

“Permit-to-work Certificate” for Entry into Confined Space
進入密閉空間「許可工作證明書」

Location of work

工作場地：

Description of work

工作內容：

Main Contractor / Proprietor

總承建商 / 東主：

Name of the Competent Person appointed

被委任合資格人士姓名：

Date and time of risk assessment

危險評估報告日期及時間：

Date & time for entry to the confined space

可進入密閉空間的日期及時間：

_____ (Year) 年 _____ (Month) 月 _____ (Day) 日

(A.M. 上午 / P.M. 下午)* _____ (hh : mm / 時 : 分)

This permit-to-work certificate is valid until

此「許可工作證明書」有效期限至：

_____ (Year) 年 _____ (Month) 月 _____ (Day) 日

(A.M. 上午 / P.M. 下午)* _____ (hh : mm / 時 : 分)

* Please delete if not applicable

請將不適用刪去

Workers 工作人員

Certified Worker 核准工人

Maximum duration that certified workers are allowed to stay in the confined space: _____ (Hours)

核准工人進入密閉空間內最長可逗留時間：_____ 小時

	Name 姓名	Reference No. of Certificate 持有證件編號	Validity Period 證件有效期限	Signature 工人簽署

Standby Person 候命人員				
	Name 姓名	Date of training 接受訓練日期	Responsibility 責任	Signature 工人簽署
			✓ Maintain communication with the workers inside the confined space, and call for support in case of emergency 與密閉空間內的工人保持聯絡，及在緊急情況下召喚協助；	
			✓ Brief the rescue personnel of the relevant circumstances of the incident upon their arrival in case of emergency 發生緊急事故時，須向到達的救援人員匯報該次事故的有關詳情；	
			✓ Even in case of emergency, the standby person should not enter the confined space 儘管發生緊急事故，候命人員亦不應進入該密閉空間。	
Onsite Rescue Personnel 在場的救援人員				
	Name 姓名	Date received training for rescue in emergency 接受緊急救援訓練日期	Responsibility 責任	Signature 工人簽署
			✓ Familiar with the details of the emergency rescue plan 已熟知緊急救援計劃的詳細資料；	
			✓ Know how to properly operate all rescue equipment provided 已熟知如何正確操作所有提供的救援裝備。	

Underground Pipework 地底喉管工作

- ☐ This confined space work is **underground pipework** as described in section 9(b) of the Factories and Industrial Undertakings (Confined Spaces) Regulation, and therefore contractor / proprietor has to
本密閉空間工作是屬於《工廠及工業經營(密閉空間)規例》第9(b)條所述的**地底喉管工作**，因此承建商 / 東主必須
- ☐ Ensure that any person entering or remaining in that particular confined space is properly
確保任何進入該密閉空間或在其內逗留的人已妥當地：
- (i) wearing a suitable approved breathing apparatus; and
配戴適當的認可呼吸器具；及
 - (ii) wearing a suitable safety harness connected to a lifeline.
配戴適當並與救生繩連接的安全吊帶；
- ☐ Use appropriate air monitoring equipment of explosion-proof design to monitor the air in the confined space continuously until everyone has left the confined space; and
使用合適的空氣監測設備(須為防爆式設計)，對密閉空間內的空氣作連續性的監測，直到所有人離開該密閉空間為止；及
-
- ☐ This confined space work is **NOT underground pipework** as described in section 9(b) of the Factories and Industrial Undertakings (Confined Spaces) Regulation with the reason(s) stated as follows:
本密閉空間工作**並非**屬於《工廠及工業經營(密閉空間)規例》第9(b)條所述的**地底喉管工作**，原因如下：
-

Remarks : Must choose one out of the two options above

註：上述選擇必須二選一

Isolation Measures 隔離措施		
	Signature 簽署	Date & time 日期及時間
<input type="checkbox"/> Normal services in the confined space have been suspended 在密閉空間內日常運作已經停止		
<input type="checkbox"/> All unnecessary sources of power have been isolated 已隔離所有非必要的動力來源 (Electrical 電力 / Mechanical 機械 / Pneumatic 氣動 / Hydraulic 液壓 / Others 其他: _____)		
<input type="checkbox"/> All pipelines connected to the confined space have been completely shut off or blanked off 已完全地關閉或妥為封閉所有連接密閉空間的喉管		
<input type="checkbox"/> The ends of all service pipes connected to hazardous gas sources have been sealed 已密封所有連接著危害性氣體來源的供應喉管末端		
<input type="checkbox"/> Non-essential heat sources have been isolated 已隔離非必要的熱源		
<input type="checkbox"/> Other sources of danger have been isolated 已隔離其他有危險性的來源 (please specify 請列出 _____)		
<input type="checkbox"/> All isolated or closed connections have been locked off and properly labelled to prevent from being opened without authorisation or accidentally 已將隔離 / 封閉位置鎖上及加上標籤，以防止未經許可的或意外的開啟		

