



## **Guidance Notes on the Use of Security Labels for Concrete Cube/Steel Bar/Bituminous Samples**

### **Background**

In recent years, the ICAC has conducted studies on the construction materials compliance testing services provided by the Public Works Laboratories (PWL). One of the recommendations made by the ICAC was that the PWL should enhance the security of the sample delivery process from project sites to testing laboratories. In response, the PWL have introduced the use of security labels for three types of frequently-tested samples, namely concrete cubes, steel bars and bituminous samples.

To enhance the reliability of the compliance testing services, public works projects should apply security labels to concrete cube, steel bar and bituminous samples prepared under their contracts. Instructions on how to place security labels on concrete cube, steel bar and bituminous samples are presented on pages 4 to 9 of the Guidance Notes.

### **Guidelines**

- 1) Project site staff shall fill in a “Collection/Return of Security Labels” form on page 3 of the Guidance Notes and fax it to the Supplies Unit of PWL (fax. no. 2715 3031) to arrange for collection of security labels for their projects. Authorized persons appointed by project officer in-charge could collect the security labels in the **next working day** along with the above form from the following address:  
Supplies Unit,  
Rm G12 Ground Floor, PWCL Building,  
2B Cheung Yip Street,  
Kowloon Bay, Kowloon  
(Office hours: 8:30-12:00 & 13:15-17:00)
- 2) The project officer in-charge shall notify the PWL of the name of personnel responsible for collection of security labels. Relevant information shall be provided on the “Collection/Return of Security Labels” form. A person, who fails to show a valid identity, will not be allowed to collect the security labels.
- 3) When making requests for concrete cube and steel bar testing services, project site staff shall record the security label numbers on the respective test request forms.
- 4) **Security labels assigned to each public works contract are only for the exclusive use of that contract. After completion of the contract, project site staff must return the remaining labels to the Supplies Unit of PWL for cancellation. In no circumstances shall project site staff use them in other contracts or transfer them to other parties.**
- 5) It should be noted that the use of security labels is **not** a substitute for the requirement of supervision by ER’s staff on sampling, transport or delivery of samples to the PWL according to the Project Administration Handbook for Civil Engineering Works, 2018 Edition, Section 5.15 of Chapter 7.
- 6) For enquiries, please contact PTO/Lab3 of the PWL at 2305 1286.



## 混凝土試磚/鋼筋/瀝青樣本保安條碼的應用指引

### 背景

過往幾年廉政公署曾對工務試驗所的物料試驗作出評估，其中一項建議是要工務試驗所加強對試驗樣本由工地運送到試驗所的保安。因應廉政公署的建議，工務試驗所引入了保安條碼系統在三類頻密常規試驗樣本上使用，即混凝土試驗磚，鋼筋及瀝青樣本。

工務工程項目應在混凝土試驗磚，鋼筋及瀝青樣本上採用保安條碼，以確保試驗服務的可靠性。保安條碼的使用方法請參閱本應用指引第四至第九頁。

### 相關指引

- 一) 工地員工須填妥本指引第 3 頁的「保安條碼之領取/退還」表格及傳真致 2715 3031 九龍灣工務試驗所物料供應組，以便安排領取相關工程項目的保安條碼。已授權員工可於下一個工作天帶同上述表格到下列地址領取保安條碼：  
九龍灣祥業街 2B  
工務中央試驗所大樓地下 G12 室  
物料供應組  
(辦公時間：8:30-12:00 及 13:15-17:00)
- 二) 工程項目主管須預先通知工務試驗所，有關負責領取保安條碼人員的相關資料。有關資料應填在「保安條碼之領取/退還」表格上。員工若無法出示有效的身份證明，將不會獲分發保安條碼。
- 三) 當要求混凝土試驗磚及鋼筋試驗服務時，工地員工須將保安條碼編號填在相關申請試驗表格上。
- 四) 每一項工務工程項目會被編配一組特定保安條碼，當有關工程項目竣工後，剩餘的保安條碼必須退還九龍灣工務試驗所物料供應組。在任何情況下工地員工不可將剩餘的保安條碼轉交其它工程項目或人士使用。
- 五) 保安條碼的應用並非取代土木工程管理手冊 2018 版，第 7 章，第 5.15 段要求工程代表之監工必須巡查抽取樣本及運送到工務試驗所的過程。
- 六) 若有任何查詢，歡迎致電工務中央試驗所首席技術主任(材料試驗)/試驗 3，電話 2305 1286。



