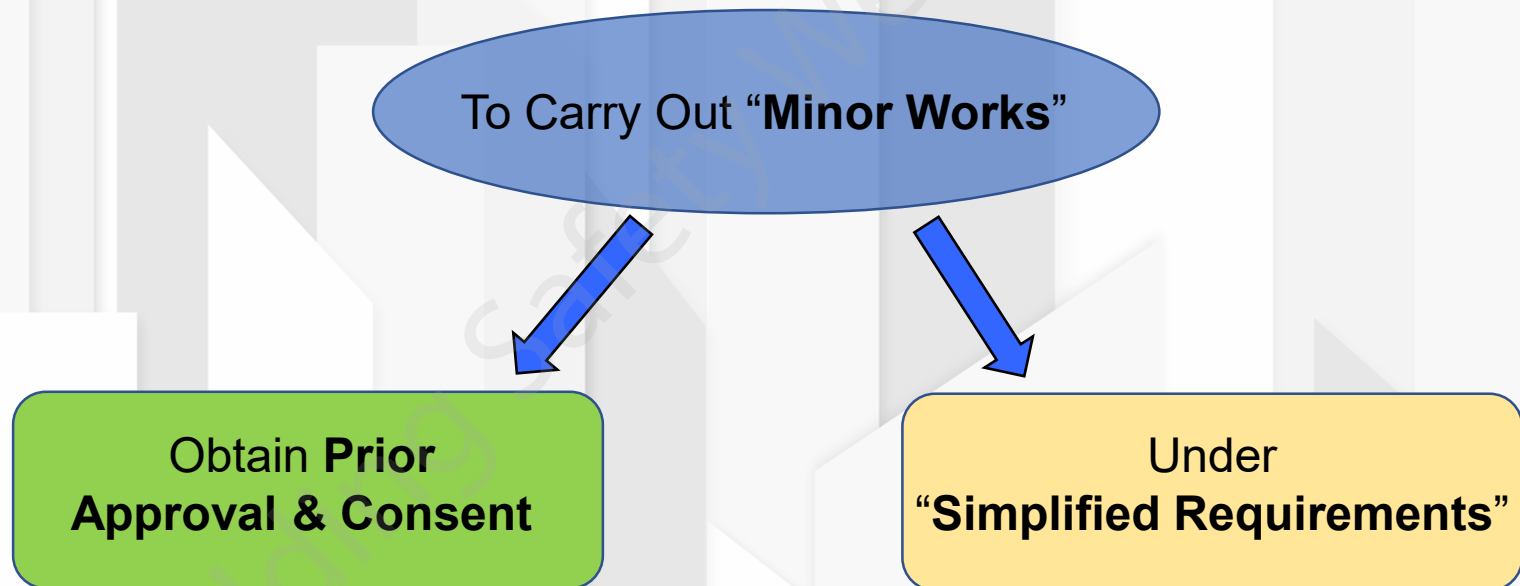


# **Minor Works Control System ("MWCS") and Contractor Performance Enhancement Scheme ("CPES")**

***Pang Yuk-lung, Michael  
Chief Officer/Minor Works & Signboard Control,  
Buildings Department***

**31 December 2010**  
**Implementation of  
Minor Works Control System**



## Class of Minor Works

**Class I**

**Class II**

**Class III**

**Relatively  
more  
complicated**

**Comparatively  
less  
complicated**

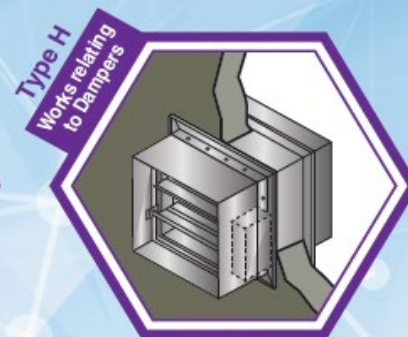
**Small scale &  
common at  
household**