Purging and Ventilation Control Measures 清洗及通風控制措施		
	Signature 簽署	Date & time 日期及時間
<input type="checkbox"/> The confined space has been purged/cleaned adequately 已就密閉空間進行足夠的清洗 (Method 方法: _____)		
<input type="checkbox"/> All hazardous substances stored inside the confined space have been removed. 已清除所有存於密閉空間內的危害性物質		
<input type="checkbox"/> Adequate respirable air and effective forced ventilation have been provided. 已提供足夠的可供呼吸的空氣及有效的強制通風		

Air Testing Results 空氣測試

Testing Date 測試日期：_____ YYYY 年 _____ MM 月 _____ DD 日

Model of air monitoring equipment 空氣監測設備型號：_____

Serial number of air monitoring equipment 空氣監測設備序列號：_____

Calibration Expiry Date 空氣監測設備校準有效期至：_____ YYYY 年 _____ MM 月 _____ DD 日

Testing Location 測試位置：_____

Testing Time 測試時間：(A.M. 上午 / P.M. 下午)* _____ (hh : mm / 時 : 分)

Testing Result 測試結果：

- ☐ O₂ 氧氣：_____ %
- ☐ LEL (Percentage) 爆炸下限 (百分比)：_____ %
- ☐ H₂S 硫化氫：_____ ppm
- ☐ CO 一氧化碳：_____ ppm
- ☐ _____

Testing Location 測試位置：_____

Testing Time 測試時間：(A.M. 上午 / P.M. 下午)* _____ (hh : mm / 時 : 分)

Testing Result 測試結果：

- ☐ O₂ 氧氣：_____ %
- ☐ LEL (Percentage) 爆炸下限 (百分比)：_____ %
- ☐ H₂S 硫化氫：_____ ppm
- ☐ CO 一氧化碳：_____ ppm
- ☐ _____

Testing Location 測試位置：_____

Testing Time 測試時間：(A.M. 上午 / P.M. 下午)* _____ (hh : mm / 時 : 分)

Testing Result 測試結果：

- ☐ O₂ 氧氣：_____ %
- ☐ LEL (Percentage) 爆炸下限 (百分比)：_____ %
- ☐ H₂S 硫化氫：_____ ppm
- ☐ CO 一氧化碳：_____ ppm
- ☐ _____

☐ After the air testing, I confirm that there is no hazardous gas and no oxygen-deficient situation in this confined space
經上述空氣測試，本人確定本密閉空間沒有任何具危害性的氣體存在以及並無空氣貧氧情況。

