

**Summary of Notes of Liaison Meeting between FSD and the Association of Registered
Fire Service Installation Contractors of HK Ltd. (FSICA)
held on 27 April 2023**

1.1 Checking the Standard of Maintenance Work Carried Out by Registered Fire Service Installation Contractors (RFSICs)

Members were briefed on the latest statistics related to surprise checks and audit functional tests conducted by FSD. The common malpractice of the fire service installations and equipment (FSI) work noticed by FSD was also highlighted. FSICA would share the relevant information to its members in FSICA's sharing forum to be held in May 2023.

1.2 Online Submission of FS251

In the 1st quarter of 2023, the average usage of FS251 (Conventional), FS251 (Barcode) and FS251 (Online Submission) were 46.0%, 50.0% and 4.0% respectively. The usage rate of FS251 (Online Submission) remained stable when compared with the corresponding period last year and therefore FSICA was encouraged to further promote the usage of the online submission of FS251 to RFSICs.

FSICA would arrange users to promote the advantages of online submission of FS251 and encourage members to attempt online submission of documents for simple FSI works first.

1.3 Annual Inspection of FSI

There were 1,141 advisory letters dispatched to the building owners between October 2022 and March 2023.

1.4 Checklist for Major Defects of FSI Drawings Submission under Cap. 502/Cap. 572 launched in 2015

From October to December 2022, 344 sets of FSI drawings were received. Only 21 sets (6.1%) were approved on fresh submission whereas 60 sets (17.4%) were approved upon re-submission for twice or more, and 37 sets (10.8%) failed on checklist screening. Members were briefed on the common malpractice found on FSI drawings.

Briefing on the submission of FSI drawings under Cap. 502 and Cap. 572 was arranged in the FSD Connects conducted on 24 February 2023 and further FSD Connects regarding the captioned subject would be conducted periodically to facilitate the trade in meeting the respective standards and requirements, whenever necessary.

1.5 General Procedures for Handling Shutdown of FSI

Malpractice was still noticed when RFSICs reported the FSI shutdown using the Shutdown Notice (SDN). Besides, obsoleted versions of SDN were still received by FSD recently.

From October 2022 to March 2023, 28 advisory letters and 16 warning letters had been issued to RFSICs regarding the SDN in breach of the revised procedures. If repeated malpractice was still noticed, the concerned RFSICs would be referred to the RFSIC disciplinary board according to regulation 10 of Fire Service (Installation Contractors) Regulations, Cap. 95A if deemed necessary.

The coming FSD Connects on Common Observations in Shutdown of FSI was scheduled for 2 May 2023 through webinar. FSICA was welcome to participate in the event.

1.6 Checklists for Inspection, Testing and Maintenance of FSI

Comments from stakeholders had been received and reviewed. The final version of the revised annual inspection checklist (AI Checklist) for sprinkler systems was being prepared. Both Chinese and English versions were expected to be promulgated via FSD Circular Letter in the 3rd quarter of 2023.

AI Checklist for fire detection system would be prepared subsequently. FSICA enquired if the checklist for emergency lighting would be arranged in the future. FSD responded that the tentative roadmap on the captioned working schedule would be discussed by the working group.

1.7 Voluntary Recognition Scheme (VRS) for FSI Technicians

As at 17 April 2023, 653 FSI workers had enrolled for the VRS, of which 152 applicants were recognized as FSI technicians.

An online briefing session for the trade was held on 24 February 2023 to announce the new arrangements of VRS. The new arrangements included dividing the recognition requirements into skilled route and mature route for registered skilled workers under Cap. 583 and workers with 5-year experience respectively, delivery of Module 1 and 2 in the form of online training by FSD for all participants and delivery of Module 3 and 4 by FSD for skilled route participants.

The electronic platform for VRS was rolled out on 1 March 2023 and the online training of Module 1 commenced on 28 March 2023. As at 17 April 2023, 77 participants attended the Module 1 online training. The upcoming training held by Vocational Training Council for mature route participants, including two sessions of Module 3 and two sessions of Module 4, would be held from 16 May 2023 to 31 May 2023.

The development of online training not only offered greater flexibility to the applicants but also lowered their financial cost. Moreover, the electronic platform for VRS would align with the future trend of the government's one-stop electronic services.

1.8 FSD Connects

The FSD Connects on the VRS for FSI Technicians and General Guidelines in the Submission of FSI Drawings was held on 24 February 2023 with more than 500 attendees, whereas two sessions of FSD Connects on the Proposal Amendments to the Fire Services (Installations and Equipment) Regulations were held on 16 March 2023 and 17 March 2023 respectively with more than 300 attendees in total.

The coming FSD Connects on Conversion of Dangerous Goods License under the Reviewed Dangerous Goods Ordinance was scheduled for 28 April 2023 through webinar and another session of FSD Connects on Common Issues in FSI Annual Inspection was scheduled for 2 May 2023 through webinar.

1.9 Checklist for Major Defects of FSI Drawings Submission under Cap. 636 launched in 2022

From October 2021 to March 2023, 10 sets of FSI drawings were received. No drawings were approved and 7 sets (70%) failed on checklist screening. Another 3 sets were received in March 2023 and under vetting at the moment. In this connection, the common malpractices found on FSI drawings noticed by

FSD were highlighted.

RFSICs should make reference to the Checklist for Fire Services Installation Drawings Submission under Fire Safety (Industrial Buildings) Ordinance (Cap. 636) which was launched in FSD webpage in 2022 for preparation of FSI submissions. FSICA should take note of the malpractices and remind its members accordingly.

1.10 Proposal of Promoting a Wider Voluntary Use of Portable Equipment at Domestic Premises

The proposed amendment on the Fire Service (Installations and Equipment) Regulations (Cap. 95B) (FS(IE)R) to exclude approved portable equipment installed at home of the public's own volition (i.e. not required by law to be installed) from the application of regulation 8(1) of the FS(IE)R would be tabled to the Legislative Council Panel on Security for discussion on 2 May 2023. Upon legislative amendment, owners of such portable equipment should be exempted from the statutory duty of keeping such portable equipment in efficient working order at all times and having them inspected by an RFSIC at least once every 12 months.