

Attachment 5 - HKBN

General Guidelines on Excavation Work to be carried out near the Underground Fibre Cables and Associated Facilities of HKBN (“Guideline”)

Introduction

This Guideline sets out the guidelines and procedures for contractors of utility companies and construction companies (the “**Contractors**”) to follow in carrying out excavation work near the underground fibre cables and associated facilities of HKBN.

“**HKBN**” refers to all or any of the following companies:

Hong Kong Broadband Network Limited (HKBN)
HKBN Enterprise Solutions Limited (HKBNES)
HKBN Enterprise Solutions HK Limited (HKBN-ESHK)

Contact details:

Name	Postal Address	Tel. No.	Fax. No.	Email Address
Hong Kong Broadband Network Limited	15/F, Trans Asia Centre, 18 Kin Hong Street, Kwai Chung, Hong Kong	3999 1826 (for General Enquiry) / 3496 9688 (for Emergency)	3999 7252	markplant@hkbn.com.hk
HKBN Enterprise Solutions Limited		3999 1826 (for General Enquiry) / 2130 0121 (for Emergency)	3999 7252	markplant-es@hkbn.com.hk
(formerly known as New World Telecommunications Limited)				
HKBN Enterprise Solutions HK Limited		3999 8954 (for General Enquiry) / 2112 2481 (for Emergency)	3585 1615	esndc-markplant@hkbn.com.hk
(formerly known as Wharf T&T Limited / WTT HK Limited)				

Procedures

1. Planning Stage

The Contractors shall contact HKBN for information on their existing underground facilities (including ducting, conduits, plants, joint boxes, manholes, cables, optical fibre cables, cable joints) in the vicinity of the proposed excavation area of the Contractors with the contact details provided in the above table. In view of network expansion or other changes, the Contractors must obtain update utilities records not more than 3 months before the actual start date of the proposed excavation work.

2. Check Pipeline Alignment

The Contractors shall:

- Check the latest record plans from HKBN to ascertain whether the proposed excavation work will affect any existing facilities of HKBN before starting any excavation work; and

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- b. Take note that the alignment of the existing facilities shown in the relevant plan(s) is/are indicative and for reference only. Whilst it is the intention of HKBN to provide the most up-to-date information, the accuracy of the information cannot be guaranteed.

3. Cable Detection

Before actual excavation, the Contractors shall employ a registered Competent Person to detect and verify the alignments of any existing ducting and cables of HKBN using suitable non-destructive cable locating devices.

4. Trial Holes

After detection, the Contractors shall locate the exact positions of ducting and cables by hand digging trial holes.

5. Identification of HKBN Underground Installation

The Contractors shall identify HKBN's underground installation by referencing to Attachment 5, 9 and 14 of "Detailed Requirements on Support of Utility Services". For ease of reference, cable ducts of HKBN laid under manholes will bear abbreviations of their former or current company names including "HKBN", "NWT", "New T&T" and "Wharf T&T".

6. Contact Representatives

In case of any query, the Contractors shall call HKBN on the phone number(s) provided in the above table to seek assistances.

7. Temporary Protection

The Contractors shall inform and seek prior written consent from HKBN if any of HKBN cables or cable joints will likely be exposed. Existing HKBN joint boxes shall not be dismantled except with prior written approval HKBN.

The Contractors shall arrange for temporary protection and precautions for the exposed HKBN cables and cable joints in the manner as shown in the enclosed drawings in Attachment 5, 9 and 14 of "Detailed Requirements on Support of Utility Services" as follows:

- a. Make available free and safe access at all times for HKBN personnel to carry out inspection, operation, maintenance or repair works at all times when the excavation work is taking place;
- b. Provide a clearance of not less than 300mm between the services to be installed and the existing plants for protection and maintenance purposes. If such clearance cannot be provided for whatever reasons, the Contractors shall consult HKBN as soon as possible; and
- c. If any ducting and/or cables were damaged in the course of the Contractors' work, the Contractors shall stop work immediately and all personnel should immediately be evacuated from the construction area. The Contractors shall guard the site and report to HKBN immediately. The Contractors shall not perform any repairs to the damaged facilities under any circumstances.

