

FORM GU05-01

表格 GU05-01

GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

香港特別行政區政府

GAS SAFETY (MISCELLANEOUS) REGULATIONS

《氣體安全（雜項）規例》

APPROVAL OF DOMESTIC GAS APPLIANCE (NEW OR RENEWAL

APPLICATION) 住宅式氣體用具的批准（新申請或續期申請）

Official use only
此欄不用填寫

Received Date:

Reference No.:

To the Gas Authority,

致：氣體安全監督

Notes 注意：

- (1) This form is used for NEW or RENEWAL application for approval of domestic gas appliances defined in the Gas Safety Ordinance, Cap.51.
本申請表格只供根據《氣體安全條例》（第 51 章）所界定的住宅式氣體用具新申請或續期申請所用。
- (2) The applicant shall familiarize with the requirements of Gas Safety Ordinance and its subsidiary regulations as well as Code of Practice GU05 before submitting the application.
在提交申請前，申請人必須熟悉《氣體安全條例》及其附屬規例和工作守則：氣體應用指南之五的要求。
- (3) Each application form should be used for applying one model of domestic gas appliance.
每份申請表格只可用作一款型號的住宅式氣體用具申請。
- (4) During the approval process, the Gas Authority may require the applicant to submit a sample of the gas appliance for reference. The appliance would be returned to applicant after the vetting process.
在審批的程序中，氣體安全監督可要求申請人提供氣體用具以供參考，及後該氣體用具將會發還給申請人。
- (5) Incomplete or erroneous information pertaining may cause delay in processing application or rejection.
所提交的資料如有不全或錯漏，可能會導致申請程序被延誤或拒絕。

Declaration 聲明

We declare that all particulars, statements and documents submitted in/with this application form are true and correct. We undertake to abide by the Gas Safety Ordinance and its subsidiary regulations and understand that the domestic gas appliances under application is not permitted to be imported into or manufactured in Hong Kong unless approval has been granted by the Gas Authority. Also, we have read and agreed with the “Personal Data Privacy Statement” in this application form.

本公司謹此聲明，在本申請表格內填報的一切資料、所作的陳述及附上的文件全屬真實無訛。本公司承諾遵守《氣體安全條例》及其附屬法例，並明白在獲得氣體安全監督批准有關申請之前，不可進口或在香港生產有關氣體用具。同時，我們亦已閱讀及同意於表格內的「個人資料私穩聲明」。

Name of Authorized Person:

獲授權人姓名：

Title of Authorized Person:

獲授權人職位：

Date:

日期：

Company Chop

公司蓋印

Section A: Applicant Particulars

甲部： 申請人資料

(1) Name of Company:

公司名稱： _____ (English)

(2) Correspondence
Address:

通訊地址： _____ (English)

(3) Telephone Number:

電話號碼： _____

(4) Fax Number:

傳真號碼： _____ (中文)

(5) E-mail Address:

電郵地址： _____

(6) Contact Person and Phone Number:

聯絡人及電話： _____

Section B: Domestic Gas Appliance Particulars

乙部： 住宅式氣體用具資料

(1) New Application 新申請 Renewal Application 續期申請

(2) Type of Domestic Gas Appliance 住宅式氣體用具類型：

Gas cooker

氣體煮食爐

External gas governor 外置氣體穩壓器

Not required 不需要

Brand & Model 牌子及型號:

(_____)

Portable cassette cooker

手提卡式煮食爐

Gas water heater

氣體熱水爐

Top Flued 頂排

Back Flued 背排

Side Flued(R) 側出煙道(右)

Side Flued(L) 側出煙道(左)

Other :

其他： _____

(3) Brand Name:

牌子名稱： _____ (English)

(4) Model No.:

型號： _____ (中文)

(5) Gas Type:

Town Gas 煤氣

Liquefied Petroleum Gas 石油氣

Cassette LPG Cartridge 卡式石油氣瓶

(6) Country of Origin:

原產地： _____

(7) Factory Name:

生產廠名稱： _____ (English)

(8) Factory Address:

生產廠地址： _____ (English)

(9) Recognised Certification Authority (RCA):

認可核證機構： _____

(10) Certified Standard:

核證標準： _____ (中文)

Section C: Certificates and Documents to be submitted with this Application

丙部： 須連同本申請表一併提交的證明書及文件

Official
use only
此欄不
用填寫

IMPORTANT NOTE: Please flag the documents with the corresponding item no. and put "☑" in the check box for ease of reference.

