

**Summary of Notes of Liaison Meeting between FSD and the Association of Registered
Fire Service Installation Contractors of HK Ltd. (FSICA)
held on 13 May 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.

It was advised to keep up the effort in promoting the adoption of sprinkler subsidiary stop valves management system and stop valves management system for fire hydrant/hose reel (FH/HR) systems as good practice and encouraging owners of FSI and property management offices to take the initiative to adopt these systems.

1.2 Online Submission of FS251

In the 1st quarter of 2024, the average usage of FS251 (Barcode) was about 55.6% whilst the average usage of FS251 (Online Submission) was 2.7%. FSICA would keep on promoting the advantages of online submission of FS251 to its members.

1.3 Annual Inspection of FSI

There were 571 advisory letters dispatched to the building owners between January and March 2024.

In view of the fire incident at New Lucky House, FSD would investigate the buildings' failure to undergo annual inspections and strengthen enforcement and prosecution actions if necessary.

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

From October to December 2023, 452 sets of FSI drawings were received. Only 123 sets (27.2%) were approved on fresh submission whereas 170 sets (37.6%) were approved upon re-submission for twice or more, and 17 sets (3.8%) failed on checklist screening. Building Improvement Divisions of FSD had

actively arranged meetings with the corresponding RFSICs in discussing the related FSI drawing submissions since 1 September 2023 and it resulted in a higher successful rate of FSI drawings submission in the 4th quarter of 2023. Members were briefed on the common malpractice found on FSI drawings. It was expected that FSICA would convey the common malpractice to its members.

The FSD Circular Letter No. 4/2023 dated 5 July 2023 regarding the acceptance of the incorporation of the fresh water supply system into the FH/HR system, improvised HR system (direct pumping design) and improvised FH/HR system (direct pumping design) under the Fire Safety (Buildings) Ordinance, Cap. 572 was introduced in the meeting. It was expected that FSICA should convey the facilitation measures stipulated in the aforesaid Circular Letter 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 January to March 2024, 3 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 RFSICs disciplinary board according to regulation 10 of Fire Service (Installation Contractors) Regulations, Cap. 95A if deemed necessary. FSICA would convey the message to its members and remind them to consult FSD in case of doubt.

1.6 Voluntary Recognition Scheme (VRS) for FSI Technicians

As at 30 April 2024, there were a total of 713 valid applications, out of which 417 applicants had been recognized as FSI Technicians.

FSD had regularly promoted the VRS to the trade and applicants from time to time. In March 2024, a new promotion video showcasing the training delivered by FSD at the Fire and Ambulance Services Academy was uploaded to FSD website.

Considering about 160 applicants had never enrolled/participated in any training (either core or selective modules) for at least 1 year, FSD would invite them to enroll for training in the coming months. If no enrolment was still received in 3 months, their application accounts for VRS would be deactivated.

1.7 FSD Connects

FSD Connects on “Enhanced Mechanisms for Approval of Portable Equipment and Acceptance of FSIs and Fire Safety Products” was successfully held on 26 March 2024 with more than 580 attendees.

Another FSD Connects on “Fire Protection Measures in High-rise Buildings under Construction and the Introduction of Registered Fire Engineer Scheme” was held on 8 April 2024 with more than 600 attendees.

1.8 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]**

FSD had further promoted the electronic submission services with User Guides facilitating application of FSI Acceptance Inspection (Form FSI/501) (Rev. 2020) and Certificate (Form FSI/501a) through email to members of various Liaison Groups.

FSICA would further promote the electronic submission services and encourage its members to adopt electronic submission in place of the current paper-based submission.

1.9 Revised FS251 (Previously known as Introduction of Completion Guide for FS251)

In order to facilitate RFSICs to accurately reflect FSI condition when compiling FS251, a revised FS251 with footnotes or remarks to provide supplemental information would be prepared in substitution of the previously proposed completion guide. Upon the completion of the review, the revised FS251 would be circulated to FSICA for comment.

1.10 Streamlining Application Procedures for Exemption of Sprinkler Installation underneath Canopy or in Inaccessible Voids

From time to time, New Projects Division of FSD received applications for exemption of sprinkler installations at certain areas (e.g. canopy, flat roof, raised floor voids, etc.) in proposed new sprinkler-protected buildings. In accordance

with Technical Guidance in FSD Circular Letter No. 5/2020 (TB206.4.3), “sprinkler protection need not be provided for all external canopies where goods are not stored or handled”. However, it was noticed that information provided was insufficient or the demarcation was not clearly indicated in some cases and hence such cases could not be further proceeded.

With the aim of streamlining application procedures, new application forms for sprinkler exemption had been designed to facilitate applicants in providing adequate information. With the new application forms in place, it was expected that the overall efficiency in processing the applications could be enhanced. The new application forms would be circulated to the trade for further comment shortly.

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) Fire Service Installation Schematic Drawings / As-fitted Layout Drawings (Form FSI/314); and
(b) Fire Service Installation Plans (Form FSI/314A)

Similar to the electronic submission of Form FSI/501 (Rev. 2020) and Form FSI/501a, the electronic submission service of (i) Form FSI/314 and (ii) Form FSI/314A would be launched on iAM Smart and FSD’s website for public use. Hardcopies of the related attachments (e.g. FSI drawings/plans and FS251) should be delivered to FSD after Form FSI/314 or Form FSI/314A was submitted electronically.

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

1.12 Implementation of Certificate of Completion of Installation of FSIs in Premises/Buildings under Cap. 502, Cap. 572 and Cap. 636

To facilitate the application process for inspection and testing of FSI in premises/buildings under Cap. 502, Cap. 572 and Cap. 636 (target premises/buildings), as well as to specify clearly the professional responsibility of RFSIC engaged in the process, FSD would revise the application procedure and divide the extant application form into BI/RC and BI/RC/a.

Whenever RFSICs installed any FSI in the target premises/buildings, they should certify that the FSI listed therein had been installed and tested, and were in

efficient working order in accordance with Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment of 1994 version or 2012 version as appropriate by signing BI/RC/a. The signed BI/RC/a was a certificate under Regulation 9 of the Fire Service (Installations and Equipment) Regulations (Cap. 95B) which would be issued by 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. Application for inspection and testing of FSI in the target premises/buildings should be submitted by the owner or occupier concerned with the duly completed BI/RC together with, inter alia, duly signed BI/RC/a provided by RFSIC.

The new BI/RC and BI/RC/a would be circulated to FSICA for comment. Upon receiving feedback from the trade, the revised application procedure together with the new forms would be put into use and an FSD Circular Letter would be issued accordingly.

1.13 List of RFSICs with Successful Completion of Improvement Works under Cap. 572

FSD had been actively providing support to owners of the buildings on various fronts to assist them in completing the fire safety improvement works. To further facilitate the owners' compliance with Cap. 572, FSD proposed to publish a list of RFSICs with successful completion of improvement works under Cap. 572 for public reference.

FSICA welcomed the facilitation measures of FSD to expedite the progress of fire safety improvement works as required by Cap. 572. Further discussion would be made between FSD and FSICA regarding the details of the proposed list to be published.