shall conduct tests on compressive strength and bond strength of the repair mortar at an age of 7 days. A minimum of two specimens shall be tested for each of the above strength properties. The RI shall include the test results in the Completion Report.	(b) Materials Cementitious mortar and polymer modified cementitious mortar are the most common types of repair mortar. The RI shall ensure that the compressive strength of the repair mortar shall not be inferior to that of the concrete substrate.  Prior to the commencement of the patch repair works, the RI shall conduct tests on compressive strength and bond strength of the repair mortar at an age of 7 days. A minimum of two specimens shall be tested for each of the above strength properties. Such material tests are not required if the repair mortar is covered by a valid certificate of conformity (CoC) under the Product Conformity Certification Scheme for Repair Mortar issued by an accredited certification body.  The RI shall include the test results or the CoC of the repair mortar in the Completion Report.	■ To provide an alternative way to material tests on repair mortar.

Item	Version	2022 Amendments	Remarks
11. Appendix VI	<i>2017 Version</i> Appendix VI	Replacement by Appendix VI (2022 Version) (15 pages)	■ Consequential amendments under item 7 above and updated RI's supervision requirements.
12. Appendix VII	<i>2012 Version</i> Appendix VII	Replacement by Appendix VII (2022 Version) (4 pages)	■ Consequential amendments under item 1 above.
13. Appendix VIII	<i>2017 Version</i> Appendix VIII	Replacement by Appendix VIII (2022 Version) (2 pages)	■ Consequential amendments under item 1 above.

### Pre-inspection Preparation

The RI shall obtain and review the following background building information prior to the carrying out of building inspection:

- (a) OP date;
- (b) Usage;
- (c) Approved plans;
- (d) Plans and details of minor works carried out under the simplified requirements;
- (e) Plans and documents submitted to the BA under section 39C of the BO;
- (f) Whether the subject building or premises is subject to the FS(CP)O or FS(B)O and whether Fire Safety Directions or Fire Safety Improvement Directions have been served;
- (g) Whether the subject building or premises has any outstanding statutory orders for repair or investigation issued under the BO;
- (h) Previous records on building inspection, rectification and repair; and
- (i) Maintenance manual.

### Minimum Supervision Requirements of RI

The RI must ensure that repair is carried out in accordance with the repair proposal and supervised in accordance with the supervision proposal.

The RI may appoint a Level 1 representative and a Level 2 representative to form a supervision team to supervise the rectification/repair works and proof tests on his behalf. ↓ The minimum qualifications and experience required for Level 1 and Level 2 representative are set out in Table 1. The RI has the overall responsibility and accountability for his supervision team. The representative is directly accountable to the RI.

The minimum ↓ frequency of site inspection ↓ required for the RI and his supervision team are set out in Table 2 ↓.

A standard supervision proposal is set out in Annex A.

The effect of the scale of rectification/repair works should be considered in determination of supervision requirements for each site inspection. It should be assessed by a scale factor of the works in accordance with the Code of Practice for Site Supervision.

RI should devise checklists for his representatives by making reference to the items listed in Table 3 and to include any other particular items considered appropriate and necessary. All items inspected must be properly recorded as inspection records as in Annex B. All non-conformities detected during the checking must be properly recorded in the Non-conformity and Rectification Reports as in Annex C.

When witnessing proof tests and checking materials on site, all essential information must be properly recorded as in Annex D and Annex E respectively.

All the checklists and inspection records must be completed contemporaneously and properly kept for the inspection of the BA upon request.

Table 1 – Minimum qualifications and experience for RI's Level 1 and Level 2 Representatives

RI's Representative	Minimum qualifications and experience
Level 1 Representative	Equivalent to the technically competent person (TCP) of grade T1 for Building Works or Class I Minor Works, as stipulated in the Code of Practice for Site Supervision.



Level 2 Representative	<p>(a) Equivalent to the TCP of grade T3 for Building Works or Class I Minor Works, as stipulated in the Code of Practice for Site Supervision; or</p> <p>(b) Passed specified top-up course with minimum total relevant working experience of 5 years.</p>
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Table 2 – Minimum Frequency of Site Inspection

RI or RI's Representative	Minimum Frequency of Site Inspection <sup>Note</sup>
RI	First inspection to rectification/repair works and proof tests that are specified for Level 2 Supervision
Level 2 Representative	Fortnightly Inspection
Level 1 Representative	Weekly Inspection

Note:

A Level 2 Representative may take up the responsibilities of a Level 1 Representative provided that the minimum frequency of site inspection by Level 1 Representative shall be adhered to.

