

Section B : Photo-copies of documents submitted in support of this application

(see note 7 and the Application & Payment Instructions No. 2)

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B 部 : 為證明此申請而提交的文件副本
(見備註 7 和申請及繳款辦法第 2 號)

- (a) Business Registration Certificate
商業登記證
- (b) Certificate of Incorporation
公司註冊證書
- (c) Company Organization Chart
公司組織圖表
- (d) Registered Gas Installer List
註冊氣體裝置技工名單
- (e) Registered Gas Installer Card
註冊氣體裝置技工卡
- (f) Gas Installation Work Job Records
氣體裝置工程工作記錄
- (g) Company Floor Plan
公司平面圖
- (h) Documents in support of Section A(10)
(Examples : job records, certificates of completion or other contract documents, etc.)
用以證明 A 部第(10)項的文件
(例如：工作記錄、完工證明書或其他合約文件等)
- (i) Others :
其他 :

(* Please tick as appropriate)

(* 請在適當方格加上✓號)

Section C : Particulars of Branch Offices

C 部 : 分行的資料

Branch Name
分行名稱

Address
地址

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section D : Return Postal Address (this part must be completed)

D 部 : 回郵地址(此部分必須填寫)

Name : _____
名稱 : _____
Address : _____
地址 : _____

Name : _____
名稱 : _____
Address : _____
地址 : _____

Notes

1. This application form is only to be used for a new application to become a Registered Gas Contractor. For existing Registered Gas Contractors, he should write to the Gas Authority for obtaining for additional copies of certificate of registration for branch offices (i.e. not existing at the time of initial application) or replacement of existing certificate of registration (i.e. change of particulars, lost, etc.)

- 2.(a) At the time of application the Contractor should be able to confirm that a minimum of 50% of the total number of employees directly engaged in gas installation work should be Registered Gas Installers. This figure is to facilitate the registration process only and it is expected that the proportion of RGI's will increase to a higher level in the short term.

- 2.(b) For employees directly engaged in gas installation work :
 - (i) an employee shall receive instruction on, and at all times have ready access to, related gas industry codes of safe working practice, including procedures for dealing with gas emergencies;

 - (ii) an employee should receive an issue of equipment to include an appropriate range of pipe fitting tools, and
 - (a) a pressure gauge (e.g. U gauge) (Classes 1, 3, 4, 6, 7 & 8),
 - (b) leakage test fluid (Classes 1, 3, 4, 6, 7 & 8),
 - (c) a temporary electrical continuity bond (Classes 3, 4, 6, 7 & 8),
 - (d) if repairing live electrical equipment (on mains voltage); an electrical test instrument (Classes 3, 4, 6, 7 & 8),
 - (e) where designated by roster to attend reported gas escapes in the first instance; a gas detection instrument (Classes 3, 4, 6, 7 & 8),and (f) a first aid kit (All classes of gas installation work).

(The above is additional to any relevant requirements of the current Factories and Industrial Undertakings Ordinance and Regulations.)

- 2.(c) (i) The applicant shall undertake to provide administrative resources and communication facilities such that customers' instructions and requests can be processed safely without undue delay.

- (ii) The applicant shall ensure that gas installers are provided with job cards such that records of gas installation work are kept in accord with Regulation 23(1) and (2) of the Gas Safety (Registration of Installers and Gas Contractors) Regulations 1990.

3. Targets of Service

- (a) The applicant shall undertake to maintain, or have access to, stock lines of gas fittings (as defined in Part 1(2), Interpretation of Gas Safety Ordinance 1990) to be available as back-up for gas installations completed by, or on behalf of, the applicant. Stock lines should be maintained for gas fittings which have a regular turnover and are essential to the safe operation of gas installations. Minimum stock quantities should aim to meet the following :
 - * replacement gas fittings, essential to be safe use of gas installations, should be supplied and fitted for 70% of all repair jobs within two working days and all remaining jobs within 5 working days.
 - (b) The applicant will undertake to obtain a required gas fitting, which is not a stock line item, as soon as is practicable.
 - (c) The applicant will undertake, wherever possible, to repair/service gas installations not installed by, or on behalf of the applicant, and to obtain replacement gas fittings as required.
4. Please enter in the address where you carry on your business, which shall be the address specified in your business registration certificate. If you have several branch offices, you need only to enter in your head office's address. In accordance with section 18 and 19 of the Gas Safety Regulations, a registered gas contractor shall display, in a prominent place at each of his business addresses, a copy of his certificate of registration issued by the Gas Authority. For an applicant having several branch offices, he should, record the address in Section C of this application form. The branch address shall be the address specified in your branch business registration certificate. Copies of certificate for branch offices will be made available at the time of registration.
5. If there are more than two partners, please provide the names of the partners on separate sheets and attach it to this form.
6. Please list for inspection, as part of the interview process, no more than four examples; include completion date and Classes of installation work involved.