8. Regular Site Inspection

The Contractors shall carry out regular site inspections to ensure their workers follow procedures in this Guideline and other requirements given by HKBN from time to time.

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9. Minimum Depth Requirements

The Contractors shall maintain the original depth of HKBN underground ducting and cables, which in any event should not be less than the following requirements:

- a. 300 millimetres for 1 or 2 cable ducts laid under non-carriageways with abbreviations of the company name imprinted and plastic caution tape on the above;
- b. 450 millimetres for 1 or more cable ducts laid under non-carriageways; and
- c. 900 millimetres for cable ducts laid under carriageways.

The Contractors must take responsibility and great care in identifying the exact alignment and depth of the cables. If any underground ducting and/or cables are found not in compliance with the above minimum depth requirements, the Contractors should inform HKBN immediately without changing the burial depth or alignment of any cables or cable joints in the course of any excavation or construction work unless with the prior written approval from HKBN.

10. Backfilling Inspection

Before carrying out any soil backfilling, the Contractors shall invite HKBN representatives to inspect the exposed ducting and cables. The Contractors shall conduct duct tests to ensure integrity or functionality of the affected duct section without suffering from duct blockage. Should these tests reveal any compromise to duct integrity or functionality, the Contractors acknowledge their full responsibility to promptly execute all necessary rectification works at their expense, ensuring the infrastructure meets HKBN's technical specifications before proceeding with backfilling.

11. Reinstatement

The Contractors shall reinstate HKBN joint boxes and manhole covers within the excavation working area to their original conditions and position.

Disclaimer: This Guideline is intended to be a general guidance to assist the Contractors who may require to plan and work in the vicinity of underground fibre cables and associated facilities of HKBN. The Contractors shall take all necessary precautionary measures to protect underground fibre cables and associated facilities as stipulated in the latest version of Conditions of Excavation Permit and Conditions of Emergency Excavation Permit issued by Highways Department, Guidelines on Work near Underground Telecommunications Lines issued by The Communications Authority and other applicable legal and regulatory requirements. Moreover, the Contractors must exercise due diligence and all reasonable care in carrying out their works in conformity with sound technical and engineering practices. HKBN will not accept any liabilities whatsoever for any losses, or damages howsoever arising from or in respect of any use or misuse of or reliance of the whole or any part of this Guideline. HKBN may revise this Guideline from time to time as it sees fit.

Date: 30 June 2025

Appendix 1

**Protection of Underground
Telecommunications Infrastructure**



Under the Telecommunications (Amendment) Ordinance 2021 (the "Ordinance"), it is a criminal offence against any person who does not take reasonable steps to protect or fails to prevent damage to an underground telecommunications line when carrying out any work below ground level near the line, pursuant to sections 18A and 22A of the new amendments to the Telecommunications Ordinance (Cap. 106) ("TO"). The new amendments to the TO has come into operation since 24 June 2022.

- If all reasonable measures are not taken prior to excavation, the person may be liable for a fine of HK\$10,000 and a prison sentence of 6 months.
- Failing to ensure that all reasonable measures have been taken to prevent damage to underground telecommunications lines may result in a fine of HK\$10,000 and a prison sentence of 6 months.
- In the event that the offence under (b) results in a disruption of telecommunications services, a fine of HK\$200,000 and a prison sentence of 12 months may be imposed.
- If the offence under (b) and (c) persist, an offence under (d) may be committed, which may result in a fine of HK\$10,000 and a prison sentence of 6 months.

The following precautionary steps should follow before work begins

1. Collect telecommunications line layout plans;
2. Locate underground telecommunications lines;
3. Ascertain alignment and depth; and
4. Prepare detection report by competent person.

Step 1 → Step 2 → Step 3 → Step 4



The following precautionary measures should be taken for working near underground telecommunications lines

1. Maintaining horizontal clearance from underground telecommunications lines;
2. Careful use of hand tools and mechanical excavators;
3. Protection to underground telecommunications lines during work;
4. Reporting damage to underground telecommunications lines;
5. Adequate site supervision; and
6. Coordinating Emergency situation.



