



本處檔號 Our Ref.: (11) in FP (LC) 314/07 V

來函檔號 Your Ref.:

圖文傳真 Fax: 2367 3631

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3 June 2005

To : Authorized Persons
Registered F.S.I. Contractors
Registered Specialist Contractors
(Ventilation)
Registered Lift & Escalator Contractors
Fire Insurance Association of H.K.
The Association of Registered F.S.I.
Contractors of Hong Kong
Structural Division, H.K.I.E.
Power Companies

The H.K. & China Gas Co.
The Lift & Escalator Contractors
Association
Pacific Century Cyber Works Limited
Hong Kong Construction Association
Director of Architectural Services
Director of Buildings
Director of Housing
Petroleum Companies

Dear Sirs,

FSD Circular Letter No. 3 / 2005
Introduction of Standard Form
for Annual Certification on Ventilating Systems

Pursuant to Building (Ventilating Systems) Regulations, Cap. 123J and Ventilation of Scheduled Premises Regulation, Cap. 132CE, ventilating systems governed by respective legislations have to be inspected and certified by a registered specialist contractor (ventilation works category) at intervals not exceeding 12 months. After inspection, the contractor is required to issue a certificate to both the system owner / representative and this department.

From time to time, this department notices that there are irregularities in the submitted certificates such as specifying an incorrect regulation, insufficient or unclear inspection particulars, missing apparatus on certification, etc. To facilitate the ventilation trade on certificate compilation and assist the general public on recognition of the document, standard templates for certificates pertinent to respective legislations have been designed and attached in appendices A and B. Upon consultation, the trade offers support to this improvement. For illustration, two sample certificates are also prepared at Appendices C and D for easy reference.

The standardisation of annual certification on ventilating system will be put into effect from 1 July 2005. Document templates in both Microsoft Word and Adobe Acrobat format are made available at our website (<http://www.hkfsd.gov.hk>), free for download and use. Any certificates not using the standard template will no longer be accepted by this department after the effective date.

Should you still have any question on the use of new certificates, please contact staff of Ventilation Division of this department at 2251 4141 or 2251 4142.

Yours faithfully,

(LO Chun-hung)
for Director of Fire Services

c.c. Air Conditioning & Refrigeration Association of HK
Hong Kong Registered Ventilation Contractors Association Ltd.
Building Services & Mechanical Divisions of the H.K.Institution of Engineers
The Association of Consulting Engineers of HK
The HK Federation of E&M Contractors Ltd.
The Institution of Fire Engineers (HK Branch)
Members of the H.K. Association of Property Management Co. Ltd.

FSD Ref. 消防處檔號：

Appendix A

Contractor Ref. 承建商檔號：

Annual Inspection Certificate
Building (Ventilating Systems) Regulations

年檢證書
建築物（通風系統）規例

Address of Premises Inspected : 經視察處所的地址： (footnote ⁱ 註腳 ⁱ)	
Premises Type : 處所類別： (footnote ⁱⁱ 註腳 ⁱⁱ)	

I have inspected every damper, filter and precipitator that are present in the ventilating system(s) of the above premises on _____ (completion date of inspection). In accordance with the Regulation 5A of the Building (Ventilating Systems) Regulations, Cap. 123J, Laws of Hong Kong, I certify that all dampers / filters / precipitators (delete where inappropriate), except those specified below, are in safe and efficient working order :-

本人已於 _____ (完成檢查日期) 檢查上述處所通風系統內的每個防火閘、過濾器及聚塵器。現根據香港法例第 123J 章《建築物（通風系統）規例》第 5A 條，本人確證除下列裝置外，所有防火閘 / 過濾器 / 聚塵器（刪除不適用者）均處於安全和有效的操作狀態。

Defects observed : 存在缺點： (footnote ⁱⁱⁱ 註腳 ⁱⁱⁱ)	
Exclusion from inspection : 未包括之檢查項目： (footnote ^{iv} 註腳 ^{iv})	

