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Water Supplies Department

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檔號  
Reference (22) in WSD 3318/50 Pt.6

22 January 2018

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

## **WSD Circular Letter No. 1/2018 Scheme on Voluntary Submission of Inspection Checklist**

In June 2016, the Water Supplies Department (WSD) promulgated a pilot scheme on “Voluntary Submission of Inspection Checklist” under Part A of WSD Circular Letter No. 2/2016 for trial in one year. A review on the effectiveness of the pilot scheme has been carried out upon the expiry of the trial period. After the review and with the support of the Technical Committee on Plumbing, we have decided to adopt the pilot scheme as a standing arrangement labelled “Scheme on Voluntary Submission of Inspection Checklist” (The Scheme). Some enhancements on certification of inspection checklists and final inspection of completed works are also introduced. The Scheme takes immediate effect and applies to all plumbing works with Form WWO 46 Part IV submitted on or after the date of this Circular Letter. Part A of Circular Letter No. 2/2016 is hereby superseded by this Circular Letter. The details of the Scheme are set out in the ensuing paragraphs.

### **The Scheme**

2. The Licensed Plumber (LP) who opts to join the Scheme should arrange self-inspection of the plumbing works, and submit necessary inspection certificates and inspection checklists<sup>1</sup> corresponding to the type of inspection as follows:

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<sup>1</sup> The blank inspection certificates/checklists can be downloaded from the WSD’s webpage at:  
[http://www.wsd.gov.hk/en/plumbing-engineering/requirements-for-plumbing-installation/wsd-circular-letters/index\\_id\\_458.html](http://www.wsd.gov.hk/en/plumbing-engineering/requirements-for-plumbing-installation/wsd-circular-letters/index_id_458.html)

#### A) Interim inspection of underground pipes

The procedures for voluntary submission of interim inspection checklist for underground pipes are set out in **Annex I**. The LP is required to submit the documents as set out in **Part A** of **Annex I** together with the Form WWO 46 Part IV and the WSD will process the submission according to procedures set out in **Part B** of **Annex I**. The inspection certificate in the form of **Annex II** has to be certified by qualified person with qualification set out in paragraph 4. The Scheme does not cover interim inspection on concealed pipes above ground.

#### B) Final inspection

The procedures for voluntary submission of final inspection checklist are set out in **Annex III**. The LP is required to submit the documents as set out in **Part A** of **Annex III** and the WSD will process the submission according to procedures set out in **Part B** of **Annex III**. The inspection certificate in the form of **Annex IV** has to be certified by qualified person with qualification set out in paragraph 4.

3. As compared with the pilot scheme, the following enhancements have been introduced to the Scheme:-

#### **Enhancement on the certification of inspection checklist**

4. In addition to the Registered Profession Engineer<sup>2</sup> (building services) [RPE(BSS)] and the Corporate member of the Hong Kong Institution of Engineers in building services discipline [MHKIE in (BSS)] who are qualified to certify the inspection checklist, the persons with the following qualifications are also qualified:

- Registered Profession Engineer (mechanical) [RPE(MCL)] with 2 years of relevant post-qualification experience in BS installation;
- Corporate member of the Hong Kong Institution of Engineers in mechanical discipline [MHKIE in (MCL)] with 2 years of relevant post-qualification experience in BS installation.

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<sup>2</sup> Registered professional engineer as defined in the Engineers Registration Ordinance (Cap 409).

5. The RPE(MCL) and MHKIE in (MCL) should provide curriculum vitae, certificate of Employment or the like to demonstrate his attainment of sufficient relevant experience. We will conduct audit check on the document provided by RPE(MCL) and MHKIE in MCL.

**Enhancement on the arrangement of final inspection of plumbing works**

6. Final inspections will be conducted for all cases. To further streamline the workflow under the Scheme, the final inspection arrangement for plumbing works under the Scheme is enhanced. The WSD will issue “Notification of the Selected Locations for Voluntary Submission of Final Inspection Checklists” (Notification) to the concerned LP and make appointment for final inspection within 7 working days of receipt of WWO46 Part IV. The WSD commits to conduct final inspections for at least 70% of the cases within 14 working days from the date of making appointment or, if final inspection cannot be arranged by the LP within 14 working days, on a date mutually agreed when making appointment with the LP, provided that the final inspection checklists by the LP are submitted within 7 working days from the date of issue of the Notification and the checklists prepared are satisfactory.

