

消防處
牌照及審批總區

香港九龍尖沙咀東部康莊道1號
消防總部大廈



Fire Services Department
Licensing and Certification Command
FIRE SERVICES HEADQUARTERS BUILDING,
No. 1 Hong Chong Road,
Tsim Sha Tsui East, Kowloon,
Hong Kong

本處檔號 Our Ref: (85) in L/M(1) FP 214/0006
來函檔號 Your Ref:
電訊掛號 Telex : 3907 KHFS DHX
圖文傳真機 Fax : 852-2723 2197
電話 Tel.No.: 27337744

30 May, 2001

To : Authorised Persons
Registered F.S.I. Contractors
Ventilation Contractors
Registered Lift & Escalator Contractors
Electrical & Mechanical Consultants
Fire Insurance Association of HK.
The Association of Registered F.S.I.
Contractors of H.K.
Structural Division, H.K.I.E.
Power Companies

The H.K. & China Gas Co. Ltd
The Lift & Escalator Contractors Registered
Association
Pacific Century Cyber Works
Hong Kong Construction Association
Director of Architectural Services
Director of Buildings
Director of Housing
Petroleum Companies

Dear Sirs,

FSD Circular Letter No. 2 / 2001
Introduction of Revised Certificate of Fire Service
Installations and Equipment -F.S.251(Rev. 7/2000)

The Certificate of Fire Service Installations and Equipment (F.S.251) has been recently revised to incorporate more detailed information regarding the particulars of buildings, the annual maintenance, installation, modification, repairing and inspection works.

Samples of blank and completed F.S.251 together with explanatory notes for completion are attached at Appendix I to IV for your ease of reference.

The revised F.S.251 will be put into general use with effect from 1.6.2001. The old F.S.251 will be obsolete on 31.12.2001. During this interim period as from 1.6.2001 to 31.12.2001, both revised and old F.S.251 are acceptable to FSD.

Should you have any question on the revised F.S.251, please contact Fire Service Installation Task Force of this Department at telephone no. 27337879.

Yours faithfully,

(LAU Kwai-shan)
for Director of Fire Services

FIRE SERVICE (INSTALLATIONS AND EQUIPMENT) REGULATIONS

消防(裝置及設備)規例

(Regulation 9(1))

(第九條(1)款)

CERTIFICATE OF FIRE SERVICE INSTALLATIONS AND EQUIPMENT

消防裝置及設備證書

Appendix I

A 0000000

FSD Ref: _____

消防處編號

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/屋苑名稱

Block:

座

District:

分區

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 持牌場所 Institutional 社團

Part 1 Annual Maintenance ONLY

第一部 只適用於年檢事項

In accordance with Regulation 8(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8(b)條, 須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。

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)

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

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)

Part 3 第三部 Defects 損壞事項

Type of FSI 裝置類型	Location(s) 位置	Outstanding Defects 未修缺點	Comment on Defects 缺點評述

I/we hereby certify that the above installation/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.

本人特此證明以上之消防裝置及設備經測試, 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 a visible 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

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 use only:

Inspector

Key-in

Verified

任何人簽署一份在要項上屬虛假或具誤導性的證明書，
即屬犯罪，一經定罪，可處罰款\$5000，而該註冊承辦
商的姓名或名稱可從註冊紀錄冊中永久刪除

此表格可參閱大廈
管理紀錄冊
2133554消防及
相關設施

如該大廈尚未獲配
街道名稱，請填「新
填地地段」

參閱證書背面的消防
裝置類型

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

FSD Ref.: 19/123X5
消防處編號

A123X567

Name of Client: The Incorporated Owners of ABC Building
顧客姓名

Name of Building: ABC Building
樓宇名稱

Street No./Town Lot: 123 Street Road
門牌號碼/市地段

Street/Road/Estate Name: Kowloon Road
街道/屋苑名稱

District: Sham Shui Po
區

Area: HK
地區

Type of Building: Industrial / Commercial / Domestic / Composite / Licensed premises / Institutional
樓宇類別: 工業 / 商業 / 住宅 / 綜合 / 持牌處所 / 機構

Part 1 Annual Maintenance ONLY
第一部 只適用於年檢事項

Location 位置	Type of FSI 裝置類型	Location 位置	Comment on Condition 狀況評述	Completion Date 完成日期	Next Due Date 下次到期日
16	FH/HR System	1/F - 15/F	Conforms with FSD requirements (defects see part 3)	30/7/2000	29/7/2001
13	Manual Fire Alarm System	1/F - 15/F	Conforms with FSD requirements (defects see part 3)	30/7/2000	29/7/2001

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

Location 位置	Type of FSI 裝置類型	Location 位置	Nature of Work Carried out 工作內容	Comment on Condition 狀況評述	Completion Date 完成日期
16	Hose Reel	Shop 1A, G/F (ABC Noodle)	Newly Installed	Conforms with FSD requirements	30/7/2000
28	Sprinkler System	Shop 2C, 1/F	Add 1 sprinkler head	Conforms with FSD requirements	30/7/2000

SAMPLE

Part 3 Defects 損壞事項

Location 位置	Type of FSI 裝置類型	Location 位置	Outstanding Defects 未修缺點	Comment on Defects 缺點評述
16	Hose reel	5/F Lift lobby	Nozzle found malfunction	Need replacement
	Fire Hydrant	3/F front staircase	Hand wheel missing	To supply
13	Manual Fire Alarm System	10/F lift lobby	2 Alarm bells defective	Need replacement

I 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.

