

**Summary of Notes of Liaison Meeting between FSD and the Association of Registered  
Fire Service Installation Contractors of HK Ltd (FSICA)  
held on 13 March 2014**

**1.1 Improvement of Fire Safety under the Fire Safety (Commercial Premises) Ordinance**

Members were briefed on the latest inspection statistics.

**1.2 Checking the Standard of Maintenance Works Carried Out by Registered Fire Service Installation Contractors (RFSIC)**

Members were briefed on the latest statistics related to the surprise checks carried out by FSD.

**1.3 Proposal to Improve Fire Safety in Private Buildings**

Members were briefed on the latest enforcement statistics.

**1.4 Third-party Certification Scheme**

The Working Group, headed by Assistant Director (Fire Safety) which aimed at introducing the legislative amendments bill into the LegCo, had conducted a meeting with the Engineering Registration Board (ERB) on 14 February 2014 to discuss the composition of the Registration Committee (RC), the Disciplinary Panel (DP) and the Appeal Board (AB). A meeting chaired by Assistant Director (Fire Safety) with all the sub-working group heads was also held on 27 February 2014. Drafting of the Draft Drafting Instructions to the Security Bureau was in progress.

**1.5 Commissioning of the Integrated Licensing, fire Safety and Prosecution System ( LIFIPS )**

Members were informed that the percentage of submission of e-FS 251 increased to 26.53% in November 2013 and maintained at 25.85% in December 2013. A set of guidelines detailing how to fill out e-FS 251 had been prepared and provided to FSICA via letter dated 22.1.2014. A total of 226,312 FS 251 received by FSD in 2013. There was a trend of increasing use of e-FS251 form by comparing the figures between the 1<sup>st</sup> and the 2<sup>nd</sup> half year in 2013. Two

seminars for class 3 RFSIC conducted on 30.12.2013 & 20.2.2014 respectively were well attended by around 200 RFSICs. The FSD Study Group had gathered valuable feedback and suggestions on improving the design and application of the e-FS 251 from the participants for an in-depth study.

**1.6 Electronic Submission of Notification to FSD on Occasion Building FSI is shutdown for work**

No electronic submission had been received since last meeting in December 2013. In the meantime, whilst 'FSD Homepage' had yet to establish mobile internet version after resolving software incompatibility issues, E-submission for FSI shutdown would continue to be applicable to e-platform with Windows 7 & 8 only.

**1.7 TV Program organized by EMSD**

As the 8-episode TV Programme organized by EMSD was already aired, the meeting agreed to delete this item in the next meeting.

**1.8 Annual Inspection of Fire Service Installations and Equipment (FSIs)**

As at 1.3.2014, FSD had received 11,566 FS 251s, representing 55.9% of buildings owners who had received Advisory Letters in April 2012 for conducting annual FSI inspection. For the purposes of easy identification and matching of FS 251s which were submitted in response to the FSD's Advisory Letters, a reference number would be assigned to each Advisory Letter. RFSICs were requested to quote the reference number in the FS 251s when they completed the work.

**1.9 Fire pump operation**

As no further discussion was required for this item, the meeting agreed to delete this item in the next meeting.

**1.10 FSD Circular Letter 2/2013 on revised requirements for FH / HR System**

As no further discussion was required for this item, the meeting agreed to delete this item in the next meeting.

### **1.11 Maintenance and Certification for cylinders of gaseous suppression systems under Chapter 295**

Representative of FSICA informed the meeting that legal advice on the proposed standard wording used in FS 251 was being sought. It was hoped that the issue could be reported in the next meeting.

### **1.12 Maintenance Inspection for Fire Detection Systems (FDS)**

Regarding the division of duties and responsibilities on the maintenance and testing of the FDS, it was suggested that the Installations of the FDS (such as the fire detectors, fire alarm panels) should be maintained in efficient working order at all times and should be inspected by a registered fire service installation contractor at least once in every 12 months. As testing of DTL connecting Fire Signal Boxes at protected premises to SP of the CFATS did not require any technical competency, DTL connection could be tested once every 2 weeks by an owner or his agent or at such time and interval as agreed by the Director of Fire Services. According to the service agreement signed between FSD and SPs for the CFATS, SPs should provide a fixed telecommunication network to receive alarm signals from Fire Detection Systems at protected premises installed in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment, process the alarm signals at their computer-controlled centres and send the alarm signals to FSD in a prompt and reliable manner. Such network should be closely monitored by SPs. Any fault in the network detected should be rectified by SPs soonest possible.

The suggestion was agreed by members in the meeting. Prior to making amendment on the Code of Practice for Minimum Fire Service Installations and Equipment, it was decided to issue a FSD Circular Letter indicating the aforesaid arrangement together with its effective date for information and necessary action of all parties concerned. The draft FSD Circular Letter would be circulated to members for consideration before issue.

### **1.13 Revision of Fees and Charges under the Fire Service (Installation Contractors) Regulations Cap. 95A**

As no further discussion was required for this item, the meeting agreed to delete this item in the next meeting.

#### **1.14 Revised Safety Service Requirements for Signboards**

As no further discussion was required for this item, the meeting agreed to delete this item in the next meeting.

#### **1.15 Handling of unserviceable Fire Extinguishers**

Representative of FSICA informed the meeting that FSICA was going to conduct a study on the proper way to handle unserviceable fire extinguishers. As the study might take time to complete, the meeting agreed to remove this item from the agenda for the time being until FSICA had update to report.

#### **1.16 Submission of product certificates and product listing printouts according to FSD Circular Letter No. 1/2007**

According to FSD Circular Letter no. 1/2007, equipment in FSI should be either approved by FSD vide approval letters; or listed products; or products with test certificates issued by accredited laboratories. Currently, the Equipment List promulgated in FSD Circular Letter no. 1/2007 was required to be attached when submitting FSI/501. With a view to strengthening the existing mechanism, it was proposed that Authorised Person (AP) and Registered Fire Service Installation Contractor (RFSIC) would be required to attach at least one of the applicable documents to the Equipment List corresponding to the equipment specified.

The subject matter was discussed in detail. It was decided that representatives of FSICA would discuss the issue with members of FSICA and collect their feedback for further discussion in the next meeting. Meanwhile, FSD would review the content of FSD Circular Letter no.1/2007 to see if it should be revised in respect of the subject matter discussed.

#### **1.17 Use of certificated test equipment for FSD compliance or acceptance inspections**

Currently, there were requirements for test equipment with calibration certificates according to the Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment (FSCoP). It was also required that calibration of the related equipment or instruments should be not conducted more than 3 months prior to the date of compliance or acceptance inspection, and the calibration certificates

should be issued by accredited laboratory. In order to align with the above requirements regarding calibration and certification and in turn heighten testing standard, FSD was reviewing the technicality and feasibility of extending requirement on calibration certificate for all test instruments as well as protecting calibrated instruments from being tampered.

The subject matter was discussed in detail. Due to its complexities, the meeting concluded that the issue should be discussed separately and a Working Group would be formed for the purpose.

### **1.18 Measures to Reduce Nuisance Caused by Unwanted Alarms**

Members were informed that there were over 20,000 unwanted alarm cases in each year since 2006. Should building owners / managements wish to reduce nuisance caused by unwanted alarms in any premises, they might appoint competent persons to submit applications to the FSD for adopting corrective measures. The subject matter was discussed in detail. The meeting concluded that FSD would consider issuing a notice/reminder to RFSICs, in particular designers, reminding them to take account of the aforesaid requirement at the early design stage.