

消防處  
消防安全總區  
香港九龍尖沙咀東部康莊道一號  
消防總部大廈七樓



**FIRE SERVICES DEPARTMENT**  
**FIRE SAFETY COMMAND**  
7/F, Fire Services Headquarters Building,  
No. 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon.  
Hong Kong

本處檔號 OUR REF. (23) in FP(FS) 314/07 II

來函檔號 YOUR REF.:

圖文傳真 FAX NO.: 852-2312 0376

電話 TEL NO.: 852-2170 9595

6 May 2008

To: Recipients of FSD Circular Letters

Dear Sirs/Madams,

**FSD Circular Letter No. 4/2008**  
**Arrangements for Submissions of Fire Service Installation (FSI) Plans**

This Circular Letter announces the revised procedures for submissions of FSI/314 and FSI/501 for request of initial FSI compliance inspection and the introduction of a new 'Help Desk' service in lieu of the Stage 1 – Design Stage for FSI plans submissions as stipulated in FSD Circular Letter No. 1/2005 with immediate effect.

The purpose of these new arrangements is to streamline the procedures for FSI plans submissions required for initial FSI compliance inspections. A series of consultations with the trade and key stakeholders had been conducted on this issue and subsequently, the consensus on the revised arrangements has been reached.

Under the new arrangements, the submission of FSI schematic drawings in the Stage 1 – Design Stage for detailed vetting is no longer required. For the purpose of issuance of the Certificate (F.S. 172) or acceptance memo/letter, **ONLY** the submissions of schematic and as-fitted FSI plans / drawings accompanied with the revised forms, FSI/314 (Rev. 08) and FSI/501 (Rev. 08) - Application for Inspection and Testing of Fire Service Installations and Equipment shall be required. The procedures and arrangements are as follows :



- (a) Two sets of FSI plans (full set of FSI plans including schematic and as-fitted layout plans / drawings, one set of the plans shall be coloured) accompanied with FSI/314 (Rev. 08) signed by :
  - (i) the Authorized Person (AP) certifying that the FSI plans are identical to the approved building plans held by the Fire Services Department (FSD); and
  - (ii) the appointed FSI Contractor (FSIC) or Consultant certifying that the details and specifications of all installations shown thereon are as prescribed by the FSD and in accordance with all relevant rules and Codes of Practice as may be applicable.
- (b) FSI/501 (Rev. 08) signed by the Authorized Person and the FSIC.
- (c) Both copies of plans / drawings will be stamped “AS – FITTED FIRE SERVICE INSTALLATION PLANS AS CERTIFIED BY AUTHORIZED PERSON AND FIRE SERVICE INSTALLATION CONTRACTOR / CONSULTANT (FOR COMPLIANCE INSPECTION)” as the official records. No signature by FSD will be provided. FSD will neither vet nor endorse these FSI plans / drawings. It must be clearly understood that the chopped plans do not signify that these plans have been examined or approved by FSD. One set of the plans will be returned to the FSIC / Consultant, and the coloured set of FSI plans and drawings shall be retained by FSD for the compliance inspection and record purposes.
- (d) The target time for arrangement of initial compliance inspection will be within 15 working days from the date of receipt of form FSI/501 (Rev. 08).
- (e) In case of major or fundamental error(s) in installations or submissions noted which may impede the commencement of initial compliance inspection, the AP and FSIC will be requested to withdraw the submitted FSI/501 (Rev. 08) and the onus in this regard will rest with the AP and/or the FSIC.
- (f) Responsibility for errors which may subsequently come to light when completed FSIs are inspected and which may lead to refusal or delay in issuing the Certificate (F.S. 172), rests with the AP and/or the FSIC.



On the adoption of above new arrangements, a ‘HELP DESK’ service may be requested at the same time. This service serves to answer enquiries from FSI Contractors on matters relating to the FSI design in case of doubt for the purpose of facilitating smooth FSI compliance inspections on conditions as follows :

- (a) A copy of the approved general building plan(s) with FS Notes which is stamped by FSD shall be produced.
- (b) A copy of the schematic drawing(s) of the FSI for the project shall be provided.
- (c) Enquiries should be specific and restricted to the specification details of the FSI as approved in plan, e.g. special arrangement of components in the system / installation may need clarification with relevant rules or codes, or such design / details not covered by the relevant rules or codes.

The ‘Help Desk’ service is **NOT** a compulsory process before the application for initial compliance inspection. FSIC may wish to tender the requests of them on genuine needs and justifications to do so.

All initial requests for the ‘HELP DESK’ service shall be addressed to the New Projects Division in writing with the heading of ‘Help Desk’ Service. Written advice will be offered in due course. Meeting(s) may be arranged when necessary. Whereas the notes of meeting will be prepared by the FSIC and confirmed by this Department, a copy of which will be kept in the subject project file for reference in future FSI compliance inspections. There is no guarantee or responsibility on that the service provided will meet any deadline of the project concerned.

For facilitating the trade a smooth transition in adopting the new arrangements, as an interim, the AP and FSIC / Consultants may either opt the above new arrangements or the current arrangements and practice for FSI plans submissions under the FSD Circular Letter No. 1/2005 until its repeal on **31 October 2008**.

