

Chapter 9

Section 2 - Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team

1. Introduction

1.1 Excavation permits (XP) (including XP for Small Scale Works) and emergency excavation permits (EXP) are issued by Highways Department (HyD) with permit conditions for controlling the performance and standard of both normal and emergency excavations undertaken by the permittee and/or his nominated permittee in streets maintained by HyD. A centralized audit inspection team (AIT) established in Research and Development (R&D) Division of HyD carries out audit inspections of all these permit sites. The purpose of audit inspection is to monitor compliance of XP or EXP conditions during the permit period. Inspections carried out by the AIT team are based on the following criteria–

- Open, fair and objective inspection
- Consistent standard
- Inspection in auditing role only

2. Purpose

2.1 This document is to provide procedures for staff of AIT to carry out audit inspections of excavations in streets maintained by HyD in accordance with the departmental minimum inspection frequency so as–

- To minimize inconvenience to the public;
- To prevent potential hazard/danger to the public;
- To monitor performance of road opening works;
- To ensure that the best practical steps are taken by permittees/nominated permittees
 - i) to stop any contravention of the conditions of permit; and
 - ii) to avoid the recurrence of any like contravention

in respect of activities performed on sites.

3. Control of Permit Sites

3.1 Inspection of excavation works is required for checking compliance of the permit conditions. When non-compliances (NC) with permit conditions are observed, notices should be sent to the permittees for immediate rectification. Inspection of permit sites by AIT is primarily an audit inspection in nature. The overall responsibility of site supervision, management and control over the act and performance of the nominated permittees and contractors still lies with the permittees. To maintain an effective and efficient audit inspection of permit sites, staff of AIT should follow the minimum site inspection frequency, procedures and corrective actions as stipulated in the following paragraphs.

4. Monitoring of Permit Site Inspections

4.1 Audit inspection checklist

4.1.1 To facilitate an effective and efficient audit inspection of permit sites for compliance with the permit conditions, a “Permit Site Audit Inspection Checklist” (Appendix 9.2.1) is prepared to dovetail with the standard conditions of permit. The items in the checklist and its format are devised taking into consideration of the following–

- Completeness with respect to the permit conditions
- Effectiveness for site audit checking
- Checking sequence in accordance with the stages of work progress to improve efficiency of checking on site, namely–
 - i) Stage 1 – site establishment
 - ii) Stage 2 – location of utilities
 - iii) Stage 3 – excavation & service installation
 - iv) Stage 4 – backfilling & reinstatement

4.1.2 In general, each item in the site checklist is created corresponding to a requirement/condition specified in a clause or sub-clause of the standard conditions of permit. However, a checklist item may consist of more than one sub-item for checking of compliance with a permit condition. Staff of AIT shall follow “Guidelines for marking of defective items in Permit Site Audit Inspection Checklist” (Appendix 9.2.2) in their site audit checking.

4.1.3 If the Regions impose any additional conditions upon a permit for a particular circumstance, the Region concerned shall send the following to the AIT for site audit inspection–

- i) the additional conditions;
- ii) the relevant check item; and
- iii) the associated guidelines for marking the item.

4.2 Consistency and standard of audit inspection

4.2.1 The “Guidelines for marking of defective items in Permit Site Audit Inspection Checklist” are drawn up with a view to–

- i) establishing an open, fair and objective inspection;
- ii) providing transparent requirements in the standard of audit inspection; and
- iii) providing guidelines for staff of AIT to maintain consistent standard in their audit inspection.

4.2.2 Regular trainings or meetings for the staff of AIT should be held to discuss and align any inconsistent standard of marking the checklist items.

4.2.3 The current standard of the audit inspection may be reviewed and upgraded arising from the public expectation as and when required.

4.3 Inspection frequency of permit sites by site audit staff

4.3.1 The present departmental target for inspection frequency of permit site is at least once in every 10 active permit days. The active permit days of an XP or EXP are defined as the calendar days calculated from the commencement date to the date of reporting

completion of that XP or EXP. Staff of AIT should carry out audit inspections to a permit site after the date of commencement.

- 4.3.2 As a general rule, AIT staff should achieve the departmental target of inspection frequency and take into account the following variants if deemed necessary–
- (a) The frequency of inspection may be increased for sites with poor performance records.
 - (b) The frequency of inspection may be reduced for sites with consistently good performance records.

4.4 Spot-check inspections by inspectorate staff

- 4.4.1 In order to maintain the consistent standard of the permit site inspections, a minimum of 5% of all active sites inspected by the works supervisors (WSs) should be selected for spot-check by the inspectorate staff (IS). IS should plan the number of spot check inspection visits in advance. IS should compare his inspection results with that of his WSs so as to identify any excessively over or under rating in WSs' markings. If there is any irregularity discovered in a WS's marking, IS should enquire and clarify with the responsible WS.

4.5 Vetting of inspection results and monitoring of inspection frequency

- 4.5.1 The inspection results, namely photos taken on site and uploaded to the Audit Inspection Management System (AIMS) by the site audit staff each working day, should be selected for vetting by the responsible engineer of AIT. With reference to the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist", the engineer may compare the inspection results amongst different site audit staff so as to identify any excessively over or under rating in the audit inspections. If there is any irregularity discovered in an audit inspection, the engineer should enquire and clarify with the responsible site audit staff.
- 4.5.2 The frequency on vetting of inspection results would be decided and reviewed by the responsible engineer taking into account the quality of inspection results.
- 4.5.3 R & D Division should produce monthly statistics on inspection frequency of the site audit staff to ensure that the quarterly inspection frequency target is achieved. The Maintenance Working Group (MWG) will monitor and review the quarterly inspection statistics from R & D Division.

5. Audit Inspection Procedures

5.1 General

- 5.1.1 Site audit staff of AIT in R&D Division will carry out audit inspections of permit sites on a district basis. Site audit staff should have acquired reasonably good knowledge of characteristic sites within their districts before the actual inspections. This is important in planning their daily itinerary for permit site inspections.
- 5.1.2 Site audit staff is required to be well conversant with the current version of the following documents–
- (a) Standard XP conditions, standard EXP conditions and any additional conditions;

- (b) Code of Practice for the lighting, signing and guarding of road works;
- (c) Guide to Trench Excavations (Shoring Support and Drainage Measures);
- (d) HyDTC No. 3/90 on minimum cover requirement for underground services;
- (e) Guidance Notes RD/GN/024 on display board for apparently unattended road works;
- (f) HyDTC No. 9/97 on temporary road markings;
- (g) HyDTC No. 13/97 on requirement to provide full ducting system for public lighting installation;
- (h) Guidance Notes RD/GN/014 on permanent trench reinstatement;
- (i) Guidance Notes RD/GN/019 on publicity board for motorists;
- (j) HyD standard drawings on reinstatement of pavement, notice/publicity/display boards, temporary barrier, vehicle crossings over trench opening etc;
- (k) Permit Site Audit Inspection Checklist and the Guidelines for marking of defective items in Permit Site Audit Inspection Checklist; and
- (l) Relevant clauses in Sections 6, 9, 10 and 11 of the General Specification for Civil Engineering Works.

5.1.3 If there is any doubt on the interpretation of the above documents, the site audit staff should consult their supervisors for advice.

5.2 Planning for inspection

5.2.1 Before conducting a daily inspection, a proper planning with the aid of the AIMS is useful and necessary, which includes–

- (a) Compile a daily list of active permit sites on a district basis from Excavation Permit Management System (XPMS) with the following criteria–
 - i) XP sites (including those for capital works) with permit commencement date elapsed (including those just started on the day of inspection);
 - ii) Active emergency work sites registered in the XPMS;
 - iii) Active Small Scale Work (SSW) sites with small scale work identification number give in the XPMS; and
 - iv) XP and EXP sites with completion notice not yet submitted or just submitted on or after the previous working day, or with completion notice rejected by the HyD regional offices.
- (b) Select from the daily list of active permit sites with the following order of priority to draw up a daily inspection list–
 - i) Sites with poor performance records. (Sites with poor performance records are referred to those with overall performance¹ less than 80% in the last inspection result.)
 - ii) Sites not inspected in the past ten days, with the following order of priority–
 - new sites (i.e. those without previous audit inspection) with AN submitted.
 - existing sites and new sites without AN submitted.
 - iii) Sites with consistently good performance records. (Sites with consistently good performance records are referred to those with overall performance more than 95% in the last two consecutive inspection results.)
- (c) Plan the route of inspection according to the daily inspection list for each site audit staff of the district concerned to minimize detouring.

¹ Overall performance of a permit site is calculated in accordance with the performance appraisal in Appendix 9.2.3.

5.3 During inspection

5.3.1 Upon arrival at a permit site, a site audit staff should record the XP or EXP number, location and names of the permittee and the nominated permittee, if any, on the checklist. He should also check if the permit period has expired. The box of “Action required by ET (Enforcement Team)” in the checklist should be ticked for the following cases–

- (a) For normal excavation work
XP period expired and no extension application is received.
- (b) For emergency excavation work
 - i) Excavation is not an emergency work listed in the EXP.
 - ii) Initial period of EXP expired and no permit application is received.
 - iii) XP period expired and no extension application is received.
- (c) For SSW
 - i) XP period expired and no extension application is received.
 - ii) Excavation is not a work defined as a SSW incident to which the SSW permit is related.
 - iv) The time limit related to the SSW incident expired.

5.3.2 Points to note during inspection–

- (a) Record any active site with no Advance Notice (AN) or valid permit for follow-up action.
- (b) Record any site with AN but has no sign of any site activities for follow-up action.
- (c) Carry out inspection of items relevant to the work progress stage of the site according to the guidelines for marking of defective items.
- (d) Pay particular attention to items on safety and roadwork obligation. Check measures in the Code of Practice for lighting, signing and guarding of road works are followed. Check compliance of the approved temporary traffic management plans if there is any.
- (e) Check site cleanliness and unattended site.
- (f) Check road works complied with all relevant HyD standard drawings, specifications and/or its approved alternatives.
- (g) Take photographic records, in particular for defective items found on site.
- (h) Keep a watchful eye on any abuse of an EXP/XP for SSW or any emergency work/SSW sites that are not registered in the XPMS during the journey to the next site. Record details of such sites for follow-up action.
- (i) Fill out a checklist for every site visited for record purpose even no NC item is found during inspection.

5.3.3 Points to note for personal safety during inspection–

- (a) In accordance with the Code of Practice for the lighting, signing and guarding of road works, all persons working on or near carriageway of any road must wear high visibility jackets incorporating reflective stripes or patches. Wear safety helmet, reflective apparels and appropriate attires in compliance with the statutory provisions for site safety at all times during inspection.
- (b) If a vehicle is provided for site inspection, the vehicle should be parked at a place without causing nuisance or danger to other road-users. The warning lights on top of the transport vehicle, if available, should be lighted up at all times during inspection.
- (c) When the site audit staff is in the face of intimidation, disturbance, assault or potential violence, they should immediately contact the police.

5.4 Post-inspection

- 5.4.1 After site inspection, the site audit staff should upload all marked-up checklists and photographic records taken on site to the AIMS by 7 p.m. on the day of inspection.
- 5.4.2 The responsible inspectorate staff should review all the uploaded AI results and, if necessary, correct the markings after studying the record photographs before 4 p.m. on the following working day of inspection. The responsible engineer will then carry out spot check after review of the AI results by the inspectorate staff before 7 p.m. The inspection results shown in the AIMS will then be treated as the final ones conducted by the site audit staff by 1 p.m. on the following working day of inspection; for inspections carried out on Friday, the results of which as shown in the AIMS will be treated as final by 1 p.m. on the following working Monday.
- 5.4.3 For those permit sites with NC item, the responsible engineer should, making use of the AIMS, send a email notification on the audit inspection to email addresses of relevant parties of the permits, which have been registered in XPMS during permit application for the permits. The email notification will be sent once the status of the audit inspections are confirmed final in AIMS after the review and spot check. However, the permittees/nominated permittees are recommended to check the audit inspections of the permits in XPMS daily for immediate corrective actions.

