

For information

**LEGISLATIVE COUNCIL PANEL
ON PLANNING, LANDS AND WORKS**

**Proposed Amendments to the
Technical Memorandum for Supervision Plans
under the Buildings Ordinance**

Purpose

This paper outlines the proposed amendments to the existing Technical Memorandum (TM) for Supervision Plans (SP) issued under section 39A of the Buildings Ordinance (BO).

Background

2. With the enactment of the Buildings (Amendment) Ordinance 1996 on 18 July 1996, new provisions were introduced to tighten control over the safety of building works and street works. Pursuant to the newly introduced section 39A(1), the Secretary for Planning, Environment and Lands issued a TM setting out the principles, requirements and operation of SP which took effect on 22 December 1997. As defined under section 2(1) of the BO, a SP is a plan setting out the safety management of building works or street works prepared in compliance with the TM issued under section 39A of the BO. The new provisions require that the supervision of the carrying out of building works or street works should be carried out in accordance with the SP which should be lodged by the authorized person (AP) with the Building Authority (BA) before commencement of works. Under section 16(3)(bc) of the BO, the BA may refuse to give his consent to the commencement of any building works/street works if the AP has not lodged the SP for the works.

Types of supervision requirements on building works or street works

3. Section 4.2 of the existing TM stipulates that safety management comprises “site safety supervision” and “quality supervision”.

Site safety supervision

4. As defined in the existing TM, site safety supervision means the necessary site supervision required to check that the carrying out of building works or street works (including the sequence of construction, temporary works pertinent to all stages of building works or street works and the working environment) are safe, such that the hazards from these works are controlled and risks to workers on site, all persons around the site, and adjoining properties and land are mitigated.

Quality supervision

5. Quality supervision is defined in the existing TM as the necessary site supervision required to ensure that the building works or street works are in general carried out in accordance with the provisions of the BO and regulations, the relevant plans approved by the BA and any order made or condition imposed, pursuant to any provisions of the BO or its regulations.

Qualified supervision

6. In addition, section 17(1)(6)(e) of the BO empowers the BA to impose conditions, upon giving his approval of plans or consent to the commencement of works, to require ‘qualified supervision’ of the works concerned. Currently, the BA will impose such conditions in respect of foundation works, ground investigation field works, structural works and building works with significant geotechnical content such as site formation works and excavation works. The conditions will stipulate the necessary employment of qualified personnel acceptable to the BA to carry out specific supervision tasks in the course of the works concerned. The BA has issued guidelines in the form of practice notes for authorized persons and registered structural engineers (PNAP) as well as practice notes for registered contractors (PNRC) promulgating the usual

supervision requirements that will be specified through the conditions of approval.

Content of supervision requirements

7. The TM specifies different classes of supervision required for different types of building works or street works with reference to the complexity of the works as defined in the Code of Practice for Site Supervision (Code of Practice) issued by the BA. The classes of supervision are defined by virtue of the number and grades of technically competent persons (TCP) required for site safety supervision and their frequency level of inspection of the works as stipulated in Table 1 of the existing TM.

8. Under section 4.6 of the existing TM, a SP comprises two safety supervision plans namely, an outline safety supervision plan (OSSP) and a detailed safety supervision plan (DSSP). The OSSP shall provide background information on the site and the proposed development and also address special features of the site which are to be taken into account in formulating the requirements of the site safety supervision. The DSSP shall state the degree of complexity of the works concerned and the corresponding class of supervision required for the works. It also requires, inter alia, the AP, registered structural engineer, registered general building contractor and registered specialist contractor to identify the number, particulars and grades of TCP required and the frequency levels of their attendance at sites for supervision of the works. The AP is required to submit an OSSP to the BA prior to or at the time of application for consent to commence works while the DSSP has to be submitted to the BA before the actual commencement of works.

Need for revision of the Technical Memorandum

9. Although the existing TM defines both site safety supervision and quality supervision, it only sets out the site safety supervision requirements but not the quality supervision requirements. As a result, the SP required to be submitted by the TM covers site safety supervision only. For quality supervision, it has to be imposed through a

condition under section 17(1)(6)(e) of the BO. A supervision plan covering quality supervision (i.e. QSP) will be required to be submitted through the imposed conditions. Hence, several SP, i.e. the OSSP, DSSP and QSP may be required to be submitted to the BA for the same development.

10. Apart from the submission of several SP, the site safety supervision and quality supervision requirements for the same development are at present specified in different supervision plans. Moreover, each of the two types of supervision has its own distinctive purposes and different requirements in terms of the frequency of inspection and qualification and number of supervisors required. The industry and the Buildings Department (BD), therefore, consider that there is a scope for a review to look into the possibility of optimizing the resources employed by merging the two supervision systems and streamlining the procedures for the submission of SP, while maintaining safety of the works and the workers during the course of construction as well as quality of the built structures.

11. With the introduction of the mandatory requirement under the Buildings (Amendment) Ordinance 2004 for the appointment of registered geotechnical engineer (RGE) for the geotechnical elements of building works or street works, the TM should also be revised to incorporate the supervision requirements of RGEs.

Proposal of Integrated Site Supervision System under the revised Technical Memorandum

12. In order to work out a proposal acceptable to the industry, a Working Group comprising representatives from the Buildings Department, the Hong Kong Institute of Architects, Hong Kong Institution of Engineers, Hong Kong Institute of Surveyors, Real Estate Developers Association and Hong Kong Construction Association Limited was formed. The Working Group has held a total of 19 meetings to draw up the proposed amendments to the TM.

13. As a result of the review by the Working Group, we recommend that the requirements on site safety supervision as stipulated

in the existing TM as well as the requirements on quality supervision including qualified supervision as stipulated in other provisions of the BO, its subsidiary legislation and PNAP/PNRC issued by the BA should be integrated under a new system, namely the Integrated Site Supervision System (ISSS). The corresponding consolidation of supervision requirements is proposed to be set out in the revised TM and incorporated in a single SP.

14. To simplify the basis and method for the assessment of supervision requirements, we recommend that the different classes of supervision requirements with regard to the complexity of each type of building works or street works as specified in the existing TM should be replaced by different sets of supervision requirements commensurate with the types of building works which would be categorized in broad terms. These new requirements in the revised TM are outlined in paragraph 15 below.

15. The proposed amendments to the existing TM involve the following three major aspects:

- (a) integration of the site safety supervision system and the quality supervision system including the qualified supervision for building works and street works under the ISSS with the following details:
 - (i) only one SP covering the different types of supervision, where applicable, is required to be submitted in place of the different SPs submitted for different types of supervision under the current requirements;
 - (ii) the current requirement to submit an OSSP and a DSSP is dispensed with; and
 - (iii) the number of site supervisors required is reduced by merging supervisory personnel to avoid unnecessary procedures, and to limit the grades of TCP for each stream to four grades or less instead of five grades as required by the existing TM.

- (b) for simplicity, replacement of different classes of supervision with regard to the complexity of the works by different sets of supervision requirements to cater for the following types of building works or street works:
 - (i) ground investigation field works;
 - (ii) building works with significant geotechnical content¹;
 - (iii) foundation works; and
 - (iv) all other building works or street works, such as demolition, pile cap, footing, superstructure, curtain wall, cladding and alteration and addition.
- (c) incorporation of the supervision requirements of the RGE.

16. For ease of reference, a summary of the proposed amendments to the existing TM is tabulated at Annex A. The revised TM with the proposed amendments marked in revision mode is at Annex B.

Merits of the proposal

17. The integration of the site safety and quality supervision plan systems as well as the qualified supervision requirements will result in savings in resources for both preparation and processing of SP arising from the streamlining of the procedures for submission of SP.

18. There are currently separate top-up training courses provided to the site supervisors under the different supervision plan systems. When the ISSS is implemented, it is anticipated that the majority of the existing site supervisors would have already attended the required top-up training courses and be competent to operate under the new system.

19. The frequency of site inspection by the TCP as required by

¹ The building works with significant geotechnical content include site formation works, excavation works, ground treatment works, foundation works on sloping ground and tunnel works.

the TM is classified from Level 1 to Level 5, i.e. it varies from the level of ‘as and when required’ to that of ‘full-time inspection during site working hours’. The majority of the existing site staff only play a part-time role in the site supervision as TCP required under the TM. Apart from the carrying out of the site supervision duties of a TCP, normally they would have other duties assigned by their employers within their terms of employment. Therefore, the ISSS will generally enhance the ease of deployment of site staff but will not give rise to reduction in the number of such staff.

Public Consultation

20. We have consulted the relevant professional institutions, Real Estate Developers Association, Hong Kong Construction Association Limited, Building Sub-Committee of the Lands and Building Advisory Committee, as well as Authorized Persons and Registered Structural Engineers Committee on the proposal. They all supported the proposal. We have also conducted two briefing seminars for TCPs and other workers directly engaged in site supervision work on 1 February 2005. No objection to the proposal was raised in the seminars.

Commencement of the revised TM

21. We estimate that it will take several months, after the revised TM is tabled at LegCo, for the preparation work to be completed. The preparation work includes publication of the revised TM as well as the revised Code of Practice, preparation and issue of the corresponding PNAPs and PNRs, publicity programmes to introduce the new requirements to the industry such as seminars to the TCPs and other stakeholders of the industry. Moreover, in accordance with the Buildings (Amendment) Ordinance 2004 (Commencement) Notice 2004, the requirement for the appointment of RGE will come into operation on 31 December 2005. We therefore propose that the revised TM which incorporates the supervision requirement of RGE should come into effect on 31 December 2005.

Proposed timetable for tabling the revised Technical Memorandum

22. We propose the following timetable in respect of the amended TM:-

Publication in the Gazette	3 June 2005
Tabling at the Legislative Council	8 June 2005
End of the period (28 days + 21 days) for amendment by resolution	The 1 st meeting of 2005/2006 legislative session
Commencement	31 December 2005

23. Members are invited to note the proposed amendments to the TM in paragraphs 13 to 16 above and the proposed timetable in paragraph 22 above.

