

香港特別行政區政府

The Government of the Hong Kong Special Administrative Region

政府總部  
環境運輸及工務局  
香港花園道美利大廈



Environment, Transport  
and Works Bureau  
Government Secretariat  
Murray Building, Garden Road,  
Hong Kong

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3 February 2006

Environment, Transport and Works Bureau  
**Technical Circular (Works) No. 1/2006**

**Retention of Technical Circulars**

**Introduction**

This Circular supersedes WBTC No. 1/2005, which is hereby cancelled.

**Technical Circulars Remaining in Force**

2. Attached to this Circular is an index of PWD, LWB and WB Technical Circulars and ETWB Technical Circulars (Works) which are still in force.
3. Technical Circulars deleted from the list have either been superseded or are no longer necessary. Technical Circulars that were superseded during 2005 are tabulated below :

Circular Superseded	Title	Superseded by ETWB TCW
WBTC 30/2001	Capital Works or Maintenance Works (including Tree Planting) Within or Adjacent to the Kowloon-Canton Railway (Hong Kong) Section, Tsim Sha Tsui Extension and Ma On Shan Rail	2/2005
TCW 10/2003	Novation of Consultancy Agreements	3/2005
WBTC 13/94 & 13/94A	Procurement of Construction Related Insurance	7/2005
TCW 5/2001, 25/2002, 44/2002 & 44/2002A	Contractor Management Handbook – Revision B	9/2005

<b>Circular Superseded</b>	<b>Title</b>	<b>Superseded by ETWB TCW</b>
TCW 39/02	Electronic Dissemination of Tender Documents & Electronic Submission of Tender Returns on Removable Media	11/2005
11/2000	Prescriptive Measures for Stabilisation and Improvement of Man-made Slopes and Standardised Debris-resisting Barriers for Mitigation of Natural Terrain Landslide Hazards	13/2005
6/97, 18/99 & 15/03	Environmental Management on Construction Sites	19/2005
15/2004	Upward Reporting of Major Emergency Incidents from Works Departments	20/2005

4. For the ease of reference, a list of related Works Branch General Circulars, Planning, Environment and Lands Bureau Technical Circulars and Financial Circulars are included in this Circular.

( C S Wai )  
**Deputy Secretary for the Environment,  
Transport and Works (Works) 2**

**PUBLIC WORKS DEPARTMENTAL TECHNICAL CIRCULARS**

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
13/73	12, 16	Dissemination of Information on Road Widening and Junction Improvement Proposals
14/73	8	Discovery of Antiquities etc. by the Public Works Department
15/73	12	Land Planning and Development
25/73	15	Tender Procedure - Works Contracts
26/73	3, 9	Liquidated damages for delay
27/73	13	Procedure for Handing Over and Management of Piers in the Urban Area
31/73	12, 16	Clearances between Elevated Road Structures and Adjacent Buildings
33/73	13	Schedules of Accommodation for Buildings associated with Waterworks, Civil Engineering Projects and other Specialist Buildings
39/73	15	Preparation of Tender Documents
42/73	2, 15	Preliminary Advice to Contractors after submission of tenders
47/73	5, 15	Notification to tenderers of the approximate annual value of Maintenance Contracts
56/73	3	P.W.D. "Rates" Contracts
62/73	16	P.W.D. Airport Liaison Officer - Object and Duties
63/73	16	Allocation of Works Areas : Kai Tak Airport
66/73	2, 3, 9	Damage by Contractors to Water Mains and Road Surfaces
74/73	6	Local Resident Staff Agreement
82/73	6	Consultants Resident Site Staff and their Salaries
83/73	3, 5	Signing of Contracts and Bonds by Contractors and Sureties
84/73	5	Powers of Attorney to Execute P.W.D. Contracts
86/73	13	Underground Transformers
3/74	8	Construction Sites (Safety) Regulations
8/74	5	Powers of Attorney to Execute P.W.D. Contracts
7/75	14	Visitors to P.W.D. Construction Sites
7/76	12, 16	Supply of Plans, Maps, Drawings and Air Photographs to the Mass Transit Railway Corporation and its Consultants
11/76	12, 15	Sale of Plans to Tenderers for P.W.D. Projects

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
15/76	8	Mosquito Offences in Building Sites - Signature of documents for the purpose of evidence under s.27 of the Public Health and Urban Services Ordinance
2/77	8, 14	Publicity Signboards, Hoardings and P.W.D. Symbol on P.W.D. Construction Sites
13/78	11	Compaction of New Fill Slopes
4/79	15	Remeasurement Contracts - Preparation of Tender Documents and Photocopying of Bills of Quantities
7/79	8, 11	Site Development - Aesthetic Aspects
8/79	3, 9	Authority for the imposition of liquidated damages
10/79	13	Advertising and Directional Signs on Crown Property
16/79	3	Calculation of "Star Rates"
7/80	13	The processing of applications for permission to install ground anchors in Crown Land
10/80	3	Delegated powers to approve increases in contract sums
14/80	12	Division of Responsibility for survey work in the development of New Town Areas
19/80	8	Safety on Construction Sites
23/81	7, 8	Concrete Quality Control Testing on P.W.D. Sites
28/81	2, 8	Clearance of sale site temporarily allocated as contractors works areas
4/82	12	Division of responsibility for survey work in the development of New Town Areas - addition of "Junk Bay" to the listed New Town Areas in D.T.C. No. 14/80

#### **Lands and Works Branch Technical Circulars**

9/82	13	Advance Consultation with PSA and S for S over Projects affecting Military Land and Property
4/83	16	Works and services carried out by Government and the Kowloon-Canton Railway Corporation on each other's behalf. Procedure for authorisation and payment
7/83	16	Works and services carried out by Government and the Kowloon-Canton Railway Corporation on each other's behalf. Procedure for authorisation and payment
16/83	7	Specification : Concrete for Structures
17/83	7	Specification : Concrete for Minor and Non-Structural Work

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
27/83	2	Appointment of nominated sub-contractors and specialist contractors and the vetting of the financial capability of contractors to undertake public works contracts
32/83	15	Tender Addendum Resulting in Extension of Tender Period
8/84	4, 9	Conditions of Contract, Insurance Against Accidents to Workmen
9/84	1	Engineering & Associated Consultants Selection Board, Consultants Remuneration - Fees on a Percentage Basis
11/84	4	Contract Transport
12/84	7	Lands and Works Practice Note No. 2 - The General Specification : Concrete for Structures
13/84	5, 8	Application for Temporary Utility Supplies in Advance of the Commencement of the Contract
2/85	1	Engineering and Associated Consultants Selection Board Consultants Remuneration - Fees on a Percentage Basis
3/85	15	Legal Vetting of Tender Documents
6/85	10	Typhoon & Rainstorm Damage; Dangerous or Potentially Dangerous Situations
7/85	7	Products with B.S.I. Kitemark Certification
14/85	5	Extensions of Time for Completion of Contracts
20/85	15	Conditions of Tender
21/85	15	Acceptance of Tender
22/85	5	Contract Signing Procedures
26/85	12	Provision of Land for Government Projects or use
27/85	5	Note to Engineers and Architects on the assessment of contract completion times and grant of extensions of time in relation to inclement weather in the 1985 Conditions of Contract
4/86	12	Hong Kong 1980 Geodetic Datum
8/86	5, 15	Tender Procedure and Contract Awards
10/86	5	Nominated Sub-contract Standard Forms for use with the 1985 Edition of the General Conditions of Contract (Building and Civil Engineering Works)
15/86	10	Day Labour and Plant Hire Schedule for Engineering Works on Term Contracts
7/87	3, 15	Minimum Amount of an Interim Payment
7/88	5	Management of Multi-disciplinary Projects

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
11/88	3	Judgement Debt Rate
14/88	2, 6	Consultants related to Contractors
15/88	12	Street Widening - Procedures for Approval and Land Acquisition
16/88	5	Sub-contract Articles of Agreement and Conditions for Building Works and Civil Engineering Works
20/88	5	General Conditions of Contract for Term Contracts for Building Works and Civil Engineering Works
5/89	16	Construction of Regional Links to the Tuen Mun - Yuen Long Light Rail Transit System
6/89	5	Sections Subject to Excision in Civil Engineering Contracts
9/89	6	Adjustment of Consultants' Remuneration by the Civil Engineering Works Index

#### **Works Branch Technical Circulars**

3/89	14	Opening Ceremonies for Public Works Projects
5/90	1, 12	Tin Shui Wai Development
6/90	5	Greenhouse Effect - Allowance in Design
9/90	6	Adjustment of Consultants' Remuneration for Uncharacteristic Tenders
13/90	11	Ground Investigation
14/90	7	The Use of PFA in Structural Concrete
6/91	5	Public Works Programme
7/91	4, 5	Delegation of Authority to Engineer's Representative under the General Conditions of Contract for Term Contracts for Civil Engineering Works (1988 Edition)
8/91	5	General Conditions of Contract for Building, Civil Engineering and Electrical & Mechanical Engineering Works - 1990 Editions
10/91	11	Monitoring and Maintenance of Horizontal Drains
13/91	1	The Role of the Conditions of Contract Committee
14/91	7	Construction Standard 1:1990 - Testing Concrete
16/91	6	Administration of Consultants
3/92	12	Abatement of Sanitary Nuisance from Defective Drains and Sewers in Private Streets and Service Lanes
4/92	15	Pre and Post Tender Meetings

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
8/92	3, 5	Note to Engineers and Architects on the Assessment of Contract Completion Times and Grant of Extensions of Time in Relation to Inclement Weather in the General Conditions of Contract (1990 Edition)
10/92	12	Provision of Refuse Containment Booms in Reclamation Contracts Involving Public Dumping
13/92	4, 5	Independence of the Engineer and Referral of Variations and Other Commitments
18/92	3, 5	General Specification and Standard Method of Measurement for Civil Engineering Works
20/92	4, 5	Delegation of Authority to Engineer's Representative under the General Conditions of Contract for Civil Engineering Works (1990 Edition)
25/92	12	Allocation of Space for Urban Street Trees
28/92	12	Damage to Crops and Property on Agricultural Lands
32/92	7, 12	The Use of Tropical Hardwood on Construction Sites
2/93	12	Public Dumps
*2/93B	12	Public Filling Facilities
6/93	6	Standard Documents and Guidance on the Preparation of Briefs for Engineering and Associated Consultancy Agreements (November 92)
7/93A	5	Approval of Bondsmen for Airport Core Programme Contracts
8/93	17	Maintenance of Computer Facilities
10/93	5	Note to Engineers and Architects on the Assessment of Contract Completion Times and Grant of Extensions of Time in Relation to Inclement Weather in the General Conditions of Contract (1990 Edition) The Effect of Rainstorm, Landslip and Flood Warnings
11/93	8	Construction Site Security
12/93	5	Sectional Commencement in Capital Works Contracts
19/93	5, 17	Filing Practice for Works-Contracts
21/93	5	Standard Phraseology of [Bills of Quantity] Item Descriptions (SPID)
21/93A	5	Standard Phraseology of [Bills of Quantities] Item Descriptions (SPID)
21/93B	5	Standard Phraseology of [Bills of Quantities] Item Descriptions (SPID)
22/93	5	Estimating Using Risk Analysis