6 Review of Audit Inspection Results

- 6.1 A permittee or a nominated permittee who is aggrieved by the audit inspection result conducted by the site audit staff shall apply within 9 working days from the date of inspection result finalized by HyD and shown in the AIMS for a review of the audit inspection result. Unless sufficient reasons are provided, appeals submitted beyond the time limit will not be processed.
- 6.2 To improve efficiency and save papers, the XPMS account holders including both permittee and nominated permittee, should submit appeals on-line through the AIMS. Unless sufficient reasons are provided, appeal applications submitted in hard copies by XPMS account holders will not be processed.
- 6.3 A permittee, who is a non-XPMS account holder, shall submit appeals by using the Standard Appeal Application Form in Appendix 9.2.4, in writing or by facsimile to CHE/R&D, HyD for a review of the audit inspection result. Appeals submitted beyond the time limit as stated in paragraph 6.1 above will not be processed. CHE/R&D, HyD shall notify the permittee concerned, using the Standard Appeal Reply Form in Appendix 9.2.5, in writing or by facsimile the result of his review within 7 working days from the date of receipt of the application for review. In addition, the result of the review will be shown in the AIMS.
- 6.4 A nominated permittee (NP), who is a non-XPMS account holder, is allowed to apply for a review of the non-compliance (NC) cases in relation to the Conditions of Permit to be complied with by him. In order to ensure the Permittee would undertake his management duty, NP shall submit his appeal on NC cases via the Permittee to HyD. The time limit for NP to submit appeals to HyD is the same as the Permittee as stated in paragraphs. 6.1 and 6.3 above. HyD will consider appeal filed by the NP direct if the Permittee has reservations about the NP's viewpoint on the appeal cases. Under this situation, the NP shall complete the box exclusive for appeal application submitted directly from NP in the standard application form in Appendix 9.2.4 to state that he has

discussed with the Permittee about the appeal cases but they could not reach a consensus, and copy the appeal cases to the Permittee. If the NP fails to indicate that he has discussed the NC cases with the Permittee, HyD will not process the NC cases and will return the cases to the Permittee for his follow up action.

- 6.5 The checklist items and reasons related to the review applications should be collected for analysis to monitor and improve the audit inspection process as the analysis may identify–
- (a) Requirement, condition or standard not clearly specified;
 - (b) Unclear guideline on marking a checklist item;
 - (c) Inconsistent standard of marking a checklist item;
 - (d) Subjective inspection; and
 - (e) Abuse of the review mechanism.

7 Actions Taken Against Non-compliance With Permit Conditions

- 7.1 The responsible engineer of AIT should immediately refer the following cases to the Enforcement Team (ET) for further action–
- (a) For any report of site without a valid XP/EXP/SSW permit;
 - (b) For any report of EXP site with initial period expired and no XP application is received;
 - (c) For any report of permit site with period expired and no extension application is received;
 - (d) For any report of site with work not classified as an emergency incident to which the EXP is related;
 - (e) For any report of SSW permit site with the time limit expired; and
 - (f) For any report of site with work not defined as a SSW incident to which the SSW permit is related.
- 7.2 If the performance % of any group² for the permit sites of a permittee in any month is less than 70% or the overall performance % for the permit sites of a permittee in any month is less than 80%, the permittee is required to submit site progress photos for all his active permit sites in the subsequent month in accordance with the current version of the “Guideline on submission of site progress photographs by utility undertakings”. The above mentioned performance % is just a benchmark to trigger the monitoring measure and its achievement is not reckoned as a criterion for acceptance of the permittee’s performance. Permittees should strive to achieve performance % as high as possible. MWG will review the monthly performance % of groups or overall performance % of permit sites triggering submission of site progress photos as and when required.
- 7.3 For contravention of the permit conditions (including but not limited to those more serious contravention and repetitive contravention), the engineer should refer the case where appropriate to the ET for necessary further actions.

8 Referring Public Complaints regarding XPs

- 8.1 Regional Offices and other HyD Offices should refer public complaints regarding XPs directly to the Enforcement Team, and copy to AIT of the R&D Division.

² Performance % of groups is calculated in accordance with the performance appraisal in Appendix 9.2.3.

**Highways Department
Permit Site Audit Inspection Checklist**

District: _____ Date of Inspection: ___/___/___ Time of Inspection: _____

Location: _____ Street name: _____

Name of Permittee: _____ Name of Nominated Permittee: _____

Responsible Officer: _____ Contact Tel. No.: _____

Valid Permit [section 10 of the Land (Miscellaneous Provisions) Ordinance]

I. Normal Excavation Work

Permit No.: _____ (from data of XPMS)

1. completion notice submitted (from data of XPMS)

(If box 1 gives a tick, no need to show boxes 2 & 3)

2. expired & 3. no extension application received (from data of XPMS)

(If either box 2 or 3 gives no tick, no need to show box 4)

4. action required by ET (A tick to be given by the audit staff if the site is checked still active.)

II. Emergency Excavation Work

Emergency Permit No.: _____ (from data of XPMS)

5. expired (from data of XPMS)

(If box 5 gives no tick, no need to show box 6)

6. action required by ET (A tick to be given by the audit staff if the site is checked still active.)

Emergency Serial No.: _____ (from data of XPMS)

7. no emergency incident reported

(A tick to be given by the audit staff if emergency serial no. given blank)

8. not an emergency incident defined in section 2 of the amendment Ordinance

(A tick to be given by the audit staff if not an emergency work in the list downloaded from XPMS)

9. action required by ET (A tick is given automatically if either box 7 or 8 ticked.)

10. completion notice submitted (from data of XPMS)

(If box 10 gives a tick, no need to show boxes 11 & 12)

11. initial period expired & 12. no permit application received (from data of XPMS)

(If either box 11 or 12 gives no tick, no need to show box 13)

13. action required by ET (A tick to be given by the audit staff if the site is checked still active.)

Permit No.: _____ (from data of XPMS)

14. completion notice submitted (from data of XPMS)

(If box 14 gives a tick, no need to show boxes 15 & 16)

15. expired & 16. no extension application received (from data of XPMS)

(If either box 15 or 16 gives no tick, no need to show box 17)

17. action required by ET (A tick to be given by the audit staff if the site is checked still active.)

III. Small Scale Works

Small Scale Works Permit No.: _____ *(from data of XPMS)*

18. **expired** *(from data of XPMS)*

(If box 18 gives no tick, no need to show box 19)

19. **Action required by ET** *(A tick to be given by the audit staff if the site is checked still active.)*

Small Scale Works Identification No.: _____ *(from data of XPMS)*

20. **no small scale work incident reported**

(A tick to be given by the audit staff if small scale work identification no. given blank)

21. **not a small scale works defined in clause A2 of the additional XP Conditions for Small Scale Works**

(A tick to be given by the audit staff if not a small scale work)

22. **Action required by ET** *(A tick is given automatically if either box 20 or 21 ticked.)*

23. **completion notice submitted** *(from data of XPMS)*

(If box 23 gives a tick, no need to show box 24)

24. **the time limit of 24 or 48 hours (as the case may be) expired** *(calculated from data of XPMS)*

(If box 24 gives no tick, no need to show box 25)

25. **Action required by ET** *(A tick to be given by the audit staff if the site is checked still active and no inclement weather was reported in the past 24 or 48 hours as the case may be)*

Advance Notification (AN)

26. **AN submitted** **Intended or new intended commencement date** _____ *(from data of XPMS)*

(The followings to be checked by the audit staff.)

27. **active site with AN submission**

28. **active site without AN submission** [clause 12(A) of XP]

29. **site with AN but not yet commenced on the intended commencement date or the new intended commencement date** [clause 12(B) of XP]

30. **work commenced before the intended commencement date or the new intended commencement date** [clause 12(C) of XP]

Site Establishment

◆ Excavation permitted under the Permit

- (1) site occupied in accordance with the boundary of the approved plan under the Permit [clause 4 of XP or clause 4 of EXP]
 NC a. Site occupied not in accordance with the approved plan
- (2) length of excavation permitted to be fenced off at one time [clause 19 of XP]
 NC a. Length of excavation fenced off exceeding approved length
1 2

◆ Publicity board

- (3) permit displayed and temporary traffic arrangement plan made available for inspection [clause 9(A) of XP or clause 10(A) of EXP]
 NC a. Permit not displayed
 NC b. TTA plan not made available for inspection
- (4) adequacy/quality of small publicity board [clause 9(B) of XP or clause 10(B) of EXP]
 NC a. Incorrect type of publicity board used
1 2
 NC b. Information not provided as per Drg no. H 6144 or 6145
1 2 3 4 5
 NC c. Details not provided as per Drgs no. H 6144, 6145, 6146 & 6147 or Permittee's drawing(s) approved by the Authority
1 2 3 4 5 6 7 8 9 10
 NC d. Board not securely mounted on a stable structure (e.g. temporary barrier, hoarding or railing)
 NC e. Board not erected at a prominent location orientated towards pedestrians for public's reference
 NC f. No. of boards not provided as per note 13 of Drg no. H 6146
1 2 3
- (5) adequacy/quality of publicity board for motorists [clause 9(C) of XP or clause 10(C) of EXP]
 NC a. Incorrect type of publicity board used
1 2
 NC b. Information not provided as per Drg no. H 6148 or 6149
1 2 3 4
 NC c. Details not provided as per Drgs no. H6146, 6147, 6148 & 6149 or Permittee's drawing(s) approved by the Authority
1 2 3 4 5 6 7 8 9 10
 NC d. Board not supported as per Drg no. H 6114 or Permittee's drawing(s) approved by the Authority
 NC e. Board not erected at a prominent location inside the site oriented towards approaching motorists
 NC f. No. of boards not provided as per RD/GN/019
1 2 3 4 5
 NC g. Board not located at least a distance from any temporary/permanent traffic signs or signals as per RD/GN/019
 NC h. Board not erected to a height such that its line of sight is not obstructed as per RD/GN/019
- (6) information on publicity board is updated [clauses 9(D) of XP or clauses 10(D) of EXP]
 NC a. Information on board not updated
- (7) enquiry telephone reachable at all times [clauses 9(E) of XP or clauses 10(E) of EXP]
 NC a. Enquiry telephone not reachable at all times

◆ Existing works and installations

- (8) ground movement and damage in any adjacent roads, buildings or any other structures [clause 20(G) of XP or clause 19(G) of EXP]
 NC a. Apparent ground movement/damage observed or identified
- (9) inform the concerned utility undertakings of the existence of utility pit covers prior to hoarding erection [clause 22(A) of XP or clause 21(A) of EXP]
 NC a. Written proof of such notification not produced
- (10) access to utility pits and opening of pit covers for site enclosed by hoardings [clause 22(B) of XP or clause 21(B) of EXP]
 NC a. Access obstructed
- (11) access to fire hydrants, valves, manholes, channels, gullies and other street hardware [clause 23 of XP or clause 22 of EXP]
 NC a. Access to fire hydrants and valves obstructed
 NC b. Reasonable access to watermains, stormwater drains and sewers, manholes, channels, gullies and other street hardware not maintained
- (12) remove/cover/relocate street name plates, street furniture, drainage facilities, mail boxes and traffic aids [clause 24 of XP or clause 23 of EXP]
 NC a. Removed/covered/relocated without consent of relevant authority
1 2

