

**Requirements of Photograph Submission in association with
Completion Notice (CN) submission**

Minimum depth requirements of utility services have already been laid down in prevailing XP conditions for various utility services under footpath and carriageway respectively. UUs have the supervisory obligation to monitor and supervise their contractors to comply with the minimum depth requirements as well as other XP conditions. Inspections of those installed services are very difficult and resources demanding after reinstatement. In view of numerous complaints and media enquiries on shallow depth utilities received and the widespread non-compliances (NC) in this regard identified in the whole territory after investigations, strengthening measures to control such NC situation and inadequate supervision on the Contractors by some of the UUs were indeed necessary and essential. Therefore, the requirement of photographs to be submitted during CN processing to show compliance with minimum depth requirements was introduced. The principle and criteria of photograph submission were deliberated in the JUPG meetings and were generally agreed by members. UTLC Paper No. 1/2012 – “Strengthening Measures in Audit Inspection to Control NC with Minimum Depth Requirements and Requirements of Photographs to be Submitted for Processing CN” was also issued to address the proposal.

After a 6-month trial of the requirements for photograph submission during CN processing from 22 October 2012 to 21 April 2013, a review was conducted and presented in the UTLC and JUPG meetings. Members endorsed the formal implementation of the photograph submission requirements.

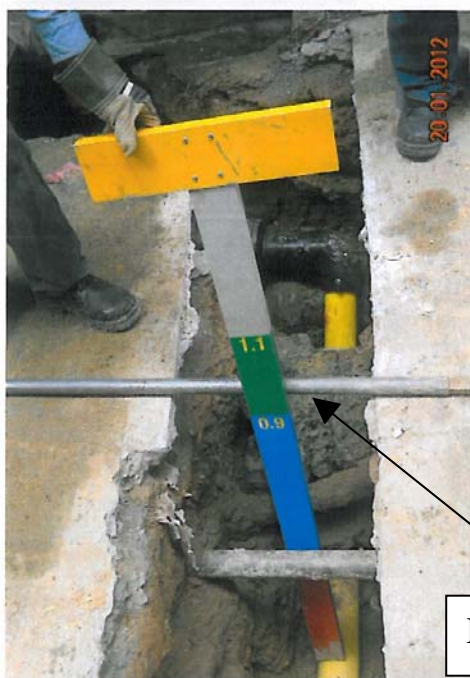
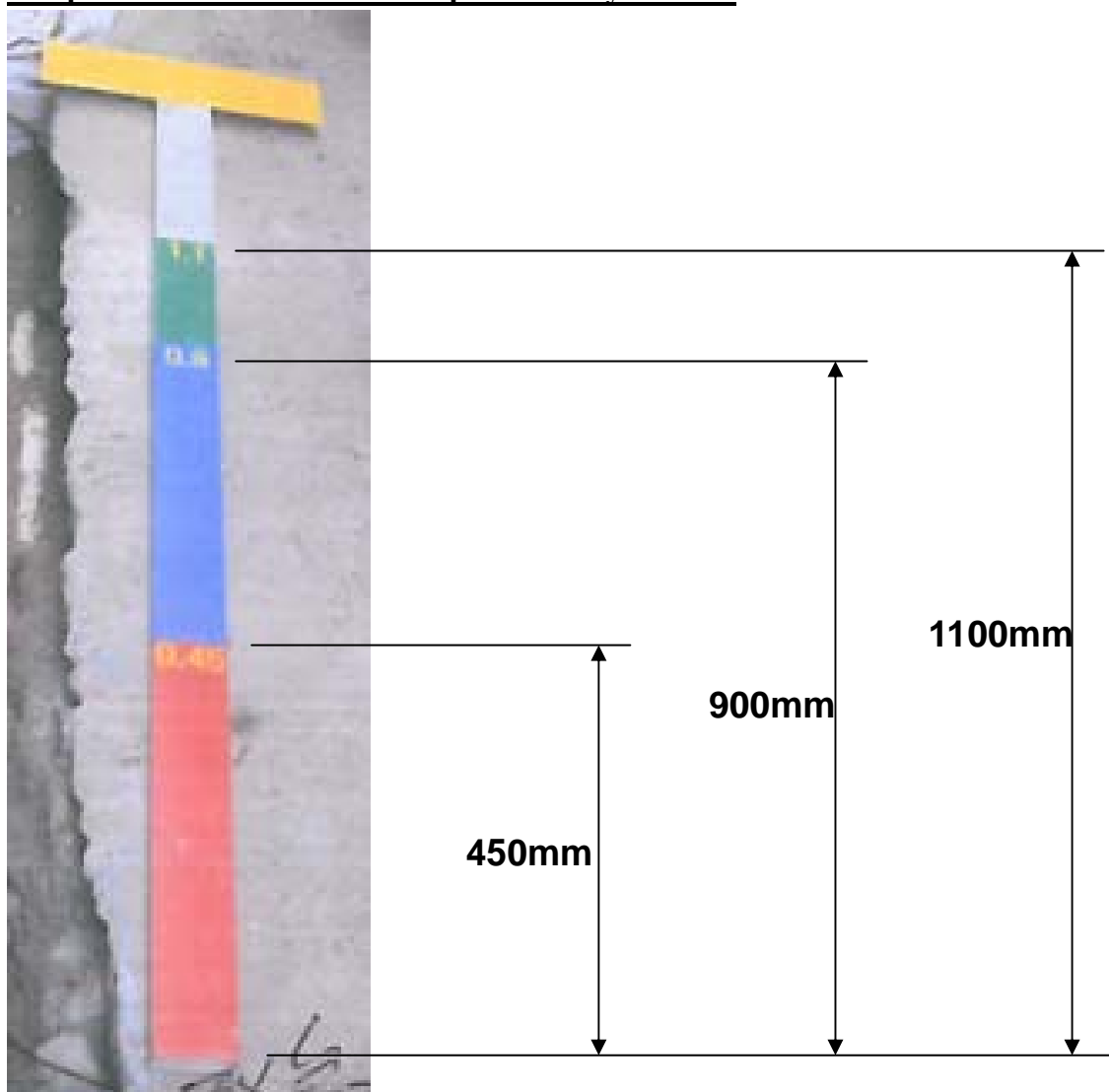
The photograph submission criteria and measurement arrangement are detailed below:

