Supervision Plan
Jointly By Chief Professional / Chief Structural Engineer/ Chief Geotechnical Engineer and Registered Contractor

(**IMPORTANT NOTE:**

All persons providing personal information in this Supervision Plan must read the "Personal Information Collection Statement". CP/CSE/CGE/AS should be responsible for disseminating of the "Personal Information Collection Statement" attached in this Form 206(A) to the relevant data subjects.)

To : Public Housing Building Control Section

Preamble

We submit this Supervision Plan for the _____ work at the site located at (address of Site / Project Title) _____ on (☐PHCP (Phase) ☐STT ☐VO ☐LOT No.) _____.

2. We have signed under Parts I, II, III and IV respectively of this Supervision Plan. Our signatures indicate our undertaking that the supervision at this site will be carried out in accordance with this Supervision Plan, the Technical Memorandum and the Code of Practice for Site Supervision (Code). We also undertake that the management and execution of both site safety and quality supervision of the works covered by this Supervision Plan will be carried out in the manner prescribed by the provisions of the Buildings Ordinance and Regulations.

Part I – Supervision Plan of the Chief Professional (CP)

3. The works covered by this Supervision Plan are:

Type of building works or street works	Date of Approval (dd/mm/yyyy)	Cost/Area/Quantity	Scale Factor

Type of building works or street works (If space is not sufficient, please provide separate sheet)	Date of Approval (dd/mm/yyyy)	Cost/Area/Quantity	Scale Factor

4. Details of *adjustment / combination of supervision resources (Form C) are attached at Appendix 1A.

5. The Technically Competent Persons (TCPs) for site supervision under the CP's stream required under the Code for the type of works identified are:

	Name in English^	Name in Chinese^	@I.D. No.^ / HD Post / AP Registration No.!** / TCP No.**	Expiry Date of AP Registration~ / TCP Validity Period~ (if applicable) (dd/mm/yyyy)	Frequency Level of Site Inspection
CP					

Note:

@ For I.D. No., only the first four digits of the I.D. No. need to be shown (i.e. A123XXX(X))
^ In accordance with Hong Kong Identity Card Record
! AP Registration No. to be inserted for submission by AP
** CV is not required if AP Registration No. / TCP No. is provided
~ In accordance with the registration / inclusion record

The CVs showing their relevant experience and academic qualifications are attached at Appendix 1B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

6. The TCPs for site supervision under the CP's stream during critical stages of the works are:

Critical Stages of Works	Grade of TCP	Name$^{\triangledown}$^ ($^{@}$I.D. No.^ / HD Post / AP Registration No.$^{!}$** / TCP No.**)	Expiry Date of AP Registration$^{\sim}$ / TCP Validity Period$^{\sim}$ (if applicable) (dd/mm/yyyy)	Inspection Frequency

$^{@}$ For I.D. No., only the first four digits of the I.D. No. need to be shown (i.e. A123XXX(X))

$\triangledown$ CV showing relevant qualifications and experience need to be included in Appendix 1B if the TCP is different from those listed in paragraph 5 above.

^ In accordance with Hong Kong Identity Card Record

$^{!}$ AP Registration No. to be inserted for submission by AP

** CV is not required if AP Registration No. / TCP No. is provided

$^{\sim}$ In accordance with the registration / inclusion record

7. I (name in full) _____ (Chinese)_____, CP^{+}, certify that Part I (paragraphs 3 to 6) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this Supervision Plan. Confirmation for appointment and contact information of TCPs (Annex) ☐ is submitted with this Supervision Plan / ☐ shall be submitted within 7 days from the date of commencement of works as indicated in the *Form BA 10(A) / notice of commencement of minor works.

Date : _____ / / 20 _____
(dd/mm/yyyy)

_____
Signature

Certificate of BD Registration No. $^{!}$: _____

Date of Expiry of BD Registration: _____
(dd/mm/yyyy)

Part II – Supervision Plan of the Chief Structural Engineer (CSE)

8. In accordance with the type of works specified in Part I of this Supervision Plan, details of adjustment/combination of supervision resources (Form C) *are / are not attached at Appendix 2A.