Housing, Planning and Lands Bureau
May 2005

**Summary of proposed amendments to the existing Technical Memorandum
for Supervision Plans (Paragraph 15 of paper)**

	Subject issue	Sections of the existing TM to be amended or deleted	Amended or new sections in the revised TM
1.	<p>Integration of site safety supervision, quality supervision including qualified supervision</p> <p><u>Interpretation</u></p> <p>(a) The definitions of “outline safety supervision plan” and “detailed safety supervision plan” are deleted.</p> <p><u>General principles</u></p> <p>(b) The term “a supervision plan” is defined in more details to reflect the integrated site supervision system (ISSS).</p> <p>(c) The provision of the quality supervision is added to the definition of a management structure for site supervision set out by a supervision plan.</p> <p>(d) This section is deleted as the outline safety supervision plan (OSSP) and detailed safety supervision plan (DSSP) are no longer needed under the ISSS.</p> <p><u>Site safety management structure</u></p> <p>(e) The heading is changed from “Site safety management structure” to “Safety management structure”.</p>	<p align="center">3.1</p> <p align="center">4.1</p> <p align="center">4.3 to 4.4</p> <p align="center">4.6</p> <p>5. Site safety management structure</p>	<p align="center">3.1</p> <p align="center">4.1</p> <p align="center">4.3</p> <p>5. Safety management structure</p>

	Subject issue	Sections of the existing TM to be amended or deleted	Amended or new sections in the revised TM
1.	(f) The term “site safety management structure” in all sub-sections in section 5 are changed to “safety management structure”.	5.	5.
	(g) The requirements of quality supervision are added to the safety management functions of corresponding streams in relevant sections.	5.1.1 5.1.2 5.1.3	5.1.1 5.1.2 5.1.4
	(h) A new section “Quality supervision tasks” is added to elaborate the requirements for quality supervision.		5.10
	(i) The “site safety supervision reports” is changed to the “site supervision reports”.	5.17 & 5.18	5.19 & 5.20
	<u>Form and content of a supervision plan</u>		
	(j) The form and content of a supervision plan is amended as separate supervision plans, the OSSP and DSSP, are no longer required. A new part on the supervision requirements by the registered geotechnical engineer is added.	7.1 to 7.36	7.1 to 7.21
	(k) The procedures for submission of supervision plans are generally amended as the submission of separate OSSP and DSSP is no longer required under the ISSS.	8.1 to 8.7	8.1 to 8.3

	Subject issue	Sections of the existing TM to be amended or deleted	Amended or new sections in the revised TM
1.	<p><u>List of Tables</u></p> <p>(l) “Appendix 1” is deleted and the Standard forms of supervision plans is transferred to the Code of Practice for Site Supervision.</p>	List of Tables	
2.	<p>Replacement of supervision requirements to accord with the types of building works or street works to be carried out</p> <p><u>Interpretation</u></p> <p>(a) The definitions of “class of supervision”, “complexity of works” and “project attributes” are deleted.</p> <p><u>Classes of supervision</u></p> <p>(b) The heading is changed from “Classes of supervision” to “Supervision requirements”.</p> <p>(c) The details stating the “Assessment of the complexity” of the works and “classes of supervision” are deleted and replaced by the details stating different sets of supervision requirements to accord with the types of building works or street works.</p> <p>(d) The phrase “having due regard to the degree of complexity” is deleted and the “tunnel works” is added after item (a)(x).</p>	<p>3.1</p> <p>6.Classes of supervision</p> <p>6.1 to 6.6</p> <p>6.9</p>	<p>3.1</p> <p>6. Supervision requirements</p> <p>6.1</p> <p>6.4</p>

	Subject issue	Sections of the existing TM to be amended or deleted	Amended or new sections in the revised TM
2.	<p><u>List of tables</u></p> <p>(e) “Table 1 - Minimum requirements for different classes of supervision” is replaced by “Table 1 – Minimum supervision requirements for different types of building works and street works”.</p>	Table 1	Table 1
3.	<p>Incorporation of the supervision requirements of the registered geotechnical engineers (RGE)</p> <p><u>General principles</u></p> <p>(a) Addition of the wording of ‘RGE’.</p> <p><u>Site safety management structure</u></p> <p>(b) Addition of the wording of ‘RGE’.</p> <p>(c) A new section regarding the “The safety management functions of RGE and his stream are –” is added.</p> <p>(d) A new section regarding the “RGE’s safety management structure” is added.</p> <p><u>Classes of supervision</u></p> <p>(e) The heading is changed from “Classes of supervision” to “Supervision requirements”.</p>	<p>4.2</p> <p>5.1 5.1.4 5.2 to 5.4 5.6</p> <p>6.Classes of supervision</p>	<p>4.2</p> <p>5.1 5.1.5 5.2 to 5.4 5.6</p> <p>5.1.3</p> <p>5.13</p> <p>6. Supervision requirements</p>

	Subject issue	Sections of the existing TM to be amended or deleted	Amended or new sections in the revised TM
3.	(f) Addition of the wording of 'RGE'.	6.10 6.11 6.12 6.14	6.5 6.6 6.7 6.9
	<u>Form and content of a supervision plan</u> (g) A new part on the supervision requirements of the registered geotechnical engineer is added.	7.1	7.1, 7.14 to 7.17
	<u>Circumstances in which minor deviations from a supervision plan may be notified in retrospect</u> (h) Addition of the wording of 'RGE'.	9.1	9.1
	<u>List of Tables</u> (i) "Table 1 - Minimum requirements for different classes of supervision" is replaced by "Table 1 – Minimum supervision requirements for different types of building works and street works" in order to cater for the mandatory requirement for appointment of RGE when it comes into operation.	Table 1	Table 1

**TECHNICAL MEMORANDUM FOR
SUPERVISION PLANS**

2005

Issued By
Secretary for ~~Planning, Environment~~ Housing, Planning and Lands
~~Under~~ under
~~S~~ection 39A of the Buildings Ordinance
Cap. 123

CONTENTS

		Page
PART I	PRELIMINARY	
1.	Citation and commencement	1
2.	Application and scope	1
3.	Interpretation	<u>23</u>
PART II	THE SUPERVISION PLAN	
4.	General principles	<u>78</u>
5.	Site-s Safety management structure	<u>910</u>
6.	Classes of supervision <u>Supervision requirements</u>	<u>1417</u>
7.	Form and content of a supervision plan	<u>1720</u>
8.	Procedures for submission of supervision plans	<u>2329</u>
9.	Circumstances in which minor deviations from a supervision plan may be notified in retrospect	<u>2430</u>
10.	The method and timing of notification of, and the amendment procedures for, a proposed or actual deviation from the supervision plan, including deviations caused by an emergency <u>Procedures for notification of proposed or actual deviation from a submitted supervision plan</u>	<u>2531</u>
11.	Circumstances in which a supervision plan is not required for building works or street works	<u>2531</u>
PART III	MISCELLANEOUS INFORMATION	
Table 1	Minimum <u>supervision</u> requirements for different classes of supervision <u>types of building works or street works</u>	<u>2936</u>
Table 2	Minimum qualifications and experience required for each grade of TCP for sites safety supervision	<u>3038</u>
	<u>Appendix 1—Standard forms of supervision plan</u>	<u>31</u>

PART I PRELIMINARY

1. Citation and commencement

1.1 This Technical Memorandum is the Technical Memorandum for Supervision Plans issued by the Secretary for ~~Planning, Environment~~Housing, Planning and Lands under section 39A of the Buildings Ordinance (Cap. 123). ~~It may be cited as the Technical Memorandum for Supervision Plans.~~

1.2 This Technical Memorandum replaces the Technical Memorandum published in Special Supplement No. 5 to Gazette No. 9 Vol. 1 on 29 August 1997 and amended by the resolution of the Provisional Legislative Council passed under section 39A(3) of the Buildings Ordinance on 28 September 1997 which came into operation on 22 December 1997. ~~The~~This Technical Memorandum shall commence to have effect on ~~a date to be appointed by the Secretary for Planning, Environment and Lands by notice in the Gazette~~31 December 2005.

2. Application and scope

2.1 ~~The~~This Technical Memorandum supplements the provisions of the Buildings Ordinance governing the supervision of building works and street works.

2.2 ~~The~~This Technical Memorandum sets out the principles, requirements and operation of supervision plans. It deals in particular with -

- (a) the principles for the preparation of supervision plans;
- (b) the form and content of a supervision plan;
- (c) the method statement of various types of building works and street works, the types of precautionary and protective measures required to be undertaken for the safety of the site, the workers and the public, and such other details relating to site safety as the Building Authority may consider necessary;
- (d) the classes of supervision that the Building Authority identifies as appropriate to various types of building works and street works having

regard to the complexity of the building works or street works, the manpower required and level of supervision required for each of the classes of supervision;

- (e) detailed supervision requirements for various types of building works and street works including the management structure required to ensure site safety, the manpower required for each element of the management structure, the qualifications and experience of the personnel involved and the specific tasks to be associated in each element of the management structure;
- (f) the general responsibilities of the site supervision personnel for the various types of building works and street works;
- (g) the qualifications and experience required for technically competent persons to be appointed for ~~site safety~~ supervisory work under supervision plans;
- (h) the procedure, timing and sequence for the submission of supervision plans;
- (i) the circumstances in which an authorized person, registered structural engineer, registered geotechnical engineer, registered ~~general building contractor or registered specialist~~ contractor is permitted to notify in retrospect for minor deviations from a supervision plan;
- (j) the method and timing of notification of, and the amendment procedures for, a proposed or actual deviation from a supervision plan, including deviations caused by an emergency; and
- (k) the circumstances in which a supervision plan is not required for building works or street works.

2.3 For detailed requirements and guidance on the preparation of supervision plans, the Code of Practice, the relevant practice notes for authorized persons and registered structural engineers and the relevant practice notes for registered contractors issued from time to time by the Building Authority should be referred to.

3. *Interpretation*

3.1 In this Technical Memorandum the following definitions apply -

“author” means the authorized person, registered structural engineer, registered geotechnical engineer or authorized signatory who is responsible for preparing a supervision plan;

“authorized signatory” (AS) means the person appointed by the registered contractor to act for it for the purposes of the Buildings Ordinance, and authorized by the registered contractor to act on his behalf to exercise overall control of the registered contractor’s safety management structure for the project. The AS should be -

- (a) if the registered contractor is a body corporate, a person appointed by the registered contractor as referred to in section 8B(2)(d) of the Buildings Ordinance; or
- (b) if the registered contractor is a partnership, a partner appointed by all the partners for the purpose of section 8B(2)(d) of the Buildings Ordinance; or
- (c) if the registered contractor is a sole proprietorship, the registered contractor himself.

~~“class of supervision” means a measure of the number of supervisory staff together with their frequency of attendance on site for the purpose of site safety supervision;~~

“Code of Practice” means the code of practice for site safety supervision of building works and street works issued by the Building Authority;

~~“complexity of works” means a complete assessment of a project including the inherent risks, difficulty and scale of the works which is made in order to determine the class of site safety supervision required;~~

~~“contractor” means either a registered general building contractor or a registered specialist contractor as the case may be, who is appointed to carry out building works or street works on a site;~~

~~“detailed safety supervision plan” means a plan of safety management which addresses quality supervision and the site safety related features identified in the~~

~~outline safety supervision plan as well as the particular features, of the type or stage of works for which consent to commence works is to be applied for. The detailed safety supervision plan also includes details of the type and number of technically competent persons required for supervision, and the method statements together with precautionary and protective measures related to the works;~~

“designated area” means the area with complex geological or groundwater conditions as specified in the practice notes issued by the Building Authority.

