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30 June 2025

To: Recipients of FSD Circular Letters

Dear Sir/Madam,

FSD Circular Letter No. 4/2025
Annual Inspection Checklist for Fire Detection Systems

This letter serves to announce the introduction of an annual inspection checklist, which sets out the standards and requirements for the annual inspection (AI) of Fire Detection System (FDS) conducted by Registered Fire Service Installation Contractors (RFSICs).

The AI checklist for FDS (Annex) has been devised with reference to the codes and standards published by relevant overseas professional bodies and after extensive consultation with local trade members. Items listed in the checklist and its appendices, if applicable to the FDS in the building/premises, shall be inspected and/or tested.

Completion of checklists for AI

RFSICs shall conduct AI of FDS in accordance with the respective checklists. Upon completion of the required inspection and testing procedures, they must sign the checklists and are advised to forward a copy of the same to the person on whose instructions the work was undertaken. Additionally, RFSICs must retain a scanned or hard copy of the completed and duly signed checklists for at least 7 years for verification by the Fire Services Department (FSD) upon request.

Apart from this arrangement, RFSICs are reminded that, pursuant to regulation 9 of the Fire Service (Installations and Equipment) Regulations (Cap. 95B), they are also required to issue a certificate (FS251) to the person on whose instructions the work was undertaken and forward a copy to the Director of Fire Services (the Director) within 14 days after completion of the AI.

Duty and responsibility of RFSICs

RFSICs shall produce the completed checklists for AI for verification by the FSD upon request. The FSD may carry out on-site tests to the fire service installation (FSI) from time to time to ensure the fire safety of a building. By verifying the completed checklists, which comprehensively reflect the status of different parts of an FSI, the FSD will be able to confirm whether the FSI conforms to the AI requirements.

Standard of Inspection

Pursuant to regulation 10 of the Fire Service (Installations and Equipment) Regulations (Cap. 95B), Laws of Hong Kong, the Director may, by notice in the Gazette, prescribe a Code of Practice to govern the inspection and testing of fire service equipment. Any FSI or equipment shall be deemed to be in efficient working order if it complies with the requirements specified by the Director in the prescribed Code of Practice.

In this regard, RFSICs bear the ultimate responsibility for certifying whether the FSIs and equipment are in efficient working order and shall ensure that (i) the provision and specification of FSIs and equipment shall follow the appropriate version of Code of Practice for Minimum Fire Service Installations and Equipment and the relevant requirements and/or Circular Letter(s) promulgated by the Director, as applicable to the FSIs and equipment installed in the building/premises; and (ii) all inspection, testing and maintenance are conducted in accordance with the latest Code of Practice for Inspection, Testing and Maintenance of Installations and Equipment and relevant Circular Letter(s) promulgated by the Director from time to time. Furthermore, all appropriate items in the checklist, where applicable, shall be inspected, tested, and maintained as required.

Against this background, the Director is of the view that failure to produce the checklist upon request and/or failure to follow the relevant AI requirements prescribed in the checklist by an RFSIC may constitute "improper conduct or negligence" in the maintenance, repair, or inspection of FSIs and equipment. Such conduct may render the RFSIC in question unfit to remain 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 Registered Fire Service Installation Contractors Disciplinary Board by the Director.

Please note that the principles and requirements stipulated in the above paragraphs shall also apply to the following AI checklists, which were promulgated previously.

AI Checklists	**Circular Letter No.**
Water Supplies	7/2021
Fire Hydrant/Hose Reel Systems and Supply Tanks	9/2021
Fire Alarm Systems	3/2022
Sprinkler Systems	5/2023

To allow more time for the trade to familiarize themselves with the new arrangement and practices, implementation of the AI checklist for FDS will take effect on **1 September 2025**. The arrangement will be subject to review after 12 months of its implementation. Unless otherwise announced, the content of this Circular Letter will remain applicable after the review period.

For enquiries, please contact our Fire Protection Facilities Supervision Division at 2733 1567 during office hours.

Yours faithfully,

(KEUNG Sai-ming)
for Director of Fire Services

Encl.

Annex

Annual Inspection Checklist for Fire Detection Systems

RFSIC Ref.: .....

Serial no. of FS 251: .....

Completion Date of Annual Inspection: .....

Building/Premises Address: .....

.....

The annual inspection is conducted in accordance with:-

(a) the appropriate version of the Code of Practice for Minimum Fire Service Installations and Equipment (CoP FSI) promulgated by the Director of Fire Services;

(b) the Code of Practice for Inspection, Testing and Maintenance of Installations and Equipment (CoP ITM) promulgated by the Director of Fire Services;

(c) the relevant standards and requirements acceptable by the Fire Services Department which are applicable to the system(s) installed in the buildings/premises; and

(d) the relevant Circular Letters promulgated from time to time by the Fire Services Department.

See Table I for the Major Equipment Inspection Record.

1.	**General** (Please insert a "✓" in the appropriate box)		**Yes**	**Remarks**
	a.	This Annual Inspection Checklist is applicable to: (i) fire detection systems, (ii) fire alarm systems which are incorporated with the fire detection system(s). (Remarks: - For an individual fire alarm system, the inspection shall be recorded in the Annual Inspection Checklist for Fire Alarm Systems.), (iii) flow switch(es), alarm pressure switch(s), other fire alarm initiation device(s) and/or various equipment/installation status indications in the sprinkler systems, which are incorporated with the fire detection system(s). (Remarks: - When (an) annunciator panel(s) is/are provided to serve solely the sprinkler systems, the inspection shall be recorded in the Annual Inspection Checklist for Sprinkler Systems. - For fire detector(s) serving as automatic actuating device(s) solely for actuating pre-action valve(s), deluge valve(s), recycling valve(s) and/or multiple jet control (MJC), the inspection shall be recorded in the Annual Inspection Checklist for Sprinkler Systems.), and (iv) fire alarm initiation device(s) and/or various equipment/installation status indications in (a) F.S. installation(s) which is/are incorporated with the fire detection system(s).		
	b.	The system is equipped with (a) repeater panel(s)	[ ]	Where applicable, parts of the fire detection system that need inspection are listed in **Appendix I**.
	c.	The system is equipped with (a) mimic panel(s)	[ ]	Where applicable, parts of the fire detection system that need inspection are listed in **Appendix II**.
	d.	The system is equipped with (a) set(s) of external charger and battery	[ ]	Where applicable, parts of the fire detection system that need inspection are listed in **Appendix III**.

Remarks:
1. "Yes" denotes compliance with the FSD's requirements. "No" denotes non-compliance with the FSD's requirements. "N/A" denotes not applicable or such a provision in the system is not required. Please insert a "✓" in the appropriate box.
2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

2.	**Manual Actuating Point** (where provided) (Manual call point/break glass unit/push button/manual switch)		Yes	No	N/A	Remarks
	a.	For systems conforming to BS 5839-1:2017 (incorporating Corrigendum No.1), the method of operation of all MCPs in a system should be type A, i.e. Direct Operation Type, as specified in BS EN54-11.	[ ]	[ ]	[ ]	....
	b.	The manual actuating point(s) including the glass-fronted housing is/are intact, securely mounted, and free from undue deterioration.	[ ]	[ ]	[ ]	....
	c.	The manual actuating point(s) of the push button/manual switch type, where applicable, is/are properly labelled.	[ ]	[ ]	[ ]	....
	d.	The manual actuating point(s) of the manual call point/break glass unit, where applicable, is/are properly marked with symbols in accordance with BS EN 54-11 or other standards acceptable to the Director of Fire Services.	[ ]	[ ]	[ ]	....
	e.	The manual actuating point(s) is/are surface mounted/semi-recessed mounted, with the front face proud of the mounting surface and free from obstruction to its/their free use.	[ ]	[ ]	[ ]	....
	f.	The provision of manual actuating point(s) is in accordance with the standards and requirements acceptable by the FSD.	[ ]	[ ]	[ ]	....
	g.	The cables and cable containment are intact, securely mounted, properly wired, and free from undue deterioration.	[ ]	[ ]	[ ]	....
	h.	Upon actuation of any manual actuating point in the building, the fixed fire pump(s) serving the corresponding blocks and serving podium floors, if any, shall come into operation regardless of the zoning of the manual actuating point.	[ ]	[ ]	[ ]	....

3.	**Fire Detector** (the following items are ascertained as far as reasonably practicable)		Yes	No	N/A	Remarks
3.1	Fire Detector other than Aspirating Smoke Detection Installation					
	a.	The detector(s) is/are of the correct type for their application conditions.	[ ]	[ ]	[ ]	.....
	b.	The detector(s) is/are free from dust, dirt, painting, coating or any foreign covering materials which may affect the performance of the detector(s).	[ ]	[ ]	[ ]	....
	c.	The coverage area, spacing and clearance around the detector(s)/detection path(s) conform to the requirements, taking into consideration the installation conditions, building elements, other installations and various obstructions.	[ ]	[ ]	[ ]	....
	d.	For point-type detectors, the detector(s), including the detector base and masking plate where applicable, is/are intact, properly mounted, and free from undue deterioration.	[ ]	[ ]	[ ]	....
	e.	For point-type detectors, the detector(s) is/are installed in the proper orientation, in accordance with the requirements.	[ ]	[ ]	[ ]	....

