

消防處
牌照及審批總區
香港九龍
尖沙咀東康莊道1號
消防總部大廈5樓



**FIRE SERVICES DEPARTMENT
LICENSING AND CERTIFICATION
COMMAND**

4/F, Fire Services Headquarters Building,
No.1 Hong Chong Road,
Tsim Sha Tsui East, Kowloon,
Hong Kong

本處檔號 OUR REF. : (59) in FP 209/G/VIII
來函檔號 YOUR REF. :
圖文傳真 FAX : 2722 1915
電話 TEL NO. : 2733 7723
電子郵件 E-mail :

To: All Registered Fire Service Installation Contractors

Dear Sir/Madam,

**Reminder : Shutdown of Fire Service Installation for
Inspection, Maintenance, Modification or Repair**

This letter serves to remind all Registered Fire Service Installation Contractors (RFSICs) which are employed to maintain, modify or repair a Fire Service Installation (FSI) of the need to notify the Fire Services Department (FSD) of the shutdown of the FSI at least 7 calendar days prior to the commencement of work if the FSI has to be shut down *overnight or for more than 24 hours continuously*. Should the period between the date on which the RFSIC's employment to carry out the work is confirmed and the date of commencement of work be less than 7 calendar days, the RFSIC should notify the FSD within 24 hours after such confirmation, so that the FSD can formulate an appropriate contingency plan and advise the owners/occupiers of the premises to take additional fire safety measures during the shutdown period where necessary. For details, please refer to the FSD Circular Letter No. 3/2008.

For details of the FSD Circular Letter No. 3/2008, please browse the following webpage:

http://www.hkfsd.gov.hk/eng/source/circular/2008_03.pdf

Should you have any further questions on this arrangement, please feel free to contact Divisional Officer (FSITF) of the Licensing and Certification Command at 2733 7879.

Yours faithfully,

(MAK Kiam-fai)
for Director of Fire Services

22 April 2016