

## FSD's Performance Targets Related to Licence Processing

FSD's Performance Targets for Licence Processing of Factory Canteen / Karaoke Permit / Dancing Establishment	Target
To conduct inspection within 14 working days upon receipt of referral of <b>LICENCE APPLICATION</b> from the licensing authority.	90%
To issue Fire Safety Requirements / result of inspection within 20 working days upon receipt of referral of <b>LICENCE APPLICATION</b> from the licensing authority.	90%
To conduct inspection within 14 working days upon receipt of referral of <b>REVISED PLAN</b> (during licence application) from the licensing authority.	90%
To issue Fire Safety Requirements / result of inspection within 20 working days upon receipt of referral of <b>REVISED PLAN</b> (during licence application) from the licensing authority.	90%
To conduct inspection within 14 working days upon receipt of referral of <b>ALTERATION</b> application from the licensing authority.	90%
To issue Fire Safety Requirements / result of inspection within 20 working days upon receipt of referral of <b>ALTERATION</b> application from the licensing authority.	90%
To conduct compliance inspection upon receipt of report of compliance by:- (i) Regional Office within 7 working days. (ii) Ventilation Division within 10 working days for the 1 <sup>st</sup> and 2 <sup>nd</sup> inspection, and within 21 working days for the 3 <sup>rd</sup> inspection and onwards.	90%
To conduct inspection within 7 working days upon the notification of <b>CHANGE OF LICENSEE*</b> from the licensing authority.	90%
To issue Fire Services Certificate / Letter of Compliance / result of compliance inspection within 7 working days from the date of inspection.	90%

\* Not applicable to Dancing Establishment.