~~“manpower requirements” means those requirements specified for each class of supervision in the Code of Practice;~~

“*method statement*” means a document setting out working procedures and sequences including those necessary to ensure safety management;

“*non-conformity*” means a situation where the conditions on site, the methods or measures adopted or the completed works do not conform to the provisions of ~~the~~ this Technical Memorandum, or the Code of Practice, or the Supervision Plan or supplementary documents such as the approved plans, method statements or statements of precautionary and protective measures;

~~“outline safety supervision plan” means a plan of safety management, drawn up by the authorized person with assistance from the registered structural engineer appointed for the building works or street works and any other person he deems necessary, which addresses quality supervision and characterises the particular site safety related features and hazards of the whole works and co-ordinates detailed safety supervision plans;~~

“*permanent works*” means the construction activities or completed works which constitute a complete and permanent form of the building works or street works;

“*practice notes for authorized persons and registered structural engineers*” means the practice notes issued by the Building Authority from time to time to provide guidance to authorized persons and registered structural engineers and registered geotechnical engineers for various aspects of building works and street works;

“practice notes for registered contractors” means the practice notes issued by the Building Authority from time to time to provide guidance to registered contractors for various aspects of building works and street works;

~~“project attributes” means those aspects of a type of building works or street works which—~~

~~(a) characterise its scale, difficulty and risk;~~

~~(b) allow discrimination between projects of different degrees of complexity; and~~

~~(c) are such that their presence dictates the supervision resources which are required to ensure safety;~~

“quality supervision” means the necessary site supervision required to ensure that the building works or street works are carried out in general accordance with the provisions of the Buildings Ordinance and regulations, ~~and with~~ the plans approved in respect of such building works or street works by the Building Authority and ~~with~~ any order made or condition imposed, pursuant to any provision of the Ordinance or regulations in that behalf, by the Building Authority;

“registered contractor” means a person whose name is for the time being on the registers maintained under section 8A of the Buildings Ordinance, who is appointed to carry out building works or street works on a site;

~~“risk” means the risks due to off-site and on-site project attributes and the effects on and from adjoining ground and buildings;~~

~~“safe working procedures” means those procedures accepted as current good industry practice which adequately control the risks associated with the works involved including those provided in the relevant codes of practices for the building works;~~

“scale” means an assessment of the size or extent of the building works or street works falling within the supervision plan under consideration;

“*site safety supervision*” means the necessary site supervision required to check that the carrying out of building works or street works, including the sequence of construction, temporary works pertinent to all stages of building works or street works and the working environment are safe, such that the hazards from these works are controlled and risks to workers on site, all persons around the site, and adjoining properties and land are mitigated;

~~“*specialized works*” means the categories of building works or street works the Building Authority designates by notice in the Gazette as works that are required to be carried out by a registered specialist contractor;~~

~~“*supervision plan author*” or “*author*” means the authorized person, registered structural engineer, registered general building contractor or registered specialist contractor who is responsible for preparing a supervision plan;~~

“*technically competent person*” (TCP) means a person whose academic or professional qualifications or experience of building works or street works satisfy the requirements set out in this Technical Memorandum for a particular type of site ~~safety~~ supervision or management tasks. There are 5 grades as defined in ~~the~~ this Technical Memorandum;

“*temporary works*” means the activity or construction which enables, supports or protects the permanent construction works, and which will be removed or become redundant on completion of the permanent construction works. Temporary works may include a particular sequence of activity within a method statement; and

“*works*” ~~or “*works part*”~~ means the whole or a part of the works which is the subject of an application for consent to commence works and which is the subject of a supervision plan. ~~Normally a works part shall consist of one type of building works or street works.~~

- 3.2 Unless the context otherwise requires, where applicable the terms and expressions in ~~the~~ this Technical Memorandum shall have the same meaning assigned to them under the Buildings Ordinance.

PART II THE SUPERVISION PLAN

4. General principles

- 4.1 A supervision plan is defined under section 2(1) of the Buildings Ordinance, ~~inter alia, as a plan setting out the plan of safety management of building works or street works.~~ It is a plan setting out the plan of safety management of building works or street works. It should be drawn up by the authorized person (AP), the registered structural engineer (RSE), the registered geotechnical engineer (RGE), the AS of the registered contractor appointed for the building works or street works and any other person as necessary, to address quality supervision and characterise the particular site safety related features and hazards of the whole works. It should include details of the grade and number of TCP required for supervision.
- 4.2 For the purpose of preparing a supervision plan and supervising the carrying out of building works or street works by an ~~authorized person AP, RSE and registered structural engineer RGE~~ under ~~S~~section 4(3)(a) of the Buildings Ordinance and by a registered ~~general building contractor or registered specialist contractor~~ under ~~S~~section 9(~~35~~)(a) and 9(6)(a) of the same Ordinance respectively, safety management of building works or street works comprises -
- (a) ensuring that the building works or street works are carried out in general accordance with the provisions of the Buildings Ordinance and regulations, ~~and with~~ the plans approved in respect of such building works or street works by the Building Authority and ~~with~~ any order made or condition imposed, pursuant to any provision of the Ordinance or regulations in that behalf, by the Building Authority, hereafter referred to as quality supervision; and
 - (b) controlling hazards from building works or street works so as to mitigate the risk to -
 - (i) the workers on site;
 - (ii) all persons around the sites; and
 - (iii) adjoining buildings , structures and land.

hereafter referred to as site safety supervision.

~~4.3 A supervision plan makes reference to the management and execution of quality supervision which is to be carried out in the manner prescribed by the provisions in the Buildings Ordinance and regulations. The following sections of the Technical Memorandum deal with site safety supervision.~~

4.34 ~~The part of a~~ supervision plan ~~dealing with site safety supervision is to~~ shall set out a management structure for site safety supervision which provides for -

- (a) adequate safety measures to be implemented to assure a safe physical working environment on site;
- (b) adequate measures to be taken to check proper structural support for plant and machinery being operated on site; ~~and~~
- (c) adequate control to be exercised on the sequence of construction works and temporary works to check that all intermediate stages of building works or street works are safe; and
- (d) adequate measures to be taken to check that the building works or street works are carried out in accordance with the provisions of the Buildings Ordinance and regulations, the plans approved by the Building Authority and any order made or condition imposed by the Building Authority.

4.45 A supervision plan is required to be lodged with the Building Authority prior to or at the time of application for consent to the commencement of works or as a result of carrying out urgent works. The supervision plan is a pre-requisite to the issue of consent by the Building Authority for the carrying out of the building works or street works referred to in the plan.

~~4.6 A supervision plan comprises~~

- ~~(a) an outline safety supervision plan which sets out the management and communication structure for ensuring the co-ordination of detailed safety supervision plans for the whole of the works through the planned stages of construction; and~~

- ~~(b) a detailed safety supervision plan which sets out specific safety requirements, describing the part of the works concerned, analysing its complexity, its relationship to other works and setting down method statements together with precautionary and protective measures which are to be taken.~~

5. *Site Ssafety management structure*

Site Ssafety management roles

- 5.1 ~~Contractors, authorized persons (AP), registered structural engineers (RSE) and the technically competent persons (TCP)~~ The AP, RSE, RGE, AS of the registered contractors and the TCP they appoint shall each have a role to play in ~~site~~ safety management. TCPs are organized in ~~three~~ four ~~functional~~ streams led respectively by ~~contractors~~ the AS, RSE, RGE and AP and shall carry out the duties assigned to them. In carrying out functions for ~~site~~ safety management, all persons shall adopt the current practice as set out in the Code of Practice, and where applicable and practicable, shall also adopt the best practice established by their respective professions from time to time.

- 5.1.1 The ~~site~~ safety management functions of the registered contractor and his stream are -

- (a) to exercise all reasonable skill, care and diligence in following the part of the supervision plan prepared by the ~~contractor~~ AS; to carry out safety management measures and actions during the course of the works in order to meet the objectives of section 4.3; and
- (b) ~~to carry out site safety measures and actions during the course of the works in order to meet the objectives of section 4.4.~~ to check that the building works or street works are carried out in accordance with the provisions of the Buildings Ordinance and regulations, the plans approved by the Building Authority and any order made or condition imposed by the Building Authority.

- 5.1.2 The ~~site~~ safety management functions of the RSE and his stream are -

- (a) to check and satisfy, in accordance with the frequency set out in the supervision plan, that the registered contractor's ~~site~~-safety management system complies with the part of the supervision plan prepared by the ~~contractor~~AS;
- (b) to verify that conditions on site are consistent with assumptions made in the design of the permanent works and in the design of those method statements and temporary works which are shown on the prescribed plans; ~~and~~
- (c) to check that the building works or street works are carried out in general accordance with the provisions of the Buildings Ordinance and regulations, the plans approved by the Building Authority and any order made or condition imposed by the Building Authority; and
- (~~ed~~) to supervise, in accordance with the frequency set out in the supervision plan, that the method statements and temporary works shown on the prescribed plans are adhered to.

5.1.3 The safety management functions of the RGE and his stream are -

- (a) to check and satisfy, in accordance with the frequency set out in the supervision plan, that the registered contractor's safety management system complies with the part of the supervision plan prepared by the AS;
- (b) to verify that conditions on site are consistent with assumptions made in the design of the permanent works and in the design of those method statements and temporary works which are shown on the prescribed plans;
- (c) to check that the building works or street works are carried out in general accordance with the provisions of the Buildings Ordinance and regulations, the plans approved by the Building Authority and any order made or condition imposed by the Building Authority; and
- (d) to supervise, in accordance with the frequency set out in the supervision plan, that the works shown on the prescribed plans are adhered to.

- 5.1.34 The site safety management functions of the AP and his stream are -
- (a) to check and satisfy, in accordance with the frequency set out in the supervision plan, that the registered contractor's site safety management system complies with the part of the supervision plan prepared by the contractor AS; and
 - (b) to check that the building works or street works are carried out in general accordance with the provisions of the Buildings Ordinance and regulations, the plans approved by the Building Authority and any order made or condition imposed by the Building Authority; and
 - (~~b~~c) to compile and prepare non-conformity reports ~~for~~to the Building Authority under the circumstances set out in section 5.21+9.
- 5.1.54 For the types of building works or street works which do not require the appointment of an RSE, and/or RGE, the AP is to appoint TCPs who meet the requirements of the RSE's-streams of the RSE and/or RGE in order to carry out the duties and functions in sections 5.1.2, 5.1.3, 5.12 and 5.13+.
- 5.2 Within each ~~functional~~-stream of the registered contractor, the RSE, the RGE and the AP, TCPs of the appropriate grades shall be appointed, either full time or part time depending on the ~~class of supervision required.~~ type of building works or street works involved. The TCPs shall exercise all reasonable skill, care and diligence in carrying out the duties and specific tasks and undertaking the responsibilities which are set down in ~~the~~this Technical Memorandum and Code of Practice.
- 5.3 The AP, RSE, RGE and registered contractor shall each appoint a representative to assist in carrying out their respective site safety management functions.
- 5.4 The ~~authorized signatory of the contractor, the AS, AP, and~~ RSE and RGE shall be responsible for the operation of the respective parts of the supervision plans prepared by them and shall carry out such site inspection as may be necessary to satisfy themselves that the requirements of the supervision plans are implemented,

and that their respective representatives and TCPs carry out their duties under the supervision plan and as required by ~~the~~this Technical Memorandum.

