

EPD QUALITY POWERED MECHANICAL EQUIPMENT (QPME) LABEL RENEWAL

**環境保護署優質機動設備標籤續期
Maintenance Record Checklist 保養紀錄檢查表**

1) QPME information 優質機動設備資料 (Completed by QPME owner 此部份由優質機動設備擁有人填寫)

(Each checklist is applicable for **one unit** of equipment 每份檢查表只適用於 **一部** 機動設備)

Model 型號: _____ QPME ID: _____ Serial No. 機身編號: _____
 Operation Hour 機械運作時間: _____ Manufacturer/Brand 製造商/牌子: _____
 Owner Name 擁有人姓名: _____ Email Address 電郵地址: _____ Contact Phone 聯絡電話: _____

2) Summary of Maintenance Records 保養紀錄總結 (Completed by QPME owner 此部份由優質機動設備擁有人填寫)

Maintenance period: From dd/mm/yyyy): _____ To (dd/mm/yyyy): _____ Total: _____ Years _____ Months _____
 保養期: 由 (日/月/年): _____ 至 (日/月/年): _____ 合共: _____ 年 _____ 月

Maintenance items 保養項目	Maintenance frequency 保養頻率(e.g. 3/yr, 1/250hr)	Completed by competent mechanical professional 此部份由合資格的機械專業人員填寫	
		Verify with signature 簽署確認	Remarks 備註
All mounting parts (e.g. screw, clamp, fastener) 所有連接部件(例如: 螺栓, 夾具, 緊固件)			
1	Tight mounting parts 連接部件緊密接妥		
2	Lubricate mountings 潤滑鑲嵌部件		
Engine 發動機			
3	Check & Change engine oil 檢查及更換機油		
4	Check cylinder & valve 檢查氣缸及閥門		
5	Change engine oil, fuel & air intake filter 更換機油, 燃料及進氣過濾器		
6	Adjust or renew of engine belt 調節或更換發動機皮帶		
Air filter system 空氣過濾系統			
7	Check monitoring device 檢查監察設備		
8	Check for emission of black/white smoke from exhaust vent 檢查排氣口有否黑/白煙排出		
9	Clean and/or change filter insert 清洗及/或更換濾芯		
Cooling Fan Bearing 冷卻風扇軸承			
10	Check & Grease Fan bearing 檢查及潤滑風扇軸承		
Hydraulic system 油壓系統			
11	Check for leaks and damages 檢查滲漏或損壞		
12	Check and/or the hydraulic fluid filter 檢查及/或更換油壓液體過濾器		
13	Check and/or the hydraulic fluid 檢查及/或更換油壓液體		
Travel drive system 駕駛系統			
14	Check and change gear oil 檢查及更換齒輪油		
15	Check and/or change drive wheel 檢查及/或更換車軚		
Lift and support system 起重及支撐系統			
16	Check and replace damage parts 檢查及更換損壞零件		
Other noise mitigation parts 其他降噪音部件			
17	Vibration isolators, sound absorbers and insulators (including outer case condition) 避震、吸音及隔音設備(包括機身外殼)		
18	Others 其他:		

If necessary, add additional paper to summarize 如有需要, 可另附頁總結

3) Endorsement of Maintenance Records 確認維修紀錄 (Completed by competent mechanical professional 此部份由合資格的機械專業人員填寫)

I have assessed summary as provided in this checklist and the relevant maintenance records. I endorse that:

本人已審核本檢查表內所列的總結及相關維修紀錄。本人確認:

- The above equipment and its components have been subject to regular maintenance (including inspections and repair), with relevant maintenance records for at least 2 years for assessment 以上所列機械及其部件已有定期保養(包括檢查及維修), 並提供合共最少 2 年的保養紀錄以供評估; and 及
- All of the listed maintenance items have been performed in a manner not less than the standards recommended by the equipment manufacturer. 以上所列保養項目已符合不少於製造商所建議的標準。

Type* (i) Company (if applicable) _____ Relevant Professional Qualification (Membership/Registration No, if _____
 類型: (ii) 公司 (如適用): _____ 相關專業資格 (會員/註冊號碼, 如適用): _____ ()
 (iii) _____
 Name 姓名: _____ Post 職位: _____ Email address 電郵地址: _____ Contact Phone 聯絡電話: _____

4) Declaration 聲明

I declare that to the best of my knowledge and belief, the information given in this application is true and correct. I understand that the label that is made in consequence of false or misleading information will be revoked. If the situation may commit any offence under other legislation, EPD may refer the case to the appropriate law enforcement agency.

