



## 委任註冊消防工程師的通知

## Notification of Appointment of Registered Fire Engineer

(消防(註冊消防工程師)規例)第28條 Fire Service (Registered Fire Engineers) Regulation Section 28

此欄不用填寫 Official use only  
收件日期 Receipt Date

- 本表格須於委任後 5 日內呈交。
- The form should be submitted within 5 days after the date of appointment.
- 請以正楷填寫表格，並在適當方格內加上『✓』號。填寫前，請細閱《本表格備註》。
- Read the "Notes to this Form", complete this form in BLOCK LETTERS and tick the appropriate boxes.

致消防處處長 To the Director of Fire Services

(經辦人: 註冊消防工程師管理委員會) (Attn: RFE Scheme Management Committee) (TBC)

第一部分 牌照/註冊申請詳情 Part I Particulars of the Licence / Registration Application		
表列處所地址 Address of the Scheduled Premises		申請檔號(如有) Application Reference No. (if any)
_____		_____
_____		向發牌當局遞交申請日期 Date of Application submitted to Licensing Authority
_____		_____/_____/_____ (DD/MM/YYYY) (日/月/年)
表列處所類別# Type of Scheduled Premises#	(只可選取一種處所) (Only one premises to be selected)	
<input type="checkbox"/> 普通食肆 General Restaurant	<input type="checkbox"/> 進行註冊課程或獲豁免課程的場所 Premises for Conducting Registered Courses or Exempted Courses	<input type="checkbox"/> 遊戲機中心 Amusement Game Centre
<input type="checkbox"/> 小食食肆 Light Refreshment Restaurant	<input type="checkbox"/> 桌球中心 / 保齡球中心 / 公眾溜冰場 <sup>^</sup> Billiard Centre / Bowling Centre / Public Skating Rink <sup>^</sup>	<input type="checkbox"/> 床位寓所 Bedspace Apartment
<input type="checkbox"/> 工廠食堂 Factory Canteen	<input type="checkbox"/> 公眾娛樂場所 Place of Public Entertainment	<input type="checkbox"/> 會址 Club-house
<input type="checkbox"/> 烘製麵包餅食店 Bakery	<input type="checkbox"/> 戲院 / 劇院 <sup>^</sup> Cinema / Theatre <sup>^</sup>	<input type="checkbox"/> 公眾舞廳 / 舞蹈學校 <sup>^</sup> Public Dance Hall / Dancing School <sup>^</sup>
<input type="checkbox"/> 食品製造廠 Food Factory	<input type="checkbox"/> 除戲院及劇院以外 Other than a Cinema or Theatre	<input type="checkbox"/> 酒店 / 賓館 <sup>^</sup> Hotel / Guesthouse <sup>^</sup>
<input type="checkbox"/> 學校 (校舍設於非為學校用途而設計和建造的房產) School (for premises not designed and constructed as a school)	<input type="checkbox"/> 卡拉 OK 場所 Karaoke Establishment	<input type="checkbox"/> 幼兒中心 Child Care Centre
<input type="checkbox"/> 按摩院 Massage Establishment	<input type="checkbox"/> 位於食肆內 in a Restaurant	<input type="checkbox"/> 藥物倚賴治療中心 Drug Dependence Treatment Centre
<input type="checkbox"/> 殯儀館 Funeral Parlour	<input type="checkbox"/> 位於酒店、賓館或會社內 in a Hotel, Guesthouse or Club	<input type="checkbox"/> 殘疾人士院舍 Residential Care Home for Persons with Disabilities
	<input type="checkbox"/> 位於食肆、酒店賓館或會社以外的地方 other than that in a Restaurant, Hotel, Guesthouse or Club	<input type="checkbox"/> 安老院 Residential Care Home for the Elderly
		<input type="checkbox"/> 用作售賣和飲用令人醺醉的酒類的場所 Establishment for the Sale and Consumption of Intoxicating Liquor
第二部分 申請人詳情 Part II Particulars of Applicant / Corporation		
申請人姓名/公司名稱 Name of Applicant/Corporation	聯絡電話 Telephone No.	電郵地址 Email Address
_____	_____	_____
獲授權代表姓名(以公司名義申請) Name of Authorized Representative (Application in name of a corporation)	聯絡電話 Telephone No.	電郵地址 Email Address
_____	_____	_____
聯絡人姓名(如有) Name of Contact Person (if any)	聯絡電話 Telephone No.	電郵地址 Email Address
_____	_____	_____

#請在適當方格內加上『✓』號  
Tick the appropriate boxes\*請將不適用的刪去  
Delete whichever is inapplicable\*根據註冊記錄  
In accordance with the registration record

**第三部分 委任註冊消防工程師的詳情****Part III Particulars of Appointed Registered Fire Engineer (RFE)**

中文姓名 Name in Chinese

聯絡電話 Telephone No.

英文姓名 Name in English

註冊編號 Registration No.

委任範疇#

Scope(s) of Appointment:

風險評估

Risk Assessment

消防設備

Fire Service Installation

通風系統

Ventilating System

- 根據《消防（註冊消防工程師）規例》第 28 條，本人 / 我們委任上述註冊消防工程師對上述處所進行訂明職務。
- In accordance with Section 28 of the Fire Service (Registered Fire Engineers) Regulation, I / we have appointed the above RFE to carry out the prescribed duties to the above premises.
- 本人 / 我們已閱讀並同意於《本表格備註》內所列之條款。
- I / we have read and hereby agree the terms and conditions as stated in the "Notes to this Form".
- 任何失實聲明可引致法律行動。
- Any false or misleading declaration may be subject to legal action.

申請人/獲授權代表簽署及蓋上公司印章（如適用）

Signature of Applicant/Authorized Representative affixed with company seal (if applicable)

委任日期 Date of Appointment

/ / (DD/MM/YYYY)  
(日 / 月 / 年)

#請在適當方格內加上『√』號  
#Tick the appropriate boxes

**第四部分 在第三部分受委任註冊消防工程師的確認\*****Part IV Confirmation of Appointment by the RFE in Part III**

(由受委任註冊消防工程師填寫 To be completed by the appointed RFE)

中文姓名 Name in Chinese

註冊編號\* Registration No.

英文姓名 Name in English

註冊屆滿日期\* Date of Expiry of Registration

/ / (DD/MM/YYYY)  
(日 / 月 / 年)

聯絡電話 Telephone No.

委任日期 Date of Appointment

/ / (DD/MM/YYYY)  
(日 / 月 / 年)

- 根據消防（註冊消防工程師）規例第 28 條，本人為一名註冊消防工程師，確認已獲委任為第三部分所述的委任人員；及本人會按照消防（註冊消防工程師）規例及相關規例就上述處所進行訂明職務。
- In accordance with section 28 of the Fire Service (Registered Fire Engineers) Regulation, I, being a RFE, confirm that I have been appointed as the RFE detailed in Part III; and I will carry out the duties to the above premises in accordance with Fire Service (Registered Fire Engineers) Regulation and the related Regulations.
- 任何失實聲明可引致法律行動。
- Any false or misleading declaration may be subject to legal action.

受委任註冊消防工程師簽署 Signature of Appointed RFE

日期 Date

/ / (DD/MM/YYYY)  
(日 / 月 / 年)

## Notes to this Form 本表格備註

### Notes to Complete this Form 填寫本表格的須知事項

1. 本表格是消防（註冊消防工程师）規例（第95G章）第 28 條下的委任表格。  
This form is the appointment form under section 28 of the Fire Service (Registered Fire Engineers) Regulation (Chapter 95G).
2. 請填妥表格載列所有有關的部分，並在表格上簽署。  
Please ensure that all relevant parts of the form are duly completed, and the form is signed.
3. 為避免延誤處理你的申請，請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 convenient after the submission of application to the Licensing Authority.
4. 每個服務範疇只可委任一位註冊消防工程师處理。如消防處收到同一範疇多於一張的申請委任表格，本處會以第一張申請的資料為準。如需要更改委任，請填寫不再委任/更改委任註冊消防工程师通知書(表格 RFE-01 (X/2023))。  
Only one Registered Fire Engineer shall be appointed for each scope of service. If more than one appointment notification for the same scope are received by the Fire Services Department, the details in first appointment notification shall prevail. For any change of appointment, please fill in Notice of Cessation / Change of Appointment of Registered Fire Engineer (Form RFE-01 (X/2023)).
5. 每張表格只可以委任一位註冊消防工程师。如你需要委任多於一位註冊消防工程师處理不同服務範疇，請填寫另一張表格。  
Only one Registered Fire Engineer shall be appointed in each form. If you wish to appoint more than one Registered Fire Engineer for different scopes of service, please fill in another form.
6. 每位註冊消防工程师可以按其資格受委任處理一個或多於一個的服務範疇。  
Each Registered Fire Engineer can be appointed to carry out one or more than one scopes of service according to his/her qualification.
7. 在本表格內有關資料如有不全或錯漏，消防處處長可要求有關人士提供補充資料以滿足本表格內所有項目的要求或重新呈交本表格。  
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 for incomplete or erroneous information in this form.

### Submission Instructions 呈交指示(TBC)

1. 郵寄/親身呈交 - 本表格及連同有關文件(如有)應郵寄或親身呈交至: 九龍尖沙咀東部康莊道1號消防處總部大廈。  
By Post / In Person - This form together with relevant documents (if any) shall be posted or submitted in person to: Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon
2. 電子郵件傳送 - 透過電子郵件傳送本表格及有關文件（全部必須獲香港郵政署長發出的數碼證書認證，或根據《電子交易條例》認可的其他核證機關所發出的數碼證書認證）到消防處的電子收件處，電郵地址為 [xxxx@hkfsd.gov.hk](mailto:xxxx@hkfsd.gov.hk)。  
Through Email - Email this form together with the relevant documents(if any), all with identity authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognized under the Electronic Transactions Ordinance to the e-Counter of the Fire Services Department at [xxxx@hkfsd.gov.hk](mailto:xxxx@hkfsd.gov.hk).
3. 電子呈交 - 按本表格上的「提交」傳送本表格及有關文件(如有，全部必須附上數碼證書認證)。請使用 Acrobat Reader 中「附加檔案」功能，附上已數碼認證的文件。  
Through e-Submission - Click the Submit button to electronically submit this form together with attachment of the relevant documents (if any), all with identity authenticated by your digital certificates. You may attach all authenticated documents using Acrobat Reader's "Attachments" function.

# Personal Data Privacy Statement 個人資料私隱聲明

## 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) 進行與處理以本表格作出呈交有關的工作；  
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 Service (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.

## 查詢個人資料 Access to Personal Data

4. 根據《個人資料（私隱）條例》，你有權查閱及改正你所提交的個人資料。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管理委員會聯絡。

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 Management Committee of Fire Services Department



# 不再委任/更改委任註冊消防工程师通知書

## Notice of Cessation / Change of Appointment of Registered Fire Engineer

(消防(註冊消防工程师)規例)第28條 Fire Service (Registered Fire Engineers) Regulation Section 28

此欄不用填寫 Official use only  
收件日期 Receipt Date

- 本表格須於不再委任/更改委任後 5 日內呈交。
- The form should be submitted within 5 days after the date of cessation / change of appointment.
- 請以正楷填寫表格，並在適當方格內加上『✓』號。填寫前，請細閱《本表格備註》。
- Read the “Notes to this Form”, complete this form in BLOCK LETTERS and tick the appropriate boxes.

致消防處處長 To the Director of Fire Services

(經辦人: 註冊消防工程师管理委員會) (Attn: RFE Scheme Management Committee) (TBC)

<b>第一部分 牌照/註冊申請詳情</b> <b>Part I Particulars of the Licence / Registration Application</b>		
表列處所地址 Address of the Scheduled Premises		申請檔號(如有) Application Reference No. (if any)
_____		_____
_____		向發牌當局遞交申請日期 Date of Application submitted to Licensing Authority
_____		____/____/____ (DD/MM/YYYY) (日/月/年)
<b>表列處所類別#</b> <b>Type of Scheduled Premises#</b>	<b>(只可選取一種處所)</b> <b>(Only one premises to be selected)</b>	
<input type="checkbox"/> 普通食肆 General Restaurant	<input type="checkbox"/> 進行註冊課程或獲豁免課程的場所 Premises for Conducting Registered Courses or Exempted Courses	<input type="checkbox"/> 遊戲機中心 Amusement Game Centre
<input type="checkbox"/> 小食食肆 Light Refreshment Restaurant	<input type="checkbox"/> 桌球中心 / 保齡球中心 / 公眾溜冰場 <sup>^</sup> Billiard Centre / Bowling Centre / Public Skating Rink <sup>^</sup>	<input type="checkbox"/> 床位寓所 Bedspace Apartment
<input type="checkbox"/> 工廠食堂 Factory Canteen	<input type="checkbox"/> 公眾娛樂場所 Place of Public Entertainment	<input type="checkbox"/> 會址 Club-house
<input type="checkbox"/> 烘製麪包餅食店 Bakery	<input type="checkbox"/> 戲院 / 劇院 <sup>^</sup> Cinema / Theatre <sup>^</sup>	<input type="checkbox"/> 公眾舞廳 / 舞蹈學校 <sup>^</sup> Public Dance Hall / Dancing School <sup>^</sup>
<input type="checkbox"/> 食品製造廠 Food Factory	<input type="checkbox"/> 除戲院及劇院以外 Other than a Cinema or Theatre	<input type="checkbox"/> 酒店 / 賓館 <sup>^</sup> Hotel / Guesthouse <sup>^</sup>
<input type="checkbox"/> 學校 (校舍設於非為學校用途而設計和建造的房產) School (for premises not designed and constructed as a school)	<input type="checkbox"/> 卡拉 OK 場所 Karaoke Establishment	<input type="checkbox"/> 幼兒中心 Child Care Centre
<input type="checkbox"/> 按摩院 Massage Establishment	<input type="checkbox"/> 位於食肆內 in a Restaurant	<input type="checkbox"/> 藥物倚賴治療中心 Drug Dependence Treatment Centre
<input type="checkbox"/> 殯儀館 Funeral Parlour	<input type="checkbox"/> 位於酒店、賓館或會社內 in a Hotel, Guesthouse or Club	<input type="checkbox"/> 殘疾人士院舍 Residential Care Home for Persons with Disabilities
	<input type="checkbox"/> 位於食肆、酒店賓館或會社以外的地方 other than that in a Restaurant, Hotel, Guesthouse or Club	<input type="checkbox"/> 安老院 Residential Care Home for the Elderly
		<input type="checkbox"/> 用作售賣和飲用令人醺醉的酒類的場所 Establishment for the Sale and Consumption of Intoxicating Liquor
<b>第二部分 申請人詳情</b> <b>Part II Particulars of Applicant/Corporation</b>		
申請人姓名/公司名稱 Name of Applicant/Corporation	聯絡電話 Telephone No.	電郵地址 Email Address
_____	_____	_____
獲授權代表姓名 Name of Authorized Representative (Application in name of a corporation)	聯絡電話 Telephone No.	電郵地址 Email Address
_____	_____	_____
聯絡人姓名(如有) Name of Contact Person (if any)	聯絡電話 Telephone No.	電郵地址 Email Address
_____	_____	_____

#請在適當方格內加上『✓』號  
Tick the appropriate boxes

<sup>^</sup>請將不適用的刪去  
Delete whichever is inapplicable

\*根據註冊記錄  
In accordance with the registration record

**第三部分 不再委任/更改註冊消防工程師的詳情****Part III Particulars of Cessation / Change of Registered Fire Engineer (RFE)****現有委任 Existing Appointment**

中文姓名 Name in Chinese

聯絡電話 Telephone No.

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英文姓名 Name in English

註冊編號 Registration No.

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委任範疇#

Scope(s) of Appointment:

風險評估

Risk Assessment

消防設備

Fire Service Installation

通風系統

Ventilating System

申請詳情 Particulars of Application

不再委任

Cessation of Appointment

更改委任

Change of Appointment

**第四部分 新委任註冊消防工程師的詳情****Part IV Particulars of Newly Appointed RFE**

(如第三部分選擇不再委任，則不用填寫此部分 (Not applicable if cessation of appointment is chosen in Part III))

中文姓名 Name in Chinese

聯絡電話 Telephone No.

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英文姓名 Name in English

註冊編號 Registration No.

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委任範疇#

Scope(s) of Appointment:

風險評估

Risk Assessment

消防設備

Fire Service Installation

通風系統

Ventilating System

**第五部分 聲明****Part V Declaration**

- 本人 / 我們確認上述地址不再委任 / 受委任<sup>^</sup>註冊消防工程師的變更。
- I / we confirm the cessation / change<sup>^</sup> of appointment RFE to the above address.
- 本人 / 我們已閱讀並同意於《本表格備註》內所列之條款。
- I / we have read and hereby agree the terms and conditions as stated in the "Notes to this Form".
- 任何失實聲明可引致法律行動。
- Any false or misleading declaration may be subject to legal action.

申請人 / 獲授權代表簽署及蓋上公司印章 (如適用)

Signature of Applicant / Authorized Representative affixed with company seal (if applicable)

新委任日期 Date of New Appointment

/ / (DD/MM/YYYY)  
 \_\_\_\_\_ (日 / 月 / 年)

#請在適當方格內加上『✓』號  
Tick the appropriate boxes<sup>^</sup>請將不適用的刪去  
Delete whichever is inapplicable\*根據註冊記錄  
In accordance with the registration record

**第六部分 在第四部分受委任註冊消防工程師的確認\***

**Part VI Confirmation of Appointment by the RFE in Part IV**

(如第三部分選擇不再委任，則不用填寫此部分 (Not applicable if cessation of appointment is chosen in Part III))

中文姓名 Name in Chinese

註冊編號 Registration No.

英文姓名 Name in English

註冊屆滿日期 Date of Expiry of Registration

(DD/MM/YYYY)  
(日/月/年)

聯絡電話 Telephone No.