Common responsibilities of TCPs

- 5.5 In addition to the specified responsibilities set out in the Code of Practice, all TCPs shall have common responsibilities which are -
- (a) to keep records and to report on their own work; and
 - (b) to co-operate with and communicate with the TCPs in other streams.

Site safety supervision tasks

- 5.6 Within each functional stream of the registered contractor, the RSE, the RGE and the AP, the TCP's tasks shall be grouped into two types of supervision - engineering safety supervision and routine safety supervision.

- 5.7 Engineering safety supervision is carried out by TCPs of grades T4 and/or T5. ~~The grade of TCPs to be deployed depends on the degree of complexity of the works.~~ Engineering safety supervision requires judgement and includes but is not confined to -

- (a) consideration of the principles of working methods being used on site and their suitability for the conditions encountered;
- (b) checking that specified aspects of work comply with design requirements where these are related to site safety;
- (c) checking that site works comply with the supervision plan including method statements and precautionary and protective measures;
- (d) verifying that the provisions of method statements and precautionary and protective methods are valid for the conditions as encountered on site;
- (e) notifying the designer of method statements and precautionary and protective measures of variations in site conditions which are inconsistent with assumptions made in the designer's design; and
- (f) ensuring that systems are in place and followed to record that safety supervision has been properly executed.

5.8 Routine safety supervision is carried out by the TCPs of grades T1 to T3. Routine safety supervision includes but is not confined to -

- (a) monitoring that the site operations and working methods meet safety standards set out in the Buildings Ordinance and codes of practice and that unsafe practices are not being followed;
- (b) checking that general and minor safety aspects of the building works or street works are properly carried out;
- (c) checking that work carried out on site complies with the approved, accepted or submitted method statements and precautionary and protective measures.

~~Routine safety supervision is carried out by TCPs of grades T1 to T3. The grade of TCPs to be deployed depends on the degree of complexity of the works.~~

5.9 Specific tasks for each type of site safety supervision include but are not confined to those set out in the tables in the Code of Practice, under the following headings:

- ~~1.~~(a) General safety measures and minor safety aspects of building works and street works;
- ~~2.~~(b) Structural support for plant and machinery; and
- ~~3.~~(c) Temporary works and intermediate stages of the building works and street works.

~~These tables are found in the Code of Practice.~~

Quality supervision tasks

5.10 Quality supervision includes but is not confined to –

- (a) checking that the works are carried out in general accordance with the provisions of the Buildings Ordinance and regulations;
- (b) checking that the works are carried out in accordance with the plans approved by the Building Authority and any order made or conditions imposed; and
- (c) checking that the design assumptions agree with the actual site conditions.

AP's site safety management structure

- 5.1~~10~~ The AP shall appoint a TCP in his ~~functional~~ stream to be ~~the AP's~~his representative who shall assist ~~the AP~~him in carrying out ~~site~~ safety management functions as set out in section 5.1.~~43~~. The duties of the AP's representative and ~~the~~ TCPs in the AP's stream are set down in the Code of Practice.

RSE's site safety management structure

- 5.1~~2~~1 The RSE shall appoint a TCP in his ~~functional~~ stream to be ~~the RSE's~~his representative who shall assist ~~the RSE~~him in carrying out ~~site~~ safety management functions as set out in section 5.1.2. The duties of the RSE's representative and ~~the~~ TCPs in the RSE's stream are set down in the Code of Practice.

RGE's safety management structure

- 5.13 The RGE shall appoint a TCP in his stream to be his representative who shall assist him in carrying out safety management functions as set out in section 5.1.3. The duties of the RGE's representative and the TCPs in the RGE's stream are set down in the Code of Practice.

Registered Contractor's site safety management structure

- 5.1~~4~~2 The ~~registered~~ contractor's ~~team~~ shall ~~include~~ appoint an authorized signatory, contractor's representative and other TCPs. a TCP in his stream to be his representative who shall assist his AS in carrying out safety management functions as set out in section 5.1.1. ~~The authorized signatory of the contractor is the person authorized by the contractor to act on his behalf to exercise overall control of the contractor's site safety management structure for the project. He is a director or officer appointed by the contractor as referred to in section 8B(8)(b) of the Buildings Ordinance if the contractor is a body corporate.~~ The duties of the ~~authorized signatory~~AS, the registered contractor's representative and ~~the~~ TCPs in the ~~registered~~ contractor's stream are set down in the Code of Practice.

Interstream communication

5.153 Interstream communication shall include all communication arising out of the TCP's responsibility to co-operate and communicate with the TCPs in other streams.

5.164 ~~In respect of site safety related matters,~~ The TCPs are deemed to have a duty to communicate directly with the TCPs in other streams with a priority no less than they would apply to communication within their own stream.

Reports

5.175 Two types of reports must be prepared:

- (a) site safety supervision reports; and
- (b) non-conformity reports.

5.186 The procedures for preparing and submitting reports, including reports to the Building Authority if required, are set out in the following sections.

Site ~~safety~~ supervision reports

5.197 Site ~~safety~~ supervision reports shall be prepared by all the TCPs whenever they carry out ~~safety~~ supervision on site, including daily reports for full time TCPs. These reports shall be filed and maintained in the site office.

5.2018 The site ~~safety~~ supervision report shall cover the following items:

- (a) the items of works that have been inspected ~~and related to responsibilities set out in section 4.4 and specific tasks set out in tables in the Code of Practice;~~
- (b) the results of inspection ~~in relation to the special features listed in the detailed safety supervision plan, method statements, precautionary and protective measures;~~ and
- (c) notes of non-conformity.

Non-conformity Reports

5.2119 Non-conformity reports shall be compiled and prepared by the AP and submitted to the Building Authority. When the AP notes or is made aware of

the non-conformity, he shall, under the following circumstances, compile and prepare the non-conformity report for submission to the Building Authority:

- (a) the non-conformity shall pose an imminent danger; or
- (b) the non-conformity shall cause a material concern for safety or quality and the registered contractor fails to comply with the rectification instruction .

5.2~~20~~ The Code of Practice sets out how non-conformity is dealt with at the level of TCPs.

6. ~~Classes of supervision~~ Supervision requirements

~~Assessment of complexity~~

~~6.1 A detailed safety supervision plan shall include an assessment of the complexity of the works as well as method statements and precautionary and protective measures. The AP shall seek advice from the RSE and any other person he deems necessary, and shall use a standard form, termed the project attributes score sheet, to assess the degree of complexity of the works.~~

6.1 The classes of supervision appropriate to a type of building works or street works are defined by means of the number and grades of TCP and their frequency level of inspection of the works. The minimum requirements on the grades of TCP and frequency level of inspection appropriate to various types of building works or street works are set out in Table 1. The number of TCP and their frequency level of inspections should be increased with the complexity of the works. Complexity should be assessed on the basis of the criteria including the types of building works or street works, the construction and span of structure, the locality and the effect of the works to adjacent buildings, structures, lands, streets and utilities. Details of the method of assessment of complexity and the extent that the number of TCP and their frequency level of inspections should be increased are set out in the Code of Practice.

~~6.2 Standard forms for each type of building works and street works are set out in the Code of Practice and allow scores to be assigned to the scale, difficulty and risk of the works so as to build up an overall assessment of the degree of~~

~~complexity of the works. After the project attributes score is determined, the building works or street works shall be classified within one of the five degrees of complexity as follows:~~

- ~~1 — Straightforward~~
- ~~2 — Moderately complex~~
- ~~3 — Complex~~
- ~~4 — Very complex~~
- ~~5 — Extremely complex~~

~~6.3 — The relationship between the degree of complexity of the building works or street works and the project attributes score is given in the Code of Practice.~~

~~— *Classes of supervision*~~

~~6.4 — The class of site safety supervision required for different types of works of different degrees of complexity shall be determined by the criteria set out in the Code of Practice.~~

~~6.5 — There shall be six classes of site safety supervision — Class A to Class F. Class A is for the lowest level of site safety supervision while class F requires the highest level of site safety supervision.~~

~~6.6 — For each class of site safety supervision, the Technical Memorandum sets out in Table 1 the grades of TCP, and their minimum frequency level of inspections for various types of building works or street works. Further information is provided in the Code of Practice.~~

~~6.27~~ The minimum qualifications and experience required for each grade of TCP are set out in Table 2. ~~The Code of Practice sets out these requirements in more details.~~

~~6.38~~ From time to time, the Building Authority ~~shall~~ may review the details in the Code of Practice including an assessment of the supervision requirements for different ~~classes of supervision~~ types of building works or street works, the

qualifications and experience of the TCPs and their frequency of attendance on site so as to reflect good practice of the building industry and profession current at the time.

Types of works

6.49 Subject to section 11, Ffor the following types of building works or street works, supervision plans must are required to be submitted, ~~having due regard to the degree of complexity:~~

- (a) types of building works
 - (i) demolition
 - (ii) ground investigation ~~that is regarded as building~~ field works
 - (iii) foundation
 - (iv) site formation
 - (v) excavation and lateral support
 - (vi) cap / footing / basement
 - (vii) superstructure
 - (viii) curtain wall / cladding
 - (ix) addition and alteration
 - (x) slope / retaining wall / buried services repairs
 - (xi) tunnel works
- (b) street works

Flexible deployment of TCPs

6.510 If more than one TCP is required under any stream of supervision, the AP, ~~or~~ RSE, RGE or registered contractor may assign one or more TCP to cover the duties and responsibilities of more than one role provided that -

- (a) the TCP(s) who is appointed satisfies the requirements of the highest grade of TCP specified; and
- (b) the TCP undertakes inspections at a frequency no less than the frequency derived in accordance with the Code of Practice.

6.6~~11~~ For the ~~AP's and RSE's~~ streams of the AP, RSE and RGE, the AP, ~~and~~ RSE and RGE may appoint the same TCP to cover ~~two~~the roles in ~~different two or three~~ streams, as the case may be, provided that -

- (a) the TCP satisfies the grade requirements under ~~both~~all the ~~AP's and RSE's related~~ streams;
- (b) the TCP satisfies the requirements of the highest grade of TCP specified; and
- (c) the TCP undertakes inspections at a frequency no less than the frequency derived in accordance with the Code of Practice.

