

Mines Division Practice Note No. 2 (MDPN 2)
Explosives and PSEM Storage in Government Explosives Depots

Issue No.: 1	Revision: 2	Date:1.11.2022	Page: 1 of 9
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1. SCOPE

- 1.1 This practice note provides information to parties, particularly explosives suppliers, contractors, Mode A or Mode B store operators, pyrotechnic special effects materials suppliers, special effects production companies and special effects operators, who wish to make use of the Government explosives storage services.
- 1.2 Any feedback on the content of this practice note should be directed to the Chief Geotechnical Engineer/Mines, GEO, CEDD.

2. RELATED DOCUMENTS

- 2.1 Dangerous Goods Ordinance (DGO), Cap. 295
- 2.2 Dangerous Goods (Government Explosives Depots) Regulations (DG(GED)R), Cap. 295D
- 2.3 Dangerous Goods (Application and Exemption) Regulation 2012 (DG(A&E)R 2012), Cap. 295E
- 2.4 Dangerous Goods (Control) Regulation (DG(C)R), Cap. 295G
- 2.5 Entertainment Special Effects Ordinance (ESEO), Cap. 560
- 2.6 Entertainment Special Effects (General) Regulation (ESE(G)R), Cap. 560A
- 2.7 [Mines Division Practice Note No. 1 \(MDPN 1\): Delivery of Blasting Explosives and Related Safety and Security Procedures](#)

3. DEPOT OPERATING HOURS

- 3.1 There are two Government explosives depots in Hong Kong. The Kau Shat Wan Explosives Depot on Lantau Island has a notional storage capacity of 500 tonnes Net Explosive Content (NEC) (also known as Net Explosive Quantity, NEQ) in 10 underground storage magazines and 8 surface magazines. The Kowloon Explosives Depot at Sha Tin Heights is much smaller. It has a maximum storage capacity of 1.3 tonnes NEC for blasting explosives (with a hazard class of 1.1), fireworks, pyrotechnic special effects materials (PSEM) and safety cartridges (with a hazard class of 1.3 or 1.4) in 8 magazines.

Mines Division Practice Note No. 2 (MDPN 2) Explosives and PSEM Storage in Government Explosives Depots

Issue No.: 1	Revision: 2	Date: 1.11.2022	Page: 2 of 9
--------------	-------------	-----------------	--------------

- 3.2 Blasting explosives are normally received, stored and issued from the Kau Shat Wan Explosives Depot. The Kowloon Explosives Depot is generally used for the temporary storage of explosives, fireworks and PSEM.
- 3.3 The normal operating hours of both Government explosives depots are 8:40am to 3:55pm on Monday to Friday and 8:40am to 12:25pm on Saturday. There is no operation on Sunday or public holidays.
- 3.4 The issue of explosives/PSEM takes place from Monday to Saturday during the depot operating hours. The receipt of explosives/PSEM will normally be arranged only from Monday to Friday during depot operating hours. Exceptional arrangements can be made for the receipt of small quantities of explosives on a Saturday in an emergency, with the approval of the Depot Manager.
- 3.5 Receipt or issue of explosives/PSEM at the Government explosives depots between the hours of sunset and sunrise is not permitted without the permission of the Commissioner of Mines (CoM).

4. APPLICATION FOR STORAGE

- 4.1 Applications for storage of explosives/PSEM in a Government explosives depot will only be accepted provided that there is space to store the explosives/PSEM and that they have been approved for use in Hong Kong by the CoM¹ or by the Entertainment Special Effects Licensing Authority (ESELA)², respectively. The applications must be submitted via the Centralised Explosives Licensing and Management System (CELIMS) (celims.cedd.gov.hk) of Mines Division or email (mines@cedd.gov.hk) to Mines Division.
- 4.2 DG(GED)R Reg. 6 requires that an application for explosives storage should be made at least eight weeks in advance of the delivery date. In practice, an application for storage for all types of detonators can be processed with a minimum of six weeks advance notice of import. An application for the storage of small quantities (less than 10 boxes) of detonators to be imported by air-freight can be processed with a minimum of two weeks advance notice of import.

¹ The list of “Approved Explosives for Use in Hong Kong” can be found at <https://www.cedd.gov.hk/eng/public-services-forms/explosives-blasting-quarries/mines-explosives-and-blasting/information-provided-by-mines-division/list-of-approved-explosives-in-hong-kong/index.html>

² For PSEM, approval for use in this context means material either registered by the ESELA (https://esela.createhk.gov.hk/en/psem_register.php) or accepted by the ESELA for import for the purpose of applying for such material to be registered.

