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24 February 2021

To: Recipients of FSD Circular Letters

Dear Sir/Madam,

FSD Circular Letter No. 2/2021
A Practical Guide for Design, Installation, Acceptance and Maintenance
of Fire Service Installations and Equipment

This Circular Letter serves to announce the introduction of *A Practical Guide for Design, Installation, Acceptance and Maintenance of Fire Service Installations and Equipment* (the Guide) published by the Fire Services Department (FSD).

The FSD has long been committed to ensuring fire safety in buildings. We are convinced that frequent communications with the trade is essential if we are to accomplish this goal. It is also imperative for us to collaborate with the trade so as to ensure that all relevant requirements pertaining to Fire Service Installations and Equipment (FSIs) are adhered to. To this end, the FSD has regularly organised seminars entitled “FSD Connects with the Construction Industry” (FSD Connects) since 2017 to share and exchange views and experience with the trades, professional bodies/institutions and collaborating departments on the latest fire safety requirements in relation to General Building Plan submissions, FSIs acceptance inspections, maintenance of FSIs and other fire safety matters.

With a view to materializing the benefits derived from the FSD Connects, we have compiled a corpus-based Guide for the trade practitioners and stakeholders, such as authorised persons, registered professional engineers, registered fire service installation contractors and property management personnel. The Guide, though not exhaustive, outlines the salient points to note regarding the design, installation, acceptance and maintenance of FSIs at various stages, specifies the DOs and DON'Ts for compliance with FSD's requirements, includes

useful checklists in the appendices and contains extracts from previous FSD Connects, etc. To keep the trade abreast of the latest development, the Guide will be updated on a regular basis and enriched with useful information from the FSD Connects in future. It is our hope that this Guide will provide you with invaluable assistance in complying relevant requirements for achieving the building fire safety. You may wish to download the Guide at FSD's webpage or by scanning the following QR Code:

https://www.hkfsd.gov.hk/eng/source/licensing/Practical_Guide.pdf



Should you have any enquiries concerning the Guide, please feel free to contact Divisional Officer (FSITF) of the Licensing and Certification Command at 3961 5002.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Leung Kwun-hong', written in a cursive style.

(LEUNG Kwun-hong)

for Director of Fire Services