Table 3 – Typical Items for the Checklist

### General Supervision Items

Item No.	Typical Items for General Supervision	Supervision Level	
		Level 2	Level 1
G1	Establish systems for co-ordinating, compiling and filing of reports, maintaining filing systems; and forwarding reports to RI in case of non-conformity.	✓	✓
G2	Check that the provision and condition of scaffolding, catch fans, matscreens and heavy duty nylon mats, as appropriate, are satisfactory.		✓
G3	Register reports of non-conformity and inform relevant parties of non-conformity.	✓	✓
G4	Report to the RI if non-conformity is considered to pose an imminent danger, to be a significant risk or a source of danger or the RC does not comply with rectification instructions.	✓	✓
G5	Check that lower level of representative and RC are conducting site inspections no less than the required frequency and carrying out duties in accordance with the Code of Practice the Mandatory Building Inspection Scheme and the Mandatory Window Inspection Scheme, and the Code of Practice for Site Supervision.	✓	✓
G6	Check and monitor that all temporary works are installed in accordance with agreed method statement.	✓	✓
Gn	Any other items considered essential by the RI		

## Quality Supervision Items

Item No.	Typical Items for External Elements	Supervision Level	
		Level 2	Level 1
<b>E1</b>	<b>Preparation</b> Verify hacking of loose finishes and preparation of bedding		✓
<b>E2</b>	Examine substrate prior to laying tile finishes	✓	
<b>E3</b>	Check location, alignment and size of drill holes for new anchor bolts		✓
<b>E4</b>	<b>Rectification/Repair</b> Examine first trial bedding mortar	✓	
<b>E5</b>	Check dimensions of replaced cladding panels and curtain wall elements		✓
<b>E6</b>	Supervise installation of new anchor bolts		✓
<b>E7</b>	Supervise installation of cladding panels		✓
<b>E8</b>	Supervise application of structural sealant for curtain wall works		✓
<b>E9</b>	<b>Materials</b> Check material delivery records and ensure they meet the approved requirements		✓
<b>E10</b>	<b>Proof Test</b> Supervise hammer-tapping		✓
<b>E11</b>	Conduct pull-off tests	✓	
<b>En</b>	Any other items considered essential by the RI		

Item No.	Typical Items for Structural Elements	Supervision Level	
		Level 2	Level 1
<b>S1</b>	<b>Preparation</b> Verify hacking of damaged, loose, hollow sounding concrete, spalling and honeycomb		✓
<b>S2</b>	Supervise opening up of concrete for cracks		✓
<b>S3</b>	Check spacing between sound concrete and exposed reinforcement		✓
<b>S4</b>	Check removal of rust and mill scale		✓
<b>S5</b>	<b>Concrete Repair</b> Check new replacing reinforcement	✓	✓
<b>S6</b>	Examine reinforcement and sound concrete prior to application of bond coat and repair mortar		
<b>S7</b>	Supervise application of bond coat and repair mortar		✓
<b>S8</b>	Supervise resin injection for cracks		✓
<b>S9</b>	<b>Recasting</b> Check formwork and falsework		✓
<b>S10</b>	Supervise concrete mixing		✓
<b>S11</b>	Examine reinforcement prior to concreting	✓	
<b>S12</b>	Supervise concrete compaction and curing		✓

<b>S13</b>	<b>Structural Steel Repair</b> Check corrosion protection to steel elements and their connections		✓
<b>S14</b>	Supervise replacement of structural members including provision of temporary supports	✓	
<b>S15</b>	Check welded joints of structural members		✓
<b>S16</b>	<b>Materials</b> Check material delivery records and ensure they meet the approved requirements		✓
<b>S17</b>	<b>Proof Test</b> Supervise hammer-tapping		✓
<b>S18</b>	Conduct pull-off test	✓	
<b>S19</b>	Conduct rebound hammer tests ↓ and concrete cube tests		✓
<b>S20</b>	Conduct repair mortar compressive strength and bond strength tests (if repair mortar is not covered by a valid certificate of conformity under the Product Conformity Certification Scheme for Repair Mortar)		✓
<b>S21</b>	Conduct strength tests on new reinforcement and structural steel wherever necessary		✓
<b>S22</b>	Conduct non-destructive testing of welds	✓	
<b>Sn</b>	Any other items considered essential by the RI		

