

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.: (36) in FP 314/07 Pt. 6

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)

27 September 2010

To: Recipients of FSD Circular Letters

Dear Sir/ Madam,

**FSD Circular Letter No. 4/2010**  
**Sprinkler Subsidiary Stop Valves Management System**

This Circular Letter serves to announce, with immediate effect, the adoption of a sprinkler subsidiary stop valves management system ("SSSVMS") which strongly recommends the use of securing devices to prevent the sprinkler subsidiary stop valve ("SSSV") from being tampered or inadvertently turned off. It should be read in conjunction with FSD Circular Letter No. 3/2006 and 3/2008.

The shutting-off of SSSV may constitute a fire hazard within the meaning of section 2 of the Fire Services Ordinance, Chapter 95, Laws of Hong Kong. The SSSVMS is devised to prevent the occurrence of SSSV being tampered or unauthorized shut-off. With the adoption of the SSSVMS, the condition of the SSSV will be monitored so that any irregularity can be detected and rectified timely. Relevant details are described in the **Annex** to this letter.

Registered Fire Service Installation Contractors are encouraged to inform property management offices / companies of the implementation of the SSSVMS. They should give advice on the adoption of the SSSVMS and provide relevant services such as providing securing devices where necessary.

Should you have any questions on this new arrangement, please contact our Assistant Divisional Officers of the Fire Service Installation Task Force, Licensing and Certification Command, at 2733 4066, 2733 7880 or 2733 4068.

Yours faithfully,



(LAU Mun-ming)  
for Director of Fire Services

## **Sprinkler Subsidiary Stop Valves Management System (SSSVMS)**

### **1. Major Features of the System**

- 1.1 A log book to keep track of maintenance services and operation of sprinkler subsidiary stop valve (SSSV) for each sprinkler system;
- 1.2 Security devices such as chain(s), pad lock(s), label and tamper-proof security tag(s) with serial number to prevent tampering / unauthorized operation of the SSSV; and
- 1.3 Regular inspection of the SSSV by parties concerned, viz. building owners / occupiers / property management, Registered Fire Service Installation Contractor (RFSIC), etc to ensure that any tampering of the SSSV can be detected and rectified in a timely manner.

### **2. Details of components of the SSSVMS**

- 2.1 The log book should be made available in the management office where applicable or kept in a safe place preferably under lock.
- 2.2 The chain(s) and lock(s) should be of appropriate size to fit and secure individual SSSV. A label with Chinese & English wording and a tamper-proof serial numbered security tag should be provided next to the SSSV. (Diagram showing a typical set of chain, lock, label and security tag is in the Appendix to this Annex).
- 2.3 Typical method of securing the SSSV is shown in the Appendix.

### **3. Roles and Responsibilities of the Parties Concerned**

#### **3.1 Owners of FSI / Property Management**

- to employ RFSIC for implementing the SSSVMS
- to keep a log of the services conducted on the SSSV and the status of the SSSV after completion of services
- to carry out annual audit of the log book
- to carry out surprise visual inspection of the SSSV, preferably not less than once in a month to ensure the security tags are intact
- to keep the keys of the pad locks in safe custody
- to maintain an SSSV inspection schedule

### 3.2 RFSIC (Class 2)

- to provide components for implementing the SSSVMS such as chain(s), pad lock(s), label, security tag(s) with unique serial number and log book
- to open the SSSV immediately should it be found tampered or in shut-off position
- to report defects of the SSSV to FSI owners / property management
- to record the status of the SSSV in the log book after servicing
- to record the serial number of the tag(s) used in the Certificate of Fire Service Installations and Equipment(FS251) after servicing
- to assist FSI owners / property management to prepare an SSSV inspection schedule
- to answer queries and provide information / advice on the SSSVMS