◆ **Lighting, signing and guarding**

- (13) lighting, signing and guarding provided at road opening works as per Code of Practice for LSG [clause 26(A) of XP or clause 24(A) of EXP]
- NC a. Correct length of approach and exit tapers not provided
1 2 3 4 5 6 7
 - NC b. Site boundaries on carriageway not delineated by adequate traffic cones and cylinders (size, spacing at tapers and along excavation)
1 2 3 4 5 6 7 8 9 10
 - NC c. Road hazard warning lanterns not provided as per CoP for LSG (type, height & spacing)
1 2 3 4 5 6 7 8 9 10
11 12 13 14
 - NC d. Signs not provided as per CoP for LSG (type, size, location, height, orientation & number)
1 2 3 4 5 6 7 8 9 10
11 12 13 14 15 16 17 18 19 20
21 22 23 24 25 26 27 28 29 30
 - NC e. Advance warning signs and 'Road Work Ends' sign not placed with correct number & siting distances
1 2 3 4 5
 - NC f. No continuous barriers to fence off obstruction/excavation from pedestrian flow
1 2
 - NC g. Traffic control equipment not provided as per CoP for LSG
1 2 3 4 5
 - NC h. Temporary barriers for delineation not provided as per CoP for LSG
1 2 3 4
 - NC i. Works on Expressway not carried out as per CoP for LSG
1 2 3 4 5 6 7 8 9 10
11 12 13
 - NC j. Works on Tramway Track not carried out as per CoP for LSG
1 2 3
- (14) condition and quality standard of lighting, signing and guarding provided [clause 26(A)&(C) of XP or clause 24(A) &(C) of EXP]
- NC a. Condition/quality of signs unsatisfactory (material type & reflectiveness, thickness, clean, free from damage, rigidly fixed, radius at corners & condition of edges)
1 2 3 4 5 6 7 8 9
 - NC b. Condition/quality of cones or cylinders unsatisfactory (reflectorized white/red portions, clean & free from damage)
1 2 3 4
 - NC c. Condition/quality of barriers unsatisfactory (properly hooked/fastened, painted, stable & substantial)
1 2 3 4 5 6
 - NC d. Condition/quality of lanterns unsatisfactory (comply with specification & operating during hours of darkness)
1 2 3 4 5 6

◆ **Temporary traffic arrangement and control**

- (15) name and contact telephone of the responsible technician displayed at the back of temporary traffic light signal [clause 28 of XP or clause 26 of EXP]
- NC a. Name and contact telephone of the responsible technician not displayed
- (16) arrangement for diversion of pedestrians onto carriageway [clause 29 of XP or clause 27 of EXP]
- NC a. Correct length of approach and exit tapers not provided
1 2
 - NC b. No continuous barriers to fence off obstruction/excavation from pedestrian flow
1 2
 - NC c. Barriers/plastics barricades not provided on carriageway with adequate cones (type, size, spacing at tapers and along diversion route)
1 2 3 4
 - NC d. Signs not provided as per CoP for LSG (type, size, siting distance, location, number, height, orientation & condition)
1 2 3 4 5 6 7
 - NC e. Road hazard warning lanterns not provided as per CoP for LSG (type, height, spacing & fixing details on barriers)
1 2 3 4
 - NC f. Road hazard warning lanterns not operating as per CoP for LSG
1 2
 - NC g. Temporary platform with ramps not provided as per Drg. no. H 1133 as reasonably practicable to facilitate people in wheelchair
- (17) temporary road markings used and properly maintained for temporary traffic diversion [clause 31(A) of XP or clause 29(A) of EXP]
- NC a. Inappropriate road markings provided (type, color, line width, length & gap)
1 2 3 4 5
 - NC b. Temporary road markings not reflectorized
- (18) cover or remove existing road markings when replaced by temporary or new road markings [clause 31(B) of XP or clause 29(B) of EXP]
- NC a. Existing markings, only required to be covered temporarily, not masked with proprietary black tape
 - NC b. Existing markings, made redundant by reason of work, not removed but just covered
 - NC c. Covering or removing an existing marking not applied over a rectangular area covering the marking but just the shape of it

◆ **Vehicular and pedestrian facilities**

- (19) no operations interfering unnecessarily or improperly with convenience of the public or the access to public/private roads or footpath or properties [clause 33(A) of XP or clause 31(A) of EXP]
- NC a. Operation interfering with convenience of public or the access to public/private roads or footpath or properties

- (20) establish and maintain pedestrian/vehicular access or any temporary diversion [clause 26(A)&(D) / clause 33(B) of XP or clause 24(A)&(D) / clause 31(B) of EXP]
- NC a. Minimum clear footway width not provided and maintained for pedestrians
1
 - NC b. No adequate alternative pedestrian diversion route provided and maintained
 - NC c. Pedestrian access to or of properties not properly established & maintained
 - NC d. Minimum unobstructed carriageway width not provided and maintained for vehicular access
1 2 3
 - NC e. Vehicular access (including run-in) to or of properties not properly maintained
 - NC f. Correct length of approach and exit tapers not provided as per the agreed temporary traffic arrangement plan
 - NC g. Signs not provided as per the agreed temporary traffic arrangement plan
1 2 3 4 5 6
 - NC h. Parking place/space occupied without authorization

- (21) unobstruction to emergency exits and emergency vehicle access [clause 33(C) of XP or clause 31(C) of EXP]
- NC a. Emergency exit/Emergency vehicle access obstructed

◆ **Unattended site and idle sites**

- (22) excavation not left open without being actively worked on [clause 37(A) of XP or clause 35(A) of EXP]
* (This item is considered as non-compliance only when both NC boxes in the morning and afternoon give a tick.)
- NC Site unattended without display board during inspection in the morning
 - NC Site unattended without display board during inspection in the afternoon
- (23) Excavation not to be actively worked on covered with steel plates or decking for re-open to passage of vehicular/pedestrian traffic [clause 37(B) of XP or clause 35(B) of EXP]
- NC a. Excavation not actively worked on not covered with steel plates/ or decking safely and reasonably nuisance-free
 - NC b. Idle site exceeding 14 consecutive working days and does not allow the area to be reopened for the safe and reasonably nuisance-free passage of vehicular or pedestrian traffic
- (24) small display board explaining reasons for idle road works [clause 37(B) / clause 37(C)(I),(II)&(IV) of XP or clause 35(B) / clause 37(C) (I),(II)&(IV) of EXP]
- NC a. Information not provided as per Drg no. H 6133
1 2 3 4 5
 - NC b. Details not provided as per notes of Drg no. H 6134 or Permittee's drawing(s) approved by the Authority
1 2 3 4 5 6 7 8 9 10
 - NC c. Not securely mounted on a stable structure (e.g. temporary barrier, hoarding or railing)
 - NC d. Not erected at a prominent location orientated towards pedestrians for public's reference
 - NC e. No. of boards not provided as per note 12 of Drg no. H 6134 or otherwise approved by the Authority
1 2 3
 - NC f. Non-standard reason for idle site is provided without prior approval
 - NC g. The reason for idle site displayed not manifestly reflecting the genuine situation of the idle site
 - NC h. Illegitimate works resumption date is provided
1 2 3
 - NC i. Display board for idle site erected where a site is being actively worked on
- (25) display board for motorists explaining reasons for idle road works [clause 37(B) / clause 37(C)(I),(III)&(IV) of XP or clause 35(B) / 35(C)(I),(III)&(IV) of EXP]
- NC a. Information not provided as per Drg no. H6133 or H 6138
1 2 3 4 5
 - NC b. Details not provided as per notes of Drg no. H6133, 6134, 6138 or Permittee's drawing(s) approved by the Authority
1 2 3 4 5 6 7 8 9 10
 - NC c. Not supported as per Drg no. H 6114 or Permittee's drawing(s) approved by the Authority
 - NC d. Erected at a prominent location inside the site oriented towards approaching motorists
 - NC e. No. of boards not provided as per RD/GN/024
1 2
 - NC f. Not located at least a distance from any temporary/permanent traffic signs or signals as per RD/GN/024
 - NC g. Not erected to a height such that its line of sight is not obstructed as per RD/GN/024
 - NC h. Non-standard reason for idle site is provided without prior approval
 - NC i. The reason for idle site displayed not manifestly reflecting the genuine situation of the idle site
 - NC j. Illegitimate works resumption date is provided
1 2 3
 - NC k. Display board for idle site erected where a site is being actively worked on

◆ **Site cleanliness**

- (26) litter and waste removed from the site and properly disposed of daily [clause 38(A) of XP or clause 36(A) of EXP]
- NC a. Litter/rubbish found in the fenced off site
 - NC b. Waste generated from work not removed off site
 - NC c. Site not cleared and cleaned up before site vacation

- (27) any overspill or wash-away of excavation and construction materials onto adjacent land removed and cleaned up immediately [clause 38(B) of XP or clause 36(B) of EXP]
- NC a. Excavation/construction debris spilled over adjacent footway/carriageway not removed
 - NC b. Excavation/construction materials washed away onto adjacent footway/carriageway not cleaned up
- (28) anti-mosquito measures to prevent mosquito breeding places [clause 38(C) of XP or clause 36(C) of EXP]
- NC a. Equipment/materials not stored, covered or treated to prevent water from being retained
 - 1 2 3 4
- (29) dust suppression measures to prevent dust generated from the site [clause 38(D) of XP or clause 36(D) of EXP]
- NC a. Generation of dust is observed and the following dust suppression measures are not taken on site
 - 1 2 3 4 5
 - NC b. Dump trucks not properly covered to prevent and control dust emission

Location of Utilities

◆ Use of non-destructive detectors

- (30) use of non-destructive underground services detectors [clause 20(C)(I)&(III) of XP or clause 19(C)(I)&(III) of EXP]
- NC a. Site record photos and investigation results not available upon request

◆ Trial pits

- (31) hand-dug trial pits prior to using mechanical plant for road breaking and excavation [clause 20(C)(II)&(III) of XP or clause 19(C)(II)&(III) of EXP]
- NC a. Site record photos and investigation results not available upon request

Excavation and Service Installation

◆ Break up road surface and remove spoil

- (32) Site supervising personnel provided to oversee the operation of mechanical plant and excavation close to or around underground services is carried out by hand digging method [clause 20(D) of XP or clause 19(D) of EXP]
- NC a. Site supervising personnel not provide to oversee the operation of mechanical plant
 - NC b. Excavation close to or around underground services not carried out by hand digging method or relevant guidelines/CoP
 - 1 2
- (33) tree felling [clause 25 of XP]
- NC a. Tree felling without authorization
- (34) materials unsuitable for backfilling removed from the site daily [clause 34(C) of XP or clause 32(C) of EXP]
- * (This item is considered as non-compliance only when both NC boxes give a tick.)
- NC a. Unsuitable materials not removed off site
 - NC b. Previous unsuitable materials still not removed off site during inspection in the following day

◆ Trench excavation and shoring installation

- (35) adequate support to trench excavation to prevent collapse of the trench excavation [section 10(T)(1) of L(MP)(A)O]
- NC a. Adequate support not installed in trench excavation with depth greater than 1.2m
 - NC b. Adequate safe access to and egress from trench not provided
 - NC c. Safe method of withdrawing support during backfilling not used
- (36) adequate drainage measures in the rainy season to minimize water runoff from the surface falling into the trench excavation [section 10(T)(1) of L(MP)(A)O]
- NC a. No pumps of sufficient capacity working at proper sumps on site
 - 1 2
 - NC b. Upstands along either side of the trench not provided
 - NC c. Gaps/voids between support and the vertical trench sides not filled with cement mortar to prevent surface runoff
- (37) remove obstruction to the full number of traffic lanes of carriageway/sufficient footway for vehicular traffic/pedestrians during restricted hours [clause 30 of XP or clause 28 of EXP]
- NC a. Excavation not plated over & obstruction not removed for vehicular traffic/pedestrians during restricted hours
 - 1 2
- (38) excavation materials used for backfilling properly contained within the site to prevent wash-away by rain [clause 34(A) of XP or clause 32(A) of EXP]
- NC a. Materials to be used for backfilling not properly contained

- (39) excavation materials removed from the site within the next day of notification to maintain pedestrian or vehicular access [clause 34(B) of XP or clause 32(B) of EXP]
- NC a. Excavation materials not removed off site to maintain pedestrian or vehicular access within next day of notification
- (40) temporary pedestrian crossing or other suitable means approved by the Authority to maintain access to adjoining premises for excavation along building frontages [clause 35 of XP or clause 33 of EXP]
- NC a. Temporary pedestrian crossing (e.g. Drg no. H 1132) or other approved means over trench not provided to maintain access
1 2
- NC b. Temporary decking not securely fixed
- (41) steel plates over trench opening for concrete carriageway [clause 36(A) of XP clause 34(A) of EXP]
- NC a. Vehicle crossing over trench not provided as per Drg no. H 6136 (or H 6162 if so stipulated by TD or HKPF)-
1 2 3 4 5 6 7
- NC b. Temporary decking not securely fixed
- NC c. Significant deflection of steel plate under vehicle load observed
- (42) steel plates over trench opening for bituminous carriageway [clause 36(B) of XP clause 34(B) of EXP]
- NC a. Vehicle crossing over trench not provided as per Drg no. H 6135
1 2 3 4 5 6
- NC b. Temporary decking not securely fixed
- NC c. Significant deflection of steel plate under vehicle load observed

