

消防處
牌照及審批總區
香港九龍尖沙咀東康莊道1號5樓
消防總部大廈



FIRE SERVICES DEPARTMENT
LICENSING AND CERTIFICATION COMMAND
FIRE SERVICES HEADQUARTERS BUILDING,
5/F, No.1 Hong Chong Road,
Tsim Sha Tsui East, Kowloon,
Hong Kong

本處檔號 OUR REF.: (45) in FP 209/G/VIII
來函檔號 YOUR REF.:
圖文傳真 FAX: 2722 1915
電子郵件 E-mail:
電話 TEL NO.: 2733 7723

15 October 2014

To: All Registered Fire Service Installation Contractors

Dear Sir/Madam,

**Advisory Letter for
Annual Inspection of Building Fire Service Installation or Equipment**

Pursuant to Regulation 8(b) of the Fire Service (Installations and Equipment) Regulations, Chapter 95B of the Laws of Hong Kong, the owner(s) of any fire service installation or equipment (FSI) which is installed in any premises shall have such FSI inspected by a Registered Fire Service Installation Contractor (RFSIC) at least once in every 12 months.

Should the owner(s) of FSI fail to observe the aforementioned Regulation, the Fire Services Department (FSD) will issue an Advisory Letter to the owners, occupiers or management offices of those buildings to advise them of the requirement to commission a RFSIC to conduct annual inspections of the FSIs. With a view to closely monitoring the follow-up action taken by those owners, occupiers or management offices, we have prepared a report form attached to the Advisory Letter, requesting them to report the completion of the annual inspection of their building FSI. Sample of the Advisory Letter and the Report Form are enclosed in the Appendix for your easy reference.

This Letter serves to inform all RFSICs of the above arrangement and seek your collaboration to advise/help your client to conduct the annual inspection of their building FSI and to report to FSD within fourteen days upon the completion of such inspection.

Should you have any enquiries pertaining to the subject matter, please contact Mr. CHAN Man-hon, Assistant Divisional Officer (Fire Service Installations Task Force) at 2733 4066.

Yours faithfully,

(KOON Ngok-chung)
for Director of Fire Services

Sample

消 防 處
牌 照 及 審 批 總 區

消防設備專責隊伍
香港九龍尖沙咀東康莊道1號4樓
消防總部大廈



FIRE SERVICES DEPARTMENT
LICENSING AND CERTIFICATION
COMMAND

FIRE SERVICE INSTALLATIONS TASK FORCE
FIRE SERVICES HEADQUARTERS BUILDING,
4/F, No.1 Hong Chong Road,
Tsim Sha Tsui East, Kowloon,
Hong Kong.

本處檔號 OUR REF.: (X) in XX/XXXX
圖文傳真 FAX: 2724 3088
電子郵件 E-mail: ado_fsitf_2@hkfsd.gov.hk
電 話 TEL NO.: 2733 7879

FSD File No. to be entered in Annex

Dear Sir/Madam,

Annual Inspection of Fire Service Installation or Equipment at

«Building Address»

Name and Address of Building to be entered in Annex

This Department has not received any copy of Certificate(s) of Fire Service Installation and Equipment in the last 12 months from your hired Registered Fire Service Installation Contractor.

Pursuant to Regulation 8(b) of the Fire Service (Installations and Equipment) Regulations, Chapter 95B of the Laws of Hong Kong, the owner(s) 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 Fire Service Installation Contractor at least once in every 12 months. Therefore, it is imperative for you to commission a Registered Fire Service Installation Contractor to conduct an annual inspection for the fire service installation or equipment of your building and keep such fire service installation or equipment in efficient working order at all times. Upon completion, the Registered Fire Service Installation Contractor shall, within fourteen days after completion of the inspection work, issue a certificate to the person on whose instruction the work was undertaken and forward a copy thereof to the Director of Fire Services.

Any person who contravenes the aforesaid regulation shall be guilty of an offence and shall be liable on conviction to a fine at Level 5 (i.e. HK\$50,000).

The list of Registered Fire Service Installation Contractor is available at:

- (a) Government Gazette
- (b) Local fire stations or other Fire Services Department offices
- (c) Fire Services Department website at <http://www.hkfsd.gov.hk>

Please note that this letter does not have any legal bearing on other document(s) or letter(s) issued by the Fire Services Department (FSD). If you have received other document(s) or letter(s) from FSD in connection with the fire service installation or equipment of your building e.g. Fire Hazard Abatement Notice, the requirements stipulated therein shall have to be complied with accordingly.

If an annual inspection of the fire service installation or equipment of your building has already been conducted with relevant certificate(s) issued by a Registered Fire Service Installation Contractor, please let us have your reply in the form provided at Annex with a copy of the certificate(s) within 14 days upon the completion of inspection work. The form can be returned to Senior Divisional Officer (Fire Service Installations Task Force) by fax (2724 3088) or by post.

If you have further enquiries, please feel free to contact the following officers during office hours:

- (a) Principal Fireman Mr. HO Wing-sheung at 2733 4065 or
- (b) Principal Fireman Mr. CHOW Chi-ying at 2733 7545
- (c) Assistant Divisional Officer Mr. CHAN Man-hon at 2733 4066 (Hong Kong Region)
- (d) Assistant Divisional Officer Mr. CHAN Ka-lok at 2733 7880 (Kowloon Region)
- (e) Assistant Divisional Officer Mr. LAU Po-ying at 2733 4068 (New Territories Region)

Yours faithfully,

(LIU Tung-yick)
for Director of Fire Services

Dated:

Sample

信中左上角的本處檔號

Appendix II (附件II)

To : SDO (FSITF)
致 消防設備專責隊伍高級消防區長
Fax No. : 2724 3088
傳真號碼

Date : 報告遞交日期
日期
FSD File No.: (X) in XX/XXXX
消防處檔案編號

Report on Annual Inspection of Building Fire Service Installation or Equipment 樓宇消防裝置或設備周年檢查報告

Name and Address of Building 樓宇名稱及地址 :	«信中顯示的樓宇名稱和地址»
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FS251 No. 消防裝置及設備證書編號 :	FS251 右上角顯示的證書編號
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Annual Inspection date (DD/MM/YYYY) 周年檢查日期 :	FS251 內第一部顯示的完成日
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Name of Fire Service Installation Contractor 註冊承辦商名稱 :	FS 251 右下角顯示承辦商名稱
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FSD/RC No. 承辦商註冊號碼 :	FS251 右下角顯示的承辦商註冊號碼
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Remarks (if any) 備註(如有) :	
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Name of Responsible Person/Party
負責人姓名／負責團體 名稱 :

消防裝置擁有人名稱

Contact Number 聯絡電話 :

消防裝置擁有人聯絡電話

Note 注意 :

Please submit the completed form by fax or by post to Fire Service Installations Task Force, Licensing and Certification Command, 4/F, Fire Services Headquarters Building, 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon within 14 days upon the completion of inspection work.

請於完成有關工程後起計14天內提交此表格，並以傳真或郵遞方式交回牌照及審批總區消防設備專責隊伍，地址為九龍尖沙咀東康莊道1號消防總部大廈4樓。