Mines Division Practice Note No. 2 (MDPN 2)
Explosives and PSEM Storage in Government Explosives Depots

Issue No.: 1	Revision: 2	Date: 1.11.2022	Page: 3 of 9
--------------	-------------	-----------------	--------------

- 4.3 The application shall contain the following information on the details of the explosives/PSEM in-shipment:
- (a) the date and means of the in-shipment;
 - (b) a full list of all items of explosives/PSEM in the in-shipment;
 - (c) the gross mass and NEC of each box and the total gross mass and NEC of the in-shipment;
 - (d) the date of manufacture of each item;
 - (e) the manufacturer's recommended shelf life for each item; and
 - (f) the name of the applicant's representative who will attend the Government explosives depot on the arrival date.
- 4.4 If the information on the details of the explosives/PSEM in-shipment cannot be provided at the time of the application, as a minimum the application shall contain the date and means of the explosives/PSEM in-shipment, and a list of all of the items and quantities to be stored.
- 4.5 A letter will be issued to the applicant, within five working days of receipt of the application, either:
- (a) approving the storage application; or
 - (b) approving the storage application, subject to the applicant providing additional information to the satisfaction of Mines Division, no later than five working days before the proposed in-shipment date, otherwise the application will be rejected; or
 - (c) rejecting the storage application, stating the reasons for rejection.
- 4.6 The applicant is responsible for notifying Mines Division in writing of any changes to the details of the explosives/PSEM in-shipment subsequent to receiving approval for storage.
- 5. RECEIPT OF EXPLOSIVES AND PSEM**
- 5.1 The applicant or the applicant's representative must be present and provide proof of their identity to the duty Explosives Officer if requested, when explosives/PSEM are received into a Government explosives depot or handed over to Mines Division at the airport for delivery to and storage at a depot.
- 5.2 The following documents must be presented to the duty Explosives Officer when the explosives/PSEM are handed over to Mines Division:
- (a) the letter accepting the application for storage issued by Mines Division;

Mines Division Practice Note No. 2 (MDPN 2)
Explosives and PSEM Storage in Government Explosives Depots

Issue No.: 1	Revision: 2	Date: 1.11.2022	Page: 4 of 9
--------------	-------------	-----------------	--------------

- (b) in the case of explosives, a conveyance permit issued by Mines Division and/or Marine Department;
 - (c) in the case of PSEM, a conveyance permit issued by ESELA;
 - (d) shipment clearance documents, including:
 - (i) Airway Bill and Declaration for Dangerous Goods for explosives/PSEM imported by air, or
 - (ii) Dangerous Goods Manifest for explosives/PSEM imported by sea;
 - (e) proof of identity of the applicant's representative.
- 5.3 The applicant is responsible for delivering and unloading the explosives/PSEM into the Government explosives depot. Any delivery or unloading of explosives/PSEM requiring the assistance of Mines Division's officers must be charged in accordance with the Schedule of the DG(GED)R.
- 5.4 Vehicles delivering explosives to a Government explosives depot must comply with the DG(C)R Reg. 79, 80 and 81. Vehicles delivering PSEM must comply with the ESE(G)R Sec. 24, 26 and 27.
- 5.5 Explosives/PSEM received will only be accepted for storage if they:
 - (a) conform to the information provided in the letter approving the storage of explosives/PSEM;
 - (b) exhibit no obvious visual sign of deterioration or damage;
 - (c) are properly packed, labelled and stacked; and
 - (d) have not exceeded their expiry dates.
- 5.6 A receipt acknowledging the acceptance of the explosives/PSEM for storage will be issued to the applicant or the applicant's representative when the explosives/PSEM have been handed over to the Depot Manager of Mines Division. The applicant will also be registered in the depot ledger as the account holder responsible for the explosives/PSEM.
- 6. INSPECTION OF EXPLOSIVES AND PSEM IN STORAGE**
- 6.1 The Depot Manager may sample and inspect explosives/PSEM products in storage in the Government explosives depots from time to time. Prior notice will be given one week before the day of inspection to the explosives/PSEM account holder. Full packages of explosives/PSEM product will be opened for inspection to ensure that:
 - (a) the explosives/PSEM show no evidence of deterioration or damage during storage, and

Mines Division Practice Note No. 2 (MDPN 2)
Explosives and PSEM Storage in Government Explosives Depots

Issue No.: 1	Revision: 2	Date: 1.11.2022	Page: 5 of 9
--------------	-------------	-----------------	--------------

- (b) there is no obvious evidence of non-compliance with the manufacturer's specifications or mismatch with labelling on the packaging.

- 6.2 The explosives/PSEM account holder will be invited to attend the inspection and be informed of the findings two working days after the inspection. Explosives/PSEM account holders are bound to accept the findings of Mines Division if they fail to attend the invitation for the joint inspection.