本人聲明, 據本人所知及所信, 是此申請內所提供的資料全屬真確無訛。本人明白, 因虛假或具誤導性的資料所產生的標籤將會被撤銷。若情況可能觸犯其他法例訂明的刑事罪行, 環保署或會將有關個案轉交適當的執法機構跟進。

QPME owner 優質機動設備擁有人

Sign 簽署: _____ Company 公司 (如適用): _____
 Date 日期: _____ Stamp: _____
 _____ (if applicable) _____
 _____ (如適用)

Competent Mechanical Professional 合資格的機械專業人員

Sign 簽署: _____ Company 公司 (如適用): _____
 Date 日期: _____ Stamp: _____
 _____ (if applicable) _____
 _____ (如適用)

Enquiry / Submission Means
查詢 / 呈交途徑

Office 辦事處	Office Address 辦事處地址	Tel. No. 電話	Fax No. 傳真	E-mail 電郵	Office Hours # 辦公時間
Noise Management & Control Section 噪音管理及管制課	6/F, Chinachem Tsuen Wan Plaza, 455-457 Castle Peak Road, Tsuen Wan, N. T. 新界荃灣青山公路455-457號華懋荃灣廣場6樓	2411 9689	2413 3358	qpme@epd.gov.hk	Monday – Friday 星期一至五 09:00-12:00, 14:00-17:00

Closed on Saturdays and Public Holidays including Sundays 星期六、日及公眾假期休息

Notes for QPME Label Renewal Application 申請優質機動設備標籤續期須知

- This Maintenance Record Checklist is only used for the renewal of QPME Label.
此「保養紀錄檢查表」只適用於為優質機動設備標籤續期。
- Notes for QPME Label new application are applicable to renewal application and this Maintenance Record Checklist. For details of notes and other preparations in renewal application, please refer to the "[Quality Submission Guideline for QPME Label Application](#)" and [EPD website](#).
新優質機動設備標籤申請的須知事項適用於標籤續期申請及保養紀錄檢查表，有關詳情及標籤續期的準備事項，請參閱「[申請優質機動設備標籤的優質呈交指引](#)」及[環保署網站](#)。
- This Maintenance Record Checklist shall be duly completed and duly signed by the applicant and relevant professional. Scanned copy of the Maintenance Record Checklist could be submitted via attachment on Renewal Form.
申請人及相關專業人員須填妥及簽署此「保養紀錄檢查表」，並可透過續期表格上的附載文件功能，遞交此「保養紀錄檢查表」的掃描副本。
- The EPD reserves the right to request the person concerned to submit relevant supplementary information (including true copy of any submitted documents) to prove to EPD's satisfaction on the requirements of application and operation of QPME Label. A QPME label that is issued in consequence of misleading, false, wrong or incomplete information furnished by an applicant in connection with the application is liable to be cancelled.
本署保留相關權利要求有關人士提供補足資料(包括已遞交文件的正本)以符合有關申請及運作的要求。任何因使用誤導、不確、虛假或不完整資料而獲發標籤，一經發現，有關的標籤亦可遭撤銷。

Notes to QPME Owner 優質機動設備擁有人須知

- Each checklist is applicable for one unit of equipment
每份檢查表只適用於一部機動設備。
- QPME owners shall provide maintenance manual as recommended by the equipment manufacturer and the latest 2 consecutive year maintenance records, including maintenance logbook & photo taken in the latest 1 year of concerned machine, to competent mechanical professional for assessment.
優質機動設備擁有人需準備由設備製造商所建議的保養手冊及連續最近兩年的保養紀錄，包括該機械的保養紀錄日誌及最近一年內的照片，以供機械專業人員作評估。
- If the maintenance item in *Section 2: Summary of Maintenance Records* is not applicable to the equipment, please fill N/A in its "Maintenance Frequency" part.
如第2部分: *保養紀錄總結*的保養項目不適用於該機械，請於「保養頻率」內填上 N/A。
- The Maintenance Record Checklist is valid for 6 months after date of signature by Mechanical Professional. Please apply for QPME Label renewal within the valid period.
「保養紀錄檢查表」的有效日期為機械專業人員 簽署日期後六個月內。請在這有效期內為優質機動設備申請標籤續期。

