

消防處
牌照及審批總區

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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.: (2) in L/M (4) in FP(LC) 314/07

來函檔號 Your Ref.:

圖文傳真 Fax: 852 - 2723 2197

電話 Tel. No.: 852 - 2733 7619

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15 December 2011

To: Registered Fire Service Installation Contractors

Dear Sirs/Madams,

Integrated Licensing, Fire Safety and Prosecution System (“LIFIPS”)

I write to inform you that the Fire Services Department (“FSD”) is currently developing a new computer system, namely the Integrated Licensing, Fire Safety and Prosecution System (“LIFIPS” hereafter). The core functions of LIFIPS include, inter alia, new measures to enhance monitoring the maintenance of fire service installations or equipment (“FSI”), and the electronic submission of forms to the FSD. The new system is set to roll out in the first quarter of 2012.

Preparation of Certificate of Fire Service Installations and Equipment (FS251)

To assist the FSD in achieving the enhanced monitoring of FSI maintenance, starting from 1 Feb 2012, all Registered Fire Service Installation Contractors (RFSICs) are requested to prepare separate FS251 for individual building blocks or licensed premises (e.g. restaurant, dangerous goods store, cinema, etc.). In other words, no FS251 should contain information of more than one individual building block or independent licensed premises. The following examples illustrate the aforesaid criteria of preparing FS251:

	Examples of FSI work carried out by RFSICs	Separate FS251 should be prepared for
(i)	Four dangerous goods stores within a hospital.	each of the four dangerous goods stores.
(ii)	Three residential building blocks atop a large shopping mall.	each of the three residential building blocks and the shopping mall.
(iii)	Ten restaurants inside a shopping mall.	each of the ten restaurants.

Electronic Form (e-form) of FS251

To facilitate data input into the LIFIPS and for better records management of FS251, all RFSICs are advised to make use of the attached e-form of FS251 (containing in the attached compact disc). The e-form (fillable pdf format) is very similar to the existing form. The major differences are that it embeds some 2D-barcodes and the form could be filled using Acrobat Reader (version 8 or above). RFSICs should fill out and prepare the e-FS251 in the same manner as for the existing FS251, and print out the e-form in A4 size preferably by a laser printer (double-sided printing is acceptable). Copies of this e-FS251 should be submitted to the FSD in the same manner as for the existing FS251 together with all page(s) containing the 2D-barcodes.

New Online Services

Please also note that the LIFIPS will also offer some new online services listed in the Appendix. The following user name and password are exclusively provided for you to access some of the online services, and you are therefore required to keep these information in confidence:

User name	:	XXXXXXXXXXXXXX
Password	:	XXXXXXXXXXXXXX

The new online services will be rolled out in the first quarter of 2012. You may browse our electronic services pages at <http://www.hkfsd.gov.hk> for guidance to complete relevant submissions.

Briefing Sessions

To facilitate the trade to gain more insight into the e-FS251 and the online services, two briefing sessions are arranged for you with details as follows:

Date : 19 and 20 January 2012

Time : 3:00pm

Venue : Auditorium, Kowloon Tong Fire Station, 3 Baptist University Road, Kowloon Tong, Kowloon.
(Please refer to attached location map.)

* For registration, please complete the attached reply slip and fax to 2367 3631.

All RFSICs and their employees are welcome to attend any one of the briefing sessions.

If you have any queries pertaining to the above new services and briefing sessions, please feel free to contact Assistant Divisional Officer (Policy)3 SO Chi-wah at telephone number 2733 1543.

Yours faithfully,

A handwritten signature in blue ink, consisting of a large, stylized 'O' followed by a series of loops and a long horizontal stroke.

(LAU Mun-ming)

for Director of Fire Services

List of FSD Online Services

- (1) Submission of Application For Fire Safety Talk / Evacuation Drill / Exhibition
- (2) Submission of Application for Change of Particulars - Fire Services Department Registered Fire Service Installation Contractor (RFSIC)
- (3) Submission of Application for Registration as Class 1 and/or Class 2 Fire Service Installation Contractor
- (4) Submission of Application for Registration as Class 3 Fire Service Installation Contractor
- (5) Submission of Fire Service Installation Schematic Drawings / As-fitted Layout Drawings and Application for Inspection and Testing of Fire Service Installations and Equipment
- (6) Submission of Fire Service Installation Plans
- (7) Submission of Fire Service Installation Plans for Prescribed Commercial Premises / Specified Commercial Buildings
- (8) Submission of Fire Service Installation Plans for Composite Building / Domestic Building
- (9) Submission of Notification to FSD on Occasion Building FSI is shutdown for Work
- (10) Submission of Report of Completion on Ventilating System
- (11) Submission of Report of Completion on Ventilating System of Dangerous Goods Premises
- (12) Submission of Report of Compliance for Ventilating System – Hotel
- (13) Submission of Application for Licence for Vehicle Used for the Conveyance of Category 2 [other than LP Gas] and/or Category 5 Dangerous Goods
- (14) Submission of Application for Dangerous Goods Licence
- (15) Submission of Report of Completion of Work for Licenced Premises

回條 Reply Slip

I/We would like to join the briefing session on new FSD electronic services with details as follows:

本人/我們欲參加以下消防處新電子服務簡報會:

Name of Registered FSI Contractor :

註冊消防裝置承辦商名稱

Number of person who will join the :

briefing session on **19 Jan 2012**

參加 **2012 年 1 月 19 日**簡報會人數

Number of person who will join the :

briefing session on **20 Jan 2012**

參加 **2012 年 1 月 20 日**簡報會人數

Name :

姓名

Contact telephone :

no. (day time)

日間聯絡電話

Please fax to 2367 3631 on or before 16 Jan 2012.

請於 2012 年 1 月 16 日前傳真至 2367 3631。

九龍塘消防局位置圖

Location Map of Kowloon Tong Fire Station