Name of responsible person for conducting the air testing
空氣測試負責人姓名：_____

Signature of responsible person
負責人簽署：_____

Safety Precautions for Entry into the Confined Space 進入密閉空間所需的安全預防措施

- ☐ Every piece of mechanical equipment in the confined space, which is liable to cause danger, has been disconnected from its power source, with warning notice displayed and its power source locked out;
在該密閉空間內可能造成危險的每項機械設備已被截斷電源，而其電源電掣亦已掛上警告告示及被鎖好
- ☐ Every pipe or supply line whose contents are liable to create a hazard has been properly blanked off
在該密閉空間內有可造成具危害性的事物的內含物的每一喉管或供應管已妥為封閉；
- ☐ The confined space has been tested to ensure the absence of any hazardous gas and no deficiency of oxygen;
已對該密閉空間進行空氣測試以確保沒有任何具危害性的氣體存在以及並無空氣貧氧情況；
- ☐ The confined space has been adequately purged and sufficiently cooled and ventilated, having regard to the circumstances of the particular confined space, to ensure that it is a safe workplace;
經顧及該密閉空間的情況後，該密閉空間已得到足夠的清洗以及充分的散熱和通風，以確保該密閉空間是一個安全的工作場所；
- ☐ An adequate supply of respirable air and an effective forced ventilation have been provided inside the confined space;
已在該密閉空間內提供足夠的可供呼吸的空氣及有效的強制通風；
- ☐ Effective steps have been taken to prevent - (i) an ingress to the confined space of hazardous gas, vapour, dust or fume; and (ii) an in-rush into the confined space of free flowing solid or liquid;
已採取有效的步驟以防止 — (i) 具危害性的氣體、蒸氣、塵埃或煙氣進入該密閉空間；及 (ii) 自由流動的固體或液體湧入該密閉空間；
- ☐ Formulated appropriate emergency procedures to deal with any serious and imminent danger to workers inside the confined space, including the provision of a sufficient supply of the following items in a satisfactory condition (and keeping them readily available):
已制訂適當的緊急程序，以處理密閉空間內可危及工人的任何嚴重和逼切的危險，包括提供足夠而狀況令人滿意的以下器具(並須保持該等器具隨時可供取用)：
 - (a) approved breathing apparatus;
認可呼吸器具；
 - (b) suitable apparatus for reviving an unconscious worker;
使失去知覺的工人復甦的適當器具；
 - (c) vessels containing oxygen or air;
貯存氧氣或空氣的容器；
 - (d) safety harnesses and ropes; and
安全吊帶及繩索；及
 - (e) an audio and visual alarm by which the workers inside the confined space can alert those outside:
使密閉空間內的工人能向身在密閉空間外的人示警的聽覺與視覺警報器；
- ☐ The emergency rescue team is composed of a sufficient number of trained personnel who are ready to carry out emergency procedures in case of accident. All members of the emergency rescue team have been properly and adequately trained in the related emergency rescue procedures, including the details of the emergency rescue plan and full knowledge on how to properly use all the rescue equipment;
已確保有充足數目並已受訓練的人員組成之緊急救援隊，並隨時準備就緒在意外發生時負責實施緊急程序。所有緊急救援隊員亦已接受正確而合適之有關緊急救援程序的訓練，其訓練包括緊急救援計劃的詳細資料及如何正確操作該些救援裝備的所有知識；
- ☐ Instructions, training and advice are provided to all workers within a confined space or assisting with such work from immediately outside the confined space to ensure the safety and health of all workers, including posting up or displaying a clearly visible warning sign in a conspicuous place at the entrance to the confined space, indicating the specified hazards and safety precautions taken in the confined space;
已向所有在密閉空間內工作或在緊接密閉空間的外面協助進行該工作的工人，提供為確保在密閉空間內工作的所有工人的安全及健康而需要的指導、訓練及意見，包括在密閉空間入口的當眼處張貼或展示清晰可見的警告告示，指出在密閉空間內存在的指明危險及所須採取的安全預防措施；
- ☐ All necessary equipment is provided to ensure the safety and health of workers in the confined space, including the provision of suitable air monitoring equipment of explosion proof design for continuous air monitoring if necessary;
已提供一切所需設備以確保密閉空間內的工人的安全及健康，包括在有需要時提供合適的空氣監測設備（須為防爆式設計）作連續性的空氣監測；

- ☐ Only certified worker is allowed to enter or work in the confined space;
已確保只有核准工人才可進入密閉空間或在其內工作；
- ☐ At least one “Standby Person” is stationed outside the confined space to maintain communication with the workers inside the confined space;
已委派最少一名「候命人員」駐於該密閉空間外，以便可與密閉空間內的工人保持聯絡；
- ☐ The risk assessment report and this permit-to-work certificate should be displayed in a conspicuous place at the entrance of the confined space;
已在該密閉空間的入口的顯眼地方展示危險評估報告及此許可工作證明書；
- ☐ The safety precautions listed above are effective continuously while the workers remain in the confined space;
當有工人仍逗留在密閉空間內，須確保上述的安全預防措施持續有效；
- ☐ Video recording at the entrance and exit of the confined space throughout the entire work period is arranged to monitor that relevant personnel have complied with the safety precautions.
已安排在整段工作期間於密閉空間的出入口拍攝視頻，以監督相關人員已遵從安全預防措施。

Emergency Rescue Equipment Provided 已提供的緊急救援器具

- ☐ Approved breathing apparatus 認可呼吸器具：_____ set 套
- ☐ Apparatus for reviving an unconscious worker 使失去知覺的工人復甦的適當器具：_____ set 套
- ☐ Vessels containing oxygen or air 貯存氧氣或空氣的容器：_____ set 套
- ☐ Safety harnesses and ropes 安全吊帶及繩索：_____ set 套
- ☐ Audio and visual alarm by which the workers inside the confined space can alert those outside
使密閉空間內的工人能向身在密閉空間外的人示警的聽覺與視覺警報器：_____ set 套
- ☐ Other relevant emergency rescue equipment, including 其他相關緊急救援設備，包括：
 - ☐ Tripods and winches 三腳架及絞車；
 - ☐ _____
- ☐ I confirm that the above emergency rescue equipment is sufficient with satisfactory condition and are readily available
已確認上述緊急救援器具數目足夠而狀況令人滿意，並且隨時可供取用。

