

**Summary of Notes of Liaison Meeting between FSD and the Association of Registered  
Fire Service Installation Contractors of HK Ltd (FSICA)  
held on 9 December 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**

In response to the concerns on the impact of provisional food business licence mechanism raised by the Hong Kong Registered Ventilation Contractors Association Limited (HKRVCA), a letter recapitulating the background of the RFireE Scheme, the consultation process and the findings of the Business Impact Assessment on the livelihood of RSC(V) was sent to HKRVCA on 12.8.2014.

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

Members were informed that there were 197,656 FS 251 received by FSD from Jan to Oct 2014. The number of FS 251 received in September and October 2014 maintained at about 20,000 per month. The percentage of the submission of e-FS 251 increased to 29% in September and hovered around such level in October 2014. To promote the wider use of e-FS 251, a session introducing e-FS251 to relevant industries had been arranged in the Seminar by I & R which was held on 9 December 2014 in Hong Kong Science Museum.

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

Between January and November 2014, there were about 8,027 advisory letter (ALs) dispatched to building owners and about 11,853 FS251 involving 3,945 buildings were received by FSD. The circular letter regarding the Advisory Letter for Annual Inspection of Building FSI or Equipment had been sent to all RFSICs in Oct 2014 and copies of the letters were uploaded onto the FSD website.

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

It was agreed in the meeting that the issue would be removed from the meeting for the time being until there was update to report.

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

A FSD letter regarding the demarcation of duties and responsibilities on maintenances of FDS had been sent to all Class 1 RFSIC in Nov 2014 and the letter had been uploaded onto the FSD website as well. As no further discussion was required for the issue, the meeting agreed to delete the item in the next meeting.

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

The “Fire Services Installations - Equipment List” as appended in FSD Circular Letter No. 1/2007 had been revised and agreed by FSICA, FSSAG and FSD/AP Liaison Group that the written confirmation by signing off the following statement had been included:

*“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.”*

Regarding the revision of FSD Circular Letter No 1/2007, I&R Section of FSD had also updated some guidelines/procedures for approval/acceptance of fire service installations and equipment. In this connection, three seminars had been held on 2 and 3 and 9 December 2014 for relevant Government Departments, trades and stakeholders.

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

The 3<sup>rd</sup> working meeting with FSICA’s representatives was held on 5 December 2014. The proposal on calibration and tamper-proof measures for major testing instruments to be used for compliance inspections would be submitted to the Senior Management for consideration and subsequent agreement by members of FSSAG and FSD/FSICA Liaison Group.

**1.11 Displaying the “Notice of FSI Shut Down” at prominent locations**

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

**1.12 Revision of testing and commissioning checklists for fire service installations as appended in FSD CoPs**

Members were informed that all T&C checklists had been revised and agreed in principle by members of FSSAG and FSD/AP Liaison Group.

**1.13 Essential information / documents to be submitted for requesting for compliance inspections**

In order to let the relevant trades realize what essential information/documents should be submitted for an application for compliance inspection, FSD would issue a circular letter to relevant trades for their information.

**1.14 Target time frames for the 1st re-inspection and subsequent re-inspections of compliance inspections**

Members were informed that according to FSD’s existing practice, the target time for arranging an initial inspection upon receipt of form FSI/501 was 15 working days. After internal review, it was proposed that two target times would be set for the 1<sup>st</sup> re-inspection and subsequent re-inspections.

The proposal was discussed in detail. In view of the complexities of the issue, the meeting agreed that both FSD and FSICA would gather more information and data on the issue prior to further discussion in the next meeting.