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7 January 2019

Mr Anthony CHU
Clerk to Public Accounts Committee
Legislative Council
Legislative Council Complex
1 Legislative Council Road
Central, Hong Kong

Dear Mr CHU,

Public Accounts Committee
Chapter 4 of the Director of Audit's Report No. 71
Management of Signboards by the Buildings Department

Thank you for your letter of 17 December 2018 concerning the captioned Audit Report. We are pleased to provide the requested information and clarification in the Annex.

2. For any further questions, please contact the undersigned or our Chief Officer / Minor Works and Signboard Control, Mr PANG Yuk-lung, Michael, at 3106 8019.

Yours sincerely,

(Ms YU Po-mei, Clarice)
Assistant Director/Corporate Services
for Director of Buildings

c.c. Secretary for Financial Services and the Treasury (Fax: 2147 5239)
Secretary for Development (Fax: 2899 2916)
Director of Audit (Fax: 2583 9063)

Public Accounts Committee
Consideration of Chapter 4 of the Director of Audit's Report No. 71
Management of Signboards by the Buildings Department

Part 2: Signboard Control Schemes and Surveys

Question 1

According to paragraph 2.6, for each submission selected for desktop and/or site audit, officers of the Buildings Department (BD) would input into BD's computer system some specific information. Is information provided through minor-works submissions also captured by the computer system for searching or tracking purposes? If yes, what information is captured by the system? If not, how is the information provided for minor-works submissions processed, particularly does BD only keep hardcopies or scanned copies of the submissions?

Response

At present, the information on minor works (MW) submissions input into the computer system, viz. Minor Works Management System (MWMS) includes -

- (a) MW submission reference number;
- (b) location /address of the premises concerned;
- (c) receipt date of the submission;
- (d) particulars of the person who arranged for the carrying out of the MW;
- (e) particulars of the prescribed registered contractor (PRC) and prescribed building professionals (PBP) (for Class I MW only) appointed;
- (f) MW item number;

- (g) commencement date and completion date of the MW;
- (h) scanned images of all submitted documents;
- (i) audit results as described in paragraph 2.6 of the Audit Report; and
- (j) particulars of the owner's corporations or the management companies for MW involving common parts of the building.

All submitted documents including specified forms, drawings, photos, design calculations and other supporting documents will be stored permanently in the MWMS. The original hard copies will be disposed of in due course in accordance with the requirements of the Government Records Service.

Question 2

According to paragraph 2.9, there was a lack of follow-up on the issues discovered through the desktop and site audits. While BD had commenced a revamp of the computer system which was envisaged to be completed in 2020 (paragraph 2.16 refers), what functions and improvements would be made for the revamped computer system, and whether the new features would be able to tackle the issues highlighted in Director of Audit's Report? In the meantime, what urgent steps will BD take against those issues highlighted in Director of Audit's Report, especially on improving the enforcement of the policy against those withdrawal cases suspected of contravening the Buildings Ordinance (Cap. 123)?

Response

We intend to launch the revamped MWMS in 2020 which would bring the following improvements -

- (a) capturing more audit information, including nature and seriousness of irregularities identified and progress of the rectification of irregularities;
- (b) addition of an automatic alert function for overdue cases which could provide an overview of all audit cases to case officers thereby facilitating their management and organisation of auditing work. The function can also enhance the supervision and monitoring by the senior management of BD; and

- (c) compilation of the following regular reports for management purposes -
 - (i) number and details of the audit cases with serious irregularities;
 - (ii) number and details of overdue audit cases;
 - (iii) number and details of withdrawn cases which require follow-up actions; and
 - (iv) list of PBP and PRC who have received warning letters.

Pending the launching of the revamped MWMS, the following interim measures have been or will be pursued -

- (a) written instructions on handling withdrawn submissions have been issued¹;
- (b) enhancement of the existing MWMS to record audit cases with serious irregularities is in progress and will be completed in early 2019;
- (c) the standard record sheet of audit check result is being revised to differentiate cases requiring follow up actions from those rectified cases; and
- (d) the database on PBP and PRC served with warning letters under the Minor Works Control System (MWCS) is being enhanced to identify repeated offenders.

Question 3

With reference to paragraph 2.10, how were the sample size of desktop audit and site audit (i.e. 4% and 2%) respectively determined, and whether the Administration had conducted reviews on the sample size? If BD has not reviewed the sample size, will BD agree to immediately review whether the sample size is appropriate for the purpose of checking compliance with the Buildings Ordinance?

¹ As mentioned in para. 2.9 (b) of the Audit Report, BD has an established practice that withdrawn submissions will not be accepted if they are suspected to have contravened the Buildings Ordinance. Written instructions have been issued to affirm this established practice and will be incorporated into the internal operational guidelines. The answer to Question 4 below is relevant.

