

香港勞工處
香港法例第 56 章《鍋爐及壓力容器條例》
合格證書考試 / 合格證書批署
申請須知

1. 申請人須按照《合格證書考試指南及提綱》內所列明的規定，具備考取有關各類壓力器具的合格證書所需的操作經驗。申請人可親臨勞工處鍋爐及壓力容器科辦事處索取《合格證書考試指南及提綱》小冊子，或於網上下載，網址為：

http://www.labour.gov.hk/tc/public/bpvd/syllabusCoC_c.pdf

2. 申請人可選擇**(a)親臨**或**(b)郵寄/使用本辦事處門外的投遞箱**或**(c)傳真/電郵/電子表格方式**交回申請書。
地址：勞工處鍋爐及壓力容器科
九龍觀塘觀塘道 392 號創紀之城第六期 20 樓 01-02 室
傳真：2517 6853
電郵：BPVD_E-Submission@labour.gov.hk

3. **(a)親臨本辦事處**的申請人必須提供以下文件：
 - (i) 填妥的《申請合格證書考試/合格證書批署》表格 (L.D. 135)；
 - (ii) 操作鍋爐/蒸汽容器的訓練/經驗 (附錄一)；
 - (iii) 相關壓力器具的效能良好證明書副本乙份；
 - (iv) 護照用近照一式兩張；以及
 - (v) 香港身分證明文件。

如申請人屬下列類別人士，請同時帶備以下文件：

- (vi) 僱主：商業登記證及其副本乙份
 - (vii) 海員：海員服務紀錄簿及其第 1、2 頁的副本
 - (viii) 曾於香港專業教育學院(黃克競)或職業安全健康局修畢有關壓力器具課程的人士：該機構發出的結業證明書及副本乙份，以證明申請人已通過有關課程的期終考試
 - (ix) 香港非永久性居民：簽證身份書副本/工作許可簽證副本乙份
- (b)郵寄/使用投遞箱**的申請人，須將以上**(a)(i)**、**(a)(ii)**、**(a)(iii)**及**(a)(iv)**所述的文件用信封入妥，投放於投遞箱內或郵寄至上述地址。本處會於稍後時間聯絡申請人，以安排會面時間及通知所須帶備的文件。
 - (c)使用傳真/電郵/電子表格方式**的申請人，須傳真或電郵以上**(a)(i)**、**(a)(ii)**及**(a)(iii)**所述的文件到本辦事處。本處會於稍後時間聯絡申請人，以安排會面時間及通知所須帶備的文件。

4. 會面時，申請人須提交證據令監督信納該申請人對操作指明的鍋爐及/或蒸汽容器具備足夠的經驗、技能及知識，才可獲發合格證書。
5. 在確定申請人符合第4段所述的要求後，監督會發出電子或實物合格證書。申請人須在申請表上表明其選擇。
6. 勞工處鍋爐及壓力容器科辦公時間：
星期一至五 上午九時至下午一時
下午二時至六時十五分
星期六、日及公眾假期休息
因處理申請需時，申請人請於辦公時間結束前最少二十分鐘到達本辦事處。
7. 如有查詢，請致電 3107 3458 或電郵至 BPVD@labour.gov.hk 與鍋爐及壓力容器科考試組文員聯絡。

關於收集個人資料的聲明

《申請合格證書考試 / 合格證書批署》表格中所收集的個人資料，會用作處理有關合格證書考試或批署的申請事宜。如你未能提供所需的所有資料，本處將無法處理你的申請。如有需要，本處或會向其他政府部門或機構披露你所提供的個人資料，以作上述用途。根據《個人資料(私隱)條例》第 18 條、第 22 條及附表 1 第 6 原則的規定，你有權查閱及改正你提供的個人資料，包括索取個人資料的副本。如欲查詢有關收集、查閱及改正個人資料的事宜，請聯絡行政主任(鍋爐及壓力容器)(地址：九龍觀塘觀塘道 392 號創紀之城第六期 20 樓 01-02 室；電話：3107 3443；電郵：eo-bpv@labour.gov.hk)。

