

Code of Practice for Site Supervision 2009

The Buildings Department (BD) has set up a Technical Committee (TC) to, among others, collect and consider the views and feedback from the building industry arising from the use of the Code of Practice for Site Supervision 2009 (the Code). Taking into account the advice of the TC, the following amendments to the Code have been promulgated and would be consolidated in the Code (2020 Edition):

- (a) Appendix A – May 2015
- (b) Appendix B – June 2016
- (c) Appendix C – May 2019
- (d) Appendix D – September 2020
- (e) Appendix E – December 2020 (paragraphs 5 to 8 refer)

Academic Courses Recognised as Acceptable Qualifications

2. The required professional / academic qualifications and experience of technically competent persons (TCPs) are set out in paragraphs 8.18 to 8.24 of the Code. In the past years, some courses organised by local institutes or universities have also been accepted as equivalent academic qualifications under the Code. As a ready reference to the practitioners, a list showing the latest courses which are recognised as acceptable academic qualifications for TCP T1 to T3 under the Code is set out in Appendix F.

Repeal of Corresponding Recognition

3. The corresponding recognition for TCP as set out in Appendix X of the Code which is based on the membership of particular professional institutions is repealed via the issue of the amendments to the Code on 8 May 2015 in Appendix A.

4. Members of these professional institutions previously accepted to practise as TCPs may continue to practise as TCPs subject to evidence demonstrating the previous recognition of their TCP qualifications being provided to BD upon the submission of the supervision plans.

Technically Competent Persons Registration Scheme

5. In collaboration with BD, the Construction Industry Council (CIC) administers the Technically Competent Persons Registration Scheme (TCPRS), which maintains a list of TCPs (TCP List¹) to facilitate the submission and checking of supervision plans such that the curriculum vitae of the proposed TCPs and Competent Person (Logging) will not be required when submitting supervision plans for individual projects to BD if they have been registered under the TCPRS. In addition to streamlining the work for the preparation and checking of supervision plans, the TCPRS aims to assist the industry to gauge the supply of TCPs and Competent Persons (Logging), and enhance the quality, skills and knowledge of TCPs and Competent Persons (Logging) through continuous training. The TCPRS is a voluntary scheme and runs in parallel to the current requirement of provision of curriculum vitae in the supervision plans.

6. Under the TCPRS, an applicant should fulfill the minimum qualifications and relevant working experience for relevant grade of TCP or Competent Person (Logging) as set out in the TM and the Code at the time of application. In addition, BD would provide technical support to CIC in administering the TCPRS. For details of TCPRS, including application for inclusion, retention and restoration in the TCP List, reference should be made to CIC website for TCPRS at www.tcprs.cic.hk

7. The appointment of TCPs would generally be accepted by BD if the TCPs are included in the relevant categories of the TCP List, except for over-engagement. To ensure the availability of TCPs for a project, the appointed TCPs are required to confirm in the supervision plan that they are not overloaded with engagement in other construction sites. Any false certification or declaration may be subject to legal action.

8. To realise the full benefit of the TCPRS, registered contractors (RCs) should encourage eligible TCPs to apply for inclusion in the TCP List for recognition of their qualifications and experience. As the heads of the safety management structure of the respective functional streams, RCs should consider engaging TCPs in the TCP List.

9. A similar practice note has been issued to authorized persons, registered structural engineers and registered geotechnical engineers.

(YU Tak-cheung)
Building Authority

Ref. : BD GR/1-50/82/1

First issue May 2015

Last revision September 2020

This revision December 2020 (AD/NB2) (Paragraphs 1 to 3 amended, and paragraphs 5 to 8 and Appendices A to E added)

¹ The TCP List with the particulars of registrants including name, TCP number, accepted TCP categories and the validity period of registration, is accessible from both BD website www.bd.gov.hk and the CIC website www.cic.hk.

Amendments to the Code of Practice for Site Supervision 2009 (May 2015)

Legends:



Amended

Deleted

Corrigenda to the Code of Practice for Site Supervision 2009 (SS Code) (8 May 2015)

Item	Paragraph / Table	Current version	Amendments	Remarks																																																																																																																
1	Table 8.1	<table><tr><th colspan="3">Table 8.1</th></tr><tr><th colspan="3">Measurable Items and Basic Values for Assessment of the Scale of Works</th></tr><tr><th>Type of Building Works/ Street Works</th><th>Measurable Item</th><th>Basic Value</th></tr><tr><td>demolition</td><td>maximum floor area of the building to be demolished per storey</td><td>750 m²</td></tr><tr><td rowspan="2">ground investigation field works</td><td>number of drilling rigs (irrespective of the number of trial pits, coreholes and slope surface strippings)</td><td>6</td></tr><tr><td>number of trial pits, coreholes and slope surface strippings concurrently carried out on site (only applicable when no drillholes are proposed)</td><td>20</td></tr><tr><td>site formation</td><td>total cost</td><td>\$20M</td></tr><tr><td>slope/retaining wall/buried services repairs</td><td>total cost</td><td>\$6M</td></tr><tr><td>excavation & lateral support</td><td>average cost per month</td><td>\$4M</td></tr><tr><td>pile wall</td><td>average cost per month</td><td>\$4M</td></tr><tr><td>tunnel works</td><td>total cost</td><td>\$25M</td></tr><tr><td>large diameter bored piles and barrette piles</td><td>average cost per month</td><td>\$9M</td></tr><tr><td>driven piles, mini-piles and socketted H-piles</td><td>average cost per month</td><td>\$5M</td></tr><tr><td>cap/footing/basement</td><td>total cost</td><td>\$25M</td></tr><tr><td>superstructure</td><td>total construction floor area</td><td>20000 m²</td></tr><tr><td>curtain wall/cladding</td><td>total aggregated surface area</td><td>10000 m²</td></tr><tr><td>alteration & addition</td><td>total cost</td><td>\$8M</td></tr><tr><td>minor works</td><td>total cost</td><td>\$5M</td></tr><tr><td>street works</td><td>total cost</td><td>\$6M</td></tr></table>	Table 8.1			Measurable Items and Basic Values for Assessment of the Scale of Works			Type of Building Works/ Street Works	Measurable Item	Basic Value	demolition	maximum floor area of the building to be demolished per storey	750 m ²	ground investigation field works	number of drilling rigs (irrespective of the number of trial pits, coreholes and slope surface strippings)	6	number of trial pits, coreholes and slope surface strippings concurrently carried out on site (only applicable when no drillholes are proposed)	20	site formation	total cost	\$20M	slope/retaining wall/buried services repairs	total cost	\$6M	excavation & lateral support	average cost per month	\$4M	pile wall	average cost per month	\$4M	tunnel works	total cost	\$25M	large diameter bored piles and barrette piles	average cost per month	\$9M	driven piles, mini-piles and socketted H-piles	average cost per month	\$5M	cap/footing/basement	total cost	\$25M	superstructure	total construction floor area	20000 m ²	curtain wall/cladding	total aggregated surface area	10000 m ²	alteration & addition	total cost	\$8M	minor works	total cost	\$5M	street works	total cost	\$6M	<table><tr><th colspan="3">Table 8.1</th></tr><tr><th colspan="3">Measurable Items and Basic Values for Assessment of the Scale of Works</th></tr><tr><th>Type of Building Works/ Street Works</th><th>Measurable Item</th><th>Basic Value</th></tr><tr><td>demolition</td><td>maximum floor area of the building to be demolished per storey</td><td>750 m²</td></tr><tr><td rowspan="2">ground investigation field works</td><td>number of drilling rigs (irrespective of the number of trial pits, coreholes and slope surface strippings)</td><td>6</td></tr><tr><td>number of trial pits, coreholes and slope surface strippings concurrently carried out on site (only applicable when no drillholes are proposed)</td><td>20</td></tr><tr><td>site formation</td><td>total cost</td><td>\$26M</td></tr><tr><td>slope/retaining wall/buried services repairs</td><td>total cost</td><td>\$8M</td></tr><tr><td>excavation & lateral support</td><td>average cost per month</td><td>\$6M</td></tr><tr><td>pile wall</td><td>average cost per month</td><td>\$6M</td></tr><tr><td>tunnel works</td><td>total cost</td><td>\$32M</td></tr><tr><td>large diameter bored piles and barrette piles</td><td>average cost per month</td><td>\$12M</td></tr><tr><td>piles other than the above types of pile</td><td>average cost per month</td><td>\$6M</td></tr><tr><td>cap/footing/basement</td><td>total cost</td><td>\$32M</td></tr><tr><td>superstructure</td><td>total construction floor area</td><td>20000 m2</td></tr><tr><td>curtain wall/cladding</td><td>total aggregated surface area</td><td>10000 m2</td></tr><tr><td>alteration & addition</td><td>total cost</td><td>\$11M</td></tr><tr><td>minor works</td><td>total cost</td><td>\$7M</td></tr><tr><td>street works</td><td>total cost</td><td>\$8M</td></tr></table> <p>Legends: - 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Table 8.6

Minimum Qualifications and Experience Required for TCP T3						
Type of Building Works or Street Works	AP's Stream		RSE's Stream		RC's Stream	
	Qualification	Relevant Experience	Qualification	Relevant Experience	Qualification	Relevant Experience
GFW	(a) Higher certificate or higher diploma in civil/structural/geotechnical engineering, building studies, building surveying or architectural studies; or	5 years	N/A		(a) Higher certificate or higher diploma in civil/geotechnical engineering or degree in geology which covers the specified engineering related subjects (refer item 2.0 of Appendix VII) or Degree in civil/geotechnical engineering or	5 years (including 1 year in GI)
	(b) Degree in civil/structural/geotechnical engineering, building studies, building surveying or architectural studies; or	2 years			(b) Degree in geology which covers the specified engineering related subjects (refer item 2.0 of Appendix VII) or Degree in civil/geotechnical engineering or	2 years in civil/geotechnical engineering
	(c) Degree in geology which covers the specified engineering related subjects (refer item 2.0 of Appendix VII); or	2 years in civil/geotechnical engineering			(c) Degree in geology which covers the specified engineering related subjects (refer item 2.0 of Appendix VII) or Degree in civil/geotechnical engineering, and has attended and passed specified geotechnical top-up course.	1 year in civil/geotechnical engineering
	(d) Degree in geology which covers the specified engineering related subjects (refer item 2.0 of Appendix VII) or Degree in civil/geotechnical engineering, and has attended and passed specified geotechnical	1 year in civil/geotechnical engineering				

Table 3.6

Minimum Qualifications and Experience Required for TCP T3								
Type of Building Works or Street Works	AP's Stream		ESE's Stream		RGE's Stream		RC's Stream	
	Qualification	Relevant Experience	Qualification	Relevant Experience	Qualification	Relevant Experience	Qualification	Relevant Experience
GFW	(a) Higher certificate or higher diploma in civil/municipal/geotechnical engineering, building studies, building surveying or structural studies; or (b) Degree in civil/municipal/geotechnical engineering, building studies, building surveying or architectural studies; or (c) Degree in geology which covers the specified engineering related subjects (refer item 2.0 of Appendix VII); or (d) Degree in geology which covers the specified engineering related subjects (refer item 2.0 of Appendix VII); or (e) Degree in geology which covers the specified engineering related subjects (refer item 2.0 of Appendix VII) or Degree in civil/geotechnical engineering, and has attended and passed specified geotechnical top-up course (refer paragraph 4 of Appendix X).	5 years	N/A		(a) Higher certificate or higher diploma in civil/geotechnical engineering, or Degree in geology which covers the specified engineering related subjects (refer item 2.0 of Appendix VII) or Degree in civil/geotechnical engineering, or Degree in geology which covers the specified engineering related subjects (refer item 2.0 of Appendix VII) or Degree in civil/geotechnical engineering, and has attended and passed specified geotechnical top-up course (refer paragraph 4 of Appendix X).	5 years (including 1 year in G)	N/A	

Legends: - New phrase

To clarify that the details of the specified geotechnical top-up course are elaborated in Para. 4 of Appendix X.