**High**

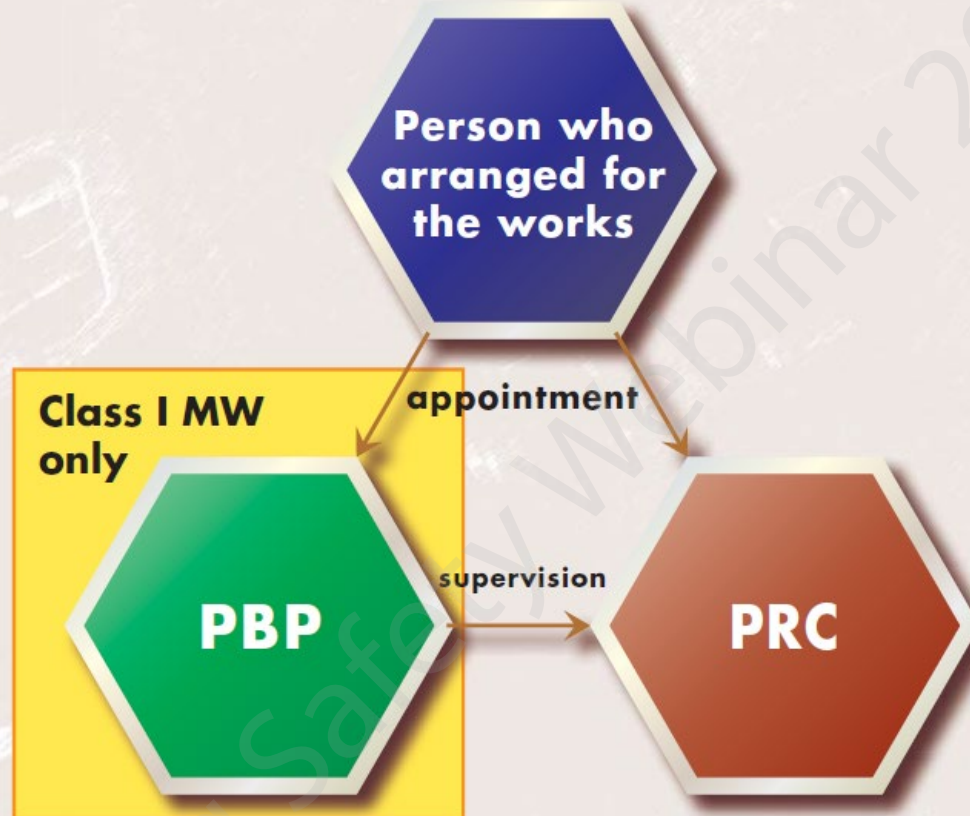
Degree of  
Complexity

**Low**

## 8 Types of Minor Works

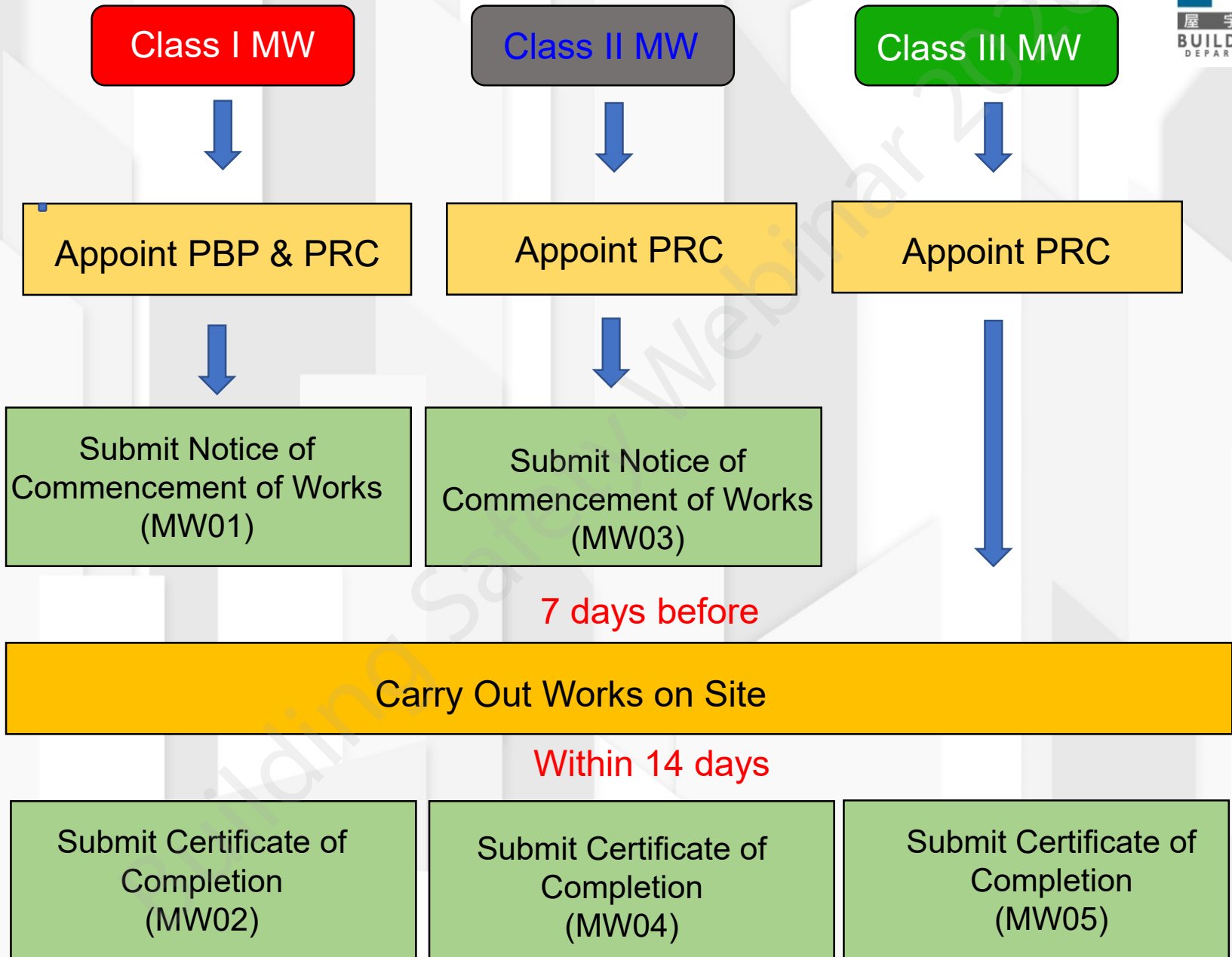






**Prescribed Building Professionals  
(AP, RI, RSE & RGE)**

**Prescribed Registered Contractors  
(RGBC, RSC, RMWC)**



LOW risk & LESS complicated  
Building Works



**Designated Exempted Works (“DEW”)**

# **Building (Minor Works) (Amendment) Regulation 2020**

**Come into operation on  
1 September 2020**

# Summary of the Change in the Numbers of the Minor Works (“MW”) Items

	Class I MW Items	Class II MW Items	Class III MW Items	Total MW Items
1. No. of extant MW items	44	40	42	<b>126</b>
2. No. of repealed MW items	4	0	5	9
3. No. of new MW items	18	28	24	70
4. No. of amended MW items	16	18	22	56
Total [(1)-(2)+(3)]	58	68	61	<b>187</b>

# Summary of the Change in the Numbers of the Designated Exempted Works (“DEW”) Items

Designated Exempted Works (DEW)	
1. No. of extant DEW items	15
2. No. of new DEW items	15
3. No. of amended DEW items	8
Total = (1)+(2)	30

# Building (MW) (Amendment) Regulation 2020



To designate more small-scale building works as MW which includes the following major features :

