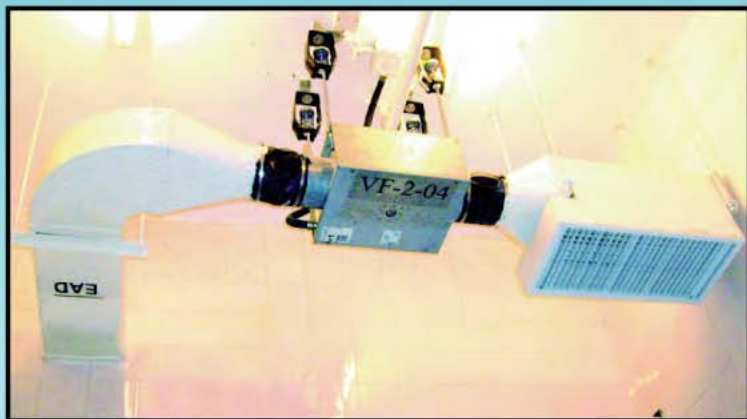


# 通風系統年檢 知多一點點



**Know More About  
Annual Inspection  
of  
Ventilating System**



消 防 處

FIRE SERVICES DEPARTMENT

## 1. 甚麼是通風系統？

通風系統是一個主要由送風機及風喉所組成的機械系統。此系統會令室內空氣保持流通，而安裝於系統內的過濾器 (俗稱隔塵網) 及聚塵器會過濾經過的空氣，以改善空氣的質素。風喉在穿過防火間隔牆或地臺時須安裝防火閘以加強防火安全。

### 1. What is a Ventilating System?

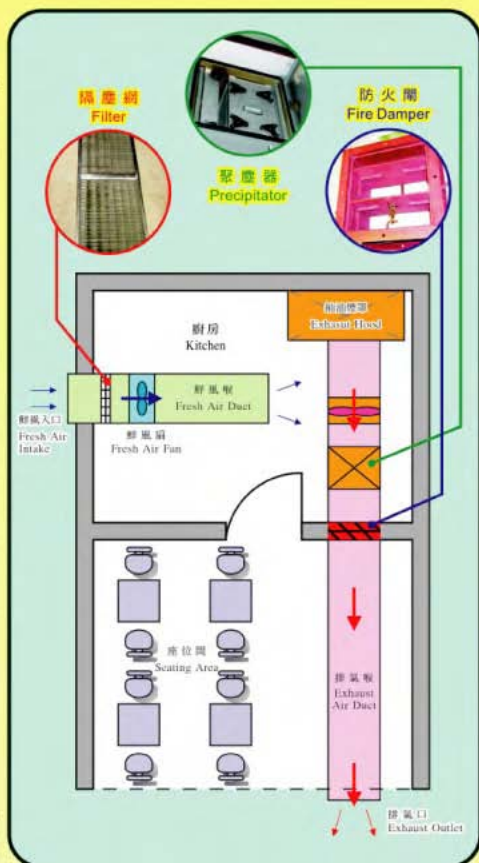
Ventilating system is a mechanical system usually comprises of air blower and air duct. The system will maintain air movement in an indoor environment. Filter and/or electrostatic precipitator installed in the system will filter the air passing through them so as to improve the air quality. When an air duct passes through compartment walls/floors, fire dampers shall be fitted in the duct to enhance fire safety.

### 2. 怎樣的通風系統才受法例所監管？

香港法例第123J章建築物 (通風系統) 規例適用於任何設有管道或幹槽 (風喉) 的通風系統，而該風喉又同時穿過建築物內的任何牆壁或地臺，由建築物的一個隔室通往另一隔室。而香港法例第132CE章附表所列處所通風設施規例則適用於附表所列處所內 (即食肆，工廠食堂，跳舞場所，戲院，劇院和殯儀館) 的通風系統。

### 2. Which ventilating systems are governed by the Regulations

The **Building (Ventilating Systems) Regulations Cap. 123J, Laws of Hong Kong** applies to every ventilating system that embodies the use of ducting or trunking which passes through any wall and floor of the building, from one compartment to another. Whereas **Ventilation of Scheduled Premises Regulations Cap. 132CE, Laws of Hong Kong** applies to ventilating system in the Scheduled Premises (that is general restaurant, factory canteen, dancing hall, cinema, theatre and funeral parlour).



