照 及 香港九龍尖沙咀東部康莊道一號 消防總部大廈五樓



FIRE SERVICES DEPARTMENT LICENSING & 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.:

(16) in FP(LC) 314/07 Pt. 11

來函檔號 YOUR REF.:

圖文傳真 FAX: (852) 2733 7619 話 TEL. NO.:

(852) 2723 2197

電子郵件 E-MAIL:

lcpolic2@hkfsd.gov.hk

5 September 2025

To: Recipients of FSD Circular Letters

Dear Sir/Madam,

FSD Circular Letter No. 5/2025 Notice on the Introduction of Revised Certificate of Fire Service Installations and Equipment [F.S. 251 (Rev. 1/2025)]

This Circular Letter ("CL") serves to announce that the revised Certificate of Fire Service Installations and Equipment (F.S. 251) (Rev. 1/2025), as set out at Appendix I, will come into general use with effect from 1 October 2025. On the same date, FSD Circular Letters No. 2/2001 will be repealed and superseded by this CL.

Key Revisions to the Certificate

To facilitate Registered Fire Service Installation Contractors (RFSICs) in properly completing the F.S. 251 and to enable a more accurate reflection of the condition of fire service installations and equipment (FSIs) for appropriate follow-up actions, the Certificate has been revised with the following key amendments:

- Enhanced fields for building particulars; i)
- More specific and precise categorisation of licensed/registered premises; ii)
- Inclusion of corresponding reference numbers for "Notification of FSI Shutdown/Major iii) Defect/Resumption"; and
- Indication of major defects¹ in major FSIs. iv)

Please note that for principles and requirements for classification of major defect(s) in major system(s), reference should be made to FSD Circular Letter 1/2021 or any relevant Circular Letter(s) promulgated by the Director from time to time regarding "Shutdown of Fire Service Installations for Maintenance, Inspection, Modification or Repair" as appropriate.

To ensure the proper completion of the revised F.S. 251, RFSICs shall refer to and comply with the guidelines stipulated in the following documents:

Type of Document	Appendix No.
Samples of properly completed F.S. 251	Appendix II
Explanatory note for the revised F.S. 251	Appendix III
Full list of codes for all types of FSIs	Appendix IV

Transitional Arrangement

To allow sufficient time for the trade to familiarise themselves with the revised F.S. 251, both F.S. 251 (Rev. 1/2025) and the existing F.S. 251 (Rev. 1/2016) will be accepted by the FSD during the transitional period from 1 October 2025 to 31 March 2026. From 1 April 2026, F.S. 251 (Rev. 1/2016) shall be deemed obsolete and must no longer be used. Submissions using the obsolete version will not be accepted.

Availability of the Revised Certificate

Physical copy of F.S. 251 (Rev. 1/2025) may be purchased at the following location during office hours:

South Wing, 5th Floor, Fire Services Department Headquarters Building, No. 1 Hong Chong Road, Tsim Sha Tsui East, Kowloon, Hong Kong

An updated electronic version will also be issued to RFSICs for use during the transitional period. RFSICs are advised to regularly check the following website for the latest updates regarding the submission of physical and electronic copies after the transitional period:

https://www.hkfsd.gov.hk/eng/fire protection/cert/fs251/index.html

A seminar regarding the completion guide for F.S. 251 (Rev. 1/2025) will be conducted via the "FSD Connects with the Industries" platform. Details will be announced separately on the FSD website (www.hkfsd.gov.hk) and relevant channels.

For further information, please contact the Fire Protection Facilities Supervision Division at 2733 1567.

yours faithfully,

for Director of Fire Services

Encl.