Remarks:
1. "Yes" denotes compliance with the FSD's requirements. "No" denotes non-compliance with the FSD's requirements. "N/A" denotes not applicable or such a provision in the system is not required. Please insert a "√" in the appropriate box.
2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

Annual Inspection Checklist for Fire Detection Systems

			Yes	No	N/A	Remarks
	f.	The remote indicator(s), where provided, is/are clearly labelled with the words "FIRE 火警" and represented by a relevant graphic symbol indicating the location they serve. They are intact, properly mounted, and free from undue deterioration.	[ ]	[ ]	[ ]	....
	g.	The detector(s), other than flame detector(s), is/are installed at the correct level(s) in relation to the apex, slab soffit, false ceiling soffit, raised floor soffit, obstruction soffit, or skylight soffit, as applicable, in accordance with the requirements.	[ ]	[ ]	[ ]	....
	h.	The detector(s), other than flame detector(s), is/are surface mounted/semi-recessed mounted, with the fire sensing element(s)/path(s) proud of the mounting surface and free from obstruction.	[ ]	[ ]	[ ]	....
	i.	The flame detector(s) is/are installed in the proper orientation and maintain a clear line-of-sight to the area being protected.	[ ]	[ ]	[ ]	....
	j.	The lens(es) of the flame detector(s) is/are inspected to be free from dust, dirt, oil, foreign covering material or any contaminant which may affect the performance of the detector(s), and is/are cleaned where necessary.	[ ]	[ ]	[ ]	....
	k.	The cables and cable containment are intact, securely mounted, properly wired, and free from undue deterioration.	[ ]	[ ]	[ ]	....
	l.	Cables used for all parts of the critical signal paths, for the extra low voltage supply from an external power supply unit and for the final circuit providing primary power supply to the system or power supply to the fire alarm sounders, shall comply with the appropriate version of CoP FSI, CoP ITM and FSD Circular Letters.	[ ]	[ ]	[ ]	....
	m.	Cable systems used for all parts of the critical signal paths and for the primary power supply to the system, shall adequately resist the effects of fire. Fire resisting cables in compliance with the appropriate version of CoP FSI, CoP ITM and FSD Circular Letters are used.	[ ]	[ ]	[ ]	....
3.2	Control Unit for Line-Type Heat Detector (where applicable) (Remarks: Applicable to detectors requiring a control unit between the detector and the F.S. control and indicating panel.)				[ ]	If N/A, skip 3.2
	a.	The control unit(s) is/are intact, securely mounted, properly labelled, and free from undue deterioration.	[ ]	[ ]	[ ]	....
	b.	The control button(s), switch(es) and indicator(s) at the control unit(s) are properly labelled to indicate their usage.	[ ]	[ ]	[ ]	....
	c.	The fuse(s) in the power supply circuit and control circuit, where applicable, is/are of the correct rating and intact.	[ ]	[ ]	[ ]	....

Remarks:
1. "Yes" denotes compliance with the FSD's requirements. "No" denotes non-compliance with the FSD's requirements. "N/A" denotes not applicable or such a provision in the system is not required. Please insert a "✓" in the appropriate box.
2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

Annual Inspection Checklist for Fire Detection Systems

			Yes	No	N/A	Remarks
	d.	The circuit board(s), relay(s), timer(s), interface module(s), switch(es), circuit breaker(s), indicator(s), terminal block(s) and other components, where applicable, along with the wirings inside the control unit(s), are intact, properly wired, and free from any signs of damage, overheating or undue deterioration.	[ ]	[ ]	[ ]	....
	e.	The battery(ies), where provided, is/are intact, within its/their nominal design life, and free from swelling, electrolyte creepage, cracking, scorch mark, denting, leakage, unusually high temperature, undue corrosion and loose connections.	[ ]	[ ]	[ ]	....
	f.	The battery(ies), where provided, is/are marked with the installation date (month/year). Battery(ies) that has/have exceeded its/their nominal design life (deemed as 4 years if unknown) is/are replaced with secondary battery(ies) having a nominal design life of no less than 4 years.	[ ]	[ ]	[ ]	....
	g.	The cables and cable containment are intact, securely mounted, properly wired, and free from undue deterioration.	[ ]	[ ]	[ ]	....
3.3	Aspirating Smoke Detector Installation (where provided)				[ ]	If N/A, skip 3.3
	a.	The sampling points are intact, properly mounted, and free from undue deterioration.	[ ]	[ ]	[ ]	....
	b.	The sampling points are properly indicated in the schematic and/or FSI location plan.	[ ]	[ ]	[ ]	....
	c.	The sampling pipework, capillary tubes, fittings, and accessories, where applicable, are intact, securely supported, appear air-tight, and free from distortion or undue deterioration.	[ ]	[ ]	[ ]	....
	d.	The sampling pipework, capillary tubes and sampling points are free from dust, dirt, foreign covering material and any obstruction which may affect the performance of the detector(s), and are cleaned where necessary.	[ ]	[ ]	[ ]	....
	e.	The sampling points are installed in the proper orientation in accordance with the requirements.	[ ]	[ ]	[ ]	....
	f.	The coverage area, spacing, and clearance for the sampling points conform to the requirements, taking into consideration the installation conditions, building elements, other installations and various obstructions.	[ ]	[ ]	[ ]	....
	g.	The sampling points are installed at the correct level(s) in relation to the apex, slab soffit, false ceiling soffit, raised floor soffit, obstruction soffit, or skylight soffit as applicable, in accordance with the requirements.	[ ]	[ ]	[ ]	....
	h.	The pipe support and brackets are intact, and free from distortion or undue deterioration.	[ ]	[ ]	[ ]	....

Remarks:
1. "Yes" denotes compliance with the FSD's requirements. "No" denotes non-compliance with the FSD's requirements. "N/A" denotes not applicable or such a provision in the system is not required. Please insert a "✓" in the appropriate box.
2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

Annual Inspection Checklist for Fire Detection Systems

			Yes	No	N/A	Remarks
	i.	The detector unit(s) is/are intact, securely mounted, properly labelled, and free from undue deterioration.	[ ]	[ ]	[ ]	....
	j.	The control button(s), switch(es), indicator(s) and bar graph at the detector unit(s) are properly labelled to indicate their usage.	[ ]	[ ]	[ ]	....
	k.	The fuse(s) in the power supply circuit and control circuit, where applicable, is/are of the correct rating and intact.	[ ]	[ ]	[ ]	....
	l.	The aspirator at the detector unit(s) is/are inspected to be in working order and free from unusual noise, and is/are cleaned and replaced where necessary.	[ ]	[ ]	[ ]	....
	m.	The filter(s), where applicable, at the detector unit(s) is/are inspected to be in working order, and is/are cleaned and replaced where necessary.	[ ]	[ ]	[ ]	....
	n.	The air outlet at the detector unit(s) is/are inspected to be free from dust, dirt, foreign covering material and any obstruction which may affect the performance of the detector(s), and is/are cleaned where necessary.	[ ]	[ ]	[ ]	....
	o.	For cloud-chamber type aspirating detectors, where applicable, the cloud-forming fluid at the detector unit(s) is/are inspected to be in working order, has sufficient fluid, and is topped up or replaced where necessary.	[ ]	[ ]	[ ]	....
	p.	The background smoke level is examined to be within the acceptable range and, when necessary, re-examined after cleaning or replacing the aspirator, sampling pipework, capillary tubes, filter(s) and/or detector.	[ ]	[ ]	[ ]	....
	q.	The circuit board(s), relay(s), timer(s), interface module(s), switch(es), circuit breaker(s), indicator(s), terminal block(s) and other components, where applicable, along with the wirings inside the detector unit(s), are intact, properly wired, and free from any signs of damage, overheating, or undue deterioration.	[ ]	[ ]	[ ]	....
	r.	The battery(ies), where provided, is/are intact, within its/their nominal design life, and free from swelling, electrolyte creepage, cracking, scorch mark, denting, leakage, unusually high temperature, undue corrosion and loose connections.	[ ]	[ ]	[ ]	....
	s.	The battery(ies), where provided, is/are marked with the installation date (month/year). Battery(ies) that has/have exceeded its/their nominal design life (deemed as 4 years if unknown) is/are replaced with secondary battery(ies) having a nominal design life of no less than 4 years.	[ ]	[ ]	[ ]	....
	t.	The cables and cable containment are intact, securely mounted, properly wired, and free from undue deterioration.	[ ]	[ ]	[ ]	....

