

**Guidance for Registration as an Approved Person
for Examination, Testing and Certification of
(i) Gas Cylinders and/or (ii) Piped Gas Installations
*under the Dangerous Goods (General) Regulations***

A. Application Procedures

1. Fill in the Application Form at Appendix I.
2. Select the appropriate Approved Person type.
3. Submit completed application form with supporting documents as specified in Section B below to the following address:-

(Investigation & Research Section)
Licensing and Certification Command
Fire Services Department
5/F, Fire Services Headquarters Building,
1 Hong Chong Road, Tsim Sha Tsui East,
Kowloon.

4. Produce in person the original copies of supporting documents when requested, after successfully passing the preliminary screening of the application.
5. Applications will be processed on a first-come first-served basis.
6. Application process will usually not exceed 45 working days.
7. Approval status will be valid for 2 years, application for renewal should be submitted 2 months before expiry by filling the Application Form for Registration Renewal at Appendix II and submit to the address at A.3. above.

B. Supporting documents required

1. Personal Particulars:-
 - (a) a recent photo;
 - (b) a copy of HKID Card/Passport;
 - (c) records of related working experience; and
2. A copy of relevant academic and professional qualification certificates/diplomas etc.

C. Academic/professional qualifications

Must be an engineer qualified in one of the following categories or their equivalent:

- (a) Class 1 Marine Engineer of the Department of Trade, UK / HK Marine Department;
- (b) Boiler Inspector of the HK Labour Department; or
- (c) Chartered Engineer in either Mechanical, Chemical, Gas or Marine Engineering, and being a member of an appropriate Engineering Institution.

D. Enquiry

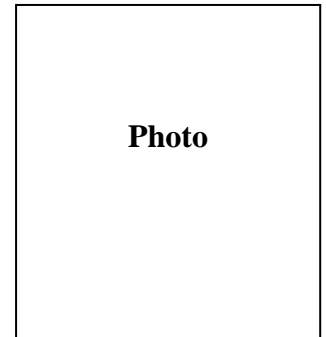
For further information and advice regarding the registration, please contact:-

Tel : 2733 7827 / 2733 7557

Fax : 2367 3631

Email : lcpolic2@hkfsd.gov.hk

Application Form
for Registration as an Approved Person
for Examination, Testing and Certification of
(i) Gas Cylinders and/or (ii) Piped Gas Installations



To : Director of Fire Services

1. I apply for registration as an approved person for: (Please select one by)

Gas Cylinders and Piped Gas Installations

Gas Cylinders only

Piped Gas Installations only

2. My personal particulars are as follows:-

Name (English / Chinese)	Sex (M/F)	Date of Birth (dd/mm/yy)	HKID Card No. / or Passport No.
Address			
Tel			
Email			

3. Details of experience in testing, maintenance and inspection of gas cylinders and/or piped gas installations:-

- _____
- _____
- _____
- _____
- _____

4. Details of relevant academic/professional qualifications:-

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5. The following supporting documents are attached:-

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Date : _____

Signature of applicant : _____

Application Form for Registration Renewal

**Approved Person for Examination, Testing and Certification of
(i) Gas Cylinders and/or (ii) Piped Gas Installations**

To: Director of Fire Services

I would like to apply for the renewal of my registration as an approved person for (Please select one by below).

- Gas Cylinders and Piped Gas Installations
- Gas Cylinders only
- Piped Gas Installations only

File reference and date of the relevant approval letter:

Please update my following corresponding information: (if applicable)

Address :	
Tel :	
Email :	

Signature of applicant : _____
Name of applicant : _____
Application date : _____

Guidelines for Examination, Testing and Certification of Gas Cylinders & Piped Gas Installations

Persons approved under Regulations 66 and 67 of Dangerous Goods (General) Regulations [DG(G)R] Cap. 295B including those who are specified in the Licensing Requirements of Piped Gas Installations, should observe the following when conducting examination, testing and certification of gas cylinders and piped gas installations. An Approved Person (AP) should discharge his/her professional responsibilities with integrity, dignity, fairness and courtesy.

Statutory Requirements

- (1) Reg. 66 and 67 of the DG(G)R concerning “Examination and testing of cylinders for permanent and liquefied gases” and “Examination of cylinders containing dissolved gases” respectively shall be strictly adhered to. For details, please refer to <http://www.legislation.gov.hk/eng/home.htm>.
- (2) Licensing requirements as stipulated in the DG/TS/143 & DG/TS/144 or DG/TS/143(A) & DG/TS/144(A) concerning “Testing of Piped Gas Installations” shall be fulfilled.

Marking of Cylinder

- (3) At the time of inspection, the AP should ensure that the following markings have been marked on the shoulder, top head or neck of the cylinder where appropriate:-
 - (i) The specification marking followed immediately by the service pressure. For example, **DOT-3A 1800**.
 - (ii) The serial number below or following the specification marking. For example, **A 123456789**.
 - (iii) The inspector's mark and date of test. For example, **ÜZ 5-95 / ÜZ May 1995**.
 - (iv) The manufacturer's marking (either name or symbol). For example, **ABC Inc**.

Piped Gas Installations

- (4) The AP shall perform examination, testing, etc. on piped gas installations in accordance with the requirements as stipulated in the DG/TS/143 & DG/TS/144 or DG/TS/143(A) & DG/TS/144(A).

Inspection Report

- (5) The AP shall prepare an inspection report certifying that all cylinders and/or piped gas installations have been examined and tested with details of defects identified, remedial actions taken and recommendation on the serviceability of the cylinder(s) / piped gas installation.

Report Retention

- (6) The AP shall retain a copy of the inspection report for 6 years and produce such for verification upon request by the Fire Services Department.

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