

**Summary of Note of 12th Ventilation Installations Liaison Group Meeting
(held on 19.10.2006)**

(1)	<p>Ventilation Work Under Cap 132 (Form D Submission)</p> <p>A further meeting regarding the responsibility of fire damper installation at ventilating system maintained by landlord outside the licensing area would be arranged for further discussion.</p>
(2)	<p>FSD Approved Fusible Link</p> <ul style="list-style-type: none"> - All FSD approved fusible links with UL marking should be found in the UL website - The use of high temperature rating fusible link not exceeding 93⁰C for kitchen hood would be considered on project basis.
(3)	<p>Experience Sharing at Submission of Annual Inspection Certificate (MC) in New Standard Format.</p> <ul style="list-style-type: none"> - A certified true MC copy would be required from RSC(V) if the MC claimed had been sent to the Director of FSD was not received by FSD in accordance with the Legislation. - A warning letter would be served to the RSC(V) for repetitive cases mentioned above. - A further meeting would be held later to discuss the detail on issuing of MC for complex site / multi-blocks of building. - A list for common mistakes was attached at Appendix 'A' for reference.
(4)	<p>Pre-insulation Duct System</p> <p>The Committee would explore further on the use of this system.</p>
(5)	<p>Identification of UL Labels Required for UL Standard Equipment</p> <p>For UL approved fire and smoke damper, a separate test at 250⁰C for one hour is required for use in smoke extraction system in Hong Kong.</p>
(6)	<p>Fresh Air Pre-conditioner (FAP)</p> <p>Installation of Fresh Air Pre-conditioner shall comply with the following requirement:-</p> <ul style="list-style-type: none"> - The air duct connection should be as short as possible and within one fire compartment - The installation including all insulation material and air filter etc should comply with FSD Circular Letter No. 4/96-Part XI. - For installation in protected areas, the unit should be fully in compliance with the relevant requirements and safety standards as stipulated in Section 5.2.3 Part XI of FSD Circular Letter No. 4/96.
(7)	<p>New Arrangement of VAC Control System for Schedule Premises</p> <ul style="list-style-type: none"> - Regional Office of FSD would take up the responsibility of VAC acceptance test for General Restaurant and Light Refreshment Restaurant for Schedule Premises commenced from 1 October 2006. - The requirements and procedures for VAC acceptance test remained unchanged and such arrangement would be reviewed in six months' time.
(8)	<p>Revise Procedure for Hotel Licence Inspection</p> <ul style="list-style-type: none"> - Starting from 1 September 2006, the application for hotel licence inspection of ventilating system should approach directly to the case officer of Home Affairs Department for arrangement of the test.

**Common Irregularities in Issuance of
Annual Inspection Certificate (MC)
in New Standard Format as at 18.10.2006**

Appendix A

Item	Description	Remarks
1.	Using old MC format	
2.	Premises Type not filled	
3.	I have inspected..... efficient working order. First part wrongly crossing and should used either English or Chinese.	
4.	Submission of MC over 14 days (30.4.2006 received on 27.9.2006)	
5.	Submission of MC over 14 days (6.6.2006 received on 10.7.2006)	
6.	No original MC found submitted to FSD	
7.	Wrong premises type (should be FF instead of Building)	
8.	Wrong premises type (should be FF instead of Supermarket)	
9.	No precipitator but certified in MC with precipitator.	
10.	Wrong premises type (should be Hotel instead of Building)	
11.	Wrong Certificate (LRR , Cap 132 but using BUILDING Cap 123)	
12.	Wrong Certificate (CH, Cap 123 but using GR, Cap 132)	
13.	Wrong premises type (should be FC instead of GR)	
14.	I certified that dampers / filters not crossed but in 'exclusion from inspection column' Filter found.	
15.	Should be Food Factory instead of catering area,	
16.	Should be PPE instead of Grandstand.	
17.	MC not for individual blocks (block 1 to22 in one MC)	
18.	Wrong premises type (should be CH instead of Office Building)	
19.	Submission of MC over 14 days (6.6.2006 received on 10.7.2006)	
20.	Not type the licence type and wrong address(should be 18 Tai Koo Wan Road instead of 218 ...)	
21.	No original MC found submitted to FSD	
22.	"Tick" on premises type missing (for Schedule Premises)	
23.	Exclusion from inspection ' box - since no precipitator should enter nil instead of precipitator	
24.	Column of Premises Type omitted, and no precipitator but certified in MC in safe and efficient working order.	
25.	Column of 'Defects Observed' and Exclusion from Inspection' not filled	
26.	Some fire dampers not checked showed in MC but not indicated surplus.	
27.	Company chop missing	
28.	Address not follow footnote (1) , using Lot no. (NKIL)	
29.	Address not follow footnote (1) , using P.O.Box.	
30.	Typing error on MC issuance date, inspected on 26.4.2006, MC issued on 27.2.2006 and our receiving date on 2.5.2006	
31.	One MC for several building Blocks	

End