



ENHANCEMENT MEASURES AND EXPERIENCE SHARING ON FSI ACCEPTANCE INSPECTION

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Fire Protection Facilities Group
Fire Protection Engineering Compliance Division
Licensing and Certification Command

30 December 2024

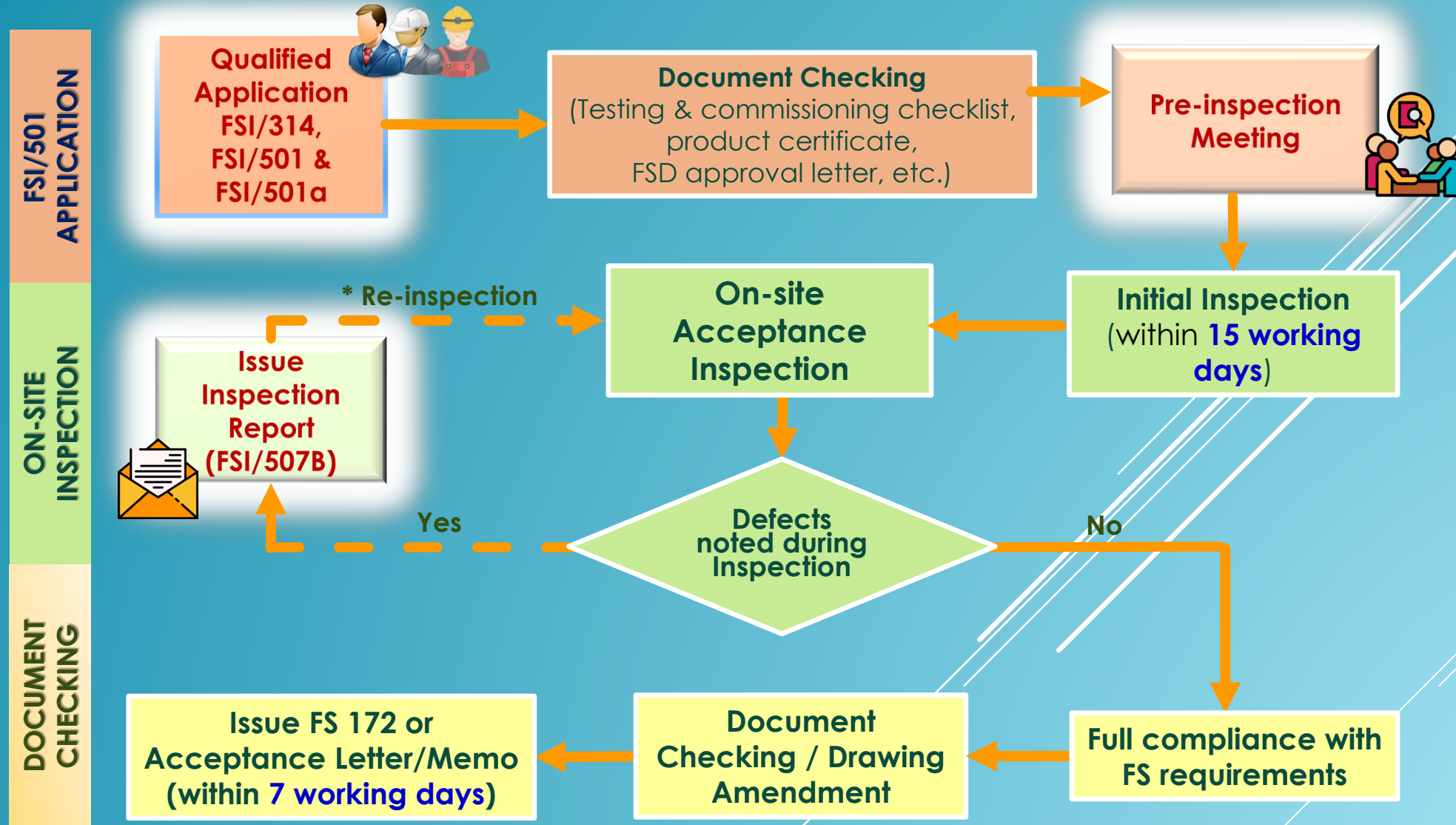
Today's Content

1. Enhancement Measures for FSI Acceptance Inspection
2. Electronic Submission for Application of Inspection and Testing of FSI
3. Analysis of FSI Acceptance Inspection Statistics
4. Experience Sharing and Observations of FSI Acceptance Inspection