Response

Under the MWCS, MW submissions are selected randomly² for audit checking. In addition, some cases are manually picked for audit checking due to, e.g. public reports or complaints. The number of cases selected for audit check is generally based on the results of audit checking in the preceding year and the available manpower.

As shown in **Table 1** below, the ratio of MW submissions (including submissions in relation to signboards) requiring follow-up actions is declining. This reflects that the PBP and PRC are more and more acquainted with the MWCS requirements and the relevant provisions of the Buildings Ordinance (BO), and that the audit check is effective in deterring non-conformance. We will continue to monitor the overall result of audit check to all MW submissions, regularly review the effectiveness of the MWCS implementation and timely adjust the amount of audit cases.

Table 1
Statistics on Audit Check of MW Submissions

	Year		
	<u>2015</u>	<u>2016</u>	<u>2017</u>
Number of MW submissions received	115,832	135,187	126,504
Number of MW submissions selected for desktop audits and site audits^{Note}	6,742	7,104	7,260
Number of advisory letters issued^{Note}	641	299	208

Note: The figures do not necessarily correspond to the audit cases selected in the same year. In addition, more than one advisory letter may be issued for a particular audit case.

2 The random selection will not take into account the type and class of the MW submissions.

Question 4

According to paragraphs 2.11 to 2.14, delays and deficiencies were found with the follow-up actions on desktop and site audits. Are there currently any internal guidelines on processing and following up with desktop and site audits? If yes, a copy of the guidelines and how will BD improve those guidelines given the issues highlighted? If no, whether BD will consider formulating such guidelines?

Response

Internal guidelines (see **Appendix 1**) for audit check have all along been available and all audit checks are conducted pursuant to the guidelines. A review on these internal guidelines is being carried out with a view to formulating practical time targets on conducting audit check, incorporating the instructions on handling withdrawn submissions as mentioned in the reply to Question 2 above and reflecting latest policy and procedures on instigating prosecution / disciplinary actions against PBP and PRC who have contravened the BO under the MWCS.

Question 5

In paragraph 2.23(b) of Chapter 1 of Director of Audit's Report No. 64 published in 2015, it was recommended that BD strengthened its action to publicize the Validation Scheme for Unauthorized Signboards. What were the steps taken in response to that report? Why was the response for the Validation Scheme still low (paragraphs 2.19 to 2.22 refer)? Will BD review the implementation of the Validation Scheme, and consider ways of improving the Scheme, such as by setting an end date for the Scheme, after which a territory-wide stocktaking and removal exercise will take place, or by offering incentives for signboard owners (e.g. the Administration subsidizes a portion of the inspection and rectification cost if the signboard owners completed the inspection and rectification prior to a certain date)?

Response

As reported to the Public Account Committee of the Legislative Council in the Government Minute in October 2015, BD has enhanced the publicity strategy for promoting the Signboard Validation Scheme (SVS) through various channels, such as publicity booklets and pamphlets, BD website,

briefings to the industry and general public, mobile applications, and TV/radio Announcement in the Public Interest (API). In addition, our staff has been promoting the SVS when meeting owners of signboard eligible to join the SVS during the course of enforcement action including large scale operations (LSO) on signboards in target streets (paragraph 3.3 of the Audit Report refers). The publicity activities relating to SVS in 2018 include -

- (a) promoting the SVS in the *Police Magazine* TV programme covering the Signboard Control System which was broadcasted in April 2018;
- (b) a new API with posters was launched in September 2018 and the production of a new publicity leaflet is underway; and
- (c) advisory letters have been issued to stakeholders³.

We will continue to conduct publicity and educational activities to promote the SVS.

Apart from the above, we will streamline the application procedure for validation of signboards for food business premises in collaboration with the Food and Environmental Hygiene Department through promulgating a single certificate for food business licence and the SVS.

As mentioned in paragraph 2.21(b) of the Audit Report, we noted that there were more signboard owners choosing to remove and re-erect signboards under the MWCS rather than apply for validation under the SVS. Nevertheless, we still see value in SVS as an option to signboard owners who wish to retain their existing unauthorised signboards erected before 2 September 2013. In view of the large number of unauthorised signboards and the fact that LSO against signboards have only been implemented since 2012, we have no plan to set an end date for the SVS. As signboards are generally erected for commercial purposes and they generate direct / indirect incomes to the relevant owners, we consider it inappropriate to use public money to subsidise the cost of validating unauthorised signboards.

3 Since 2014, about 300 advisory letters have been issued to stakeholders including major retail shops, chain stores, banks, public transport corporations and trade associations, etc., encouraging them to erect new signboards legally and validate their existing unauthorised signboards.

