

**Summary of Notes of Liaison Meeting between FSD and the Association of Registered
Fire Service Installation Contractors of HK Ltd. (FSICA)
held on 31 July 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 had shared the relevant information to its members in FSICA's sharing forum on 30 May 2023.

1.2 Online Submission of FS251

In the 2nd quarter of 2023, the average usage of FS251 (Barcode) was about 53.4% whilst the average usage of FS251 (Online Submission) was 2.5%. It was noted that the usage rate of FS251 (Online Submission) remained low and therefore FSICA was encouraged to further promote the usage of the online submission of FS251 to RFSICs.

FSICA would further promote the advantages of online submission of FS251 in the coming training and seminars.

1.3 Annual Inspection of FSI

There were 508 advisory letters dispatched to the building owners between April and June 2023.

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

From January to March 2023, 399 sets of FSI drawings were received. Only 24 sets (6.0%) were approved on fresh submission whereas 82 sets (20.6%) were approved upon re-submission for twice or more, and 40 sets (10.0%) failed on checklist screening. Members were briefed on the common malpractice found on FSI drawings. FSICA would convey to its members the captioned information in different occasions.

1.5 General Procedures for Handling Shutdown of FSI

It was noted that the situation of malpractice was improved. However, minor malpractice was still noticed when RFSICs reported the FSI shutdown using the Shutdown Notice (SDN).

From April to June 2023, 3 advisory letters and 5 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 common observations in shutdown of FSI were shared in the FSD Connects webinar held on 2 May 2023. FSICA expressed that the sharing of the FSD facilitated the trade to acquaint themselves with the handling procedures for FSI shutdown.

RFSICs was advised to communicate with the FSD if they had difficulties in handling shutdown of FSI.

1.6 Checklists for Inspection, Testing and Maintenance of FSI

Both Chinese and English versions of the revised annual inspection checklist (AI Checklist) for sprinkler systems were expected to be promulgated via FSD Circular Letter in November 2023. FSD Connects for “Introduction of the Revised AI Checklist for Sprinkler Systems” was scheduled to be held on 18 August and 22 September 2023 respectively.

AI Checklist for fire detection system had been scheduled to be announced in June 2024.

1.7 Voluntary Recognition Scheme (VRS) for FSI Technicians

As at 17 July 2023, 766 FSI workers had enrolled for the VRS, of which 194 applicants were recognized as FSI technicians.

The first training of Module 3 (FH/HR System) for Skilled Route participants delivered by FSD was successfully held at the Fire and Ambulance Services Academy (FASA) on 27 and 28 June 2023.

The development of training facilities for Module 4 (Sprinkler System) at FASA was targeted to be completed by the 3rd quarter of 2023 and thereafter the training of Module 4 provided by FSD would be held in October 2023. Besides, the training of Module 5 (Fire Alarm System) and Module 6 (Fire Detection System) held by Vocational Training Council were targeted to be launched in October 2023.

It was noted that positive response had been received in the trade for the online training of Module 1 and Module 2 which offered greater flexibility to the members.

1.8 FSD Connects

Three sessions of FSD Connects were successfully held on 2 May, 23 June and 24 July 2023, with a total audience of over 1,000 people. The topics covered “Common observations in FSI shutdown and FSI annual inspection”, “Registration of Fire Service Installation Contractors” and “Introduction of Improvised Hose Reel System (Direct Pumping Design) and Improvised Fire Hydrant/Hose Reel System (Direct Pumping Design), and facilitation measures on plan processing delivered by the Dedicated Processing Unit in FSD”.

The next session of FSD Connects, which would cover the topic of “Introduction of the Revised Annual Inspection Checklist for Sprinkler Systems” was scheduled to be held in August 2023.

1.9 Registered Fire Engineer (RFE) Scheme

In order to facilitate business and make good use of professional and qualified human resources in the market, FSD proposed to introduce the RFE Scheme.

The Fire Services (Amendment) Ordinance 2017 was enacted in March 2017 to provide a basis for making subsidiary legislation for the RFE Scheme. Three draft subsidiary legislations and the draft code of practice were under preparation. FSD was seeking comments from Security Bureau, Financial Services and the Treasury Bureau, Department of Justice and Independent Commission Against Corruption for various issues. It was anticipated that another round of trade consultation would commence in October 2023.

1.10 Review on FSD Circular Letter No. 2/2008 – Fire Protection Measures in Construction Sites

Review on the FSD Circular Letter No. 2/2008 with the aim of enhancing fire safety in construction sites had started. In order to ensure the relevant fire safety requirements would be feasible for the trade, major stakeholders had been invited to form a Joint Liaison Group for exchanging view and comment with a kick-off meeting scheduled for 22 August 2023.

1.11 FSI Trade’s Participation in the Project JET (「『招』『職』創未來」計劃)

Project JET was a life planning project which would provide more employment opportunities for young persons in custody (PICs) and rehabilitated persons. Professionals from different sectors would be invited to participate in life planning programmes held in correctional institutions to assist PICs to prepare themselves for future employment/studies, and give them guidance on setting their life goals.

A meeting was held among FSD, Correctional Services Department (CSD) and FSICA on 3 July 2023, which concluded that FSD and FSICA could provide support for the project in two phases:

(i) Phase 1: FSD and FSICA would jointly organize a career talk at a correctional institution arranged by CSD with content covering the introduction of fire service installation works, duties and responsibilities of RFSICs, career paths of engineers and technicians under RFSICs, etc. The career talk was tentatively scheduled in August 2023; and

(ii) Phase 2: Potential employers of RFSICs would conduct recruitment interviews for the PICs at the correctional institutions arranged by CSD. Successful candidates might be hired and offered on-job or apprenticeship training by the RFSICs after they have been discharged from the correctional institutions.

1.12 Encouraging FSIC to Participate in the “AED Anywhere for Anyone” (AAA) Programme (「AED 睇得到 用得到」計劃)

The administration of cardiopulmonary resuscitation (CPR) with the aid of an automated external defibrillator (AED) should be the most effective way to

rescue cardiac arrest patients. In a bid to enhance the efficiency of saving the lives of such patients, FSD launched the AAA Programme in 2021 aiming at incrementally increasing the number of AEDs across the territory that can be readily accessed anywhere by anyone.

The success of the AAA Programme hinged on the participation of different stakeholders in the city. Therefore, FSICA and its members were encouraged to participate in the AAA Programme and join hands to weave a community-based safety net for the protection of cardiac arrest patients by installing AEDs at their offices and workshops. Whenever required, FSICA could contact FSD directly for further information on AED.

1.13 Validity of Approval of Portable Equipment under FSD Circular Letter No. 3/2020

With reference to the FSD Circular Letter No. 3/2020 in relation to the latest mechanism and facilitation measures of application for approval of portable equipment, FSICA expressed their concerns regarding the validity of the approval of portable equipment which generally lasted for a maximum of 5 years. It was noted that some of the approved equipment would be expired in 2026, i.e. 5 years after the latest mechanism in effect. Upon the expiry of the validity, the manufacturers/suppliers of those equipment/products faced obstacles in obtaining the required testing reports issued within the past 5 years for extending the approval. Moreover, the trade encountered difficulties in searching for testing laboratories for “heavy duty” fire blankets in accordance with the prescribed standard.

FSD noticed the concerns of the trade. A working group with representatives from FSICA and the trade was suggested to be formed to further discuss the issue.