Remarks:
1. "Yes" denotes compliance with the FSD's requirements. "No" denotes non-compliance with the FSD's requirements. "N/A" denotes not applicable or such a provision in the system is not required. Please insert a "✓" in the appropriate box.
2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

Annual Inspection Checklist for Fire Detection Systems

			Yes	No	N/A	Remarks
3.4	Duct Smoke Detector (where provided) Remarks: Inspection of Duct Smoke Detector(s) is conducted when the corresponding ventilation fan(s) is/are running.				[ ]	If N/A, skip 3.4
	a.	The detector(s), detector base(s), housing(s) and duct probes are intact, properly mounted and supported, free from air flow-induced vibrations, and free from undue deterioration.	[ ]	[ ]	[ ]	.....
	b.	There is no air leakage around the duct probes where they enter the air duct.	[ ]	[ ]	[ ]	.....
	c.	For duct probe(s) that protrude(s) through the opposite side of the air duct, the opening around the probe(s) on the outside of the duct is properly sealed.	[ ]	[ ]	[ ]	.....
	d.	The detector(s) is/are free from dust, dirt, painting, coating or any foreign covering materials which may affect the performance of the detector(s).	[ ]	[ ]	[ ]	.....
	e.	The duct probes, including air inlet holes and air outlet holes, are free from dust, dirt, foreign covering material and any obstruction which may affect the performance of the detector(s), and are cleaned where necessary.	[ ]	[ ]	[ ]	.....
	f.	The duct probes are installed in the proper orientation in the duct.	[ ]	[ ]	[ ]	.....
	g.	The cables and cable containment are intact, securely mounted, properly wired, and free from undue deterioration.	[ ]	[ ]	[ ]	.....

4.	Fire Alarm Device		Yes	No	N/A	Remarks
4.1	Audio Warning Device/Audio Fire Alarm Device (alarm sounder/alarm bell)					
	a.	The audio fire alarm device(s) connected to the system is/are intact, securely mounted, and free from undue deterioration.	[ ]	[ ]	[ ]	.....
	b.	The provision of audio fire alarm device(s) is in accordance with the requirements.	[ ]	[ ]	[ ]	.....
	c.	The cables and cable containment are intact, securely mounted, properly wired, and free from undue deterioration.	[ ]	[ ]	[ ]	.....
4.2	Visual Fire Alarm Unit (where provided)				[ ]	If N/A, skip 4.2
	a.	The visual fire alarm unit(s) connected to the system is/are intact, free from undue deterioration, securely fixed in accordance with the mounting position (ceiling or wall) and orientation specified by the manufacturer, with a mounting height of no less than 2.1 m.	[ ]	[ ]	[ ]	.....
	b.	The visual fire alarm unit(s) connected to the system is/are properly labelled to indicate their usage.	[ ]	[ ]	[ ]	.....

Remarks:
1. "Yes" denotes compliance with the FSD's requirements. "No" denotes non-compliance with the FSD's requirements. "N/A" denotes not applicable or such a provision in the system is not required. Please insert a "✓" in the appropriate box.
2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

Annual Inspection Checklist for Fire Detection Systems

			Yes	No	N/A	Remarks
	c.	The visual fire alarm unit(s) connected to the system is/are appropriately positioned, free from obstruction, and visible either through direct viewing of a flashing red light or illumination of the surrounding area.	[ ]	[ ]	[ ]	....
	d.	The cables and cable containment are intact, securely mounted, properly wired, and free from undue deterioration.	[ ]	[ ]	[ ]	....
	e.	The visual fire alarm unit(s) should be provided as per the appropriate version of CoP FSI, CoP ITM and FSD Circular Letter.	[ ]	[ ]	[ ]	....
	f.	At least 1 visual fire alarm unit is provided for each compartment (where required). The maximum distance between 2 visual fire alarm unit(s) do not exceed 60 m.	[ ]	[ ]	[ ]	....

5.	F.S. Control and Indicating Panel		Yes	No	N/A	Remarks
	a.	The panel(s) is/are intact, securely mounted, properly labelled and free from undue deterioration.	[ ]	[ ]	[ ]	....
	b.	The control button(s), switch(es) and indicator(s) are properly labelled to indicate their usage.	[ ]	[ ]	[ ]	....
	c.	The control button(s) and switch(es) are tested to operate properly and are in the correct positions.	[ ]	[ ]	[ ]	....
	d.	The indicator(s), is/are tested to operate properly and is/are in proper status.	[ ]	[ ]	[ ]	....
	e.	The built-in alarm buzzer is tested to operate properly.	[ ]	[ ]	[ ]	....
	f.	The fire alarm zoning arrangement of fire alarm initiation device(s) (manual call point, fire detector, flow switch, alarm pressure switch, etc., where applicable) conforms to the appropriate version of CoP FSI, and CoP ITM requirements.	[ ]	[ ]	[ ]	....
	g.	The equipment/installation status indications for pump(s), water tank(s), fuel tank(s) for diesel pump, electrical monitoring switch(es) for stop valve, fixed installation(s), smoke control system(s), emergency generator(s), gas detection system(s), gas extraction system(s), other equipment/installation(s), etc., where provided, conform to the requirements.	[ ]	[ ]	[ ]	....
	h.	Adjacent to the F.S. control and indicating panel(s), a correctly orientated layout plan of the premises is provided to supplement the text display in the F.S. control and indicating panel for the precise identification of the alarm origin.	[ ]	[ ]	[ ]	....
	i.	The fuse(s) in the power supply circuit and control circuit, where applicable, is/are of the correct rating and intact.	[ ]	[ ]	[ ]	....

Remarks:
1. "Yes" denotes compliance with the FSD's requirements. "No" denotes non-compliance with the FSD's requirements. "N/A" denotes not applicable or such a provision in the system is not required. Please insert a "√" in the appropriate box.
2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

Annual Inspection Checklist for Fire Detection Systems

			Yes	No	N/A	Remarks
	j.	The circuit board(s), relay(s), timer(s), interface module(s), switch(es), circuit breaker(s), indicator(s), terminal block(s) and other components, where applicable, along with the wirings inside the F.S. control and indicating panel(s), are intact, properly wired and free from any signs of damage, overheating, or undue deterioration.	[ ]	[ ]	[ ]	....
	k.	For a system equipped with a direct telephone link (DTL) connection to the Fire Services Communication Centre, the "Power On" amber indicator and the "Normal" green indicator at the DTL fire signal box are lit and free from any "Fire Alarm" indication.	[ ]	[ ]	[ ]	....
	l.	The battery(ies), where provided, is/are intact, within its/their nominal design life and free from swelling, electrolyte creepage, cracking, scorch mark, denting, leakage, unusually high temperature, undue corrosion and loose connections.	[ ]	[ ]	[ ]	....
	m.	The battery(ies), where provided, is/are marked with the installation date (month/year). Battery(ies) that has/have exceeded its/their nominal design life (deemed as 4 years if unknown) is/are replaced with secondary batter(ies) having a nominal design life of no less than 4 years.	[ ]	[ ]	[ ]	....
	n.	The cables and cable containment are intact, securely mounted, properly wired, and free from undue deterioration.	[ ]	[ ]	[ ]	....

6.	Electrical Components, Cables and Cable Containment		Yes	No	N/A	Remarks
	a.	The power supply point(s), interfacing relay(s), interfacing module(s), isolating module(s), marshalling/interfacing box(es), and other interfacing components and accessories, where applicable, are intact, securely mounted, properly labelled, and free from undue deterioration.	[ ]	[ ]	[ ]	....
	b.	The safety barrier(s) for intrinsically safe equipment, including the housing, where provided, is/are intact, properly mounted, properly wired, properly earthed, and free from undue deterioration.	[ ]	[ ]	[ ]	....
	c.	All devices, components, wirings and cable containment installed within or passing through an area classified as a potentially hazardous area, where applicable, are of an explosion-protected type suitable for that particular area classification, and of the appropriate apparatus group and temperature class.	[ ]	[ ]	[ ]	....
	d.	For systems required to comply with BS 5839-1:1988 and relevant FSD Circular Letters, in applications in which prolonged operation (i.e. cables for connecting components like fire alarm device(s), control and indicating panel(s), repeater panel(s), mimic panel(s) and/or power supply(ies)) is required, mineral-insulated copper-sheathed cables or cables complying with BS 6387 AWX/SWX or other fire resisting cables of the required fire resisting rating are used (to be ascertained as far as reasonably practicable).	[ ]	[ ]	[ ]	....

Remarks:
1. "Yes" denotes compliance with the FSD's requirements. "No" denotes non-compliance with the FSD's requirements. "N/A" denotes not applicable or such a provision in the system is not required. Please insert a "✓" in the appropriate box.
2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

			Yes	No	N/A	Remarks
	e.	For systems required to comply with BS 5839-1:1988 and relevant FSD Circular Letters, in applications in which prolonged operation is required, the cables are protected by embedding in plaster/concrete/soil and/or by enclosing inside a fire-resistant/underground cable duct (to be ascertained as far as reasonably practicable).	[ ]	[ ]	[ ]	....
	f.	For systems required to comply with BS 5839-1:2002+A2:2008 or BS 5839-1:2017 and relevant FSD Circular Letters, the cables including the supports used for: (i) the critical signal paths (signal paths between fire alarm initiation points and fire alarm devices), (ii) the extra low voltage supply from an external power supply unit, (iii) the final circuit providing low voltage mains supply to the system, and (iv) the power supply to fire alarm devices, are fire resisting cables of the required fire resisting rating (to be ascertained as far as reasonably practicable).	[ ]	[ ]	[ ]	....
	g.	Cables other than mineral-insulated copper-sheathed cables and steel-wire-armoured cables are appropriately protected against mechanical damage and rodent attack.	[ ]	[ ]	[ ]	....
	h.	The cables and cable containment are intact, securely mounted, properly wired, and free from undue deterioration.	[ ]	[ ]	[ ]	....

