

消防處  
牌照及審批總區  
香港九龍尖沙咀東部康莊道1號  
消防處總部大廈5樓



**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.: (39) in FP(LC) 314/07 Pt.8  
來函檔號 YOUR REF.:  
圖文傳真 FAX: 852 - 2723 2197  
電子郵件 E-MAIL: lepolic2@hkfsd.gov.hk  
電話 TEL. NO.: 852 - 2733 7619

12 December 2018

To: Recipients of FSD Circular Letters

Dear Sir/Madam,

**FSD Circular Letter No. 2/2018  
Guidelines on the Formulation of Fire Safety Improvement Plans**

This circular letter serves to advise on the work procedures to be adopted for shutting down fire service installations and equipment (FSIs), if necessary, in buildings/premises when carrying out fire safety improvement works in accordance with the Fire Safety (Commercial Premises) Ordinance (Cap. 502) or Fire Safety (Buildings) Ordinance (Cap. 572). The recommended work procedures are detailed at Annex I.

FSIs are installed in buildings/premises for the protection of life and property in case of fire. Any FSI which is shut down or fails to function may constitute a fire hazard as defined in section 2 of the Fire Services Ordinance (Cap. 95). FSI owners are required under regulation 8 of the Fire Service (Installations and Equipment) Regulations (Cap. 95B) to keep their FSIs **in efficient working order at all times** and have them **inspected at least once in every 12 months** by a registered fire service installation contractor (RFSIC). However, it has come to our notice that FSIs have been shut down for months in some buildings/premises where fire safety improvement works were underway. In some cases, the works had even commenced prior to the approval of the fire service installation plans (i.e., FSI/314B or FSI/314C submissions) and have lasted for an unreasonably long period of time.

In this regard, RFSICs are reminded to take heed of the hazards posed by the shutdown of FSIs in buildings/premises. They should make professional assessment of the circumstances and strictly observe the FSI shutdown guidelines set out in Appendix 9 to *The Code of Practice for Inspection, Testing and Maintenance of Installations and Equipment (2012 Revision)* and the

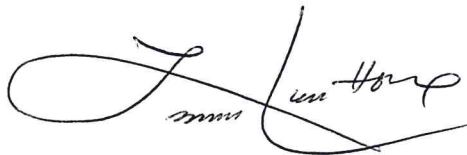
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FSD Circular Letter No. 3/2008. **ONLY** FSIs in **the affected zone** should be shut down. In addition, RFSICs should commence fire safety improvement works under Cap. 502 or Cap. 572 only after approval on the relevant fire service installation plans has been obtained.

Recently, there have also been some cases where Fire Service inlets, hose reels and/or manual fire alarm call points had been put in place before the installation of the water supply systems and electrical parts was completed, giving the occupiers of the buildings/premises and fire personnel misleading impression that the FSIs were in proper working order. RFSICs are thus advised to stick a **BLUE** label tape to the newly installed FSIs that are yet to be commissioned or their parts and put up suitable notices for easy identification. Relevant photos and a sample of such notices are shown at Annex II for reference.

For enquiries, please contact our Fire Service Installations Task Force at 2733 1567 or our Building Improvement Division at 2807 9100.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Leung Kwun-hong', with a large, stylized flourish on the left side.

(LEUNG Kwun-hong)  
for Director of Fire Services

Encl.



## Work Procedures to be Adopted when Carrying Out Fire Safety Improvement Works

Detailed planning in advance is a prerequisite for the timely completion of works projects. This is even more so when it comes to fire safety improvement works, especially when several related works are carried out concurrently in the same building/premises. In formulating fire safety improvement plans, registered fire service installation contractors (RFSICs) are advised to adopt the following work procedures.

Firstly, it is imperative that the fire safety improvement works (such as installation of fire hydrants (FH)/hose reel (HR) systems, sprinkler systems and/or manual fire alarm systems for compliance with the standards stipulated in *The Code of Practice for Minimum Fire Service Installations and Equipment (1994 Revision)*) carried out in buildings/premises under the Fire Safety (Commercial Premises) Ordinance (Cap. 502) or Fire Safety (Buildings) Ordinance (Cap. 572) commence only with the prior approval of the Fire Services Department on the fire service installation plans (i.e., FSI/314B or FSI/314C submissions). If the works also require the approval from other government departments, application should be made in advance.

Secondly, major components of the systems of fire service installations and equipment (FSI), such as fire service/sprinkler water tanks and pumps, should be installed at the initial stage to ensure that the integral parts of the systems are ready for use as early as practicable.

Thirdly, RFSICs are advised to stick a **BLUE** label tape to the newly installed FSIs that are pending acceptance testing or yet to be commissioned or their parts and put up suitable notices for easy identification. Such notice should be laminated or kept in a transparent plastic holder and firmly stuck to the affected FSIs. Relevant photos and a sample of such notices are shown at Annex II for reference.

Fourthly, where existing FSIs are converted to form part of a new system, for the sake of public safety, they should be shut down at the conversion stage **ONLY** so as to maintain their functionality and to avoid shutdown of FSIs for months pending conversion while without annual inspections. RFSICs are advised to exercise professional judgement in determining the duration and scale of the shutdown and strictly adhere to the shutdown procedures set out in *The Code of Practice for Inspection, Testing and Maintenance of Installations and Equipment (2012 Revision)* to minimise the impact.

Take FH/HR systems as an example. If an FH/HR system has to be installed in a building protected by a dry riser system under a fire safety direction, the works to convert the components of the existing dry riser system to be part of the new FH/HR system should be carried out at the final stage of the improvement works to avoid unnecessary shutdown of the dry riser system. The FSIs pending conversion should still be kept in efficient working order at all times and inspected at least once in every 12 months throughout the improvement works.



Fire Alarm Bell



Break Glass Unit





F.S. Inlet



Hose Reel



Fire Hydrant

**WARNING 警告**  
**消防裝置改善工程通告**  
Fire Service Installations Improvement Works Notice



此裝置屬消防裝置改善工程的一部份，工程完成後方可使用。  
This installation is part of the Fire Service Installations Improvement Works.  
It will not be ready for use until the works are completed.

註冊消防裝置承辦商/Registered Fire Service Installation Contractor : \_\_\_\_\_

緊急聯絡電話/Emergency Contact: \_\_\_\_\_

日期/Date: \_\_\_\_\_

**In case of fire, please call 999 and notify the property management office immediately**  
如發生火警，請立即致電 999 及通知物業管理處

No less than 20 cm

No less than 12 cm