ENHANCEMENT MEASURES FOR FSI ACCEPTANCE INSPECTION



Application Procedure for Inspection and Testing of FSI



** Application for re-inspection should be submitted to Fire Protection Facilities Group in written within 2 months under the Authorized signatory of AP to confirm that the above defects have been remedied.*

Enhanced Pre-Inspection Meeting Arrangement

Arrange Pre-Inspection Meeting before the commencement of the FSI acceptance inspection

- **Clarify the FSI provisions delineated in the GBP or any related enquiries**
- **Prevent any misunderstandings that could delay the FSI acceptance inspection**



Enhanced Notification of Inspection Result



FIRE SERVICES DEPARTMENT
ISSUING A CERTIFICATE FOR COMPLIANCE
FOR THE PROVISION OF FIRE PROTECTION
FACILITIES (FSI/507(B)-1)

Application for Inspection and Testing for
Fire Services Building and Equipment for
Building (FSI/507(B)-1)

Dear Applicant,

Application for Inspection and Testing for
Fire Services Building and Equipment for
Building (FSI/507(B)-1) received by this office on 01/01/2024. Regarding the
Inspection and Testing of Fire Services Building and Equipment (FSI/507(B)-1) for the above premises.

1. In order to be eligible for the inspection, the applicant must submit the following documents to the Fire Services Department (FSD) for review and approval:

2. To ensure the application will be processed efficiently without unnecessary delay, the applicant must submit the following documents to the Fire Services Department (FSD) for review and approval:

3. To ensure the application will be processed efficiently without unnecessary delay, the applicant must submit the following documents to the Fire Services Department (FSD) for review and approval:

4. To ensure the application will be processed efficiently without unnecessary delay, the applicant must submit the following documents to the Fire Services Department (FSD) for review and approval:

Yours faithfully,

Director of Fire Services

Enhanced Notification of Inspection Result



After completion of On-site Acceptance Inspection to issue Standard Letters upon issuance of FSI/507B
(to AP, with copy to RFSIC and Owner)



For cases required Re-inspection

- To alert the AP of defects and outstanding documents identified
- To require a report summarizing the **photo records** of rectified defects
- To remind the time frame for applying re-inspection



For cases with Outstanding Documents / Amendments

- To remind the AP to prepare all necessary and valid documentation for verification soonest possible
- To ensure the application could be processed efficiently without unnecessary delay



ELECTRONIC SUBMISSION FOR APPLICATION OF INSPECTION AND TESTING OF FSI



Currently

10 February 2020

To: Recipients of FSD Circular Letters

Dear Sir/Madam,

FSD Circular Letter No. 1/2020
Revised Application Procedure for Inspection and Testing of
Fire Service Installations and Equipment in New Building

This letter serves to announce the revised application procedure for inspection and testing of fire service installations and equipment (FSI) by FSI/501 submission which will come into effect on 1 May 2020.

Dear Sir/Madam,

FSD Circular Letter No. 1/2020
Revised Application Procedure for Inspection and Testing of
Fire Service Installations and Equipment in New Building

This letter serves to announce the revised application procedure for inspection and testing of fire service installations and equipment (FSI) by FSI/501 submission which will come into effect on 1 May 2020.

10 March 2015

To: Recipients of FSD Circular Letters

Dear Sirs/Madams,

FSD Circular Letter No. 1/2015
Documents Required for Application for Compliance Inspection of
Fire Service Installations and Equipment

This Circular Letter summarizes the documents required for application for compliance inspection of fire service installations (FSI) and equipment installed at the development/building as delineated in the approved building plans. The target time for arranging a compliance inspection remains 15 working days upon receipt of the documents as listed below:

Dear Sirs/Madams,

FSD Circular Letter No. 1/2015
Documents Required for Application for Compliance Inspection of
Fire Service Installations and Equipment

This Circular Letter summarizes the documents required for application for

~~This Circular Letter summarizes the documents required for application for compliance inspection of fire service installations (FSI) and equipment installed at the development/building as delineated in the approved building plans. The target time for arranging a compliance inspection remains 15 working days upon receipt of the documents as listed below:~~