To cope with the above new arrangements, samples of the revised forms FSI/314 (Rev. 08) in **Appendix A** and FSI/501 (Rev. 08) in **Appendix B** for the new arrangements on submissions of FSI plans are attached for attention. The new forms



can be downloaded from FSD website : [www.hkfsd.gov.hk/home/eng/fsi\\_forms.html](http://www.hkfsd.gov.hk/home/eng/fsi_forms.html).  
The revised forms should be used in conjunction with the new arrangements; whilst the old forms for FSD Circular Letter No. 1/2005 will also become obsolete w.e.f. **31 October 2008**.

These new arrangements and 'Help Desk' service will be subject to review on the effectiveness as and when considered necessary.

For the avoidance of doubt, existing arrangements for FSI plans submitted to the following divisions will remain unchanged:-

- (a) Railway Development Strategy Division
- (b) Commercial Buildings and Premises Division
- (c) Building Improvement & Support Division

Full detailed checking will be maintained and carried out on all FSI plans submissions to the above divisions as well as submissions on ventilation / air conditioning control, smoke control systems including both dynamic and static types and those for improvised sprinkler systems.

Yours faithfully,

(LAW Hung)  
for Director of Fire Services

Encl.

To : Director of Fire Services

Fire Service Installation Plans for Building at

.....

PART I

This is to certify that the attached fire service installation plans are identical to the building plans approved by you on ..... Your file reference is \*FP 8/43/.....

Signed ..... Date .....

Full Name of Authorized Person .....

PART II

This is to certify that the details and specifications of all installations shown on the attached fire service installation plans are as prescribed by the Fire Services Department and in accordance with the relevant Rules and Codes of Practice as listed below :-

**Rules of Fire Offices' Committee for :**

- Automatic Sprinkler Installations (29th Edition)
- Automatic Fire Alarm Installations (12th Edition)
- Installation of Drenchers (4th Edition)

**Rules of the Loss Prevention Council for :**

- Automatic Sprinkler Installations (BS EN 12845) (BS 5306 Part 2)\*
- Automatic Fire Alarm Installations (BS 5839 Part 1)

**Codes of National Fire Protection Association for :**

- Carbon Dioxide Extinguishing Systems (Standard 12)
- Clean Agent Fire Extinguishing Systems (Standard 2001)
- Water Spray Fixed Systems for Fire Protection (Standard 15)

**Codes of Practice for Minimum Fire Service Installations and Equipment, Fire Services Department for :**

- |  |   |
|--|---|
| <input type="checkbox"/> Fire Alarm Systems                | <input type="checkbox"/> Fire Hydrant / Hose Reel Systems               |
| <input type="checkbox"/> Exit Signs                        | <input type="checkbox"/> Emergency Lighting Installations               |
| <input type="checkbox"/> Emergency Generator Installations | <input type="checkbox"/> Ventilation / Air Conditioning Control Systems |
| <input type="checkbox"/> Smoke Extraction Systems          | <input type="checkbox"/> Staircase Pressurization Installations         |

**Others**

\_\_\_\_\_

Signed ..... Date .....

Full Name of FSI Contractor/Consultant .....

Correspondence Address.....

..... Tel. No. : .....

*Mark "x" where applicable*

\* *Delete where appropriate*

Section 21(6)(d) of Buildings Ordinance  
-Application for Inspection and Testing of  
Fire Service Installations and Equipment

To : Director of Fire Services

Date : .....  
FP Ref. no. \*8/43/.....  
\*19/20/43/.....

Description of Fire Service Installations/Equipment :

Part A :

The above installations / equipment have been installed at (address of premises).....  
..... and the  
installation work was completed on.....I hereby certify that such installations /  
equipment in accordance with the FSI plans submitted under the cover of FSI/314 (Rev. 08)  
dated .....have been inspected and are in efficient working order. \* Copies of  
completed checklist, equipment test reports and catalogue/data sheets are attached herewith for your  
information.

Signature of  
FSI Contractor : .....  
Name in Full : .....  
Registration no. : .....  
Class : ..... Date : .....

Office/Chop : .....  
Tel. : .....

Part B :

I, ....., Authorized Person, certify that the above installations have been  
installed in accordance with the approved building plans stamped by FSD on ..... and,  
in my opinion they are ready for inspection.

The Fire Service Completion Advice from Water Supplies Department in respect of Fire  
Service Installations (\*copy attached) requiring Government water mains connection has been  
\* issued / applied for.

\*An undertaking letter / memo from building owner for providing 24-hour attendant service  
with normal telephone provision pending the connection of direct telephone link for the fire service  
installation(s) is attached herewith.

I request that a \*Certificate F.S. 172, required under S21(6)(d) of the Buildings  
Ordinance / acceptance memo / letter be issued to me. I can be contacted on telephone no.  
..... for collection.

I also certify that the building gross floor area as defined under the Buildings Ordinance  
is .....m<sup>2</sup> and the type of building is domestic / non-domestic.\*

Office : .....  
Tel. : .....  
Signed : .....  
Full Name of  
Authorized Person : .....  
Date : .....

\*Delete where appropriate