Item No.	Typical Items for Fire Safety Elements	Supervision Level	
		Level 2	Level 1
<b>F1</b>	<b>Rectification and Repair</b> Supervise application of fire resisting materials including measurement of coat thickness		✓
<b>F2</b>	Supervise repair or rectification of fire safety elements such as elements of construction, walls, fixed light, doors, fire shutters.		✓
<b>F3</b>	<b>Materials</b> Check material delivery records and ensure they meet the approved requirements		✓
<b>Fn</b>	Any other items considered essential by the RI		

Item No.	Typical Items for Drainage System	Supervision Level	
		Level 2	Level 1
<b>D1</b>	<b>Preparation</b> Check alignment, fall and sub-grade material prior to laying underground drain pipes		✓
<b>D2</b>	<b>Rectification and Repair</b> Check fixings for brackets and connections		✓
<b>D3</b>	Check connection of pipes and connections to last manhole prior to backfilling		✓
<b>D4</b>	<b>Materials</b> Check material delivery records and ensure they meet the approved requirements		✓

	<b>Proof Test</b>		
D5	Supervise ball tests		✓
D6	Supervise air tests		✓
D7	Supervise water tests		✓
D8	Supervise smoke tests		✓
D9	Conduct CCTV survey	✓	
Dn	<i>Any other items considered essential by the RI</i>		

Notes:

Level 1 supervision – may be performed by RI's Level 1 representative, RI's Level 2 representative or RI.

Level 2 supervision – may be performed by the RI's Level 2 representative or RI. The RI however must carry out the first inspection to rectification/repair works and proof tests that are specified for Level 2 supervision.

**Mandatory Building Inspection Scheme**

MBIS Notice No.\* : \_\_\_\_\_

**Registered Inspector (RI)  
Supervision Proposal for Repair Works**

To the Building Authority,

For the purpose of section 30D(4)(a) of the Buildings Ordinance (BO), we submit this supervision proposal for the proposed building repair works at (name and address of building) \_\_\_\_\_ on Lot No. \_\_\_\_\_.

2. We have signed under Parts I and II respectively of this supervision proposal. Our signatures indicate our undertaking that the supervision of building repair works at this building will be carried out in accordance with this supervision proposal. We also undertake that the management and execution of both site safety and quality supervision of the works covered by this supervision proposal will be carried out in the manner prescribed by the provisions of the BO, the Building (Inspection and Repair) Regulation (B(I&R)R) and the Code of Practice for the Mandatory Building Inspection Scheme and the Mandatory Window Inspection Scheme (the Code).

**Part I - Supervision Proposal of the Registered Inspector (RI)**

3. The works covered by this supervision proposal are:

<b>Type of Building Works</b>	<b>Date of Repair Proposal</b>	<b>Cost</b>	<b>Scale Factor</b>
Class I minor works*		A supervision plan is to be separately submitted to the Building Authority in accordance with the Minor Works Control System.*	
Class II/III minor works			

Notes -

1. The amount of supervision by RI's representative is given in Annex A1.
2. The determination of the scale factor is in accordance with the Code of Practice for Site Supervision.

\* Delete if not applicable.

4. RI's supervision team for the designated type of works identified are:

	Full Name in English <sup>^</sup>	Full Name in Chinese <sup>^</sup>	I.D. No. <sup>^</sup> /RI Registration No.**/Technically Competent Person (TCP) No.**	Expiry Date of RI Registration <sup>§</sup> /TCP Validity Period <sup>§</sup> (if applicable)	Minimum Frequency of Site Inspection <sup>α</sup>
RI					
Level 2 Representative					
Level 1 Representative					

Note - The CVs showing their relevant experience and academic qualifications are given in the attachment. If more than one Level 1 Representative or Level 2 Representative is proposed, the demarcation of their responsibility should be provided.

