

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. : (92) in FP(LC) 314/07 Pt.9  
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15 January 2021

To: Recipients of FSD Circular Letters

Dear Sir/Madam,

**FSD Circular Letter No. 1/2021**  
**Shutdown of Fire Service Installations for**  
**Maintenance, Inspection, Modification or Repair**

This Circular Letter serves to announce a set of revised handling procedures of shutdown of fire service installations (FSIs) to be observed by Registered Fire Service Installation Contractors (RFSICs). Meanwhile, the FSD Circular Letter No. 3/2008 and Appendix 9 of the Code of Practice for Inspection, Testing and Maintenance of Installations and Equipment (April 2012 Edition) are hereby superseded by this Circular Letter.

FSIs are installed in premises for the protection of life and property in case of fire. Any FSI which is defective 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 fire, it is imperative that the FSD should be promptly notified of the FSI shutdown so that the units of the FSD 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.

As RFSICs will be engaged by the FSI owners to inspect FSIs to see whether they have to be shut down for maintenance/modification/repair, the RFSIC is therefore the most appropriate person to notify the FSD accordingly. In fact, the notification mechanism has been implemented for years and is extensively adopted by both RFSICs and the FSD.

With a view to streamlining the handling procedures of shutdown of FSIs for work(s), viz. maintenance, inspection, modification or repair and enhancing the fire safety of the buildings/premises during the period of FSI shutdown, an internal review has been conducted. After extensive consultations with The Association of Registered Fire Service Installation Contractors of Hong Kong Limited and the trade, the review has recently been completed. The revised procedures to be followed and special attention to be paid by RFSICs in the course of submission of Notification of FSI Shutdown (**Appendix I**) are appended in the ensuing sub-paragraphs (A) to (I):

### **Types of FSI for Notification**

(A) When an RFSIC is employed to maintain/inspect/modify/repair the following FSI(s) of which the work(s) is/are expected to be carried out ***overnight or for more than 24 hours continuously***, the RFSIC should notify the FSD the defect(s) as soon as possible within 24 hours after the defect(s) is/are identified literally.

1. Fire Hydrant / Hose Reel System
2. Sprinkler System
3. Fire Alarm System
4. Street Fire Hydrant System
5. Water Spray System
6. Smoke Extraction System
7. Staircase Pressurization System
8. Dry Riser System
9. Fire Detection System of premises with sleeping risk

*Remarks: Only shutdown of any of the above nine types of FSI system are required to be notified by RFSIC to the FSD. Shutting down of Sprinkler System simultaneously with either Fire Hydrant / Hose Reel System or Fire Detection System in premises with sleeping risk should be avoided.*

### **Scope of FSI Work(s)**

(B) Written notification should be made if the shutdown is arisen from a situation where there are defects in the FSI system which may, in the event of fire, put the entire building or licensed/registered premises mentioned in sub-paragraph (C), in jeopardy. Examples, which are not exhaustive, are as follows:

#### **Fire Hydrant / Hose Reel System, Sprinkler System, Street Fire Hydrant System**

- (i) No water supply (e.g. water tank is empty/leaking, piping to water tank is

- disconnected, etc.);
- (ii) Whole set of duty AND standby pumps are defective; and
  - (iii) Inlet / stop valve at various tank connection is defective.

#### **Licensed/Registered Premises**

(C) Taking into consideration the building occupancy and its associated risk, the RFSIC should specify in the written notification that any of the following type(s) of licensed/registered premises are likely to be affected by the FSI shutdown:

- 1. Residential Care Home for the Elderly / Persons with Disabilities
- 2. Child Care Centres
- 3. Places of Public Entertainment (e.g. cinemas, theatres, theme parks, etc. where large licensed area and large number of participants are concerned)
- 4. Hotels / Guesthouse Accommodations
- 5. Dangerous Goods Stores

