

# Procedures of Inputting Electronic Certificate of Annual Inspection Certificate ((Building Ventilating Systems Regulations(e-AIC))

FSD Ref. 消防處檔號:
Contractor Ref. 承建商檔號:

## Annual Inspection Certificate

## 年檢證書

### Building (Ventilating Systems) Regulations

### 建築物 (通風系統) 規例

Address of Building or Premises Inspected:  
經視察大廈或處所的地  
址:  
(footnote 註腳\*)

Block 1, ABC Building, 1 Hong Chong Road,  
Tsim Sha Tsui, Kowloon

Type of Building or Premises:  
樓宇或處所類型:

☐ Domestic 住宅  
☐ Composite 綜合  
☐ Licensed Premises (Other than Scheduled Premises)  
持牌處所(不包括附表所列處所)

☐ Commercial 商業  
☐ Institutional 社團

☐ Industrial 工業

I have inspected every damper, filter and precipitator that are present in the ventilating system(s) of the above premises on \_\_\_\_\_ (completion date of inspection). In accordance with the Regulation 5A of the Building (Ventilating Systems) Regulations, Cap. 123J, Laws of Hong Kong, I certify that all dampers / filters / precipitators (delete where inappropriate), except those specified below, are in safe and efficient working order :-

本人已於 \_\_\_\_\_ (完成檢查日期) 檢查上述處所通風系統內的每個防火閘、過濾器及聚塵器。現根據香港法例第 123J 章《建築物 (通風系統) 規例》第5A條，本人確證除下列裝置外，所有防火閘 / 過濾器 / 聚塵器 (刪除不適用者) 均處於安全和有效的操作狀態。

Component 構件	Location(s) 位置	Defect(s) 缺點
<input type="checkbox"/> Damper 防火閘		
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		
<input type="checkbox"/> Damper 防火閘		
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		
<input type="checkbox"/> Damper 防火閘		
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		
<input type="checkbox"/> Damper 防火閘		
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		
<input type="checkbox"/> Damper 防火閘		
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		
<input type="checkbox"/> Damper 防火閘		
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		

i (An individual certificate shall be issued for each building block or shopping arcade.)  
(必須就每座樓宇或商場個別發出證明書)  
ii (Component type, location and brief account of defect have to be given. Use supplementary sheet if necessary.)  
(說明構件類型、位置及簡要評述缺點狀況，有需要時可加附頁)

Step1

- Input the Contractor Reference

Step2

- Input the address of building or premises Inspected
- Click on the address field
- A new screen will appear and enter the address
- Click the OK button

Do you want to complete the address type by Street or Lot information? Please select  
您想處理街道或地段的地址類型？請選擇

☒ Street 街道模式
 ☐ Lot 地段模式

Please specify input language  
請指定輸入語言

☒ English 英文
 ☐ Chinese 中文

**Street Address 街道模式**

Unit Descriptor 單位描述

Unit No. (e.g. '1', 'A') 單位編號 (例如: '1', 'A')

Floor 字樓  
 /F

Block/House 座數/住宅/建築物  
Block

Block/House No. (e.g. '1', 'A', 'EAST') 座數/住宅/建築物編號 (例如: '1', 'A', '東')

Building Name 樓宇名稱

Estate/ Village Name 屋村/鄉村名稱

Phase 屋邨期數

Street No. 街道門牌

Street Name 街道名稱  
Hong Chong Road

District 地域

Region 地區

# Procedures of Inputting Electronic Certificate of Annual Inspection Certificate ((Building Ventilating Systems Regulations(e-AIC))

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FSD Ref. 消防處檔號:
Contractor Ref. 承建商檔號:

**Annual Inspection Certificate**      **年檢證書**  
*Building (Ventilating Systems) Regulations*      建築物（通風系統）規例

Address of Building or Premises Inspected :  
經視察大廈或處所的地  
址:  
(footnote # 註腳 #)

Type of Building or Premises:  
樓宇或處所類型:

☒ Domestic 住宅

☐ Commercial 商業

☐ Industrial 工業

☐ Composite 綜合

☐ Institutional 社團

☐ Licensed Premises (Other than Scheduled Premises)  
持牌處所(不包括附表所列處所)

I have inspected every dampers, filter and precipitator that are present in the ventilating system(s) of the above premises on 12-12-2015 (completion date of inspection). In accordance with the Regulation 5A of the Building (Ventilating Systems) Regulations, Cap. 123J, Laws of Hong Kong, I certify that all dampers / filters / precipitators (delete where inappropriate), except those specified below, are in safe and efficient working order :-

本人已於 \_\_\_\_\_ (完成檢查日期) 檢查上述處所通風系統內的每個防火閘、過濾器及聚塵器。現根據香港法例第 123J 章《建築物（通風系統）規例》第5A條，本人確證除下列裝置外，所有防火閘 / 過濾器 / 聚塵器（刪除不適用者）均處於安全和有效的操作狀態。

Component 構件	Location(s) 位置	Defect(s) 缺點
<input checked="" type="checkbox"/> Damper 防火閘	20 /F Toilet	Not fully closed
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		
<input type="checkbox"/> Damper 防火閘		
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		
<input type="checkbox"/> Damper 防火閘		
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		
<input type="checkbox"/> Damper 防火閘		
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		
<input type="checkbox"/> Damper 防火閘		
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		

<sup>i</sup> (An individual certificate shall be issued for each building block or shopping arcade.)  
(必須就每座樓宇或商場個別發出證明書)

<sup>ii</sup> (Component type, location and brief account of defect have to be given. Use supplementary sheet if necessary.)  
(說明構件類型、位置及簡要評述缺點狀況，有需要時可加附頁)

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Step3

- Choose the corresponding type of building or premises

Step4

- Input inspection date
- Choose dampers/filters/precipitators (delete where inappropriate)

Step5

- Select component
- Input location of defects
- Input description of defects

# Procedures of Inputting Electronic Certificate of Annual Inspection Certificate ((Building Ventilating Systems Regulations(e-AIC))

## Step 6

- Maximum of 3 pages can be added for each part
- Each additional page contains 5 rows
- The additional page can be deleted by clicking the button

Delete Page 減頁

FSD Ref. 消防處檔號:

Contractor Ref. 承建商檔號:

### Annual Inspection Certificate Building (Ventilating Systems) Regulations

### 年檢證書 建築物(通風系統)規例

Address of Building or Premises Inspected: 經視察大廈或處所的地址: (footnote <sup>1</sup> 註腳 <sup>1</sup> )	
Type of Building or Premises: 樓宇或處所類型:	<input type="checkbox"/> Domestic 住宅 <input type="checkbox"/> Commercial 商業 <input type="checkbox"/> Industrial 工業 <input type="checkbox"/> Composite 綜合 <input type="checkbox"/> Institutional 社團 <input type="checkbox"/> Licensed Premises (Other than Scheduled Premises) 持牌處所(不包括附表所列處所)



I have inspected every damper, filter and precipitator that are present in the ventilating system(s) of the above premises on \_\_\_\_\_ (completion date of inspection). In accordance with the Regulation 5A of the Building (Ventilating Systems) Regulations, Cap. 123J, Laws of Hong Kong, I certify that all dampers / filters / precipitators (delete where inappropriate), except those specified below, are in safe and efficient working order :-

本人已於 \_\_\_\_\_ (完成檢查日期) 檢查上述處所通風系統內的每個防火閘、過濾器及聚塵器。現根據香港法例第 123J 章《建築物(通風系統)規例》第 5A 條，本人確證除下列裝置外，所有防火閘 / 過濾器 / 聚塵器 (刪除不適用者) 均處於安全和有效的操作狀態。

Add Page 加頁

Defects observed 存在缺點 (footnote<sup>2</sup> 註腳<sup>2</sup>)

Component 構件	Location(s) 位置	Defect(s) 缺點
<input type="checkbox"/> Damper 防火閘		
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		
<input type="checkbox"/> Damper 防火閘		
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		
<input type="checkbox"/> Damper 防火閘		
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		
<input type="checkbox"/> Damper 防火閘		
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		
<input type="checkbox"/> Damper 防火閘		
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		

<sup>1</sup> (An individual certificate shall be issued for each building block or shopping arcade.)  
(必須就每座樓宇或商場個別發出證明書)

<sup>2</sup> (Component type, location and brief account of defect have to be given. Use supplementary sheet if necessary.)  
(說明構件類型、位置及簡要評述缺點狀況，有需要時可加附頁)

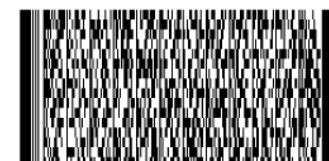
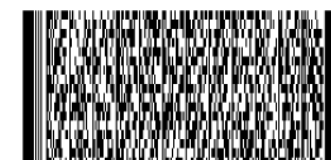
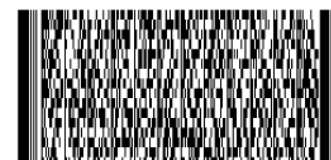
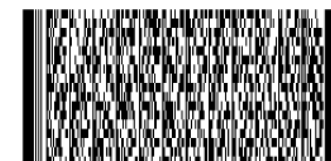
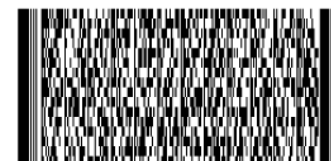


Print 列印 Save 儲存 Clear 清除

Add Page 加頁 Delete Page 減頁

Defects observed 存在缺點 (Page 2 第二頁)

Component 構件	Location(s) 位置	Defect(s) 缺點
<input checked="" type="checkbox"/> Damper 防火閘	18/F Toilet	Jammed not fully closed
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		
<input type="checkbox"/> Damper 防火閘		
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		
<input type="checkbox"/> Damper 防火閘		
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		
<input type="checkbox"/> Damper 防火閘		
<input type="checkbox"/> Filter 過濾器		
<input type="checkbox"/> Precipitator 聚塵器		



## Procedures of Inputting Electronic Certificate of Annual Inspection Certificate ((Building Ventilating Systems Regulations(e-AIC))

Print 列印 | Save 儲存 | Clear 清除

Location(s) excluded from inspection 未有檢查的地點 (footnote<sup>111</sup> 註腳<sup>111</sup>)

Nil

Registered Specialist Contractor (Ventilation Works Category):  
註冊專門承建商 (通風系統工程類別):  
Chan's AC Engineering Limited

Registered address:  
註冊地址:  
Flat 6, Block 5, Hang Sung Street, N.T.

Telephone: 電話:	9000 9000
Registration Number: 註冊編號:	SC(V) XX / XXXXX/XXXX
Date of issue of Certificate: 證明書發出日期:	12-12-2015

Chop of Registered Specialist Contractor (Ventilation Works Category):  
註冊專門承建商 (通風系統工程類別) 的蓋章:

Signature of Authorised Signatory (AS)  
(授權人士簽署)

CHAN Tai-man  
(Full Name of AS in BLOCK letters)  
(授權人士姓名)

111 (Clear description of location NOT covered by this certificate)  
(清楚說明非本證明書涵蓋的地址)

Page 4 of 4

Step7

- This is a mandatory field. Please fill in "Nil" if no place is excluded

Step8

- Input name of Registered Specialist Contractor (Ventilation Works Category)

Step9

- Input Registered Address
- Procedure same as Step 2

Step10

- Input Telephone
- Input Registration Number
- Input Date of Issue of Certificate

Step11

- Input full name of AS in BLOCK letter

Step12

- Save the e-form before printing
- Print the e-form

Step 13

- Stamp company chop and sign by AS

Step14  
Completion

- A registered specialist contractor in the appropriate category who inspects any ventilating system shall within 14 days of such inspection issue to the person on whose instructions the inspection was carried out a certificate and send a copy thereof to the Director of Fire Services

All information of the form can be cleared any time by pressing the clear button