Form - FSI/501 [Rev. 2020]

FSI/501

Section 21(6)(d) of the Buildings Ordinance (Cap. 123)
Application for Inspection and Testing of Fire Service Installations and Equipment

FP Ref. No. *8/43/_____ *19/20/43/_____

Types of Fire Service Installations and Equipment:

☐ Audio/Visual Advisory System	☐ Fire Blanket	☐ Sand Bucket
☐ Automatic Actuating Device	☐ Fire Control Centre	☐ Sprinkler System
☐ Automatic Fixed Installation other than Water	☐ Fire Detection System	☐ Static Smoke Extraction System
☐ Deluge System	☐ Fire Hydrant/Hose Reel System*	☐ Street Fire Hydrant System
☐ Drencher System	☐ Fixed Automatically Operated Approved Appliance	☐ Supply Tank
☐ Dust Detection System	☐ Fixed Foam System	☐ Ventilation/Air Conditioning Control System
☐ Dynamic Smoke Extraction System	☐ Gas Detection System	☐ Water Mist System
☐ Emergency Generator	☐ Gas Extraction System	☐ Water Spray System
☐ Emergency Lighting	☐ Portable Fire Extinguisher	☐ Water Supply
☐ Exit Sign	☐ Pressurization of Staircase	☐ Others_____
☐ Fire Alarm System	☐ Ring Main System with Fixed Pump(s)	_____

☒ Please tick the appropriate box(es).

Address of Premises

Part A : (to be completed by Registered Professional Engineer (if applicable))

I hereby certify that the *staircase pressurization system(s)/dynamic smoke extraction system(s)/water mist system(s)/other system(s) (please specify)_____ listed above and in the attached FSI/501a, which was/were approved by the Fire Services Department (FSD) on _____ (FSD Ref. No. _____), has/have been installed and tested in accordance with the FSD's requirements. I am satisfied that the above systems are operating in accordance with the approved design and the requirements of the FSD.

Full Name: _____ Discipline: _____

Registered Professional Engineer Number: _____ Date: _____

Signature of Registered Professional Engineer: _____

Part B : (to be completed by Authorized Person)

I hereby certify that:

- the fire service installation(s)/equipment listed above and in the attached FSI/501a has/have been installed in accordance with the approved building plans stamped by the FSD on _____ and is/are ready for inspection;
- Fire Service Completion Advice in respect of the fire service installation(s)/equipment referred to in government water main connection has been *applied/for issued by the Water Supplies Department (copy *attached/not attached);




* Please delete as appropriate.
 FSI/501 (Rev. 2020)

Form FSI/501a

FSI/501a

RFSIC Ref. No. RC _____
(RFSIC Reg No.) (Submission Date) ()
(yyyymmdd) ↑

**Certificate of Completion of Installation of
Fire Service Installations and Equipment in New Buildings**

FP Ref. No. *8/43/ _____

*19/20/43/ _____

Types of Fire Service Installations and Equipment:

☐ Audio/Visual Advisory System	☐ Fire Blanket	☐ Sand Bucket
☐ Automatic Actuating Device	☐ Fire Control Centre	☐ Sprinkler System
☐ Automatic Fixed Installation other than Water	☐ Fire Detection System	☐ Static Smoke Extraction System
☐ Deluge System	☐ Fire Hydrant/Hose Reel System*	☐ Street Fire Hydrant System
☐ Drencher System	☐ Fixed Automatically Operated Approved Appliance	☐ Supply Tank
☐ Dust Detection System	☐ Fixed Foam System	☐ Ventilation/Air Conditioning Control System
☐ Dynamic Smoke Extraction System	☐ Gas Detection System	☐ Water Mist System
☐ Emergency Generator	☐ Gas Extraction System	☐ Water Spray System
☐ Emergency Lighting	☐ Portable Fire Extinguisher	☐ Water Supply
☐ Exit Sign	☐ Pressurization of Staircase	☐ Others _____
☐ Fire Alarm System	☐ Ring Main System with Fixed Pump(s)	_____

☒ Please tick the appropriate box(es).

The above fire service installation(s)/equipment has/have been installed at (address of premises)

and the installation work was completed on _____. I hereby certify that such fire service installation(s)/equipment, which was/were installed according to the FSI plans submitted under the cover of FSI/314 dated _____ and/or building plans approved by FSD on _____ has/have been tested and, to the best of my knowledge, is/are in efficient working order in accordance with the Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment published from time to time by the Director of Fire Services.