For details, please refer to Section F and Section G of the Guidelines.

No.	Color of Underground Facilities	Name of the Fixed Network Operator	Emergency Telephone No.
1	HKT	Hong Kong Telecommunications (HKT) Limited	2888 9859
2	HGC	HGC Global Communications Limited	2121 2210
3	HKBN	HKBN Enterprise Solutions HK Limited	2112 2481
4	HKBN	HKBN Enterprise Solutions Limited	2130 0121
5	HKC	Hong Kong Cable Television Limited	2112 6309
6	HKBN	Hong Kong Broadband Network Limited	3496 9688
7	TTG	Tongga Telecommunications Fixed Network Limited	2963 3777
8	HKBN	HKC Network Limited	8200 6202
9	StarTone	StarTone Communications Limited	9314 9684
10	TXK	TraxComm Limited	2688 1180
11	CTG	China Telecom Global Limited	3100 0000
12	S.C.	Superloop (Hong Kong) Limited	6019 6011
13	VTL	Village Telephone Limited	5987 3822
14	ETN	Easy Tone Network Limited	3460 5600
15	CMHK	China Mobile Hong Kong Company Limited	9204 7224
16	CCC	China Unicom (Hong Kong) Operations Limited	6550 1238

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Photo No. 01

HKBN Joint Box
Concrete Type No. JB7



Photo No. 02


HKBN Joint Box
Concrete Type No. JB1



Photo No. 03

HKBN Joint Box
Concrete Type No. JB1


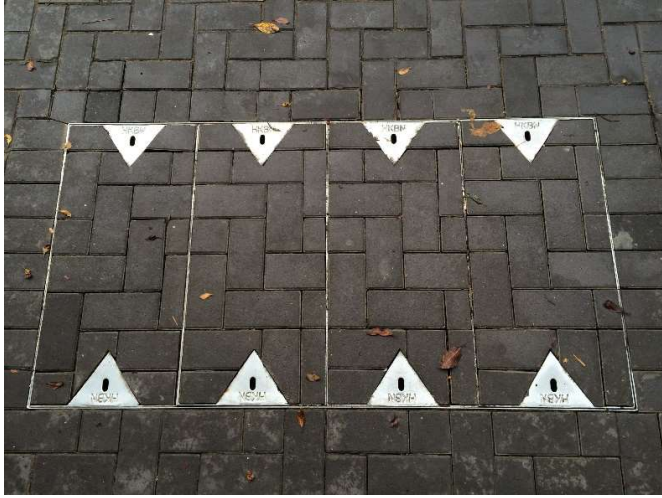

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	<p>Photo No. 04</p> <p>HKBN Joint Box</p> <p>Concrete Type No. JB2</p>
	<p>Photo No. 05</p> <p>HKBN Joint Box</p> <p>Concrete Type No. JB2</p>
	<p>Photo No. 06</p> <p>HKBN Joint Box</p> <p>Concrete Type No. JB2</p>

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	<p>Photo No. 07</p> <p>HKBN Joint Box</p> <p>Concrete Type No. JB6</p>
	<p>Photo No. 08</p> <p>HKBN Joint Box</p> <p>Recessed Type No. JB7P</p>
	<p>Photo No. 09</p> <p>HKBN Joint Box</p> <p>Recessed Type No. JB1P</p>




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	<p>Photo No. 10</p> <p>HKBN Joint Box Recessed Type No. JB1P</p>
	<p>Photo No. 11</p> <p>HKBN Joint Box Recessed Type No. JB3</p>
	<p>Photo No. 12</p> <p>HKBN Joint Box Recessed Type No. JB3</p>

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	<p>Photo No. 13</p> <p>HKBN Joint Box Recessed Type No. JB6P</p>
	<p>Photo No. 14</p> <p>HKBN Joint Box Recessed Type No. JB6P</p>
	<p>Photo No. 15</p> <p>HKBN Joint Box Heavy Duty Type No. JB1S</p>