新委任日期 Date of New Appointment:

(DD/MM/YYYY)  
(日/月/年)

- 根據消防（註冊消防工程師）規例第 28 條，本人為一名註冊消防工程師，確認已獲委任為第三部分項所述的委任人員；及本人會按照消防（註冊消防工程師）規例及相關規例就上述處所進行訂明職務。
- In accordance with section 28 of the Fire Service (Registered Fire Engineers) Regulation, I, being a RFE, confirm that I have been appointed as the RFE detailed in Part III; and I will carry out the duties to the above premises in accordance with Fire Service (Registered Fire Engineers) Regulation and the related Regulations.
- 任何失實聲明可引致法律行動
- Any false or misleading declaration may be subject to legal action.

受委任註冊消防工程師簽署 Signature of Appointed RFE

日期 Date:

(DD/MM/YYYY)  
(日/月/年)

#請在適當方格內加上『✓』號  
Tick the appropriate boxes

^請將不適用的刪去  
Delete whichever is inapplicable

\*根據註冊記錄  
In accordance with the registration record

## **Notes to this Form 本表格備註**

### **Notes to Complete this Form 填寫本表格的須知事項**

1. 本表格是消防（註冊消防工程師）規例（第95G章）第 28 條下的委任表格。  
This form is the appointment form under section 28 of the Fire Service (Registered Fire Engineers) Regulation (Chapter 95G).
2. 請填妥表格載列所有有關的部分，並在表格上簽署。  
Please ensure that all relevant parts of the form are duly completed, and the form is signed.
3. 每張表格只可以終止委任或委任一位新的註冊消防工程師。  
Only one appointment of Registered Fire Engineer shall be ceased or appointed in each form.
4. 每位註冊消防工程師可以按其資格受委任處理一個或多於一個的服務範疇。  
Each Registered Fire Engineer can be appointed to carry out one or more than one scopes of service according to his/her qualification.
5. 如收到不再獲委任註冊消防工程師通知書，消防處將會處理該牌照/註冊的申請。  
The licence/registration application will be processed by the Fire Services Department if notice of cessation of appointment of Registered Fire Engineer is received.
6. 在本表格內有關資料如有不全或錯漏，消防處處長可要求有關人士提供補充資料以滿足本表格內所有項目的要求或重新呈交本表格。  
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 for incomplete or erroneous information in this form.

### **Submission Instructions 呈交指示(TBC)**

1. 郵寄/親身呈交 - 本表格及連同有關文件(如有)應郵寄或親身呈交至: 九龍尖沙咀東部康莊道1號消防處總部大廈。  
By Post / In Person - This form together with relevant documents (if any) shall be posted or submitted in person to: Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon
2. 電子郵件傳送 - 透過電子郵件傳送本表格及有關文件（全部必須獲香港郵政署長發出的數碼證書認證，或根據《電子交易條例》認可的其他核證機關所發出的數碼證書認證）到消防處的電子收件處，電郵地址為 [xxxx@hkfsd.gov.hk](mailto:xxxx@hkfsd.gov.hk)。  
Through Email - Email this form together with the relevant documents(if any), all with identity authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognized under the Electronic Transactions Ordinance to the e-Counter of the Fire Services Department at [xxxx@hkfsd.gov.hk](mailto:xxxx@hkfsd.gov.hk).
3. 電子呈交 - 按本表格上的「提交」傳送本表格及有關文件 (如有，全部必須附上數碼證書認證)。請使用 Acrobat Reader 中「附加檔案」功能，附上已數碼認證的文件。  
Through e-Submission - Click the Submit button to electronically submit this form together with attachment of the relevant documents (if any), all with identity authenticated by your digital certificates. You may attach all authenticated documents using Acrobat Reader's "Attachments" function.



# Personal Data Privacy Statement 個人資料私隱聲明

## 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) 進行與處理以本表格作出呈交有關的工作；  
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 Service (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.

## 查詢個人資料Access to Personal Data

4. 根據《個人資料（私隱）條例》，你有權查閱及改正你所提交的個人資料。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管理委員會聯絡。  
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 Management Committee of Fire Services Department



## 表列處所關鍵性改變的通知

## Notification of Material Change in Scheduled Premises

《消防（註冊消防工程師）規例》第 32D 條 Fire Service (Registered Fire Engineers) Regulation Section 32D

此欄不用填寫 Official use only  
收件日期 Receipt Date

- 本表格須於視察後 5 日內呈交。
- The form should be submitted within 5 days after inspection.
- 請以正楷填寫表格，並在適當方格內加上『✓』號。填寫前，請細閱《本表格備註》。
- Read the “Notes to this Form”, complete this form in BLOCK LETTERS and tick the appropriate boxes.

致消防處處長 To the Director of Fire Services

(經辦人: 註冊消防工程師管理委員會) (Attn: RFE Scheme Management Committee) (TBC)

<b>第一部分 牌照/註冊詳情</b>	
<b>Part I Particulars of the Licence / Registration</b>	
表列處所地址 Address of the Scheduled Premises	本處檔號 Our File Reference
<hr/> <hr/> <hr/>	
<b>表列處所類別#</b>	<b>(只可選取一種處所)</b>
<b>Type of Scheduled Premises#</b>	<b>(Only one premises to be selected)</b>
<input type="checkbox"/> 普通食肆 General Restaurant <input type="checkbox"/> 小食食肆 Light Refreshment Restaurant <input type="checkbox"/> 工廠食堂 Factory Canteen <input type="checkbox"/> 烘製麵包餅食店 Bakery <input type="checkbox"/> 食品製造廠 Food Factory <input type="checkbox"/> 學校（校舍設於非為學校用途而設計和建造的房產） School (for premises not designed and constructed as a school) <input type="checkbox"/> 按摩院 Massage Establishment <input type="checkbox"/> 殯儀館 Funeral Parlour	<input type="checkbox"/> 進行註冊課程或獲豁免課程的場所 Premises for Conducting Registered Courses or Exempted Courses <input type="checkbox"/> 桌球中心 / 保齡球中心 / 公眾溜冰場 <sup>^</sup> Billiard Centre / Bowling Centre / Public Skating Rink <sup>^</sup> <input type="checkbox"/> 公眾娛樂場所 Place of Public Entertainment <input type="checkbox"/> 戲院 / 劇院 <sup>^</sup> Cinema / Theatre <sup>^</sup> <input type="checkbox"/> 除戲院及劇院以外 Other than a Cinema or Theatre <input type="checkbox"/> 卡拉 OK 場所 Karaoke Establishment <input type="checkbox"/> 位於食肆內 in a Restaurant <input type="checkbox"/> 位於酒店、賓館或會社內 in a Hotel, Guesthouse or Club <input type="checkbox"/> 位於食肆、酒店賓館或會社以外的地方 other than that in a Restaurant, Hotel, Guesthouse or Club
<input type="checkbox"/> 遊戲機中心 Amusement Game Centre <input type="checkbox"/> 床位寓所 Bedspace Apartment <input type="checkbox"/> 會址 Club-house <input type="checkbox"/> 公眾舞廳 / 舞蹈學校 <sup>^</sup> Public Dance Hall / Dancing School <sup>^</sup> <input type="checkbox"/> 酒店 / 賓館 <sup>^</sup> Hotel / Guesthouse <sup>^</sup> <input type="checkbox"/> 幼兒中心 Child Care Centre <input type="checkbox"/> 藥物倚賴治療中心 Drug Dependence Treatment Centre <input type="checkbox"/> 殘疾人士院舍 Residential Care Home for Persons with Disabilities <input type="checkbox"/> 安老院 Residential Care Home for the Elderly <input type="checkbox"/> 用作售賣和飲用令人醺醉的酒類的場所 Establishment for the Sale and Consumption of Intoxicating Liquor	
<b>第二部分 關鍵性改變詳情</b>	
<b>Part II Details of Material Change</b>	
視察日期 Date of Inspection	未符合/改變事項 <sup>^</sup> Item(s) of deviation / change <sup>^</sup>
/ / (DD/MM/YYYY) (日 / 月 / 年)	<input type="checkbox"/> 佔用用途 Occupancy <input type="checkbox"/> 面積 Gross floor area <input type="checkbox"/> 處所圖則 Layout Plan <input type="checkbox"/> 通風系統圖則 Ventilating system plan
	<input type="checkbox"/> 燃料 Fuel use <input type="checkbox"/> 業務模式 Mode of business <input type="checkbox"/> 消防安全規定 Fire Safety Requirements <input type="checkbox"/> 其他(請註明) Others (Please specific)

#請在適當方格內加上『✓』號  
Tick the appropriate boxes<sup>^</sup>請將不適用的刪去  
Delete whichever is inapplicable\*根據註冊記錄  
In accordance with the registration record

補充資料(請提供上述事項內容)

Supplementary Information (Please provide details for the abovementioned item)

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第三部分 註冊消防工程師(消防設備)/消防工程師(通風系統)的詳情<sup>^\*</sup>

Part III Particulars of RFE(FSI)/RFE(VentS) <sup>^\*</sup>

中文姓名 Name in Chinese

註冊編號 Registration No.

英文姓名 Name in English

註冊屆滿日期\* Date of Expiry of Registration

/ / (DD/MM/YYYY)  
(日/月/年)

聯絡電話 Telephone No.

- 根據消防(註冊消防工程師)規例第 32D 條,本人為一名註冊消防工程師(消防設備)/消防工程師(通風系統)<sup>^</sup>,報告在第二部分提及的關鍵性改變可能會影響表列處所的消防安全。
- In accordance with section 32D of the Fire Service (Registered Fire Engineers) Regulation, I, being a RFE(FSI) /RFE(VentS)<sup>^</sup>, report the material change(s) mentioned in Part II may affect the fire safety of the scheduled premises.
- 任何失實核證或聲明可引致法律行動。
- Any false or misleading certificate or declaration may be subject to legal action.

受委任註冊消防工程師簽署 Signature of Appointed RFE

日期 Date

/ / (DD/MM/YYYY)  
(日/月/年)

#請在適當方格內加上『√』號  
Tick the appropriate boxes

<sup>^</sup>請將不適用的刪去  
Delete whichever is inapplicable

\*根據註冊記錄  
In accordance with the registration record

## Notes to this Form 本表格備註

### Notes to Complete this Form 填寫本表格的須知事項

1. 本表格是消防（註冊消防工程師）規例（第95G章）第 32 D條下的通知表格。  
This form is the notification form under section 32D of the Fire Service (Registered Fire Engineers) Regulation (Chapter 95G).
2. 請填妥表格載列所有有關的部分，並在表格上簽署。  
Please ensure that all relevant parts of the form are duly completed, and the form is signed.
3. 關鍵性改變是指任何可能會影響表列處所的消防安全或影響實施已簽發消防安全規定的改變。  
Material change refers to any change that may affect the fire safety of the scheduled premises concerned or the implementation of any issued Fire Safety Requirements.
4. 收到本表格後，有關表列處所可能需要重新進行消防安全風險評估。  
Re-assessment of fire safety risk of the scheduled premises maybe required upon receive of this form.
5. 在本表格內有關資料如有不全或錯漏，消防處處長可要求有關人士提供補充資料以滿足本表格內所有項目的要求或重新呈交本表格。  
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 for incomplete or erroneous information in this form.

### Submission Instructions 呈交指示(TBC)

1. 郵寄/親身呈交 - 本表格及連同有關文件(如有)應郵寄或親身呈交至: 九龍尖沙咀東部康莊道1號消防處總部大廈。  
By Post / In Person - This form together with relevant documents (if any) shall be posted or submitted in person to: Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon
2. 電子郵件傳送 - 透過電子郵件傳送本表格及有關文件（全部必須獲香港郵政署長發出的數碼證書認證，或根據《電子交易條例》認可的其他核證機關所發出的數碼證書認證）到消防處的電子收件處，電郵地址為 [xxxx@hkfsd.gov.hk](mailto:xxxx@hkfsd.gov.hk)。  
Through Email - Email this form together with the relevant documents(if any), all with identity authenticated by a digital certificate issued by the Postmaster General or other certification authorities recognized under the Electronic Transactions Ordinance to the e-Counter of the Fire Services Department at [xxxx@hkfsd.gov.hk](mailto:xxxx@hkfsd.gov.hk).
3. 電子呈交 - 按本表格上的「提交」傳送本表格及有關文件 (如有，全部必須附上數碼證書認證)。請使用 Acrobat Reader 中「附加檔案」功能，附上已數碼認證的文件。  
Through e-Submission - Click the Submit button to electronically submit this form together with attachment of the relevant documents (if any), all with identity authenticated by your digital certificates. You may attach all authenticated documents using Acrobat Reader's "Attachments" function.

### Personal Data Privacy Statement 個人資料私隱聲明

#### 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) 進行與處理以本表格作出呈交有關的工作；  
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 Service (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.

#### 查詢個人資料Access to Personal Data

4. 根據《個人資料（私隱）條例》，你有權查閱及改正你所提交的個人資料。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管理委員會聯絡。

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 Management Committee of Fire Services Department

## 消防安全（消防設備）證明書

此欄不用填寫 Official use only

收件日期 Receipt Date

(DD/MM/YYYY)

(日/月/年)

## Fire Safety (Fire Service Installation) Certificate

持牌人/申請人姓名 Name of Licensee / Applicant

表列處所地址 Address of the Scheduled Premises

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已認可的消防安全規定檔號

Ref. No. of the Endorsed Fire Safety Requirements

已接受的處所圖則檔號及日期

Drawing. No. and Date of the Accepted Layout Plans

## 表列處所#

## Scheduled Premises#

(只可選取一種處所)

(Only one premises to be selected)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 普通食肆<br>General Restaurant   | <input type="checkbox"/> 進行註冊課程或獲豁免課程的場所<br>Premises for Conducting Registered Courses or Exempted Courses                    | <input type="checkbox"/> 遊戲機中心<br>Amusement Game Centre   |
| <input type="checkbox"/> 小食食肆<br>Light Refreshment Restaurant   | <input type="checkbox"/> 桌球中心/保齡球中心/公眾溜冰場 <sup>^</sup><br>Billiard Centre / Bowling Centre / Public Skating Rink <sup>^</sup> | <input type="checkbox"/> 床位寓所<br>Bedspace Apartment   |
| <input type="checkbox"/> 工廠食堂<br>Factory Canteen  | <input type="checkbox"/> 公眾娛樂場所<br>Place of Public Entertainment  | <input type="checkbox"/> 會址<br>Club-house   |
| <input type="checkbox"/> 烘製麪包餅食店<br>Bakery  | <input type="checkbox"/> 戲院 / 劇院 <sup>^</sup><br>Cinema / Theatre <sup>^</sup>  | <input type="checkbox"/> 公眾舞廳 / 舞蹈學校 <sup>^</sup><br>Public Dance Hall / Dancing School <sup>^</sup>            |
| <input type="checkbox"/> 食品製造廠<br>Food Factory  | <input type="checkbox"/> 除戲院及劇院以外<br>Other than a Cinema or Theatre   | <input type="checkbox"/> 酒店/賓館 <sup>^</sup><br>Hotel / Guesthouse <sup>^</sup>                                  |
| <input type="checkbox"/> 學校 (校舍設於非為學校用途而設計和建造的房產)<br>School (for premises not designed and constructed as a school) | <input type="checkbox"/> 卡拉 OK 場所<br>Karaoke Establishment  | <input type="checkbox"/> 幼兒中心<br>Child Care Centre  |
| <input type="checkbox"/> 按摩院<br>Massage Establishment   | <input type="checkbox"/> 位於食肆內<br>in a Restaurant   | <input type="checkbox"/> 藥物倚賴治療中心<br>Drug Dependence Treatment Centre   |
|   | <input type="checkbox"/> 位於酒店、賓館或會社內<br>in a Hotel, Guesthouse or Club  | <input type="checkbox"/> 殘疾人士院舍<br>Residential Care Home for Persons with Disabilities                          |
|   | <input type="checkbox"/> 位於食肆、酒店賓館或會社以外的地方<br>other than that in a Restaurant, Hotel, Guesthouse or Club                      | <input type="checkbox"/> 安老院<br>Residential Care Home for the Elderly   |
|   |   | <input type="checkbox"/> 用作售賣和飲用令人醺醉的酒類的場所<br>Establishment for the Sale and Consumption of Intoxicating Liquor |

根據消防（註冊消防工程師）規例（第95G章）31（1）條，本人作為註冊消防工程師（消防設備），已於\_\_\_\_\_（日/月/年）在上述表列處所進行視察及測試；及核證於視察及測試時，該處所的設計與已接受的處所圖則相符，同時符合已認可的消防安全規定並滿意檢查及測試結果。

In accordance with section 31(1) of the Fire Service (Registered Fire Engineers) Regulation (Cap. 95G), I, Registered Fire Engineer (Fire Service Installation), have conducted an inspection and testing on \_\_\_\_\_ (DD/MM/YYYY) in relation to the above scheduled premises; and certify that, at the time of the inspection and testing, the layout of the premises was found in conformity with the accepted layout plans, the endorsed fire safety requirements were found to be complied with and the results of the inspection and testing were satisfactory.

## 註冊消防工程師（消防設備）資料及簽署\*

## Details and Signature of the Registered Fire Engineer (Fire Service Installation)\*

簽署 Signature

聯絡電話 Telephone No.

中文姓名 Name in Chinese

註冊編號 Registration No.