Table 8.6
(Building
Works with
significant
geotechnical
contents)

Type of Building Works or Street Works	AP's Stream		RSE's Stream		RGE's Stream		Relevant Experience
	Qualification	Relevant Experience	Qualification	Relevant Experience	Qualification	Relevant Experience	
Building Works with significant geotechnical content	(a) Higher certificate or higher diploma in civil/structural/geotechnical engineering, building studies, building surveying or architectural studies; or	5 years	(a) Higher certificate or higher diploma in civil/structural/geotechnical engineering, or	5 years	(a) Higher certificate or higher diploma in civil/structural/geotechnical engineering, or	3 years	N/A
	(b) Degree in civil/structural/geotechnical engineering, building studies, building surveying or	2 years	(b) Degree in civil/structural/geotechnical engineering, or	2 years	(b) Degree in civil/structural/geotechnical engineering, or	2 years	
	(c) Degree in civil/structural/geotechnical engineering, and has attended and passed specified geotechnical top-up course.	1 year	(c) Degree in civil/structural/geotechnical engineering and has attended and passed specified geotechnical top-up course.	1 year	(c) Degree in geology which covers the specified engineering related subjects (refer to Item 2.10 of Appendix VII) or degree in civil/structural/geotechnical engineering, and has attended and passed specified geotechnical top-up course.	1 year	

Type of Building Works or Street Works	AP's Stream		RSE's Stream		RGE's Stream		RC's Stream
	Qualification	Relevant Experience	Qualification	Relevant Experience	Qualification	Relevant Experience	
Building Works with significant geotechnical content	(a) Higher certificate or higher diploma in civil/structural/geotechnical engineering, building studies, building surveying or architectural studies; or Degree in civil/structural/geotechnical engineering, building studies, building surveying or architectural studies; or Degree in civil/structural/geotechnical engineering, and has attended and passed specified geotechnical top-up course (refer paragraph 4 of Appendix X).	5 years	(a) Higher certificate or higher diploma in civil/structural/geotechnical engineering, or Degree in civil/structural/geotechnical engineering, or Degree in civil/structural/geotechnical engineering and has attended and passed specified geotechnical top-up course (refer paragraph 4 of Appendix X).	5 years	(a) Higher certificate or higher diploma in civil/structural/geotechnical engineering, or Degree in civil/structural/geotechnical engineering, or Degree in geology which covers the specified engineering related subjects (refer to item 2.0 of Appendix VII) or Degree in civil/structural/geotechnical engineering, and has attended and passed specified geotechnical top-up course (refer paragraph 4 of Appendix X).	5 years	N/A
	(b) Degree in civil/structural/geotechnical engineering, building studies, building surveying or architectural studies; or Degree in civil/structural/geotechnical engineering, and has attended and passed specified geotechnical top-up course (refer paragraph 4 of Appendix X).	2 years	(b) Degree in civil/structural/geotechnical engineering, or Degree in civil/structural/geotechnical engineering, or Degree in geology which covers the specified engineering related subjects (refer to item 2.0 of Appendix VII) or Degree in civil/structural/geotechnical engineering, and has attended and passed specified geotechnical top-up course (refer paragraph 4 of Appendix X).	2 years	(b) Degree in civil/structural/geotechnical engineering, or Degree in geology which covers the specified engineering related subjects (refer to item 2.0 of Appendix VII) or Degree in civil/structural/geotechnical engineering, and has attended and passed specified geotechnical top-up course (refer paragraph 4 of Appendix X).	2 years	
	(c) Degree in civil/structural/geotechnical engineering, and has attended and passed specified geotechnical top-up course (refer paragraph 4 of Appendix X).	1 year	(c) Degree in civil/structural/geotechnical engineering, and has attended and passed specified geotechnical top-up course (refer paragraph 4 of Appendix X).	1 year	(c) Degree in civil/structural/geotechnical engineering, and has attended and passed specified geotechnical top-up course (refer paragraph 4 of Appendix X).	1 year	

Legends: - New phrase

Legends: - New phrase

To clarify that the details of the specified geotechnical top-up course are elaborated in Para. 4 of Appendix X.

Table 8.6
(Foundation
Works)

Type of Building Works or Street Works	AP's Stream		RSE's Stream		RGE's Stream		RC's Stream	
	Qualification	Relevant Experience	Qualification	Relevant Experience	Qualification	Relevant Experience	Qualification	Relevant Experience
Foundation Works	(a) Higher certificate or higher diploma in civil/structural/geotechnical engineering, building studies, building surveying or architectural studies; or	5 years	(a) Higher certificate or higher diploma in civil/structural/geotechnical engineering; or	5 years	N/A		N/A	
	(b) Degree in civil/structural/geotechnical engineering, building studies, building surveying or architectural studies; or	2 years	(b) Degree in civil/structural/geotechnical engineering and has attended and passed specified geotechnical top-up course.	2 years				
	(c) Degree in civil/structural/geotechnical engineering and has attended and passed specified geotechnical top-up course.	1 year		1 year				

Type of Building Works or Street Works	AP's Stream		RSE's Stream		RGE's Stream		RC's Stream	
	Qualification	Relevant Experience	Qualification	Relevant Experience	Qualification	Relevant Experience	Qualification	Relevant Experience
Foundation Works	(a) Higher certificate or higher diploma in civil/structural/geotechnical engineering, building studies, building surveying or architectural studies; or	5 years	(a) Higher certificate or higher diploma in civil/structural/geotechnical engineering; or	5 years	N/A		N/A	
	(b) Degree in civil/structural/geotechnical engineering, building studies, building surveying or architectural studies; or	2 years	(b) Degree in civil/structural/geotechnical engineering and has attended and passed specified geotechnical top-up course (refer paragraph 4 of Appendix X).	2 years				
	(c) Degree in civil/structural/geotechnical engineering and has attended and passed specified geotechnical top-up course (refer paragraph 4 of Appendix X).	1 year		1 year				

Legends: - New phrase

To clarify that the details of the specified geotechnical top-up course are elaborated in Para. 4 of Appendix X.

6	Appendix X	<p>Appendix X</p> <p>TCP Qualifications and Experience Accepted during Transitional Period before 22 December 2005 or Accepted pursuant to the Corresponding Recognition and Requirements Prescribed in Paragraph 8 of this Code</p>	<p>Appendix X</p> <p>Other Acceptable Criteria in Qualifications and Experience for TCP</p> <p>Legends: - Revised title</p>	Title is re-written for simplicity.
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Appendix X

Qualifications and experience for TCP accepted during transitional period before 22 December 2005 or accepted pursuant to the corresponding recognition and requirements prescribed in paragraph 8 of this Code are listed as follows:

1. A person who is a corporate member of the Hong Kong Institute of Clerks of Works (HKICW) or the Chartered Institute of Building (CIOB) may be appointed as TCP of grade T3 to T1 in accordance with Tables 1 and 2 (with Notes) below, provided that he has the required relevant working experience.

Table 1				
Eligibility of Corporate Member of HKICW or CIOB as TCP T3 to T1 (with academic background in building surveying, building or architectural studies)				
Type of Building Works or Street Works	TCP T3 in AP's Stream	TCP T3 in RSE's Stream	TCP T3 in RGE's Stream	TCP T3 to T1 in RC's Stream
GIFW	Yes	N/A	No	No
Building Works with significant geotechnical content	Yes	No	No	No
Foundation Works	Yes	No	No	No
Street Works or all Building Works, (other than the above types of works and Minor Works)	Yes	No	No	Yes
Class I Minor Works	Yes	No	No	Yes

Table 2				
Eligibility of Corporate Member of HKICW or CIOB as TCP T3 to T1 (with academic background in civil/structural/geotechnical engineering)				
Type of Building Works or Street Works	TCP T3 in AP's Stream	TCP T3 in RSE's Stream	TCP T3 to T2 in RGE's Stream	TCP T3 to T1 in RC's Stream
GIFW	Yes	N/A	No	No
Building Works with significant geotechnical content	Yes	Yes	Yes	Yes
Foundation Works	Yes	Yes	Yes	Yes
Street Works or all Building Works, (other than the above types of works and Minor Works)	Yes	Yes	Yes	Yes
Class I Minor Works	Yes	Yes	Yes	Yes





Note: For eligibility of a corporate member of HKICW or CIOB as T4, please refer to TCP qualifications and experience in paragraph 8 of this Code.

Other acceptable criteria in qualifications and experience are listed as follows:



Legends:  - Revised phrase
 - Deleted paragraph/ table

Recognition for Technical Competent Persons (TCP) based on membership of particular professional institutes is repealed.

<p>6 (Con't.)</p>	<p>Appendix X</p>	<p>2(a) A person who is an associate member of the Hong Kong Institution of Engineers of a relevant discipline for not less than two years may be appointed as TCP of grade T3 to T1 for street works or building works.</p> <p>2(b) A person who is an associate member of the Chartered Institute of Building (ACIOB) with a duly recognized higher certificate or higher diploma of the relevant prescribed qualification in Table 8.6 of this Code, and with not less than five years relevant experience, may be appointed as TCP of grade T3 in the RC's stream to perform the corresponding work types specified in that table.</p> <p>3(a) During the early implementation stage of the Supervision Plan System before 22 December 2005, site supervisory personnel who did not meet the required academic qualifications as specified in the Technical Memorandum, but had sufficient years of relevant experience as per part (a) of Table 3 (with Notes) below, attended top-up training courses organized by Vocational Training Council (VTC) or the Construction Industry Council Training Academy (CICTA) (formerly the Construction Industry Training Authority (CITA)) and acquired an Equivalent Certificate would be accepted to possess equivalent qualifications as specified in the Technical Memorandum on a permanent basis. He can be appointed as TCP of grade T3 to T1 in the respective streams in accordance with part (a) of Table 4 below.</p> <p>3(b)(i) As the industry has raised that there is shortage in the supply of TCP T1, there is a need for organizing a "Technically Competent Person T1 Training Course", similar to previous top-up courses, to enhance the technical ability of site supervisory personnel working in the industry but do not meet the required academic qualifications as specified in the Technical Memorandum, so that they can perform the duties of TCP T1. A person who has relevant prior experience of not less than 5 years is eligible to attend the "Technically Competent Person T1 Training Course" offered by the HK Institute of Vocational Education (HKIVE) or the Construction Industry Council Training Academy (CICTA) and upon acquiring the "TCP T1 Certificate" will be accepted to possess equivalent qualifications required for a TCP T1 on a permanent basis. He may be appointed as TCP of grade T1 in accordance with part (b) of Table 3 (with Notes) and Table 4 below.</p>	<div style="text-align: center;">   </div> <p>1. During the early implementation stage of the Supervision Plan System before 22 December 2005, site supervisory personnel who did not meet the required academic qualifications as specified in the Technical Memorandum, but had sufficient years of relevant experience as per part (a) of Table 1 (with Notes) below, attended top-up training courses organized by Vocational Training Council (VTC) or the Construction Industry Council Training Academy (CICTA) (formerly the Construction Industry Training Authority (CITA)) and acquired an Equivalent Certificate would be accepted to possess equivalent qualifications as specified in the Technical Memorandum on a permanent basis. He can be appointed as TCP of grade T3 to T1 in the respective streams in accordance with part (a) of Table 2 below.</p> <p>2. As the industry has raised that there is shortage in the supply of TCP T1, there is a need for organizing a "Technically Competent Person T1 Training Course", similar to previous top-up courses, to enhance the technical ability of site supervisory personnel working in the industry but do not meet the required academic qualifications as specified in the Technical Memorandum, so that they can perform the duties of TCP T1. A person who has relevant prior experience of not less than 5 years is eligible to attend the "Technically Competent Person T1 Training Course" offered by the HK Institute of Vocational Education (HKIVE) or the Construction Industry Council Training Academy (CICTA) and upon acquiring the "TCP T1 Certificate" will be accepted to possess equivalent qualifications required for a TCP T1 on a permanent basis. He may be appointed as TCP of grade T1 in accordance with part (b) of Table 1 (with Notes) and Table 2 below.</p> <p>Legends:  - Re-arranged paragraph number/table number  - Deleted paragraph</p>	<p>Recognition for Technical Competent Persons (TCP) based on membership of particular professional institutes is repealed.</p>
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<p>6 (Con't.)</p>	<p>Appendix X</p>	<p>3(b)(ii) With the introduction of minor works as a type of building works different from the major works in the Technical Memorandum, to facilitate site supervisory personnel working in the industry who do not meet the required academic qualifications as specified in the Technical Memorandum but would like to continue their current role to supervise minor works only, if they have relevant prior experience of not less than 5 years, they would be eligible to attend the "Technically Competent Person T1 (Minor Works) Training Course" offered by the HKIVE or the CICTA and upon acquiring the "TCP T1 (Minor Works) Certificate" will be accepted to possess equivalent qualifications required for a TCP T1 for supervision of minor works only on a permanent basis. Any such person may be appointed as TCP of grade T1 for supervision of minor works only in accordance with part (b) of Table 3 (with Notes) and Table 4 below.</p>	<p>3 With the introduction of minor works as a type of building works different from the major works in the Technical Memorandum, to facilitate site supervisory personnel working in the industry who do not meet the required academic qualifications as specified in the Technical Memorandum but would like to continue their current role to supervise minor works only, if they have relevant prior experience of not less than 5 years, they would be eligible to attend the "Technically Competent Person T1 (Minor Works) Training Course" offered by the HKIVE or the CICTA and upon acquiring the "TCP T1 (Minor Works) Certificate" will be accepted to possess equivalent qualifications required for a TCP T1 for supervision of minor works only on a permanent basis. Any such person may be appointed as TCP of grade T1 for supervision of minor works only in accordance with part (b) of Table 1 (with Notes) and Table 2 below.</p> <p>Legends: 3 - Re-arranged paragraph number/ table number</p>	
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Appendix X