### Collection/Return\* of Security Labels

Department \_\_\_\_\_  
 Contract No. \_\_\_\_\_  
 Job No. \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Works Site Location \_\_\_\_\_

| Type (Select appropriate box)                                 | Quantity |
|---|----------|
| <input type="checkbox"/> Security label for concrete cube     |          |
| <input type="checkbox"/> Security label for steel bar         |          |
| <input type="checkbox"/> Security label for bituminous sample |          |

Requested by: (To be signed by inspectorate staff or above)

Signed \_\_\_\_\_  
 Name \_\_\_\_\_  
 Post \_\_\_\_\_  
 Date \_\_\_\_\_

Important Note  
 Security labels and ties assigned to each public works contract are only for the exclusive use of that contract. After completion of the contract, **project site staff must return the remaining labels/ties to Supplies Unit of PWL for cancellation. In no circumstances shall project site staff use them in other contracts or transfer them to other parties.**

For PWL use only

| Type  | Quantity | Security label number |
|---|----------|-----------------------|
| <input type="checkbox"/> Security label for concrete cube     |          |                       |
| <input type="checkbox"/> Security label for steel bar         |          |                       |
| <input type="checkbox"/> Security label for bituminous sample |          |                       |

Issued/Received\* by: (To be completed by PWL staff)

Signed \_\_\_\_\_  
 Name \_\_\_\_\_  
 Post \_\_\_\_\_  
 Date \_\_\_\_\_

For the person who collects/returns the security labels

I acknowledge the receipt/return\* of the above Security Labels.

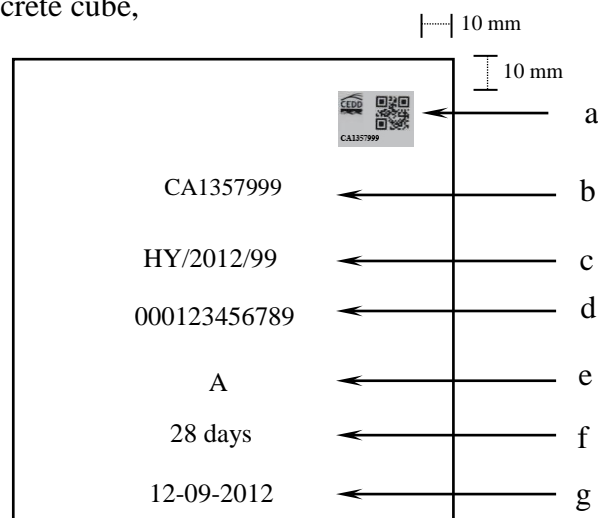
Signed \_\_\_\_\_  
 Name \_\_\_\_\_  
 Post \_\_\_\_\_  
 Date \_\_\_\_\_