英文姓名 Name in English

註冊屆滿日期 Expiry Date of Registration

(DD/MM/YYYY)

(日/月/年)

簽署日期 Date of Signature

(DD/MM/YYYY)

(日/月/年)

\*根據註冊記錄

#請在適當方格內加上『✓』號

^請將不適用的刪去

\*In accordance with the registration record

#Tick the appropriate boxes

^Delete whichever is inapplicable

## Notes to this Form 本表格備註

### Notes to Complete this Form 填寫本表格的須知事項

1. 本表格是消防（註冊消防工程師）規例（第95G章）第 31（1）條下的「指明表格」。  
This form is the “specified form” under section 31(1) of the Fire Service (Registered Fire Engineers) Regulation (Cap. 95G).
2. 表列處所為消防（註冊消防工程師）規例（第95G章）附表第2欄中訂明的持牌／註冊處所。  
Scheduled Premises is referring to the licensed/registered premises specified in in the second column of the Schedule of the Fire Service (Registered Fire Engineers) Regulation (Cap. 95G).
3. 只可以為一種表列處所類別填寫本表格。  
Each form can only be completed for one type of scheduled premises.
4. 「持牌人／申請人姓名」、「表列處所地址」、「已認可的消防安全規定檔號」及「已接受的處所圖則檔號」必須與消防處及發牌當局的紀錄相同。  
The “Name of Licensee / Applicant”, “Address of the Scheduled Premises”, “Ref. No. of the Endorsed Fire Safety Requirements” and “Drawing. No. of the Accepted Layout Plans” should be tally with the records of the Fire Services Department and the Licensing Authority.
5. 本表格只可以由一名註冊消防工程師填寫及簽署。  
This form should only be completed and signed by one Registered Fire Engineer.
6. 本表格須於視察日期起計五個工作天內填寫及簽署。  
This form should be completed and signed within 5 working days after the inspection.
7. 已填妥的表格須於視察日期起計五個工作天內送交持牌人／申請人及下列各負責的政府決策局／部門：  
Copies of the completed form should be submitted to the licensee/applicant and the following responsible Government Bureau/Departments within 5 working days after the inspection:

政府決策局／部門 Government Bureau/Department	表列處所 Scheduled Premises
消防處、食物環境衛生署 Fire Services Department, Food and Environmental Hygiene Department	普通食肆、小食食肆、工廠食堂、烘製麪包餅食店、食品製造廠、卡拉 OK 場所（位於食肆內）、用作售賣和飲用令人醺醉的酒類的場所、公眾娛樂場所 General Restaurant, Light Refreshment Restaurant, Factory Canteen, Bakery, Food Factory, Karaoke Establishment in a Restaurant, Establishment for the Sale and Consumption of Intoxicating Liquor, Place of Public Entertainment
消防處、康樂及文化事務署 Fire Services Department, Leisure and Cultural Services Department	桌球中心、保齡球中心、公眾溜冰場 Billiard Centre, Bowling Center, Public Skating Rink
消防處、警務處 Fire Services Department, Hong Kong Police Force	按摩院 Massage Establishment
消防處、民政事務總署轄下的牌照事務處 Fire Services Department, the Office of the Licensing Authority of the Home Affairs Department	酒店、賓館、床位寓所、會址、遊戲機中心、公眾舞廳、舞蹈學校、卡拉 OK 場所（位於酒店、賓館或會社內）、卡拉 OK 場所（位於食肆、酒店賓館或會社以外的地方） Hotel, Guesthouse, Bedspace Apartment, Club-house, Amusement Game Centre, Public Dance Hall, Dancing School, Karaoke Establishment in a Hotel, Guesthouse or Club, Karaoke Establishment (Other than that in a Restaurant, Hotel, Guesthouse or Club)
消防處、社會福利署 Fire Services Department, Social Welfare Department	安老院、殘疾人士院舍、藥物倚賴治療中心 Residential Care Home for the Elderly, Residential Care Home For Persons with Disabilities, Drug Dependence Treatment Centre
消防處、教育局 Fire Services Department, Education Bureau	學校（校舍設於非為學校用途而設計和建造的房產）、進行註冊課程或獲豁免課程的場所 School (for premises not designed and constructed as a school), Premises for conducting Registered Courses or Exempted Courses
消防處、教育局、社會福利署、屋宇署／地政總署／房屋署 Fire Services Department, Education Bureau, Social Welfare Department, Buildings Department / Lands Department / Housing Department	幼兒中心 Child Care Centre

8. 註冊消防工程師需根據註冊消防工程師實務守則的要求，透過指定的途徑呈交與本表格相關的文件及記錄。  
Registered Fire Engineer should submit all relevant records and documents in relation to this form to the Fire Services Department via designated means in accordance with the Code of Practice for Registered Fire Engineers.

## Notes to Licensee/Applicant 持牌人／申請人的須知事項

1. 須時刻遵守就該處所發出的有關消防安全規定。  
The Fire Safety Requirements issued for the premises must be complied with at all times.
2. 須根據相關法例另行領取消防處就製造、貯存、運送或使用危險品或安裝通風系統的同意、批准、許可或牌照。  
Consent, approval, permission or licence from the Fire Services Department in relation to the manufacture / storage / conveyance / use of dangerous goods, or the installation of ventilating system must be sought separately in accordance with relevant legislation.
3. 如你需要報告任何有關註冊消防工程師操守的事宜，請書面聯絡以下的單位：  
If you wish to report any issue in relation to the conduct of a Registered Fire Engineer, you may contact the following office in writing:

註冊消防工程師管理委員會 Registered Fire Engineer Management Committee [TBC]

地址： 九龍尖沙咀東部康莊道1號消防處總部大廈5樓  
5th Floor, Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon  
電郵 E-mail： [rfe\\_management\\_committee@hkfsd.gov.hk](mailto:rfe_management_committee@hkfsd.gov.hk)  
電話 Telephone： 2723 4567

## Notes about Personal Data 個人資料的說明

### 收集的目的 Purposes of Collection

1. 消防處及其他相關的政府政策局／部門會使用透過本表格所獲得的個人資料作下列用途：  
The personal data provided by means of this form will be used by the fire services department and other relevant government bureau/departments for the following purposes:
  - (a) 辦理有關審批你在本表格中所提出的表列處所申請事務；  
activities relating to the processing of your scheduled premises application in this form
  - (b) 處理《消防條例》、與表列處所相關的法例及有關法例的相關事務；及  
activities relating to administration of the Fire Services Ordinance, other relevant legislations in relation to the scheduled premises and other legislations; and
  - (c) 方便消防處及其他相關的政府決策局／部門與你聯絡。  
facilitating communication between the Fire Services Department, other relevant government bureau/departments 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. 消防處及其他相關的政府政策局／部門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.

### 索閱個人資料 Access to Personal Data

4. 根據《個人資料（私隱）條例》，你有權查閱及改正你所提交的個人資料。消防處及其他相關的政府政策局／部門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，請與相關的政府政策局／部門聯絡。  
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 and other relevant government bureau/departments have 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 the relevant bureau/department.



# 消防安全（通風系統）證明書

## Fire Safety (Ventilating System) Certificate

此欄不用填寫 Official use only

收件日期 Receipt Date

(DD/MM/YYYY)

(日/月/年)

持牌人/申請人姓名 Name of Licensee / Applicant

表列處所地址 Address of the Scheduled Premises

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已認可的消防安全規定檔號

Ref. No. of the Endorsed Fire Safety Requirements

已接受的通風系統圖則檔號及日期

Drawing No. and Date of the Accepted Ventilating System Plans

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## 表列處所#

## Scheduled Premises#

(只可選取一種處所)

(Only one premises to be selected)

 普通食肆  
General Restaurant

 小食食肆  
Light Refreshment  
Restaurant

 工廠食堂  
Factory Canteen

 烘製麪包餅食店  
Bakery

 食品製造廠  
Food Factory

 按摩院  
Massage Establishment

 殯儀館  
Funeral Parlour

 桌球中心/保齡球中心/公眾溜冰場<sup>^</sup>  
Billiard Centre / Bowling Centre /  
Public Skating Rink<sup>^</sup>
 公眾娛樂場所  
Place of Public Entertainment

 戲院 / 劇院<sup>^</sup>  
Cinema / Theatre <sup>^</sup>
 除戲院及劇院以外  
Other than a Cinema or Theatre

 卡拉OK場所  
Karaoke Establishment

 位於食肆內  
in a Restaurant

 位於酒店、賓館或會社內  
in a Hotel, Guesthouse or Club

 位於食肆、酒店賓館或會社以外的地方  
other than that in a Restaurant, Hotel,  
Guesthouse or Club

 遊戲機中心  
Amusement Game Centre

 會址  
Club-house

 公眾舞廳 / 舞蹈學校<sup>^</sup>  
Public Dance Hall / Dancing School<sup>^</sup>
 酒店/賓館<sup>^</sup>  
Hotel / Guesthouse<sup>^</sup>
 幼兒中心  
Child Care Centre

 殘疾人士院舍  
Residential Care Home for Persons with  
Disabilities

 安老院  
Residential Care Home for the Elderly

 用作售賣和飲用令人醺醉的酒類的場所  
Establishment for the Sale and  
Consumption of Intoxicating Liquor

根據消防（註冊消防工程師）規例（第95G章）32（1）條，本人作為註冊消防工程師（通風系統），已於 \_\_\_\_\_（日/月/年）在上述表列處所進行視察及測試；及核證於視察及測試時，該處所裝設的通風系統與已接受的處所通風系統圖則相符，同時符合已認可的消防安全規定並滿意檢查及測試結果。

In accordance with section 32(1) of the Fire Service (Registered Fire Engineers) Regulation (Cap. 95G), I, Registered Fire Engineer (Ventilating System), have conducted an inspection and testing on \_\_\_\_\_ (DD/MM/YYYY) in relation to the above scheduled premises; and certify that, at the time of the inspection and testing, the ventilating systems layout of the premises was found in conformity with the installed systems, the endorsed fire safety requirements were found to be complied with and the results of the inspection and testing were satisfactory.

## 註冊消防工程師（通風系統）資料及簽署\*

## Details and Signature of the Registered Fire Engineer (Ventilating System)\*

簽署 Signature

聯絡電話 Telephone No.

中文姓名 Name in Chinese

註冊編號 Registration No.

英文姓名 Name in English

註冊屆滿日期 Expiry Date of Registration

(DD/MM/YYYY)

(日/月/年)

簽署日期 Date of Signature

(DD/MM/YYYY)

(日/月/年)

\*根據註冊記錄

#請在適當方格內加上『✓』號

^請將不適用的刪去

\*In accordance with the registration record

#Tick the appropriate boxes

^Delete whichever is inapplicable

## Notes to this Form 本表格備註

### Notes to Complete this Form 填寫本表格的須知事項

1. 本表格是消防（註冊消防工程師）規例（第95G章）第 31（1）條下的「指明表格」。  
This form is the “specified form” under section 31(1) of the Fire Service (Registered Fire Engineers) Regulation (Cap. 95G).
2. 表列處所為消防（註冊消防工程師）規例（第95G章）附表第2欄中訂明的持牌／註冊處所。  
Scheduled Premises is referring to the licensed/registered premises specified in in the second column of the Schedule of the Fire Service (Registered Fire Engineers) Regulation (Cap. 95G).
3. 只可以為一種表列處所類別填寫本表格。  
Each form can only be completed for one type of scheduled premises.
4. 「持牌人／申請人姓名」、「表列處所地址」、「已認可的消防安全規定檔號」及「已接受的處所圖則檔號」必須與消防處及發牌當局的紀錄相同。  
The “Name of Licensee / Applicant”, “Address of the Scheduled Premises”, “Ref. No. of the Endorsed Fire Safety Requirements” and “Drawing. No. of the Accepted Layout Plans” should be tally with the records of the Fire Services Department and the Licensing Authority.
5. 本表格只可以由一名註冊消防工程師填寫及簽署。  
This form should only be completed and signed by one Registered Fire Engineer.
6. 本表格須於視察日期起計五個工作天內填寫及簽署。  
This form should be completed and signed within 5 working days after the inspection.
7. 已填妥的表格須於視察日期起計五個工作天內送交持牌人／申請人及下列各負責的政府決策局／部門：  
Copies of the completed form should be submitted to the licensee/applicant and the following responsible Government Bureau/Departments within 5 working days after the inspection:

政府決策局／部門 Government Bureau/Department	表列處所 Scheduled Premises
消防處、食物環境衛生署 Fire Services Department, Food and Environmental Hygiene Department	普通食肆、小食食肆、工廠食堂、烘製麪包餅食店、食品製造廠、卡拉 OK 場所（位於食肆內）、用作售賣和飲用令人醺醉的酒類的場所、公眾娛樂場所、殯儀館 General Restaurant, Light Refreshment Restaurant, Factory Canteen, Bakery, Food Factory, Karaoke Establishment in a Restaurant, Establishment for the Sale and Consumption of Intoxicating Liquor, Place of Public Entertainment, Funeral Parlour
消防處、康樂及文化事務署 Fire Services Department, Leisure and Cultural Services Department	桌球中心、保齡球中心、公眾溜冰場 Billiard Centre, Bowling Center, Public Skating Rink
消防處、警務處 Fire Services Department, Hong Kong Police Force	按摩院 Massage Establishment
消防處、民政事務總署轄下的牌照事務處 Fire Services Department, the Office of the Licensing Authority of the Home Affairs Department	酒店、賓館、會址、遊戲機中心、公眾舞廳、舞蹈學校、卡拉 OK 場所（位於酒店、賓館或會社內）、卡拉 OK 場所（位於食肆、酒店賓館或會社以外的地方） Hotel, Guesthouse, Club-house, Amusement Game Centre, Public Dance Hall, Dancing School, Karaoke Establishment in a Hotel, Guesthouse or Club, Karaoke Establishment (Other than that in a Restaurant, Hotel, Guesthouse or Club)
消防處、社會福利署 Fire Services Department, Social Welfare Department	安老院、殘疾人士院舍 Residential Care Home for the Elderly, Residential Care Home For Persons with Disabilities
消防處、教育局、社會福利署、屋宇署／地政總署／房屋署 Fire Services Department, Education Bureau, Social Welfare Department, Buildings Department / Lands Department / Housing Department	幼兒中心 Child Care Centre

8. 註冊消防工程師需根據註冊消防工程師實務守則的要求，透過指定的途徑呈交與本表格相關的文件及記錄。  
Registered Fire Engineer should submit all relevant records and documents in relation to this form to the Fire Services Department via designated means in accordance with the Code of Practice for Registered Fire Engineers.

## Notes to Licensee/Applicant 持牌人／申請人的須知事項

1. 須時刻遵守就該處所發出的有關消防安全規定。  
The Fire Safety Requirements issued for the premises must be complied with at all times.
2. 須根據相關法例另行領取消防處就製造、貯存、運送或使用危險品或安裝通風系統的同意、批准、許可或牌照。  
Consent, approval, permission or licence from the Fire Services Department in relation to the manufacture / storage / conveyance / use of dangerous goods, or the installation of ventilating system must be sought separately in accordance with relevant legislation.
3. 如你需要報告任何有關註冊消防工程師操守的事宜，請書面聯絡以下的單位：  
If you wish to report any issue in relation to the conduct of a Registered Fire Engineer, you may contact the following office in writing:

註冊消防工程師管理委員會 Registered Fire Engineer Management Committee [TBC]

地址： 九龍尖沙咀東部康莊道1號消防處總部大廈5樓  
5th Floor, Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon  
電郵 E-mail： [rfe\\_management\\_committee@hkfsd.gov.hk](mailto:rfe_management_committee@hkfsd.gov.hk)  
電話 Telephone： 2723 4567

## Notes about Personal Data 個人資料的說明

### 收集的目的 Purposes of Collection

1. 消防處及其他相關的政府政策局／部門會使用透過本表格所獲得的個人資料作下列用途：  
The personal data provided by means of this form will be used by the fire services department and other relevant government bureau/departments for the following purposes:
  - (a) 辦理有關審批你在本表格中所提出的表列處所申請事務；  
activities relating to the processing of your scheduled premises application in this form
  - (b) 處理《消防條例》、與表列處所相關的法例及有關法例的相關事務；及  
activities relating to administration of the Fire Services Ordinance, other relevant legislations in relation to the scheduled premises and other legislations; and
  - (c) 方便消防處及其他相關的政府決策局／部門與你聯絡。  
facilitating communication between the Fire Services Department, other relevant government bureau/departments 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. 消防處及其他相關的政府政策局／部門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.

### 索閱個人資料 Access to Personal Data

4. 根據《個人資料（私隱）條例》，你有權查閱及改正你所提交的個人資料。消防處及其他相關的政府政策局／部門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，請與相關的政府政策局／部門聯絡。  
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 and other relevant government bureau/departments have 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 the relevant bureau/department.



表格 RFE/4

香港特別行政區政府

消防（註冊消防工程師）規例（第 95G 章）

對註冊人士犯違紀行為的投訴

此欄不用填寫  
Official use only

收件日期：  
Receipt Date:

收據編號：  
Receipt No:

FORM RFE/4

**THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION**  
**FIRE SERVICES (REGISTERED FIRE ENGINEERS) REGULATION (CHAPTER 95G)**  
**COMPLAINT ALLEGING A DISCIPLINARY OFFENCE AGAINST A REGISTERED PERSON**

投訴人須知

Notes for Complainants

- (1) 本「投訴表格」（“表格”），僅供有關人士根據《消防（註冊消防工程師）規例》（“規例”）第 38 條下，就註冊人士犯違紀行為的投訴。投訴人需在其知悉指稱的違紀行為起的 2 年內，藉向消防處處長（“處長”）發出已填妥的本表格作出投訴。

This compliant form serves the purpose for persons who wish to make a complaint alleging a disciplinary offence against a registered person under section 38 of the Fire Services (Registered Fire Engineers) Regulation (“Regulation”). Complainant should make the complaint by giving, within 2 years from which the alleged disciplinary offence comes to the knowledge of the complainant, this duly completed compliant form to the Director of the Fire Services (“Director”).

- (2) 如屬以下情況，處長可拒絕轉呈投訴人提交的投訴 —

The Director may refuse to refer a complaint submitted by the complainant if –

- (a) 該投訴屬匿名投訴；

the complaint is made anonymously;

- (b) 投訴人的身分不能確定，或投訴人無法聯絡；

the complainant cannot be identified or traced;

- (c) 處長合理地要求關乎該投訴的任何資料或詳情，而投訴人不予提供；

the complainant fails to provide any information or particulars the Director reasonably requires in relation to the complaint;

- (d) 遭投訴的人在被提出投訴時已不再是註冊消防工程師；

the person being complained of has ceased to be a registered fire engineer at the time the complaint is made;

- (e) 處長曾根據規例第 38 條拒絕向保安局局長（“局長”）轉呈該投訴，且情況沒有發生重大變化；

the Director has previously refused to refer the complaint to the Secretary under section 38 of the Regulation and there is no material change in circumstances;

- (f) 紀律審裁委員會已處置該投訴，或曾處置在相當程度上性質相類似的投訴；或

the complaint, or a complaint of a substantially similar nature, has previously been disposed of by a disciplinary board; or

- (g) 在顧及該個案的整體情況下，處長信納 —

(i) 按表面證據該投訴不成立；

(ii) 該投訴是瑣屑無聊或無理取鬧的，或不是真誠地提出的；

(iii) (A) 投訴是在投訴人知悉指稱的違紀行為起的 2 年後作出；及

(B) 並沒有特殊情況可解釋投訴延誤；或

(iv) 因任何其他原因而信納，將該投訴轉呈局長是不必要的。

having regard to all circumstances of the case, the Director is satisfied —

(i) that on its face no case has been shown for the complaint;

(ii) that the complaint is frivolous or vexatious or not made in good faith;

(iii) that —

(A) the complaint was made after 2 years or more after the alleged disciplinary offence came to the knowledge of the complainant; and

(B) there are no special circumstances that explain the delay in making the complaint; or

(iv) that referring the complaint to the Secretary is unnecessary for any other reason.

