

衛生經理及衛生督導員計劃
衛生經理／衛生督導員訓練課程認可資格申請書

**APPLICATION FOR RECOGNITION OF
HYGIENE MANAGER/ HYGIENE SUPERVISOR TRAINING COURSE
UNDER HYGIENE MANAGER AND HYGIENE SUPERVISOR SCHEME**

(只適用於在教育局註冊的本港大學／本地大學持續進修學院／
職業訓練局／本地教育機構／職業訓練中心／香港註冊或認可非牟利機構等)

(Only applicable to local universities / schools of continuing education under local universities/
Vocational Training Council / local educational institutions / vocational training centres /
registered or approved non-profit organisations in Hong Kong, etc. registered under the Education Bureau)

致 食物環境衛生署總部牌照組

To: Licensing Section, Food and Environmental Hygiene Department Headquarters

本院校／機構*欲申請以下認可資格：

Our institution/organisation* would like to apply for recognition of the following training course(s):

- 衛生經理訓練課程 Hygiene Manager Training Course
 衛生督導員訓練課程 Hygiene Supervisor Training Course

申請資料 (如有任何變更, 須通知食物環境衛生署 (食環署))

Particulars of Application (Please notify the Food and Environmental Hygiene Department (FEHD) of any changes in particulars.)

(1) 院校／機構名稱* : (中文) _____
Name of Institution/ (Chinese)
Organisation (英文正楷) _____
(English in BLOCK letters)

(2) 通訊地址 : _____
Correspondence Address

(3) 聯絡人姓名 : (中文) _____ (先生／女士*)
Name of Contact Person (Chinese) (Mr/Ms*)
(英文正楷) _____
(English in BLOCK letters)

(4) 電話號碼 : _____ 傳真號碼 : _____
Tel. No. Fax No.

電郵地址 : _____
Email Address

* 請刪去不適用者。 Please delete where appropriate.
請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

(5) 訓練課程資料：
Particulars of Training Course

- (i) 課程名稱：
Course Title _____
- (ii) 上課地點：
Teaching Venue _____
- (iii) 授課語言／教學方式：
Medium of Instruction/Teaching Method _____
- (iv) 對象：
Target Group _____
- (v) 課程費用：
Course Fee _____
- (vi) 每班人數：
Class Size _____
- (vii) 導師資格：
Qualifications of Instructors _____
- (viii) 課程總時數(小時)：
Total No. of Course Hours (hours) _____
- (ix) 出席率要求：
Attendance Rate Required _____
- (x) 及格分數：
Passing Mark _____
- (xi) 需連同本申請書提交以下所有資料：
Information Required to be Submitted with this Application
- 課程大綱（見附錄 I）
Course Syllabus (see Appendix I)
 - 教材包括講義及／或教科書等
Teaching Materials, including Handouts and/or Textbook
 - 證書式樣
Sample of Certificate
 - 評核學員成績所用的試卷範本及答案
Sample of Examination Paper with Answers for Assessing the Trainees
 - 學校註冊證明書
Certificate of Registration of the School
 - 導師簡歷
Resumes of Instructors

* 請刪去不適用者。 Please delete where appropriate.
請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

(6) 課程獲認可後將於食環署網站上載的資料：

Information to be uploaded onto the FEHD website upon recognition of the course

(i) 院校／機構地址：_____

Address of Institution/Organisation

(ii) 查詢電話號碼：_____

Enquiry Tel. No.

(7) 本人以中文／英文*為日後的通訊語言。

I will use Chinese/English* for future correspondence.