Name of Registered Specialist Contractor (Ventilation Works Category) : 註冊專門承建商 (通風系統工程類別) 的名稱：	Chop of Registered Specialist Contractor (Ventilation Works Category) : 註冊專門承建商 (通風系統工程類別) 的蓋章：
Address and Contact Telephone of Registered Specialist Contractor (Ventilation Works Category) : 註冊專門承建商 (通風系統工程類別) 的註冊地址及聯絡電話：	
Registration Number under Buildings Ordinance of Registered Specialist Contractor (Ventilation Works Category) : 根據《建築物條例》之註冊專門承建商 (通風系統工程類別) 的註冊編號： SC(V)	Signature of Authorised Signatory (AS) (授權人士簽署)
Date of Certificate Issue : 證明書發出日期：	
	(Full Name of AS in BLOCK letters) (授權人士姓名)

ⁱ (For building, an individual certificate shall be used for each building block or complex. DO NOT just give the name of a development or the lot number. For licensed premises, the address indicated on the licence shall be used.) (必須就每座樓宇或商場個別發出證明書，切勿只提供物業發展名稱或地段號碼。但凡牌照處所，必須根據牌照上顯示的地址。)

ⁱⁱ (Building or other type as indicated on licence) (樓宇或牌照上顯示之其他類別)

ⁱⁱⁱ (Apparatus type, location and brief account of defect have to be given. Use supplementary sheet if necessary) (說明裝置類型、位置及簡要評述缺點狀況，有需要時可加附頁)

^{iv} (Clear description of location and / or apparatus type NOT covered by this certificate) (清楚說明非本證明書涵蓋之地點及/或裝置類型)

FSD Ref. 消防處檔號：

Appendix B

Contractor Ref. 承建商檔號：

Annual Inspection Certificate 年檢證書
Ventilation of Scheduled Premises Regulation 附表所列處所通風設施規例

Address of Premises Inspected : 經視察處所的地址： (footnote ⁱ 註腳 ⁱ)	
Premises Type : 處所類別： (footnote ⁱⁱ 註腳 ⁱⁱ)	<input type="checkbox"/> Restaurant 食肆 <input type="checkbox"/> Theatre 劇院 <input type="checkbox"/> Funeral Parlour 殯儀館 <input type="checkbox"/> Dancing Establishment 跳舞場所 <input type="checkbox"/> Cinema 戲院 <input type="checkbox"/> Factory Canteen 工廠食堂

I have inspected every damper, filter and precipitator that are present in the ventilating system(s) that embody(ies) the use of ducting or trunking of the above premises on _____ (completion date of inspection). In accordance with the Regulation 6 of the Ventilation of Scheduled Premises Regulation, Cap. 132CE, Laws of Hong Kong, I certify that all dampers / filters / precipitators (delete where inappropriate), except those specified below, are in safe and efficient working order :-

本人已於 _____ (完成檢查日期) 檢查上述處所敷設有管道或幹槽的通風系統內的每個氣閘、過濾器及聚塵器裝置。現根據香港法例第 132CE 章《附表所列處所通風設施規例》第 6 條，本人確證除下列裝置外，所有氣閘 / 過濾器 / 聚塵器（刪除不適用者）均在操作上安全和有效。

Defects observed : 存在缺點： (footnote ⁱⁱⁱ 註腳 ⁱⁱⁱ)	
Exclusion from inspection : 未包括之檢查項目： (footnote ^{iv} 註腳 ^{iv})	

Name of Registered Specialist Contractor (Ventilation Works Category) : 註冊專門承建商 (通風系統工程類別) 的名稱：	Chop of Registered Specialist Contractor (Ventilation Works Category) : 註冊專門承建商 (通風系統工程類別) 的蓋章：
Address and Contact Telephone of Registered Specialist Contractor (Ventilation Works Category) : 註冊專門承建商 (通風系統工程類別) 的註冊地址及聯絡電話：	
Registration Number under Buildings Ordinance of Registered Specialist Contractor (Ventilation Works Category) : 根據《建築物條例》之註冊專門承建商 (通風系統工程類別) 的註冊編號： SC(V)	
Date of Certificate Issue : 證明書發出日期：	Signature of Authorised Signatory (AS)(授權人士簽署) (Full Name of AS in BLOCK letters)(授權人士姓名)

