

**Summary of Notes of Liaison Meeting between FSD and the Association of Registered
Fire Service Installation Contractors of HK Ltd (FSICA)
held on 10 March 2015**

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)

The Drafting Instructions (DIs) for the Fire Services (Amendment) Bill and a new regulation for the introduction of the RFireE Scheme were forwarded to the Law Drafting Division of DoJ by SB on 12.2.2015. Members of FSD Working Group and representatives of SB had attended a meeting with the Law Draftsman on 27.2.2015. The background of the RFireE Scheme and the gist of the DIs were presented. SB planned to introduce the Amendment Bill into LegCo in the fourth quarter of 2015.

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

Members were informed that the number of FS 251 received in November and December 2014 maintained at about 20,000 per month and increased to 22,178 in January 2015. Furthermore, it was observed that the submission of e-FS251 hovered at about 30% in December 2014 and January 2015. To sum up, a total of 238,514 no. of FS 251 was received in 2014, and 28.63% of them were e-FS251.

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

Between January and February 2015, there were about 446 advisory letter (ALs) dispatched to building owners and about 2035 nos. of FS251 involving 773 buildings were received by this Department in these two months. In order to publicize the statutory requirements to conduct annual inspections of both FSIs and the specific devices of the ventilation systems installed in any building and licensed premises at least once every 12 months, an API and a poster had been made and the former had started to be aired. Both the API and the poster were uploaded onto the FSD Website.

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

The revised Equipment List was agreed by different liaison groups and FSD Circular Letter No. 1/2015 would be issued to disseminate this document to all stakeholders. Regarding the revision of FSD Circular Letter No 1/2007, three Seminars on ‘Approval / Acceptance of Fire Service Installations and Equipment and other Products with Fire Safety Concerns’ were held in December 2014 and about 830 people had attended the seminars. A new Circular Letter and the revised Fire Protection Notice No.15 stipulating the new application procedure would be issued in due course. In addition, the presentation material for the above seminars was being revised and would be uploaded onto the FSD website once available. As no further discussion on the subject matter was required, the meeting agreed to delete this item in the next meeting.

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

Further to the 3rd working group meeting with FSICA, it was agreed that, from practical perspective, the requirements for calibration and tamper-proof measures for the following 4 testing instruments used for compliance inspection should be applied:

- Multi-meter (electrical characteristics)
- Pressure gauge (water pressure)
- Anemometer (air velocity)
- Push-pull gauge (door-opening force)

Calibration requirements for anemometer and push-pull gauge had been included

in FSD CoP previously. The circular letter was being drafted and would be circulated to members of Fire Safety Standard Advisory Group for comment.

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

The revised testing and commissioning checklists were agreed by different liaison groups and FSD Circular Letter No. 1/2015 would be issued to disseminate these documents to all stakeholders. As no further discussion on the subject matter was required, the meeting agreed to delete this item in the next meeting.

1.10 Essential information / documents to be submitted for requesting for compliance inspections

FSD Circular Letter No. 1/2015 would be issued to summarize all documents required for application for compliance inspection on fire service installations:

- Duly signed Form FSI/501
- Duly signed Form FSI/314 together with as-built FSI plans
- Duly completed testing and commissioning checklists
- Duly completed Equipment List

This circular letter would take effect 3 months after the issued date. As the issue had come to a close, the meeting agreed to delete this item in the next meeting.

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

Members were informed that the proposed target time frames for the 1st re-inspection and subsequent re-inspection would remain unchanged for the time being. Nevertheless, these target times would only be included in FSD's internal guidelines and would not be published in FSD Circular Letter.

1.12 Limitation of False Alarms

Members were informed that in order to find out the causes of increasing fire alarms and ways to minimize false alarms for better deployment of FSD's resources, the Department had recently conducted a study on the subject matter.

The aim of the study and its findings were presented in the meeting. The subject matter would be presented in other relevant liaison group meetings as well.

1.13 Application for Approval of Gas Cylinder

In order to help shorten the processing time for obtaining product approval of gas cylinder under the DG Ordinance, applicants were required to duly complete the “Application Form for Gas Cylinder or other Container Approval” and attaching all the documents as required before submitting to FSD. In this connection, a flowchart of the application procedure was attached to the application form for information and checking of the applicant.