List of Protective Equipment Provided 已提供的防護設備清單

General 一般設備

- ☐ Forced ventilation device 強制通風設備：_____ set 套
- ☐ Continuous air monitoring equipment 連續性的空氣監測設備：_____ set 套
- ☐ Walkie-talkie (explosion-proof design) 對講機 (防爆式設計)：_____ set 套
- ☐ Shield 防護屏障：_____ set 套
- ☐ Lighting device 照明設備：_____ set 套
- ☐ Others (Please specify) 其他 (請列出)：_____

Personal Protective Equipment 個人防護設備

- ☐ Approved breathing apparatus 認可呼吸器具：_____ set 套 (excluding for emergency use 不包括供緊急用途)
- ☐ Audio and visual alarm 聽覺與視覺警報器：_____ set 套
- ☐ Protective clothing 防護衣物：_____ piece 件
- ☐ Head, Hand & Foot Protection 頭、手、腳部防護：_____ piece 件
- ☐ Life Lines & Harness 救生繩及吊帶：_____ set 套
- ☐ Eye Protection 眼睛保護：_____ set 套
- ☐ Ear Protection 聽覺保護：_____ set 套
- ☐ Others (Please specify) 其他 (請列出)：_____

Declaration by the Proprietor/Contractor or Authorised Representative 東主 / 承建商或其授權代表聲明

Permit-to-work Certificate 許可工作證明書

I am the proprietor / contractor / authorised representative* of the confined space work mentioned above. I confirm that the risk assessment report by the competent person mentioned above covers all matters stated in section 5(2) of the Factories and Industrial Undertakings (Confined Spaces) Regulation, and I certify that all necessary safety precautions in accordance with the risk assessment report have been taken, and I hereby, issue this Permit-to-work Certificate. 本人是上述密閉空間工程的東主／承建商／其授權代表*，確認已核實上述合資格人士的危險評估報告涵蓋《工廠及工業經營(密閉空間)規例》第5(2)條所提述的所有事項；並採取所有需要的安全預防措施，並就此發出本許可工作證明書。

This permit-to-work certificate is valid until (Date & Time) 此許可工作證明書的有效日期和時間至：

(Date 日期) _____(Year) 年 _____(Month) 月 _____(Day) 日

(Time 時間) (A.M. 上午 / P.M. 下午)* _____ (hh : mm / 時 : 分)

Signature 簽署：

Name 姓名：

Post 職位：

Date & time 日期及時間：

*Please delete if not applicable 請將不適用刪去

Receipt of Permit-to-work Certificate 簽收許可工作證明書

(To be filled by the supervisor or person in-charge of the work 由監工或該工作之負責人填寫)

I have read and understood the content of the Permit-to work Certificate, and shall undertake to work in accordance with all the conditions laid down in this certificate. 本人已閱讀及明白此工作證內容並須根據許可工作證內指示工作。

Signature 簽署：

Name 姓名：

Post 職位：

Date & time 日期及時間：

Proof of Completion 完工證明書

(To be filled by the supervisor or person in-charge of the work 由監工或該工作之負責人填寫)

I confirm that the confined space work mentioned above has been completed and that all assigned persons, materials and equipment have been withdrawn from the site, the personnel have been warned that the confined space is no longer safe for entry and I hereby sign to confirm. 本人確認上述密閉空間工作已經完成，所有被指派人士、物料和設備已搬離現場，並已警告所有人士該密閉空間已不可以安全進入，就此簽署確認。

Signature 簽署：

Name 姓名：

Post 職位：

Date & time 日期及時間：

Cancellation of Permit-to-work Certificate 註銷許可工作證明書

(To be filled by the supervisor or person in-charge of the work 由監工或該工作之負責人填寫)

I am the proprietor / contractor / authorised representative* of the confined space work mentioned above. I hereby sign to confirm the cancellation of this Permit-to-work Certificate. I understand that a new permit-to-work certificate will be required if work is to be continued. 本人是上述密閉空間工程的東主／承建商／其授權代表*，現簽署確認註銷是次許可工作證明書。本人明白如要繼續工作，須重新簽發許可工作證明書。

Signature 簽署：

Name 姓名：

Post 職位：

Date & time 日期及時間：