Question 6

According to paragraphs 2.23 to 2.25, BD had yet to make any progress on establishing a more comprehensive database of all legal and validated signboards. However, the Minor Works Control System ("MWCS"), the Validation Scheme and approval system for large signboards provide BD with all the necessary information on all legal and validated signboards in Hong Kong. As such, how can BD justify that the establishment of a database is a long-term goal, rather than an urgent need for immediate monitoring and enforcement purposes? Will BD take action immediately in setting up the database by reviewing all the information received through MWCS and approvals for large signboards? If not, what are the difficulties and will BD agree to set a date for the completion of such a database?

Question 7

According to paragraph 2.23(c), BD had no readily available data on large signboards erected or removed. Can BD provide an explanation on why the data was unavailable, given that all such works should have obtained BD's prior approval and consent, and whether BD had readily available data on all other types of works that require BD's prior approval and consent?

Response to Questions 6 & 7

Signboards may be legally constructed through obtaining BD's prior approval of plans and consent for the commencement of works (approval and consent process) or under the simplified requirements of the MWCS. For cases involving approval and consent process, the information on such signboards is embedded in the approved plans. To establish a database on legally constructed signboards already in existence, BD will need to undertake an extensive exercise to retrieve the respective approved plans, MW submissions and validation submissions and extract the relevant information from such records. We plan to conduct a sample trial as soon as possible within this year to estimate the manpower and time needed to extract such information from existing building records.

Question 8

According to paragraph 2.36, BD had set in August 2018 the internal targets on inspection of signboards under regular surveys. What are the targets specifically and will BD regularly review the targets?

Response

We have set an internal target of inspecting 10,200 signboards in 2018. We will regularly review the annual target on the proactive survey of signboards taking into account the number of targeted signboards identified in the preceding period, recent signboard incidents and the manpower situation of BD. As mentioned in paragraph 2.41 of the Audit Report, we will review the mode of operation of the proactive survey with a view to enhancing its effectiveness, e.g. streamlining the procedure of survey by recording the sections of streets inspected instead of counting the number of signboards inspected. BD staff will also take timely follow-up actions including the issue of removal orders / dangerous structure removal notices (DSRNs) and instigate prosecutions against dangerous, abandoned, and work-in-progress unauthorised signboards identified in these proactive surveys.

Question 9

According to paragraph 2.38, BD had not used the computer system to follow up on enforcement actions taken against targeted signboards identified in regular surveys. Can the BD's current computer system assist BD to monitor the progress of enforcement actions taken against unauthorized building works, and if not, will this capability be included as a requirement for the revamped computer system?

Response

At present, information on follow-up actions with regard to the targeted signboards identified in the proactive surveys are input into BD's Building Condition Information System (BCIS) on a building basis for record and monitoring purposes along with other enforcement information on the parent buildings. However, as mentioned in paragraph 2.38 of the Audit Report, the BCIS cannot extract specific information on those signboards from the database. Hence, information regarding the progress of follow-up actions arising from proactive surveys cannot be compiled. In this connection, we have already enhanced the BCIS to enable flagging up of targeted signboards found in the proactive surveys to facilitate monitoring of the progress of follow-up enforcement actions.

Question 10

According to paragraph 2.41(d), BD had set time targets for the issuance of Dangerous Structure Removal Notices ("DSRNs") and removal orders.

What other steps will BD take to ensure that DSRNs and removal orders will be issued promptly and monitor the progress, especially given that these signboards pose an imminent threat to public safety?

Response

BD has in October 2018 set the time targets of issuing DSRNs and removal orders within 30 days and 150 days respectively from the date of inspection, which are the same targets for cases arising from public reports. As a result of the enhancement to the BCIS as mentioned in our reply to Question 9 above, the case officer will manage and organise follow-up enforcement actions and their supervisors will use the BCIS to monitor the progress of follow-up action of these cases in regular progress monitoring meetings. When carrying out inspections of signboards arising from public reports and proactive surveys, BD will engage Government Contractors immediately to remove those signboards posing imminent danger.

Part 3: Large-scale operations and handling of public reports

Question 11

According to paragraph 3.4, BD guidelines suggested that any street meeting at least two of the criteria listed in paragraphs 3.4(a) to (f) might be considered for a large-scale operation ("LSO"). Has BD conducted any survey to identify the number of street sections in Hong Kong which meet the requirements, and thus be able to prioritize LSOs appropriately? If not, why has BD not conducted such a survey and will BD agree to conduct such a survey?

