



# **Electronic Submission - Application for Inspection and Testing of Fire Service Installations and Equipment**

25.1.2024

**Mr. LEUNG Chun-fai, Edwin**  
**BSE/Engr(FPF)3**

# Today's Content

**1. Introduction**

**2. Points to Notes on using Electronic Forms**

**3. Points to Notes on submission of related supporting documents after submission of Electronic Forms**



## Currently

NOW!

Application of Inspection and Testing of Fire Service Installation and Equipment  
[Form FSI/501  
(Rev.2020)]

Certificate of Completion of Fire Service Installation and Equipment in New Buildings  
[Form FSI/501a]

10 February 2020

To: Recipients of FSD Circular Letters

Dear Sir/Madam,

**FSD Circular Letter No. 1/2020**  
**Revised Application Procedure for Inspection and Testing of Fire Service Installations and Equipment in New Building**

This letter serves to announce the revised application procedure for inspection and testing of fire service installations and equipment (FSI) by FSI/501 submission which will come into effect on 1 May 2020.

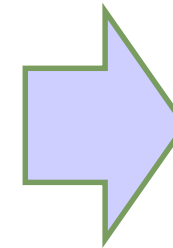
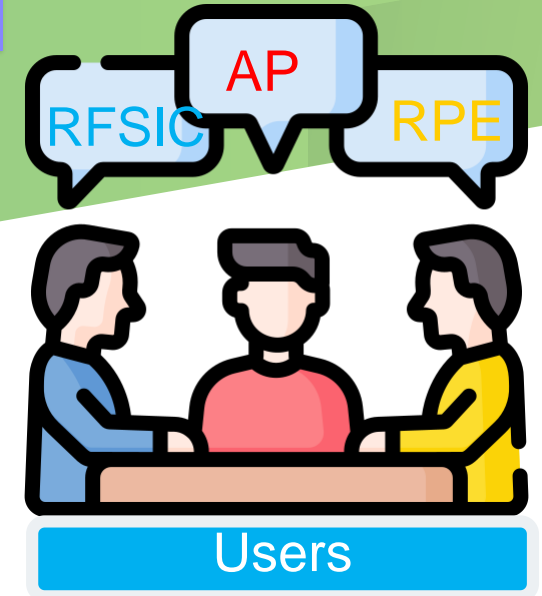
10 March 2015

To: Recipients of FSD Circular Letters

Dear Sirs/Madams,

**FSD Circular Letter No. 1/2015**  
**Documents Required for Application for Compliance Inspection of Fire Service Installations and Equipment**

This Circular Letter summarizes the documents required for application for compliance inspection of fire service installations (FSI) and equipment installed at the development/building as delineated in the approved building plans. The target time for arranging a compliance inspection remains 15 working days upon receipt of the documents as listed below:





## The Chief Executive's 2022 Policy Address



Hong Kong Special Administrative Region  
of the People's Republic of China

## Background

Announced in the Chief Executive's 2022 Policy Address:-

- to digitalize application
- to use GovHK to provide electronic services.

GovHK  
香港政府一站通



## Advantages

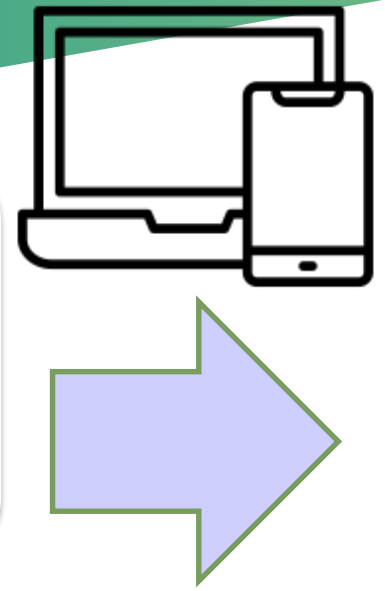
- Provide acknowledgement to the applicant for record once the submission is submitted
- Application for FSD's early notice and subsequent arrangement



# Introduction

Application of Inspection and Testing of Fire Service Installation and Equipment  
[Form FSI/501 (Rev.2020)]

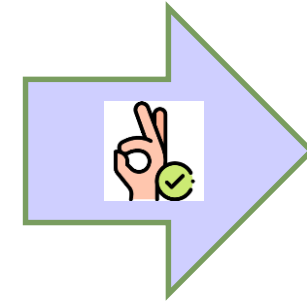
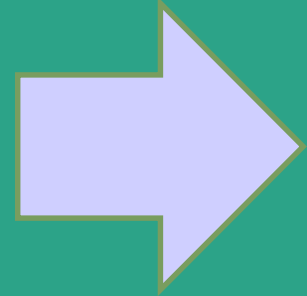
Certificate of Completion of Fire Service Installation and Equipment in New Buildings  
[Form FSI/501a]



GOVHK  
香港政府一站通



OR





## Electronic Submission

### 電子方式提交資訊



- Home
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- What's New
- Press Release / Publications

#### Electronic Submission - General

◀ Back

Home > Electronic Services > Electronic Submission

#### General

Item	File
General Requirements	

#### Fire Service Installations

Item	File
Application Form for Approval of Portable Equipment / Acceptance of Fire Service Installations and Equipment and Fire Safety Products	
FSI/501-Application for Inspection and Testing of Fire Service Installation and Equipment	
FSI/501a-Certificate of Completion of Installation of Fire Service Installations and Equipment in New Buildings	
Fire Service Installations and Equipment (FSI) Shutdown Notice	
Submission of Fire Service Installation Plans	



**AVAILABLE**

Launched on  
17 November  
2023

## User Guide for Electronic Submission of Form FSI/501 and Certificate FSI/501a with adoption of iAM Smart+/Digital Certificate



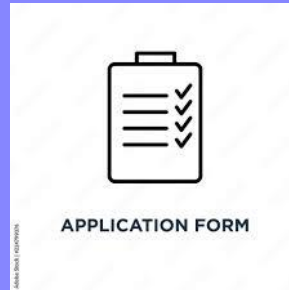
Hong Kong Fire Services Department  
(version as at Dec 2023)

### Fire Service Installations

Item	File
Application Form for Approval of Portable Equipment / Acceptance of Fire Service Installations and Equipment and Fire Safety Products	
FSI/501-Application for Inspection and Testing of Fire Service Installation and Equipment	
FSI/501a-Certificate of Completion of Installation of Fire Service Installations and Equipment in New Buildings	
Fire Service Installations and Equipment (FSI) Shutdown Notice	
Submission of Fire Service Installation Plans	
Certification of Fire Service Installations and Equipment required under the Fire Safety (Commercial Premises) Ordinance, Cap. 502, Laws of Hong Kong (FSI/314B)	
Certification of Fire Service Installations and Equipment required under the Fire Safety (Buildings) Ordinance, Cap. 572, Laws of Hong Kong (FSI/314C)	
Submission of Fire Service Installation Plans for Industrial Building (FSI/314D)	
Consent Form for FSI314 Smoke Control Systems	
Application Form for Viewing of the Fire Service Installations and Equipment Plan	
Information of Open Kitchen, Window-less Kitchen/Toilet in Residential Flats	
Room Integrity for Premises Protected by Clean Agent Fire Extinguishing System	
<b>Guidance Notes</b>	<b>File</b>
User Guide for e-form submission FSI 501 & FSI 501a (Introduction).	
User Guide for e-form submission FSI 501 & FSI 501a-Appendix I(A) (FSI 501).	
User Guide for e-form submission FSI 501 & FSI 501a-Appendix I(B) (FSI 501a).	
User Guide for e-form submission FSI 501 & FSI 501a-Appendix II (Flowchart) Rev.1.	



### Required Documents



Form FSI/501 (Rev.2020)

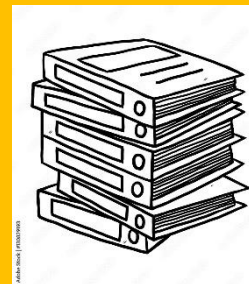
### Attachments

- FSCA
- Undertaking Letter of DTL



Form FSI/501a

### Submission

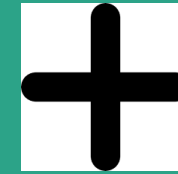


Supporting Documents (e.g. FSI/314 drawings, T&C Checklist)

## Stage : Application



OR



Form FSI/501 (Rev.2020)

E-Attachment to Form FSI/501

- FSCA
- Undertaking Letter of DTL
- Form(s) of FSI/501a



## Stage : Submission of Supporting Document



By following  
working day





# Electronic Submission of Form FSI/501a

## FSI/501a-Certificate of Completion of Installation of Fire Service Installations and Equipment in New Buildings

1) Introduction

2) Application Form

3) Signature

4) Acknowledgement

[General FAQs](#)



**Fire Services Department**  
The Government of the Hong Kong Special Administrative Region  
of the People's Republic of China

### Points to Note

Note: Please note that this form requires a digital certificate for digital signing purposes in later steps. Applicant or relevant party(ies) need [an activated "iAM Smart+" account with digital signing function \(More Info\)](#) or a **valid personal digital certificate** for submission of application.

Applicant or relevant party(ies) have registered for "iAM Smart+" or have a digital certificate. \*

**Confirm**

### Disclaimer

The true copy of the related documents/drawings according to the FSD Circular Letters No. 1/2015 and 1/2020 shall be submitted to the office of Fire Protection Facilities Group by the following working day during office hours with the Transaction Reference Number.

Address: FIRE SERVICES DEPARTMENT  
LICENSING & CERTIFICATION COMMAND  
Fire Protection Engineering Compliance Division  
Fire Protection Facilities Group  
2/F, Centre Parc, 11 Sheung Yuet Road,  
Kowloon Bay, Kowloon, Hong Kong.

Office Hour: Monday to Friday 8:30 to 13:00 and 14:00 to 17:45

Please note that the request for the initial inspection on Fire Service Installations (FSIs) may be rejected if you are failed to submit the related documents/drawings, or they are incomplete or contain significant irregularities.

I have read, understood and agree to the above Disclaimer. \*

**Confirm**

I Want To

- Start Filling in a New Form
- Fill in a Saved Form

# Electronic Submission of Form FSI/501a

1) Introduction ✓

2) Application Form

3) Signature

4) Acknowledgement

[General FAQs](#)

RFSIC Ref. No.

*i* Format: (RFSIC Reg No.)-(submission Date)-(Discrete No. Assigned by RFSIC)

RC 1 / 1234 -20231109- 12

FP Ref. No. \*

8/ 123

19/

**Types of Fire Service Installations and Equipment \***

<input type="checkbox"/> Audio/Visual Advisory System	<input type="checkbox"/> Fire Blanket	<input type="checkbox"/> Sand Bucket
<input type="checkbox"/> Automatic Actuating Device	<input type="checkbox"/> Fire Control Centre	<input type="checkbox"/> Sprinkler System
<input type="checkbox"/> Automatic Fixed Installation other than Water	<input type="checkbox"/> Fire Detection System	<input type="checkbox"/> Static Smoke Extraction System
<input type="checkbox"/> Deluge System	<input type="checkbox"/> Fire Hydrant/Hose Reel System	<input type="checkbox"/> Street Fire Hydrant System
<input type="checkbox"/> Drencher System	<input type="checkbox"/> Fixed Automatically Operated Approved Appliance	<input type="checkbox"/> Supply Tank
<input type="checkbox"/> Dust Detection System	<input type="checkbox"/> Fixed Foam System	<input type="checkbox"/> Ventilation/Air ConditioningControl System
<input type="checkbox"/> Dynamic Smoke Extraction System	<input type="checkbox"/> Gas Detection System	<input type="checkbox"/> Water Mist System
<input type="checkbox"/> Emergency Generator	<input type="checkbox"/> Gas Extraction System	<input type="checkbox"/> Water Spray System
<input type="checkbox"/> Emergency Lighting	<input type="checkbox"/> Portable Fire Extinguisher	<input type="checkbox"/> Water Supply
<input checked="" type="checkbox"/> Exit Sign	<input type="checkbox"/> Pressurization of Staircase	<input type="checkbox"/> Others
<input checked="" type="checkbox"/> Fire Alarm System	<input type="checkbox"/> Ring Main System with FixedPump(s)	

**The above fire service installation(s)/equipment has/have been installed at (address of premises) \***

Hong Kong / Admiralty

Street No. abc street

Phase Estate Name

Block/Tower/House ...

abc building

# Electronic Submission of Form FSI/501a

- 1) Introduction
  - 2) Application Form
  - 3) Signature
  - 4) Acknowledgement
- General FAQs

## RFSIC



I understand that this Certificate is issued under Regulation 9 of the Fire Service (Installations and Equipment) Regulations. Any registered fire service installation contractor (RFSIC) commits an offence and is liable on conviction to a fine at level 5 pursuant to Regulations 9(2A) and 9(3) of the same Regulations, if it issues or forwards a certificate thereunder, or a copy thereof, which is false or misleading in a material particular.

Sign Here

Signature (RFSIC)

## Submission Acknowledgement

Please provide your email address to receive acknowledgement email for future reference:

Email \*

Provide email address to obtain Submission Acknowledgement

## Filled Form Record

After submission, an acknowledgement file in PDF format with transaction reference number and your filled information will be available for download. You may provide a password to protect that file:

Password

Confirm Password

(Optional)  
Create password to protect filled information

\* Mandatory fields

Save

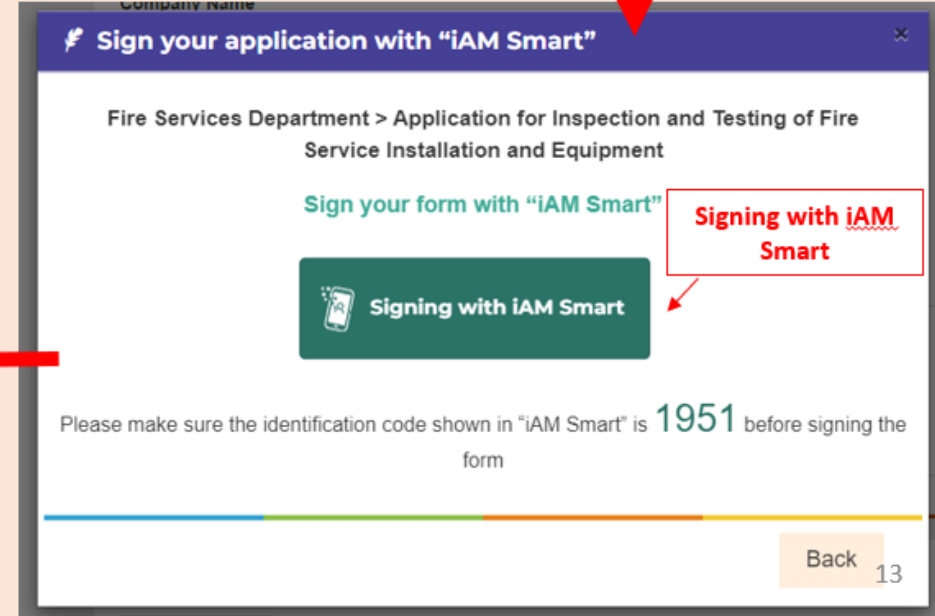
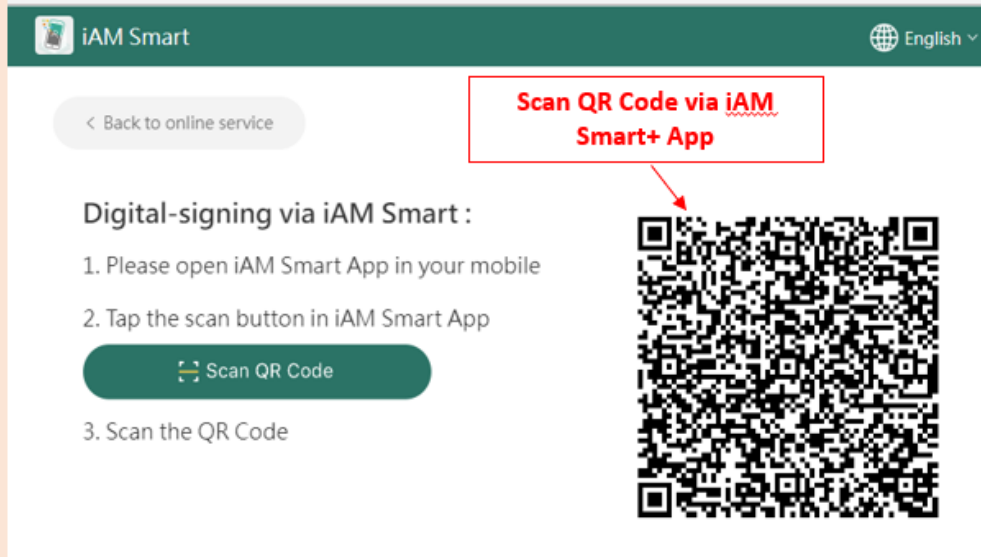
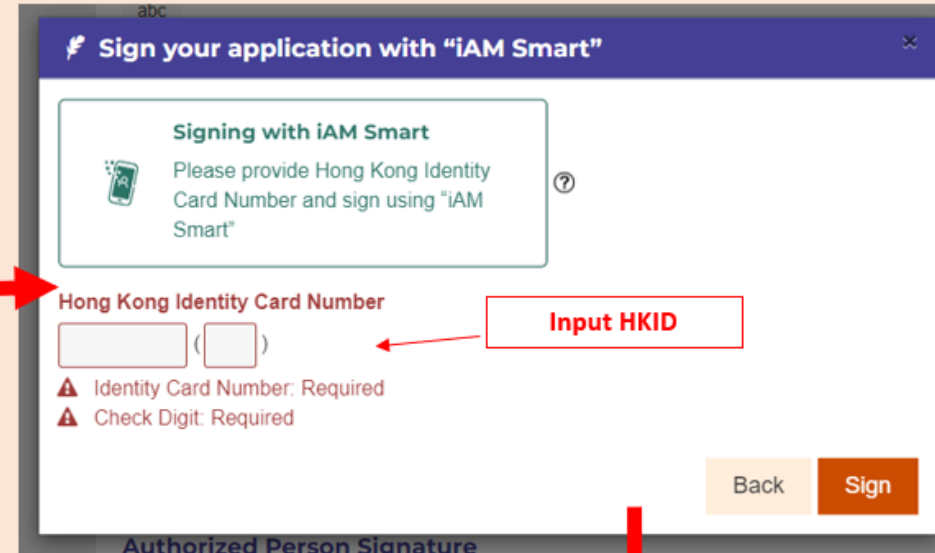
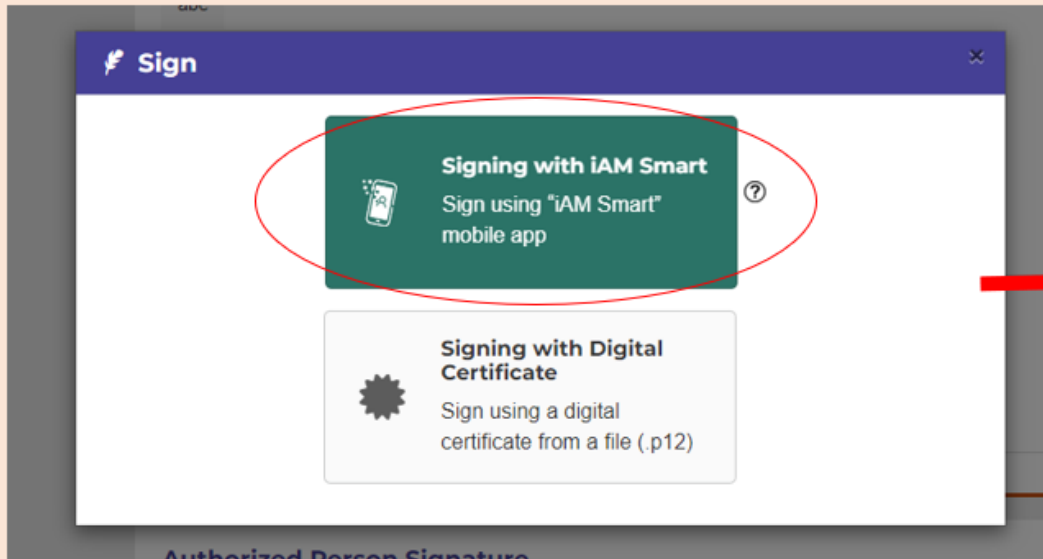
Back

Submit

Submit FSI/501a to FSD

# Electronic Submission of Form FSI/501a

## Procedure Signing - Method 1: iAM Smart+ App



# Electronic Submission of Form FSI/501a

## Procedure Signing - Method 2: Digital Cert.

**Sign**

**Signing with iAM Smart**  
Sign using "iAM Smart" mobile app

**Signing with Digital Certificate**  
Sign using a digital certificate from a file (.p12)

**Sign**

**Keystore \***

Choose a file or drag it here  
Accept file format: P12  
Size up to 1.0 MB

**Keystore Password \***

Back Sign

**RFSIC**

**i** I understand that this Certificate is issued under Regulation 9 of the Fire Service (Installations and Equipment) Regulations. Any registered fire service installation contractor (RFSIC) commits an offence and is liable on conviction to a fine at level 5 pursuant to Regulations 9(2A) and 9(3) of the same Regulations, if it issues or forwards a certificate thereunder, or a copy thereof, which is false or misleading in a material particular.