**Enquiry**

7. Should you have any enquiry, please contact our Engineer/Technical Support(4) at telephone no. 3428 5814.

Yours faithfully,

( Original signed )

( CHAN Chung Kun )  
for Water Authority

Encl.

(with Chinese translation)

c.c.

Housing Department (Attn: SM/QM)

Buildings Department  
Architectural Services Department  
Fire Services Department  
The Hong Kong Housing Society  
The Hong Kong Institute of Architects  
The Hong Kong Institution of Engineers  
The Hong Kong Institute of Surveyors  
The Chartered Institute of Plumbing and Heating Engineering – Hong Kong Council  
Hong Kong Plumbing and Sanitary Ware Trade Association Ltd.  
Hong Kong Licensed Plumbing Professionals Association Ltd.  
Hong Kong Plumbing General Union  
Hong Kong Water Works Professionals Association Ltd.  
The Hong Kong Institution of Plumbing and Drainage Ltd.  
Plumbing Technology Student Association  
The Association of Registered Fire Service Installation Contractors of Hong Kong Limited  
Real Estate Developers Association of Hong Kong  
Hong Kong Institute of Vocational Education  
Construction Industry Council  
The Hong Kong Construction Association, Ltd  
Hong Kong General Building Contractors Association Ltd  
The Hong Kong Federation of Electrical & Mechanical Contractors Ltd  
Contractor's Authorised Signatory Association Ltd  
Registered Minor Works Contractor Signatory Association Ltd  
Hong Kong Registered Contractors Association Company Ltd  
Building Services Operation and Maintenance Executives Society  
The Hong Kong Air Conditioning and Refrigeration Association Ltd  
Hong Kong Licensed Plumbers Union Limited  
Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong  
The Association of Electrical and Mechanical Engineering (Hong Kong) Ltd

WSD 3318/15/81

## Procedures for Voluntary Submission of Interim Inspection Checklists on Underground Pipes

### Part A

1. When submitting Form WWO 46 Part IV to apply for interim inspection, the LP shall include the following documents:
  - (i) a covering letter indicating the licensed plumber opts for the “**Voluntary Scheme**”;
  - (ii) a completed checklist for interim inspection (Colour photos attached to the inspection checklists shall be submitted in both hard copy and soft copy (in PDF format and supplied in a CD ROM));
  - (iii) a report on the hydraulic test as set out in **Annex IA**;
  - (iv) a certificate of interim inspection in the form of **Annex II** certified by qualified certifying persons; and
  - (v) curriculum vitae, certificate of Employment or the like of the [RPE(MCL)] or MHKIE in (MCL) to demonstrate his/her attainment of sufficient relevant working experience (if applicable).

### Part B

2. Upon receipt of WWO46 Part IV and the documents mentioned in paragraph 1 above, WSD will make an appointment with the LP for interim inspection on a random basis. The licensed plumber will be notified whether the application is selected for inspection. In the event the application is not selected for inspection and the interim inspection checklists are checked with no apparent irregularity, the Water Authority will issue the approval for covering up the plumbing works.
3. In case the submission is of inferior quality in respect of completeness, correctness and clarity of the information provided, WSD may reject the inspection checklists. If the inspection checklist is rejected, WSD will notify LP the reasons of rejection and the LP is not allowed to re-submit the inspection checklists and the application will be handled as if it has not been submitted for voluntary submission of checklists.
4. The approval on the underground pipes or the notification that the interim inspection report is rejected shall be given to the licensed plumber within 7 working days of the receipt of WWO 46 Part IV. In case the application is selected for carrying out interim inspection, WSD will make an appointment with the LP for interim inspection within 7 working days of the receipt of WWO 46 Part IV. In case the inspection checklist submitted by the LP is rejected, WSD will make an appointment with the LP for interim inspection within 7 working days from the day on which the inspection checklist is rejected.
5. During the interim inspection of selected cases, WSD inspectorate would verify the “Inspection Results” of the submitted interim inspection checklists and record photos. Inspection will be carried out on items of the checklist inspected by the LP and certified by the qualified certifying persons, and on items not inspected by the LP on a random basis.
6. During the interim inspection, in case there is any disagreement on the “Inspection Results”, the WSD inspectorate shall indicate on the checklist as appropriate and both the WSD inspectorate and the LP shall sign next to the amendment.
7. During the interim inspection, if defect exists, its location with photo details should be recorded on the checklist. The LP and the WSD inspectorate should sign on the checklists and WWO 1008 will be issued.

