

**Application for Hot Work Permit / Other Works Affecting AFA System\***  
**熱工作許可證 / 涉及影響AFA系統有關工作\***

(Application should submit at least 3 working days in advance of execution of work. 申請應在工作執行前至少3個工作日提出。)

<b>Part 1 第一部份 Application 申請</b>	
Details of Applicant 申請人資料	
a. <i>External</i> Name of Company 公司名稱 _____	Email 電郵 _____
Name of Applicant 申請人姓名 _____	Contact No. 聯絡電話 _____
b. <i>Internal</i> Section/Unit 部門名稱 _____	
CUHK Responsible 中大負責人姓名 _____	Contact No. 聯絡電話 _____
Work Location 工作地點 _____	
Type of Hot Work to be Undertaken 有關熱工作種類 :	
<input type="checkbox"/> ARC Welding 電弧焊接 <input type="checkbox"/> Welding & Cutting 焊接及切割 <input type="checkbox"/> Abrasive Grinding 打磨 <input type="checkbox"/> Others 其他 _____	
Brief description of work 工序簡述 _____	
Duration of Work 工作時間 From 由 _____ To 至 _____ (Date & Time 日期及時間)	
Name of Watchman 火警看守員姓名 _____	
<b>Precautionary Measures for Hot Works Pledged by Applicant 申請人同意執行預防措施 :</b>	
<input type="checkbox"/> Provision of Fire Extinguisher at the scene. 熱工作地點備有滅火筒。	
<input type="checkbox"/> Hot work equipment in good working condition, and operated by qualified personnel. 熱工作工具狀況良好，並由合資格人員操作。	
<input type="checkbox"/> Working location fenced off and with proper warning sign. 工地圍閉及有合適警告牌。	
<input type="checkbox"/> All flammable materials removed from the vicinity. 移除所有附近的易燃物料。	
<input type="checkbox"/> Sufficient ventilation at the working location. 工地有足夠的通風。	
<input type="checkbox"/> Firewatchman needs to be on duty during the hot work period and stay behind after hot work for at least 30 minutes. 火警看守員需在熱工作期間看守，並在熱工作後需留守至少30分鐘。	
<input type="checkbox"/> Suspension of AFA Systems Required 暫停 AFA系統: <input type="checkbox"/> Approve 批准 <input type="checkbox"/> Reject 拒絕	
<b>Declaration by Applicant 申請人聲明 :</b>	
I hereby confirm that I will carry out the hot work / work which may affect the AFA system* according to the permit and Work Instruction of Estates Management Office. Should I fail to implement the above precautionary measures, the permit will be immediately void. I also pledge to indemnify the University for any loss or damage in respect of injuries to persons or property arising from the hot work.	
本人謹此確認按照本許可證的詳情及管理處的工作守則進行有關熱工序 / 涉及影響AFA系統有關工序*。本人如未有執行上述預措施，則該許可證將立即失效。本人保證，如本人因執行熱工序工作而造成人員或財產損失，本人將承擔賠償大學並有關人員。	
Name of Applicant 申請人姓名 _____	Signature 簽署 _____
For and on Behalf of Company Name 代表公司名稱 _____	
Date 日期 _____	
<i>Note 1:</i> If contractor causes a false fire alarm in his work, owing to his negligence, contractor will be subjected to penalty of HK\$1,500. 如分判商由於疏忽而在工作中造成火警系統誤鳴，分判商將被收取罰款港幣1,500元。	
<i>Note 2:</i> Upon completion of work, contractor should notify CUHK responsible in order to resume the AFA system the soonest. 工程完成後，分判商應盡快通知中大負責人，以便盡早恢復AFA系統。	

\* Delete as appropriate 刪除適當

**Part 2 第二部份 Approval 批准申請:**  
(Should be Approved by CUHK CDO / EMO\* responsible 由中大校園發展處 / 物業管理處 負責人審批申請)

I hereby certified that the requirement are fulfilled and approved this hot work permit.  
本人證明以上的申請符合要求及批准申請。

Signature of CUHK responsible \_\_\_\_\_ Date & Time \_\_\_\_\_  
中大負責人簽署 日期及時間  
Name of CUHK responsible \_\_\_\_\_  
中大負責人姓名

**Important Instruction 重要指示**

If fire occurs, please put out the fire immediately by using suitable fire extinguisher nearby. If the fire is out of control, please immediately contact Securing Office (Tel: 3943 7999).  
如遇火警，請立刻使用附近合適滅火器滅火。如未能控制火勢，請立即通知保安處 (電話:3943 7999)。

**Part 3 第三部份 Completion 完成工序:**

(To be filled in by the Contractor Person in-charge/ CUHK responsible 由分判商負責人/中大負責人填寫)

The work has been completed and any ignition source was removed. 工作已完成並已移除任何可燃源頭。

Name & Signature of Contractor Person-in-charge/ CUHK responsible

分判商負責人/中大負責人姓名及簽署 \_\_\_\_\_  
Date and Time of Completion 完工日期及時間 \_\_\_\_\_

**Part 4 第四部份 AFA Suspension 暫停 AFA系統:**

(To be approved by Estates Management Office 由物業管理處屋審批申請)

From 由 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to 至 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Daily from 9:00 - 18:00)  
dd/mm/yyyy dd/mm/yyyy (每天由早上 9 時 至 下午 6 時)

**Adminstration Charge 行政費用:**

- Yes, Contractor needs to pay AFA system suspension administration fee at \$ \_\_\_\_\_ per day.  
分判商需要付暫停AFA系統行政費用, 為每天 \_\_\_\_\_ 元。
- No. 不需要付行政費用

Approval 批准申請

\_\_\_\_\_  
for Director, Estates Management Office

Date 日期 \_\_\_\_\_

c.c. Safety Officer 安全主任 } AFA Systems will be suspended during the above mentioned period a \_\_\_\_\_  
Security Office 保安處 } \_\_\_\_\_ 的AFA系統將會在上述的期間暫停。  
Custodian of Work Site 工作地點的管理人