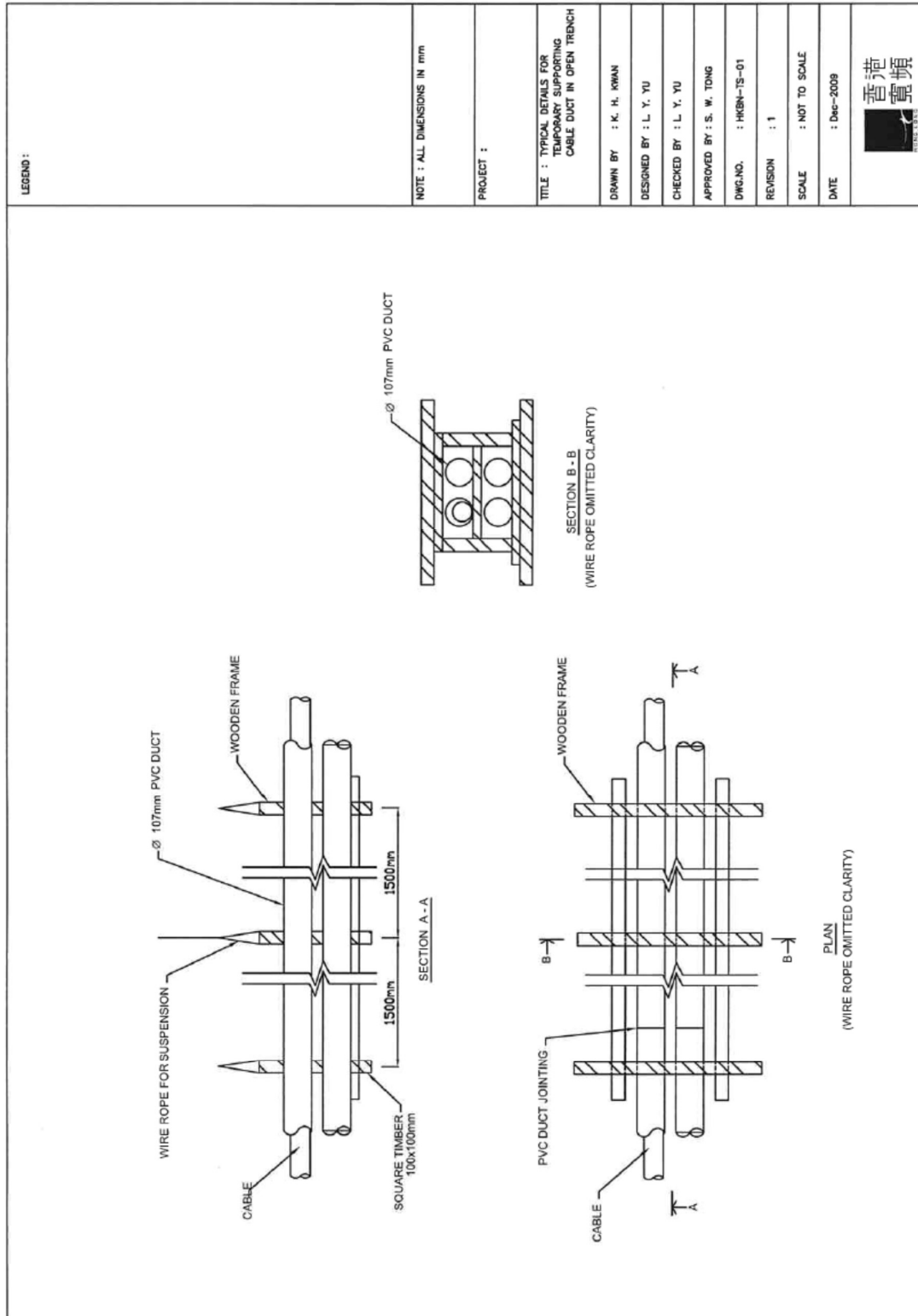
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	<p>Photo No. 16</p> <p>HKBN Joint Box Heavy Duty Type No. JB4</p>
	<p>Photo No. 17</p> <p>HKBN Joint Box Heavy Duty Type No. JB4</p>
	<p>Photo No. 18</p> <p>HKBN Joint Box Heavy Duty Type No. JB5</p>