(3) 投訴人在填寫本表格前，應先細閱背頁的「表格 RFE/4 備註」和「個人資料私隱聲明」。

Complainant should read carefully the “Notes to Form RFE/4” and “Personal Data Privacy Statement” (overleaf) before completing this form.

(4) 如空位不敷填寫，請另頁詳列有關資料，並隨本表格一同附上。

In case of insufficient space, please provide the information on a supplementary page and submit the supplementary page together with this form.

(5) 請以正楷填寫本申請表格的相關部份，在適當方格內加上✓號，並在表格上簽署。

Please complete all relevant sections of this application form in BLOCK letters, enter ✓ in the appropriate box(es) and SIGN the form.

(甲部) 投訴人的個人資料及聯絡資料

(Part A) Complainant's Personal Particulars and Contact Details

若提出投訴人士多於一位，請於(ii)部提供其他提出投訴人士的資料。

If there is more than 1 complainant, please provide particulars of other complainant(s) in (ii) below.

(i) 主要提出投訴人士資料 Particulars of Principal Complainant

姓名 (英文) (姓氏先行) Name in English (Surname first)										姓名 (中文) Name in Chinese									
香港身分證號碼 H.K.I.D. No.										護照號碼 (如適用) Passport No. (if applicable)									
通訊地址 Correspondence Address																			
聯絡電話號碼 Contact Telephone No.					手提電話號碼 (如與聯絡電話號碼不同) Mobile Telephone No. (if different from contact telephone no.)														
傳真號碼 (如有) Facsimile No. (if available)					電子郵件地址 (如有) E-Mail Address (if available)														

(ii) 其他提出投訴人士資料 Particulars of other Complainants

姓名 (英文) (姓氏先行) Name in English (Surname first)										姓名 (中文) Name in Chinese									
香港身分證號碼 H.K.I.D. No.										護照號碼 (如適用) Passport No. (if applicable)									
通訊地址 Correspondence Address																			
聯絡電話號碼 Contact Telephone No.					手提電話號碼 (如與聯絡電話號碼不同) Mobile Telephone No. (if different from contact telephone no.)														
傳真號碼 (如有) Facsimile No. (if available)					電子郵件地址 (如有) E-Mail Address (if available)														

(乙部) 被投訴註冊人士資料

(Part B) Particulars of Registered Person(s) being complained against

姓名 (英文) (姓氏先行) Name in English (Surname first)										姓名 (中文) Name in Chinese									
註冊消防工程師(風險評估)編號 (如適用) Registered fire engineer (risk assessment) no. (if applicable)										此欄不用填寫 Official use only 與投訴相關									
R F E (R)										<input type="checkbox"/> Related to complaint									
註冊消防工程師(消防裝置及設備)編號 (如適用) Registered fire engineer (fire service installation) no. (if applicable)										此欄不用填寫 Official use only 與投訴相關									
R F E (F)										<input type="checkbox"/> Related to complaint									
註冊消防工程師(通風系統)編號 (如適用) Registered fire engineer (ventilating system) no. (if applicable)										此欄不用填寫 Official use only 與投訴相關									
R F E (V)										<input type="checkbox"/> Related to complaint									









### 表格 RFE/4 備註

(1) 投訴人必須填妥本表格，及簽署作實，並以掛號郵遞、經委託代表或親身送達以下地址：

九龍尖沙咀東部

康莊道 1 號

消防處總部大樓 7 樓北翼

消防處消防安全總區總部

註冊消防工程師計劃紀律審裁委員會

(2) 如果投訴人未能提供足夠資料，紀律審裁委員會可能無法處理有關上訴。

(3) 紀律審裁委員會秘書的一般查詢電話號碼為 2170 9501。如需就投訴事宜諮詢法律意見，可徵詢法律專業人士。

### NOTES TO FORM RFE/2

(1) This form must be completed in full and signed. It should be served to the following address by registered mail, by representative or in-person.

Disciplinary Board to Registered Fire Engineer Scheme

Fire Safety Command

7/F, North Wing, Fire Services Headquarters Building

1 Hong Chong Road

Tsim Sha Tsui East

Kowloon

(2) The Disciplinary Board may not be able to process the complaint if the complainant does not provide the necessary information.

(3) The general enquiry telephone no. of the Secretary to the Disciplinary Board is 2170 9501. If you require advice on the law regarding the complaint, you should consult your lawyer.

回郵地址(此項必須填寫)

Return Postal Address (this part must be completed)

姓名 Name

\_\_\_\_\_

地址 Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

姓名 Name

\_\_\_\_\_

地址 Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 收集個人資料聲明書

- (1) 你在本表格及你所提供的其他文件內的個人資料，僅用於與你的投訴直接有關的用途。
- (2) 提供個人資料與否，純屬自願性質。
- (4) 就上述第 1 項所載的目的，紀律審裁委員會可能會向其他政府部門／機構，披露你所提供的個人資料，作同樣用途。
- (5) 如須查閱或更正你在本申請表中所提供的個人資料，請以書面或表格提出申請。申請表格可由本處網頁(網址：<http://www.hkfsd.gov.hk>)「公開資料」部分下載。有關申請可透過以下途徑提交：
  - (i) 郵寄至下列地址：  
九龍尖沙咀康莊道 1 號  
消防總部大廈  
消防處個人資料私隱主任
  - (ii) 傳真至：  
(852) 2739 5879 或
  - (iii) 發送電子郵件至：  
[aio\\_fsd@hkfsd.gov.hk](mailto:aio_fsd@hkfsd.gov.hk)

## PERSONAL INFORMATION COLLECTION STATEMENT

- (1) The personal data in this form and other documents provided by you be used by the Disciplinary Board for purposes directly relating to your complaint.
- (2) The provision of personal data by you is voluntary.
- (3) The information provided in this form may be disclosed to other government departments/agencies for the same purpose state item 1 above.
- (4) Request for access to and correction of personal data provided in this form may be made by letter or by completing the application form as may be downloaded from the box of “Access to Information” in our website at <http://www.hkfsd.gov.hk>. The request may be returned:
  - (i) By post to:  
The Personal Data Privacy Officer  
Fire Services Department  
Fire Services Department Headquarters Building  
1 Hong Chong Road  
Tsim Sha Tsui East  
Tsim Sha Tsui, Kowloon
  - (ii) By fax to:  
(852) 2739 5879; or
  - (iii) By e-mail to:  
[aio\\_fsd@hkfsd.gov.hk](mailto:aio_fsd@hkfsd.gov.hk)



表格 RFE/2

香港特別行政區政府

消防（註冊消防工程師）規例（第 95G 章）

上訴通知

此欄不用填寫  
Official use only

收件日期：  
Receipt Date:

收據編號：  
Receipt No:

FORM RFE/2

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION  
FIRE SERVICES (REGISTERED FIRE ENGINEERS) REGULATION (CHAPTER 95G)

NOTICE OF APPEAL

上訴人須知

Notes for Appellants

(1) 本上訴通知，僅供有關人士根據《消防（註冊消防工程師）規例》（“規例”）第 50 條下，就涉及消防處處長（“處長”）根據規例第 9(1)(b)條／第 12(4)條／第 15(4)條／第 38(4)條作出的決定或涉及紀律委員會根據規例第 46(3)條作出的命令的法定上訴時使用。該等上訴通知須遵照規例第 49 條及第 50 條的規定，在關於該項決定／命令的通知送交該人之日後不遲於 28 天，送達上訴委員會秘書。該等上訴通知須：

- (i) 載明上訴理由和所依據的事實；
- (ii) 附有上訴人打算依賴的每份文件的副本；及
- (iii) 載明上訴人打算在聽證會上傳喚的每位證人的個人資料。

This Notice of Appeal serves the purpose for persons who wish to lodge a statutory appeal under section 50 of the Fire Services (Registered Fire Engineers) Regulation (“Regulation”) against a decision of the Director of the Fire Services (“Director”) under section 9(1)(b)/section 12(4)/section 15(4)/section 38(4) of the Regulation or against an order made by a disciplinary board under section 46(3) of the Regulation. Any such notice of appeal shall reach the Secretary to the Appeal Panel no later than 28 days after the date notification of the decision/order is sent to the person concerned pursuant to section 49 and section 50 of the Regulation and the notice: -

- (i) must set out the grounds of the appeal and the facts relied on;
- (ii) must be accompanied by a copy of every document that the person intends to rely on; and
- (iii) must include particulars of every witness whom the person intends to call at the hearing.

(2) 上訴人在填寫本上訴通知前，應先細閱背頁的「表格 RFE/2 備註」和「個人資料私隱聲明」。  
Appellant should read carefully the “Notes to Form RFE/2” and “Personal Data Privacy Statement” (overleaf) before completing the Notice of Appeal.

(3) 如空位不敷填寫，請另頁詳列有關資料，並隨申請表一同附上。  
In case of insufficient space, please provide the information on a supplementary page and submit the supplementary page together with this application form.

(4) 請以正楷填寫本申請表格的相關部份，在適當方格內加上✓號，並在表格上簽署。  
Please complete all relevant sections of this application form in BLOCK letters, enter ✓ in the appropriate box(es) and SIGN the form.

(甲部) 上訴人的個人資料及聯絡資料

(Part A) Appellant's Personal Particulars and Contact Details

姓名 (英文) (姓氏先行) Name in English (Surname first)										姓名 (中文) Name in Chinese									
香港身分證號碼 H.K.I.D. No.										護照號碼 (如適用) Passport No. (if applicable)									
通訊地址 Correspondence Address																			
聯絡電話號碼 Contact Telephone No.					手提電話號碼 (如與聯絡電話號碼不同) Mobile Telephone No. (if different from contact telephone no.)														
傳真號碼 (如有) Facsimile No. (if available)					電子郵件地址 (如有) E-Mail Address (if available)														

(乙部) 上訴人的註冊資料

(Part B) Appellant's Registration Particulars

上訴人的註冊消防工程師(風險評估)編號 (如適用) Appellant's registered fire engineer (risk assessment) no. (if applicable)										此欄不用填寫 Official use only 與上訴相關									
<b>R</b>	<b>F</b>	<b>E</b>	<b>(R)</b>							<input type="checkbox"/> Related to appeal									
上訴人的註冊消防工程師(消防裝置及設備)編號 (如適用) Appellant's registered fire engineer (fire service installation) no. (if applicable)										此欄不用填寫 Official use only 與上訴相關									
<b>R</b>	<b>F</b>	<b>E</b>	<b>(F)</b>							<input type="checkbox"/> Related to appeal									
上訴人的註冊消防工程師(通風系統)編號 (如適用) Appellant's registered fire engineer (ventilating system) no. (if applicable)										此欄不用填寫 Official use only 與上訴相關									
<b>R</b>	<b>F</b>	<b>E</b>	<b>(V)</b>							<input type="checkbox"/> Related to appeal									

(丙部) 上訴資料

(Part C) Appeal Details

本上訴所針對的處長所作的決定/紀律委員會所作的命令編號 Director's decision/disciplinary board's order no. being appealed against										決定/命令的日期 Date of decision/order 日 Day 月 Month 年 Year									
上訴理由 The ground of appeal																			



(丁部) 證人的個人資料 (如適用)

(Part D) Witness's Personal Particulars (if applicable)

證人 (一) (如適用) Witness 1 (if applicable)	
姓名 (英文) (姓氏先行) Name in English (Surname first)	姓名 (中文) Name in Chinese
出生日期      月 Month      年 Year Date of Birth      /      /	性別 Gender
香港身分證號碼 H.K.I.D. No.	護照號碼 (如適用) Passport No. (if applicable)
通訊地址 Correspondence Address	
證人 (二) (如適用) Witness 2 (if applicable)	
姓名 (英文) (姓氏先行) Name in English (Surname first)	姓名 (中文) Name in Chinese
出生日期      月 Month      年 Year Date of Birth      /      /	性別 Gender
香港身分證號碼 H.K.I.D. No.	護照號碼 (如適用) Passport No. (if applicable)
通訊地址 Correspondence Address	

(戊部) 補充文件 (如適用)

(Part E) Supplementary Documents (if applicable)

<input type="checkbox"/> 現就上述上訴通知附上補充文件共____份及____頁。 I submit in respect of the above "Notice of Appeal" a total of ____ copy(ies) and ____ page(s) of supplementary documents.
--

本人聲明在此上訴通知填寫的一切資料、陳述及附上的文件全屬真確無訛。**警告：如就此上訴通知作出虛假陳述或失實資料，即屬違法。** 本人亦已閱讀及同意夾附於申請表的「收集個人資料聲明書」。  
 I declare that all particulars, statements and documents submitted herein and with this Notice of Appeal are true and correct. **Warning: It is an offence in law to furnish any false statement or information related to this Notice of Appeal.** I also confirm that I have read and agreed to the "Personal Information Collection Statement" attached to the application form.

上訴人簽署  
Signature of Appellant \_\_\_\_\_

日期  
Date \_\_\_\_\_  
 日 Day      月 Month      年 Year

**表格 RFE/2 備註**

- (1) 上訴人必須填妥本上訴通知，及簽署作實，並以掛號郵遞、經委託代表或親身送達以下地址：
- 九龍尖沙咀東部  
康莊道 1 號  
消防處總部大樓 7 樓北翼  
消防處消防安全總區總部  
註冊消防工程師計劃上訴委員會
- (2) 如果上訴人未能提供足夠資料，上訴委員會可能無法處理有關上訴。
- (3) 上訴委員會秘書的一般查詢電話號碼為 2170 9501。如需就上訴事宜諮詢法律意見，可徵詢法律專業人士。

**NOTES TO FORM RFE/2**

- (1) The Notice of Appeal must be completed in full and signed. It should be served to the following address by registered mail, by representative or in-person.

Appeal Board to Registered Fire Engineer Scheme  
Fire Safety Command  
7/F, North Wing, Fire Services Headquarters Building  
1 Hong Chong Road  
Tsim Sha Tsui East  
Kowloon

- (2) The Appeal Board may not be able to process the appeal if the Appellant does not provide the necessary information.
- (3) The general enquiry telephone no. of the Secretary to the Appeal Board is 2170 9501. If you require advice on the law regarding the appeal, you should consult your lawyer.

回郵地址(此項必須填寫)  
Return Postal Address (this part must be completed)

姓名 Name

姓名 Name

地址 Address

地址 Address



## 收集個人資料聲明書

- (1) 你在本上訴通知及你所提供的其他文件內的個人資料，僅用於與你的上訴個案直接有關的用途。
- (2) 提供個人資料與否，純屬自願性質，但如果你未能提供足夠資料，上訴委員會可能無法處理你的上訴。
- (4) 就上述第 1 項所載的目的，上訴委員會可能會向其他政府部門／機構，披露你所提供的個人資料，作同樣用途。
- (5) 如須查閱或更正你在本申請表中所提供的個人資料，請以書面或表格提出申請。申請表格可由本處網頁(網址：<http://www.hkfsd.gov.hk>)「公開資料」部分下載。有關申請可透過以下途徑提交：
  - (i) 郵寄至下列地址：  
九龍尖沙咀康莊道 1 號  
消防總部大廈  
消防處個人資料私隱主任
  - (ii) 傳真至：  
(852) 2739 5879 或
  - (iii) 發送電子郵件至：  
[aio\\_fsd@hkfsd.gov.hk](mailto:aio_fsd@hkfsd.gov.hk)

## PERSONAL INFORMATION COLLECTION STATEMENT

- (1) The personal data in this Notice of Appeal and other documents provided by you be used by the Appeal Panel for purposes directly relating to your appeal.
- (2) The provision of personal data by you is voluntary. However, if you do not provide sufficient information, the Appeal Panel may not be able to process your appeal.
- (3) The information provided in this Notice of Appeal may be disclosed to other government departments/agencies for the same purpose state item 1 above.
- (4) Request for access to and correction of personal data provided in this form may be made by letter or by completing the application form as may be downloaded from the box of “Access to Information” in our website at <http://www.hkfsd.gov.hk>. The request may be returned:
  - (i) By post to:  
The Personal Data Privacy Officer  
Fire Services Department  
Fire Services Department Headquarters Building  
1 Hong Chong Road  
Tsim Sha Tsui East  
Tsim Sha Tsui, Kowloon
  - (ii) By fax to:  
(852) 2739 5879; or
  - (iii) By e-mail to:  
[aio\\_fsd@hkfsd.gov.hk](mailto:aio_fsd@hkfsd.gov.hk)