6.7~~12~~ The AP, RSE or RGE/~~RSE~~ cannot combine supervision duties with the ~~contractor~~AS.

6.8~~13~~ One supervision plan may cover more than one type of building works or street works provided that the respective plans of the building works or street works have been approved by the Building Authority. In the case of such a combined supervision plan, the separate TCP roles may be combined together into the duties of one or more persons provided that the requirements for qualifications and experience are satisfied and the combined inspection frequency is not less than that under the separate supervision plans.

6.9~~14~~ When there is an existing supervision plan for a type of building works or street works, and additional or new work of the same type is to be carried out under the same AP, RSE, RGE and ~~contractor~~AS, an amended supervision plan may be submitted incorporating the work currently supervised under one or more existing supervision plans.

7. *Form and content of a supervision plan*

Form of a supervision plan

7.1 A ~~complete~~ supervision plan comprises different parts ~~two safety supervision plans~~ to be prepared by different authors as set out below:

Plan	Author
(a) outline safety supervision plan (OSSP)	AP
(b) detailed safety supervision plan (DSSP)	Part 1 — AP
	Part 2 — RSE
	Part 3 — RGBC
	Part 4 — RSC
Part	Author
(a) Preamble	AP
(b) Part I	AP
(c) Part II	RSE
(d) Part III	RGE
(e) Part IV	AS

Standard forms for the above types of supervision plans are ~~included~~ set out in the Appendix Code of Practice.

7.2 ~~Plans are~~ The plan is to be drawn up by the respective authors to form a fully coordinated and documented supervision plan with supporting appendices. ~~The following paragraphs refer to various items in the standard forms.~~

~~Outline safety supervision plan~~

7.3 ~~Item (1) shall provide background information on the site and the proposed development, and contain the relevant details of the proposed building works or street works known at the time of preparation.~~

7.4 ~~Item (2) shall address special features of the site which are to be taken into account in formulating the requirements of the site safety supervision. The special features shall include the following:~~

- ~~(a) Topography;~~
- ~~(b) Geotechnical setting;~~
- ~~(c) Location in scheduled area;~~
- ~~(d) Presence of services e.g. gas mains, water mains, electricity cables;~~
- ~~(e) Construction sequence and programme;~~

- ~~(f) Presence of pre-war buildings in the vicinity;~~
- ~~(g) Adjacent buildings in poor condition; and~~
- ~~(h) Conditions imposed by the Building Authority under section 17 of the Buildings Ordinance.~~

~~The Code of Practice provides a list of commonly occurring special features and the circumstances under which they must be considered in preparing the supervision plan.~~

~~7.5 Item (3) shall list all DSSPs that are to be co-ordinated by the OSSP.~~

~~7.6 Item (4) requires the AP to state that the site safety management structure shall be properly established.~~

~~7.7 Item (5) requires the AP to state that the safety management for quality supervision is to be carried out in the manner prescribed by the provisions of the Buildings Ordinance and regulations.~~

~~7.8 Item (6) requires the AP to declare that the supervision plan has been prepared in compliance with the Technical Memorandum, Code of Practice and other relevant requirements of the Buildings Ordinance and regulations.~~

~~—————*Detailed safety supervision plan—Part 1*~~

~~7.9 Item (1) shall provide background information on the relevant part of the site and the proposed development, and contain the relevant details of the proposed building works or street works known at the time of preparation.~~

~~7.10 Item (2) shall list the OSSP, and consent(s) pertinent to the DSSP. It requires the AP to review the overall construction sequence at the time that the particular building works or street works are to be carried out.~~

~~7.11—Item (3) requires the AP to declare that the special features in respect of site safety aspects and hazards arising from the following have been taken into account in the preparation of the DSSP:~~

- ~~(i) the site;~~
- ~~(ii) the adjacent buildings, slopes, streets and lanes;~~
- ~~(iii) the critical stages of the building works;~~
- ~~(iv) the sequence of the proposed building works; and~~
- ~~(v) the structural design of the building works~~

~~Further details of the special features and hazards which are to be considered are set down in the Code of Practice.~~

~~7.12—Item (4) shall require an assessment of the complexity of the building works or street works in accordance with the Code of Practice and section 6 of the Technical Memorandum.~~

~~7.13—Item (5) requires the AP to state the degree of complexity as defined in the Code of Practice and the corresponding class of supervision for site safety management as defined in the Technical Memorandum.~~

~~7.14—Item (6) requires the AP to identify the number, particulars and grade of TCPs for site safety supervision, and the frequency level of their attending site for the class of supervision identified. Detailed requirements are set out in the Code of Practice.~~

~~7.15—Item (7) requires the AP to declare that the site safety management structure set out in this plan for ensuring the site safety of the type of building works or street works is in accordance with that set out in the Technical Memorandum.~~

~~7.16—Item (8) requires the AP to declare that the safety management for quality supervision is to be carried out in the manner prescribed by the provisions of the Buildings Ordinance and regulations.~~

~~7.17—Item (9) requires the AP to declare that the plan is in compliance with the Technical Memorandum, Code of Practice and relevant requirements of the Buildings Ordinance and regulations.~~

~~*Detailed safety supervision plan—Part 2*~~

~~7.18—The RSE shall take account of the OSSP and DSSP part 1 prepared by the AP in preparing part 2.~~

~~7.19—Item (10) requires the RSE to identify the number, particulars and grade of TCPs for site safety supervision, and the frequency level of their attending site for the class of supervision identified. Detailed requirements are set out in the Code of Practice.~~

~~7.20—Item (11) requires the RSE to declare that the site safety management structure set out in this plan for ensuring the safety of the type of building works or street works is in accordance with the requirements set out in the Technical Memorandum.~~

~~7.21—Item (12) requires the RSE to declare that the safety management for quality supervision is to be carried out in the manner prescribed by the provisions of the Buildings Ordinance and regulations.~~

~~7.22—Item (13) requires the RSE to declare that the plan is in compliance with the Technical Memorandum, Code of Practice and relevant requirements of the Buildings Ordinance and regulations.~~

~~———*Detailed safety supervision plan—Part 3*~~

~~7.23—The RGBC shall take account of the OSSP and part 1 and part 2 of DSSP, prepared by the AP and RSE respectively, in preparing part 3.~~

~~7.24—Item (14) shall list the relevant approved method statements and require the submission of other plans or method statements which are prepared particularly for the approved works.~~

~~7.25 Item (15) requires the RGBC to prepare particulars of the precautionary and protective measures to be taken to ensure the safety of the site is in compliance with the requirements of the Code of Practice.~~

~~7.26 Item (16) requires the RGBC to identify the number, particulars and grade of TCPs for site safety supervision, and the frequency level of their attending site for the class of supervision identified. Detailed requirements are set out in the Code of Practice.~~

~~7.27 Item (17) requires the RGBC to declare that the site safety management structure set out in this plan for ensuring the safety of the type of building works or street works is in accordance with the requirements set out in the Technical Memorandum.~~

~~7.28 Item (18) requires the RGBC to declare that the safety management for quality supervision is to be carried out in the manner prescribed by the provisions of the Buildings Ordinance and regulations.~~

~~7.29 Item (19) requires the RGBC to declare that the plan is in compliance with the Technical Memorandum, Code of Practice and relevant requirements of the Buildings Ordinance and regulations.~~

~~Detailed safety supervision plan – Part 4~~

~~7.30 The RSC shall take account of the OSSP and part 1, part 2 and part 3 of DSSP, prepared by the AP, RSE and RGBC respectively in preparing part 4. If the RGBC is not appointed by the time when the RSC completes part 4, the RSC shall only take account of the OSSP, DSSP part 1 and DSSP part 2.~~

~~7.31 Item (20) shall list the relevant approved method statements and requires the submission of other plans or method statements which are prepared particularly for the approved works.~~

~~7.32 Item (21) requires the RSC to prepare particulars of the precautionary and protective measures to be taken to ensure the safety of the site is in compliance with the requirements of the Code of Practice.~~

~~7.33 Item (22) requires the RSC to identify the number, particulars and grade of TCPs for site safety supervision, and the frequency level of their attending site for the class of supervision identified. Detailed requirements are set out in the Code of Practice.~~

~~7.34 Item (23) requires the RSC to declare that the site safety management structure set out in this plan for ensuring the safety of the type of building works or street works is in accordance with the requirements set out in the Technical Memorandum.~~

~~7.35 Item (24) requires the RSC to declare that the safety management for quality supervision is to be carried out in the manner prescribed by the provisions of the Buildings Ordinance and regulations.~~

~~7.36 Item (25) requires the RSC to declare that the plan is in compliance with the Technical Memorandum, Code of Practice and relevant requirements of the Buildings Ordinance and regulations.~~

Preamble

7.3 Item (1) shall provide background information on the site and the proposed building works or street works known at the time of preparation.

7.4 Item (2) requires the AP, RSE, RGE and AS to undertake that their supervision will be carried out in accordance with the plan, this Technical Memorandum and the Code of Practice. It also requires them to undertake that the management and execution of site supervision of the works covered by the plan will be carried out in the manner prescribed by the provisions of the Buildings Ordinance and regulations.

Part I

7.5 Item (3) requires the AP to state the type of building works or street works, the date of approval of plans and the assessment of the scale of the works.

7.6 Item (4) requires the AP to identify the supervision input of different grades of TCPs, and provide the combined supervision input of the TCPs for one or more types of building works or street works under one supervision plan prepared by the AP. Detailed requirements are set out in the Code of Practice.

7.7 Item (5) requires the AP to identify the particulars and frequency level of site inspection of respective grade of TCPs for site supervision. Detailed requirements are set out in the Code of Practice.

7.8 Item (6) requires the AP to identify the particulars and inspection frequency of respective grade of TCPs for site supervision during critical stages of the works. Detailed requirements are set out in the Code of Practice.

7.9 Item (7) requires the AP to declare that the plan is in compliance with this Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and regulations, and he has also read and confirmed the Preamble of the plan.

Part II

7.10 Item (8) requires the RSE, taking into account the type of works specified in Part I of the plan, to identify the supervision input of different grades of TCPs, and provide the combined supervision input of the TCPs for one or more types of building works or street works under one supervision plan prepared by the RSE. Detailed requirements are set out in the Code of Practice.

7.11 Item (9) requires the RSE to identify the particulars and frequency level of site inspection of respective grade of TCPs for site supervision. Detailed requirements are set out in the Code of Practice.

7.12 Item (10) requires the RSE to identify the particulars and inspection frequency of respective grade of TCPs for site supervision during critical stages of the works. Detailed requirements are set out in the Code of Practice.

