

Summary of Notes of 16th Ventilation Installations Liaison Group Meeting
(held on 10.4.2008)

1	<p><u>Notices for Submission of Annual Inspection Certificates (AIC)</u></p> <p>The three Notices (as attached) would be put into use starting from 1 June 2008.</p> <p>A meeting with the representatives of trade was held in early May 2008 and examples of mistakes in completed AICs were illustrated and the Notices would be used to inform the RSC(V) of their mistakes and requested them to re-submit correct A.I.C. accordingly. The three Notices would be issued for AICs covering inspections done on or after 1 June 2008 and before that, an abridged version of the Notice would be used.</p>
2.	<p><u>Points to Note When Issuing A.I.C. on Installation Method of Fire Dampers</u></p> <p>The installation method of fire dampers should also be certified correct by RSC(V) because they have the knowledge to identify whether fire dampers were installed in accordance with the manufacturer's instructions. If the make of a fire damper could not be easily identifiable or it was of an old type, the installation method of which could not be traced easily, the RSC(V) might be released from the duties of such certification. In that case, they should state this fact in the Annual Inspection Certificate accordingly.</p>
3.	<p><u>Pre-insulated Duct System</u></p> <p>Technical information from five pre-insulated ducts suppliers were received. The views from relevant Government Departments on the pre-insulated duct system in ventilating system were sought and feedbacks were in general positive.</p> <p>In order to further assess the viability of pre-insulated duct, information on strength such as loading/impact test would have to be gathered, the members were requested to liaise with the suppliers to get more details to substantiate the strength of the duct panels, making reference to appropriate national/international standards.</p> <p>In addition, more information on the installation and joining method of the pre-insulated duct were also requested from members for FSD's consideration.</p>
4	<p><u>Installation Method of ETL Installed in DG Stores</u></p> <p>The installation method of ETL of fire dampers in DG stores should follow the followings :</p> <ul style="list-style-type: none"> (a) ETL inside dangerous goods area and along the possible air flow passage leading to hazardous area should be removed or relocated. (b) Activation of resettable ETL for fire and smoke damper should be compatible to the delay time of the automatic gas extinguishing system inside dangerous goods area. (c) Installation method should be in accordance with manufacturer's recommendation. <p>There were very few cases for non-acceptance of ETL installations in D.G. stores in the past few years and the installation acceptance criteria usually depended on site situation subject to site testing.</p>
5.	<p><u>High Temperature Fusible Links</u></p> <p>Fusible link rated at temperatures higher than 69°C might be considered on project basis for practical reasons and requested members to find out if there were technical literatures to back the choice of operating temperature, say 93°C,.</p>

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消防處總部大廈七樓



7/F., Fire Services Headquarters Building,
1 Hong Chong Road, Tsim Sha Tsui East, Kowloon

From : C.H. WONG 由 : CTO/VENT	To : 至 : Attn. : 受文人 :
Our Fax No. : 傳真號碼 : 2382 2495	Your Fax No. : 傳真號碼 :
Date : 日期 :	Total Page(s) (Including this leader page) : 總頁數 (包括本前置頁) :

資料如有缺漏，請通知黃卓雄先生，電話號碼：2251 4142。

The following Annual Inspection Certificate(s) (AIC) carries irregularity / irregularities as detailed in the attached table. Please rectify the irregularity / irregularities and resubmit fresh copy of AIC marked with "Replacement certificate for issued AIC" together with a copy of the one to be replaced. You may wish to contact Mr. C.H. Wong of the Ventilation Division on 2251 4142 within 14 days from the date of this message for a discussion of the issue. Where necessary, you may be invited to our office in the Fire Services Headquarters Building for a brief explanation of the requirements under the relevant regulations and the points to be noted in completing the Annual Inspection Certificate.

下列的年檢證書上發現附表列出欠妥的地方，請更正後盡速以新證書取代。新證書上須註明「取代已簽發的年檢證書」，並需連同該欠妥證書的副本一併遞交。你可於本函發出日起計 14 天內，致電通風系統課黃卓雄先生（電話號碼：2251 4142）查詢有關詳情。如有需要，我們或會邀請你親臨本處總部，由本處人員向你解釋相關法例的要求及填寫年檢證書時須注意的事項。

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List of common items in Annual Inspection Certificates (AIC) that require correction
年檢證書內常見需修正項目