◆ **Support and protect utilities**

- (43) safe working practices adopted to prevent damaging installations and services in accordance with guidelines and CoP issued by the relevant authorities [clause 20(E) of XP or clause 19(E) of EXP]
- NC a. Ground movement adjacent to installations and services due to excavation observed
- NC b. Service across trench not properly supported
- NC c. Warning signs to prevent damaging services not provided

◆ **Service installation**

- (44) minimum depth measured vertically to the top of the underground services or installations including pipes, cables, ducts, joints, etc. [clause 18(A) of XP or clause 18(A) of EXP]
- NC a. A minimum depth not provided
1 2 3 4 5 6
- (45) minimum depth measured vertically to the top of the underground services or installations running along the “Kerb Zone” [clause 18(B) of XP or clause 18(B) of EXP]
- NC a. A minimum depth along kerb zone not provided

Backfilling and Reinstatement

◆ **Backfilling**

- (46) each layer of backfill materials properly compacted with a power rammer, vibratory plate or vibratory roller [clause 41(A) of XP or clause 39(A) of EXP]
- NC a. Backfilling not properly compacted with appropriate compaction plant to road formation
- (47) suitable backfilling materials [clause 41(B) of XP or clause 39(B) of EXP]
- NC a. Backfilling with unsuitable materials and exceeding 75mm maximum particle size
1 2
- (48) suitable compaction of backfilling materials adjacent to gas plant and watermains [clause 41(D) of XP or clause 39(D) of EXP]
- NC a. Backfilling materials adjacent to gas plant and watermains not suitably placed and compacted by hand-rammer
- (49) No heavy excavator or compaction roller passed over buried utility installations with less than 1m overburden cover [clause 20(F) of XP or clause 19(F) of EXP]
- NC a. Heavy excavator or compaction roller passed over buried utility installations with less than 1m overburden cover
- (50) backfilling in pavement of paving slab/block construction to be permanently reinstated by the Authority [clause 45(B)(I) of XP or clause 43(B)(I) of EXP]
- NC a. Compacted backfill and granular sub-base not placed up to the formation level as per Drg no. H 1131

◆ **Pavement reinstatement**

- (51) reinstatement of pavement in compliance with the standards of the Authority [clause 42 of XP or clause 40 of EXP]
- NC a. No saw cut along reinstatement limits
- NC b. Sub-base layer reinstatement not properly constructed (material type & thickness, compaction and finished surface)

- | | | | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | NC | c. | Kerbs not properly constructed as per Drg no. H 1101, 1102 or 1103 | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | NC | d. | Bituminous pavement reinstatement not properly laid and compacted (laying, compaction, type & thickness of materials to be put back and finished surface) | | | | | | |
| | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | NC | e. | Concrete carriageway reinstatement not properly constructed (details as per Drg no. H 1124, joints reinstatement, concrete placing & compaction, finished surface and curing) | | | | | | |
| | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | NC | f. | Concrete footway & run-in reinstatement not properly constructed (details as per Drg no. H 1128, joint spacing & reinstatement, concrete placing & compaction, finished surface and curing) | | | | | | |
| | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | NC | g. | Paving slab/block reinstatement not properly constructed (details as per Drg no. H 1131, paving block laying and finished surface) | | | | | | |
| | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | NC | h. | Extent of pavement not reinstated to the Authority's requirement (Drgs no. H 1125, 1128, 1130, 1131 or otherwise advised by the Authority) | | | | | | |
| | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

(52) reinstatement of concrete staircase [clause 43(A) of XP or clause 41(A) of EXP]

- | | | | | | | | | | |
|--------------------------|--------------------------|----|----|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | NC | a. | Concrete staircase not reinstated to the original details, dimensions, lines, levels | | | | | |
| | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

(53) reinstatement of masonry staircase and granite kerb [clause 43(B) of XP or clause 41(B) of EXP]

- | | | | | | | | | | |
|--------------------------|--------------------------|----|----|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | NC | a. | Masonry steps staircase and granite kerb not reinstated to the original state | | | | | |
| | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

(54) temporary reinstatement of pavement in compliance with HyD standard drawing [clause 45(A) of XP or clause 43(A) of EXP]

- | | | | | | | | | | |
|--------------------------|--------------------------|----|----|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | NC | a. | No saw cut along reinstatement limits (obsolete requirement) | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | NC | b. | Pavement not temporarily reinstated as per Drg no. H1123 | | | | | |
| | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | NC | c. | Defect(s) identified on temporary reinstatement of pavement | | | | | |
| | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

◆ **Reinstatement of road markings, traffic signs & street furniture**

(55) reinstatement of affected street furniture/traffic aids/road markings/any other installations to the conditions existing before [clause 40 of XP or clause 38 of EXP]

- | | | | | | | | | | |
|--------------------------|--------------------------|----|----|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | NC | a. | Traffic aids/signs not correctly reinstated (location, orientation) | | | | | |
| | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | NC | b. | Railing not properly reinstated | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | NC | c. | Permanent road markings not properly reinstated | | | | | |
| | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | NC | d. | Temporary road markings not completely removed | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | NC | e. | Affected street furniture/installations not properly reinstated. | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | NC | f. | Inappropriate temporary road markings provided (type, color, line width, length & gap) | | | | | |
| | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | NC | g. | Temporary road markings not reflectorized | | | | | |

Guidelines for Marking of Defective Items in Audit Inspection Checklist

Site Establishment

◆ Excavation permitted under the Permit

- (1) a. The fenced-off or occupied space exceeds or is outside the site demarcated for occupation under the agreed TTA plan (or plan registered in the XPMS in case there is no requirement for TTA plan) related to the permit.
- (2) a. Site fenced off exceeds
 1. trench length restriction imposed by the C for T or the HKPF; or
 2. other trench length permitted by HyDwhichever is shorter, at the permit period assessment stage.

◆ Publicity board

- (3) a. No permit (or any permit extension) is displayed on sign face of notice boards for pedestrian and/or back of publicity boards for motorist.
 - b. No temporary traffic arrangement plans as agreed by the C for T and/or the HKPF is available for inspection upon request.
- (4) a.
 1. Type 'A' small publicity board is not used as the site does not appear to be divided into separate sections with different completion dates.
 2. Type 'B' small publicity board is not used as the site is divided into separate sections with different completion dates, where a separate section should normally be not less than—
 - 100m long on urban roads with shop frontages, or
 - 200m long on roads with through traffic with no shop frontages.
- b. The following information is not provided—
 1. name and/or logo of “the promoter of the works”.
 2. cartoon figure and the apology statement.
 3. telephone number of “the promoter of the works” for enquiry/complaint.
 4. description of works (refer to Drg no. H 6147 or Permittee’s drawings approved by the Authority).
 5. commencement date, original completion date and anticipated completion date for a section and/or all sections of work where appropriate.

- c. The following detail(s) is(are) not provided as per Drgs no. H 6144-7 or Permittee's drawings approved by the Authority–
1. aluminium backing plate (conforming to BS EN485) of 3mm thick.
 2. plastic plates (the face shows no signs of deterioration, such as cracking, scaling, blistering, delamination and corrosion).
 3. the face of the board is reflectorized (constructed with Class Ref 1 reflective materials to BS EN 12899-1).
 4. size of the board.
 5. size of the logo.
 6. size of the cartoon logo.
 7. size of the telephone figure.
 8. size of lettering.
 9. the information shall be in English and Chinese in printed words, i.e. not free-hand writing.
 10. the information shall be clear and legible.
- d. The board is not securely mounted on a stable structure (e.g. temporary barrier, hoarding or railing).
- e. The board is not erected at a prominent location and orientated towards pedestrians for public's reference.
- f. No. of board(s) is(are) not provided in accordance with the following requirement(s)–
- For a work site (including decked areas) less than 50m in length,
1. one publicity board shall be provided.
- For a work site (including decked areas) longer than 50m in length,
2. publicity boards shall be provided at ends of the site.
 3. publicity boards shall be provided along the site at a maximum spacing of 50m.
- (5) a. 1. Type 'A' publicity board is not used as the site does not appear to be divided into separate sections with different completion dates.
2. Type 'B' publicity board is not used as the site is divided into distinct sections with different completion dates, where a distinct section should normally be–
- not less than 100m long on urban roads with shop frontages, or
 - not less than 200m long on roads with through traffic with no shop frontages.
 - a road section fronting a street block or between two road junctions.
 - works on each of the two bounds of carriageway or a divided road.
- b. The following information is not provided–
1. name and/or logo of "the promoter of the works".
 2. cartoon figure and the apology statement.
 3. telephone number of "the promoter of the works" for enquiry/complaint.
 4. commencement date, original completion date and anticipated completion date for a section and/or all sections of work where appropriate.

- c. The following detail(s) is(are) not provided as per Drgs no. H 6146-49 or Permittee's drawings approved by the Authority—
1. the 3 mm thick aluminium backing plate (conforming to BS EN485)
 2. sign face and insert plates constructed with Class Ref 1 reflective materials to BS EN 12899-1.
 3. correct sign colours to BS 5252F (1976).
 4. size of the board.
 5. size of the logo.
 6. size of the cartoon logo.
 7. size of the telephone figure.
 8. size of lettering.
 9. the information shall be in English and Chinese in printed words, i.e. not free-hand writing.
 10. the information shall be clear and legible.
- d. The board is not supported as per Drg no. H 6114 or Permittee's drawing approved by the Authority.
- e. The board is not erected at a prominent location inside the site oriented towards approaching motorists.
- f. No. of board(s) is(are) not provided in accordance with Guidance Note RD/GN/019—
- For type 'A' publicity board,
1. One number of type 'A' publicity board shall be provided where the length of carriageway affected is less than 100m of a straight stretch of road.
 2. Where the work site is longer than 100m, each bound of traffic should have a type 'A' publicity board to display the required information. Additional publicity boards should be provided at 100m spacing in prominent locations for projects along a straight stretch of road or after turning a bend.
- For type 'B' publicity board, one number of publicity board shall be provided at each distinct section with a different completion date, where a distinct section should normally be—
3. a road section not less than
 - 100m on urban roads with shop frontages, or
 - 200m on roads with through traffic without shop frontages.
 4. a road section fronting a street block or between two road junctions.
 5. works on each of the two bounds of carriageway or a divided road.
- (For works with anticipated carriageway occupation period less than one month or works not on major roads (expressways, trunk roads, primary distributors and district distributors), no publicity board for motorists is required)
- Note: When the original anticipated carriageway occupation period has been extended more than one month, publicity board for motorist should be provided in accordance with RD/GN/019.
- g. The board is not located at least 25m clear of any temporary or permanent traffic signs or signals.
- h. The board is not erected to a height such that its line of sight is not obstructed by materials or plants on site.
- (6) a. The information on board such as anticipated completion date for a section and/or all sections of work, as the case may be, is not updated.
- (7) a. No one answers a call when it is made by dialing the telephone number.

◆ **Existing works and installations**

- (8) a. Any apparent ground movement or damage of roads, buildings, slopes and any other structures, or services under or above ground adjacent to or within the site is observed/identified.
- (9) a. Written proof of such notification to the concerned utility undertakers cannot be produced upon request.
- (10) a. Access to the utility pits and opening of the pit covers is obstructed.
- (11) a. Access to fire hydrants and valves is obstructed.
 - b. Reasonable access to watermains, stormwater drains and sewers, manholes, channels, gullies and other street hardware is not available when required.
- (12) a.
 - 1. Street name plates, street furniture, drainage facilities and mail boxes are removed, covered or relocated without the consent of the Authority.
 - 2. Traffic aids are removed, covered or relocated without the consent of the C for T.