17 by Serial Number 消防(装置及設備)規例(第九條(1)款)消防裝置及設備證書 消防废檔號: FIRE SERVICE (INSTALLATIONS AND EQUIPMENT) REGULATIONS FSD Ref AXXXXX001 (REGULATION 9(1)) CERTIFICATE OF FIRE SERVICE INSTALLATION AND EQUIPMENT 顧客姓名 Name of Client 模字地址 機字名稿 Name of Building 屋邨/卸村名稱 Name of Estate/Village 座 Block Address of Building 門牌號數及街道地段 地區 District 香港 九龍 Name of Street/Lot 持牌住間應所類型 | 簡標房 Basic Housing Unit (知適用) Type of Licensed' | 危險品會 Dangerous Goods Store Registered Premises (If applicable) | 食物柔處所 Food Premises □木料倉 Timber Store □ 危險品車輛 Dungerous Good Vehicle □ 公眾娛樂場所 Place of Public Entertainment □電器廢物處置 E-waste Disposal □改建校舎 Non-designed School □ 安老院舎 Residential Care Home for the Elderly □校舍 School Premises 請在台灣室格內項 □ 数兒中心 Child Care Centre □私營骨灰安置所 Private Columbaria □ 殘疾院舍 Residential Care Home for Persons with Disabilities Please tick the appropriate 'box' □酒店 Hotel □ 卡拉 OK 場所 Karaoke Establishment □賓館 Guesthouse □床位其所 Bedspace Apartment □ 會社 Club 根據 (消防 (裝置及設備) 規例) 第八條(1)(b)款、擁有裝置在任何處所內的任何消防裝置或設備的人,須每 12 報月由一名註冊承錄商檢查該等消防裝置或設備至少一次。 In accordance with Regulation 8(1)(b) of Fire Service (Installations and Equipment) Regulations, the owner of any fire service installation or equipment which is installed in any premises shall have such fire service installation or equipment inspected by a registered contractor at least once in every 12 months. 第一部 只適用於年檢事項 Part 1 Annual Inspection ONLY 完成日期 Completion Date (DD/MM/YYYY) 到期日 Due Date 狀況評述 Comment on Condition 裝置類型 Type of FSI 位置 Location(s) Code (1-35) (DD/MM/YYYY) 第二部 Part 2 裝置/保養/修理/檢查工作 Installation/Maintenance/Repair/Inspection work 完成之工作內容 Nature of Work 消防裝置基門·嚴重排除恢復通知書 消防度檔案编號 FSD serial number of Notification of FSI Shutdown/Major Defect/Resumption 完成日期 编码 狀況評述 Comment on Condition 裝置類型 Type of FSI 位置 Location(s) Completion Date (DD/MM/YYYY) Code (1-35) Carried out 第三部 Part 3 欠妥事項 Defects 欠安事項 Defect (請以「*」注明主要系統嚴重扣增 Phase indicate major defects in major system with a **" sign) 消防裝置無理·嚴重出身/按接近日書 消防度標準編號 FSD serial number of Notification of FSI Shutdown/Major Defect/Resumption 细雨 裝置類型 Type of FSI 位置 Location(s) 欠妥事項評述 Code (1-35) Comment on Defects 本人,役們藉此聲明。上述之消的裝置,設備經測試及,或檢查。其連律狀況符合消功處處長許明國用於該 確絕物處所的(最低限度之消的裝置及設備空间)中的規格要求。以及最新的(裝置及設備之檢查、 測試及保養守期)中的要求,以證明其性能良好,除在第三部分中評例的裝置,設備欠妥事項(如有)。 註冊编號 Registration No. Name of Registered Fire Strictes to be in efficient working order except defect(s) of the installations/equipment, if any, detailed in Part 3. Telephone 請將此證書張貼於大廈或處所當眼處以供消防處人員查核 Please display this certificate at a conspicuous place in the building or premises for FSD's inspection. 當郵地址 Email address 日期 獲授權簽署人簽署 Signature of Authorized Signatory Date

F.S. 251 (Rev. 1/2025)

