

**Summary of Notes of Liaison Meeting between FSD and the Association of Registered
Fire Service Installation Contractors of HK Ltd. (FSICA)
held on 6 November 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.

1.2 Online Submission of FS251

In the 3rd quarter of 2023, the average usage of FS251 (Barcode) was about 54.0% whilst the average usage of FS251 (Online Submission) was 1.8%. 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 keep on promoting the advantages of online submission of FS251 to its members in different occasions.

1.3 Annual Inspection of FSI

There were 749 advisory letters dispatched to the building owners between July and September 2023.

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

From April to June 2023, 391 sets of FSI drawings were received. Only 39 sets (10.0%) were approved on fresh submission whereas 108 sets (27.6%) were approved upon re-submission for twice or more, and 40 sets (10.2%) failed on checklist screening. Members were briefed on the common malpractice found on FSI drawings. It was expected that FSICA would convey the common malpractice to its members.

It was noted that the Building Improvement Community Support Team had been established in accordance with the Policy Address 2023. The team was to provide further support to the owners of target buildings under the Fire Safety

(Buildings) Ordinance for carrying out Fire Safety Improvement Works.

1.5 General Procedures for Handling Shutdown of FSI

Malpractice was still noticed when RFSICs reported the FSI shutdown using the Shutdown Notice (SDN).

From July to September 2023, 9 advisory letters and 4 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 22 September 2023.

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 promulgated via FSD Circular Letter No. 5/2023 on 31 August 2023. The AI Checklist took effect on 1 November 2023. FSD Connects for “Introduction of the Revised AI Checklist for Sprinkler Systems” were held on 18 August 2023 and 22 September 2023 respectively.

Besides, the AI Checklist for Fire Detection System was under review and was expected to be completed in the first quarter of 2024. Upon the completion of the review, the revised version would be circulated to stakeholders for comments.

Considering the review of AI Checklist for Fire Detection System might not be completed in a short period of time, this item would be shelved for the time being until there was update to report.

1.7 Voluntary Recognition Scheme (VRS) for FSI Technicians

As at 31 October 2023, 800 FSI workers enrolled for the VRS. Out of the 800 applications, 611 were valid applications, of which 251 applicants had been recognized as FSI Technicians. The remaining 189 applications were invalid due to missing of supporting document(s). FSD had from time to time informed the applicants to submit the required documents to proceed on the applications.

The next training of Module 3 (FH/HR System) delivered by FSD at the Fire and Ambulance Services Academy would be held in November 2023. In the future, FSD would revisit the syllabus of selective modules in VRS training, e.g. the content of AI checklists.

1.8 FSD Connects

5 sessions of FSD Connects were successfully held from July to October 2023 for RFSICs, building professionals and the dangerous goods trade respectively, with more than 2,300 attendees in total.

The coming FSD Connects with the dangerous goods trade and RFSIC were scheduled for 8 December 2023 and the first quarter of 2024 respectively.

1.9 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. An information paper had been sent to all stakeholders in late October 2023 for comment. FSICA attended the Joint Liaison Group Kick-off Meeting on 22 August 2023, and would feed back to FSD accordingly after review the information paper.

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

A career talk under the Project JET (「『招』『職』創未來」計劃) was jointly organized by FSD and FSICA at Tong Fuk Correctional Institution (塘福懲教所) on 31 August 2023. Presentations on fire service installation works, duties and responsibilities of RFSICs, career paths of engineers and technicians under RFSICs were given to more than 20 inmates of the institution. Subsequently, formal applications from two inmates for job opportunities in FSI trade were referred from the Correctional Services Department on 27 October 2023. FSICA was invited to encourage more RFSICs to support the Project JET.

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

As at 30 October 2023, more than 2,500 automated external defibrillators (AEDs) had been installed at over 220 participating organizations.

Members of FSICA 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. FSICA was pleased to assist in promoting the advantages of installation of AEDs to its members.

As no further discussion on the issue was required so far, this item was agreed to be deleted in the next meeting.