Table 3				
(a) The Equivalent Certificate acquired in the top-up training course organized by VTC or CITA for TCP T3 to T1				
Topping-up Training Courses to be completed		Certificates Awarded	Relevant Working Experience (counted in full)	Grades of TCP for types of works in Table 4
Module No.	Subject			
Module 3	Construction Supervision (I)	Equivalent Certificate (1)	5 ¹	T1
Module 4	Construction Supervision (II)			
Module 3	Construction Supervision (I)			
Module 4	Construction Supervision (II)	Equivalent Certificate (2)	8 ²	T2 ⁴
Module 5.1	Specialist Works (Demolition) ⁴			
Module 5.2	Specialist Works (Foundation) ⁴			
Module 5.3	Specialist Works (Site Formation & Slope Repairs) ⁴			
Module 3	Construction Supervision (I)	Equivalent Certificate (3)	12 ³	T3 ⁵
Module 4	Construction Supervision (II)			
Module 6.1	Introduction to Specialist Works			
Module 6.2	Administration and Management			
(b) The certificate acquired in the TCP T1 or TCP T1 (Minor Works) Training Course organized by HKIVE or CICTA				
(i)	Technically Competent Person T1 Training Course	TCP T1 Certificate	5 ⁶	T1
(ii)	Technically Competent Person T1 (Minor Works) Training Course	TCP T1 (Minor Works) Certificate	5 ⁶	T1 (Minor Works)

- Notes: ¹ 5 years relevant working experience must have been gained within the previous 8 years and at least 1 year must be local site experience.
- ² 8 years relevant working experience must have been gained within the previous 11 years and at least 1 year must be local site experience.
- ³ 12 years relevant working experience must have been gained within the previous 15 years and at least 1 year must be local site experience.
- ⁴ A TCP T2 can only supervise the type of specialist works (Demolition works, Foundation works, or Site Formation & Slope Repair Works) when he has duly completed the training module in the Module 5 series corresponding to the specialist works and obtained the relevant certificate.
- ⁵ If a TCP T3 wishes to take up duties of any of the T2 specialist works mentioned in Note 4, he must also complete the training module corresponding to the specialist works and obtain the Equivalent Certificate (2).
- ⁶ 5 years relevant working experience must have been gained within the previous 8 years and at least 1 year must be local site experience. For GIFW, relevant experience shall be confined to GI works only.

Table 1				
(a) The Equivalent Certificate acquired in the top-up training course organized by VTC or CITA for TCP T3 to T1				
Topping-up Training Courses to be completed		Certificates Awarded	Relevant Working Experience (counted in full)	Grades of TCP for types of works in Table 2
Module No.	Subject			
Module 3	Construction Supervision (I)	Equivalent Certificate (1)	5 ¹	T1
Module 4	Construction Supervision (II)			
Module 3	Construction Supervision (I)			
Module 4	Construction Supervision (II)	Equivalent Certificate (2)	8 ²	T2 ⁴
Module 5.1	Specialist Works (Demolition) ⁴			
Module 5.2	Specialist Works (Foundation) ⁴			
Module 5.3	Specialist Works (Site Formation & Slope Repairs) ⁴			
Module 3	Construction Supervision (I)	Equivalent Certificate (3)	12 ³	T3 ⁵
Module 4	Construction Supervision (II)			
Module 6.1	Introduction to Specialist Works			
Module 6.2	Administration and Management			
(b) The certificate acquired in the TCP T1 or TCP T1 (Minor Works) Training Course organized by HKIVE or CICTA				
(i)	Technically Competent Person T1 Training Course	TCP T1 Certificate	5 ⁶	T1
(ii)	Technically Competent Person T1 (Minor Works) Training Course	TCP T1 (Minor Works) Certificate	5 ⁶	T1 (Minor Works)

- Notes: ¹ 5 years relevant working experience must have been gained within the previous 8 years and at least 1 year must be local site experience.
- ² 8 years relevant working experience must have been gained within the previous 11 years and at least 1 year must be local site experience.
- ³ 12 years relevant working experience must have been gained within the previous 15 years and at least 1 year must be local site experience.
- ⁴ A TCP T2 can only supervise the type of specialist works (Demolition works, Foundation works, or Site Formation & Slope Repair Works) when he has duly completed the training module in the Module 5 series corresponding to the specialist works and obtained the relevant certificate.
- ⁵ If a TCP T3 wishes to take up duties of any of the T2 specialist works mentioned in Note 4, he must also complete the training module corresponding to the specialist works and obtain the Equivalent Certificate (2).
- ⁶ 5 years relevant working experience must have been gained within the previous 8 years and at least 1 year must be local site experience. For GIFW, relevant experience shall be confined to GI works only.

Legends: - Re-arranged table number

6
(Con't.)

Appendix X

Table 4							
(a) Eligibility of site supervisory personnel as TCP T3 to T1, with Equivalent Certificate in top-up training course, organized by VTC or CITA						(b) Eligibility of site supervisory personnel as TCP T1 or TCP T1 (Minor Works), with certificate in the training course, organized by HKIVE or CICTA	
						(i) TCP T1 Certificate	(ii) TCP T1 (Minor Works) Certificate
Type of Building Works or Street Works	TCP T3 in AP's Stream	TCP T3 in RSE's Stream	TCP T3 in RGE's Stream	TCP T3 in RC's Stream	TCP T2 to T1 in RC's Stream	TCP T1 in RC's Stream	TCP T1 (Minor Works) in RC's Stream
GIFW	No	N/A	No	N/A	No	Yes	No
Building Works with significant geotechnical content	No	No	No	N/A	Yes	Yes	No
Foundation Works	No	No	N/A	N/A	Yes	Yes	No
Street Works or all Building Works (other than the above types of works and Minor Works)	Yes	Yes	N/A	Yes	Yes	Yes	No
Class I Minor Works	Yes	Yes	N/A	Yes	Yes	Yes	Yes

Table 2							
(a) Eligibility of site supervisory personnel as TCP T3 to T1, with Equivalent Certificate in top-up training course, organized by VTC or CITA						(b) Eligibility of site supervisory personnel as TCP T1 or TCP T1 (Minor Works), with certificate in the training course, organized by HKIVE or CICTA	
						(i) TCP T1 Certificate	(ii) TCP T1 (Minor Works) Certificate
Type of Building Works or Street Works	TCP T3 in AP's Stream	TCP T3 in RSE's Stream	TCP T3 in RGE's Stream	TCP T3 in RC's Stream	TCP T2 to T1 in RC's Stream	TCP T1 in RC's Stream	TCP T1 (Minor Works) in RC's Stream
GIFW	No	N/A	No	N/A	No	Yes	No
Building Works with significant geotechnical content	No	No	No	N/A	Yes	Yes	No
Foundation Works	No	No	N/A	N/A	Yes	Yes	No
Street Works or all Building Works (other than the above types of works and Minor Works)	Yes	Yes	N/A	Yes	Yes	Yes	No
Class I Minor Works	Yes	Yes	N/A	Yes	Yes	Yes	Yes

Legends: 2 - Re-arranged table number

6
(Con't.)

Appendix X

4. A person who is an Affiliate (Site Supervision) of the Hong Kong Institute of Architects (HKIA) may be appointed as TCP of grade T3 in accordance with Table 5 below, provided that he has the required relevant working experience.

Table 5		
Eligibility of HKIA Affiliate (Site Supervision) as TCP T3 with 2 years of post Affiliate experience (with academic background in architectural or building construction related studies)		
Type of Building Works or Street Works	TCP T3 in AP's Stream	TCP T3 in RC's Stream
GIFW	Yes	N/A
Building Works with significant geotechnical content	Yes	N/A
Foundation Works	Yes	N/A
Street Works or all Building Works (other than the above types of works and Minor Works)	Yes	Yes
Class I Minor Works	Yes	Yes

Legends: - Deleted paragraph/ table

Recognition for Technical Competent Persons (TCP) based on membership of particular professional institutes is repealed.

6
(Con't.)


Appendix X

5. A person who is a member in the building or civil engineering disciplines of the Hong Kong Institute of Construction Managers (HKICM) may be appointed as TCP of grades T4 to T1 in accordance with Table 6 (with Notes) below, provided that he has the required relevant working experience.

Table 6				
Eligibility of Member of HKICM as TCP T4 to T1 (with academic background in building or civil engineering)				
Type of Building Works or Street Works	RC's Stream			
	Construction Supervisor Member as TCP T1	Associate as TCP T2	Associate as TCP T3	Corporate Member as TCP T4
GIFW	No	N/A	N/A	No
Building Works with significant geotechnical content	Civil	Civil	N/A	Civil
Foundation Works	Building (except for piling works) or Civil	Building (except for piling works) or Civil	N/A	Building (except for piling works) or Civil
Street Works or all Building Works, (other than the above types of works and Minor Works)	Building or Civil	N/A	Building or Civil	Building or Civil
Class I Minor Works	Building or Civil	N/A	Building or Civil	N/A

Notes: The above recognition is based on the following entrance requirements for the various classes of membership of HKICM:

- (i) Construction Supervisor Members, who have attained the academic and working experience requirements as stipulated in section 2.4.2 and 6.4 of HKICM's Membership Handbook (June 2005);
- (ii) Associates, who have attained the academic and working experience requirements as stipulated in section 2.3.2, 6.1.3, 6.1.4, 6.2.3 and 6.2.4 of HKICM's Membership Handbook (June 2005); and
- (iii) Corporate Members, who have fulfilled the academic requirements and have had post qualification professional experience as stipulated in section 2.2.2.1, 6.1.1, 6.1.2, 6.2.1 and 6.2.2 of HKICM's Membership Handbook (June 2005).
(Only the degree programmes listed in section 6.1.2 and 6.2.2 of HKICM's Membership Handbook (June 2005) tally with the academic requirements in paragraph 8.19(c) and Table 8.7 of this Code.)

Legends:  - Deleted paragraph/ table

Recognition for Technical Competent Persons (TCP) based on membership of particular professional institutes is repealed.

6
(Con't.)

Appendix X


6. A person who is a corporate member or fellow of the Institute of Clerks of Works and Construction Inspectorate (Hong Kong) (formerly Institute of Clerks of Works of Great Britain Incorporated (Hong Kong Branch)) in the civil/structural engineering or building/architectural studies disciplines may be appointed as TCP of grade T3 in accordance with Table 7 and Table 8 (with Notes) below, provided that he has the required relevant working experience.

Table 7		
Eligibility of Corporate Member or Fellow of the Institute of Clerks of Works and Construction Inspectorate (Hong Kong) as TCP T3 with 3 years of post-qualification experience (with academic background in civil/structural engineering or building/architectural studies)		
Type of Building Works or Street Works	TCP T3 in AP's Stream	TCP T3 in RC's Stream
GIFW	Yes	N/A
Building Works with significant geotechnical content	Yes	N/A
Foundation Works	Yes	N/A
Street Works or all Building Works (other than the above types of works and Minor Works)	Yes	Yes
Class 1 Minor Works	Yes	Yes

Table 8	
Eligibility of Corporate Member or Fellow of the Institute of Clerks of Works and Construction Inspectorate (Hong Kong) as TCP T3 with 3 years of post-qualification experience (with academic background in civil/structural engineering)	
Type of Building Works or Street Works	TCP T3 in RSE's Stream
GIFW	N/A
Building Works with significant geotechnical content	Yes
Foundation Works	Yes
Street Works or all Building Works (other than the above types of works and Minor Works)	Yes
Class 1 Minor Works	Yes

Notes: The above recognition is based on the admission of corporate member or fellow of the Institute of Clerks of Works and Construction Inspectorate (Hong Kong) in the civil/structural or building/architectural studies disciplines by exemption through associated professional institutes which is limited to the following qualifications:

- (i) Associate Member of the Chartered Institute of Building in the construction management disciplines;
- (ii) Corporate Member of the Institution of Civil Engineers;
- (iii) Corporate Member of the Institution of Structural Engineers;
- (iv) Corporate Member of the Royal Institute of British Architects; and
- (v) Corporate Member of the Royal Institution of Chartered Surveyors in the building surveying discipline.

Legends:  - Deleted paragraph/ table

Recognition for Technical Competent Persons (TCP) based on membership of particular professional institutes is repealed.

Appendix X


7. The course of "Higher Diploma in Construction Engineering and Management", offered by Department of Construction in HK Institute of Vocational Education (HKIVE), is recognised to be an acceptable academic qualification equivalent to a higher diploma in building studies under the Supervision Plan System in accordance with the Code.

8. A person who is a Technical Associate in the building surveying division of the Hong Kong Institute of Surveyors (HKIS) may be appointed as TCP of grade T3 in accordance with Table 9 below, provided that he has the required relevant working experience.