**PER Trial One**

Digitally signed by PER Trial One  
Date: 2023-12-01 11:05:28

Certificate Cancel



# Electronic Submission of Form FSI/501a

1) Introduction ✓

2) Application Form

3) Signature ✓

4) Acknowledgement

[General FAQs](#)

### Submission Details

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

**Print / Download Submitted Form**

**MUST download the filled FSI/501a ( pdf. format) for record**

Submission Date and Time (YYYY-MM-DD HH:MM)  
2023-11-09 15:46

Transaction Reference Number  
FSD0565VXBTS37F9

Should you have any enquiries, please contact the respective bureau, department or organisation -  
Fire Protection Facilities Group  
Hotline: 2723 8787  
Email: hkfsdenq@hkfsd.gov.hk

# Electronic Submission of Form FSI/501a

Downloaded submitted  
FSI/501a (Sample)

FSI/501a RFSIC Ref. No. RC 1 / 1234 - 20231109 - 12  
(RFSIC Reg No.) (Submission Date) ( )  
(yyyymmdd) ( )  
Certificate of Completion of Installation of Fire Service Installations and Equipment in New Buildings (Discrete No. Assigned by RFSIC)

FP Ref. No. \*8~~000~~ 123 \*19~~0000~~

Types of Fire Service Installations and Equipment:

<input type="checkbox"/> Audio/Visual Advisory System	<input type="checkbox"/> Fire Blanket	<input type="checkbox"/> Sand Bucket
<input type="checkbox"/> Automatic Actuating Device	<input type="checkbox"/> Fire Control Centre	<input type="checkbox"/> Sprinkler System
<input type="checkbox"/> Automatic Fixed Installation other than Water	<input type="checkbox"/> Fire Detection System	<input type="checkbox"/> Static Smoke Extraction System
<input type="checkbox"/> Deluge System	<input type="checkbox"/> Fire Hydrant/Hose Reel System*	<input type="checkbox"/> Street Fire Hydrant System
<input type="checkbox"/> Drencher System	<input type="checkbox"/> Fixed Automatically Operated Approved Appliance	<input type="checkbox"/> Supply Tank
<input type="checkbox"/> Dust Detection System	<input type="checkbox"/> Fixed Foam System	<input type="checkbox"/> Ventilation/Air Conditioning Control System
<input type="checkbox"/> Dynamic Smoke Extraction System	<input type="checkbox"/> Gas Detection System	<input type="checkbox"/> Water Mist System
<input type="checkbox"/> Emergency Generator	<input type="checkbox"/> Gas Extraction System	<input type="checkbox"/> Water Spray System
<input type="checkbox"/> Emergency Lighting	<input type="checkbox"/> Portable Fire Extinguisher	<input type="checkbox"/> Water Supply
<input type="checkbox"/> Exit Sign	<input type="checkbox"/> Pressurization of Staircase	<input type="checkbox"/> Others _____
<input type="checkbox"/> Fire Alarm System (MFA)	<input type="checkbox"/> Ring Main System with Fixed Pump(s)	

Please tick the appropriate box(es).

The above fire service installation(s)/equipment has/have been installed at (address of premises)  
abc building, abc street, Admiralty, Hong Kong

\_\_\_\_\_ and the installation work was completed on 2023-11-04. I hereby certify that such fire service installation(s)/equipment, which was/were installed according to the FSI plans submitted under the cover of FSI/314 dated 2023-11-04 and/or general building plans approved by FSD on 2023-11-01, has/have been tested and, to the best of my knowledge, is/are in efficient working order in accordance with the Codes of Practice for Minimum Fire Service Installations and Equipment published from time to time by the Director of Fire Services.

Original/certified true copies of the following documents are attached as follows:

<input type="checkbox"/> Completed testing and commissioning checklist(s)
<input checked="" type="checkbox"/> *Listing certificate(s)/record(s)/document(s)/printout(s) from product certification bodies
<input checked="" type="checkbox"/> *FSD approval/acceptance letter(s)
<input checked="" type="checkbox"/> *Test certificate(s)/data sheet(s)/catalogue(s)/calculation(s)
<input type="checkbox"/> Others (please specify, e.g. Fire Safety Management Plan, Fire Engineering Report): _____

Please tick the appropriate box(es).

Remarks: Relevant test report(s) for dynamic smoke extraction system/ staircase pressurization system endorsed by the Registered Professional Engineer, if applicable, should be attached.  
This certificate shall be issued by RFSIC to the person on whose instructions the installation work was undertaken and a copy thereof shall be forwarded to the Director of Fire Services within 14 days after completion of the work.

\* Please delete as appropriate.  
FSI/501a P. 1/2

Submission Acknowledgement  
(Sample)

GovHK 香港政府一站通

## Acknowledgement of Form Submission

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

### Submission Date and time (YYYY-MM-DD HH:MM)

2023-11-09 15:46

### Transaction Reference Number

FSD0565VXBTS37F9

Should you have any enquiry, please contact the respective bureau, department or organisation:

Fire Protection Facilities Group

Hotline: 2723 8787

Email: hkfsdenq@hkfsd.gov.hk

# Electronic Submission of Form FSI/501

## FSI/501-Application for Inspection and Testing of Fire Service Installation and Equipment

1) Introduction

Part A (to be completed  
2) by Registered Professional  
Engineer (if applicable))

Part B (to be completed  
3) by Authorized Person)

4) Signature (Registered  
Professional Engineer)

5) Signature (Authorized  
Person)

6) Acknowledgement

[General FAQs](#)



### Fire Services Department

The Government of the Hong Kong Special Administrative Region  
of the People's Republic of China

#### Points to Note

Note: Please note that this form requires a digital certificate for digital signing purposes in later steps. Applicant or relevant party(ies) need [an activated "iAM Smart+" account with digital signing function \(More Info\)](#) or a **valid personal digital certificate** for submission of application.

Applicant or relevant party(ies) have registered for "iAM Smart+" or have a digital certificate. \*

**Confirm**

#### Disclaimer

The true copy of the related documents/drawings according to the FSD Circular Letters No. 1/2015 and 1/2020 shall be submitted to the office of Fire Protection Facilities Group by the following working day during office hours with the Transaction Reference Number.

Address: FIRE SERVICES DEPARTMENT  
LICENSING & CERTIFICATION COMMAND  
Fire Protection Engineering Compliance Division  
Fire Protection Facilities Group  
2/F, Centre Parc, 11 Sheung Yuet Road,  
Kowloon Bay, Kowloon, Hong Kong.

Office Hour: Monday to Friday 8:30 to 13:00 and 14:00 to 17:45

Please note that the request for the initial inspection on Fire Service Installations (FSIs) may be rejected if you are failed to submit the related documents/drawings, or they are incomplete or contain significant irregularities.

I have read, understood and agree to the above Disclaimer. \*


**Confirm**

I Want To

- Start Filling in a New Form
- Fill in a Saved Form

# Electronic Submission of Form FSI/501

## FSI/501-Application for Inspection and Testing of Fire Service Installation and Equipment

- 1) Introduction 
- 2) Part A (to be completed by Registered Professional Engineer (if applicable))
- 3) Part B (to be completed by Authorized Person)
- 4) Signature (Registered Professional Engineer)
- 5) Signature (Authorized Person)
- 6) Acknowledgement

Do you have to fill for Part A? \*

Yes  No

\* Mandatory fields

**Choose Yes if RPE involved**

Save Back **Next**

Last Update: 2023-11-08

# Electronic Submission of Form FSI/501

1) Introduction ✓

2) Part A (to be completed by Registered Professional Engineer (if applicable))

3) Part B (to be completed by Authorized Person)

4) Signature (Registered Professional Engineer)

5) Signature (Authorized Person)

6) Acknowledgement

General FAQs ↗

Do you have to fill for Part A? \*  
 Yes  No

**i** I hereby certify that the following system(s) has/have been installed and tested in accordance with the FSD's requirements.

#	FSI type *	FSI/501a/FSD reference *
1	staircase pressurization system	Testing.pdf (260.8 KB)

Choose files or drag them here  
Accept file format: PDF  
Total size up to 2.7 MB  
(Could choose multiple files)

Approved by FSD on \*  
2023-11-01

FSD Ref No. \*  
FP 8/1234 <11>

**NP letter ref. no.**

**Add Line**

Full Name \*  
CHAN Tai Man

Discipline \*  
BS

Registered Professional Engineer Number \*  
12345

Date \*  
2023-11-05

\* Mandatory fields

Save Back Next

本處檔號	OUR REF. :	
來函檔號	YOUR REF. :	
圖文傳真	FAX NO. :	
電話	TEL. NO. :	
電子郵件	E-mail :	

Add line for more than one system

RPE fill in the form



# Electronic Submission of Form FSI/501

1) Introduction

2) Part A (to be completed by Registered Professional Engineer (if applicable))

3) **Part B (to be completed by Authorized Person)**

4) Signature (Registered Professional Engineer)

5) Signature (Authorized Person)

6) Acknowledgement

[General FAQs](#)

FP Ref. No. \*

8/ 1234 **Compulsory**

19/ **Optional**

Types of Fire Service Installations and Equipment \*

<input type="checkbox"/> Audio/Visual Advisory System	<input type="checkbox"/> Fire Blanket	<input type="checkbox"/> Sand Bucket
<input type="checkbox"/> Automatic Actuating Device	<input type="checkbox"/> Fire Control Centre	<input type="checkbox"/> Sprinkler System
<input type="checkbox"/> Automatic Fixed Installation other than Water	<input type="checkbox"/> Fire Detection System	<input type="checkbox"/> Static Smoke Extraction System
<input type="checkbox"/> Deluge System	<input type="checkbox"/> Fire Hydrant/Hose Reel System	<input type="checkbox"/> Street Fire Hydrant System
<input type="checkbox"/> Drencher System	<input type="checkbox"/> Fixed Automatically Operated Approved Appliance	<input type="checkbox"/> Supply Tank
<input type="checkbox"/> Dust Detection System	<input type="checkbox"/> Fixed Foam System	<input type="checkbox"/> Ventilation/Air Conditioning Control System
<input type="checkbox"/> Dynamic Smoke Extraction System	<input type="checkbox"/> Gas Detection System	<input type="checkbox"/> Water Mist System
<input type="checkbox"/> Emergency Generator	<input type="checkbox"/> Gas Extraction System	<input type="checkbox"/> Water Spray System
<input type="checkbox"/> Emergency Lighting	<input type="checkbox"/> Portable Fire Extinguisher	<input type="checkbox"/> Water Supply
<input checked="" type="checkbox"/> Exit Sign	<input checked="" type="checkbox"/> Pressurization of Staircase	<input type="checkbox"/> Others
<input checked="" type="checkbox"/> Fire Alarm System	<input type="checkbox"/> Ring Main System with Fixed Pump(s)	

The above fire service installation(s)/equipment has/have been installed at (address of premises) \*

Hong Kong Admiralty


Street No. abc street

Phase Estate Name

Block/Tower/House ... abc building


**AP fill in the form**


# Electronic Submission of Form FSI/501

 the fire service installation(s)/equipment listed above and in the attached FSI/501a has/have been installed in accordance with the approved building plans stamped by the FSD on \_\_\_\_\_ and is/are ready for inspection


#  
1

Approved building plans stamped by the FSD on \*



2023-11-01 

 Add Line


Fire Service Completion Advice in respect of fire service installation(s)/equipment requiring government water main connection has been \_\_\_\_\_ the Water Supplies Department \*

issued by 



Copy of Fire Service Completion Advice in respect of fire service installation(s)/equipment requiring government water main connection

the building owners have undertaken to provide 24-hour attendant service with normal telephone provision pending the connection of (a) direct telephone link(s) to the fire service installation(s)/equipment. The \_\_\_\_\_ from the building owners is attached herewith \*

undertaking letter 


Undertaking letter \*


the building gross floor area of the above premises as defined under the Buildings Ordinance is \_\_\_\_\_ square metre \*

1000

the type of building is \*

domestic 

I request that \_\_\_\_\_ be issued to me \*

Certificate F.S.172 required under section 21(6)(d) of the Buildings Ordinance (Cap. 123) 

Add line for more than one GBP

AP fill in the form

# Electronic Submission of Form FSI/501

**Company Name \***  
abc company

**Full Name of Authorized Person \***  
CHAN Siu Ming

**Telephone No. \***  
11111111

**It is necessary to upload all FSI/501a by AP**

**From FSI/501a**

**AP fill in the form**

RFSIC Ref. No. RC [ ] / [ ] - [ ] - [ ]  
( RFSIC Reg No. ) ( Submission Date ) ( )  
(yyyyymmdd)

**FSI/501a/FSD reference \*** **RFSIC Ref No. of the FSI/501a \*** **Remark**

Testing.pdf (260.8 KB) RC1/1234-20231025-12

**Add line for more than one FSI/501a**

**+ Add Line**

\* Mandatory fields

Save Back Next

# Electronic Submission of Form FSI/501

1) Introduction ✓

2) Part A (to be completed by Registered Professional Engineer (if applicable)) ✓

3) Part B (to be completed by Authorized Person) ✓

4) Signature (Registered Professional Engineer) ✓

5) Signature (Authorized Person)

6) Acknowledgement

General FAQs ↗

**i** Please check the following information and apply signature. You may go back to make changes as needed.

Do you have to fill for Part A?  
Yes

**i** I hereby certify that the following system(s) has/have been installed and tested in accordance with the FSD's requirements.

# 1

FSI type  
staircase pressurization system

FSI/501a/FSD reference	Approved by FSD on	FSD Ref No.
<a href="#">Testing.pdf (260.8 KB)</a>	2023-11-01	FP 8/1234 <11>

Full Name  
CHAN Tai Man

Discipline  
BS

Registered Professional Engineer Number  
12345

Date  
2023-11-05

**Signature (Registered Professional Engineer)**

**i** I hereby declare that to the best of my knowledge and belief, the information provided above is true, correct and complete. I understand that if I wilfully give any false information, make any misrepresentation or withhold any material information in this application form, the case may be referred to appropriate professional registration bodies/disciplinary boards for necessary action.

Sign Here ← **Signature (RPE)**

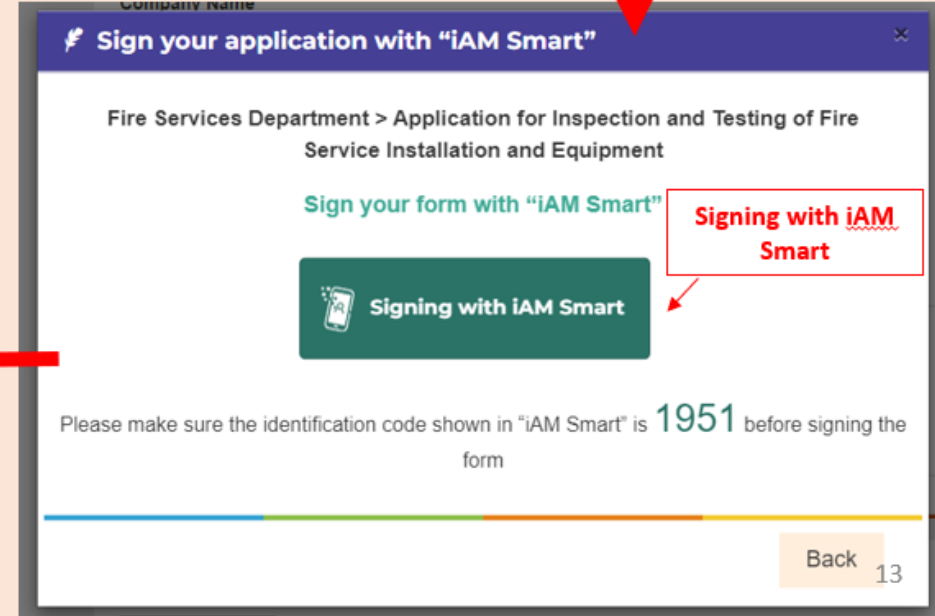
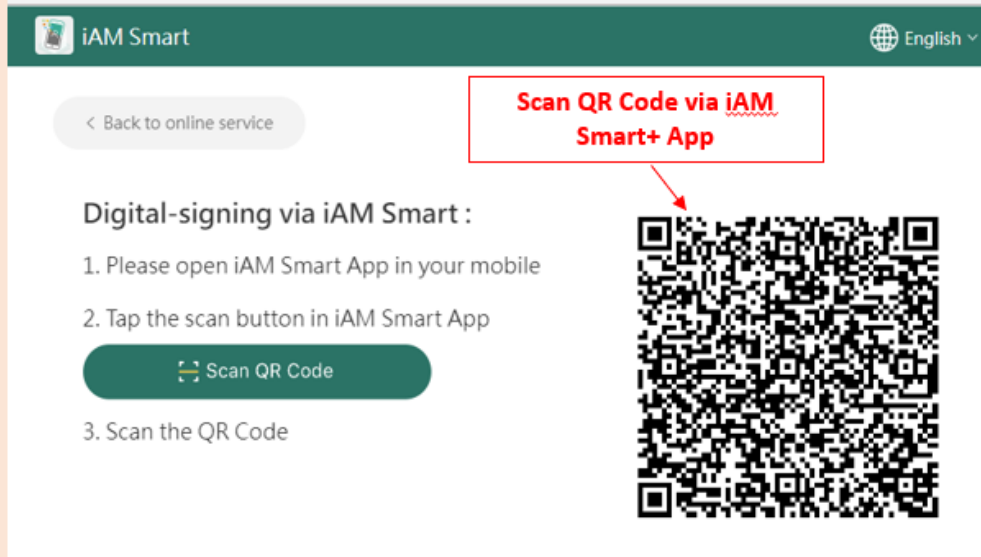
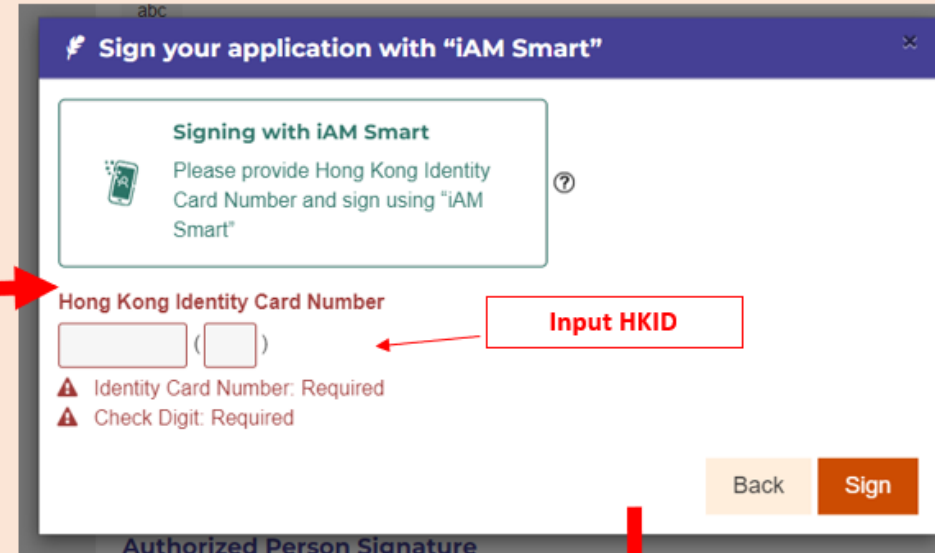
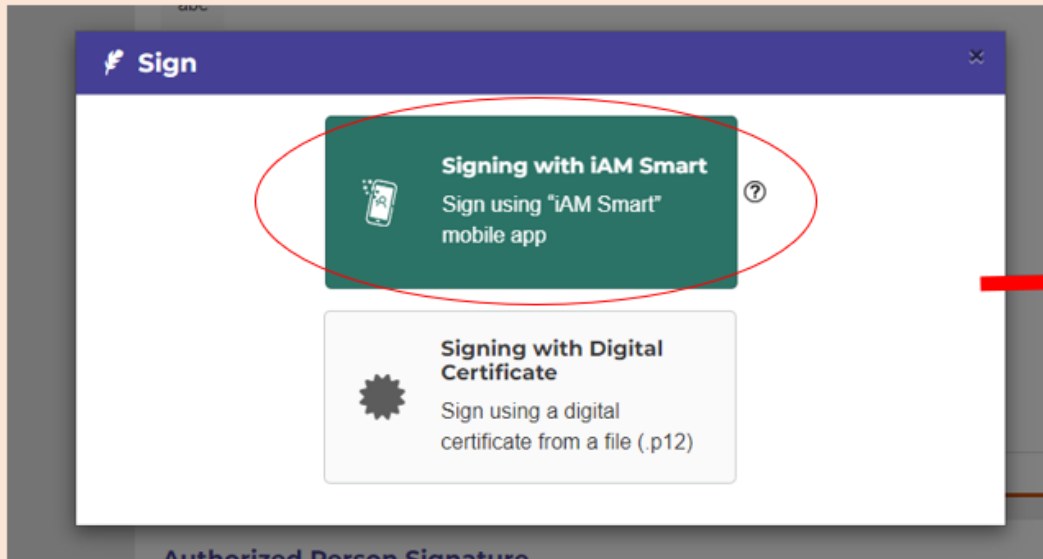
\* Mandatory fields