<sup>^</sup> In accordance with the Hong Kong Identity Card.

\*\* CV is not required if RI Registration No. or TCP No. under the TCP Registration Scheme is provided.

<sup>§</sup> In accordance with the registration record.

<sup>α</sup> Minimum frequency of site inspection shall be in accordance with Table 2 in Appendix VI of the Code.

5. I (name in full) \_\_\_\_\_ (Chinese) \_\_\_\_\_, RI, certify that Part I (paragraphs 3 and 4) of this supervision proposal is prepared by me and it complies with the requirements of the BO, B(I&R)R and the Code. I have also read and hereby confirm paragraphs 1 and 2 of this supervision proposal. Confirmation for appointment and contact information of Level 1 Representative and Level 2 Representative (Annex A2) is submitted with this supervision proposal.

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

Signature<sup>#</sup>

Any false certification or declaration may be subject to legal action

Certificate of Registration No.<sup>#</sup> :

Date of Expiry of Registration<sup>#</sup> :

## Part II - Supervision Proposal of Registered Contractor (RC) for Class II/III Minor Works

6. RC's supervision team for the designated type of works identified as specified in paragraph 3 of Part I are:

	Full Name in English <sup>^</sup>	Full Name in Chinese <sup>^</sup>	I.D. No. <sup>^</sup>	Minimum Frequency of Site Inspection <sup>**</sup>
Authorized signatory (AS)				As and when necessary or continuous supervision*
Representative of RC				continuous supervision

<sup>\*\*</sup> In accordance with section 9AA(6)(a) of BO, the appointed RC must provide continuous supervision in relation to the carrying out of the site works. AS must fill in the above table and indicate that he or the representative of RC shall be responsible for the continuous supervision of the works. If more than one representative of RC are proposed to be responsible for the continuous supervision of site works, the demarcation of their responsibilities should be provided.

<sup>^</sup> In accordance with the Hong Kong Identity Card.

7. I (name in full) \_\_\_\_\_ (Chinese) \_\_\_\_\_, AS of the registered general building contractor (RGBC)/registered minor works contractor (RMWC)\*, certify that Part II (paragraphs 6) of this supervision proposal is prepared by me and it complies with the requirements of the BO, B(I&R)R and the Code. I have also read and hereby confirm paragraphs 1 and 2 of this supervision proposal. Confirmation for appointment and contact information of AS and representative of RC (Annex A2) is submitted with this supervision proposal.

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

Signature<sup>#</sup>

Any false certification or declaration may  
be subject to legal action

Name<sup>#</sup> of RGBC/RMWC\*  
(Chinese)

Certificate of Registration No. <sup>#</sup>

Date of Expiry of Registration<sup>#</sup>

Enclosures: Annexes

<sup>#</sup> In accordance with registration record.

\* Delete if not applicable.

## **Personal Data**

### **Purposes of Collection**

1. The personal data provided by means of this supervision proposal will be used by the Buildings Department for the following purposes:
  - (a) activities relating to the processing of your submission in this supervision proposal;
  - (b) activities relating to the above proposed building works; and
  - (c) facilitating communication between the Buildings Department and yourself.
2. It is obligatory for you to provide the information as required in the supervision proposal. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

### **Classes of Transferees**

3. The personal data you provided by means of this supervision proposal may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

### **Access to Personal Data**

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Buildings Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Mandatory Building Inspection Sections of the Buildings Department.



## The amount of supervision by RI's representative

Building Works		Supervision Input			
(1)	(2)	(3)	(4)	(5)	(6)
Types of Building Works	Scale Factor (S)	RI's Representative	Frequency of Site Supervision	Notional Supervision Input	Adjusted Supervision Input (2) x (5)
				(man-hour/day)	
Class II/III Minor Works & Other Rectification/Repair Works		Level 2	Fortnightly	8	
		Level 1	Weekly	8	

Note - The determination of the scale factor is in accordance with the Code of Practice for Site Supervision.

