CHAPTER 7  CONTRACT MANAGEMENT

PARAGRAPH 5  RECORDS

(a) Para. 5.13  Add “/survey” after “inspection” in the fourth sentence of first paragraph.

Add the following sentences after the first paragraph:

When the standard forms could not be submitted prior to the time for inspection/survey due to exceptional circumstances with prior agreement by the ER, the standard forms should be submitted no later than 3 calendar days following the inspection/survey. Under no circumstances should the works be covered up or put out of view without the approval of the ER.

Add the following paragraph after the third paragraph:

Implementation of the mechanism of request for inspection/survey should be included as a standard item in the technical audit carried out by Works Departments in accordance with paragraph 21.2.1 of Chapter 7 of the PAH. The audit team should carry out spot check by specifying the events, locations and dates and requesting the ER to provide the respective standard forms. The audit should include the requirements given in the contract specifications and as outlined above. The standard forms should be checked whether they were timely submitted, duly completed and signed and properly documented.

PARAGRAPH 21  MISCELLANEOUS

(b) Para. 21.21  Replace “and” with “,” and add “and ICAC Assignment Report No. 18/2017 – Control of Construction Components Prefabricated outside HK for Infrastructure Projects” after “General Conditions of Contract” in the reference after the heading.

Add the following item after item (a):

(b) Normally, when the need for employment of IIA is
identified during design stage of a project, the project office is required to stipulate the requirements in sub-paragraphs (a)(i) to (a)(vii) above in the contract documents in accordance with paragraph 9.28 of PAH Chapter 5. Under special circumstance when the need for employment of IIA is only identified during construction stage of a project (e.g. unanticipated large-scale fabrication works proposed by the Contractor), the Contractor should be required to obtain the project office’s approval on the appointment of IIA and the project office should also require the IIA concerned to comply with the requirements in sub-paragraph (a) above.

Replace “supervisory staff” with “RSS” and “inspections” with “supervision (including inspection)” in item (c) (ii).

Replace “inspection officers” with “RSS” in item (c) (iv).

Replace item (c) (v) with “review any need for reimbursement of further subsistence allowance to the RSS due to recruitment difficulty, taking into account that accommodation and transport are normally provided through the works contracts. If this is necessary, seek the approval of the departmental Resident Site Staff Establishment Committee (RSSEC) on the proposed reimbursement cap which may be determined with reference to the similar prevailing Government practice if appropriate;”.

Add the following item after item (c):

(d) If in-house staff are deployed to supervise and inspect fabrication of large-scale or safety-critical construction components in the fabrication area, the project office should suitably document the supervision arrangement for such construction components (e.g. inspection frequencies, rank of officers to conduct the inspections), in a format commensurate with or similar to Quality Site Supervision Plan (QSSP) adopted in consultant-managed projects.

Add the following item after item (e):

(f) Where the required material compliance tests cannot be undertaken by the Public Works Laboratories as advised by CGE/S&T of GEO, it is an existing practice for the Contractor to propose an independent laboratory to perform the tests concerned, subject to
the approval of the Engineer and compliance with the policy outlined in WBTC No. 14/2000. For test samples transported from the fabrication yard to such Contractor’s proposed laboratory, project office should implement appropriate measures (e.g. using non-detachable security tags/labels, locking test samples in a secured box, using designated trucks for delivery etc.) to ensure security of the test samples during the transportation process. Reference can be drawn to the Guidance Notes on the use of Security Labels for Concrete Cube/Steel Bar/Bituminous Samples published by Public Works Laboratories of GEO.

APPENDICES

Add “(RISC)” after “Request for inspection and survey check” and the following paragraph after “(PAH 7.5.13 and GCC(CE) 44)” in item C.27 of Annex B:

Random checking of the RISC forms - Depending on the number of RISC forms submitted in the audit period which has not yet been covered by technical audit before, the auditor should determine the sampling size. The RISC forms to be checked should be selected by the auditor.

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Civil Engineering and Development Department
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