Save Back Next

Confirm correct information

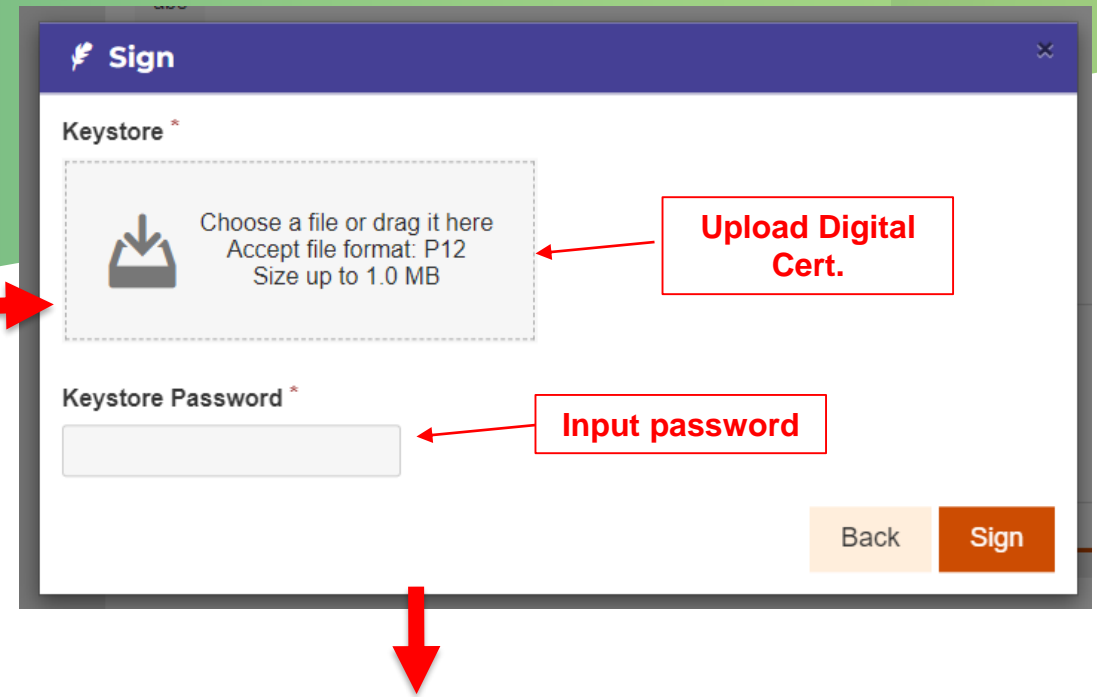
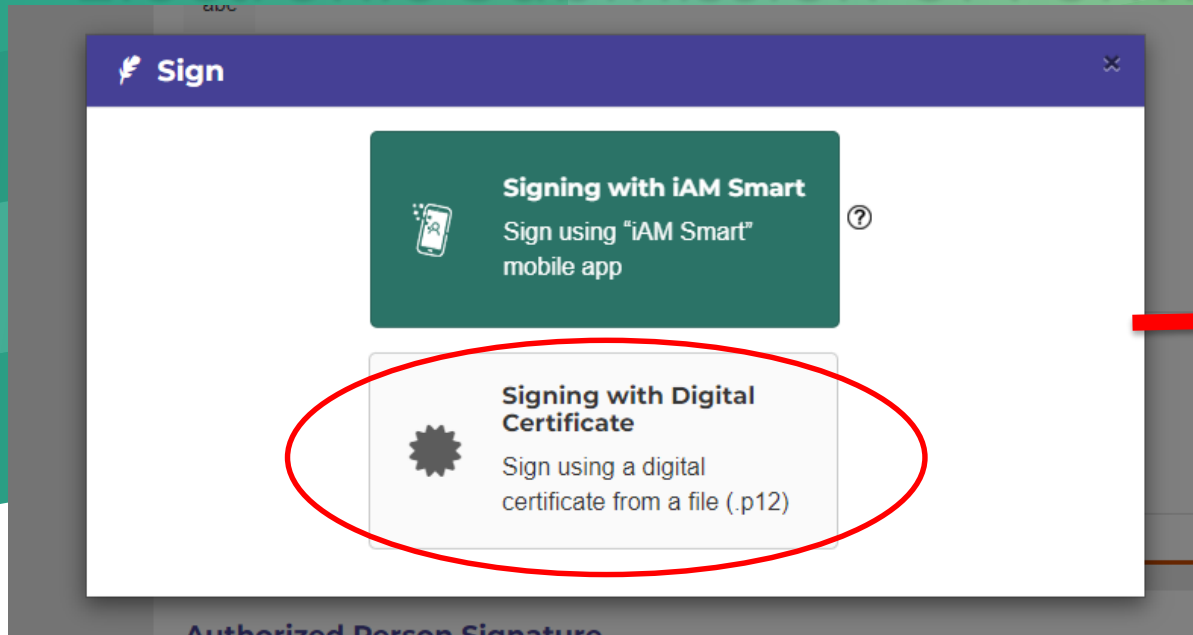
# Electronic Submission of Form FSI/501

## Procedure Signing - Method 1: iAM Smart+ App





# Electronic Submission of Form FSI/501



## Signature (Registered Professional Engineer)



I hereby declare that to the best of my knowledge and belief, the information provided above is true, correct and complete. I understand that if I wilfully give any false information, make any misrepresentation or withhold any material information in this application form, the case may be referred to appropriate professional registration bodies/disciplinary boards for necessary action.



PER Trial One

Digitally signed by PER Trial One

Date: 2023-12-01 11:08:40

Certificate

Cancel

# Electronic Submission of Form FSI/501

1) Introduction

Part A (to be completed  
2) by Registered Professional  
Engineer (if applicable))

3) Part B (to be completed  
by Authorized Person)

4) Signature (Registered  
Professional Engineer)

5) Signature (Authorized  
Person)

6) Acknowledgement

General FAQs

**i** Please check the following information before submission. You may go back to make changes as needed.

**Points to Note**

Note: Please note that this form requires a digital certificate for digital signing purposes in later steps. Applicant or relevant party(ies) need **an activated "iAM Smart+" account with digital signing function (More Info)** or a **valid personal digital certificate** for submission of application.

Applicant or relevant party(ies) have registered for "iAM Smart+" or have a digital certificate.

Do you have to fill for Part A?  
Yes

**i** I hereby certify that the following system(s) has/have been installed and tested in accordance with the FSD's requirements.

#	FSI type	FSI/501a/FSD reference	Approved by FSD on	FSD Ref No.
1	staircase pressurization system	<a href="#">Testing.pdf (260.8 KB)</a>	2023-11-01	FP 8/1234 <11>

Full Name  
CHAN Tai Man

Discipline  
BS

Registered Professional Engineer Number  
12345

Date  
2023-11-05

AP confirm correct information

# Electronic Submission of Form FSI/501

the building owners have undertaken to provide 24-hour attendant service with normal telephone provision pending the connection of (a) direct telephone link(s) to the fire service installation(s)/equipment. The \_\_\_\_\_ from the building owners is attached herewith

undertaking letter

Undertaking letter

Testing.pdf (280.8 KB)

the building gross floor area of the above premises as defined under the Buildings Ordinance is \_\_\_\_\_ square metre

1000

the type of building is

domestic

I request that \_\_\_\_\_ be issued to me

Certificate F.S.172 required under section 21(8)(d) of the Buildings Ordinance (Cap. 123)

Company Name

abc company

Full Name of Authorized Person

CHAN Siu Ming

Telephone No.

11111111

#  
1

FSI/501a/FSD reference	RFSIC Ref No. of the FSI/501a	Remark
Testing.pdf (280.8 KB)	RC1/1234-20231025-12	

## Signature (Authorized Person)



I hereby declare that to the best of my knowledge and belief, the information provided above is true, correct and complete. I understand that if I wilfully give any false information, make any misrepresentation or withhold any material information in this application form, the case may be referred to appropriate professional registration bodies/disciplinary boards for necessary action.

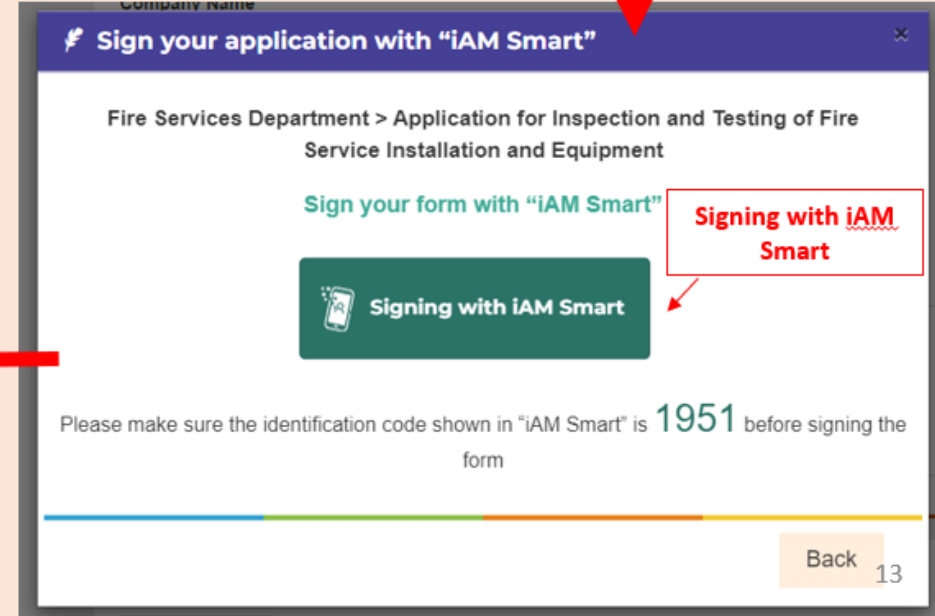
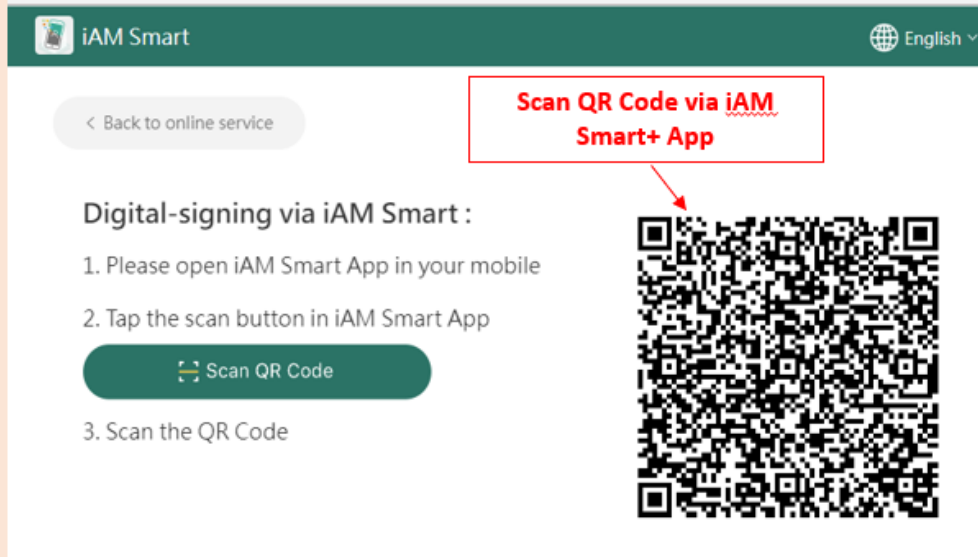
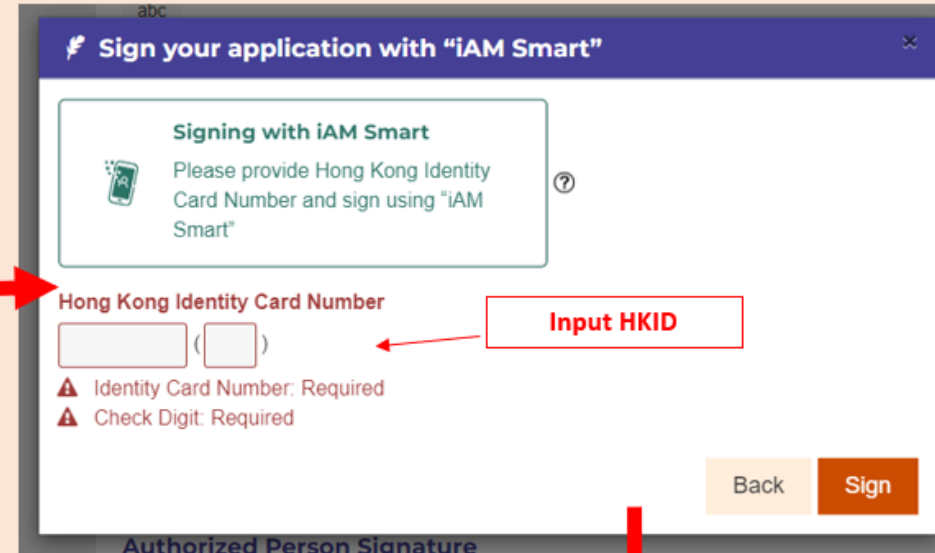
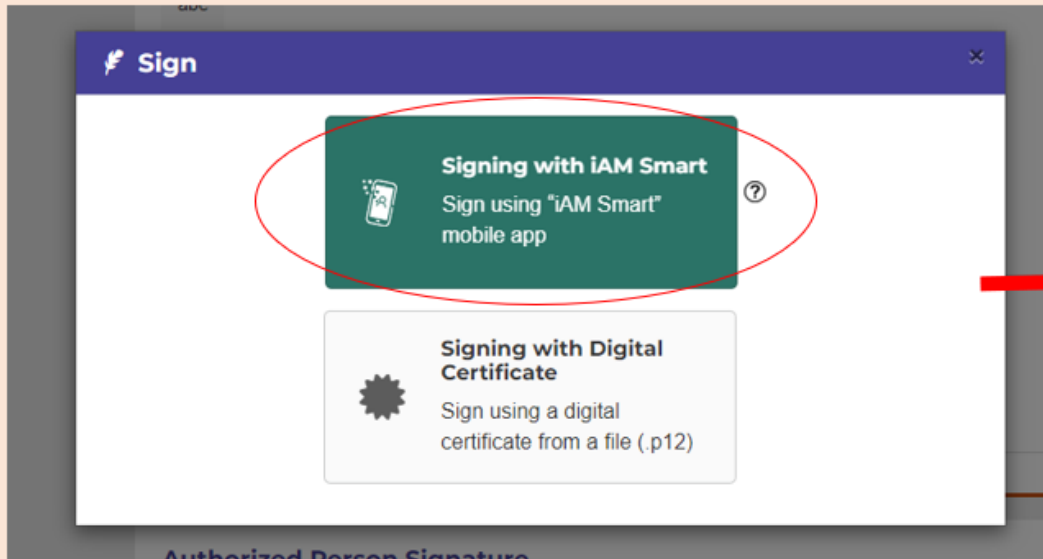
Sign Here

Signature (AP)

AP confirm correct information

# Electronic Submission of Form FSI/501

## Procedure Signing - Method 1: iAM Smart+ App



# Electronic Submission of Form FSI/501

**Sign**

**Signing with iAM Smart**  
Sign using "iAM Smart" mobile app

**Signing with Digital Certificate**  
Sign using a digital certificate from a file (.p12)


**Sign**


**Keystore \***  
Choose a file or drag it here  
Accept file format: P12  
Size up to 1.0 MB

**Keystore Password \***

Back Sign

## Signature (Authorized Person)

 I hereby declare that to the best of my knowledge and belief, the information provided above is true, correct and complete. I understand that if I wilfully give any false information, make any misrepresentation or withhold any material information in this application form, the case may be referred to appropriate professional registration bodies/disciplinary boards for necessary action.

 **PER Trial One**  
Digitally signed by PER Trial One  
Date: 2023-12-01 11:10:31

Certificate Cancel

# Electronic Submission of Form FSI/501

## Submission Acknowledgement

Please provide your email address to receive acknowledgement email for future reference:

Email \*

Provide email address to obtain  
Submission Acknowledgement

## Filled Form Record

After submission, an acknowledgement file in PDF format with transaction reference number and your filled information will be available for download. You may provide a password to protect that file:

Password

Confirm Password

(Optional)  
Create password to protect filled  
information

\* Mandatory fields

Save

Back

Submit

Submit FSI/501 to FSD



# Electronic Submission of Form FSI/501

1) Introduction ✓

2) Part A (to be completed by Registered Professional Engineer (if applicable))

3) Part B (to be completed by Authorized Person)

4) Signature (Registered Professional Engineer) ✓

5) Signature (Authorized Person) ✓

6) Acknowledgement

### Submission Details

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

[Print / Download Submitted Form](#)

**MUST download the filled FSI/501 ( pdf. format) for record**

Submission Date and Time (YYYY-MM-DD HH:MM)  
2023-11-09 15:19

Transaction Reference Number  
FSD0555VXBT5MBW2

Should you have any enquiries, please contact the respective bureau, department or organisation -  
Fire Protection Facilities Group  
Hotline: 2723 8787  
Email: hkfsdenq@hkfsd.gov.hk

Last Update: 2023-11-08

# Electronic Submission of Form FSI/501

## Downloaded submitted Form FSI/501 (Sample)

FSI/501

### Section 21(6)(d) of the Buildings Ordinance (Cap. 123) Application for Inspection and Testing of Fire Service Installations and Equipment

FP Ref. No. \*8/1234 \*19/2023

#### Types of Fire Service Installations and Equipment:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Audio/Visual Advisory System                  | <input type="checkbox"/> Fire Blanket                                    | <input type="checkbox"/> Sand Bucket                                 |
| <input type="checkbox"/> Automatic Actuating Device                    | <input type="checkbox"/> Fire Control Centre                             | <input type="checkbox"/> Sprinkler System                            |
| <input type="checkbox"/> Automatic Fixed Installation other than Water | <input type="checkbox"/> Fire Detection System                           | <input type="checkbox"/> Static Smoke Extraction System              |
| <input type="checkbox"/> Deluge System                                 | <input type="checkbox"/> Fire Hydrant/Hose Reel System*                  | <input type="checkbox"/> Street Fire Hydrant System                  |
| <input type="checkbox"/> Drencher System                               | <input type="checkbox"/> Fixed Automatically Operated Approved Appliance | <input type="checkbox"/> Supply Tank                                 |
| <input type="checkbox"/> Dust Detection System                         | <input type="checkbox"/> Fixed Foam System                               | <input type="checkbox"/> Ventilation/Air Conditioning Control System |
| <input type="checkbox"/> Dynamic Smoke Extraction System               | <input type="checkbox"/> Gas Detection System                            | <input type="checkbox"/> Water Mist System                           |
| <input type="checkbox"/> Emergency Generator                           | <input type="checkbox"/> Gas Extraction System                           | <input type="checkbox"/> Water Spray System                          |
| <input type="checkbox"/> Emergency Lighting                            | <input type="checkbox"/> Portable Fire Extinguisher                      | <input type="checkbox"/> Water Supply                                |
| <input type="checkbox"/> Exit Sign                                     | <input type="checkbox"/> Pressurization of Staircase                     | <input type="checkbox"/> Others                                      |
| <input type="checkbox"/> Fire Alarm System (MFA)                       | <input type="checkbox"/> Ring Main System with Fixed Pump(s)             |  |

Please tick the appropriate box(es).

