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牌照及審批總區
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FIRE SERVICES DEPARTMENT
LICENSING AND CERTIFICATION COMMAND
5/F, Fire Services Headquarters Building
No. 1 Hong Chong Road, Tsim Sha Tsui East
Kowloon, Hong Kong

本處檔號 OUR REF.: (45) in FP(LC) 314/07 Pt.8
來函檔號 YOUR REF.:
圖文傳真 FAX: (852) 2723 2197
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電話 TEL. NO.: (852) 2733 7619

19 March 2019

To: All Registered Fire Service Installation Contractors

Dear Sir/Madam,

**Inspection, Maintenance, Modification and Repair of
Fire Service Installations and Equipment**

This letter serves to advise 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).

Notification mechanism for shutdown of FSI

FSIs are installed in buildings and premises for the protection of life and property in case of fire and other calamity. Any FSI which is defective or for any other reasons not in efficient working order may constitute a fire hazard as defined in Section 2 of the Fire Services Ordinance (Cap 95). To prevent the occurrence of fire hazards and ensure the efficient operation of FSIs in the event of fire or other calamity, it is imperative that the Director of Fire Services (the Director) be given prior/prompt notification of the shutdown or defect(s) of any FSI. In case an FSI is found to be defective or required to be shut down for the purpose of inspection, maintenance, modification or repair, the RFSIC engaged by the FSI owner should be held responsible for informing the Director of such case in a timely manner by strictly following the notification mechanism as stipulated in FSD Circular Letter No. 3/2008 (copy attached). The RFSIC should also confirm that the Director has acknowledged receipt of the notification by checking if the submitted notification form has been returned and stamped with an FSD serial number.

Minimising the impacts of FSI works

RFSICs are reminded to observe the guidelines set out in paragraph 9 of FSD Circular Letter No. 3/2008 when an FSI is expected to be shut down overnight or for more than 24 hours continuously for carrying out works. They should never shut down an FSI system hastily unless

there is no other alternative. Any disruption to the normal operation of the FSI should be kept to the minimum, and the affected FSI should be shut down by sections and restored to normal operation as soon as practicable. If the affected portion of the system cannot 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. Likewise, for any FSI works affecting FS/sprinkler pumps of a water-based FSI system, either the duty pump or the standby pump should remain functional at a time. Whenever practicable, water supply for the affected system should be maintained. On all circumstances, RFSICs should refrain from shutting down the whole FSI system for a prolonged period of time.

Proper maintenance of moving parts of FSI systems

It was revealed during recent FSI audit inspections carried out by the FSD that moving parts of FSI systems, such as the disc/stem assembly inside FS inlets or hydrant outlets of FH/HR systems, which had been commissioned for a long time may not operate properly due to wear and tear, thus affecting the effective functioning of the whole system. In view of the above, RFSICs are required during the inspection, maintenance, modification or repair of FSIs to inspect, test and lubricate (where appropriate) the moving parts of FSI systems (e.g. FS inlets, hydrant outlets, sprinkler inlets and likewise, control valves, fire/smoke dampers, fans of smoke control systems and pumps of FSIs), particularly those having been commissioned for a long time.

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 FSIs 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,



(LEUNG Kwun-hong)

for Director of Fire Services

c.c. Recipients of FSD Circular Letters

Reference number and date should be quoted in reference to this letter
凡提及本信時請引述檔號和日期

消防處
牌照及審批總區

香港九龍
尖沙咀東部康莊道1號5樓
消防總部大廈



FIRE SERVICES DEPARTMENT
LICENSING AND CERTIFICATION COMMAND

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本處檔號 Our Ref.: (7) in FP 314/07 Pt. 6

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圖文傳真 Fax: 852 - 2723 2197

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電子郵件 E-mail: lcpolic2@hkfsd.gov.hk

