

此欄不用填寫
For Official use only

收件日期：
Receipt date:

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(注意：請參閱「表格 WR2 備註」，各適當項目須以正楷填寫。)
(Note: Please read carefully the "NOTES TO FORM WR2" and complete all appropriate items in BLOCK LETTERS.)

第 1 部 PART 1

致 機電工程署署長：
To the Director of Electrical and Mechanical Services:

(1) (請參閱備註 2 & 3 Please see notes 2 & 3)

本人 _____，下方簽署人，為按電力條例 (第 406 章) 第 30 條所註冊的註冊電業工程人員，茲證明
本人已於 _____ / _____ / _____ (日/月/年) (請在空格內加 ✓ 號，只可選一空格)

I, _____, the undersigned, a registered electrical worker (REW) registered under Section 30 of the
Electricity Ordinance (Cap. 406), hereby certify that I have on _____ / _____ / _____ (D/M/Y) (Please tick in the appropriate box and only one
box is allowed)

- 檢查及測試背頁第 3 部第 6 項載述的固定電力裝置。
inspected and tested the fixed electrical installation described in item 6 of Part 3 overleaf.
- 檢查及測試背頁第 3 部第 6 項載述的固定電力裝置的其中部分，並已收到由其他適當級別的註冊電業工程人員就個別部分所發的有效證明
書 (表格 WR2(A))。
inspected and tested only part of the fixed electrical installation described in item 6 of Part 3 overleaf and have received valid certificates (Form
WR2(A)) certified by other REWs of appropriate grades, for other individual parts.

本人信納該固定電力裝置符合電力條例(第 406 章)及其附屬法例的規定。
I am satisfied that the fixed electrical installation complies with the Electricity Ordinance (Cap. 406) and its subsidiary legislations.

簽署
Signature _____

簽署日期
Date Signed _____

(2) (請參閱備註 4 Please see note 4)

本人 _____，下方簽署人，茲代表 _____，(請在空格內加 ✓ 號，只可選一空格)

I, _____, the undersigned, on behalf of _____
_____, (Please tick in the appropriate box and only one box is allowed)

- 為按電力條例 (第 406 章) 第 33 條所註冊的註冊電業承辦商，
a registered electrical contractor (REC) registered under Section 33 of the Electricity Ordinance (Cap. 406),
- 為電力條例 (第 406 章) 第 35(3) 條所指的固定電力裝置擁有人，
the owner of the fixed electrical installation as stipulated in Section 35(3) of the Electricity Ordinance (Cap. 406),

現遵照電力條例 (第 406 章) 第 34(11) 條的規定，在本證明書上加簽。
endorse herewith in compliance with Section 34(11) of the Electricity Ordinance (Cap. 406).

簽署
Signature _____

簽署日期
Date Signed _____

第 2 部 PART 2

此欄由機電工程署加簽
To be endorsed by E.M.S.D.

第 3 部 PART 3

**(4) 註冊電業工程人員資料：
Particulars of REW:**

註冊電業工程人員姓名：
Name of REW: _____ 聯絡電話：
Contact Tel. No.: _____

註冊編號：
REW Registration No.: _____ 級別：
Grade: _____ 准許工程：
Permitted Work: _____ 屆滿日期：
Expiry Date: _____

**(5) 註冊電業承辦商資料：
Particulars of REC:**

註冊電業承辦商名稱：
Name of REC: _____ 圖文傳真號碼：
Fax No.: _____

註冊編號：
REC Registration No.: _____ 聯絡電話：
Contact Tel. No.: _____

聯絡地址：
Correspondence Address: _____ 屆滿日期：
Expiry Date: _____

**(6) 固定電力裝置資料：
Particulars of the fixed electrical installation:**

業務性質或固定電力裝置所在房產類別：
Business nature or type of premises where the fixed electrical installation is located: _____

**固定電力裝置所在地址：
Address of the fixed electrical installation:**

單位：
Flat: _____ 樓層：
Floor: _____ 樓宇名稱：
Name of the building: _____

街號：
Street no.: _____ 街道：
Street: _____

其他街號 (如有)：
Other street no. (if any): _____ 其他街道 (如有)：
Other street (if any): _____

屋邨名稱：
Name of the estate: _____ 地區：
District: _____ * 香港/九龍/新界
* HK/KLN/NT

固定電力裝置擁有人的姓名或機構名稱：
Name or organisation of the owner of the fixed electrical installation: _____

固定電力裝置擁有人或機構的聯絡地址 (如與上項不同)：
Correspondence address of the owner of the fixed electrical installation (if different from the above): _____

聯絡電話：
Contact Tel. No.: _____ 已成立業主立案法團：* (是/否)，
Incorporated Owners Formed: * [Y / N],

定期測試公用固定電力裝置：* (是/否)
Periodical test for communal fixed electrical installation: * [Y / N]

固定電力裝置受檢查部分的說明，* (全部/部份 電力裝置)，另附圖則 _____ 頁及簡要說明 _____ 頁。
Description of the inspected part of the fixed electrical installation * [all / partial electrical installation] with _____ schematic diagram(s) and _____ description sheet(s).

