

**UTLC Paper No. 1/2004**  
**Calculation of Percentage Compliance with**  
**the 2-day Advance Notification (AN) Requirement**

**I. Purpose of the Paper**

1. The purpose of this paper is to propose a simplified method for calculating the percentage non-compliance with AN requirement.

**II. Background**

2. In late 2000, UTLC paper 5/2000 “Calculation of Percentage Compliance with the 2-day Advance Notification (AN) Requirement” was endorsed. The excavation permit (XP) permittees are required to report AN two days before commencing works on site. In addition, permittees also have to notify HyD within the first week of each month for each XP not having works commenced in the previous month.

**III. The Problems**

3. The requirement to notify HyD for each XP not having works commenced in the previous month imposes additional workload on the permittees. Occasionally, there are computer system errors resulting in failure to record such data entry by permittees. There are also cases which permittees still report works not commenced for an XP in the previous month even though AN has already been reported in the previous month with works being in progress. These cases will be reported by the computer as non-compliance.

4. It consumes both the permittees and HyD’s resources in rectifying the alleged non-compliance in AN. There is a need to revise the methodology so as to streamline the procedure.

**IV. Proposal**

5. Subject to members’ endorsement, starting from October 2004, the non-compliance statistics for AN would be calculated as follows:

$$\frac{\text{Number of non-compliance cases}}{\text{Number of site commenced in the month}} \times 100\%$$

The number of non-compliance cases is calculated as the number of non compliance (works commenced without AN reported only) issued by the Audit Inspection Team (AIT) plus the adjustment stated in paragraph 6. The number of site commenced in the month is taken as the number of sites inspected by AIT for the first time in the reporting period plus the adjustment stated in paragraph 6.

6. For each XP reported completion in the reporting period, HyD would check and adjust the non-compliance statistic as follows:

The site has been inspected by AIT	A valid AN has been reported by permittee	AIT has issued non-compliance for AN	Adjustment
Yes	Yes	No	No need to update record.
Yes	No	Yes	No need to update record.
Yes	No	No	The number of non-compliance for the month within which works actually commenced (as reported in completion notice) should be increased by one.
No	Yes	No	The number of sites inspected by AIT for the first time for the month within which works actually commenced (as reported in reinstatement notice) should be increased by one.
No	No	No	Both the number of non-compliance and the number of sites inspected by AIT for the first time for the month within which works actually commenced (as reported in reinstatement notice) should be increased by one.

**End -**