獲授權 簽署人姓名

Name of Authorized Signatory

備註

Remark

Sample (1) F.S. 251 for FSI at building common areas

Please refer to the building's past records for the file number (if any)	消防療檔號: FSD Ref.	FIRE SI	(裝置及設備)規例(第九條() ERVICE (INSTALLATIONS AND (REGULATION ICATE OF FIRE SERVICE INST	EQUIPMENT) RI	EGULATIONS		Serial Number	7	
	顧客姓名 Name of Client The Incorporated Owners of Lok Jung Building					1			
If the building has not	使字形址 班 Address of Block Building	字名標 Same of Building	Lok Jung Building	屋供海 Name of EstateV	打名稿 illage	Нарру	Garden		
yet been assigned a street name, please fill in the lot details	門牌演數及街 Num Name of St	值/地段 iber and reet/Lot	1200 Hennessy Road	地區 District Wan	Chai	香港 一九	图 斯界 NT	- 	Please refer to Explanatory Note
Tick the appropriate "box" (if applicable)	接牌定計域所類型 商権房 Basic Housing Unit (大田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田				,	Part III			
	第一部 只適用於年 Part l Annual Inspect		根據(消約(裝置及設備)規例)第 月由一名註冊承額商檢查該等消的裝 In accordance with Regulation 8(1)(b) service installation or equipment which inspected by a registered contractor at	八條(1)(b)款,擁有裝置或設備至少一次。 可或設備至少一次。 of Fire Service (Insta a is installed in any pro least once in every 12	llations and Equip mises shall have s months.	oment) Regulation such fire service in	R股傷的人・領籍 12 個 s, the owner of any fire estallation or equipment		
Please refer to the	編局 Code (1-35) 装置類型 Type of FSI	位置 Location(s)	狀況評述 Comment on Cond		完成日 Completion (DD/MM/Y	加 Date	到期日 Due Date (DD/MM/YYYY)		
overleaf of F.S.251	13 Fire Alarm System	G/F - 20/F	Conforms with FSD req (defect see part		1/10/20	25	30/9/2026		
	16 FH/HR System	G/F – R/F	Conforms with FSD req (defect see part		1/10/20	25	30/9/2026		
			Please refer to Explanator	y Note Part IV					
	an me		工作 Installation/Mainten		pection wor 完成日期		其艺·唯 重告课/恢復或证書	}	
	KYTATE Type of FSI	位置 Location(s)	完成之工作内容 Nature of Work Carried out	狀況評述 iment on Condition	Comulation	Date FSD seri	原防機理事编號 alnumber of Notification of wn'Major Defect Resumption		
	Please refer to Expla Note Part IV	natory	Please refer to Explanatory Note Part IV (B)ii	Please refer to Note Pa		E	Please refer to explanatory Note Part IV (B)iii		Fill in the FSD serial number of Notification of FSI Shutdown/Major Defect/Resumption
	第三部 Part 3 欠妥事項	Defects	安装 惠0						
Please refer to FSD	和馬 Code 裝置類型	Location(s)	欠妥學項 Defects (請以「*」註明主要系統觀察扣UR Please indicate major defects in major system with a "*" sign)	欠妥吗 Comment	事項評建 t on Defects	FSD serie	株式:蟹車沿地(校復近年書 消防速程本編號 Ilnumber of Notalication of warMajor Defect/Resumption		
Circular Letter 1/2021 for major defects in major system(s)	13 Fire Alarm System	10/F	l Alarm bell defective	Need re	placement				Fill in the FSD serial
major system(s)	16 FH/HR System	R/F	•2 FS pumps defective	Need re	placement	F	202598765		number of Notification of FSI Shutdown/Major Defect/Resumption
	Please refer to Explan Note Part IV	atory	Please refer to Explanatory Note Part IV (B)iv		to Explanato art IV (B)v	E	Please refer to eplanatory Note Part IV (B)iii		Detect Accomption
	建築物·維用的(最低限度之清的裝置S 與試及保養守期)中的要求,以證明其	(設備守則) 中的規模 性能 良好·除在第三	·其運作狀況符合消功處廣長訂則總用於認 等要求·以及最新的(裝置及設備之檢查 部分中評例的裝置設備欠要事項(如有)	Regis	註刊编號 stration No.	RC1/XXX	X, RC2/XXX	7	
	specifications/requirements in the C and Equipment applicable to the but Practice for Inspection, Testing and	ng conditions c Code of Practice f Iding/premises and Maintenance of	uipment has/have been tested and/of- efficied in conformance with the or Minimum Fire Service Installations of the requirements in the latest Code of installations and Equipment prescribed working order except defect(s) of the	註冊消防裝置 Name of Reg Service Installation	istered Fire Contractor	Ho Ho Fire En	gineering Co. Ltd.		
	請將此證書張貼於大 Please display this certi	腹或處所當眼	或以供消防處人員查核 cuous place in the building		聯絡電話 Telephone 電郵地址 mail address		4 5678 ering@email.com	}	Please refer to Explanatory Note Part V
	獲授權簽署. Signature of Authorized Sig	人簽署	Phy that		日期 Date		0.2025		
	後授權簽署 Name of Authorized Sig		СНАМ НО НО		保証 Remark			ل	
	F.S. 251 (Rev. 1/2625)								

