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FIRE SERVICES DEPARTMENT
LICENSING AND CERTIFICATION COMMAND

Fire Services Headquarters Building,
No. 1 Hong Chong Road, 5/F.,
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Hong Kong

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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Code of Practice for Inspection, Testing and Maintenance of Installations and Equipment (July 2005 Edition) are hereby superseded by this Circular Letter.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

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 / Now Territories 新界)	Incorporated Owners (I.O.) : YES / NO 業主立案法團 有 沒有	I.O. Tel. No. : _____ 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"/> 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"/> Automatic Sprinkler System 花灑系統 <input type="checkbox"/> Water Spray System 噴水系統 <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 _____
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 _____ 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: _____	Signature & Company Chop 簽名及公司印	
* 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
---	------------------------------------

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 / Now 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"/> Fire Detection System (AFA) 火警偵測系統
<input type="checkbox"/> Automatic Sprinkler System 花灑系統	<input type="checkbox"/> Water Spray System 噴水系統	<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

Residents 居民 Occupiers 佔用人 Management Company 物業管理公司 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. : 聯絡電話	_____ (Office 寫字樓)	
Fax No. 傳真號碼: _____	_____ (Mobile phone 手提電話 / Pager 傳呼機)	

* 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

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