

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
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**FIRE SERVICES DEPARTMENT
LICENSING AND CERTIFICATION COMMAND**

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

本處檔號 Our Ref.: (1) in FP/FSITF 11/1/2000 Pt.5

來函檔號 Your Ref.:

圖文傳真 Fax: 2722 1915

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11 December 2009

To : Registered Fire Service Installation Contractors

Dear Sir/Madam,

Completion of Certificate of Fire Service Installations and Equipment (F.S.251)

Recently, we have noted that some Registered Fire Service Installation Contractors failed to provide the necessary and correct information on the Certificate of Fire Service Installations and Equipment (F.S.251) submitted to this Department. Such anomaly has adversely affected our effective processing of the F.S.251 and the related work. Therefore, you are hereby reminded to pay particular attention to the completeness and correctness of the F.S.251 before its issuance. To facilitate your correct compilation of F.S.251, the explanatory notes to this effect are attached at Annexes 1 and 2 for your reference and retention.

Please be advised that pursuant to regulation 9(3)(b) of the Fire Service (Installation and Equipment) Regulations, Chapter 95B, Laws of Hong Kong, any registered contractor who issues or forwards a certificate, or a copy thereof, which is false or misleading in a material particular commits an offence and is liable on conviction to a fine at level 5 (i.e. \$50,000). In addition, pursuant to regulation 9(2A) of the aforesaid Regulations, any person who signs a certificate which is false or misleading in any material particular commits an offence and is liable on conviction to a fine at level 5 (i.e. \$50,000). The conviction of such may result in the name of the registered contractor concerned being removed from the register permanently.

If you have any queries, please feel free to contact Senior Divisional Officer (Fire Service Installations Task Force) WONG Chi-kong at 2733 7723.

Yours faithfully,

(WONG Chi-kong)
for Director of Fire Services



Explanatory Notes for Completing F.S.251 (Please refer to Annex 2)

1. Sample of F.S.251

A sample of the completed F.S.251 is printed on the inside page of the front cover of each F.S.251 booklet.

2. All items on the F.S.251 should be clearly completed in Chinese or English and ✓.

3. Particulars of Building/Premises :

- a) FSD Ref. (FSD file reference no.)
- b) Name of Client (person who instructs the work to be carried out)
- c) Name of Building
- d) Street No./Town Lot, Street/Road/Estate Name
- e) Block/District
- f) Area (tick the appropriate box)
- g) Type of Building (tick the appropriate box)

4. Particulars of Fire Service Installations(FSI) at Part 1, Part 2 and Part 3 :

| Common items - | Other items - |
|---|--|
| a) Code (code of FSI on overleaf) | a) Next Due Date (normally 1 year after completion of works) |
| b) Type of FSI (corresponding to code) | b) Nature of Work Carried out (type i.e. alteration, addition, maintenance, repair etc.) |
| c) Location(s) (FSI inspected, maintained, repaired and/or installed) | c) Outstanding Defects (type of FSI being defective/missing/malfunction) |
| d) Comment on Condition (state whether the FSI is conformed with FSD requirement) | d) Comment on Defects (rectification requires such as replacement, repair etc.) |
| e) Completion Date | |

5. Particulars of Registered Fire Service Installation Contractor :

- a) Authorized signature (person with specimen signature supplied to FSD)
- b) Name (person giving the signature)
- c) FSD/RC No. (class/registration no.)
- d) Company Name
- e) Contact Telephone No.
- f) Date (date of the signature)

Remarks –

- (a) If any annual maintenance work is involved, the registered contractor should request his/her client to display the F.S.251 at a prominent location of the building/premises for FSD's inspection.
- (b) Cross out/inert "Not applicable" for inappropriate item.

All items on the F.S.251 should be completed clearly in Chinese or English and ✓.

FSD file reference no.

FSD Ref.:
消防處檔號

FIRE SERVICE (INSTALLATIONS AND EQUIPMENT) REGULATIONS
消防(裝置及設備)規例
(Regulation 9(1))
(第九條(1)款)

A123X567

CERTIFICATE OF FIRE SERVICE INSTALLATIONS AND EQUIPMENT
消防裝置及設備證書

To be completed in Chinese or English

Name of Client:

顧客姓名

Name of Building:

樓宇名稱

Street No./Town Lot:

門牌號數/市地段

Street/Road/Estate Name:

街道/路/屋苑名稱

Block:

座

District:

分區

Area:

地區

☐ HK

☐ K

☐ NT

☐ 新界

Type of Building 樓宇類型:

☐ Industrial 工業

☐ Commercial 商業

☐ Domestic 住宅

☐ Composite 綜合

☐ Licensed premise 持牌處所

☐ Institutional 社區

Use ✓ to choose the box

FSI code

Type of FSI corresponding to code

| Part 1 Annual Maintenance ONLY 第一部 只適用於年檢事項 | | | | | |
|--|--|----------------|---|---------------------------------|---|
| 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) |
| | FSI inspected, maintained, repaired and/or installed | | State whether the FSI is conformed with FSD requirement | Date of works completed | Normally 1 year after completion of works |

FSI code

Type of FSI corresponding to code

| 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 實施之工作內容 | Comment on Condition 狀況評述 | Completion Date 完成日期 (DD/MM/YY) |
| | FSI inspected, maintained, repaired and/or installed | | Type i.e. alteration, addition, maintenance, repair etc. | State whether the FSI is conformed with FSD requirement | Date of works completed |

FSI code

Type of FSI corresponding to code

| 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 |
| | FSI inspected, maintained, repaired and/or installed | | Type of FSI being defective/missing /malfunction | Rectification requires such as replacement, repair etc. |

Person with specimen signature supplied to FSD

Person giving the signature

Class/ Registration No.

Name of the registered contractor

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/我們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.

F.S. 251 (Rev. 11/2002)

Authorized Signature:
授權人簽署

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

For FSD use

☐ Inspected

☐ Key-in

☐ Verified

Date of the signature

Telephone No.

Registered contractor should request his/her client to display the F.S.251 at a prominent location of the building/premises for FSD's inspection.