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17 November 2016

To: Recipients of FSD Circular Letters

Dear Sir/Madam,

FSD Circular Letter No. 6/2016

Stop Valves Management System for Fire Hydrant/Hose Reel Systems

This Circular Letter serves to introduce the Stop Valves Management System (SVMS) for fire hydrant/hose reel systems (FH/HR systems) to help owners of FH/HR systems and property management offices monitor the status of the stop valves of their FH/HR systems.

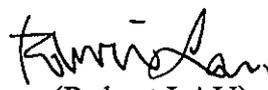
Under the SVMS, “stop valves” (SVs) refer to all essential valves which have to be kept **OPEN** for proper functioning of FH/HR systems. Turning off such valves will interrupt water supply and pump operation, which may constitute a fire hazard as defined under section 2 of the Fire Services Ordinance (Cap. 95). In this connection, the SVMS is designed to prevent SVs from being tampered with or shut off without authorisation, and to monitor the condition of the SVs so that any irregularities occurred can be timely detected and rectified. Details of the SVMS are set out in the **Annex**.

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Registered Fire Service Installation Contractors (RFSICs) are urged to advise owners of FH/HR systems and property management offices to adopt the SVMS to ensure proper functioning of their FH/HR systems. Since the SVMS is also applicable to other automatic fixed installations such as foam systems, ring main systems and street fire hydrant systems, RFSICs may advise owners of these installations and property management offices to take the initiative to adopt the SVMS as well. For sprinkler systems, a Subsidiary Stop Valves Management System is applicable, details of which are set out in FSD Circular Letter No. 4/2010: *Sprinkler Subsidiary Stop Valves Management System*.

For any enquiries about the SVMS, please contact our Assistant Divisional Officers of the Fire Service Installations Task Force, Licensing and Certification Command at 2733 4066, 2733 7880 or 2733 4068 during office hours.

Yours faithfully,



(Robert LAU)

for Director of Fire Services

Stop Valves Management System (SVMS) for Fire Hydrant/Hose Reel Systems (FH/HR Systems)

1. Major Features

- 1.1 A log book to keep track of the maintenance services and operation of the stop valves (SVs) of FH/HR systems;
- 1.2 Security devices including chains, padlocks, durable warning labels and tamper-proof serially numbered security tags (locks) to prevent tampering/unauthorised operation of SVs; and
- 1.3 Regular inspections of SVs by owners of FH/HR systems, property management offices, Registered Fire Service Installation Contractors (RFSICs), etc., to ensure timely detection and rectification of irregularities.

2. Details of Components

- 2.1 The log book should be kept in the management office or any appropriate places, preferably under lock and key;
- 2.2 The chains and locks should be of appropriate size to properly fit and secure the SVs. A durable warning label with Chinese and English warnings and a tamper-proof serially numbered security tag should be affixed to each SV; and
- 2.3 A sample of the warning label and photos of sample chains, padlocks, durable warning labels and security tags (locks) are shown in the **Appendix** for reference.

3. Roles and Responsibilities of Relevant Parties

- 3.1 Owners of FH/HR systems and property management offices
 - a) to employ an RFSIC to implement the SVMS;
 - b) to record in the log book the services conducted on SVs by the RFSIC and the status of SVs after servicing;
 - c) to audit the log book regularly;
 - d) to inspect the SVs regularly, preferably not less than once in a month, and ensure the security tags (locks) are intact and the SVs in OPEN position;

- e) to keep the keys of the padlocks in safe custody; and
- f) to maintain an SV inspection schedule.

3.2 RFSICs

- a) to supply components for implementing the SVMS, such as chains, padlocks, durable warning labels, serially numbered security tags (locks) and log books;
- b) to inform owners of FH/HR systems and property management offices immediately if any SVs are found to be tampered with or in shut-off position, and re-open the SVs as soon as practicable;
- c) to report defects of any SVs to owners of FH/HR systems and property management offices;
- d) to assist owners of FH/HR systems and property management offices in recording the status of SVs in the log book after servicing;
- e) to record the serial numbers of the tags (locks) used in the Certificate of Fire Service Installations and Equipment (FS251) after servicing;
- f) to assist owners of FH/HR systems and property management offices in preparing an SV inspection schedule; and
- g) to answer queries and provide information of/advice on the SVMS.

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

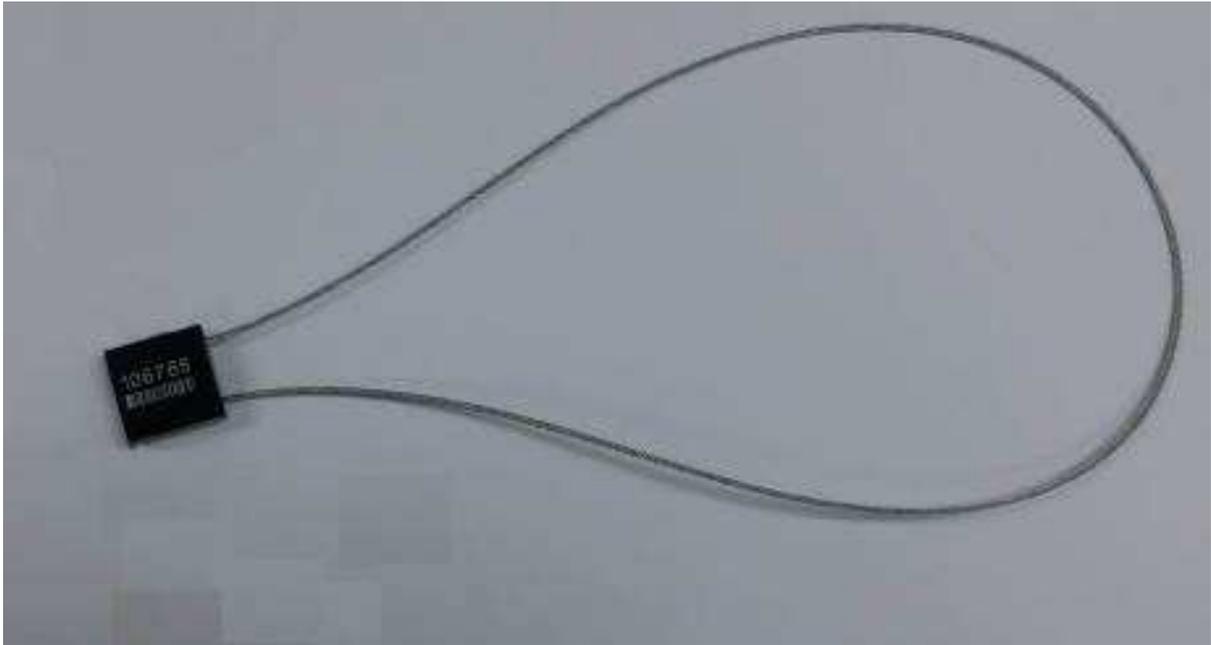
NAME OF CONTRACTOR 承辦商名稱：

REG NO 註冊編號： _____

DATE 日期： _____

TEL 電話： _____

A sample warning label (about 20cm(L)×12cm(W))



Sample serially numbered security tag (lock)



Sample chain, padlock and serially numbered security tag (lock)



An SV of a fire service water tank affixed with a tamper-proof security tag to prevent it from being tampered with



Properly-tagged SVs of an FH/HR system to avoid unauthorised operation



Sample durable warning label and log book for the SVMS