- ✓ **Greening features** to promote a green and quality environment, e.g. **planters, ponds or fountains; trellises; metal frames for growing of plants**
- ✓ **Amenity features** to improve the standard and quality of the building, e.g. **retractable awnings; supporting frame for suspending air conditioning plant inside building; ventilation ducts** and associated frames;
- ✓ **Building maintenance and repair features** to enhance building safety and facilitate building maintenance, e.g. **cat-ladders, curtain wall, cladding**



# Types of Minor Works Items

- Type A (Alteration and Addition Works)
- Type B (Repair Works)
- Type C (Works relating to Signboards)
- Type D (Drainage Works)
- Type E (Works relating to Structures for Amenities)
- Type F (Finishes Works)
- Type G (Demolition Works)
- **Type H (Works relating to Ventilation System inside Building)**

# Greening Features

## Planters, Ponds or Fountains

- Small planters, ponds or fountains are designated as MW to facilitate erection of small outdoor landscaping features

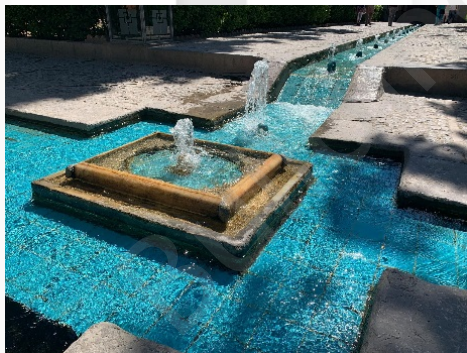
### Planter (On roof)

- **NEW** Class I (MW item **1.52**) for **erection** or **alteration**
- **NEW** Class III (MW item **3.52**) for **repair** or **removal**



### Planters, ponds or fountains (On-grade)

- **NEW** Class II (MW item **2.52**) and DEW item **24** for **erection**, **alteration**, **repair** or **removal**





# Trellis

- Trellis on grade/ on roof are designated as MW to encourage wider provision of green features.
- **NEW** Class I (MW item **1.45**) for **erection** or **alteration**
- **NEW** Class II (MW item **2.45** & **2.44**) for **erection**, **alteration** or **removal**
- **NEW** Class III (MW item **3.44**) for **repair**



# Metal Supporting Frame for the Growing of Plants

- Supporting frame fixed to external wall of a building
  - **NEW** DEW item **26** for **erection, alteration, repair** or **removal**

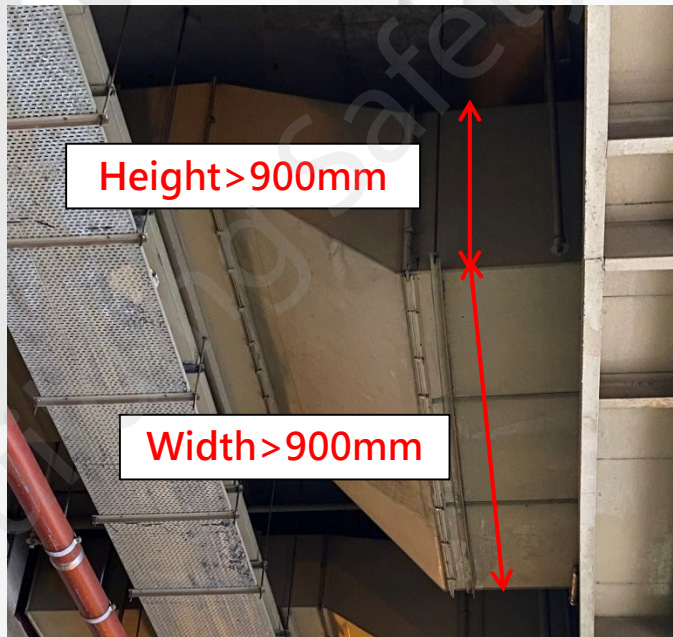


# Amenity Features



# Metal Ventilation Ducts & Associated Supporting Frames Inside a Building

- Ventilation duct (smallest cross-sectional dimensions **> 900mm**) is designated as MW to enhance the quality control and worker's safety
  - **NEW** Class I (MW item **1.46**) for **erection** or **alteration**
  - **NEW** Class II (MW item **2.46**) for **erection** or **alteration**





# Fire Dampers in a Ventilation System

- Fire damper in a ventilation system is designated as MW to address the industry concern and to enhance the quality of installation of fire damper
- **NEW** Class II (MW item **2.42**) for **erection** or **alteration**
  - Upon submission of the certificate of completion of minor works (Form MW04), an **inspection certificate** certified by a **Registered Specialist Contractor in the Ventilation Works Category** is required
    - PNAP APP13



# Supporting Frame for Suspending an Air-Conditioning Plant or Mechanical Ventilation Plant Inside a Building

- To enhance regulatory control and to facilitate application of license for food business, supporting frame for suspending an A/C or a mechanical ventilation plant > 150 kg is designated as MW.
- **NEW** Class I (MW item 1.51) for erection or alteration



# NEW Type H MW Items

- MW Item **1.46** & **2.46** (Metal Ventilation Ducts & Associated Supporting Frames Inside a Building)
- MW Item **2.42** (Fire Dampers in a Ventilation System)
- MW Item **1.51** (Supporting Frame for Suspending an Air-Conditioning Plant or Mechanical Ventilation Plant Inside a Building)

**RGBC**, **RSC(V)** and **Type H RMWC** are competent to carry out Type H MW

# External Metal Ventilation Duct or Associated Supporting Frame

- To facilitate application the erection of external ventilation ducts, these works are designated as MW or DEW.
  - **NEW** Class I (MW item **1.47**) for **erection** or **alteration**
  - **NEW** Class II (MW item **2.47**) for **erection** or **alteration**
  - **NEW** Class III (MW item **3.47** & **3.48**) for **erection** or **alteration**
  - **NEW** DEW item **22** & **23** for **erection**, **alteration** or **removal**