# Fire Risk Assessment Report

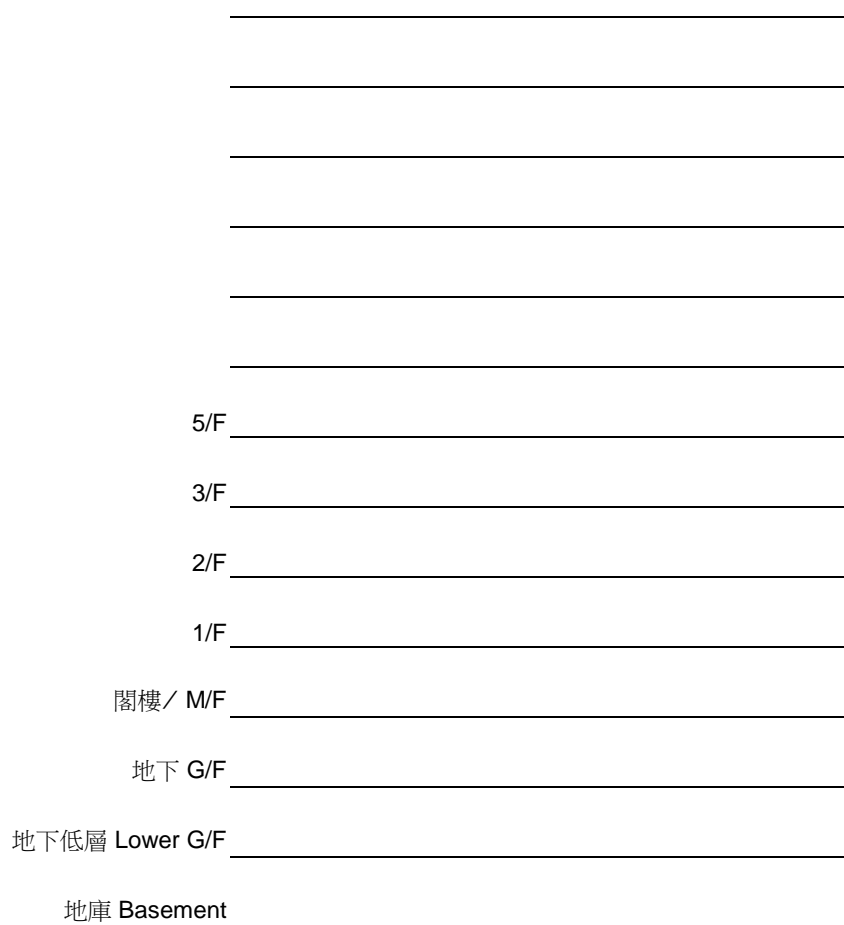
## 消防風險評估報告

(For Registered Fire Engineer (Risk Assessment) 供註冊消防工程師(風險評估)使用)

<b>Purpose</b> 目的	<input type="checkbox"/> New Application 新申請 <input type="checkbox"/> Revised *(Layout Plan / Ventilating System Plan) 修改*(處所圖則 / 設計通風系統圖則) (Fire Safety Requirements have been endorsed by FSD only 只限消防安全規定已由消防處認可)	
<b>Part I 第一部分 General Particulars 一般資料</b>		
1. <b>Type of Licence 牌照類型</b> _____		
2. <b>Address of Premises 處所地址</b> _____		
3. <b>Name of Building 樓宇名稱</b> _____		
4. <b>Name of Incorporated Owners 業主立案法團名稱</b> _____		
5. <b>Particulars of Building 樓宇資料</b>		
5.1 <b>Construction of Building 樓宇建造材料:</b>		
<input type="checkbox"/> R.C.C. 鋼筋混凝土	<input type="checkbox"/> Brick & Stone 磚及石	<input type="checkbox"/> Curtain Walled 玻璃幕牆
<input type="checkbox"/> Wooden/Tin-sheeted* 木/鐵皮	<input type="checkbox"/> Others 其他: _____	
5.2 <b>Type of Building 樓宇類型:</b>		
<input type="checkbox"/> Domestic 住宅	<input type="checkbox"/> Composite 綜合	<input type="checkbox"/> Commercial 商業
<input type="checkbox"/> Industrial 工業	<input type="checkbox"/> Institutional 社團	<input type="checkbox"/> Holiday Flat 度假屋
<input type="checkbox"/> Guesthouse 旅館	<input type="checkbox"/> Youth Hostel 青年旅舍	<input type="checkbox"/> Small House 小型屋宇
<input type="checkbox"/> Purpose-built Hotel 為特定目的建造的酒店	<input type="checkbox"/> Non-purpose-built Hotel 非為特定目的建造的酒店	<input type="checkbox"/> Others 其他: _____
5.3 <b>Fire Service Installation and Equipment 消防裝置及設備:</b>		
<input type="checkbox"/> FH/HR System 消防栓/喉輻系統	<input type="checkbox"/> A/V Advisory System 聲響/視象警報系統	<input type="checkbox"/> Smoke Extraction System 排煙系統
<input type="checkbox"/> Sprinkler System 花灑系統	<input type="checkbox"/> Fixed Foam System 固定泡沫系統	<input type="checkbox"/> Auto Gas Flooding System 自動氣體排放系統
<input type="checkbox"/> Manual Fire Alarm System 火警警報系統	<input type="checkbox"/> Fire Shutters 防火閘	<input type="checkbox"/> Vent/AC Control System 通風/空氣調節控制系統
<input type="checkbox"/> Portable Fire Extinguisher 手提滅火筒	<input type="checkbox"/> Drencher System 水簾系統	<input type="checkbox"/> Water Spray/Deluge System 噴水系統/集水系統
<input type="checkbox"/> Emergency Lighting 應急照明系統	<input type="checkbox"/> Emergency Generator 應急發電機	<input type="checkbox"/> Water Mist System 水霧系統
<input type="checkbox"/> Exit Sign 出口指示牌	<input type="checkbox"/> Staircase Pressurization System 樓梯增壓系統	<input type="checkbox"/> Others 其他: _____
<input type="checkbox"/> Fire Detection System 火警偵測系統	<input type="checkbox"/> Ring Main System 環狀水管系統	
5.4 <b>Structural Details 結構詳情:</b>		
Dimensions of building (in m <sup>2</sup> ) 樓宇面積 (平方米) _____	Largest floor on _____	
No. of storey (including basement and penthouse) 樓層數目 (包括地庫及頂樓單位) _____	Omitted floors (if any): 略去層數(如有): _____	
Nos. of light-well: 天井數目 _____	From 由 _____ to 至 _____	Refuge floor(s) on 避火層位於 _____
Width of common corridor(s) (open balcony/enclosed type*): (in mm) 公共走廊闊度 (開放式/密封式*): (毫米) _____		
5.5 <b>Staircase 樓梯:</b>		
No. of Staircase (Width)(mm): 樓梯數目(闊度)(毫米)	1 _____ 2 _____ 3 _____ - 4 _____ -	
Staircase serving for: 樓梯通往樓層	1 _____ to 至 _____ 2 _____ to 至 _____ 3 _____ - to 至 _____ 4 _____ - to 至 _____	
5.6 <b>Roof 天台:</b>		
Roof structure(s): 天台搭建物: <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/> N/A 不適用		
Are there any unauthorized roof structure#: 是否有非法天台搭建物: <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/> N/A 不適用	#BD should be notified of the unauthorized roof structure #須通知屋宇署有關的非法天台搭建物	
Access to adjoining property via roof: 由天台往毗鄰物業的通道: <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/> N/A 不適用		
Does the roof have waiting space: 天台是否有空間, 可供等候之用: <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/> N/A 不適用	If yes, area available 如有, 所佔面積 _____ %	
5.7 <b>Lift 升降機:</b>		
No. of lift 升降機數目: _____	No. of Fireman's lift 消防員專用升降機數目: _____	

**Part I 第一部分 General Particulars 一般資料**

**6. Occupancy Diagram 樓宇用途簡圖：**



**Notes 備註：**

1. Show roof level by "R" and double line.  
用 "R" 及雙線表示天臺。
2. Divide floor into number of occupancies by vertical lines.  
用垂直線劃分樓層的用途。
3. If higher than 10<sup>th</sup> floor, indicate number of floors by figures, e.g. 23.  
假如超過 10 層，用數字標出層數，例如：23。
4. Indicate the location of D.G. store and refuge floor.  
標明危險品貨倉及避火層位置。

## Part I 第一部分 General Particulars 一般資料

### 7. Particulars of Premises 處所資料：

#### 7.1 FSI 消防裝置及設備：

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> FH/HR System<br>消防栓/喉輓系統            | <input type="checkbox"/> A/V Advisory System<br>聲響/視象警報系統          | <input type="checkbox"/> Smoke Extraction System<br>排煙系統        |
| <input type="checkbox"/> Sprinkler System<br>花灑系統            | <input type="checkbox"/> Fixed Foam System<br>固定泡沫系統               | <input type="checkbox"/> Auto Gas Flooding System<br>自動氣體       |
| <input type="checkbox"/> Manual Fire Alarm System<br>火警警報系統  | <input type="checkbox"/> Fire Shutters<br>防火閘                      | <input type="checkbox"/> Vent/AC Control System<br>通風/空氣調節控制系統  |
| <input type="checkbox"/> Portable Fire Extinguisher<br>手提滅火筒 | <input type="checkbox"/> Drencher System<br>水簾系統                   | <input type="checkbox"/> Water Spray/Deluge System<br>噴水系統/集水系統 |
| <input type="checkbox"/> Emergency Lighting<br>應急照明系統        | <input type="checkbox"/> Emergency Generator<br>應急發電機              | <input type="checkbox"/> Water Mist System<br>水霧系統              |
| <input type="checkbox"/> Exit Sign<br>出口指示牌                  | <input type="checkbox"/> Staircase Pressurization System<br>樓梯增壓系統 | <input type="checkbox"/> Others<br>其他: _____                    |
| <input type="checkbox"/> Fire Detection System<br>火警偵測系統     | <input type="checkbox"/> Ring Main System<br>環狀水管系統                |   |

#### 7.2 Status of Premises 處所狀況:

- Locked and unattended 上鎖    
 Under renovation 裝修中    
 In operation (Other business) 營運中(其他業務)    
 #Business of this application in operation #是次申請的業務正在營運中

# Respective licensing authority should be notified of any operation of business without a valid licence

如有無牌經營業務情況，須通知所屬發牌當局

#### 7.3 Total Nos. of Exit 出口總數：

Width (in mm)	_____	to	_____
闊度(毫米)		至	
Width (in mm)	_____	to	_____
闊度(毫米)		至	
Width (in mm)	_____ - _____	to	_____ - _____
闊度(毫米)		至	

#### 7.4 Floor Area of Premises 處所樓面面積： \_\_\_\_\_ m<sup>2</sup> 平方米

#### 7.5 Staircase(s) exclusive to the premises 處所專用樓梯： \_\_\_\_\_

## Part II 第二部分 Risk Assessment 風險評估

### Step1 程序 1

#### Identification of Hazards (Complete Step 1 if the premises is in operation):

鑒定危機 (若處所是營運中，請填妥程序 1)：

(1) Means of Escape 走火通道

\*Obstruction 阻塞/ Alteration 被改動

(2) Smoke Door 防煙門

\*Wedged Open 被楔開/ Alteration 被改動/ Defective 損壞

(3) Exit Door Locked 出口門上鎖

\*Roof 天台/ Ground 地下

(4) Fire Service Installations 消防設備

\*Defective 損壞/ Lack of maintenance 欠缺保養/ Obstruction 阻礙

(5) Others 其他 \_\_\_\_\_

Yes# 有/是	No 沒有	N/A 不適用	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	# Fire Services Communications Centre should be notified of any risk(s)/hazard(s) 須通知消防通訊中心有關的火警危險/危機 <input type="checkbox"/> Notified 已通知 <input type="checkbox"/> N/A 不適用 Date 日期: _____ Time 時間: _____
<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"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(Please indicate the location of hazard(s) in the occupancy diagram at section 6 of Pt. I, as appropriate.)

請在第一部第 6 項樓宇用途簡圖上指出危機的位置)



**Part II 第二部分 Risk Assessment 風險評估**

**Step 程序 3 Evaluation of Hazard(s) or Risk(s) 危機或風險評估**

		Yes 是	No 否	N/A 不適用	
(22) Clientele 顧客	(i) Tourist 遊客	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General particulars for Hotel or Guesthouse 酒店或旅館申請的一般資料
	(ii) Local 本地	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(23) No. of rooms 房間數目:	_____				
(24) No. of beds 睡床數目:	_____				
(25) No. of guests 顧客數目:	_____				
(26) Kitchen 廚房		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(27) Separation of kitchen 廚房之分隔		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(28) Fuel use 使用之燃料:					
(i) Electricity 電力		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) Town Gas 煤氣		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) LPG 石油氣		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iv) Diesel 柴油		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(29) Addition/Improvement of Major FSI(Hotel) 主要消防裝置及設備之加裝/改善(酒店)					For Hotel, complete item 29 酒店申請, 請填妥 29 項
(i) Emergency generator 應急發電機		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) Emergency lighting 應急照明		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) Fire detection system 火警偵測系統		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iv) Sprinkler system 花灑系統		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(v) Static or dynamic smoke extraction system 靜態式或機械式排煙系統		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(vi) Vent/AC Control System 通風/空氣調節控制系統		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(30) Addition/Improvement of major FSI(Guesthouse) 主要消防裝置及設備之加裝/改善(旅館)					For Guesthouse (area≥230m <sup>2</sup> ), complete item 30 旅館申請(面積≥230平方米), 請填妥 30 項
(i) Emergency generator 應急發電機		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) Emergency lighting 應急照明		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) Fire alarm system 火警警報系統		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iv) Fire detection system 火警偵測系統		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(v) Sprinkler system 花灑系統		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(vi) Static or dynamic smoke extraction system 靜態式或機械式排煙系統		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(vii) Vent/AC Control System 通風/空氣調節控制系統		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(31) Addition/Improvement of major FSI(Guesthouse) 主要消防裝置及設備之加裝/改善(旅館)					For Guesthouse (area<230m <sup>2</sup> ), complete item 31 旅館申請(面積<230平方米), 請填妥 31 項
(i) Emergency lighting 應急照明		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) Fire alarm system 火警警報系統		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) Fire detection system 火警偵測系統		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iv) Portable appliances 手提器具		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(v) Vent/AC Control System 通風/空氣調節控制系統		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(32) Type of Activities 活動類型:					For Club premises, complete item 32 to 40 會社處所申請, 請填妥 32 至 40 項
(i) Mahjong 麻雀		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) Catering 餐飲		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) Bar / Karaoke* 酒吧/卡拉 OK*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iv) Others 其他		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(33) Combustibles per m <sup>2</sup> >60 kg 可燃物料每平方米>60 公斤		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(34) Combustible Partition<30% total area 可燃物料間隔<30%總面積		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(35) Designed Windows sealed up >50%預設之窗門>50%被密封		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(36) Assessment of fire potential 火警風險評估	Low / High*低 / 高*				
(37) Kitchen 廚房		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(38) Separation of kitchen 廚房之分隔		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(39) Fuel use 使用之燃料:					
(i) Electricity 電力		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) Town Gas 煤氣		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) LPG 石油氣		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iv) Diesel 柴油		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(40) Sleeping accommodation 睡眠設施:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, No. of rooms (如有, 房間數目): _____					

**Part II 第二部分 Risk Assessment 危機評估**

**Step 程序 3 Evaluation of Hazard(s) or Risk(s) 危機或風險評估**

	Yes 是	No 否	N/A 不適用	
(41) Kitchen 廚房	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For Bedspace Apartments application, complete item 41 to 45 床位寓所申請，請填妥 41 至 45 項
(40) Separation of kitchen 廚房之分隔	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(43) Fuel use 使用之燃料：				
(i) Electricity 電力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) Town Gas 煤氣	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) LPG 石油氣 (*Piped / cylinder *管道式/樽裝)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iv) Kerosene 煤油	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iv) Others 其他	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(44) Sleeping accommodation 睡眠設施：				
(i) Any cubicles formed by combustible partitions 由可燃物料分隔成的小室	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) Existing bunks enclosed 現有圍封臥床	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) Proposed bunks enclosed 建議圍封臥床	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No. of single/double bunks 單人床/雙人床數量	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Existing 現有_____ Proposed 建議_____				
(45) False ceiling 假天花	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(46) D.G. Store nearby 附近的危險倉庫	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete item 46 to 48, if Item 2 in Step 2 is 'Yes' 程序 2 第 2 項若『是』的話，請填妥 46 至 48 項
Is the D.G. Store licensed? 危險倉庫是否領有牌照?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(47) Co-existing occupancy 共處場所 (Step 程序 2 Item(2)第 2 項 i / ii / iii / iv / v / vi)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47.1 Properly licensed/registered 正式註冊/登記	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If 'yes', please specify the premises 答案若『是』的話，請註明場所:- _____				
47.2 Fire Safety Requirements complied with 消防安全規定做妥	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47.3 Adequacy of MoE 足夠的逃生通道	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47.4 Provision of sprinkler system 裝設花灑系統	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47.5 Compliance with D.G. Regulation 符合危險品條例	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47.6 Proper separation 正式分隔 / Arcade (with sprinkler) 商場裝設花灑系統	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exit(s) discharging onto 出口通往至 (i)_____ (ii)_____				
47.7 Located vertically *above / below 位置處於*正上面 / 正下面	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47.8 Fuel used inside the co-existing premises 共處場所內使用之燃料：	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(i) Electricity 電力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) Town Gas 煤氣	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) LPG 石油氣	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iv) LPG used on any floor below G/F 地面樓層下使用石油氣	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(v) Charcoal 碳	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(vi) Other 其他: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(48) Others 其他: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Level of Risk(s) 風險級別</b>				
<input type="checkbox"/> <b>Normal 普通</b>				
Acceptable, subject to compliance with Fire Safety Requirements 可接受，但須符合消防安全規定				
<input type="checkbox"/> <b>High 高</b>				
Acceptable, subject to compliance with tailor-made Fire Safety Requirements specific to this application 可接受，但須符合是次申請按特定需求而設計的消防安全規定				
<b>Revised *(Layout Plan / Ventilating System Plan)</b> <b>修改*(處所圖則 / 設計通風系統圖則)</b>				
<input type="checkbox"/> <b>Major 大型</b>				
<input type="checkbox"/> <b>Minor 小型</b>				
<input type="checkbox"/> <b>N/A 不適用</b>				

**Step 程序 4 Recommendation for Reduction of Risk 減低風險建議**

For this application 關於是次申請

- (1) Raise no objection to application subject to the following Fire Safety Requirements to be complied by the applicant:-  
不反對申請，唯申請人須遵從下列之消防安全規定:-

