

消防處
牌照及審批總區

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FIRE SERVICES DEPARTMENT
LICENSING AND CERTIFICATION COMMAND

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3 July 2020

To: Recipients of FSD Circular Letters

Dear Sir/Madam,

**Temporary Measure for Making Minor Amendments to
Fire Service Installations (FSI) Plans subsequent to
FSI Acceptance Inspection of New Buildings**

There are often cases where approved FSI plans of new buildings call for minor amendments after the completion of FSI acceptance inspection, and the usual practice is to have the amendments made by the Registered Fire Service Installation Contractors (RFSICs) in the office of the FSI Division of the Fire Services Department (FSD). To address the requirement for social distancing in the current pandemic situation and to speed up the process of issuing Fire Services Certificate or acceptance memo/letter, we have introduced a temporary measure **with immediate effect** for such cases.

Instead of doing the amendment work in the FSI Division office, the RFSICs may now opt to make arrangements with the case officer of the FSI Division, under which they can collect the approved FSI plans from the officer and have the minor amendments made outside FSI Division Office. A flowchart of the temporary arrangement is shown in the Appendix for easy reference.

Notwithstanding the above temporary measure, your attention is particularly drawn to the following:

- (a) The RFSICs shall be responsible for the safe custody of the collected copies of approved FSI plans. Loss of and damage to the plans may render the completed FSI acceptance inspection invalid. As a consequence of which, a fresh submission of plans for approval and a fresh submission of forms FSI/501 and FSI/501a for FSI acceptance inspection may be required; and

- (b) The copies of FSI plans collected for amendment shall be returned to the office of the FSI Division as soon as possible. Any late return of the plans will delay the issuance of Fire Services Certificate or acceptance memo/letter.

The FSD will keep the temporary measure under review in the light of the latest development of the pandemic situation and the feedback of the trades. Should you have any enquiries pertaining to this matter, please contact the Engineer of the FSI Division at 3961 5200.

Yours faithfully,

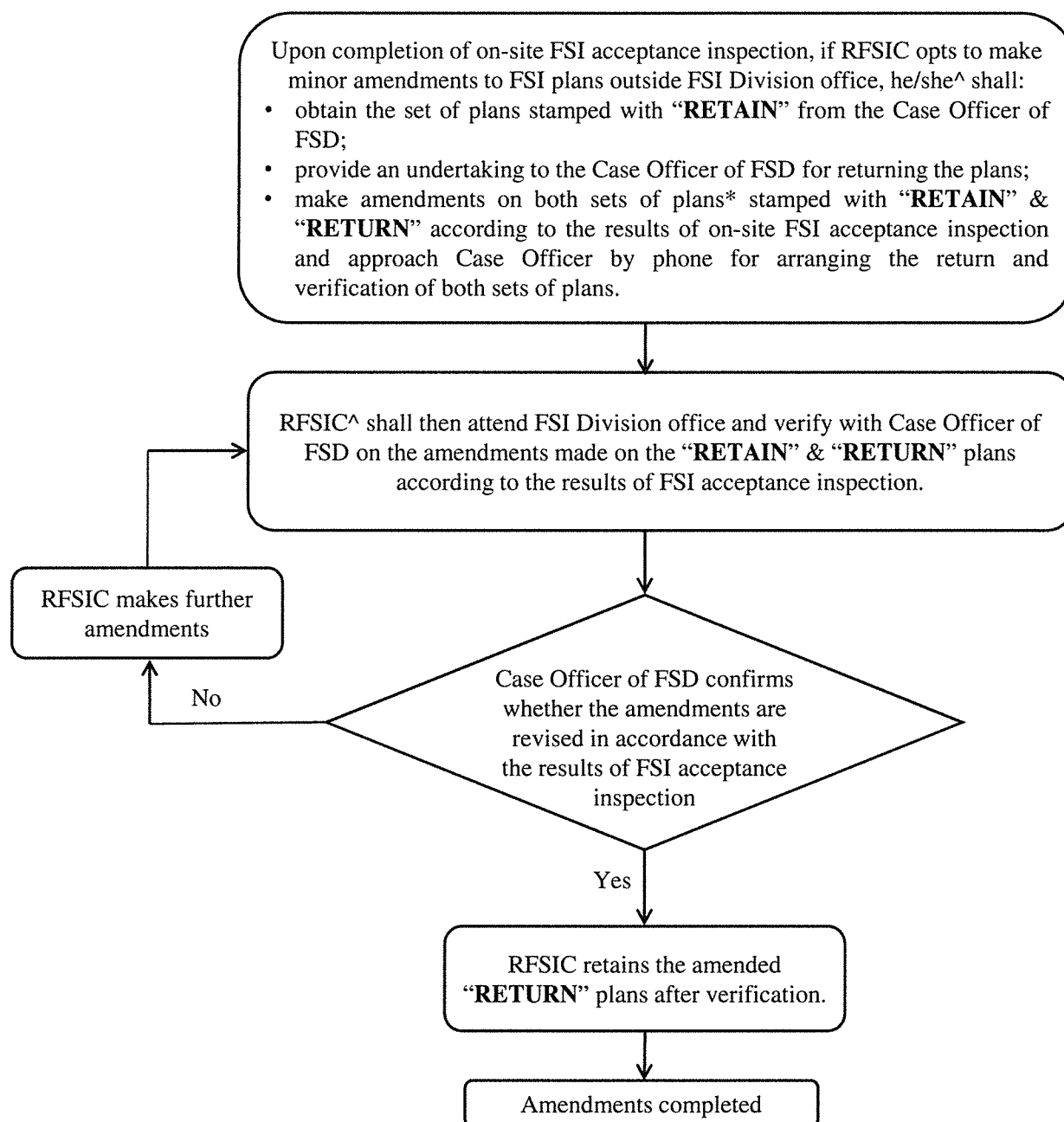


(LEUNG Kwun-hong)

for Director of Fire Services

Encl.

**Arrangement for Making Minor Amendments on FSI Plans
outside FSI Division Office**



^ RFSIC's official representative is allowed.

* All amendments should be clearly annotated and individually authenticated by RFSIC.