	<b>Civil Engineering and Development Department</b>			
	Title:	Guidelines for Management of General Specification for Civil Engineering Works		
	Revision No.:	1	Issue Date:	22 December 2021
	Prepared By:	Quality Management & Standards Unit, HQ, CEDD		

## Scope

1. This document promulgates the guidelines and Terms of Reference of Section Owners for management of the General Specification for Civil Engineering Works (GS)/Guidance Notes on the GS.

## Effective Date

2. This document takes immediate effect.


## Background

3. With the joint effort of works departments, the General Specification for Civil Engineering Works, 2020 Edition was published in December 2020.

4. Each Section of the GS will be reviewed/updated as and when required by the Section Owner. Works departments that have taken part in drafting the GS have agreed to act as the Section Owners for various sections of the GS. Each Section Owner has assigned Subject Officer(s) to carry out its duties. The Section Owners and Subject Officers for all Sections of the GS are given at **Appendix A**.

5. The membership of the Steering Committee for the General Specification for Civil Engineering Works is given at **Appendix B**.

6. For easy reference, the current post holders of the Subject Officers and the Chairman and members of the Steering Committee for the General Specification for Civil Engineering Works and their contact details have been obtained from the Government Directory and reproduced at **Appendix C**. This Appendix will be updated every six months.


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## Terms of Reference

7. The Terms of Reference of Section Owners are: -
- (a) To initiate amendments to the GS/Guidance Notes on the GS to cope with the policy guidelines/requests issued by bureaux/departments/relevant parties.
  - (b) To consult the relevant bureaux/departments/parties as appropriate when drafting the proposed amendments to the GS/Guidance Notes on the GS.
  - (c) To submit the proposed amendments to the GS/Guidance Notes on the GS to the Steering Committee for the General Specification for Civil Engineering Works for endorsement.
  - (d) To review the GS/Guidance Notes on the GS for issuing a new edition of GS in future when necessary.

## Enquiries

8. Enquiries on this document should be addressed to Senior Engineer/Quality Management and Standards of Civil Engineering and Development Department, who acts as the Secretary of the Steering Committee for the General Specification for Civil Engineering Works.

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## Appendix A


### List of Section Owners

Notes:


- The duties of the Section Owner are to be carried out by the Subject Officer assigned by the Section Owner.
- Senior Engineer/Quality Management & Standards (SE/QM&S) of CEDD, as the Secretary of the Steering Committee for the General Specification for Civil Engineering Works, liaises with the Subject Officers on the proposed amendments before submitting the final draft of the amendments to the Steering Committee for the General Specification for Civil Engineering Works for endorsement.
- Abbreviation (applicable to this document including all Appendices):

GS	General Specification for Civil Engineering Works
CEDD	Civil Engineering and Development Department
DSD	Drainage Services Department
HD	Housing Department
HyD	Highways Department
WSD	Water Supplies Department
CE	Chief Engineer
CGE	Chief Geotechnical Engineer
SE	Senior Engineer


GS SECTION	TITLE	SECTION OWNER	SUBJECT OFFICER
1.	General	CEDD	SE/Contract Adviser 1 (SE/CA1), Headquarters (HQ)
2.	Site Clearance	CEDD	SE/6, Land Works (LW) Division

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<b>GS SECTION</b>	<b>TITLE</b>	<b>SECTION OWNER</b>	<b>SUBJECT OFFICER</b>
3.	Landscape Softworks and Establishment Works	CEDD	SE/6, Land Works (LW) Division
4.	Fencing	CEDD	SE/6, Land Works (LW) Division
5.	Drainage Works	DSD	Technical Secretary 1 (TS(1))
6.	Earthworks	CEDD	SE/2 (S), South Development Office (SDO)
7.	Geotechnical Works	CEDD	CGE/Landslip Preventive Measures 3 (CGE/LPM3)
8.	Piling Works	HyD	SE/P1, Bridges & Structures (B&S) Division
9.	Carriageways: Sub-base Material and Bituminous Materials	HyD	SE/R&D(2), Research & Development (R&D) Division
10.	Concrete Carriageways	HyD	SE/R&D(3), Research & Development (R&D) Division
11.	Miscellaneous Roadworks	HyD	SE/R&D(1), Research & Development (R&D) Division
12.	Traffic Signs, Road Markings and Road Studs	HyD	SE/R&D(3), Research & Development (R&D) Division

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<b>GS SECTION</b>	<b>TITLE</b>	<b>SECTION OWNER</b>	<b>SUBJECT OFFICER</b>
13.	Work for Electrical and Mechanical Installations	WSD	SE/Design (Standard), Design Division
14.	Formwork and Finishes to Concrete	DSD	SE/DP2, Drainage Projects (DP) Division
15.	Steel Reinforcement	CEDD	SE/Concrete Lab, Standards and Testing (S&T) Division
16.	Concrete and Joints in Concrete	CEDD	SE/Concrete Lab, Standards and Testing (S&T) Division
17.	Prestressing	HyD	SE/P1, Bridges & Structures (B&S) Division
18.	Steelwork	HyD	SE/P1, Bridges & Structures (B&S) Division
19.	Handrailing, Ladders, Stairs and Flooring	HyD	SE/R&D(1), Research & Development (R&D) Division
20.	Bridgeworks	HyD	SE/P1, Bridges & Structures (B&S) Division
21.	Marine Works	CEDD	SE/P3, Port Works (PW) Division
22.	Water Supply Pipeworks	WSD	SE/Design (Standard), Design Division

