

Guideline on Submission of Product Information

I. Introduction

- Under the Energy Efficiency (Labelling of Products) Ordinance, Chapter 598, (hereafter ‘the Ordinance’), an importer or a local manufacturer shall not supply a prescribed product unless, among other things, it is a listed model with a reference number that is assigned in the name of him and is included in the record.
- If a person wishes a reference number to be assigned to a product model in his name, he shall submit the specified information and specified documents in respect of the product model to the Director of Electrical and Mechanical Services (the Director) in accordance with the Ordinance.
- This guideline is issued for providing guidance for submitting the specified information and specified documents in respect of a product model.
- This guideline is applicable to all models of prescribed products which are not registered under the voluntary Energy Efficiency Labelling Scheme (EELS). For product models that have been registered under the voluntary EELS and the registration is valid at the time being, the Guideline on Transfer of Models Registered under the Voluntary Energy Efficiency Labelling Scheme should be followed.
- A supplier should be familiar with this guideline in order that proper information and documents are submitted without causing hiatus or delay in processing the submission, and must ensure compliance with all the requirements under the Ordinance.

II. Submission of Product Information

- In submitting information for the product model, the following Form 1 shall be used:

<u>Form</u>	<u>Remark</u>
Form 1 – Submission of Specified Information and Specified Documents (EMSD/MEELS001)	Required for EACH product model or EACH family of product models. <i>Note (1)</i>

Note (1): The supplier may include in the same submission a family of models, and in such a case, he is to submit one test report that is applicable to all the members of the family.

- For ease of processing the submitted information, in completing Form 1, the technical details of the product model should be separately provided in the associated schedules (forming part of Form 1) according to its type as below:
 - Product Technical Information Schedule 1:
Room Air Conditioner
 - Product Technical Information Schedule 2:
Refrigerating Appliance
 - Product Technical Information Schedule 3:
Compact Fluorescent Lamp
- In completing Form 1, reference should be made to the Code of Practice on Energy Labelling of Products.

- Completed Form 1, together with required documents as stated in the form, shall be submitted to the Director in accordance with the Ordinance.
- If the Director is satisfied that the specified information and specified documents in respect of a product model have been submitted as required, the Director is to assign a reference number to the model in the name of the person who made the submission, i.e. specified person, and issue a letter of notification informing him of that reference number.

III. Guidance Note for Completing Form 1 – Submission of Specified Information and Specified Documents (EMSD/MEELS001)

Note: Each page of Form 1 should be properly signed and endorsed with company chop.

Section A: Information of Person Submitting Specified Information & Documents

The person should indicate whether the specified information and specified documents are submitted by either a company or an individual. In case of a company, the name of the company, its Business Registration Certificate (BRC) No. and its registered address should be provided. In case of an individual, the name of the individual, his/her Hong Kong Identify Card (H.K.I.D.) No. and his/her contact address should be provided. All the information should be completed in both English and Chinese, except for the registered address / contact address in Chinese which is optional. In both cases, the information of contact person, telephone no., fax number and E-mail address should be provided.

Section B: Basic Information of Product

The person should indicate the type of the product for the submission. The product brand, model name and place of manufacture should be provided. If there are other listed models which belong to the same family of models of the product, their reference numbers should be provided.

Section C: Test Laboratory

If the submission for the product relies on and uses the test report of a listed model whose test report was submitted previously, its reference number should be provided. In this case, a declaration of identity on the product and the listed model should be signed by **BOTH** the manufacturer **AND** the person submitting the specified information and specified documents, and submitted in original. The name and address of the test laboratory for the product should be provided. If the test laboratory is accredited, the test laboratory accreditation body, the registration number and the expiry date of accreditation should be provided. The type of the test laboratory should be indicated by putting a tick ‘✓’ in one of the boxes.

Section D: Supporting Documents / Certificates

This section is provided as a checklist for the person submitting specified information and specified documents

to ensure that proper documents / certificates are submitted in order not to cause any hiatus or delay in processing the submission.

- Together with Form 1, the Product Technical Information Schedule for the product should be completed. The person should use one of the three schedules for the product.
- The test report for the energy efficiency performance of the product should be submitted. The requirements in details on the test report are stipulated in the Code of Practice on Energy Labelling of Products. For compact fluorescent lamp, the person should indicate whether the test report submitted is a full test report or a report up to 2,000 hours.
- If the test laboratory is accredited by an accreditation body, a copy of the accreditation certificate for the test laboratory should be submitted. It must be ensured that the accreditation certificate should be valid at the time of submission.
- If the test laboratory is not accredited by an accreditation body, the person should submit the following documents:
 - Qualifying system certificate for manufacturer's operation in the laboratory
 - Certifying document issued by an independent certification body
 - Documents showing the qualification, experience and assessment procedure of the independent certification body
- Energy efficiency grading calculations should be submitted. The calculation should be carried out in accordance with the requirements as stipulated in the Code of Practice on Energy Labelling of Products.
- Information catalogue and its associated information for the product should be submitted.
- Photo(s) of the product should be submitted.
- If the submission for the product relies on and uses the test report of a listed model whose test report was submitted previously, a declaration of identity on the product and the listed model should be signed by BOTH the manufacturer AND the person submitting the specified information and documents, and submitted in original.
- Certificate of Safety Compliance for the product in accordance with the requirements as stipulated under the Electrical Products (Safety) Regulation should be provided.
- A copy of the Business Registration Certificate (in case of a company) or the H.K.I.D. (in case of an individual) should be submitted.