ⁱ (The address indicated on the licence shall be used.) (必須根據牌照上顯示的地址)

ⁱⁱ (Tick as indicated on the licence) (根據牌照上顯示的類別加上 ✓ 號)

ⁱⁱⁱ (Apparatus type, location and brief account of defect have to be given. Use supplementary sheet if necessary)
(說明裝置類型、位置及簡要評述缺點狀況，有需要時可加附頁)

^{iv} Clear description of location and / or apparatus type NOT covered by this certificate)
(清楚說明非本證明書涵蓋之地點及/或裝置類型)

Annual Inspection Certificate

Building (Ventilating Systems) Regulations

年檢證書

建築物(通風系統)規例

Address of Premises Inspected : 經視察處所的地址: (footnote ⁱ 註腳 ⁱ)	B2-L4, 350 Big One Steet, Causeway Bay, Hong Kong.
Premises Type : 處所類別: (footnote ⁱⁱ 註腳 ⁱⁱ)	Building (Shopping Arcade and Carpark)

I have inspected every damper, filter and precipitator that are present in the ventilating system(s) of the above premises on 3 February 2005 (completion date of inspection). In accordance with the Regulation 5A of the Building (Ventilating Systems) Regulations, Cap. 123J, Laws of Hong Kong, I certify that all dampers / filters / ~~precipitators~~ (delete where inappropriate), except those specified below, are in safe and efficient working order :

本人已於 (完成檢查日期) 檢查上述處所通風系統內的每個防火閘、過濾器及聚塵器。現根據香港法例第 123J 章《建築物(通風系統)規例》第 5A 條, 本人確證除下列裝置外, 所有防火閘 / 過濾器 / 聚塵器 (刪除不適用者) 均處於安全和有效的操作狀態。

Defects observed : 存在缺點: (footnote ⁱⁱⁱ 註腳 ⁱⁱⁱ)	No Defect
Exclusion from inspection : 未包括之檢查項目: (footnote ^{iv} 註腳 ^{iv})	Shop tenant installations

Name of Registered Specialist Contractor (Ventilation Works Category) : 註冊專門承建商(通風系統工程類別)的名稱: ABC Engineering Company	Chop of Registered Specialist Contractor (Ventilation Works Category) : 註冊專門承建商(通風系統工程類別)的蓋章: 
Address and Contact Telephone of Registered Specialist Contractor (Ventilation Works Category) : 註冊專門承建商(通風系統工程類別)的註冊地址及聯絡電話: G/F., 18 Tai Hung Road, Shamshuipo, Kowloon. 22122212 / 98890000	
Registration Number under Buildings Ordinance of Registered Specialist Contractor (Ventilation Works Category) : 根據《建築物條例》之註冊專門承建商(通風系統工程類別)的註冊編號: SC(V) 123/2004	
Date of Certificate Issue : 證明書發出日期: 5 February 2005	Signature of Authorised Signatory (AS)(授權人士簽署) CHAN Tai Man (Full Name of AS in BLOCK letters)(授權人士姓名)

ⁱ (For building, an individual certificate shall be used for each building block or complex. DO NOT just give the name of a development or the lot number. For licensed premises, the address indicated on the licence shall be used.) (必須就每座樓宇或商場個別發出證明書, 切勿只提供物業發展名稱或地段號碼。但凡牌照處所, 必須根據牌照上顯示的地址。)

ⁱⁱ (Building or other type as indicated on licence) (樓宇或牌照上顯示之其他類別)