Response

As advised in paragraph 1.10 of the Audit Report, our Signboard Control Unit (SCU) is responsible for, among others, identifying and taking enforcement actions against dangerous or unauthorised signboards. Each year, SCU will shortlist problematic street sections after taking into account case officers' knowledge of the latest condition of signboards within their responsible districts and the established selection criteria. An internal selection panel will then finalise the list of target street sections for BD senior management's endorsement. In view of the rich and up-to-date knowledge of SCU staff of the general conditions of signboards in districts under his charge and having regard to time and resource constraints, we consider that the present approach is more effective in prioritising street sections for LSO than conducting an

one-off territory-wide street survey, especially given that the erection, demolition and condition of signboards change frequently and the result of such survey will become outdated soon.

Question 12

According to paragraph 3.13, the Audit Commission's site visit revealed a large number of unauthorized large signboards. Given the prominence of some of the large unauthorized signboards, will BD prioritize enforcement actions against owners of large unauthorized signboards? In addition, how will BD address the concerns/difficulties highlighted in paragraph 3.15 regarding the enforcement actions against large unauthorized signboards?

Response

Due to the practical difficulties encountered in enforcement actions as mentioned in paragraph 3.15 of the Audit Report and with a view to tackling blatant cases more effectively, we have promulgated a new strategy in April 2016 whereby enforcement actions against large unauthorised signboards would be taken promptly through applying for priority demolition orders (PDO) from the District Court under section 24B of the BO. This new strategy has so far been effective in dealing with large unauthorised signboards erected for rental purposes involving frequent changes of signboard inscriptions. Up to November 2018, about 60 large signboards⁴ were removed under PDO actions. We will continue to take PDO actions against blatant and difficult cases of large unauthorised signboards.

At the same time, BD will continue to step up LSOs on large unauthorised signboards. As mentioned in paragraph 3.19 of the Audit Report, we have already reviewed and revised the actionable criteria of LSO on large unauthorised signboards as well as setting time targets. Our target is to issue 170 removal orders under LSOs in 2018, as compared to 106 removal orders under LSOs 2017.

⁴ These include signboards removed by the signboard owners voluntarily during the investigation stage before issuance of PDO.

Part 4: Follow-up actions on statutory notices and orders

Question 13

According to paragraphs 4.4 to 4.6, only 5% of DSRNs were complied with within the 14-day time limit. Given that structures issued with DSRNs pose an imminent danger to public safety, what urgent steps will BD take to clear the backlog of DSRNs and to improve the compliance with DSRNs?

Response

BD has all along attached great importance to the prompt removal of dangerous signboards to ensure public safety. As stipulated in paragraph 1.6(a) and 1.9(a) of the Audit Report, Government Contractor will be immediately engaged to remove signboards posing imminent danger without issuing any DSRN.

We have taken active steps to clear all outstanding DSRNs issued in 2017 by the end of December 2018 and only a few remaining cases are still in progress. Moreover, we will streamline the procedure of carrying out default works by Government Contractors and if necessary, redeploy resources to ensure timely clearance of the expired DSRNs.

Question 14

According to paragraphs 4.15 to 4.23, BD could take prosecution actions against non-compliance of DSRNs/removal orders and recover costs of default works from the owners. Does BD consider it effective to refer all cases of non-compliance to the Legal Services Section regardless of the scale of the signboards, or whether it is more appropriate to set out guidelines on prioritizing the referral of non-compliance cases relating to large signboards and those identified as Class I signboards?

Response

In view of the large number of outstanding removal orders and to make more effective use of resources, we have been prioritising prosecution actions against newly-built unauthorised signboards, unauthorised signboards posing serious hazard to life and limb⁵, and repeated offences in accordance with the

⁵ The risk posed by a signboard mainly hinges on its design, construction and maintenance. The size of the signboard may not be the only factor.

existing prosecution policy. As mentioned in paragraph 4.20 of the Audit Report, BD staff under the Legal Services Section has been following departmental internal guidelines and exercising professional judgement to instigate prosecution proceedings against non-compliant removal orders related to signboards, with due regard to the circumstances of individual cases.

Miscellaneous

Question 15

Will BD review the manpower requirements for the enforcement of MWCS and other issues highlighted in the Director of Audit's report?

Response

As of December 2018, BD's SCU had 42 professional and technical staff for identifying and taking enforcement actions against dangerous or unauthorised signboards, administration of the SVS, and checking of MW submissions relating to signboards. We will keep in view the manpower situation of the SCU and seek additional resources as needed.

Procedures for Audit of Submissions**Background**

The Minor Works Control System (MWCS) is a self regulatory system. Non-ORS will be selected at random for audit to ensure that they generally comply with the provisions of the Buildings Ordinance (BO) and its subsidiary regulations, and deter abuse of the MWCS by the Prescribed Building Professional (PBP)/Prescribed Registered Contractor (PRC). For cases with irregularities found during audit, appropriate warning, enforcement, prosecution and disciplinary actions should be considered. Audit comprises Audit Fundamental Check (AFC) and Site Audit Check (SAC). The AFC focuses on procedural compliance of Building (Minor Works) Regulation [B(MW)R] while the SAC focuses on building safety and compliance with the BO. Both AFC and SAC will be carried out by the Minor Works and Signboard Control Section (MW&SCS). The detailed procedures of AFC and SAC are given in the flow chart in Appendix A.

