

Brief Notes of Liaison Meeting between FSD and Authorized Persons

Date : 26 May 2016 (Thursday)
Time : 1500 hours
Venue : Conference Room, Fire Safety Command, FSD

Matters Discussed in the Meeting :

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

The Bills Committee meeting had been held on 5.2.2016, 22.2.2016, 29.2.2016 and 24.5.2016. Next Bills Committee meeting would be held on 7.6.2016 and FSD would provide further inputs for the consideration of the committee members.

2. **FSI Requirements for Buildings with Lifts Serving Direct to Occupancy**

Further advice was still pending from EMSD on the proposed utilization of Automatic Actuation Device (smoke detector) for initiating the home landing operation of lift car and related arrangements.

3. **Stop Valve Management System for Fire Hydrant /Hose Reel System**

The FSD Circular Letter had been drafted and would be finalized for issue.

4. **Response Time to Enquiries regarding Plan Processing**

With a view to facilitating the existing plan processing for construction industry, a number of improvement measures had already been implemented since 2014, with pertinent details set out in FSD Circular Notice dated 17.6.2014. Such improvement measures were indeed derived from many intensive discussions and negotiations among all concerned stakeholders (including APs, developers and other building

professionals etc.). In a nutshell, these measures had incorporated the principle of 3R1M (i.e. Re-structuring, Re-prioritizing, Re-engineering and utilizing the Market force) to optimize FSD's resources to best address the trade's needs. After the implementation of these improvement measures, FSD had received many favourable comments from the industry.

With reference to the help desk service provided by the NP Division, over 500 replied cases (about 60% of all enquiries in the past 3 months) were related to FSI provisions. However, most of them (about 400 cases) were actually not involving code deviations. Although FSD could normally reply these straight forward cases within 20 days, these enquiries had inevitably consumed plenty of resources due to their sheer volume. On the other hand, for cases involving code deviations, longer processing time might be required to assess the implication on the fire safety standard.

In this connection, APs were advised to make use of their database or any accessible information shared within the trade. This would definitely help avoiding repetitive or straight forward enquiries with relevant information already spelt out in the Code of Practice or Circular Letters. For example, among those over 500 cases in the past 3 months, there were 230 cases enquired on sprinkler provisions (inside voids, underneath canopy, concealed type, etc.), about 50 cases enquired on FSIs provisions within open kitchens, another 50 cases enquired on omission of remote indicators of fire detection system. In processing these cases, significant manpower resources were committed. Nevertheless, such enquiries were usually unrelated to statutory vetting procedure but imposed extra workload and turnaround time.

5. *Acceptance Test & Plan Amendment related to Building FSI*

FSIs should usually be provided in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment. Therefore, it would not be necessary to specify every details of a particular fire service installation since Part V of the Code had already provided details for compliance with the Code. In gist, FS Notes on building plans should only precisely and concisely delineate the types

of FSIs to be provided and the extent of provisions, e.g. “sprinkler system of OH3 to be provided for retail portion of the building from G/F to 2/F and FRT sprinklers to be provided in staircases for 2 floors above 2/F”. Conversely speaking, the type and temperature rating of sprinkler heads should not be specified in the FS Notes. Another example was that the selection of heat or smoke detectors for fire detection system was generally not required to be specifically stated.

For cases involving code deviation, APs should made enquiry to the NP Division and sort out the issue well before the stage of FSI compliance inspection. For cases not covered in the Code or warranted special clarifications, they should be brought to the deliberation of Fire Safety Standards Advisory Group (FSSAG).

During FSI compliance inspection, AP should not approach the processing officers of the NP Division for FS Notes amendment because they were not authorized to allow plan amendment. On the other hand, if inspection officers of the FSI Division considered the amendments to be minor in nature, they would seek endorsement from an Assistant Divisional Officer (ADO) of NP Division before inviting AP to make plan amendment. In the past 12 months, all minor amendments proposed by FSI inspection officers were timely endorsed by the ADO of NP Division.

END