\*refers to Works Bureau Technical Circular

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
23/93	13	Supply, Installation and Maintenance of Room Air Coolers and Dehumidifiers in Government Buildings and Installations
24/93	1	Construction Standards Used in Hong Kong
25/93	12, 11	Control of Visual Impact of Slopes
29/93	5	Procedure for Incorporation of Waterworks into other Capital Works Contracts
31/93	13	Responsibility for the Carrying out of Road, Marine, Drainage and Other Special Civil Engineering Works in Military Establishments
34/93	15	The Use of Lump Sum Based Contracts - Tender Reports
36/93	3, 5	Final Accounts Certificates for Final Payment and Certificates for Re-entered Contracts
5/94	7	Specification Clauses to Guard Against the Occurrence of Alkali-aggregate Reaction in Concrete Structures
6/94	7, 11	Soil Testing Standard (Phase 1 Tests)
7/94	11	Second Edition to Guide to Retaining Wall Design (Geoguide 1)
9/94	8, 11	Restrictions on the Use of Hand-dug Caissons for foundations and Geotechnical Works
10/94	7	Model Specification for Protective Coatings for Concrete
11/94	6	Memorandum of Agreement and General Conditions of Employment (1994 Edition), Special Conditions of Employment and Guidance on the Preparation of Briefs for Engineering and Associated Consultancy Agreements
11/94A	6	Memorandum of Agreement and General Conditions of Employment (1994 Edition), Special Conditions of Employment and Guidance on the Preparation of Briefs for Engineering and Associated Consultancy Agreements
14/94	7	Use of PFA as General Fill in Reclamations
25/94	5	Standard Form of Domestic Sub-contract (for specialist works)
3/95	12	Control of Wave Reflection in Victoria Harbour
5/95	15	Acceptance of Tender
6/95	5, 15	Incorporation of amendments of Contract Documentation
6/95A	5, 15	Incorporation of amendments of Contract Documentation
6/95B	5, 15	Incorporation of Amendments into Contract Documentation
7/95	5	General Conditions of Contract for Term Contracts for Electrical and Mechanical Engineering Works

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
10/95	5, 7	Importation of Sand from the People's Republic of China by Barges
10/95A	5, 7	Additional Requirements Concerning Barge Routes and Third Party Insurance
11/95	5, 8	Construction Site Safety Manual
16/95	6	Selection and Remuneration of Engineering and Associated Consultants
*16/95A	6	Selection and Remuneration of Engineering and Associated Consultants Revisions to Works Bureau Technical Circular No. 16/95
17/95	15	The Use of Lump Sum Bills of Quantities Contracts for Civil Engineering Works
17/95A	15	The Use of Lump Sum Bills of Quantities Contracts for Civil Engineering Works
18/95	12	Drainage Impact Assessment Process for Public Sector Projects
19/95	1, 12	Land and Engineering Survey Board
24/95	7	Construction Standard CS2: 1995 - Carbon Steel Bars for the Reinforcement of Concrete
25/95	12	Preservation of Survey Monuments and Marks (PELBTC 2/95)
3/96	3	Audit Queries
9/96	11	Standards of Good Practice for Maintenance of Man-made Slopes and Retaining Walls
10/96	5	Extension of Time in Respect of a Cause Arising During a Period of Culpable Delay by the Contractor
16/96	12	Wet Soil in Public Dumps
17/96	2, 5, 15	Specialist List for Supply of Bituminous Pavement Materials and Construction of Special Bituminous Surfacing
19/96	17	Administration of Digital Geographic Data (PELBTC No. 2/96)
20/96	17	Documentation for Digital Geographic Data (PELBTC No. 3/96)
2/97	7	Use of PFA in Concrete Pile Caps and Substructures
3/97	5, 8, 11, 15	Independent Checking of the Design, Erection, Use and Removal of Temporary Works
4/97	12	Guidelines for Implementing the Policy on Off-site Ecological Mitigation Measures (PELBTC No. 1/97)
10/97	3, 5, 9	Use of Performance Bonds Security and Retention Moneys and Standard Form of Bond

\*refers to Works Bureau Technical Circular

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
<b><u>Works Bureau Technical Circular</u></b>		
10/97A	3, 5, 9	Use of Performance Bonds Security and Retention Moneys and Standard Form of Bond
12/97	5	Transitional arrangements relating to contract Documents as from 1st July 1997
13/97	12	Revised Administrative Arrangements for Reclamation Works (PELBTC No. 3/97)
13/97A	12	Revised Administrative Arrangements for Reclamation Works
14/97	6	Transitional arrangements relating to Consultancy Documents as from 1st July 1997
19/97	5, 9	Contractor's Liability to Indemnify Government under Clause 22/24 of the General Conditions of Contract
4/98	12	Use of Public Fill in Reclamation & Earth Filling Projects
4/98A	12	Use of Public Fill in Reclamation & Earth Filling Projects
8/98	6	Memorandum of Agreement and General Conditions of Employment of Engineering and Associated Consultants (1997 Edition)
9/98	10	Natural Disaster Emergency Organisation Responsibilities of the Works Bureau and the Planning, Environment and Lands Bureau Groups of Departments (PELBTC No. 5/98)
10/98	6, 15	Fast tracked procedures for expediting housing-related infrastructure projects in PWP (PELBTC No. 6/98)
11/98	10	Aircraft Crash & Salvage Responsibilities of the Works Bureau and the Planning, Environment and Lands Bureau Groups of Departments (PELBTC No. 7/98)
13/98	8	Liaison with Labour Department and Marine Department on Construction Site Safety Matters
14/98	2, 5, 8	Construction Site Safety Manual Updating of Chapter 3 and Introduction of Chapter 12
17/98	5, 12	Environmental Impact Assessment Ordinance - Guidance on the Preparation of Briefs for Architectural/Engineering and Association Consultancy Agreements
21/98	5	General Holiday
25/98	5	Valuation of Material on Site for Interim Payment Purpose
26/98	5	Deletion of extensions of time for inclement weather
4/99	5	Construction Mediation Rules (1999 Edition) and Administrative Guidelines
4/99A	5	Construction Mediation Rules (1999 Edition) & Administrative Guidelines

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
7/99	5	Special Condition of Contract for Construction Mediation Rules (1999 Edition)
13/99	11	Geotechnical Manual for Slopes Guidance on Interpretation and Updating
15/99	2, 5	Improvement to Quality of Maintenance Works
15A/99	2, 5	Improvement to Quality of Maintenance Works
15/99B	2, 5	Improvement of Quality of Maintenance Works
16/99	3, 5	Contractual and Financial Procedures for Determination of the Contractor's Employment
16/99A	3, 5	Contractual and Financial Procedures for Determination of the Contractor's Employment
16/99B	3, 5	Contractual and Financial Procedures for Determination of the Contractor's Employment
16/99C	3, 5	Contractual & Financial Procedures for determination of the Contractor's Employment
21/99	2, 5, 8	Construction Site Safety Manual - Updating of Chapters other than Chaps 3 & 12
24/99		Restrictions on the award of maintenance and minor works term contracts
25/99	5, 12	Incorporation of Information on Construction and Demolition Material Management in Public Works Subcommittee Papers
25/99A	5, 12	Incorporation of Information on Construction and Demolition Material Management in Public Works Subcommittee Papers
25/99C	5, 12	Incorporation of Information on Construction and Demolition Material Management in Public Works Subcommittee Papers
26/99	11	Maintenance of Man-made Slopes and Emergency Repair on Stability of Land
27/99	5, 12	Environmental Impact Assessment Ordinance Particular Specification Clause
31/99	5	Administrative Procedures for Use with the Government of the Hong Kong Special Administrative Region General Conditions of Contract for Design and Build Contracts 1999 Edition
32/99	8	Second Stage of the Independent Safety Audit Scheme (ISAS)
5/2000	5, 15	Works Subject to Excision in Tender Evaluation
7/2000	5	Electronic Drawings
7/2000A	5	Electronic Drawings
9/2000	11	Registration and Updating of the Catalogue of Slopes

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
10/2000	11	Display of Slope Registration Number on Site by Maintenance Departments
12/2000	1, 12	Fill Management
13/2000	3, 5	Deed of Assignment of Contractor's Financial Benefits
14/2000	7, 11	Usage of Public Works Laboratories in Public Works Projects
15/2000	7, 11	Funding Arrangement for Public Works Regional Laboratories Operating, Monitoring and Accounting Procedures
16/2000	12	Provision and Collation of Land Survey and Mapping Data
17/2000	11	Improvement to the Appearance of Slopes
18/2000	5	Works Bureau Library of Standard Special Conditions of Contract For use with GCC for Building Works, Civil Engineering Works and Electrical & Mechanical Engineering Works 1999 Edition
18/2000A	5	Works bureau library of standard special conditions of contract for use with GCC for building works, civil engineering works & electrical & mechanical engineering works 1999 edition
18/2000B	5	Works Bureau Library of Standard Special Conditions of Contract for use with GCC for Building Works, Civil Engineering Works and E&M Engineering Works 1999 Editions
19/2000	5	General Conditions of Contract for Building Works, 1999 Edition General Conditions of Contract for Electrical and Mechanical Engineering Works, 1999 Edition
20/2000	5	General Conditions of Contract for Civil Engineering Works, 1999 Edition
22/2000	5	Enhanced Quality Supervision and Assurance for Pile Foundation Works
23/2000	6, 17	Computer Facilities in Consultancy Agreements
25/2000	5	Resolving Interdepartmental Issues in Relation to Implementation of Public Works Projects
26/2000	2, 8	Score Card for Assessment of Site Safety Performance
30/2000	2, 5, 8	Construction Site Safety Manual Second Updating of Chapters 3 and 12
3/2001	17	Dissemination of Information through Internet
4/2001	5	Model for Placing Waterworks Projects in the PWP when carried out in association with New Town or Strategic Growth Area Developments
8/2001	6	Interest on Overdue Payments for Consultancy Agreements
9/2001	12	Procedures for Gazetting under the Foreshore and Sea-bed (Reclamations) Ordinance (Chapter 127)

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
9/2001A	12	Procedures for Gazetting under the Foreshore & Sea-bed (Reclamations) Ordinance (Chapter 127)
10/2001	11	Granular and Geotextile Filers
11/2001	3, 5	Interim Certification after Determination of the Contractor's Employment
12/2001	2, 6, 8	Safety Training for Departmental Staff and Resident Site Staff
13/2001	2, 5, 6	Quality Management System Certification of Consultants and Contractors for Public Works Administered by the Works Groups of Departments
13/2001A	2, 5, 6	Quality Management System Certification of Consultants and Contractors for Public Works Administered by the Works Group of Departments
15/2001	6	Fee Proposal for Consultancy Agreement Lump Sum Fee and Summary Breakdown of Lump Sum Fee
17/2001	6, 17	Electronic Dissemination of Invitation Documents for Consultancies
19/2001	7, 12	Metallic Site Hoardings and Signboards
20/2001	11	Geotechnical Information Unit (GIU)
22/2001	6	Approval of Major Revisions to Approved Documents and Referral and Reporting by Consultants of Variations, Claims and Delay in Works Contracts
24/2001	15	Simplified Tendering Arrangement for Capital Works
25/2001	2, 15	Admission of EMSTF onto the List of Approved Suppliers of Materials and Specialist Contractors for Public Works under 25 Categories of E&M, Electronic & Building Services
25/2001A	2, 15	Admission of EMSTF onto the List of Approved Suppliers of Materials and Specialist Contractors for Public Works under 25 Categories of E&M, Electronics & Building Services
31/2001	6, 17	Electronic Submission of Consultancy Proposals on Removable Media
3/2002	5, 6	Releasing Contract Rates or Related Information to Consultants for the Purpose of Cost Estimation or Cost Analysis
4/2002	5	Independent Auditing for Prevention of Sub-standard Works in Public Works Construction
6/2002	5, 12	Enhanced Specification for Site Cleanliness and Tidiness
6/2002A	5, 12	Enhanced Specification for Site Cleanliness & Tidiness
7/2002	12	Tree Planting in Public Works
8/2002	6	Invitation of Expression of Interest
9/2002	5, 6	Technical Audits on Consultancy Agreements