# Solid Fence Wall, Mesh Fence, Metal Railing and Pole

- On-roof solid fence walls, mesh fences or metal railings are designated as MW items to facilitate the carrying out of commonly found works for demarcation of ownership

## Fence Wall (On roof)

- **NEW** Class I, II & III (MW item **1.55**, **2.55** & **3.55**) for **erection** or **alteration**
- **NEW** Class II & III (MW item **2.61** & **3.61**) for **repair**
- **NEW** Class II & III (MW item **2.64** & **3.64**) for **removal**
- **NEW** DEW item **20** for **erection**, **alteration**, **repair** or **removal**



## Mesh Fence/ Metal Railing (On roof)

- **NEW** Class I, II & III (MW item **1.56**, **2.56** & **3.56**) for **erection** or **alteration**
- **NEW** Class II & III (MW item **2.62** & **3.62**) for **repair**
- **NEW** Class II & III (MW item **2.60** & **3.60**) for **removal**
- **NEW** DEW item **18** for **erection**, **alteration**, **repair** or **removal**

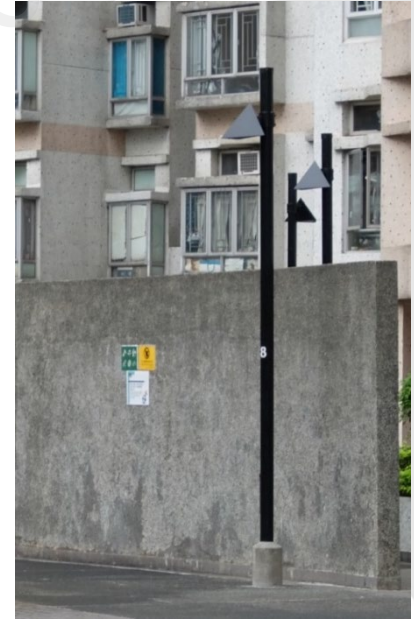




# Solid Fence Wall, Mesh Fence, Metal Railing and Pole

## Pole (On grade)

- **NEW** Class I, II & III (MW item **1.53** & **2.53**) for **erection** or **alteration**
- **NEW** Class I, II & III (MW item **1.58**, **2.59** & **3.59**) for **repair**
- **NEW** Class II & III (MW item **2.66** & **3.66**) for **removal**
- **NEW** DEW item **17** for **erection**, **alteration**, **repair** or **removal**



## Pole (On roof)

- **NEW** Class I, II & III (MW item **1.54**, **2.54** & **3.54**) for **erection** or **alteration**
- **NEW** Class II & III (MW item **2.60** & **3.60**) for **repair**
- **NEW** Class II & III (MW item **2.63** & **3.63**) for **removal**
- **NEW** DEW item **19** for **erection**, **alteration**, **repair** or **removal**



# Solid Fence Wall, Mesh Fence, Metal Railing and Pole

Erection of mesh fence, metal railing or pole on top of a solid fence wall

- **NEW** Class I (MW item **1.59**)
- **NEW** Class II (MW item **2.57**)
- **NEW** DEW item **21**





# Solid Fence Wall, Mesh Fence, Metal Railing and Pole

- Repair/ Removal of Mesh fence/ Solid fence wall on-grade are designated as MW items to facilitate the maintenance works

## Mesh fence/ metal railing (On grade)

- **NEW** Class I, II & III (MW item **1.58**, **2.58** & **3.58**) for **repair**
- **NEW** Class II (MW item **2.67**) for **removal**
- **NEW** DEW item **16** for **erection** or **alteration**



## Solid fence wall (On grade)

- **NEW** Class I & III (MW item **1.57** & **3.57**) for **repair**



# Supporting Structures or Metal Casing for Building Services Installation\*



- **NEW** Class I & III (MW item **1.50** & **3.50**) for **erection** or **alteration**

## \***Building Services Installation (BSI)**

includes :

solar water heating system, photovoltaic system, antenna, transceiver, air-conditioning unit, water cooling tower, light fitting, pump set and any duct associated with any of the installations

excludes :

water tank, lift, stairlift, lifting platform, ventilation duct and radio base station

# Supporting Frame for Light fitting, Antenna or Transceiver

- To meet public demand for telecommunication networks, and to cover commonly encountered services, structure for supporting antenna/transceiver and light fitting projecting from external wall are designated as MW

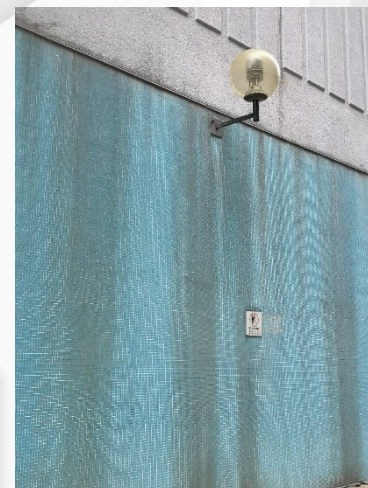
## Antenna/ Transceiver

- **NEW** Class II (MW item **2.49**) for **erection** or **alteration**
- **AMENDED** Class I & III (MW item **1.28 & 3.27**) for **erection**, **alteration** or **removal**



## Light fitting

- **NEW** Class II (MW item **2.49**) for **erection** or **alteration**
- **AMENDED** Class I & III (MW item **1.28 & 3.27**) and DEW item **13** for **erection**, **alteration** or **removal**





# Retractable Awning

- Retractable awning to provide the benefits of weather protection while keeping the interior cooler and lowering the energy cost
  - **NEW** Class II (MW item **2.43**) for **erection**, **alteration** or **repair**
  - **NEW** Class III (MW item **3.43**) for **removal**