重要事項：請將相關文件標籤適當的項目號碼及在有關的覆檢格內填上"☑"，以資識別。

- | | | |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| (1) | (i) Initial Type Test Certificate (TA1) issued by RCA and;
由認可核證機構發出的初始類型設計測試證明書 (TA1) 及； | <input type="checkbox"/> |
| | (ii) Test report issued by RCA
由認可核證機構發出的檢測報告 | <input type="checkbox"/> |
| (2) | Agreement of product surveillance between the manufacturer and an RCA
製造商與認可核證機構簽訂的產品監察協議 | <input type="checkbox"/> |
| (3) | Production Process Quality System Certificate (e.g. ISO 9001)
生產程序品質核證證明書 (例如：ISO 9001) | <input type="checkbox"/> |
| (4) | Basic Safety Assessment Certificate (TA2) and test report issued by a local recognized laboratory
(for new application only)
由本地認可實驗所發出的基本安全評估證明書 (TA2) 及檢測報告 (只適用於新申請) | <input type="checkbox"/> |
| (5) | (i) Certified true copy of Business Registration Certificate and;
商業登記證的確認版本及； | <input type="checkbox"/> |
| | (ii) Organization Chart of Related Business Section
有關業務的機構組織圖 | <input type="checkbox"/> |
| (6) | Manufacturer's declaration on the supply of spare parts of gas appliance
由製造商發出有關氣體用具備用零件的供應聲明 | <input type="checkbox"/> |
| (7) | Technical information
技術資料 | |
| | (i) Summary of gas appliance technical details;
氣體用具的技術資料總表； | <input type="checkbox"/> |
| | (ii) Product photographs or catalogues (locations of data label and GU Mark shall be indicated);
產品照片或目錄 (需指明氣體用具的標籤及GU標誌位置)； | <input type="checkbox"/> |
| | (iii) Construction and assembly drawings of the gas appliance and its associated fittings (e.g. flue);
氣體用具及其關聯組件的構造及組裝圖 (例如：煙道)； | <input type="checkbox"/> |
| | (iv) Details of external gas governor (if applicable);
外置氣體穩壓器詳情 (如適用)； | <input type="checkbox"/> |
| | (v) Details of glass top panel (if applicable) and;
玻璃面板詳情 (如適用) 及； | <input type="checkbox"/> |
| | (vi) All warning labels to be stuck on product
將貼於產品的全部警告標籤 | <input type="checkbox"/> |

Section C: Certificates and Documents to be submitted with this Application

丙部： 須連同本申請表一併提交的證明書及文件

Official
use only
此欄不
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IMPORTANT NOTE: Please flag the documents with the corresponding item no. and put "☑" in the check box for ease of reference.

重要事項：請將相關文件標籤適當的項目號碼及在有關的覆檢格內填上"☑"，以資識別。

- | | | |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| (8) | Installation and servicing instructions (Traditional Chinese version)
安裝及維修說明 (繁體中文版) | <input type="checkbox"/> |
| (9) | User instructions (Both English and Traditional Chinese version)
使用說明 (英文及繁體中文版) | <input type="checkbox"/> |
| (10) | Data label of gas appliance
氣體用具的標籤 | <input type="checkbox"/> |
| (11) | (i) Confirmation letter of compliance of all post approval conditions (e.g. the Quality Assurance (QA) checking requirements);
確保遵守所有批准後條款的聲明書 (例如：品質保證測試的要求)； | <input type="checkbox"/> |
| | (ii) Partnership agreement with a Registered Gas Contractor and;
與一間註冊氣體工程承辦商的合作協議及； | <input type="checkbox"/> |
| | (iii) For renewal application, all QA reports in the last approval period shall also be submitted
如果是續期申請，所有上一個批核期間的品質保證測試報告亦需一併提交 | <input type="checkbox"/> |
| (12) | Declaration of conformity (including the Electrical Products (Safety) Regulation of Hong Kong, evidence of compliance with recognized safety standard) (if applicable)
遵從及符合聲明 (包括香港《電氣產品 (安全) 規例》、認可安全標準的證明) (如適用) | <input type="checkbox"/> |
| (13) | Manual of Remedial Measures
補救措施手冊 | <input type="checkbox"/> |

All the particulars and documents submitted in/with this application have been checked and found in order.

