

# 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

由勞工處處長就工廠及工業經營(安全管理)規例第18條指明的認可格式  
*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		聯絡電話號碼 Contact Telephone No.
聯絡地址 Contact Address		

### 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*

東主或承建商名稱 Name of proprietor/contractor		聯絡電話號碼 Contact Telephone No.
東主或承建商地址 Address of proprietor/contractor		
業務性質 Nature of Business		
進行安全審核的地點 Place of Conducting Safety Audit		
開始進行審核的日期及時間 Date and Time of Commencement of Safety Audit		

註冊安全審核員簽名  
Signature of Registered Safety Auditor \_\_\_\_\_

日期 Date \_\_\_\_\_

附註：有關註冊安全審核員須將此通知書於該安全審核開始進行前不少於十四天，呈交勞工處處長  
Note：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

**勞工處職業安全及健康部**  
**收集個人資料之目的**

**(安全審核的呈報)**

**收集目的**

1. 你這次所提供的個人資料會被勞工處職業安全及健康部用作以下用途：
  - (a) 有關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) 有關視察違例事項和進行法律聆訊；或
  - (c) 將有關資料用作研究及統計分析。

**資料轉移**

2. 爲了上述第一段提到的目的，你所提供的個人資料我們或會向其他有關人仕或機構（如政府部門，律師樓……等）透露。

**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獲得一份你所提供的個人資料複本。

**查詢個人資料**

4. 有關你個人資料的查詢，包括查閱及更正個人資料，應向下列人仕提出：

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）  
香港中環統一碼頭道三十八號  
海港政府大樓十三樓

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

**(Notification of Safety Audit)**

**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 of 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 & 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 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