7.	**System Operation**					
	Notes: i. When testing involves the sounding of audio fire alarm device(s), each count of sounding should normally last no more than 5 seconds and cease for no less than 5 seconds before the next count of sounding. In the event of a real fire during the testing, the sounding of audio fire alarm device(s) shall normally be continuous and not be interrupted (except when the system is interlocked with an audio/visual advisory system). This ensures that occupants can distinguish between real fire alarms and system testing. ii. Immediately before and after the testing, the authorised service provider or approved manned centre, as appropriate, shall be notified to prevent unwanted alarms and ensure that fire alarm signals are correctly received at the Fire Services Communication Centre or approved manned centre, as applicable.					
			Yes	**No**	**N/A**	**Remarks**
7.1		Manual Actuating Point (where provided) (manual call point/break glass unit/push button/manual switch)			[ ]	If N/A, skip 7.1
	a.	The manual actuating point(s) is/are tested to be capable of operating freely and in efficient working order.	[ ]	[ ]	[ ]	....
	b.	Upon activation of a manual actuating point, all fire alarm devices within the corresponding alarm zone(s) are actuated.	[ ]	[ ]	[ ]	....
	c.	The delay, if any, between the activation of a manual actuating point and the operation of the fire alarm devices within the corresponding alarm zone(s), is within 3 seconds (if the system is designed to BS 5839-1).	[ ]	[ ]	[ ]	....

Remarks:
1. "Yes" denotes compliance with the FSD's requirements. "No" denotes non-compliance with the FSD's requirements. "N/A" denotes not applicable or such a provision in the system is not required. Please insert a "✓" in the appropriate box.
2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

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			Yes	No	N/A	Remarks
7.2	Fire Detector other than Aspirating Smoke Detection Installation (where provided)				[ ]	If N/A, skip 7.2
	a.	The heat detector(s), where provided, other than non-restorable ones or that/those within a potentially explosive atmosphere, is/are tested to be operating properly by using a suitable heat source without affecting the subsequent performance of the detector(s), or other suitable testing methods according to the manufacturer's guidance.	[ ]	[ ]	[ ]	....
	b.	For non-restorable heat detector(s), where provided, the resistance of the zone/loop circuit(s) connecting the detector(s) is tested to be within the acceptable range.	[ ]	[ ]	[ ]	....
	c.	For line-type heat detectors equipped with a control unit, where provided, the control button(s) and switch(es) at the control unit(s) are tested to operate properly and are in the correct position.	[ ]	[ ]	[ ]	....
	d.	For line-type heat detectors equipped with a control unit, where provided, the indicators at the control unit(s) are tested to operate properly and are in proper status.	[ ]	[ ]	[ ]	....
	e.	For line-type heat detectors equipped with a control unit, where provided, the built-in alarm buzzer, where provided, is tested to operate properly.	[ ]	[ ]	[ ]	....
	f.	For point-type heat/smoke/multi-sensor detector(s) within a potentially explosive atmosphere, where applicable, the resistance of the zone/loop circuit(s) connecting the detector(s), including any safety barrier(s), where applicable, is tested to be within the acceptable range.	[ ]	[ ]	[ ]	....
	g.	The point-type smoke detector(s), where provided, is/are tested to be operating properly by spraying suitable aerosols as recommended by the manufacturer, or by using simulated smoke generated by another appropriate apparatus without affecting the subsequent performance of the detector(s) or other suitable testing methods according to the manufacturer's guidance.	[ ]	[ ]	[ ]	....
	h.	The optical beam smoke detector(s), where provided, is/are tested by introducing signal attenuation between the transmitter and receiver with an optical filter (for optical beam detectors using a combined transmitter/receiver unit in conjunction with a reflector, the optical filter is placed near the reflector), smoke or simulated smoke without affecting the subsequent performance of the detector(s), or other suitable testing methods according to the manufacturer's guidance.	[ ]	[ ]	[ ]	....
	i.	The flame detector(s), where provided, is/are tested to be operating properly by using a test torch that produces a radiation frequency and wavelength compatible with the response range of the flame detector(s).	[ ]	[ ]	[ ]	....

Remarks:
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2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

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			Yes	No	N/A	Remarks
	j.	The smoke sensor(s) of the multi-sensor detector(s), where provided, is/are tested to be operating properly by spraying suitable aerosols as recommended by the manufacturer, or by using simulated smoke generated by another appropriate apparatus without affecting the subsequent performance of the detector(s), or other suitable testing methods according to the manufacturer's guidance.	[ ]	[ ]	[ ]	....
	k.	The heat sensor(s) of the multi-sensor detector(s), where provided, is/are tested to be operating properly by using a suitable heat source without affecting the subsequent performance of the detector(s), or other suitable testing methods according to the manufacturer's guidance.	[ ]	[ ]	[ ]	....
	l.	The CO sensor(s) of the multi-sensor detector(s), where provided, is/are tested to be operating properly by spraying suitable CO test gas or using CO generated by another appropriate apparatus or a gas with a similar effect on the electrochemical cell as recommended by the manufacturer, or other suitable testing methods according to the manufacturer's guidance. (Remarks: CO is a highly toxic gas and suitable precautions should be taken when using it.)	[ ]	[ ]	[ ]	....
	m.	The flame sensor(s) of the multi-sensor detector(s), where provided, is/are tested to be operating properly by using a test torch that produces a radiation frequency and wavelength compatible with the response range of the flame sensor(s) without affecting the subsequent performance of the detector(s), or other suitable testing methods according to the manufacturer's guidance.	[ ]	[ ]	[ ]	....
	n.	The built-in indicator(s), where provided at the detector, is/are tested to operate properly.	[ ]	[ ]	[ ]	....
	o.	The remote indicator(s), where provided, is/are tested to properly display various statuses, including fire alarm, fault warning, and/or normal, where applicable.	[ ]	[ ]	[ ]	....

			Yes	No	N/A	Remarks
7.3	Control Unit for Line Type Heat Detector (where applicable) (Remarks: Applicable to detectors requiring a control unit between the detector and the F.S. control and indicating panel.)				[ ]	If N/A, skip 7.3
	a.	The control button(s) and switch(es) at the control unit(s) are tested to operate properly and are in the correct position.	[ ]	[ ]	[ ]	....
	b.	The indicators at the control unit(s) are tested to operate properly and are in proper status.	[ ]	[ ]	[ ]	....

Remarks:
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2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

Annual Inspection Checklist for Fire Detection Systems

			Yes	No	N/A	Remarks
	c.	The built-in alarm buzzer, where provided, at the control unit(s) is tested to operate properly.	[ ]	[ ]	[ ]	....
	d.	By applying a suitable heat source to the line-type heat detector(s), a fire alarm zone indication is properly given at the control unit(s).	[ ]	[ ]	[ ]	....
	e.	Upon activation of a fire alarm signal, the zonal fire alarm signal is correctly transmitted to and displayed at the F.S. control and indicating panel.	[ ]	[ ]	[ ]	....
	f.	Upon simulation of a short circuit in the line-type heat detector(s), a fault warning or alarm signal is properly given at the control unit(s).	[ ]	[ ]	[ ]	....
	g.	Upon simulation of an open circuit in the line-type heat detector(s), a fault warning signal is properly given at the control unit(s).	[ ]	[ ]	[ ]	....
	h.	Upon activation of a fault warning signal, the fault warning signal is correctly transmitted to and displayed at the F.S. control and indicating panel.	[ ]	[ ]	[ ]	....
7.4	Aspirating Smoke Detection Installation (where provided)				[ ]	If N/A, skip 7.4
	a.	The control button(s) and switch(es) at the detector unit(s) are tested to operate properly and are in the correct positions.	[ ]	[ ]	[ ]	....
	b.	The indicators at the detector unit(s) are tested to operate properly and are in proper status.	[ ]	[ ]	[ ]	....
	c.	The built-in alarm buzzer, where provided, is tested to operate properly.	[ ]	[ ]	[ ]	....
	d.	The installation(s) is/are tested to be operating properly by spraying suitable aerosols as recommended by the manufacturer or by applying simulated smoke generated by other apparatus without affecting the subsequent performance of the detector unit(s) to the sampling holes, or other suitable testing methods according to the manufacturer's guidance.	[ ]	[ ]	[ ]	....
	e.	The transport time of smoke from the furthest sampling hole of individual branches, where applicable, is tested to be within the required limit.	[ ]	[ ]	[ ]	....
	f.	The bar graph or other form of display at the detector unit(s) is/are tested to properly indicate the amount of aerosol/simulated smoke applied.	[ ]	[ ]	[ ]	....
	g.	Upon activation of an alert signal from a detector, where applicable, audio and visual alert indications are properly given at the detector unit.	[ ]	[ ]	[ ]	....
	h.	Upon activation of an alert signal from a detector, where applicable, an alert warning signal is correctly transmitted for interfacing with other equipment/installation(s) and/or control/indicating panel(s).	[ ]	[ ]	[ ]	....
	i.	Upon activation of a fire alarm signal from a detector, audio and visual fire alarm indications are properly given at the detector unit.	[ ]	[ ]	[ ]	....