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
11/2002	2, 5, 7, 11, 12	Control of Site Crushers
12/2002	5, 12	Specification Facilitating the Use of Recycled Aggregates
13/2002	2, 4, 15	Employment of Qualified Tradesman & Intermediate Tradesman by Contractors of Public Works Contracts
14/2002	12	Management and Maintenance of Natural Vegetation and Landscape Works and Tree Preservation
15/2002	1, 5	Contract Advisers & Technical Audits on Works Contracts
16/2002	5	General Conditions of Contract for Term Contracts for Civil Engineering Works, 2002 Edition
17/2002	12	Interim Arrangements for Expediting Resolution of Objections under Statutory Gazettals
18/2002	6	Projects Implemented in Phases
19/2002	16	Mass Transit Railway Protection
24/2002	2	Contractors' Performance Index System
26/2002	5	Special Conditions of Contract for Use in Mega Project Contracts

**Environment, Transport and Works Bureau, Technical Circular (Works)**

28/2002		Procedures for the Issue of a Works Circular
29/2002	11	Geotechnical Control for Slopes and Retaining Walls
29/2002A	11	Geotechnical Control for Slopes and Retaining Walls
30/2002	8	Implementation of Site Safety Cycle and Provision of Welfare Facilities for Workers at Construction Sites
31/2002	5	HKCA Schedules for Plant Used in Dayworks carried out Incidental to Contract Work
33/2002	5, 7, 12	Management of C&D Material including Rock
34/2002	5,12	Management of Dredged/Excavated Sediment
35/2002	5	Implementation of Value Management in Public Works Projects
37/2002	6	Use of Legal Consultants in connection with Works-related Consultancy Studies
38/2002	5, 17	Computer-Aided-Drafting Standard for Works Projects
38/2002A	5, 17	Computer-Aided-Drafting Standard for Works Project
41/2002	15	Correction Rules for Tender Errors

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
42/2002	2, 6	Feedback & Debriefing to Unsuccessful Bidders for Consultancies & Works Contracts
45/2002	6	Procedures in the Selection of Consultants for Small Consultancy Assignment
46/2002	1	Conditions of Contract Sub-committee
47/2002	2, 4, 5, 15	Management of Sub-contractor by Contractors
50/2002	2, 3, 15	Contractors Joint Venture
53/2002	1, 5	Manual for Technical Audits on Works Contracts
54/2002	5	Guidance on Execution of Public Works Contracts under Seal
55/2002	12	Village Resite and Expansion Areas Schedule of Maintenance Responsibilities
56/2002	5	Form of Tender
56/2002A	5	Form of Tender
57/2002	5, 7	Quality Assurance for Structural Concrete
2/2003	2, 8, 12	Regulating Actions where a serious incident has or a site safety or environmental offences have occurred on a construction site
2/2003A	2, 8, 12	Regulating Action where a serious incident has or site safety or environmental offences have occurred on a construction site
2/2003B	2, 8, 12	Regulating Action where a Serious Incident has or Site Safety or Environmental offences have occurred on a Construction Site
2/2003C	2, 8, 12	Regulating Action where a Serious Incident has or Site Safety or Environmental offences have occurred on a Construction Site
3/2003	2, 4, 5	Monthly Return of Site Labour Deployment and Wage Rates for Construction Works
4/2003	15	Assessment of Liquidated Damages
5/2003	2, 3, 15	Joint and Several Liability of Partners and Unincorporated Joint Venture Participants
6/2003	6	Professional indemnity insurance for consultancy services' works contract involving contractor's design or independent checking engineers' services including design & build contract
7/2003	12, 17	Provision of Electronic Version of Layout Plans to Utility Undertaking
7/2003A	12, 17	Provision of Electronic Version of Layout Plans to Utility Undertakings
8/2003	5, 6, 15	Rejection of Unreasonably Low Bids
9/2003	13	Electrical & Mechanical Services in Government Buildings & Installations

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
12/2003	2, 4, 15	Employment of technician apprentices & building & civil engineering graduates by contractors of public works contracts
13/2003	2, 5, 6, 12	Guidelines & procedures for environmental impact assessment of government projects and proposals
13/2003A	2, 5, 6, 12	Guidelines & Procedures for Environmental Impact Assessment of Government Projects and Proposals Planning for Provision of Noise Barriers
14/2003	8, 12	Role of departmental safety and environmental advisor on health, safety and environmental protection on construction sites
16/2003	1, 17	Environment, transport and works information technology committee
18/2003	2, 5	Substitution of Listing Status and Transfer of Benefit and Obligations of Contracts
19/2003	1, 6	Review of Preliminary Design before Proceeding of the detailed Design
21/2003	3, 5	Contract Price Fluctuation System for Civil Engineering and Building Contracts
22/2003	2, 8, 12	Additional Measures to Improve Site Cleanliness and Control Mosquito Breeding on Construction Sites
22/2003A	2, 8, 12	Additional Measures to improve Site cleanliness and Control Mosquito Breeding on Construction sites
23/2003	6	Consultants' Fees for Additional Services
23/2003A	6	Consultants' Fees for Additional Services
23/2003B	6	Consultants' Fees for Additional Services
24/2003	11	Permanent Reinforcement Fill Structures and Slopes
25/2003	6	Listing and Selecting of AACSB Consultants
26/2003	2, 6	Post-completion Review on Major Consultancy Agreements and Major Works Contracts under Public Works Programme
27/2003	12	Land Acquisition Prioritization Exercise
28/2003	9, 11	Protection of Harbour Area Treatment Scheme Stage 1 Sewerage Tunnels
29/2003	5, 6	Confidentiality clauses in work contracts and consultancy agreements
30/2003	5	Control of Client-initialed changes for Capital Works Projects
31/2003	6	Direct Employment of Resident Site Staff by Consultants
31/03A	6	Direct Employment of Resident Site Staff by Consultants
33/2003	16	West Rail Protection

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
34/2003	12	Community Involvement in Greening Works
2/2004	12	Maintenance of Vegetation and Hard Landscape Features
3/2004	2, 5, 6, 9	Ethical Commitment by Consultants and Contractors
3/2004A	2, 5, 6, 9	Ethical Commitment by Consultants & Contractors
4/2004	5, 11	Checking of Foundation Works in the Scheduled Areas of Northwest New Territories and Ma On Shan and the Designated Area of Northshore Lantau
5/2004	5	Final Payment Certificates under GCC for Building Works 1999 Edition
6/2004	5	General Conditions of Contract for Term Contracts for Building Works 2004 Edition
7/2004	15	Examination of Tenders and Submission of Tender Reports
8/2004	15	Tender Evaluation of Works Contracts
9/2004	5	Proof of Plant Ownership
10/2004	2, 3, 15	Tenderer's eligibility for the award of works contracts
11/2004	16	Cyber Manual for Greening
12/2004	5, 17	Computer Facilities for Works Contracts
13/2004	2,5	Engagement of Domestic Sub-contractors registered from Voluntary Sub-contractor Registration Scheme
14/2004	9, 10 & 12	Maintenance of Stormwater Drainage Systems and Natural Watercourses
16/2004	11	The Use of Permanent Prestressed Ground Anchors in Government Project
17/2004	5	Impossibility/Unforeseen Ground Conditions/ Utility Interference
19/2004	6	Consultants' Performance Information System and the Management of Consultants' Performance
20/2004	11	GEO Checking Certificate for Slopes and Retaining Walls
21/2004	1, 7	Standing Committee on Concrete Technology
23/2004	5	Right of the Employer to Terminate for Convenience and Risk Allocation with respect to Changes in Law
24/2004	5, 12	Specification Facilitating the Use of Concrete Paving Units made of Recycle Aggregate
25/2004	5	Contractors' Designs & Alternative Designs
26/2004	15	Library of General Conditions of Tender, Special Conditions of Tender & Notes to Tenderers

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
28/2004	6	Consultants Selection Assessment Panels
29/2004	5, 12	Registration of Old and Valuable Trees, and Guidelines for their Preservation
30/2004	6	Consultancy Agreements – Retention of Documents and Inspection
31/2004	5, 7, 12	Trip Ticket System for Disposal of Construction & Demolition Materials
32/2004	5	Reference Guide on Selection of Procurement Approach and Project Delivery Techniques
33/2004	15	Tender Procedures for Procurement governed by the Agreement on Government Procurement of the World Trade Organization
34/2004	6	Retention of Money Payable to Non-resident Consultants for Settlement of Profits Tax in Consultancy Agreements
35/2004	15	Prequalification of Tenderers for Public Works Contracts
36/2004	1	The Advisory Committee on the Appearance of Bridges and Associated Structures (ACABAS)
2/2005	16	Capital Works or Maintenance Works (including Tree Planting) Within or Adjacent to the Kowloon-Canton Railway (Hong Kong) Section, Tsim Sha Tsui Extension and Ma On Shan Rail
3/2005	6	Novation of Consultancy Agreements
4/2005	2, 4, 5, 8	Monthly Return on Construction Site Employment Statistics
5/2005	8, 12	Protection of Natural Streams/Rivers from Adverse Impacts arising from Construction Works
6/2005	5	Implementation of Systematic Risk Management in Public Works Projects
7/2005	3, 5	Procurement of Construction Related Insurance
8/2005	1	Aesthetic Design of Ancillary Buildings in Engineering Projects
9/2005	2, 5	Contractor Management Handbook – Revision B
10/2005	12	Planting on Footbridges and Flyovers
11/2005	15, 17	Electronic Dissemination of Tender Documents & Electronic Submission of Tender Returns on Removable Media
13/2005	11	Prescriptive Measures for Stabilisation and Improvement of Man-made Slopes and Standardised Debris-resisting Barriers for Mitigation of Natural Terrain Landslide Hazards
14/2005	6	Resident Site Staff Database
15/2005	5, 7	Geotechnical Control for Tunnel Works

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
16/2005	12	Adoption of Energy Efficient Features and Renewable Energy Technologies in Government Projects and Installation
18/2005	6	Consultancy Agreement – Conflict of Interest and Debarring
19/2005	2, 5, 7, 8, 12	Environmental Management on Construction Sites
20/2005	10	Upward Reporting of Major Emergency Incidents from Works Departments

**Housing Planning and Lands Bureau/Environment, Transport and Works Bureau Joint Technical Circular**

1/2004	12	Protection of the Harbour Ordinance
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**Planning, Environment and Lands Branch Technical Circular**