Selection for Audit

2. Upon receipt, submitted Form MW01, 03, 05 & 06 will be selected randomly by the computer system for audit check. Submissions related to statutory order / notice / direction will be excluded from the audit selection. Once the Form MW01 or MW03 is selected for audit, its corresponding Form MW02 or MW04, when submitted, will be assigned as audit cases automatically.
3. If situation requires, e.g. cases related to reported cases or sensitive issues, SPO may manually select the corresponding submissions for audit.

Full Data Entry in Processing & Enquiry Module (PEM)

4. Clerical staff will enter and scan all information into the PEM for submissions selected for audit. This should be done within **7 working days** from the date of receipt of submission so that the Technical Officer(TO)/Survey Officer(SO)/Case Officer/Senior Professional Officer(SPO) in the MW&SCS can process the audit selected submissions.

Referral of Site Supervision Plan (SSP) to the Site Monitoring Unit Section (SMS)

5. For an audit-selected submission under notification of commencement of Class I

MW (Form MW01) requiring SSP as stipulated by the technical memorandum, the SSP and the related documents will be referred to the SMS through email for audit check within 7 working days from the receipt of the submission. If the SSP is required but not submitted together with the MW submission, after verification by SPO, it will be considered as an irregularity under the audit check system.

Audit Fundamental Check (AFC)

6. The submissions are allocated to SO/TO in the MW&SCS in a sequential order. They shall:

- (a) check if the submitted information is complete, e.g. the fields in the form, plans and photos etc.;
- (b) if applicable, check the history of the submission (related submissions processed previously and the corresponding reply letters);
- (c) check consistency of address and works specified in the form and those on the plans and photos;
- (d) check the works specified in the submissions are in compliance with the detailed descriptions as stipulated in Schedule 1 & 3 of the B(MW)R;
- (e) verify if the administrative procedures of the submission comply with the B(MW)R;
- (f) check whether the structural calculation is provided for Class I MW (reference should be made to Appendix B for the list of MW items for which structural calculation is required);
- (g) make recommendation to Case Officer.

7. Upon completion of checking by SO/TO in the MW&SCS (and SPO in para 5 if appropriate), the submission will be allocated to the Case Officers in the MW&SCS in a sequential order. The Case Officers shall vet the submissions further and record the findings in the computer system.

Site Audit Check (SAC)

8. SAC aims at ensuring that the works specified in the Minor Works Specified Form and the works carried out comply generally with the BO and its subsidiary legislation. The standard of SAC should in principle be the same as the current "approval and consent" system and in accordance with BD Instruction 6.8.

9. SAC would not be carried out on submissions related to demolition, general building repair, excavation and Class III A/C supporting frame. Reference should be made to Appendix C for more details. A certain percentage of other submissions will be selected randomly for SAC. Depending on the resources strength, this percentage will be reviewed periodically.

10. The Case Officers will carry out desk study before site inspection on submission selected for SAC. During site inspection, sufficient information and photos should be taken for record. The SAC should be carried out within 60 calendar days from the receipt of submission and the result should be recorded in the computer system in the form of a checklist and report as shown in Appendix D.

Pre-commencement Site Audit Check (PSAC) of Class I/II Minor Works

11. PSAC is a kind of SAC which only focuses on “7-day-notification”. Under s30 & s33 of B(MW)R, a notification in the specified form should be submitted to the Building Authority (BA) not less than 7 days before the commencement of any class I & Class II minor works. To ensure that the commencement of minor works do not contravene these regulations, it is necessary to carry out PSAC to check whether the works have been commenced within 7 days from the date of receipt of minor works submissions (Day 7). The PSAC will be conducted by the Minor Works Unit (MWU).

12. A certain percentage of the submissions for notification of commencement (Form MW01 & MW03) which have been selected for audit check will be further selected randomly for PSAC. The cases will be allocated to the Case Officers in the MWU in a sequential order.

13. The principle of PSAC should be similar to SAC as mentioned in para. 8 to para. 10.

Long Outstanding Certificate of Completion for Class I/II Minor Works

14. Under s31, s32, s34 & s35 of B(MW)R, a certificate in the specified form should be submitted to the BA within 14 days after the date of completion of any class I & Class II minor works. To ensure that the completion of minor works do not contravene these regulations, it is necessary to carry out audit check on suspected cases where their certificates of completion are outstanding for a long period of time after their notification of commencement of works submitted to BD.

