

**Information Sheet**  
**for Submission of Equipment for Approval under**  
**the Factories and Industrial Undertakings Ordinance and its subsidiary regulations**  
[Cap.59AD - Factories and Industrial Undertakings (Asbestos) Regulation]  
[Cap.59AE - Factories and Industrial Undertakings (Confined Spaces) Regulation]  
[Cap.59T - Factories and Industrial Undertakings (Noise at Work) Regulation]

In accordance with the above three Regulations, proprietors or contractors of industrial undertakings (IU) under specified conditions have a duty to provide their workers with the required personal protective equipment (i.e. respiratory protective equipment, breathing apparatus and ear protectors) and such personal protective equipment must be approved by the Commissioner for Labour (CL). Proprietors or contractors providing non-approved personal protective equipment for workers' use may contravene the aforementioned Regulations.

2. CL is empowered to approve:

- (a) Respiratory protective equipment under Factories and Industrial Undertakings (Asbestos) Regulation;
- (b) Breathing apparatus under Factories and Industrial Undertakings (Confined Spaces) Regulation; and
- (c) Ear protectors under Factories and Industrial Undertakings (Noise at Work) Regulation.

3. The Occupational Hygiene Division (Development) of the Labour Department (LD) welcomes applications for approval of personal protective equipment (PPE). This **Information Sheet (IS-PPE)** provides information on making an application and the procedures to be followed. Applicants are advised to read the entire document before submitting application of PPE for approval. Compliance with all instructions is essential for efficient processing of an application.

Application Procedures

4. The procedures of launching an application for approval of PPE are as follows.

- (a) To obtain the Application Form

The application form (**AF-PPE**) can be downloaded from the homepage of LD ([www.labour.gov.hk](http://www.labour.gov.hk)) or obtained by emailing to ([ohd-d@labour.gov.hk](mailto:ohd-d@labour.gov.hk)) or calling our hotline (Tel.: 2852 4041).

- (b) To ensure a unique identification of the PPE

It is required to have a product trade name and model number(s) that uniquely identify the PPE submitted for approval. A description of the PPE including, the product trade name and model number(s), will be published in the Gazette after the PPE has been approved by CL.

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(c) To complete the Application Form and submit Associated Documents

For a local manufacturer, its authorized representative has to complete and submit the application form to LD together with the associated documents as listed below.

For a non-local manufacturer, it should first issue an **authorization letter** authorizing a local agent registered in Hong Kong to act on its behalf in processing the application of the PPE for approval. The authorized representative of the local agent then has to complete and submit the application form to LD together with the associated documents as listed below.

**Associated Documents:**

(i) ***Business Registration Certificate & Authorization Letter*** (in case of non-local manufacturer) –

The Business Registration Certificate (certified true copy) of the local manufacturer or the authorized local agent should be submitted. The local agent should also submit the authorization letter (original) mentioned at paragraph 4(c).

(ii) ***Product Information*** –

Manufacturer's specification and performance data sheet, operation and maintenance manual, assembly manual, catalogue, user instructions and quality assurance documents of manufacturing, etc. (e.g. valid ISO 9001 certification document) should be included in the submission. Consistent product trade name and model number(s) should be clearly stated in the manufacturer's specification, catalogue and reference information. The product and the major components should have permanent marking of model number(s) or other means of unique identification.

(iii) ***Copy of Certificate / Report / Declaration of the Product*** –

The manufacturer should provide documents certifying that the product has met the requirements of current International Standard(s) or Compliance Standard(s) that relates to the specification and performance of the product. Examples of these documents include EC-Type Examination Certificate, EU-Type Examination Certificate, EU Declaration of Conformity, Certificate of Approval issued by NIOSH, Test Report issued by an accredited testing body, etc. where appropriate. The document copy to be submitted should be certified as a True Copy of the original by an appropriate authority such as the document issuing body, a government agency or a lawyer.

(iv) ***Others*** –

If the above documents are not written in English or Chinese, the applicant is required to provide translated versions in English or Chinese. If there is a need to submit other relevant documents and information, LD will contact the applicant.

(d) To submit the application form and documents

The completed application form and associated documents should be delivered or mailed to:

Occupational Hygiene Division (Development), Labour Department,  
15/F., Harbour Building, 38 Pier Road,  
Central, Hong Kong

or emailed to [ohd-d@labour.gov.hk](mailto:ohd-d@labour.gov.hk)

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## Processing of an Application

5. The following outlines the handling process after receiving an application.
  - (a) LD will send an acknowledgment to the applicant upon receipt of the application form and associated documents.
  - (b) LD will vet and verify the submitted information. LD may contact the applicant to provide further information as required.
  - (c) At a later stage, LD will notify the applicant in writing to submit a product sample for examination. The product sample(s) should be properly packed in its original state from the manufacturer and submitted to LD upon notification. If necessary, LD will require the applicant to make a demonstration on the proper use and/or maintenance of product. LD will notify the applicant in writing if a demonstration is needed.
  - (d) To facilitate the approval, LD will consider inviting the applicant for a meeting to help him/her understand LD's requirements when there is a problem in processing the application. LD will notify the applicant in writing if a meeting is needed.
  - (e) Approval of PPE takes into account of the submitted documents and product sample for the application. In assessing an application, LD will consider various factors including whether the requirements stated under section 4 have been met, whether the PPE has met the requirements of current International Standard(s) or Compliance Standard(s) that relates to the specification and performance of the product, whether there is suitable quality assurance on the manufacture of the PPE. If LD considers that the PPE is suitable for approval after taking account of all the relevant factors, LD will approve the application.
  - (f) When the approval is granted, the description of PPE and information of the manufacturer will be published in the Gazette. Any change of component or any deviations from the information and documentation as provided in the course of the application will render the approval invalid. The applicant has a duty to inform LD in writing when there is any change in the manufacturing details in future.
  - (g) Upon completion of the application process, LD will notify the applicant to collect the submitted product sample in writing. The applicant has to collect the submitted product sample at his/her own expense within ONE month. Otherwise, the submitted product sample will be disposed of by LD in such manner as it deems appropriate.

6. Enquiry can be made to LD by:

Email: [ohd-d@labour.gov.hk](mailto:ohd-d@labour.gov.hk) / Telephone No.: 2852 4041 / Fax No.: 2581 2049

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**STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA**  
**BY OCCUPATIONAL SAFETY AND HEALTH BRANCH**  
**LABOUR DEPARTMENT**

**(Application for submission of equipment for approval under  
the Factories and Industrial Undertakings Ordinance and its subsidiary regulations)**

**Purpose of Collection**

1. The personal data provided by you by means of this form will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:
  - (a) activities relating to the administration of the Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance and other legislation administered by the Labour Department;
  - (b) activities relating to checking compliance with legislative requirements and carrying on the legal proceedings; and
  - (c) carrying on research and compilation of statistical data.

**Classes of Transferees**

2. The personal data you provide may be disclosed to relevant parties and authorities (e.g. Government Bureaux and Departments, law firms, etc.) for the purpose mentioned in paragraph 1 above.

**Access to Personal Data**

3. You have a right of access and correction with respect to personal data as provided for in Sections 18 & 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 to this department.

**Enquiries**

4. Enquiries concerning the personal data collected, including the making of access and corrections, should be emailed to [ohd-d@labour.gov.hk](mailto:ohd-d@labour.gov.hk) or addressed to:

Occupational Hygiene Division (Development)  
Occupational Health Service  
Occupational Safety and Health Branch  
Labour Department  
15/F., Harbour Building,  
38 Pier Road, Central, Hong Kong.

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