9. The TCPs for site supervision under the CSE's stream required for the specified type of works are:

	Name in English^	Name in Chinese^	@I.D. No. ^ / HD Post / RSE Registration No.!** / TCP No.**	Expiry Date of RSE Registration~ / TCP Validity Period~ (if applicable) (dd/mm/yyyy)	Frequency Level of Site Inspection
CSE					
Note:					

@ For I.D. No., only the first four digits of the I.D. No. need to be shown (i.e. A123XXX(X))
^ In accordance with Hong Kong Identity Card Record
! RSE Registration No. to be inserted for submission by RSE
** CV is not required if RSE Registration No. / TCP No. is provided
~ In accordance with the registration / inclusion record

The CVs showing their relevant experience and academic qualifications are attached at Appendix 2B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

10. The TCPs for site supervision under the CSE's stream during critical stages of the works are:

Critical Stages of Works	Grade of TCP	Name$^{\triangledown}$^ ($^{@}$I.D. No. ^ / HD Post / RSE Registration No.$^{!}$** / TCP No.**)	Expiry Date of RSE Registration$^{\sim}$ / TCP Validity Period$^{\sim}$ (if applicable) (dd/mm/yyyy)	Inspection Frequency

$^{@}$ For I.D. No., only the first four digits of the I.D. No. need to be shown (i.e. A123XXX(X))

$\triangledown$ CV showing relevant qualifications and experience need to be included in Appendix 2B if the TCP is different from those listed in paragraph 5 above.

^ In accordance with Hong Kong Identity Card Record

$^{!}$ RSE Registration No. to be inserted for submission by RSE

** CV is not required if RSE Registration No. / TCP No. is provided

$^{\sim}$ In accordance with the registration / inclusion record

11. I (name in full) _____ (Chinese) _____, CSE^{+}, certify that Part II (paragraphs 8 to 10) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this Supervision Plan. Confirmation for appointment and contact information of TCPs (Annex) ☐ is submitted with this Supervision Plan / ☐ shall be submitted within 7 days from the date of commencement of works as indicated in the *Form BA 10(A) / notice of commencement of minor works.

Date : _____ / / 20 _____ _____
(dd/mm/yyyy) Signature

Certificate of BD Registration No.$^{!}$: _____

Date of Expiry of BD Registration: _____
(dd/mm/yyyy)

Part III – Supervision Plan of the Chief Geotechnical Engineer (CGE)

12. In accordance with the type of works specified in Part I of this Supervision Plan, details of adjustment/combination of supervision resources (Form C) *are / are not attached at Appendix 3A.

13. The TCPs for site supervision under the CGE's stream required for the specified type of works are:

	Name in English^	Name in Chinese^	@I.D. No. ^ / HD Post / RGE Registration No.!** / TCP No.**	Expiry Date of RGE Registration~ / TCP Validity Period~ (if applicable) (dd/mm/yyyy)	Frequency Level of Site Inspection
CGE					
DSS*					
Note:					

@ For I.D. No., only the first four digits of the I.D. No. need to be shown (i.e. A123XXX(X))
^ In accordance with Hong Kong Identity Card Record
! RGE Registration No. to be inserted for submission by RGE
** CV is not required if RGE Registration No. / TCP No. is provided
~ In accordance with the registration / inclusion record

The CVs showing their relevant experience and academic qualifications are attached at Appendix 3B. For DSS, a CV must be submitted for submission by RGE. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

14. The TCPs for site supervision under the CGE's stream during critical stages of the works are:

Critical Stages of Works	Grade of TCP	Name$^{\triangledown\wedge}$ ($^{@}$I.D. No.$^{\wedge}$ / HD Post / RGE Registration No.$^{!}$** / TCP No.**)	Expiry Date of RGE Registration$^{\sim}$ / TCP Validity Period$^{\sim}$ (if applicable) (dd/mm/yyyy)	Inspection Frequency

$^{@}$ For I.D. No., only the first four digits of the I.D. No. need to be shown (i.e. A123XXX(X))

$\triangledown$ CV showing relevant qualifications and experience need to be included in Appendix 3B if the TCP is different from those listed in paragraph 5 above.

