



**Civil Engineering and Development Department  
Technical Circular No. 07/2017**

**Diving Inspection Services of Port Works Division**

**Introduction**

This technical circular (TC) sets out the procedures for making arrangements with the Port Works Division of this Department for diving inspection services.

**Effective Date**

2. This TC takes immediate effect.

**Effect on Existing Circular**

3. This TC supersedes Civil Engineering and Development Department (CEDD) TC No. 43/2004 which is hereby cancelled. Apart from editorial amendments, the revision excludes the internal arrangements for maintenance contracts undertaken by the Port Works Division.

**Background**

4. The diving team of the Port Works Division, comprising staff with appropriate diving qualifications and experience as divers, conducts diving inspections of existing public and private marine structures on a regular and need basis. Depending on availability of resources, the diving team may provide the following services upon request:

- (a) diving inspection of underwater works below +0.3 m Chart Datum e.g. seawall construction; and
- (b) diving inspection to observe the conditions of underwater structures or seabed.

5. The diving team is capable of carrying out diving inspections down to a maximum depth of 40 m. However, for safety reasons, diving inspection services may not be provided to areas where hazards to diving staff are envisaged, such as confined areas and heavily polluted waters.

## **Arrangement for Diving Inspection Services for CEDD Works Contracts**

6. If the diving inspection services are requested to cover a substantial period of a CEDD works contract, the project engineer should, during the tender preparation stage, advise the Chief Engineer/Port Works (CE/PW) of the requirements for diving inspection service at least four months before commencement of the works contract. The project engineer should provide CE/PW with relevant details, including works to be inspected, anticipated periods and frequency of diving inspections, and drawings showing the locations and levels.

7. CE/PW will review available staff resources and advise the project engineer whether the diving team can provide diving inspection services for the works contract. If resources are not available, CE/PW will advise the project engineer of the recommended course of action to take, upon consultation with the Deputy Head of the Civil Engineering Office (Port and Land) if necessary. The recommended action may include employment of an independent diving inspection firm or diving agent through the works contract.

8. For those works contracts CE/PW has agreed to provide diving inspection services after a review as set out in paragraph 7 above, the project engineer should book direct with the head of the diving team<sup>1</sup> 14 days before the date of each proposed diving inspection appointment. If the diving inspection cannot be scheduled as requested, the head of the diving team will arrange another mutually convenient date with the project engineer. Following confirmation of the date of appointment, the project engineer should forward to the head of the diving team a duly completed and signed Diving Inspection Request Form as shown in **Appendix A**.

## **Arrangement for Diving Inspection Services to Other Bureaux / Departments**

9. Diving inspection services may also be provided to other government bureaux / departments, subject to availability of diving staff resources in the Port Works Division. Other bureaux / departments wishing to use diving inspection services should check with CE/PW for availability and make due arrangements to be recorded in writing with the Port Works Division.

## **Enquiries**

10. Enquiries about this TC should be addressed to CE/PW.

( Signed )

( LAM Sai-hung )

Director of Civil Engineering and Development

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<sup>1</sup> The head of the diving team is Engineer/ District 1 of the Port Works Division or any other officer assigned to undertake this duty.

Engineer's Request No. \_\_\_\_\_

**Diving Inspection Request Form**

From: \_\_\_\_\_ To: Head of Diving Team

Ref.: \_\_\_\_\_ Date: \_\_\_\_\_

Contract No.: \_\_\_\_\_

Project Title: \_\_\_\_\_

Inspection Work Required:

(i) Location of Works

\_\_\_\_\_

(ii) Estimated diving depth

\_\_\_\_\_

(iii) Attached drawing / sketch numbers

\_\_\_\_\_

Special Information Required in the Report:

\_\_\_\_\_

Inspection Required:

As soon as possible

On or before \_\_\_\_\_

On \_\_\_\_\_

Contact Person:

Name \_\_\_\_\_

Post \_\_\_\_\_

Tel. No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Section & Division \_\_\_\_\_

Signed \_\_\_\_\_

( \_\_\_\_\_ )

Name of Project Engineer

Date of Inspection

Scheduled \_\_\_\_\_

Re-scheduled \_\_\_\_\_

Actual \_\_\_\_\_