Original/certified true copies of the following documents are attached as follows:

☐ Completed testing and commissioning checklist(s)

☐ *Listing certificate(s)/record(s)/document(s)/printout(s) from product certification bodies

☐ *FSD approval/acceptance letter(s)

☐ *Test certificate(s)/data sheet(s)/catalogue(s)/calculation(s)

☐ Others (please specify, e.g. Fire Safety Management Plan, Fire Engineering Report): _____

☒ Please tick the appropriate box(es).

Remarks: Relevant test report(s) for dynamic smoke extraction system/ _____, if applicable, should be attached.

This certificate shall be issued by RFSIC to the person on whose instructions the installation work was undertaken and a copy thereof shall be forwarded to the Director of Fire Services within 14 days after completion of the work.

* Please delete as appropriate.
FSI/501a

P. 1/2

* Please delete as appropriate.
FSI/501a

P. 2/2

Now



Email: hkfsdenq@hkfsd.gov.hk

Points to Notes on submission of related supporting documents after submission of Electronic Forms

GovHK 香港政府一站通

Acknowledgement of Form Submission

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

Submission Date and time (YYYY-MM-DD HH:MM)

2023-11-09 15:19

Transaction Reference Number

FSD0555VXBT5MBW2

Should you have any enquiry, please contact the respective bureau, department or organisation:

Fire Protection Facilities Group

Hotline: 2723 8787

Email: hkfsdenq@hkfsd.gov.hk



Submit the supporting documents and drawings by **following** working day



Fire Services Department

Licensing & certification command

Fire Protection Engineering Compliance Division

Fire Protection Facilities Group

User Guide for Electronic Submission



Launched on
17 November
2023



Fire Services Department
The Government of the Hong Kong Special Administrative Region

AAA ENG 繁 簡 SITE MAP

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Electronic Submission

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Electronic Submission - General

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General

Item	File
General Requirements	

Fire Service Installations

Item	File
Application Form for Approval of Portable Equipment / Acceptance of Fire Service Installations and Equipment and Fire Safety Products	
FSI/501-Application for Inspection and Testing of Fire Service Installation and Equipment	
FSI/501a-Certificate of Completion of Installation of Fire Service Installations and Equipment in New Buildings	
Fire Service Installations and Equipment (FSI) Shutdown Notice	
Submission of Fire Service Installation Plans	

User Guide for Electronic Submission

Guidance Notes

User Guide for Electronic Submission of Form FSI/501 and Certificate FSI/501a with adoption of iAM Smart+/Digital Certificate (Introduction)

User Guide for Input of the Form FSI/501-Appendix I(A)

User Guide for Input of the Form FSI/501a-Appendix I(B)

