

**Annual Inspection and Certification of
Damper / Filter / Precipitator at Ventilating System**
通風系統的防火閘、過濾器及聚塵器
的年檢及認證工作

FSD reference

消防處檔案編號:

Address of Building or Licence Premises 建築物／牌照處所地址	
Actions 採取行動	<input type="checkbox"/> Inspection has been completed and photocopy of certificate enclosed 已完成檢查，並夾附證書影印本
	<input type="checkbox"/> Inspection has commenced and will be finished shortly 檢查正在進行中，並將於短期內完工
	<input type="checkbox"/> Inspection has been scheduled but not yet commenced 檢查工作已予編定，但尚未開始
	<input type="checkbox"/> Inspection is being arranged 檢查工作正在安排中
	<input type="checkbox"/> Others, please specify : 其他，請說明:
Inspection Date 檢查日期	<input type="checkbox"/> Tentative completion on : 暫定完工日期: <i>(Upon annual inspection is finished, please provide a photocopy of the certificate issued by the contractor as evidence. 當年檢工作完成後，請提交承辦商所發出的證書影印本。)</i>
	<input type="checkbox"/> Already completed on : 完工日期:
Name of Responsible Contractor to Carry Out Annual Inspection 負責年檢的承辦商名稱	

Name of Premises Owner and / or Responsible Party 處所擁有人及／或負責人姓名	
Contact Telephone Number 聯絡電話	
Date 日期	

Note : Please fill in this form and submit to “Ventilation Division, Licensing and Certification Command, 3/F, Fire Services Department, Kwai Chung Office Building, 86 Hing Shing Road, Kwai Chung, N.T” or by facsimile transmission to **2382 2495**.
注意: 將此表格填妥，然後送交新界葵涌興盛路86號消防處葵涌辦公大樓3字樓牌照及審批總區通風系統課，或傳真至 2382 2495。

消防處 牌照及審批總區

九龍葵涌興盛路八十六號
消防處葵涌辦公大樓三樓



FIRE SERVICES DEPARTMENT LICENSING & CERTIFICATION COMMAND

3/F, FSD Kwai Chung Office Building,
86 Hing Shing Road, Kwai Chung, Kowloon

File Reference : FP

消防處檔案編號

Inspection Advice 視察通知書

- As the annual inspection and certification of the ventilating system at your building / licence premises is overdue, please arrange the work immediately, complete the proforma at overleaf and send it to this department within 10 days. A copy of owner's obligation on ventilating system is attached for your reference.
由於你的樓宇／牌照處所的通風系統逾期未有進行年檢及認證，請立刻安排驗證，並於十天內把填妥的背頁表格交回本處。現夾附有關業主保養通風系統責任的資料，以供參考。
- A photocopy of annual inspection certificate issued by _____ (contractor name) dated _____ (date of certificate issue) on your building / licence premises has been submitted on site. After document verification, a sampling audit on the respective installation may be considered necessary.
由_____ (承辦商名稱)於_____ (證書簽發日期)就你的樓宇／牌照處所簽發的年檢證書副本，已於即場提交。有關文件經核實後，本處或許需要抽驗有關裝置。
- With reference to your annual inspection certificate issued by _____ (contractor name) dated _____ (date of certificate issue), a sampling audit of today indicates existence of defect(s), including * damper / filter / precipitator, at your ventilating system(s) that require your immediate attention and rectification. Afterwards, submission of a fresh copy of annual inspection certificate to this department is deemed necessary.
有關_____ (承辦商名稱)於_____ (證書簽發日期)就你的樓宇／牌照處所簽發的年檢證書，經本處今日抽驗該裝置後，發現通風系統的 *防火閘／過濾器／聚塵器存在毛病，須立即糾正，然後向本處送交新的年檢證書。
- With reference to your annual inspection certificate issued by _____ (contractor name) dated _____ (date of certificate issue), a sampling audit of today indicates there are some discrepancies including * damper / filter / precipitator with the installed ventilating system(s) that require your immediate attention and correction by the contractor. Afterwards, submission of a fresh copy of annual inspection certificate to this department is deemed necessary.
有關_____ (承辦商名稱)於_____ (證書簽發日期)就你的樓宇／牌照處所簽發的年檢證書，經本處今日抽驗該裝置後，發現通風系統的內容和現場有差異，包括通風系統的*防火閘／過濾器／聚塵器，須立即由承辦商更正，然後向本處送交新的年檢證書。

Name and Signature of Responsible Person
or Representative 負責人或代表姓名及簽署
Contact Tel. 聯絡電話：
Date 日期：

Name and Signature of FSD Inspection Officer
消防處視察人員姓名及簽署
Contact Tel. 聯絡電話：2251 41____
Date 日期：

Should you have any queries or require amplification to the above, please contact Mr. CHAN Chi-shing, Chief Technical Officer, at 2251 4142.

如對上述仍存有疑問，請致電 2251 4142 與總技術主任陳志成先生聯絡。