15. To screen out the suspected cases, a report will be generated regularly listing out all the cases with completion still outstanding 6 months after the submission of notification of

commencement. A letter will be issued to the PBP/PRC concerned to remind them to submit the notification of completion.

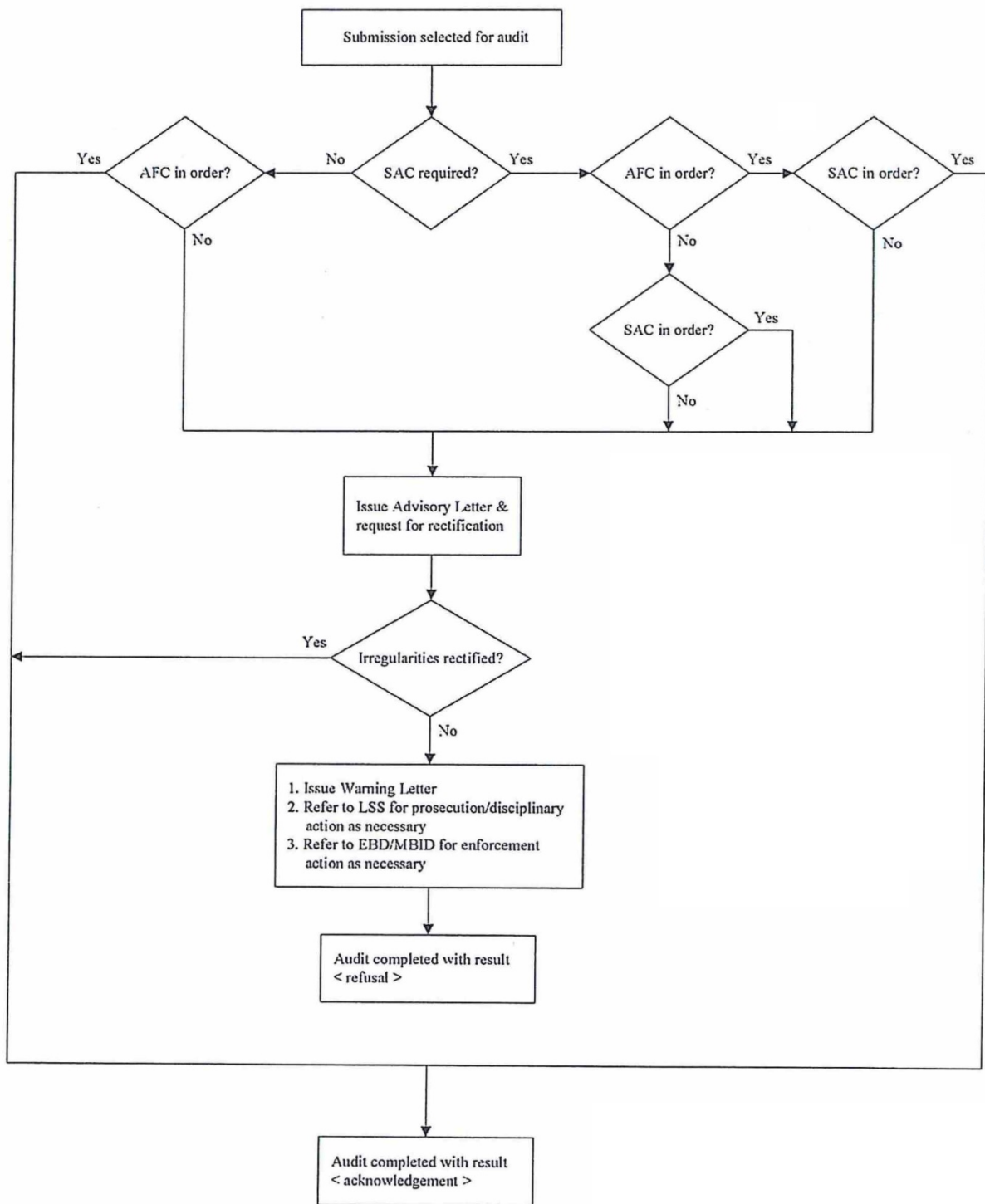
16. If no action is taken by the PBP/PRC concerned in 14 days, the cases involved will be selected randomly for audit check at a certain percentage. The principle of audit should be similar to AFC and SAC as mentioned in para. 6 to para. 10.