◆ **Lighting, signing and guarding**

(13) a. Length of approach/exit taper is not in accordance with the following requirement–

<u>Approach Speed</u> (km/h)	<u>Approach Speed for Different Road Type</u>	<u>Approach Taper Length</u>
1. Over 85	1. Expressway)	<i>Please follow the requirements as stipulated in Table 5.4 – Length of Approach Tapers(m) of the Code of Practice for the Lighting, Signing and Guarding of Road Works</i>
	2. Rural dual c/w with)	
	a) grade separate junctions and no frontage access; and)	
	b) a high standard horizontal alignment with occasional low radius curves.)	
2. 70-85	1. Rural dual c/w with)	
	a) grade separate junctions and no frontage access; and)	
	b) a heavily constraint horizontal alignment with frequent low radius curves.)	
	2. Rural single and dual c/w with)	
	a) at grade junctions with some frontage access; and)	
	b) a high standard horizontal alignment with occasional low radius curves.)	
3. 50-70	3. Urban dual c/w with)	
	a) grade separate junctions and no frontage access; and)	
	b) a high standard horizontal alignment with occasional low radius curves.)	
	1. Rural single and dual c/w with)	
	a) at grade junctions with some frontage access; and)	
	b) a heavily constraint horizontal alignment with frequent low radius curves.)	
	2. Urban dual c/w with)	
	a) grade separate junctions and no frontage access; and)	
b) a heavily constraint horizontal alignment with frequent low radius curves.)		
4. up to 50	3. Urban dual c/w with signal controlled junctions and some frontage access.)	
	4. Urban single c/w with at grade junctions and some frontage access.)	
	1. Urban single c/w in central urban streets)	

5. Where traffic control, either by use of portable traffic light signals or Stop/Go signs, is used, a much shorter approach taper formed at 45⁰ to the line of the road is required. (i.e. approach taper length = obstruction width)
6. At the end of obstruction, the exit taper should be formed at 45⁰ to the line of the road. (i.e. exit taper length=obstruction width)

* In general, hazard width is the width of obstruction in carriageway (c/w)

7. Approach tapers should not be used for entering or exiting the works site.

b. Site boundaries not delineated with cones and cylinders in accordance with the following requirement–

Minimum Cone/Cylinder Size

1. 750mm high for approach speed up to 85 km/h
2. 1000mm high for approach speed over 85 km/h

Maximum Cone/Cylinder Spacing

A) At tapers

- | | |
|--|----|
| 3. normal lead in tapers | 2m |
| 4. 45 ⁰ lead in tapers where traffic control is used or temporary pedestrianway diversion adjoins a c/w | 1m |
| 5. end tapers | 1m |

B) Along edges of temporary pedestrianway encroaching onto c/w and traffic diversion routes not along existing traffic lanes

- | | |
|--|----|
| 6. both sides of temporary traffic diversion routes not along existing traffic lanes | 2m |
| 7. edge of temporary pedestrianway encroaching onto a c/w | 1m |

C) Along and parallel to existing traffic lanes

- | | |
|--|------|
| 8. for approach speed up to 70 km/h | 3m |
| 9. for approach speed 85 km/h or over at tight bends and near slip roads and for approach speed 70-85 km/h | 4.5m |
| 10. for approach speed over 85 km/h except at tight bends or near slip roads | 9m |

Note:- please refer to item 13a for the road types appropriate to the approach speed limits

c. Road hazard warning lanterns are not provided in accordance with the following requirement–

Lantern Type

1. low intensity battery operated lamps of the flashing type to delineate temporary edge of carriageways or footways. (The lanterns should comply with the requirements of BS3143-2:1990.)
2. high intensity battery operated beacons of the flashing type to draw drivers' attention to hazard.
 - used at approach taper
 - used in conjunction with advance warning signs (in particular to supplement signs indicating the beginning of a temporary diversion on expressways or roads other than expressways with approach speed over 85 km/h).Revolving lanterns to draw drivers' attention in works on expressway by placing at entry/exit points of lane closure and mounting on vehicles. (The lanterns should comply with the requirements of BS 3143-4:1985.)

Lantern Height

3. Lanterns should face oncoming vehicles and should be mounted on stands or cones, with the centre of lens not exceeding 1.2m above the road surface, except that on roads with approach speed over 70km/h, mounting on cones is the only acceptable method.

Maximum Lantern Spacing

- | | |
|--|-----|
| A) At tapers | |
| 4. normal lead in tapers | 8m |
| 5. 45° lead in tapers where traffic control is used | 1m |
| 6. End tapers | 1m |
| B) Along edges of temporary pedestrianway adjoining and encroaching onto c/w and traffic diversion routes not along existing traffic lanes | |
| 7. both sides of temporary traffic diversion routes not along existing traffic lanes | 4m |
| 8. edge of temporary pedestrianway adjoining and encroaching onto a c/w | 4m |
| C) Along and parallel to existing traffic lanes | |
| 9. For approach speed up to 70 km/h | 3m |
| 10. For approach speed more than 70km/h but not more than 85 km/h, or at tight bends and near slip roads with approach speed over 85km/h. | 9m |
| 11. For approach speed over 85 km/h or expressway except at tight bends or near slip roads. | 18m |
| D) At barriers used to fence off the obstruction from pedestrian flow | |

12. at rail of each barrier (**This reason is obsolete with effective from 17 January 2005.**)
 13. the maximum spacing of each lantern at rail should not be more than 4 m
 14. at least 1 lantern to be provided near each corner of the delineated area
- d. Traffic signs are not correctly provided in the aspects of type, size, location, height and orientation.

Advance Warning Signs

1. TS491 – “Road Works”
2. TS415 – “Road Narrows on Both Sides”
3. TS416/417 – “Road Narrows on the Right/Left”
4. TS492-497 – “Advance Warning of Closure of Traffic Lane(s)” for 3 lanes c/w
5. TS499-500 – “Advance Warning of Closure of Traffic Lane(s)” for 2 lanes c/w
6. TS504 – “Barricade”

Regulatory Signs

7. TS109/110 – “Keep Left/Right”
8. TS602 – “Pass Either Side”
9. TS107/108 – “Turn Left/Right”
10. TS111/112 – “Turn Left/Right Ahead”
11. TS106 – “Ahead Only”

Signs for Pedestrians

12. TS510 – “Crossing not in Use”
13. TS511-513 – “Route for Pedestrians”

Signs for Traffic Control

14. TS409 & 219 – “Traffic Signals Ahead” & “When Red Light Shows Wait Here”
15. TS103/104 & 509 – “Stop/Go Sign” & “Traffic Control Ahead”

End of Road Works

16. TS491 & 767 – “End of Road Works”

Diversion Signs

17. TS501/502 – “Diversion to Other Carriageway of Dual Carriageway Road”

18. TS220 & 508 – “Road Closed” & Road Ahead Closed”
19. “Diversion Ahead”, “Diversion”, “Diverted Traffic” & “Diversion Ends”

Miscellaneous

20. TS505 & 506 – “Ramp” & “Ramp Ahead”
21. TS407 – “Two Way Traffic”
22. TS434, 488 & 489 – “Uneven Road”, “Loose Chipping” & “Slippery Road”
23. TS737 & 738 – “Reduce Speed Now” & “Single File Traffic” supplement to “Road Narrows” signs

Special Temporary Warning Signs

24. “Slow, Road Works”
25. “Reduce Speed Now, Works Ahead”
26. “Slow, Sharp Bend Ahead”

(Special temporary warning signs are required when there is : (a) diversion of vehicular traffic away from original carriageway onto a temporary pavement through a work site; (b) temporary complete closure of a section of carriageway; or (c) road construction projects involving one or more traffic lanes of length longer than 100m being fenced off for one month or more.)

Temporary Directional and Other Worded Signs

27. These signs should have black legends and borders on a yellow background, and comply with paragraphs 4.4 to 4.7 of the CoP and the visibility requirement of the “Transport Planning and Design Manual”.

Flash Arrow Sign (FAS)

28. Signface details and luminance requirements of FAS should be in accordance with Appendix E of the CoP.
29. The mounting height (measured from the road surface to the bottom of sign) should not be less than 2.4m on a vehicle or be less than 1.5m on a trailer.
30. For works on expressway, the mounting height of a FAS on vehicles should not be less than 3.3m.

e. Advance warning signs and “End of Road Works” sign are not placed in accordance with the following requirement–

Approach Speed (km/h)	Advance Warning Signs in Advance of Road Work			“End of Road Works” Sign
	Distance of the first sign (m)	Minimum number of signs	Minimum visibility distance of driver to the first sign (m)	Distance beyond the work (m)
1. Expressways	600	3	80	45 – 90m
2. over 85	300 – 600	3	80	45 – 90m
3. 70-85	100 – 300	3	70	30 – 55m
4. 50-70	40 – 100	2	60	30 – 55m
5. up to 50	Not less than 40	2	50	10 – 30m

Note:- please refer to item 13a for the road types appropriate to the approach speed limits

- f.
 1. Continuous pedestrian barriers are not provided on those sides of an obstruction/excavation to restrict pedestrian flows or access, whether or not there is any special reason to expect blind and visually handicapped people passing that location.
 2. Fixing details on barriers for road hazard warning lantern is not in accordance with Drg. no. H 6151 (The lantern should shield the fixing plate and bolt from the pedestrians, and when a lantern is not mounted, the steel plate must not protrude above the top rail.)

- g.
 1. Traffic control equipment, either portable traffic signals or Stop/Go signs, is not used to operate alternate one-way traffic where the minimum width of a single carriageway for normal two-way traffic is less than 5.5m.
 2. Portable traffic light signals are not used in the following situations–
 - where the length of control exceeds 30m; or
 - where the view of oncoming traffic is obscured though the length of control is less than 30m; or
 - during the hours of darkness.
 3. In the case of “Stop/Go” signs are used, they are not operated in accordance with the following requirements–
 - 2 signs, one at either end of the control length, should be operated where the control length is not less than 15m; or
 - 1 sign, located centrally at the control length, should be operated where the control length is less than 15m; and
 - the signs should be mounted between 1.5 and 2.5m above the carriageway surface.
 4. A shadow vehicle is not equipped with truck mounted attenuator (TMA) when it is escorting other works vehicles on expressway performing mobile operation.
 5. Typical rear details of works vehicles / shadow vehicles with or without TMA on expressway should be in accordance with Appendix D of COP.

- h. Temporary barriers for delineation (may be used as an alternative to pedestrian barriers and cones to separate the trafficked carriageway from adjacent footway or work zone) are not provided in accordance with the following requirements :
 - 1. The barriers should be of the water-filled type.
 - 2. The height of barriers should not be less than 800mm. For use as an alternative to pedestrian barriers, the height of the temporary barriers should not be less than 900mm and should comply with the general requirements on pedestrian barriers in the CoP.
 - 3. The barriers should be marked such that they stand out conspicuously in contrast to the works behind them and are visible by day and night.
 - 4. Retroreflective stripes of alternate red and white colours should be provided at all barrier faces adjoining carriageway.

- i. Works on Expressway
 - 1. Size of warning sign to be 1200mm.
 - 2. First advance warning sign to be placed 600m ahead.
 - 3. 1000mm high cones to be used.
 - 4. Class Ref 2 retroreflective material to be used for regulatory and warning signs.
 - 5. Cone spacing to be 9m parallel to traffic lane (18m for short duration day time works not at tight bends nor near slip roads).
 - 6. Approach and end taper cone spacing to be 2m and 1m respectively.
 - 7. Pedestrian barriers not to be used.
 - 8. High intensity battery operated beacons to be used along tapers and in conjunction with advance warning signs.
 - 9. Road hazard warning lanterns to be mounted on cones 1.2m above road surface.
 - 10. Flashing arrow signs (FAS) to be used with barricade signs to indicate beginning of temporary diversion.
 - 11. Slow moving works vehicle to be mounted with FAS.
 - 12. High visibility clothing, incorporating retroreflective stripes or patches, to be worn by workers.
 - 13. 1.2m safety clearance to be maintained.

- j. Works on Tramway Track
 - 1. At the sides where the passage of trams will be obstructed, barriers to fence off the works area and traffic cones to form tapers should not apply.
 - 2. Conspicuous signs not less than 1m above the road surface should be displayed to give to any person adequate warning of the danger.
 - 3. Temporary road humps should be provided across the tramway track where additional warning to motorists is necessary.

