

優質餐飲業環保管理計劃申請表格

Quality Restaurant Environmental Management Scheme Application Form

由認可機構填寫 For Accrediting Body Use Only

Application No. _____

Received Date: _____

甲部：申請人資料 (** 須與食物環境衛生署之食物業牌照申請書內資料相符 **)

A. Details of Applicant (** the following information must be the same as on the Application Form for the "Food Licence" of Food and Environmental Hygiene Department **)

店舖名稱*

Shop Sign: (中文 Chinese) _____ (英文 English) _____

持牌人/公司姓名

Name of Licensee: (中文 Chinese) _____ (英文 English) _____

牌照登記地址*:(中文 Chinese)

Licence Address:(英文 English)

商業登記證牌照號碼 (如適用)

Business Registration Certificate Number (if applicable): _____

獲授權代表姓名 (如適用)

Name of Authorised Person (if applicable) : (中文 Chinese) _____ (英文 English) _____

店舖電話*

Telephone No. : _____

聯絡電話

Contact No. : _____

傳真號碼

FaxNo. : _____

*店舖名稱、地址及電話，將於獲得認可資格後刊發於計劃網站。

*Shop sign, address, telephone no. will be published on the Scheme website after the accreditation status is granted.

提示：如以上資料有任何變動，敬請盡快以書面通知認可機構。

Note: In case of changes in above information, please notify the Accrediting Body in writing as soon as possible.

乙部：申請人覆核表

B. Checklist for Applicants

請於適當方格內加上「✓」號

Please put a '✓' in the appropriate box(es)

<input type="checkbox"/> 已制定「能源管理計劃」 We have prepared Energy Management Plan	<input type="checkbox"/> 已安裝及維修油煙過濾網 / 蓮水煙罩 / 靜電除油煙器及 / 或其他廢氣處理系統，並保存相關清理及維修記錄 We have installed soot filter, vent wash exhaust hood, electrostatic precipitator, or other air pollution control systems, and kept relevant cleaning and maintenance records
<input type="checkbox"/> 已制定「用水管理計劃」 We have prepared Water Management Plan	<input type="checkbox"/> 在一年內未有被環保署就空氣污染管理作出檢控 We have not been prosecuted by the Environmental Protection Department in regards to air pollution management during the past year.
<input type="checkbox"/> 已制定「減廢及廢物管理計劃」 We have prepared Waste Management Plan	<input type="checkbox"/> 在一年內未有被環保署就噪音管理作出檢控 We have not been prosecuted by the Environmental Protection Department in regards to noise management during the past year.
<input type="checkbox"/> 已申請/已持有或大廈已申請/已持有有效的水污染管制條例牌照 We have applied/been granted or our building has applied/been granted the Water Pollution Control Ordinance Licence.	<input type="checkbox"/> 已定期清潔食品、飲品等製作地點及洗手間，並保存相關清潔記錄? We have cleaned the food and beverages processing areas, and toilets regularly, and kept relevant cleaning records
<input type="checkbox"/> 已安裝有效的隔油裝置及 / 或污水處理系統，並保存相關清理及維修記錄 We have installed effective grease traps and/or wastewater treatment systems, and kept relevant cleaning and maintenance records.	<input type="checkbox"/> 在一年內未有被食環署檢控 We have not been prosecuted by the Food and Environmental Hygiene Department during the past year.
<input type="checkbox"/> 在一年內未有被環保署就污水管理作出檢控 We have not been prosecuted by the Environmental Protection Department in regards to wastewater management during the past year.	<input type="checkbox"/> 已揀選以總分 40 分為上限之自選項目作評核 (合格分數為 20 分) We have selected optional items with a maximum of 40 points for assessment (Passing point is 20 points)

丙部：自選性項目揀選表格

C. Optional Items Selection Form

請於適當方格內加上「✓」號

Please put a '✓' in the appropriate box(es)

