

Brief Notes of Liaison Meeting between FSD and Authorized Persons

Date : 27 November 2014 (Thursday)
Time : 1530 hours
Venue : Conference Room, Fire Safety Command, FSD

Matters Discussed in the Meeting :

1. **Registered Fire Engineer (RFE) Scheme**

In response to the concerns on the impact of provisional food business licence mechanism raised by RVCA, a letter recapitulating the background of the RFE Scheme, the consultation process and the findings of the Business Impact Assessment on the livelihood of RSC(V) was sent to RVCA on 12.8.2014. Coincidentally, RVCA had requested for another meeting with the Working Group. The Chairman of RVCA was thus contacted and he agreed to revisit the request after further in-house meeting with his committee members.

2. **Protected Access Routes for Firemen**

Consultation on the wording of commentary by circulation with the Technical Committee was in progress and members would be updated of the development.

3. **Improvement Measures for Building Plan Processing**

As further discussion was not required, the meeting agreed to delete the item at the next meeting.

4. **Revised “Fire Service Installations - Equipment List” as appended in FSD Circular Letter No. 1/2007**

In order to enhance the Registered FSI Contractor’s (RFSIC) accountability on the submitted Equipment List which would be treated

as essential information for compliance inspection, it was proposed that the Annex 1 “Fire Service Installations–Equipment List” of FSD Circular Letter No. 1/2007 to be revised to include RFSIC’s written confirmation by signing off the following statement:

“This is to confirm that either original copies of above mentioned documents or their photocopies which have been checked as true and correct, are appended to this Equipment List.”

5. **Revised checklists as appended in “Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installation and Equipment (April 2012)”**

According to current practice, the RFSIC would be responsible for the testing and commissioning (T&C) of fire service installations, and for completing and signing duly the checklists which would be submitted with form FSI/501 when requesting compliance inspection. After that, Inspection Officers (IO) indeed would not involve in witnessing any tests as mentioned in the checklists except the actual compliance inspection. As such, it was suggested that the IO’s signature in those checklists to be excluded to provide factual reflection of the course of action.

For some of the fire service installations (such as emergency generator and staircase pressurization installations), T&C would normally be conducted by works specialist/agent instead of the RFSIC. Under such circumstances, it was proposed that these checklists to be endorsed by the RFSIC with confirmation by signature of the works specialist/agent for better demonstration on the corresponding responsibilities.

The proposed checklists were revised and agreed by the meeting.

6. **New application procedures for approval/acceptance of fire service installations and equipment (FSIs) and other products**

For the purpose of streamlining the existing application procedure and enhancing the trade understanding on the requirements, some new

measures would be implemented in early 2015.

7. **Maintenance Inspection and Testing for Fire Detection System (FDS)**

According to the Code of Practice (CoP) for Inspection, Testing and Maintenance of Installations and Equipment, the RFSIC would need to carry out the maintenance and testing for the whole FDS. Currently this is not practical because of the restrictions set out in Reg. 7 of Fire Service (Installations and Equipment) Regulations, Cap. 95B.

The subject issue was brought up for discussion in the Liaison Meeting between FSD and the Association of Registered Fire Service Installation Contractors of Hong Kong Ltd. and the Fire Safety Standards Advisory Group (FSSAG) Meeting on 13.3.2014 and 15.4.2014 respectively. After thorough discussion, it was unanimously agreed to demarcate the duties and responsibilities for the maintenance and testing of the FDS.

In this connection, paragraph 2.13(ii) of the Code of Practice for Inspection, Testing and Maintenance of Installations and Equipment, 2012 Edition would be suitably amended to specify the duties and responsibilities of the stakeholders accordingly.

A Circular Letter was issued on 17.11.2014 to inform all Class 1 RFSICs of the demarcation of duties and responsibilities for maintenance and testing of FDS as mentioned above.

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