固定電力裝置受檢查部分的最大開關器件為 _____ 安培 _____ 伏特，* (單相/三相)。
Largest switching device of the inspected part of the fixed electrical installation: _____ amperes _____ volts, * [single / three phase].

固定電力裝置的允許負載量為 _____ 安培，* (單相/三相)。
Approved loading of the fixed electrical installation: _____ amperes * [single / three phase].

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SRPT *[Y/N]	BT []	RSUB []

* 請將不適用的刪去
* Delete whichever is inapplicable
(Rev. 4/2002)

表格 WR2 說明

1. 本表格 (表格 WR2) 是註冊電業工程人員根據〔電力(線路)規例〕(第 406 章, 附屬法例E) 第 20 條的規定, 完成對某一固定電力裝置的定期檢查及測試後, 用以證明該裝置符合法例規定。〔電力(線路)規例〕的摘錄載於背頁。本表格可於機電工程署總部客戶服務部或各區民政事務處諮詢服務中心免費索取, 亦可於機電工程署網頁<http://www.emsd.gov.hk> → 「公用表格」內下載。如需影印此表格 WR2 使用, 必須將第一及第二頁作雙面影印。
2. 本表格第 1 及 3 部的所有適用部分, 必須填寫妥當及簽署。第 1 部第 1 項必須由負責檢查及測試工作的註冊電業工程人員, 在檢查及測試日期起計 1 個月內填寫及簽署。
3. 大型的固定電力裝置如果由多於一個部分組成, 則個別部分可由不同的註冊電業工程人員, 使用表格 WR2(A) 來發出證明書。在此情況下, 所有表格 WR2(A) 應全部交給一名主要的註冊電業工程人員, 由他負責為整個固定電力裝置簽發一份「定期測試證明書」(表格 WR2)。如該名主要的註冊電業工程人員認為所收到的各份表格 WR2(A), 已由適當級別的註冊電業工程人員填寫妥當及簽署, 則無須就這些表格 WR2(A) 所填報電力裝置的每個不同部分, 親自進行檢查。
4. 註冊電業承辦商, 或以下第 5 段適用的情況下的擁有人, 在他人為其完成檢查及測試工作後, 必須填寫第 1 部第 2 項和加簽。根據〔電力(線路)規例〕(第 406 章, 附屬法例E)第 22(1) 條的規定, 註冊電業承辦商必須為過去 5 年, 或自他註冊為電業承辦商的日期起計, 其僱員進行的電力工程備置及保存一切有關紀錄。
5. 固定電力裝置的擁有人可以全職及固定工資或薪金形式, 僱用適當級別的註冊電業工程人員為該裝置進行電力工程。
6. 固定電力裝置的擁有人或其代表須於註冊電業工程人員及註冊電業承辦商簽發證明書的日期起計 2 星期內, 將已填寫妥之表格WR2正本、WR2(A)正本、測試報告正本和核對表正本 (如呈交已填寫妥之表格WR2及上述文件的影印本, 將不獲受理) 連同適當數額的加簽費, 遞交機電工程署署長在第 2 部加簽。加簽費不會退還。繳款詳情請參閱「繳款辦法」單張。
7. 機電工程署署長在加簽後, 會將表格 WR2 寄回固定電力裝置擁有人。如選擇到機電工程署客戶服務部領取者, 請帶同由固定電力裝置擁有人所發出之授權信正本、證明固定電力裝置擁有人的文件及收據正本到取。根據〔電力(線路)規例〕(第 406 章, 附屬法例E)第 22(2) 條的規定, 擁有人須將最近期的已加簽證明書 (表格 WR2) 備妥, 以便在機電工程署署長要求時呈交給他查閱。
8. 申請可經由電子方式遞交, 詳情請瀏覽政府表格網頁 <http://www.info.gov.hk/forms>。