# Metal Wind Guard or Window Security Grille

- **NEW** Class II (MW item **2.41**) for **erection**, **alteration**, **repair** or **removal** (*Wind Guard*)
- **NEW** DEW item **27** for **erection**, **alteration**, **repair** or **removal** (*Wind Guard & Window Security Grille*)



# Building Maintenance and Repair

## External Renderings/ Wall Tiles or Roof Finishes/ Waterproofing

- Repair and maintenance of roof finishes are designated as MW to encourage owners to carry out the works timely and properly so as to keep the building safe and in sound condition
  - **NEW** Class I (MW item **1.62**) for laying or repair of any roof finishes if thickness is more than the original design
  - **AMENDED** Class II (MW item **2.34**) and DEW **7** for laying or repair of any roof finishes if thickness is not more than the original design
  - **NEW** DEW item **29** for **laying** or **replacement** of waterproofing



# Water Tank

- Erection of GRP water tank of **capacity  $\leq 4.5 \text{ m}^3$**  are designated as MW to facilitate irrigation of greenery and erection for compliance with fire safety improvement works
- **NEW** Class I (MW item **1.49**) for **erection** or **alteration** of GRP water tank
  - On-grade or on a slab (other than a cantilevered slab)
  - Capacity of the tank  **$\leq 4.5 \text{ m}^3$**
- **AMENDED** Class II (MW item **2.4**) for **removal** of any water tank
  - On-grade or on a slab
  - Capacity of the tank  **$\leq 9 \text{ m}^3$**

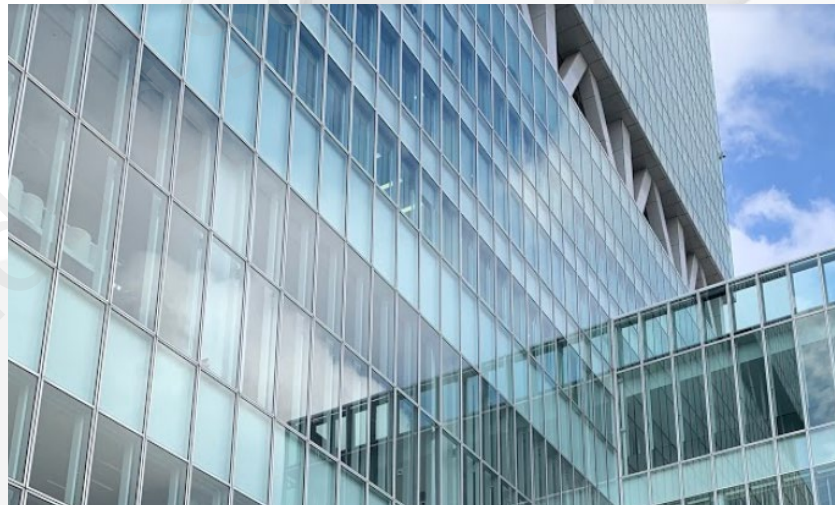


# Window or Window Wall

- To facilitate the upkeeping of window and window wall in sound condition:
  - **NEW** Class I (MW item **1.60**)
    - In accordance with the original design for **repair** or **replacement** (Span of structural element >6m)
  - **AMENDED** Class II (MW item **2.8**)
    - Span of structural element  $\leq 6\text{m}$
    - In accordance with original design -- Any distance above ground
    - NOT in accordance with original design
      - If the distance between the highest point of the window/ window wall and the ground **>100m**
        - Area of the external wall opening for the window/ window wall  **$\leq 6\text{m}^2$**
        - Length or width (whichever is shorter) of the opening  **$\leq 1.8\text{m}$**

## Curtain Wall

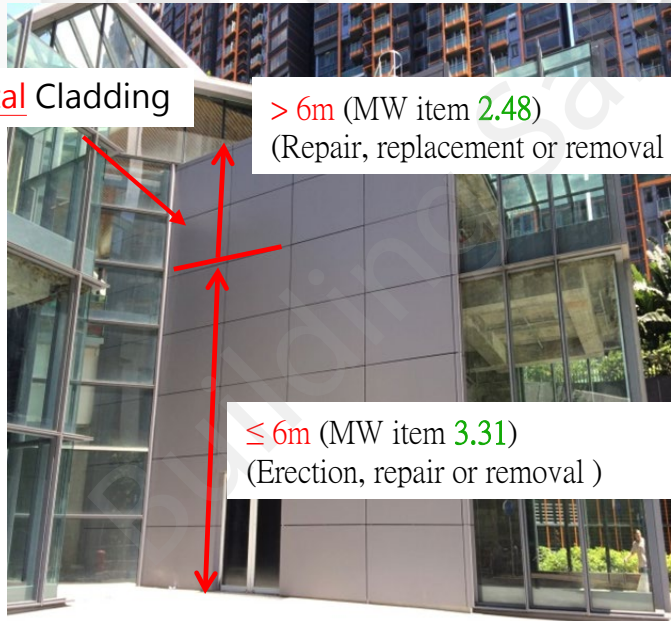
- Repair and replacement of curtain is designed as MW to facilitate timely and proper repair and maintenance.
- **NEW** Class I (MW item **1.61**) for **repair** or **replacement** of curtain wall
  - In accordance with the original design
  - NOT involve the replacement of any supporting structure, or any structural element, that connects the wall to its parent structure (e.g. mullion & transom)