3 April 2008

To: Recipients of FSD Circular Letters

Dear Sirs/Madams,

FSD Circular Letter No. 3/2008
Shutdown of Fire Service Installation for
Inspection, Maintenance, Modification or Repair

This Circular Letter serves to promulgate a set of revised procedures and measures to be observed by Registered Fire Service Installation Contractors (RFSIC) when any fire service installation (FSI) is defective or shut down for inspection, maintenance, modification or repair. FSD Circular Letters No. 1/99 and No. 4/99, and paragraph 1.13 and Appendix 7 of the Code of Practice for Inspection, Testing and Maintenance of Installations and Equipment (July 2005 Edition) are hereby superseded by this Circular Letter.

2. FSIs are installed in premises for the protection of life and property in case of fire. Any FSI which is defective or shut down may constitute a fire hazard within the meaning of section 2 of the Fire Services Ordinance, Cap. 95, Laws of Hong Kong. To prevent the occurrence of fire hazard and to ensure the efficient operation of the FSD in the event of outbreak of fire or other calamity, it is necessary that the Director of Fire Services (hereafter called the Director) be given prior/prompt notification of the shutdown or defect(s) of any FSI so that the Director may formulate appropriate contingency plan and advise the owners/occupiers of the premises to take additional fire safety measures during the shutdown period, where necessary.

3. RFSICs are engaged by the FSI owners to inspect FSIs to see if they are defective and whether they have to be shut down for work. The RFSIC is therefore the most appropriate person to notify the Director if the FSIs are not in efficient working order.

4. When an RFSIC is employed to repair defective FSI and the repair is expected to be carried out ***overnight or for more than 24 hours continuously***, the RFSIC should notify the FSD of the defect(s) as soon as possible after the defect(s) is/are identified literally within 24 hours.

5. When an RFSIC is employed to maintain, modify or repair an FSI which has to be shut down *overnight or for more than 24 hours continuously*, the RFSIC should notify the FSD at least 7 calendar days prior to the commencement of work. Should the period between the date of confirmation that the RFSIC has been employed to carry out the work and the date of commencement of work be less than 7 calendar days, the RFSIC should notify the FSD within 24 hours after such confirmation.

6. If extension of the shutdown period is required, the RFSIC should issue a fresh notification to the Director before the previous scheduled date of completion. However, if there are changes in the extent and/or portion of the affected system(s), the notification procedure as stated in paragraphs 4 and 5 should be followed.

7. Notification to the FSD as mentioned in paragraphs 4, 5 and 6 should be made by fax using the form attached in **Appendix I**. The date of commencement, the anticipated date of completion of the work and the reason(s) for the shutdown of the FSI should be provided. The Fire Services Communications Centre (FSCC) will upon receipt of the form, stamp an FSD serial number on the form and send a copy of the stamped form to the RFSIC. A sample is in **Appendix II**.

8. With reference to paragraph 2, it is obvious that without the notification of the shutdown or defect(s) of any FSI well in advance/promptly, the FSD could neither formulate appropriate contingency plan nor give advice to owners/occupiers of the premises on additional fire safety measures to be taken during the shutdown period. In the circumstances, danger to life or property that would result from the outbreak of fire or the occurrence of other calamity would materially increase. It would also hamper the FSD in the discharge of duties in the event of fire or other calamity. RFSIC should be well aware of the hazards posed by the shutdown of FSIs without any contingency measures. Against this background, the Director is of the view that *failure to notify the FSD as required in paragraphs 4, 5 and 6 may amount to "improper conduct or negligence" in the maintenance/repair of FSI, rendering the RFSIC concerned unfit to be on the register. Pursuant to regulation 10 of the Fire Service (Installation Contractors) Regulations, Cap. 95A, Laws of Hong Kong, the RFSIC concerned may be referred to the disciplinary board by the Director of Fire Services.*

9. In addition to the notification mechanism set out in paragraphs 4, 5 and 6, with immediate effect, the following guidelines should be observed by the RFSIC concerned when an FSI is expected to be shut down *overnight or for more than 24 hours continuously* for the purpose of work:

- (a) The residents/occupants/property management company should be notified of the shutdown of the FSI (s), the date of commencement and the anticipated date of completion of the maintenance/ modification/ repair.
- (b) Simple and standardized graphical notices detailing the shutdown of the FSI should be posted at prominent locations (A sample of such notice is attached in **Appendix III** for compliance).