Labour Department, Hong Kong
Boilers and Pressure Vessels Ordinance (Cap. 56)
**Guidance Notes on the Application for Examination/Endorsement
for a Certificate of Competency**

1. Applicants should have the periods of qualifying service in operating pressure equipment for the issue of Certificate of Competency in respect of the classes of equipment as stated in the Guide and Syllabus for Examination of Certificate of Competency, which could be obtained from the office of Boilers and Pressure Vessels Division or the website below:
http://www.labour.gov.hk/eng/public/bpvd/syllabusCoC_e.pdf
2. Applicants can submit their applications **(a) in person, (b) by mail/ drop box outside this Division, or (c) by fax/ email/ by E-form.**
Address: Boilers & Pressure Vessels Division, Labour Department
Unit 01-02, 20/F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon
Fax: 2517 6853
Email: BPVD_E-Submission@labour.gov.hk
3. (a) For applications submitted **in person**, the following documents are **required**:
 - (i) a completed Application for Examination/Endorsement for a Certificate of Competency (LD 135);
 - (ii) Training/ Experience in Boilers/Steam Receivers Operation (Appendix I);
 - (iii) a copy of the Certificate of Fitness of the concerned pressure equipment;
 - (iv) 2 recent photos of passport size; and
 - (v) Hong Kong identity document.Applicants who belong to the categories listed below must also bring along the documents as stated:
 - (vi) Employers : Business Registration Certificate and its photocopy
 - (vii) Seamen : Seaman's Service Record and photocopies of pages 1 and 2
 - (viii) Persons who have completed courses on pressure equipment at the Hong Kong Institute of Vocational Education (Haking Wong) or Occupational Safety and Health Council : The original and photocopy of the certificate issued by the Institute/Council certifying that the applicant has completed the relevant course and passed the final examination
 - (ix) Hong Kong non-permanent residents : Photocopy of Document of Identity for Visa Purposes/ Photocopy of Employment Visa(b) For applications submitted **by mail/ drop box**, please put the documents stated in (a)(i), (a)(ii), (a)(iii) and (a)(iv) into an envelope and either put them into the drop box or mail them to the above address. We will contact the applicants, schedule an interview, and notify the applicants of the documents required to bring along in due course.
(c) For applications submitted **by fax/ email/ E-form**, please send the documents stated in (a)(i), (a)(ii) and (a)(iii) to this Division via fax/ email. We will contact the applicants, schedule an interview, and notify the applicants of the documents required to bring along in due course.
4. For the issuance of a Certificate of Competency, applicants need to produce evidence during the interview that satisfies the Authority that the applicants possess adequate experience, skill and knowledge in the operation of boiler and/or steam receiver.
5. After confirming that applicants have satisfied the requirements mentioned in paragraph 4 above, the Authority will issue Certificates of Competency in either electronic or physical form. Applicants should indicate their choices in the application forms.
6. Office hours of Boilers and Pressure Vessels Division, Labour Department:
Monday - Friday : 9:00 am - 1:00 pm
2:00 pm - 6:15 pm
Closed on Saturdays, Sundays and Public Holidays
As time is required for processing applications, we would appreciate it if applicants could arrive at this Division at least 20 minutes before closing time.
7. For enquiries, please contact the Examination Clerk of Boilers and Pressure Vessels Division at tel. no.: 3107 3458 or by email: BPVD@labour.gov.hk.

Personal Data Collection Statement

The personal data collected in the form of Application for Examination / Endorsement for a Certificate of Competency will be used for processing the application for examination / endorsement for a Certificate of Competency. Your application cannot be processed if you fail to provide all information as required. The personal data you provided may be disclosed to other government departments or organisations for the aforementioned purpose where necessary. You have the right of access to and correction of your personal data as stipulated in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, including obtaining a copy of the personal data you have provided. For enquiries about the collection of, access to and correction of your personal data, please contact Executive Officer (Boilers and Pressure Vessels) (Address: Unit 01-02, 20/ F, Millennium City 6, 392 Kwun Tong Road, Kwun Tong, Kowloon; Tel. no.: 3107 3443; E-mail: eo-bpvd@labour.gov.hk).