Fire Safety Requirements in relation to the scheduled premises under FEHD

與食物環境衛生署有關的表列處所之消防安全規定

<input type="checkbox"/> PPA/101A(1 to 3)	<input type="checkbox"/> PPA/101B(1 to 3)	<input type="checkbox"/> PPA/101C(1 to 3)	<input type="checkbox"/> PPA/101D(1 to 3)
<input type="checkbox"/> PPA/101E(1 to 3)	<input type="checkbox"/> PPA/101F(1 to 3)	<input type="checkbox"/> PPA/101G(1 to 3)	<input type="checkbox"/> PPA/101H(1 to 3)
<input type="checkbox"/> PPA/101I(1 to 3)	<input type="checkbox"/> PPA/101J(1 to 3)	<input type="checkbox"/> PPA/101K(1 to 3)	<input type="checkbox"/> PPA/101L(1 to 3)
<input type="checkbox"/> PPA/101	<input type="checkbox"/> PPA/102	<input type="checkbox"/> PPA/106	<input type="checkbox"/> PPA/108
<input type="checkbox"/> PPA/109	<input type="checkbox"/> PPA/109(A)	<input type="checkbox"/> PPA/112	<input type="checkbox"/> PPA/117
<input type="checkbox"/> PPA/120	<input type="checkbox"/> CAOK	<input type="checkbox"/> CACOK	<input type="checkbox"/> CACIK
<input type="checkbox"/> Additional Fire Safety Requirements for Marquees 有關帳幕的額外消防安全規定			
<input type="checkbox"/> Additional Fire Services Requirements for Food Room 食物間的附加消防規定			
<input type="checkbox"/> Additional Fire Safety Requirements for Inflatable Games 有關充氣式遊戲的額外消防安全規定			
<input type="checkbox"/> Specific Requirements for Teppanyaki 鐵板爐的消防安全特別規定			
<input type="checkbox"/> Fire Safety Requirements / Recommendations for Openground Bazaar with Cooked Food Stalls 露天墟市(熟食攤檔)的消防安全規定／建議			
<input type="checkbox"/> Fire Safety Conditions for Conducting Temporary or Occasional Hot Pot / Food Warming / Flambéing in Seating Accommodation (Excluding Outside Seating Accommodation) of General Restaurants / Factory Canteens Using Portable Stoves 適用於普通食肆／工廠食堂座位間(不包括露天座位)使用輕便型爐具以作臨時或暫時火鍋／食物加熱／在食物上灑上酒及點燃的消防安全條件			
<input type="checkbox"/> Others 其他: _____			

Fire Safety Requirements in relation to the scheduled premises under EDB

有關與教育局有關的表列處所之消防安全規定

<input type="checkbox"/> SCH/101	<input type="checkbox"/> SCH/102	<input type="checkbox"/> SCH/104	<input type="checkbox"/> SCH/107
<input type="checkbox"/> SCH/108	<input type="checkbox"/> Others 其他: _____		

Fire Safety Requirements in relation to the scheduled premises under HAD

與民政事務總署有關的表列處所之消防安全規定

<input type="checkbox"/> LASR-I (08/2023)	<input type="checkbox"/> LASR-II (01/2023)	<input type="checkbox"/> LASR-III (06/2023)	<input type="checkbox"/> LASR-IV (1/2023)
<input type="checkbox"/> LASR-V (08/2023)	<input type="checkbox"/> LASR-VII (01/2023)	<input type="checkbox"/> LASR-VIII (01/2023)	<input type="checkbox"/> AGC26(C)
<input type="checkbox"/> Others 其他: _____			



Fire Safety Requirements in relation to the scheduled premises under SWD  
與社會福利署有關的表列處所之消防安全規定

<input type="checkbox"/> CCC/101	<input type="checkbox"/> CoP for DTC	<input type="checkbox"/> CoP for RCHE	<input type="checkbox"/> CoP for RCHD
<input type="checkbox"/> Others 其他: _____			

Fire Safety Requirements in relation to the scheduled premises under LCSD  
與康樂及文化事務署有關的表列處所之消防安全規定

<input type="checkbox"/> PPA/105	<input type="checkbox"/> PPA/113	<input type="checkbox"/> Others 其他: _____
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Fire Safety Requirements in relation to the scheduled premises under HKPF  
與香港警務處有關的表列處所之消防安全規定

<input type="checkbox"/> MAS/101	<input type="checkbox"/> Others 其他: _____
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Typical Fire Safety Requirements

一般之消防規定

<input type="checkbox"/> PPA/104	<input type="checkbox"/> PPA/104(A)			
<input type="checkbox"/> Portable firefighting equipment 手提滅火設備				
<input type="checkbox"/>	Water type fire extinguisher 水劑滅火筒	9 Litre 升	_____	no(s). 支
<input type="checkbox"/>	Carbon dioxide type fire extinguisher 二氧化碳滅火筒	4.5 Kg 公斤	_____	no(s). 支
<input type="checkbox"/>	Fire blanket 滅火氈	1.44 m <sup>2</sup> 平方米	_____	no(s). 張
<input type="checkbox"/>	Others 其他: _____			
<input type="checkbox"/> Fire Safety Requirements of Ventilating System for #Scheduled Premises #附表所列處所內通風系統的消防安全規定				
<input type="checkbox"/> Fire Safety Requirements of Ventilating System for Premises (other than #Scheduled Premises) 處所內通風系統的消防安全規定 (#附表所列處所除外)				
<input type="checkbox"/> Fire Safety Requirements for Mechanical Ventilating Systems (FSD Circular Letter no. 2/2023) 機動式通風系統的消防安全規定 (消防處通函 2/2023 號)				
<input type="checkbox"/> Fire Safety Requirements for Ventilation / Air Conditioning Control Systems for Licensed Premises 持牌處所通風/空氣調節控制系統的消防規定				
<input type="checkbox"/> Fire Safety Requirements for Ventilation / Air Conditioning Control System 通風/空氣調節控制系統的消防規定				
<input type="checkbox"/> Others 其他: _____				

# "Scheduled premises" means any premises of any of the classes of premises specified in the first column of the Second Schedule of the Public Health and Municipal Services Ordinance, Chapter 132, Laws of Hong Kong.

# 「附表所列處所」指香港法例第 132 章《公眾衛生及市政條例》附表 2 第 1 欄所指明的其中任何類別的處所。

(2)(a)  
Raise no objection to the submitted layout plan(s) 不反對提交之處所圖則  
Drawing No./Date(DD.MM.YYYY)圖則檔號/日期: \_\_\_\_\_

(2)(b)  
The layout plan(s) related to \*CCC /NDS /NLH be stamped by RFE(RA) for endorsement  
有關\*幼兒中心 /改建校舍 / 非本地高等及專業教育課程的處所圖則由註冊消防工程師(風險評估)簽註認可

(3)  
Raise objection to the application for reason(s) below  
反對申請，原因如下： \_\_\_\_\_

(4)  
Notification to the relevant authority for other hazard(s)/risk(s) 通知有關部門其他的危險/危機：

<input type="checkbox"/> FEHD 食物環境衛生署	<input type="checkbox"/> BD 屋宇署	<input type="checkbox"/> EMSD 機電工程署	<input type="checkbox"/> Others 其他: _____
---------------------------------------	---------------------------------	-------------------------------------	---

Please specify 請註明: \_\_\_\_\_  
\_\_\_\_\_

**Part III 第三部分 Details of RFE(RA) 註冊消防工程師 (風險評估)資料**

Date of inspection 視察日期: \_\_\_\_\_

I declare that the details reported in this form are true and correct.  
本人現聲明，我在本表格上填報的資料均屬真確無訛。

Signed 簽署: \_\_\_\_\_

Name 姓名: \_\_\_\_\_

Registration number 註冊號碼: \_\_\_\_\_

Date 日期: \_\_\_\_\_

**Part IV 第四部分****Fire Services Department's Comments 消防處評語**

- (1) Fire risk assessment conducted by RFE(RA):  
註冊消防工程師(風險評估) 進行之火警風險評估:

- Accepted 接受**
- Not accepted 不接受**

- Additional comment(s) to  
額外評語予:

<input type="checkbox"/> Part I 第一部分	<input type="checkbox"/> Part II 第二部分
<input type="checkbox"/> Part III 第三部分	<input type="checkbox"/> Others: 其他: _____

Detail(s):

詳情: \_\_\_\_\_

- (2) Fire Safety Requirements recommended by RFE(RA) (Step 4 Section (1)):  
註冊消防工程師(風險評估)建議之消防安全規定(程序 4 第(1)項):

- Endorsed 認可**
- Not endorsed 不認可**

- Additional comment(s):  
額外評語:

<input type="checkbox"/> Inadequate Fire Safety Requirements 消防安全規定不足
<input type="checkbox"/> Fire Safety Requirements contravene Regulation or Code of Practice 消防安全規定違背規例或工作守則
<input type="checkbox"/> Overdue of fire risk assessment 消防安全風險評估過期
<input type="checkbox"/> Inadequate information provided for formulating Fire Safety Requirements 用作制定消防安全規定的資料不足
<input type="checkbox"/> Application withdrawn 申請已撤回
<input type="checkbox"/> Others: 其他: _____

Detail(s):

詳情: \_\_\_\_\_

( )

for Director of Fire Services

Date 日期: \_\_\_\_\_

**Part V 第五部分 Acknowledgement of Fire Services Department's Comments 確認收悉消防處評語**

(1) RFE(RA) 註冊消防工程師(風險評估):

Date of acknowledgement 確認收悉日期: \_\_\_\_\_

I declare that I have acknowledged to the results in Part IV and issued the FSR endorsed by FSD to the applicant.

本人現聲明，我確認收悉第四部分的結果，並且已將經消防處批核的消防安全規定發放予申請人。

Signed 簽署: \_\_\_\_\_

Name 姓名: \_\_\_\_\_

Registration number 註冊號碼: \_\_\_\_\_

Date 日期: \_\_\_\_\_

(2) The applicant 申請人:

Date of acknowledgement 確認收悉日期: \_\_\_\_\_

I declare that I have acknowledged the content of this Fire Risk Assessment Report and the FSR endorsed by FSD.

本人現聲明，我確認收悉此消防風險評估報告的內容及經消防處批核的消防安全規定。

Signed 簽署: \_\_\_\_\_

Name 姓名: \_\_\_\_\_

Date 日期: \_\_\_\_\_

食物業處所查核視察報告(消防設備)  
Compliance Inspection Report for Food Premises (Fire Service Installation)

處所地址 Address of Premises

消防處檔號 FSD Ref. No.

樓面總面積 Gross Floor Area

牌照種類 Type of Licence

視察及測試日期 Date of Inspection and Testing

(DD/MM/YYYY)

(日/月/年)

**備註 Notes**

請在適當方格內填上「✓」號 Please tick in the appropriate box

已遵辦(C/W)指該事項符合規定並已提交文件 Complied with (C/W) means the item is satisfactory with supporting documents submitted

未完成(O/S)指該事項未測試或未提交文件 Outstanding (O/S) means the item has not been tested or without supporting documents

不適用指該事項不適用於該處所 Not Applicable(N/A) means the item is not applicable to the premises

	C/W	O/S	N/A	Supporting documents & Date
<b>一般規定</b> <b>General Requirements</b>				
樓宇消防裝置及設備 Building / Premises FSIs & 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 <sup>2</sup> / Basement GFA > 126m <sup>2</sup> )	<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 公升裝水式滅火筒 Not less than 9L Water Type FE	<input checked="" 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 <sub>2</sub> Gas Type FE	<input type="checkbox"/>	<input checked="" 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 <sup>2</sup> Fire Blanket	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 <sup>2</sup> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251: (Test: Y/N)
火警警報系統於收銀櫃台(面積 >230 平方米) MFA for area > 230m <sup>2</sup> .				(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"/>	FS251:
收銀櫃台 At the cashier's counter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:
吊門/防火閘 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 checked="" 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:
應急照明系統 Emergency Lighting System (數量 Quantity: )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251: (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:
耐火/防火溶液 - 間隔 Fire Resistant / Retardant Solution - Partitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:



<input type="checkbox"/> <b>230 平方米 &lt;處所 ≤ 7000 立方米</b> <b>230m<sup>2</sup> &lt; Premises ≤ 7000m<sup>3</sup> in cubic volume</b>				
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: (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"/> <b>處所 &gt; 7000 立方米</b> <b>Premises &gt; 7000m<sup>3</sup> in cubic volume</b>				
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	(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"/>	FS251:
收銀櫃台 At the cashier's counter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FS251:
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"/>	
其他額外規定(如有) Other Additional Requirements (if any)				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
已接受的處所圖則 Latest Accepted Layout plan(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drawing. No.
已接受的通風系統圖則 Latest Accepted Ventilating System plan(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drawing. No.
已發出的消防安全規定 Issued Fire Safety Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ref.:
<p>根據消防（註冊消防工程師）規例第 31(1)條，本人為一名註冊消防工程師(消防設備)，聲明本報告內容為真實無訛，相關消防設備已進行測試。</p> <p>In accordance with section 31(1) of the Fire Service (Registered Fire Engineers) Regulation, I, being a RFE(FSI), declare that the details reported in this form are true and correct and the relevant FSIs were tested.</p> <p>簽署 Signature: _____</p> <p>姓名 Name : _____</p> <p>註冊編號 Registration. No.: _____</p> <p>註冊屆滿日期 Registration Expiry Date: _____</p> <p>日期 Date: _____</p>				

#請將不適用的刪去 Delete whichever is inapplicable

\*根據註冊記錄 In accordance with the registration record

## Compliance Inspection Report for Food Premises (Ventilating System) 食物業處所查核視察報告(通風系統)

**Ref. No.** 本處檔號 : \_\_\_\_\_  
**Owner** 擁有人 : \_\_\_\_\_  
**Premises** 處所 : \_\_\_\_\_  
**Address** 地址 : \_\_\_\_\_  
**Tel. No. & Fax No.** 電話號碼 及圖文傳真號碼 : \_\_\_\_\_  
**Date/Time of inspection and testing** : \_\_\_\_\_  
 視察及測試的日期/時間

I refer to my inspection conducted on \_\_\_\_\_ for the ventilating system of the above premises. You are required to immediately rectify all the defects in existence at the installation with respect to the following concerns indicated with '✓'. Upon your completion of works, please advise me in writing so that a verification inspection can be arranged accordingly.

本人於[日期參照英文版]視察上址的機動式通風系統。請你按照以下加上 '✓' 號的項目，立即糾正有關裝置的所有現存毛病。有關工程完成後，請通知本人，以便安排核實視察。

Floor 樓層	Inspection Locations 視察地點				
	(A) Kitchen 廚房	(B) Protected Area 防護範圍	(C)	(D)	(E) Remaining Area 其餘地方

A	B	C	D	E	Necessary Rectification Items 須予矯正的項目
<b>Fire Damper (Including Fire and Smoke Damper) 防火閘(包括防火防煙閘)</b>					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1) Provide fire damper at fire compartment *wall / floor / ceiling. 隔火間的*牆壁 / 地面 / 天花 須設置防火閘。
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Modify the construction of existing fire damper to approved standard. The device was found *over-tilted / upside down / reversed direction of air flow / insufficient FRR / _____. 把現有防火閘的結構改裝至符合認可標準，現存缺點為*反閘 / 倒轉 / 閘向不符 / 耐火等級不足 / _____。
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Rectify fire damper installation method. Existing defects are *proprietary manufactured fire damper not following manufacturer's recommendation / damper not in plane of compartment wall, floor or ceiling / damper not rigidly fixed / improper backfill of builder's work / internal insulation existence within one metre, etc. 矯正防火閘的安裝方法。現存缺點包括*專利廠商製造的防火閘未有依照製造商的建議方法安裝 / 防火閘不是位於分隔的牆身，地台或天花中央 / 防火閘未有牢固地安裝 / 建築回填料不當 / 內層隔熱物料在一米範圍內等。
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Rectify fire damper in efficient working order. 修復防火閘至有效操作。
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) Provide *access panel / ladder / _____ for the inspection of fire damper. 設置*檢修門 / 梯子 / _____ 以便檢查防火閘。
<b>Insulation / Air Filter 隔熱物料/空氣過濾器</b>					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) Remove combustible materials inside ductwork and mechanical ventilating system equipment (including PVC cable, substandard insulation, plastic fan blades or accessories, etc.) 拆除風槽及機動通風系統內的易燃物料，包括塑膠電線、不合格的隔熱物料、塑膠扇葉或配件等。
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7) Remove combustible external insulation or rectify flame-retardant property at *ductwork / pipework. *風槽 / 喉管 的外層易燃隔熱物料須予拆除或其防火特性須予矯正。
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8) *Provide / replace air filter with non-combustible type and in compliance with Section 2 of fire safety requirements <sup>#</sup> . 按照消防安全規定 <sup>#</sup> 第2條，*設置 / 改用 非易燃類型的空氣過濾器。



<b>Fire Resisting Construction 耐火結構</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(9) Remove *ductwork / _____ passing through protected area, reinstate structure to the standard originally approved and in compliance with Section 9 of fire safety requirements <sup>#</sup> . 按照消防安全規定 <sup>#</sup> 第9條，拆除經過防護範圍的*風槽 / _____，把建築物修復至原本的認可標準。
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(10) Enclose *ductwork / _____ by building material with FRR same as that of the structure, fire rated installations have to be certified by Authorized Person(s). *風槽 / _____，須以耐火等級與建築物相同的物料覆蓋，具耐火等級的裝置須由認可人士認證。

<b>Document / As-built Drawing 文件/竣工圖</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(11) Arrange Registered Specialist Contractor (Ventilation Works Category) to inspect the *fire damper / filter / precipitator and submit the original copy of annual inspection certificate. 安排註冊專門承建商(通風系統工程類別)檢查*防火閘 / 過濾器 / 聚塵器，以及遞交年檢證書正本。
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(12) Provide as-built ventilation drawing(s) via * HAD / FEHD / LCSD / SWD / _____. 經由* HAD / FEHD / LCSD / SWD / _____遞交通風系統竣工圖。
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(13) Submit *certificate / document in respect of *electrostatic precipitator / fire damper / fire and smoke damper / fusible link / _____ for further assessment. 遞交有關*靜電聚塵器 / 防火閘 / 防火防煙閘 / 保險連桿 / _____的*證書 / 文件，以作進一步評估。

