

Division of Duties and Responsibilities on the Standard Conditions of Permit

XP Clause No.	EXP Clause No.	To be complied with by	Responsible Party	Duties and Responsibilities
1	1*	-	-	-
2	2	P & NP	Regions	To check compliance with all the relevant provisions of the Land (Miscellaneous Provisions) (Amendment) Ordinance 2003 and the provisions of any other legislation relating to the work covered by this Permit except for those activities to be checked by AIT in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
3	3	P	Regions	To vet and approve the Permittee's road work specifications upon application and copy any approval to AIT where appropriate.
4	4*	P & NP	AIT	To check compliance on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
5	5	P & NP	AIT	To check compliance on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
-	6(A)	P	AIT	To check validity of use of EXP in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
-	6(B) to (D)	P	AIT	To check compliance of reporting emergency incidents.
6(A) to (B)	7(A) to (B)	P	AIT	To deal with the Permittee for any non-compliance of site activities covered by the "Permit Site Audit Inspection Checklist" in accordance with the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
			Regions	To deal with the Permittee for any non-compliance other than those site activities covered by the "Permit Site Audit Inspection Checklist" in accordance with the "Procedures for Checking of Compliance with Permit Conditions under the Duties and Responsibilities of the Regional Offices".
7(A)(I)	8(A)(I)	P	Regions	To agreed with the Permittee on the specifications and copy them to AIT, and check if the Permittee has made arrangement to include such specifications in the Work.
7(A)(II)	8(A)(II)	NP	AIT	To check compliance on site in accordance with the agreed specifications.
			Regions	To deal with the Permittee for any non-compliance with the approved specification noticed.
7(B)(I)	8(B)(I)	P	Regions	To issue such instructions where necessary and copy them to AIT.
7(B)(II)	8(B)(II)	NP	AIT	To check on site compliance of such instructions given by the Regions.
			Regions	To deal with the Nominated Permittee for any non-compliance to comply with the instructions.
8(A) & (B)	9(A) & (B)	P	Regions	To check compliance of the requirements.
9(A) to (D)	10(A) to (D)	NP	AIT	To check compliance in accordance with the "Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
9(E)	10(E)	P	AIT	To check compliance in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
10	11	P	Regions	To exercise authority when deemed necessary.
11(A) & (B)	12(A) & (B)	P	Regions	To exercise authority where necessary.
			AIT	To handle matters related to AN submission.
12(A) & (B)	-	P	AIT	To check any active site without AN or any site with AN but not yet commenced on the intended date in accordance with the "Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
12(C)	-	NP	AIT	To check compliance on site in accordance with the submitted AN.
13, 14 & 15	13*, 14* & 15*	P	Regions	To handle matters related to compliance of the requirements.
16	16*	P	AIT	To check site with valid permit in accordance with the "Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
17(A) & (B)	17(A) & (B)*	P	Regions	To handle matters related to compliance of the details of the responsible person and/or the as-built records.
18(A) & (B)	18(A) & (B)	P & NP	AIT	To check compliance with minimum depth requirement on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team" during audit inspection.
			Regions	To carry out on-site manhole inspection on randomly sampled XPs with CN submitted to check for the compliance of the requirements.