1.12 Wider Voluntary Use of Portable Equipment at Domestic Premises

The Fire Service (Installations and Equipment) (Amendment) Regulation 2023 (the Amendment Regulation) took effect from 1 November 2023. The amended regulations excluded approved portable equipment that was installed in domestic premises of one's own volition from the application of regulation 8(1) of Fire Service (Installations and Equipment) Regulations, to the effect that the owners of such portable equipment should be exempted from the statutory duties of keeping such equipment in efficient working order at all times and having them inspected by an RFSIC at least once in every 12 months.

To facilitate the public to identify portable equipment approved by the FSD, the department had added a new function "Portable Easy Scan" to its mobile application since 27 October 2023. It allowed the public to scan the information on the label of the equipment with their mobile phones and the application would perform a search of the list of approved portable equipment to help the public to identify whether the equipment was an approved model or not. In addition, FSD promulgated a series of education and promotion videos with content covering the selection of suitable type and size of domestic portable equipment, suitable installation locations of the equipment, how to identify approved equipment and self-checking of domestic portable equipment.

Since the success of the application hinged on the involvement of the stakeholders, and a vote of thanks was delivered to the active participation of FSICA on this matter.

As no further discussion on the issue was required so far, this item was agreed to be deleted in the next meeting.

1.13 Working Group on Trade Facilitation Measures in relation to the Approval of Portable Equipment

Since the revised application mechanism for approval of portable equipment in effect on 1 January 2021, FSD had been maintaining close liaison with members of the trade. In this connection, FSD took the initiative to conduct a review of the mechanism in the second half of 2023.

With an aim to collecting views and feedbacks from the trade and making recommendations on any measures to enhance the mechanism without compromising product quality, a Working Group (WG) was formed by representatives from FSD and FSICA in August 2023. After the views from the trade of portable equipment suppliers and their agents had been consolidated by FSICA, the first WG meeting was held on 24 August 2023, in which the consolidated views and difficulties encountered by the applicants were thoroughly discussed.

As a result, the WG had come up with the proposal for enhancement of the application mechanism for approval of portable equipment (the “Proposal”), which consisted of, inter alia, enhancement of new application requirements, enhancement of application requirements for extension of approval validity and introduction of industrial standards for portable equipment. The Proposal was circulated to FSICA for comment on 22 October 2023. Having considered the comments received from FSICA, the updated Proposal had been circulated to FSICA on 2 November 2023.

Members agreed the updated Proposal be endorsed and recommended for implementation by the forthcoming promulgation of FSD circular letter.

1.14 Development of Electronic Services for Electronic Submission with adoption of iAM Smart or a valid personnel digital certificate for (a) Application of Inspection and Testing of Fire Service Installations and Equipment [Form FSI/501 (Rev. 2020)]; and (b) Certificate of Completion of Fire Service Installations and Equipment in New Buildings [Form FSI/501a]

Electronic services were being developed for enabling electronic submission of (i) Application for Inspection and Testing of Fire Service Installations and Equipment [Form FSI/501 (Rev. 2020)] and (ii) Certificate of Completion of Fire Service Installations and Equipment in New Buildings [Form FSI/501a]. It would facilitate making application and certification with adoption of iAM Smart or valid personnel digital certificate through GovHK platform.

With the trial version of electronic submission ready for demonstration, representatives of FSICA, Authorized Persons/Liaison Group and Ventilation Installations Liaison Group respectively had been invited to attend two trial workshops which were held on 26 October 2023. The services were targeted for launching in the fourth quarter of 2023.

1.15 Introduction of Completion Guide for Certificate of Fire Service Installations and Equipment (F.S. 251)

Subsequent to the amendment of Reg. 8 of Cap. 95B Fire Service (Installations and Equipment) Regulations, a revised FS251 would be promulgated together with a detailed FS251 completion guide to facilitate the trade. Upon the completion of the review, the completion guide/explanatory note would be circulated to stakeholders for comments.