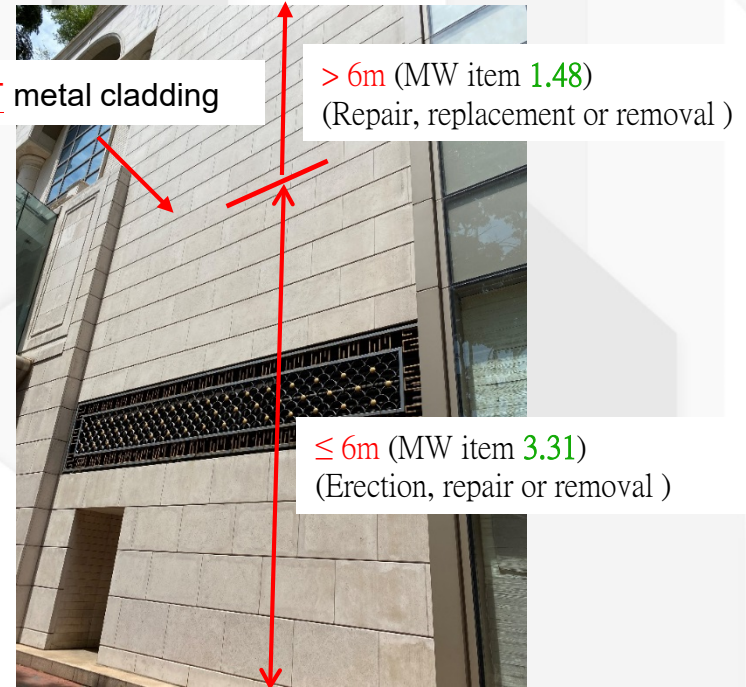
# External Cladding

- **AMENDED** Class III (MW item **3.31**) for **erection**, **repair** or **removal**
  - Distance between any part of the cladding and the adjoining ground/ roof  $\leq 6\text{m}$ 
    - to include metal cladding not fixed to external wall (e.g. canopy, covered walkway, balcony or verandah)
- **NEW** Class I (MW item **1.48**) for **repair**, **replacement** or **removal** of external cladding
  - In accordance with original design
- **NEW** Class I (MW item **2.48**) for **repair**, **replacement** or **removal** of external metal cladding
  - In accordance with original design

Metal Cladding



NOT metal cladding





# Access for Maintenance

- Structures related to access for maintenance are designated as MW to facilitate the maintenance works:

## External metal structure providing access for maintenance

- **NEW** Class II (MW item **2.50**) for **repair**, **replacement** or **removal**
  - In accordance with the original design for **repair** or **replacement**





# Access for Maintenance

## External cat-ladder

- **NEW** Class II (MW item **2.51**) for **erection** or **alteration**
- **NEW** Class III (MW item **3.51**) for **repair** or **removal**
- **NEW** DEW item **28** for **erection**, **alteration**, **repair** or **removal**



# External Non-load Bearing Wall

- To facilitate the formation and reinstatement of small-size openings  $\leq 150\text{mm}$  on non-load bearing external walls for passage of services and pipeworks which are common and of low risk
- **NEW** Class III (MW item **3.45**) for **formation** of openings
- **NEW** Class III (MW item **3.46**) for **reinstatement** of external non-load bearing wall in respect of which an opening has been formed

# Routine Maintenance of Slope or Retaining Wall

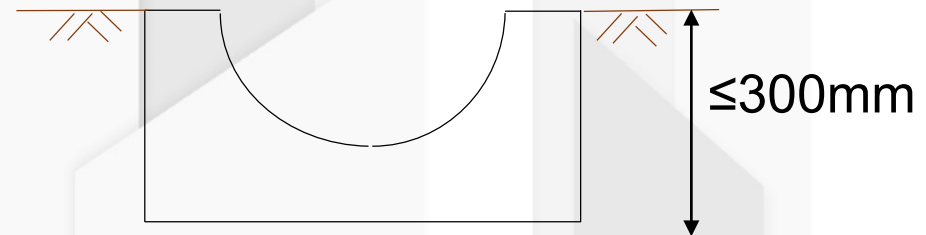
- To facilitate building owners to carry out timely and proper maintenance for slope safety
- **NEW** Class III (MW item **3.53**) for **repair** of:
  - any pointing in a masonry retaining wall
  - the hard cover of any natural, formed or man-made slope
  - any surface drainage channel, catch-pit or sand-trap connected to a retaining wall or natural, formed or man-made slope

NOT involve any excavation of a depth >300mm or any replacement or removal of masonry blocks



# Surface Drainage Channel

- To facilitate building owners to carry out timely and proper maintenance:
  - **NEW** DEW item **25** (**Addition**, **alteration**, **repair** or **removal** of surface drainage channel on-grade)
    - Depth of the channel  $\leq 300\text{mm}$
    - The channel is not for any natural, formed or man-made slope or any retaining wall



# Repair of Structural Elements

- **AMENDED** Class I (MW item **1.17**) to include:
  - Recasting or replacement of any structural elements
  - Involve the dismantling of the whole of the floor/ roof
  - Involve the removal of core from the structural member by drilling
  
- **AMENDED** Class II (MW item **2.17**) to include:
  - Repair of concrete projection from the structural member
    - ◆ Thickness of projection  $\leq 125\text{mm}$
    - ◆ Projection  $\leq 150\text{mm}$



# Repair of External Non-load Bearing R.C. Walls

- To facilitate the repair of window sill or similar projections
  - **AMENDED** Class I (MW item **1.15**) to include:
    - Repair of concrete projection from the wall
  - **AMENDED** Class II (MW item **2.15**) to include:
    - Repair of concrete projection from the wall
      - ◆ Thickness of projection  **$\leq 125\text{mm}$**
      - ◆ Projection  **$\leq 150\text{mm}$**

# Display Surface of Signboard

- To facilitate the replacement of display surface of signboard:
  - **NEW** Class II (MW item **2.68**) and DEW item **30** for **installation, alteration, replacement** or **removal** of the display surface of signboard
  - **AMENDED** Class II (MW item **2.23**) for **replacement** of the display surface of signboard

# Other Amended MW Items

# Protective Barrier

- To enable the carrying out of certain MW items (e.g. erection of staircases, floor openings, etc) in one-go,
- **Amended** Class I (MW item **1.6**) to include erection of protective barrier (other than an external RC wall or block wall)



