

RECORD OF ENGINEER INSPECTION FOR MAINTENANCE (SHEET 2 OF 10)		
SLOPE/RETAINING WALL REFERENCE NO.		
CONDITION OF SOIL SLOPE		
Items to be checked	Condition	Works Needed
Impermeable surface cover (Yes/No)	Good/Fair/Poor	
Weepholes (Yes/No)	Clear/Partly blocked/Blocked	
Vegetated surface (Yes/No)	Good/Fair/Poor	
Drainage channels (Yes/No)	Clear/Partly blocked/Blocked	
	No/Moderate/Severe Cracking	
Catchpits and sand traps (Yes/No)	Clear/Partly blocked/Blocked	
	No/Moderate/Severe Cracking	
Associated culverts & natural drainage lines (Yes/No)	Clear/Partly blocked/Blocked	
Stabilisation Measures (Yes/No)	Good/Fair/Poor	
Others (Specify)		
Questions to be asked	Remarks	Works Needed
Any recent slope failure? (Yes/No)	Record any of these anomalies since the last inspection and note any recurrence of the same problem. If yes to any of these questions, give details of the observations and implications of the problems (continue on separate sheets if necessary).	
Any recent erosion? (Yes/No)		
Any recent movement? (Yes/No)		
Any tension cracks at the crest? (Yes/No)		
Any recent seepage? (Yes/No)		
Any other signs of distress (please specify)? (Yes/No)		
COMMENTS (continue on separate sheets if needed)		

RECORD OF ENGINEER INSPECTION FOR MAINTENANCE (SHEET 3 OF 10)		
SLOPE/RETAINING WALL REFERENCE NO.		
CONDITION OF RETAINING WALL		
Items to be checked	Condition	Works Needed
Weepholes (Yes/No)	Clear/Partly blocked/Blocked	
Mortar joints/pointing (Yes/No)	Good/Fair/Poor	
Drainage channels (Yes/No)	Clear/Partly blocked/Blocked	
	No/Moderate/Severe Cracking	
Outlets of drainpipes (Yes/No)	Clear/Partly blocked/Blocked	
Concrete facing (Yes/No)	Good/Fair/Poor	
Others (Specify)		
Questions to be asked	Remarks	Works Needed
Any recent wall settlement? (Yes/No)	Record any of these anomalies since the last inspection and note any recurrence of the same problem. If yes to any of these questions, give details of the observations and implications of the problems (continue on separate sheets if necessary).	
Any recent wall cracking? (Yes/No)		
Any recent wall tilting? (Yes/No)		
Any recent wall bulging? (Yes/No)		
Any recent seepage? (Yes/No)		
Any other signs of distress (please specify)? (Yes/No)		
COMMENTS (continue on separate sheets if needed)		

RECORD OF ENGINEER INSPECTION FOR MAINTENANCE (SHEET 4 OF 10)		
SLOPE/RETAINING WALL REFERENCE NO.		
CONDITION OF ROCK SLOPE		
Items to be checked	Condition	Works Needed
Impermeable surface cover (Yes/No)	Good/Fair/Poor	
Weepholes (Yes/No)	Clear/Partly blocked/Blocked	
Vegetated surface (Yes/No)	Good/Fair/Poor	
Drainage channels (Yes/No)	Clear/Partly blocked/Blocked	
	No/Moderate/Severe Cracking	
Catchpits and sand traps (Yes/No)	Clear/Partly blocked/Blocked	
	No/Moderate/Severe Cracking	
Associated culverts & natural drainage lines (Yes/No)	Clear/Partly blocked/Blocked	
Stabilisation measures & protection (please specify) (Yes/No)	Good/Fair/Poor	
Rock mesh netting, its anchorage points & wire ropes (Yes/No)	Good/Fair/Poor	
	Firmly Fixed/Detached	
Others (Specify)		
Questions to be asked	Remarks	Works Needed
Any recent rockfall? (Yes/No)	Record any of these anomalies since the last inspection and note any recurrence of the same problem. If yes to any of these questions, give details of the observations and implications of the problems (continue on separate sheets if necessary).	
Any loose blocks on slope? (Yes/No)		
Any loose wedges on slope? (Yes/No)		
Any badly fractured zone? (Yes/No)		
Any open joints at the crest? (Yes/No)		
Any recent seepage? (Yes/No)		
Any other signs of instability (please specify)? (Yes/No)		
COMMENTS (continue on separate sheets if needed)		