項目 Item	內容 Description	分數 Points	選取 Select
1. 能源效益 Energy Efficiency			
1.2	使用具能源效益的器材 Use of equipment with Energy Label	4	
1.3	安裝節能照明 Installation of energy efficient lightings	4	
1.4	使用再生能源 Use of renewable energy	4	
1.5	組建環保車隊 Formation of environmental fleet	4	
1.6	控制室內溫度(只適用於3月-11月) Control of room temperature (only applicable from March to November)	2	
1.7	空調系統維修及保養 Regular maintenance of air-conditioning system	2	
1.8	安裝感應器供燈光開關之用 Installation of sensors for lighting switch	2	
1.9	執行能源審核 Performing energy audit	2	
1.10	使用其他節能措施或裝置 Adopting other energy saving measures or devices	4	
2. 用水效益 Water Efficiency			
2.2	使用節約用水的裝置 Use of water saving devices	4	
2.3	使用節約用水的洗碗機 Use of water efficient dish washers	4	
2.4	使用水回用系統 Use of water reuse systems	4	
2.5	使用雙沖水式廁所 Use of dual flush toilets	2	
2.6	使用感應式自動沖水尿兜 Use of sensor controlled flushing urinal	2	
2.7	使用節約用水方法解凍食物 Use of Water Saving Methods to Defrost Food	2	
2.8	使用其他節約用水措施或裝置 Adopting other water saving measures or devices	4	
3. 廢物管理 Waste Management			
3.2	實行廢物分類回收/循環再造 Implementation of waste separation / recycling	4	
3.3	使用可重用之用品 Use of reusable items	4	
3.4	廚餘由可靠的回收商回收或自行進行循環再造 Collection of food waste by reliable recyclers or recycling by oneself	4	

項目 Item	內容 Description	分數 Points	選取 Select
3.5	廢油由可靠的回收商回收進行循環再造 Recycling of waste oil by reliable recyclers	2	
3.6	在使用電池的裝置採用充電式電池 Use of rechargeable battery	2	
3.7	與供應商協議重用容器 Agreements with suppliers to reuse containers	2	
3.8	其他減廢措施或裝置 Other waste reduction measures or devices	4	
5. 空氣污染管理 Air Pollution Management			
5.3	符合優良的室內空氣標準 In compliance with the Excellent/ Good Class of Indoor Air Quality Objectives	4	
5.4	抽氣裝置的出口位置符合環保署出版的指引 The exhaust outlets are positioned according to EPD's guideline	2	
5.5	安裝有助改善室內空氣質素的設備 Installation of IAQ improving equipment	2	
6. 噪音管理 Noise Management			
6.2	有效控制通風系統的噪音 Good practices on ventilation system noise control	2	
7. 整體環境管理 Overall Environmental Management			
7.3	獲環保管理相關的認可資格 Obtaining accreditation in relevant environmental management systems	6	
7.4	制訂公司的「環保採購政策」 Establishment of "Green Procurement Policy"	4	
7.5	不使用破壞大氣臭氧層的雪種 Not using ozone depleting refrigerants	2	
7.6	使用生物可降解的清潔劑 Use of biodegradable detergents	2	
7.7	提供獨立的環保菜單 Provision of unattached green menus	2	
7.8	向員工發放獎勵以鼓勵他們遵守公司的環保政策 Granting rewards to employees who comply with company's environmental policies	2	
7.9	提供以公共交通工具資料到達該場所 Provision of public transport access guide	2	
7.10	公佈可持續發展報告 Publication of sustainable development report	2	
總分數 Total Points			

總分以 40 分為上限 Maximum Point is 40

- 請將以上乙部和丙部要求制定的計劃和有關記錄聯同此申請表一同遞上。首次申請的商戶須提交 1 個月的記錄，而續期申請的商戶則須準備 1 年的記錄供續期審核。
如以上計劃或系統有任何主要改動，商戶須於改動完成後兩星期內通知認可機構。
- Please submit the management plans and relative records stated in the Part B and Part C together with this application form. New applicant will have to provide 1 month record, whereas renewal applicant will have to prepare 1 year record for renewal audit.**
For any major changes to the management plans or systems, the applicants are required to inform the Accrediting Body within 2 weeks after completion of modification.