ⁱⁱⁱ (Apparatus type, location and brief account of defect have to be given. Use supplementary sheet if necessary) (說明裝置類型、位置及簡要評述缺點狀況, 有需要時可加附頁)

^{iv} (Clear description of location and / or apparatus type NOT covered by this certificate) (清楚說明非本證明書涵蓋之地點及/或裝置類型)

Annual Inspection Certificate 年檢證書

Ventilation of Scheduled Premises Regulation 附表所列處所通風設施規例

Address of Premises Inspected : 經視察處所的地址 : (footnote ⁱ 註腳 ⁱ)	Shop 188A (Major Portion), New Land Centre, 29 Good Luck Street, Tuen Mun, N.T.
Premises Type : 處所類別 : (footnote ⁱⁱ 註腳 ⁱⁱ)	<input checked="" type="checkbox"/> Restaurant 食肆 <input type="checkbox"/> Dancing Establishment 跳舞場所 <input type="checkbox"/> Theatre 劇院 <input type="checkbox"/> Cinema 戲院 <input type="checkbox"/> Funeral Parlour 殯儀館 <input type="checkbox"/> Factory Canteen 工廠食堂

I have inspected every damper, filter and precipitator that are present in the ventilating system(s) that embody(ies) the use of ducting or trunking of the above premises on **23 January 2005** (completion date of inspection). In accordance with the Regulation 6 of the Ventilation of Scheduled Premises Regulation, Cap. 132CE, Laws of Hong Kong, I certify that all dampers / filters / precipitators (delete where inappropriate), except those specified below, are in safe and efficient working order :-

本人已於 _____ (完成檢查日期) 檢查上述處所敷設有管道或幹槽的通風系統內的每個氣閘、過濾器及聚塵器裝置。現根據香港法例第 132CE 章《附表所列處所通風設施規例》第 6 條，本人確證除下列裝置外，所有氣閘 / 過濾器 / 聚塵器 (刪除不適用者) 均在操作上安全和有效。

Defects observed : 存在缺點 : (footnote ⁱⁱⁱ 註腳 ⁱⁱⁱ)	Damper at kitchen jammed and pending replacement.
Exclusion from inspection : 未包括之檢查項目 : (footnote ^{iv} 註腳 ^{iv})	<ol style="list-style-type: none"> 1. Ventilating system trespassing this premises and serving adjacent shop 188A (Minor Portion). 2. Central fresh air supply system of shopping centre from landlord.

Name of Registered Specialist Contractor (Ventilation Works Category) : 註冊專門承建商 (通風系統工程類別) 的名稱 : ABC Engineering Company	Chop of Registered Specialist Contractor (Ventilation Works Category) : 註冊專門承建商 (通風系統工程類別) 的蓋章 :
Address and Contact Telephone of Registered Specialist Contractor (Ventilation Works Category) : 註冊專門承建商 (通風系統工程類別) 的註冊地址及聯絡電話 : G/F., 18 Tai Hung Road, Shamshuipo, Kowloon. 22122212 / 98890000	
Registration Number under Buildings Ordinance of Registered Specialist Contractor (Ventilation Works Category) : 根據《建築物條例》之註冊專門承建商 (通風系統工程類別) 的註冊編號 : SC(V) 123/2004	
Date of Certificate Issue : 證明書發出日期 : 28 January 2005	Signature of Authorised Signatory (AS)(授權人士簽署) CHAN Tai Man (Full Name of AS in BLOCK letters)(授權人士姓名)

ⁱ (The address indicated on the licence shall be used.) (必須根據牌照上顯示的地址)

ⁱⁱ (Tick as indicated on the licence) (根據牌照上顯示的類別加上 ✓ 號)

ⁱⁱⁱ (Apparatus type, location and brief account of defect have to be given. Use supplementary sheet if necessary)
(說明裝置類型、位置及簡要評述缺點狀況，有需要時可加附頁)

^{iv} Clear description of location and / or apparatus type NOT covered by this certificate)
(清楚說明非本證明書涵蓋之地點及/或裝置類型)