- (c) The disruption to the normal operation of the FSI caused by maintenance, modification or repair should be kept to the minimum. A systematic approach should be adopted in carrying out the work. The affected FSI should be shut down by sections and be resumed normal as soon as practicable. The impact on the protection afforded by the system should be reduced to the minimum and kept as low as reasonably practicable. If the affected portion of the system cannot 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. Shutting down the whole system for a prolonged period should be avoided.
- (d) Stand-by means* should be provided at suitable locations. The local fire station should be consulted on the scale of such provision. The local fire station/ residents/ occupiers/ property management company, where appropriate, should be notified of the arrangements.

**Stand-by means such as fire extinguishers, standalone smoke detectors, temporary firefighting water supply system, etc should be provided according to the extent of fire risk and the area(s) being affected.*

- (e) Shutting down both fire hydrant/hose reel system and sprinkler system simultaneously should be avoided.
- (f) Whenever possible, water tanks of the affected/unaffected systems should be topped up prior to the commencement of work.
- (g) Advice, where appropriate, should be given to the property management company concerned to:
 - (i) formulate an emergency plan;
 - (ii) patrol the affected areas (e.g. 24-hour manning, patrol at 15-minute intervals evidenced by making entries in a record book provided thereat);
 - (iii) designate named personnel to undertake specified tasks, including monitoring the progress of repair work, report to the Police/FSD upon the detection of a fire, etc;
 - (iv) place/install additional fire fighting and/or detection equipment with an alarm sounding function such as fire extinguishers, standalone smoke detectors, temporary firefighting water supply system, etc in the affected area(s);
 - (v) arrange sufficient trained staff for operating the FSI/portable equipment and executing the emergency plan;
 - (vi) inspect and review passive and active fire protection measures, including fire doors, gaseous extinguishing systems and portable

including fire doors, gaseous extinguishing systems and portable fire extinguishers. Neither obstruction nor impairment of the available FSI should be allowed;

- (vii) display suitable notices at prominent locations about the shutdown of the systems;
- (viii) reduce the stock level of goods, in particular, those highly combustible ones, (e.g. flimsy paper products, paints, etc);
- (ix) suspend any activities that generate sparks, hot molten droplets in the affected areas; and
- (x) maintain good house keeping.

10. Should you have any further questions on this revised arrangement, please feel free to contact Divisional Officer (FSITF) of the Licensing and Certification Command at 2733 7879.

Yours faithfully,



(LAI Man-hin)
for Director of Fire Services

for official use:-
☐ fax to FSITF/LC
☐ fax to Fire Station

Appendix I

To : FSCC
致 : 消防通訊中心
Fire Services Department 消防處
Fax No. : 2311 0066
傳真號碼

Date : _____
日期
FSD File No. : _____
消防處檔案編號 (If known 如果知道)

Notification to FSD on the occasion that building FSI is shut down for work 樓宇消防裝置因工程而關閉通知書