Table 9		
Eligibility of Technical Associate in Building Surveying Division of HKIS as TCP T3 with 3 years of post-qualification experience		
Type of Building Works or Street Works	TCP T3 in AP's Stream	TCP T3 in RC's Stream
GIFW	Yes	N/A
Building Works with significant geotechnical content	Yes	N/A
Foundation Works	Yes	N/A
Street Works or all Building Works (other than the above types of works and Minor Works)	Yes	Yes
Class I Minor Works	Yes	Yes

9. The course of "Higher Diploma in Urban Renewal, Building Inspection and Maintenance" and "Higher Diploma in Architectural Design and Technology", offered by Department of Construction in HK Institute of Vocational Education (HKIVE), are considered to be equivalent to a higher diploma in building studies and architectural studies disciplines respectively; and can be recognised as an acceptable academic qualification fulfilling the minimum qualifications for TCP T3 for site supervision, only for the streams of AP and RC, as stipulated in the Technical Memorandum and under paragraph 8.20 of the Code.

4. A person, who holds a relevant degree and with not less than one year relevant experience, attended / passed the "Top-up course for TCP T3 on GIFW and Building Works with Significant Geotechnical Content", which is run by the Hong Kong Polytechnic University or the University of Hong Kong, is accepted to possess equivalent qualification as that in the Technical Memorandum for TCP T3.

Legends:  - Deleted paragraph/ table
 - New Paragraph

Recognition for Technical Competent Persons (TCP) based on membership of particular professional institutes is repealed.

A list showing the latest courses which are recognized as acceptable academic qualifications under the Code is provided in PNAP and PNRC.

To clarify the details of the specified geotechnical top-up course as mentioned in Table 8.6.

Amendments to the Code of Practice for Site Supervision 2009 (June 2016)

Legends:



Amended

Deleted

Item	Paragraph / Table	Current version	Amendments	Remarks																																																																																																																
1	Table 8.1	<table><tr><th colspan="3">Table 8.1</th></tr><tr><th colspan="3">Measurable Items and Basic Values for Assessment of the Scale of Works</th></tr><tr><th>Type of Building Works/ Street Works</th><th>Measurable Item</th><th>Basic Value</th></tr><tr><td>demolition</td><td>maximum floor area of the building to be demolished per storey</td><td>750 m²</td></tr><tr><td rowspan="2">ground investigation field works</td><td>number of drilling rigs (irrespective of the number of trial pits, coreholes and slope surface strippings)</td><td>6</td></tr><tr><td>number of trial pits, coreholes and slope surface strippings concurrently carried out on site (only applicable when no drillholes are proposed)</td><td>20</td></tr><tr><td>site formation</td><td>total cost</td><td>\$26M</td></tr><tr><td>slope/retaining wall/buried services repairs</td><td>total cost</td><td>\$8M</td></tr><tr><td>excavation & lateral support</td><td>average cost per month</td><td>\$6M</td></tr><tr><td>pile wall</td><td>average cost per month</td><td>\$6M</td></tr><tr><td>tunnel works</td><td>total cost</td><td>\$32M</td></tr><tr><td>large diameter bored piles and barrette piles</td><td>average cost per month</td><td>\$12M</td></tr><tr><td>piles other than the above types of pile</td><td>average cost per month</td><td>\$6M</td></tr><tr><td>cap/footing/basement</td><td>total cost</td><td>\$32M</td></tr><tr><td>superstructure</td><td>total construction floor area</td><td>20000 m²</td></tr><tr><td>curtain wall/cladding</td><td>total aggregated surface area</td><td>10000 m²</td></tr><tr><td>alteration & addition</td><td>total cost</td><td>\$11M</td></tr><tr><td>minor works</td><td>total cost</td><td>\$7M</td></tr><tr><td>street works</td><td>total cost</td><td>\$8M</td></tr></table> <p>Legends: - Basic values revised by corrigenda issued on 8 May 2015</p>	Table 8.1			Measurable Items and Basic Values for Assessment of the Scale of Works			Type of Building Works/ Street Works	Measurable Item	Basic Value	demolition	maximum floor area of the building to be demolished per storey	750 m ²	ground investigation field works	number of drilling rigs (irrespective of the number of trial pits, coreholes and slope surface strippings)	6	number of trial pits, coreholes and slope surface strippings concurrently carried out on site (only applicable when no drillholes are proposed)	20	site formation	total cost	\$26M	slope/retaining wall/buried services repairs	total cost	\$8M	excavation & lateral support	average cost per month	\$6M	pile wall	average cost per month	\$6M	tunnel works	total cost	\$32M	large diameter bored piles and barrette piles	average cost per month	\$12M	piles other than the above types of pile	average cost per month	\$6M	cap/footing/basement	total cost	\$32M	superstructure	total construction floor area	20000 m ²	curtain wall/cladding	total aggregated surface area	10000 m ²	alteration & addition	total cost	\$11M	minor works	total cost	\$7M	street works	total cost	\$8M	<table><tr><th colspan="3">Table 8.1</th></tr><tr><th colspan="3">Measurable Items and Basic Values for Assessment of the Scale of Works</th></tr><tr><th>Type of Building Works/ Street Works</th><th>Measurable Item</th><th>Basic Value</th></tr><tr><td>demolition</td><td>maximum floor area of the building to be demolished per storey</td><td>750 m²</td></tr><tr><td rowspan="2">ground investigation field works</td><td>number of drilling rigs (irrespective of the number of trial pits, coreholes and slope surface strippings)</td><td>6</td></tr><tr><td>number of trial pits, coreholes and slope surface strippings concurrently carried out on site (only applicable when no drillholes are proposed)</td><td>20</td></tr><tr><td>site formation</td><td>total cost</td><td>\$30M</td></tr><tr><td>slope/retaining wall/buried services repairs</td><td>total cost</td><td>\$9M</td></tr><tr><td>excavation & lateral support</td><td>average cost per month</td><td>\$6M</td></tr><tr><td>pile wall</td><td>average cost per month</td><td>\$6M</td></tr><tr><td>tunnel works</td><td>total cost</td><td>\$35M</td></tr><tr><td>large diameter bored piles and barrette piles</td><td>average cost per month</td><td>\$14M</td></tr><tr><td>piles other than the above types of pile</td><td>average cost per month</td><td>\$7M</td></tr><tr><td>cap/footing/basement</td><td>total cost</td><td>\$35M</td></tr><tr><td>superstructure</td><td>total construction floor area</td><td>20000 m²</td></tr><tr><td>curtain wall/cladding</td><td>total aggregated surface area</td><td>10000 m²</td></tr><tr><td>alteration & addition</td><td>total cost</td><td>\$13M</td></tr><tr><td>minor works</td><td>total cost</td><td>\$8M</td></tr><tr><td>street works</td><td>total cost</td><td>\$9M</td></tr></table> <p>Legends: - Revised value</p>	Table 8.1			Measurable Items and Basic Values for Assessment of the Scale of Works			Type of Building Works/ Street Works	Measurable Item	Basic Value	demolition	maximum floor area of the building to be demolished per storey	750 m ²	ground investigation field works	number of drilling rigs (irrespective of the number of trial pits, coreholes and slope surface strippings)	6	number of trial pits, coreholes and slope surface strippings concurrently carried out on site (only applicable when no drillholes are proposed)	20	site formation	total cost	\$30M	slope/retaining wall/buried services repairs	total cost	\$9M	excavation & lateral support	average cost per month	\$6M	pile wall	average cost per month	\$6M	tunnel works	total cost	\$35M	large diameter bored piles and barrette piles	average cost per month	\$14M	piles other than the above types of pile	average cost per month	\$7M	cap/footing/basement	total cost	\$35M	superstructure	total construction floor area	20000 m ²	curtain wall/cladding	total aggregated surface area	10000 m ²	alteration & addition	total cost	\$13M	minor works	total cost	\$8M	street works	total cost	\$9M	Apart from the fluctuations in costs of labour and materials, other factors such as environmental protection and site safety measures, new design and contractual requirements, etc. also contribute greatly to the increase in cost of works. The Basic Values of monetary measurable items for assessment of the Scale of Works are reviewed and updated.
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2

Table 8.3

Table 8.3		
Table Showing Supervision Input for Works Requiring More Frequent Visits than Weekly		
Frequency Level of Site Inspection	Description	Notional Supervision Input (Equivalent Man-days per Month)
Level 5	Full time on site	25
Level 4.3	Four visits every week	16
Level 4.2	Three visits every week	12
Level 4.1	Two visits every week	8
Level 4	One visit every week	4

Table 8.3		
Table Showing Supervision Input for Works Requiring More Frequent Visits than Weekly		
Frequency Level of Site Inspection	Description	Notional Supervision Input (Equivalent Man-days per Month)
Level 5	Full time on site	25
Level 4.4	Five visits every week	20
Level 4.3	Four visits every week	16
Level 4.2	Three visits every week	12
Level 4.1	Two visits every week	8
Level 4	One visit every week	4

Legends: - New Sub-division of Frequency Level

To alleviate the shortage problem of TCPs in the industry and to facilitate the practitioners to better plan their manpower resources, a new sub-division of Frequency Level 4.4 is introduced.

Amendments to the Code of Practice for Site Supervision 2009 (May 2019)

Legends:

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Amendments to the Code of Practice for Site Supervision 2009 (May 2019)

Current version	Amendments																																																																																																																
<table><tr><th colspan="3">Table 8.1</th></tr><tr><th colspan="3">Measurable Items and Basic Values for Assessment of the Scale of Works</th></tr><tr><th>Type of Building Works/ Street Works</th><th>Measurable Item</th><th>Basic Value</th></tr><tr><td>demolition</td><td>maximum floor area of the building to be demolished per storey</td><td>750 m²</td></tr><tr><td rowspan="2">ground investigation field works</td><td>number of drilling rigs (irrespective of the number of trial pits, coreholes and slope surface strippings)</td><td>6</td></tr><tr><td>number of trial pits, coreholes and slope surface strippings concurrently carried out on site (only applicable when no drillholes are proposed)</td><td>20</td></tr><tr><td>site formation</td><td>total cost</td><td>\$30M</td></tr><tr><td>slope/retaining wall/buried services repairs</td><td>total cost</td><td>\$9M</td></tr><tr><td>excavation & lateral support</td><td>average cost per month</td><td>\$6M</td></tr><tr><td>pile wall</td><td>average 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Industry Levy under the Construction Industry Council Ordinance (Cap. 587). If applicable, the following items can be deducted:</div> <div><div>(a) Contingency and Contract Price Fluctuation subject to submission of revised Supervision Plan once a revised estimated contract sum is available to the AP in case such change would have implication on the scale factor resulting in amendments to the required supervision resources;</div><div>(b) Electrical and mechanical works not under the control of the Buildings Ordinance; and</div><div>(c) Fitting out works falling within the scope of exempted building works under the Buildings Ordinance.</div></div>	Table 8.1			Measurable Items and Basic Values for Assessment of the Scale of Works			Type of Building Works/ Street Works	Measurable Item	Basic Value	demolition	maximum floor area of the building to be demolished per storey	750 m ²	ground investigation field works	number of drilling rigs (irrespective of the number of trial pits, coreholes and slope surface strippings)	6	number of trial pits, coreholes and slope surface strippings concurrently carried out on site (only applicable when no drillholes are proposed)	20	site formation	total cost	\$30M	slope/retaining wall/buried services repairs	total cost	\$9M	excavation & lateral support	average cost per month	\$6M	pile wall	average cost per month	\$6M	tunnel works	total cost	\$35M	large diameter bored piles and barrette piles	average cost per month	\$14M	piles other than the above types of pile	average cost per month	\$7M	cap/footing/basement	total cost	\$35M	superstructure	total construction floor area	20000 m ²	curtain wall/cladding	total aggregated surface area	10000 m ²	alteration & addition	total cost	\$13M	minor works	total cost	\$8M	street works	total cost	\$9M
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Legend: New

Amendments to the Code of Practice for Site Supervision 2009 (September 2020)

Legends:

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Amendments to the Code of Practice for Site Supervision 2009 (September 2020)

Current version	Amendments
<p>4 <i>Safety Management and Responsibilities of Relevant Personnel</i></p> <p><i>Responsibilities of Relevant Personnel</i></p> <p>4.4 The AP, RSE, RGE and AS shall also submit the confirmation ... of appointment of TCPs as at an Annex to Supervision Plan or within 7 days from the date of commencement of works as indicated in the Form BA10/ notice of commencement of minor works.</p>	<p>4 <i>Safety Management and Responsibilities of Relevant Personnel</i></p> <p><i>Responsibilities of Relevant Personnel</i></p> <p>4.4 The AP, RSE, RGE and AS shall also submit the confirmation ... of appointment of TCPs as ■ an Annex to Supervision Plan or within 7 days from the date of commencement of works as indicated in the Form BA10/ notice of commencement of minor works. The AP, RSE and RGE shall ensure that the RC is fully aware of any task specific requirements shown on the approved plans and/or imposed by the BA as conditions of plan approval or granting of consent for commencement of works pursuant to any provision of the BO or its subsidiary legislations. The respective heads of the safety management structure shall be responsible to ensure that their Representatives and TCPs in their stream are fully aware of such task specific requirements and/or conditions.</p>

