

The Role of Fire Services Department in the Registration of Non-designed Schools

- The Licensing Authority, i.e. the Education and Manpower Bureau (EMB), will not approve the registration of any non-designed school 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 non-designed school.

How to Obtain a Fire Services Certificate

- Application for a FSC for the purpose of registration of a non-designed school together with 3 sets of proposed layout plans may be submitted to the EMB or directly to the respective Regional Office (RO) of FSD for processing. If the application is acceptable in principle, the respective RO will make direct contact with the applicant, with copies of all relevant correspondences forwarded to EMB 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 school. 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 non-designed school is found to be in operation without registration, EMB 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 EMB by FSD.
- The FSC is a pre-requisite for the registration of a non-designed school. 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.*