Part I 第一部

| | |
|--|--|
| Building Name 樓宇名稱 : _____ | |
| Building Address 樓宇地址 : _____ | |
| (Hong Kong 香港 / Kowloon 九龍 / New Territories 新界) | |
| Incorporated Owners (I.O.) : YES / NO | I.O. Tel. No. : _____ |
| 業主立案法團 有 沒有 | 業主立案法團電話 _____ |
| FSI required to be shut down 需關閉的消防裝置: | |
| <input type="checkbox"/> Fire Hydrant / Hose Reel System 消防栓 / 喉轆系統 | <input type="checkbox"/> Street Fire Hydrant 街上消防栓(私家街井) |
| <input type="checkbox"/> Automatic Sprinkler System 花灑系統 | <input type="checkbox"/> Water Spray System 噴水系統 |
| <input type="checkbox"/> Fire Detection System (AFA) 火警偵測系統 | <input type="checkbox"/> Manual Fire Alarm System 火警警報系統 |
| <input type="checkbox"/> Others 其他 (Please specify 請註明): _____ | |
| Reason for Shutdown 關閉原因: | <input type="checkbox"/> Defective 損壞 <input type="checkbox"/> Others 其他(Please specify 請註明) |
| Brief description of work 工程簡述: _____ | |
| Portion(s) of FSI Involved 受影響消防裝置部份: _____ | Portion(s) of Building Involved 受影響樓宇部份: _____ |
| Date commenced : 開始日期 _____ | Estimated Completion Date : 預計完工日期 _____ |
| Date of contract for repair/maintenance 獲得維修/保養合約的日期: _____ | |
| The following standby measures will be provided at the following locations 以下備用設備將會放置在下列位置: | |
| The following parties have been notified of the arrangement. 有關安排已通知下列人士 | |
| <input type="checkbox"/> Residents 居民 <input type="checkbox"/> Occupiers 佔用人 <input type="checkbox"/> Management Company 物業管理公司 <input type="checkbox"/> Incorporated Owner 業主立案法團 | |
| Name of FSI/ Work Contractor : 消防裝置 / 工程承辦商名稱 _____ | Signature & Company Chop 簽名及公司印 |
| Registration No. (FSI Contractor only) : 承辦商級別 / 編號(祇適用於消防裝置承辦商) _____ | |
| Contact Tel. No. : _____ (Office 寫字樓) | |
| 聯絡電話 _____ (Mobile phone 手提電話 / Pager 傳呼機) | |
| Fax No. 傳真號碼: _____ | |
| * The local fire station will contact you for arrangement of inspection and discussion of the proposed contingency measures. 有關消防局將會聯絡你, 安排巡查及討論建議的應變措施。 | |

Part II 第二部 - Extension of the Shutdown Period for Work 工程延期通知

| | |
|---|------------------------------------|
| The above FSI has to be shut down until _____ (Date) due to _____ | Signature & Company Chop 簽名及公司印 |
| 以上消防裝置需關閉至 _____ (日期)。原因: _____ | |

(*To be completed upon completion of work and faxed to FSCC again)
在正式完工時請填寫此欄, 然後再傳真到消防處通訊中心

Part III 第三部

| | |
|--------------------------------------|------------------------------------|
| *ACTUAL COMPLETION DATE 正式完工日期 _____ | Signature & Company Chop 簽名及公司印 |
|--------------------------------------|------------------------------------|

Remark: FSCC will confirm receipt of this notification by returning it by fax which is stamped with an FSD serial number.
備註: 消防通訊中心會以加上編號蓋印的回覆傳真確認收妥這份通知書。

RECEIVED

S/N : _____

FSCC/FSD

for official use:-

☐ fax to FSITF/LC

☐ fax to Fire Station

Appendix II

To : FSCC
致 : 消防通訊中心
Fire Services Department 消防處
Fax No. : 2311 0066
傳真號碼

Date : _____
日期
FSD File No. : _____
消防處檔案編號 (If known 如果知道)