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GS SECTION	TITLE	SECTION OWNER	SUBJECT OFFICER
23.	Water Retaining Structures	WSD	SE/Design (Standard), Design Division
24.	Building Works	WSD	SE/Design (Standard), Design Division
25.	Environmental Protection	CEDD	SE/Safety & Environmental Adviser (SE/SEA), Headquarters (HQ)
26.	Preservation and Protection of Trees	CEDD	SE/6, Land Works (LW) Division

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	Title:	Guidelines for Management of General Specification for Civil Engineering Works – Appendix B		
	Revision No.:	B 1	Issue Date:	18 August 2020
	Prepared By:	Quality Management & Standards Unit, HQ, CEDD		

## Appendix B

### Steering Committee for the General Specification for Civil Engineering Works

#### Membership

**Chairman:** Assistant Director (Technical) (AD(T)), CEDD

**Members:** Chief Engineer/Land Works (CE/LW), CEDD

Chief Geotechnical Engineer/Landslip Preventive Measures 3 (CGE/LPM3), CEDD

Chief Highway Engineer/Research & Development (CHE/R&D), HyD


Chief Civil Engineer 1 (CCE1), HD

Chief Engineer/Design (CE/Design), WSD

Technical Secretary/EDO (TS(E)), CEDD

Technical Secretary/1 (TS/1), DSD

**Secretary:** Senior Engineer/Quality Management & Standards (SE/QM&S), CEDD


	<b>Civil Engineering and Development Department</b>			
	Title:	Guidelines for Management of General Specification for Civil Engineering Works – Appendix C		
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	Prepared By:	Quality Management & Standards Unit, HQ, CEDD		

## Appendix C


### Contact Details of the Chairman and Members of the Steering Committee for the General Specification for Civil Engineering Works and Subject Officers

Post	Current Post Holder	Lotus Notes Email Address	Telephone Number
<b>Steering Committee for the General Specification for Civil Engineering Works</b>			
AD(T), CEDD	Dr. KWAN Shun Hang, Julian	&CEDD/AD(T)_DIR	2762 5004
CE/LW, CEDD	Ms LAW Po Yee, Annie	&CEDD/CE_LWD	2762 5620
CGE/LPM3, CEDD	Mr. SIU Chong Ki	&CEDD/CGE_LP3	2762 5469
CHE/R&D, HyD	Mr. HO Kwok Tim	&HYD/RND/CHE	2762 3451
CCE1, HD	Mr. LEE Yun Cheung, Rudolf	Rudolf YC LEE/HD/HKSARG	3549 6478
CE/Design, WSD	Mr. CHAN Chi Yuen	&WSD/CE_Des	2829 4353
TS/EDO, CEDD	Mr. LAI Sze Yuen, Matthew	&CEDD/TS_EDO	3842 7095
TS/1, DSD	Ms. SHING Ne Chi, Alice	&DSD/HQ/TS1	2594 7018
SE/QM&S, CEDD	Miss LAU Kwok Yin, Wendy	&CEDD/SE_QMS_QMS	2762 5081



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Post	Current Post Holder	Lotus Notes Email Address	Telephone Number
<b>Subject Officers</b>			
SE/CA(1), HQ, CEDD (Section 1)	Mr. FU Wang Kit, Thomas	&CEDD/SE_CA1_CAU	2762 5021
SE/6, LW Division, CEDD (Sections 2, 3, 4 & 26)	Mr. CHEUNG Sai Kwong, Tony	&CEDD/SE_6_LWD	2762 5656
TS1, DSD (Section 5)	Ms. SHING Ne Chi, Alice	&DSD/HQ/TS1	2594 7018
SE/2 (S), SDO, CEDD (Section 6)	Mr. Poon Kwok Chung, Peter	&CEDD/SE_2_SDO	3842 7011
CGE/LPM3, CEDD (Section 7)	Mr. SIU Chong Ki	&CEDD/CGE_LP3	2762 5469
SE/P1, B&S Division, HyD (Sections 8, 17, 18 & 20)	Mr. KWONG Yiu Chung	&HYD/BSTR/SE/P1	3903 6506
SE/R&D(2), R&D Division, HyD (Section 9)	Mr. WONG Shiu Tong, Alvin	&HYD/RND/SE/R&D2	2762 3454
SE/R&D(1), R&D Division, HyD (Sections 11 & 19)	Ms. TONG Wing Sze, Theresa	&HYD/RND/SE/R&D1	2762 3440
SE/R&D(3), R&D Division, HyD (Sections 10 & 12)	Mr. Au Ying Luen, Alex	&HYD/RND/SE/R&D3	2762 3460

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<b>Post</b>	<b>Current Post Holder</b>	<b>Lotus Notes Email Address</b>	<b>Telephone Number</b>
CE/DP, DSD (Section 14)	Mr. WONG Hip Lik, Thomas	&DSD/DP/CE	2594 7400
SE/Concrete Lab, S&T Division, CEDD (Sections 15 & 16)	Mr. TAM Siu Ming, Wallace	&CEDD/SE_C_L_LAB	2305 1309
SE/P3, PW Division, CEDD (Section 21)	Mr. LAM Chi Kuen, Leo	&CEDD/SE_P3_PWD	2762 5556
SE/Design(Std), Design Division, WSD (Sections 13, 22, 23 & 24)	Mr. WONG Man Kei, Thomas	&WSD/SE_Des[Std]	2829 4469
SE/SEA, HQ, CEDD (Section 25)	Mr. HUNG Wing Kei, Jason	&CEDD/SE_SEA_SEA	2762 5621

Note: The current post holder, his/her email address and telephone number are obtained from the Government Directory and are reproduced here for easy reference. The details of the latest post holder should always be referred to the Government Directory.