

表格 3
FORM 3

《工廠及工業經營（安全管理）規例》
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY MANAGEMENT) REGULATION

註冊安全審核員進行安全審核通知書
NOTICE OF CONDUCTING SAFETY AUDIT BY REGISTERED SAFETY AUDITOR

勞工處處長為施行《工廠及工業經營（安全管理）規例》第 18 條而指明的認可格式
Approved form specified by the Commissioner for Labour for the purposes of section 18 of the
Factories and Industrial Undertakings (Safety Management) Regulation

致： 香港勞工處處長
To： The Commissioner for Labour, Hong Kong

註冊安全審核員的資料
Information of Registered Safety Auditor

註冊安全審核員姓名 Name of Registered Safety Auditor (填寫與香港身份證相同的全名 Fill in full name as shown on Hong Kong Identity Card)			
註冊安全審核員編號 Reference Number of Registered Safety Auditor		聯絡電話號碼 Contact Telephone No.	
聯絡地址 Contact Address			
註冊安全審核員僱主名稱 Employer Name of Registered Safety Auditor			

委任上述註冊安全審核員的東主或承建商的資料
Information of Proprietor or Contractor who has appointed the above Registered Safety Auditor

東主／承建商名稱 Name of Proprietor/Contractor		聯絡電話號碼 Contact Telephone No.	
東主／承建商註冊地址 Registered Address of Proprietor/Contractor			
進行安全審核的地點 Place of Conducting Safety Audit			
開始進行安全審核的日期及時間 Date and Time of Commencement of Safety Audit			
東主／承建商組別 Group of Proprietor/Contractor	☐ 《工廠及工業經營（安全管理）規例》附表 3 第 1 部 Part 1 of Schedule 3 to the Factories and Industrial Undertakings (Safety Management) Regulation ☐ 《工廠及工業經營（安全管理）規例》附表 3 第 3 部 Part 3 of Schedule 3 to the Factories and Industrial Undertakings (Safety Management) Regulation (請選擇其中一項 Please choose one of the above)		
業務性質 Nature of Business	☐ 建築工程 Construction work ☐ 合約價值為 1 億元或以上的建築工程（只適用於工作地點層面） Construction work with a contract value of \$100 million or more (only applicable to workplace level) ☐ 船廠 Shipyard ☐ 工廠 Factory ☐ 電力的生產、變壓及輸送工場 Workplace of generation, transformation and transmission of electricity ☐ 煤氣或石油氣的生產及輸送工場 Workplace of generation and transmission of town gas or liquefied petroleum gas ☐ 貨櫃處理作業工場 Workplace of container handling		

註冊安全審核員簽署
Signature of Registered Safety Auditor
日期 Date

日 DD 月 MM 年 YYYY

- 附註 Note: (1) 有關註冊安全審核員須於開始進行該安全審核的日期之前不少於 14 天通知勞工處處長
The Registered Safety Auditor concerned shall give notice to the Commissioner for Labour not less than 14 days before the date of commencement of the safety audit
(2) 有關註冊安全審核員應就每次安全審核提交一份表格 3
The Registered Safety Auditor concerned should submit one copy of Form 3 for each safety audit

請在適當方格內 ☐ 填上“✓”號 Please tick “✓” in the appropriate box ☐

勞工處職業安全及健康部
收集個人資料的目的

收集目的

1. 勞工處職業安全及健康部會把你這次提供的個人資料作以下用途：
 - (a) 執行《工廠及工業經營條例》、《職業安全及健康條例》及其他由勞工處執行的法例；
 - (b) 查核是否符合法例規定和進行法律程序；以及
 - (c) 進行研究和編製統計數據。

資料轉移對象類別

2. 為了上文第 1 段所述的目的，本處或會向其他相關人士或機構（例如政府部門、律師樓等）披露你提供的個人資料。

查閱個人資料

3. 根據《個人資料（私隱）條例》第 18 及 22 條及附表 1 保障資料原則第 6 原則的規定，你有權要求查閱及更正個人資料。要求查閱的權利包括要求取得一份你所提供的個人資料複本。

查詢

4. 有關所收集個人資料的查詢，包括查閱及更正個人資料，應向下列人士提出：

香港中環統一碼頭道 38 號
海港政府大樓 13 樓
勞工處職業安全及健康部
職業安全 – 行動科
分區職業安全主任（總部）

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

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 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 purposes 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 and 22 and Principle 6 of the Data Protection Principles in 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 addressed to:

Divisional Occupational Safety Officer (HQ)
Occupational Safety – Operations Division
Occupational Safety and Health Branch
Labour Department
13/F., Harbour Building,
38 Pier Road, Central, Hong Kong