本人特此證明以上之消防裝置及設備經測試，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 in prominent position of the building or premises.
此證書應在建築物或處所當眼處顯眼位置展示。

Authorized Signature: [Signature]
受權人簽署

Name: [Name]
姓名

FSD/RC No.: [Number]
消防處註冊號碼

Company Name: [Name]
公司名稱

Telephone: [Number]
聯絡電話

Date: 15 August 2000
日期

For FSD use only:
消防處專用:
Inspected: [Signature]
Key-in: [Signature]
Verified: [Signature]

詳閱消防(裝置及設備)規例第9條及第14條

Explanatory Notes for completing revised F.S. 251

I. Sample F.S.251

A sample of completed F.S.251 (Appendix II) is printed on the inside page of the front cover of each book of F.S.251.

II. Language Medium

English or Chinese are both acceptable, however, English is more prevalent.

III. Particulars of Building / Premises

- | | | | |
|------|---------------------------|---|---|
| i) | FSD Ref. | - | Fire Services Department's file reference number |
| ii) | Name of Client | - | Name of the person who instructs the work to be carried out |
| iii) | Name of Building | - |) |
| iv) | Street No./Town Lot | - |) Self-explanatory |
| v) | Street /Road /Estate Name | - |) |
| vi) | Block/District | - |) |
| vii) | Area | - |) Tick the appropriate "box" |
| vii) | Type of Building | - |) |

IV. Particulars of Fire Service Installations (Part 1, Part 2 and Part 3)

(A) Common items

- | | | | |
|------|----------------------|---|--|
| i) | Code | - |) Insert the code and type of FSI /
) equipment shown on the overleaf of
) the revised F.S.251 (Appendix IV) |
| ii) | Type of FSI | - |) |
| iii) | Location(s) | - | To specify the exact location of FSI /
equipment being inspected, maintained,
repaired and/or installed |
| iv) | Completion Date | - | Self-explanatory |
| v) | Comment of Condition | - | To specify whether the FSI / Equipment
conforms with FSD requirements |

(B) Other items

- | | | | |
|------|----------------------------|---|--|
| i) | Next Due Date | - | Normally one year after completion of
the works |
| ii) | Nature of Work Carried out | - | To indicate the type of works i.e.
alteration, addition, maintenance,
repairing etc. |
| iii) | Outstanding Defects | - | To indicate what type of FSI /
Equipment being defective / missing /
malfunction |
| iv) | Comments on Defects | - | To indicate what remedial measures
required such as replacement, repairing
etc. |

V. Particulars of Fire Service Installations Contractor

i)	Authorized signature	-	To be signed by the person with specimen signature supplied to the Fire Services Department
ii)	Name	-	Name of the person who sign the F.S.251
iii)	FSD/RC No.	-	Fire Services Department registered contractor number
iii)	Company Name	-) Self-explanatory
iv)	Contact Telephone No.	-)
v)	Date	-	Date of signing the F.S.251

Remarks:

- 1. If any annual maintenance work is involved, the registered contractor is requested to notify his client to display the F.S.251 at a prominent location of the building for FSD's inspection.**
- 2. Cross out / insert "N.A." regarding inappropriate items.**

Code 編碼	Type of FSI 裝置類型
1	Audio/Visual Advisory Systems 聲響/視象警報系統
2	Automatic Actuating Devices 自動啟動裝置
3	Automatic Fixed Installations other than Water 不含水之滅火劑的自動固定裝置
4	Automatic Fixed Installations using Water 用水作滅火劑的自動固定裝置
5	Deluge Systems 噴水系統
6	Drencher Systems 水簾系統
7	Dry Riser System 乾喉系統
8	Dust Detection Systems 塵埃偵測系統
9	Dynamic Smoke Extraction Systems 機械排煙系統
10	Emergency Generators 應急發電機
11	Emergency Lighting 應急照明系統
12	Exit Signs 出口指示牌
13	Fire Alarm Systems (MFA) 火警警報系統
14	Fire Control Centre 消防控制中心
15	Fire Detection Systems 火警偵測系統
16	Fire Hydrant/Hose Reel Systems 消防栓/喉轆系統
17	Fire Shutters 防火捲閘
18	Fireman's Lifts 消防升降機
19	Fixed Automatically Operated Approved Appliances 認可的固定自動操作器具
20	Fixed Form Systems 固定泡沫系統
21	Gas Detection Systems 氣體偵測系統
22	Gas Extraction Systems 氣體排放系統
23	Hose Reels 消防喉轆
24	Portable Fire Extinguisher 手提滅火筒
25	Portable Hand-operated Approved Appliances 認可的人手操作手提器具
26	Pressurization of Staircases 樓梯增壓
27	Ring Main Systems with Fixed Pumps 設有固定水泵的環狀水管系統
28	Sprinkler Systems 花灑系統
29	Static Smoke Extraction Systems 自然排煙系統
30	Supply Tank 消防水缸
31	Ventilation/Air Conditioning Control Systems 通風/空氣調節控制系統
32	Water Spray Systems 噴水系統
33	Water Supplies 供水
34	Others 其他_____