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<p>5 <i>Typical Items for Specific Tasks by TCPs</i></p> <p>5.2 The TCPs shall carry out their duties as per the check lists devised by their own heads of stream and all the check lists and inspection records shall be kept on site for the inspection of the BA.</p> <p>...</p> <p>5.4 All non-conformities detected during the checking of typical items for specific tasks by the TCPs must be properly recorded in the Non-Conformity and Rectification Reports, Form B at Appendix III to this Code. Detailed procedures for dealing with non-conformities are specified in paragraph 10.3 of this Code.</p>	<p>5 <i>Typical Items for Specific Tasks by TCPs</i></p> <p>General Requirements</p> <p>...</p> <p>5.2 The TCPs shall carry out their duties as per the checklists devised by their own heads of stream and all the checklists and inspection records shall be completed contemporaneously and kept on site for the inspection of the BA.</p> <p>...</p> <p>Recording of Non-conformities</p> <p>5.4 Recording of non-conformities mainly serves two purposes :</p> <p style="padding-left: 40px;">(a) to ensure the non-conformities would be rectified readily, and ;</p> <p style="padding-left: 40px;">(b) to provide a lesson learning opportunity so as to prevent recurrence.</p> <p>5.5 Other than the non-conformities under paragraphs 5.6 to 5.8 below, all non-conformities detected during the checking of typical items for specific tasks by the TCPs must be properly recorded in the Non-Conformity and Rectification Reports, Form B at Appendix III to this Code. Detailed procedures for the completion of Non-conformity and Rectification Reports are specified in paragraph 10.5 of this Code.</p>

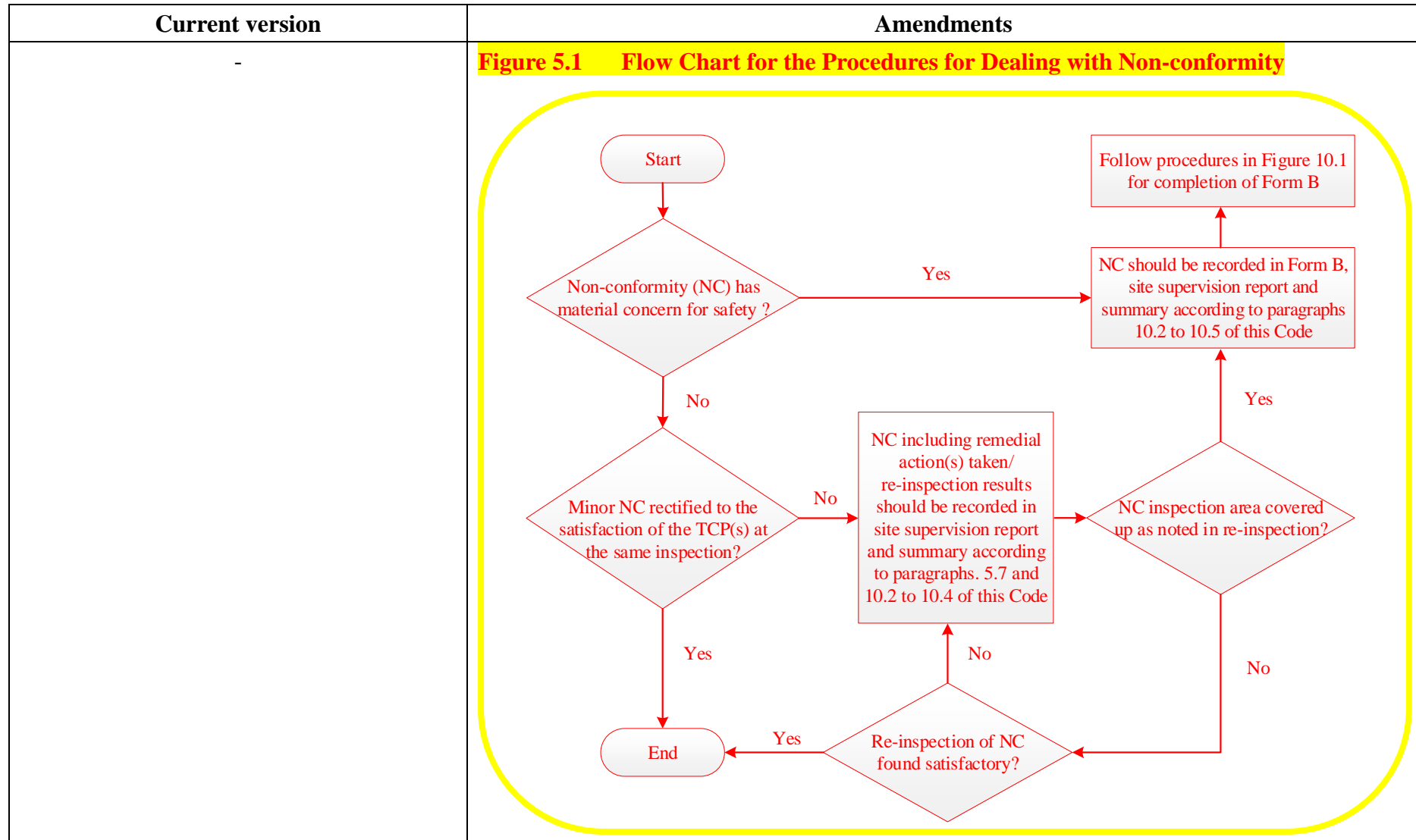
Amendments to the Code of Practice for Site Supervision 2009 (September 2020)

Current version	Amendments
-	<p data-bbox="1126 384 2033 564">5.6 Non-conformities that do not have material concern for safety and could be confirmed to have been rectified satisfactorily by re-inspection before being covered up are not required to be recorded in the Form B.</p> <p data-bbox="1126 624 2033 855">5.7 Particulars of the non-conformities mentioned in paragraph 5.6 above, including the remedial actions taken and the re-inspection results, should be properly recorded by the TCPs in their site supervision reports. Detailed requirements of site supervision report are specified in paragraphs 10.2 to 10.4 of this Code.</p> <p data-bbox="1126 914 2033 1241">5.8 Non-conformities that are very minor in nature (for example, minor irregularities in temporary works or work procedures such as misplaced spacers for reinforcement fixing, debris inside the formwork before concreting) and have been readily rectified to the satisfaction of the TCPs at the same inspection are not required to be recorded in the Form B, nor in the TCPs' site supervision reports.</p>

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	<p data-bbox="1126 336 2033 568">5.9 Contemporaneous inspection records should be kept by each member of the supervision teams who should record all non-conformities based on the principles set out in paragraphs 5.5 to 5.8 and report the situation to the AP, RSE, RGE or AS, as the case maybe.</p> <p data-bbox="1126 624 2033 711">5.10 A flow chart showing the procedures for dealing with non-conformity is shown in Figure 5.1.</p>

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<p>6 <i>Quality Supervision Requirements</i></p> <p><i>Principles of Quality Supervision</i> ...</p> <p>6.6 Inspection records should be kept for each member of the supervision team who should report any non-conformities to the RSE, RGE or AS, as the case may be.</p>	<p>6 <i>Quality Supervision Requirements</i></p> <p><i>Principles of Quality Supervision</i> ...</p> <p>6.6 Contemporaneous inspection records should be kept for each member of the supervision team who should record and report all non-conformities in accordance with the requirements set out in paragraph 5.9 of this Code.</p>
<p>8 <i>Supervision Requirements</i></p> <p><i>Scale of Works</i></p> <p>8.8 A scale factor of less than one would allow visits of duration of less than one full day but at the same frequency level. The minimum frequency level of site inspections as set out in Table 1 of the Technical Memorandum should not be reduced. For full time TCPs, full time attendance is still required in providing continuous supervision.</p> <p>...</p>	<p>8 <i>Supervision Requirements</i></p> <p><i>Scale of Works</i></p> <p>8.8 A scale factor of less than one would allow visits of duration of less than one full day but at the same frequency level. The minimum frequency level of site inspections as set out in Table 1 of the Technical Memorandum should not be reduced. For full time TCPs, they should be stationed on site to provide continuous supervision. The RC should allocate sufficient resources to provide continuous supervision on site when the building works or street works are underway, in order to ensure that :</p> <p>(a) safety management measures and actions are implemented during the course of the above works to meet the objectives of section 4.3 of the Technical Memorandum;</p>

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-	<p data-bbox="958 379 2036 560">(b) the building works and street works (including the associated temporary works) are carried out properly in accordance with the specifications, method statements, plans approved by the BA and any order made / condition imposed by the BA in respect of such works, or submitted plans for minor works;</p> <p data-bbox="958 612 2036 683">(c) any problems encountered are timely resolved before being covered up or proceeded to the next stage of works; and</p> <p data-bbox="958 724 2036 943">(d) any non-conformity identified is properly handled in accordance with paragraphs 5.5 to 5.9 and 10.5 of this Code. For any task specific qualified supervision requirements imposed by the BA as conditions of plan approval or granting of consent for commencement of works pursuant to any provision of the BO or its subsidiary legislations, they would be specified at the time of imposing the conditions where appropriate.</p> <hr data-bbox="958 979 2036 1018"/> <p data-bbox="958 1027 2036 1337">¹ The manner of continuous supervision may vary from task to task and should be commensurate with the scale and complexity of the individual task concerned. It also depends on the specific types/stage of the works being carried out and whether any non-conformity could be readily identifiable and rectifiable during and after completion of a particular working procedure or stage of the works. In other words, any intermittent absence of a TCP from a task must not be of such nature and duration as to cause any interruption to the continuous supervision of the works or there should be any chances for improper performance to arise or serious consequence to occur.</p>

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Table 8.8								
Minimum Qualifications and Experience Required for TCP T5								
Type of Building Works or Street Works	AP's Stream		RSE's Stream		RGE's Stream		RC's Stream	
	Qualification	Relevant Experience	Qualification	Relevant Experience	Qualification	Relevant Experience	Qualification	Relevant Experience
GIFW	N/A		N/A		(a) Registered Professional Engineer (Geotechnical)	5 years	N/A	
Building Works with significant geotechnical content	N/A		(a) Registered Professional Engineer (Civil/ structural/geotechnical).	5 years	(a) Registered Professional Engineer (Geotechnical)	5 years	N/A	
Foundation Works	N/A		(a) Registered Professional Engineer (Civil/ structural/ geotechnical)	5 years	N/A		N/A	
Demolition Works	N/A		(a) Registered Professional Engineer (Civil/ structural/building).	5 years	N/A		(a) Registered Professional Engineer (Civil/ structural/building).	5 years
Street Works or all Building Works (other than the above types of works and Minor Works)	N/A		(a) Registered Professional Engineer (Civil/structural/ geotechnical).	5 years	N/A		N/A	
Class I Minor Works	N/A		N/A		N/A		N/A	

Amendments to the Code of Practice for Site Supervision 2009 (September 2020)

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Table 8.8								
Minimum Qualifications and Experience Required for TCP T5								
Type of Building Works or Street Works	AP's Stream		RSE's Stream		RGE's Stream		RC's Stream	
	Qualification	Relevant Experience	Qualification	Relevant Experience	Qualification	Relevant Experience	Qualification	Relevant Experience
GFW	N/A		N/A		(a) Registered Professional Engineer (Geotechnical)	5 years	N/A	
Building Works with significant geotechnical content	N/A		(a) Registered Professional Engineer (Civil/ structural/ geotechnical).	5 years	(a) Registered Professional Engineer (Geotechnical)	5 years	N/A	
Foundation Works	N/A		(a) Registered Professional Engineer (Civil/ structural/ geotechnical)	5 years	N/A		N/A	
Demolition Works	N/A		(a) Registered Professional Engineer (Civil/ structural/building).	5 years	N/A		(a) Registered Professional Engineer (Civil/ structural/building).	5 years
Alteration and addition works to a heritage building	N/A		(a) Registered Professional Engineer (Civil/ structural/ geotechnical)	5 years	N/A		(a) Registered Professional Engineer (Civil/ structural/ geotechnical/ building).	5 years
Street Works or all Building Works (other than the above types of works and Minor Works)	N/A		(a) Registered Professional Engineer (Civil/structural/ geotechnical).	5 years	N/A		N/A	
Class I Minor Works	N/A		N/A		N/A		N/A	

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<p>Notes to Table 9.1</p> <p>...</p>	<p>Notes to Table 9.1</p> <p>...</p> <p>4) It refers to a building covered in paragraph 2.1 of the Practice Guidebook for Adaptive Re-use of Alteration and Addition Works to Heritage Buildings (2019 Edition). It includes a declared monument or a proposed monument defined under the Antiquities and Monuments Ordinance (Cap. 53), a graded historic building accorded by the Antiquities Advisory Board (AAB) or a proposed graded historic building identified by the Antiquities and Monuments Office (AMO). Where a building has not been declared under Cap. 53 nor graded by the AAB / proposed to be graded by AMO and yet possesses a cultural significance in terms of aesthetic, historic, scientific, social or spiritual value, etc., the AP should consult AMO on whether the building is a heritage building.</p> <p>5) They include Cases 1 and 3 temporary works categorised under paragraph 4.7.</p>