# WARNING

## 警告

**NO UNAUTHORIZED  
OPERATION!**

**未經許可，不准操作！**

**LAST INSPECTED BY THE FOLLOWING FIRE  
SERVICE INSTALLATION CONTRACTOR**

最近一次檢查由以下消防裝置承辦商進行

**NAME OF CONTRACTOR**

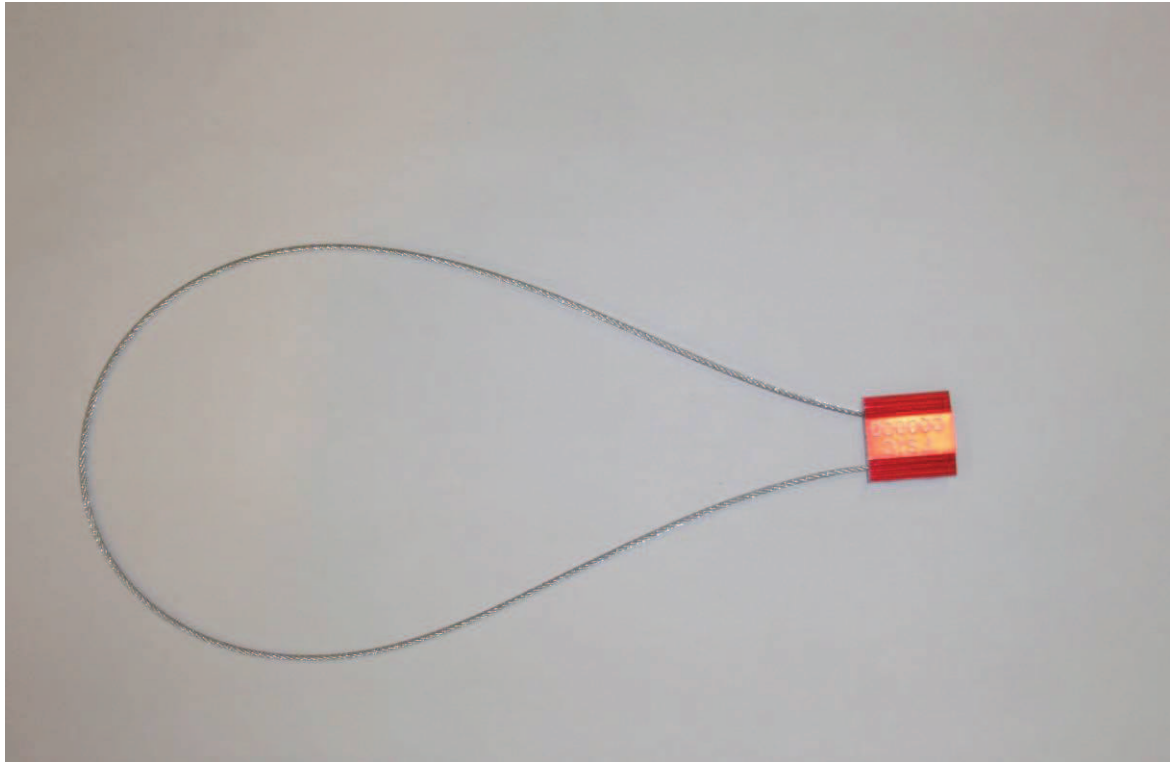
承辦商名稱: \_\_\_\_\_

**REG. NO.註冊編號:** \_\_\_\_\_

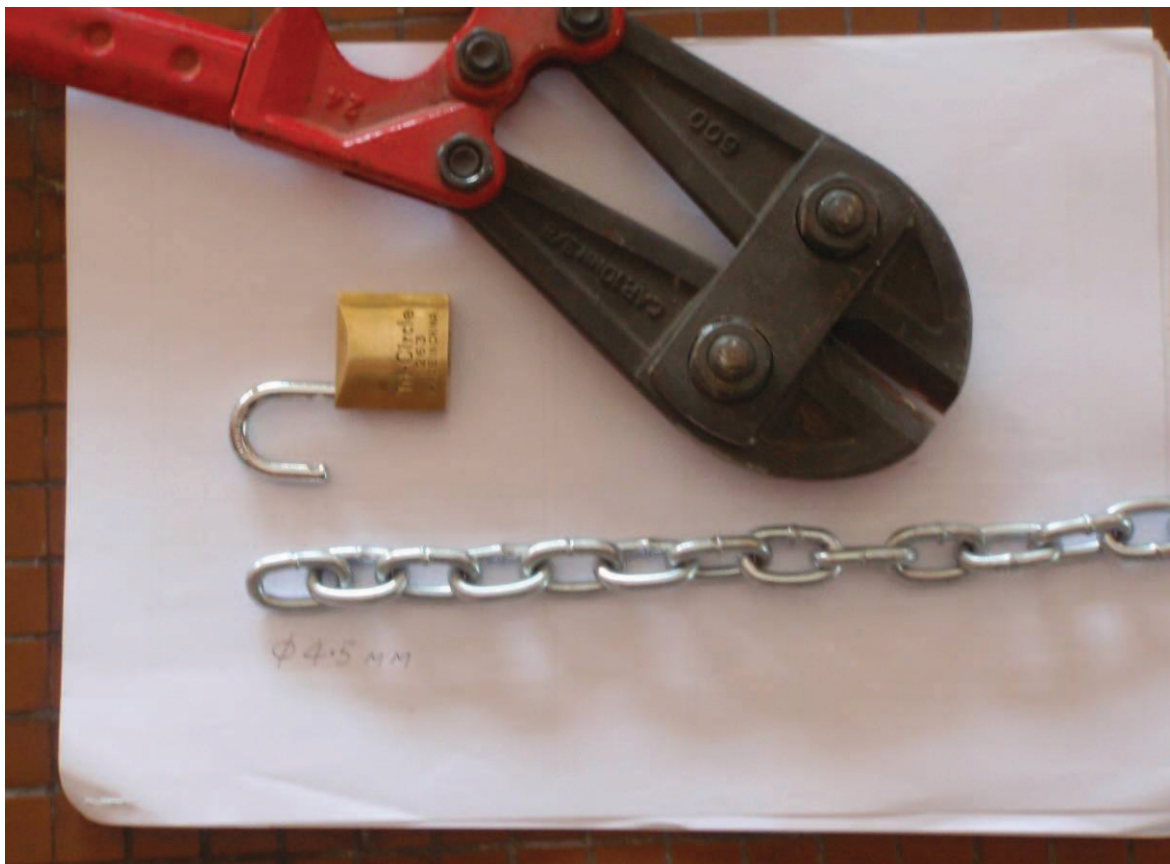
**DATE 日期:** \_\_\_\_\_

**TEL. 電話:** \_\_\_\_\_

Sample of Label (Size about 20cm(L) x 12cm(W))



Sample of Chain and Lock



Sample of Chain and Lock



Typical Method of Securing the SSSV



Typical Method of Securing the SSSV





Sample of Tamper-proof Security Tag