Flowchart for Application for FSI Acceptance Inspection

Fire Service Installations

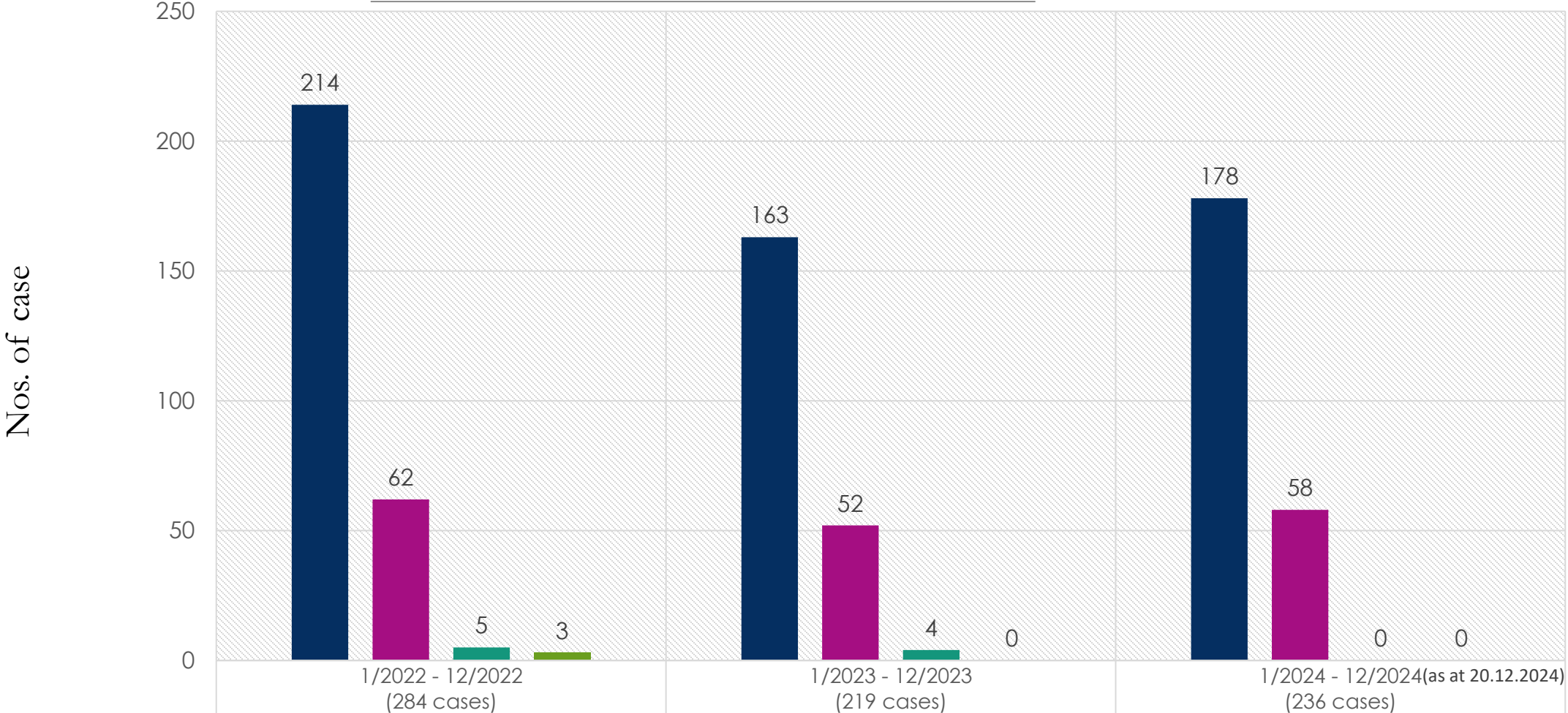
Item	File
Application Form for Approval of Portable Equipment / Acceptance of Fire Service Installations and Equipment and Fire Safety Products	
FSI/501-Application for Inspection and Testing of Fire Service Installation and Equipment	
FSI/501a-Certificate of Completion of Installation of Fire Service Installations and Equipment in New Buildings	
Fire Service Installations and Equipment (FSI) Shutdown Notice	
Fire Service Installation Schematic Drawings / As-fitted Layout Drawings (FSI/314)	
Fire Service Installation Plans (FSI/314A)	
Certification of Fire Service Installations and Equipment required under the Fire Safety (Commercial Premises) Ordinance, Cap. 502, Laws of Hong Kong (FSI/314B)	
Certification of Fire Service Installations and Equipment required under the Fire Safety (Buildings) Ordinance, Cap. 572, Laws of Hong Kong (FSI/314C)	
Submission of Fire Service Installation Plans for Industrial Building (FSI/314D)	
Consent Form for FSI314 Smoke Control Systems	
Application Form for Viewing of the Fire Service Installations and Equipment Plan	
Information of Open Kitchen, Window-less Kitchen/Toilet in Residential Flats	
Room Integrity for Premises Protected by Clean Agent Fire Extinguishing System	
(BI/RC Form) Application for Inspection and Testing of Fire Service Installations and Equipment (FSIs) Fire Safety (Industrial Buildings) Ordinance, Cap. 636	

Guidance Notes

Guidance Notes	File
User Guide for Electronic Submission of Form FSI/501 and Certificate FSI/501a with adoption of iAM Smart+/Digital Certificate (Introduction)	
User Guide for Input of the Form FSI/501-Appendix I(A)	
User Guide for Input of the Form FSI/501a-Appendix I(B)	
Flowchart for Application for FSI Acceptance Inspection	