7. EXPIRED, DAMAGED AND NON-CONFORMING EXPLOSIVES AND PSEM

- 7.1 Mines Division will inform the explosives/PSEM account holder immediately when any explosives/PSEM or accessories in storage are found to have expired, are damaged or non-conforming with the manufacturer's specifications (such as being mislabelled, incorrectly colour coded, items missing from the packaging, etc.).
- 7.2 The expired, damaged or non-conforming explosives/PSEM shall be isolated from other stock items in a designated location and the explosives/PSEM account holder will not be allowed to use, dispose of, or transfer the explosives/PSEM without the approval of the CoM. The explosives/PSEM account holder will be asked to send a representative to the depot for a joint inspection of the explosives/PSEM with Mines Division to determine corrective and/or preventative action.
- 7.3 The explosives/PSEM account holder shall arrange and pay all costs for disposal of any explosives/PSEM confirmed to be expired, damaged or non-conforming.
- 7.4 For the disposal of any detonators or other explosives, the explosives account holder must obtain the agreement of the body responsible for the disposal ground and submit a method statement for the disposal work to the CoM for approval. In the case of PSEM, the account holder must obtain the approval of the ESELA.

8. APPLICATION FOR ISSUE OF EXPLOSIVES AND PSEM

8.1 General Requirements

- 8.1.1 For explosives/PSEM stored in a Government explosives depot, the account holder must apply to Mines Division to issue their explosives/PSEM either via CELIMS (celims.cedd.gov.hk) or email (mines@cedd.gov.hk) to Mines Division.
- 8.1.2 Mines Division will only issue explosives/PSEM being stored in a Government explosives depot upon the production of a conveyance permit issued by the CoM for conveyance on land and/or issued by the Director of Marine for explosives to be conveyance by sea or, in the case of PSEM, a conveyance permit or discharge permit

Mines Division Practice Note No. 2 (MDPN 2)
Explosives and PSEM Storage in Government Explosives Depots

Issue No.: 1	Revision: 2	Date: 1.11.2022	Page: 6 of 9
--------------	-------------	-----------------	--------------

issued by the ESELA. The procedures for conveyance of explosives to a blasting site or a site magazine are given in Section 4 of [MDPN1](#).

8.2 Application by Letter or E-mail

8.2.1 Mines Division will only accept an application letter or email from:

- (a) explosives/PSEM account holders, such as non-blasting explosives and PSEM suppliers, or contractors permitted to use explosives for blasting, who do not have CELIMS accounts, or
- (b) explosives/PSEM account holders applying to export explosives/PSEM out of Hong Kong, including the return of expired, damaged or non-conforming explosives/PSEM back to the country of origin.

8.2.2 The application letter shall contain the following information:

- (a) the required time and date;
- (b) a list of all items and quantities of explosives/PSEM to be issued; and
- (c) the delivery arrangement for the explosives/PSEM to be issued.

8.2.3 The following additional information must be provided in the application letter by explosives/PSEM account holders who intend to arrange their own explosives/PSEM delivery:

- (a) the licence number of the vehicle or the name of the vessel to be used for the transport of the explosives/PSEM; and
- (b) the identity of the account holder's representative who will collect the explosives/PSEM at the Government explosives depot.

8.2.4 For the export of explosives out of Hong Kong, explosives account holders must also submit with their application letter an export licence issued by the Trade and Industry Department and a letter of agreement issued by the authority of the receiving country to accept the explosives. In the case of PSEM, the account holder must obtain the approval of the ESELA.

8.2.5 If the account holder is arranging their own collection and delivery, upon receipt of approval of the application letter to issue the explosives/PSEM, the account holder must apply for a conveyance permit for conveyance of the explosives, or a conveyance permit or a discharge permit for conveyance/use of the PSEM, by land and/or by sea, in accordance with the transportation route from the Government explosives depot. When the account holder requires delivery of explosives or PSEM by Mines Division, the general requirements under section 8.3 should be followed, albeit that an application letter should be used in lieu of an application via CELIMS.

Mines Division Practice Note No. 2 (MDPN 2)
Explosives and PSEM Storage in Government Explosives Depots

Issue No.: 1	Revision: 2	Date: 1.11.2022	Page: 7 of 9
--------------	-------------	-----------------	--------------

8.3 Application via CELIMS

- 8.3.1 Only blasting explosives suppliers, who are also the explosives account holders registered under the ledger, are authorised by Mines Division to apply to issue their blasting explosives via CELIMS to blasting sites or site magazines.
- 8.3.2 As soon as the application for delivery of blasting explosives to a blasting site/site magazine has been approved, the explosives supplier must send the following information/documents to the Kau Shat Wan Explosives Depot via CELIMS for the assembly of the explosives to be issued:
- (a) an electronic issue voucher for explosives delivery service;
 - (b) the total quantity of explosives and accessories to be issued on that day to all blasting sites/site magazines; and
 - (c) the daily stock balance to compare the total stock in the explosives supplier's record with that in the depot ledger.
- 8.3.3 No explosives will be issued if any of the required information in the documents listed in para. 8.3.2 is missing or the documents are otherwise incorrectly completed, or have not been sent to the depot.
- 8.3.4 All documents required for the issue of explosives must be submitted to Mines Division before the cut-off time of 11:00am Monday to Friday and 9:30am on Saturday, one working day before the issue day or two working days in advance for depot transfer via the Kowloon Explosives Depot to a blasting site/site magazine. No late submission or revision to the application for issue of the explosives will be allowed after the cut-off time irrespective of any reasons or explanations.