<b>Miscellaneous 其他</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(14) Rectify electrostatic precipitator in efficient working order. 修復靜電聚塵器至有效操作。
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(15) Fit wire mesh having a mesh opening not greater than 12mm at fresh air intake. 鮮風進口須安裝鐵絲網，網孔不得大於12毫米闊。
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(16) Remove air fan discharging air into *false ceiling void / elevated floor, or modify the installations inside *ceiling void / elevated floor in compliance with Section 8 of fire safety requirements <sup>#</sup> . 拆除排氣至*假天花 / 升高地台的風扇，或按照消防安全規定 <sup>#</sup> 第8條，改裝*假天花 / 升高地台內的裝置。
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(17) Rectify the gap at final connections between air duct and *grille / louvre. 修補通風喉管與通風*格柵 / 百葉風口接駁處的空隙。
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(18) Replace flexible air duct by accepted type and at maximum length of 4 metres. 改用認可類別及長度不超越4米的軟風管。
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(19) Clean the entire exhaust system, remove all dirt / grease at interior of air duct / kitchen hood. 清理整個排氣系統，清除通風喉管內 / 廚房煙罩的污垢 / 油脂。
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(20) _____ installation not ready for inspection due to *insufficient of drawing details / inaccessible opening / door locked / incomplete installation / _____. 裝置未經視察，因為*圖則詳情不足 / 尚未設置檢查口 / 門口上鎖 / 工程尚未完成 / _____。
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(21) Modify _____ installation to comply with Section _____ of fire safety requirements <sup>#</sup> . 把_____改裝至符合消防安全規定 <sup>#</sup> 第_____條。
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(22) Replace fusible links by approved brand and model. 更換已獲批准的牌子及型號的保險連桿。
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(23) Others: 其他:

### Overall Inspection Result 整體視察結果

- Pass ('Fire Safety (Ventilating System) Certificate' will be issued separately after case review and approval ).  
合格 (經審批後，「消防安全(通風系統)證書」將另行發出)。
- Require supplementary document submission as indicated above such as drawing, certificate, etc.  
須補充上列文件，例如圖則、證書等。
- Fail ( Report works completion again to arrange follow-up inspection ).  
合格 (須遞交作完工通知，以便安排視察，再作跟進)。

Note: 備註:

\*Please tick at the appropriate box provided

\*請刪除不適用者

fire safety requirement<sup>#</sup>: Fire Safety Requirement for Mechanical Ventilating Systems in FSD Circular Letter No. 2/2023

消防安全規定<sup>#</sup>: 消防處通函第 2/2023 號 機動式通風系統的消防安全規定

***In accordance with section 32(1) of the Fire Service (Registered Fire Engineers) Regulation, I, being a RFE(VentS), declare that the details reported in this form are true and correct and the relevant mechanical ventilating systems were tested.***

根據消防（註冊消防工程師）規例第 32(1)條，本人為一名註冊消防工程師(通風系統)，聲明本報告內容為真實無誤，相關通風系統已進行測試。

簽署 Signature\*: \_\_\_\_\_

姓名 Name \*: \_\_\_\_\_

註冊編號 Registration. No.\*: \_\_\_\_\_

註冊屆滿日期 Registration Expiry Date\*: \_\_\_\_\_

日期 Date: \_\_\_\_\_

*\*In accordance with the registration record*



表格 RFE/3

香港特別行政區政府

消防（註冊消防工程師）規例（第 95G 章）

利益衝突聲明書

此欄不用填寫  
**Official use only**

收件日期:  
Receipt Date:

收據編號:  
Receipt No:

**FORM RFE/3**

**THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION  
FIRE SERVICES (REGISTERED FIRE ENGINEERS) REGULATION (CHAPTER 95G)**

**DECLARATION OF CONFLICT OF INTEREST**

**聲明人須知**

**Notes for Declaring Person**

- (1) 本利益衝突聲明書，僅供有關人士根據《消防（註冊消防工程師）規例》（“規例”）第 35A 條下，就有關利益衝突申報。  
This Declaration of Conflict of Interest serves the purpose for persons who are required to declare his / her conflict of interest under section 35A of the Fire Services (Registered Fire Engineers) Regulation (“Regulation”).
- (2) 聲明人在填寫本利益衝突聲明書，應先細閱背頁的「表格 RFE/3 備註」和「個人資料私隱聲明」。  
Declaring person should read carefully the “Notes to Form RFE/3” and “Personal Data Privacy Statement” (overleaf) before completing the Declaration of Conflict of Interest.
- (3) 每份聲明書只適用於一種類型的消防工程。如聲明人就同一個牌照申請有多於一項的消防工程需要申報利益衝突，請就每個申報各自填寫一份聲明書。  
Each Declaration of Conflict of Interest is applicable to only one type of fire engineering project. If the declaring person has more than one fire engineering project under the same license application, it is necessary to declare the conflict of interest separately for each project by filling out a separate Declaration of Conflict of Interest.
- (4) 如空位不敷填寫，請另頁詳列有關資料，並隨申請表一同附上。  
In case of insufficient space, please provide the information on a supplementary page and submit the supplementary page together with this application form.
- (5) 請以正楷填寫本申請表格的相關部份，在適當方格內加上✓號，並在表格上簽署。  
Please complete all relevant sections of this application form in BLOCK letters, enter ✓ in the appropriate box(es) and SIGN the form.

(甲部) 聲明人的個人資料及聯絡資料

(Part A) Declaring Person's Personal Particulars and Contact Details

姓名 (英文) (姓氏先行) Name in English (Surname first)										姓名 (中文) Name in Chinese									
香港身份證號碼 H.K.I.D. No.										護照號碼 (如適用) Passport No. (if applicable)									
通訊地址 Correspondence Address																			
聯絡電話號碼 Contact Telephone No.										手提電話號碼 (如與聯絡電話號碼不同) Mobile Telephone No. (if different from contact telephone no.)									
傳真號碼 (如有) Facsimile No. (if available)										電子郵件地址 (如有) E-mail Address (if available)									

(乙部) 聲明人的註冊資料

(Part B) Declaring Person's Registration Particulars

聲明人的註冊消防工程師(風險評估)編號 (如適用) Declaring person's registered fire engineer (risk assessment) no. (if applicable)										<i>此欄不用填寫 Official use only</i> 與聲明相關									
<b>R</b>	<b>F</b>	<b>E</b>	<b>(R)</b>							<input type="checkbox"/>	Related to declaration								
聲明人的註冊消防工程師(消防裝置及設備)編號 (如適用) Declaring person's registered fire engineer (fire service installation) no. (if applicable)										<i>此欄不用填寫 Official use only</i> 與聲明相關									
<b>R</b>	<b>F</b>	<b>E</b>	<b>(F)</b>							<input type="checkbox"/>	Related to declaration								
聲明人的註冊消防工程師(通風系統)編號 (如適用) Declaring person's registered fire engineer (ventilating system) no. (if applicable)										<i>此欄不用填寫 Official use only</i> 與聲明相關									
<b>R</b>	<b>F</b>	<b>E</b>	<b>(V)</b>							<input type="checkbox"/>	Related to declaration								

(丙部) 申報利益衝突

(Part C) Declaration of Conflict of Interest

本聲明就下列牌照申請所申報 <u>This declaration is for the following license application</u> 有關牌照申請的類別 Type of the license application										有關牌照申請的編號 No. of the license application									

(丙部) 申報利益衝突 (續)

(Part C) Declaration of Conflict of Interest (cont'd)

本聲明就下列消防工程所申報												
This declaration is for the following fire engineering project												
消防工程(風險評估)編號 (如適用) (到丁部繼續填寫)											此欄不用填寫 Official use only	
Fire Engineering (Risk Assessment) Project No. (if applicable) (proceed to part D)											與聲明相關	
<b>F</b>	<b>E</b>	<b>(R)</b>										<input type="checkbox"/> Related to declaration
消防工程(消防裝置及設備)編號 (如適用) (到戊部繼續填寫)												
Fire Engineering (Fire Service Installation) Project No. (if applicable) (proceed to part E)												
<b>F</b>	<b>E</b>	<b>(F)</b>										<input type="checkbox"/> Related to declaration
消防工程(通風系統)編號 (如適用) (到己部繼續填寫)												
Fire Engineering (Ventilating System) Project No. (if applicable) (proceed to part F)												
<b>F</b>	<b>E</b>	<b>(V)</b>										<input type="checkbox"/> Related to declaration
就上述牌照申請，聲明人有多於一份利益衝突聲明書												
More than One Declaration of Conflict of Interest for the Mentioned License Application for the Declaring Person <input type="checkbox"/>												

(丁部) 就消防工程(風險評估)申報利益衝突

(Part D) Declaration of Conflict of Interest in relation to Fire Engineering (Risk Assessment) Project

<p>聲明人在是次消防工程(風險評估)的工作：</p> <p>Declaring person's work in this fire engineering (risk assessment) project:</p> <p><input type="checkbox"/> 在是次消防工程(風險評估)的工作中，本人確認沒有任何實際、潛在或觀感上的利益衝突，並承諾及後如發現有利益衝突的情況時會立即申報</p> <p>In this fire engineering (risk assessment) project, I confirm that there is no actual, potential or perceived conflict of interest and promise to declare it immediately if any conflict of interest is found in the future</p> <p><input type="checkbox"/> 本人現申報以下利益衝突的情況：</p> <p>I hereby declare the following conflict of interest:</p> <p><input type="checkbox"/> 有關牌照申請的消防裝置或設備是由本人安裝、保養、檢查或修理</p> <p>The fire service installation or equipment for the license application was installed/maintained/inspected/repared by me</p> <p><input type="checkbox"/> 負責有關牌照申請的消防裝置或設備的安裝、保養、檢查或修理的註冊消防裝置承辦商，與本人有以下關係：</p> <p>The fire service installation contractor who is responsible for the installation/maintenance/inspection/repair of the fire service installation or equipment for the license application has the following relationship with me:</p> <p><input type="checkbox"/> 在是次消防工程的過去 24 個月內，本人是該註冊消防裝置承辦商的經營者、股東、董事、合夥人或員工，且該註冊消防裝置承辦商為非自然人</p> <p>In the 24 months immediately before this fire engineering project, I was the proprietor, shareholder, director, partner or employee of the registered fire service installation contractor and the registered fire service installation contractor is not a natural person</p>												
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(戊部) 就消防工程(消防裝置及設備)申報利益衝突

**(Part E) Declaration of Conflict of Interest in relation to Fire Engineering (Fire Service Installation) Project**

聲明人在是次消防工程(消防裝置及設備)的工作：

Declaring person's work in this fire engineering (fire service installation) project:

- 在是次消防工程(風險評估)的工作中，本人確認沒有任何實際、潛在或觀感上的利益衝突，並承諾及後如發現有利益衝突的情況時會立即申報。相關的利益衝突包括但不限於以下：

In this fire engineering (risk assessment) project, I confirm that there is no actual, potential or perceived conflict of interest and promise to declare immediately if any conflict of interest is found in the future. Relevant conflicts of interest include, but are not limited to, the followings:

- (i) 有關牌照申請的消防裝置或設備是由本人安裝、保養、檢查或修理

The fire service installation or equipment for the license application was installed/maintained/inspected/repared by me

- (ii) 在是次消防工程的過去 24 個月內，負責有關牌照申請的消防裝置或設備的安裝、保養、檢查或修理的註冊消防裝置承辦商，與本人有以下關係：經營者、股東、董事、合夥人或員工，且該註冊消防裝置承辦商為非自然人

In the 24 months immediately before this fire engineering project, the fire service installation contractor who is responsible for the installation/maintenance/inspection/repair of the fire service installation or equipment for the license application has the following relationship with me: proprietor, shareholder, director, partner or employee and the registered fire service installation contractor is not a natural person

(己部) 就消防工程(通風系統)申報利益衝突

**(Part F) Declaration of Conflict of Interest in relation to Fire Engineering (Ventilating System) Project**

聲明人在是次消防工程(通風系統)的工作：

Declaring person's work in this fire engineering (ventilating system) project:

- 在是次消防工程(通風系統)的工作中，本人確認沒有任何實際、潛在或觀感上的利益衝突，並承諾及後如發現有利益衝突的情況時會立即申報。相關的利益衝突包括但不限於以下：

In this fire engineering (ventilating system) project, I confirm that there is no actual, potential or perceived conflict of interest and promise to declare immediately if any conflict of interest is found in the future. Relevant conflicts of interest include, but are not limited to, the followings:

- (i) 有關牌照申請的通風系統是由本人安裝

The ventilating system for the license application was installed/maintained/inspected/repared by me

- (ii) 在是次消防工程的過去 24 個月內，負責有關牌照申請的通風系統的安裝或檢查的註冊消防裝置承辦商，與本人有以下關係：經營者、股東、董事、合夥人或員工，且該註冊消防裝置承辦商為非自然人

In the 24 months immediately before this fire engineering project, the fire service installation contractor who is responsible for the installation of the ventilating system for the license application has the following relationship with me: proprietor, shareholder, director, partner or employee, and the registered fire service installation contractor is not a natural person

本人聲明在此利益衝突聲明書填寫的一切資料、陳述及附上的文件全屬真確無訛。**警告：如就此聲明書作出虛假陳述或失實資料，即屬違法。**本人亦已閱讀及同意夾附於申請表的「收集個人資料聲明書」。

I declare that all particulars, statements and documents submitted herein and with this Declaration of Conflict of Interest are true and correct. **Warning: It is an offence in law to furnish any false statement or information related to this Declaration of Conflict of Interest.** I also confirm that I have read and agreed to the “Personal Information Collection Statement” attached to the application form.

聲明人簽署

日期

Signature of Declaring person

Date

日 Day

月 Month

年 Year

### 表格 RFE/3 備註

- (1) 聲明人必須填妥本利益衝突聲明書，及簽署作實；並以掛號郵遞、經委託代表或親身送達以下地址：

九龍尖沙咀東部

康莊道 1 號

消防處總部大樓 7 樓北翼

消防處消防安全總區總部

註冊消防工程師計劃註冊委員會

- (2) 註冊委員會秘書的一般查詢電話號碼為 2170 9501。

### NOTES TO FORM RFE/3

- (1) This Declaration of Conflict of Interest must be completed in full and signed. It should be served to the following address by registered mail, by representative or in-person.

Registration Board to Registered Fire Engineer Scheme

Fire Safety Command,

7/F, North Wing, Fire Services Headquarters Building,

1 Hong Chong Road,

Tsim Sha Tsui East,

Kowloon

- (2) The general enquiry telephone no. of the Secretary to the Registration Board is 2170 9501.

回郵地址(此項必須填寫)

Return Postal Address (this part must be completed)

姓名 Name

姓名 Name

地址 Address

地址 Address

## 收集個人資料聲明書

- (1) 你在本利益衝突聲明書及你所提供的其他文件內的個人資料，僅用於與你的利益衝突聲明直接有關的用途。
- (2) 提供個人資料與否，純屬自願性質。如你未能提供，註冊委員會未必可以處理你的利益衝突聲明。
- (3) 就上述第 1 項所載的目的，註冊委員會可能會向其他政府部門／機構，如食物環境衛生署、民政事務總署及康樂及文化事務署，披露你所提供的個人資料，作同樣用途。
- (4) 如須查閱或更正你在本申請表中所提供的個人資料，請以書面或表格提出申請。申請表格可由本處網頁(網址：<http://www.hkfsd.gov.hk>)「公開資料」部分下載。有關申請可透過以下途徑提交：
  - (i) 郵寄至下列地址：  
九龍尖沙咀康莊道 1 號  
消防總部大廈  
消防處個人資料私隱主任
  - (ii) 傳真至：  
(852) 2739 5879 或
  - (iii) 發送電子郵件至：  
[aio\\_fsd@hkfsd.gov.hk](mailto:aio_fsd@hkfsd.gov.hk)

## PERSONAL INFORMATION COLLECTION STATEMENT

- (1) The personal data in this Declaration of Conflict of Interest and other documents provided by you be used for purposes directly relating to your declaration.
- (2) Please note that it is voluntary for you to provide personal data. In the event that you do not provide such personal data, the Registration Board may not be able to proceed your declaration.
- (3) The information provided in this Declaration of Conflict of Interest may be disclosed to other government departments/agencies, e.g. Food and Environmental Hygiene Department, Home Affairs Department and Leisure and Cultural Services Department, by the Registration Board for the same purpose state item 1 above.
- (4) Request for access to and correction of personal data provided in this form may be made by letter or by completing the application form as may be downloaded from the box of “Access to Information” in our website at <http://www.hkfsd.gov.hk>. The request may be returned:
  - (i) By post to:  
The Personal Data Privacy Officer  
Fire Services Department  
Fire Services Department Headquarters Building  
1 Hong Chong Road  
Tsim Sha Tsui East, Kowloon
  - (ii) By fax to:  
(852) 2739 5879; or
  - (iii) By e-mail to:  
[aio\\_fsd@hkfsd.gov.hk](mailto:aio_fsd@hkfsd.gov.hk)





此欄不用填寫  
**Official use only**

收件日期:  
Receipt Date:

收據編號:  
Receipt No:

表格 RFE/4

香港特別行政區政府

消防（註冊消防工程師）規例（第 95G 章）

對註冊人士犯違紀行為的投訴

FORM RFE/4

**THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION**  
**FIRE SERVICES (REGISTERED FIRE ENGINEERS) REGULATION (CHAPTER 95G)**  
**COMPLAINT ALLEGING A DISCIPLINARY OFFENCE AGAINST A REGISTERED PERSON**

投訴人須知

Notes for Complainants

- (1) 本「投訴表格」（“表格”），僅供有關人士根據《消防（註冊消防工程師）規例》（“規例”）第 38 條下，就註冊人士犯違紀行為的投訴。投訴人需在其知悉指稱的違紀行為起的 2 年內，藉向消防處處長（“處長”）發出已填妥的本表格作出投訴。

This compliant form serves the purpose for persons who wish to make a complaint alleging a disciplinary offence against a registered person under section 38 of the Fire Services (Registered Fire Engineers) Regulation (“Regulation”). Complainant should make the complaint by giving, within 2 years from which the alleged disciplinary offence comes to the knowledge of the complainant, this duly completed compliant form to the Director of the Fire Services (“Director”).

