

**Summary of Notes of Liaison Meeting between FSD and the Association of Registered
Fire Service Installation Contractors of HK Ltd (FSICA)
held on 30 September 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

A meeting between FSD and the Hong Kong Registered Ventilation Contractor Association (RVCA) was held on 18.6.2014. Members of RVCA were rest assured that the business impact assessment conducted by an independent consultant had addressed the issue and the study considered that the impact would be minimal to them. In addition, a kick-off meeting on the top-up fire engineering course for RSC(V) between SCOPE of City U and RVCA was held on 22.7.2014. Since the registration criteria of RFireE were yet to be submitted to LegCo for scrutiny, the fire engineering training course identified by FSD was essentially to help members of the RVCA to develop their profession. RVCA was reminded that successful completion of the course might not guarantee the application eligibility for RFireE(Vent) automatically.

The Working Group considered that the amendments to Cap.95 and the proposed new subsidiary legislation should be proceeded in one go in order to avoid undue delay in the implementation of the RFireE Scheme.

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

Members were informed that there were 157,730 FS 251 received by FSD in Jan to August 2014. It was observed to have an upward trend in the submission of FS 251, from 16,539 in October 2013 to 24,706 and 22,176 in July and in August 2014 respectively. The percentage of the submission of e-FS 251 maintained at about 29% in the second quarter of 2014. To promote the wider use of e-FS251, 2 seminars were successfully held on 8.7.2014 and 11.7.2014 respectively for Class 1 & 2 RFSICs. A total of 80 and 100 members attended the seminars respectively.

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

Between January and August 2014, there were about 6,782 advisory letter (ALs) dispatched to the building owners and about 11,703 nos. of FS 251 involving 3,881 buildings were received by FSD. In connection with this issue, an Advisory Letter for Annual Inspection of Building FSI or Equipment was sent to FSICA Representatives for comment. It was confirmed that FSICA did not have comment on the Advisory Letter.

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

The issue was still under the consideration of FSICA.

1.8 Maintenance Inspection for Fire Detection Systems (FDS)

Regarding the draft letter on the demarcation of duties and responsibilities on the maintenance and testing of the FDS, it was confirmed that the draft letter was fine with FSICA.

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

During previous meeting, FSICA had proposed to certify product certificates and product listing as included in the Equipment List according to FSD Circular Letter No 1/2007 by signing the cover sheet so as to address ICAC's concerns that photocopies of individual certificates or documents should be certified as true and correct. In this respect, it was suggested that "Annex 1" of the above

circular letter should be revised to allow space for RFSIC's signature. The suggested provision of a space for the signature of RFSIC was agreeable to FSICA.

Concerning the revision of FSD Circular Letter No 1/2007, I&R Division of FSD would take the opportunity to update some guidelines/procedures for approval / acceptance of fire service installations and equipment. By doing so, users could have a clearer picture when making application. The revised draft of FSD Circular Letter No 1/2007 was being prepared and would be circulated to members of FSICA/FSD meeting and FSSAG meeting for comments later.

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

Upon receipt of FSICA's preliminary proposal on calibration and tamper-proofing of test instruments used in acceptance inspections on 30.7.2014, the second working meeting with FSICA's representatives was held on 1.9.2014 to discuss the extent and scope of calibration and tamper-proofing requirements and the feasibility. FSICA was requested to revise the proposal by the end of September 2014 for further discussion. Upon receipt the revised proposal, the third working meeting would be conducted.

1.11 Measures to Reduce Nuisance Caused by Unwanted Alarms

There being no further matter requiring discussion, the meeting agreed to delete this item in the next meeting.

1.12 Displaying the "Notice of FSI Shut Down" at prominent locations

Members were informed that during several recent fire incidents, FSD discovered that residents/occupants were not informed of the shutdown of the building fire service installation for inspection, maintenance, modification or repair, which resulted in complaints on faulty fire service installations as well as poor management of the concerned property management companies. Members were reminded to pay attention to the content of the FSD Circular Letter No. 3/2008 regarding the procedures and measures which should be observed by all RFSICs.

Members were also reminded that advice should be given to the concerned property management companies to, among other things, display the "Notice of

FSI Shut Down" at prominent locations during shutdown. It was also utmost importance that RFSICs should closely monitor the progress of FSI repairing works. They should make efforts to minimize the duration of the FSI shutdown and not to allow the whole system to be shut down just to wait for spare parts. In a recent meeting with HKAPMC on 23 September 2014, members were also reminded of the aforesaid requirement.