2/95	12	Preservation of Survey Monuments and Marks (WBTC No. 25/95)
2/96	17	Administration of Digital Geographic Data (WBTC No. 19/96)
3/96	17	Documentation for Digital Geographic Data (WBTC No. 20/96)
1/97	12	Guidelines for Implementing the Policy on Off-site Ecological Mitigation Measures (WBTC No. 4/97)
3/97	12	Revised Administrative Arrangements for Reclamation Works (WBTC No. 13/97)
5/98	10	Natural Disaster Emergency Organisation Responsibilities of the Works Bureau and the Planning, Environment and Lands Bureau Groups of Departments (WBTC No. 9/98)
6/98	6, 15	Fast tracked procedures for expediting housing-related infrastructure projects in PWP (WBTC No. 10/98)
7/98	10	Aircraft Crash & Salvage Responsibilities of the Works Bureau and the Planning, Environment and Lands Bureau Groups of Department (WBTC No. 11/98)

**Works Branch General Circulars**

2/93	6	Professional Liability Indemnity
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**Financial Circulars**

23/82	3	Procedures for the Financial Control of the Capital Works Reserve Fund
6/85	3	Cash Limits
4/89	3	Furniture and Equipment
11/89	3	Procedures for making changes to the approved Estimates of Expenditure

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
9/90	3	Furniture and Equipment for Projects in the Public Works Programme
13/94	6	Creation of Positions for Directorate Level Consultancies for Individual
4/95	3, 5	Money of the Day Project Estimates in the Non-ACP Public Works Programme and Capital Subvention Building Projects
5/95	3	Full Annual Staff Cost at Mid-point
9/96	6	Estimates of Consultants' Fees for Projects in the Public Works Programme and for Capital Subvention Building Projects
15/96	3	Procedures for making changes to the Approved Estimates of Expenditure
10/97	15	WTO Agreement on Government Procurement
11/97	15	Access to tender information
14/97	15	Stores and Procurement Regulations
2/99	6	Estimates of consultants' Costs for Projects in the Public Works Programme, for Capital Subvention Building Projects and for Works-related Studies funded under the General Revenue Account
3/99		Airport Core Programme Projects
6/99	6	Release of Information on Consultancy Studies
7/2000	1	Remuneration of Non-official Members of Boards and Committees
9/2000		Users guide to the Finance Committee, Establishment Subcommittee and Public Works Subcommittee
5/2001	15	Guidelines for Trading Funds Bidding for Government Contracts
6/2001	15	Use of Trading Fund Services
8/2001	3	Capital Works Reserve Fund – Delegated Authorities in respect of Block Allocations
10/2001	15	Simplified Tendering Arrangement for Capital Works
11/2001	5	Requirement for Project Definition Statement and Technical Feasibility Statement for Capital Works Projects
8/2002	3	Administration of Capital Expenditure Items under the Capital Works Reserve Fund
2/2003	3, 15	Initiating Works-related Tendering and Consultant Selection Procedures Before Funding is Secured
4/2003	13	Charging of Expenditure to the Capital Account
1/2004	3	Responsibility of Controlling Officers

<b><u>Ref. No.</u></b>	<b><u>Index Group</u></b>	<b><u>Subject</u></b>
6/2004	15	The Electrical and Mechanical Services Trading Fund
10/2004	3	Surcharge
11/2004	3, 5	Capital Works Programme
2/2005	3	Recurrent Consequences of Capital Project
3/2005	3	Report of the Director of Audit and the Public Accounts Committee

## **WORKS BUREAU TECHNICAL CIRCULARS**

### **INDEX**

		<b>PAGE</b>
<b>GROUP</b>		
1	Committees/Associations/Organisations/Notices	23
2	Contractors	24-26
3	Contracts - Financial	27-28
4	Contracts - Personnel	29
5	Contracts - General/Project Management	30-36
6	Consultants	37-40
7	Construction Materials	41-42
8	Construction Sites/Safety	43-44
9	Damage/Liabilities/Insurance	45
10	Emergencies	46
11	Geotechnical	47-48
12	Land/Planning/Survey/Environment	49-52
13	Government and Military Property/Management/Installations	53
14	Public Relations/Publicity/Press	54
15	Tender Procedures	55-57
16	Transport - KCRC/MTRC/Airport	58
17	Computer	59

## **GROUP 1 : COMMITTEES/ASSOCIATIONS/ORGANISATIONS/NOTICES**

### **Lands and Works Branch Technical Circulars**

- |      |   |
|------|---|
| 9/84 | Engineering and Associated Consultants Selection Board, Consultants Remuneration - Fees on a Percentage Basis |
| 2/85 | Engineering and Associated Consultants selection Board, Consultants Remuneration - Fees on a Percentage Basis |

### **Works Branch Technical Circulars**

- |       |  |
|-------|--|
| 5/90  | Tin Shui Wai Development                         |
| 13/91 | The Role of the Conditions of Contract Committee |
| 24/93 | Construction Standards Used in Hong Kong         |
| 19/95 | Land and Engineering Survey Board                |

### **Works Bureau Technical Circulars**

- |         |   |
|---------|---|
| 12/2000 | Fill Management   |
| 15/2002 | Contract Advisers & Technical Audits on Works Contracts |

### **Environment, Transport and Works Bureau, Technical Circular (Works)**

- |         |  |
|---------|--|
| 46/2002 | Conditions of Contract Sub-committee   |
| 53/2002 | Manual for Technical Audits on Works Contracts   |
| 16/2003 | Environment, transport and works information technology committee                      |
| 19/2003 | Review of Preliminary Design before Proceeding of the detailed Design                  |
| 21/2004 | Standing Committee on Concrete Technology  |
| 36/2004 | The Advisory Committee on the Appearance of Bridges and Associated Structures (ACABAS) |
| 8/2005  | Aesthetic Design of Ancillary Buildings in Engineering Projects                        |

### **Financial Circulars**

- |        |  |
|--------|--|
| 7/94   | Special Meetings of the Finance Committee to Examine the Draft Estimates of Expenditure 1994 - 95. |
| 7/2000 | Remuneration of Non-official Members of Boards and Committees                                      |

## **GROUP 2 : CONTRACTORS**

### **Public Works Departmental Technical Circulars**

42/73	Preliminary Advice to Contractors after submission of tenders
66/73	Damage by Contractors to Water Mains and Road Surfaces
28/81	Clearance of sale site temporarily allocated as contractors works areas

### **Lands and Works Branch Technical Circulars**

27/83	Appointment of nominated sub-contractors and specialist contractors and the vetting of the financial capability of contractors to undertake public works contracts
14/88	Consultants related to Contractors

### **Works Branch Technical Circulars**

17/96	Specialist List for Supply of Bituminous Pavement Materials and Construction of Special Bituminous Surfacing
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### **Works Bureau Technical Circulars**

14/98	Construction Site Safety Manual - Updating of Chapter 3 and Introduction of Chapter 12
15/99	Improvement to Quality of Maintenance Works
15A/99	Improvement to Quality of Maintenance Works
15/99B	Improvement of Quality of Maintenance Works
21/99	Construction Site Safety Manual - Updating of Chapters other than Chapters 3 & 12
26/00	Score Card for Assessment of Site Safety Performance
30/00	Construction Site Safety Manual Second Updating of Chapters 3 and 12
12/01	Safety Training for Departmental Staff and Resident Site Staff
13/2001	Quality Management System Certification of Consultants and Contractors for Public Works Administered by the Works Groups of Departments
13/2001A	Quality Management System Certification of Consultants and Contractors for Public Works Administered by the Works Group of Departments
25/01	Admission of EMSTF onto the List of Approved Suppliers of Materials and Specialist Contractors for Public Works under 25 Categories of E&M, Electronic & Building Services
25/2001A	Admission of EMSTF onto the List of Approved Suppliers of Materials and Specialist Contractors for Public works under 25 Categories of E&M, Electronics & Building Services
11/2002	Control of Site Crushers

## **GROUP 2 (CONT'D)**

### **Works Bureau Technical Circulars**

13/2002      Employment of Qualified Tradesman & Intermediate Tradesman by Contractors of Public Works Contracts

24/2002      Contractors' Performance Index System

### **Environment, Transport and Works Bureau, Technical Circular (Works)**

42/2002      Feedback & Debriefing to Unsuccessful Bidders for Consultancies & Works Contracts

47/2002      Management of Sub-contractor by Contractors

50/2002      Contractors Joint Venture

2/2003      Regulating Actions where a serious incident has or a site safety or environmental offences have occurred on a construction site

2/2003A      Regulating Action where a serious incident has or site safety or environmental offences have occurred on a construction site

2/2003B      Regulating Action where a serious incident has or site safety or environmental offences have occurred on a construction site

2/2003C      Regulating Action where a Serious Incident has or Site Safety or Environmental offences have occurred on a Construction Site

3/2003      Monthly Return of Site Labour Deployment and Wage Rates for Construction Works

5/2003      Joint and Several Liability of Partners and Unincorporated Joint Venture Participants

12/2003      Employment of technician apprentices & building & civil engineering graduates by contractors of public works contracts

13/2003      Guidelines & procedures for environmental impact assessment of government projects and proposals

13/2003A      Guidelines & Procedures for Environmental Impact Assessment of Government Projects and Proposals Planning for Provision of Noise Barriers

18/2003      Substitution of Listing Status and Transfer of Benefit and Obligations of Contracts

22/2003      Additional Measures to Improve Site Cleanliness and Control Mosquito Breeding on Construction Sites

22/2003A      Additional Measures to improve Site cleanliness and Control Mosquito Breeding on Construction sites

26/2003      Post-completion Review on Major Consultancy Agreements and Major Works Contracts under Public Works Programme

3/2004      Ethical Commitment by Consultants and Contractors

## **GROUP 2 (CONT'D)**

### **Environment, Transport and Works Bureau, Technical Circular (Works)**

3/2004A	Ethical Commitment by Consultants & Contractors
10/2004	Tenderer's eligibility for the award of works contracts
13/2004	Engagement of Domestic Sub-contractors registered from Voluntary Sub-contractor Registration Scheme
4/2005	Monthly Return on Construction Site Employment Statistics
9/2005	Contractor Management Handbook – Revision B
19/2005	Environmental Management on Construction Sites

### **GROUP 3 : CONTRACTS - Financial**

#### **Public Works Departmental Technical Circulars**

26/73	Liquidated damages for delay
56/73	P.W.D. "Rates" Contracts
66/73	Damage by Contractors to Water Mains and Road Surfaces
83/73	Signing of Contracts and Bonds by Contractors and Sureties
8/79	Authority for the imposition of liquidated damages
16/79	Calculation of "Star Rates"
10/80	Delegated powers to approve increases in contract sums

#### **Lands and Works Branch Technical Circulars**

7/87	Minimum Amount of an Interim Payment
11/88	Judgement Debt Rate

#### **Works Branch Technical Circulars**

8/92	Note to Engineers and Architects on the Assessment of Contract Completion Times and Grant of Extensions of Time in Relation to Inclement Weather in the General Conditions of Contract (1990 Edition)
18/92	General Specification and Standard Method of Measurement for Civil Engineering Works
36/93	Final Accounts Certificates for Final Payment and Certificates for Re-entered Contracts
3/96	Audit Queries
10/97	Use of Performance Bonds Security and Retention Moneys and Standard Form of Bond
10/97A	Use of Performance Bonds Security and Retention Moneys and Standard Form of Bond
16/99	Contractual and Financial Procedures for Determination of the Contractor's Employment
16/99A	Contractual and Financial Procedures for Determination of the Contractor's Employment
16/99B	Contractual and Financial Procedures for Determination of the Contractor's Employment
16/99C	Contractual & Financial Procedures for determination of the Contractor's Employment

