

Submission of Schedule of Works for Fire Service Installations Improvement Works
Under Fire Safety (Commercial Premises) Ordinance, Cap. 502 / Fire Safety (Buildings)
Ordinance, Cap. 572 / Fire Safety (Industrial Buildings) Ordinance, Cap. 636

Part A:

Building / Premises Name and Address:

FSD Ref. No. (if applicable): FP 45 / 56 / 63* _____

I, _____ [Name of Authorized Signatory], acting for and on behalf of _____
[Name of RFSIC], (Registration No.: _____ / Class: _____), hereby declare and agree that:

We are the appointed RFSIC responsible for executing the Fire Service Installation (FSI) improvement works at the captioned premises in compliance with Cap. 502 / Cap. 572 / Cap. 636*.

We have prepared the attached Schedule of Works in good faith, representing an accurate, realistic, and professional timeline for the commencement, execution, and completion of the required FSI works.

We confirm that we have fully explained this Schedule of Works to the Owner(s) / Incorporated Owners of the captioned building and have secured their express consent.

(For Class 1 & 2 RFSIC):

RFSIC Name: _____

Registration No.: _____

Full Name of Authorized Signatory:

Authorized Signature: _____ Company Chop: _____

(For Class 3 RFSIC):

RFSIC Name: _____

Registration No.: _____

Signature: _____

Office address: _____

Telephone No. (Office): _____ Date: _____
Telephone No. (Mobile): _____

(*Delete as appropriate)

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Part B

Building / Premises Name and Address:

I/We, _____
[Name of Owner(s) / Authorized Representative of the Incorporated Owners], being the owner(s) / legal representatives of the captioned building/premises, hereby declare that:

I/We have officially appointed _____ [Name of RFSIC]
to conduct the FSI improvement works required under Cap. 502 / Cap. 572 / Cap. 636*.

I/We have been notified of the work schedule in the attached Schedule of Works submitted by the said RFSIC. Having reviewed the proposed work schedule, I/we hereby give consent to the specified period of shutdown of the Fire Service Installations (FSI) as required for carrying out the FSI improvement works detailed therein.

Capacity of Signatory:	Owner(s) / Authorized Representative of the Incorporated Owners *
Signature of Owner(s) / Authorized Representative of the Incorporated Owners	
Name of Signatory (Block Letters)	
Name of Incorporated Owners (if applicable)	
Incorporated Owners Chop (if applicable)	
Date	

(*Delete as appropriate)

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To:

Building Improvement Division 2, Fire Safety Command, Fire Services Department

(Address: 10/F, Two Chinachem Exchange Square, 338 King's Road, North Point, HK)

(Fax: 2381 5744)

Date : _____

FSD Ref. No. : FP 45 / 56 / 63* _____

**Fire Safety Direction Serial No./
Fire Safety Improvement Direction
Serial No.** : _____

Building / Premises Name and Address : _____

**Registered Fire Service Installation
Contractor (RFSIC)** : _____

RFSIC Contact Number : _____(Office)_____(Mobile)

RFSIC Email : _____

(*delete as appropriate)

SCHEDULE OF WORKS FOR MAJOR FIRE SERVICE INSTALLATION (FSI) *(Please fill in all necessary information)*

(To be submitted at least 14 days PRIOR to the commencement of FSI improvement works)

Scope of FSI Improvement Works	¹ Fire Hydrant / Hose Reel System / Dry Riser System	¹ Manual Fire Alarm System	² Sprinkler System
FSI Improvement Works Commencement Date (DD/MM/YYYY)			
Anticipated Date of Installation for Major Components (e.g. Water Tank, Water pipe, HR set, Valve) (DD/MM/YYYY)			
³ Anticipated FSI Shutdown Date (DD/MM/YYYY)			
³ Resumption of shutdown FSI (DD/MM/YYYY)			
Anticipated Date of Application for Acceptance Test (DD/MM/YYYY)			

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Points to note

1. Duration of Works for Fire Hydrant / Hose Reel System and Manual Fire Alarm System
In general, the duration for executing improvement works for Fire Hydrant / Hose Reel System and Manual Fire Alarm System should not exceed 12 months from the commencement date.
2. Duration of Works for Sprinkler System
The reasonableness of the work duration for executing improvement works for Sprinkler System will be assessed and determined by the case officer on a case-by-case basis, subject to the scale and complexity of the system.
3. FSI Shutdown Procedures
Disruption to the normal operation of the FSI caused by its shutdown should be kept to the minimum. A systematic approach should be adopted in carrying out the works. The affected FSI should be shut down by sections and be resumed normal as soon as practicable. If the affected portion of the system could not be reinstated to normal working condition by the end of a working shift, arrangements should be made for the portion to be isolated and the remainder of the system to be reinstated. For the reporting procedures and subsequent measures in relation to FSI shutdowns, the RFSIC should refer to the relevant FSD Circular Letters in force.
4. Submission and Compliance of Schedule of Works by RFSICs
RFSICs undertaking FSI improvement works pursuant to the statutory directions or requirements stipulated under the Fire Safety (Commercial Premises) Ordinance (Cap. 502), the Fire Safety (Buildings) Ordinance (Cap. 572), or the Fire Safety (Industrial Buildings) Ordinance (Cap. 636) are strictly required to submit a completed Schedule of Works to the Fire Services Department at least 14 days prior to the commencement of any such works.

Where an RFSIC fails, without reasonable excuse, to carry out or complete the improvement works in accordance with the submitted Schedule of Works, such failure:-

- (i) *may be deemed to constitute or contribute to a fire hazard. Consequently, the RFSIC may be identified as the person by reason of whose act, default, or sufferance the fire hazard arose or continues under the law; and/or*
- (ii) *may be regarded as improper conduct or negligence in the installation, maintenance, repair, or inspection of FSIs.*