$^{\wedge}$ In accordance with Hong Kong Identity Card Record

$^{!}$ RGE Registration No. to be inserted for submission by RGE

** CV is not required if RGE Registration No. / TCP No. is provided

$^{\sim}$ In accordance with the registration / inclusion record

15. I (name in full) _____(Chinese)_____, CGE^{+}, certify that Part III (paragraphs 12 to 14) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this Supervision Plan. Confirmation for appointment and contact information of TCPs (Annex) ☐is submitted with this Supervision Plan / ☐shall be submitted within 7 days from the date of commencement of works as indicated in the *Form BA 10(A) / notice of commencement of minor works.

Date : _____ / / 20 _____
(dd/mm/yyyy)

_____
Signature

Certificate of BD Registration No.$^{!}$: _____

Date of Expiry of BD Registration: _____
(dd/mm/yyyy)

Part IV –Supervision Plan of Registered Contractor (RC)

16. In accordance with the type of works specified in Part I of this Supervision Plan, details of adjustment/combination of supervision resources (Form C) *are / are not attached at Appendix 4A.

17. The TCPs for site supervision under the RC's stream required for the specified type of works are:

	Name in English^	Name in Chinese^	@I.D. No.^ / TCP No.**	Expiry Date of TCP Validity Period~ (if applicable) (dd/mm/yyyy)	Frequency Level of Site Inspection
AS					
Representative					

@ For I.D. No., only the first four digits of the I.D. No. need to be shown (i.e. A123XXX(X))
^ In accordance with Hong Kong Identity Card Record
** CV is not required if TCP No. is provided
~ In accordance with the registration / inclusion record

The CVs showing their relevant experience and academic qualifications are attached at Appendix 4B. If more than one supervisor is proposed for a TCP post, the demarcation of their responsibility should be provided.

18. The TCPs for site supervision under the RC's stream during critical stages of the works are:

Critical Stages of Works	Grade of TCP	Name▽^ (@I.D. No.^ / TCP No.**)	Expiry Date of TCP Validity Period~ (if applicable) (dd/mm/yyyy)	Inspection Frequency

@ For I.D. No., only the first four digits of the I.D. No. need to be shown (i.e. A123XXX(X))
▽ CV showing relevant qualifications and experience need to be included in Appendix 1B if the TCP is different from those listed in paragraph 5 above.
^ In accordance with Hong Kong Identity Card Record
** CV is not required if TCP No. is provided
~ In accordance with the registration / inclusion record

19. I (name in full) _____(Chinese)_____, the person appointed to act for the ☐Registered General Building Contractor (RGBC) /☐ Registered Specialist Contractor (RSC) in the _____ Category / ☐Registered Minor Works Contractor (RMWC), certify that Part IV (paragraphs 16 to 18) of this Supervision Plan is prepared by me and complied with the Technical Memorandum, the Code and the requirements of the Buildings Ordinance and Regulations. I have also read and hereby confirm paragraphs 1 and 2 in the Preamble of this Supervision Plan. Confirmation for appointment and contact information of TCPs (Annex) ☐is submitted with this Supervision Plan / ☐shall be submitted within 7 days from the date of commencement of works as indicated in the *Form BA 10(A) / notice of commencement of minor works.