#### **Works Bureau Technical Circulars**

13/00	Deed of Assignment of Contractor's Financial Benefits
11/01	Interim Certification after Determination of the Contractor's Employment
50/2002	Contractors Joint Venture

### **GROUP 3 (CONT'D)**

#### **Environment, Transport and Works Bureau, Technical Circular (Works)**

5/2003	Joint and Several Liability of Partners and Unincorporated Joint Venture Participants
21/2003	Contract Price Fluctuation System for Civil Engineering and Building Contracts
10/2004	Tenderer's eligibility for the award of works contracts
7/2005	Procurement of Construction Related Insurance

#### **Financial Circulars**

23/82	Procedures for the Financial Control of the Capital Works Reserve Fund
13/83	Surcharge
14/84	Responsibility of Controlling Officers
6/85	Cash Limits
4/89	Furniture and Equipment
11/89	Procedures for making changes to the approved Estimates of Expenditure
9/90	Furniture and Equipment for Projects in the Public Works Programme
4/95	Money of the Day Project Estimates in the Non-ACP Public Works Programme and Capital Subvention Building Projects
5/95	Full Annual Staff Cost at Mid-point
15/96	Procedures for making changes to the Approved Estimates of Expenditure
8/2001	Capital Works Reserve Fund – Delegated Authorities in respect of Block Allocations
8/2002	Administration of Capital Expenditure Items under the Capital Works Reserve Fund
2/2003	Initiating Works-related Tendering and Consultant Selection Procedures Before Funding is Secured
1/2004	Responsibility of Controlling Officers
10/2004	Surcharge
11/2004	Capital Works Programme
2/2005	Recurrent Consequences of Capital Project
3/2005	Report of the Director of Audit and the Public Accounts Committee

## **GROUP 4 : CONTRACTS - Personnel**

### **Lands and Works Branch Technical Circulars**

8/84	Conditions of Contract, Insurance Against Accidents to Workmen
11/84	Contract Transport

### **Works Branch Technical Circulars**

7/91	Delegation of Authority to Engineer's Representative under the General Conditions of Contract for Term Contracts for Civil Engineering Works (1988 Edition)
13/92	Independence of the Engineer and Referral of Variations and Other Commitments
20/92	Delegation of Authority to Engineer's Representative under the General Conditions of Contract for Civil Engineering Works (1990 Edition)

### **Works Bureau Technical Circulars**

13/2002	Employment of Qualified Tradesman & Intermediate Tradesman by Contractors of Public Works Contracts
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### **Environment, Transport and Works Bureau, Technical Circular (Works)**

47/2002	Management of Sub-contractor by Contractors
3/2003	Monthly Return of Site Labour Deployment and Wage Rates for Construction Works
12/2003	Employment of technician apprentices & building & civil engineering graduates by contractors of public works contracts
4/2005	Monthly Return on Construction Site Employment Statistics

## **GROUP 5 : CONTRACTS - General/Project Management**

### **Public Works Departmental Technical Circulars**

47/73	Notification to tenderers of the approximate annual value of Maintenance Contracts
83/73	Signing of Contracts and Bonds by Contractors and Sureties
84/73	Powers of Attorney to Execute P.W.D. Contracts
8/74	Powers of Attorney to Execute P.W.D. Contracts

### **Lands and Works Branch Technical Circulars**

13/84	Application for Temporary Utility Supplies in Advance of the Commencement of the Contract
14/85	Extensions of Time for Completion of Contracts
22/85	Contract Signing Procedures
27/85	Note to Engineers and Architects on the assessment of contract completion times and grant of extensions of time in relation to inclement weather in the 1985 Conditions of Contract
8/86	Tender Procedure and Contract Awards
10/86	Nominated Sub-Contract Standard Forms for use with the 1985 Edition of the General Conditions of Contract (Building and Civil Engineering Works)
7/88	Management of Multi-disciplinary Projects
16/88	Sub-contract Articles of Agreement and Conditions for Building Works and Civil Engineering Works
20/88	General Conditions of Contract for Term Contracts for Building Works and Civil Engineering Works
6/89	Sections Subject to Excision in Civil Engineering Contracts

### **Works Branch Technical Circulars**

6/90	Greenhouse Effect - Allowance in Design
6/91	Public Works Programme
7/91	Delegation of Authority to Engineer's Representative under the General Conditions of Contract for Term Contracts for Civil Engineering Works (1988 Edition)
8/91	General Conditions of Contract for Building, Civil Engineering and Electrical & Mechanical Engineering Works - 1990 Editions
8/92	Note to Engineers and Architects on the Assessment of Contract Completion Times and Grant of Extensions of Time in Relation to Inclement Weather in the General Conditions of Contract (1990 Edition)
13/92	Independence of the Engineer and Referral of Variations and Other Commitments

## **GROUP 5 (CONT'D)**

### **Works Branch Technical Circulars**

18/92	General Specification and Standard Method of Measurement for Civil Engineering Works
20/92	Delegation of Authority to Engineer's Representative under the General Conditions of Contract for Civil Engineering Works (1990 Edition)
7/93A	Approval of Bondsmen for Airport Core Programme Contracts
10/93	Note to Engineers and Architects on the Assessment of Contract Completion Times and Grant of Extensions of Time in Relation to Inclement Weather in the General Conditions of Contract (1990 Edition) The Effect of Rainstorm, Landslip and Flood Warnings
12/93	Sectional Commencement in Capital Works Contracts
19/93	Filing Practice for Works-Contracts
21/93	Standard Phraseology of [Bills of Quantity] Item Descriptions (SPID)
21/93A	Standard Phraseology of [Bills of Quantities] Item Descriptions (SPID)
21/93B	Standard Phraseology of [Bills of Quantities] Item Descriptions (SPID)
22/93	Estimating Using Risk Analysis
29/93	Procedure for Incorporation of Waterworks into other Capital Works Contracts
36/93	Final Accounts Certificates for Final Payment and Certificates for Re-entered Contracts
25/94	Standard Form of Domestic Sub-contract (for specialist works)
6/95	Incorporation of amendments to Contract Documentation
6/95A	Incorporation of amendments to Contract Documentation
6/95B	Incorporation of Amendments into Contract Documentation
7/95	General Conditions of Contract for Term Contracts for Electrical and Mechanical Engineering Works
10/95	Importation of Sand from the People's Republic of China by Barges
10/95A	Additional Requirements Concerning Barge Routes and Third Party Insurance
11/95	Construction Site Safety Manual
10/96	Extension of Time in Respect of a Cause Arising During a Period of Culpable Delay by the Contractor
17/96	Specialist List for Supply of Bituminous Pavement Materials and Construction of Special Bituminous Surfacing
3/97	Independent Checking of the Design, Erection, Use and Removal of Temporary Works

## **GROUP 5 (CONT'D)**

### **Works Bureau Technical Circulars**

10/97	Use of Performance Bonds Security and Retention Moneys and Standard Form of Bond
10/97A	Use of Performance Bonds Security and Retention Moneys and Standard Form of Bond
12/97	Transitional arrangements relating to contract Documents as from 1st July 1997
19/97	Contractor's Liability to Indemnify Government under Clause 22/24 of the General Conditions of Contract
14/98	Construction Site Safety Manual Updating of Chapter 3 and Introduction of Chapter 12
17/98	Environmental Impact Assessment Ordinance - Guidance on the Preparation of Briefs for Architectural/Engineering and Association Consultancy Agreements
21/98	General Holiday
25/98	Valuation of Material on Site for Interim Payment Purpose
26/98	Deletion of extensions of time for inclement weather
4/99	Construction Mediation Rules (1999 Edition) and Administrative Guidelines
4/99A	Construction Mediation Rules (1999 Edition) & Administrative Guidelines
7/99	Special Condition of Contract for Construction Mediation Rules (1999 Edition)
15/99	Improvement to Quality of Maintenance Works
15A/99	Improvement to Quality of Maintenance Works
15/99B	Improvement of Quality of Maintenance Works
16/99	Contractual and Financial Procedures for Determination of the Contractor's Employment
16/99A	Contractual and Financial Procedures for Determination of the Contractor's Employment
16/99B	Contractual and Financial Procedures for Determination of the Contractor's Employment
16/99C	Contractual & Financial Procedures for determination of the Contractor's Employment
21/99	Construction Site Safety Manual - Updating of Chapters other than Chapters 3 & 12
25/99	Incorporation of Information on Construction and Demolition Material Management in Public Works Subcommittee Papers
25/99A	Incorporation of Information on Construction and Demolition Material Management in Public Works Subcommittee Papers
25/99C	Incorporation of Information on Construction and Demolition Material Management in Public Works Subcommittee Papers

## **GROUP 5 (CONT'D)**

### **Works Bureau Technical Circulars**

27/99	Environmental Impact Assessment Ordinance Particular Specification Clause
31/99	Administrative Procedures for Use with the Government of the Hong Kong Special Administrative Region General Conditions of Contract for Design and Build Contracts 1999 Edition
5/00	Works Subject to Excision in Tender Evaluation
7/00	Electronic Drawings
7/2000A	Electronic Drawings
13/00	Deed of Assignment of Contractor's Financial Benefits
18/00	Works Bureau Library of Standard Special Conditions of Contract for use with GCC for Building Works, Civil Engineering Works and Electrical & Mechanical Engineering Works 1999 Edition
18/00A	Works bureau library of standard special conditions of contract for use with GCC for building works, civil engineering works & electrical & mechanical engineering works 1999 edition
18/00B	Works Bureau Library of Standard Special Conditions of Contract for use with GCC for Building Works, Civil Engineering Works and E&M Engineering Works 1999 Editions
19/00	General Conditions of Contract for Building Works, 1999 Edition General Conditions of Contract for Electrical and Mechanical Engineering Works, 1999 Edition
20/00	General Conditions of Contract for Civil Engineering Works, 1999 Edition
22/00	Enhanced Quality Supervision and Assurance for Pile Foundation Works
25/00	Resolving Interdepartmental Issues in Relation to Implementation of Public Works Projects
30/00	Construction Site Safety Manual Second Updating of Chapters 3 and 12
4/01	Model for Placing Waterworks Projects in the PWP when carried out in association with New Town or Strategic Growth Area Developments
11/01	Interim Certification after Determination of the Contractor's Employment
13/01	Quality Management System Certification of Consultants and Contractors for Public Works Administered by the Works Groups of Departments
13/2001A	Quality Management System Certification of Consultants and Contractors for Public Works Administered by the Works Group of Departments
3/2002	Releasing Contract Rates or Related Information to Consultants for the Purpose of Cost Estimation or Cost Analysis

## **GROUP 5 (CONT'D)**

### **Works Bureau Technical Circulars**

4/2002	Independent Auditing for Prevention of Sub-standard Works in Public Works Construction
6/2002	Enhanced Specification for Site Cleanliness and Tidiness
6/2002A	Enhanced Specification for Site Cleanliness & Tidiness
9/2002	Technical Audits on Consultancy Agreements
11/2002	Control of Site Crushers
12/2002	Specification Facilitating the Use of Recycled Aggregates
15/2002	Contract Advisers & Technical Audits on Works Contracts
16/2002	General Conditions of Contract for Term Contracts for Civil Engineering Works, 2002 Edition
26/2002	Special Conditions of Contract for Use in Mega Project Contracts

