

General Documents Checklist for Acceptance Inspection (Rev. C)

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 and 3) actual postal address for future correspondence			
3	Confirmation for particular of FS172 if A&A works areas (BA13) is involved			
4	Owner's particular			
5	Confirmation letter for Fireman's Lift no., no. of served floor and location of fireman switch			
6	Use Permit for Fireman Lift			
7	FSCA, WWO 46 Pt. IV or WWO 46 Pt. V			
8	Confirmation of no Ventilation/Air Conditioning Control system (VAC) installed on site			
9	2 sets of as-built approved EVA drawing			
10	Undertaking letter for EVA Loading for Government Project			
11	Location list of open kitchens if any			
12	Supporting document for approved Fire Safety Management Plan for open kitchen, such as approval letter from BD, etc			
13	Confirmation for the location of suspended false ceiling with layout plans			
14	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)			
15	Confirmation letter from AP for Fire Resisting Rating of Fan Rooms, Fire rated enclosure, Concrete air duct and Duct shaft for Smoke Control Systems			
16	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			
17	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			
18	Confirmation letter for all linings are code-compliant			
19	Confirmation letter issued by the AP to confirm the whole assembly of the fire shutter is capable for continuous operation			

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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	Undertaking letter for no VAC.			
4	Undertaking letter for all linings are code-compliant			
5	For DG store other than fuel tank room of Emergency Generator, confirmation letter should be provided for the DG Store (to obtain the DG license before usage) if DG license is not available during FS 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			
	- Survey report for fuel tank			
	- Acceptance letter/D.G. license for fuel tank room			
	- Battery calculation			
	- Fuel consumption curve			
	- Door curb volume calculation			
	- Document for special approval/exemption from FSD, such as non-FS loading 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 report			
	- Supporting documents for charger capability of full charge-up within 24 hrs.			
5	Portable equipment			
	- FS 251			
	- Location list			
	- Valid gazette			
6	Sprinkler system			
	- Water tank calculation			
	- Number of sprinkler heads in each zone and sprinkler installation			
7	Clean agent extinguishing system			

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	- Approved computer calculation			
	- As fitted isometric diagram for pipework			
	- Hydraulic test report for pipework			
	- 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.			
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			
	- 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. 1/2016			
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	Declaration letter from RFSIC confirming relevant fire rated enclosure / fire resistant ductworks installed on-site strictly follow the installation			

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	details according to material acceptance letter issued by this Department or manufacturer's recommendation.			
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I hereby certify that the above documents have been checked in order and FS equipment/installation in accordance with the approved FSI plans 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	_____

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Revised on 5/9/2018