

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

G/F, 123 Sample Building, 123 Road, Hong Kong

消防處檔號 FSD Ref. No.

FP KW 6/12345

樓面總面積 Gross Floor Area

120 m²

牌照種類 Type of Licence

General Restaurant

視察及測試日期 Date of Inspection and Testing

10 / 1 / 2023

(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
一般規定 General Requirements				
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 ² / Basement GFA > 126m ²)	<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				
<u> 1 </u> 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: A123456 (dd.mm.yyyy)
<u> 1 </u> x 不少於 4.5 公斤裝二氧化碳滅火筒 Not less than 4.5kg CO ₂ Gas Type FE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FS251:
<u> </u> x 不少於 1.44 平方米的滅火氈 Not less than 1.44 m ² 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 ² .	<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 ² .				(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: 4)	<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 checked="" type="checkbox"/> 230 平方米 <處所 ≤ 7000 立方米 230m² < Premises ≤ 7000m³ in cubic volume				
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"/> 處所 > 7000 立方米 Premises > 7000m³ in cubic volume				
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.: (xx) in xxxxx
<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。 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 : <u> CHAN Tai-man </u></p> <p>註冊編號 Registration. No.: <u> RFE-RA-1234 </u></p> <p>註冊屆滿日期 Registration Expiry Date: <u> 10 / 1 / 2024 </u></p> <p>日期 Date: <u> 10 / 1 / 2023 </u></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 : FP KW 6/12345

Owner 擁有人 : _____

Premises 處所 : General restaurant

Address 地址 : G/F, 123 Sample Building, 123 Road, Hong Kong

Tel. No. & Fax No. 電話號碼 及圖文傳真號碼 : _____

Date/Time of inspection and testing : 10.01.2024, @14:00-17:30
視察及測試的日期/時間

I refer to my inspection conducted on xx.xx.20xx 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
Fire Damper (Including Fire and Smoke Damper) 防火閘(包括防火防煙閘)					
<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。
Insulation / Air Filter 隔熱物料/空氣過濾器					
<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 #. 按照消防安全規定#第2條，*設置 / 改用 非易燃類型的空氣過濾器。

Fire Resisting Construction 耐火結構	
<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 [#] . 按照消防安全規定 [#] 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。

Document / As-built Drawing 文件/竣工圖	
<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。

Miscellaneous 其他	
<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 [#] . 拆除排氣至*假天花 / 升高地台的風扇，或按照消防安全規定 [#] 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 [#] . 把_____改裝至符合消防安全規定 [#] 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[#]: Fire Safety Requirement for Mechanical Ventilating Systems in FSD Circular Letter No. 2/2023

消防安全規定[#]: 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 *: CHAN Siu-man

註冊編號 Registration. No.*: RFE-VS-1234

註冊屆滿日期 Registration Expiry Date*: 10 / 01 / 2025

日期 Date: 10 / 1 / 2024

**In accordance with the registration record*