- (14) a. Condition/quality of signs found non-compliance with the following requirement–
1. Backing plates of signs should conform to one of the following :
 - Sheet aluminium (comply with the requirements of BS EN 485-3:2003 or BS EN 485-4:1994, together with the requirements of BS EN 485-2:2004)
 - Plastic (comply with the requirement on impact test in the CoP).
 - Temporary signs for emergency purposes and used for less than 24 hours may be mounted on flexible plastic board or other similar material. (The material should be strong enough to withstand normal wind load without excessive bending).
 2. Sign-faces shall be reflective (All sign faces should be constructed in “Class Ref 1” or “Class Ref 2” retroreflective material conforming to BS EN 12899-1:2001, and be illuminated to the satisfaction of the Director’s Representative when necessary.)
 3. The backing plate of a sign shall be fabricated from an aluminium plate of 1.5mm minimum thickness. For signs to be erected for 6 months or more, or having a height, width or diameter of 1200mm or more, a minimum 3mm plate thickness is required. For plastic plates, the minimum plate thickness should be 3mm.
 4. Name of contractor must appear in both Chinese and English on the back of each sign.
 5. Clean and clear from damage with message clearly legible.
 6. Signs should be provided with stands so that they are held in a rigid position with at least 300mm clearance above the adjacent footway or carriageway. (e.g. it should not be easily moved or rotated by the air turbulence of moving vehicles)
 7. Signs mounted on lighting columns should be smaller than 0.4m², be securely fixed without damage to the column, and be positioned so as not to obstruct access to the joint box.
 8. All corners of a sign plate shall be rounded to a radius of not less than 18 mm unless otherwise stipulated in the relevant standard drawing(s) published by the Transport Department or Highways Department.
 9. All edges of a sign plate shall be ground to ensure that they are free from sharp edges, burrs, raggedness and tears.
- b. Condition/quality of cones or cylinders found non-compliance with the following requirement–
1. The white portion must be reflectorised and the red portion may be reflectorised or have a fluorescent finish.
 2. Cones or cylinders should not become inconspicuous due to the reflectorised finish covered with dirt.
 3. Cones or cylinders should not be damaged or toppled. (They shall comply with BS EN 13422:2004. Cones should have heavy duty rubber bases and the weight of the whole 750mm and 1000mm cones should not be less than 3.85kg and 6kg respectively).
 4. The use of bags filled with sand as ballast is not acceptable.
- c. Condition/quality of barriers found non-compliance with the following requirement–
1. Barriers should be hooked/fastened at ends of barriers to form continuous barriers which clearly delineate the works and warn

- pedestrians of their presence.
2. Barriers shall be painted so that they stand out conspicuously in contrast to the obstruction/excavation behind and are visible in day and night.
 3. Barriers shall be stable under adverse weather conditions and be substantial, and should not be easily toppled or moved by pedestrians or slipstreams of moving traffic.
 4. Pedestrian barriers should be made of metal or plastic and should be designed to restrict pedestrian access effectively and not to obstruct visibility. The barriers should have handrails of at least 900mm but not exceeding 1150mm above ground, and be provided with tapping rails at not more than 280mm above ground.
 5. Pedestrian barriers placed on carriageways adjacent to running traffic lanes should be of the plastic type and be guarded by a line of traffic cones.
 6. Pedestrian barriers with detachable horizontal members made of hard objects such as timber or steel poles should not be used.
- d. Condition/quality of road hazard warning lanterns found non-compliance with the following requirement–
1. All lanterns must be yellow in colour with amber lenses.
 2. Each lantern shall be fitted with a supplementary reflector of at least 50cm² in area which must appear under headlamp illumination to be of a similar colour to the light emitted by the lantern.
 3. Lanterns should show an intermittent or revolving light.
 4. Lanterns/beacons shall flash or revolve at the rate of 90 -150 times per minute and should be kept operating at all times when the temporary diversion is in place. (Low intensity battery operated lamps to delineate temporary edge of carriageways or footways should comply with the requirements of BS 3143-2:1990. High intensity battery operated beacons to draw drivers' attention to hazards should comply with the requirements of BS 3143-4:1985.)
 5. The use of revolving lanterns for entry/exit points for works on expressway and mounting on vehicles should be in accordance with Appendices C & E respectively of the CoP. (The lanterns should comply with the requirements of BS 3143-4:1985.)
 6. During the hours of darkness, all obstructions must be properly lit with prescribed road hazard warning lanterns to indicate the limits of the works to the road users.

◆ **Temporary traffic arrangement and control**

- (15) a. Name and contact telephone number of the responsible technician are not displayed at the back of portable traffic light signal
- (16) a. 1. Sufficient length of approach taper according to (13)a is not provided; and
2. Exit taper is formed at 45° to the line of the road. (i.e. exit taper length=obstruction width)
- b. 1. Continuous barriers (i.e. hooked/fastened at ends of barriers to resist gentle push) are not provided on those sides of an obstruction/excavation to restrict pedestrian flow or access, whether or not there is any special reason to expect blind and visually handicapped people passing that location.
2. Fixing details on barriers for road hazard warning lantern is not in accordance with Drg. no. H 6151 (The lantern should shield the fixing plate and bolt from the pedestrians, and when a lantern is not mounted, the steel plate must not protrude above the top rail.)
- c. 1. Barriers/barricades are not provided to prevent pedestrians, in particular the blind and visually handicapped people, from accessing to the carriageway.
Traffic cones are not provided in accordance with the following requirements–
2. type (the white portion must be reflectorised and the red portion may be reflectorised or have a fluorescent finish)
3. size (750 mm high minimum)
4. spacing at tapers and along temporary pedestrian ways (i.e. 1m max. spacing)
- d. The traffic sign(s) is (are) not provided in accordance with the requirements of Figure 7.4 in the CoP for LSG:–
1. “road works”
2. “road narrows on the right”
3. “road narrows on the left”
4. “keep right”
5. “route for pedestrians”
6. “end of road works”
7. condition of signs - clean and clear from damage with message clearly legible
- e. Road hazard warning lanterns are not provided in accordance with CoP for LSG:–
1. type
 - low intensity battery operated lamps to delineate temporary edge of carriageways or footways
 - high intensity battery operated flashing beacons to draw drivers’ attention to hazard (e.g. used at lead-in tapers, in conjunction with advance warning signs and at end of exit taper).
2. height
 - placed on the ground or mounted on stands or cones with a maximum of 1.2m above the ground when provided on carriageways
3. spacing along the line of the obstructions
 - the maximum spacing of each lantern at rail should not be more than 4 m; and
 - at least 1 lantern to be provided near each corner of the delineated area
4. spacing along edges of temporary pedestrianway adjoining and encroaching onto a carriageway
 - placed at a maximum spacing of 4m.
- f. Road hazard warning lanterns are not working in accordance with the following requirements–
1. lanterns should show an intermittent or revolving light during the hours of darkness.
2. flashing beacons should flash or revolve at the rate of 90 -150 times per minute and should be kept operating at all times when the temporary diversion is in place.
- g. A minimum of 1m wide temporary platform with a ramp of 1 in 6 max. gradient at both ends (details shown in Drg. no. H 1133) is not provided as reasonably practicable for persons in wheelchair.

- (17) a. Temporary road markings are not provided in accordance with the Road Traffic (Traffic Control) Regulations.
 - 1. type
 - 2. colour
 - 3. line width
 - 4. line length
 - 5. gap between lines
- b. Temporary road markings are found not reflectorised.
- (18) a. For existing road markings only required to be covered temporarily, they are not masked with proprietary black tape.
- b. For existing road markings made redundant by reason of work, they are not removed but just covered.
- c. Where an existing road marking is masked by proprietary black tape or removed by grinding, the black tape or the grinding operation is not applied over a rectangular area covering the marking but just the shape of it.

◆ **Vehicular and pedestrian facilities**

- (19) a. Operations in connection with the work of the Permittee are found interfering unnecessarily or improperly with the convenience of the public or the access to public/private roads or footpath or properties.
- (20) a. 1. A minimum clear footway width of 1.5m in general is not provided and maintained for pedestrians except the following :
 - (i) the affected footway is of a short length and with prior permission from TD/Police; or
 - (ii) emergency works constrained by site conditions in which cases the authorities should be consulted as soon as possible.
- b. No adequate alternative pedestrian diversion route is provided where it is not practicable to provide the minimum unobstructed footway width (except arrangement endorsed by TD/Police due to physical constraint on site).
- c. Pedestrian access to or of properties is not properly established & maintained.
- d. 1. A minimum unobstructed carriageway width of one traffic lane is not provided & maintained for vehicular access.
- 2. A minimum unobstructed carriageway width of 5.5m is not provided & maintained on a single carriageway for two-way traffic.
- 3. A minimum unobstructed carriageway width of 3m is not provided & maintained with operation of traffic control by portable traffic light signals or Stop/Go signs.
- e. A minimum unobstructed width of one traffic lane is not properly maintained for vehicular access (including run-in) to or of properties.
- f. Length of approach/exit taper is not in accordance with the temporary traffic arrangement plans as agreed by the Commissioner for Transport and/or the Hong Kong Police Force.

- g. Traffic signs are not correctly provided in the aspects of type, size, location, height, orientation and number in accordance with the temporary traffic arrangement plans as agreed by the Commissioner for Transport and/or the Hong Kong Police Force.
 - 1. type
 - 2. size
 - 3. location
 - 4. height
 - 5. orientation
 - 6. number
- h. Approval for occupying parking place/space is not available upon request.

(21) a. Emergency exit or emergency vehicular access is found obstructed.

◆ **Unattended site**

(22) When an excavation is found left open without being actively worked on and no display board(s) explaining reason for apparently unattended site in morning inspection, a follow-up inspection in afternoon **must** be conducted to complete the checking of this item. (i.e. no work is being carried out and no display board(s) is erected on site during inspections in both the morning and the afternoon on the same day).

If a site is unattended due to inclement weather, unless Amber/Red/Black rainstorm warning thunderstorm warning, flood warning or Typhoon Signal No. 3 or above is hoisted or 3 hours after the lowering of these warnings/signals, a display board explaining the reason is required.

- (23) a. Excavation not to be actively worked on (except prior approval obtained from the Authority) is not covered by steel plates/ or decking safely and reasonably nuisance-free so as to allow the area to be reopened for the safe and reasonably nuisance-free passage of vehicular or pedestrian traffic.
 - b. Idle site is defined where an excavation site is not being actively worked on but with display board(s) erected explaining reason for the road works not being actively worked on at site. Idle site (except prior approval obtained from the Authority) exceeding 14 consecutive working days (excluding Sunday and General Holiday) and does not allow the area to be reopened for the safe and reasonably nuisance-free passage of vehicular or pedestrian traffic. This requirement is not applicable to slope works where the excavation permit is solely applied for hoarding erection not affecting public roads.
- (24) a. The following information is not provided–
- 1. name and/or logo of “the promoter of the works”.
 - 2. cartoon figure and the apology statement.
 - 3. telephone number of “the promoter of the works” for enquiry/complaint.
 - 4. reason for apparently unattended road works.
 - 5. date of works to be resumed.