Remarks:
1. "Yes" denotes compliance with the FSD's requirements. "No" denotes non-compliance with the FSD's requirements. "N/A" denotes not applicable or such a provision in the system is not required. Please insert a "✓" in the appropriate box.
2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

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			Yes	No	N/A	Remarks
	j.	Upon activation of a fire alarm signal from a detector, where applicable, a fire alarm signal is correctly transmitted for interfacing with other equipment/installation(s) and/or control/indicating panel(s).	[ ]	[ ]	[ ]	....
	k.	The flow monitoring function is tested to be operating properly and is capable of detecting the loss of sampling point(s) (i.e. low flow fault) in individual branch(es), as far as reasonably practicable.	[ ]	[ ]	[ ]	....
	l.	The flow monitoring function is tested to be operating properly and is capable of detecting sampling pipe rupture (i.e., high flow fault) in individual branch(es), as far as reasonably practicable.	[ ]	[ ]	[ ]	....
7.5	Duct Smoke Detector (where provided)				[ ]	If N/A, skip 7.5
	a.	Duct smoke detector(s) is/are tested to be operating properly by spraying suitable aerosols as recommended by the manufacturer or by using simulated smoke generated by another appropriate apparatus without affecting the subsequent performance of the detector(s), or other suitable testing methods according to the manufacturer's guidance.	[ ]	[ ]	[ ]	....
	b.	The built-in indicator, where provided, at the detector(s) is/are tested to operate properly.	[ ]	[ ]	[ ]	....
	c.	The remote indicator(s), where provided, is/are tested to properly display various statuses, including fire alarm, fault warning, and/or normal, where applicable.	[ ]	[ ]	[ ]	....
7.6	F.S. Control and Indicating Panel					
7.6.1	Operation of Panel					
	a.	Upon activation of a fire alarm initiation point connected to the system, audio and visual fire alarm indications are properly given at the F.S. control and indicating panel(s).	[ ]	[ ]	[ ]	....
	b.	Upon activation of a fire alarm initiation point connected to the system, audio and visual fire alarm indications are properly given at the repeater panel(s), where provided.	[ ]	[ ]	[ ]	....
	c.	Upon activation of a fire alarm initiation point connected to the system, audio and visual fire alarm indications are properly given at the mimic panel(s), where provided.	[ ]	[ ]	[ ]	....
	d.	Upon activation of a fire alarm initiation point connected to the system, audio and visual fire alarm indications are properly given at other control/indicating panel(s), where applicable.	[ ]	[ ]	[ ]	....

Remarks:
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2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

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			Yes	No	N/A	Remarks
	e.	Upon activation of a fire alarm initiation point, the visual fire alarm zone indication at the F.S. control and indicating panel(s) is properly displayed until the activated fire alarm initiation point is reset and the "Reset" button at the F.S. control and indicating panel(s) is pressed.	[ ]	[ ]	[ ]	....
	f.	Upon activation of the "Evacuate" button, where provided, at the F.S. control and indicating panel(s), all fire alarm devices connected to the system in the building are actuated.	[ ]	[ ]	[ ]	....
	g.	The visual indicator(s), where provided, at the F.S. control and indicating panel(s) for external battery(ies) and charger(s) is/are properly displayed.	[ ]	[ ]	[ ]	....
	h.	The visual indicator(s), where provided, at the repeater panel(s) for external battery(ies) and charger(s) is/are properly displayed.	[ ]	[ ]	[ ]	....
	i.	The visual indicator(s) for electrical monitoring switch(es) for the stop valve is/are properly displayed at the F.S. control and indicating panel(s), where applicable.	[ ]	[ ]	[ ]	....
	j.	The visual indicator(s) for electrical monitoring switch(es) for the stop valve is/are properly displayed at the repeater panel(s), where applicable.	[ ]	[ ]	[ ]	....
	k.	The visual indicator(s) for alarm pressure switch(es) is/are properly displayed at the F.S. control and indicating panel(s), where applicable.	[ ]	[ ]	[ ]	....
	l.	The visual indicator(s) for alarm pressure switch(es) is/are properly displayed at the repeater panel(s), where applicable.	[ ]	[ ]	[ ]	....
	m.	The visual indicator(s) for pump status indication, water tank status indication and/or fuel tank status indication is/are properly displayed at the F.S. control and indicating panel(s), where applicable.	[ ]	[ ]	[ ]	....
	n.	The visual indicator(s) for pump status indication, water tank status indication and/or fuel tank status indication is/are properly displayed at the repeater panel(s), where applicable.	[ ]	[ ]	[ ]	....
	o.	The visual indicator(s) for emergency generator status indication and/or fuel tank status indication is/are properly displayed at the F.S. control and indicating panel(s), where applicable.	[ ]	[ ]	[ ]	....
	p.	The visual indicator(s) for emergency generator status indication and/or fuel tank status indication is/are properly displayed at the repeater panel(s), where applicable.	[ ]	[ ]	[ ]	....
	q.	The visual indicator(s) for other fixed installation(s) status indication and/or other equipment/installation status indication is/are properly displayed at the F.S. control and indicating panel(s), where applicable.	[ ]	[ ]	[ ]	....

Remarks:
1. "Yes" denotes compliance with the FSD's requirements. "No" denotes non-compliance with the FSD's requirements. "N/A" denotes not applicable or such a provision in the system is not required. Please insert a "√" in the appropriate box.
2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

			Yes	No	N/A	Remarks
	r.	The visual indicator(s) for other fixed installation(s) status indication and/or other equipment/installation status indication is/are properly displayed at the repeater panel(s), where applicable.	[ ]	[ ]	[ ]	....
	s.	Upon activation of an abnormal status from an external battery(ies) and charger(s), electrical monitoring switch(es) for stop valve, alarm pressure switch(es), pump status indication, water tank status indication, fuel tank status indication, emergency generator status indication, other fixed installation(s) status indication and/or other equipment/installation status indication, an audio and a visual fault warning are properly given at the F.S. control and indicating panel(s), where applicable.	[ ]	[ ]	[ ]	....
	t.	Upon activation of an abnormal status from an external battery(ies) and charger(s), electrical monitoring switch(es) for stop valve, alarm pressure switch(es), pump status indication, water tank status indication, fuel tank status indication, emergency generator status indication, other fixed installation(s) status indication and/or other equipment/installation status indication, an audio and a visual fault warning are properly given at the repeater panel(s), where applicable.	[ ]	[ ]	[ ]	....
	u	In case no Fire Control Centre is provided, the evacuation switch is properly installed by the side of the Control and Indicating Equipment (CIE). If one CIE is in control of several buildings, the number of evacuation switch provided should be equivalent to the number of buildings connected.	[ ]	[ ]	[ ]	....
7.6.2	Direct Telephone Link (DTL) Remarks: For systems incorporated with an approved Time Related System (TRS), relevant items under 7.6.3 shall prevail.					
	a.	For systems equipped with a DTL connection to the Fire Services Communication Centre (FSCC), upon activation of a fire alarm initiation point, the "Fire Alarm" red indicator at the DTL fire signal box lights up, and the fire alarm signal is verified to be correctly transmitted to the authorised service provider.	[ ]	[ ]	[ ]	....
	b.	For systems equipped with a DTL connection to the FSCC, upon activation of a common fault warning signal, the fault signal is verified to be correctly transmitted to the authorised service provider.	[ ]	[ ]	[ ]	....
	c.	For systems equipped with a DTL connection to an FSD approved manned centre, upon activation of a fire alarm initiation point, the fire alarm signal is verified to be correctly transmitted to the approved manned centre.	[ ]	[ ]	[ ]	....
	d.	For systems equipped with a DTL connection to an FSD approved manned centre, upon activation of a common fault warning signal, the fault signal is verified to be correctly transmitted to the approved manned centre.	[ ]	[ ]	[ ]	....