#### **Fire Safety Improvement Works**

(D) RFSIC should clearly specify in the written notification whether the work(s) is/are carried out for the compliance with the Fire Safety Direction(s) / Fire Safety Improvement Direction(s), where appropriate, issued under any of the following relevant Ordinance:

- 1. Fire Safety (Commercial Premises) Ordinance, Cap. 502;
- 2. Fire Safety (Buildings) Ordinance, Cap. 572; or
- 3. Fire Safety (Industrial Buildings) Ordinance, Cap. 636

#### **Period of FSI Shutdown**

(E) Disruption to the normal operation of the FSI caused by its shutdown should be kept to the minimum. A systematic approach should be adopted in carrying out the works. The affected FSI should be shut down by sections and be resumed normal as soon as practicable. If the affected portion of the system could not 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. In general, with the exception of the above fire safety improvement works as required by Fire Safety Direction(s) / Fire Safety Improvement Direction(s), where appropriate, under Cap. 502/572/636, which might take relatively longer time than the general FSI work(s), the period of FSI shutdown in each submission should not be more than 14 days.



### **Extension of FSI Shutdown / Resumption of FSI**

- (F) If extension of FSI shutdown period is required, the RFSIC should submit a written notification of extension to the FSD before the previously scheduled date of completion. However, if there is/are change(s) in the extent of the affected FSI system(s) which warrant(s) shutdown for maintenance/inspection/modification/repair, the RFSIC should submit a fresh written notification to the FSD following the procedures as stated in this Circular Letter. Moreover, upon resumption of normal operation of the FSI, the RFSIC should also submit a written notification to the FSD in this regard without delay.

### **Termination of FSI Work(s)**

- (G) On the other hand, if the RFSIC is no longer employed for the work(s), a written notification to the FSD should be submitted before the previously scheduled date of completion, and the owner(s) of FSI should be informed of the details of the FSI shutdown without delay.

### **Signatory of Notification and Inclusion of Serial Number of Relevant FS 251**

- (H) Under normal circumstances, the written notification shall only be completed and signed by the Qualified Person (QP) or Authorized Signatory (AS) of the RFSIC. When staff of RFSIC is tasked to respond to carry out the work(s) and shutdown of FSI is considered necessary, the RFSIC could, in case of urgency, delegate his/her staff to submit the duly completed written notification on behalf of himself/herself. The RFSIC should also indicate the serial number of relevant FS 251, if any, which was previously issued for the inspection work(s) of the FSI system (Part I of **Appendix I** refers).
- (I) In respect of sub-paragraph (F), QP/AS of RFSIC should critically review the need for extension of FSI shutdown and personally confirm such need / resumption of FSI vide the written notification (Part II and III of **Appendix I** refer). Serial number of relevant FS 251 which was previously issued for the work(s) must also be provided in the written notification.

### **Special Attention**

The notification of FSI shutdown to the FSD shall ONLY be made by using the Notification Form in **Appendix I** that any other types of written or verbal notification will not be accepted. All information required in the form should be duly provided by

the RFSIC. The Fire Services Communications Centre (FSCC) will upon receipt of the form, stamp an unique FSD serial number on the form and send a copy of the stamped form to the RFSIC and the local fire station. The RFSIC should ensure that he/she has received the form stamped with FSD serial number from FSCC for each FSI shutdown case. A sample of stamped form is enclosed at **Appendix II**.

Upon receipt of the above written notification, the local fire station will visit the affected premises and conduct on-site risk assessment. In order to mitigate the risk imposed on the premises and their occupants during the shutdown period, stand-by means such as fire extinguishers, stand-alone smoke detectors, etc. should be provided by the FSI owners according to the nature of fire risk and the area(s) being affected. Advice to be given to the owners / occupiers / property management company concerned is enclosed at **Appendix III**.