#### Address of Premises

abc building, abc street, Admiralty, Hong Kong

Part A: (to be completed by Registered Professional Engineer (if applicable))

I hereby certify that the \*staircase pressurization system(s) ~~dynamic smoke extraction system(s)~~ ~~water mist system(s)~~ ~~other system(s)~~ ~~please specify~~ listed above and in the attached FSI/501a, which was/were approved by the Fire Services Department (FSD) on 2023-11-01 (FSD Ref. No. FP 8/1234 <11>), has/have been installed and tested in accordance with the FSD's requirements. I am satisfied that the above systems are operating in accordance with the approved design and the requirements of the FSD.

Full Name: CHAN Tal Man Discipline: BS  
Registered Professional Engineer Number: 12345 Date: 2023-11-05

Signature of Registered Professional Engineer: Digitally signed by PER Tal Man Date: 2023-11-09 15:12:09

Part B: (to be completed by Authorized Person)

I hereby certify that:

- the fire service installation(s)/equipment listed above and in the attached FSI/501a has/have been installed in accordance with the approved building plans stamped by the FSD on 2023-11-01 and is/are ready for inspection;
- Fire Service Completion Advice in respect of fire service installation(s)/equipment requiring government water main connection has been ~~applied for~~ issued by the Water Supplies Department (copy ~~attached~~ ~~not attached~~);

\* Please delete as appropriate.  
FSI/501 (Rev. 2020)

## Submission Acknowledgement (Sample)

GovHK 香港政府一站通

### Acknowledgement of Form Submission

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

#### Submission Date and time (YYYY-MM-DD HH:MM)

2023-11-09 15:19

#### Transaction Reference Number

FSD0555VXBT5MBW2

Should you have any enquiry, please contact the respective bureau, department or organisation:

Fire Protection Facilities Group

Hotline: 2723 8787

Email: [hkfsdenq@hkfsd.gov.hk](mailto:hkfsdenq@hkfsd.gov.hk)

# Point to Notes on submission of related supporting documents after submission of Electronic Forms

User Guide for Electronic Submission of Form FSI/501 and Certificate FSI/501a with adoption of iAM Smart+/Digital Certificate



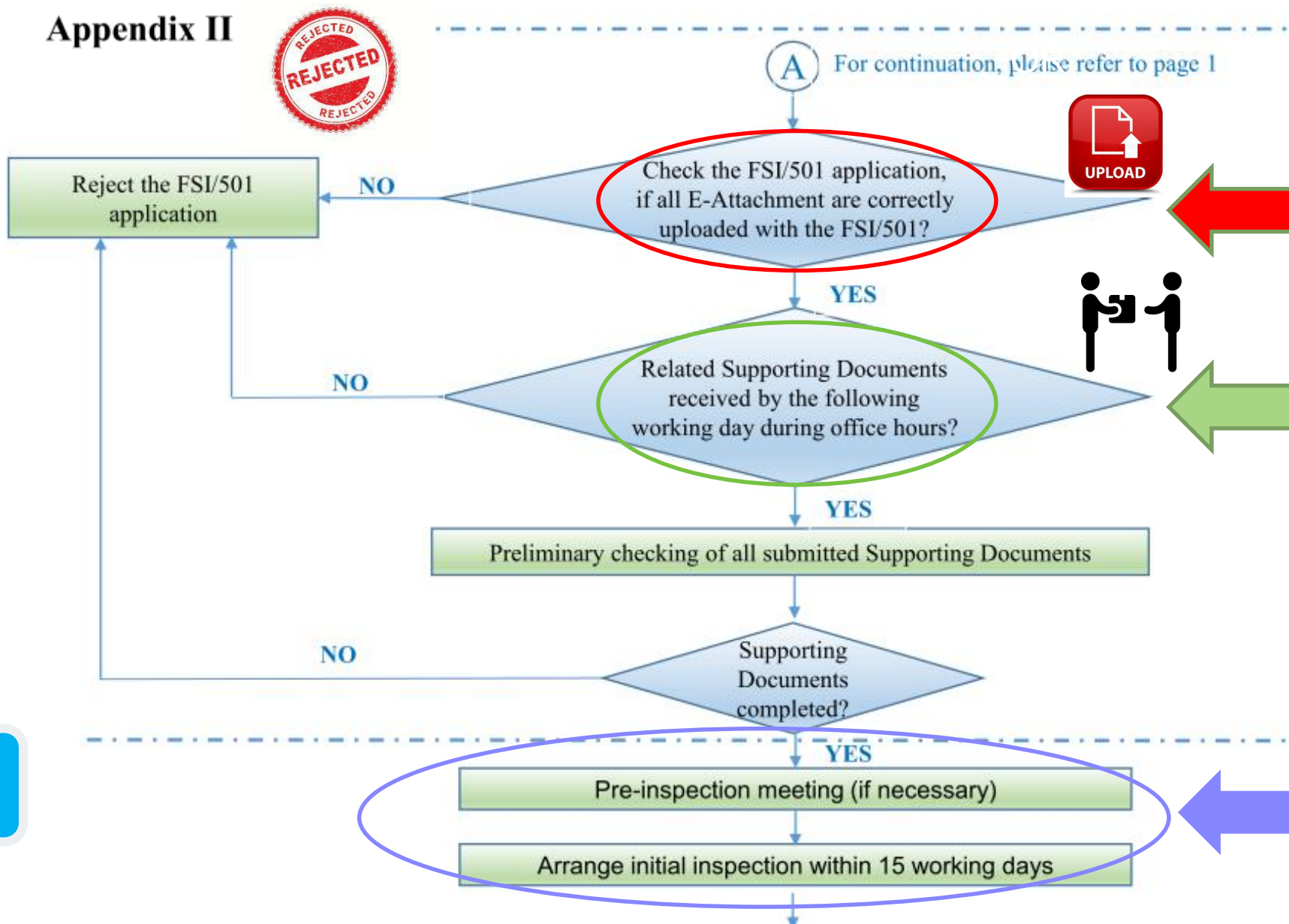
Hong Kong Fire Services Department (version as at Dec 2021)



Communicate to complete the application

## Flowchart: Electronic Submission- Application for FSI Acceptance Inspection

### Appendix II



## Enquiry

For further enquiry, please contact our Engineer  
Mr. LEUNG Chun-fai, Edwin at 3961-5288 or  
e-mail: [enr\\_fpf\\_3@hkfsd.gov.hk](mailto:enr_fpf_3@hkfsd.gov.hk)



End

\* Mandatory fields

Save Back Next

Save the progress

### Save Form

This form data file (the file) will be saved into your current device. Please use a password to protect the file.

**NOTE: Please keep your password properly for loading the file to resume filling the form, otherwise the file could not be loaded without the password.**

Password \*

Confirm Password \*

Cancel Save

Save the progress and download a data file (gfd. format), create a password to protect the file

FSD055-2023-10-10-1126.gfd

在資料夾中顯示





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# FSD Connects with the Industries

## Experience Sharing on FSI Acceptance Inspection

Engr(FPF)1 - CHAN Wai-lam

Fire Protection Facilities Group

Fire Protection Engineering Compliance Division

Licensing and Certification Command

25 January 2024



# Summary of sharing

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- Updates in acceptance inspection of FSI
- Inspection Statistics
- Irregularities and Observations

# Background on Acceptance inspection of FSI

## Building Ordinance Cap.123 Section 21 (6) (d)

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in the case of a building the plans whereof were certified by the Director of Fire Services in the terms indicated in section 16(1)(b)(ii), the applicant for the permit fails to produce to the Building Authority **a certificate from the Director of Fire Services** in such form as may be prescribed certifying that he is satisfied that **the fire service installations and equipment** shown on the plans aforesaid have been provided and are **in efficient working order and satisfactory condition**; *(Added 3 of 1964 s. 3)*

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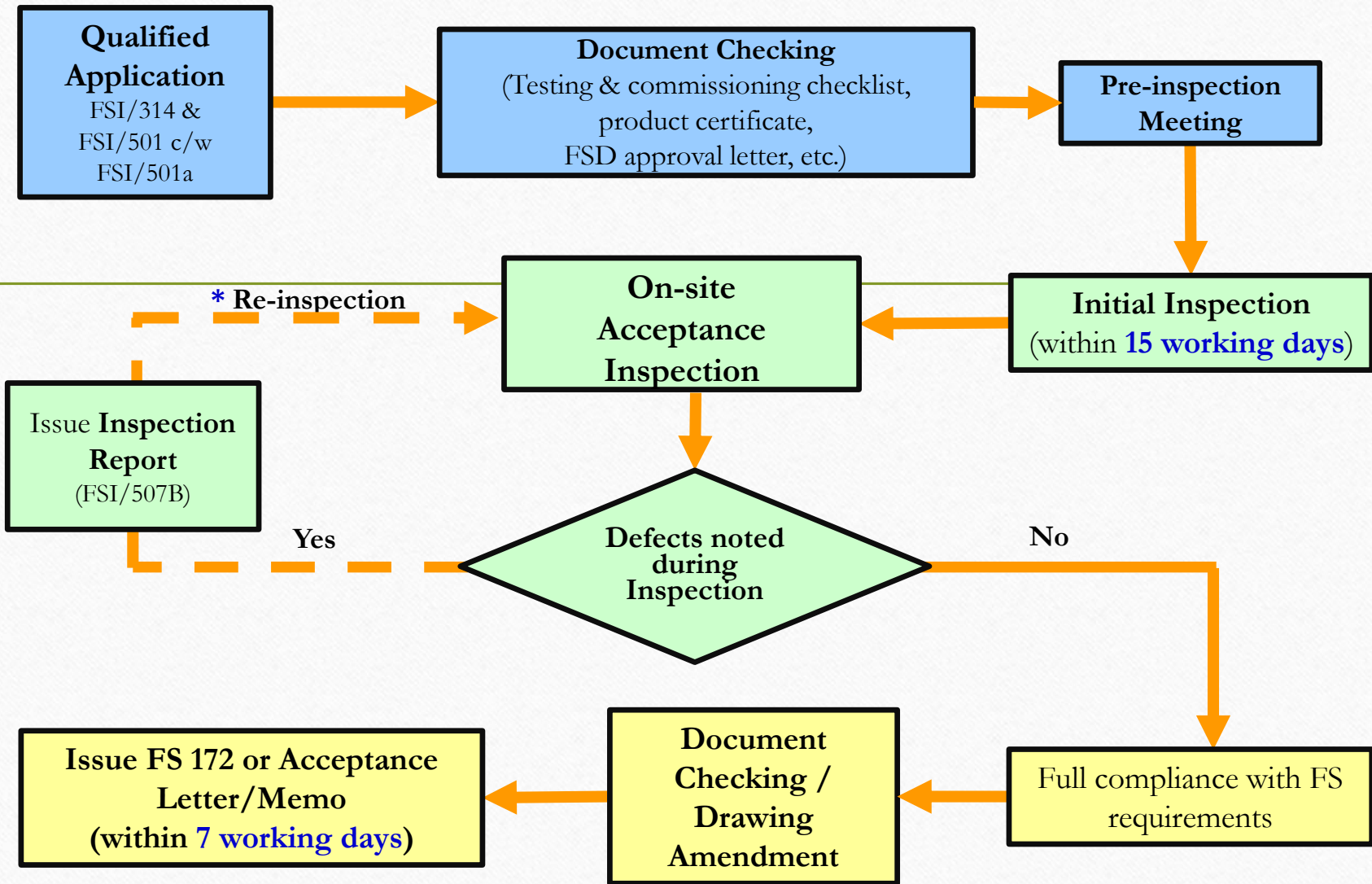
# Updates in Acceptance Inspection



**FSI/501 APPLICATION**

**ON-SITE INSPECTION**

**DOCUMENT CHECKING**



*\* Application for re-inspection should be submitted to Fire Protection Facilities Group in written within 2 months under the Authorized signatory of AP to confirm that the above defects have been remedied.*

**FSI/501**  
**Section 21(6)(d) of the Buildings Ordinance (Cap. 123)**  
**Application for Inspection and Testing of Fire Service Installations and Equipment**

FP Ref. No. \*8/43/\_\_\_\_\_ \*19/20/43/\_\_\_\_\_

**Types of Fire Service Installations and Equipment:**

<input type="checkbox"/> Audio/Visual Advisory System	<input type="checkbox"/> Fire Blanket	<input type="checkbox"/> Sand Bucket
<input type="checkbox"/> Automatic Actuating Device	<input type="checkbox"/> Fire Control Centre	<input type="checkbox"/> Sprinkler System
<input type="checkbox"/> Automatic Fixed Installation other than Water	<input type="checkbox"/> Fire Detection System	<input type="checkbox"/> Static Smoke Extraction System
<input type="checkbox"/> Deluge System	<input type="checkbox"/> Fire Hydrant/Hose Reel System*	<input type="checkbox"/> Street Fire Hydrant System
<input type="checkbox"/> Drencher System	<input type="checkbox"/> Fixed Automatically Operated Approved Appliance	<input type="checkbox"/> Supply Tank
<input type="checkbox"/> Dust Detection System	<input type="checkbox"/> Fixed Foam System	<input type="checkbox"/> Ventilation/Air Conditioning Control System
<input type="checkbox"/> Dynamic Smoke Extraction System	<input type="checkbox"/> Gas Detection System	<input type="checkbox"/> Water Mist System
<input type="checkbox"/> Emergency Generator	<input type="checkbox"/> Gas Extraction System	<input type="checkbox"/> Water Spray System
<input type="checkbox"/> Emergency Lighting	<input type="checkbox"/> Portable Fire Extinguisher	<input type="checkbox"/> Water Supply
<input type="checkbox"/> Exit Sign	<input type="checkbox"/> Pressurization of Staircase	<input type="checkbox"/> Others_____
<input type="checkbox"/> Fire Alarm System	<input type="checkbox"/> Ring Main System with Fixed Pump(s)	

Please tick the appropriate box(es).

**Address of Premises**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Part A: (to be completed by Registered Professional Engineer (if applicable))**  
 I hereby certify that the \*staircase pressurization system(s)/dynamic smoke extraction system(s)/water mist system(s)/other system(s) (please specify) \_\_\_\_\_ listed above and in the attached FSI/501a, which was/were approved by the Fire Services Department (FSD) on \_\_\_\_\_ (FSD Ref. No. \_\_\_\_\_), has/have been installed and tested in accordance with the FSD's requirements. I am satisfied that the above systems are operating in accordance with the approved design and the requirements of the FSD.

Full Name: \_\_\_\_\_ Discipline: \_\_\_\_\_  
 Registered Professional Engineer Number: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Registered Professional Engineer: \_\_\_\_\_

**Part B: (to be completed by Authorized Person)**  
 I hereby certify that:

- the fire service installation(s)/equipment listed above and in the attached FSI/501a has/have been installed in accordance with the approved building plans stamped by the FSD on \_\_\_\_\_ and is/are ready for inspection;
- Fire Service Completion Advice in respect of fire service installation(s)/equipment requiring government water main connection has been \*applied for/issued by the Water Supplies Department (copy \*attached/not attached);

\* Please delete as appropriate.  
 FSI/501 (Rev. 2020) P. 1/2

telephone  
 fire service  
 ed herewith;  
 Ordinance  
 Cap. 123/an



**RPE**



ue, correct  
 entation or  
 professional

**FSI/501a** RFSIC Ref. No. RC \_\_\_ / \_\_\_\_\_  
 ( RFSIC Reg No. ) ( Submission Date ) ( )  
 (yyyyymmdd) ↑

**Certificate of Completion of Installation of Fire Service Installations and Equipment in New Buildings** (Discrete No. Assigned by RFSIC)

FP Ref. No. \*8/43/\_\_\_\_\_ \*19/20/43/\_\_\_\_\_

**Types of Fire Service Installations and Equipment:**

<input type="checkbox"/> Audio/Visual Advisory System	<input type="checkbox"/> Fire Blanket	<input type="checkbox"/> Sand Bucket
<input type="checkbox"/> Automatic Actuating Device	<input type="checkbox"/> Fire Control Centre	<input type="checkbox"/> Sprinkler System
<input type="checkbox"/> Automatic Fixed Installation other than Water	<input type="checkbox"/> Fire Detection System	<input type="checkbox"/> Static Smoke Extraction System
<input type="checkbox"/> Deluge System	<input type="checkbox"/> Fire Hydrant/Hose Reel System*	<input type="checkbox"/> Street Fire Hydrant System
<input type="checkbox"/> Drencher System	<input type="checkbox"/> Fixed Automatically Operated Approved Appliance	<input type="checkbox"/> Supply Tank
<input type="checkbox"/> Dust Detection System	<input type="checkbox"/> Fixed Foam System	<input type="checkbox"/> Ventilation/Air Conditioning Control System
<input type="checkbox"/> Dynamic Smoke Extraction System	<input type="checkbox"/> Gas Detection System	<input type="checkbox"/> Water Mist System
<input type="checkbox"/> Emergency Generator	<input type="checkbox"/> Gas Extraction System	<input type="checkbox"/> Water Spray System
<input type="checkbox"/> Emergency Lighting	<input type="checkbox"/> Portable Fire Extinguisher	<input type="checkbox"/> Water Supply
<input type="checkbox"/> Exit Sign	<input type="checkbox"/> Pressurization of Staircase	<input type="checkbox"/> Others_____
<input type="checkbox"/> Fire Alarm System	<input type="checkbox"/> Ring Main System with Fixed Pump(s)	

Please tick the appropriate box(es).

The above fire service installation(s)/equipment has/have been installed at (address of premises)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

and the installation work was completed on \_\_\_\_\_. I hereby certify that such fire service installation(s)/equipment, which was/were installed according to the FSI plans submitted under the cover of FSI/314 dated \_\_\_\_\_ and/or building plans approved by FSD on \_\_\_\_\_, has/have been tested and, to the best of my knowledge, is/are in efficient working order in accordance with the Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment published from time to time by the Director of Fire Services.

Original/certified true copies of the following documents are attached as follows:

- Completed testing and commissioning checklist(s)
- \*Listing certificate(s)/record(s)/document(s)/printout(s) from product certification bodies
- \*FSD approval/acceptance letter(s)
- \*Test certificate(s)/data sheet(s)/catalogue(s)/calculation(s)
- Others (please specify, e.g. Fire Safety Management Plan, Fire Engineering Report): \_\_\_\_\_

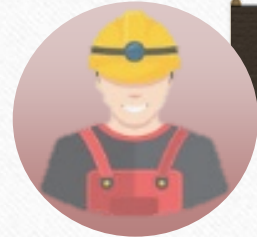
Please tick the appropriate box(es).

Remarks: Relevant test report(s) for dynamic smoke extraction system/ staircase pressurization system endorsed by the Registered Professional Engineer, if applicable, should be attached.

This certificate shall be issued by RFSIC to the person on whose instructions the installation work was undertaken and a copy thereof shall be forwarded to the Director of Fire Services within 14 days after completion of the work.

\* Please delete as appropriate.  
 FSI/501a P. 1/2

**RFSIC**





# Documents required for Acceptance Inspection

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- ❑ **Form FSI/501 + FSI/501a** (*Updated in FSD Circular Letter No.1/2020*)
- ❑ **Form FSI/314** with two sets of as-fitted FSI layout plans
- ❑ **Testing and Commissioning (T&C) Checklists** (*Updated in FSCoP 2022*)
- ❑ **FSIs Equipment List** & relevant supporting documents (*Updated in FSD Circular Letter No.3/2020*)



# Form - FSI/314

FSI/314

Appendix A

To : Director of Fire Services

Fire Service Installation Plans for Building at

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part I**

This is to certify that the attached fire service installation plans are identical to the building plans approved by you on \_\_\_\_\_ . Your file reference is \*FP 8 / 43 / \_\_\_\_\_ File number \_\_\_\_\_ .