Remarks:
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2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

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			Yes	No	N/A	Remarks
7.6.3	Time Related System (TRS) Remarks: All items under 7.6.3 are applicable only to systems incorporated with an approved TRS. The items stated in 7.6.3 are merely general guidelines that shall be overridden by the conditions stipulated in FSD's approval for individual TRSs.				[ ]	If N/A, skip 7.6.3
	a.	Upon activation of a fire alarm initiation point other than a fire detector, no time delay is allowed and the system operates as if without a TRS incorporated.	[ ]	[ ]	[ ]	.....
	b.	Upon activation of a fire detector, an initial delay period of 1 minute, or another duration as stated in FSD's approval, is allowed for a manual operation to be performed at the F.S. control and indicating panel(s) to indicate that an investigation is in progress. A further delay, not exceeding 5 minutes or another duration as stated in FSD's approval, is allowed for completing the investigation.	[ ]	[ ]	[ ]	.....
	c.	Upon activation of a fire detector, if a manual operation is performed during the initial delay period at the F.S. control and indicating panel(s), all fire alarm devices connected to the system and all interfacing control functions (like pump starting, shutter/damper closing, fixed installation actuation, DTL transmission, etc.) do not operate until the expiry of both delay periods.	[ ]	[ ]	[ ]	.....
	d.	Upon activation of a fire detector, if a manual operation is performed during the initial delay period at the F.S. control and indicating panel(s), all fire alarm devices connected to the system, as well as all interfacing control functions, operate upon the expiry of both delay periods unless the fire alarm signal originating from the fire detector is reset before the expiry of both delay periods.	[ ]	[ ]	[ ]	.....
	e.	Upon activation of a fire detector, if a fire alarm initiation point other than a fire detector is also activated during the initial delay period, the delay period expires immediately, and all fire alarm devices connected to the system, as well as all interfacing control functions, operate properly.	[ ]	[ ]	[ ]	.....
	f.	Upon activation of a fire detector, if the "Evacuate" button at the F.S. control and indicating panel is pressed during the initial delay period, the delay period expires immediately, and all fire alarm devices connected to the system, as well as all interfacing control functions, operate properly.	[ ]	[ ]	[ ]	.....

Remarks:
1. "Yes" denotes compliance with the FSD's requirements. "No" denotes non-compliance with the FSD's requirements. "N/A" denotes not applicable or such a provision in the system is not required. Please insert a "√" in the appropriate box.
2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

			Yes	No	N/A	Remarks
	g.	Upon activation of a fire detector, if a manual operation is performed during the initial delay period at the F.S. control and indicating panel(s) and a fire alarm initiation point other than a fire detector is also activated during the further delay period, the delay period expiries immediately, and all fire alarm devices connected to the system, as well as all interfacing control functions, operate properly.	[ ]	[ ]	[ ]	....
	h.	Upon activation of a fire detector, if a manual operation is performed during the initial delay period at the F.S. control and indicating panel(s) and the "Evacuate" button at the F.S. control and indicating panel is pressed during the further delay period, the delay period expiries immediately, and all fire alarm devices connected to the system, as well as all interfacing control functions, operate properly.	[ ]	[ ]	[ ]	....
7.6.4	Fire alarm device Remarks: For systems incorporated with an approved TRS, relevant items under 7.6.3 shall prevail.					
	a.	Upon activation of a fire alarm initiation point, all fire alarm devices within the corresponding alarm zone(s) in respect of the fire alarm initiation point are actuated.	[ ]	[ ]	[ ]	....
	b.	Upon activation of a fire alarm initiation point, the fire alarm device(s), where provided, at the Fire Service Access Point or the building entrance as applicable, is/are actuated.	[ ]	[ ]	[ ]	....
	c.	For place(s) of public entertainment, where provided, within the corresponding alarm zone(s) where an emergency alert system is required according to relevant licensing requirements, the music or other sound and visual images/effects produced by the music and video systems is/are suppressed, while visible and audible warning signals are simultaneously given upon activation of a fire alarm initiation point.	[ ]	[ ]	[ ]	....
	d.	For area(s) where an audio/visual advisory system is also provided, the audio fire alarm devices in the fire detection and/or fire alarm system and the recorded/live broadcast in the audio/visual advisory system are properly interfaced to operate alternately in a repeated sequence.	[ ]	[ ]	[ ]	....
	e.	The fire alarm zoning arrangement for fire alarm devices is correct and rectified where necessary.	[ ]	[ ]	[ ]	....
	f.	The audio fire alarm device(s) is/are capable of producing the required sound pressure level at the designated location(s).	[ ]	[ ]	[ ]	....

Remarks:
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2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

			Yes	No	N/A	Remarks
	g.	The visual fire alarm unit(s), where provided, is/are capable of attracting the attention of the intended viewers and visible either through direct viewing or illumination of the surrounding area.	[ ]	[ ]	[ ]	....
	h.	The flash rate of the visual fire alarm unit(s), where provided, is within the range of 30 to 120 flashes per minute (0.5 Hz to 2 Hz).	[ ]	[ ]	[ ]	....
	i.	Within any open communication area, the visual fire alarm unit(s) installed within the same field of view from any point in the area, where applicable, are synchronised.	[ ]	[ ]	[ ]	....
	j.	When audio fire alarm device(s) is/are required to sound, pressing the "alarm mute/silence" button/switch, where provided, at the F.S. control and indicating panel, suspends the operation of audio fire alarm device(s) connected in the system.	[ ]	[ ]	[ ]	....
	k.	After the operation of the audio fire alarm device(s) is suspended by pressing the "alarm mute/silence" button/switch, where applicable, if a fire alarm initiation point from a new zone is activated, the fire alarm device(s) within the alarm zone(s) corresponding to the newly activated fire alarm initiation point operate properly.	[ ]	[ ]	[ ]	....

			Yes	No	N/A	Remarks
7.6.5	Interfacing Control				[ ]	If N/A, skip 7.6.5
	Remarks: For systems incorporated with an approved TRS, relevant items under 7.6.3 shall prevail.					
	a.	Upon activation of the corresponding manual actuating point(s), the fire alarm signal is correctly transmitted to the pump control panel(s) in the FH/HR system(s) for starting the fixed fire pump(s), where applicable.	[ ]	[ ]	[ ]	....
	b.	For lift homing control, upon activation of a fire detector outside the corresponding lift door opening(s) or any other alarm initiation device(s), where applicable, a lift homing control signal is correctly transmitted.	[ ]	[ ]	[ ]	....
	c.	For single-zone detector-operated fire door(s)/shutter(s), where provided, upon activation of a fire detector at the corresponding door/shutter opening(s), the fire alarm signal is correctly transmitted to the fire door/shutter control panel(s) to close the fire door(s)/shutter(s).	[ ]	[ ]	[ ]	....
	d.	For single-zone detector-operated fire door(s)/shutter(s), where provided, upon activation of a fire detector at the corresponding door/shutter opening(s), the fire alarm signal is correctly transmitted to actuate the electro-thermal link(s) of fire door(s)/shutter(s).	[ ]	[ ]	[ ]	....

Remarks:
1. "Yes" denotes compliance with the FSD's requirements. "No" denotes non-compliance with the FSD's requirements. "N/A" denotes not applicable or such a provision in the system is not required. Please insert a "✓" in the appropriate box.
2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

	e.	For cross-zone detector-operated fire door(s)/shutter(s), where provided, upon activation of two fire detectors at the corresponding door/shutter opening(s), the fire alarm signal is correctly transmitted to the fire door/shutter control panel(s) to close the fire door(s)/shutter(s).	[ ]	[ ]	[ ]	.....
	f.	For cross-zone detector-operated fire door(s)/shutter(s), where provided, upon activation of two fire detectors at the corresponding door/shutter opening(s), the fire alarm signal is correctly transmitted to actuate the electro-thermal link(s) of fire door(s)/shutter(s).	[ ]	[ ]	[ ]	.....
	g.	For detector-operated fire damper(s), where provided, upon activation of a fire detector, the fire alarm signal is correctly transmitted to actuate the electro-thermal link(s) of fire damper(s).	[ ]	[ ]	[ ]	.....
	h.	For detector-operated motorized fire damper(s), where provided, upon activation of a fire detector, the fire alarm signal is correctly transmitted to actuate the motorized fire damper(s).	[ ]	[ ]	[ ]	.....
	i.	For detector-operated ventilation/air conditioning control installation(s), where provided, upon activation of the corresponding fire detector(s), the fire alarm signal is correctly transmitted to shut down all fan(s) serving the related compartment(s)/unit(s).	[ ]	[ ]	[ ]	.....
	j.	For building fire alarm-operated ventilation/air conditioning control installation(s), where provided, upon activation of a common fire alarm signal in the F.S. control and indicating panel, the fire alarm signal is correctly transmitted to shut down all fan(s) in the building.	[ ]	[ ]	[ ]	.....
	k.	For the detector-operated electrical locking device(s) of exit door, where provided, upon activation of the corresponding fire detector(s), the fire alarm signal is correctly transmitted to release the electrical locking device(s).	[ ]	[ ]	[ ]	.....
	l.	For multi-fire alarm initiation point-operated electrical exit door locking device(s), where provided, upon activation of any corresponding fire alarm initiation point, the fire alarm signal is correctly transmitted to release the electrical locking device(s).	[ ]	[ ]	[ ]	.....
	m.	For detector-operated smoke curtain(s), where provided, upon activation of the corresponding fire detector(s), the fire alarm signal is correctly transmitted to lower the smoke curtain(s).	[ ]	[ ]	[ ]	.....
	n.	For multi-fire alarm initiation point-operated smoke curtain(s), where provided, upon activation of any corresponding fire alarm initiation point, the fire alarm signal is correctly transmitted to lower the smoke curtain(s).	[ ]	[ ]	[ ]	.....
	o.	For detector-operated fire safety curtain(s), where provided, upon activation of the corresponding fire detector(s), the fire alarm signal is correctly transmitted to lower the fire safety curtain(s).	[ ]	[ ]	[ ]	.....