### **Environment, Transport and Works Bureau, Technical Circular (Works)**

31/2002	HKCA Schedules for Plant Used in Dayworks carried out Incidental to Contract Work
33/2002	Management of C&D Material including Rock
34/2002	Management of Dredged/Excavated Sediment
35/2002	Implementation of Value Management in Public Works Projects
38/2002	Computer-Aided-Drafting Standard for Works Projects
38/2002A	Computer-Aided-Drafting Standard for Works Project
47/2002	Management of Sub-contractor by Contractors
53/2002	Manual for Technical Audits on Works Contracts
54/2002	Guidance on Execution of Public Works Contracts under Seal
56/2002	Form of Tender
56/2002A	Form of Tender
57/2002	Quality Assurance for Structural Concrete
3/2003	Monthly Return of Site Labour Deployment and Wage Rates for Construction Works
8/2003	Rejection of Unreasonably Low Bids

## **GROUP 5 (CONT'D)**

### **Environment, Transport and Works Bureau, Technical Circular (Works)**

13/2003	Guidelines & procedures for environmental impact assessment of government projects and proposals
13/2003A	Guidelines & Procedures for Environmental Impact Assessment of Government Projects and Proposals Planning for Provision of Noise Barriers
18/2003	Substitution of Listing Status and Transfer of Benefit and Obligations of Contracts
21/2003	Contract Price Fluctuation System for Civil Engineering and Building Contracts
29/2003	Confidentiality clauses in work contracts and consultancy agreements
30/2003	Control of Client-initialed changes for Capital Works Projects
3/2004	Ethical Commitment by Consultants and Contractors
3/2004A	Ethical Commitment by Consultants & Contractors
4/2004	Checking of Foundation Works in the Scheduled Areas of Northwest New Territories and Ma On Shan and the Designated Area of Northshore Lantau
5/2004	Final Payment Certificates under GCC for Building Works 1999 Edition
6/2004	General Conditions of Contract for Term Contracts for Building Works 2004 Edition
9/2004	Proof of Plant Ownership
12/2004	Computer Facilities for Works Contracts
13/2004	Engagement of Domestic Sub-contractors registered from Voluntary Sub-contractor Registration Scheme
17/2004	Impossibility/Unforeseen Ground Conditions/ Utility Interference
23/2004	Right of the Employer to Terminate for Convenience and Risk Allocation with respect to Changes in Law
24/2004	Specification Facilitating the Use of Concrete Paving Units made of Recycle Aggregate
25/2004	Contractors' Designs & Alternative Designs
29/2004	Registration of Old and Valuable Trees, and Guidelines for their Preservation
31/2004	Trip Ticket System for Disposal of Construction & Demolition Materials
32/2004	Reference Guide on Selection of Procurement Approach and Project Delivery Techniques
4/2005	Monthly Return on Construction Site Employment Statistics
6/2005	Implementation of Systematic Risk Management in Public Works Projects

## **GROUP 5 (CONT'D)**

### **Environment, Transport and Works Bureau, Technical Circular (Works)**

7/2005	Procurement of Construction Related Insurance
9/2005	Contractor Management Handbook – Revision B
15/2005	Geotechnical Control for Tunnel Works
19/2005	Environmental Management on Construction Sites

### **Financial Circular**

4/95	Money of the Day Project Estimates in the Non-ACP Public Works Programme and Capital Subvention Building Projects
11/2001	Requirement for Project Definition Statement and Technical Feasibility Statement for Capital Works Projects
11/2004	Capital Works Programme

## **GROUP 6 : CONSULTANTS**

### **Public Works Departmental Technical Circulars**

- |       |  |
|-------|--|
| 74/73 | Local Resident Staff Agreement                     |
| 82/73 | Consultants Resident Site Staff and their Salaries |

### **Lands and Works Branch Technical Circulars**

- |      |  |
|------|--|
| 9/89 | Adjustment of Consultants' Remuneration by the Civil Engineering Works Index |
|------|--|

### **Works Branch Technical Circulars**

- |         |   |
|---------|---|
| 9/90    | Adjustment of Consultants' Remuneration for Uncharacteristic Tenders  |
| 16/91   | Administration of Consultants   |
| 6/93    | Standard Documents and Guidance on the Preparation of Briefs for Engineering and Associated Consultancy Agreements (November 92)  |
| 11/94   | Memorandum of Agreement and General Conditions of Employment (1994 Edition), Special Conditions of Employment and Guidance on the Preparation of Briefs for Engineering and Associated Consultancy Agreements |
| 11/94A  | Memorandum of Agreement and General Conditions of Employment (1994 Edition), Special Conditions of Employment and Guidance on the Preparation of Briefs for Engineering and Associated Consultancy Agreements |
| 16/95   | Selection and Remuneration of Engineering and Associated Consultants  |
| *16/95A | Selection and Remuneration of Engineering and Associated Consultants Revisions to Works Bureau Technical Circular No. 16/95   |

### **Works Bureau Technical Circulars**

- |       |   |
|-------|---|
| 14/97 | Transitional arrangements relating to Consultancy Documents as from 1st July 1997                                     |
| 8/98  | Memorandum of Agreement and General Conditions of Employment of Engineering and Associated Consultants (1997 Edition) |
| 10/98 | Fast tracked procedures for expediting housing-related infrastructure projects in PWP (PELBTC No. 6/98)               |
| 23/00 | Computer Facilities in Consultancy Agreements   |
| 8/01  | Interest on Overdue Payments for Consultancy Agreements   |
| 12/01 | Safety Training for Departmental Staff and Resident Site Staff  |

\* refers to Works Bureau Technical Circular

## **GROUP 6 (CONT'D)**

### **Works Bureau Technical Circulars**

13/01	Quality Management System Certification of Consultants and Contractors for Public Works Administered by the Works Groups of Departments
13/2001A	Quality Management System Certification of Consultants and Contractors for Public Works Administered by the Works Group of Departments
15/01	Fee Proposal for Consultancy Agreement Lump Sum Fee and Summary Breakdown of Lump Sum Fee
17/01	Electronic Dissemination of Invitation Documents for Consultancies
22/01	Approval of Major Revisions to Approved Documents and Referral and Reporting by Consultants of Variations, Claims and Delay in Works Contracts
31/01	Electronic Submission of Consultancy Proposals on Removable Media
3/2002	Releasing Contract Rates or Related Information to Consultants for the Purpose of Cost Estimation or Cost Analysis
8/2002	Invitation of Expression of Interest
9/2002	Technical Audits on Consultancy Agreements
18/2002	Projects Implemented in Phases

### **Environment, Transport and Works Bureau, Technical Circular (Works)**

37/2002	Use of Legal Consultants in connection with Works-related Consultancy Studies
42/2002	Feedback & Debriefing to Unsuccessful Bidders for Consultancies & Works Contracts
45/2002	Procedures in the Selection of Consultants for Small Consultancy Assignment
6/2003	Professional indemnity insurance for consultancy services' works contract involving contractor's design or independent checking engineers' services including design & build contract
8/2003	Rejection of Unreasonably Low Bids
13/2003	Guidelines & procedures for environmental impact assessment of government projects and proposals
13/2003A	Guidelines & Procedures for Environmental Impact Assessment of Government Projects and Proposals Planning for Provision of Noise Barriers
19/2003	Review of Preliminary Design before Proceeding of the detailed Design
23/2003	Consultants' Fees for Additional Services

## **GROUP 6 (CONT'D)**

### **Environment, Transport and Works Bureau, Technical Circular (Works)**

23/2003A	Consultants' Fees for Additional Services
23/2003B	Consultants' Fees for Additional Services
25/2003	Listing and Selecting of AACSB Consultants
26/2003	Post-completion Review on Major Consultancy Agreements and Major Works Contracts under Public Works Programme
29/2003	Confidentiality clauses in work contracts and consultancy agreements
31/2003	Direct Employment of Resident Site Staff by Consultants
31/03A	Direct Employment of Resident Site Staff by Consultants
3/2004	Ethical Commitment by Consultants and Contractors
3/2004A	Ethical Commitment by Consultants & Contractors
19/2004	Consultants' Performance Information System and the Management of Consultants' Performance
28/2004	Consultants Selection Assessment Panels
30/2004	Consultancy Agreements – Retention of Documents and Inspection
34/2004	Retention of Money Payable to Non-resident Consultants for Settlement of Profits Tax in Consultancy Agreements
3/2005	Novation of Consultancy Agreements
14/2005	Resident Site Staff Database
18/2005	Consultancy Agreement – Conflict of Interest and Debarring

### **Works Branch General Circulars**

2/93	Professional Liability Indemnity
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### **Planning, Environment and Lands Bureau Technical Circular**

6/98	Fast tracked procedures for expediting housing-related infrastructure projects in PWP (WBTC No. 10/98)
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### **Financial Circulars**

13/94	Creation of Positions for Directorate Level Consultancies for Individual
9/96	Estimates of Consultants' Fees for Projects in the Public Works Programme and for Capital Subvention Building Projects

## **GROUP 6 (CONT'D)**

### **Financial Circulars**

- |      |   |
|------|---|
| 2/99 | Estimates of consultants' Costs for Projects in the Public Works Programme, for Capital Subvention Building Projects and for Works-related Studies funded under the General Revenue Account |
| 6/99 | Release of Information on Consultancy Studies   |

## **GROUP 7 : CONSTRUCTION MATERIALS**

### **Public Works Departmental Technical Circulars**

23/81                Concrete Quality Control Testing on P.W.D. Sites

### **Lands and Works Branch Technical Circulars**

16/83                Specification : Concrete for Structures

17/83                Specification : Concrete for Minor and Non-structural Work

12/84                Lands and Works Practice Note No. 2 - The General Specification : Concrete for Structures

7/85                 Products with B.S.I. Kitemark Certification

### **Works Branch Technical Circulars**

14/90                The Use of PFA in Structural Concrete

14/91                Construction Standard 1:1990 - Testing Concrete

32/92                The Use of Tropical Hardwood on Construction Sites

5/94                 Specification Clauses to Guard Against the Occurrence of Alkali-aggregate Reaction in Concrete Structures

6/94                 Soil Testing Standard (Phase 1 Tests)

10/94                Model Specification for Protective Coatings for Concrete

14/94                Use of PFA as General Fill in Reclamations

10/95                Importation of Sand from the People's Republic of China by Barges

10/95A              Additional Requirements Concerning Barge Routes and Third Party Insurance

24/95                Construction Standard CS2: 1995 - Carbon Steel Bars for the Reinforcement of Concrete

2/97                 Use of PFA in Concrete Pile Caps and Substructures

### **Works Bureau Technical Circular**

14/2000             Usage of Public Works Laboratories in Public Works Projects

15/2000             Funding Arrangement for Public Works Regional Laboratories Operating, Monitoring and Accounting Procedures

19/2001             Metallic Site Hoardings and Signboards

11/2002             Control of Site Crushers

## **GROUP 7 (CONT'D)**

### **Environment, Transport and Works Bureau, Technical Circular (Works)**

33/2002	Management of C&D Material including Rock
57/2002	Quality Assurance for Structural Concrete
21/2004	Standing Committee on Concrete Technology
31/2004	Trip Ticket System for Disposal of Construction & Demolition Materials
15/2005	Geotechnical Control for Tunnel Works
19/2005	Environmental Management on Construction Sites