Notes to Mechanical Professional 機械專業人員須知

- Competent mechanical professional can be:
 - the relevant manufacturer (the mechanical professional shall be authorized by the relevant manufacturer with documentary proof); or
 - a representative appointed by the agent of a service centre or workshop authorized / recognized by the relevant manufacturer (shall provide with authorization or recognition document proof from the relevant manufacturer); or
 - an independent assessor of the relevant profession (e.g. Registered Professional Engineer (RPE) in Mechanical Discipline of The Hong Kong Engineers Registration Board), or other equivalent competent persons accepted by the EPD.

Please select the appropriate "Type" in *Section 3: Endorsement of Maintenance Records*.

合資格的機械專業人員可包括:

- 有關製造商(需要提交文件以證明製造商已授權該機械專業人員);或
 - 由製造商指定或認可的香港代理及其維修中心(需要提交相關文件以證明獲得有關製造商的授權或認可);或
 - 具專業資格的獨立評估員(例如香港工程師註冊管理局的註冊專業機械工程師等等)，或其他被環保署所接納具同等資格的人員。
- 機械專業人員請於第3部分: *確認維修紀錄*內選擇適當「類型」。

- Mechanical professional shall check if the maintenance records and information provided by QPME owners in this checklist are sufficient and endorse by signature if every listed appropriate maintenance item has been performed in a manner not less than the maintenance requirements recommended by the equipment manufacturer.
機械專業人員需檢查優質機動設備擁有人所提供的保養紀錄及本檢查表內的資料是否足夠，並簽署確認保養紀錄檢查表內所列的每一項適用保養項目已符合設備製造商所建議的保養要求。
- Mechanical professional shall state in "Remarks" in *Section 2: Summary of Maintenance Records* for maintenance item not complied with the maintenance requirements recommended by the equipment manufacturer or not applicable (N/A) to the equipment.
如保養項目未能符合設備製造商所建議的保養要求或不適用於該機械，機械專業人員亦需在第2部分: *保養紀錄總結*「備註」內列明。

Personal Information Collection Statement

Purpose of Collection

- The personal data provided by means of this form will be used by Environmental Protection Department for one or more of the following purposes:
 - activities relating to the processing of your submission in this form;
 - administration and enforcement of relevant environmental legislation;
 - pollution complaint investigations;
 - statistical and any other legitimate purposes; and
 - to facilitate communications between Government and yourself.
- The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.

Classes of Transferees

- The personal data you provided by means of this form may be disclosed to:
 - other government bureaux and departments, and any other third party service providers for the purpose mentioned in paragraph 1 above; and
 - other persons as permitted by the relevant legislation.

Access to Personal Data

- You have a right of access and correction with respect to personal data as provided for in section 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.
Your right of access includes the right to obtain a copy of your personal data provided by this form.

Enquires

- Enquires concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:
Senior Environmental Protection Officer (Knowledge Management)
33/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong.
Tel: 2838 3111 Fax: 2838 3111

收集個人資料聲明

收集個人資料的目的

- 你在這份表格上提供的資料，環保署將用於下列一項或多項用途：
 - 與處理本表格申請事項有關的工作；
 - 有關環境法例的執行和執法；
 - 污染投訴調查；
 - 統計及其他法定用途；以及
 - 方便政府跟你聯絡。
- 是否在本表格上提供個人資料，純屬自願性質。如果你不提供足夠的資料，本署未必可以處理你的申請。

獲轉交個人資料人士的類別

- 你在本表格上提供的個人資料，本署可向下列人士披露：
 - 索取該等資料以作上文第1段用途的其他政府決策局、部門及第三方服務提供者；以及
 - 按有關法例獲准的其他人士。

查閱個人資料

- 根據個人資料(私隱)條例第18條及第22條及附表1第6原則的規定，你有權查閱和更改個人資料。你查閱個人資料的權利，包括取得這份表格上提供的個人資料副本。

查詢

- 如欲查詢經本表格填報的個人資料，包括查閱和更改個人資料，可去信：
香港灣仔告士打道5號稅務大樓33樓
高級環境保護主任(知識管理)
電話：2838 3111 傳真：2838 3111