Remarks:
1. "Yes" denotes compliance with the FSD's requirements. "No" denotes non-compliance with the FSD's requirements. "N/A" denotes not applicable or such a provision in the system is not required. Please insert a "√" in the appropriate box.
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Annual Inspection Checklist for Fire Detection Systems

			Yes	No	N/A	Remarks
	p.	For multi-fire alarm initiation point-operated fire safety curtain(s), where provided, upon activation of any corresponding fire alarm initiation point, the fire alarm signal is correctly transmitted to lower the fire safety curtain(s).	[ ]	[ ]	[ ]	....
	q.	For detector-operated drencher installation(s), where provided, upon activation of the corresponding fire detector(s), the fire alarm signal is correctly transmitted to actuate the drencher control valve(s).	[ ]	[ ]	[ ]	....
	r.	For multi-fire alarm initiation point-operated drencher installation(s), where provided, upon activation of any fire alarm initiation point, the fire alarm signal is correctly transmitted to actuate the drencher control valve(s).	[ ]	[ ]	[ ]	....
	s.	For staircase pressurisation installation(s), where provided, upon activation of the corresponding fire detector(s), the fire alarm signal is correctly transmitted to actuate the pressurisation installation(s).	[ ]	[ ]	[ ]	....
	t.	For staircase pressurisation installation(s), where provided, upon activation of a common fire alarm signal in the F.S. control and indicating panel, the fire alarm signal is correctly transmitted to actuate the pressurisation installation(s).	[ ]	[ ]	[ ]	....
	u.	For smoke extraction installation(s), where provided, upon activation of the corresponding fire alarm initiation point(s), the fire alarm signal is correctly transmitted to actuate the smoke extraction installations.	[ ]	[ ]	[ ]	....
	v.	For detector-operated fuel supply valve(s), where provided, upon activation of the corresponding fire detector(s), the fire alarm signal is correctly transmitted to shut off the fuel supply valve(s).	[ ]	[ ]	[ ]	....
	w.	For multi-fire alarm initiation point-operated fuel supply valve(s), where provided, upon activation of the corresponding fire alarm initiation point(s), the fire alarm signal is correctly transmitted to shut off the fuel supply valve(s).	[ ]	[ ]	[ ]	....
	x.	For detector-operated power supply switch(es), where provided, upon activation of the corresponding fire detector(s), the fire alarm signal is correctly transmitted to switch off the power supply switch(es).	[ ]	[ ]	[ ]	....
	y.	For multi-fire alarm initiation point-operated power supply switch(es), where provided, upon activation of the corresponding fire alarm initiation point(s), the fire alarm signal is transmitted to switch off the power supply switch(es).	[ ]	[ ]	[ ]	....
	z.	For single zone detector-operated fixed installation(s), where provided, upon activation of a fire detector in the corresponding premises, the fire alarm signal is correctly transmitted to actuate the fixed installation(s).	[ ]	[ ]	[ ]	....
	aa.	For cross-zone detector-operated fixed installation(s), where provided, upon	[ ]	[ ]	[ ]	.....

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		activation of two fire detectors in the corresponding premises, the fire alarm signal is correctly transmitted to actuate the fixed installation(s).				....
	ab.	For other detector-operated equipment/installation(s), where provided, upon activation of a fire detector in the corresponding premises, the fire alarm signal is correctly transmitted to actuate the equipment/installation(s).	[ ]	[ ]	[ ]	....
7.7	Circuit Integrity Test					
	a.	Upon simulation of a short circuit in the zone/loop circuit(s), audio and visual fault warning signals are properly given at the F.S. control and indicating panel(s).	[ ]	[ ]	[ ]	....
	b.	Upon simulation of an open circuit in the zone/loop circuit(s), audio and visual fault warning signals are properly given at the F.S. control and indicating panel(s).	[ ]	[ ]	[ ]	....
	c.	Upon simulation of a short circuit in the fire alarm device circuit(s), audio and visual fault warning signals are properly given at the F.S. control and indicating panel(s).	[ ]	[ ]	[ ]	....
	d.	Upon simulation of an open circuit in the fire alarm device circuit(s), audio and visual fault warning signals are properly given at the F.S. control and indicating panel(s).	[ ]	[ ]	[ ]	....
	e.	For systems required to comply with BS 5839-1:2002+A2:2008 or BS 5839-1:2017 and relevant circular letters, upon activation of a fire alarm initiation device, the audio fire alarm device located in the vicinity of the F.S. control and indicating panel(s) or on the external wall, as applicable, operates properly even if there is a short circuit fault affecting the operation of other audio fire alarm device(s).	[ ]	[ ]	[ ]	....
	f.	For systems required to comply with BS 5839-1:2002+A2:2008 or BS 5839-1:2017 and relevant circular letters, upon activation of a fire alarm initiation device, the audio fire alarm device located in the vicinity of the F.S. control and indicating panel(s) or on the external wall, as applicable, operates properly even if there is an open circuit fault affecting the operation of other audio fire alarm device(s).	[ ]	[ ]	[ ]	....
	g.	For systems required to comply with BS 5839-1:2002+A2:2008 or BS 5839-1:2017 and relevant circular letters, upon simulation of a short circuit fault in the power supply circuit(s), where provided, for connecting fire alarm devices, audio and visual fault warning signals are properly given at the F.S. control and indicating panel(s).	[ ]	[ ]	[ ]	....
	h.	For systems required to comply with BS 5839-1:2002+A2:2008 or BS 5839-1:2017 and relevant circular letters, upon simulation of an open circuit fault in the power supply circuit(s), where provided, for connecting fire alarm	[ ]	[ ]	[ ]	....

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		devices, audio and visual fault warning signals are properly given at the F.S. control and indicating panel(s).				....
	i.	For systems required to comply with BS 5839-1:2002+A2:2008 and relevant circular letters, upon simulation of a short circuit in the zone/loop circuit(s), the loss of protection is limited to no more than one floor plus a maximum of five devices (fire alarm initiation device(s) and/or fire alarm device(s)) on the floor immediately above and five devices on the floor immediately below.	[ ]	[ ]	[ ]	....
	j.	For systems required to comply with BS 5839-1:2017 and relevant circular letters, upon simulation of a short circuit in the zone/loop circuit(s), the loss of protection is limited to no more than one floor.	[ ]	[ ]	[ ]	....
	k.	Upon simulation of a short circuit fault in the communication circuit(s) for connecting various F.S. control and indicating panels, repeater panel(s) and/or other control/indicating panel(s), audio and visual fault warning signals are properly given at the F.S. control and indicating panel(s).	[ ]	[ ]	[ ]	....

8.	**Documentation** (where provided)				[ ]	If N/A, skip 8
	a.	A legible as-built system schematic diagram(s) is/are displayed adjacent to the F.S. control and indicating panel(s).	[ ]	[ ]	[ ]	....
	b.	A legible as-built zoning schedule is provided adjacent to the F.S. control and indicating panel(s).	[ ]	[ ]	[ ]	....
	c.	A log book is provided inside the fire control centre/F.S. control room, or, when neither is present, near a status panel at the main entrance/caretaker's counter, as applicable.	[ ]	[ ]	[ ]	....

Notes:

This checklist specifies the minimum requirements for the annual inspection of fire detection systems. Incomplete inspections or inspections not conducted in full accordance with this checklist shall not be recognised as properly completed annual inspections.

Authorized Signatory of RFSIC:

_____ (Name in Full) _____ (Signature)

_____ (Date)

Registered Fire Service Installation Contractor:

_____ (FSD/RC No.) _____ (Company Name)

_____ (Company Stamp)

Remarks:

1. "Yes" denotes compliance with the FSD's requirements. "No" denotes non-compliance with the FSD's requirements. "N/A" denotes not applicable or such a provision in the system is not required. Please insert a "✓" in the appropriate box.
2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

Annual Inspection Checklist for Fire Detection Systems

Table I

Sheet No. _____ of _____

Major Equipment Inspection Record

Building/Premises Address: _____

Building/Block Name: _____

Item	Location	Building/Premises being Served	Remarks	Serving as Main Panel	
1.	F.S. Control and Indicating Panel			Yes	No
	a.			[ ]	[ ]
	b.			[ ]	[ ]
	c.			[ ]	[ ]
	d.			[ ]	[ ]
	e.			[ ]	[ ]
2.	Repeater Panel				
	a.				
	b.				
3.	Mimic Panel				
	a.				
4.	External Charger and Battery				
	a.				
	b.				
	c.				
	d.				
	e.				

Remarks:

1. "Yes" denotes compliance with the FSD's requirements. "No" denotes non-compliance with the FSD's requirements. Please insert a "✓" in the appropriate box.
2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.
3. Use additional Sheets when necessary.

Appendix I

Repeater Panel

Remarks: Appendix I is only applicable to fire detection systems equipped with a repeater panel(s). If not applicable, skip this Appendix.

