

**Summary of Notes of 15th Ventilation Installations Liaison Group Meeting**  
**(held on 9.1.2008)**

**1 Notices for Submission of Annual Inspection Certificates (AIC)**

- Three meetings had been held between HKRVCA and FSD to draft the three Notices (i.e. “Notice for Correction of Annual Inspection Certificate”, “Notice for Late Submission of Annual Inspection Certificate” and “Notice for Overdue Annual Inspection Certificate). The Notices were discussed during the meeting and some comments on the wordings were made. (Post meeting note : Amendments were made in accordance with the comments received.)

**2. Inspection of VAC Control for Licensed Premises**

- Representatives from FSD Regional Offices (RO) briefed that the reason of transferring the inspection of VAC control in GR and LRR from VD to RO in October 2006 was to relief the heavy workload of VD so as to speed up the processing time of licence applications. The inspection procedure of VAC control would follow the procedures as delineating in FSD Circular Letter No. 2/2005. It was stressed that undertaking letter from RSC(V) was not required, however, since VAC control was a FSI, it had to be certified in good working order by a FSIC.
- In addition, the request for supplier certificate would normally be channeled through the applicant who would then liaise with the RSC(V) for its provision. At present there was no standard format for the supplier certificate. A format and a document submission checklist could be jointly devised with the trade if these were considered to be beneficial.

**3. Pre-insulated Duct System**

- Catalogues of pre-insulated duct system from three suppliers were given to FSD for comments.

**4. List of Acceptable Materials – Ventilating System**

- The updated list of materials accepted for use in ventilating system had been uploaded to FSD Website in January 2008.

**5 Installation Method of ETL Installed in DG Stores**

- Photographs and drawings relating to the installation method of ETL in ventilation systems for DG stores were given to FSD for comments with a view to draw up some reference installation methods.

**6. Problems Found in Completion of AIC**

- There were some mistakes found in the AIC received by FSD recently. One example was that the AIC did not list out “the excluded areas not inspected”. Another common mistake was that AIC which was meant to be a supplement to a previously submitted AIC, only stated the portions of ventilating system inspected but did not make reference to the original AIC, resulting in untraceable inspection details.

**7. Provisional Licence Inspection Advice for Mechanical Ventilating System**

- It was clarified that the “Other” items in the above advice were meant for the filling of inspection results not explicitly stated in other parts of the document and these could be some uncommon defects. Suggestions for the adding of other common defects as standard items were welcomed, if these were not already listed in the advice.

**8. Report of Non-compliance for MVAC System in New Building**

- It was reiterated that RSC(V) was responsible to record defects, if any, revealed during the annual inspection of ventilating system in the AIC and they should inform the owner or the property management to rectify them as soon as possible.