

General Documents Checklist for Acceptance Inspection (Rev. H)

Date: _____

FP Ref. no. *8/43/_____

*19/20/43/_____

Fire Service Installation Plans for Building at _____

A. Document(s) prepared by Authorized Person (AP):		Yes	No	N.A.
1	List of Approved building plan list related to the application			
2	Confirmation of 1) building name, 2) building description and address shown on FS172/Acceptance Letter/Memo			
3	Confirmation for particular of FS172 if A&A works areas (BA13) is involved			
4	Owner's particular with postal address for FS172 / subject officer of government department receiving the Acceptance Letter/Memo			
5	Supporting document showing the subject project is government project for issuance of Acceptance Letter			
6	Confirmation letter for Fireman's Lift no., no. of served floor and location of fireman switch			
7	Use Permit for Fireman's Lift			
8	Completed Form WWO46 Part IV for FSI equipped with water tank			
9	For FSI requiring water supply by means of direct connection from government town main within inspection area (e.g. improvised systems, sprinkler system with reduced capacity tank for both end supplies, tunnel fire hydrant or street fire hydrant systems), either of the following documentation should be provided:- (i) Fire Service Completion Advice ("FSCA"); or (ii) Form WWO46 Part V together with WA's confirmation; or (iii) Written confirmation of a permanent water supply has been made to the related FSI issued by WA.			
10	Confirmation of Ventilation / Air Conditioning Control System (VAC) is not required in accordance with current FSD requirement.			
11	For building with EVA within inspection area, 2 sets of as-built approved EVA drawing with extent highlighted.			
12	Undertaking letter for EVA Loading for Government Project			
13	Location list of open kitchens if any			
14	Supporting document for approved Fire Safety Management Plan for open kitchen, such as approval letter from BD or FSD etc.			
15	Confirmation for the location of suspended false ceiling with layout plans			
16	Confirmation letter from AP for the Building air tightness condition during the testing is equivalent to the occupation condition (for building with staircase pressurization system only)			
17	Confirmation letter from AP for Fire Resisting Rating of Plantroom, Fire rated enclosure, Concrete air duct and Duct shaft for Smoke Extraction			

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	System and Staircase Pressurization System.			
18	For Fire rated enclosure & Fire Resistant ductwork, copies of material acceptance letter issued by this Department or product listing certificates / test reports issued by Product Certification Bodies according to FSD requirements.			
19	Declaration letter from AP confirming relevant fire rated enclosure / fire resistant ductworks installed on-site strictly follow the installation details according to material acceptance letter issued by this Department or manufacturer's recommendation.			
20	Confirmation letter for all linings are in compliance with CoP for minimum fire service installations and equipment			
21	Confirmation letter issued by AP to confirm the whole assembly of the fire shutter is capable for continuous operation			
22	Report form for Open Kitchen Unit and Windowless Kitchen/ Toilet (The form was submitted to Fire Service Installations Task Force and Ventilation Division of Fire Services Department)			
23	Electronic copies of the as-built and approved GBP in PDF format including amendment record if necessary.			

B. Document(s) prepared by Owner		Yes	No	N.A.
1	Undertaking letter for Direct Telephone Link (DTL). (with supporting document from services provider)			
2	Valid invoice for existing DTL			
3	For D.G. store other than fuel tank room of Emergency Generator serving FSI, undertaking letter should be provided for the DG Store (to obtain the DG license before usage) if DG license is not available during acceptance inspection			

C. Document(s) prepared by Registered Fire Service Installations Contractor (RFSIC)		Yes	No	N.A.
1	Essential load calculation if emergency generator is not provided. (with schematic wiring diagram endorsed by RFSIC)			
2	Emergency Generator			
	- Certified true copy survey report for fuel tank			
	- Acceptance letter/D.G. license for fuel tank room			
	- Battery calculation			
	- Fuel consumption curve			
	- Door curb volume calculation			

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	- Document for special approval/exemption from FSD, such as non-FS load connection including home landing operation for non-fireman's lift connecting to emergency generator			
3	Fire hydrant/ Hose Reel(HR) system			
	- Water tank calculation			
	- Pump performance data for pump power			
4	Fire detection and fire alarm system			
	- Battery calculation			
	- Zoning schedule			
	- Sound level measurement report			
	- Supporting documents for charger capability of full charge-up within 24 hrs.			
5	Portable equipment			
	- Location list			
	- Valid gazette / FSD Approval Letter			
6	Sprinkler system			
	- Water tank volume calculation			
	- Number of sprinkler heads in each zone			
7	Clean agent extinguishing system			
	- Approved computer calculation			
	- As fitted isometric diagram for pipework			
	- Mechanical tightness report for pipings			
	- D.G. certificate for gas cylinder			
	- Charging report			
	- Summary list c/w location of area protected and cylinder room, weight of required agent, D.G. certificate no., no. of nozzles, no. of smoke detectors & etc.			
	- Enclosure integrity test report			
8	Pressurization of staircase			
	- Equipment list of builder's work (such as doorset, door closer & etc.) c/w related test reports			
	- Provided duplicate of valid calibration certificate for testing instrument			
	- Test report for air leakage of all metal ductwork on site			
	- Testing and Commissioning Checklist for the system and certified by RPE			
	- Letter from RPE to certify the system had been completed and tested in accordance with FSD's requirements and approved drawings			
9	Smoke extraction system			
	- Provided duplicate of valid calibration certificate for testing instruments			
	- Test reports for air leakage of all metal ductwork on site			

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	- Test reports for the system and certified by RPE (Dynamic Smoke Extraction System only)			
	- Letter from RPE to certify the system had been completed and tested in accordance with FSD's requirements and approved drawings (Dynamic Smoke Extraction System only)			
10	Emergency Lightings			
	- Valid test reports or listing certificates issued by recognized bodies presenting to inspection officer during FS inspection			
11	Valid calibration certificates for testing instrument as per FSD Circular Letter No. 5/2022			
12	Approval for Non-provision or exemption of Fire Service Installations			
13	Approval on method statement of fire service installations such as extended coverage sidewall sprinkler, long throw sprinkler, high pressure sprinkler and hot smoke test etc.			
14	New Fire Service Installations connected to existing Fire Service Installations in service for building to be inspected			
	- FS 251 for existing FSIs.			
15	Electronic copies of the as-built and approved FSI314 (FSI and Smoke Control Systems) in PDF format including amendment record if necessary.			
16	Electronic copies of the approved fire engineering report in PDF format if the project had adopted fire engineering approach.			

I hereby certify that the above documents have been checked in order and FS equipment/installation in accordance with the approved building plans and all FSI 314 drawings have been installed and tested in efficient working order.

Signature of AP _____ Signature of RFSIC _____

Name of AP _____ Name of RFSIC _____

Date _____ RFSIC Number _____

Date _____

Stamp of RFSIC _____