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<p>10 <i>Communication and Reports</i></p> <p><i>Interstream Communication</i></p> <p>10.1 Interstream communications are as important as within-stream communications in order to facilitate effective supervision. TCPs shall take all reasonable and practical steps to inform their counterparts of any aspects of the works which have concern or may cause concern on matters related to safety.</p> <p><i>Site Supervision Reports</i></p> <p>10.2 Site supervision reports are required to be completed by all TCPs whenever they carry out site safety supervision activities. These reports should be filed and maintained at the site office for the inspection of the BA. AP/RSE/RGE/AS are required to keep their inspection records at site such as notes/photo records and the works items inspected on site, particularly during the critical stages of works.</p>	<p>10 <i>Communication and Reports</i></p> <p><i>Interstream Communication^s</i></p> <p>10.1 Interstream communications are as important as within-stream communications in order to facilitate effective supervision. TCPs shall take all reasonable and practical steps to inform their counterparts of any aspects of the works or any task specific requirements shown on the approved plans and/or imposed by the BA pursuant to any provision of the BO or its subsidiary legislations, which have concern or may cause concern on matters related to safety or quality.</p> <p><i>Site Supervision Reports</i></p> <p>10.2 Site supervision reports are required to be completed by all TCPs whenever they carry out site safety or quality supervision activities. Each TCP should have his/her own copy of site supervision report. These reports should be filed and maintained at the site office for the inspection of the BA. AP/RSE/RGE/AS are required to keep their inspection records at site such as notes/photo records and the works items inspected on site, particularly during the critical stages of works. All the above inspection records and site supervision reports should be completed contemporaneously.</p>

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-	<p data-bbox="1131 331 2036 403">10.3 The site supervision report should include but not limited to the following items :</p> <ul style="list-style-type: none"> <li data-bbox="1227 440 1890 475">(a) the items of works that have been inspected; <li data-bbox="1227 480 1637 515">(b) the results of inspection; <li data-bbox="1227 520 2036 624">(c) the notes of non-conformities as recorded in Form B and also as required in paragraph 5.7 of this Code, if applicable; and <li data-bbox="1227 628 2036 734">(d) a summary of non-conformities by the Representative of each head of the safety management structure as required in paragraph 10.4 of the Code. <p data-bbox="1131 775 2036 1139">10.4 For the purpose of lesson learning as mentioned in paragraph 5.4 of this Code, TCPs should be aware of the non-conformities recorded through the interstream and within-stream communications established in the safety management structure. A summary of non-conformities recorded in site supervision reports as mentioned in paragraph 10.3(c) should be compiled monthly by the Representative of each head of the safety management structure as part of his/her site supervision report, so as to facilitate the regular refreshment of the cases by all TCPs in different streams.</p>

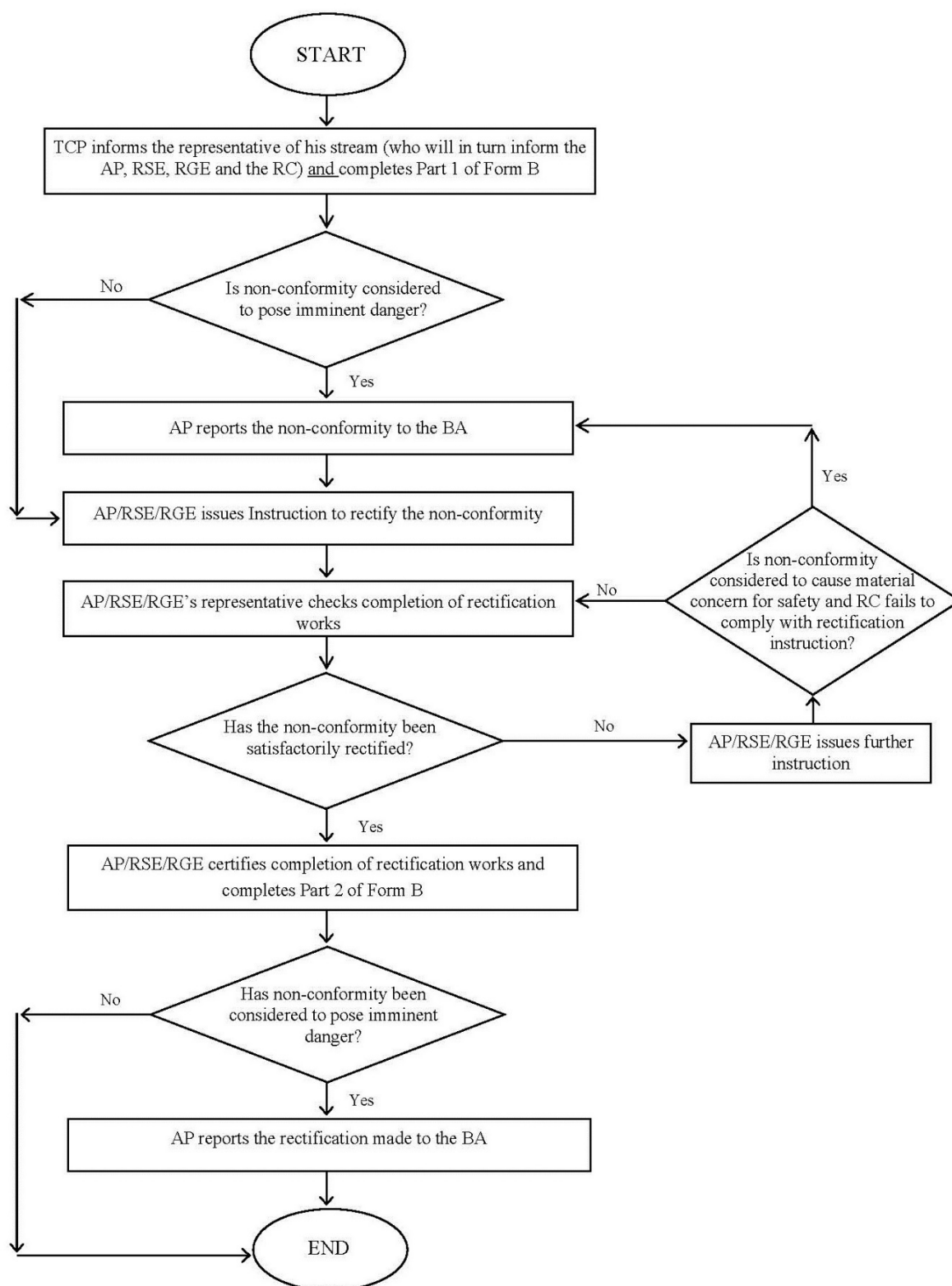
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<p><i>Non-conformity and Rectification Reports</i></p> <p>10.3 If a non-conformity arises and comes to the attention of a TCP, the following procedures should be initiated :</p> <ul style="list-style-type: none"> (i) (Contents unchanged and not shown for clarity) (ii) (Contents unchanged and not shown for clarity) (iii) (Contents unchanged and not shown for clarity) (iv) (Contents unchanged and not shown for clarity) (v) (Contents unchanged and not shown for clarity) (vi) (Contents unchanged and not shown for clarity) (vii) (Contents unchanged and not shown for clarity) <p>A flow chart showing the procedures for dealing with non-conformity is shown in Figure 10.1.</p>	<p><i>Non-conformity and Rectification Reports</i></p> <p>10.5 Other than those non-conformities described in paragraphs 5.6 to 5.8 of this Code, if a non-conformity arises and comes to the attention of a TCP, the following procedures should be initiated:</p> <ul style="list-style-type: none"> (a) (Contents unchanged and not shown for clarity) (b) (Contents unchanged and not shown for clarity) (c) (Contents unchanged and not shown for clarity) (d) (Contents unchanged and not shown for clarity) (e) (Contents unchanged and not shown for clarity) (f) (Contents unchanged and not shown for clarity) (g) (Contents unchanged and not shown for clarity) <p>A flow chart showing the procedures for completion of non-conformity and rectification reports is shown in Figure 10.1.</p>

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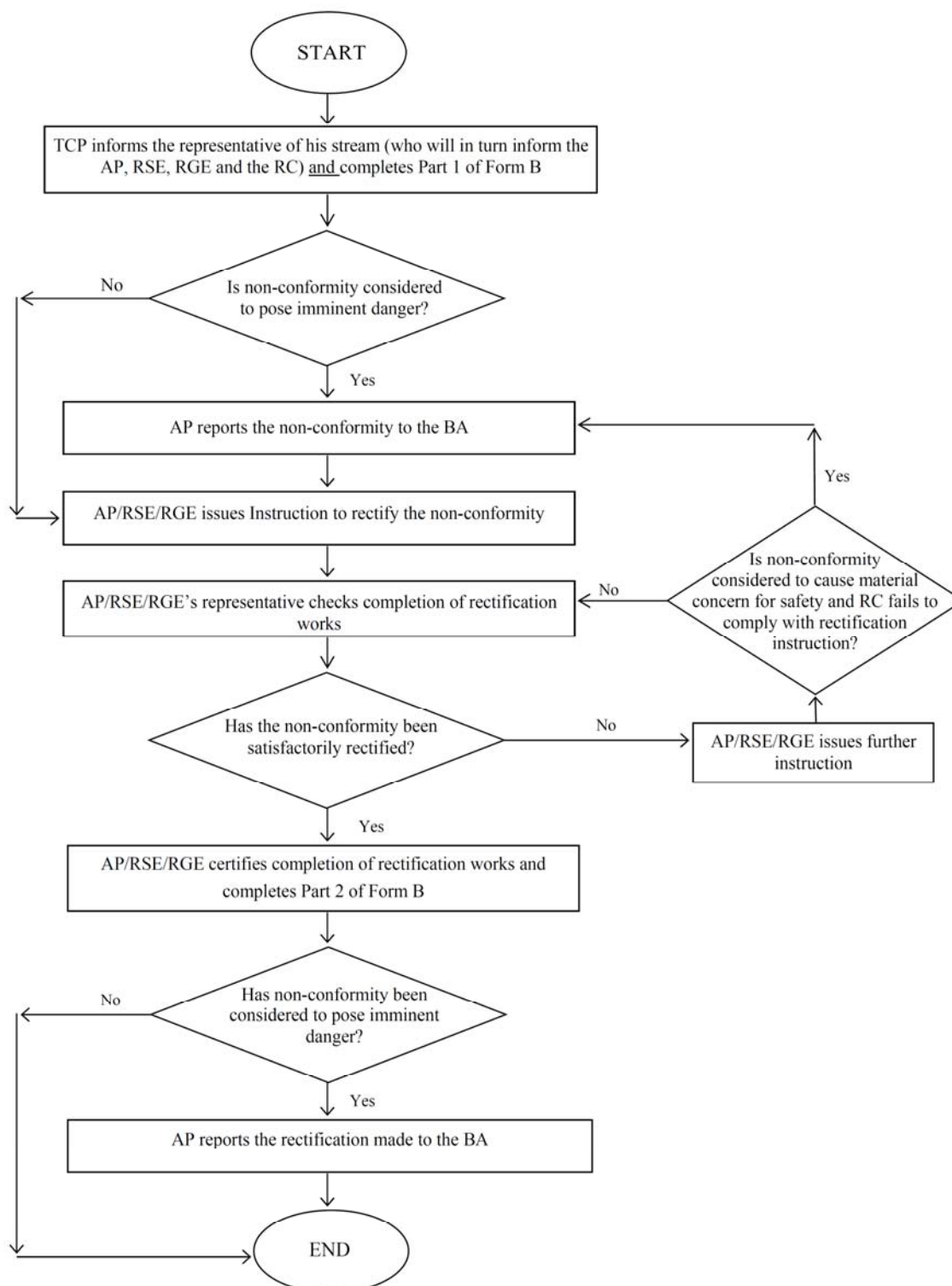
Figure 10.1 Flow Chart for Dealing with Non-Conformity



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Figure 10.1 Flow Chart for Procedures for Completion of Non-Conformity and Rectification Reports



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<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Sample 1</div> <p style="text-align: right;">P.2 of Sample 1 Form A</p> <p style="text-align: center;">Record of Specific Tasks Performed by TCP under AP/RSE/RGE/RC* stream</p> <p>BD Ref. <u>SM/0000/11</u></p> <p>Project <u>ABC Centre</u></p> <p>Type of Works <u>Excavation & Lateral Support Works</u></p> <p>Name <u>Mr Chan Tai-man</u></p> <p>Grade of TCP <u>T4</u> Frequency of Inspection <u>monthly</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Date DD/MM/YY</th> <th>17/1/00 (Mon)</th> <th>17/2/00 (Thu)</th> <th>17/3/00 (Fri)</th> <th>17/4/00 (Mon)</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Item No.#</td> <td>S/NS</td> <td>S/NS</td> <td>S/NS</td> <td>S/NS</td> <td>S/NS</td> <td>S/NS</td> <td>S/NS</td> </tr> <tr><td>A4</td><td>S</td><td>S</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>A5</td><td>S</td><td>S</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>A6</td><td>S</td><td>S</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>A7</td><td>S</td><td>S</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>A8</td><td>S</td><td>S</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>A9</td><td>S</td><td>S</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>An</td><td>S</td><td>S</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Signature</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="margin-top: 10px;">Legend S - Satisfactory NS - Not satisfactory (if not satisfactory, complete Form B)</p> <p style="font-size: small;">* - Delete if inappropriate # - Descriptions of the items listed are attached in separate sheet(s)</p>	Date DD/MM/YY	17/1/00 (Mon)	17/2/00 (Thu)	17/3/00 (Fri)	17/4/00 (Mon)				Item No.#	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	S/NS	A4	S	S						A5	S	S						A6	S	S						A7	S	S						A8	S	S						A9	S	S						An	S	S																																						Signature								<div style="border: 1px solid black; 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(December 2020)

