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消防安全總區

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**FIRE SERVICES DEPARTMENT**  
**FIRE SAFETY COMMAND**

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9 December 2024

To: Recipients of FSD Circular Letters

Dear Sir/Madam,

**FSD Circular Letter No. 5/2024**  
**Application Procedure for Inspection and Testing of**  
**Fire Service Installations and Equipment in Premises/Buildings**  
**under the Fire Safety (Commercial Premises) Ordinance, Cap. 502,**  
**Fire Safety (Buildings) Ordinance, Cap. 572 and**  
**Fire Safety (Industrial Buildings) Ordinance, Cap. 636, Laws of Hong Kong**

This circular letter announces the revised application procedure for inspection and testing of fire service installations and equipment (“FSI”) in Premises/Buildings (“target premises/buildings”) under the Fire Safety (Commercial Premises) Ordinance, Cap. 502, Fire Safety (Buildings) Ordinance, Cap. 572 and Fire Safety (Industrial Buildings) Ordinance, Cap. 636, Laws of Hong Kong (hereafter collectively referred to as “Three Ordinances”) with effect from 1 January 2025.

Currently, application for inspection and testing of FSI in target premises/buildings under the Three Ordinances would be submitted by the registered fire service installation contractor (“RFSIC”) using BI/RC Form to certify that the FSI listed therein have been installed and tested, and are in efficient working order pursuant to the relevant Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment (“Codes”).

**FSI Acceptance Inspection**

Smooth process of FSI acceptance inspection largely hinges on site readiness, standard of works and availability of supporting documents. To ensure all applications could be processed efficiently without unnecessary delay to the statutory inspections, it is imperative that RFSICs should ensure the site and system readiness, prepare all necessary and valid documentation for verification, complete comprehensive testing and commissioning of FSI and if necessary, arrange rectification of defects at the soonest possible.

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## **Revised Application Procedure**

To facilitate the application process, as well as to specify clearly the respective areas of professional responsibility of RFSIC engaged in the process, this Department has revised the application procedure and the extant application form into BI/RC Form (Rev.2024) and BI/RC/a.

## **Responsibilities of RFSIC under the Revised Arrangement**

All applications for inspection and testing of FSI in target premises/buildings should be tendered by a RFSIC. Before submitting application, the RFSIC is required to ensure that all FSI to be inspected and tested are adequately covered by BI/RC/a. In addition, the incorporated owners, owners, owners' representative, occupiers or occupiers' representative of the target premises/buildings should indicate their knowledge at Part B of BI/RC Form (Rev.2024) that the relevant FSIs are ready for inspection.

Under the new arrangement, whenever RFSICs install any FSI in target premises/buildings, they shall certify that the FSI listed therein have been installed and tested, and are in efficient working order in accordance with the Codes by signing the BI/RC/a. The signed BI/RC/a is a certificate under Regulation 9 of the Fire Service (Installations and Equipment) Regulations (Cap. 95B) which shall be issued by the RFSIC within 14 days after completion of the work to the person on whose instructions the work was undertaken with a copy thereof forwarded to the Director of Fire Services.

The new arrangement also applies for fixed automatically operated approved appliance and portable hand-operated approved appliance ("portable equipment") such as fire extinguisher, for which the equipment should be certified by Class 3 RFSIC via separated BI/RC/a. Certificate of Fire Service Installations and Equipment (F.S. 251) is no longer required for the FSI under the Three Ordinances in target premises/buildings. Nonetheless, the statutory requirements by virtue of Cap. 95B and the relevant Codes (e.g. provision of maintenance label on portable extinguishers) remains unchanged.

## **Annual Inspection of FSI**

Last but not least, RFSIC should remind FSI owners that all FSI shall be inspected by a RFSIC at least once in every 12 months after the date of issuance of the letter of compliance.

The BI/RC Form (Rev.2024), BI/RC/a, "Specimen of Completed Form" and the FSI Equipment List are attached for retention. You may also wish to download these documents from the FSD's webpage.

*URL: [https://www.hkfsd.gov.hk/eng/enquiry/download/download\\_572\\_502/index.html](https://www.hkfsd.gov.hk/eng/enquiry/download/download_572_502/index.html)*

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Should you need further amplification, please contact Fire Services Department Building Improvement Support Centre at 2272 9112.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Leung Wai-lok', enclosed within a large, horizontal, oval-shaped flourish.

( LEUNG Wai-lok )  
*for* Director of Fire Services

Encl.