

Self-checking Form

Supporting documents required for compliance inspection of Factory Canteens (Full licence) with Low Fire Potential - (PPA/101(E)-2)

* You are advised that **NO** compliance inspection will be conducted unless **ALL** necessary supporting documents for relevant fire safety requirements have been received by respective Regional Offices. If the Fire Service Installations and Equipment (FSI) inside the premises/area under application forms part of the building FSI where the premises is situated, the applicant is not required to provide the Certificate of Fire Service Installations and Equipment (FS 251) for the annual inspection of the building FSI.

Requirement Ref. No.	Description	Supporting documents to be submitted (See Remarks)	
FSI Requirements			
1	Fire Hydrant / Hose Reel System Sprinkler System (<i>Note 1</i>)	a. FS 251 b. FSI/314A / FSI/314B / FSI/314C for any alteration	<input type="checkbox"/> <input type="checkbox"/>
2	Sprinkler System (premises area > 230m ²)	a. FS 251 b. FSI/314A / FSI/314B / FSI/314C for any alteration	<input type="checkbox"/> <input type="checkbox"/>
3	Sprinkler System (premises in basement and area > 126m ²)	a. FS 251 b. FSI/314A / FSI/314B / FSI/314C for any alteration	<input type="checkbox"/> <input type="checkbox"/>
4	Portable Fire Fighting Equipment	FS 251	<input type="checkbox"/>
6	Exit Signs	FS 251	<input type="checkbox"/>
7	Emergency Lighting	FS 251 (<i>Note 2</i>)	<input type="checkbox"/>
12	Smoke Extraction System	FS 251	<input type="checkbox"/>
Other Requirements			
5	Drop Hatch / Fire Shutter	FS 251	<input type="checkbox"/>
8	Combustible materials used as partitions (Treated with fire retardant paint or solution)	FS 251 (<i>Note 3</i>)	<input type="checkbox"/>
9	Draperies & Curtains (Treated with fire retardant solution)	FS 251 (<i>Note 3</i>)	<input type="checkbox"/>
11	PU Foam filled mattresses and furniture	a. Invoice(s) from supplier (<i>Note 4</i>) b. Invoice(s) from manufacturer (<i>Note 4</i>) c. Test Report (<i>Note 4</i>)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Remarks:

1. For authentication purpose, copies of original document are required during the on-site inspection by the Inspection Officer.

Notes:

1. This note is applicable to the premises where the provision of sprinkler system is not mandatory that FS 251 and FSI/314A / FSI/314B / FSI/314C are required for the compliance inspection if any alteration/addition works has been carried out to the sprinkler system within the premises.
2. Catalogue and/or test report of the emergency lighting is/are required for on-site verification.
3. If the material does not conform to any specified standard acceptable to the Director of Fire Services, fire retardant paint / solution is required to be applied by an FSI contractor (Class 2) and an FS 251 to this effect is required. However, if the material conforms to the specified standard, documentary proof, such as catalogue and / or test report to show its conformity shall be provided by the applicant and no FS 251 is required in this case.
4. The following documentary proof is required for verification:
 - (a) Invoice(s) from supplier / manufacturer / contractor (if copy is provided, the copy should be authenticated by supplier / manufacturer / contractor, where appropriate); and
 - (b) Test report issued by a testing laboratory accredited to conduct test in accordance with BS 7176 and/ or BS 7177 or other standard acceptable to the Director of Fire Services (if copy is provided, the copy should be authenticated by company's stamp of manufacturer / supplier, where appropriate)

Abbreviations :

- FS251 : Certificate of Fire Service Installations and Equipment
- FSI/314A : Certificate of Compliance
- FSI/314B : Certificate of Compliance [for Prescribed Commercial Premises / Specified Commercial Building under the control of the Fire Safety (Commercial premises) Ordinance, Cap 502]
- FSI/314C : Certificate of Compliance [for Composite and Domestic Buildings under the control of the Fire Safety (Buildings) Ordinance, Cap 572]