### 3. 受規例監管通風系統擁有人的責任

#### 擁有人須要

- (甲) 時刻保持通風系統處於安全和有效的操作狀態；及
- (乙) 安排由註冊專門承建商(通風系統工程類別)於每隔不超逾12個月的期間檢查通風系統內的防火閘、過濾器(隔塵網)及聚塵器(電子空氣過濾器)。於檢查後的14天內被委派的註冊專門承建商(通風系統工程類別)要發出一張“年檢證書”給擁有人及呈交一份副本給消防處處長。

### 3. Duty of owners of ventilating systems governed by the regulations

#### The owner shall-

- (a) keep such ventilating system in safe and efficient working order at all times; and
- (b) cause every **damper, filter and precipitator** in such ventilating system to be inspected by a registered specialist contractor (ventilation works category) (abbreviated as RSC (V)) at intervals not exceeding 12 months. **Within 14 days** of such inspection the appointed RSC (V) shall issue an “Annual Inspection Certificate” to the owner and send a copy to the Director of Fire Services.

FSD Ref. 消防處編號: \_\_\_\_\_ Appendix D  
Contractor Ref. 承建商編號: \_\_\_\_\_

*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 被檢處所地址 (Footnote "註解")	
Premises Type 處所類別: (Footnote "註解")	<input 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 \_\_\_\_\_ (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) 檢查上述處所設有管道或幹槽的通風系統內的每個風閘、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，本人謹證除下列裝置外，所有風閘 / 過濾器 / 聚塵器 (刪除不適用者) 均在操作上安全 and 有效。

Defects observed: 存在缺點: (Footnote "註解")	
Exclusion from inspection: 未包括之檢查項目 (Footnote "註解")	

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) 的處章
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	
<b>SC(V)</b>	Signature of Authorized 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)

1. (The address indicated on the licence shall be used) (必須按牌照上顯示的地址)  
2. (Tick as indicated on the form) (按表格指示打勾)  
3. (Apparent type, location and level amount of defect have to be given. Use supplementary sheet if necessary) (必須清楚顯示、位置及數量等資料。如有需要，請用附加紙)  
4. (Clear description of location and / or appearance type NOT covered by the certificate) (清楚說明未受證明書涵蓋之地點及外觀類別)

#### 4. 何處可找到註冊專門承建商(通風系統工程類別)?

根據規定，只有註冊專門承建商 (通風系統工程類別) 才可以簽發年檢證書，你可以在下列屋宇署網址找到註冊專門承建商 (通風系統工程類別) 的名冊：

[http://www.bd.gov.hk/chineseT/inform/c\\_rsc\\_v\\_1.html](http://www.bd.gov.hk/chineseT/inform/c_rsc_v_1.html)

#### 4. Where to find a registered specialist contractor (ventilation works category)?

Only a registered specialist contractor (ventilation works category) can issue an Annual Inspection Certificate. You can find a list of registered specialist contractor (ventilation works category) at the following Buildings Department's web page :

[http://www.bd.gov.hk/english/inform/e\\_rsc\\_v\\_1.html](http://www.bd.gov.hk/english/inform/e_rsc_v_1.html)

#### 5. 查詢

本冊子之內容祇是就有關的法例條文作出簡介，如需要更多資料或有任何查詢，歡迎聯絡消防處牌照及審批總區的通風系統課

電話號碼：2718 7567

圖文傳真號碼：2382 2495

或瀏覽消防處網頁 [www.hkfsd.gov.hk](http://www.hkfsd.gov.hk)

#### 5. Enquiry

The information given in this leaflet is for guidance only. For further information or enquiry, please contact the Ventilation Division, Licensing & Certification Command of Fire Services Department

Tel. no.: 2718 7567

Fax no.: 2382 2495

or browse the Fire Services Department Website

[www.hkfsd.gov.hk](http://www.hkfsd.gov.hk)