Sample (2) F.S. 251 for FSI at Licensed / Registered Premises

Please refer to the building's past records for the file number (if any)	消防機檔 FSD Ref.	98:	FIRE SE	(装置及設備)規例(第九 ER VICE (INSTALLATIONS (REGULA ICATE OF FIRE SERVICE	AND EQUIPMENT) R TION 9(1))	EGULATION	is	序號 Serial Number AXXXX001	
(Casy)	顧客姓名 Name of C]]		
	使予地址 Address of Building	Block 1 N Be	产名稿 ime of uilding	Lok Jung Building	屋包類 Name of Estate	村名稿 Village	Нарр	py Garden	Ī
	Dunanig	門牌號數及初述 Numb Name of Stre	er and	1200 Hennessy Road	地區 District War	Chai [✓ 香港	九龍 斯界 K NT	Please refer to
Tick the appropriate "box" (if applicable)	Type of Lice Registered P (If applicabl 語作台通至 上「夕」與 Please tick if appropriate	remises ☑ 食物紊處所 e) □ 校舍 School 協内填 □ 幼兒中心 Cl	perous Goods Stor Food Premises Premises hild Care Centre	□電器廢物處置 E-waste I □改建校舎 Non-designed	Disposal	OK 場所 Karac	e of Public Ent al Care Home i al Care Home i oke Establishm	tertainment for the Elderly for Persons with Disabilitie tent	
		Annual Inspecti	on ONLY	inspected by a registered contrac	tor at least once in every 1	emises shall hav 2 months.	e such life serv	lations, the owner of any fire rice installation or equipment 到期日	
Please refer to the overleaf of F.S.251	Code (1-35)	裝置類型 Type of FSI	位置 Location(s)	狀況評 Comment on C	ME Condition	完成 Completi (DD/MM	ion Date VYYYY)	Due Date (DD/MM/YYYY)	
Overlear of 1.5.251				Please refer to Expla	anatory Note Part IV				
	第二部			工作 Installation/Main 完成之工作内容 Nature of Work		spection w 完成日		为装置其的重要出现的恢復到其實	1
	Code (1-35)	裝置類型 Type of FSI 1 No. 2KG CO2	位置 Location(s)	Nature of Work Carried out Supply & replace 1 No.	狀況評述 Comment on Condition Conforms with FSI	on Completic	on Date (YYYY) FSI S	海海波理事場號 D serial number of Notification of Shurdown Major Defect Resumption	_
		Fire Extinguisher		2 KG Fire Extinguisher	requirements	11.1012			
	P	lease refer to Expla Note Part IV	natory	Please refer to Explanatory Note Part IV (B)ii	Please refer to Note P		у	Please refer to Explanatory Note Part IV (B)iii	
		Part 3 欠妥事項	Defects	2440	7		T]
	編氏 Code (1-35)	裝置類型 Type of FSI	位置 Location(s)	欠妥事項 Defects (請以「*」注明主要系統假重担 Please indicate major defects in major system with a "*" sign	欠妥 Commer	事項評述 nt on Defects	FSI	· 投資報告:銀币指導:按模式) T書 · 污污废檔案監管 D serial number of Notification of shirdown/Major Defect/Resumption	
	PI	ease refer to Explai Note Part IV	natory	Please refer to Explanat Note Part IV (B)iv	The state of the s	to Explanat art IV (B)v	, 11	Please refer to Explanatory Note Part IV (B)iii	
	本人/农們藉動 建築物域所向 與試及保養等	比聲明,上述之清為裝置/設 有 (最低限度之清為裝置及) [明] 中的要求,以證明其哲	馬提耳試及/改檢查 以傷守則)中的規格 妣 良好・除在第三	,其確作狀況符合消防處處長訂明經 客要求,以及最新的《裝置及設備之 部分中評列的裝置/設備欠妥事項(欠	用於該 (檢查: (有): Reg	註冊編號 istration No.		RC3/XXX	
	I/We hereby inspected, specification and Equipme Practice for	y declare that the above with its/their working ns/requirements in the Cle ent applicable to the buil- Inspection. Testing and	e installations/eq conditions ecode of Practice fo ding/premises and Maintenance of I	uipment has/have been tested a critified in conformance with or Minimum Fire Service Install If the requirements in the latest C Installations and Equipment pres working order except defect(s)	and/or the 注册消防装置 ations Name of Re oribed Service Installatio	gistered Fire in Contractor	Ho Ho Fire	e Engineering Co. Ltd.	Please refer to
	17	所此證書張貼於大I lease display this certifi	夏或處所當眼	處以供消防處入員查核 cuous place in the building		聯絡電話 Telephone 電郵地址		1234 5678 gineering@email.com	Explanatory Note Part V
l	Signa	獲授權簽署人 iture of Authorized Sign	.簽署	Ph what	= "	mail address 日期 Date		1.10.2025	
	N F S 231 (Rev. 1/20)	接授權簽署人 lame of Authorized Sign		СНАМ НО НО		师社 Remark			