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Full Name of Authorized Person \_\_\_\_\_

**Part II**

This is to certify that the details and specifications of all installations shown on the attached fire service installation plans are as prescribed by the Fire Services Department and in accordance with the relevant Rules and Codes of Practice as listed below :-

- Rules of Fire Offices' Committee for :**
  - Automatic Sprinkler Installations (29th Edition)
  - Automatic Fire Alarm Installations (12th Edition)
  - Installation of Drenchers (4th Edition)
- Rules of the Loss Prevention Council for**
  - Automatic Sprinkler Installations (BS EN 12845) / (BS 5306 Part 2)\*
  - Automatic Fire Alarm Installations (BS 5839 Part 1)
- Codes of National Fire Protection Association for :**
  - Carbon Dioxide Extinguishing Systems (Standard 12)
  - Clean Agent Fire Extinguishing Systems (Standard 2001)
  - Water Spray Fixed Systems for Fire Protection (Standard 15)
- Codes of Practice for Minimum Fire Service Installations and Equipment, Fire Services Department for :**
  - Fire Alarm Systems
  - Exit Signs
  - Emergency Generator Installations
  - Smoke Extraction Systems
  - Fire Hydrant / Hose Reel Systems
  - Emergency Lighting Installations
  - Ventilation / Air Conditioning Control Systems
  - Staircase Pressurization Installations
- Others**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Full Name of FSI Contractor/Consultant \_\_\_\_\_

Correspondence Address \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Mark "x" where applicable  
\* Delete where appropriate

(Rev. 01/2012)

- Together with the following documents:-

- Two set of as-fitted FSI layout plans

# Testing and Commissioning Checklists

## APPENDIX 1

### Testing and Commissioning Checklist for Actuating Devices and Operation of Fire Shutter

#### I. REFERENCE

Project ..... FSD Ref. ....  
 Address ..... Location .....  
 LPC Ref. .... Maker's Name .....

#### II. TYPE

Single Steel Rolling Shutter [ ]  
 Double Steel Rolling Shutter [ ]  
 Push-up Type with Lifting Handle [ ]  
 Sliding Shutter [ ]  
 With Mechanical Gearing [ ]

#### III. INSTALLATION

	Yes	No	Remarks
3.1 Where automatic self-closing devices are fitted, do they cause no interference to the manual opening and closing of the shutter?	[ ]	[ ]	.....
3.2 Where smoke detectors are provided for the actuation of the shutter, are they fitted to both sides of the wall opening?	[ ]	[ ]	.....
3.3 Are smoke detectors installed as far as practicable to the provisions of the BS 5839-1:2002+A2:2008?	[ ]	[ ]	.....
3.4 Is permanent nameplate with adequate information provided?	[ ]	[ ]	.....
3.5 Are manual controls provided to both sides of the wall opening?	[ ]	[ ]	.....

#### IV. SHUTTER OPERATION

4.1 Does the automatic actuation device function satisfactorily?	[ ]	[ ]	.....
4.2 Is secondary source of electricity supply provided?	[ ]	[ ]	.....
4.3 Is the descending speed* of the shutter acceptable?	[ ]	[ ]	.....

\* Descending time shall be within 15-60 seconds for shutters in openings in excess of 2.5 m in height; not faster than 8 seconds for other shutters in openings of height within 2.5 m and that the bottom rail of the shutter shall reach the mid-height in not less than half the total descending time of the shutter.

- Appendix 1 - Testing and Commissioning Checklist for Actuating Devices and Operation of Fire Shutter

- Appendix 2 - Testing and Commissioning Checklist for CO2/Clean Agent Extinguishing System

- Appendix 3 - Testing and Commissioning Checklist for Emergency Generator Installation

- Appendix 4 - Testing and Commissioning Checklist for Fire Detection and Fire Alarm Systems

- Appendix 5 - Testing and Commissioning Checklist for Fire Hydrant and Hose Reel Installation

- Appendix 6 - Testing and Commissioning Checklist for Staircase Pressurization System

- Appendix 7 - Testing and Commissioning Checklist for Street Fire Hydrant System

# FSI – Equipment List

## Fire Service Installations – Equipment List

(Revised in July 2020)

(To be appended to Form FSI/501a)

FP Ref. no. 43/19/20 ..... Address of Premises:.....

Item	System/ Equipment	Manufacturer/ model no./ part no. (a)	FSD Approval/ Acceptance Reference (If available) (b)	Listing Certificates/Records/Printouts/Documents issued by Product Certification Bodies / Product Certification System (c)	
				Name of Product Certification Body/ Product Certification System	Listing Certificates/Records/ Printouts/ Documents Number
<b>A</b>	<b><u>Automatic Actuating Device</u></b>				
A1	Emergency Exit Device				
A2	Electromagnetic Door Releasing Device to be used in conjunction with Fire Detection System				
<b>B</b>	<b><u>Automatic Fixed Installation other than Water</u></b>				
B1	Fixed Carbon Dioxide Installation				
B2	Fixed Clean Agent Installation				
B3	Fixed Dry chemical installation				
<b>C</b>	<b><u>Automatic Fixed Installation using water</u></b>				
C1	<b><u>Deluge system</u></b>				
C1.1	a) Deluge valve				
C1.2	b) Sprinkler head				
C1.3	c) Alarm valve				
C2	<b><u>Drencher System</u></b>				
C2.1	a) Drencher nozzle				
C2.2	b) Drencher valve				
C3	<b><u>Water Spray System</u></b>				
C3.1	a) Water Spray Nozzle				

This is to confirm that either original copies of above mentioned documents or their photocopies which have been checked as true and correct, are appended to this Equipment List.

..... (RC / )  
Full Name of FSI Contractor      Signature      Registration Number      Company Chop      Date

- Together with the following supporting documents and documentary proof if applicable:-
  - a. Listing certificates/ records/ documents/ printouts from product certification bodies;
  - b. FSD approval/ acceptance letters;
  - c. Test certificates/ data sheets/ catalogues/ calculations; and
  - d. Other necessary technical information.



# Document Checklist (Rev. H)

General Documents Checklist for Acceptance Inspection (Rev. H)

Date: \_\_\_\_\_ FP Ref. no. \*8/43/ \_\_\_\_\_  
 \*19/20/43/ \_\_\_\_\_

Fire Service Installation Plans for Building at \_\_\_\_\_

A. Document(s) prepared by Authorized Person (AP):	Yes	No	N.A.
1 List of Approved building plan list related to the application			
2 Confirmation of 1) building name, 2) building description and address shown on FS172/Acceptance Letter/Memo			
3 Confirmation for particular of FS172 if A&A works areas (BA13) is involved			
4 Owner's particular with postal address for FS172 / subject officer of government department receiving the Acceptance Letter/Memo			
5 Supporting document showing the subject project is government project for issuance of Acceptance Letter			
6 Confirmation letter for Fireman's Lift no., no. of served floor and location of fireman switch			
7 Use Permit for Fireman's Lift			
8 Completed Form WWO46 Part IV for FSI equipped with water tank			
9 For FSI requiring water supply by means of direct connection from government town main within inspection area (e.g. improvised systems, sprinkler system with reduced capacity tank for both end supplies, tunnel fire hydrant or street fire hydrant systems), either of the following documentation should be provided:- (i) Fire Service Completion Advice ("FSCA"); or (ii) Form WWO46 Part V together with WA's confirmation; or (iii) Written confirmation of a permanent water supply has been made to the related FSI issued by WA.			
10 Confirmation of Ventilation / Air Conditioning Control System (VAC) is not required in accordance with current FSD requirement.			
11 For building with EVA within inspection area, 2 sets of as-built approved EVA drawing with extent highlighted.			
12 Undertaking letter for EVA Loading for Government Project			
13 Location list of open kitchens if any			
14 Supporting document for approved Fire Safety Management Plan for open kitchen, such as approval letter from BD or FSD etc.			
15 Confirmation for the location of suspended false ceiling with layout plans			
16 Confirmation letter from AP for the Building air tightness condition during the testing is equivalent to the occupation condition (for building with staircase pressurization system only)			
17 Confirmation letter from AP for Fire Resisting Rating of Plantroom, Fire rated enclosure, Concrete air duct and Duct shaft for Smoke Extraction			

Rev. H (3/2023)

## Part A. Document(s) prepared by AP:

8	Completed Form WWO46 Part IV for FSI equipped with water tank			
9	For FSI requiring water supply by means of <u>direct connection from government town main</u> within inspection area (e.g. improvised systems, sprinkler system with reduced capacity tank for both end supplies, tunnel fire hydrant or street fire hydrant systems), either of the following documentation should be provided:- (i) Fire Service Completion Advice ("FSCA"); or (ii) Form WWO46 Part V together with WA's confirmation; or (iii) Written confirmation of a permanent water supply has been made to the related FSI issued by WA.			

## Part C. Document(s) prepared by RFSIC:

11	Valid calibration certificates for testing instrument as per FSD Circular Letter No. 5/2022			
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# Facilitation Measures on Drawing Amendment

## ➤ Option for RFSICs to amend FSI plans outside FSD's office

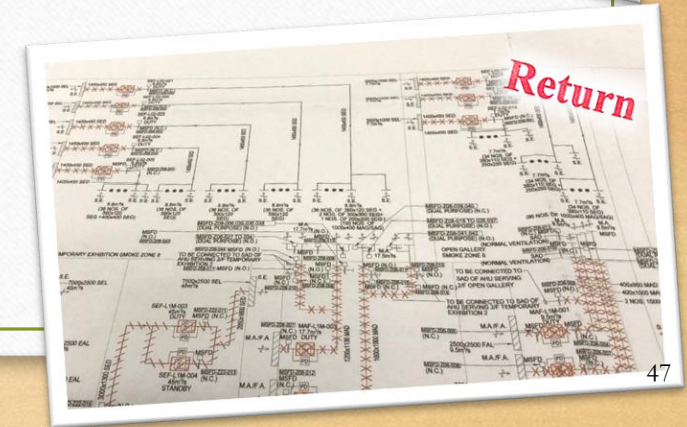
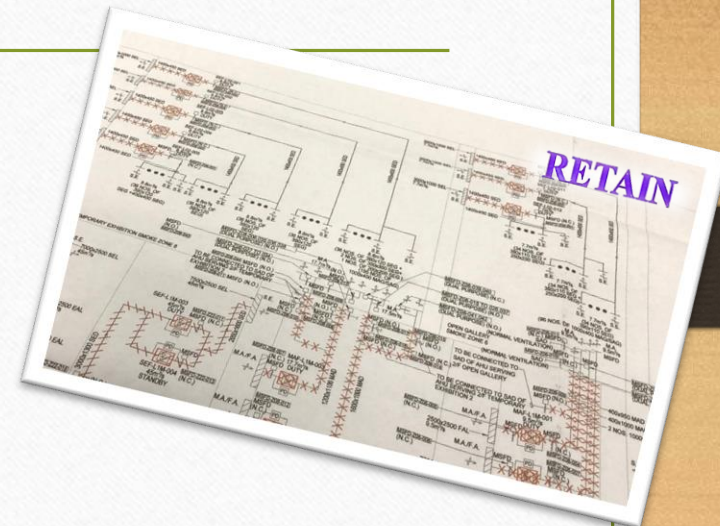
**OUTSIDE  
FSD's  
OFFICE**

- ❑ After completion of on-site inspection
- ❑ On request of RFSIC with undertaking letter:
  - Obtain “**RETAIN**” FSI plans from case officer
  - Amend both FSI plans “**RETAIN**” & “**RETURN**”

**At FSD's  
OFFICE**

- ❑ Verify the amended “**RETAIN**” and “**RETURN**” plans with the case officer as per the results of FSI acceptance inspection
- ❑ Make further amendment in case of discrepancy

- ❑ RFSIC retains the amended “**RETURN**” plans





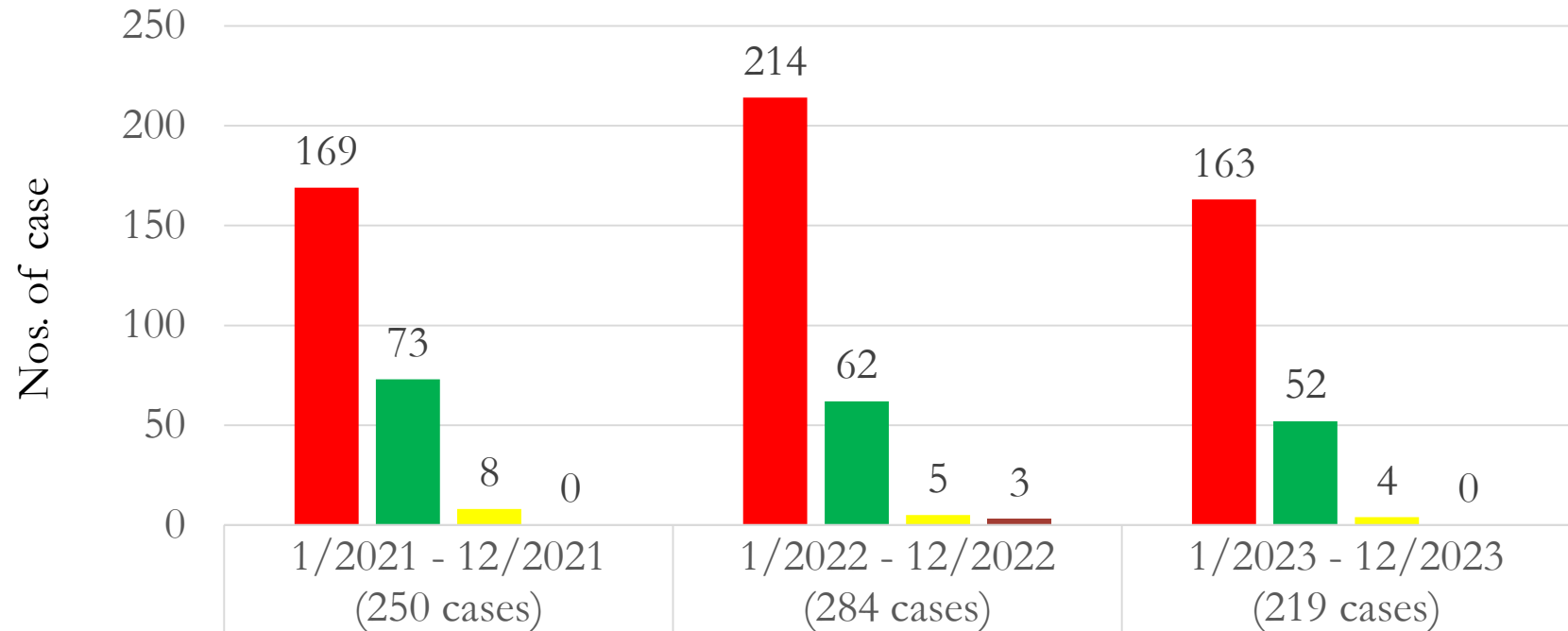
---

# Inspection Statistics



# Inspection Statistics

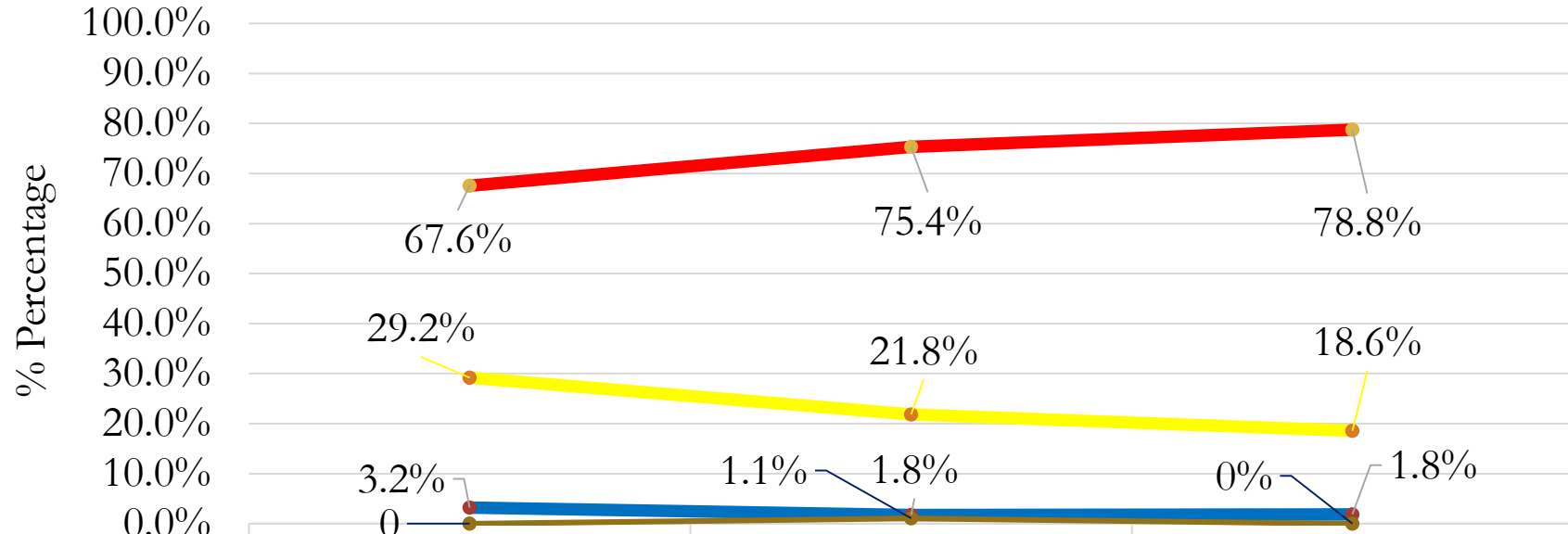
## Summary of Inspection/Re-inspection



■ Cases without Re-inspection#	169	214	163
■ Cases with 1 Re-inspection	73	62	52
■ Cases with 2 Re-inspection	8	5	4
■ Cases with 3 Re-inspection*	0	3	0

# Inspection Statistics

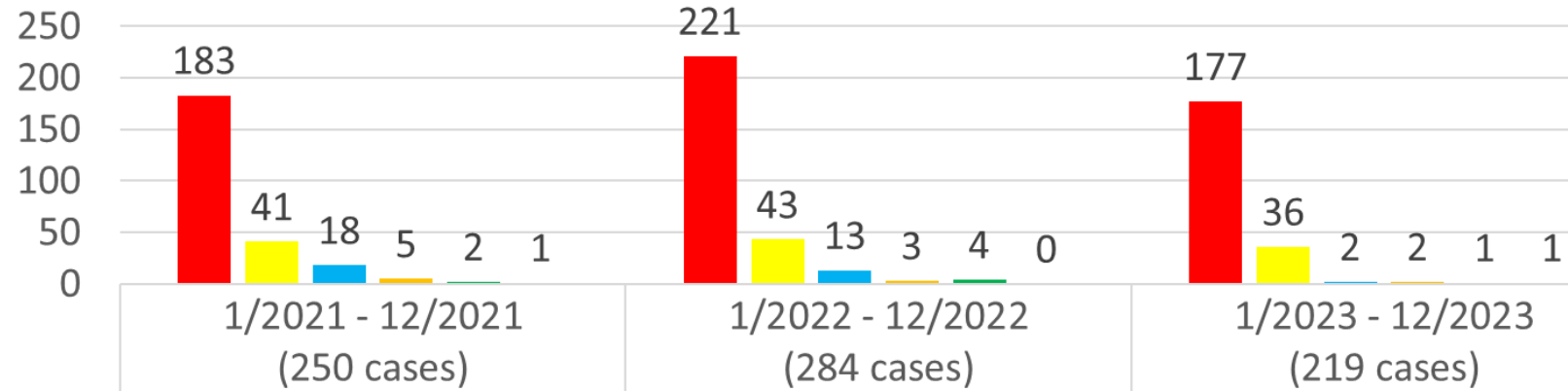
## Summary of Inspection/Re-inspection



	1/2021 - 12/2021 (250 cases)	1/2022 - 12/2022 (284 cases)	1/2023 - 12/2023 (219 cases)
Cases without Re-inspection	67.6%	75.4%	78.8%
Cases with 1 Re-inspection	29.2%	21.8%	18.6%
Cases with 2 Re-inspection	3.2%	1.8%	1.8%
Cases with 3 Re-inspection	0	1.1%	0%