**Mandatory Building Inspection Scheme**  
**Confirmation of Appointment of Representatives of RI/RC\* Supervision Team**

MBIS Notice No.\* \_\_\_\_\_ Name and Address of Building \_\_\_\_\_  
 Type of Works \_\_\_\_\_

Full Name in English/Chinese <sup>1</sup>	Post of Supervision Team	Minimum Frequency of Site Inspection <sup>1</sup>	Correspondence Address	Telephone Number	Email Address	Signature of RI's Representative/ Representative of RC <sup>2</sup>
	Level 2 Representative*					
	Level 1 Representative*					
	Representative of RC					

## Notes -

1. The RI/AS\* should ensure that the name of the Level 2/Level 1 Representative/Representative of RC and the minimum frequency level of inspection are the same as that shown on the supervision proposal submitted to the Building Authority (BA). If there is a change of Representative in future, the RI/RC shall submit the revised supervision proposal, with new Representative's confirmation, to the BA within 7 days of the change.
2. Signature in this confirmation indicates the Representative's acknowledgement of appointment and availability for the job, and he/she is not overloaded with engagement in other construction sites. If there is any change subsequently, he/she should notify the RI/AS and the BA. The signature in this confirmation also indicates that the Representative has read, understood and agreed the notes for "Personal Data" attached to this Form.

\_\_\_\_\_ Date

\_\_\_\_\_ Full Name<sup>#</sup> of RI/AS\*

\_\_\_\_\_ Signature<sup>#</sup>

Any false certification or declaration may be  
subject to legal action

\_\_\_\_\_ Certificate of Registration No. for RI/RC\*

\_\_\_\_\_ Date<sup>#</sup> of Expiry of Registration

\* Delete if not applicable.

# In accordance with registration record.

**Supervision Record taken by Representative under RI/RC\* Stream**

**MBIS Notice No.\*** : \_\_\_\_\_  
**Name and Address of Building** : \_\_\_\_\_  
**Type of Works** : \_\_\_\_\_  
**Full Name<sup>(1)</sup> of RI/  
 RI's Representative/  
 AS/Representative of RC\*** : \_\_\_\_\_  
**Frequency of Inspection** : \_\_\_\_\_

Item No. <sup>(2)</sup>	Date	(e.g. 28 June 2021 (Monday))		
	Locations of the Works Inspected (if applicable)	Inspection Findings		Photos (if any)
	Location/Details	Result (S <sup>(3)</sup> /NS <sup>(4)</sup> /NA <sup>(5)</sup> )	Remedial / Remark	
<b>Signature</b>				

\* Delete if not applicable.

Note <sup>(1)</sup> : Full name of the RI/RI's Representative/AS/Representative of RC as provided in the supervision proposal.

Note <sup>(2)</sup> : According to the checklists attached.

Note <sup>(3)</sup> : "S" denotes "Satisfactory".

If a non-conformity is very minor in nature and has been rectified to the satisfaction of the RI at the same inspection, it would be recorded as "satisfactory".

Note <sup>(4)</sup> : "NS" denotes "Not Satisfactory".

It should be recorded in the site supervision report and where applicable **Form SP2**.

Completion of **Form SP2** is **required** for a non-conformity that (a) has material concern for safety; or (b) does not have material concern for safety but the works item/rectification works cannot be verified due to the areas have been covered up during inspection or re-inspection.

Note <sup>(5)</sup> : "NA" denotes "Not Applicable".

**Non-Conformity and Rectification Reports**

**PART 1**

MBIS Notice No.\* : \_\_\_\_\_

Name and Address of Building : \_\_\_\_\_

**Record of Non-Conformity**

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

Details : \_\_\_\_\_

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

Full Name# of RI /RI's Representative\* : \_\_\_\_\_

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

**PART 2**

**Record of Rectification Works**

Instruction for rectification given to : \_\_\_\_\_ (Full Name<sup>α</sup> of AS/Representative of RC\*) on \_\_\_\_\_ (date).

Details of Instruction : \_\_\_\_\_

Rectification works certified completion on \_\_\_\_\_ (date).

Signature^

Full Name# of RI/ RI's Representative\*

Date

c.c. Building Authority

\* Delete if not applicable.

^ RI's signature in accordance with registration record and the signature of representative of RC in accordance with supervision proposal.

# Full name of the RI/RI's Representative as provided in the supervision proposal.

α Full name of AS/Representative of RC as provided in the supervision proposal.

