表格 C
Form C

香港消防處
HONG KONG FIRE SERVICES DEPARTMENT

棚網樓宇臨時消防安全措施遵辦通知書
Notification of Implementation of Interim Fire Safety Measures for Scaffolded Buildings

（外牆設有棚架及防護物料樓宇的消防裝置關閉申請機制）
(Approval Mechanism for Shutdown of Fire Service Installations in Buildings with External Wall Scaffolding and Protective Materials)

致：_____ 消防局 To: _____ Fire Station
電郵：_____@hkfsd.gov.hk（即「批核條件」第二部所列之消防局電郵地址 *i.e. the fire station email address in Part II of the "Approval Conditions"*）

副本：**fsi_shutdown_apply@hkfsd.gov.hk**

第一部：註冊消防裝置承辦商資料 **Part I : Particulars of Registered Fire Service Installation Contractor (RFSIC)**	
承辦商名稱 *Name of Contractor*	_____
註冊編號 *Registration No.*	RC _____ / _____
現場聯絡人 *On-site Contact Person*	姓名 Name：_____ 手提電話 Mobile：_____
電郵地址 *Email Address*	_____

第二部：大廈及「批核條件」資料 **Part II : Particulars of Building and "Approval Conditions"**	
大廈名稱 *Name of Building*	_____
地址 *Address*	_____
「批核條件」檔號及發出日期 *Ref. and Date of Issue of "Approval Conditions"*	( ) in FSD/SDRN/2026/_ _ _ _ / _ _ _ _（_____ 年 ____ 月 ____ 日）
損壞 FS 251 號碼（如適用） *Defect FS 251 No. (if applicable)*	_____
預定開始關閉日期及時間 *Scheduled Date and Time of Commencement of Shutdown*	_____ 年 ____ 月 ____ 日 ____ 時 ____ 分
建議核查日期及時間 *Proposed Date and Time for Verification Inspection*	_____ 年 ____ 月 ____ 日 ____ 時 ____ 分 （須在預定開始關閉時間前 before the scheduled shutdown）

擬關閉之消防裝置（按「批核條件」第三部） *FSI(s) to be Shut Down (as per Part III of the "Approval Conditions")*

☐ 消防栓／喉轆系統 *Fire Hydrant / Hose Reel System*	☐ 火警警報系統 *Fire Alarm System*	☐ 乾喉系統 *Dry Riser System*
☐ 街道消防栓系統 *Street Fire Hydrant System*	☐ 花灑系統 *Sprinkler System*	☐ 排煙系統 *Smoke Extraction System*
☐ 火警偵測系統（存在休眠風險的處所） *Fire Detection System of premises with sleeping risk*	☐ 噴水系統 *Water Spray System*	☐ 樓梯增壓系統 *Staircase Pressurization System*

香港消防處
HONG KONG FIRE SERVICES DEPARTMENT

表格 C
Form C

第三部：已落實之臨時消防安全措施 Part III : Implemented Interim Fire Safety Measures

請在已落實的項目方格內加上「✓」號；不適用的項目請註明「N/A」。 *Please put a "✓" in the box of each item implemented; mark "N/A" for items not applicable.*

「批核條件」第四部(e)　額外配置之備用設備 *Part IV(e) of the "Approval Conditions" — Additional Provision of Stand-by Equipment*	
☐	已在指定地點放置經認可的 9 公升水劑滅火筒，數量：_____ 個，並已檢查，確認狀況良好及在有效使用期內。 *Approved 9-litre water-type fire extinguishers (Quantity: _____) have been placed at the designated locations, and have been checked and found in good condition and within its serviceable period.*
☐	已在指定地點安裝獨立火警偵測器，數量：_____ 個，並已測試，確認運作正常。 *Stand-alone fire detectors (Quantity: _____) have been installed at the designated locations, and have been tested and found in efficient working order.*
☐	已在每個手動火警鐘掣的相鄰位置安裝臨時手動火警警報裝置，數量：_____ 個，並已測試，確認運作正常。 *Temporary manual fire alarm devices (Quantity: _____) have been installed adjacent to each manual call point, and have been tested and found in efficient working order.*
☐	已就上述所有備用設備（包括滅火筒）簽發消防裝置及設備證書，F.S. 251 號碼：_____ *F.S. 251 has been issued for all the above stand-by equipment (including fire extinguishers), F.S. 251 No.: _____*
「批核條件」第四部(b)　大廈管理措施 *Part IV(b) of the "Approval Conditions" — Building Management Measures*	
☐	消防裝置擁有人／物業管理公司已制定應急預案，並已透過通告或住戶信箱等方式向所有住戶發布。 *The FSI owner / property management company has formulated an emergency plan and disseminated it to all households via notices or mailboxes.*
☐	消防裝置擁有人／物業管理公司已向所有值勤人員簡介應急預案，並使其熟悉各項備用設備的位置及使用方法。 *The FSI owner / property management company has briefed all duty personnel on the emergency plan and familiarised them with the locations and use of the stand-by equipment.*
☐	消防裝置擁有人／物業管理公司已確保其他不受是次關閉影響的消防裝置處於有效操作狀態。 *The FSI owner / property management company has ensured that the other FSIs not affected by this shutdown are in efficient working order.*
「批核條件」第四部(c)及(d)　通告、警示措施、防火巡邏及嚴禁明火 *Part IV(c) and (d) of the "Approval Conditions" — Notices, Warning Measures, Fire Patrols and Prohibition of Open Flame*	
☐	消防裝置擁有人／物業管理公司已安排 24 小時人手監察（如適用）及專職防火巡邏，並已備妥巡邏紀錄簿。 *The FSI owner / property management company has arranged 24-hour manning (where applicable) and dedicated fire patrols, with the patrol logbook ready.*
☐	消防裝置擁有人／物業管理公司已按規定張貼消防裝置失效通告及告示，並已向所有住戶發布首次通告。 *The FSI owner / property management company has posted the FSI failure notices as required before the shutdown, and has disseminated the initial notice to all households.*
☐	消防裝置及設備擁有人、處所佔用人及物業管理公司須確保消防裝置關閉期間，外牆棚架及受影響區域全面嚴禁進行電焊、火焰切割、明火加熱或產生火花之作業。 *The owner of fire service installations or equipment, occupier and property management company of the premises shall make sure that, during the FSI shutdown period, electric welding, flame cutting, open-flame heating or any spark-producing operations are strictly prohibited on the external scaffolding and in all affected areas.*

