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表格 RFE/C02
《消防（註冊消防工程师）規例》（第 95H 章）
檢查及測試（通風系統）報告
（供註冊消防工程师（通風系統）使用）

FORM RFE/C02
FIRE SERVICES (REGISTERED FIRE ENGINEERS) REGULATION (CAP. 95H)
INSPECTION AND TESTING (VENTILATING SYSTEM) REPORT
(For Registered Fire Engineer (Ventilating System))

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/C02 備註」和「個人資料收集聲明書」。
The RFE should read carefully the “Notes to Form RFE/C02” 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 (通風系統) 報告
Inspection and Testing (Ventilating System) Report

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

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>				
通風系統裝置 Ventilating System Installation	已遵辦 C/W	未完成 O/S	不適用 N/A	備註 Remarks
本地製造的防火閘 (包括防火防煙閘) Local made fire damper (including fire and smoke damper) (數量 Quantity:)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
專利廠商製造的防火閘 (包括防火防煙閘) Proprietary manufactured fire damper (including fire and smoke damper) (數量 Quantity:)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer's recommendation 製造商的建議
靜電聚塵器 Electrostatic precipitator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brand 品牌:
保險連桿 Fusible links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brand 品牌:
隔熱物料 / 空氣過濾器 Insulation / Air filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brand 品牌:
通風系統風槽保持隔室 Maintain Compartmentation under the Ductwork of Ventilating System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
通風系統保持防護區域 Maintain Protected Area under the Ventilating System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
風槽的耐火結構 (例如在風槽及機動通風系統內沒有可燃物料) Fire resisting construction for ductwork (e.g. no combustible materials inside ductwork and mechanical ventilating system equipment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
已獲食物環境衛生署接受的通風系統竣工圖則 As-fitted mechanical ventilating system plan accepted by FEHD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FEHD ref. 檔號:
有關*靜電聚塵器 / 防火閘 / 防火防煙閘 / 保險連桿的證書 / 文件 Certificate / document in respect of *electrostatic precipitator / fire damper / fire and smoke damper / fusible link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
通風系統的鮮風入口 (例如合適的網罩及沒有構成火警危險等) Air intake for ventilating system location (e.g. suitable wire mesh, no constitution of fire hazard, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
軟風管 Flexible air duct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
其他: Others:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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
 - 佔用用途 Occupancy
 - 面積 Gross floor area
 - 處所圖則 Layout Plan
 - 通風系統圖則 Ventilating system plan
 - 燃料 Fuel use
 - 業務模式 Mode of business
 - 其他（請註明） Others (Please specific) _____

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（通風系統）的聲明

Part IV Declaration of Registered Fire Engineer (Ventilating System)

根據《消防（註冊消防工程師）規例》（第 95H 章）第 29(1)條，本人為一名註冊消防工程師（通風系統），現謹此聲明：

In accordance with Section 29(1) of the Fire Services (Registered Fire Engineers) Regulation (Cap. 95H), I, being an RFE(VS), 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/C02 備註 / NOTES TO FORM RFE/C02

1. 本表格連同有關文件（如有）應經**電郵、郵寄、傳真或親身**送交至消防處通風系統組辦事處。通風系統組辦事處的資料如下：

This form together with relevant documents (if any) should be submitted **by email, post, fax or in person** to the Ventilating Systems Group of the FSD. Details of the Ventilating Systems Group are as follows:

在申請中表列處所的所屬地區 District where scheduled premises under application is located	通風系統組地址 Address of Ventilating Systems Group	電郵地址、傳真號碼及查詢電話 Email address, Fax no. & Tel no.
全港各區 All districts of Hong Kong	通風系統組 地址：香港灣仔告士打道 5 號稅務大樓 35 樓 Ventilating Systems Group Address: 35/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.	電郵地址 Email address: fsvs@hkfsd.gov.hk 傳真號碼 Fax no.: 2382 2495 查詢電話 Enquiry Telephone no.: 2718 7567

2. 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.

3. 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.