7.13 Item (11) requires the RSE to declare that the plan is in compliance with this Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and regulations, and he has also read and confirmed the Preamble of the plan.

Part III

7.14 Item (12) requires the RGE, taking into account the type of works specified in Part I of the plan, to identify the supervision input of different grades of TCPs, and provide the combined supervision input of the TCPs for one or more types of building works or street works under one supervision plan prepared by the RGE. Detailed requirements are set out in the Code of Practice.

7.15 Item (13) requires the RGE to identify the particulars and frequency level of site inspection of respective grade of TCPs for site supervision. Detailed requirements are set out in the Code of Practice.

7.16 Item (14) requires the RGE to identify the particulars and inspection frequency of respective grade of TCPs for site supervision during critical stages of the works. Detailed requirements are set out in the Code of Practice.

7.17 Item (15) requires the RGE to declare that the plan is in compliance with this Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and regulations, and he has also read and confirmed the Preamble of the plan.

Part IV

7.18 Item (16) requires the AS, taking into account the type of works specified in Part I of the plan, to identify the supervision input of different grades of TCPs, and provide the combined supervision input of the TCPs for one or more types

of building works or street works under one supervision plan prepared by the AS. Detailed requirements are set out in the Code of Practice.

7.19 Item (17) requires the AS to identify the particulars and frequency level of site inspection of respective grade of TCPs for site supervision. Detailed requirements are set out in the Code of Practice.

7.20 Item (18) requires the AS to identify the particulars and inspection frequency of respective grade of TCPs for site supervision during critical stages of the works. Detailed requirements are set out in the Code of Practice.

7.21 Item (19) requires the AS to declare that the plan is in compliance with this Technical Memorandum, the Code of Practice and the requirements of the Buildings Ordinance and regulations, and he has also read and confirmed the Preamble of the plan.

8. *Procedures for submission of supervision plans*

8.1 The OSSP supervision plan shall be lodged with the Building Authority by the AP prior to or at the same time as the application for the first consent for commencement of building works or street works.

8.2 If the proposals for subsequent stages of the work change or if there is new information which invalidates the submitted OSSP supervision plan, then a revised OSSP supervision plan shall be lodged. There is no prescribed time frame for the submission of the revised OSSP supervision plan.

~~8.3 A complete supervision plan comprises an OSSP and DSSPs. The OSSP and DSSP part 1 shall be drawn up and signed by the AP.~~

~~8.4 The AP shall send copies of the OSSP and any amended copies to the RSE and the contractor at the same time when the plan or amended plan is lodged with the Building Authority. If there is no change to the contents of the OSSP at the time of subsequent submission of DSSP, the OSSP need not be re-submitted.~~

~~8.5 The DSSP part 2 and the DSSP part 3 and part 4 shall be drawn up and signed by the RSE and contractor respectively and shall be forwarded to the AP who shall then incorporate them with the DSSP part 1 for lodging with the Building Authority. New or revised DSSPs are required for each new application for consent to commence works.~~

~~8.6 If the proposals for subsequent stages of the works are changed to such an extent that the submitted DSSP becomes invalid, then a revised OSSP together with the revised DSSP shall be lodged as soon as the changes are made or the new proposals become known.~~

8.37 If there is a change of TCP other than those cases referred to under section 9 below, the AP, RSE, RGE or contractor AS, as the case may be, shall submit a revised DSSP supervision plan to the Building Authority within 14 days of the change and only the amendment of the relevant part of ~~DSSP~~the supervision plan needs to be submitted without the ~~OSSP or~~ other parts of the DSSP supervision plan.

9. Circumstances in which minor deviations from a supervision plan may be notified in retrospect

9.1 If a TCP is absent or is likely to be absent because of accident, illness or emergency, a replacement TCP of equal or better qualifications and experience shall be posted to the site within 48 hours. The name and identity card number of the replacement TCP shall be entered into the site register until such time as a further appointment is made or until the original TCP returns to duty. The AP, RSE, RGE or contractor AS, as the case may be, shall notify the Building Authority of such arrangements within one month.

9.2 If a TCP is absent for reasons other than those described in section 9.1, the representative of his stream shall check that an entry is made in the site register explaining the circumstances which have arisen and the action which is to be taken.

10. *The method and timing of notification of, and the amendment procedures for, a proposed or actual deviation from the ~~site safety aspects of a~~ supervision plan, including deviations caused by an emergency.*

10.1 Should any urgent work, accident, emergency or other special circumstances render it impracticable to comply with the requirements of a supervision plan, then the plan may be deviated from for a maximum period of 48 hours after which time alternative arrangements shall be made which are equivalent to or better than the original requirements of the supervision plan. The Building Authority shall be notified within 48 hours after such work has been commenced. The AP, RSE, RGE and AS shall prepare a revised supervision plan as a result of the urgent works.

10.2 An increase in the ~~class of supervision or the~~ number of TCPs provided is not a deviation from a supervision plan.

11. *Circumstances in which a supervision plan is not required for building works or street works*

A supervision plan is not required for building works which satisfy ~~all of the~~ criteria set out below.

Demolition

- the building is not located in ~~scheduled~~ area number 1 of the scheduled areas specified in the Fifth Schedule of the Buildings Ordinance;
- the total height of the building does not exceed 10m;
- the storey height of the building does not exceed 5m;
- the span of any structural element of the construction does not exceed 6m;
- there are no cantilever structures exceeding 1m in span in the building;
- there are no prestressed concrete elements in the building;

- the building is not retaining any ground level difference exceeding 1.5m; and
- there are no other buildings or streets within 5m of the building.

Site Formation

- a maximum gradient across the lot from boundary to boundary is not more than 15 degrees;
- the overall gradient of an area bounded by lines 10m outside the lot boundary in any direction is less than 15 degrees;
- there is no slope within the area 10m outside the lot boundary steeper than 30 degrees or higher than 1.5m;
- there is no retaining wall or terrace wall either within the lot or within the area 10m outside the lot which is higher than 1.5m;
- no retaining walls or terrace walls higher than 1.5m are to be constructed; and
- no slopes steeper than 30 degrees nor higher than 1.5m are to be constructed.
- the combined height of retaining wall and slope constructed shall not exceed 1.5 m;
- the retaining height to breadth ratio of retaining walls constructed shall not be greater than two; and
- the retaining walls shall be constructed of masonry or concrete.

Excavation for pile cap/footing

- the depth of excavation is less than 2.5m; and
- there are no roads, buildings, other structures, slopes steeper than 30° degrees or water-mains of 75mm or greater in diameter within the profile described by a line drawn at 45° degrees to the horizontal from the perimeter of the base of excavation to the ground surface.

Superstructure

- the total height of the building does not exceed 10m;
- the span of any structural element of the building does not exceed 6m;
- the structural elements are constructed of reinforced concrete; and
- the construction floor area of the building is less than 500 square metres.

Drainage

- all drainage works.

(Note that trench excavation of significant depth is covered by the rules for excavation and lateral support works)

Alteration and Addition Works

- work not requiring demolition or structural alteration.

~~*Ground Investigation Works*~~

- ~~• ground investigation works in Scheduled Area No 5.~~

Building Repairs

- all building repairs.

PART III MISCELLANEOUS INFORMATION

List of Tables

Table 1 Minimum supervision requirements for different ~~classes of supervision~~ types of building works or street works

Table 2 Minimum qualifications and experience required for each grade of TCP for site safety supervision

~~Appendix 1—Standard forms of supervision plans~~

Table 1 Minimum requirements for different classes of supervision

Classes Of Supervision	Minimum Frequency Level of Site Inspection														
	Contractor's Stream					AP's Stream					RSE's Stream				
	T1	T2	T3	T4	T5	T1	T2	T3	T4	T5	T1	T2	T3	T4	T5
A	5	-	2	1	-	-	-	2	-	-	-	3	-	1	-
B	5	-	2	2	-	-	-	2	-	-	-	3	-	2	-
C	5	-	3	2	-	-	-	3	-	-	-	4	1	2	-
D	5	1	4	2	-	-	-	4	-	-	-	-	2	2	1
E	5	2	4	3	2	-	-	4	1	-	-	-	3	2	2
F	5	2	5	3	3	-	-	4	2	-	-	-	3	3	3

Table 1 Minimum supervision requirements for different types of building works or street works

		<u>Grades of TCP and Minimum Inspection Frequency Levels</u>																							
<u>Type of building works and street works</u>		<u>Registered Contractor's Stream</u>						<u>AP's Stream</u>						<u>RSE's Stream</u>						<u>RGE's Stream</u>					
		<u>T1</u>	<u>T2</u>	<u>T3</u>	<u>T4</u>	<u>T5</u>	<u>AS</u>	<u>T1</u>	<u>T2</u>	<u>T3</u>	<u>T4</u>	<u>T5</u>	<u>AP</u>	<u>T1</u>	<u>T2</u>	<u>T3</u>	<u>T4</u>	<u>T5</u>	<u>RSE</u>	<u>T1</u>	<u>T2</u>	<u>T3</u>	<u>T4</u>	<u>T5</u>	<u>RGE</u>
<u>Ground investigation field works</u>		<u>5</u>	-	-	<u>4</u>	-	<u>1</u>	-	-	<u>3</u>	-	-	<u>1</u>	-	-	-	-	-	-	-	-	<u>5</u>	-	<u>4</u>	<u>1</u>
<u>Building works with significant geotechnical content (Note 4)</u>	<u>Foundation (Note 5)</u>	<u>5</u>	<u>5</u>	-	<u>4</u>	-	<u>1</u>	-	-	<u>4</u>	<u>2</u>	-	<u>1</u>	-	-	<u>5</u>	-	<u>4</u>	<u>1</u>	-	-	<u>5</u>	-	<u>4</u>	<u>1</u>
	<u>Others</u>	<u>5</u>	<u>4</u>	-	<u>4</u>	-	<u>1</u>	-	-	<u>4</u>	<u>2</u>	-	<u>1</u>	-	-	<u>4</u>	-	<u>3</u>	<u>1</u>	-	-	<u>5</u>	-	<u>4</u>	<u>1</u>
<u>Foundation works (other than foundation works with significant geotechnical content)</u>		<u>5</u>	<u>5</u>	-	<u>4</u>	-	<u>1</u>	-	-	<u>4</u>	<u>2</u>	-	<u>1</u>	-	-	<u>5</u>	-	<u>4</u>	<u>1</u>	-	-	-	-	-	-
<u>All other building works or street works</u>		<u>5</u>	-	<u>4</u>	<u>4</u>	-	<u>1</u>	-	-	<u>4</u>	<u>2</u>	-	<u>1</u>	-	-	<u>4</u>	-	<u>3</u>	<u>1</u>	-	-	-	-	-	-

Notes to Table 1

1. Level 1 = As and when required
Level 2 = Monthly inspection
Level 3 = ~~Half-monthly~~ Fortnightly inspection
Level 4 = ~~Quarter-monthly~~ Weekly inspection
Level 5 = Full-time inspection during site working hours
2. For frequency levels 1 to 4, more frequent site inspection up to full time may be required at critical stages; refer to the Code of Practice for guidance.
3. For the qualification and experience required for each grade of TCP, refer to Table 2.
4. The type of building works that are regarded as building works with significant geotechnical content are set out in the Code of Practice.
5. The type of foundation works, including those in the designated area, that are regarded as building works with significant geotechnical contents are set out in the Code of Practice.