香港消防處
HONG KONG FIRE SERVICES DEPARTMENT

表格 C
Form C

第四部：承辦商聲明 Part IV : Declaration by RFSIC

本公司謹此聲明，已確認上述「批核條件」所訂明的臨時消防安全措施及其他條件已妥為落實，包括已按「批核條件」第四部的要求提供第三部所剔選的額外備用設備，並已通知及確保消防裝置擁有人／物業管理公司落實第三部所剔選的其他臨時消防安全措施；並簽發 F.S. 251，有關設備已由本公司人員到場檢查，確認已放置妥當及運作正常。本公司明白，消防處人員到場核查確認後方會簽發「關閉消防裝置許可」；在取得該許可前，本公司不會關閉有關消防裝置。

This Company hereby confirms that the interim fire safety measures and other conditions stipulated in the above "Approval Conditions" have been properly implemented, including that, in accordance with Part IV of the "Approval Conditions", it has provided the additional stand-by equipment ticked in Part III and issued F.S. 251 for it, and has informed and ensured the FSI owner / property management company to implement the other interim fire safety measures ticked in Part III; the equipment and measures concerned have been checked on site by our staff and found in place and in efficient working order. This Company understands that the "Permission for Shutting Down Fire Service Installations" will be issued only after verification on site by members of the Fire Services Department, and that the FSI concerned will not be shut down before the Permission is obtained.

授權簽署人簽署 Signature of Authorised Signatory	**承辦商蓋印** Company Chop of RFSIC
_____ 姓名 Name：_____ 職位 Post：_____ 日期 Date：_____ 年 ____ 月 ____ 日	

第五部：物業管理公司／業主立案法團／業主確認 Part V : Confirmation by PMC / OC / Owner(s)

本司／本人謹此確認，第三部所剔選由消防裝置擁有人／物業管理公司負責的臨時消防安全措施已妥為落實，並會在關閉期間持續維持有效。

This Organisation / I hereby confirm(s) that the interim fire safety measures ticked in Part III for which the FSI owner / PMC is responsible have been properly implemented and will remain effective throughout the shutdown period.

獲授權代表簽署 Signature of Authorised Representative	**法團／物管公司印鑑 Chop of PMC / OC**
_____ 姓名 Name：_____ 職位 Post：_____ 日期 Date：_____ 年 ____ 月 ____ 日	

香港消防處
HONG KONG FIRE SERVICES DEPARTMENT

表格 C
Form C

註 Notes：

1. 本通知書須由承辦商的授權簽署人及物業管理公司／業主立案法團／業主的獲授權代表分別於第四部及第五部簽署，並連同「批核條件」副本，以電郵送交「批核條件」第二部所列的當區消防局電郵地址。
   This notification shall be signed by the authorised signatory of the RFSIC in Part IV and by the authorised representative of the PMC / OC / owner(s) in Part V, and sent, together with a copy of the "Approval Conditions", by email to the email address of the local fire station set out in Part II of the "Approval Conditions".
2. 當區消防局收到本通知書後，會在預定關閉消防裝置前進行現場核查，並在確認有關措施及條件符合要求後，發出「關閉消防裝置許可」。
   Upon receipt of this notification, the local fire station will conduct an on-site verification before the scheduled shutdown, and will issue the "Permission for Shutting Down Fire Service Installations" after confirming that the required measures and conditions are met.
3. 如經核查發現有關措施或條件未有妥善落實，消防處不會發出「關閉消防裝置許可」。承辦商須作出糾正，並再次提交本通知書，以便消防處進行再次核查。
   If the required measures or conditions are found not properly implemented upon verification, no "Permission for Shutting Down Fire Service Installations" will be issued. The RFSIC shall rectify the irregularities and re-submit this notification for re-inspection.
4. 如本通知書所載資料屬虛假或具誤導性，可能構成消防裝置保養或維修方面的不當行為或疏忽，消防處處長可根據香港法例第 95A 章《消防(裝置承辦商)規例》第 10 條，將有關承辦商轉介紀律委員會處理。
   Where any information in this notification is found to be false or misleading, it may constitute misconduct or negligence in the maintenance or repair of FSI, and the Director of Fire Services may refer the RFSIC concerned to the Disciplinary Board under regulation 10 of the Fire Service (Installation Contractors) Regulations (Cap. 95A).

如有任何查詢，請於辦公時間內致電 2733 1567 與消防設施監督課當值人員聯絡。
For enquiries, please contact the duty officer of the Fire Protection Facilities Supervision Division at 2733 1567 during office hours.