RECORD OF ENGINEER INSPECTION FOR MAINTENANCE (SHEET 5 OF 10)	
SLOPE/RETAINING WALL REFERENCE NO.	
BURIED WATER-CARRYING SERVICES (including ducting systems and conduits)	
◆ Will services adversely affect the slope or retaining wall in event of leakage?	(Yes/No)
◆ Has there been any change to services since last Engineer Inspection for Maintenance?	(Yes/No)
◆ Are there signs of water leakage from services?	(Yes/No)
◆ Do any services need immediate leakage testing?	(Yes/No)
◆ Is re-routing of services necessary and practicable?	(1) (Yes/No)
◆ Do any services require regular checks? (If yes, recommend frequency)	(Yes/No)
If yes in any of the above items, give details of observations and/or recommendations: (continue on separate sheets if needed) -----	
Others -----	
GENERAL COMMENTS	
◆ Has Stability Assessment/upgrading works* been carried out?	(Yes/No)
◆ Has the stability of the slope/retaining wall* previously been assessed to be adequate?	(Yes/No)
◆ Are the engineering approach used, the assumptions and conclusions made in the previous Stability Assessment reports reasonable in light of the current practice and safety standards? (If no, give details)	(Yes/No)
◆ Is there any change that has taken place, which could have reduced the stability of the slope/retaining wall since the last Stability Assessment/upgrading works*? (If yes, give details of observations?)	(Yes/No)
◆ Has the consequence-to-life category of the slope/retaining wall changed? (If yes, from _____ to _____ and update slope record for facilities type affected)	(Yes/No)
◆ Is the frequency of Routine Maintenance Inspections satisfactory? (If no, recommend new frequency)	(Yes/No)
◆ Is the frequency of Engineer Inspection for Maintenance satisfactory? (If no, recommend new frequency)	(Yes/No)
◆ Has Regular Check of Buried Water-carrying Services been carried out? ⁽¹⁾	(Yes/No)
◆ Has Regular Monitoring of Special Measures (if required) been satisfactorily carried out?	(Yes/No)
◆ Have recommendations from past Engineer Inspections been carried out?	(Yes/No)
◆ Are surface drains adequate in size and proper in layout? (If no, consider recommending Preventive Maintenance Works)	(Yes/No)
Others -----	
Note: (1) These items apply only to those water-carrying services belonging to the owner of or the party required to maintain the slope/retaining wall.	

* delete where appropriate.

RECORD OF ENGINEER INSPECTION FOR MAINTENANCE (SHEET 6 OF 10)	
SLOPE/RETAINING WALL REFERENCE NO.	
RECOMMENDATIONS ON ROUTINE MAINTENANCE WORKS (show location and nature of proposed works on a plan)	
RECOMMENDATIONS ON PREVENTIVE MAINTENANCE WORKS (show location and nature of proposed works on a plan)	
OVERALL STATE OF SLOPE MAINTENANCE :	<u>Class 1 / Class 2 *</u>
(Refer to Tables 4.1 & 4.2 of Geoguide 5: if a slope or retaining wall has major defects affecting the function of one or more of the following items, its overall state of slope maintenance is Class 2)	
◆ Any major defects in surface protection?	(Yes/No)
◆ Any major defects in surface drainage system?	(Yes/No)
◆ Any major defects in subsurface drainage system?	(Yes/No)
◆ Any major leakage of water-carrying services?	(Yes/No)
◆ Any major defects in special measures?	(Yes/No)
Others	

* delete where appropriate.

RECORD OF ENGINEER INSPECTION FOR MAINTENANCE (SHEET 7 OF 10)

SLOPE/RETAINING WALL REFERENCE NO.

OTHER RECOMMENDATIONS

(e.g. where there is concern on the health of the trees and presence of decaying or dying trees, advice from specialist such as arborist may be recommended.)

Frequency of Inspections (update Maintenance Manual if necessary)

- ◆ Frequency of Routine Maintenance Inspections:
- ◆ Frequency of Engineer Inspections for Maintenance:
- ◆ Frequency of Regular Checks of Buried Water-Carrying Services ⁽¹⁾:

Name of Inspecting Engineer: _____ (Name of person undertaking inspection)
of _____ (Organisation)

Qualification of Inspecting Engineer: (e.g. Registered Professional Engineer (Geotechnical))

Signature: _____ Date: _____

Received by: _____ (Name of owner or his authorised representative)

of (Organisation)

Signature: _____ Date: _____

Note: (1) It applies only to those water-carrying services belonging to the owner of or the party required to maintain the slope/retaining wall.

RECORD OF ENGINEER INSPECTION FOR MAINTENANCE (SHEET 8 OF 10)**SLOPE/RETAINING WALL REFERENCE NO.****RECORDS OF INFORMATION SEARCH**

(A list of the documents identified and reviewed, with comments on the contents, date, and places each is obtained. Some relevant sources of information are given in Chapter 8 and Appendix I of Geoguide 5.)

Note: (1) Add additional record sheets as necessary.

RECORD OF ENGINEER INSPECTION FOR MAINTENANCE (SHEET 9 OF 10)**SLOPE/RETAINING WALL REFERENCE NO.**

SITE PLAN (Reference numbers should be assigned to locations of man-made items for which maintenance works are required. The corresponding reference numbers should be quoted in the photographic records.)

Note: (1) Add additional record sheets as necessary.

RECORD OF ENGINEER INSPECTION FOR MAINTENANCE (SHEET 10 OF 10)**SLOPE/RETAINING WALL REFERENCE NO.**

PHOTOGRAPHIC RECORDS (with descriptions, date and reference numbers as given on the site plan)

Notes: (1) Add additional record sheets as necessary.
 (2) Record photographs should be taken from the same vantage points as the last inspection.