In addition to the notification mechanism set out in the aforesaid paragraphs, the following guidelines should also be observed by the RFSIC concerned when an FSI is expected to be shut down *overnight or for more than 24 hours continuously*:

- (a) The residents / occupants / property management company should be notified of the FSI shutdown, i.e. the date of commencement and the anticipated date of completion of the maintenance/modification/repair.
- (b) Simple and standardized graphical notices of size not smaller than A4 size detailing the FSI shutdown should be posted at prominent locations (A sample of such notice is attached in **Appendix IV** for compliance).
- (c) Shutting down the whole system for a prolonged period should be avoided and the affected FSI system should be resumed as early as practicable.
- (d) Whenever practicable, either duty or standby pump of Sprinkler System and Fire Hydrant / Hose Reel System should be kept functional; and water tanks of the affected/unaffected systems should be topped up prior to the commencement of work.
- (e) Suspend any unnecessary activities that generate sparks, hot molten droplets in the affected areas.

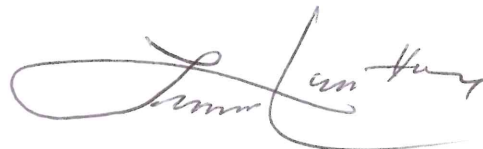
It is obvious that without the notification of the shutdown/defect(s) of any FSI promptly, the FSD could neither formulate appropriate contingency plan nor give advice to the owners / occupiers / property management company concerned on additional fire

safety measures to be taken during the shutdown period. In such circumstances, 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 ***(i) failure to follow the procedures of notification to the Director as stipulated in this Circular Letter or (ii) any undue, arbitrary or deliberate delay of FSI works, 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.***

To allow more time for the trade to acquaint themselves with the revised handling procedures for reporting FSI shutdown, the implementation of the revised procedures and Notification Form will take effect on 1 March 2021.

Should you have any questions on these revised arrangements, please feel free to contact Divisional Officer (FSITF) of the Licensing and Certification Command at 3961 5002.

Yours faithfully,



(LEUNG Kwun-hong)

for Director of Fire Services

Encl.



致：香港消防處  
消防通訊中心  
傳真號碼：2311 0066  
填寫日期：\_\_\_\_\_

此欄由消防處消防通訊中心填寫  
消防處檔案編號：  
樓宇所屬消防局：

### 消防裝置關閉通知書

樓宇/屋苑名稱：_____		地區：_____	
門牌號數及街道名稱：_____		<input type="checkbox"/> 香港 <input type="checkbox"/> 九龍 <input type="checkbox"/> 新界	
註冊消防裝置承辦商：_____		級別/編號：_____	
本公司確認以下受影響的消防裝置需要通宵或連續超過 24 小時關閉			
<input type="checkbox"/> 消防栓/喉轆系統 <input type="checkbox"/> 花灑系統 <sup>(1)</sup> <input type="checkbox"/> 乾喉系統 <input type="checkbox"/> 火警偵測系統(存在休眠風險的處所) <input type="checkbox"/> 火警警報系統 <input type="checkbox"/> 噴水系統 <input type="checkbox"/> 排煙系統 <input type="checkbox"/> 樓梯增壓系統 <input type="checkbox"/> 街道消防栓系統			
以下持牌/註冊處所將會受到影響		上述消防裝置因以下法例要求進行消防安全改善工程	
<input type="checkbox"/> 安老/殘疾院舍 <input type="checkbox"/> 酒店/賓館 <input type="checkbox"/> 幼兒中心 <input type="checkbox"/> 危險品倉 <input type="checkbox"/> 公眾娛樂場所(如戲院/劇院/主題公園等)		<input type="checkbox"/> Cap. 502 消防安全(商業處所)條例 <input type="checkbox"/> Cap. 572 消防安全(建築物)條例 <input type="checkbox"/> Cap. 636 消防安全(工業建築物)條例	