# Excavation Work

- Delete “the works are not carried out within area number 1 or 3 of the scheduled areas”
- MW item 1.12, 2.11 & DEW item 9 (Excavation works)
  - MW item 1.25, 1.26, 1.36, 2.28, 2.29 & 2.36 (Underground drain works)
  - MW item 1.11 & 2.10 (Spread footing works)
  - MW item 2.22 (Outdoor signboard together with a spread footing works)

If the MW are carried out in Area Number 3 of the Scheduled Areas , agreement from MTRCL is required (PNAP APP-24/ PNRC14)



# Excavation Work

MW item [1.25](#), [1.26](#), [1.36](#), [2.28](#), [2.29](#) & [2.36](#) (Underground drain works)

- **Amend** “the distance between any point of the excavation and ~~any structure or building~~ is at least equal to the depth of the excavation”



“the distance between any point of the excavation and **the bottom of any retaining wall/ the toe of any slope with a gradient > 15°** is at least equal to the depth of the excavation”

# Thickening of Floor Slab

➤ Density of screeding  $\leq 650$  ~~kg/m<sup>3</sup>~~ → **1200** kg/m<sup>3</sup>

Amended MW item		3.41 (Domestic Flat)	3.42 (Non-domestic Flat)
Thickness of screeding	Density of screeding $\leq 650 \text{ kg/m}^3$	<p>25mm – 75mm</p> <p>In the case that the aggregate area of the screeding <math>\leq 1.5 \text{ m}^2</math> within a floor area of <math>10 \text{ m}^2</math> of the flat and the nearest horizontal distance between each of the area of screeding <math>&gt; 2 \text{ m}</math>, the thickness of the screeding: 25mm – 150mm</p>	<p>25mm – 125mm</p> <p>In the case that the aggregate area of the screeding <math>\leq 2.5 \text{ m}^2</math> within a floor area of <math>10 \text{ m}^2</math> of the flat and the nearest horizontal distance between each of the area of screeding <math>&gt; 2 \text{ m}</math>, the thickness of the screeding: 25mm – <del>150</del> <b>200</b> mm</p>
	Density of screeding $> 650 \text{ kg/m}^3$	<p><b>25mm – 45mm</b></p> <p>In the case that the aggregate area of the screeding <math>\leq 1 \text{ m}^2</math> within a floor area of <math>10 \text{ m}^2</math> of the flat and the nearest horizontal distance between each of the area of screeding <math>&gt; 2 \text{ m}</math>, the thickness of the screeding: <b>25mm – 100mm</b></p>	<p><b>25mm – 75mm</b></p> <p>In the case that the aggregate area of the screeding <math>\leq 2 \text{ m}^2</math> within a floor area of <math>10 \text{ m}^2</math> of the flat and the nearest horizontal distance between each of the area of screeding <math>&gt; 2 \text{ m}</math>, the thickness of the screeding: <b>25mm – 150mm</b></p>

# Transitional Arrangement

# Transitional Arrangement

## Exempted Works → Minor Works

- Building works that were exempted from section 14(1) of the Building Ordinance (i.e. “exempted works”) and were carried out before the amendment date (i.e. 1 September 2020). On and after the amendment date, the building works are not regarded as minor works (still exempted).

## Designated Exempted Work → Minor Work

- Building works that were designated exempted works and were carried out before the amendment date (i.e. 1 September 2020). On and after the amendment date, the building works are regarded as designated exempted works.

# Transitional Arrangement

## Amended Minor Works Items

- Building works that were minor works falling within the description of a pre-amended item and were carried out before the amendment date (i.e. 1 September 2020). On and after the amendment date, the building works are regarded as minor works falling within the description of the amended item.

## Repealed Minor Works Items

- Building works that were minor works falling within the description of a repealed item and were carried out before the amendment date (i.e. 1 September 2020). On and after the amendment date, the building works are regarded as minor works falling within the description of the covering item.



# Transitional Arrangement

Repealed Item	Covering Item
1.13	1.50
1.18	1.50
1.19	1.50
1.29	1.50
3.9	3.2 (to the extent that the repealed item relates to removal works)
	3.50 (to the extent that the repealed item relates to erection & alteration works)
3.10	3.2
3.14	3.2 (to the extent that the repealed item relates to removal works)
	3.50 (to the extent that the repealed item relates to erection & alteration works)
3.15	3.2 (to the extent that the repealed item relates to removal works)
	3.50 (to the extent that the repealed item relates to erection & alteration works)
3.28	3.2 (to the extent that the repealed item relates to removal works)
	3.50 (to the extent that the repealed item relates to erection & alteration works)

# Publicity and Public Education

- BD will conduct public education and publicity programmes for practitioners, property management agencies and the general public to promulgate the amended MWCS
- Update the Technical Guideline on MWCS and publish pamphlets with general guidelines on the new arrangement.

# Contractor Performance Enhancement Scheme

# Contractor Performance Enhancement Scheme

- BD will issue Warning Letters (“WL”) to Registered Contractors (“RC”) if irregularities were identified during audit under MWCS or MWIS.
- To enhance the performance of RC, and to assist them to better understand the requirements and purposes of the building laws.
  - Contractor Performance Enhancement Scheme (“CPES”) takes effect from 31 December 2019

# Contractor Performance Enhancement Scheme

## ➤ Warning Letter



YOUR REF 來函檔號 :  
OUR REF 本署檔號 : BD 00/19  
FAX 圖文傳真 : 2537 4992  
TEL 電話 : 2626 1616  
[www.bd.gov.hk](http://www.bd.gov.hk)

地址欄 1  
地址欄 2  
地址欄 3  
地址欄 4  
XXXXXX 先生

XXXXXX 先生 :

