

The Role of Fire Services Department in the Registration of Child Care Centres

- The Licensing Authority, i.e. the Social Welfare Department (SWD), will not approve the registration of any child care centre until the applicant has complied with, among others, all requirements imposed by the Director of Fire Services. The proof of compliance with fire safety requirements is a Fire Services Certificate (FSC) issued by the Fire Services Department (FSD), and such certificate is one of the pre-requisites for the registration of a child care centre.
- If there are installation / alteration works on the mechanical ventilating system of the premises under application for child care centre registration, and the process involves the passage of any air duct through any floor, ceiling or wall so that provision of fire damper(s) within the premises is necessary, the applicant is required to obtain a Letter of Compliance (Ventilating System) from FSD. Specific fire safety requirements on mechanical ventilating systems will be issued to the applicant, and when all the requirements have been complied with, a Letter of Compliance (Ventilating System) will be issued.

How to Obtain a Fire Services Certificate

- Application for the registration of a child care centre together with proposed layout plans shall be submitted to SWD for processing. If the application is acceptable in principle, SWD will refer the application to the respective Regional Office (RO) of FSD for processing. The respective RO will make direct contact with the applicant, with copies of all relevant correspondences forwarded to SWD for information.
- To avoid delay, the applicant should ensure that all information required for the application has been adequately provided and the actual layout conforms to the proposed layout plans which are drawn to a scale of not less than 1:100.
- General fire safety requirements have been uploaded to [FSD's home page](#) for the reference of applicants. For each individual application, FSD will consider whether the premises is suitable for the operation of a child care centre. If the premises and the proposed layout are considered suitable for such purpose, detailed fire safety requirements will be formulated and issued to the applicant direct together with one set of the duly stamped layout plans. If the premises and/or the proposed layout are/is considered unsuitable for such purpose, a letter

of objection stating the reasons for objection will be issued to the applicant.

- The applicant is required to obtain the following certificates or documents for the issue of a FSC:-
 - (a)* a Certificate of Compliance (FSI/314A or FSI/314B) and/or a Certificate of Fire Service Installations and Equipment (FS 251) issued by a registered fire service installation contractor;
 - (b)* if self-contained battery type emergency lighting unit is to be installed, the test report or catalogue of the emergency lighting unit with valid Certificate of Fire Service Installations and Equipment (FS 251); and
 - (c)* if PU foam filled furniture is used, the invoice from the manufacturer / supplier indicating that the PU foam filled furniture items meet the relevant flammability standards, and a copy of the test certificate issued by a testing laboratory accredited to conduct tests according to specified standards. The test certificate should bear the supplier's / manufacturer's company seal for authentication purposes, and PU foam filled furniture items meeting the specified standards should bear appropriate labels.
- Applicants or their authorized representatives should, upon completion of all works required, inform the respective RO by phone or in writing so that follow-up inspection can be arranged.
- If non-compliance with fire safety requirements is spotted during the follow-up inspection, the subject RO will advise the applicant in writing of any remedial works required, and arrange for further follow-up inspection after the applicant has notified that all the requirements have been met. If the child care centre is found to be in operation without registration, SWD will be informed to take appropriate action.
- If the follow-up inspection has proved that all fire safety requirements have been complied with and the layout of the premises conforms to the approved plan, the applicant will be notified in writing by FSD that a FSC is available for collection after payment of the prescribed fee. A copy of the notification will be forwarded to SWD by FSD.

- The FSC is a pre-requisite for the registration of a child care centre. However, the certificate remains valid only if the actual layout of the premises conforms to the latest plans accepted by FSD and that all necessary fire safety requirements stipulated are fully complied with. If there are alterations or additions to the premises that may affect fire safety, a new FSC will be required.

Explanatory Notes

- (a)* *These certificates are issued by registered fire service installation contractors. The purpose of these certificates is to ensure that following the decoration of the premises, the fire service installations (FSI) provided for the building are still in efficient working order.*

If there is a need to alter or add any fire service installations and equipment in the premises, the applicant should appoint a registered fire service installation contractor to carry out the work. The registered fire service installation contractor should submit a copy of the certificate (FSI/314A or FSI/314B as appropriate) together with the relevant FSI plan to the Director of Fire Services. Upon completion of the work, the registered fire service installation contractor should inspect and certify the installations, and submit a copy of the Certificate of Fire Service Installations and Equipment (FS 251) to the Director of Fire Services. A list of registered fire service installation contractors is available for inspection at the ROs and all fire stations as well as the following web page of FSD: www.hkfsd.gov.hk/home/eng/cert.html.

- (b)* *The purpose of this test report or catalogue is to enable FSD to check whether the self-contained battery type emergency lighting unit installed meets the specified standards.*
- (c)* *The purpose of this invoice and test certificate is to enable FSD to check whether the PU foam filled furniture used meets the specified standards.*

How to Obtain a Letter of Compliance (Ventilating System)

- The Letter of Compliance (Ventilating System) is issued by the Ventilation Division of FSD. The purpose of this letter is to certify that the ventilating system installed in the child care centre has been inspected, and complies with the fire

safety provisions stipulated in the Building (Ventilating Systems) Regulations (Cap. 123) and the fire safety requirements on mechanical ventilating systems issued by FSD.

- The applicant does not need to apply directly to FSD for a Letter of Compliance for the ventilating system of the premises under application. If the applicant has indicated in his/her application that a mechanical ventilating system is to be installed at the premises, fire safety requirements on mechanical ventilating systems will be issued to the applicant directly by FSD.
- Before the ventilation work is commenced on site, the applicant is required to submit three sets of ventilation / air-conditioning layout plans directly to SWD. SWD will refer the plans to Ventilation Division of FSD for processing.
- When all ventilation installation works have been completed and full compliance with fire safety requirements confirmed, the applicant should fill out a prescribed form "Report of Completion on Ventilating System" ([Vent/425](#)) and return the original copy to the Ventilation Division, so that initial inspection can be arranged.
- If the ventilating system does not comply with fire safety requirements, the Inspection Officer will, during inspection, advise the applicant or the appointed representative of any remedial works required. A formal list of non-compliance works will be issued to the applicant by the Ventilation Division within 7 working days after inspection. After rectifying the defects of the ventilation installation, the applicant is required to report compliance by submitting a completed prescribed form (Vent/425) to the Ventilation Division once again. The procedure is identical to that of initial inspection.
- After confirmation of compliance with all fire safety requirements, a Letter of Compliance (Ventilating System) will be issued to the applicant direct with a copy of the letter to SWD.