Notes to Form WR2

1. This form (Form WR2) is used for certification of a fixed electrical installation after it is periodically inspected and tested by a registered electrical worker (REW) under Reg. 20 of the Electricity (Wiring) Regulations (Cap. 406 sub. leg. E). An extract from the Electricity (Wiring) Regulations is shown overleaf. This form may be obtained free of charge from the Customer Services Office of EMSD, Public Enquiry Services Centre of all District Offices and EMSD's website at <http://www.emsd.gov.hk> → 「Public Forms」. If photocopied Form WR2 was used, please ensure page 1 and page 2 are printed on the same sheet (i.e. double-sided printing).
2. All appropriate items in Parts 1 and 3 of this form must be properly completed and signed. Item 1 of Part 1 must be completed and signed by a REW, who is responsible for the inspection and testing work within 1 month after the completion of the work.
3. For a large fixed electrical installation, which is divided into more than one part, the individual parts may be certified by different REWs of appropriate grades using Form WR2(A)s. In this case, all Form WR2(A)s must then be submitted to a main REW who is responsible for producing a Form WR2 for the whole fixed electrical installation. If the main REW is satisfied that the Form WR2(A)s he received are completed and signed by REWs of appropriate grades, he is not required to personally inspect and test the individual parts of the electrical installation that are covered by the Form WR2(A)s.
4. The registered electrical contractor (REC), or the owner in a case where note 5 below applies, for whom the inspection and testing work is done must complete and endorse Item 2 of Part 1. Under Reg. 22(1) of the Electricity (Wiring) Regulations (Cap. 406 sub. leg. E), the REC must make and keep all relevant records of the electrical work carried out by his/her employees for the lesser of 5 years or the time since his registration as an electrical contractor.
5. An owner of a fixed electrical installation may employ a REW of the appropriate grade on a full time basis at a regular wage or salary to do electrical work on that installation.
6. The owner of the fixed electrical installation or his/her representative must deliver the original of completed Form WR2, WR2(A), testing reports and checklists(submission of photocopy of the completed Form WR2 and the aforesaid document will not be accepted), together with an endorsement fee of appropriate amount, to the Director of Electrical and Mechanical Services (DEMS) for endorsement in Part 2 within 2 weeks after the date of certification by the REW and REC. The endorsement fee is not refundable. For details of the payment procedure, please see the "Payment Instructions" sheet.
7. After endorsement by DEMS, the Form WR2 will be returned to the owner of the fixed electrical installation by post. If the Form WR2 is to be collected at Customer Services Office of EMSD, original of authorized letter, related documentary proof about the ownership of the fixed electrical installation and receipt should be provided by the owner of the fixed electrical installation. The owner must make available, for inspection as and when required by DEMS, the latest endorsed Form WR2 in accordance with Reg. 22(2) of the Electricity (Wiring) Regulations (Cap. 406 sub. leg. E).
8. Application may be submitted electronically. For details, please refer to the Government Forms web site at <http://www.info.gov.hk/forms>.

20. Periodic inspection, testing and certification

(1) An owner of a fixed electrical installation located in one of the following type of premises shall have it inspected, tested and certified at least once every 12 months—

- (a) a place of public entertainment as defined in the Places of Public Entertainment Ordinance (Cap. 172) other than a sea-going vessel;
- (b) premises for the manufacturing or storing of dangerous goods listed in the Schedule to the Dangerous Goods (Classification) Regulations (Cap. 295 sub. leg.); and
- (c) premises with a high voltage fixed electrical installation fed directly from a high voltage supply.

(2) An owner of a low voltage fixed electrical installation that has an approved loading exceeding 200A, single or three phase, at nominal low voltage, that is in a factory or industrial undertaking, as those terms are defined in section 2 of the Factories and Industrial Undertakings Ordinance (Cap. 59), shall, unless the factory or industrial undertaking is a premises referred to in subregulation (1), have the installation inspected, tested and certified at least once every 5 years.

(3) An owner of a low voltage fixed electrical installation that has an approved loading exceeding 100A, single or three phase, at nominal low voltage, that is in premises other than those referred to in subregulation (1) or (2), shall have the installation inspected, tested and certified at least once every 5 years.

(4) An owner of a low voltage fixed electrical installation located in one of the following type of premises shall have it inspected, tested and certified at least once every 5 years—

- (a) a hotel as defined in section 2 of the Hotel Proprietors Ordinance (Cap. 158);
- (b) a hospital or maternity home, as those terms are defined in section 2 of the Hospitals, Nursing Homes and Maternity Homes Registration Ordinance (Cap. 165);
- (c) a school as defined in section 3 of the Education Ordinance (Cap. 279);
- (d) premises of the institutions listed in section 2 of the Education Ordinance (Cap. 279);
- (e) a child care centre that is registered under the Child Care Centres Ordinance (Cap. 243); and
- (f) premises that the Director may, by notice posted to or served on the owner, specify that he considers could cause great harm in the event of an electrical accident.

(5) The owner shall deliver a certificate prepared under this regulation to the Director for endorsement within 2 weeks after the date of the certificate.

