



**Fire Services Department**  
**(Performance Pledge)**

**Registration of Fire Service Installation Contractors**  
**in Class 3**

1. **Brief Description of Services**

- 1.1 Pursuant to Regulation 3(1A) of the Fire Services (Installation Contractors) Regulations, Cap. 95, Laws of Hong Kong, any person, who is 21 years of age and resident in Hong Kong may apply to the Director of Fire Services for registration as a Fire Service Installation Contractor in Class 3.
- 1.2 The application is required to be submitted to the Licensing and Certification Command Headquarters of Fire Services Department for processing and a fee will be charged for each written examination, interview, or workshop inspection.
- 1.3 Arrangement will be made for the applicant to sit for a written examination.
- 1.4 Upon passing the written examination, the applicant will be arranged to attend an interview with practical test.
- 1.5 Upon passing the interview, an inspection of the applicant's workshop will be made.
- 1.6 Subject to the Fire Services requirements for the workshop being met, a letter of approval will be issued to the applicant and the name of the applicant will be entered in the official register.
- 1.7 In accordance with Regulation 6 of the Fire Service (Installation Contractors) Regulations, Cap. 95, Laws of Hong Kong, any person aggrieved by any determination or decision of the Director under regulation 3(4) (i.e. whether the applicant is fit to be registered) or 5(3) (i.e. amendment to any entry in the registers of fire service installation contractors) may, within 14 days after the date when such determination or decision has come to that person's notice, appeal by way of petition to the Chief Executive who may confirm, vary or reverse the determination or decision. The decision of the Chief Executive on the appeal shall be final.

## 2. Performance Standard

<u>Procedures</u>	<u>Performance Standard</u> <u>(Response Time)</u>
(a) Receipt of application.	Notification of payment for written examination will be issued within 7 working days.
(b) Receipt of written examination fee.	Acknowledgement of receipt will be issued within 7 working days and applicant will be informed of the details 1 month before the written examination.
(c) Written examination.	Results will be announced within 1 month and successful applicant will be simultaneously notified of the payment for interview.
(d) Receipt of interview fee.	Acknowledgement of receipt will be issued within 7 working days and applicant will be informed of the details of the interview and practical test to be held within one month.
(e) Interview and practical test.	Results will be announced within 1 month and successful applicant will be simultaneously notified of the payment for workshop inspection.
(f) Receipt of workshop inspection fee.	Workshop inspection will be made within 14 working days.
(g) Workshop inspection.	Subject to FS requirements for the workshop being fully met, a letter of approval will be issued within 14 working days.  If workshop inspection is not satisfactory, notification of payment for workshop re-inspection will be issued within 7 working days.

(Rev.6/2009)