



Fire Services Department
(Performance Pledge)

Registration of Fire Service Installation Contractors
in Class 3

1. **Brief Description of Services**

- 1.1 Pursuant to Regulation 3(1A) of the Fire Services (Installation Contractors) Regulations, Cap. 95A, Laws of Hong Kong, any person, who is 21 years of age and resident in Hong Kong may apply to the Director of Fire Services for registration as a Fire Service Installation Contractor in Class 3.
- 1.2 The application is required to be submitted to the Licensing and Certification Command Headquarters of Fire Services Department for processing and a fee will be charged for each written examination, interview and workshop inspection.
- 1.3 The applicant will be arranged to attend a written examination.
- 1.4 Upon passing the written examination, the applicant will be arranged to attend an interview with practical test.
- 1.5 Upon passing the interview, an inspection of the applicant's workshop will be made.
- 1.6 If the workshop is found to have complied with the requirements, Fire Services Department will issue a letter of approval to the applicant and enter the name of the applicant in the register.
- 1.7 In accordance with Regulation 6 of the Fire Service (Installation Contractors) Regulations, Cap. 95A, Laws of Hong Kong, any person aggrieved by any determination or decision of the Director under regulation 3(4) (i.e. whether the applicant is fit to be registered) or 5(3) (i.e. amendment to any entry in the registers of fire service installation contractors) may, within 14 days after the date when such determination or decision has come to that person's notice, appeal by way of petition to the Chief Executive who may confirm, vary or reverse the determination or decision. The decision of the Chief Executive on the appeal shall be final.

2. Performance Standard

<u>Procedures</u>	<u>Performance Standard</u> <u>(Response Time)</u>
(a) Receipt of application	<ul style="list-style-type: none">• Issue a payment notice for written examination fee within 7 working days after receipt of the application.
(b) Receipt of written examination fee	<ul style="list-style-type: none">• Issue an acknowledgement of receipt within 7 working days after receipt of written examination fee.• Inform the applicant of the details of the written examination 1 month before the examination date.
(c) Written examination	<ul style="list-style-type: none">• Inform the applicant of the written examination result within 1 month from the examination date and successful applicant will be notified of the payment for interview.
(d) Receipt of interview fee	<ul style="list-style-type: none">• Inform the applicant of the details of the interview and practical test 1 month before the interview date.
(e) Interview and practical test	<ul style="list-style-type: none">• Inform the applicant of the interview and practical test result and successful applicant will be notified of the payment for workshop inspection.
(f) Workshop inspection / workshop re-inspection	<ul style="list-style-type: none">• Arrange workshop inspection/ workshop re-inspection within 14 working days after the receipt of payment.• Issue a payment notice for workshop re-inspection after the workshop is found unsatisfactory.
(g) Notification of application result	<ul style="list-style-type: none">• Issue an approval letter for registration to the applicant within 14 working days after completion of all formalities and compliances with all requirements.