Notification to FSD on the occasion that building FSI is shut down for work

樓宇消防裝置因工程而關閉通知書

Part I 第一部

| | |
|--|--|
| Building Name 樓宇名稱 : _____ | |
| Building Address 樓宇地址 : _____ | |
| (Hong Kong 香港 / Kowloon 九龍 / New Territories 新界) | |
| Incorporated Owners (I.O.) : YES / NO | I.O. Tel. No. : _____ |
| 業主立案法團 有 沒有 | 業主立案法團電話 |
| FSI required to be shut down 需關閉的消防裝置: | |
| <input type="checkbox"/> Fire Hydrant / Hose Reel System 消防栓 / 喉轆系統 | <input type="checkbox"/> Street Fire Hydrant 街上消防栓(私家街井) |
| <input type="checkbox"/> Automatic Sprinkler System 花灑系統 | <input type="checkbox"/> Water Spray System 噴水系統 |
| <input type="checkbox"/> Fire Detection System (AFA) 火警偵測系統 | <input type="checkbox"/> Manual Fire Alarm System 火警警報系統 |
| <input type="checkbox"/> Others 其他 (Please specify 請註明): _____ | |
| Reason for Shutdown 關閉原因: <input type="checkbox"/> Defective 損壞 <input type="checkbox"/> Others 其他(Please specify 請註明) | |
| Brief description of work 工程簡述: _____ | |
| Portion(s) of FSI Involved 受影響消防裝置部份: _____ | Portion(s) of Building Involved 受影響樓宇部份: _____ |
| Date commenced : _____ 開始日期 | Estimated Completion Date : _____ 預計完工日期 |
| Date of contract for repair/maintenance 獲得維修/保養合約的日期: _____ | |
| The following stand-by measures will be provided at the following locations 以下備用設備將會放置在下列位置: | |
| The following parties have been notified of the arrangement. 有關安排已通知下列人士 | |
| <input type="checkbox"/> Residents 居民 <input type="checkbox"/> Occupiers 佔用人 <input type="checkbox"/> Management Company 物業管理公司 <input type="checkbox"/> Incorporated Owner 業主立案法團 | |
| Name of FSI/ Work Contractor : _____ 消防裝置 / 工程承辦商名稱 | Signature & Company Chop 簽名及公司印 |
| Registration No. (FSI Contractor only) : _____ 承辦商級別 / 編號(祇適用於消防裝置承辦商) | |
| Contact Tel. No. : _____ (Office 寫字樓) | |
| 聯絡電話 _____ (Mobile phone 手提電話 / Pager 傳呼機) | |
| Fax No. 傳真號碼: _____ | |
| * The local fire station will contact you for arrangement of inspection and discussion of the proposed contingency measures. 有關消防局將會聯絡你, 安排巡查及討論建議的應變措施。 | |

Part II 第二部 – Extension of the Shutdown Period for Work 工程延期通知

| | |
|--|------------------------------------|
| The above FSI has to be shut down until _____ (Date) due to _____ 以上消防裝置需關閉至 _____ (日期)。原因: _____ | Signature & Company Chop 簽名及公司印 |
|--|------------------------------------|

(*To be completed upon completion of work and faxed to FSCC again)

在正式完工時請填寫此欄, 然後再傳真到消防處通訊中心

Part III 第三部

| | |
|---|------------------------------------|
| *ACTUAL COMPLETION DATE 正式完工日期 _____ | Signature & Company Chop 簽名及公司印 |
|---|------------------------------------|

Remarks: FSCC will confirm receipt of this notification by returning it by fax which is stamped with an FSD serial number.

備註: 消防通訊中心會以加上編號蓋印的回覆傳真確認收妥這份通知書。

消防裝置維修工程通告



由 年 月 日至 年 月 日
將進行消防裝置維修／檢查工程，
下列消防裝置須暫停操作。

承辦商名稱： _____

緊急聯絡電話： _____

下列消防裝置將暫停操作（請刪除不適合項目）：

不少於
42 cm

- 消防栓／喉轆系統  （涉及樓層／部份 _____）
- 花灑系統  （涉及樓層／部份 _____）
- 火警警報系統  （涉及樓層／部份 _____）
- 火警偵測系統  （涉及樓層／部份 _____）
- 應急照明系統  （涉及樓層／部份 _____）
- 其他（請註明） _____

如發生火警，請立即致電**999**及通知物業管理處職員