\* Delete as inappropriate

## Instructions on placing of security label on test sample

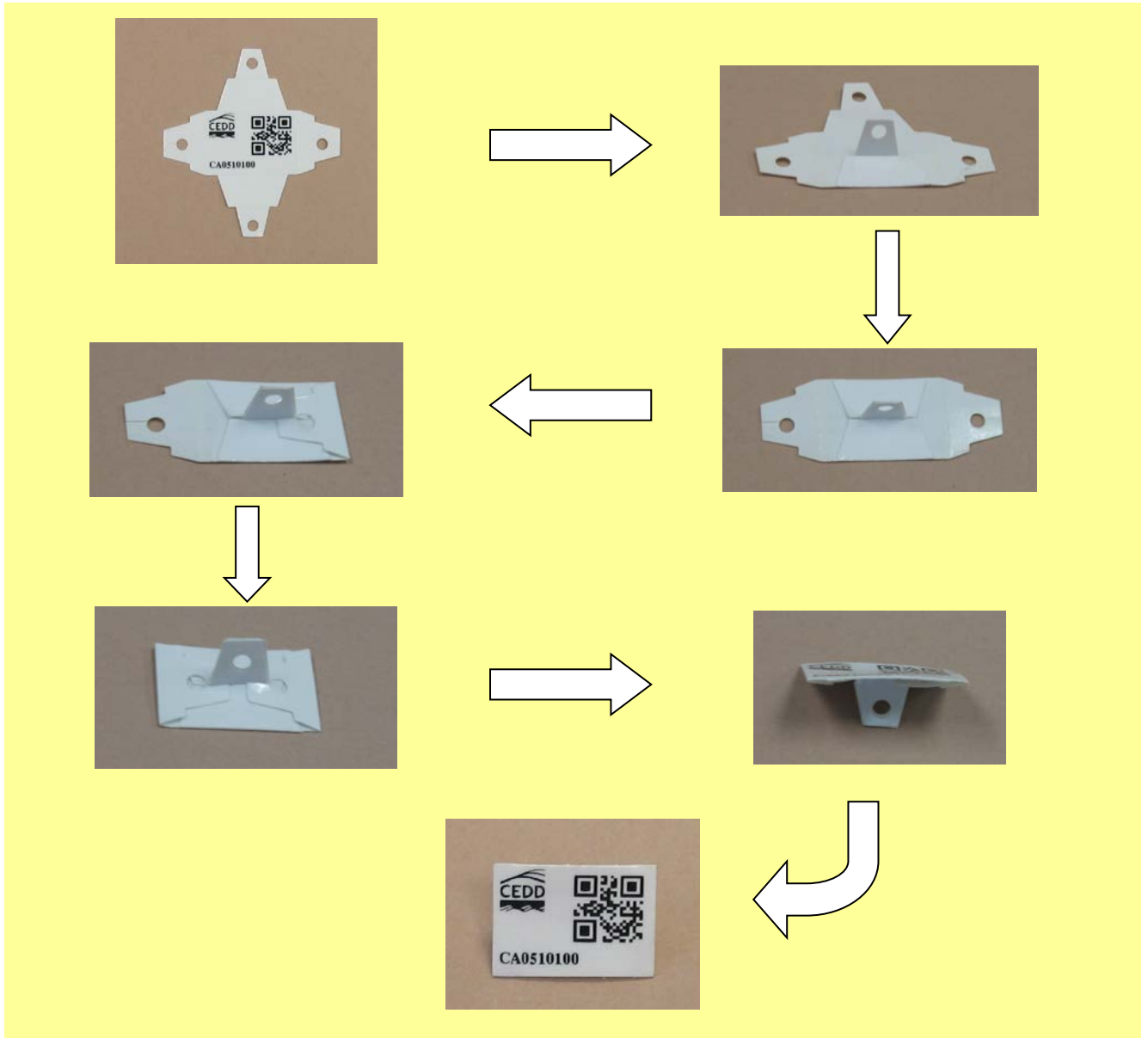
### Concrete cube

1. Please download the blank test request form [C Eng D \(GEO\) 2309](#) from the CEDD website.
2. Site staff should maintain a traceable numbering record for concrete cubes of their works projects.
3. The “Customer Test Request Ref. No.” assigned by site staff must be unique and between 2 to 12-digit alphanumeric in length.
4. Marking of concrete cube,



- Marks
- a : Security label
  - b : Security label number
  - c : Contract number
  - d : Customer Test Request Ref. No.
  - e : Cube identification mark (A, B, C, D, E, F)  
(Please tick the appropriate box on the *Form 2309* to indicate that the samples are in pairs)
  - f : Age (days) at which cube is requested to be tested
  - g : Date cube is cast

