Checklist of Documents for Healthcare Engineering Systems of Private Hospital to be <u>available on site for inspection</u> **供<u>巡查期間查閱</u>的私家醫院醫療工程系統文件清單**	**Please carefully check the following item(s) readily available on site and tick ☑ where applicable** **請仔細檢查以下備存資料並在下列適用空格內加上 ☑**
1. General items　一般項目	
(a) Certificate(s) of fire service installations and equipment, e.g. FS251, FSI/314A, FS172 消防裝置及設備證書，例如 FS251、FSI/314A、FS172	☐
(b) Certificate(s) of fixed electrical installation, e.g. Form WR1 固定電力裝置證明書，例如表格 WR1	☐
2. * Electrical installations　電力裝置	
(a) Summary of applicable standard(s) and list of key system parameters (e.g. copy of certificate(s) of compliance) 所適用的標準摘要及主要系統參數列表（例如符合規格證明書副本）	☐
(b) As-fitted schematic diagram(s) of electrical installations 電力裝置竣工示意圖	☐
(c) As-fitted layout plan(s) of the electrical installations 電力裝置竣工平面圖	☐
(d) Inspection and test report(s) 檢驗及測試報告	☐
(e) Engineering calculations (e.g. demand calculation, estimation of battery capacity) 工程計算書(例如:電力負荷計算、後備電池功率估算)	☐
(f) Major equipment specifications 主要電力設備規格	☐
(g) Maintenance manual, instruction, planned preventative maintenance schedule and record 保養手冊、說明書、預防性保養時間表及紀錄	☐

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3. *Specialized ventilation systems　特殊通風系統	
(a) Summary of applicable standard(s) and list of key system parameters (e.g. copy of certificate(s) of compliance) 所適用的標準摘要及主要系統參數列表(例如符合規格證明書副本)	☐
(b) As-fitted air-side schematic diagram(s) of the specialized ventilation systems 特殊通風系統空氣側竣工示意圖	☐
(c) As-fitted air-side layout plan(s) of the specialized ventilation systems 特殊通風系統空氣側竣工平面圖	☐
(d) Inspection and test report(s) 檢驗及測試報告	☐
(e) Acknowledgement letter for certification of completion of works issued by Buildings Department for the installation of new fire damper of specialized ventilation systems 由屋宇署對新安裝的特殊通風系統防火閘發出的工程完工證明認收信	☐
(f) Notification of completion of cooling tower installation for new fresh water cooling tower (e.g. EMSD EE CT2B) 新安裝的冷卻塔裝置落成通知書(e.g. EMSD EE CT2B)	☐
(g) Engineering calculations (e.g. estimation of supply air flow with reference to the recommended air change per hour in the applicable standard) 工程計算書(例如:參考適用標準建議的每小時換氣次數所計算的送風量)	☐
(h) Major equipment specifications 主要通風設備規格	☐
(i) Maintenance manual, instruction, planned preventative maintenance schedule and record 保養手冊、說明書、預防性保養時間表及紀錄	☐

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4. *Medical gas pipeline systems　醫療氣體管道系統	
(a) Summary of applicable standard(s) and list of key system parameters (e.g. copy of certificate(s) of compliance) 所適用的標準摘要及主要系統參數列表(例如符合規格證明書副本)	☐
(b) As-fitted schematic diagram(s) of the medical gas pipeline systems 醫療氣體管道系統竣工示意圖	☐
(c) As-fitted layout plan(s) of the medical gas pipeline systems 醫療氣體管道系統竣工平面圖	☐
(d) Inspection and test report(s), including test report(s) of gas and compressed air quality 檢驗及測試報告，包括氣體質素測試報告	☐
(e) Certificate of fitness for a new pressure vessel (e.g. Form 2 (LD 107(S))) 新安裝壓力容器的效能良好證明書（例如: Form 2 (LD 107(S))）	☐
(f) Certificate(s) for testing of medical gas(es) piped installation and relevant certificate(s) for storage of medical gas cylinders / containers 醫療氣體管道測試證明書和貯存醫療氣體瓶／容器的相關證明書	☐
(g) Engineering calculations (e.g. estimation of gas cylinder sizes and quantity, diversified flow) 工程計算書(例如:氣體瓶容積和數量估算、分散流量核算)	☐
(h) Major equipment specifications (e.g. catalogue of bacteria filters providing its filter efficiency) 主要醫療氣體裝置的規格(例如提供細菌過濾器過濾效能的產品目錄)	☐
(i) Maintenance manual, instruction, planned preventative maintenance schedule and record 保養手冊、說明書、預防性保養時間表及紀錄	☐
(j) Written appointment of authorized person by the Chief Medical Executive (CME) 由醫務行政總監委任獲授權人士的書面記錄	☐
(k) Record of permit-to-work system (template form if maintenance work has not yet commenced) 安全管理系統記錄(如未開始保養工作則提供表格模板)	☐

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(l) Training record of engineering and facility management staff for operation and maintenance of medical gas pipeline systems 工程及設施管理人員從事操作及保養醫療氣體管道系統的培訓紀錄	☐
(m) Emergency call-out service arrangement with a specialist contractor in medical gas pipeline systems 與醫療氣體管道系統的專門承辦商達成緊急維修服務安排	☐
5. Other relevant policies 其他相關措施 Risk management policy and emergency response policy related to the above systems (e.g. contingency plan of engineering arrangement during the suspension of electricity, medical gas, ventilation or dental compressed air and vacuum systems) 與上述系統有關聯的風險管理及應變措施(例如: 當電力、醫療氣體、通風或牙科壓縮空氣及真空系統停止運作時的應變計劃)	☐

Remarks:

註釋 :

* delete where appropriate

請刪去不適用事項