本申請表格內填報的一切資料及附上文件均已被覆檢及確定無誤。

Date 日期： _____ Signature of Authorized Person 獲授權人簽署： _____

Notes to Application**申請備註**

IMPORTANT NOTE: This “Notes to Application” is not necessary to be included in the application.

重要事項：提交的申請書並不需要包括此「申請備註」。

A. Application Enquiries 申請查詢

For enquiries, please contact Gas Standards Office at 2808 3683. 如有疑問，請致電 2808 3683 與氣體標準事務處聯絡。

B. Submit the Application 提交申請

Submission of this application form with associated documents can be made by post or in person to the “Gas Standards Office”, the Electrical & Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon, Hong Kong.

OFFICE HOURS:	Monday to Friday	9:00 a.m. to 4:30 p.m.
	Saturday, Sunday and Public Holidays	closed

申請人可郵寄或親自到香港九龍啟成街 3 號機電工程署總部「氣體標準事務處」遞交此申請書。

辦公時間：	星期一至五	上午九時正至下午四時半
	星期六、日及公眾假期	休息

C. Personal Data Privacy Statement 個人資料私穩聲明**Purpose of Personal Data Collection 收集個人資料的目的**

1. The personal data provided by means of this form will be used by the Government for the following purposes :

在本表格所提供的個人資料，政府會用於下列目的：

- a) activities relating to the processing of the submission in this form;
進行與處理以本表格作出呈交有關的工作；
- b) activities relating to requirements stipulated in the Gas Safety Ordinance and its subsidiary regulations; and
進行與《氣體安全條例》及其附屬規例所訂明規定有關的工作；以及
- c) facilitating communication between Government and yourself.
方便政府與你通訊。

Classes of Transferees 受讓人的類別

2. Upon receipt of your information submission, all the data that appear in this form will be kept at the Electrical and Mechanical Services Department and disclosed to the data users of the department.

當接收到你所呈交的資料後，本表格所載的所有資料會存於機電工程署，並向部門的資料使用人披露。

Access to Personal Data 查詢個人資料

3. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22, and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

根據《個人資料（私隱）條例》第 18 及第 22 條，以及附表 1 第 6 原則的規定，你有權查閱及改正個人資料。你的查閱權包括索取在本表格所提供個人資料的副本。

Enquiries 查詢

4. Enquiries concerning the personal data collected by means of this form, including the making of access and correction, must be submitted in writing and addressed to the Director of Electrical and Mechanical Services, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong. For other general enquiries, please dial the Citizen’s Easy Link 1823.

任何關於本表格所收集個人資料的查詢，包括查閱及改正資料，請以書面形式向機電工程署署長提出，地址為：香港九龍啟成街 3 號機電工程署。至於其他一般查詢，請致電政府熱線 1823。

D. Prevention of Bribery 防止賄賂

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance (“POBO”) (Chapter 201 of the Laws of Hong Kong)) to any Government officer with a view to influencing the outcome of this application constitutes an offence under the POBO and renders the application invalid. The case will be reported to the Independent Commission against Corruption (“ICAC”). You should report to the ICAC (Telephone No.: 2526-6366) if any government officers or their agents solicits an advantage from you in relation to this application.

任何人士試圖向任何政府人員提供利益(按照香港法例第 201 章《防止賄賂條例》中對利益的定義)，以影響本申請的結果，即構成《防止賄賂條例》下的罪行，並導致有關申請無效，而機電工程署會把個案向廉政公署報告。如任何政府人員或其代理人就本申請向你索取利益，你應向廉政公署舉報(電話號碼：2526 6366)。

E. Guideline of Submissions 提交申請指引

Note: This guideline is for reference only. For enquiries, please contact Gas Standards Office at 2808 3683.