# Inspection Statistics

***Numbers of days for Issuance of FS172/Acceptance Memo or Letter***

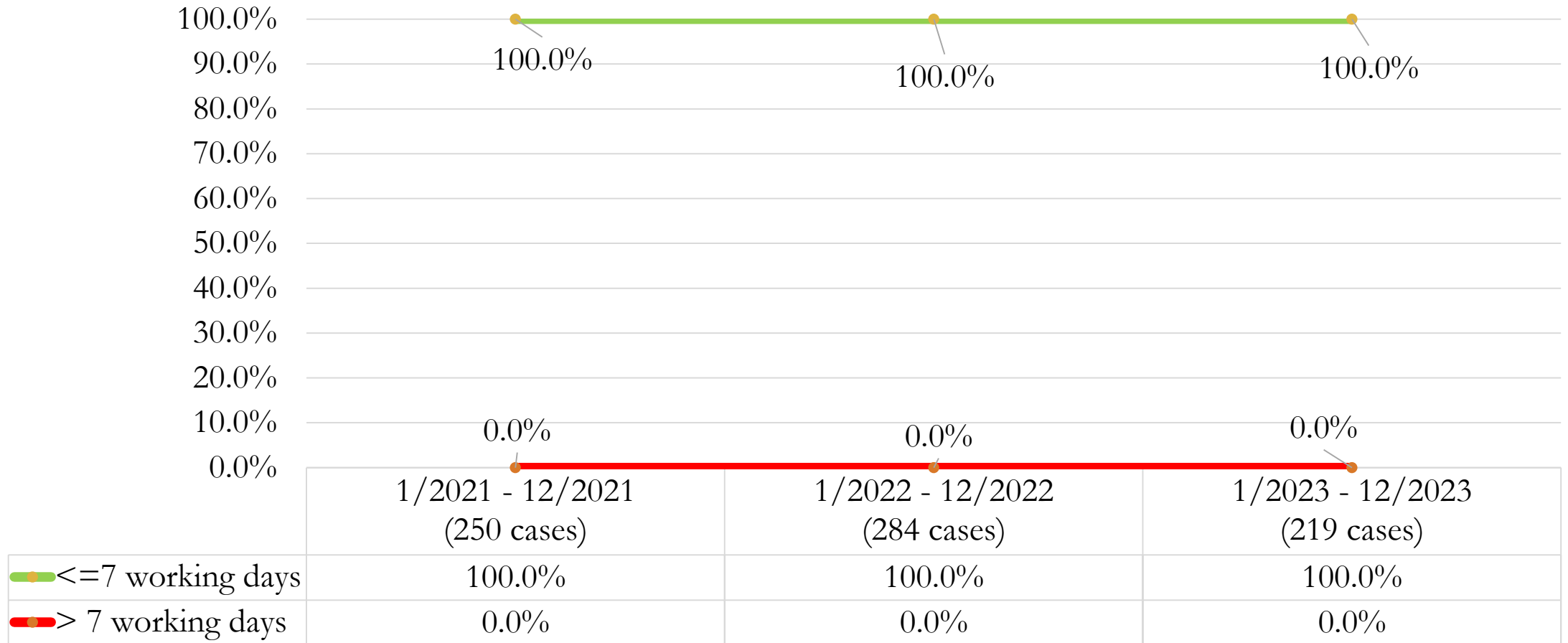


■ <60 calendar days	183 (73.2%)	221 (77.8%)	177 (80.8%)
■ 60-89 calendar days	41 (16.4%)	43 (15.1%)	36 (16.4%)
■ 90-119 calendar days	18 (7.2%)	13 (4.6%)	2 (0.9%)
■ 120-149 calendar days	5 (2%)	3 (1.1%)	2 (0.9%)
■ 150-179 calendar days	2 (0.8%)	4 (1.4%)	1 (0.5%)
■ >=180 calendar days	1 (0.4%)	0 (0%)	1 (0.5%)



# Inspection Statistics

## Days for Issuance of FS172/Acceptance Memo or Letter (After receive all required documents)



# Inspection Statistics

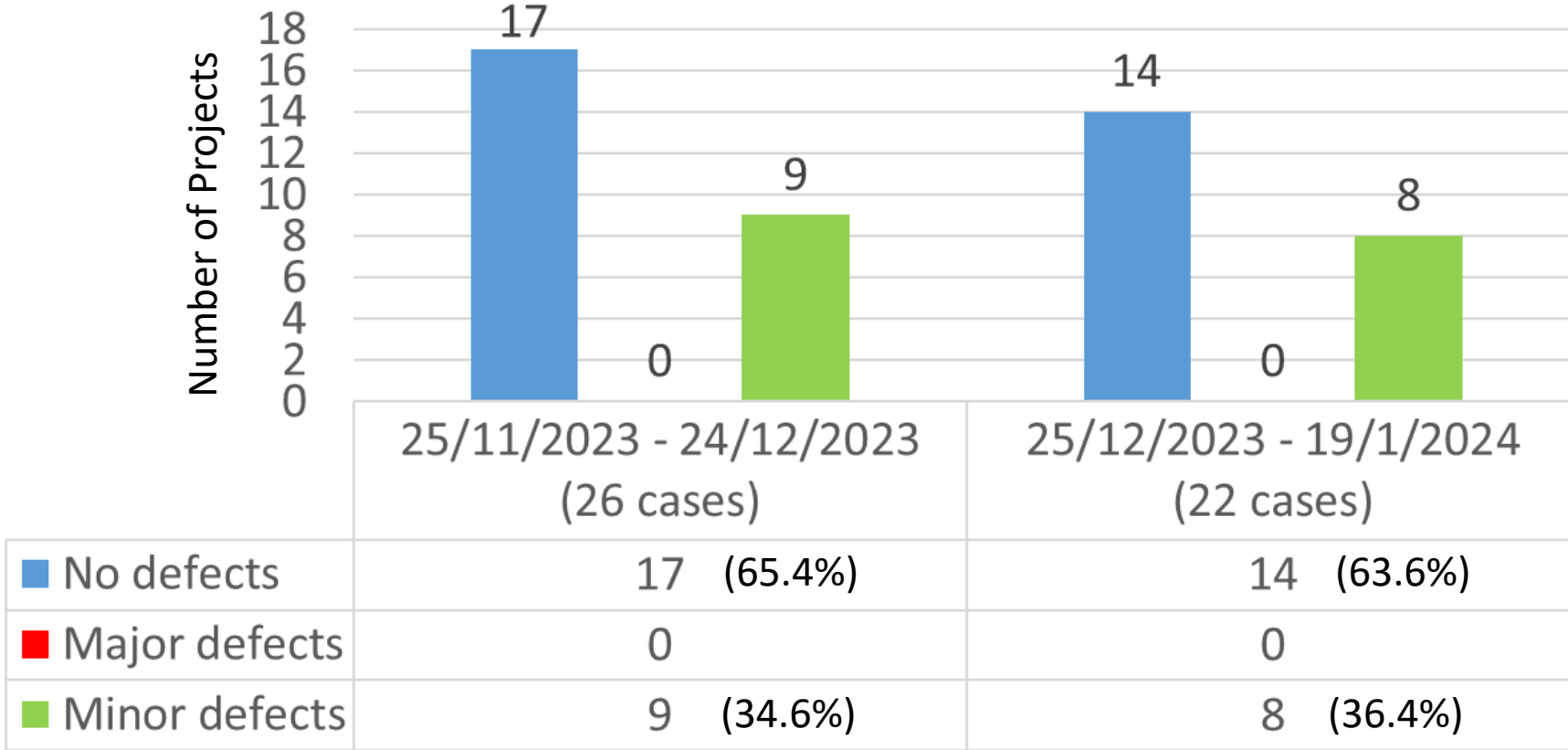
## Major Defects & Minor Defects

---

- **Major defects** may involve missing of **main component(s)** of fire service installations / **power supply connection** / **fire services water supply connection**/ other severe in-complete installation
- **Minor defects** requiring necessary rectification according to the approved building plans and FSI Plans (Examples include missing or incorrect location of sprinkler/fire detector/ fire alarm device /exit sign, routing of pipes/ducts not align with FSI plans, incorrect zoning, incorrect labelling or other defects in minor nature etc.

# Inspection Statistics

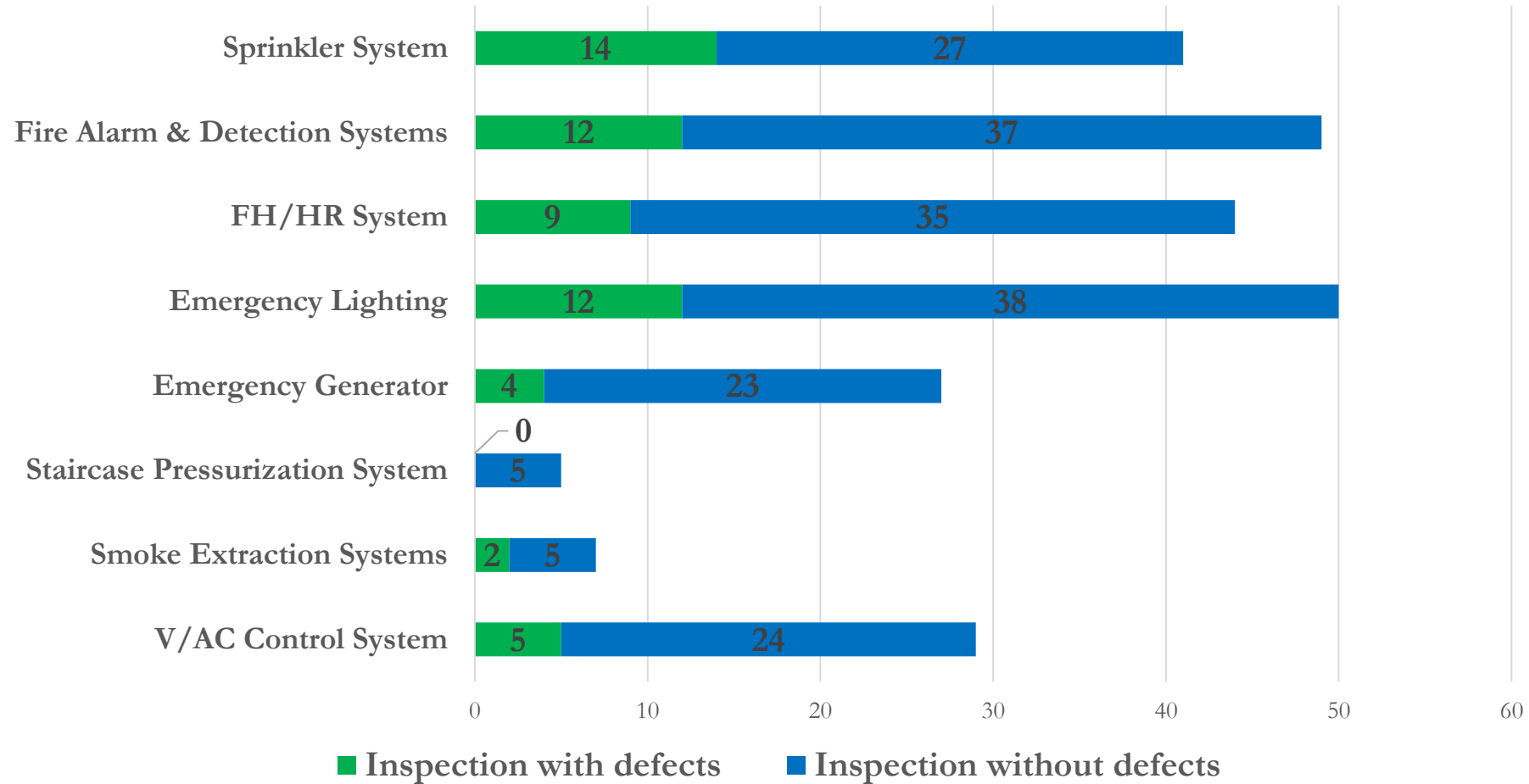
## Analysis on defects (25.11.2023 - 19.1.2024) on issuance of Inspection report





# Inspection Statistics

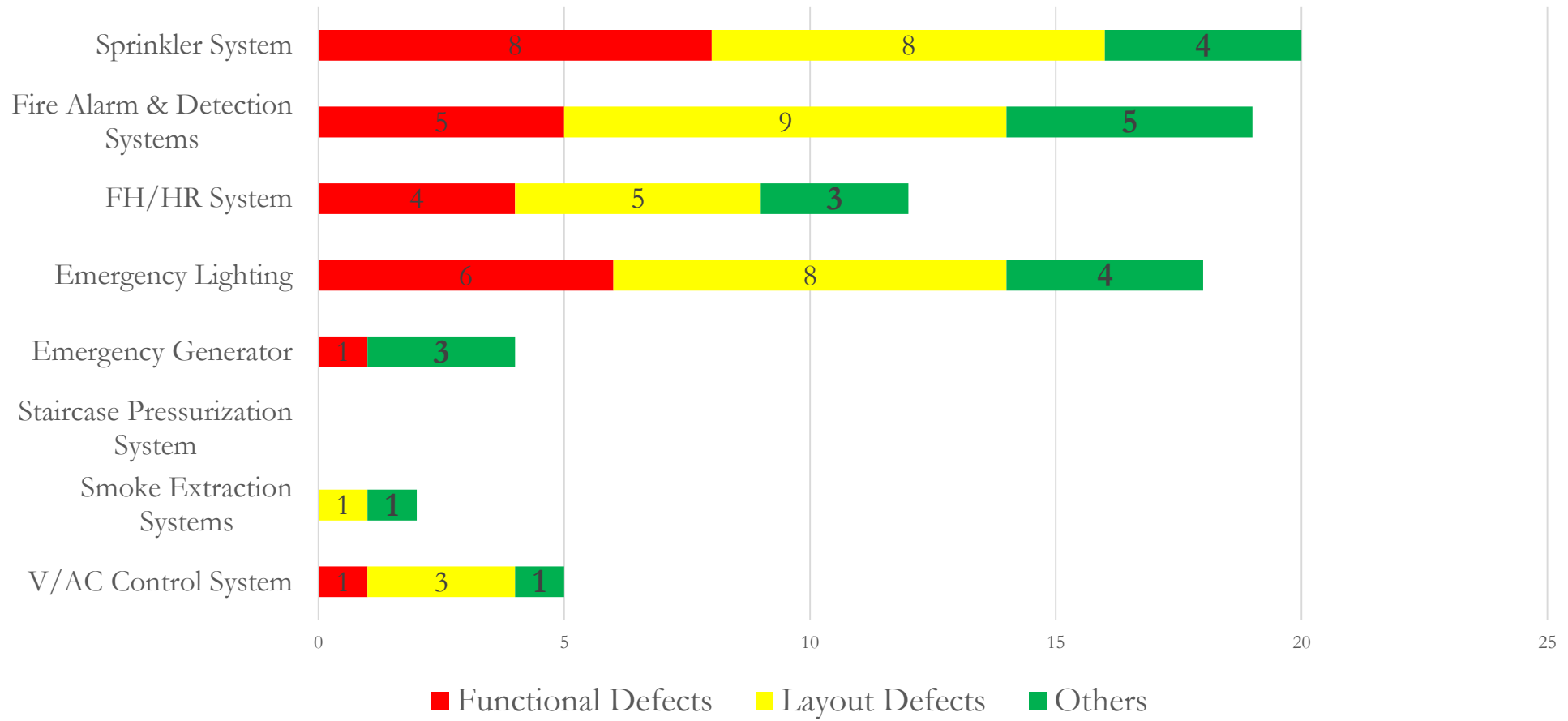
## Minor defects distribution for FSI System





# Inspection Statistics

## Distribution of Minor defects (25.11.2023 - 19.1.2024)



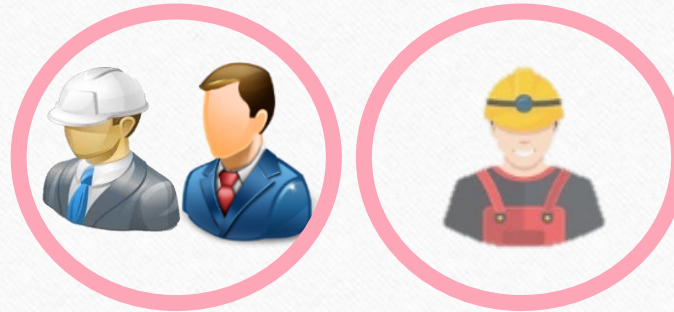
---

# Irregularities and Observations

# Testing & Commissioning



No defects



Application of  
FSI/314 & FSI/501



On-site Acceptance Inspection



# Application of FSI/314 & FSI/501

## FSI/501 APPLICATION

- Certificate of Completion of Installation of Fire Service Installations and Equipment in New Buildings (FSI/501a)
- “ABC Engineering Company”
- Completion of Installation work: 19.10.2023

FSI/501a RFSIC Ref. No. R ( )

**Certificate of Completion of Installation of Fire Service Installations and Equipment in New Buildings**

FP Ref. No. \*8/43/ \_\_\_\_\_ \*19/20/43/ \_\_\_\_\_

**Types of Fire Service Installations and Equipment**

<input type="checkbox"/> Audio/Visual Advisory System	<input type="checkbox"/> Fire Blanket	<input type="checkbox"/>
<input type="checkbox"/> Automatic Actuating Device	<input type="checkbox"/> Fire Control Centre	<input type="checkbox"/>
<input type="checkbox"/> Automatic Fixed Installation other than Water	<input type="checkbox"/> Fire Detection System	<input type="checkbox"/>
<input type="checkbox"/> Deluge System	<input type="checkbox"/> Fire Hydrant/Hose Reel System*	<input type="checkbox"/>
<input type="checkbox"/> Drencher System	<input type="checkbox"/> Fixed Automatically Operated Approved Appliance	<input type="checkbox"/>
<input type="checkbox"/> Dust Detection System	<input type="checkbox"/> Fixed Foam System	<input type="checkbox"/>
<input type="checkbox"/> Dynamic Smoke Extraction System	<input type="checkbox"/> Gas Detection System	<input type="checkbox"/>
<input type="checkbox"/> Emergency Generator	<input type="checkbox"/> Gas Extraction System	<input type="checkbox"/>
<input type="checkbox"/> Emergency Lighting	<input type="checkbox"/> Portable Fire Extinguisher	<input type="checkbox"/>
<input type="checkbox"/> Exit Sign	<input type="checkbox"/> Pressurization of Staircase	<input type="checkbox"/>
<input type="checkbox"/> Fire Alarm System	<input type="checkbox"/> Ring Main System with Fixed Pump(s)	<input type="checkbox"/>

Please tick the appropriate box(es).

The above fire service installation(s)/equipment has/have been installed at (address) \_\_\_\_\_

and the installation work was completed on \_\_\_\_\_ I heretofore certify that the installation(s)/equipment, which was/were installed according to the FSI plan FSI/314 dated \_\_\_\_\_ and/or building plans approved by FSI, has/have been tested and, to the best of my knowledge, is/are in efficient working order in accordance with the Codes of Practice for Minimum Fire Service Installations and Equipment Maintenance of Installations and Equipment published from time to time by the Fire Service Department.

Original/certified true copies of the following documents are attached as follows:

<input type="checkbox"/> Completed testing and commissioning checklist(s)
<input type="checkbox"/> *Listing certificate(s)/record(s)/document(s)/printout(s) from product certificate(s)
<input type="checkbox"/> *FSD approval/acceptance letter(s)
<input type="checkbox"/> *Test certificate(s)/data sheet(s)/catalogue(s)/calculation(s)
<input type="checkbox"/> Others (please specify, e.g. Fire Safety Management Plan, Fire Engineering Report) _____

Please tick the appropriate box(es).

Remarks: Relevant test report(s) for dynamic smoke extraction system/ staircase pressurization system, if applicable, should be attached.

This certificate shall be issued by RFSIC to the person on whose instructions the installation work was undertaken and a copy thereof shall be forwarded to the Director of Fire Services within 14 days after completion of the work.

\* Please delete as appropriate.  
FSI/501a

FP Ref. No. \*8/43/ \_\_\_\_\_ \*19/20/43/ \_\_\_\_\_

I understand that this Certificate is issued under Regulation 9 of the Fire Service (Installations and Equipment) Regulations. Any registered fire service installation contractor (RFSIC) commits an offence and is liable on conviction to a fine at level 5 pursuant to Regulations 9(2A) and 9(3) of the same Regulations, if it issues or forwards a certificate thereunder, or a copy thereof, which is false or misleading in a material particular.