第一部份 - 關閉消防裝置	填寫人 <sup>(4,5)</sup> 簽署	承辦商蓋印	消防通訊中心蓋印/填寫
開始關閉日期：_____			CMS updated & checked
預計完成日期 <sup>(2)</sup> ：_____			By: _____ Rank/No.
FS 251 <sup>(3)</sup> 編號(如有)：_____			Date: _____
填寫人 <sup>(4,5)</sup> 姓名：_____ 手提電話：_____ 公司電話：_____ 傳真號碼：_____			

第二部份 - 延長關閉消防裝置	填寫人 <sup>(4)</sup> 簽署	承辦商蓋印	消防通訊中心蓋印/填寫
工程需延期至 <sup>(2)</sup> ：_____			CMS updated & checked
FS 251 <sup>(3)</sup> 編號(如有)：_____			By: _____ Rank/No.
			Date: _____
填寫人 <sup>(4)</sup> 姓名：_____ 手提電話：_____ 公司電話：_____ 傳真號碼：_____			

第三部份 - 恢復消防裝置	填寫人 <sup>(4)</sup> 簽署	承辦商蓋印	消防通訊中心蓋印/填寫
工程完成日期：_____			CMS updated & checked
FS 251 <sup>(3)</sup> 編號：_____			By: _____ Rank/No.
			Date: _____
填寫人 <sup>(4)</sup> 姓名：_____ 手提電話：_____ 公司電話：_____ 傳真號碼：_____			

☐ 上述已關閉的消防系統不再由本公司負責有關工程，本公司已把該系統的狀況詳細告知委聘人

註 1：花灑系統應避免與消防栓/喉轆系統或火警偵測系統(存在休眠風險的處所)同時關閉。

註 2：一般而言，除了因法例要求進行的消防安全改善工程外，每次關閉/延長關閉消防裝置的時間不應超過 14 天。

註 3：註冊消防裝置承辦商須於完成檢查任何消防裝置或設備後 14 天內發出一份證明書。

註 4：第一、第二及第三部份填寫人必須為合資格人士(QP)或獲授權簽署證書人士(AS)。


註 5：如承辦商員工在進行工程時認為有必要關閉消防裝置，承辦商可在緊急情況下授權員工代其填寫通知書。

致：香港消防處  
消防通訊中心  
傳真號碼：2311 0066  
填寫日期：\_\_\_\_\_

此欄由消防處消防通訊中心填寫  
消防處檔案編號：F20210301  
樓宇所屬消防局：MKFStn

### 消防裝置關閉通知書

樓宇/屋苑名稱：_____		地區：_____	
門牌號數及街道名稱：_____		<input type="checkbox"/> 香港 <input type="checkbox"/> 九龍 <input type="checkbox"/> 新界	
註冊消防裝置承辦商：_____		級別/編號：_____	
本公司確認以下受影響的消防裝置需要通宵或連續超過 24 小時關閉			
<input type="checkbox"/> 消防栓/喉轆系統 <input type="checkbox"/> 花灑系統 <sup>(1)</sup> <input type="checkbox"/> 乾喉系統 <input type="checkbox"/> 火警偵測系統(存在休眠風險的處所) <input type="checkbox"/> 火警警報系統 <input type="checkbox"/> 噴水系統 <input type="checkbox"/> 排煙系統 <input type="checkbox"/> 樓梯增壓系統 <input type="checkbox"/> 街道消防栓系統			
以下持牌/註冊處所將會受到影響		上述消防裝置因以下法例要求進行消防安全改善工程	
<input type="checkbox"/> 安老/殘疾院舍 <input type="checkbox"/> 酒店/賓館 <input type="checkbox"/> 幼兒中心 <input type="checkbox"/> 危險品倉 <input type="checkbox"/> 公眾娛樂場所(如戲院/劇院/主題公園等)		<input type="checkbox"/> Cap. 502 消防安全(商業處所)條例 <input type="checkbox"/> Cap. 572 消防安全(建築物)條例 <input type="checkbox"/> Cap. 636 消防安全(工業建築物)條例	