- End -

**Standard Template for Hydraulic Test Report**

Description of Works :

Diameter of Pipes (mm) :

Location :

Test Date and Time :

Length of Pipeline (m) :

Maximum static pressure<sup>1</sup> (m) :

Testing Pressure Head<sup>2</sup> (m) :

Details of discernible leakage of water from the pipeline during the test (if any):

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Results of Pressure Test: Pass

Fail

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(Signature of LP)

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(Name in full)

Date:

Note: Copy of testing record sheet should be attached together with this report

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<sup>1</sup> Maximum static pressure = top water level (TWL) of supplied service reservoir - elevation head of the pipes being tested.

<sup>2</sup> Testing pressure head shall be 1.5 times the maximum static pressure if the maximum static pressure does not exceed 1.5 MPa (150m head); or 1.3 times the maximum static pressure if the maximum static pressure exceeds 1.5 MPa (150m head)

**Certificate of Interim Inspection of Inside Service/Fire Service  
[For Underground Pipes]**

Address: \_\_\_\_\_

To the Water Authority

I refer to the letter under reference \_\_\_\_\_ dated \_\_\_\_\_ submitted by (name of licensed plumber in full) \_\_\_\_\_ enclosing the Form WWO 46 Part IV.

I confirm that \*I/my representative<sup>1</sup> who has the qualification as given in the footnote below (name in full) \_\_\_\_\_ has witnessed the inspection by the licensed plumber of the underground pipes mentioned in the above Form WWO 46 Part IV and the hydraulic test on the concerned underground pipes carried out at the captioned address on (date) \_\_\_\_\_. I certify that the underground pipes mentioned in the above Form WWO 46 Part IV comply in all respects with the provisions of the Waterworks Ordinance (Cap. 102), the Waterworks Regulations (Cap. 102A), the requirements of the Water Authority and the applicable requirements set out in the Hong Kong Waterworks Standard Requirements for Plumbing, the Water Supplies Department Circular Letters to Licensed Plumbers and Authorized Persons and the Handbook on Plumbing Installation for Buildings issued by the Water Authority. I have reviewed and am satisfied with the attached completed inspection checklist(s) and hydraulic test report prepared by the licensed plumber.

I certify that the concerned underground pipes were satisfactorily tested to 1.5 times the maximum static pressure<sup>2</sup> if the maximum static pressure does not exceed 1.5 MPa (150m head); or 1.3 times the maximum static pressure if the maximum static pressure exceeds 1.5 MPa (150m head).

\_\_\_\_\_  
Signature of \*registered professional engineer<sup>3</sup> /  
member of the Hong Kong Institution of Engineers<sup>4</sup>

\_\_\_\_\_  
Name in full

\_\_\_\_\_  
\*RPE No. / MHKIE No.

\_\_\_\_\_  
\*Email / Correspondence Address

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

\* Delete where inappropriate

<sup>1</sup> The representative should have a Diploma or Higher Certificate in Electrical Engineering, Mechanical Engineering, Electrical Installation and Building Services, or Building Services (BS) Engineering from a Hong Kong polytechnic university/polytechnic, the Hong Kong Institute of Vocational Education or technical institute/technical college, or equivalent; and possess 3 years' relevant post-qualification experience in BS installation.

<sup>2</sup> Maximum static pressure = TWL of supplied service reservoir - elevation head of the pipes being tested.

<sup>3</sup> Registered professional engineer as defined in the Engineers Registration Ordinance (Cap 409). Registered Professional Engineers (Mechanical) with 2 years of relevant working experience in BS installation or Registered Professional Engineers (Building Services) are qualified for certification.