_____ / _____ / _____

日期（日／月／年）

Date (dd/mm/yyyy)

院校／機構的獲授權代表*簽署

Signature of

Authorised Person of the Institution/Organisation*

歡迎使用食環署的電子申請服務申請衛生經理及衛生督導員計劃衛生經理／衛生督導員訓練課程的認可資格，詳情請瀏覽有關網頁（https://www.fehd.gov.hk/tc_chi/forms/fehb302.html）。

You are welcome to use the Electronic Application Service of the FEHD to submit applications for **recognition of Hygiene Manager or Hygiene Supervisor Training Course under the Hygiene Manager and Hygiene Supervisor Scheme**. Please visit <https://www.fehd.gov.hk/english/forms/fehb302.html> for details.

* 請刪去不適用者。 Please delete where appropriate.

申請衛生經理及衛生督導員計劃衛生經理／衛生督導員訓練課程認可資格所填報的個人資料

**Collection of Personal Data in Connection with
Application for Recognition of Hygiene Manager / Hygiene Supervisor Training Course
under Hygiene Manager / Hygiene Supervisor Training Course Scheme**

(按照《個人資料(私隱)條例》的規定處理)
(In accordance with the Personal Data (Privacy) Ordinance)

目的說明
Statement of Purpose

1. 收集資料的目的
Purposes of Collection

你在本申請表格上提供的個人資料，會供食物環境衛生署（食環署）用於下述目的：

The personal data provided by means of this form will be used by the Food and Environmental Hygiene Department (FEHD) for:

- (a) 處理向食環署申請衛生經理及衛生督導員計劃衛生經理／衛生督導員訓練課程認可資格的相關事宜；以及
carrying out activities relating to applications for recognition of Hygiene Manager/Hygiene Supervisor Training Course under the Hygiene Manager/Hygiene Supervisor Training Course Scheme made to the FEHD; and
- (b) 方便食環署及其他政府部門人員與你聯絡。
facilitating communication between the staff of the FEHD and other government departments and you.

你在本表格填報的個人資料，純屬自願提供。不過，如不提供充分的資料，食環署未必可以處理你的申請。

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, the FEHD may not be able to process your application.

2. 接受資料轉介人的類別
Class of Transferees

你在本申請表格上填報的個人資料，可能會為上文第 1 段所述目的而向其他政府部門及機構披露。

The personal data provided by you in this form may be disclosed to other government departments and agencies in pursuance of the purposes mentioned in paragraph 1 above.

3. 查閱個人資料
Access to Personal Data

根據《個人資料(私隱)條例》第 18 條、第 22 條及附表 1 第 6 原則的規定，你有權要求查閱和改正所提供的個人資料。查閱的權利包括可就在本表格提供的個人資料索取複本。食環署應查閱要求而提供資料時，可能會徵收費用。

You have the right to request access to and correction of the personal data provided in accordance with sections 18 and 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 which you have provided by means of this form. A fee may be imposed for complying with a data access request.

4. 查詢
Enquiries

如對申請有疑問，包括對本表格收集的個人資料有任何查詢，可向食環署總部牌照組的主管人員提出：

Enquiries concerning the application, including the personal data collected by means of this form, should be addressed to the officer-in-charge of the Licensing Section of the FEHD Headquarters:

香港金鐘道 66 號金鐘道政府合署 45 樓
食環署總部牌照組

Licensing Section, FEHD Headquarters
45/F, Queensway Government Offices, 66
Queensway, Hong Kong

電話：2867 5074

Tel. No.: 2867 5074

衛生經理及衛生督導員計劃
衛生經理／衛生督導員訓練課程認可資格申請須知
**Notes for Application for
Recognition of Hygiene Manager / Hygiene Supervisor Training Course
under Hygiene Manager and Hygiene Supervisor Scheme**