Legends:

	Amended
	Deleted

(12/2020)

Proposed Amendments to the Code of Practice for Site Supervision 2009

Current version	Amendments
<p>3 <i>Objective and General Principles</i></p> <p><i>Objectives</i></p> <p>3.1 This Code sets out and explains :</p> <ul style="list-style-type: none"> (a) the procedures for establishing site supervision requirements for various types of building works or street works; (b) the deployment of Technically Competent Persons (TCPs) and the combination of their duties; (c) the principles of safety management structure within each functional stream (“stream”) and the responsibilities and duties of the head, representative and TCPs of each stream; (d) the specific tasks of TCPs in carrying out site supervision; (e) the division of responsibility for temporary works; (f) the qualification and experience requirements for each grade of TCP; and (g) the procedures for dealing with non-conformities. 	<p>3 <i>Objective and General Principles</i></p> <p><i>Objectives</i></p> <p>3.1 This Code sets out and explains :</p> <ul style="list-style-type: none"> (a) the procedures for establishing site supervision requirements for various types of building works or street works; (b) the deployment of Technically Competent Persons (TCPs) and the combination of their duties; (c) the principles of safety management structure within each functional stream (stream) and the responsibilities and duties of the head, representative and TCPs of each stream; (d) the specific tasks of TCPs in carrying out site supervision; (e) the division of responsibility for temporary works; (f) the qualification and experience requirements for each grade of TCP; (g) the procedures for dealing with non-conformities; and (h) the procedures for application for inclusion in a list of TCPs (TCP List) for the purposes of the Buildings Ordinance.

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Current version	Amendments
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Current version	Amendments
<p>8 <i>Supervision Requirements</i></p> <p>...</p> <p>-</p>	<p>8 <i>Supervision Requirements</i></p> <p>...</p> <p><i>TCP List recognised by BA</i></p> <p>8.25 The Construction Industry Council has administered a TCP List via a registration system. From time to time, the BA may give guidance on the administration of the registration system and the TCP List.</p> <p>8.26 Any person possessing the minimum qualifications and experience as set out in paragraphs 8.18 to 8.24 for TCPs and Appendix VII for Competent Person (Logging) may apply for inclusion in the TCP List.</p> <p>8.27 Based on the qualifications and experience requirements set out in Tables 8.4 to 8.8 and Appendix VII, application for inclusion in 33 different types of TCP categories are defined in Table 8.9.</p>

Current version	Amendments			
-	Table 8.9			
	Different Types of TCP Categories			
	AP's stream	RSE's stream	RGE's stream	RC's stream
	AP-T4-BW(G)/FW/BW(O)	RSE-T5-DW	RGE-T5-GIFW/BW(G)	RC-T5-DW
	AP-T3-GIFW	RSE-T5-BW(G)/FW/BW(O)/A&A(H)	RGE-T3-GIFW	RC-T5-A&A(H)
	AP-T3-BW(G)/FW	RSE-T3-BW(G)/FW	RGE-T3-BW(G)	RC-T4-GIFW
	AP-T3-BW(O)	RSE-T3-BW(O)	RGE-T2-MW	RC-T4-BW(G)
	AP-T3-MW	RSE-T3-MW		RC-T4-FW
				RC-T4-FW(O)
				RC-T4-BW(O)
				RC-T3-BW(O)
				RC-T3-MW
				RC-T2-BW(G)
				RC-T2-FW
				RC-T2-FW(O)
	<div>Legends:</div> <div>Stream-Grade-Type of Works</div> <div>GIFW – Ground Investigation Field Works</div> <div>BW(G) – Building Works with significant geotechnical content</div> <div>FW – Foundation Works</div> <div>FW(O) – Foundation Works (except for piling works)</div> <div>BW(O) – Street Works or all Building Works (other than the above types of works and Minor Works)</div> <div>MW – Minor Works</div> <div>DW – Demolition Works</div> <div>A&A(H) – Alteration and addition Works (Heritage Building)</div> <div>CP – Competent Person (Logging)</div>			
			RC-T1-GIFW	
			RC-T1-BW(G)	
			RC-T1-FW	
			RC-T1-FW(O)	
			RC-T1-BW(O)	
			RC-T1-MW	
			RC-CP-GIFW	

Current version	Amendments
-	<p data-bbox="1133 245 2036 501">8.28 The validity period for inclusion in the TCP List is 5 years. An application for retention of name in the TCP List should be submitted within a specified period prior to the expiry of the validity period. A TCP may apply for restoration of his name in the TCP List after expiry of the validity period. Applications for retention and restoration will be assessed based on the criteria as specified in paragraph 8.26 above.</p> <p data-bbox="1133 544 2036 906">8.29 Any person who is accepted for inclusion in the TCP List is deemed to possess equivalent minimum qualifications and experience required for the relevant grades of TCPs and Competent Person (Logging) as specified in Table 2 of the TM and this Code during the validity period of inclusion in the TCP List. The curriculum vitae (CV) for the academic qualifications and relevant working experience of the appointed TCPs is not required when submitting supervision plans for individual projects if these TCPs are on the TCP List for the relevant categories of works.</p> <p data-bbox="1133 949 2036 1241">8.30 For the appointed TCPs who are not AP/RSE/RGE and not on the TCP List, the CV for their academic qualifications and relevant working experience should be provided as required in paragraphs 5, 6, 9, 10, 13, 14, 17 & 18 of Appendix I upon submission of the supervision plan for different types of works for individual projects. Their contact information should be provided on page 2 of the Annex to the supervision plan to facilitate communication between BD and TCPs.</p> <p data-bbox="1133 1284 2036 1385">8.31 The requirements for submission of CVs and contact information mentioned in paragraph 8.30 are not applicable to those TCPs who are AP/RSE/RGE.</p>

Current version	Amendments
<p><i>Appendix I</i> ...</p> <p>Appendix I</p> <p>Standard Form of Supervision Plan</p> <p>with</p> <p>Annex:</p> <p>Confirmation of Appointment of TCPs</p>	<p><i>Appendix I</i> ...</p> <p>Appendix I</p> <p>Standard Form of Supervision Plan</p> <p>with</p> <p>Annex:</p> <p>Confirmation of Appointment and Contact Information of TCPs</p>

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	Name in English	Name in Chinese	I.D. No.	Frequency Level of Site Inspection
AP				
Representative				
T4				
T3				

The CVs showing their relevant experience and academic qualifications are attached at Appendix 1B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

6. The Technically Competent Persons for site supervision under the Authorized Person's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name# (I.D. No.)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 1B if the TCP is different from those listed in paragraph 5 above.

7. I (name in full) _____ (Chinese) _____, Authorized Person, certify that Part I (paragraphs 3 to 6) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this Supervision Plan. Confirmation for appointment of TCPs (Annex) is submitted with this Supervision Plan/shall be submitted within 7 days from the date of commencement of works as indicated in the Form BA10 or notice of commencement of minor works*.

Date _____ Signature _____

Certificate of Registration No. : _____

Date of expiry of registration : _____

Amendments

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	Name in English	Name in Chinese	I.D. No. / AP Registration No. ** / TCP No. **	Expiry Date of AP Registration / TCP Validity Period (if applicable)	Frequency Level of Site Inspection
AP					
Representative					
T4					
T3					

The CVs showing their relevant experience and academic qualifications are attached at Appendix 1B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

~ In accordance with the Hong Kong Identity Card record

** CV is not required if AP Registration No./TCP No. is provided

~ In accordance with the registration / inclusion record

6. The Technically Competent Persons for site supervision under the Authorized Person's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name# (I.D. No. / AP Registration No. ** / TCP No. **)	Expiry Date of AP Registration / TCP Validity Period (if applicable)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 1B if the TCP is different from those listed in paragraph 5 above.

~ In accordance with the Hong Kong Identity Card record

** CV is not required if AP Registration No./TCP No. is provided

~ In accordance with the registration / inclusion record

7. I (name in full) _____ (Chinese) _____, Authorized Person, certify that Part I (paragraphs 3 to 6) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this Supervision Plan. Confirmation for appointment and contact information of TCPs (Annex) is submitted with this Supervision Plan/shall be submitted within 7 days from the date of commencement of works as indicated in the Form BA10 or notice of commencement of minor works*.

Date _____ Signature _____

Any false certification or declaration may be subject to legal action

Certificate of Registration No. : _____

Date of expiry of registration : _____

Current version

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Part II - Supervision Plan of the Registered Structural Engineer

8. In accordance with the type of works specified in Part I of this Supervision Plan, details of adjustment/combination of supervision resources (Form C) are attached at Appendix 2A.*

9. The Technically Competent Persons for site supervision under the Registered Structural Engineer's stream required for the specified type of works are :

	Name in English	Name in Chinese	I.D. No.	Frequency Level of Site Inspection
RSE				
Representative				
T5				
T3				

The CVs showing their relevant experience and academic qualifications are attached at Appendix 2B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

10. The Technically Competent Persons for site supervision under the Registered Structural Engineer's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name# (I.D. No.)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 2B if the TCP is different from those listed in paragraph 9 above.

Amendments

Page 3 of 7

Part II - Supervision Plan of the Registered Structural Engineer

8. In accordance with the type of works specified in Part I of this Supervision Plan, details of adjustment/combination of supervision resources (Form C) are attached at Appendix 2A.*

9. The Technically Competent Persons for site supervision under the Registered Structural Engineer's stream required for the specified type of works are :

	Name in English	Name in Chinese	I.D. No. # RSE Registration No.** TCP No.**	Expiry Date of RSE Registration/ TCP Validity Period* (if applicable)	Frequency Level of Site Inspection
RSE					
Representative					
T5					
T3					

The CVs showing their relevant experience and academic qualifications are attached at Appendix 2B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

In accordance with the Hong Kong Identity Card record
 ** CV is not required if RSE Registration No./TCP No. is provided
 * In accordance with the registration / inclusion record

10. The Technically Competent Persons for site supervision under the Registered Structural Engineer's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name# (I.D. No.) RSE Registration No.** TCP No.**	Expiry Date of RSE Registration/ TCP Validity Period* (if applicable)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 2B if the TCP is different from those listed in paragraph 9 above.
 # In accordance with the Hong Kong Identity Card record
 ** CV is not required if RSE Registration No./TCP No. is provided
 * In accordance with the registration / inclusion record

Current version	Amendments																																																																		
<p style="text-align: right;">Page 4 of 7</p> <p>11. I (name in full) _____ (Chinese) _____, Registered Structural Engineer, certify that Part II (paragraphs 8 to 10) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this Supervision Plan. Confirmation for appointment of TCPs (Annex) is submitted with this Supervision Plan/shall be submitted within 7 days from the date of commencement of works as indicated in the Form BA10 or notice of commencement of minor works*.</p> <p style="text-align: right;">Date _____ Signature _____</p> <p style="text-align: right;">Certificate of Registration No.: _____</p> <p style="text-align: right;">Date of expiry of registration: _____</p> <p>Part III - Supervision Plan of the Registered Geotechnical Engineer</p> <p>12. In accordance with the type of works specified in Part I of this Supervision Plan, details of adjustment/combination of supervision resources (Form C) are attached at Appendix 3A.*</p> <p>13. The Technically Competent Persons for site supervision under the Registered Geotechnical Engineer's stream required for the specified type of works are :-</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th>Name in English</th> <th>Name in Chinese</th> <th>I.D. 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I (name in full) _____ (Chinese) _____, Registered Structural Engineer, certify that Part II (paragraphs 8 to 10) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this Supervision Plan. Confirmation for appointment and contact information of TCPs (Annex) is submitted with this Supervision Plan/shall be submitted within 7 days from the date of commencement of works as indicated in the Form BA10 or notice of commencement of minor works*.</p> <p style="text-align: right;">Date _____ Signature _____</p> <p style="text-align: right;">Any false certification or declaration may be subject to legal action</p> <p style="text-align: right;">Certificate of Registration No.: _____</p> <p style="text-align: right;">Date of expiry of registration: _____</p> <p>Part III - Supervision Plan of the Registered Geotechnical Engineer</p> <p>12. In accordance with the type of works specified in Part I of this Supervision Plan, details of adjustment/combination of supervision resources (Form C) are attached at Appendix 3A.*</p> <p>13. 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If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.</p> <p style="font-size: x-small; margin-top: 5px;">* In accordance with the Hong Kong Identity Card record ** CV is not required if RGE Registration No. / TCP No. is provided ~ In accordance with the registration / inclusion record</p>		Name in English	Name in Chinese	I.D. No. / RGE Registration No. ** / TCP No. **	Expiry Date of RGE Registration / TCP Validity Period (if applicable)	Frequency Level of Site Inspection	RGE						Representative						T5						T3						DSS*					
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Current version

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14. The Technically Competent Persons for site supervision under the Registered Geotechnical Engineer's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name# (I.D. No.)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 3B if the TCP is different from those listed in paragraph 13 above.

