

消防處
牌照及審批總區

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FIRE SERVICES DEPARTMENT
LICENSING & CERTIFICATION COMMAND

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22 July 2014

To: All Registered Fire Service Installation Contractors

Dear Sir/Madam,

**Implementation of New Arrangements for the Sale of
Certificate of Fire Service Installation and Equipment (FS251)**

I write to inform you that the following new arrangements for the sale of FS251 will be implemented on **1 September 2014**.

New Procedures for Purchasing FS251

Pursuant to Regulation 9 of the Fire Service (Installations and Equipment) Regulations, Chapter 95B, Laws of Hong Kong, only Registered Fire Service Installations Contractors (RFSIC) are authorized to sign FS251. In addition, the Regulation stipulates that whenever an RFSIC installs, maintains repairs or inspects any fire service installations or equipment in any premises, he shall within 14 days after completion of the work issue an FS251 to the person on whose instructions the work was undertaken and forward a copy thereof to the Hong Kong Fire Services Department (FSD).

From 2011 to 2013, more than 900,000 sheets of FS251 were sold to RFSIC. Nonetheless, only about 50 % of these FS251, i.e. 450,000 sheets, have been submitted to the FSD during the same period. The difference between these two numbers suggests that some FS251 may have been issued to clients and NOT copied to the FSD in accordance with the Regulation. Non-compliance with the Regulation will not only compromise fire safety in Hong Kong, but will also adversely affect the interests of RFSIC. Therefore, the FSD will implement a new arrangement to better control the sale of FS251. Specifically, the FSD will require all RFSIC or his representative to produce a **Purchase Form** which shall be signed by an RFSIC or his agent with authorized signatory(ies) upon purchasing FS251. Sample of the Purchase Form is attached in **Appendix** for reference, and you may download its copy at http://www.hkfsd.gov.hk/eng/forms/fs251_purchase_form_eng.pdf starting from 21 August 2014.

Cutting Down the Number of Sales Locations of FS251

At present, FS251 is on sale to RFSIC from:

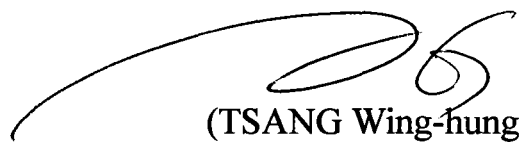
- Location (A):** Shroff Office, 5/F, Fire Services Headquarters Building (FSHQ), 1 Hong Chong Road;
- Location (B):** Publication Sales Unit, Room 626, North Point Government Offices, 333 Java Road; and
- Location (C):** On-line Government Bookstore at <http://isd.gov.hk/eng/bookorder.htm>.

Since less than 9 % of FS251 were sold through Locations (B) and (C) in the past three years, the Government will cease selling FS251 at these two locations (with effect from 1 September 2014) to save administrative overheads and to facilitate smooth implementation of the aforementioned new procedures for purchasing FS251. Consequently, Location (A), i.e. the Shroff Office on 5/F of the FSHQ, will be left as the sole venue where the RFSIC can purchase FS251.

The FSD has consulted the Association of Registered Fire Service Installation Contractors of Hong Kong Limited when planning the above new arrangements. We understand that RFSIC may need a short period of time to adapt to these new arrangements. Nonetheless, you would probably agree that such measures are necessary to ensure fire safety standard in our territory and to protect the interests of RFSIC.

I sincerely thank you for your understanding and cooperation in this matter. Should you require any amplification, please contact the subject Officer of this Department on 2733 7617.

Yours faithfully,



(TSANG Wing-hung)
for Director of Fire Services

With Chinese translation