- (2) 如屬以下情況，處長可拒絕轉呈投訴人提交的投訴 —

The Director may refuse to refer a complaint submitted by the complainant if –

- (a) 該投訴屬匿名投訴；  
the complaint is made anonymously;
- (b) 投訴人的身分不能確定，或投訴人無法聯絡；  
the complainant cannot be identified or traced;
- (c) 處長合理地要求關乎該投訴的任何資料或詳情，而投訴人不予提供；  
the complainant fails to provide any information or particulars the Director reasonably requires in relation to the complaint;
- (d) 遭投訴的人在被提出投訴時已不再是註冊消防工程師；  
the person being complained of has ceased to be a registered fire engineer at the time the complaint is made;
- (e) 處長曾根據規例第 38 條拒絕向保安局局長（“局長”）轉呈該投訴，且情況沒有發生重大變化；  
the Director has previously refused to refer the complaint to the Secretary under section 38 of the Regulation and there is no material change in circumstances;
- (f) 紀律審裁委員會已處置該投訴，或曾處置在相當程度上性質相類似的投訴；或  
the complaint, or a complaint of a substantially similar nature, has previously been disposed of by a disciplinary board; or
- (g) 在顧及該個案的整體情況下，處長信納 —
- (i) 按表面證據該投訴不成立；
- (ii) 該投訴是瑣屑無聊或無理取鬧的，或不是真誠地提出的；
- (iii) (A) 投訴是在投訴人知悉指稱的違紀行為起的 2 年後作出；及  
(B) 並沒有特殊情況可解釋投訴延誤；或

(iv) 因任何其他原因而信納，將該投訴轉呈局長是不必要的。

having regard to all circumstances of the case, the Director is satisfied —

(i) that on its face no case has been shown for the complaint;

(ii) that the complaint is frivolous or vexatious or not made in good faith;

(iii) that —

(A) the complaint was made after 2 years or more after the alleged disciplinary offence came to the knowledge of the complainant; and

(B) there are no special circumstances that explain the delay in making the complaint; or

(iv) that referring the complaint to the Secretary is unnecessary for any other reason.

(3) 投訴人在填寫本表格前，應先細閱背頁的「表格 RFE/4 備註」和「個人資料私隱聲明」。

Complainant should read carefully the “Notes to Form RFE/4” and “Personal Data Privacy Statement” (overleaf) before completing this form.

(4) 如空位不敷填寫，請另頁詳列有關資料，並隨本表格一同附上。

In case of insufficient space, please provide the information on a supplementary page and submit the supplementary page together with this form.

(5) 請以正楷填寫本申請表格的相關部份，在適當方格內加上✓號，並在表格上簽署。

Please complete all relevant sections of this application form in BLOCK letters, enter ✓ in the appropriate box(es) and SIGN the form.

(甲部) 投訴人的個人資料及聯絡資料

(Part A) Complainant's Personal Particulars and Contact Details

若提出投訴人士多於一位，請於(ii)部提供其他提出投訴人士的資料。

If there is more than 1 complainant, please provide particulars of other complainant(s) in (ii) below.

(i) 主要提出投訴人士資料 Particulars of Principal Complainant

姓名 (英文) (姓氏先行) Name in English (Surname first)										姓名 (中文) Name in Chinese									
香港身分證號碼 H.K.I.D. No.										護照號碼 (如適用) Passport No. (if applicable)									
通訊地址 Correspondence Address																			
聯絡電話號碼 Contact Telephone No.					手提電話號碼 (如與聯絡電話號碼不同) Mobile Telephone No. (if different from contact telephone no.)														
傳真號碼 (如有) Facsimile No. (if available)					電子郵件地址 (如有) E-Mail Address (if available)														

(ii) 其他提出投訴人士資料 Particulars of other Complainants

姓名 (英文) (姓氏先行) Name in English (Surname first)										姓名 (中文) Name in Chinese									
香港身分證號碼 H.K.I.D. No.										護照號碼 (如適用) Passport No. (if applicable)									
通訊地址 Correspondence Address																			
聯絡電話號碼 Contact Telephone No.					手提電話號碼 (如與聯絡電話號碼不同) Mobile Telephone No. (if different from contact telephone no.)														
傳真號碼 (如有) Facsimile No. (if available)					電子郵件地址 (如有) E-Mail Address (if available)														

(乙部) 被投訴註冊人士資料

(Part B) Particulars of Registered Person(s) being complained against

姓名 (英文) (姓氏先行) Name in English (Surname first)										姓名 (中文) Name in Chinese									
註冊消防工程師(風險評估)編號 (如適用) Registered fire engineer (risk assessment) no. (if applicable)										此欄不用填寫 Official use only 與投訴相關									
R F E (R)										<input type="checkbox"/> Related to complaint									
註冊消防工程師(消防裝置及設備)編號 (如適用) Registered fire engineer (fire service installation) no. (if applicable)										此欄不用填寫 Official use only 與投訴相關									
R F E (F)										<input type="checkbox"/> Related to complaint									
註冊消防工程師(通風系統)編號 (如適用) Registered fire engineer (ventilating system) no. (if applicable)										此欄不用填寫 Official use only 與投訴相關									
R F E (V)										<input type="checkbox"/> Related to complaint									







**表格 RFE/4 備註**

(1) 投訴人必須填妥本表格，及簽署作實，並以掛號郵遞、經委託代表或親身送達以下地址：

九龍尖沙咀東部  
康莊道 1 號  
消防處總部大樓 7 樓北翼  
消防處消防安全總區總部  
註冊消防工程師計劃紀律審裁委員會

(2) 如果投訴人未能提供足夠資料，紀律審裁委員會可能無法處理有關上訴。

(3) 紀律審裁委員會秘書的一般查詢電話號碼為 2170 9501。如需就投訴事宜諮詢法律意見，可徵詢法律專業人士。

**NOTES TO FORM RFE/2**

(1) This form must be completed in full and signed. It should be served to the following address by registered mail, by representative or in-person.

Disciplinary Board to Registered Fire Engineer Scheme  
Fire Safety Command  
7/F, North Wing, Fire Services Headquarters Building  
1 Hong Chong Road  
Tsim Sha Tsui East  
Kowloon

(2) The Disciplinary Board may not be able to process the complaint if the complainant does not provide the necessary information.

(3) The general enquiry telephone no. of the Secretary to the Disciplinary Board is 2170 9501. If you require advice on the law regarding the complaint, you should consult your lawyer.

回郵地址(此項必須填寫)

Return Postal Address (this part must be completed)

姓名 Name

\_\_\_\_\_

地址 Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

姓名 Name

\_\_\_\_\_

地址 Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 收集個人資料聲明書

- (1) 你在本表格及你所提供的其他文件內的個人資料，僅用於與你的投訴直接有關的用途。
- (2) 提供個人資料與否，純屬自願性質。如你未能提供，紀律審裁委員會未必可以處理你的投訴。
- (4) 就上述第 1 項所載的目的，紀律審裁委員會可能會向其他政府部門／機構，披露你所提供的個人資料，如食物環境衛生署、民政事務總署及康樂及文化事務署，作同樣用途。
- (5) 如須查閱或更正你在本申請表中所提供的個人資料，請以書面或表格提出申請。申請表格可由本處網頁(網址：<http://www.hkfsd.gov.hk>)「公開資料」部分下載。有關申請可透過以下途徑提交：
  - (i) 郵寄至下列地址：  
九龍尖沙咀康莊道 1 號  
消防總部大廈  
消防處個人資料私隱主任
  - (ii) 傳真至：  
(852) 2739 5879 或
  - (iii) 發送電子郵件至：  
[aio\\_fsd@hkfsd.gov.hk](mailto:aio_fsd@hkfsd.gov.hk)

## PERSONAL INFORMATION COLLECTION STATEMENT

- (1) The personal data in this form and other documents provided by you be used by the Disciplinary Board for purposes directly relating to your complaint.
- (2) Please note that it is voluntary for you to provide personal data. In the event that you do not provide such personal data, the Disciplinary Board may not be able to proceed your complaint.
- (3) The information provided in this form may be disclosed to other government departments/agencies, e.g. Food and Environmental Hygiene Department, Home Affairs Department and Leisure and Cultural Services Department, by the Disciplinary Board for the same purpose state item 1 above.
- (4) Request for access to and correction of personal data provided in this form may be made by letter or by completing the application form as may be downloaded from the box of “Access to Information” in our website at <http://www.hkfsd.gov.hk>. The request may be returned:
  - (i) By post to:  
The Personal Data Privacy Officer  
Fire Services Department  
Fire Services Department Headquarters Building  
1 Hong Chong Road  
Tsim Sha Tsui East, Kowloon
  - (ii) By fax to:  
(852) 2739 5879; or
  - (iii) By e-mail to:  
[aio\\_fsd@hkfsd.gov.hk](mailto:aio_fsd@hkfsd.gov.hk)





表格 RFE/2

香港特別行政區政府

消防（註冊消防工程師）規例（第 95G 章）

上訴通知

此欄不用填寫  
**Official use only**收件日期:  
Receipt Date:收據編號:  
Receipt No:

FORM RFE/2

**THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION  
FIRE SERVICES (REGISTERED FIRE ENGINEERS) REGULATION (CHAPTER 95G)**

**NOTICE OF APPEAL**

上訴人須知

**Notes for Appellants**

(1) 本上訴通知，僅供有關人士根據《消防（註冊消防工程師）規例》（“規例”）第 50 條下，就涉及消防處處長（“處長”）根據規例第 9(1)(b)條／第 12(4)條／第 15(4)條／第 38(4)條作出的決定或涉及紀律委員會根據規例第 46(3)條作出的命令的法定上訴時使用。該等上訴通知須遵照規例第 49 條及第 50 條的規定，在關於該項決定／命令的通知送交該人之日後不遲於 28 天，送達上訴委員會秘書。該等上訴通知須：

- (i) 載明上訴理由和所依據的事實；
- (ii) 附有上訴人打算依賴的每份文件的副本；及
- (iii) 載明上訴人打算在聽證會上傳喚的每位證人的個人資料。

This Notice of Appeal serves the purpose for persons who wish to lodge a statutory appeal under section 50 of the Fire Services (Registered Fire Engineers) Regulation (“Regulation”) against a decision of the Director of the Fire Services (“Director”) under section 9(1)(b)/section 12(4)/section 15(4)/section 38(4) of the Regulation or against an order made by a disciplinary board under section 46(3) of the Regulation. Any such notice of appeal shall reach the Secretary to the Appeal Panel no later than 28 days after the date notification of the decision/order is sent to the person concerned pursuant to section 49 and section 50 of the Regulation and the notice: -

- (i) must set out the grounds of the appeal and the facts relied on;
- (ii) must be accompanied by a copy of every document that the person intends to rely on; and
- (iii) must include particulars of every witness whom the person intends to call at the hearing.

(2) 上訴人在填寫本上訴通知前，應先細閱背頁的「表格 RFE/2 備註」和「個人資料私隱聲明」。  
Appellant should read carefully the “Notes to Form RFE/2” and “Personal Data Privacy Statement” (overleaf) before completing the Notice of Appeal.

(3) 如空位不敷填寫，請另頁詳列有關資料，並隨申請表一同附上。  
In case of insufficient space, please provide the information on a supplementary page and submit the supplementary page together with this application form.

(4) 請以正楷填寫本申請表格的相關部份，在適當方格內加上✓號，並在表格上簽署。  
Please complete all relevant sections of this application form in BLOCK letters, enter ✓ in the appropriate box(es) and SIGN the form.

(甲部) 上訴人的個人資料及聯絡資料

(Part A) Appellant's Personal Particulars and Contact Details

姓名 (英文) (姓氏先行) Name in English (Surname first)										姓名 (中文) Name in Chinese									
香港身分證號碼 H.K.I.D. No.										護照號碼 (如適用) Passport No. (if applicable)									
通訊地址 Correspondence Address																			
聯絡電話號碼 Contact Telephone No.										手提電話號碼 (如與聯絡電話號碼不同) Mobile Telephone No. (if different from contact telephone no.)									
傳真號碼 (如有) Facsimile No. (if available)										電子郵件地址 (如有) E-Mail Address (if available)									

(乙部) 上訴人的註冊資料

(Part B) Appellant's Registration Particulars

上訴人的註冊消防工程師(風險評估)編號 (如適用) Appellant's registered fire engineer (risk assessment) no. (if applicable)										<i>此欄不用填寫 Official use only</i> 與上訴相關									
<b>R</b>	<b>F</b>	<b>E</b>	<b>(R)</b>													<input type="checkbox"/> Related to appeal			
上訴人的註冊消防工程師(消防裝置及設備)編號 (如適用) Appellant's registered fire engineer (fire service installation) no. (if applicable)										<i>此欄不用填寫 Official use only</i> 與上訴相關									
<b>R</b>	<b>F</b>	<b>E</b>	<b>(F)</b>													<input type="checkbox"/> Related to appeal			
上訴人的註冊消防工程師(通風系統)編號 (如適用) Appellant's registered fire engineer (ventilating system) no. (if applicable)										<i>此欄不用填寫 Official use only</i> 與上訴相關									
<b>R</b>	<b>F</b>	<b>E</b>	<b>(V)</b>													<input type="checkbox"/> Related to appeal			

(丙部) 上訴資料

(Part C) Appeal Details

本上訴所針對的處長所作的決定/紀律委員會所作的命令編號 Director's decision/disciplinary board's order no. being appealed against										決定/命令的日期 Date of decision/order 日 Day 月 Month 年 Year									
上訴理由 The ground of appeal																			



(丁部) 證人的個人資料 (如適用)

(Part D) Witness's Personal Particulars (if applicable)

證人 (一) (如適用) Witness 1 (if applicable)	
姓名 (英文) (姓氏先行) Name in English (Surname first)	姓名 (中文) Name in Chinese
出生日期      月 Month      年 Year Date of Birth      /      /	性別 Gender
香港身分證號碼 H.K.I.D. No.	護照號碼 (如適用) Passport No. (if applicable)
通訊地址 Correspondence Address	
證人 (二) (如適用) Witness 2 (if applicable)	
姓名 (英文) (姓氏先行) Name in English (Surname first)	姓名 (中文) Name in Chinese
出生日期      月 Month      年 Year Date of Birth      /      /	性別 Gender
香港身分證號碼 H.K.I.D. No.	護照號碼 (如適用) Passport No. (if applicable)
通訊地址 Correspondence Address	

(戊部) 補充文件 (如適用)

(Part E) Supplementary Documents (if applicable)

<input type="checkbox"/> 現就上述上訴通知附上補充文件共____份及____頁。 I submit in respect of the above "Notice of Appeal" a total of____copy(ies) and____page(s) of supplementary documents.
--

本人聲明在此上訴通知填寫的一切資料、陳述及附上的文件全屬真確無訛。**警告：如就此上訴通知作出虛假陳述或失實資料，即屬違法。**本人亦已閱讀及同意夾附於申請表的「收集個人資料聲明書」。

I declare that all particulars, statements and documents submitted herein and with this Notice of Appeal are true and correct. **Warning: It is an offence in law to furnish any false statement or information related to this Notice of Appeal.** I also confirm that I have read and agreed to the "Personal Information Collection Statement" attached to the application form.

上訴人簽署

Signature of Appellant

日期

Date

		/			/			
日 Day	月 Month		年 Year					

**表格 RFE/2 備註**

- (1) 上訴人必須填妥本上訴通知，及簽署作實，並以掛號郵遞、經委託代表或親身送達以下地址：
- 九龍尖沙咀東部  
康莊道 1 號  
消防處總部大樓 7 樓北翼  
消防處消防安全總區總部  
註冊消防工程師計劃上訴委員會
- (2) 如果上訴人未能提供足夠資料，上訴委員會可能無法處理有關上訴。
- (3) 上訴委員會秘書的一般查詢電話號碼為 2170 9501。如需就上訴事宜諮詢法律意見，可徵詢法律專業人士。

**NOTES TO FORM RFE/2**

- (1) The Notice of Appeal must be completed in full and signed. It should be served to the following address by registered mail, by representative or in-person.
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Fire Safety Command  
7/F, North Wing, Fire Services Headquarters Building  
1 Hong Chong Road  
Tsim Sha Tsui East  
Kowloon
- (2) The Appeal Panel may not be able to process the appeal if the Appellant does not provide the necessary information.
- (3) The general enquiry telephone no. of the Secretary to the Appeal Panel is 2170 9501. If you require advice on the law regarding the appeal, you should consult your lawyer.

回郵地址(此項必須填寫)  
Return Postal Address (this part must be completed)

姓名 Name

地址 Address

姓名 Name

地址 Address

## 收集個人資料聲明書

- (1) 你在本上訴通知及你所提供的其他文件內的個人資料，僅用於與你的上訴個案直接有關的用途。
- (2) 提供個人資料與否，純屬自願性質。如你未能提供，上訴委員會未必可以處理你的上訴。
- (4) 就上述第 1 項所載的目的，上訴委員會可能會向其他政府部門／機構，披露你所提供的個人資料，如食物環境衛生署、民政事務總署及康樂及文化事務署，作同樣用途。
- (5) 如須查閱或更正你在本申請表中所提供的個人資料，請以書面或表格提出申請。申請表格可由本處網頁(網址：<http://www.hkfsd.gov.hk>)「公開資料」部分下載。有關申請可透過以下途徑提交：
  - (i) 郵寄至下列地址：  
九龍尖沙咀康莊道 1 號  
消防總部大廈  
消防處個人資料私隱主任
  - (ii) 傳真至：  
(852) 2739 5879 或
  - (iii) 發送電子郵件至：  
[aio\\_fsd@hkfsd.gov.hk](mailto:aio_fsd@hkfsd.gov.hk)

## PERSONAL INFORMATION COLLECTION STATEMENT

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- (4) Request for access to and correction of personal data provided in this form may be made by letter or by completing the application form as may be downloaded from the box of “Access to Information” in our website at <http://www.hkfsd.gov.hk>. The request may be returned:
  - (i) By post to:  
The Personal Data Privacy Officer  
Fire Services Department  
Fire Services Department Headquarters Building  
1 Hong Chong Road  
Tsim Sha Tsui East, Kowloon
  - (ii) By fax to:  
(852) 2739 5879; or
  - (iii) By e-mail to:  
[aio\\_fsd@hkfsd.gov.hk](mailto:aio_fsd@hkfsd.gov.hk)