衛生督導員訓練課程
Hygiene Supervisor Training Course

- (A) 衛生督導員訓練課程有關食物衛生和食物安全的主題：
List of Food Hygiene and Safety-related Topics to be Covered by Hygiene Supervisor Training Courses
- (i) 食物安全簡介
Introduction to food safety
 - (ii) 香港食物安全相關法例／指引摘要
Introduction to food safety legislation/guidelines in Hong Kong
 - (iii) 本地食物安全監管服務介紹
Introduction to local food safety control services
 - (iv) 食物業處所常見的違規情況
Common irregularities found in food premises
 - (v) 衛生經理及衛生督導員計劃簡介、衛生督導員的職責
Introduction to the Hygiene Manager and Hygiene Supervisor Scheme and roles and duties of Hygiene Supervisors
 - (vi) 食物危害、食物中毒和其他主要食源性疾病
Food hazards, food poisoning and other major food-borne diseases
 - (vii) 食品微生物學
Food microbiology
 - (viii) 抗菌素耐藥性的知識及應採取的措施
Knowledge of antimicrobial resistance and measures to be taken
 - (ix) 優質管理及國際認證體系（例如「良好衛生規範」、「食物安全重點控制」、ISO 9000、ISO 14001 及 ISO 22000）簡介
Introduction to food safety management systems (such as GHPs, HACCP, ISO 9000, ISO 14001 and ISO 22000)
 - (x) 個人衛生與健康
Personal hygiene and health
 - (xi) 食物的安全處理
Safe food handling
 - (xii) 食物業處所、設備及防治蟲鼠
Food premises, equipment and pest control
 - (xiii) 食物業處所的清潔和消毒
Cleaning and disinfection in food premises
- (B) 修讀期：
Course Duration
每個培訓課程的教學時數不少於六小時。
The minimum duration of each training course should be six teaching hours.

衛生經理訓練課程
Hygiene Manager Training Course

- (A) **衛生經理訓練課程有關食物衛生和食物安全的主題：**
List of Food Hygiene and Safety-related Topics to be Covered by Hygiene Manager Training Courses
- (i) 食物安全及衛生簡介
Introduction to food safety and hygiene
 - (ii) 食物中毒及其他主要食源性疾病
Food poisoning and other major food-borne diseases
 - (iii) 食物微生物學
Food microbiology
 - (iv) 貯存食物及溫度控制
Food storage and temperature control
 - (v) 食物防腐
Food preservation
 - (vi) 高風險食物
High-risk food
 - (vii) 檢測食物中微生物的一般方法
Laboratory techniques to identify micro-organisms in foods
 - (viii) 危害控制，包括「食物安全重點控制」的原則、「食物安全重點控制」計劃的設計、推行和實施等
Hazard control, including HACCP principles and design, development and implementation of HACCP plans
 - (ix) 食物業處所的一般設計
Design of food premises
 - (x) 個人衛生與健康
Personal hygiene and health
 - (xi) 清洗、消毒及防治蟲鼠
Cleaning, disinfection and pest control
 - (xii) 香港食物安全相關法例／指引摘要
Introduction to food safety legislation/guidelines in Hong Kong
 - (xiii) 衛生經理及衛生督導員計劃，以及衛生經理和衛生督導員的角色及職責
Hygiene Manager and Hygiene Supervisor Scheme and roles and duties of Hygiene Managers and Hygiene Supervisors
 - (xiv) 負責監管本地食物安全及衛生的部門擔當的角色和職能
Roles and functions of various departments responsible for local food safety and hygiene control
 - (xv) 優質管理及國際認證體系（例如「良好衛生規範」、「食物安全重點控制」、ISO 9000、ISO 14001 及 ISO 22000）實行事宜
Implementation of food safety management systems (such as GHPs, HACCP, ISO 9000, ISO 14001 and ISO 22000)
 - (xvi) 食物業處所常見的違規情況
Common irregularities found in food premises
 - (xvii) 抗菌素耐藥性的知識及應採取的措施
Knowledge of antimicrobial resistance and measures to be taken
 - (xviii) 食物業及餐飲業的職業安全
Occupational safety of the food trade and the catering industry

(B) **修讀期：**

Course Duration

每個培訓課程的教學時數不少於十六小時。

The minimum duration of each training course should be sixteen teaching hours.