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17 November 2014

To: All Class 1
Registered Fire Service Installation Contractors

Dear Sir/Madam,

Demarcation of Duties and Responsibilities for Maintenance and Testing of Fire Detection System

This letter serves to inform all Class 1 Registered Fire Service Installation Contractors (RFSIC) of the demarcation of duties and responsibilities of various stakeholders for maintenance and testing of Fire Detection System (FDS). In general, the stakeholders include owners of the FDS, RFSIC and Service Providers (SP) of the Computerized Fire Alarm Transmission System (CFATS).

Pursuant to Reg. 7 of Fire Service (Installations and Equipment) Regulations, Cap. 95B, no person other than a registered contractor shall maintain, inspect or repair any fire service installation or equipment which is installed in any premises. However, an FDS is basically comprised of the following major components which are under the management/ownership of various stakeholders:

- (a) fire detector;
- (b) fire alarm panel (FAP);
- (c) fire signal box (FSB) provided by SP of the CFATS; and
- (d) direct telephone link (DTL) connecting the FSB in a protected premises to the transmission network provided by SP of the CFATS and thence to Fire Services Communications Centre (FSCC).

Hence, it is not practical for an RFSIC to carry out the maintenance and testing of the **whole FDS**.

The subject issue was brought up for discussion in the Liaison Meeting between Fire Services Department (FSD) and the Association of Registered Fire Service Installation Contractors of Hong Kong Ltd. and the Fire Safety Standards Advisory Group Meeting on 13.3.2014 and 15.4.2014 respectively. After thorough discussion, it was unanimously agreed to demarcate the duties and responsibilities for the maintenance and testing of the FDS as follows:

(a) **The Installations of the FDS in the Protected Premises**

The installations of the FDS in the protected premises (such as fire detector, fire alarm panel) shall be maintained in efficient working order at all times and shall be inspected by an RFSIC at least once in every 12 months;

(b) **DTL Connecting the FSB in the Protected Premises to the Transmission Network Provided by SP of the CFATS**

As the testing of the DTL connecting the FSB in the protected premises to the transmission network provided by SP of the CFATS does not require any technical competency, the DTL connection shall be tested once every 2 weeks by the owner or his agent.

(c) **Telecommunication Network from CFATS to FSCC**

According to the service agreement between FSD and SP for the CFATS, the SP shall provide a fixed telecommunication network to receive alarm signals from FDS in the protected premises in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment, process the alarm signals at the computer centre and send the alarm signals to FSCC in a prompt and reliable manner. Such network shall be closely monitored by the SP. Any fault in the network shall be rectified by the SP at the earliest possible time.

In this connection, paragraph 2.13(ii) of the Code of Practice for Inspection, Testing and Maintenance of Installations and Equipment, 2012 Edition will be suitably amended to specify the duties and responsibilities of the stakeholders accordingly.

A brief diagram illustrating the demarcation of duties and responsibilities for maintenance and testing of FDS is attached at the Appendix for reference.

Should you need any further information on the matter, please contact Mr. KOON Ngok-chung, Senior Divisional Officer (Fire Service Installations Task Force) at 2733 7723.

Yours faithfully,



(Robert LAU)
for Director of Fire Services

Diagram Illustrating the Demarcation of Duties and Responsibilities for Maintenance and Testing of Fire Detection System