(6) The owner shall submit an endorsement fee of appropriate amount for each certificate delivered to the Director under subregulation (5). (*L.N. 451 of 1993; L.N. 602 of 1994*)

20. 定期檢查、測試及發出證明書

(1) 設於以下任何一類房產內的固定電力裝置的擁有人，須安排該裝置每 12 個月最少作一次檢查、測試及領取證明書——

- (a) 《公眾娛樂場所條例》(第 172 章) 所界定的公眾娛樂場所，但出海船隻除外；
- (b) 《危險品(類別)規例》(第 295 章，附屬法例) 附表所列的製造或貯存危險品的房產；及
- (c) 由高壓電源直接供電的高壓固定電力裝置所在的房產。

(2) 凡低壓固定電力裝置設於《工廠及工業經營條例》(第 59 章) 第 2 條所界定的工廠或工業經營場地之內，而當額定電壓為低壓時，該裝置的允許負載量為超逾 200 安培(單相或三相)，則除非該工廠或工業經營場地是第 (1) 款所指的房產，否則該裝置的擁有人須安排該裝置每 5 年最少作一次檢查、測試及領取證明書。

(3) 凡低壓固定電力裝置設於不是第 (1) 或 (2) 款所指房產的房產，而當額定電壓為低壓時，該裝置的允許負載量為超逾 100 安培(單相或三相)，則該裝置的擁有人須安排該裝置每 5 年最少作一次檢查、測試及領取證明書。

(4) 設於以下任何一類房產內的低壓固定電力裝置的擁有人，須安排該裝置每 5 年最少作一次檢查、測試及領取證明書——

- (a) 《酒店東主條例》(第 158 章) 第 2 條所界定的酒店；
- (b) 《醫院、療養院及留產院註冊條例》(第 165 章) 第 2 條所界定的醫院或留產院；
- (c) 《教育條例》(第 279 章) 第 3 條所界定的學校；
- (d) 《教育條例》(第 279 章) 第 2 條所列院校的房產；
- (e) 根據《幼兒中心條例》(第 243 章) 註冊的幼兒中心；及
- (f) 署長認為在發生電力意外時會引致嚴重災害的房產，署長可將通知書郵寄或遣專人送達該房產的擁有人，以指明該房產。

(5) 擁有人須將根據本條備妥的證明書，於該證明書的日期起計 2 星期內呈交署長加簽。

(6) 擁有人根據第(5)款將證明書呈交署長時，須繳交適當數額的加簽費。 (*1993 年第 451 號法律公告；1994 年第 602 號法律公告*)

表格 WR2 繳款辦法

1. 每張定期測試證明書（表格 **WR2**）的加簽費為HK\$ **695** 元。此款額可隨時予以調整，而且不會退還。
2. 固定電力裝置的擁有人或其代表應以下列其中一個方法遞交表格 **WR2** 及繳交加簽費：
 - (a) 將表格 **WR2** 連同繳款**寄交**機電工程署署長（地址：香港九龍啓成街3 號機電工程署）
注意：切勿郵寄現金
 - (b) **親臨**香港九龍啓成街3 號機電工程署地下機電工程署客戶服務部
辦公時間： 星期一至五 上午 9 時至下午 5 時 15 分
星期六、日及公眾假期 休息
 - (c) 祇在星期六由上午8時30分至下午12時30分止，將申請表格投入設於本署地下大堂的投遞箱內。
 - (d) 經本署網頁（www.emsd.gov.hk）遞交電子表格。
3. 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」並加以劃線，切勿寫明支付某一職員。期票不會獲接納。

Payment Instructions to Form WR2

1. The endorsement fee for each periodic test certificate (**Form WR2**) is HK\$ **695**. The fee is subject to revision and is not refundable.
2. Submission of the Form **WR2** and payment of endorsement fee should be made by the owner of the fixed electrical installations or his representative through one of the following methods:
 - (a) **BY POST** addressed to the Director of Electrical and Mechanical Services, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong. The Form **WR2** must accompany with payment.
N.B.: CASH SHOULD NOT BE SENT THROUGH THE POST
 - (b) **IN PERSON** at the Customer Services Office of the Electrical and Mechanical Services Department, G/F, 3 Kai Shing Street, Kowloon, Hong Kong.

HOURS OF COLLECTION:

Monday to Friday	9:00 a.m. to 5:15 p.m.
Saturday, Sunday and Public Holidays	closed
 - (c) **BY DROP-IN-BOX** located at G/F lobby of Electrical and Mechanical Services Department on Saturday only from 8:30 a.m. to 12:30 p.m.
 - (d) by electronic submission through Electrical and Mechanical Services Department homepage at www.emsd.gov.hk.
3. 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.