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22 November 2019

To: All Registered Fire Service Installation Contractors

Dear Sir/Madam,

Inspection, Maintenance, Modification and Repair
Fire Service Installations and Equipment with Moving Parts

This letter serves to remind all Registered Fire Service Installation Contractors (RFSICs) on the points to note during the inspection, maintenance, modification or repair of fire service installations and equipment (FSI) with moving parts. It is to be read in conjunction with the FSD advisory letter dated 19 March 2019 regarding "Inspection, Maintenance, Modification and Repair of Fire Service Installation and Equipment".

Proper maintenance of moving parts of FSI systems

It was revealed during our recent FSI audit inspections that moving parts of FSI systems which had been installed for a long time, such as disc/stem or piston/spring assembly inside the Pressure Reducing Valve (PRV) of a water-based system, did not operate properly due to wear and tear, thus affecting the effective functioning of the whole system. To this end, RFSICs are strongly requested to, during the inspection, maintenance, modification or repair of FSI, inspect, clean, test, recalibrate and lubricate (where appropriate) the moving parts of FSI systems (for example, FS/Sprinkler inlets, hydrant outlets, PRV and control valves), particularly those having been installed for a long time.

FSI Systems in efficient working order

After inspection, maintenance, modification or repair of FSI, RFSICs shall reinstate the entire FSI system and ensure that it is in efficient working order. They should, inter alia, check to verify that there is sufficient water flow and water pressure from hose reels and hydrant outlets; FS/Sprinkler inlets and pumps can operate properly; and FS/Sprinkler tanks are properly refilled.

Recently, it has also come to our attention that due to shortage of spare parts/components, some FSI systems could not be reinstated to efficient working order timely after actuation. In order to minimise the system downtime which would adversely affect the fire safety standard of the premises under protection, RFSICs are requested to advise FSI owners to keep sufficient stock of spare parts/components of the FSI system for replacement, particularly those not readily available in the market, such as the multiple jet control (MJC) of long throw sprinkler systems.

Duty and responsibility of RFSICs

The above points to note about FSI works are by no means exhaustive. RFSICs are ultimately responsible for assisting FSI owners in ensuring that FSI are in efficient working order and in compliance with the requirements specified in the Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment (CoP). RFSICs are vested with the duty and responsibility to keep abreast with and strictly adhere to the CoP and relevant procedures and requirements promulgated by the Director from time to time.

Should there be any enquiries pertaining to the subject matter, please contact Assistant Divisional Officer (Fire Service Installations Task Force) at 3961 5012.

Yours faithfully,



(WONG Chun-yip)
for Director of Fire Services

c.c. Recipients of FSD Circular Letters