

To: The Director of Water Supplies
47/F Immigration Tower
7 Gloucester Road
Wan Chai
Hong Kong

Quality Water Supply Scheme for Buildings
– Fresh Water (Management System)
(Direct Water Supply Building)

I/We* apply for acceptance to the Quality Water Supply Scheme for Buildings – Fresh Water (Management System) (referred to as the “Scheme” below).

Type of application <i>(please check ONE box)</i>	
<input type="checkbox"/> New Application¹ (validity of certificate ² being 2 years)	<input type="checkbox"/> Renewal Application (validity of certificate ² being 2 years for current certificate holder submitting application within 3 months before or after expiry of current certificate)

A. Type of Building(s)

Please indicate the type of building(s) applying to join the Scheme by checking ONE box below:

- Buildings (residential) – Total no. of residential flats: _____
- Buildings (commercial or combined commercial and residential) – Total no. of residential flats: _____

B. Particulars of the Applicant

Name of Owner / Owners’ Corporation (If applicable, Registration Certificate No.: _____) / Owners’ Committee / Operator / Management Agent / Government Departments* / Others: (please specify)

Correspondence address: _____

Name of contact person: _____

Post / Title of contact person: _____

Contact tel. no. : _____ Fax no.: _____

Contact e-mail address: _____

¹ Renewal application beyond 3 months after the expiry of the latest certificate will be treated as a new application.

² Three grades of certificates will be classified according to the following criteria:

Blue Certificates: New participation or continuous participation with less than 4 years;

Silver Certificates: Continuous participation with 4 years or more but less than 6 years; and

Gold Certificates: Continuous participation with 6 years or more.

* Renewals submitted later than 3 months after the expiry date of the last certificates will be considered as new applications.

C. Information of the Building:

Name(s): _____

Age(s): _____

Address(es): _____

D. Documents to be included in the application

The application shall be submitted together with the following documents for each building:

<i>New application</i>
<ul style="list-style-type: none">• A Water Safety Plan for building (WSPB) (Direct Water Supply Building), including general description, first time inspection record
<i>Renewal application</i>
<ul style="list-style-type: none">• Water Supplies Department will inform the applicant to provide at least 3 sets of routine checking/inspection record for sampled checking after receiving the application

E. Quality Control Checking by the Water Supplies Department (WSD)

Applications will be randomly selected and checked by the WSD for completion of WSPB and proper documentation. In particular, checking on records of monthly checks (by the Designated Person (DP)), annual checks (by the Qualified Person (QP)), or the internal audit report will be conducted by the WSD. For any major non-compliance that can seriously affect the effectiveness of WSPB identified during the above check, such as inaccurate water supply flow diagrams, incomplete checking records, failure to produce audit reports or non-compliance with assessment criteria etc., the applicant shall rectify the non-compliance with the WSD’s verification within 3 months from the date of the WSD’s notice, otherwise the certificate will be invalidated and the applicant shall return it to the WSD.

F. Terms and Conditions

1. I/We* declare that all the information and supporting documents provided for the purpose of this application are true, accurate and complete.
2. I/We* have maintained the internal plumbing system up to the requirements of the Scheme for keeping the good quality of government water supplies throughout the inside service up to the consumers’ taps.
3. I/We* shall ensure that all my/our staff are fully aware of and observe the requirements and assessment criteria of the Scheme at all times during the validity period of the certificate.
4. I/We* shall co-operate with the WSD for checking the compliance of the prescribed criteria of the Scheme if considered necessary by the WSD.
5. I/We* agree that none of the members of the WSD nor the Advisory Committee on Water Supplies (ACWS) shall have any responsibility or liability whatsoever in relation to any dealings between the Scheme certificate holder and the holder’s customers arising from the Scheme.
6. I/We* shall not behave in a manner which may jeopardize or damage the reputation or interests of the Government of the HKSAR, the WSD or the ACWS.
7. I/We* agree that the certificate remains the property of the WSD and shall return

the certificate if required by the WSD, for example, any major non-compliance that can seriously affect the effectiveness of WSPB, such as inaccurate water supply flow diagrams, incomplete checking records, failure to produce audit reports or non-compliance with assessment criteria etc., the applicant shall rectify the non-compliance with the WSD's verification within 3 months from the date of the WSD's notice, otherwise the certificate will be invalidated and the applicant shall return it to the WSD.

8. I/We* shall not transfer the certificates to other persons or organisations without the permission of the WSD.
9. I/We* shall take full accountability and responsibility for disclosure of the information concerning the application upon request by third parties.
10. I/We* shall handle requests for information concerning the application, whilst the WSD will not disclose such information to a third party and will destroy the same after 5 years from the date of receipt from the applicant.
11. I/We* agree to abide by the Terms and Conditions of the Scheme.

Applicant (Owner / Owners' Corporation / Owners' Committee / Government Departments*/Others (please specify)

1. I/We* support that the applicant has adequate capacity and has committed to performing and observing the Terms and Conditions as specified under Part G of this form.
2. I/We* understand that if there is a change in building management company the certificate of the Scheme will expire on that day. For the certificate to remain valid, I/We* shall instruct the new company to submit an "Undertaking Form for Incoming Building Management Company" (Form B – downloadable from www.wsd.gov.hk) within 1 month and to continue to perform and observe all the requirements of and the Terms and Conditions of the Scheme).

Authorised signature: _____ Date: _____

Name & title: _____ Company chop: _____

Management contract valid till date: _____

Name of Owner / Owners' Corporation / Owners' Committee / Government Department*:

Correspondence address: _____

** please delete whichever not applicable*