

Summary of Note of 14th Ventilation Installations Liaison Group Meeting
(held on 3.10.2007)

(1)	<p>Drawing Submitted together with Form D for Provisional Licence</p> <ul style="list-style-type: none"> ➤ Some inspections pertaining to Provisional Licence could not be conducted due to incorrect or incomplete drawings concerning fire dampers. ➤ HKRVCA explained that in some cases, the drawings attached to the completed Form D were not those prepared by RSC(V)s. HKRVCA had encouraged their members to sign and put their company stamps on the drawings as a proof of authenticity when submitting Form D. However, this is not a requirement of FEHD. VD advised HKRVCA to write to the licensing authorities to reiterate their views on the issue.
(2)	<p>Submission of Annual Inspection Certificate (AIC)</p> <ul style="list-style-type: none"> ➤ VD introduced three notices relating to the submission of AIC, samples of which had been distributed to all members in the meeting: <ul style="list-style-type: none"> (a) Notice for Correction of Annual Inspection Certificates (b) Notice for Late Submission of Annual Inspection Certificates (c) Notice for Overdue Annual Inspection Certificates ➤ The purpose of devising such notices was not to tighten VD's control on the performance of RSC(V)s, but simply as a mean to replace the current practice of conveying VD's findings on the AICs verbally, which had the drawback of easily being misunderstood or missed in total. It was also VD's aim that these notices could help to raise the performance level of practitioners in the trade. Given the feedback received since the trial version of the notices were put into use, the system would not be implemented before an agreement on the format and contents of the notices were reached among all members. ➤ Separate discussion sessions would be held between representatives from HKRVCA and FSD to explore the way forward. (Post meeting notes: Two discussion sessions were held on 30.10.2007 and 7.11.2007.)
(3)	<p>Pre-insulation Duct System</p> <ul style="list-style-type: none"> ➤ The Committee would explore further on the use of this system.
(4)	<p>List of Acceptable Materials – Ventilating System</p> <ul style="list-style-type: none"> ➤ The updated list of materials accepted for use in ventilating system had been uploaded to FSD Website on 11.7.2007. Apart from the addition of newly accepted materials, the list was updated by removing those materials requiring review before January 2007 but failed to do so.

(5)	<p>Inspection of VAC Control for Licensed Premises</p> <ul style="list-style-type: none"> ➤ Representatives of HKRVCA opined that their members experienced considerable changes in the inspection procedure for VAC Control in ventilation systems since VD/FSD handed over the acceptance inspections to ROs/FSD. ➤ As the inspection work had already been taken over by ROs/FSD, VD/FSD will seek the views from ROs/FSD and Policy Division/FSD to see if they would send their representatives to attend the next meeting to clarify the issue.
(6)	<p>Installation Method of ETL Installed in DG Ventilation Systems</p> <ul style="list-style-type: none"> ➤ HKACRA would assist in the working out of common installation details for discussion in the next meeting.