

**Summary of Notes of Liaison Meeting between FSD and the Association of Registered  
Fire Service Installation Contractors of HK Ltd. (FSICA)  
held on 28 February 2024**

**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.

Half of the unsatisfactory audit functional tests mentioned were due to the control valve of the corresponding sprinkler system being turned off. FSD would monitor the situation and determine the way forward when necessary. FSICA opined that it should be a good practice to keep a log of services for each sprinkler system.

Moreover, FSICA would convene a sharing forum in the second half of 2024 to feature the topics including, among others, unsatisfactory audit functional tests, defects of drawings submission under Cap. 502/Cap. 572 and procedures for handling shutdown of FSI, to its members. Officers of FSD would be invited to share the observation and experience.

**1.2 Online Submission of FS251**

In 2023, the average usage of FS251 (Barcode) was about 52.9% whilst the average usage of FS251 (Online Submission) was 2.6%. It was noted that the usage rate of FS251 (Online Submission) was not satisfactory and therefore FSICA was encouraged to further promote the usage of the online submission of FS251 to RFSICs.

In response, FSICA would keep on promoting the advantages of online submission of FS251 to its members.

**1.3 Annual Inspection of FSI**

There were 591 advisory letters dispatched to the building owners between October and December 2023.

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

From July to September 2023, 378 sets of FSI drawings were received. Only 73 sets (19.3%) were approved on fresh submission whereas 130 sets (34.4%) were approved upon re-submission for twice or more, and 26 sets (6.9%) 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.

#### **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 October to December 2023, 2 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.

As the reporting of SDN might have implication to FSD's mobilizing of firefighting resources, FSICA was suggested to communicate with its members on the malpractice.

#### **1.6 Voluntary Recognition Scheme (VRS) for FSI Technicians**

As at 23 February 2024, 895 FSI workers enrolled for the VRS. Out of the 895 applications, 688 were valid applications, of which 371 applicants had been recognized as FSI Technicians.

The next training of Module 4 (Sprinkler System) delivered by FSD at the Fire and Ambulance Services Academy, which covered the revised AI checklist that took effect on 1 November 2023, would be held on 20 and 21 March 2024.

#### **1.7 FSD Connects**

FSD Connects on Fire Safety Requirements of Food Business Premises was held on 21 December 2023 with over 300 attendees. Moreover, FSD Connects on

Electronic Submission of FSI/501 & 501a & Workflow of Acceptance Inspection was held on 25 January 2024 with more than 800 attendees.

Another FSD Connects on Provision of Sprinkler System in Buildings, Facilitation Measures on FSI Drawings (FSI/314C) Submission (approval in principal of FSI drawings) and Cases Sharing, and Introduction to the Fire Services Department Building Improvement Support Centre was held on 2 February 2024 with more than 300 attendees.

The coming FSD Connects to introduce (i) Electric Vehicle Charging Facilities in Petrol Filling Stations (ii) Enhanced Mechanisms for Approval of Portable Equipment and Acceptance of FSIs and Fire Safety Products were scheduled in March 2024. FSICA was welcome to participate in the event and invitation email would be sent to FSICA members in due course.

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

With the valuable comments from the stakeholders, the finalized requirements for fire protection measures in construction sites would be promulgated in the form of FSD Circular Letter by the first quarter of 2024.

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

### **1.9 FSI Trade's Participation in the Project JET (「『招』『職』創未來」計劃)**

Project JET had reached another milestone. One candidate was successfully employed by a RFSIC in February 2024. This could not have been done without the utmost support from FSICA.

The Correctional Services Department invited FSD and FSICA to jointly organize further career talks at different correctional institutions in 2024 to introduce the industry of RFSICs for more young persons in custody and rehabilitated persons. FSICA would continue to encourage more RFSICs to support the Project JET.

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

**1.10 Working Group on Trade Facilitation Measures in relation to the Approval of Portable Equipment and Acceptance of Fire Service Installations and Equipment and Fire Safety Products**

FSD Circular Letter No. 1/2024 “Enhanced Mechanisms for Approval of Portable Equipment and Acceptance of Fire Service Installations and Equipment and Fire Safety Products” was issued on 19 February 2024 and the enhanced mechanisms would take effect on 1 April 2024. To facilitate the trade to understand the mechanisms, a FSD Connects would be held in March 2024.

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

**1.11 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 submission services 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] had been launched since 17 November 2023 and was now available at both GovHK platform and FSD’s Website for public use.

FSICA was pleased to support the captioned electronic submission and would encourage its members to attempt starting from the submission of documents for simple work first.

**1.12 Introduction of Completion Guide for FS251**

Comments from FSICA regarding the revised FS251 and completion guide had been received. In consideration of the comments received from FSICA, the FS251 and completion guide were being revised.

**1.13 Trade Consultation on the Code of Practice (CoP) for Registered Fire Engineer (RFE) Scheme**

A draft CoP for RFE Scheme had been prepared by FSD and uploaded to the FSD website with the aim of providing practical guidance to RFEs on assessing fire risk, formulating fire safety requirements, conducting compliance inspection or testing, and issuing fire safety certificate.

A letter containing the draft CoP was sent to stakeholders, including FSICA, on 22 December 2023 for trade consultation. The consultation period was set for 3 months ending on 31 March 2024.

FSICA enquired whether the RFE employed by the owners/FSI contractors could provide fire risk assessment and certification services to its own FSI systems and any conflict of interests might constitute therein. FSD responded that the captioned issue was under the consultation of the Department of Justice and would feedback on the details to FSICA after the meeting.

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

#### **1.14 Fire Services Department Building Improvement Support Centre (FSDBISC)**

The Fire Safety (Commercial Premises) Ordinance (Cap. 502), the Fire Safety (Buildings) Ordinance (Cap. 572), and the Fire Safety (Industrial Buildings) Ordinance (Cap. 636) (collectively, “Three Ordinances”) require the fire safety standards of, respectively, commercial, composite and domestic, and industrial buildings that were constructed or had their building plans first submitted to the Building Authority for approval on or before 1 March 1987 (“Target Buildings”), to be upgraded to the modern level.

FSD had been actively providing support to owners of Target Buildings, particularly those of old composite and domestic buildings, on various fronts to assist them in completing the fire safety improvement works. To further assist the owners and occupiers of these buildings in complying with the Three Ordinances, the FSDBISC was established by FSD on 18 December 2023 to provide them with one-stop support services. Starting from the receipt of directions under relevant legislations by owners and occupiers, information and assistance regarding coordination, technical support and financial assistance would be provided by the FSDBISC until the fire safety improvement works were completed and the legislative requirements were met, with a view to providing convenience to the public in improving the overall fire safety standards of Target Buildings.

Owners and occupiers of buildings regulated under the Three Ordinances could consult the FSDBISC on difficulties arising from the compliance with the Three Ordinances by phone or in person. The services offered by the FSDBISC encompassed explanation of requirements under the Three Ordinances,

introduction to existing government support services, facilitation of plan approval and arrangement of acceptance test, etc. Owners and occupiers would also be assisted by the FSDBISC in applying for government subsidies and obtaining services under the Smart Tender scheme. Cases might be referred to other departments and/or organisations for follow-up if necessary.

The public in need could visit the FSDBISC at 3/F, Fire Services Department Mong Kok Office Building, 42 Tai Kok Tsui Road, Kowloon in person, or call its hotline on 2272 9112 from 9am to 8pm, Monday to Saturday (except public holidays).

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