

**Checklist for Prior Preparation for Compliance Inspection**  
**Factory Canteens (Full Licence) with Low Fire Potential –**  
**Standard Requirements (PPA/101(E)-2)**

✧ You are advised that **NO** compliance inspection will be conducted unless and until **ALL** necessary supporting documents for relevant fire safety requirements have been received by the respective Regional Offices. For the supporting documents required for compliance inspection, please refer to the Self-checking Form which can be downloaded from the following web page:

[https://www.hkfsd.gov.hk/eng/source/licensing/CL\\_PPA101\\_E\\_eng.pdf](https://www.hkfsd.gov.hk/eng/source/licensing/CL_PPA101_E_eng.pdf)

Requirement Ref. No.	Description	Prior preparation for compliance inspection	
FSI Requirements			
1	All FSIs e.g. Fire Hydrant / Hose Reel System / Sprinkler System	All FSIs (e.g. fire hydrant / hose reel system / sprinkler system) shall be free from obstruction. (Note 1)	<input type="checkbox"/>
2 & 3	Sprinkler System (for premises with an area > 230m <sup>2</sup> or premises in basement with an area > 126m <sup>2</sup> )	(a) The sprinkler heads shall be free from obstruction. (Note 1) (b) Sprinkler system of the building shall be maintained in efficient working order with the FS 251 submitted.	<input type="checkbox"/>
4	Portable Firefighting Equipment	(a) The type, location and quantity of the portable firefighting equipment shall conform to specified fire safety requirements. (b) The location of the portable firefighting equipment shall be prominent and easily accessible without any obstruction.	<input type="checkbox"/>
6	Exit Signs	(a) The exit signs shall be self-luminous and their locations shall conform to specified fire safety requirements and the layout plan submitted. (b) The exit signs shall be free from obstruction. (Note 1)	<input type="checkbox"/>
7	Emergency Lighting	All emergency luminaires shall be automatically lit up when normal power supply to the premises is cut off.	<input type="checkbox"/>
Other Requirements			
5	Drop Hatch / Fire Shutter	(a) The location of the food serving opening shall conform to the layout plan submitted.	<input type="checkbox"/>

		(b) The drop hatch / fire shutter shall be free from obstruction.	
8	Combustible materials used as partitions not exceeding 30% of total area occupied (treated with fire retardant paint)	The number and type of combustible materials treated with fire retardant paint in the premises shall conform to the FS 251 submitted.	<input type="checkbox"/>
9	Draperies & Curtains (treated with fire retardant solution)	The number of draperies and curtains treated with fire retardant solution in the premises shall conform to the FS 251 submitted.	<input type="checkbox"/>
11	PU foam filled mattresses and upholstered furniture	(a) The number, colour and type of PU foam filled mattresses and upholstered furniture in the premises shall conform to the supporting documents submitted. (b) The PU foam-filled mattresses and upholstered furniture in the premises shall bear appropriate labels. (Note 1)	<input type="checkbox"/>
12	Windows	Windows shall not be obstructed by any decoration or sealed up.	<input type="checkbox"/>

**Note 1:**

Details or examples of obstruction of FSIs and the appropriate labels to be borne on PU foam-filled mattresses and furniture are available at the “Common Irregularities Encountered in the Issue of a Fire Services Certificate” and can be downloaded from the following web page:

[https://www.hkfsd.gov.hk/eng/source/licensing/irregularities\\_food.pdf](https://www.hkfsd.gov.hk/eng/source/licensing/irregularities_food.pdf)

**Abbreviation:**

FS 251 : Certificate of Fire Service Installations and Equipment

FSI : Fire Service Installations and Equipment