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18(C)	18(C)	P & NP	Regions	To exercise authority where deemed necessary.
			AIT	To check compliance on site in accordance with the Authority's instruction.
18(D)	18(D)	P & NP	Regions	To deal with application for waiver of the minimum cover requirement.
19	-	NP	Regions	To handle Permittee's application for a maximum length of excavation to be fenced off and open at any one time in the XP period assessment stage, subject to no other restrictions imposed by TD and Police, and copy any approval to AIT where appropriate.
			AIT	To check compliance of trench length restriction on site in accordance with the maximum length of excavation as approved by Regions.
20(A) & (B)	19(A) & (B)	P	Regions	To handle matters related to compliance of the requirement.
20 (C) to (F)	19(C) to (F)	NP	AIT	To check compliance on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
20(G)	19(G)	NP	AIT	To check any damages on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team" and, if any, refer the audit inspection result to the Region concerned for follow-up action.
			Regions	To deal with follow-up matters related to such damages.
21	20	P	Regions	To handle matters related to compliance of the requirement.
22(A) to (C)	21(A) to (B)	NP	AIT	To check compliance on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
23	22	NP	AIT	To check compliance on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
24(A) & (B)	23(A) & (B)	NP	Regions	To handle the Permittee's request upon application and copy any approval to AIT where appropriate.
			AIT	To check compliance on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
25	-	NP	AIT	To check on site any unauthorized tree felling in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
26(A) & (B)	24(A) & (B)	NP	AIT	To check compliance of lighting, signing & guarding requirements on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
27	25	P	Regions	To carry out the remedial work where necessary and recover the cost from the Permittee.
28	26	NP	AIT	To check compliance on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
29	27	NP	AIT	To check if the arrangement of pedestrian diversion is properly done in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
30	28	NP	AIT	To check if temp. decking properly done and any works carried out within restricted hours in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
31(A) & (B)	29(A) & (B)	NP	AIT	To check if temp. road markings done properly in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
32(A) & (B)	30(A) & (B)	P & NP	Regions	To handle matters related to compliance of notification requirements.
33(A) to (C)	31(A) to (C)	NP	AIT	To check compliance on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
34(A) to (C)	32(A) to (C)	NP	AIT	To check compliance on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
35	33	NP	AIT	To check compliance on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
36(A) to (C)	34(A) to (C)	NP	AIT	To check compliance on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
37(A) to (C)	35(A) to (C)	NP	AIT	To check any unattended site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
37(D)	35(D)	P & NP	Regions	To take over the site remained unattended without any reason accepted by the Authority.

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38 (A) to (D)	36(A) to (D)	NP	AIT	To check compliance on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
39(A) to (C)	37(A) to (C)	P	Regions	To give advice to the Permittee when issue of permit and copy to AIT where appropriate. If no permanent reinstatement is done or to the full width upon submission of completion notice, Regions shall issue a letter to demand the Permittee for rectifications.
			AIT	To check compliance on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
40	38	NP	Regions	To provide advice on existing conditions where necessary.
			AIT	To check compliance on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
41(A) to (D)	39(A) to (D)	P & NP	AIT	To check compliance on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
42(A) & (B)	40(A) & (B)	P & NP	AIT	To check compliance of temporary reinstatement of the streets on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
			Regions	To deal with the Permittee and the Nominated Permittee for rectifications.
43(A) & (B)	41(A) & (B)	NP	AIT	To check compliance on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
44(A) & (B)	42(A) & (B)	P	Regions	To handle matters related to submission of test results.
44(C)	42(C)	P & NP	Regions	To handle matters related to non-compliance test results.
45(A) & (B)(I)	43(A) & B(I)	P & NP	AIT	To check compliance on site in accordance with the "Permit Site Audit Inspection Checklist" and the "Guidelines for marking of defective items in Permit Site Audit Inspection Checklist" in the "Procedures for Checking Compliance with Permit Conditions under the Duties and Responsibilities of the Audit Inspection Team".
45(B)(II) & (C)	43(B)(II) & (C)	P	Regions	To check its compliance, carry out permanent reinstatement and recover its cost.
46	44	P	Regions	To decide on the acceptance of the reinstatement and taking over of the site as the maintenance agents of the Authority.
			AIT	To check any active site with submission of completion notice.
47	45	P	Regions	To monitor conditions of backfilling and temporary reinstatement, and take necessary action where necessary.
48	46	P	Regions	To monitor conditions of backfilling and permanent reinstatement, and take appropriate action where necessary, e.g. to issue a letter to demand the Permittee for rectifications.
49	47	P & NP	Regions	To exercise authority to amend and add conditions/specifications where necessary, e.g. to issue a letter to demand the Permittee for rectifications.

Note:- 1. XP = Excavation Permit; EXP = Emergency Excavation Permit; P = Permittee; NP = Nominated Permittee; AIT = Audit Inspection Team

2. All checks carried out by AIT are of auditing nature.

3. All audit checks are limited to compliance with performance specifications but not method specifications.

* Although the clause numbers are the same for XP and EXP, their wordings are different.