

Guidelines for Electronic Submission of Fire Services Installations (FSI) – Equipment List

Background

When applying for compliance inspection for a new building, the Registered Fire Service Installation Contractor (RFSIC) is required to submit a duly completed **Fire Services Installations – Equipment List** (“Equipment List”), with each page signed by the RFSIC. The submission must also include the following supporting documents and documentary proof:

- a. Listing certificates/ records/ documents/ printouts from product certification bodies;
- b. FSD approval/ acceptance letters;
- c. Test certificates/ data sheets/ catalogues/ calculations; and
- d. Other necessary technical information

To enhance administrative efficiency and support sustainable development in Hong Kong, the above **supporting documents and documentary proof** for the **Equipment List** may now be submitted in **electronic format** by the RFSIC.

To ensure proper processing and compliance with submission requirements, please adhere to the following guidelines when preparing and submitting the electronic files for the **supporting documents and documentary proof** of the **Equipment List**

Submission Guidelines

1. Submission Medium

- All electronic files must be saved on a **DVD-R**.
- The DVD-R must contain all supporting documents and documentary proof for the Equipment List submission.

2. File Format

- All files must be saved in **PDF format**.

3. Top-Level Folder Naming

- The top folder on the DVD-R must be named according to FSD File Reference in the following format: -

[FP Ref 8_xxxxx, 19_xxxxx]

For example:

4. Subfolder Structure

- The number of subfolders must match the number of Equipment Lists being submitted.
- Each subfolder must be named according to the **Company Name/Person Name** with **RC number** of the RFSIC who signed the Equipment List in the following format: -

[ABC Company (RC1_XXX, RC_XXX)], [CHAN Tai-man (RC3_XXX)]

For example:

 ABC Company (RC1_001, RC2_002)	11/6/2025 16:04	檔案資料夾
 CHAN Tai-man (RC3_015)	9/6/2025 10:38	檔案資料夾
 DEF Company (RC1_003, RC2_004)	9/6/2025 10:38	檔案資料夾

5. Scanned Copies of Signed Equipment Lists

- Each subfolder shall include a scanned copy of the signed equipment list.
- The file name for the scanned equipment list must follow this format:
[Equipment List – Company Name/Person Name, RC Number]

For example:

 Equipment List, ABC Company, RC1_001, RC2_002 (signed)	11/6/2025 16:05	Adobe Acrobat ...
 C4.1(a)(Sprinkler head)	9/6/2025 10:43	Adobe Acrobat ...
 C4.1(c)(Sprinkler head)	9/6/2025 10:43	Adobe Acrobat ...
 H1(b) (Hose reel unit)	9/6/2025 10:43	Adobe Acrobat ...

6. Naming Convention for Supporting Documents

- Each supporting document must be saved as a PDF file and named according to the **item** and **category** of the Equipment List in the following format:-
[Item(Category)]

For examples:

C4.1(a): Refers to Catalog showing Manufacturer/model no./part no. of Sprinkler head

H1(b): Refers to FSD/Approval/Acceptance Reference of Hose reel unit

C4.1(c): Refers to Listing Certificates/Records/Printouts/Documents issued by Product Certification Bodies or Product Certification Systems of sprinkler head

 Equipment List, ABC Company, RC1_001, RC2_002 (signed)	11/6/2025 16:05	Adobe Acrobat ...
 C4.1(a)(Sprinkler head)	9/6/2025 10:43	Adobe Acrobat ...
 C4.1(c)(Sprinkler head)	9/6/2025 10:43	Adobe Acrobat ...
 H1(b) (Hose reel unit)	9/6/2025 10:43	Adobe Acrobat ...