Table 2 Minimum qualifications and experience required for each grade of TCP for site ~~safety~~ supervision

Grade of TCP	Minimum qualifications and experience for each grade of TCP for site safety supervision
T1	A certificate or diploma holder of any recognised examining body in a recognised subject with <u>minimum</u> total relevant working experience of not less than 2 years <u>to the satisfaction of the Building Authority</u> .
T2	A higher certificate or higher diploma holder of any recognised examining body in a recognised subject with <u>minimum</u> total relevant working experience of not less than 3 years <u>to the satisfaction of the Building Authority</u> .
T3	A higher certificate or higher diploma holder of any recognised examining body in a recognised subject with <u>minimum</u> total relevant working experience of not less than 5 years ; or a degree holder of any specified examining body in a recognised subject with <u>minimum</u> total relevant working experience of not less than 3-2 years <u>to the satisfaction of the Building Authority</u> .
T4	A degree holder of any recognised examining body in a recognised subject with <u>minimum</u> total relevant working experience of not less than 4 years <u>to the satisfaction of the Building Authority</u> or a registered professional of a recognised discipline.
T5	A registered professional of a recognised discipline with <u>minimum</u> total relevant working experience of not less than 5 years <u>to the satisfaction of the Building Authority</u> .

Notes to Table 2

- (1) “relevant working experience” - means such working experience as may from time to time be recognised by the Building Authority as being relevant to the duties of a TCP of appropriate grade under each stream of supervision, and
“total relevant working experience” - means relevant working experience aggregated by a method recognised by the Building Authority
“recognised” - means recognised by the Building Authority by notice in accordance with criteria and guidelines stipulated in the Code of Practice ~~or~~ Practice Notes for Authorized Persons and Registered Structural Engineers or Practice Notes for Registered Contractors.
- (2) A person who satisfies the Building Authority by reason of his training, experience and skill in safety supervision management that he is a fit and proper person to be qualified for a particular grade of TCP shall be deemed to be so qualified for the purpose of employment in safety supervision management as required in ~~the~~ this Technical Memorandum.- Further guidance is given in the Code of Practice.

- (3) For some grades of TCP, the absence of recognised qualifications may be compensated for by extra relevant working experience according to guidelines to be determined by the Building Authority. Further guidance is given in the Code of Practice, ~~or~~ Practice Notes for Authorized Persons and Registered Structural Engineers or Practice Notes for Registered Contractors.
- (4) Details of the minimum qualifications and experience required for each grade of TCP for site supervision are given in the Code of Practice.

~~Appendix 1 — Standard forms of supervision plans~~

~~BUILDINGS ORDINANCE~~

~~(Chapter 123)~~

~~Section 39A~~

~~TECHNICAL MEMORANDUM ON SAFETY SUPERVISION PLANS~~

~~Section 8.1~~

Outline Safety Supervision Plan
Plan Identification No. □□□□
Rev. _____ Date _____

~~To the Building Authority~~

~~In accordance with Section 8.1 of the Technical Memorandum issued under section 39A of the Buildings Ordinance, I (name in full) _____ (Chinese) _____, Authorized Person submit an Outline Safety Supervision Plan for the building works and / or street works, for which consent to commence work was applied for on _____ or will be applied for:-~~

~~(1) Particulars of the building works and/or street works that are covered by this Outline Safety Supervision Plan are as follows :-~~

~~(i) A general description of the works~~

~~(ii) Address of site in which the works are to be carried out~~

~~_____ (iii) _____ Lot number with details of any section of the lot~~

~~_____ (iv) _____ Project Location Drawing Number _____ delineating _____ the location of the project covered by the Outline Safety Supervision Plan is submitted in Appendix A.~~

~~(2) _____ The following special features of the site have been taken into account in preparing this Outline Safety Supervision Plan in respect of site safety aspects. (Refer to Code of Practice for Site Safety Supervision for guidance.)~~

~~_____ Put ticks in against those items applicable and delete those items inapplicable~~

~~_____ Topography~~

~~_____ Geotechnical setting~~

~~_____ Location in scheduled area~~

~~_____ Presence of services : gas mains; water mains; electricity cables etc.~~

~~_____ Construction sequence and programme~~

~~_____ Presence of prewar buildings in the vicinity~~

~~_____ Adjacent buildings in poor condition~~

~~_____ Conditions imposed by the Building Authority under section 17 of the Buildings Ordinance~~

~~_____ Others _____ (please specify) _____~~

(3) Particulars of the Detailed Safety Supervision Plans to be co-ordinated by this Outline Safety Supervision Plan.

Type of Building Works	Detailed Safety Supervision Plan			Relevant Works Site Drawing Number
	Plan Identification Number	Designated Part	Name of Person Responsible for the Plan	
	□□□□	AP		
		RSE		
		RGBC		
		RSC		
	□□□□	AP		
		RSE		
		RGBC		
		RSC		
	□□□□	AP		
		RSE		
		RGBC		
		RSC		
	□□□□	AP		
		RSE		
		RGBC		
		RSC		
	□□□□	AP		
		RSE		
		RGBC		
		RSC		

Note :

AP — Authorized Person

RSE — Registered Structural Engineer

RGBC — Registered General Building Contractor

RSC — Registered Specialist Contractor

~~(4) The site safety management structure comprising the teams led by the Authorized Person, Registered Structural Engineer, Registered General Building Contractor and Registered Specialist Contractor together with the specific duties and responsibilities of their respective Technically Competent Persons, their specific tasks, method and timing for inspection, reporting and rectifying any deviations from site safety requirements for ensuring the site safety of works are to be in accordance with the Technical Memorandum.~~

~~(5) The safety management for ensuring that the building works or street works are carried out in general accordance with the provisions of the Buildings Ordinance and regulations and with the plans approved in respect of such building works or street works by the Building Authority and with any order made or condition imposed, pursuant to any provision of the Buildings Ordinance or regulations in that behalf, by the Building Authority, is to be carried out in the manner prescribed by the provisions of the Buildings Ordinance and regulations.~~

~~(6) I (name in full) _____ (Chinese) _____ certify that this Outline Safety Supervision Plan is prepared by me and complies with the current Technical Memorandum and Code of Practice for Site Safety Supervision and the requirements of the Buildings Ordinance and regulations.~~

Date _____

Signature of Authorized Person

Certificate Registration No.:

Date of expiry of registration:

BUILDINGS ORDINANCE

(Chapter 123)

Section 39A

TECHNICAL MEMORANDUM ON SAFETY SUPERVISION PLANS

Section — 8.5

<p>Detailed Safety Supervision Plan</p> <p>Plan Identification No. □□□□</p> <p>Rev. _____ Date _____</p>

PART I : TO BE COMPLETED BY AUTHORIZED PERSON

To the Building Authority:

_____ In accordance with Section 8.5 of the Technical Memorandum issued under section 39A of the Buildings Ordinance, I (name in full) _____ (Chinese) _____, Authorized Person submit a Detailed Safety Supervision Plan Part I for the building works and / or street works, for which consent to commence work was applied for on _____ or will be applied for:-

(1) _____ Particulars of building works and/or street works which are the subject of this Detailed Safety Supervision Plan are as follows :

_____ (i) _____ A general description of the scope of works

_____ (ii) _____ Address of site in which the works are to be carried out

~~(iii) Lot number of the site with details of any section of the lot~~

~~(iv) Works Site Drawing Number _____ delineating the part of the project site, where the subject works covered by this Detailed Safety Supervision Plan are located, is enclosed in Appendix 1.1 of this Detailed Safety Supervision Plan/of the Detailed Safety Supervision Plan submitted on _____.~~

~~(v) The works covered by this Supervision Plan are listed below :-~~

Type of building works or street works	Type of Plans	Date for Approval

~~(2) I have taken account of the actual and planned programme and the particulars of the following Outline Safety Supervision Plan which co-ordinates this Detailed Safety Supervision Plan :-~~

~~(i) Outline Safety Supervision Plan~~

~~Identification No.~~

~~Submitted by~~

~~Date of Submission~~

~~(ii) Consent to commence the works pertinent to this Detailed Safety Supervision Plan referred to in the Outline Safety Supervision Plan :~~

Type of building works or street works	B.D. Consent Permit No.	Date of issue of the first consent	Date of issue of the last consent

~~(3) An appraisal of the special hazards of each type of building works or street works arising from the following features in respect of site safety aspects have been taken into account in preparing the Detailed Safety Supervision Plan :~~

- ~~(i) The site~~
 - ~~(ii) The adjacent buildings, slopes, street and lanes~~
 - ~~(iii) The critical stages of the building works~~
 - ~~(iv) The sequence of the proposed building works~~
 - ~~(v) The structural design of the building works~~
- ~~(Refer to the Code of Practice for Site Safety Supervision for guidance)~~

~~Details of the special hazards and appraisal of each type of building works or street works are listed in Appendix 1.2 of this Detailed Safety Supervision Plan/of the Detailed Safety Supervision Plan submitted on _____.~~

~~(4) An assessment of the complexity of the types of building works or street works for site safety management, which are the subject of this Detailed Safety Supervision Plan in accordance with the Code of Practice for Site Safety Supervision, has been made and detailed in Appendix 1.3 of this Detailed Safety Supervision Plan/of the Detailed Safety Supervision Plan submitted on _____.~~

(5) The Degree of Complexity and the corresponding Class of Supervision for site safety management as classified in the Technical Memorandum and Code of Practice for Site Safety Supervision are :-

Type of building works or street works	Degree of Complexity	Class of Supervision

(6) The requirements for the number and grade of Technically Competent Persons for site safety supervision under the Authorized Person required for the Class of Supervision identified in accordance with the method set out in the Code of Practice are (*Refer to the Technical Memorandum and the Code of Practice for Site Safety Supervision*):

(i) Authorized Person's Representative

Type of building works or street works	Grade of TCP	Name in English	Names in Chinese	I.D. No.	Frequency Level of Attending Site	Remarks

His / Her CV is attached in Appendix 1.4.