注意：此指引只作參考用途。如有疑問，請致電 2808 3683 與氣體標準事務處聯絡。

Application Form Items: 申請書項目：	Guideline 指引
B (3) & (4)	<p>Both brand name and model no. of the gas appliance shown in the Initial Type Test Certificate (TA1) shall be the same as that shown in Revalidation Certificate.</p> <p>牌子名稱及型號須與初始類型設計測試證明書(TA1)及覆驗測試證明書上的資料相同。</p> <hr/> <p>The applicant shall have full responsibility to ensure that the brand name/logo used have fulfilled legal requirements in Hong Kong.</p> <p>申請人有全部責任以確定所使用的牌子名稱／標識符合香港法例的要求。</p>
B (7) & (8)	<p>Factory name and address shall be the same in the Initial Type Test Certificate (TA1), Revalidation Certificate and the Production Process Quality System Certificate (e.g. ISO 9001).</p> <p>生產廠名稱及地址須與初始類型設計測試證明書(TA1)、覆驗測試證明書及生產程序品質核證證明書 (例如：ISO 9001)上的資料相同。</p> <hr/> <p>If the Chinese name and address of the factory are not available, please input “Not available” in that field.</p> <p>如在生產廠沒有中文名稱及地址，請在該欄填寫「未能提供」。</p>
B (9)	<p>Please make reference to the list of RCA of domestic gas appliance published in EMSD’s website.</p> <p>請參閱機電工程署網站內的認可核證機構列表。</p>
C (1) & C (3)	<p>For verifying the Initial Type Test Certificate (TA1), Revalidation Certificate and Production Process Quality System Certificate, applicant shall submit either one of the followings:</p> <p>為確認初始類型設計測試證明書 (TA1)、覆驗測試證明書及生產程序品質核證證明書 (例如：ISO 9001)，申請人必須提交以下其中之一：</p> <ul style="list-style-type: none"> ● Original certificate 證書原版； (Applicant could request for returning after verification 申請者可在核實後要求發還) ● Certified true copy certificate from the issuing body 由簽發機構確認的證書複製版本； ● Photocopy of the certificate which could be verified in website of the issuing body. 可在簽發機構的網站內核實的證明書複製版本。 (Website address shall also be provided 須一併提交簽發機構的網址) <hr/> <p>Initial Type Test report shall be submitted together with the Certificate (TA1). Please note the followings about the test report:</p> <p>初始類型設計檢測報告須連同初始類型設計測試證明書 (TA1) 一併提交，請留意以下有關檢測報告的要點：</p> <ul style="list-style-type: none"> ● Test report shall state the testing gas type clearly and the gas type shall be the same as the fuel gas commonly used in Hong Kong; 檢測報告須清楚說明其測試氣體的類型，及氣體的類型須與香港普遍使用的燃氣相同；