<sup>4</sup> Corporate member of the Hong Kong Institution of Engineers in the Mechanical discipline with 2 years of relevant working experience in BS installation or in the Building Services discipline are qualified for certification.

## Procedures for Voluntary Submission of Final Inspection Checklists

### Part A

1. When submitting WWO46 Part IV to apply for final inspection, the LP shall indicate in the covering letter that he opts for joining the “**Voluntary Scheme**” on voluntary submission of inspection checklists.
2. Upon receipt of WWO46 Part IV, WSD shall issue “*Notification of the Selected Locations for Voluntary Submission of Final Inspection Checklists*” (Notification) by fax or email advising the LP the selected zones for inspection and submission of the checklist within 7 working days of receipt of WWO46 Part IV. A sample of the Notification is attached at **Annex IIIA** for reference. WSD shall also make appointment with LP for the date of final inspection when issuing the Notification. WSD’s target is to arrange final inspection for at least 70% of the cases within 14 working days (or on a date mutually agreed when making appointment with the LP if final inspection cannot be arranged by the LP within 14 working days) from the time making the appointment. The LP shall submit the following documents within 7 working days upon the issuance of the Notification:
  - (i) a completed checklist for final inspection (Colour photos attached to the inspection checklists shall be submitted in both hard copy and soft copy (in PDF format and supplied in a CD ROM));
  - (ii) a certificate of final inspection certified by qualified certifying persons as set out in **Annex IV**; and
  - (iii) curriculum vitae or certificate of Employment or the like of the [RPE(MCL)] or MHKIE in (MCL) to demonstrate his/her attainment of sufficient relevant working experience (if applicable).

### Part B

3. If the completed checklists were found to be not in order, WSD may require the LP to amend the completed checklist and provide supplementary document. If the LP does not submit the completed checklist within 7 working days of the issue of the Notification or the checklist is not amended or supplemented to the satisfaction of the WSD before the final inspection date, the inspection checklist will be rejected. Beside, in case the submission is of inferior quality in respect of completeness, correctness and clarity of the information provided such as out of focus photos, illegible handwriting and unclear description, WSD may reject the inspection checklists. If the inspection checklist is rejected, WSD will notify the LP the reasons of rejection and the LP is not allowed to re-submit the inspection checklists and the application will be handled as if it has not been submitted for voluntary submission. WSD will make an appointment with the LP for final inspection within 7 working days from the day on which the inspection checklist is rejected.
4. For new buildings, since some of the target items to be inspected (e.g. meter cabinet) are typically the same within the selected zones (e.g. high zone 15/F to 21/F), the LP shall prepare one set of typical inspection checklists (FI-A to FI-H as appropriate) with record photos for each individual zone selected by WSD.
5. During the final inspection, WSD would verify the “Inspection Results” of the submitted inspection checklists and record photos. WSD inspectorate may select extra

### **Annex III**

sample(s)/location(s) for final inspection (e.g. another meter cabinet upstairs / downstairs) if necessary.

6. In case there is any disagreement on the “Inspection Results”, the WSD inspectorate shall indicate on the checklist as appropriate and both the WSD inspectorate and the LP shall sign next to the amendment.
7. If defect exists, its location with photo details should be recorded on the checklist. The LP and the WSD inspectorate should sign on the checklists and WWO 1008 will be issued.

- End -

## Notification of the Selected Locations For Voluntary Submission of Final Inspection Checklist

ASN : \_\_\_\_\_

**(I) Check List FI-A (Tank and Pump Room)**

	Roof Tank	Intermediate Tank	Sump Tank and Pump Room	Break Pressure Tank	Break Tank	Other (As specify)
Fresh Water (FW)			✓			
Flushing Water (FLW)						
Fire Service (FS)						

**(II) Check List FI-B (Meter/Check Meter/Meter Position and Adjoining Pipes and Fittings/Master Meter Room)**

	Master Meter	Check Meter	Meter Position and Adjoining Pipes and Fittings	Master Meter Room
Fresh Water (FW)			✓	
Flushing Water (FLW)				
Fire Service (FS)				