警告信

**Inform RC the  
accorded  
Performance Points  
("PP") in the WL**



# Contractor Performance Enhancement Scheme

When the total PP accorded to RC is **15 or over**

➤ Notification Letter



YOUR REF 來函檔號：

OUR REF 本署檔號： BD 00/19

FAX 圖文傳真： 2537 4992

TEL 電話： 2626 1616

[www.bd.gov.hk](http://www.bd.gov.hk)

地址欄 1

地址欄 2

地址欄 3

地址欄 4

XXXXX 先生

XXXXX 先生：

**Inform RC the  
cumulative PP**

**Inform RC to  
attend Performance  
Enhancement Course  
("PEC")**

通知信

# Contractor Performance Enhancement Scheme

RC complete PEC within 3 months and submit attendance certificate



**Remit 15 PP**

During each RC's registration period,  
a MAX. of 15PP can be remitted

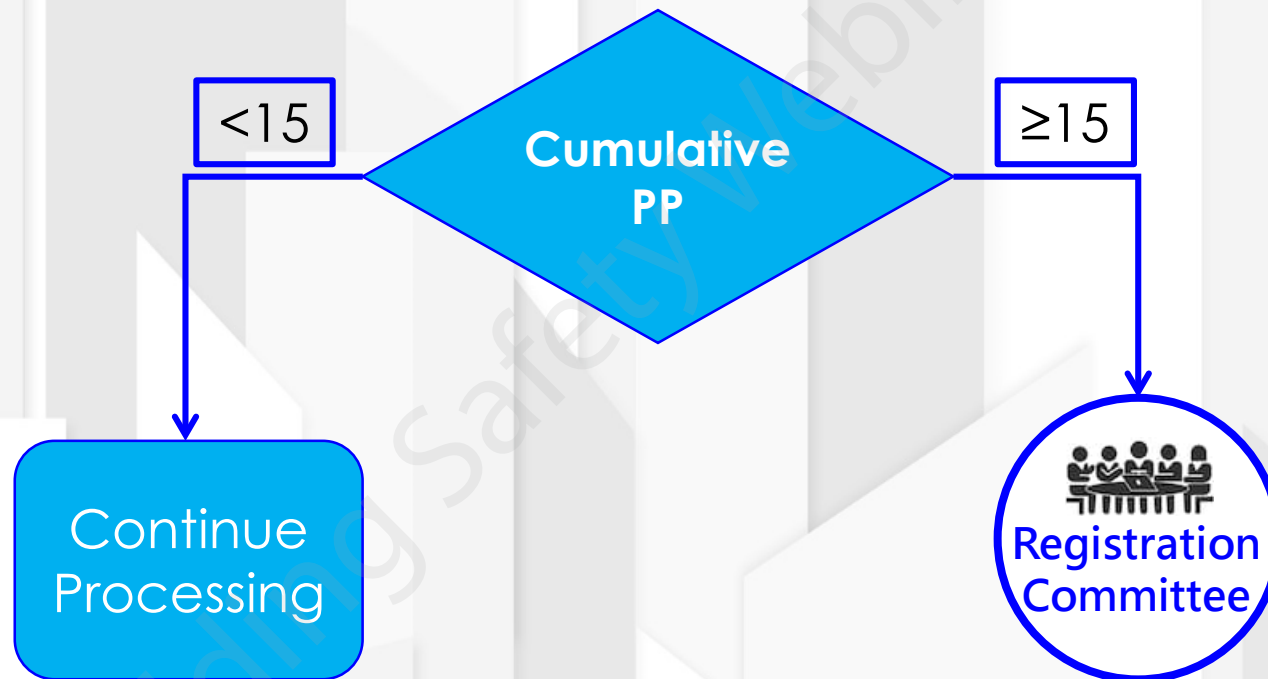
# Contractor Performance Enhancement Scheme

## Performance Enhancement Course (“PEC”)

- Purpose:  
Better understanding of legislative requirements, administrative procedures and relevant technical knowledge on MWCS and MWIS
- 2 types of PEC:
  - a) For RC who is qualified to be a QP
  - b) For RC who is not qualified to be a QP
- 3 hours course organised by a recognised institution (IVE)

# Contractor Performance Enhancement Scheme

- Renewal/Restoration Applications



# Contractor Performance Enhancement Scheme

## ➤ Marking Scheme

Item No.	Irregularities	Performance Points
	<b>Technical</b>	
T1	Not carrying out window inspection/minor works personally (if needed)	7
T2	Works not meeting required statutory or technical standards (i) Aspects on building safety (ii) Other aspects	5 3
T3	Improper supervision of works	5
T4	Minor irregularities in carrying out window inspection and repair works (e.g. rusty window frame unattended)	2



# Contractor Performance Enhancement Scheme

## ➤ Marking Scheme

Item No.	Irregularities	Performance Points
	<b>Procedural</b>	
P1	Misrepresentation of a material fact in the submitted documents	7
P2	Material deviations from submitted plans	7
P3	Without obtaining prior approval and consent under the BO for carrying out building works other than minor works / designated exempted works / exempted works	5
P4	Not qualified to certify / carry out respective class / type / item of minor works	5
P5	Not submitting prescribed / specified documents / plans within statutory period	3
P6	Insufficient documents / information	2

# Contractor Performance Enhancement Scheme

## ➤ Marking Scheme

Item No.	Irregularities	Performance Points
	<b>Procedural (Cont.)</b>	
P7	Unauthorised use of the BD's logo	2
P8	Repeatedly not responding to BD's written warning concerning aspects of deficiencies or non-compliances without a reasonable explanation	2
	<b>Miscellaneous</b>	
M1	Special cases (e.g. blatant cases, extensive quantities or other misconduct)	depending on circumstances (not more than 7)

# Contractor Performance Enhancement Scheme

PNRC 38 Appendix N  
&  
PNRC 69 Appendix P

**Thank You**