	<ul style="list-style-type: none"> ● Test report shall be either in English or Chinese. Otherwise, the applicant might be requested to provide a translated version certified by authorized organization, if necessary, for the approval process. 檢測報告須為英文或中文，如有需要，申請人或會被要求提交已核實的翻譯文本以便審核程序。
C (5)	<ul style="list-style-type: none"> ● Copy of Business Registration Certificate certified by the concerned company is acceptable. 由有關公司自行確認的商業登記證副本是可接受的； ● Organisation Chart shall clearly show the company structure of whole supply-chain of the gas appliances importation and selling business. 機構組織圖須包含該公司有關氣體用具進口及銷售業務的整個供應鏈架構。
C (7)	<p>Technical information shall include the followings: 技術資料須包括下列各項：</p> <ul style="list-style-type: none"> ● Summary of gas appliance technical details 氣體用具的技術資料總表； ● Product photographs or catalogues (locations of data label and GU Mark shall be indicated on photo or diagram, size of photo or diagram shall be about half page of A4 paper); 產品照片或目錄（氣體用具的標籤及 GU 標誌位置需在相片或圖示指明，照片或圖示大小須約半張 A4 紙）； ● For gas appliance that has more than one appearance version, detailed photos and descriptions for all versions shall be provided (size of photo shall be about half page of A4 paper) 如用具有多於一個外觀版本，請附上全部版本的詳細照片及說明（照片大小須大約半張 A4 紙）； ● Construction and assembly drawings of the gas appliance and its associated fittings (e.g. flue); 氣體用具及其關聯組件的構造及組裝圖（例如：煙道）； ● Details of external gas governor and glass top panel (if applicable); 外置氣體穩壓器及玻璃面板詳情（如適用）； ● All warning labels to be stuck on product 將貼於產品的全部警告標籤。
C (8)	<p>Installation and service instructions shall include, but not limited to, the following items: 安裝及維修說明須包括（但不只局限於）以下項目：</p> <ul style="list-style-type: none"> ● General reminder pursuant to the Gas Safety Regulations in Hong Kong; (e.g. Requirements of employing Registered Gas Contractor (RGC) and using approved flexible gas tubing); 一般與香港氣體安全規例有關的提示（例如：僱用註冊氣體工程承辦商及和使用獲批准氣體接駁喉管的要求）； ● Installation requirements and warnings. (e.g. clearance for appliance sides, ventilation requirements in stove cabinet, etc.) 安裝要求及警告。（例如：用具週邊的安全間距、嵌入式煮食爐的灶櫃透氣要求等）

	<ul style="list-style-type: none"> ● Installation instructions and typical installation drawings of the gas appliance and its associated fittings. (e.g. flue pipe, flue terminal, external gas governor, etc.) 氣體用具及其關聯組件的安裝說明及典型安裝圖。(例如：煙道喉管、煙道末端、外置氣體穩壓器等) <p>This instruction should not contain any information that is irrelevant to the installation/servicing of such gas appliance in Hong Kong. 本說明不應包含任何不適用於在香港安裝及維修該用具的內容。</p>
C (9)	<p>User instructions shall include, but not limited to, the following items: 使用說明須包括(但不只局限於)以下項目：</p> <ul style="list-style-type: none"> ● Safety precautions 安全注意事項； ● Operating procedures 使用程序； ● Routine cleansing and service procedures 日常清潔及維護程序； ● Fault summary and follow-up actions 故障目錄及跟進動作。 <p>This instruction should not contain any information that is irrelevant to the use of such gas appliance in Hong Kong. 本說明不應包含任何不適用於在香港使用該用具的內容。</p>
C (10)	<p>Label of gas appliance shall include, but not limited to, the following items: 氣體用具的標籤須包括(但不只局限於)以下項目：</p> <ul style="list-style-type: none"> ● Brand name and/ or trademark 牌子名稱及/或商標； ● Model no. of the gas appliance 氣體用具型號； ● Flue type (if applicable) 煙道類型(如適用)； ● Gas type to be used in Hong Kong 在香港使用的氣體種類； ● Operating gas pressure of the appliance (kPa) 用具的氣體操作壓力(千帕)； ● Rated heat input of individual burners (kW or g/hr) 個別燃燒器的額定熱負荷(千瓦或克/小時)； ● Name of Recognized Certification Authority (RCA) 認可核證機構名稱； ● Type approval certificate no. 類型設計測試證明書編號； ● Appliance serial number 產品序號； ● Warning Notice of external gas governor (if applicable). 外置氣體穩壓器的警告(如適用)。 <p>Label of gas appliance should not contain any information that is irrelevant to the use of such gas appliance in Hong Kong. 氣體用具的標籤不應包含任何在香港不適合用於該用具的內容。</p>
C (13)	<p>If the manual of remedial measures submitted in the previous application is still valid, the applicant can provide a confirmation letter in lieu of the manual (the version and date of the manual shall be specified in the letter). 如果在之前的申請有提交過補救措施手冊，而該手冊仍然生效，則申請人可提交一封確認信而毋須再提交有關手冊(信中須註明該補救措施手冊的日期及版本編號)。</p>