9. ISSUE OF EXPLOSIVES AND PSEM

9.1 Collection of Explosives/PSEM

- 9.1.1 When collecting explosives/PSEM from a Government explosives depot, the explosives/PSEM account holder or their authorised representative must be present and must provide proof of identity to the depot Explosives Officer when requested. The following documents shall be presented to and checked by the depot Explosives Officer:
- (a) the approval to issue the explosives/PSEM together with all of the relevant supporting documents; and
 - (b) in the case of explosives, a conveyance permit issued by Mines Division and/or Marine Department; or

Mines Division Practice Note No. 2 (MDPN 2)
Explosives and PSEM Storage in Government Explosives Depots

Issue No.: 1	Revision: 2	Date: 1.11.2022	Page: 8 of 9
--------------	-------------	-----------------	--------------

- (c) in the case of PSEM, a conveyance permit or discharge permit issued by the ESELA.

9.1.2 The explosives/PSEM account holder/authorised representative must check the explosives/PSEM jointly with the depot Explosives Officer to ensure the explosives/PSEM being handed over are satisfactory. The explosives/PSEM account holder/authorised representative must acknowledge receipt of the explosives/PSEM before departing from the Government explosives depot.

9.1.3 Vehicles carrying explosives from a Government explosives depot must comply with the DG(C)R Sec. 79, 80 and 81. Vehicles carrying PSEM must comply with the ESE(G)R Sec. 24, 26 and 27.

9.2 Issue and Delivery of Explosives/PSEM

9.2.1 The explosives/PSEM to be issued by Mines Division will be assembled and checked by an Explosives Officer at the Government explosives depot against the approved application.

9.2.2 Mines Division will not allow any change to the approved application after the cut-off time. The explosives/PSEM account holder may:

- (a) accept the explosives/PSEM delivery in accordance with the approved application letter or electronic issue voucher, or
- (b) postpone the explosives/PSEM delivery for not more than two working days without additional charges (Mines Division will revise the delivery date upon request), or
- (c) cancel the explosives/PSEM delivery and accept the loss of the delivery and associated fee.

9.2.3 When the blasting explosives are delivered to a designated site, the discharge (blasting) permit holder's designated representative (a registered shot firer) on site must check and count the explosives in the presence of the duty delivery Explosives Officer and shall acknowledge that the explosives have been satisfactorily received. In case of non-blasting explosives/PSEM, the account holder/authorised representative must check, count and acknowledge receipt of the explosives/PSEM.

Mines Division Practice Note No. 2 (MDPN 2)
Explosives and PSEM Storage in Government Explosives Depots

Issue No.: 1	Revision: 2	Date: 1.11.2022	Page: 9 of 9
--------------	-------------	-----------------	--------------

10. INCLEMENT WEATHER

10.1 The Government explosives depots will not receive or issue any explosives/PSEM in the following events:

- (a) for the Kau Shat Wan Explosives Depot, when the Hong Kong Observatory has issued a tropical cyclone warning signal No. 3 or higher, or has announced that it is likely to be issued, and for the Kowloon Explosives Depot, when the Hong Kong Observatory has issued a tropical cyclone warning signal No. 8 or higher, or has announced that it is likely to be issued;
- (b) when a red or black rainstorm warning is in force;
- (c) when a thunderstorm warning is in force affecting the region of the Government explosives depot; or
- (d) when in the opinion of the Depot Manager the weather conditions are likely to be unsafe for delivery of explosives, such as very rough sea conditions at the Kau Shat Wan Depot.

11. ENQUIRIES ON EXPLOSIVES AND PSEM STORAGE

	Telephone No.
Senior Geotechnical Engineer/Mines 2	3842 7223
Senior Explosives Officer	3842 7242
Explosives Officer/Explosives Depot 1 (Kau Shat Wan)	2984 0855
Explosives Officer/Explosives Depot 3 (Kowloon)	3842 7248
Emergency Contact (outside office hours)	8103 0722
CELIMS (Hotline)	3842 7210

(Jessie KWONG Shun-man)
for Commissioner of Mines