1. Site photos for laid pipes / ducts / utilities
 - a. Principle and suggested numbers of site photos to be taken under each CN submission:
 - (i) A wide view photo to show the active work sites under the XP with nearby street furniture so that the location can be identifiable. Additional wide view photos may be needed if one cannot cover the whole site area, e.g. with a number of sites situated at different streets / round the road corner under the same XP;
 - (ii) Close-up photos clearly indicating the depth to the top of services placed or top of services at drawpits / manholes / connection points.
 - (iii) Underground services newly laid/repaired/renewed under the XP shall be explicitly indicated on the photos.
 - (iv) Requirements of photos taken for features / locations of the services are listed in para. (b) below.

- (v) For easy reference, photos are expected to be named in separate numbers for different locations, while photos taken at the same location should add a suffix to distinguish, e.g. photos 1, 2A, 2B, 3A, 3B, 3C, ...
 - (vi) To cater for easy handling and follow up by both the UUs and the Authority, a template in WORD format will be provided for pasting the photos required for CN submission. The completed file shall then be converted into PDF format and uploaded to XPMS in one electronic file with each A4 page containing 2 photos. Each photo should be presented with a photo number and the measurement reading if applicable. Total number of photos submitted should not exceed 20 and the file size should not exceed 10M.
- b. Locations / features of photos for depth measurements to be taken:
- (i) the laid pipe / duct / utility itself between manholes / drawpits / connection points in the following recommended interval –
 - (1) one in every 50m long alignment for non-energized services laid at non-carriageway but excluding kerb zone with minimum depth of 300mm;
 - (2) one in every 70m long alignment for services laid at non-carriageway but excluding kerb zone with minimum depth equal to or more than 450mm;
 - (3) one in every 100m long alignment for services laid at carriageway and/or kerb zone with minimum depth equal to or more than 900mm;
 - (ii) at the midway of cross-road pipe / duct / utility between the manholes / drawpits / connection points at footpath.
- c. Supplementary details for attention during photo taking:
- (i) All measurements of depth should be taken by reference to an indicator placed horizontally on ground surface. The scale reading showing the measured depth of the service shall be clear and legible. (Remarks: For the concern on the clearness of the depth measurement indication, HKCG's current as-built records using a simple T-square rule with colour zoning/magnified markings of different depth ranges were used as example for discussion in the JUPG sub-group meeting, and were recognized by all members as handy and easy to use. Sample photos were attached for reference.)
 - (ii) The photo records provided should have the date displayed on them.
 - (iii) In view of the limit of photos recommended in (a)(vi), i.e. less than 20 numbers, the interval of alignment for photo taking as suggested in (b)(i) could be adjusted subject to the prior agreement of HyD.
 - (iv) Upon request by HyD, UU may be required to submit additional photos by means of hard copies or CD-Roms, etc.

2. A layout plan showing the alignment of the services to be laid, the locations, directions and number of the photos taken is required and to be submitted in the same template of PDF file for CN submission. The layout plan should be extracted from an electronic maps or street maps of Hong Kong.
3. There is a check box for the permittee to declare the validity and genuine nature of the documents/information uploaded for CN submission. The permittee must thoroughly review and click this box before CN submission can be completed.
4. On receipt of the photograph submission, the IOW should check whether the photograph submission has satisfactorily showed compliance with minimum depth requirements. If the permittee fails to provide photograph submission to the satisfaction of HyD, the IOW will inform the permittee via XPMS to resubmit the photographs. If the permittee fails to resubmit the photographs to the satisfaction of HyD within 14 calendar days, the permittee will be required to provide certified as-built records clearly showing alignment and depth of services laid as supplement. Non-conformance of XP Condition 17 would be issued if the as-built records are not submitted to the satisfaction of HyD within 30 calendar days.
5. Auto CN submission through XPMS would not be rejected due to the missing or non-conformance of photograph submission. The permittee will be requested via XPMS to provide photograph submission to the satisfaction of HyD. If, in this case, the permittee fails to provide the photographs to the satisfaction of HyD within 14 calendar days, the permittee will be required to provide certified as-built records clearly showing depth of services laid as supplement. Non-conformance of XP Condition 17 would be issued if the as-built records are not submitted to the satisfaction of HyD within 30 calendar days.
6. For those XP works without involving laying, repair or renewal of underground services, e.g. road resurfacing works and trial pit construction, etc., submission of photographs for processing CN is not required. There is a check box under the current CN submission page in the XPMS for the permittee to declare that their works covered by the XP do not involve underground service works requiring submission of photograph as set out under this criterion.
7. Shallow depth services may be exposed during an emergency repairs. To avoid prolonged interruption of the services to the public, the permittee of the EXP should be allowed to carry out the emergency repairs for the existing shallow depth services as per the para. 12 of the UTLC Paper No. 1/2012. In view of the emergency nature of the works and only repairing of the particular section of damaged pipe / valve / chamber / etc. involved, photograph submission for the associated emergency repairing works is not compulsory. The permittee has the obligation to rectify the shallow depth services subsequent to emergency repair as appropriate.

Sample of Measurement Rule as presented by HKCG:



Depth > 900mm