Follow-up Action for AFC & SAC

17. The MW&SCS will carry out AFC and SAC/PSAC (if applicable) for the submissions selected for audit. The Case Officers will compile the audit findings, record the details on the computer system and make recommendation to SPO on the following actions where appropriate:

- (a) to notify the PBP/PRC/PAW the irregularities found in the audit checks by issuing an advisory letter (Appendix E);
- (b) to issue warning letter (Appendix F) if the irregularities are not rectified after issuing of advisory letter;
- (c) to refer the case to EBD for enforcement action;
- (d) to refer the case to LSS for prosecution / disciplinary action;

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Index under : Minor Works Submissions



Legend

<XXXX> - PEM command

Table for Class I MWs Requiring Structural Calculation under B(MW)R s37

MW Item	Works Description	New Works (N) / A&A (A)	Remark
1.1	Erection or alteration of any internal staircase	N or A	
1.2	Formation of any opening in a slab	A	
1.3	Building works associated with the installation or alteration of any service lift	N or A	
1.4	Building works associated with the installation or alteration of any stairlift or lifting platform	N or A	
1.5	Removal of any supporting structure for an air-conditioning unit, water cooling tower, solar water heating system or photovoltaic system located on a cantilevered slab		The removal of loading on cantilever slab may affect the back-span structure
1.6	Alteration or removal of any protective barrier	A	
1.7	Erection or alteration of any solid fence wall	N or A	
1.8	Erection or alteration of any external mesh fence	N or A	
1.11	Construction or alteration of any spread footing associated with the carrying out of any other minor works or designated exempted	N or A	
1.12	Excavation works associated with the carrying out of any other minor works or designated exempted works		According to APP-57, ELS plans will be required for excavation works: (a) deeper than 2.5m and greater than 5m in length; and (b) liable to affect any road, building, structure, slope steeper than 30 degree or water main 75mm diameter or greater, the affected area being defined as within the 45 degree line up from the base of the excavation to the ground surface
1.13	Erection or alteration of any supporting structure for an antenna or transceiver on the roof of a building	N or A	
1.14	Erection or alteration of any supporting structure for a radio base station solely for telecommunications services in the form of an equipment cabinet on the roof of a building	N or A	
1.15	Erection, alteration or removal of any external reinforced concrete	N or A	
1.17	Repair of any structural elements		Structural calculation is required if the repair works involve the redistribution of stress in the structural element
1.18	Erection or alteration of any supporting structure for a solar water heating system on-grade or on a slab	N or A	
1.19	Erection or alteration of any supporting structure for a photovoltaic system on-grade or on a slab	N or A	
1.20	Erection or alteration of any projecting signboard	N or A	
1.21	Erection or alteration of any signboard on the roof of a building	N or A	
1.22	Erection or alteration of any wall signboard	N or A	
1.23	Erection or alteration of any outdoor signboard fixed on-grade	N or A	
1.25	Repair of any underground drain		Associated with 1.12 (Excavation)
1.26	Addition or alteration of any underground drain	N or A	Associated with 1.12 (Excavation)
1.27	Erection, alteration or removal of any canopy projecting from the external wall	N or A	The removal of canopy may also need calculation if it affects the back-span structure
1.28	Erection, alteration or removal of any metal supporting frame for an air-conditioning unit or any associated air ducts projecting from the external wall	N or A	Cases for erection and alteration require calculation, but case for removal may not require calculation, depending on its effect on parent structure
1.29	Erection or alteration of any supporting structure for an air-conditioning unit, water cooling tower or any associated air ducts on-grade or on a slab	N or A	
1.31	Erection, repair or removal of any panel fixed by metal dowels and fixings onto a wall	N	Cases for repair or removal may not require calculation
1.32	Removal of any internal staircase		May require calculation depending on the effects of the works on parent structure
1.33	Building works associated with the removal of any service lift		May require calculation depending on the effects of the works on parent structure
1.34	Building works associated with the removal of any stairlift or lifting platform		May require calculation depending on the effects of the works on parent structure
1.36	Removal of any underground drain		Associated with 1.12 (Excavation)
1.41	Erection of any non-load bearing block wall, laying of any solid floor screeding, or erection or alteration of any aboveground drain	N	Erection or alteration of any aboveground drain only may not require calculation
1.43	Erection of any non-load bearing block wall in a flat	N	
1.44	Thickening of any floor slab in a flat by laying solid screeding	N	

Minor Works Item for Site Audit Check (SAC)