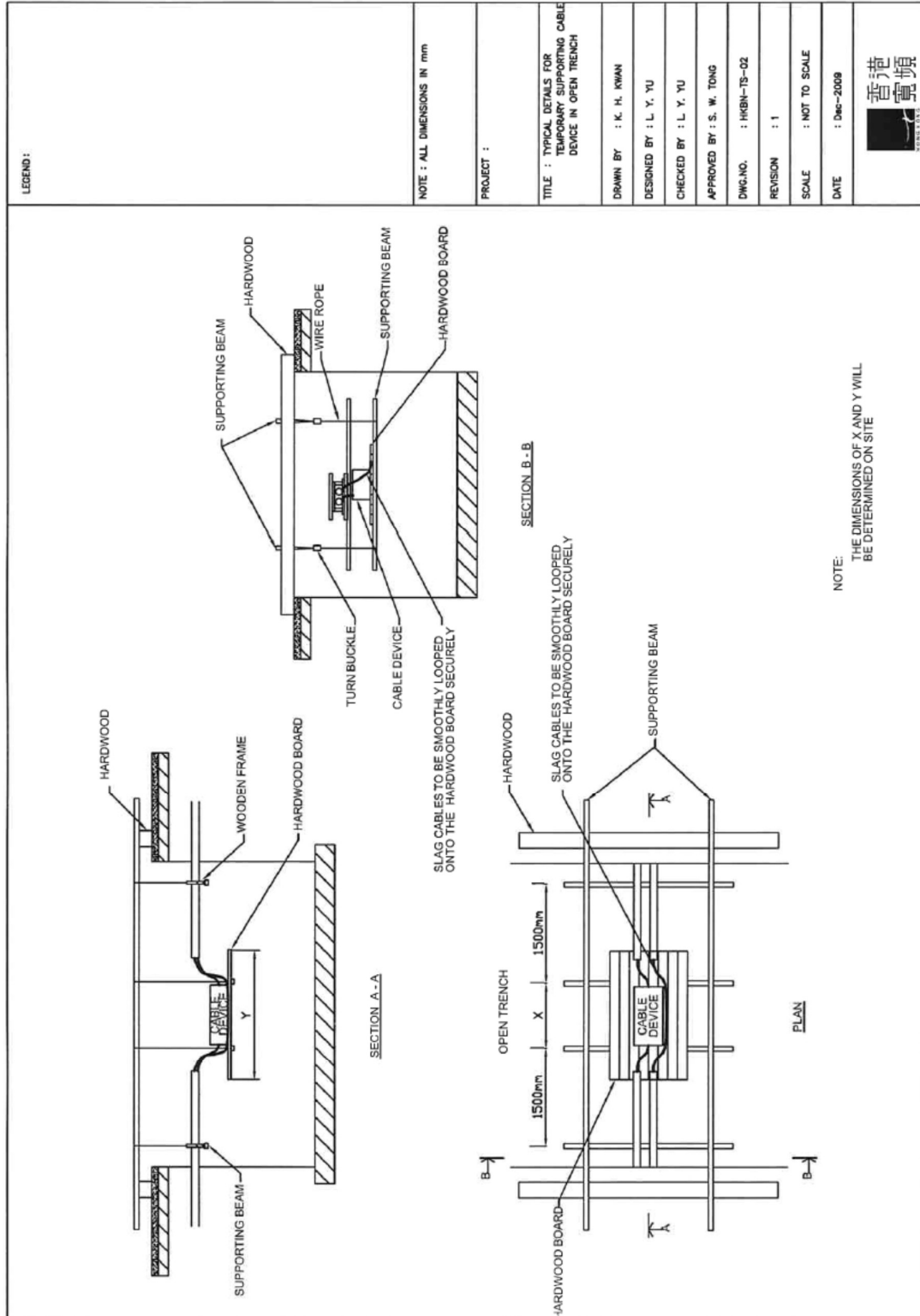
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	<p>Photo No. 19</p> <p>HKBN uPVC Duct (Diameter: 107mm, 75mm & 56mm)</p>
	<p>Photo No. 20</p> <p>HKBN Caution Tape</p>
	<p>Photo No. 21</p> <p>HKBN Fibre Cable Joint</p>

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