**Supervision Record of Proof Tests**

MBIS Notice No.\* : \_\_\_\_\_  
 Name and Address of Building : \_\_\_\_\_  
 Full Name# of RI/RI's Representative\*: \_\_\_\_\_  
 Location(s) of Test : \_\_\_\_\_ (see attached plan \_\_\_\_\_)  
 Date of Test: \_\_\_\_\_  
 Name of HOKLAS : \_\_\_\_\_  
 Test Method/Standard : \_\_\_\_\_

<b>Type of Proof Test</b>	<b>Location of Test Sample</b>	<b>Size / Description of Test Sample</b>	<b>Comments/Remarks</b>

The test report(s) in respect of \_\_\_\_\_ (type of proof test) prepared by \_\_\_\_\_ (full name of staff prepared the proof test) was/were checked in accordance with the above details and found in order.

I, (name in full) \_\_\_\_\_, RI, confirm that the proof test(s) has/have been carried out and supervised by me/my supervision team\* and the test(s) is/are acceptable/unacceptable\* under relevant building regulations and I am satisfied/dissatisfied\* with the performance of the tests.

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

\_\_\_\_\_  
 Signature# of RI  
 Any false certification or declaration may be  
 subject to legal action

Certificate of Registration No.#  
 Date of Expiry of Registration#

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

\* Delete if not applicable.

# In accordance with registration record.

**Materials On-Site Checking Record**

MBIS Notice No.\* : \_\_\_\_\_  
 Name and Address of Building : \_\_\_\_\_  
 Full Name<sup>#</sup> of RI/RI's Representative\*: \_\_\_\_\_

<b>Item No.</b>	<b>Date of Checking</b>	<b>Product Name</b>	<b>Location of Material Used</b>	<b>Name of Manufacturer &amp; Place of Manufacture (City &amp; Country)</b>	<b>Compliance with Relevant Building Regulations &amp; Code of Practice</b>	<b>Testing Report/ Result/ Certificate</b>	<b>Remarks/ Comments</b>	<b>Checked by RI/ RI's Representative* (Full name<sup>#</sup>)</b>	<b>Signature<sup>#</sup> of RI/ RI's Representative*</b>

Note - The materials used in repair works must be checked to comply with the relevant Building Regulations.

\* Delete if not applicable.

# In accordance with registration record and as provided in the supervision proposal.

**Inspection Report - Essential Information**

**Cover Page**

The cover page shall contain the following information:

- (a) Building name, address and the lot number
- (b) MBIS notice number
- (c) Name, certificate of registration number and date of expiry of registration of the RI
- (d) Date of the report

**Summary**

This section shall contain a concise summary on the condition of the building inspected and the RI's recommendations.

**Building Information**

The report shall contain the following building information:

- (a) OP date;
- (b) Original and current usage
- (c) Number of storeys and units
- (d) Approved floor plans where available
- (e) Principal construction materials
- (f) Salient information of previous inspection and repair, if available
- (g) Name of Incorporated Owners and management company, if any

## **Reference Documents**

This section shall list the documents which have been reviewed by the RI including the following:

- (a) Approved building, structural, drainage, alteration and addition plans
- (b) Plans and details of minor works carried out under the simplified requirements
- (c) Plans and documents submitted to the BA under section 39C of the BO
- (d) Fire Safety Directions served by the BD on the building owners, if any
- (e) Outstanding statutory orders served by the BD on the building owners for repair or investigation, if any
- (f) Other relevant documents

## **Method Statement for Building Inspection**

This section shall give the method statement for inspection of the various types of building elements covered by the MBIS. Where the RI conducts tests including those for the detailed investigation wherever applicable, details of the tests such as the type, sampling rate, location and method shall also be given.