Date : _____ / / 20 _____
(dd/mm/yyyy)

_____
Signature

Name of *RGBC/ RSC/ RMWC: _____

(Chinese) : _____

Certificate of BD Registration No. : _____

Date of Expiry of BD Registration : _____ / / 20
(dd/mm/yyyy)

Enclosures: *Appendix 1A, 1B, 2A, 2B, 3A, 3B, 4A and 4B
*Annex to Supervision Plan

\+ For explanatory notes on signing capacity, please refer to Appendix B of Instruction 04.
* Please delete whichever is inapplicable
☐ Please check as appropriate

[Source: Code of Practice for Site Supervision 2009 (2024 Edition) Appendix I]

Personal Information Collection Statement

Personal Data

Purposes of Collection

1. The personal data provided by means of this Form 206(A) will be used by the Public Housing Building Control Section for the following purposes:
   (a) activities relating to the processing of your submission in this form;
   (b) activities relating to the above proposed building works; and
   (c) facilitating communication between the Public Housing Building Control Section and yourself.
2. It is obligatory for you to provide the information as required in the Form 206(A). If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

Classes of Transferees

3. The personal data you provided by means of this Form 206(A) may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

Access to Personal Data

4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Public Housing Building Control Section has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Team 3 of the Public Housing Building Control Section.

Contact Details

Team 3 of the Public Housing Building Control Section

Address: 8/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon
Tel No.: 3162 0597
Fax No.: 3162 0069

Confirmation of Appointment of TCPs under ☐CP ☐CSE ☐CGE ☐RC stream

*(submitted by the heads of respective streams to Public Housing Building Control Section with the Supervision Plan or within 7 days from the date of commencement of works as indicated in the *Form BA10(A)/Notice of Commencement of MinorWorks)*

Public Housing Building Control Section' Ref. _____ **Address of Site / Project Title** _____

Type of Works _____ **Date of Commencement of Works** / / 20
(dd/mm/yyyy)

*(**IMPORTANT NOTE:** All persons providing personal information in the Supervision Plan must read the "Personal Information Collection Statement".)*

Name in English/ Chinese[1]	Head & Grade of TCP	Frequency Level of Inspection[1]	Signature by Representative/ TCP[2,3]
	*CP/ CSE/ CGE/ AS		
	Representative		
	TCP-T		
	TCP-T		
	TCP-T		
	TCP-T		

Remarks

1 The heads of respective streams should ensure that the name of the TCP and the frequency level of inspection are the same as that shown on the Supervision Plan submitted to the Public Housing Building Control Section. TCP for critical stage, if any, should be included. If there is a change of TCP in future, the heads of respective streams shall submit the revised Supervision Plan, with new TCP's confirmation, to the Public Housing Building Control Section within 7 days as per section 8.3 of the Technical Memorandum.

2 Signature of TCP in this confirmation indicates the TCP's acknowledgement of appointment and availability for the job, and he is not overloaded with engagement in other construction sites. If there is any change subsequently, he should notify his head of stream and the Public Housing Building Control Section. For those TCPs without AP/RSE/RGE Registration No. or TCP No., please provide contact information on page 2 of this Annex to facilitate communication between Public Housing Building Control Section and TCPs.

3 Signature of TCP in this confirmation indicates that the TCP have read, understood and agreed the "Personal Information Collection Statement" attached in the Form 206(A). (Ref. Sheet 3 of 3)

/ / 20		
(dd/mm/yyyy)	Name of ☐CP ☐CSE ☐CGE ☐AS	Signature

* Please delete whichever is inapplicable

Contact information of those TCPs (for TCPs without AP/RSE/RGE Registration No. or TCP No.)
Foundation stream: ☐CP ☐CSE ☐CGE ☐RC stream

Name^ in English/ Chinese[1]	Grade of TCP	Correspondence Address	Telephone Number	Email Address
	Representative			
	TCP-T			
	TCP-T			
	TCP-T			
	TCP-T			

^ In accordance with the Hong Kong Identity Card record.

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Contact Details

Team 3 of the Public Housing Building Control Section

Address: 8/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon
Tel No.: 3162 0597
Fax No.: 3162 0069

/ / 20		
(dd/mm/yyyy)	Name of ☐CP ☐CSE ☐CGE ☐AS	Signature

/ / 20
Date of Expiry of BD Registration
(for submission by AS and AP/RSE/RGE)