

**Summary of Notes of Liaison Meeting between FSD and the Association of Registered
Fire Service Installation Contractors of HK Ltd (FSICA)
held on 10 June 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 Registered Fire Engineer Scheme (RFireE) Scheme

The Working Group met the committee members of Hong Kong Registered Ventilation Contractors Association Limited (RVCA) on 27.3.2014 upon request and briefed them on the latest development of the implementation of the RFireE Scheme. The Working Group also detailed the different roles performed by the contractor and RFireE in the licence application process and reassured that RFireE would not participate in the handling of provisional licence application.

To address the concern of RVCA for upgrading the academic qualifications of their members on fire engineering fields in order to qualify as RFireE (VentS) in the future, the Working Group met the management of the School of Continuing and Professional Education (SCOPE) of CityU on 26 May 2014. After exchanging views and taking into consideration that the proposed fire engineering subjects would be geared to the existing fire engineering programme run by the SCOPE in collaboration with the University of Central Lancashire (UCLan), the SCOPE considered the proposal was feasible and agreed in principle to provide the subject training to members of RVCA.

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 maintained at about 29% in the first quarter of 2014 and reached 31.51% in April 2014. There was a total 87,689 FS 251 received by FSD in Jan to May 2014. Among those FS 251, 29.5% of them were in 2D Form. FSITF of FSD would hold 2 identical seminars for Class 1 & 2 RFSICs on 8 & 11 Jul 2014 to promote the wider use of e-FS 251.

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

Members were informed that no electronic submission in this regard had been received between 1.1.2014 and 31.5.2014. As no follow up action on the issue would be required for the time being, the meeting agreed to delete this item in the next meeting.

1.7 Annual Inspection of Fire Service Installations and Equipment (FSIs)

A draft Advisory Letter had been presented in the meeting. As Members needed more time to go through the draft letter and its attachments, it was agreed in the meeting that any comments on the draft letter should be forwarded to FSD within two weeks after the meeting. Members were also informed that as from Jan to May 2014 the FSITF had issued 2960 advisory letters to owners, occupiers and management offices of buildings to advise them of the requirement to commission RFSIC to conduct annual inspections of the FSIs. In response, a total of 3005 FS 251s involving 878 buildings were received.

1.8 Maintenance and Certification for cylinders of gaseous suppression systems under Chapter 295

There was no update to report.

1.9 Maintenance Inspection for Fire Detection Systems (FDS)

A draft letter regarding the demarcation of duties and responsibilities on the maintenance and testing of the FDS was tabled for members' comment. As Members needed more time to go through the draft letter, it was agreed in the meeting that any comments on the draft letter should be forwarded to FSD within

two weeks after the meeting.

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

FSICA had been invited in the last meeting to consider FSD's proposed new practice of having the FSIC's company chop and signature on every page of the above mentioned documents to certify that the documents had been checked in order by the RFSIC. In this regard, some technical problems had been encountered. Modifications might have to be made.

1.11 Use of certificated test equipment for FSD compliance or acceptance inspections

Regarding the issue, a working meeting between FSD and FSICA was held on 7.5.2014. In the meeting, it was proposed to extend the requirement on instrument calibration and certification to the instruments required for FSID's acceptance inspections and the feasibility of making tamper-proof provisions on the calibrated instruments. FSICA would internally discuss the requests and feedback within one month in particular the difficulty in making tamper-proof provisions for some instruments.

1.12 Measures to Reduce Nuisance Caused by Unwanted Alarms

Subsequent to the discussion in last meeting, a Circular Notice to this effect was issued on 13 May 2014 to Members of the meeting and building professionals. The Circular Notice had also been uploaded onto the FSD web site for information of the general public.