Definition of Classes of Gas Installation Work

Class 1 - Installation, commissioning and routine maintenance of a domestic gas appliance which is a hotplate supplied by not more than one cylinder.

Class 2 - Installation of –

- (a) a service pipe, and any gas flow control, primary meter or primary meter installation used in connection with such pipe, in domestic premises; or
- (b) an installation pipe in domestic premises.

Class 3 - Installation and commissioning of –

- (a) a service pipe, and any gas flow control primary meter or primary meter installation used in connection with such pipe, in domestic premises;
- (b) an installation pipe in domestic premises; or
- (c) & domestic gas appliance.

Class 4 - Installation of domestic gas appliances to existing, adjacent gas supply points and commissioning and servicing of domestic gas appliances.

Class 5 - Installation of –

- (a) a service pipe, and any gas flow control, primary meter or primary meter installation used in connection with such pipe, in non-domestic premises; or
- (b) an installation pipe in non-domestic premises.

Class 6 - Installation and commissioning of –

- (a) a service pipe, and any gas flow control, primary meter or primary meter installation used in connection with such pipe, in non-domestic premises; or
- (b) an installation pipe in non-domestic premises; or
- (c) a non-domestic gas appliance.

Class 7 - Installation of non-domestic gas appliances to existing, adjacent gas supply points and commissioning and servicing of non-domestic gas appliances.

Class 8 - Installation, commissioning and servicing of a gas appliance which forms part of an industrial process.

7. Applicant(s) should submit copies of relevant documents at this time of application. These should verify the example of work indicated in Section A(10) of this form.

Application & Payment Instructions No. 2

1. The current application fee for registration as a gas contractor is \$5,110 but is subject to revision.
2. Submission of this application form and payment of application fee should be made by the applicant in person or representative at the Customer Services Office, Ground Floor, the Electrical & Mechanical Services Department Headquarters, 3 Kai Shing Street, Kowloon, Hong Kong.

HOURS OF COLLECTION :-

Monday to Friday, 9:00 a.m. to 5:15 p.m.

3. At the time of submission of this application form, the applicant or representative should produce the original and one photo-copy of each document submitted under Section B for inspection. The original copy will be immediately returned to the applicant after inspection, however, the photo-copies submitted will not be returned.
(Note : No photocopy service will be provided at the Customer Services Office.)
4. Cheques, Drafts and Cashier orders should be made payable to the "Government of the Hong Kong Special Administrative Region" and crossed. They must not be made payable to any individual officer. Post-dated cheque will not be accepted.

備註

1. 此申請表格祇供新申請冊為氣體工程承辦商之用。已註冊的氣體工程承辦商，如欲為分行(最初申請註冊時未存在者) 申領額外註冊證明書副本或換領/補領新註冊證明書(即更改資料, 遺失等)，應以書面向氣體安全監督申請。
2. (a) 氣體工程承辦商在申請註冊時，應能證實所僱用以直接從事氣體裝置工程的僱員總數之中，最少有百份之五十是註冊氣體裝置技工。此一數目祇為便利註冊進行而定出，預期短期內註冊氣體裝置技工的比率會提升至更高水平。
 - (b) 對於受僱以直接從事氣體裝置工程的僱員：
 - (i) 必須給予每名僱員有關氣體行業安全工作守則的指示，包括處理氣體緊急事故的步驟而每名僱員應在任何時間均能看到這些工作守則。
 - (ii) 每名僱員應獲發專供其人使用的裝備，包括一套適當的喉管裝配工具，及
 - (a) 壓力計 (例如 U 形壓力計) (第 1, 3, 4, 5, 7 及 8 類)；
 - (b) 檢漏液 (第 1, 3, 4, 6, 7 及 8 類)；
 - (c) 臨時接地線 (第 3, 4, 6, 7 及 8 類)；
 - (d) 電氣測試儀 (如須對使用帶電總線電壓的設備施工) (第 3, 4, 6, 7 及 8 類)；
 - (e) 氣體探測儀 (如已獲編定指派於第一時間處理接報的氣體外洩事件) (第 3, 4, 6, 7 及 8 類)；
 - 及 (f) 急救箱 (所有氣體裝置工程類別)。

(上述規定是附加於現行工廠及工業經營條例及規例的任何有關規定。)