第一部份 - 關閉消防裝置	填寫人 <sup>(4,5)</sup> 簽署	承辦商蓋印	消防通訊中心蓋印/填寫
開始關閉日期：_____			 CMS updated & checked By: <u>S9999</u> Rank/No. _____ Date: <u>1/3/2021</u>
預計完成日期 <sup>(2)</sup> ：_____			
FS 251 <sup>(3)</sup> 編號(如有)：_____			
填寫人 <sup>(4,5)</sup> 姓名：_____ 手提電話：_____ 公司電話：_____ 傳真號碼：_____			

第二部份 - 延長關閉消防裝置	填寫人 <sup>(4)</sup> 簽署	承辦商蓋印	消防通訊中心蓋印/填寫
工程需延期至 <sup>(2)</sup> ：_____			CMS updated & checked By: _____ Rank/No. _____ Date: _____
FS 251 <sup>(3)</sup> 編號(如有)：_____			
填寫人 <sup>(4)</sup> 姓名：_____ 手提電話：_____ 公司電話：_____ 傳真號碼：_____			

第三部份 - 恢復消防裝置	填寫人 <sup>(4)</sup> 簽署	承辦商蓋印	消防通訊中心蓋印/填寫
工程完成日期：_____			CMS updated & checked By: _____ Rank/No. _____ Date: _____
FS 251 <sup>(3)</sup> 編號：_____			
填寫人 <sup>(4)</sup> 姓名：_____ 手提電話：_____ 公司電話：_____ 傳真號碼：_____			

☐ 上述已關閉的消防系統不再由本公司負責有關工程，本公司已把該系統的狀況詳細告知委聘人

註1：花灑系統應避免與消防栓/喉轆系統或火警偵測系統(存在休眠風險的處所)同時關閉。

註2：一般而言，除了因法例要求進行的消防安全改善工程外，每次關閉/延長關閉消防裝置的時間不應超過 14 天。

註3：註冊消防裝置承辦商須於完成檢查任何消防裝置或設備後 14 天內發出一份證明書。

註4：第一、第二及第三部份填寫人必須為合資格人士(QP)或獲授權簽署證書人士(AS)。

註5：如承辦商員工在進行工程時認為有必要關閉消防裝置，承辦商可在緊急情況下授權員工代其填寫通知書。



In general, the following advice, though not exhaustive subject to the on-site visit assessment, will be given by the local fire station during visit to the affected premises to the owner / occupiers / 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 discovery of a fire, etc.;
- (iv) place/install additional firefighting 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 unnecessary activities that generate sparks, hot molten droplets in the affected areas; and
- (x) maintain good housekeeping.

Not less than 21 cm

# **FSI SHUTDOWN NOTICE**



**Maintenance/ Inspection/ Modification/ Repair  
of FSI System will be conducted from  
\_\_\_\_\_ to \_\_\_\_\_. The following  
FSI System will be temporarily shut down.**

**Name of FSI Contractor :** \_\_\_\_\_

**Emergency Contact No.:** \_\_\_\_\_

Not less  
than  
29 cm

The following fire service installation(s) will be temporarily shut down:

- Fire Hydrant / Hose Reel System (Floor(s)/area(s) involved\_\_\_\_\_)
- Sprinkler System (Floor(s)/area(s) involved\_\_\_\_\_)
- Dry Riser System (Floor(s)/area(s) involved\_\_\_\_\_)
- Fire Alarm System (Floor(s)/area(s) involved\_\_\_\_\_)
- Water Spray System (Floor(s)/area(s) involved\_\_\_\_\_)
- Smoke Extraction System (Floor(s)/area(s) involved\_\_\_\_\_)
- Staircase Pressurization System (Floor(s)/area(s) involved\_\_\_\_\_)
- Street Fire Hydrant System (Floor(s)/area(s) involved\_\_\_\_\_)
- Fire Detection System (Floor(s)/area(s) involved\_\_\_\_\_)
- (Premises with sleeping risk)

In case of fire, please call 999 immediately  
and inform property management staff.