

消 防 處  
牌 照 及 審 批 總 區

香港九龍  
尖沙咀東部康莊道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.: (3) in L/M(2) in FP(LC) 314/07

來函檔號 Your Ref.:

圖文傳真 Fax: 852 – 2723 2197

電 話 Tel No.: 852 – 2733 7619

電子郵件 E-mail: [lcpolice2@hkfsd.gov.hk](mailto:lcpolice2@hkfsd.gov.hk)

4 October 2011

To: Registered Fire Service Installation Contractors

Dear Sir/ Madam,

**Certificate of Fire Service Installations and Equipment (FS 251)**

This letter serves to promulgate a set of guidelines for the observation of registered fire service installation contractors (RFSIC) on submission of Certificates of Fire Service Installations and Equipment (FS251).

You are well aware that pursuant to regulation 9 of the Fire Service (Installations and Equipment) Regulations, Chapter 95B, Laws of Hong Kong, whenever an RFSIC installs, maintains, repairs or inspects any fire service installation or equipment (FSI) in any premises, he shall within 14 days after completion of the work issue to the person on whose instructions the work was undertaken a certificate and forward a copy thereof to the Director of Fire Services. Against this background, all copies of FS251 completed by RFSIC are either handed to the Fire Services officers on site or forwarded to the Fire Service Installations Task Force (FSITF) of this Department according to the prevailing practice.

With a view to streamlining the procedures and enhancing efficiency, agreement has been made in a recent liaison meeting between the Association of Registered Fire Service Installation Contractors of Hong Kong Limited and the Fire Services Department (FSD) that copies of the completed FS251 should be forwarded to the respective office of the FSD by the concerned RFSIC in accordance with the following schedule effective on 15.10.2011. A list of the addresses of the respective offices of FSD is at **Appendix A**.

(i) Regional Office (RO)

All work pertain to the FSI of licensed/registered premises only, e.g. fire extinguisher, exit signs, and self-contained emergency lighting system. However, if the work cover the FSI serving both the building and the licensed/registered premises, e.g. sprinkler system, and fire hydrant and hose reel system, a self-certified photocopy of the relevant FS251 in addition to the one to FSITF, should be forwarded to the respective RO direct. The various types of licensed/registered premises are listed in **Appendix B**.

(ii) Dangerous Goods Division (DGD)

All work pertain to the FSI of Dangerous Goods (DG) stores and DG vehicles. However, if the work cover the FSI serving both the building and the DG stores, e.g. sprinkler system, a self-certified photocopy of the relevant FS251 in addition to the one to FSITF, should be forwarded to the DGD direct.

(iii) Fire Service Installations Task Force (FSITF)

All work pertain to FSI provided in building or premises other than the above.

Please note that the above arrangements do not preclude RFSIC handing copies of FS251 to officers of this Department during their inspections.

Further, RFSICs are also required to quote as far as practicable the serial number of the previous FS251 describing the corresponding defective FSI item(s) which were reportedly repaired in Part 2 of the FS251 now submitted. A sample of the FS251 to this effect is attached at **Appendix C** for your ease of reference.

If you have any queries pertaining to the above arrangement, please feel free to contact Divisional Officer (FSITF) at telephone number 2733 7879.

Yours faithfully,



(LAU Mun-ming)  
for Director of Fire Services

**Addresses of the respective offices of FSD**

1. Hong Kong Regional Office

M/F, Sheung Wan Fire Station,  
2 Western Fire Services Street, Sheung Wan, HK

2. Kowloon West Sub-regional Office

6/F, Tsim Sha Tsui Fire Station Complex,  
333 Canton Road, Kowloon

3. Kowloon East Sub-regional Office

Room 403, 4/F, West Wing,  
Tsim Sha Tsui Fire Station Complex,  
333 Canton Road, Kowloon

4. New Territories Regional Office

Room 402, 4/F, West Wing,  
Tsim Sha Tsui Fire Station Complex,  
333 Canton Road, Kowloon

5. Dangerous Goods Division

4/F, Fire Services Department Kwai Chung Office Building,  
86 Hing Shing Road, Kwai Chung, New Territories

6. Fire Service Installations Task Force

4/F, North Wing, Fire Services Headquarters Building,  
1 Hong Chong Road, Kowloon

**List of Licensed and Registered Premises  
handled by the Regional Offices**

1. General Restaurant
2. Light Refreshment Restaurant
3. Factory Canteen
4. Food Factory
5. Bakery
6. Karaoke Establishment
7. Dancing School
8. Public Dance Hall
9. Places of public entertainment such as theatre /  
cinema, amusement ride, etc
10. Billiard Establishment
11. Bowling Alley
12. Skating rink
13. Massage Establishment
14. Non-designed School
15. Non-exempted Premises for conducting Non-local  
Higher and Professional Education Courses
16. Child Care Centre
17. Drug Dependent Persons Treatment and  
Rehabilitation Centre

## FIRE SERVICE (INSTALLATIONS AND EQUIPMENT) REGULATIONS

Appendix C

FSD Ref.: \_\_\_\_\_  
消防處編號消防(裝置及設備)規例  
(Regulation 9(1))  
(第九條(1)款)

A 5521901

CERTIFICATE OF FIRE SERVICE INSTALLATIONS AND EQUIPMENT  
消防裝置及設備證書Name of Client:  
顧客姓名

Tai Man International

Name of Building:  
樓宇名稱

Tai Man House

Street No./Town Lot:  
門牌號數/市地段

4-8

Street/Road/Estate Name:  
街道/屋苑名稱

Tai Man Street

Block:  
座

2

District:  
分區

Tsuen Wan

Area:  
地區☐ HK  
香港☐ K  
九龍☒ NT  
新界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 9(b) of 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)規例第九條(b)款, 所有安裝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 編號 (1-34)	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/YY)	Next Due Date 下次到期日 (DD/MM/YY)
			NIL		

## Part 2 第二部 Installation / Modification / Repairing / Inspection works 裝置/改裝/修理/檢查工作

Code 編號 (1-34)	Type of FSI 裝置類型	Location(s) 位置	Nature of Work Carried out 完成之工作內容	Comment on Condition 狀況評述	Completion Date 完成日期 (DD/MM/YY)
24	2 x 9 Litres Foam Type F.E.	10/F	To refill and inspect	Conforms with FSD requirements	6.9.2011 (defect FS251 No: A320154)

## Part 3 第三部 Defects 損壞事項

Code 編號 (1-34)	Type of FSI 裝置類型	Location(s) 位置	Outstanding Defects 未修缺點	Comment on Defects 缺點評述
			NIL	

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/茲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的最低限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 involved.

Authorized  
Signature:  
授權人簽署Name:  
姓名

CHAN TAI MAN

FSD/RC No.:  
消防處註冊號碼

RC X/XX3

Company Name:  
公司名稱Tai Man Fire Eng. Co. Ltd  
大民消防工程有限公司Telephone:  
聯絡電話

9123 4567

Date:  
日期

6.9.2011

for FSD  
use only:

Inspected

Key-in

Verified