項目	詳情
1.	Use of incorrect certificate for the inspected premises 未有使用適當的年檢證書範本
2.	Missing signature of “Authorized Signatory (AS)” 欠「獲授權簽署人士」簽署
3.	Missing company stamp of Registered Specialist Contractor (Ventilation Works Category) 未有蓋上註冊專門承建商（通風系統工程）的公司印
4.	Incorrect “completion date of inspection” / “issue date of certificate” 「完成檢查日期」/「年檢證書發出日期」錯誤
5.	Missing contractor’s name / registration number / reference number 未有填上承建商名稱 / 註冊編號 / 檔號
6.	More than one independent building / complex are covered in one Annual Inspection Certificate 年檢證書包含了多過一座獨立樓宇 / 綜合建築物
7.	Address not tally with record given by Licensing Authority (for licensed premises only) 處所地址與發牌當局記錄不符（只適用於持牌處所）
8.	“Premises Type” missing / incorrect / not follow footnote (ii) on AIC 「處所類別」沒有填寫 / 不正確 / 不依年檢證書上的註腳 (ii) 填寫
9.	“Address of Premises Inspected” – Missing building number / road (street) name / floor number / not follow footnote (i) on AIC 「視察處所的地址」– 欠門牌號碼 / 街道名稱 / 樓層 / 不依年檢證書上的註腳 (i) 填寫
10.	“Defects observed” not follow footnote (iii) on AIC 「存在缺點」不依年檢證書上的註腳 (iii) 填寫
11.	“Exclusion from inspection” not clear, e.g. missing (unclear description) for excluded area / equipment / not follow footnote (iv) on AIC 「未包括之檢查項目」未有清晰填報，例如漏填（欠缺清晰描述）未包括的地方或裝置 / 不依年檢證書上的註腳 (iv) 填寫
12.	Clauses / wording not deleted / wrongly deleted 條款 / 字詞未有刪除 / 錯誤刪除

7/F., Fire Services Headquarters Building,
1 Hong Chong Road, Tsim Sha Tsui East, Kowloon

From 由	:	C.H. WONG CTO/VENT	To 至	:	
	:		Attn. 受文人	:	
Our Fax No. 傳真號碼	:	2382 2495	Your Fax No. 傳真號碼	:	
Date 日期	:		Total Page(s) (Including this leader page) 總頁數 (包括本前置頁)	:	

Message

Your attention is drawn to the following inspections which were carried out more than 14 days before the date of this message. Since this office is still not in receipt of the related Annual Inspection Certificate(s), please contact Mr. C.H. Wong of the Ventilation Division on 2251 4142 within 14 days from the date of this message for a discussion of the issue. In case the certificates in questions are already completed, please have them passed to this office as soon as you can. Where necessary, you may be invited to our office in the Fire Services Headquarters Building for a brief explanation of the requirements under the relevant regulations and the procedures relating to the submission of Annual Inspection Certificate.

下表列出你於本通知書發出前 14 天已完成的年檢，由於本處至今尚未收到相關的年檢證書，請於本函發出日起計 14 天內致電本處黃卓雄先生（電話號碼：2251 4142），以便跟進。如該等年檢證書經已備妥，請你盡快將證書遞交至本處。如有需要，我們或會邀請你親臨本處總部，由本處人員向你解釋相關法例的要求及證書的遞交程序。

[illegible]

九龍尖沙咀東部康莊道一號
消防處總部大廈七樓



FIRE SERVICES DEPARTMENT
LICENSING & CERTIFICATION COMMAND
Ventilation Division

7/F., Fire Services Headquarters Building,
1 Hong Chong Road, Tsim Sha Tsui East, Kowloon

Notice for Late Submission of Annual Inspection Certificate

延誤遞交年檢證書通知書

From : C.H. WONG 由 : CTO/VENT	To : 至 : Attn. : 受文人 :
Our Fax No. : 傳真號碼 : 2382 2495	Your Fax No. : 傳真號碼 :
Date : 日期 :	Total Page(s) (Including this leader page) : 總頁數 (包括本前置頁) :

If message received is incomplete, please notify to Mr. C.H. WONG on telephone no. : 2251 4142.
資料如有缺漏，請通知黃卓雄先生，電話號碼：2251 4142。

Message

Please note that the following Annual Inspection Certificate(s) was / were received more than 14 days after the dates of inspection shown on the certificates. Please contact Mr. C.H. Wong of the Ventilation Division on 2251 4142 within 14 days from the date of this message for a discussion of the issue. Where necessary, you may be invited to our office in the Fire Services Headquarters Building for a brief explanation of the requirements under the relevant regulations and the procedures relating to the submission of Annual Inspection Certificate.

以下列出的年檢證書，未能於所示的檢查日期後 14 天內送抵本處。請於本函發出日起計 14 天內，致電本處黃卓雄先生(電話號碼：2251 4142)，以便跟進。如有需要，我們或會邀請你親臨本處總部，由本處人員向你解釋相關法例的要求及證書的遞交程序。

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