**(III) Check List FI-C (Meter Cabinet/Room)**

	Zone		Floor	Meter Cabinet	Meter Room
Typical	Upper	✓	15/F to 21/F	✓	
	Middle				
	Lower				
Non-typical					

**(IV) Check List FI-E (Connection)**

	Connection
Fresh Water (FW)	✓
Flushing Water (FLW)	
Fire Service (FS)	

**(V) Check List FI-F (Communal Part)**

	Zone		Floor	Riser Pipe & Valve	Down-feed Pipe & Valve
Fresh Water (FW)	Upper	✓	15/F to R/F	✓	✓
	Middle				
	Lower				
Flushing Water (FLW)	Upper				
	Middle				
	Lower				
Fire Service (FS)	Upper				
	Middle				
	Lower				

**(VI) Check List FI-G (Communal Part)**

		Swimming Pool (with balancing tank)	Swimming Pool (with feed tank)	Irrigation	Cleansing	Others (e.g. Hydrant, Hose Reel, Sprinkler, Fountain etc.)
Fresh Water (FW)	✓					Hot Water System
Flushing Water (FLW)						
Fire Service (FS)						

**(VII) Check List FI-H (Individual Household Flat/Unit)**

	Zone		Floor	Flat /unit No.
Typical	Upper	✓	15/F to 21/F	A
	Middle			
	Lower			
Non-typical				

**(VIII) Check List FI-I (Building of Storey <4, Village House and Construction Supply)**

	Connection	Meter / Cabinet Box	Communal Part	Individual Household Flat/Unit	Water Tank	Other (As specify)
Fresh Water (FW)						
Flushing Water (FLW)						
Fire Service (FS)						

- End -

**Certificate of Final Inspection of Inside Service/Fire Service****Address:** \_\_\_\_\_

To the Water Authority

I refer to the letter under reference \_\_\_\_\_ dated \_\_\_\_\_ submitted by (name of licensed plumber in full) \_\_\_\_\_ enclosing the Form WWO 46 Part IV.

I confirm that \*I/my representative<sup>1</sup> who has the qualification as given in the footnote below (name in full)\_\_\_\_\_ has witnessed the inspection by the licensed plumber of the completed plumbing works mentioned in the above Form WWO 46 Part IV carried out at the captioned address on (date) \_\_\_\_\_. I certify that the completed plumbing works mentioned in the above Form WWO 46 Part IV comply in all respects with the provisions of the Waterworks Ordinance (Cap. 102), the Waterworks Regulations (Cap. 102A), the requirements of the Water Authority and the applicable requirements set out in the Hong Kong Waterworks Standard Requirements for Plumbing, the Water Supplies Department Circular Letters to Licensed Plumbers and Authorized Persons and the Handbook on Plumbing Installation for Buildings issued by the Water Authority. I have reviewed and am satisfied with the attached completed inspection checklist(s).

\_\_\_\_\_  
Signature of \*registered professional engineer<sup>2</sup> /  
member of the Hong Kong Institution of Engineers<sup>3</sup>

\_\_\_\_\_  
Name in full

\_\_\_\_\_  
\*RPE No. / MHKIE No.

\_\_\_\_\_  
\*Email / Correspondence Address

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

\* Delete where inappropriate

<sup>1</sup> The representative should have a Diploma or Higher Certificate in Electrical Engineering, Mechanical Engineering, Electrical Installation and Building Services, or Building Services (BS) Engineering from a Hong Kong polytechnic university/polytechnic, the Hong Kong Institute of Vocational Education or technical institute/technical college, or equivalent; and possess 3 years' relevant post-qualification experience in BS installation.

<sup>2</sup> Registered professional engineer as defined in the Engineers Registration Ordinance (Cap 409). Registered Professional Engineers (Mechanical) with 2 years of relevant working experience in BS installation or Registered Professional Engineers (Building Services) are qualified for certification.

<sup>3</sup> Corporate member of the Hong Kong Institution of Engineers in the Mechanical discipline with 2 years of relevant working experience in BS installation or in the BS discipline are qualified for certification..