- b. The following detail(s) is(are) not provided as per Drgs no. H 6133-4 or Permittee's drawings approved by the Authority–
 - 1. aluminium backing plate (conforming to BS EN485) of 3mm thick.
 - 2. plastic plates (the face shows no signs of deterioration, such as cracking, blistering, delamination and corrosion).
 - 3. the face of the board is reflectorized (constructed with Class Ref 1 reflective materials to BS EN 12899-1).
 - 4. size of the board.
 - 5. size of the logo.
 - 6. size of the cartoon logo.
 - 7. size of the telephone figure.
 - 8. size of lettering.
 - 9. the information shall be in English and Chinese in printed words, i.e. not free-hand writing.
 - 10. the information shall be clear and legible.
- c. The board is not securely mounted on a stable structure (e.g. temporary barrier, hoarding or railing).
- d. The board is not erected at a prominent location orientated towards pedestrians for the public's reference.
- e. No. of board(s) is(are) not provided in accordance with the following requirement(s)–
For a work site (including decked areas) less than 50m in length,
 - 1. one display board shall be provided.For a work site (including decked areas) longer than 50m in length,
 - 2. display boards shall be provided at ends of the site.
 - 3. display boards shall be provided along the site at a maximum spacing of 50m.
- f. Idle site reason shown on the display board(s) is not in accordance with the current version of HyD Standard Drawing no. H6134 and without prior approval granted by the Authority. The current version of HyD Standard Drawing no. H6134 contains a hyperlink connected to the List of Standard Reasons for Idle Site on Highways Department's website.
- g. The reason for idle site displayed on site manifestly does not reflect the genuine situation of the idle site.
- h. Works resumption date shown on the display board(s) is illegitimate in the following way(s) –
 - 1. works resumption date had lapsed on the date of audit inspection,
 - 2. works resumption date left blank on the display board(s) with the following exemptions:
 - (i) Work at Night Time Only;
 - (ii) Work on Saturday, Sunday and General Holiday Only.
 - (iii) Underground pipeworks / cabling works in progress (for trenchless works only)
 - 3. works resumption date displayed on site exceeds 14 consecutive working days beyond the date of audit inspection without prior approval granted by the Authority .
- i. When a site is actively worked on, the public may be misled by the erection of a display board(s) explaining the reason for road works not being actively worked on at site.

- (25) a. The following information is not provided–
1. name and/or logo of “the promoter of the works”.
 2. cartoon figure and the apology statement.
 3. telephone number of “the promoter of the works” for enquiry/complaint.
 4. reason for apparently unattended road works.
 5. date of works to be resumed.
- b. The following detail(s) is(are) not provided as per Drg no. H 6133, 6134, 6138 or Permittee’s drawings approved by the Authority–
1. the 3mm thick aluminium backing plate (conforming to BS EN485)
 2. sign face and insert plates constructed with Class Ref 1 reflective materials to BS EN 12899-1.
 3. correct sign colours to BS 5252F (1976).
 4. size of the board.
 5. size of the logo.
 6. size of the cartoon logo.
 7. size of the telephone figure.
 8. size of lettering.
 9. the information shall be in English and Chinese in printed words, i.e. not free-hand writing.
 10. the information shall be clear and legible.
- c. The board is not supported as per Drg no. H 6114 or Permittee’s drawings approved by the Authority.
- d. The board is not erected at a prominent location inside the site oriented towards approaching motorists.
- e. No. of board(s) is(are) not provided in accordance with Guidance Note RD/GN/024–
1. one number of display board shall be provided.
 2. additional display board(s) shall be provided at prominent locations along the site where the length of carriageway affected is not less than–
 - 100m on roads with shop frontages, or
 - 200m on roads without shop frontages.
 - For works crossing two bounds of traffic on a dual carriageway or a divided road, each bound shall have one display board for explaining the reason for leaving the site apparently unattended.

(For works with anticipated carriageway occupation period less than one month or works not on major roads (expressways, trunk roads, primary distributors and district distributors), no display board for motorists is required.)

Note: When the original anticipated carriageway occupation period has been extended more than one month, display board for motorist should be provided in accordance with RD/GN/024.

- f. The board is not located at least 25m clear of any temporary or permanent traffic signs or signals.
- g. The board is not erected to a height such that its line of sight is not obstructed by materials or plants on site.
- h. Idle site reason shown on the display board(s) is not in accordance with the current version of HyD Standard Drawing no. H6134 and without prior approval granted by the Authority.
- i. The reason for idle site displayed on site manifestly does not reflect the genuine situation of the idle site.

- j. Works resumption date shown on the display board(s) is illegitimate in the following way(s) –
1. works resumption date had lapsed on the date of audit inspection,
 2. works resumption date left blank on the display board(s) with the following exemptions:
 - (i) Work at Night Time Only;
 - (ii) Work on Saturday, Sunday and General Holiday Only.
 - (iii) Underground pipeworks / cabling works in progress (for trenchless works only)
 3. works resumption date displayed on site exceeds 14 consecutive working days beyond the date of audit inspection without prior approval granted by the Authority .
- k. When a site is actively worked on, the public may be misled by the erection of a display board(s) explaining the reason for road works not being actively worked on at site.

◆ Site cleanliness

- (26) a. Litter/rubbish is found in the fenced off site.
b. Debris/construction waste generated from work is not removed off site.
c. Excavation/construction material or plant (including any temporary work) which are not to remain on site after completion of work is not removed after site vacation.
- (27) a. Excavation/construction debris spilled over adjacent footway/carriageway is not removed.
b. Excavation/construction material is washed away onto adjacent footway/carriageway is not cleaned up.
- (28) a.
 1. unused buckets/containers not stored in places with cover.
 2. disused carts for transporting concrete not turned upside down.
 3. water storage containers not covered with lids.
 4. construction materials (including pipes, steel bar, paving blocks and metal boxes etc.) not stacked orderly according to their shapes and not covered up so that water would not be trapped by them.
- (29) a. Generation of dust is observed and the following dust suppression measures are not taken on site.
 1. pre-cut material off site which is prone to dust generation;
 2. using vacuum cleaner at source of dust; or
 3. screen and cover loose materials.
 4. clean up mud and slurry spills before they dry up and become airborne;
 5. spray earthwork materials with water to prevent dust generated from the site.
b. Dump trucks (except loaded with wet soil) not covered properly before leaving the site.

Location of Utilities

◆ Use of non-destructive detectors

- (30) a. Site record photos and investigation results of using non-destructive underground services detectors to locate underground services in or near the proposed excavation area are not available upon request.

◆ Trial pits

- (31) a. Site record photos and investigation results of hand-dug trial pits prior to using mechanical plant for road breaking and excavation are not available upon request.

Excavation and Service Installation

◆ Break up road surface and remove spoil

- (32) a. Site supervising personnel are not provided to oversee the operation of mechanical plant
b. Excavation close to or around underground services and installations is–
1. not carried out by hand digging method
2. not in accordance with guidelines and code of practice issued by the relevant authorities
- (33) a. Tree felling approval is not available upon request.
- (34) When material unsuitable for backfilling (e.g. concrete debris, materials of concrete and bituminous pavement breaking, etc.) is found on site, take a record and conduct another inspection in the following day to check if the material has not been removed off site.

◆ Trench excavation and shoring installation

- (35) a. Adequate support is not installed in a timely manner and ahead of excavation for trench with a depth greater than 1.2m. (Typical shoring arrangements are shown in Appendix A of Guide to Trench Excavations)
b. Adequate safe access to and egress from any trench deeper than 300mm is not provided and properly maintained.
c. Safe method of removing/withdrawing strut/support (e.g. only the minimum practicable number of struts/supports should be removed) during lowering of pipe/equipment or backfilling is not used.
- (36) a. 1. Flooding is observed in trench and there are no/inadequate pumps of sufficient capacity working on site when required during inclement weather.
2. No proper sumps, preferably lined with concrete, are provided for trench opened up in the wet season.
b. Upstands along either side of trench are not provided. (Typical detailed arrangements are shown in Figure B1 of Guide to Trench Excavations)
c. Gaps/voids between support and the vertical trench sides are not filled with cement mortar to ensure water cannot get in. (Photos showing examples of good practice are given in Appendix B of Guide to Trench Excavations)
- (37) a. During restricted hours imposed by the Authority,
1. excavation is not properly plated over
2. obstruction (e.g. barrier, cone, sign, material or plant etc.) is not removed such that the full number of traffic lanes of carriageway/sufficient footway is available for vehicular traffic/pedestrians.
- (38) a. Excavation materials used for backfilling is not properly contained by vertical boards or suitable containers within the fenced off site to prevent from being washed away by rain.
- (39) a. Excavated materials are not removed off site for the necessity of maintaining pedestrian or vehicular access within the next day of notification, i.e. found on site during the inspection in the following day after the next day of notification. (unless application for other time limit is lodged by the Permittee with the Authority within the next day of notification)

- (40) a. 1. Temporary pedestrian crossing (e.g. Drg no. H 1132) or other approved means over trench is not provided to maintain access to adjoining premises.
- 2. Railings/barriers are not provided on both sides of crossing.
- b. Temporary decking is not securely fixed as rocking or sliding under pedestrian flow is observed.
- (41) a. Vehicle crossing over trench is not provided for concrete carriageway in accordance with the following requirement(s) of Drg no. H 6136 (or H 6162 if so stipulated by TD or HKPF)–
 - 1. top surface of steel plate treated with anti-skid dressing and marked with alternate black and yellow diagonal strips of 300mm wide.
 - 2. yellow markings shall have resistance and reflective characteristics equivalent to thermoplastic road markings.
 - 3. other surfaces treated with protective painting.
 - 4. chamfer edges provided at ends of decking (if decking flushed with carriageway is not stipulated).
 - 5. name of roadwork undertaker marked on the steel plate for easy identification.
 - 6. steel channel details at underside of steel plate as per Drg no. H 6136 shall be adopted for trench width of 900mm or more.
 - 7. Steel plate flushed with road surface as per Drg no. H 6162 (if stipulated by TD or HKPF).
- b. Temporary decking is not securely fixed as rocking or sliding under vehicular traffic is observed.
- c. Significant deflection of steel plate under vehicular load is observed.
- (42) a. Vehicle crossing over trench is not provided for bituminous carriageway in accordance with the following requirement(s) of Drg no. H 6135–
 - 1. top surface of steel plate treated with anti-skid dressing and marked with alternate black and yellow diagonal strips of 300mm wide.
 - 2. yellow markings shall have resistance and reflective characteristics equivalent to thermoplastic road markings.
 - 3. other surfaces treated with protective painting.
 - 4. (obsolete requirement).
 - 5. Steel plate flushed with road surface.
 - 6. name of roadwork undertaker marked on the steel plate for easy identification.
- b. Temporary decking is not securely fixed as rocking or sliding under vehicular traffic is observed.
- c. Significant deflection of steel plate under vehicular load is observed.

◆ **Support and protect utilities**

- (43) a. Ground movement adjacent to installations and services due to excavation is observed.
- b. Service across trench is not properly supported by either propping from underneath or hangers suspended from ground surface.
- c. Warning signs to prevent damaging services are not provided (e.g. warning tapes, waterproof crayon/paint for marking location/depth).

◆ **Service installation**

- (44) a. The following minimum depth measured vertically to the top of the underground services or installations including pipes, cables, ducts, joints, etc. is not provided—
For services other than high tension power cables of 33 kV or above laid under part of the street which is not carriageway (non-carriageway) including footway, cycle track, verge, side lane and back lane,
1. 450 mm from the finished surface of the non-carriageway
 2. 900 mm from the finished surface of the non-carriageway if installations occupy more than half the combined width of the non-carriageway (for the purpose of measuring the combined width, adjoining non-carriageway parts including footway, cycle track, verge, side lane and back lane will be counted)
 3. 300 mm for non-energized underground services, which include telecommunication cables laid in ducts but exclude power cables, water mains and gas mains with a max. of 2 cable ducts of nominal diameter 115mm or less provided that conspicuous identification devices in the form of plastic caution tape of not less than 100 mm wide with the utility company's name or abbreviation clearly imprinted on it are provided continuously above the ducts. When entrusted works are involved where the Permittee undertakes to lay or place telecommunication cables in ducts on behalf of other(s), the number of cable ducts to be laid for each telecommunication utility undertaking shall not exceed two and these cable ducts shall also be laid in compliance with the requirements stipulated above;
- For services other than high tension power cables of 33 kV or above laid under carriageway,
4. 900 mm from the finished surface of the carriageway
- For high tension power cables of 33 kV or above laid under part of the street which is not carriageway (non-carriageway) including footway, cycle track, verge, side lane and back lane,
5. 1000 mm from the finished surface of the non-carriageway
- For high tension power cables of 33 kV or above laid under carriageway,
6. 1000 mm from the finished surface of the carriageway
- (45) a. A minimum depth of 1500 mm measured vertically from the finished surface of the carriageway to the top of the underground services or installations running along the “Kerb Zone” is not provided. (“Kerb Zone” is made up of the part of the street which is not carriageway including footway, cycle track, verge, side lane and back lane within 300 mm from the kerb line and the part of the carriageway within 2000 mm from the kerb line)

Backfilling and Reinstatement

◆ Backfilling

- (46) a. Each layer of backfill material is not properly compacted with appropriate plant such as a power rammer, vibratory plate or vibratory roller to the road formation.
- (47) a.
 1. Backfill material is found containing broken concrete, bricks, clay, bituminous material, and materials susceptible to spontaneous combustion, perishable materials or debris.
 2. Backfill material is found exceeding 75mm maximum particle size.
- (48) a. Power compaction is used not until 300mm cover of selected fine fill has been suitably placed and compacted by hand rammer for backfilling adjacent to gas plant and watermains.
- (49) a. Heavy excavator or compaction roller is found passing over buried utility installations and plants with less than 1m overburden cover, especially when the road surface is removed.
- (50) a. Compacted backfill and granular sub-base are not placed to the formation level as per Drg no. H 1131.