Section E: Declaration

The person submitting specified information and documents for the product should complete items 1, 2 and 3 of this section. For a company, item 4 applies and item 5 should be deleted. Attention is drawn that the address

and telephone number of the company will be disclosed to the public upon public request. For an individual, item 5 applies and item 4 should be deleted. In item 5, the individual should indicate whether he/she agrees or disagrees that his/her address and/or telephone number and/or other contact be disclosed to the public upon public request. Upon agreement, he/she should indicate his/her address and/or telephone number and/or other contact which can be disclosed to the public upon public request.

1. Product Technical Information Schedule 1:

Room Air Conditioner

Section A: Information on Energy Label

All the information provided in this section is to be displayed on the energy label of the product.

- A tick '✓' should be put on the appropriate box (1 to 5) of the energy efficiency grade in accordance with the energy efficiency grading calculation.
- The annual energy consumption for cooling in kWh should be calculated based on the measured test results in the test report and rounded to an integer.
- The cooling capacity in kW should be the measured test results in the test report and indicated to 2 decimal places.
- The refrigerant number of the refrigerant should be indicated (e.g. R-22).
- The brand, model name and information provider should be indicated. The information provider should be the person submitting specified information and documents. Attention is drawn that the number of characters are limited to a maximum of 24 and 18 characters for English and Chinese names respectively.

Section B: Other Details

- A tick '✓' should be put on the appropriate box (1 to 4) of the appliance category in accordance with the classification in the Code of Practice on Energy Labelling of Products.
- Both the rated values and measured values of the cooling capacity and power consumption of the product should be indicated.
- A tick '✓' should be put on the appropriate box (pass or fail) of the maximum cooling test on the product.
- A tick '✓' should be put on the appropriate box (constant output or variable output) of the type of compressor.
- A tick '✓' should be put on the appropriate box (single phase or three phase) of the type of power input.
- The brand and model of the compressor should be provided.
- If the room air conditioner has a variable output capacity, the method of obtaining fixed output during measurements in the test should be indicated.
- If the room air conditioner is of the reverse cycle type,

the rated heating capacity and the rated power input should be provided in kW.

- The measured energy consumption index should be calculated based on the measured values of the products in accordance with the Code of Practice on Energy Labelling of Products and indicated to 1 decimal place.

2. Product Technical Information Schedule 2:

Refrigerating Appliance

Section A: Information on Energy Label

All the information provided in this section is to be displayed on the energy label of the product.

- A tick '✓' should be put on the appropriate box (1 to 5) of the energy efficiency grade in accordance with the energy efficiency grading calculation.
- The annual energy consumption in kWh should be calculated based on the measured test results in the test report and rounded to an integer.
- The fresh food volume and the frozen food volume should be calculated based on the measured test results in the test report and each rounded to an integer.
- The brand, model name and information provider should be indicated. The information provider should be the person submitting specified information and documents. Attention is drawn that the number of characters are limited to a maximum of 24 and 18 characters for English and Chinese names respectively.

Section B: Other Details

- A tick '✓' should be put on the appropriate box (1 to 8) of the appliance category in accordance with the classification in the Code of Practice on Energy Labelling of Products.
- Both the rated value and measured value of the storage volume of each compartment of the product should be indicated.
- The measured value of the storage temperature of each compartment of the product should be indicated.
- Both the rated value and measured value of the energy consumption (kWh/24 hours) of the product should be indicated.
- Both the rated value and measured value of the freezing capacity (kg/24 hours) of the product should be indicated.
- The brand and model of the compressor should be provided.
- The refrigerant number of the refrigerant should be indicated (e.g. R-134a).
- The adjusted volume should be calculated in accordance with the Code of Practice on Energy Labelling of Products and indicated to 1 decimal place.
- The measured energy consumption index should be

calculated based on the measured values of the products in accordance with the Code of Practice on Energy Labelling of Products and indicated to 1 decimal place.

3. Product Technical Information Schedule 3:

Compact Fluorescent Lamp

Note: If the supplier has submitted an interim test report in respect of a compact fluorescent lamp, he is to submit progress test reports to the Director at intervals of not exceeding 6 months after the date of the submission of the interim test report until he submits a full test report.

Section A: Information on Energy Label

All the information provided in this section is to be displayed on the energy label of the product.

- A tick '✓' should be put on the appropriate box (1 to 5) of the energy efficiency grade in accordance with the energy efficiency grading calculation.
- The luminous efficacy in lumen/W should be calculated based on the measured test results in the test report and rounded to an integer.

Section B: Other Details

- The brand and model name should be provided.
- Both the rated value and the measured value at the end of 100-hour of the power consumption in W should be indicated.
- Both the rated value and the measured values at the end of 100-hour and 2,000-hour of the lumen output in lumen should be indicated.
- Both the rated value and the measured value at the end of 2,000-hour of the lumen maintenance in % should be indicated.
- Both the rated value and the measured value of the average life (life to 50% failures) in hour should be indicated.
- The rated luminous efficacy should be calculated based on the rated values of the product in accordance with the Code of Practice on Energy Labelling of Products.
- A tick '✓' should be put on the appropriate box (tube, tornado or others) of the lamp shape.
- A tick '✓' should be put on the appropriate box (B22, E14, E27 or others) of the type of lamp cap.
- The light colour and the colour temperature in K should be indicated.

For details on submitting interim, progress and full test reports for compact fluorescent lamps, please refer to the Code of Practice on Energy Labelling of Products.