丁部：標誌數量

D. Number of Logo

(每個額外標誌須繳付額外費用。 Each additional logo should be paid at extra cost)

申請要求 _____ 個標誌

We would request _____ Logo(s).

戊部：一般聲明

E. General Declarations

本人／吾等聲明，此項申請所提供的一切資料及有關文件均屬真確無誤及詳盡，而本人／吾等承諾，在審核過程中提供的一切資料及文件，均屬真確無誤及詳盡。

I/We declare that all information and documents provided in this Application are true, accurate and complete and I/we undertake that all information and documents to be provided in the audit process will be true, accurate and complete.

本人／吾等同意遵行「優質餐飲業環保管理計劃 – 評核準則」文件中所列載的評核準則及申請者/參加者的權利與責任。

I/We agree to abide by the Accreditation Criteria for the Right and Obligation of applicants/participants as set out in the “Quality Restaurant Environmental Management Scheme – Assessment Criteria” document.

本人／吾等同意，認可機構可向任何第三者披露本人／吾等提供或將會提供的任何資料及文件，惟有關資料及文件必須是審核過程所需者。

I/We agree that the Accrediting Body may disclose any of the information and documents provided or to be provided by me/us to any third party in so far as it is necessary to properly conduct the audit process.

本人／吾等同意，認可機構可向公眾披露或刊發本人／吾等的申請機構名稱及地址。

I/We agree that the Accrediting Body may disclose or publish the name and address(es) of my/our application(s) for public information.

本人／吾等同意環境保護署及食物環境衞生署可向認可機構披露本公司在獲得認可資格日期的過去一年內或在獲得認可資格後是否被檢控的資料。

I/We agree that the Environmental Protection Department and Food and Environmental Hygiene Department can release information to the Accrediting Body on whether my company is prosecuted during the past year from the granting date of the accreditation status or whenever appropriate as long as the accreditation status for my company is valid.

鑑於「優質餐飲業環保管理計劃」認可機構同意容許本人／吾等申請參與「優質餐飲業環保管理計劃」，以及根據審核程序認可本人／吾等為獲認可資格的商戶，本人／吾等特此明確、無條件及絕對放棄一切對「優質餐飲業環保管理計劃」、「認可機構」及「上訴委員會」而享有的一切申索權利。於本人／吾等於獲認可資格商戶資格終止或撤銷後，此項規定依然有效。

In consideration of consent of the Accrediting Body of Quality Restaurant Environmental Management Scheme in allowing me/us to apply to join the Quality Restaurant Environmental Management Scheme and, subject to audit, grant me/us accreditation status, I/We hereby expressly unconditionally and absolutely waive all my/our rights of claims against the Accrediting Body and the Appeal Committee of Quality Restaurant Environmental Management Scheme. This provision shall survive after termination or withdrawal of my/our accreditation status.

己部：交還申請表格

F. Return of Application Form

填妥申請表格後，請連同劃線支票(收費詳情請參閱「收費表」文件)，抬頭請註明：香港生產力促進局，並寄回：九龍九龍塘達之路 78 號，香港生產力促進局環境管理部，並請註明參加「優質餐飲業環保管理計劃」。

After completion of the application form, please submit with crossed cheque payable to “Hong Kong Productivity Council” (for details of the fee schedule, please refer to the “Table of Fees” document) and post to Environmental Management Division, Hong Kong Productivity Council, 78 Tat Chee Avenue, Kowloon Tong, Kowloon with remarks “Application for the Quality Restaurant Environmental Management Scheme”.

持牌人/授權代表簽署

Licensee / Authorised

Person Signature

姓名及職位 Name & Capacity

公司蓋印

Company Stamp

日期 Date