**Folding process for security label for concrete cube**



**Placing security label on the surface of fresh concrete cube**

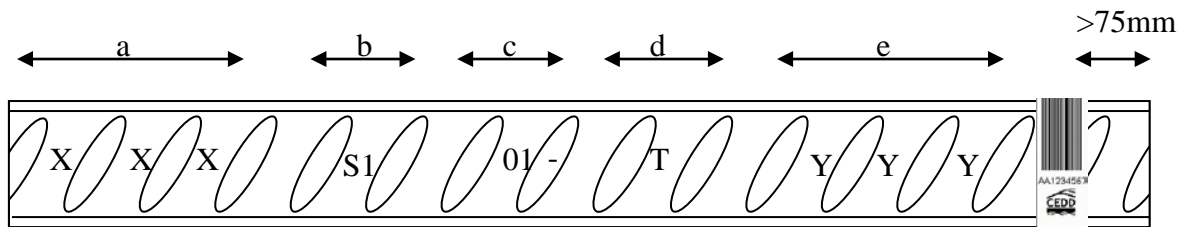


**Marking of concrete cubes**



**Steel bar**

1. Please download the blank test request form [C Eng D \(GEO\) 2403](#) from the CEDD website.
2. Site staff should maintain a traceable numbering record for steel bar of their works projects.
3. The “Customer Test Request Ref. No.” assigned by site staff must be unique and between 2 to 12-digit alphanumeric in length.
4. Marking of steel bar,



( Bar pattern should be included )

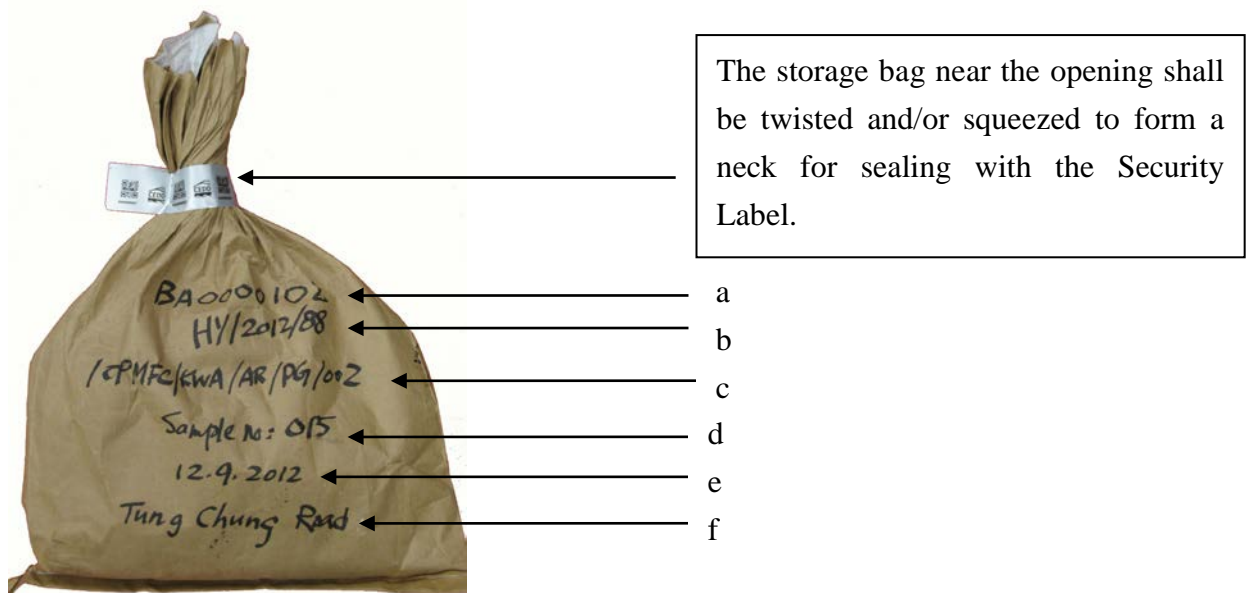
Sample length : 1.2m for 50mmφ  
1.0m for all other sizes below 50mmφ

The Security Label shall be wrapped around tightly at either end of a re-bar.

- Marks :
- a Contract number
  - b Set number
  - c Specimen No.
  - d Type of test (e.g. **T** for tensile test  
**B** for bend test  
**R** for rebend test)
  - e Security label number

**Bituminous bulk and core samples**

1. Please download the blank test request form [C Eng D \(GEO\) 2112](#) from the CEDD website.
2. Site staff should maintain a traceable numbering record for bituminous samples of their works projects.
3. Marking of sample storage bag



- |       |   |                             |
|-------|---|-----------------------------|
| Marks | a | Security label number       |
|       | b | Contract number             |
|       | c | Type of bituminous material |
|       | d | Sample number               |
|       | e | Sampling date               |
|       | f | Location                    |



4. Seal the storage bag for containing the bituminous bulk sample or bituminous cores with security label in one of the following ways:-