A1.	Repeater Panel		Yes	No	N/A	Remarks
	a.	The panel(s) is/are intact, securely mounted, properly labelled, and free from undue corrosion.	[ ]	[ ]	[ ]	....
	b.	The control button(s), switch(es), and indicator(s), where provided, are properly labelled to indicate their usage.	[ ]	[ ]	[ ]	....
	c.	The control button(s) and switch(es), where provided, are tested to operate properly and are in the correct position.	[ ]	[ ]	[ ]	....
	d.	The indicator(s), where provided, is/are tested to operate properly and are in correct status.	[ ]	[ ]	[ ]	....
	e.	The built-in alarm buzzer, where provided, is tested to operate properly.	[ ]	[ ]	[ ]	....
	f.	The fuse(s) in the power supply circuit and control circuit, as applicable, are of the correct rating and intact.	[ ]	[ ]	[ ]	....
	g.	The circuit board(s), relay(s), timer(s), interface module(s), switch(es), circuit breaker(s), indicator(s), terminal block(s) and other applicable components, along with the wirings inside the repeater panel(s), are intact, properly wired, and free from any signs of damage, overheating, or undue deterioration.	[ ]	[ ]	[ ]	....
	h.	The battery(ies), where provided, is/are intact, within its/their nominal design life, and free from swelling, electrolyte creepage, cracking, scorch mark, denting, leakage, unusually high temperature, undue corrosion, and loose connections.	[ ]	[ ]	[ ]	....
	i.	The battery(ies), where provided, is/are marked with the installation date (month/year). Battery(ies) that has/have exceeded its/their nominal design life (deemed as 4 years if unknown) is/are replaced with secondary battery(ies) having a nominal design life of no less than 4 years.	[ ]	[ ]	[ ]	....
	j.	The cables and cable containment are intact, securely mounted, properly wired, and free from undue deterioration.	[ ]	[ ]	[ ]	....

Remarks:
1. "Yes" denotes compliance with the FSD's requirements. "No" denotes non-compliance with the FSD's requirements. "N/A" denotes not applicable or such a provision in the system is not required. Please insert a "√" in the appropriate box.
2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

Appendix II

Mimic Panel

Remarks: Appendix II is only applicable to fire alarm systems equipped with a mimic panel(s). If not applicable, skip this Appendix.

A2.	Mimic Panel		Yes	No	N/A	Remarks
	a.	The panel(s) is/are intact, securely mounted, properly labelled, and free from undue corrosion.	[ ]	[ ]	[ ]	....
	b.	The control button(s), switch(es) and indicator(s), where provided, are properly labelled to indicate their usage.	[ ]	[ ]	[ ]	....
	c.	The control button(s) and switch(es), where provided, are tested to operate properly and are in the correct position.	[ ]	[ ]	[ ]	....
	d.	The indicator(s), where provided, is/are tested to operate properly and are in correct status.	[ ]	[ ]	[ ]	....
	e.	The built-in alarm buzzer, where provided, is tested to operate properly.	[ ]	[ ]	[ ]	....
	f.	The fuse(s) in the power supply circuit and control circuit, as applicable, are of the correct rating and intact.	[ ]	[ ]	[ ]	....
	g.	The circuit board(s), relay(s), timer(s), interface module(s), switch(es), circuit breaker(s), indicator(s), terminal block(s) and other applicable components, and the wirings inside the mimic panel(s), are intact, properly wired, and free from any signs of damage, overheating, or undue deterioration.	[ ]	[ ]	[ ]	....
	h.	The battery(ies), where provided, is/are intact, within its/their nominal design life, and free from swelling, electrolyte creepage, cracking, scorch mark, denting, leakage, unusually high temperature, undue corrosion, and loose connections.	[ ]	[ ]	[ ]	....
	i.	The battery(ies), where provided, is/are marked with the installation date (month/year). Battery(ies) that has/have exceeded its/their nominal design life (deemed as 4 years if unknown) is/are replaced with secondary battery(ies) having a nominal design life of no less than 4 years.	[ ]	[ ]	[ ]	....
	j.	The cables and cable containment are intact, securely mounted, properly wired, and free from undue deterioration.	[ ]	[ ]	[ ]	....

Remarks:
1. "Yes" denotes compliance with the FSD's requirements. "No" denotes non-compliance with the FSD's requirements. "N/A" denotes not applicable or such a provision in the system is not required. Please insert a "✓" in the appropriate box.
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Appendix III

External Charger and Battery

Remarks: Appendix III is only applicable to fire alarm systems equipped with a set(s) of external charger and battery. If not applicable, skip this Appendix.

A3.	External Charger and Battery		Yes	No	N/A	Remarks
	a.	The charger(s) is/are intact, securely mounted, properly labelled, and free from undue corrosion.	[ ]	[ ]	[ ]	....
	b.	The control button(s), switch(es) and indicator(s) and meter(s) where provided, are properly labelled to indicate their usage.	[ ]	[ ]	[ ]	....
	c.	The reading(s) on the voltmeter(s)/ammeter(s), where provided, is/are within the acceptable range.	[ ]	[ ]	[ ]	....
	d.	The indicator(s), where provided, is/are in proper status.	[ ]	[ ]	[ ]	.....
	e.	The fuse(s) in the charger(s) is/are of the correct rating and intact.	[ ]	[ ]	[ ]	....
	f.	The circuit board(s), relay(s), timer(s), interface module(s), switch(es), circuit breaker(s), indicator(s), terminal block(s), and other applicable components, and the wirings inside the charger(s), are intact, properly wired, and free from any signs of damage, overheating, or undue deterioration.	[ ]	[ ]	[ ]	....
	g.	The charger(s) operate(s) properly and is/are free from unusually loud noise, abnormally high temperature, and any evidence of damage.	[ ]	[ ]	[ ]	....
	h.	The battery(ies) is/are intact, within its/their nominal design life and free from swelling, electrolyte creepage, cracking, scorch mark, denting, leakage, unusually high temperature, undue corrosion, and loose connections.	[ ]	[ ]	[ ]	....
	i.	The battery(ies) is/are properly labelled to indicate their usage and marked with the installation date (month/year). Battery(ies) that has/have exceeded its/their nominal design life (deemed as 4 years if unknown) is/are replaced with secondary battery(ies) having a nominal design life of no less than 4 years.	[ ]	[ ]	[ ]	....
	j.	For unsealed type battery(ies), where applicable, the battery terminals are coated with a protective gel.	[ ]	[ ]	[ ]	....
	k.	For unsealed type battery(ies), where applicable, the electrolyte levels are correct, with the battery plates submerged. Any low electrolyte level cell(s), if present, is/are topped up with distilled or de-ionized water to the correct level.	[ ]	[ ]	[ ]	....
	l.	For unsealed type battery(ies), where applicable, the electrolyte densities are tested with a hydrometer to be correct. Battery(ies) with low-density electrolytes, where applicable, is/are replaced.	[ ]	[ ]	[ ]	....

Remarks:
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2. If any items are found to be non-compliant with the FSD's requirements, please indicate their location in the "Remarks" column.

			Yes	No	N/A	Remarks
	m.	The steady-state float charge voltage(s) to the battery(ies) is/are measured-while the charger supply and the quiescent load remain connected but without a fire alarm signal-to be within the range recommended by the battery manufacturer. Any charger(s) having voltage outside the range, if present, is/are repaired/replaced.	[ ]	[ ]	[ ]	....
	n.	With the battery supply to the system disconnected and the maximum alarm load triggered, the output voltage(s) of the charger(s) is/are no less than 95% of the nominal voltage. Any charger(s) with a lower voltage level, if present, is/are rectified/replaced. A dummy load test may be conducted in lieu of an actual full alarm load test.	[ ]	[ ]	[ ]	....
	o.	With the charger supply disconnected and the maximum alarm load triggered, the battery(ies) is/are momentarily load tested. After the initial volt dip, the output voltage of the battery(ies) stabilises, and any battery(ies) exhibiting continuous rapid voltage dip below the level recommended by the battery manufacturer, if present, is/are replaced. A dummy load test may be conducted in lieu of an actual full alarm load test.	[ ]	[ ]	[ ]	....
	p.	Upon simulation of a mains power supply failure to the charger(s), the audio and/or visual fault warning device(s), where provided, at the charger(s) is/are actuated.	[ ]	[ ]	[ ]	....
	q.	The charger status indicator(s), where provided, on the charger(s) and/or the F.S. control and indicating panel, as appropriate, is/are tested to be in working order by simulating the respective scenarios.	[ ]	[ ]	[ ]	....
	r.	Upon simulation of a battery low voltage condition, the audio and/or visual fault warning device(s), where provided, at the charger(s), is/are actuated.	[ ]	[ ]	[ ]	....
	s.	The battery status indicator(s), where provided, on the charger(s) and/or the F.S. control and indicating panel, as appropriate, is/are tested to be functioning properly by simulating the respective scenarios.	[ ]	[ ]	[ ]	....
	t.	The cables and cable containment are intact, securely mounted, properly wired, and free from undue deterioration.	[ ]	[ ]	[ ]	....

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