## **GROUP 8 : CONSTRUCTION SITES/SAFETY**

### **Public Works Departmental Technical Circulars**

14/73	Discovery of Antiquities etc. by the Public Works Department
3/74	Construction Sites (Safety) Regulations
15/76	Mosquito Offences in Building Sites - Signature of documents for the purpose of evidence under s.27 of the Public Health and Urban Services Ordinance
2/77	Publicity Signboards, Hoardings and P.W.D. Symbol on P.W.D. Construction Sites
7/79	Site Development - Aesthetic Aspects
19/80	Safety on Construction Sites
23/81	Concrete Quality Control Testing on P.W.D. Sites
28/81	Clearance of sale site temporarily allocated as contractors works areas

### **Lands and Works Branch Technical Circulars**

13/84	Application for Temporary Utility Supplies in Advance of the Commencement of the Contract
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### **Works Branch Technical Circulars**

11/93	Construction Site Security
9/94	Restrictions on the Use of Hand-dug Caissons for foundations and Geotechnical Works
11/95	Construction Site Safety Manual
3/97	Independent Checking of the Design, Erection, Use and Removal of Temporary Works

### **Works Bureau Technical Circulars**

13/98	Liaison with Labour Department and Marine Department on Construction Site Safety Matters
14/98	Construction Site Safety Manual Updating of Chapter 3 and Introduction of Chapter 12
21/99	Construction Site Safety Manual - Updating of Chapters other than Chapters 3 & 12
32/99	Second Stage of the Independent Safety Audit Scheme (ISAS)
26/00	Score Card for Assessment of Site Safety Performance
30/00	Construction Site Safety Manual Second Updating of Chapters 3 and 12
12/01	Safety Training for Departmental Staff and Resident Site Staff

## **GROUP 8 (CONT'D)**

### **Environment, Transport and Works Bureau, Technical Circular (Works)**

30/2002	Implementation of Site Safety Cycle and Provision of Welfare Facilities for Workers at Construction Sites
2/2003	Regulating Actions where a serious incident has or a site safety or environmental offences have occurred on a construction site
2/2003A	Regulating Action where a serious incident has or site safety or environmental offences have occurred on a construction site
2/2003B	Regulating Action where a serious incident has or site safety or environmental offences have occurred on a construction site
2/2003C	Regulating Action where a Serious Incident has or Site Safety or Environmental offences have occurred on a Construction Site
14/2003	Role of departmental safety and environmental advisor on health, safety and environmental protection on construction sites
22/2003	Additional Measures to Improve Site Cleanliness and Control Mosquito Breeding on Construction Sites
22/2003A	Additional Measures to improve Site cleanliness and Control Mosquito Breeding on Construction sites
4/2005	Monthly Return on Construction Site Employment Statistics
5/2005	Protection of Natural Streams/Rivers from Adverse Impacts arising from Construction Works
19/2005	Environmental Management on Construction Sites

## **GROUP 9 : DAMAGE/LIABILITY/INSURANCE**

### **Public Works Departmental Technical Circulars**

26/73	Liquidated damages for delay
66/73	Damage by Contractors to Water Mains and Road Surfaces
8/79	Authority for the imposition of liquidated damages

### **Lands and Works Branch Technical Circulars**

8/84	Conditions of Contract, Insurance Against Accidents to Workmen
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### **Works Bureau Technical Circulars**

10/97	Use of Performance Bonds Security and Retention Moneys and Standard Form of Bond
10/97A	Use of Performance Bonds Security and Retention Moneys and Standard Form of Bond
19/97	Contractor's Liability to Indemnify Government under Clause 22/24 of the General Conditions of Contract

### **Environment, Transport and Works Bureau, Technical Circular (Works)**

28/2003	Protection of Harbour Area Treatment Scheme Stage 1 Sewerage Tunnels
3/2004	Ethical Commitment by Consultants and Contractors
3/2004A	Ethical Commitment by Consultants & Contractors
14/2004	Maintenance of Stormwater Drainage Systems and Natural Watercourses

## **GROUP 10 : EMERGENCIES PROCEDURES**

### **Lands and Works Branch Technical Circulars**

- |       |  |
|-------|--|
| 6/85  | Typhoon and Rainstorm Damage : Dangerous or Potentially Dangerous Situations |
| 15/86 | Day Labour and Plant Hire Schedule for Emergency Works on Term Contracts     |

### **Works Bureau Technical Circular**

- |       |  |
|-------|--|
| 9/98  | Natural Disaster Emergency Organisation Responsibilities of the Works Bureau and the Planning, Environment and Lands Bureau Groups of Departments<br>(PELBTC No. 5/98) |
| 11/98 | Aircraft Crash & Salvage Responsibilities of the Works Bureau and the Planning, Environment and Lands Bureau Groups of Departments<br>(PELBTC No. 7/98)                |

### **Environment, Transport and Works Bureau, Technical Circular (Works)**

- |         |  |
|---------|--|
| 14/2004 | Maintenance of Stormwater Drainage Systems and Natural Watercourses  |
| 20/2005 | Upward Reporting of Major Emergency Incidents from Works Departments |

### **Planning, Environment and Lands Branch Technical Circular**

- |      |  |
|------|--|
| 5/98 | Natural Disaster Emergency Organisation Responsibilities of the Works Bureau and the Planning, Environment and Lands Bureau Groups of Departments<br>(WBTC No. 9/98) |
| 7/98 | Aircraft Crash & Salvage Responsibilities of the Works Bureau and the Planning, Environment and Lands Bureau Groups of Departments<br>(WBTC No. 11/98)               |

## **GROUP 11 : GEOTECHNICAL**

### **Public Works Departmental Technical Circulars**

13/78	Compaction of New Fill Slopes
7/79	Site Development - Aesthetic Aspects

### **Works Branch Technical Circulars**

13/90	Ground Investigation
10/91	Monitoring and Maintenance of Horizontal Drains
25/93	Control of Visual Impact of Slopes
6/94	Soil Testing Standard (Phase 1 Tests)
7/94	Second Edition to Guide to Retaining Wall Design (Geoguide 1)
9/94	Restrictions on the Use of Hand-dug Caissons for foundations and Geotechnical Works
9/96	Standards of Good Practice for Maintenance of Man-made Slopes and Retaining Walls
3/97	Independent Checking of the Design, Erection, Use and Removal of Temporary Works

### **Works Bureau Technical Circulars**

13/99	Geotechnical Manual for Slopes Guidance on Interpretation and Updating
26/99	Maintenance of Man-made Slopes and Emergency Repair on Stability of Land
9/00	Registration and Updating of the Catalogue of Slopes
10/00	Display of Slope Registration Number on Site by Maintenance Department
14/00	Usage of Public Works Laboratories in Public Works Projects
15/00	Funding Arrangement for Public Works Regional Laboratories Operating, Monitoring and Accounting Procedures
17/00	Improvement to the Appearance of Slopes
10/01	Granular and Geotextile Filters
20/01	Geotechnical Information Unit (GIU)
11/2002	Control of Site Crushers

## **GROUP 11 (CONT'D)**

### **Environment, Transport and Works Bureau, Technical Circular (Works)**

29/2002	Geotechnical Control for Slopes and Retaining Walls
29/2002A	Geotechnical Control for Slopes and Retaining Walls
24/2003	Permanent Reinforcement Fill Structures and Slopes
28/2003	Protection of Harbour Area Treatment Scheme Stage 1 Sewerage Tunnels
4/2004	Checking of Foundation Works in the Scheduled Areas of Northwest New Territories and Ma On Shan and the Designated Area of Northshore Lantau
16/2004	The Use of Permanent Prestressed Ground Anchors in Government Project
20/2004	GEO Checking Certificate for Slopes and Retaining Walls
13/2005	Prescriptive Measures for Stabilisation and Improvement of Man-made Slopes and Standardised Debris-resisting Barriers for Mitigation of Natural Terrain Landslide Hazards

## **GROUP 12 : LAND/PLANNING/SURVEY/ENVIRONMENT**

### **Public Works Departmental Technical Circulars**

13/73	Dissemination of Information on Road Widening and Junction Improvement Proposals
15/73	Land Planning and Development
31/73	Clearances between Elevated Road Structures and Adjacent Buildings
7/76	Supply of Plans, Maps, Drawings and Air Photographs to the Mass Transit Railway Corporation and its Consultants
11/76	Sale of Plans to Tenderers for P.W.D. Projects
14/80	Division of Responsibility of survey work in the development of New Town Areas
4/82	Division of Responsibility for survey work in the development of New Town Areas - addition of "Junk Bay" to the listed New Town Areas in D.T.C. No. 14/80

### **Lands and Works Branch Technical Circular**

26/85	Provision of Land for Government Projects or Use
4/86	Hong Kong 1980 Geodetic Datum
9/87	Maintenance and Control of Stability of Land
15/88	Street Widening - Procedures for Approval and Land Acquisition

### **Works Branch Technical Circulars**

5/90	Tin Shui Wai Development
3/92	Abatement of Sanitary Nuisance from Defective Drains and Sewers in Private Streets and Service Lanes
10/92	Provision of Refuse Containment Booms in Reclamation Contracts Involving Public Dumping
25/92	Allocation of Space for Urban Street Trees
28/92	Damage to Crops and Property on Agricultural Lands
32/92	The Use of Tropical Hardwood on Construction Sites
2/93	Public Dumps
*2/93B	Public Filling Facilities
25/93	Control of Visual Impact of Slopes
3/95	Control of Wave Reflection in Victoria Harbour

\*refers to Works Bureau Technical Circular

## **GROUP 12 (CONT'D)**

### **Works Branch Technical Circulars**

18/95	Drainage Impact Assessment Process for Public Sector Projects
19/95	Land and Engineering Survey Board
25/95	Preservation of Survey Monuments and Marks
16/96	Wet Soil in Public Dumps
4/97	Guidelines for Implementing the Policy on Off-site Ecological Mitigation Measures (PELBTC No. 1/97)

### **Works Bureau Technical Circulars**

13/97	Revised Administrative Arrangements for Reclamation Works (PELBTC No. 3/97)
13/97A	Revised Administrative Arrangements for Reclamation Works
4/98	Use of Public Fill in Reclamation & Earth Filling Projects
4/98A	Use of Public Fill in Reclamation & Earth Filling Projects
17/98	Environmental Impact Assessment Ordinance Guidance - on the Preparation of Briefs for Architectural/Engineering and Association Consultancy Agreements
25/99	Incorporation of Information on Construction and Demolition Material Management in Public Works Subcommittee Papers
25/99A	Incorporation of Information on Construction and Demolition Material Management in Public Works Subcommittee Papers
25/99C	Incorporation of Information on Construction and Demolition Material Management in Public Works Subcommittee Papers
27/99	Environmental Impact Assessment Ordinance Particular Specification Clause
12/00	Fill Management
16/00	Provision and Collation of Land Survey and Mapping Data
9/01	Procedures for Gazetting under the Foreshore and Sea-bed (Reclamations) Ordinance (Chapter 127)
9/01A	Procedures for Gazetting under the Foreshore and Sea-bed (Reclamations) Ordinance (Chapter 127)
19/01	Metallic Site Hoardings and Signboards
6/2002	Enhanced Specification for Site Cleanliness and Tidiness
6/2002A	Enhanced Specification for Site Cleanliness & Tidiness

## **GROUP 12 (CONT'D)**

### **Works Bureau Technical Circulars**

7/2002	Tree Planting in Public Works
11/2002	Control of Site Crushers
12/2002	Specification Facilitating the Use of Recycled Aggregates
14/2002	Management and Maintenance of Natural Vegetation and Landscape Works and Tree Preservation
17/2002	Interim Arrangements for Expediting Resolution of Objections under Statutory Gazettals