◆ **Pavement reinstatement**

- (51) a. No saw cut is carried out along reinstatement limits.
b. Sub-base layer reinstatement is not constructed in accordance with the following requirements–
Material type and thickness

Type of pavement	Sub-base material	Thickness
1. Bituminous carriageway	granular sub-base	same as the adjoining pavement but subject to a minimum thickness of 150mm
2. Concrete carriageway	granular sub-base; or lean concrete (used only where the existing construction is of the same material)	same as the adjoining pavement but subject to a minimum thickness of 150mm same as the adjoining pavement but subject to a minimum thickness of 150mm
3. Concrete/paving block footway	granular sub-base	same as the adjoining pavement but subject to a minimum thickness of 75mm
4. Bituminous footway/cycle track	granular sub-base; or bituminous sub-base	same as the adjoining pavement but subject to a minimum thickness of 75mm same as the adjoining pavement but subject to a minimum thickness of 75mm
5. Run-in	granular sub-base	same as the adjoining pavement but subject to a minimum thickness of 150mm

Compaction

6. compaction of granular sub-base material shall be carried out in accordance with section 2.4.2 of Guidance Notes No. RD/GN/014.
7. compaction of lean concrete shall be carried out in accordance with section 2.4.3 of Guidance Notes No. RD/GN/014.

Finished surface

8. on completion of compaction, the sub-base layer shall be well closed, free from compaction planes, ridges, cracks or loose material and free from movement under compaction plant.
c. Kerbs are not properly constructed as per Drg nos. H 1101, 1102 or 1103.

- d. Bituminous pavement reinstatement is not properly laid and compacted in accordance with the following requirements–
- Laying of bituminous materials
1. bituminous materials shall be laid in accordance with section 2.5.2 of Guidance Notes No. RD/GN/014.
- Compaction of bituminous materials
2. bituminous materials shall be compacted in accordance with section 2.5.3 of Guidance Notes No. RD/GN/014.
 3. Joints with existing surface shall be adequately compacted with the transverse joints being compacted first followed by the longitudinal joints.
- Type & thickness of bituminous surfacing to be put back
4. type & thickness of bituminous surfacing to be put back shall be in accordance with Drg no. H 1129.
- Finished surface
5. the surface of each layer of bituminous material on completion of compaction shall be well closed, free from roller marks, compaction planes, ridges, cracks or loose material and free from movement under compaction plant.
- e. Concrete carriageway reinstatement is not properly constructed in accordance with the following requirements–
- Details as per Drg no. H 1124
1. the concrete road slab to be put back shall be of Grade 40/20 concrete and shall be of the same thickness as the adjoining pavement.
 2. fabric reinforcement shall be C503 long mesh or of the existing type whichever is heavier and shall be laid with the main bars parallel to the longer dimension of the reinstatement area.
 3. mild steel dowel bars of diameter 25mm shall be provided on all sides of the reinstatement area except where it abuts a transverse joint, longitudinal joint or kerb.
 4. miscellaneous details shown in the drawing.
- Joints reinstatement
5. all transverse joints and longitudinal joints removed or damaged by the works shall be reinstated to the same type and alignment as per Drg no. H 1126.
- Concrete placing & compaction
6. the placing and compaction of concrete shall be in accordance with section 2.6.3 of Guidance Notes No. RD/GN/014.
- Finished surface
7. the surface finishing of concrete shall be in accordance with section 2.6.4 of Guidance Notes No. RD/GN/014.
- Concrete curing
8. the curing of concrete shall be in accordance with section 2.6.5 of Guidance Notes No. RD/GN/014.

- f. Concrete footway & run-in reinstatement is not properly constructed in accordance with the following requirements–

Details as per Drg no. H 1127

1. the concrete footway slab to be put back shall be of Grade 30/20 concrete and shall be of the same thickness as the adjoining footway subject to a minimum of 75mm.
2. the concrete run-in slab to be put back shall be of Grade 40/20 concrete and shall be of 150mm thick.
3. fabric reinforcement shall be C283 long mesh and shall be laid with the main bars parallel to the longer dimension of the reinstatement area.
4. miscellaneous details shown in the drawing.

Joint spacing & reinstatement

5. concrete footway shall be laid in bays not exceeding 20m² with a maximum joint spacing of 5m.
6. footway joints shall be open joints of 3mm~6mm wide and 20mm deep.

Concrete placing & compaction

7. the placing and compaction of concrete shall be in accordance with section 2.6.3 of Guidance Notes No. RD/GN/014.

Finished surface

8. the concrete surface shall be brushed finish in the same manner as for concrete carriageway referred to in section 2.6.4 of Guidance Notes No. RD/GN/014.

Concrete curing

9. the exposed concrete surfaces shall be cured by treating it with an approved curing compound immediately after texturing.

- g. Paving slab/block reinstatement is not properly constructed in accordance with the following requirements–

Details as per Drg no. H 1131

1. the sand course to be put back shall exceed 20mm and not exceed 30mm thick.
2. the paving slabs/blocks to be put back shall be of the same thickness as the adjoining pavement subject to a minimum of 60mm in footway and 80mm in carriageway or run-in.
3. miscellaneous details shown in the drawing.

Laying of paving slab/block

4. paving slabs/blocks shall be laid to the standard stated in section 2.9 of Guidance Notes No. RD/GN/014.

Finished surface

5. the level of areas paved with paving slabs/blocks shall be within 3mm of the finished level upon completion. The difference in level between any two adjacent slabs/blocks shall not exceed 2mm.

- h. Extent of pavement is not permanently reinstated to the requirement of–

1. Drg no. H 1125 for concrete carriageway
2. Drg no. H 1128 for concrete footway and run-in
3. Drg no. H 1130 for bituminous pavement
4. Drg no. H 1131 for paving slab/block construction
5. the Authority which is otherwise advised to the Permittee

- (52) a. 1. Concrete staircase is not reinstated to the original details, dimensions, lines and level.
2. The edges of reinstatement are not in a saw-cut straight line.

- (53) a. 1. Masonry steps and granite kerb are not taken up in whole piece with extreme care and properly stacked on site for re-use.
2. Masonry steps staircase is not reinstated to the original state and position.

- (54) a. No saw cut is carried out along reinstatement limits. (obsolete requirement)
- b. Pavement is not temporarily reinstated in accordance with Drg no. H 1123–
1. Compacted backfill to 100mm below the finish road level with a temporary reinstatement of 100mm thick bituminous material for bituminous/concrete carriageway.
 2. Compacted backfill to 20mm below the finish road level with a temporary reinstatement of 20mm thick bituminous material for bituminous/concrete footway & cycle way or paving slab/block pavement.
 3. The temporary reinstatement of footway shall have same surface finishing as permanent reinstatement, unless otherwise agreed by HyD.
 4. For block-paved pavement with colour patterns, the pattern of temporary reinstatement shall be agreed by HyD.
- c. The following defect(s) is/are identified on temporary reinstatement of pavements including concrete, bituminous and paving slab/block pavements.
1. Cracking
 2. Subsidence
 3. Loose debris on surface
 4. Pothole
 5. Bumpy surface

◆ **Reinstatement of road markings, traffic signs & street furniture**

- (55) a. 1. Permanent traffic aids/signs are not correctly reinstated to the original location and orientation.
2. Temporary traffic aids/signs are not completely removed and give misleading information to road users.
- b. Railing is not reinstated to the condition existing before commencement of work.
- c. Permanent road markings are not reinstated to the condition existing before commencement of work.
1. Thermoplastic road markings is not in accordance with BS 3262
 2. Road markings are not provided in accordance with Road Traffic (Traffic Control) Regulations.
 - type
 - colour
 - line width
 - line length
 - gap between lines
- d. Temporary road markings are not completely removed.
- e. Affected street furniture/installations are not reinstated to the condition existing before commencement of work.
- f. Temporary road markings are not provided in accordance with the Road Traffic (Traffic Control) Regulations.
1. type
 2. colour
 3. line width
 4. line length
 5. gap between lines
- g. Temporary road markings are found not reflectorised.

Audit Inspection – Performance Appraisal

Introduction

1. For the purpose of monitoring performance of the permit sites, some sorts of performance indicators with measurement mechanism have to be established. A performance appraisal scheme therefore needs to be devised for such purpose and for commending good performers amongst the road works promoters as well as their contractors.

Performance Appraisal Scheme

2. To facilitate monitoring performance, the audit checklist items based on the conditions of permit are summarized into the following 8 groups–

- I) Road safety
- II) Site cleanliness
- III) Unattended site
- IV) Inconvenience to the public
- V) Works without authorization
- VI) Publicity
- VII) Protection of underground utilities
- VIII) Workmanship on backfill and reinstatement

3. The audit inspection checklist is prepared to dovetail with the permit conditions. As for general performance indicators of a permit site, a performance appraisal scheme (Annex I) is devised to measure–

- 1) performance % of each group as classified in paragraph 2 above; and
- 2) its overall performance %,

where

i) performance % of each group is calculated as–

$$\left(1 - \frac{\text{total no. of non-compliance sub-items inspected in a group}}{\text{total no. of sub-items inspected in that group}}\right) \times 100\%$$

ii) overall performance % of a permit site is calculated as–

$$\left(1 - \frac{\text{total no. of non-compliance sub-items inspected in all groups}}{\text{total no. of sub-items inspected in all groups}}\right) \times 100\%$$

Standard Appeal Application Form

(Name of Permittee or Nominated Permittee) From Ref. Tel. No. Fax. No. Date	To CHE/R&D, HyD Attn. : E/A11 or E/A12* Your Ref. HRD 22/5/1 (HK&Kln) or 22/5/2 (NT)* Dated Fax No. 2714 5290 Total Pages
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Appeal Against NC Items Recorded in Audit Inspection

(Permit/Emergency Serial/Small Scale Works ID/Plan ID no. : _____)

(Audit Reference no. : _____)

NC Item appealed	Reason for Appeal

(Please note that there is no need to attach the inspection photos printed from Audit Inspection Management System.)

Attachment for supporting the appeal application:

(Please attach relevant documents such as record photos, etc to support the appeal application)

Please give tick to the box below for the appeal submitted by the Nominated Permittee; otherwise, the appeal will **NOT** be processed.

The case has been discussed with _____ (*name of the Responsible Person*) of _____ (*name of the Permittee*)

Consensus was not obtained from the Permittee.

Signature
(Applicant Name)
Organization Name

c.c. (*name of the Permittee*)

* Delete where appropriate

Standard Appeal Reply Form

<i>From</i> CHE/R&D, HyD	<i>To</i> (Permittee Name)
<i>Ref.</i> HRD 22/5/1 (HK&Kln) or 22/5/2 (NT)*	<i>Attn. :</i>
<i>Tel. No.</i> 2762	<i>Your Ref.</i>
<i>Fax. No.</i> 2714 5290	<i>Dated</i>
<i>Date</i>	<i>Fax No.</i> <i>Total Pages</i>

Reply to Appeal Against NC Items Recorded in Audit Inspection
(Permit/Emergency Serial/Small Scale Works ID/Plan ID no. : _____)
(Audit Reference no. : _____)

Appealed Item	Review Result	Reason

Remark :

Signature
(Officer Name)
for CHE/R&D, HyD