Important Notes:

A. Responsibilities of Registered Fire Service Installation Contractors (RFSICs)

- RFSICs should remind owners of fire service installations and equipment (FSIs) that all FSIs shall be inspected by an RFSIC at least once in every 12 months after the date of completion of annual inspection.
- RFSICs are required to issue a certificate (F.S. 251) to the person on whose instructions the works were undertaken and forward a copy to the Director of Fire Services within 14 days after completion of the relevant works.
- RFSICs are obligated to ensure that all particulars entered on the F.S. 251 are complete, accurate, and consistent with the actual conditions of the FSIs. Providing false, misleading, or incomplete information constitutes a contravention of statutory obligations pursuant to regulation 9 of the Fire Service (Installations and Equipment) Regulations (Cap. 95B). Any person who signs a certificate which is false or misleading in any material particular commits an offence and is liable on conviction to a fine at level 5 and the name of the registered contractor may be removed, either permanently or for such period as the disciplinary board thinks appropriate, from the register.
- Pursuant to regulation 10 of the Fire Service (Installation Contractors) Regulations (Cap. 95A), failure to follow the instructions as stipulated in this Circular Letter may constitute "improper conduct or negligence" in the maintenance, repair, or inspection of FSIs and such render the RFSIC concerned unfit to be on the register. The RFSIC concerned may be referred to the disciplinary board by the Director of Fire Services.

B. Format Requirements

- All information shall be entered tidily and neatly within the designated fields of the F.S. 251. If any information is placed outside the designated fields, the certificate will be returned, and resubmission will be required.
- For submission by means of editable PDF form of F.S.251, all entries must be filled in using electronic methods within the editable PDF form. Handwritten or typewritten submission will not be accepted.
- Where additional information beyond the capacity of the designated fields of the F.S. 251 is necessary, RFSICs shall use only the standard appendix provided by the Fire Services Department. Appendices in any other format will not be accepted. The standard appendix is available for download from: https://www.hkfsd.gov.hk/eng/enquiry/download/index.html#FSIC

I. Sample F.S. 251

A sample of the completed F.S. 251 is printed on the inside page of the front cover of each F.S. 251 booklet.

II. Language Medium

The certificate may be completed in either Chinese or English.

III. Particulars of Building / Premises

- i) FSD Ref.

 Fire Services Department's file reference number, if applicable.
 ii) Name of Client
 State the full name of the person or entity who instructs the work to be carried out
- iii) Address of Building

 Block

 Name of Building

 Name of Estate/Village

 Number and Name of

 Street/Lot

 District

 Self-explanatory

iv) Area

- Indicate the appropriate area by marking the corresponding box provided on the form.
- v) Type of Licensed / Registered Premises (If applicable)
- Tick the appropriate box provided on the form, if applicable;
- All RFSICs **shall** prepare a **separate** Certificate (F.S. 251) for **each** individual building block or licensed / registered premises, such as food premises, guesthouses, dangerous goods stores, or other premises subject to licensing or registration; and
- Under no circumstances shall a single F.S. 251 contain information relating to more than one individual building block or independent licensed / registered premises.