### **Environment, Transport and Works Bureau, Technical Circular (Works)**

33/2002	Management of C&D Material including Rock
34/2002	Management of Dredged/Excavated Sediment
55/2002	Village Resite and Expansion Areas Schedule of Maintenance Responsibilities
2/2003	Regulating Actions where a serious incident has or a site safety or environmental offences have occurred on a construction site
2/2003A	Regulating Action where a serious incident has or site safety or environmental offences have occurred on a construction site
2/2003B	Regulating Action where a serious incident has or site safety or environmental offences have occurred on a construction site
2/2003C	Regulating Action where a Serious Incident has or Site Safety or Environmental offences have occurred on a Construction Site
7/2003	Provision of Electronic Version of Layout Plans to Utility Undertaking
7/2003A	Provision of Electronic Version of Layout Plans to Utility Undertakings
13/2003	Guidelines & procedures for environmental impact assessment of government projects and proposals
13/2003A	Guidelines & Procedures for Environmental Impact Assessment of Government Projects and Proposals Planning for Provision of Noise Barriers
14/2003	Role of departmental safety and environmental advisor on health, safety and environmental protection on construction sites
22/2003	Additional Measures to Improve Site Cleanliness and Control Mosquito Breeding on Construction Sites
22/2003A	Additional Measures to improve Site cleanliness and Control Mosquito Breeding on Construction sites
27/2003	Land Acquisition Prioritization Exercise

## **GROUP 12 (CONT'D)**

### **Environment, Transport and Works Bureau, Technical Circular (Works)**

34/2003	Community Involvement in Greening Works
2/2004	Maintenance of Vegetation and Hard Landscape Features
14/2004	Maintenance of Stormwater Drainage Systems and Natural Watercourses
24/2004	Specification Facilitating the Use of Concrete Paving Units made of Recycle Aggregate
29/2004	Registration of Old and Valuable Trees, and Guidelines for their Preservation
31/2004	Trip Ticket System for Disposal of Construction & Demolition Materials
5/2005	Protection of Natural Streams/Rivers from Adverse Impacts arising from Construction Works
10/2005	Planting on Footbridges and Flyovers
16/2005	Adoption of Energy Efficient Features and Renewable Energy Technologies in Government Projects and Installation
19/2005	Environmental Management on Construction Sites

### **Housing, Planning and Lands Bureau/Environment, Transport and Works Bureau Joint Technical Circular**

1/2004	Protection of the Harbour Ordinance
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### **Planning, Environment and Lands Branch Technical Circular**

2/95	Preservation of Survey Monuments and Marks (WBTC No. 25/95)
1/97	Guidelines for Implementing the Policy on Off-site Ecological Mitigation Measures (WBTC No. 4/97)
3/97	Revised Administrative Arrangements for Reclamation Works (WBTC No. 13/97)

## **GROUP 13 : GOVERNMENT AND MILITARY PROPERTY/MANAGEMENT/ INSTALLATIONS**

### **Public Works Departmental Technical Circulars**

27/73	Procedure for Handing over and Management of Piers in the Urban Area
33/73	Schedules of Accommodation for Buildings associated with Waterworks, Civil Engineering Projects and other Specialist Buildings
86/73	Underground Transformers
10/79	Advertising and Directional Signs on Crown Property
7/80	The processing of applications for permission to install ground anchors in Crown Land

### **Lands and Works Branch Technical Circulars**

9/82	Advance Consultation with PSA and S for S over Projects affecting Military Land and Property
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### **Works Branch Technical Circulars**

23/93	Supply, Installation and Maintenance of Room Air Coolers and Dehumidifiers in Government Buildings and Installations
31/93	Responsibility for the Carrying out of Road, Marine, Drainage and Other Special Civil Engineering Works in Military Establishments

### **Environment, Transport and Works Bureau, Technical Circular (Works)**

9/2003	Electrical & Mechanical Services in Government Buildings & Installations
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### **Financial Circular**

4/2003	Charging of Expenditure to the Capital Account
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## **GROUP 14 : PUBLIC RELATIONS/PUBLICITY/PRESS**

### **Public Works Departmental Technical Circulars**

- 7/75                Visitors to P.W.D. Construction Sites
- 2/77                Publicity Signboards, Hoardings and P.W.D. Symbol on P.W.D. Construction Sites

### **Works Branch Technical Circulars**

- 3/89                Opening Ceremonies for Public Works Projects

## **GROUP 15 : TENDER PROCEDURE**

### **Public Works Departmental Technical Circulars**

25/73	Tender Procedure - Works Contracts
39/73	Preparation of Tender Documents
42/73	Preliminary Advice to Contractors after submission of tenders
47/73	Notification to tenderers of the approximate annual value of Maintenance Contracts
11/76	Sale of Plans to Tenderers for P.W.D. Projects
4/79	Remeasurement Contracts - Preparation of Tender Documents and Photocopying of Bills of Quantities

### **Lands and Works Branch Technical Circulars**

32/83	Tender Addendum Resulting in Extension of Tender Period
3/85	Legal Vetting of Tender Documents
20/85	Conditions of Tender
21/85	Acceptance of Tender
8/86	Tender Procedure and Contract Awards
7/87	Minimum Amount of an Interim Payment

### **Works Branch Technical Circulars**

4/92	Pre and Post Tender Meeting
34/93	The Use of Lump Sum Based Contracts - Tender Reports
5/95	Acceptance of Tender
6/95	Incorporation of amendments to Contract Documentation
6/95A	Incorporation of amendments to Contract Documentation
6/95B	Incorporation of Amendments into Contract Documentation
17/95	The Use of Lump Sum Bills of Quantities Contracts for Civil Engineering works
17/95A	The Use of Lump Sum Bills of Quantities Contracts for Civil Engineering Works
17/96	Specialist List for Supply of Bituminous Pavement Materials and Construction of Special Bituminous Surfacing
3/97	Independent Checking of the Design, Erection, Use and Removal of Temporary Works

## **GROUP 15 (CONT'D)**

### **Works Bureau Technical Circulars**

10/98	Fast tracked procedures for expediting housing-related infrastructure projects in PWP (PELBTC No. 6/98)
5/2000	Works Subject to Excision in Tender Evaluation
24/2001	Simplified Tendering Arrangement for Capital Works
25/2001	Admission of EMSTF onto the List of Approved Suppliers of Materials and Specialist Contractors for Public Works under 25 Categories of E&M, Electronic & Building Services
25/2001A	Admission of EMSTF onto the List of Approved Suppliers of Materials and Specialist Contractors for Public works under 25 Categories of E&M, Electronics & Building Services
13/2002	Employment of Qualified Tradesman & Intermediate Tradesman by Contractors of Public Works Contracts

### **Environment, Transport and Works Bureau, Technical Circular (Works)**

41/2002	Correction Rules for Tender Errors
47/2002	Management of Sub-contractor by Contractors
50/2002	Contractors Joint Venture
4/2003	Assessment of Liquidated Damages
5/2003	Joint and Several Liability of Partners and Unincorporated Joint Venture Participants
8/2003	Rejection of Unreasonably Low Bids
12/2003	Employment of technician apprentices & building & civil engineering graduates by contractors of public works contracts
7/2004	Examination of Tenders and Submission of Tender Reports
8/2004	Tender Evaluation of Works Contracts
10/2004	Tenderer's eligibility for the award of works contracts
26/2004	Library of General Conditions of Tender, Special Conditions of Tender & Notes to Tenderers
33/2004	Tender Procedures for Procurement governed by the Agreement on Government Procurement of the World Trade Organization
35/2004	Prequalification of Tenderers for Public Works Contracts
11/2005	Electronic Dissemination of Tender Documents & Electronic Submission of Tender Returns on Removable Media

## **GROUP 15 (CONT'D)**

### **Planning, Environment and Lands Bureau Technical Circular**

6/98              Fast tracked procedures for expediting housing-related infrastructure projects in PWP  
(WBTC No. 10/98)

### **Financial Circulars**

10/97            WTO Agreement on Government Procurement

11/97            Access to tender information

14/97            Store and Procurement Regulations

9/99             Untying Departments from the Services of the Electrical and Mechanical Services Trading Fund

5/2001          Guidelines for Trading Funds Bidding for Government Contracts

6/2001          Use of Trading Fund Services

7/2001          Initiating Works-related Tendering and Consultant Selection Procedures Before Funding is Secured

10/2001        Simplified Tendering Arrangement for Capital Works

6/2004          The Electrical and Mechanical Services Trading Fund

## **GROUP 16 : TRANSPORT - KCRC/MTRC/AIRPORT**

### **Public Works Departmental Technical Circulars**

13/73	Dissemination of Information on Road Widening and Junction Improvement Proposals
31/73	Clearances between Elevated Road Structures and Adjacent Buildings
62/73	P.W.D. Airport Liaison Officer - Object and Duties
63/73	Allocation of Works Areas : Kai Tak Airport
7/76	Supply of Plans, Maps, Drawings and Air Photographs to the Mass Transit Railway Corporation and its Consultants

### **Lands and Works Branch Technical Circulars**

4/83	Works and services carried out by Government and the Kowloon-Canton Railway Corporation on each other's behalf. Procedure for authorisation and payment
7/83	Works and services carried out by Government and the Kowloon-Canton Railway Corporation on each other's behalf. Procedure for authorisation and payment
14/88	Consultants related to Contractors
5/89	Construction of Regional Links to the Tuen Mun - Yuen Long Light Rail Transit System

### **Works Bureau Technical Circulars**

19/2002	Mass Transit Railway Protection
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### **Environment, Transport and Works Bureau, Technical Circular (Works)**

33/2003	West Rail Protection
11/2004	Cyber Manual for Greening
2/2005	Capital Works or Maintenance Works (including Tree Planting) Within or Adjacent to the Kowloon-Canton Railway (Hong Kong) Section, Tsim Sha Tsui Extension and Ma On Shan Rail

## **GROUP 17 : COMPUTER**

### **Works Branch Technical Circulars**

8/93	Maintenance of Computer Facilities
19/93	Filing Practice for Works-Contracts
19/96	Administration of Digital Geographic Data (PELBTC No. 2/96)
20/96	Documentation for Digital Geographic Data (PELBTC No. 3/96)

### **Works Bureau Technical Circulars**

23/00	Computer Facilities in Consultancy Agreements
3/01	Dissemination of Information through Internet
17/01	Electronic Dissemination of Invitation Documents for Consultancies
31/01	Electronic Submission of Consultancy Proposals on Removable Media

### **Environment, Transport and Works Bureau, Technical Circular (Works)**

38/2002	Computer-Aided-Drafting Standard for Works Projects
38/2002A	Computer-Aided-Drafting Standard for Works Project
7/2003	Provision of Electronic Version of Layout Plans to Utility Undertaking
7/2003A	Provision of Electronic Version of Layout Plans to Utility Undertakings
16/2003	Environment, transport and works information technology committee
12/2004	Computer Facilities for Works Contracts
11/2005	Electronic Dissemination of Tender Documents & Electronic Submission of Tender Returns on Removable Media

### **Planning, Environment and Lands Branch Technical Circular**

2/96	Administration of Digital Geographic Data (WBTC No. 19/96)
3/96	Documentation for Digital Geographic Data (WBTC No. 20/96)

### **Financial Circulars**

4/98	Funding for Computerisation under the Capital Works Reserve Fund Head 710 Computerisation
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