~~(ii) — Details of other TCPs for site safety supervision provided for in this DSSP are set down below. Their CVs are attached in Appendix 1.5.~~

Type of building works or street works	Grade of TCP	Number	Names in English	Names in Chinese	I.D. No.	Frequency Level of Attending Site	Remarks

~~(7) — The site safety management structure comprising the teams led by the Authorized Person, Registered Structural Engineer, Registered General Building Contractor and Registered Specialist Contractor together with the specific duties and responsibilities of their respective Technically Competent Persons, their specific tasks, method and timing for inspection, reporting and rectifying any deviations from site safety requirements for ensuring the site safety of works are to be in accordance with the Technical Memorandum.~~

~~(8) — The safety management for ensuring that the building works or street works are carried out in general accordance with the provisions of the Buildings Ordinance and regulations and with the plans approved in respect of such building works or street works by the Building Authority and with any order made or condition imposed, pursuant to any provision of the Buildings Ordinance or regulations in that behalf, by the Building Authority, is to be carried out in the manner prescribed by the provisions of the Buildings Ordinance and regulations.~~

(9) I (name in full) _____ (Chinese) _____ certify that this Part I of Detailed Safety Supervision Plan is prepared by me and complies with the current Technical Memorandum and Code of Practice for Site Safety Supervision and the requirements of the Buildings Ordinance and regulations.

Date _____

Signature of Authorized Person

Certificate Registration No.:

Date of expiry of registration:

~~PART 2 : TO BE COMPLETED BY~~

~~REGISTERED STRUCTURAL ENGINEER~~

~~To the Building Authority~~

~~Having considered the details as stated in Part 1 of this Detailed Safety Supervision Plan, and in accordance with Section 8.5 of the Technical Memorandum issued under section 39A of the Buildings Ordinance, I (name in full) _____ (Chinese) _____, Registered Structural Engineer submit the corresponding Detailed Safety Supervision Plan which is to be implemented by me.~~

~~(10) The requirements for the number and grade of Technically Competent Persons for site safety supervision under the Registered Structural Engineer required for the Class of Supervision identified in accordance with the method set out in the Code of Practice are (Refer to the Technical Memorandum and the Code of Practice for Site Safety Supervision):~~

~~(i) Registered Structural Engineer's Representative~~

Type of building works or street works	Grade of TCP	Name in English	Names in Chinese	I.D. No.	Frequency Level of Attending Site	Remarks

~~His / Her CV is attached in Appendix 2.1.~~

(ii) ~~Details of other TCPs for site safety supervision provided for in this Detailed Safety Supervision Plan are set down below. Their CVs are attached in Appendix 2.2.~~

Type of building works or street works	Grade of TCP	Number	Names in English	Names in Chinese	I.D. No.	Frequency Level of Attending Site	Remarks

(11) ~~The site safety management structure comprising the teams led by the Authorized Person, Registered Structural Engineer, Registered General Building Contractor and Registered Specialist Contractor together with the specific duties and responsibilities of their respective Technically Competent Persons, their specific tasks, method and timing for inspection, reporting and rectifying any deviations from site safety requirements for ensuring the site safety of works are to be in accordance with the Technical Memorandum.~~

(12) ~~The safety management for ensuring that the building works or street works are carried out in general accordance with the provisions of the Buildings Ordinance and regulations and with the plans approved in respect of such building works or street works by the Building Authority and with any order made or condition imposed, pursuant to any provision of the Buildings Ordinance or regulations in that behalf, by the Building Authority, is to be carried out in the manner prescribed by the provisions of the Buildings Ordinance and regulations.~~

~~(13) I (name in full) _____ (Chinese) _____
_____ certify that this Part 2 of Detailed Safety Supervision Plan is prepared by me and
complies with the current Technical Memorandum and Code of Practice for Site Safety
Supervision and the requirements of the Buildings Ordinance and regulations.~~

~~Date _____~~

~~_____
Signature of
Registered Structural Engineer~~

~~_____ Certificate Registration No. :~~

~~_____~~

~~_____ Date of expiry of registration :~~

~~_____

_____~~

~~PART 3 : TO BE COMPLETED BY~~

~~REGISTERED GENERAL BUILDING CONTRACTOR~~

To the Building Authority

~~Having considered the details as stated in Parts 1 and 2 of this Detailed Safety Supervision Plan, and in accordance with Section 8.5 of the Technical Memorandum issued under section 39A of the Buildings Ordinance, I (name in full) _____ (Chinese) _____, Registered General Building Contractor submit the corresponding Detailed Safety Supervision Plan which is to be implemented by me.~~

~~(14) Method statements of the building works or street works which together form the complete engineering basis of this Detailed Safety Supervision Plan are :~~

~~(i) Method statements which have been approved or accepted by the Building Authority :~~

Type of building works/ street works	Identification	Date of approval/acceptance by the Building Authority

~~(ii) Method statements which have been submitted but not yet accepted by the Building Authority :~~

Type of building works/ street works	Identification	Date of approval/acceptance by the Building Authority

~~(iii) Method statements which are not required to be approved or accepted by the Building Authority are enclosed in Appendix 3.1 of this Detailed Safety Supervision Plan / of the Detailed Safety Supervision Plan submitted on _____.~~

~~(15) Particulars of the precautionary and protective measures required for ensuring the safety of the site, as listed in Appendix 3.2 of this Detailed Safety Supervision Plan / of the Detailed Safety Supervision Plan submitted on _____, have been taken into account in preparing the Detailed Safety Supervision Plan. (Refer to the Code of Practice for the list of items to be included in Appendix 3.2)~~

~~(16) The requirements for the number and grade of Technically Competent Persons for site safety supervision under the Registered General Building Contractor required for the Class of Supervision identified in accordance with the method set out in the Code of Practice are (Refer to the Technical Memorandum and the Code of Practice for Site Safety Supervision):~~

~~(i) Registered General Building Contractor's Representative~~

Type of building works or street works	Grade of TCP	Names in English	Names in Chinese	I.D. No.	Frequency Level of Attending Site	Remarks

~~His / Her CV is attached in Appendix 3.3.~~

(ii) ~~Details of other TCPs for site safety supervision provided for in this Detailed Safety Supervision Plan are set down below. Their CVs are attached in Appendix 3.4.~~

Type of building works or street works	Grade of TCP	Number	Names in English	Names in Chinese	I.D. No.	Frequency Level of Attending Site	Remarks

(17) ~~The site safety management structure comprising the teams led by the Authorized Person, Registered Structural Engineer, Registered General Building Contractor and Registered Specialist Contractor together with the specific duties and responsibilities of their respective Technically Competent Persons, their specific tasks, method and timing for inspection, reporting and rectifying any deviations from site safety requirements for ensuring the site safety of works are to be in accordance with the Technical Memorandum.~~

(18) ~~The safety management for ensuring that the building works or street works are carried out in general accordance with the provisions of the Buildings Ordinance and regulations and with the plans approved in respect of such building works or street works by the Building Authority and with any order made or condition imposed, pursuant to any provision of the Buildings Ordinance or regulations in that behalf, by the Building Authority, is to be carried out in the manner prescribed by the provisions of the Buildings Ordinance and regulations.~~

(19) I (name in full) _____ (Chinese) _____ certify that this Part 3 of Detailed Safety Supervision Plan is prepared by me and complies with the current Technical Memorandum and Code of Practice for Site Safety Supervision and the requirements of the Buildings Ordinance and regulations.

Date _____

Signature of Registered
General Building Contractor

Certificate Registration No.:

Date of expiry of registration:

~~PART 4 : TO BE COMPLETED BY~~

~~REGISTERED SPECIALIST CONTRACTOR~~

To the Building Authority

~~Having considered the details as stated in Parts 1, 2, and 3 of this Detailed Safety Supervision Plan, and in accordance with Section 8.5 of the Technical Memorandum issued under section 39A of the Buildings Ordinance, I (name in full) _____ (Chinese) _____, Registered Specialist Contractor submit the corresponding Detailed Safety Supervision Plan which will be implemented by me.~~

~~(20) Method statements of the building works or street works which together form the complete engineering basis of this Detailed Safety Supervision Plan are :~~

~~(i) Method statements which have been approved or accepted by the Building Authority :~~

Type of building works/ street works	Identification	Date of approval/acceptance by the Building Authority

~~(ii) Method statements which have been submitted but not yet accepted by the Building Authority :~~

Type of building works/ street works	Identification	Date of approval/acceptance by the Building Authority

~~(iii) Method statements which are not required to be approved or accepted by the Building Authority are enclosed in Appendix 4.1 of this Detailed Safety Supervision Plan / of the Detailed Safety Supervision Plan submitted on _____.~~

~~(21) Particulars of the precautionary and protective measures required for ensuring the safety of the site, as listed in Appendix 4.2 of this Detailed Safety Supervision Plan/ of the Detailed Safety Supervision Plan submitted on _____, have been taken into account in preparing the Detailed Safety Supervision Plan. (Refer to the Code of Practice for site safety supervision for the list of items to be included in Appendix 4.2)~~

~~(22) The requirements for the number and grade of Technically Competent Persons for site safety supervision under the Registered Specialist Contractor required for the Class of Supervision identified in accordance with the method set out in the Code of Practice are (Refer to the Technical Memorandum and the Code of Practice for Site Safety Supervision):~~

~~(i) Registered Specialist Contractor's Representative~~

Type of building works or street works	Grade of TCP	Names in English	Names in Chinese	I.D. No.	Frequency Level of Attending Site	Remarks

~~His / Her CV is attached in Appendix 4.3.~~

(ii) ~~Details of other TCPs for site safety supervision provided for in this Detailed Safety Supervision Plan are set down below. Their CVs are attached in Appendix 4.4.~~

Type of building works or street works	Grade of TCP	Number	Names in English	Names in Chinese	I.D. No.	Frequency Level of Attending Site	Remarks

(23) ~~The site safety management structure comprising the teams led by the Authorized Person, Registered Structural Engineer, Registered General Building Contractor and Registered Specialist Contractor together with the specific duties and responsibilities of their respective Technically Competent Persons, their specific tasks, method and timing for inspection, reporting and rectifying any deviations from site safety requirements for ensuring the site safety of works are to be in accordance with the Technical Memorandum.~~

(24) ~~The safety management for ensuring that the building works or street works are carried out in general accordance with the provisions of the Buildings Ordinance and regulations and with the plans approved in respect of such building works or street works by the Building Authority and with any order made or condition imposed, pursuant to any provision of the Buildings Ordinance or regulations in that behalf, by the Building Authority, is to be carried out in the manner prescribed by the provisions of the Buildings Ordinance and regulations.~~

(25) I (name in full) _____ (Chinese) _____
_____ certify that this Part 4 of Detailed Safety Supervision Plan is prepared by me and
complies with the current Technical Memorandum and Code of Practice for Site Safety
Supervision and the requirements of the Buildings Ordinance and regulations.

Date _____

Signature of
Registered Specialist Contractor

_____ Certificate Registration No. :

_____ Date of expiry of registration :