Appendix C

Class 1			Class 2			Class 3		
MW item	*Erection/ Installation/ Construction/ Addition/ Laying/ Thickening	*Alteration/ Strengthening/ Formation/ Replacement/ Reinstatement	MW item	*Erection/ Installation/ Construction/ Addition/ Laying/ Thickening	*Alteration/ Strengthening/ Formation/ Replacement/ Reinstatement	MW item	*Erection/ Installation/ Construction/ Addition/ Laying/ Thickening	*Alteration/ Strengthening/ Formation/ Replacement/ Reinstatement
1.1	M	M	2.1	-	M	3.1	-	-
1.2	-	M	2.2	-	-	3.2	-	-
1.3	M	M	2.3	-	M	3.3	-	M
1.4	M	M	2.4	-	-	3.4	-	-
1.5	-	-	2.5	-	M	3.5	-	-
1.6	-	M	2.6	M	M	3.6	M	M
1.7	M	M	2.7	M	M	3.7	-	-
1.8	M	M	2.8	M	M	3.8	-	-
1.9	-	-	2.9	-	-	3.9	M	M
1.10	-	-	2.10	M	M	3.10	-	-
1.11	M	M	2.11	-	-	3.11	M	M
1.12	-	-	2.12	-	-	3.12	-	-
1.13	M	M	2.13	M	M	3.13	M	M
1.14	M	M	2.14	M	M	3.14	M	M
1.15	M	M	2.15	-	-	3.15	M	M
1.16	M	M	2.16	M	M	3.16	S	S
1.17	-	-	2.17	-	-	3.17	S	S
1.18	M	M	2.18	S	S	3.18	-	-
1.19	M	M	2.19	S	S	3.19	-	-
1.20	S	S	2.20	S	S	3.20	-	-
1.21	S	S	2.21	S	S	3.21	-	-
1.22	S	S	2.22	S	S	3.22	-	-
1.23	S	S	2.23	-	S	3.23	M	M
1.24	-	-	2.24	-	-	3.24	-	-
1.25	-	-	2.25	-	-	3.25	M	M
1.26	M	M	2.26	-	-	3.26	-	-
1.27	M	M	2.27	-	-	3.27	-	-
1.28	M	M	2.28	-	-	3.28	-	-
1.29	M	M	2.29	M	M	3.29	M	M
1.30	-	-	2.30	M	M	3.30	-	-
1.31	M	-	2.31	-	-	3.31	M	M
1.32	-	-	2.32	-	-	3.32	-	-
1.33	-	-	2.33	M	M	3.33	-	-
1.34	-	-	2.34	-	-	3.34	-	M
1.35	-	M	2.35	-	M	3.35	-	M
1.36	-	-	2.36	-	-	3.36	-	M
1.37	-	-	2.37	-	-	3.37	-	M
1.38	-	-	2.38	-	-	3.38	-	M
1.39	-	-	2.39	-	-	3.39	M	-
1.40	-	-	2.40	-	-	3.40	M	-
1.41	M	-				3.41	M	-
1.42	-	M				3.42	M	-
1.43	M	-						
1.44	M	-						

Notes:

- 1) "-" - SAC is not required.
- 2) M - MWU to carry out SAC
- 3) S - SBCU to carry out SAC
- 4) SAC for the works involving general building repair, excavation, demolition & Class III a/c supporting frame are not required.
- 5) * Terminology corresponds to relevant items in B(MW)R.

Checklist for Minor Works Submission

[Please tick in the appropriate box(es).]

MW Submission No. : MW

1																			
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 @ f()

Date of Inspection:

Commencement → ①

Completion → ②

Part I

1. Desk Study Y N NA

a. Works specified in the submissions covered by correct Minor Works

b. Works specified in conformity with the last site Inspection record in EB file ?

2. Site Inspection – Inspection Report @ f()

(Applicable to non-ORS for Notice of Commencement only)

① a. Works specified compatible with site condition ?

b. Adequate precautionary measures provided on site ?

c. No obvious contravention of BO/Sub-Leg arising from the proposed works ?

(Applicable to Certificate of Completion)

d. Completed works on site is in conformity with the submission ?

② e. No material deviation from submission for commencement ?

f. No contravention of BO/Sub-Leg caused by the completed works amounting to imminent danger or health hazard?

For any N, provide details in Part II if necessary

[Please tick in the appropriate box(es).]

Part II

Details of Irregularities identified

--

3. Initial Action Taken against irregularities

N/A

Inform PBP PRC to rectify irregularities identified on

dd	mm							yyyy	

 on phone. by letter @ f().

Irregularities rectified by PBP completely PRC partly on

dd	mm							yyyy	

 and verified @ f().

4. Follow up Action against Irregularities not rectified

N/A

(Building Works)

ID – s.24AA order recommended

Non-ID – advisory letter recommended

Other Contraventions : _____

(Other irregularities)

MW carried out not by the appropriate PBP/PRC

disciplinary action against the PBP PRC Recommend

prosecution PRC

Outstanding irregularities not rectified by the PBP/PRC

disciplinary action against the PBP PRC Recommend

prosecution PRC

Inspecting Officer(s):

Signature:		
Name:		
Rank:		
Date:		

Unit Head's endorsement & Date:

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INSPECTION REPORT

Name of building: _____ MW No.: _____

Address of building: _____ Date of Inspection: _____

Refer Folio	Location of MW	Description of MW	Photo. Nos.	Recommendations / Comments

Photo Record

	Photo No.:
	Location:
	Description:
	Photo No.:
	Location:
	Description: