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表格 RFE/C01

《消防（註冊消防工程师）規例》（第 95H 章）

檢查及測試（消防裝置）報告

（供註冊消防工程师（消防裝置）使用）

FORM RFE/C01

FIRE SERVICES (REGISTERED FIRE ENGINEERS) REGULATION (CAP. 95H)

INSPECTION AND TESTING (FIRE SERVICE INSTALLATION) REPORT

(For Registered Fire Engineer (Fire Service Installation))

申請人須知

Notes for Applicants

- (1) 本表格是《消防（註冊消防工程师）規例》（第95H章）第 90 條下指明格式的表格。
This form is the specified form under Section 90 of the Fire Services (Registered Fire Engineers) Regulation (Cap. 95H).
- (2) 本報告僅供相關註冊消防工程师根據《註冊消防工程师實務守則》的要求，對指明申請的表列處所進行遵辦檢查及測試，並於完成當日之後的 **5 日內** 填寫及呈交予消防處。
This Report is intended only for completion and submission to the Fire Services Department by the relevant Registered Fire Engineer(s) (“RFEs”) **within 5 days** after the date of completion of compliance inspection and testing of the scheduled premises under the specified application, as required by the *Code of Practice for Registered Fire Engineers*.
- (3) 註冊消防工程师在填寫本報告前，應先細閱附連的「表格 RFE/C01 備註」和「個人資料收集聲明書」。
The RFE should read carefully the “Notes to Form RFE/C01” and “Personal Information Collection Statement” attached before completing this Report.
- (4) 請以**正楷**填妥表格所有有關欄目，並在表格上**簽署**。
Please complete all relevant sections of this Report in BLOCK letters and SIGN the form.

檢查及測試（消防裝置）報告
Inspection and Testing (Fire Service Installation) Report

第一部分 申請資料 Part I Particulars of Application	
表列處所地址 Address of Scheduled Premises _____ _____ 表列處所類別 Type of Scheduled Premises _____	消防處檔號 FSD Ref. No. _____ 總樓面面積(平方米) Gross Floor Area (m ²) _____ 檢查及測試日期 Date of Inspection and Testing (DD/MM/YYYY) (日/月/年) _____

第二部分 符合已批註的消防安全規定的情況 Part II Compliance with Endorsed Fire Safety Requirements				
已遵辦(C/W)指該事項符合規定並已提交文件 <i>Complied with (C/W) means the item is satisfactory with supporting documents submitted</i> 未完成(O/S)指該事項未符合規定(包括未測試或未提交文件) <i>Outstanding (O/S) means the item does not comply with FSR, including without completion of testing or without supporting documents</i>				
	已遵辦 C/W	未完成 O/S	不適用 N/A	證明文件及日期 Supporting documents & Date
一般規定 General Requirements				
樓宇消防裝置及設備 Building / Premises FSI's & Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:
FSI/314A/B/C/D / NP/317	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
花灑系統(面積>230平方米/地庫面積>126平方米) Sprinkler System (GFA > 230m ² / Basement GFA > 126m ²)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:
認可的人手操作手提器具 Portable hand-operated approved appliance				
_____ x 不少於*9公升裝水式/5公斤乾粉滅火筒 Not less than *9L Water / 5 kg dry powder Type FE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:
_____ x 不少於4.5公斤裝二氧化碳滅火筒 Not less than 4.5kg CO ₂ Gas Type FE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:
_____ x 不少於1.44平方米的滅火氈 Not less than 1.44 m ² Fire Blanket	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:
火警警報系統於收銀櫃台(面積≤230平方米) MFA at cashiers for area ≤ 230m ² .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251: (測試 Test: *Y/N)
火警警報系統於收銀櫃台(面積>230平方米) MFA for area > 230m ² .				(測試 Test: *Y/N)
廚房外近出入口位置 Outside the kitchen near its entrance / exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:
每個出口附近 Near each exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
收銀櫃台 At the cashier's counter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
吊門/防火捲閘 Drop Hatch / Fire shutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:
出口指示燈牌 Exit Sign (數量 Quantity:)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:
方向指示牌 Directional Sign (數量 Quantity:)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:

Please tick as appropriate 請在適當的空格內加上「✓」號 * Delete where inapplicable 刪除不適用者

應急照明系統 Emergency Lighting System (數量 Quantity:)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251: (測試 Test: *Y/N)
耐火/防火溶液 - 假天花板 Fire Resistant / Retardant Solution - False Ceilings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251/Report:
耐火/防火溶液 - 間隔 Fire Resistant / Retardant Solution - Partitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251/Report:
耐火/防火溶液 - 牆面裝飾 Fire Resistant / Retardant Solution - Wall Furnishings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251/Report:
耐火/防火溶液 - 布簾及窗簾 Fire Resistant/Retardant - Draperies and Curtains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251/Report:
聚氨酯乳膠 PU Foam				
符合英國標準 7177 或同等標準的測試報告 Test Reports to show conformity to British Standard 7177 or equivalent standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documents from supplier: Documents from manufacturer: Test Cert.: Invoice and Test Certificates
符合英國標準 7176 或同等標準的測試報告 Test Reports to show conformity to British Standard 7176 or equivalent standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7176 / 7177 標籤 7176 / 7177 Label	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
發票及測試證明書 Invoice and Test Certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
通風/空調控制系統 (方法: *甲 / 乙 / 丙 / 丁) Ventilation / Air-conditioning Control System (Method: *A / B / C / D)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A/C Supplier's Cert.: FS251: (測試 Test: *Y/N)
自動控制火勢/滅火系統 Automatic Fire Suppression / Extinguishing System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:
窗戶 (不被阻塞或封閉超過百分之五十) Windows (not obstructed or sealed up more than 50%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
用可燃物料製造的假天花板、牆上裝飾或地氈 (只適用於工廠食堂) False ceilings, wall furnishings or carpets made of combustible material (For Factory Canteen only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
食肆內使用各種燃料的規定 Requirements for various fuel used in food premises (PPA/102)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fuel type(s):
座位間所使用各種燃料的消防規定 Requirements for various fuel used in the seating accommodation (PPA/117)				
電力完工證明書 Electricity Work Completion Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cert.:
氣體燃料符合規定證明書 Gaseous Fuels Certificate of Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cert.:
額外規定 Additional Requirement				
在廚房範圍以外煮食 Cooking activity outside kitchen (CAOK)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:
在廚房範圍以內以木炭為燃料 Using Charcoal as Fuel Inside Kitchen (CACIK)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251: (測試 Test: *Y/N)
在廚房範圍以外以木炭為燃料 Using Charcoal as Fuel Outside Kitchen (CACOK)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251: (測試 Test: *Y/N)
其他 (如有) Others (if any)				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please tick as appropriate 在適當空格內填上「✓」號

* Delete where inapplicable 刪除不適用者

火警風險高的食物業處所 For Food Premises with High Fire Risk				
<input type="checkbox"/> 126 平方米 < 面積 < 230 平方米 126m ² < GFA < 230m ²				
消防龍頭／消防喉轆系統 FH/HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:
火警警報系統於收銀櫃台 MFA at cashiers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251: (測試 Test: *Y/N)
接駁到消防通訊中心的火警偵測系統 Fire Detection System link to FSCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supporting doc: FS251: (測試 Test: *Y/N)
*窗戶 (不被阻塞或封閉超過百分之五十) / 排煙系統 *Windows (not obstructed or sealed up more than 50%) / Smoke Extraction System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251: (測試 Test: *Y/N)
<input type="checkbox"/> 230 平方米 < 處所 ≤ 7000 立方米 230m ² < Premises ≤ 7000m ³ in cubic volume				
消防龍頭／消防喉轆系統 FH/HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:
火警警報系統於收銀櫃台 MFA at cashiers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251: (測試 Test: *Y/N)
花灑系統 Sprinkler system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:
*窗戶 (不被阻塞或封閉超過百分之五十) / 排煙系統 *Windows (not obstructed or sealed up more than 50%) / Smoke Extraction System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251: (Test: Y/N)
在出口設置示意牌 Schematic Sign at exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> 處所 > 7000 立方米 Premises > 7000m ³ in cubic volume				
消防龍頭／消防喉轆系統 FH/HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:
火警警報系統 MFA	(測試 Test: *Y/N)			
廚房外近出入口位置 Outside the kitchen near its entrance / exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:
每個出口附近 Near each exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
收銀櫃台 At the cashier's counter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
花灑系統 Sprinkler system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:
*窗戶 (不被阻塞或封閉超過百分之五十) / 排煙系統 *Windows (not obstructed or sealed up more than 50%) / Smoke Extraction System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251: (測試 Test: *Y/N)
在出口設置示意牌 Schematic Sign at exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please tick as appropriate 請在適當的空格內加上「✓」號

* Delete where inapplicable 刪除不適用者

第三部分 關鍵性改變詳情**Part III Details of Material Change**

- 處所現場未有發現任何關鍵性改變事項
No items of material change were identified in the premises
- 處所現場發現有以下*未符合/改變事項
 The following item(s) of ***deviation / change** were **identified** in the premises
- | | |
|--|--|
| <input type="checkbox"/> 佔用用途
Occupancy | <input type="checkbox"/> 燃料
Fuel use |
| <input type="checkbox"/> 面積
Gross floor area | <input type="checkbox"/> 業務模式
Mode of business |
| <input type="checkbox"/> 處所圖則
Layout Plan | <input type="checkbox"/> 其他（請註明）
Others (Please specific) _____ |
| <input type="checkbox"/> 通風系統圖則
Ventilating system plan | |

補充資料（請提供上述事項內容）

Supplementary Information (Please provide details for the abovementioned item(s))

第四部分 註冊消防工程師（消防裝置）的聲明**Part IV Declaration of Registered Fire Engineer (Fire Service Installation)**

根據《消防（註冊消防工程師）規例》（第 95H 章）第 28(1)條，本人為一名註冊消防工程師（消防裝置），現謹此聲明：

In accordance with Section 28(1) of the Fire Services (Registered Fire Engineers) Regulation (Cap. 95H), I, being an RFE(FSI), hereby declare that:

- i) 就本人所知及相信，在本表格內所提供的各項資料，均屬正確、完整和真實。
 the information given in this form is true, complete and correct to the best of my knowledge and belief.
- ii) 本人同意為處理此申請而向任何政府機關、公共機構或私營機構提供本人申請書內所提供的資料。
 I consent to the release of the information given in this form to any government authorities, public bodies, or private organizations for the processing of this application.
- iii) 本人確認本人對此申請的處理，包括為上述表列處所進行的檢查、測試、編寫和提交本報告，均在本人的註冊有效期內進行。
 I confirm that my processing of this application inclusive of conducting inspection, testing, compilation and submission of this report was within the validity period of my registration.
- iv) 本人明白任何失實陳述或聲明可引致法律行動及/或紀律處分。
 I understand that any false statement or declaration may be subject to legal and/or disciplinary action.

簽署 Signature

(In accordance with the registration record 根據註冊記錄)

中文姓名 _____

Name in Chinese _____

英文姓名 _____

Name in English _____

註冊編號 _____

Registration No. _____

日期 _____

Date _____

表格 RFE/C01 備註 / NOTES TO FORM RFE/C01

1. 本表格連同有關文件（如有）應經**電郵、郵寄、傳真或親身**送交至在申請中表列處所所屬地區的消防處牌照課辦事處。牌照課辦事處的資料如下：

This form together with relevant documents (if any) should be submitted **by email, post, fax or in person** to the respective Licensing Offices of the Fire Services Department (FSD) according to the district where the scheduled premises under application is located. Details of the Licensing Offices are as follows:

在申請中表列處所的所屬地區 District where scheduled premises under application is located	牌照課辦事處地址 Address of Licensing Office	電郵地址、傳真號碼及查詢電話 Email address, Fax no. & Tel no.
中西區、東區、南區、灣仔、離島（愉景灣、馬灣、竹篙灣除外） Central and Western, Eastern, Southern, Wan Chai, Islands (Except Discovery Bay, Ma Wan and Penny's Bay)	港島牌照辦事處 地址：香港上環西消防街2號上環消防局閣樓 Hong Kong Licensing Office Address: M/F, Sheung Wan Fire Station, 2 Western Fire Services Street, Sheung Wan, Hong Kong	電郵地址 Email address: rfe_h_lic_1@hkfsd.gov.hk 傳真號碼 Fax no.: 2559 3461 查詢電話 Enquiry Telephone no.: 2549 8104
深水埗、油尖旺、離島（愉景灣、馬灣、竹篙灣） Sham Shui Po, Yau Tsim Mong, Islands (Discovery Bay, Ma Wan and Penny's Bay)	西九龍牌照辦事處 地址：新界葵涌興盛路86號消防處葵涌辦公大樓4樓 Kowloon West Licensing Office Address: 4/F, Fire Services Department Kwai Chung Office Building, 86 Hing Shing Road, Kwai Chung, New Territories	電郵地址 Email address: rfe_nt_k_lic@hkfsd.gov.hk 傳真號碼 Fax no.: 2722 5256 查詢電話 Enquiry Telephone no.: 3423 9302
九龍城、觀塘、黃大仙、西貢、沙田 Kowloon City, Kwun Tong, Wong Tai Sin, Sai Kung, Sha Tin	東九龍牌照辦事處 地址：新界葵涌興盛路86號消防處葵涌辦公大樓4樓 Kowloon East Licensing Office Address: 4/F, Fire Services Department Kwai Chung Office Building, 86 Hing Shing Road, Kwai Chung, New Territories	
葵青、北區、大埔、荃灣、屯門、元朗 Kwai Tsing, North, Tai Po, Tsuen Wan, Tuen Mun, Yuen Long	新界牌照辦事處 地址：新界葵涌興盛路86號消防處葵涌辦公大樓4樓 New Territories Licensing Office Address: 4/F, Fire Services Department Kwai Chung Office Building, 86 Hing Shing Road, Kwai Chung, New Territories	

2. 消防處各分區牌照組辦事處專責處理位於該區的處所的牌照申請，申請人應向所屬分區牌照辦事處提交申請。如申請人屬意向其他牌照辦事處提交申請，便要加上額外的時間把文件傳遞至所屬牌照課辦事處處理。

The regional Licensing Offices are responsible for processing licence applications for premises located in the regions concerned. It is advisable for the applicant to submit the application to the responsible Licensing Office. Though the applicant may also submit the application to the other Licensing Offices, extra time will be required for sending the documents to the appropriate Licensing Office for action.

3. 為免延誤處理你的申請，請在向發牌當局遞交牌照申請後盡快提交本表格。

To avoid any delay caused in processing of your application, you are advised to submit this form at your earliest convenience after the submission of application to the Licensing Authority.

4. 本表格內如有資料不全或錯漏，消防處處長可要求有關人士提供補充資料以符合本表格所有項目的要求或重新提交本表格。

If incomplete or erroneous information is provided in this form, the Director of Fire Services may request the person concerned to submit relevant supplementary information to satisfy the requirements of all the items in this form or re-submit this form.

個人資料收集聲明書 / PERSONAL INFORMATION COLLECTION STATEMENT

收集個人資料的目的 Purpose of Personal Data Collection

1. 在本表格所提供的個人資料，政府會用於下列目的：
The personal data provided by means of this form will be used by the Government for the following purposes：
 - (a) 進行與處理在本表格所作呈交有關的工作；
activities relating to the processing of the submission in this form;
 - (b) 進行與《消防（註冊消防工程師）規例》所訂明規定有關的工作；以及
activities relating to requirements stipulated in the Fire Services (Registered Fire Engineers) Regulation; and
 - (c) 方便政府與你通訊。
facilitating communication between Government and yourself.
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，或甚至導致無法處理你的申請。
It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

獲轉交資料的部門／人士 Classes of Transferees

3. 本處可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上述第 1 段所列的用途。
The personal data you provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

查閱個人資料 Access to Personal Data

4. 根據《個人資料（私隱）條例》，你有權查閱及改正所提交的個人資料。消防處有權就有關資料索閱的要求收取合理費用。如要求查閱及改正你的個人資料，請與註冊消防工程師計劃策劃及籌備委員會聯絡。
You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Fire Services Department has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to RFE Scheme Planning and Organizing Committee of Fire Services Department.