15. I (name in full) _____ (Chinese) _____, Registered Geotechnical Engineer, certify that Part III (paragraphs 12 to 14) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this Supervision Plan. Confirmation for appointment of TCPs (Annex) is submitted with this Supervision Plan/shall be submitted within 7 days from the date of commencement of works as indicated in the Form BA10 or notice of commencement of minor works*.

Date _____ Signature _____

Certificate of Registration No. : _____

Date of expiry of registration : _____

Amendments

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14. The Technically Competent Persons for site supervision under the Registered Geotechnical Engineer's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name# (I.D. No.) RGE Registration No.** TCP No.**	Expiry Date of RGE Registration / TCP Validity Period (if applicable)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 3B if the TCP is different from those listed in paragraph 13 above.

* In accordance with the Hong Kong Identity Card record

** CV is not required if RGE Registration No./TCP No. is provided

*** In accordance with the registration / inclusion record

15. I (name in full) _____ (Chinese) _____, Registered Geotechnical Engineer, certify that Part III (paragraphs 12 to 14) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this Supervision Plan. Confirmation for appointment and contact information of TCPs (Annex) is submitted with this Supervision Plan/shall be submitted within 7 days from the date of commencement of works as indicated in the Form BA10 or notice of commencement of minor works*.

Date _____ Signature _____

Any false certification or declaration
may be subject to legal action

Certificate of Registration No. : _____

Date of expiry of registration : _____

Current version

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Part IV - Supervision Plan of Registered Contractor

16. In accordance with the type of works specified in Part I of this Supervision Plan, details of a adjustment/combination of supervision resources (Form C) are attached at Appendix 4A.*

17. The Technically Competent Persons for site supervision under the Registered Contractor's stream required for the specified type of works are :

	Name in English	Name in Chinese	I.D. No.	Frequency Level of Site Inspection
AS				
Representative				
T5				
T4				
T3/T2*				
T1				
CP (Logging)*				

The CVs showing their relevant experience and academic qualifications are attached at Appendix 4B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

18. The Technically Competent Persons for site supervision under the Registered Contractor's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name# (I.D. No.)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 4B if the TCP is different from those listed in paragraph 17 above.

Amendments

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Part IV - Supervision Plan of Registered Contractor

16. In accordance with the type of works specified in Part I of this Supervision Plan, details of adjustment/combination of supervision resources (Form C) are attached at Appendix 4A.*

17. The Technically Competent Persons for site supervision under the Registered Contractor's stream required for the specified type of works are :

	Name in English	Name in Chinese	I.D. No. [#] TCP No.**	Expiry Date of TCP Validity Period [#] (if applicable)	Frequency Level of Site Inspection
AS					
Representative					
T5					
T4					
T3/T2*					
T1					
CP (Logging)*					

The CVs showing their relevant experience and academic qualifications are attached at Appendix 4B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

[#] In accordance with the Hong Kong Identity Card record

^{**} CV is not required if TCP number is provided

^{*} In accordance with the inclusion record

18. The Technically Competent Persons for site supervision under the Registered Contractor's stream during critical stages of the works are :

Critical Stages of Works	Grade of TCP	Name# (I.D. No. [#] TCP No.**)	Expiry Date of TCP Validity Period [#] (if applicable)	Inspection Frequency

CV showing relevant qualifications and experience need to be included in Appendix 4B if the TCP is different from those listed in paragraph 17 above

[#] In accordance with the Hong Kong Identity Card record

^{**} CV is not required if TCP number is provided

^{*} In accordance with the inclusion record

Current version	Amendments
<p style="text-align: right;">Page 7 of 7</p> <p>19. I (name in full) _____ (Chinese) _____, the person appointed to act for the Registered General Building Contractor (RGBC)/Registered Specialist Contractor (RSC) in the _____ category/Registered Minor Works Contractor (RMWC)*, certify that Part IV (paragraphs 16 to 18) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this Supervision Plan. Confirmation for appointment of TCPs (Annex) is submitted with this Supervision Plan/shall be submitted within 7 days from the date of commencement of works as indicated in the Form BA10 or notice of commencement of minor works*.</p> <p style="text-align: right;">Date _____ Signature _____</p> <p style="text-align: right;">Name of RGBC/RSC/RMWC*: _____ (Chinese) _____</p> <p style="text-align: right;">Certificate of Registration No.: _____</p> <p style="text-align: right;">Date of expiry of registration : _____</p> <p>Enclosures: Appendix 1A, 1B, 2A, 2B, 3A, 3B, 4A and 4B* Annex to Supervision Plan*</p> <p>* Delete if not applicable</p>	<p style="text-align: right;">Page 7 of 7</p> <p>19. I (name in full) _____ (Chinese) _____, the person appointed to act for the Registered General Building Contractor (RGBC)/Registered Specialist Contractor (RSC) in the _____ category/Registered Minor Works Contractor (RMWC)*, certify that Part IV (paragraphs 16 to 18) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this Supervision Plan. Confirmation for appointment and contact information of TCPs (Annex) is submitted with this Supervision Plan/shall be submitted within 7 days from the date of commencement of works as indicated in the Form BA10 or notice of commencement of minor works*.</p> <p style="text-align: right;">Date _____ Signature _____</p> <p style="text-align: right;">Any false certification or declaration may be subject to legal action</p> <p style="text-align: right;">Name of RGBC/RSC/RMWC*: _____ (Chinese) _____</p> <p style="text-align: right;">Certificate of Registration No.: _____</p> <p style="text-align: right;">Date of expiry of registration : _____</p> <p>Enclosures: Appendix 1A, 1B, 2A, 2B, 3A, 3B, 4A and 4B* Annex to Supervision Plan*</p> <p>* Delete if not applicable</p> <p>Personal Data Purposes of Collection 1. The personal data provided by means of this Supervision Plan will be used by the Buildings Department for the following purposes: (a) activities relating to the processing of your submission in this Supervision Plan; (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 Plan. 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 Plan 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 Site Monitoring Section of the Buildings Department.</p>

Current version

Annex to Supervision Plan

Confirmation of Appointment of TCPs under AP/RSE/RGE/RC stream*

(submitted by the Heads of respective streams to BA with the Supervision Plan or within 7 days from the date of commencement of works as indicated in the Form BA10/notice of commencement of minor works*)

BD Ref. _____ Project _____

Type of Works _____ **Date of Commencement of Works** _____

<u>Name in English/Chinese¹</u>	<u>Head & Grade of TCP</u>	<u>Frequency Level of Inspection¹</u>	<u>Signature by Representative/TCP²</u>
	AP/RSE/RGE/RC*		/
	Representative		
	TCP - T		
	TCP - T		
	TCP - T		
	TCP - T		

Remarks

- 1 The Heads of respective streams should ensure that the name of the TCP and the frequency level of inspection are the same as that shown on the SP submitted to the BA. TCP for critical stage, if any, should be included. If there is a change of TCP in future, the Heads of respective streams shall submit the revised SP, with new TCP's confirmation, to the BA within 7 days as per section 8.3 of the TM.
- 2 Signature of TCP in this confirmation indicates the TCP's acknowledgement of appointment and availability for the job. If there is any change subsequently, he should notify his Head of stream and the BA.

Date	Name of AP/RSE/RGE/AS*	Signature
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* Delete if inappropriate

Amendments

Annex to Supervision Plan
(page 1 of 2)

Confirmation of Appointment of TCPs under AP/RSE/RGE/RC stream*

(submitted by the Heads of respective streams to BA with the Supervision Plan or within 7 days from the date of commencement of works as indicated in the Form BA10/notice of commencement of minor works*)

BD Ref. _____ Project _____

Type of Works _____ Date of Commencement of Works _____

<u>Name in English/Chinese¹</u>	<u>Head & Grade of TCP</u>	<u>Frequency Level of Inspection¹</u>	<u>Signature by Representative/TCP^{2,3}</u>
	AP/RSE/RGE/RC*		/
	Representative		
	TCP – T		
	TCP – T		
	TCP – T		
	TCP – T		

Remarks

- ¹ The Heads of respective streams should ensure that the name of the TCP and the frequency level of inspection are the same as that shown on the **Supervision Plan** submitted to the BA. TCP for critical stage, if any, should be included. If there is a change of TCP in future, the Heads of respective streams shall submit the revised **Supervision Plan**, with new TCP's confirmation, to the BA within 7 days as per section 8.3 of the TM.
- ² Signature of TCP in this confirmation indicates the TCP's acknowledgement of appointment and availability for the job, and he is not overloaded with engagement in other construction sites. If there is any change subsequently, he should notify his Head of stream and the BA. For those TCPs without AP/RSE/RGE Registration No. or TCP No., please provide contact information on page 2 of this Annex to facilitate communication between BD and TCPs.
- ³ Signature of TCP in this confirmation indicates that the TCP has read, understood and agreed the notes for "Personal Data" attached to the Form.

_____ Date

_____ Name of AP/RSE/RGE/AS*

_____ Signature

* Delete if inappropriate

Any false certification or declaration may be subject to legal action

Current version	Amendments																														
-	<p style="text-align: right;">Annex to Supervision Plan (page 2 of 2)</p> <p>Contact information of TCPs (for TCPs without AP/RSE/RGE Registration No. or TCP No.) Functional Stream: AP / RSE / RGE / RC*</p> <table border="1"> <thead> <tr> <th>Name^ in English/Chinese</th> <th>Grade of TCP</th> <th>Correspondence Address</th> <th>Telephone Number</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td></td> <td>Representative</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>TCP – T</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>TCP – T</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>TCP – T</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>TCP – T</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Personal Data Purposes of Collection 1. The personal data provided by means of this Annex will be used by the Buildings Department for the following purposes: (a) activities relating to the processing of your submission in this Annex; (b) activities relating to the above proposed building works; and (c) facilitating communication between the Buildings Department and the TCPs. 2. It is obligatory for you to provide the information as required in the Annex. 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 Annex 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 Site Monitoring Section of the Buildings Department.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 30%;"> <p>_____</p> <p>Name** of AP/RSE/RGE/AS*</p> </div> <div style="width: 30%;"> <p>_____</p> <p>Signature</p> </div> </div> <div style="margin-top: 10px;"> <p>* Delete if inappropriate</p> <p>^ In accordance with the Hong Kong Identity Card record</p> <p>** In accordance with the registration record</p> <p>_____</p> <p>Date** of expiry of registration</p> </div>	Name^ in English/Chinese	Grade of TCP	Correspondence Address	Telephone Number	Email Address		Representative					TCP – T					TCP – T					TCP – T					TCP – T			
Name^ in English/Chinese	Grade of TCP	Correspondence Address	Telephone Number	Email Address																											
	Representative																														
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Academic Courses Recognised as Acceptable Qualifications

	Course Title	Organiser	Recognition of Acceptable Qualification
1	Higher Diploma in Construction Engineering and Management	Hong Kong Institute of Vocational Education	Recognised as equivalent to a higher diploma in building studies discipline
2	Higher Diploma in Urban Renewal, Building Inspection and Maintenance	Hong Kong Institute of Vocational Education	Recognised as equivalent to a higher diploma in building studies discipline
3	Higher Diploma in Architectural Design and Technology	Hong Kong Institute of Vocational Education	Recognised as equivalent to a higher diploma in architectural studies discipline
4	Diploma / Honours Diploma in Civil Engineering	Hong Kong Baptist College	Recognised as equivalent to a higher diploma in civil engineering discipline
5	Higher Diploma in Infrastructure and Environmental Engineering	Hong Kong Institute of Vocational Education	Recognised as equivalent to a higher diploma in civil engineering discipline
6	Professional Diploma in Construction Site Supervision	Hong Kong Institute of Vocational Education	Recognised as equivalent to a higher certificate in building studies discipline
7	Higher Diploma/Diploma in Surveying	Hong Kong Institute of Vocational Education	Recognised as equivalent to a higher diploma/diploma in building surveying discipline
8	Higher Diploma/Diploma in Building Technology with Interior Design	Hong Kong Institute of Vocational Education	Recognised as equivalent to a higher diploma/diploma in architectural studies discipline
9	Diploma in Vocational Education (Construction) - Employment Option	Youth College under Vocational Training Council	Recognised as equivalent to a certificate in building studies discipline
10	Diploma in Building Construction	Youth College under Vocational Training Council	Recognised as equivalent to a certificate in building studies discipline