 - (c) (i) 申請人必須保證會提供行政資源及通訊設施，使到顧客的指示及要求能夠受到安全處理而沒有過份耽擱。
 - (ii) 申請人必須確保氣體裝置技工獲發給工作卡，使到在保存氣體裝置工程紀錄方面，能符合《1990 年氣體安全(氣體裝置技工及氣體工程承辦商註冊)規例》第 23(1) 及(2) 條的規定。

3. 服務目標

- (a) 申請人必須保證會保存或能取得氣體配件〔符合 1990 年氣體安全條例第 1(2)部『釋義』的定義者〕的存貨，以作為申請人所負責完成，或由他人代為完成的氣體裝置的備用品。申請人應為具有固定換新率及對氣體裝置的安全操作具有主要作用的氣體配件保存存貨。存貨的最小數量應符合下列規定：
- 供替換用的氣體配件，如對氣體裝置的安全使用有主要作用，以所有修理工程計，應有 70% 在 2 個工作天內獲得供應及裝配，餘下的工程則應在 5 個工作天內獲得供應及裝配。
- (b) 申請人須保證會盡快取得需用而屬於非存貨項目的氣體配件。
- (c) 申請人須保證，在可能的情况下，修理/維修不是由他裝置，或不是由他人代裝置的氣體裝置，並取得所需的替換配件。
4. 請填報經營業務的地址，該址一定要與商業登記所指明的地址相同。如設有數間分行的話，祇須填報總辦事處地址。根據氣體安全規例的規定，註冊氣體工程承辦商必須在他每一營業地址的當眼地方張貼氣體安全監督所發的註冊證明書副本。設有數間分行的申請人，應在此申請表格 C 部填寫各分行地址。分行地址一定要與分行商業登記所指明的地址相同。在註冊的時候，氣體安全監督會發給足夠數目的分行註冊證明書。
5. 如有超過 2 名合夥人，請另用紙填報，然後隨本表格附交。
6. 請列出不多於 4 個例子，包括完成日期及有關裝置工程類別，以供查核。有關查核是作為審查程序的一部分。

氣體裝置工程類別的定義

- 第 1 類 - 把住宅式氣體用具裝置投入運作並進行例行維修，而該用具是由不多於一個石油氣瓶供應氣體的平頭爐。
- 第 2 類 - 在住宅房產內裝置-
- (a) 供氣分喉及與之連同使用的任何氣體供應控制器件、主錶或主錶裝置；或
 - (b) 用戶喉。
- 第 3 類 - 把以下各項用具裝置在住宅房產內，並使其投入運作 -
- (a) 供氣分喉及與之連同使用的任何氣體供應控制器件、主錶或主錶裝置；
 - (b) 用戶喉；或
 - (c) 住宅式氣體用具。
- 第 4 類 - 把住宅式氣體用具裝置到鄰近已有的氣體供應點，並將住宅式氣體用具投入運作及予以維修。
- 第 5 類 - 在非住宅房產內裝置 -
- (a) 供氣分喉及與之連同使用的任何氣體供應控制器件、主錶或主錶裝置；或
 - (b) 用戶喉。
- 第 6 類 - 把以下各項用具裝置在非住宅房產內，並使其投入運作 -
- (a) 供氣分喉及與之連同使用的任何氣體供應控制器件、主錶或主錶裝置；或
 - (b) 用戶喉；或
 - (c) 非住宅式氣體用具。
- 第 7 類 - 把非住宅式氣體用具裝置到鄰近已有的氣體供應點，並將非住宅式氣體用具投入運作及予以維修。
- 第 8 類 - 把氣體用具裝置，並使其投入運作及予以維修，作為工業工序的一部分。

7. 申請人應在提出申請時呈交能核證在本表格 A 部第 10 項所示的證明文件副本工程例子。

申請及繳款辦法第 2 號

1. 現時申請註冊氣體工程承辦商的費用為\$5,110，但政府可調整此註冊費。
2. 申請人應親自或派代表，到香港九龍啓成街 3 號機電工程署總部地下「客戶服務部」，遞交此申請表格及繳付申請費用。

收款時間：-

星期一至五 上午 9 時至下午 5 時 15 分

3. 遞交申請表格時，申請人或其代表應出示 B 部所填報每一份文件的正副本，以供查閱。正本查閱後即時交回申請人，但副本則不會發還。
〔註：客戶服務部並不提供影印服務。〕
4. 所有支票、匯票及本票都必須寫明支付「香港特別行政區政府」並加嘑線，切勿寫明支付某一職員：期票不會獲得接納。