## **Inspection Results**

This section shall include the following information:

- (a) Daily inspection records, in which details including the time and date of inspections, locations and items or parts of buildings that have been inspected etc.
- (b) Particulars, qualifications and experience of the RI's representative that the RI has engaged to assist him in ascertaining the extent of the defects in accordance with section 3.3.2(B).
- (c) Photos for each elevation of the building
- (d) Summary of all building defects and deficiencies in table form accompanied by



annotated photos and marked up plans, where necessary, or inspection results accompanied by annotated photos showing conditions of the building inspected where rectification and repair works are not required (see Appendix XI). The RI shall also highlight the areas subject to outstanding statutory orders for repair or investigation, if any, in the marked up plans

- (e) Record of defects extending from common parts or external walls to individual flats to which the RI intends to draw the BD's attention, e.g. sections 3.3.3 and 3.4.3 refer
- (f) Record of defective flat entrance door of private premises having adverse effects on the fire safety, section 3.5.3 refers
- (g) Results of all tests carried out during the inspection stage
- (h) A statement reporting that, if the building is subject to Fire Safety Directions, the upgrading works have not yet been completed, section 3.5.2(A) refers
- (i) A statement confirming that the inspection has covered the areas subject to outstanding statutory orders for repair or investigation, section 3.2 refers
- (j) Record of all UBW identified, including those obstructing the building rectification and repair wherever applicable, in table form accompanied by annotated photos and marked up plans, section 3.7.3 refers
- (k) Report on signs of suspected subdivision of flats, section 3.7.1 refers

Sample inspection records are given in Appendix XI for reference.

## **Assessment**

Based on the findings of the building inspection and detailed investigation, where necessary, the RI shall assess the conditions of the whole building and its major elements. The RI shall prepare a repair proposal for all defects and deficiencies identified, wherever applicable.

The RI shall also highlight those building components and areas which require regular maintenance, replacement or management for maintaining safety until the next cycle of inspection and advise the owners of the need for regular maintenance and replacement of such components.

## **Repair Proposal**

Under the MBIS, building elements that have become dangerous or liable to become dangerous shall be repaired. Where rectification and repair works are required, the repair proposal shall contain the following information:

- (a) Marked-up plans, where appropriate, showing the demarcation of the different types of rectification and repair works to be carried out in accordance with the simplified requirements under the MWCS (specifying the class, type, and item), exempted building works or works requiring prior approval of plans and consent to the commencement of works from the BA
- (b) Method statement for rectification and repair works including details of the proposed methods, materials, specifications and precautionary measures
- (c) Proposal of proof tests
- (d) Supervision proposal, if applicable
- (e) Particulars, qualifications and experience of the RI's representative where the RI is appointed for both building inspection and supervision of building repair works and he designates a person to provide supervision on his behalf in accordance with section 6.4

Whilst the MBIS requires the carrying out of basic repair works to render the building safe, the owners may wish to take this opportunity to carry out other improvement or upgrading works concurrently, including those under the purview of the FS(CP)O or FS(B)O. In such circumstances, the repair works required under the MBIS should be clearly stated in the repair proposal and should be distinguished from the additional improvement or upgrading works.

**Completion Report - Essential Information**

**Cover Page**

The cover page shall contain the following information:

- (a) Building name, address and the lot number
- (b) MBIS notice number
- (c) Name, certificate of registration number and date of expiry of registration of the RI
- (d) Name, certificate of registration number and date of expiry of registration of the RC
- (e) Date of the report

**Rectification and Repair Works**

This section shall contain the following information:

- (a) Summary of all rectification and repair works carried out, accompanied by annotated photos where necessary
- (b) Marked-up plans, where appropriate, showing the demarcation of the different types of rectification and repair works completed in accordance with the simplified requirements under the MWCS (specifying the class, type, and item), exempted building works or works having obtained the prior approval of plans and consent to the commencement of works from the BA
- (c) Photos for each elevation of the building after repair
- (d) Method statement adopted for and records of results of all proof tests
- (e) Certificates and reports of materials used, e.g. glass panes, structural sealant, reinforcement, concrete test cubes, repair mortar, structural steel, drainage pipes, fire doors etc.

- (f) Summary of all rectification and repair works supervised by RI's supervision team, including the date of inspection; items inspected; and inspection results
- (g) A statement confirming that the rectification and repair works have covered the areas subject to outstanding statutory orders for repair or investigation, and the RI has separately notified the corresponding sections of BD that the rectification and repair works required by the statutory orders have been completed
- (h) An account of all revisions to the repair proposal submitted with the Inspection Report

### **Details of Voluntary Removal of UBW**

This section shall contain record of all voluntary removal of UBW accompanied by annotated photos and marked up plans.

- The End -