

Guideline on Submission of Supplementary Information for Product Models Already Registered in Mandatory Energy Labelling Scheme

I. Introduction

1. 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.
2. If a product model, which has already been registered under the mandatory energy labelling scheme (MEELS), will continue to be supplied after the transitional period in the 3rd phase of MEELS, supplementary information shall be submitted by the registration holder to the Director of Electrical and Mechanical Services (the Director) in accordance with the Ordinance during the transitional period.
3. This guideline is issued for providing guidance for submitting the supplementary information in respect of reverse type room air conditioners already registered under the MEELS to the Director. For product models that are not reverse type room air conditioners, the Guideline on Submission of Product Information should be followed.
4. The registration holder of a product model who already registered under the MEELS should be familiar with this guideline in order that proper supplementary 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 Supplementary Information

1. In submitting supplementary information for product model, the following Form 5 shall be used: :

<u>Form</u>	<u>Remark</u>
Form 5 — Submission of Supplementary Information for Product Model Already Registered in Mandatory Energy Efficiency Labelling Scheme as per the New Requirement (EMSD/MEELS005 (Jun 18))	Required for <u>EACH</u> product model

2. For ease of processing the submitted information, in completing Form 5, the technical details of the product model should be separately provided in Schedule (forming part of Form 5):
 - Product Technical Information Schedule 1: Room Air Conditioner (Reverse Cycle Type)
3. In completing Form 5, reference should be made to the Code of Practice on Energy Labelling of Products.
4. Completed Form 5, together with required documents as stated in the form, shall be submitted to the Director in

accordance with the Ordinance

5. If the Director is satisfied that the supplementary information in respect of a product model has been submitted as required, the Director will assign the same reference number to the reverse cycle type room air conditioner that already registered in the MEELS, in the name of the person who made the submission, i.e. specified person, and issue a letter of notification informing him of the approval.

III. Guidance Note for Completing Form 5 – Submission of Supplementary Information of Product Model Already Registered in the Mandatory Energy Efficiency Labelling Scheme (EMSD/MEELS005 (Jun 18))

Note: Each page of Form 5 should be properly signed and endorsed with company chop.

Section A: Information of Person Submitting Specified Information & Documents

The person shall be the same as the registration holder of the concerned product model already registered under the MEELS. The person should indicate whether the supplementary information is 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, HKID, 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 brand, model name, place of manufacture and its reference number of the reverse cycle type room air conditioner already assigned under the MEELS should be provided.

If the submission is related to a product model that is a member of a family of models, and the information and documents regarding the heating function of any other member of that family have previously been submitted in the name of the submitting party, then, in addition to the above requirement, the submitting party is also required to furnish the model name and reference number of those other members of the family.

Section C: Test Laboratory

The name and address of the test laboratory for the room air conditioner 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 the supplementary information to ensure that proper documents are submitted in order not to cause any hiatus or delay in processing the submission.

- Together with Form 5, the Product Technical Information Schedule 1: Room Air Conditioner (Reverse Cycle Type) should be completed.
- The test report for the energy efficiency performance (heating) of the room air conditioner should be submitted. The requirements in details on the test report are stipulated in the Code of Practice on Energy Labelling of Products.
- 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 testing.
- 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 (heating) 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.

Section E: Declaration

The person submitting the supplementary information 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 disagree 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 (Reverse Cycle Type)

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 (heating) in accordance with the Code of Practice on Energy Labelling of Products.
- The annual energy consumption for heating in kWh should be the heating seasonal energy consumption calculated based on the measured test results in the test report and rounded to an integer.
- The full load heating 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-410A).
- 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 (2 or 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 full load heating capacity and full load power consumption in kW of the product should be indicated.
- If it is a variable capacity type room air conditioner, both the rated values and measured values of the half / minimum heating capacity in kW and half / minimum load power consumption in kW of the product should be indicated (half values are applicable for multi-stage capacity or continuously variable capacity type room air conditioners whereas the minimum values are applicable for two-stage capacity type room air conditioners).
- The rated values and measured values of the heating seasonal performance factor should be calculated based on the rated values and measured values of the products in accordance with the Code of Practice on Energy Labelling of Products and indicated to 3 decimal places respectively.
- A tick '✓' should be put on the appropriate box (pass or fail) of the maximum heating test on the product.
- A tick '✓' should be put on the appropriate box (fixed capacity or two-stage capacity or multi-stage capacity or continuously variable capacity) 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.
- If the reverse cycle type room air conditioner has a variable output capacity, the method of obtaining

fixed output at full and half / minimum capacity during measurements in the test should be indicated (full and half capacities are applicable for multi-stage capacity or continuously variable capacity type room air conditioners whereas the full and minimum capacities are applicable for two-stage capacity type room air conditioners).