(For Class 1 & 2 RFSIC):  
Registration No.: \_\_\_\_\_  
RFSIC Name: \_\_\_\_\_

(For Class 3 RFSIC):  
Registration No.: \_\_\_\_\_  
RFSIC Name: \_\_\_\_\_

Full Name of Authorized Signatory: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Company Chop: \_\_\_\_\_ Signature: \_\_\_\_\_

Office address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: Fixed automatically operated approved appliance and portable hand-operated approved appliance should be certified by Class 3 RFSIC via separate FSI/501a

This certificate shall be issued by RFSIC to the person on whose instructions the installation work was undertaken and a copy thereof shall be forwarded to the Director of Fire Services within 14 days after completion of the work.

\* Please delete as appropriate.  
FSI/501a

P. 1/2 P. 2/2

- **“ABC Engineering Limited”** was removed from Class 1 and Class 2 registers
- w.e.f. **5.10.2023 to 4.12.2023** by FSIC Disciplinary Board
- Completion of work: **19.10.2023**

**Contravention of Reg. 6(1) of FS(IE)R, Cap. 95B !!!!!**

The screenshot shows the website of the Fire Services Department (消防處) with the following content:

- Header: 香港特別行政區政府 消防處
- Navigation: 主頁, 關於我們, 最新消息, 新聞公報及刊物, 消防及救護服務, 防火工作, 公眾教育, 應急教育, 招募
- Breadcrumb: 主頁 > 防火工作 > 消防裝置承辦商 > 註冊消防裝置承辦商紀律委員會在過往七年所發出的命令
- Table of Orders:

版本	檔案
2023	
2022	
2021	
2020	
2019	

**消防裝置承辦商紀律委員會於二零二三年二月二十二日作出的命令**

註冊消防裝置承辦商姓名 / 公司名稱	註冊編號	消防裝置承辦商紀律委員會命令
		將註冊承辦商的名稱從消防裝置承辦商註冊紀錄冊中刪除2個月，有關命令由2023年3月27日至2023年5月26日生效。
		將註冊承辦商的名稱從消防裝置承辦商註冊紀錄冊中刪除2個月，有關命令由2023年3月27日至2023年5月26日生效。
ABC Engineering Limited	RC1/0123 RC2/0246	5.10.2023 – 4.12.2023



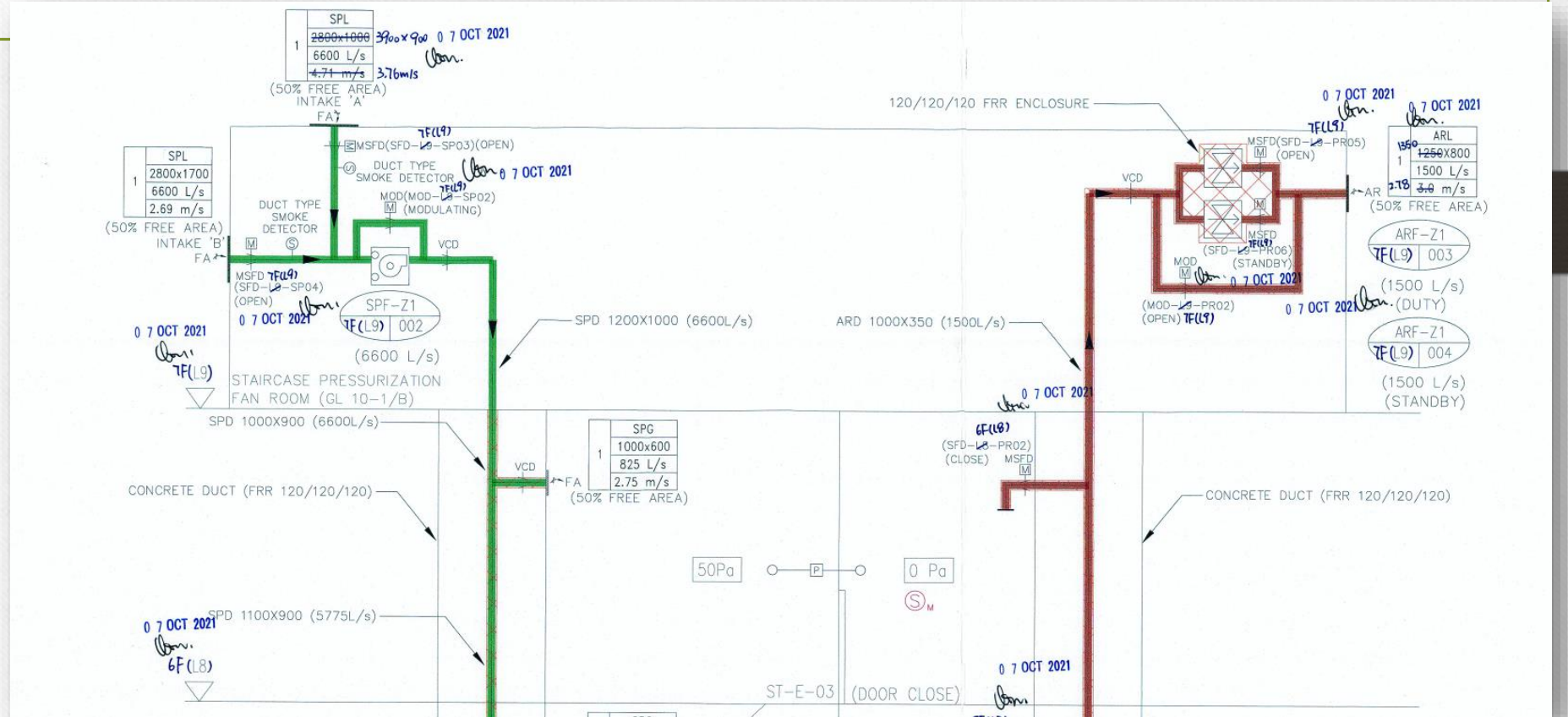




# Amendments on Submitted Documents

## FSI/314 DRAWINGS

- Amendment on flow rate, equipment designation, louvre size

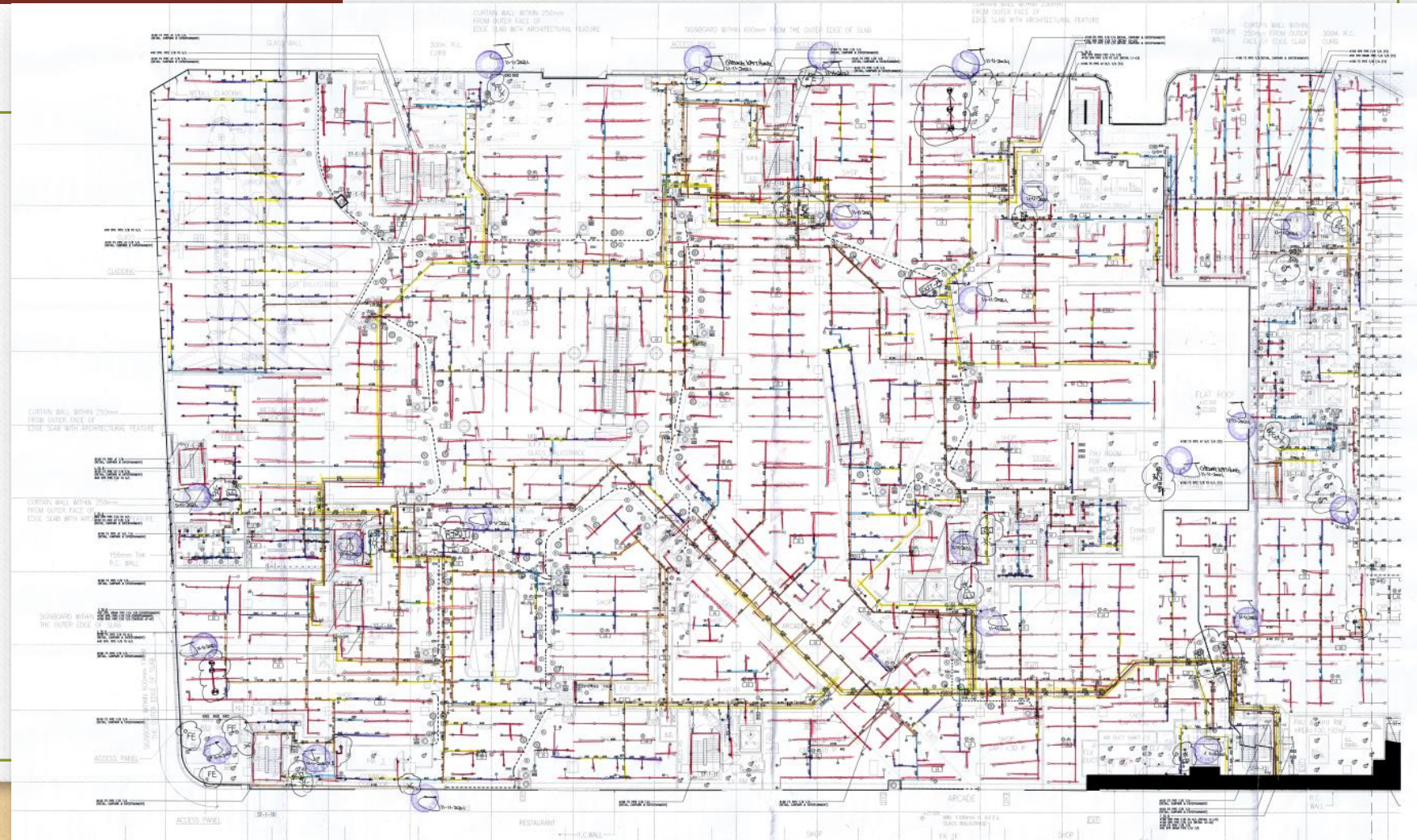




# Amendments on Submitted Documents

## FSI/314 DRAWINGS

- > 20 nos. of amendments on layout required on each floor





# On-site Acceptance Inspection

## Poor Site Readiness for inspection



Sprinkler inlet & Control Valve Group were inaccessible



Extensive Scaffolding within inspection area



Improper Means of escape





## Improper installation of exit sign / directional sign



# Blockage of FS inlet





## Obstruction of FSI by other services



Smoke detector and sprinkler head are blocked inside the trough

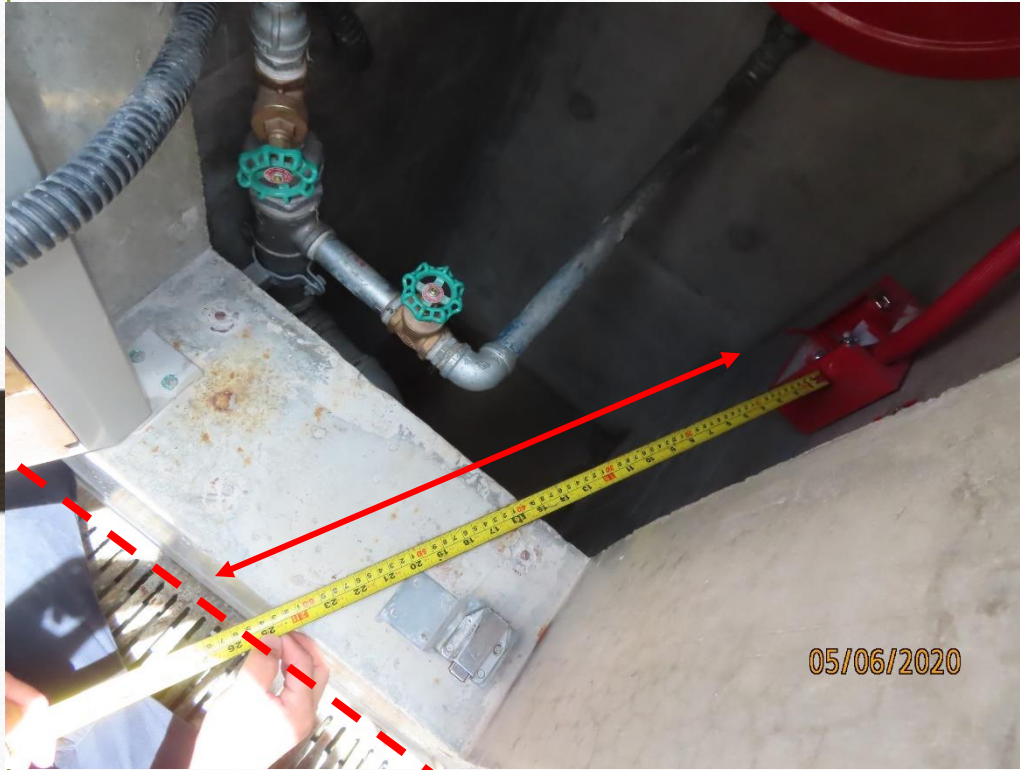
# Improper installation of fsi



Hand-wheel's operation ineffective



## Improper location of the nozzle



More than 500 mm is not acceptable

Control valve and nozzle are sited in a discernible and accessible position should be of not more than 500 mm from the surface of the doors

Reference: FSD Circular Letter 1/2015 – Appendix 5

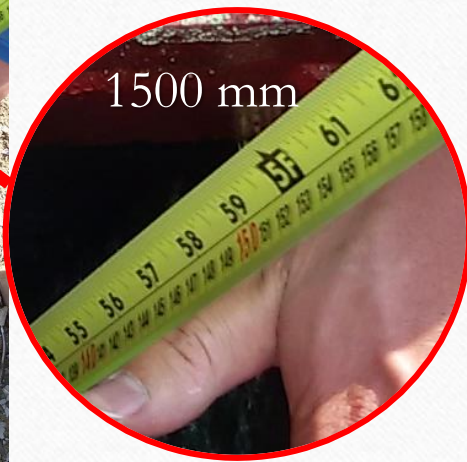
## Improper installation of Hose Reel Door



**Exit was blocked by fire hose reel door**



# Improper installation of fsi



4.1.5 Spindle of underground hydrant valve is within 250 mm to 500 mm below valve pit cover.





## Improper installation of street fire hydrant



Street fire hydrant is blocked by lamp pole

4.1.11 There is no obstruction within 1.5 m in front and on two sides of the hydrant.

## Missing of Sprinkler head



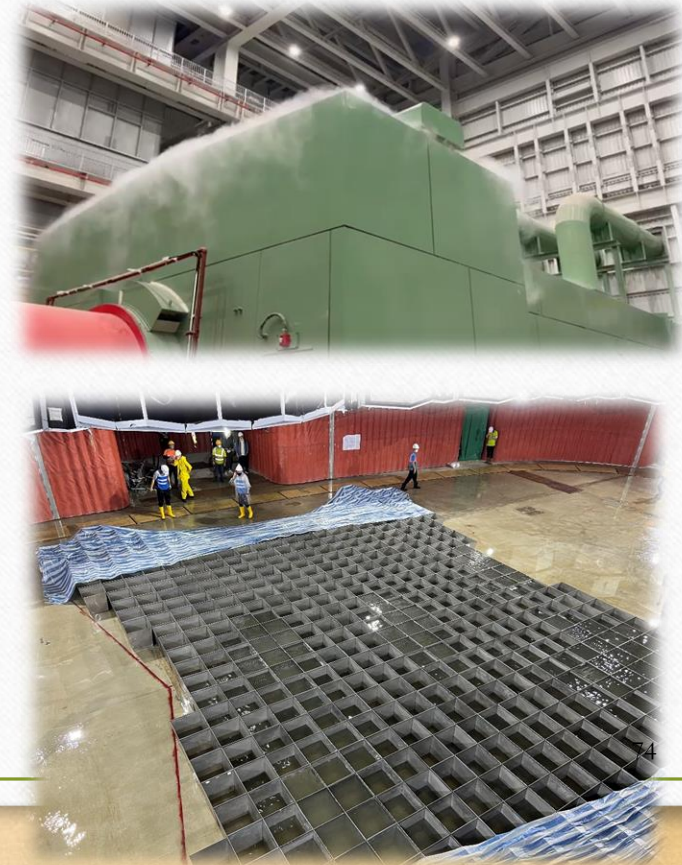
Provision of sprinkler in unit with open kitchen





# On-site Testing on Special System Design

- Hot Smoke Test
- Special Sprinkler System Design, e.g. Long Throw Sprinkler / Open Type Sprinkler
- Discharge test of Gas Flooding System, i.e. CO<sub>2</sub>.





---

**Thank you**







# **Online Submission System for FSI Shutdown Notice**

Licensing and Certification Command  
Fire Protection Facilities Supervision Division  
Senior Station Officer CHAN Ki-chuen





# **Online Submission System for FSI Shutdown Notice**

**Launch Date : 12 October 2023**



# Online Submission System for FSI Shutdown Notice

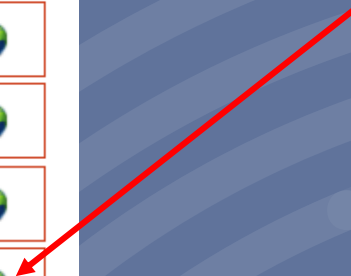
The screenshot displays the Fire Services Department (FSD) website interface. At the top, the FSD logo and name are visible, along with language options (ENG | 繁 | 簡) and a search bar. The main banner features a red background with the text: "消防處向全港十八區有需要的舊樓住戶派發滅火筒、滅火氈和獨立火警偵測器" (The Fire Services Department distributes fire extinguishers, fire blankets, and independent fire alarm detectors to elderly building residents in 18 districts of Hong Kong). Below the banner, a navigation menu on the left includes: 主頁, 關於我們, 最新消息, 新聞公報及刊物, 消防及救護服務, 防火工作, 公眾教育, 應急教育, 招募, 公開資料, 招標, 照相館, 電子服務, 常見問題, 相關網址, and 退休人員資訊. The "電子服務" (Electronic Services) menu item is highlighted in red, with a red arrow pointing to it. The main content area shows a "熱點新聞" (Hot News) section with a query prompt: "查詢，請於辦公時間致電2733 7619。消防處牌照及審批總區總部總費處將於2023年7月17日，由九龍尖沙咀" (For queries, please call 2733 7619 during office hours. The Fire Services Department License and Approval District Headquarters Fee Office will be moved to Tsim Sha Tsui, Kowloon on July 17, 2023). Below this is a "影片" (Videos) section with a video player for "【消防91系列 搶水仔賣】" (Fire 91 Series: Water Thief Selling). The video player includes a play button, a "稍後觀看" (Watch Later) button, and a "分享" (Share) button. The video title is "【消防91系列 搶水仔賣】" and the video player shows a large "91" logo. Below the video player, it says "到以下平台觀看： YouTube". The bottom of the page features a "最新消息" (Latest News) section with a date of "2023年12月21日" and a "最新資訊" (Latest Information) section.



# Online Submission System for FSI Shutdown Notice

## 消防裝置及設備

項目	檔案
認可手提設備 / 接納消防裝置及設備和消防安全產品申請表	
FSI/501-檢查和測試消防裝置及設備	
FSI/501a-新建樓宇消防裝置及設備裝置工程完成證明書	
消防裝置關閉通知書	
遞交樓宇消防裝置圖則	
按照香港法例第502章《消防安全(商業處所)條例》的規定核證消防裝置及設備 (FSI/314B)	
按照香港法例第572章《消防安全(建築物)條例》的規定核證消防裝置及設備 (FSI/314C)	
遞交工業建築物的樓宇消防裝置圖則 (FSI/314D)	
接收 FSI/314 煙控系統圖則資訊同意書 (只提供英文版本)	
申請閱覽消防裝置及設備圖則表格	
開放式廚房、無窗廚房或廁所詳情	
淨割滅火系統所防護的處所的房間氣密性	







# Online Submission System for FSI Shutdown Notice

- MyGovHK - 政府一站通

GovHK 香港政府一站通

## 消防裝置關閉通知書

1) 簡介  
2) 基本資料  
3) 數碼簽署  
4) 確認通知書

[一般常見問題](#)

中華人民共和國香港特別行政區政府  
消防處

**注意事項**

請注意，此表格需要在以後的步驟中提供數碼證書作數碼簽署用途。  
申請者或相關人士需使用 [已啟動數碼簽署功能的「智方便+」帳戶](#) ([了解更多](#)) 或 [有效的個人數碼證書](#) 才可提交相關申請。

申請者或相關人士已登記「智方便+」或擁有數碼證書。\*

我想  填寫新表格  填寫已儲存的表格

申請者或相關人士已登記「智方便+」或擁有數碼證書。\*



# Online Submission System for FSI Shutdown Notice

GovHK 香港政府一站通

| 字型大小 | Eng 簡

## ❖ 消防裝置關閉通知書

1) 簡介

2) 基本資料

3) 數碼簽署

4) 確認通知書

[一般常見問題](#)

使用智方便內e-ME的個人資料自動填寫表格，或自行輸入個人資料



[了解更多](#)

### 申請類別

請選擇 ...