IV. Particulars of Fire Service Installations (Part 1, Part 2 and Part 3)

		~	• .
1	A)	Common	iteme
14	7.1	Committon	Ittilio

- i) Code \(\square\) Insert the code and type of FSI / equipment
- ii) Type of FSI shown on the overleaf of the revised F.S. 251 (as shown in Appendix IV)
- iii) Location(s) To specify the exact location of the fire service

installations and/or equipment that have been installed, maintained, repaired, and/or inspected. The description shall be sufficiently clear and precise to enable easy identification of the installations or equipment within the premises.

- iv) Comment on Condition -
- To specify whether the FSI / Equipment conforms to FSD requirements
- v) Completion Date Self-explanatory

(B) Other items

- i) Due Date The due date shall normally be set as **one year** after
 - the date of completion of the works, unless otherwise specified by FSD.
- ii) Nature of Work Carried To clearly state out as installation,
- To clearly state the type of works undertaken, such as installation, maintenance, repair, inspection, or other specified activities.
- iii) Notification of FSI Shutdown/Major Defect/Resumption
- Where the *Notification of FSI Shutdown / Major Defect / Resumption* has been stamped with an FSD serial number by the Fire Service Communication

(FSD Serial Number)

Centre (FSCC), the serial number shall be stated; and

- If the Notification of FSI Shutdown/Major Defect/Resumption has been submitted but a reply from FSCC has not yet been received, the entry shall be marked "Pending".
- iv) Defects (Please indicate major defects in major system(s) with a " * " sign)
- v) Comment on Defects
- To indicate what type of FSI / Equipment is defective / missing / malfunctioning and the major defects (Please refer to footnote no. 1 of this Circular Letter) in major system(s) with a "*" sign
- To indicate what remedial measures, such as replacement and repair, are required

V. Particulars of Registered Fire Service Installation Contractors

i) Signature of Authorized Signatory To be signed by the person with specimen signature supplied to the Fire Services Department

ii) Name of Authorized Signatory

Name of the authorized person signing the F.S.
 251

iii) Registration No.

 Registration number of the Registered Fire Service Installation Contractor

iv) Name of Registered Fire Service Installation Contractor

Self-explanatory

v) Telephone

vi) Email address

vii) Date

- Date of signing the F.S. 251

List of standardised codes for all types of Fire Service Installations (FSI)

編碼 Code	裝置類型 Type of FSI
1	聲響/視象警報系統 Audio/Visual Advisory System
2	自動啟動裝置 Automatic Actuating Device
3	不含水的滅火劑自動固定裝置 Automatic Fixed Installation other than Water
4	用水作滅火劑的自動固定裝置 Automatic Fixed Installation using Water
5	集水花灑系統 Deluge System
6	水簾系統 Drencher System
7	乾喉系統 Dry Riser System
8	塵埃偵測系統 Dust Detection System
9	機械式排煙系統 Dynamic Smoke Extraction System
10	應急發電機 Emergency Generator
11	應急照明系統 Emergency Lighting
12	出口指示牌 Exit Sign
13	火警警報系統 Fire Alarm System (MFA)
14	消防管制中心 Fire Control Centre
15	火警偵測系統 Fire Detection System
16	消防栓/喉轆系統 Fire Hydrant/Hose Reel System
17	防火捲閘 Fire Shutter
18	保留 Reserved
19	認可的自動操作固定器具 Fixed Automatically Operated Approved Appliance
20	固定泡沫系統 Fixed Foam System
21	氣體偵測系統 Gas Detection System
22	氣體排放系統 Gas Extraction System
23	消防喉轆 Hose Reel
24	手提滅火筒 Portable Fire Extinguisher
25	認可的人手操作手提器具 Portable Hand-operated Approved Appliance
26	樓梯增壓 Pressurization of Staircase
27	裝有固定水泵的環狀水管系統 Ring Main System with Fixed Pump(s)
28	花灑系統 Sprinkler System
29	靜態式排煙系統 Static Smoke Extraction System
30	供水缸 Supply Tank
31	通風/空氣調節控制系統 Ventilation/Air Conditioning Control System
32	噴水系統 Water Spray System
33	供水 Water Supply
34	街道消防栓系統 Street Fire Hydrant System
35	其他 Others