- 第一部份 - 關閉消防裝置
- 第二部份 - 延長關閉消防裝置
- 第三部份 - 恢復消防裝置
- 已關閉的消防系統不再由本公司負責有關工程，本公司已把該系統的狀況詳細告知委聘人

### 樓宇資料

樓宇地址 \*



# Online Submission System for FSI Shutdown Notice

致：香港消防處  
消防通訊中心  
傳真號碼：2311 0066  
填寫日期：

附錄 1  
此欄由消防處消防通訊中心填寫  
消防處檔案編號：  
樓宇所屬消防局：

## 消防裝置關閉通知書

樓宇/屋苑名稱：	地區：
門牌號數及街道名稱：	<input type="checkbox"/> 香港 <input type="checkbox"/> 九龍 <input type="checkbox"/> 新界
註冊消防裝置承辦商：	級別/編號：
本公司確認以下受影響的消防裝置需要通宵或連續超過 24 小時關閉	
<input type="checkbox"/> 消防栓/喉嚨系統 <input type="checkbox"/> 花灑系統 <sup>(1)</sup> <input type="checkbox"/> 乾喉系統 <input type="checkbox"/> 火警偵測系統(存在休眠風險的處所)	
<input type="checkbox"/> 火警警報系統 <input type="checkbox"/> 噴水系統 <input type="checkbox"/> 排煙系統 <input type="checkbox"/> 樓梯增壓系統 <input type="checkbox"/> 街道消防栓系統	
以下持牌/註冊處所將會受到影響	上述消防裝置因以下法例要求進行消防安全改善工程
<input type="checkbox"/> 安老/殘疾院舍 <input type="checkbox"/> 酒店/賓館	<input type="checkbox"/> Cap. 502 消防安全(商業處所)條例
<input type="checkbox"/> 幼兒中心 <input type="checkbox"/> 危險品倉	<input type="checkbox"/> Cap. 572 消防安全(建築物)條例
<input type="checkbox"/> 公眾娛樂場所(如戲院/劇院/主題公園等)	<input type="checkbox"/> Cap. 636 消防安全(工業建築物)條例

第一部份 - 關閉消防裝置	填寫人 <sup>(4,5)</sup> 簽署	承辦商蓋印	消防通訊中心蓋印/填寫
開始關閉日期：			CMS updated & checked
預計完成日期 <sup>(2)</sup> ：			By: _____ Rank/No.
FS 251 <sup>(3)</sup> 編號(如有)：			Date: _____
填寫人 <sup>(4,5)</sup> 姓名：	手提電話：	公司電話：	傳真號碼：

第二部份 - 延長關閉消防裝置	填寫人 <sup>(4)</sup> 簽署	承辦商蓋印	消防通訊中心蓋印/填寫
工程需延期至 <sup>(2)</sup> ：			CMS updated & checked
FS 251 <sup>(3)</sup> 編號(如有)：			By: _____ Rank/No.
填寫人 <sup>(4)</sup> 姓名：	手提電話：	公司電話：	傳真號碼：

第三部份 - 恢復消防裝置	填寫人 <sup>(4)</sup> 簽署	承辦商蓋印	消防通訊中心蓋印/填寫
工程完成日期：			CMS updated & checked
FS 251 <sup>(3)</sup> 編號：			By: _____ Rank/No.
填寫人 <sup>(4)</sup> 姓名：	手提電話：	公司電話：	傳真號碼：

上述已關閉的消防系統不再由本公司負責有關工程，本公司已把該系統的狀況詳細告知委聘人

註 1：花灑系統應避免與消防栓/喉嚨系統或火警偵測系統(存在休眠風險的處所)同時關閉。  
註 2：一般而言，除了因法例要求進行的消防安全改善工程外，每次關閉/延長關閉消防裝置的時間不應超過 14 天。  
註 3：註冊消防裝置承辦商須於完成檢查任何消防裝置或設備後 14 天內發出一份證明書。  
註 4：第一、第二及第三部份填寫人必須為合資格人士(QP)或獲授權簽署證書人士(AS)。  
註 5：如承辦商員工在進行工程時認為有必要關閉消防裝置，承辦商可在緊急情況下授權員工代其填寫通知書。

## 申請類別

請選擇 ...



第一部份 - 關閉消防裝置



第二部份 - 延長關閉消防裝置



第三部份 - 恢復消防裝置



已關閉的消防系統不再由本公司負責有關工程，本公司已把該系統的狀況詳細告知委聘人





# Online Submission System for FSI Shutdown Notice

## 申請類別

請選擇 ...

請選擇 ...

請選擇 ...

首次提交

修改已提交的申請

- 第一部份 - 關閉消防裝置
- 第二部份 - 延長關閉消防裝置
- 第三部份 - 恢復消防裝置
- 已關閉的消防系統不再由本公司負責有關工程，本公司已把該系統的狀況詳細告知委聘人



# Online Submission System for FSI Shutdown Notice

附錄 I

致：香港消防處  
消防通訊中心  
傳真號碼：2311 0066  
填寫日期：\_\_\_\_\_

此欄由消防處消防通訊中心填寫  
消防處檔案編號：\_\_\_\_\_  
樓宇所屬消防局：\_\_\_\_\_

### 消防裝置關閉通知書

樓宇/屋苑名稱：\_\_\_\_\_ 地區：\_\_\_\_\_

門牌號數及街道名稱：\_\_\_\_\_  香港  九龍  新界

註冊消防裝置承辦商：\_\_\_\_\_ 級別/編號：\_\_\_\_\_

本公司確認以下受影響的消防裝置需要通宵或連續超過 24 小時關閉

消防栓/喉轆系統  花灑系統<sup>(1)</sup>  乾喉系統  火警偵測系統(存在休眠風險的處所)  
 火警警報系統  噴水系統  排煙系統  樓梯增壓系統  街道消防系統

以下持牌/註冊處所將會受到影響

安老/殘疾院舍  酒店/賓館  Cap. 502 消防安全(商業處所)條例  
 幼兒中心  危險品倉  Cap. 572 消防安全(建築物)條例  
 公眾娛樂場所(如戲院/劇院/主題公園等)  Cap. 636 消防安全(工業建築物)條例

上述消防裝置因以下法例要求進行消防安全改善工程

第一部份 - 關閉消防裝置	填寫人 <sup>(4,5)</sup> 簽署	承辦商蓋印	消防通訊中心蓋印/填寫
開始關閉日期：_____			CMS updated & checked
預計完成日期 <sup>(2)</sup> ：_____			By: _____ Rank/No.
FS 251 <sup>(3)</sup> 編號(如有)：_____			Date: _____
填寫人 <sup>(4,5)</sup> 姓名：_____ 手提電話：_____ 公司電話：_____ 傳真號碼：_____			

第二部份 - 延長關閉消防裝置	填寫人 <sup>(4)</sup> 簽署	承辦商蓋印	消防通訊中心蓋印/填寫
工程需延期至 <sup>(2)</sup> ：_____			CMS updated & checked
FS 251 <sup>(3)</sup> 編號(如有)：_____			By: _____ Rank/No.
填寫人 <sup>(4)</sup> 姓名：_____ 手提電話：_____ 公司電話：_____ 傳真號碼：_____			Date: _____

第三部份 - 恢復消防裝置	填寫人 <sup>(4)</sup> 簽署	承辦商蓋印	消防通訊中心蓋印/填寫
工程完成日期：_____			CMS updated & checked
FS 251 <sup>(3)</sup> 編號：_____			By: _____ Rank/No.
填寫人 <sup>(4)</sup> 姓名：_____ 手提電話：_____ 公司電話：_____ 傳真號碼：_____			Date: _____

上述已關閉的消防系統不再由本公司負責有關工程，本公司已把該系統的狀況詳細告知委聘人

註 1：花灑系統應避免與消防栓/喉轆系統或火警偵測系統(存在休眠風險的處所)同時關閉。  
註 2：一般而言，除了因法例要求進行的消防安全改善工程外，每次關閉/延長關閉消防裝置的時間不應超過 14 天。  
註 3：註冊消防裝置承辦商須於完成檢查任何消防裝置或設備後 14 天內發出一份證明書。  
註 4：第一、第二及第三部份填寫人必須為合資格人士(QP)或獲授權簽署證書人士(AS)。  
註 5：如承辦商員工在進行工程時認為有必要關閉消防裝置，承辦商可在緊急情況下授權員工代其填寫通知書。

## 申請類別

請選擇 ...

- 第一部份 - 關閉消防裝置
- 第二部份 - 延長關閉消防裝置
- 第三部份 - 恢復消防裝置
- 已關閉的消防系統不再由本公司負責有關工程，本公司已把該系統的狀況詳細告知委聘人

- FSD Reference Number  
- Concerned Fire Station



# Online Submission System for FSI Shutdown Notice

附錄 I

致：香港消防處  
消防通訊中心  
傳真號碼：2311 0066  
填寫日期：\_\_\_\_\_

此欄由消防處消防通訊中心填寫  
消防處檔案編號：  
樓宇所屬消防局：

### 消防裝置關閉通知書

樓宇/屋苑名稱：\_\_\_\_\_ 地區：\_\_\_\_\_

門牌號數及街道名稱：\_\_\_\_\_  香港  九龍  新界

註冊消防裝置承辦商：\_\_\_\_\_ 級別/編號：\_\_\_\_\_

本公司確認以下受影響的消防裝置需要通宵或連續超過 24 小時關閉

消防栓/喉轆系統  花灑系統<sup>(1)</sup>  乾喉系統  火警偵測系統(存在休眠風險的處所)  
 火警警報系統  噴水系統  排煙系統  樓梯增壓系統  街道消防栓系統

以下持牌/註冊處所將會受到影響

安老/殘疾院舍  酒店/賓館  Cap. 502 消防安全(商業處所)條例  
 幼兒中心  危險品倉  Cap. 572 消防安全(建築物)條例  
 公眾娛樂場所(如戲院/劇院/主題公園等)  Cap. 636 消防安全(工業建築物)條例

上述消防裝置因以下法例要求進行消防安全改善工程

第一部份 - 關閉消防裝置	填寫人 <sup>(4,5)</sup> 簽署	承辦商蓋印	消防通訊中心蓋印/填寫 CMS updated & checked By: _____ Rank/No. Date: _____
開始關閉日期：_____			
預計完成日期 <sup>(2)</sup> ：_____			
FS 251 <sup>(3)</sup> 編號(如有)：_____			
填寫人 <sup>(4,5)</sup> 姓名：_____ 手提電話：_____ 公司電話：_____ 傳真號碼：_____			
第二部份 - 延長關閉消防裝置	填寫人 <sup>(4)</sup> 簽署	承辦商蓋印	消防通訊中心蓋印/填寫 CMS updated & checked By: _____ Rank/No. Date: _____
工程需延期至 <sup>(2)</sup> ：_____			
FS 251 <sup>(3)</sup> 編號(如有)：_____			
填寫人 <sup>(4)</sup> 姓名：_____ 手提電話：_____ 公司電話：_____ 傳真號碼：_____			
第三部份 - 恢復消防裝置	填寫人 <sup>(4)</sup> 簽署	承辦商蓋印	消防通訊中心蓋印/填寫 CMS updated & checked By: _____ Rank/No. Date: _____
工程完成日期：_____			
FS 251 <sup>(3)</sup> 編號：_____			
填寫人 <sup>(4)</sup> 姓名：_____ 手提電話：_____ 公司電話：_____ 傳真號碼：_____			

上述已關閉的消防系統不再由本公司負責有關工程，本公司已把該系統的狀況詳細告知委聘人

註 1：花灑系統應避免與消防栓/喉轆系統或火警偵測系統(存在休眠風險的處所)同時關閉。  
 註 2：一般而言，除了因法例要求進行的消防安全改善工程外，每次關閉/延長關閉消防裝置的時間不應超過 14 天。  
 註 3：註冊消防裝置承辦商須於完成檢查任何消防裝置或設備後 14 天內發出一份證明書。  
 註 4：第一、第二及第三部份填寫人必須為合資格人士(QP)或獲授權簽署證書人士(AS)。  
 註 5：如承辦商員工在進行工程時認為有必要關閉消防裝置，承辦商可在緊急情況下授權員工代其填寫通知書。

### 申請類別

申請

首次提交

請

第一部份 - 關閉消防裝置  
 第二部份 - 延長關閉消防裝置  
 第三部份 - 恢復消防裝置  
 已關閉的消防系統不再由本公司負責有關工程，本公司已把該系統的狀況詳細告知委聘人

消防處檔案編號：\*

樓宇所屬消防局 \*

請選擇 ...

- FSD Reference Number  
 - Concerned Fire Station





# Online Submission System for FSI Shutdown Notice

GovHK 香港政府一站通

| 字型大小 | Eng 簡

## ❖ 消防裝置關閉通知書

1) 簡介

2) 基本資料

3) 數碼簽署

4) 確認通知書

一般常見問題 [↗](#)

使用智方便內e-ME的個人資料自動填寫表格，或自行輸入個人資料



[了解更多](#) [↗](#)

### 申請類別

請選擇 ... [▼](#)

- 第一部份 - 關閉消防裝置
- 第二部份 - 延長關閉消防裝置
- 第三部份 - 恢復消防裝置
- 已關閉的消防系統不再由本公司負責有關工程，本公司已把該系統的狀況詳細告知委聘人

### 樓宇資料

樓宇地址 \*



# Online Submission System for FSI Shutdown Notice

## 承辦商資料

註冊消防裝置承辦商：\*

ABC Company Limited

本人籍此聲明本人獲本表格所訂明的註冊消防裝置承辦商授權代其填寫本通知書。

級別/編號：RC  /  \*

RC  /



# Online Submission System for FSI Shutdown Notice

## 承辦商資料

註冊消防裝置承辦商：\*

本人籍此聲明本人獲本表格所訂明的註冊消防裝置承辦商授權代其填寫本通知書。

級別/編號：RC  /  \*

RC  /

## 消防裝置資料

本公司確認以下受影響的消防裝置需要通宵或連續超過24小時關閉 \*

消防栓/喉轆系統

花灑系統

乾喉系統

火警偵測系統 (存在休眠風險的處所)





# Online Submission System for FSI Shutdown Notice

- 花灑系統
- 乾喉系統
- 火警偵測系統 (存在休眠風險的處所)

## 第一部份 - 關閉樓宇消防裝置

關閉樓宇消防裝置：\*

開始關閉日期： 2023-09-22 

預計完成日期： 2023-10-21 



註冊消防裝置承辦商須確保消防裝置關閉不超過14天。

FS 251編號(如有)：

## 第一部份 - 關閉樓宇消防裝置

關閉樓宇消防裝置：\*



# Online Submission System for FSI Shutdown Notice

街道消防栓系統

上述消防裝置因以下法例要求進行消防安全改善工程 \*

Cap. 502 消防安全(商業處所)條例

Cap. 572 消防安全(建築物)條例

Cap. 626 消防安全(工業建築物)條例

不適用

## 第一部份 - 關閉樓宇消防裝置

關閉樓宇消防裝置: \*

開始關閉日期:

預計完成日期:

FS 251編號(如有):

## 填寫人資料

填寫人姓名: \*

手提電話: \*



# Online Submission System for FSI Shutdown Notice

- **Mode of Submission:**
  - **Paper-based**
  - **Electronic**
- **“iAM Smart+” Account or Digital Certificate**
- **Qualified Person (QP) or Authorized Signatory (AS) of the RFSIC**
- **FSD Circular Letter No. 1/2021**





## Hyperlink for the submission System

- <https://www.hkfsd.gov.hk/>
- <https://eform.cefs.gov.hk/form/fsd020/tc/>



FIRE SERVICE (INSTALLATIONS AND EQUIPMENT) REGULATIONS  
 消防(裝置及設備)規例  
 (Regulation 9(1))  
 (第九條(1)款)  
 CERTIFICATE OF FIRE SERVICE INSTALLATION AND EQUIPMENT  
 消防裝置及設備證書

FSD Ref.: F202357642  
 消防處編號

Serial Number  
 200596

Name of Client 顧客姓名

[Redacted Client Name]



Type of Building 樓宇類型:  Industrial 工業  Commercial 商業  Domestic 住宅  Composite 綜合  Licensed premises 持牌處所  Institutional 社團

**Part 1 Annual Maintenance ONLY**  
 第一部 只適用於年檢事項  
 In accordance with Regulation 8(b) of the Fire Service (Installations and Equipment) Regulations, the owner of any fire service installation or equipment which is installed in any premises shall have such fire service installation or equipment inspected by a registered contractor at least once in every 12 months. 根據消防(裝置及設備)規例第八條(b)款, 擁有裝置在任何處所內的任何消防裝置或設備的人, 須每12個月由一名註冊承辦商檢查該等消防裝置或設備至少一次。

Code 編碼 (1-35)	Type of FSI 裝置類型	Location(s) 位置	Comment on Condition 狀況評述	Completion Date 完成日期 (DD/MM/YYYY)	Next Due Date 下次到期日 (DD/MM/YYYY)
----------------	------------------	----------------	---------------------------	-----------------------------------	----------------------------------

Part 3 第三部 Defects 損壞事項

Code 編碼 (1-35)	Type of FSI 裝置類型	Location(s) 位置	Outstanding Defects 未修缺點	Comment on Defects 缺點評述
16	Fire Hydrant/Hose Reel System	Whole Building	The system is shut down due to replacement work	Need to resume the system upon work completion

Code 編碼 (1-35)	Type of FSI 裝置類型	Location(s) 位置	Outstanding Defects 未修缺點	Comment on Defects 缺點評述
16	Fire Hydrant/Hose Reel System	Whole Building	The system is shut down due to replacement work	Need to resume the system upon work completion

Remark 備註

Authorized Signature: 受權人簽署  
 Name: 姓名

FSD/RC No.: 消防處註冊號碼  
 Company Name: 公司名稱

Telephone: 聯絡電話  
 Date: 日期

I/We hereby certify that the above installations/equipment have been tested and found to be in efficient working order in accordance with the Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment published from time to time by the Director of Fire Services. Defects are listed in Part 3.

本人藉此證明以上之消防裝置及設備經試驗, 證明性能良好, 符合消防處處長不時公佈之最低程度之消防裝置及設備守則與裝置及設備之檢查測試及保養守則的規格, 損壞事項列於第三部。

如證書涉及年檢事項, 應張貼於大廈或處所當眼處以供消防處人員查核  
 This certificate should be displayed at prominent location of the building or premises for FSD's inspection if any annual maintenance work is involved.





附錄 II

致：香港消防處  
消防通訊中心  
傳真號碼：2311 0066  
填寫日期：2023-11-26

此欄由消防處消防通訊中心填寫  
消防處檔案編號：57642  
樓宇所屬消防局：NPT

消防裝置關閉通知書

樓宇/屋苑名稱：Whole Building, CASA 880 地區：Quarry Bay  
門牌號碼及街道名稱：King's Road  香港  九龍  新界  
註冊消防裝置承辦商： 級別/編號：

第一部份 - 關閉消防裝置

開始關閉日期：2023-11-26

預計完成日期：2023-12-08

FS251 編號(如有)：200596

工程完成日期：2023-11-27  
FS251 編號：200597  
填寫人姓名： 手提電話： 公司電話： 傳真號碼：  
By: 10/55  
Date: 27/11/2023

上述已關閉的消防系統不再由本公司負責有關工程，本公司已把該系統的狀況詳細告知委聘人

- 註 1：花灑系統應避免與消防栓/喉線系統或火警偵測系統(存在休眠風險的處所)同時關閉。
- 註 2：一般而言，除了因法例要求進行的消防安全改善工程外，每次關閉/延長關閉消防裝置的時間不應超過14天。
- 註 3：註冊消防裝置承辦商須於完成檢查任何消防裝置或設備後14天內發出一份證明書。
- 註 4：第一、第二及第三部份填寫人必須為合資格人士(GP)或獲授權簽署證書人士(AS)。
- 註 5：如承辦商員工在進行工程時認為有必要關閉消防裝置，承辦商可在緊急情況下授權員工代其填寫通知書。

Our Reference: 00000494

G124679

G124727





# Fire Protection Facilities Supervision Division

## 消防設施監督課

General Enquiry

2733 1567

Enquiry regarding FSI Shutdown Procedure

3961 5015