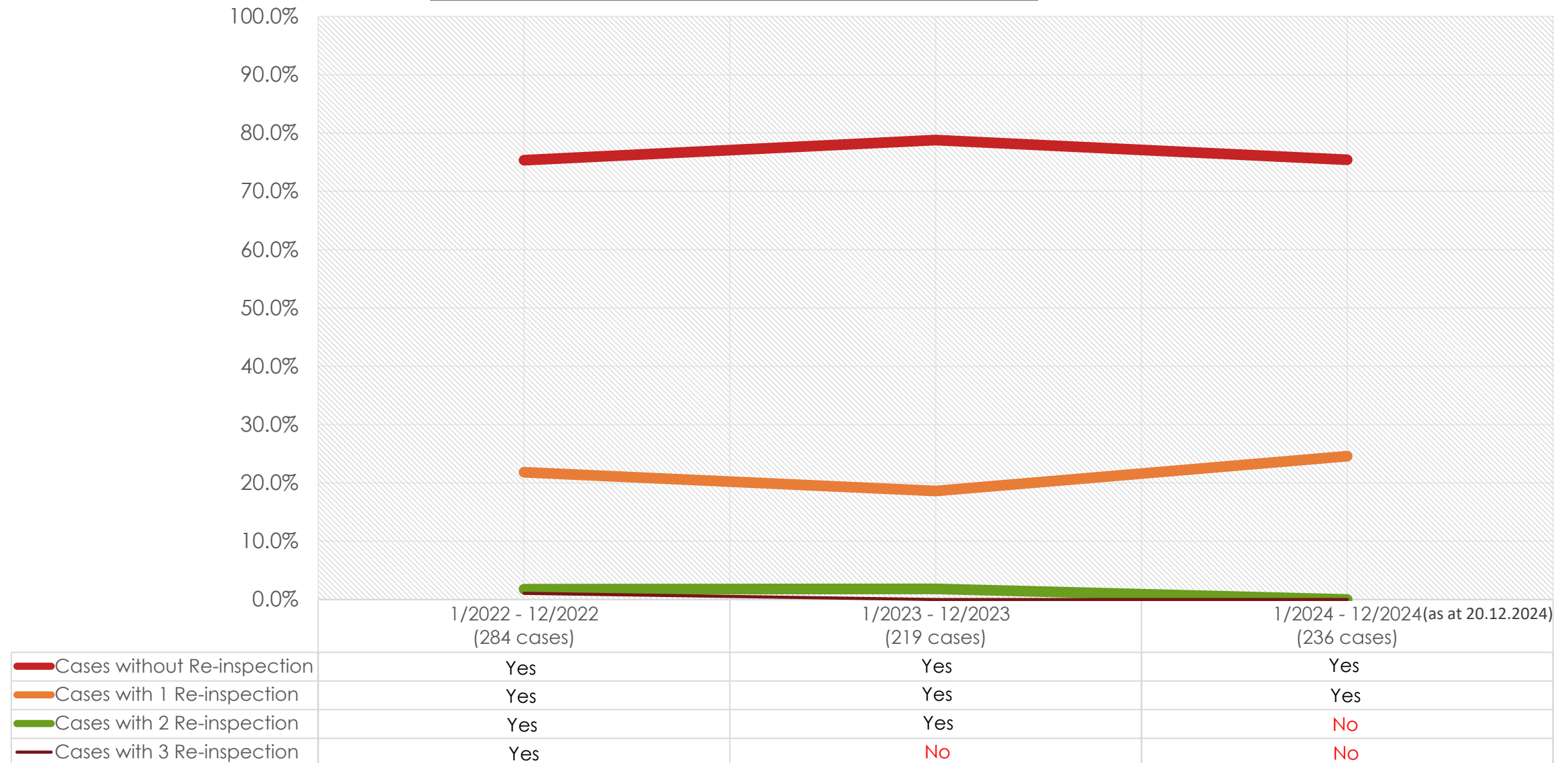
ANALYSIS OF FSI ACCEPTANCE INSPECTION STATISTICS

Summary of Inspection / Re-inspection

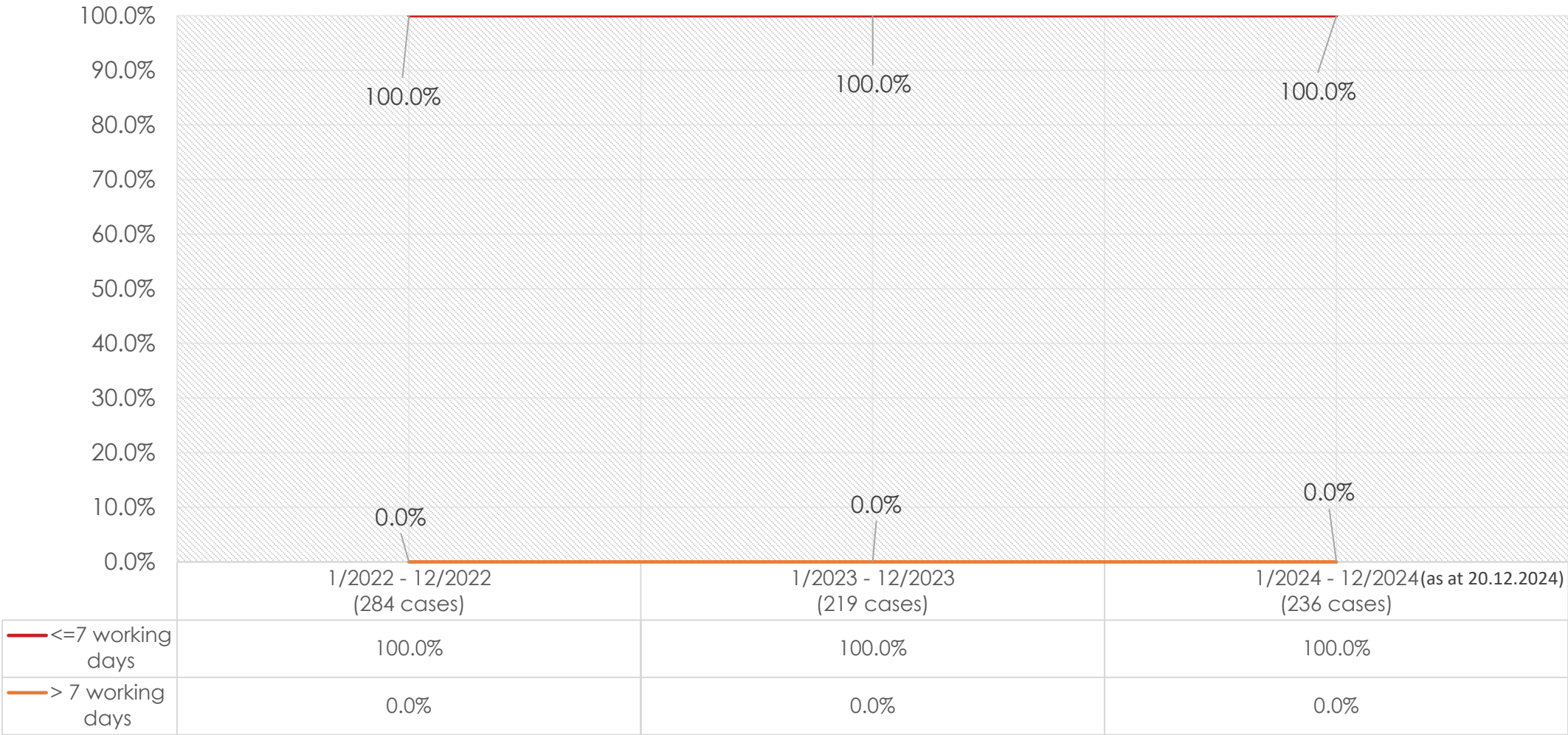


Cases without Re-inspection#	214	163	178
Cases with 1 Re-inspection	62	52	58
Cases with 2 Re-inspection	5	4	0
Cases with 3 Re-inspection*	3	0	0

Summary of Inspection / Re-inspection



Days for Issuance of FS172/Acceptance Memo or Letter (After receive all required documents)



EXPERIENCE SHARING AND OBSERVATIONS OF FSI ACCEPTANCE INSPECTION

COMMON IRREGULARITIES



Poor Site readiness



Spindle of Underground Hydrant Valve not within the requirement



CO2 Cylinder found under-weighted



Sprinkler Coverage found inadequate



FS Inlet found obstructed



Incomplete Fire Alarm



Incomplete Exit Sign



Incomplete FS Outlet

POOR SITE READINESS FOR INSPECTION

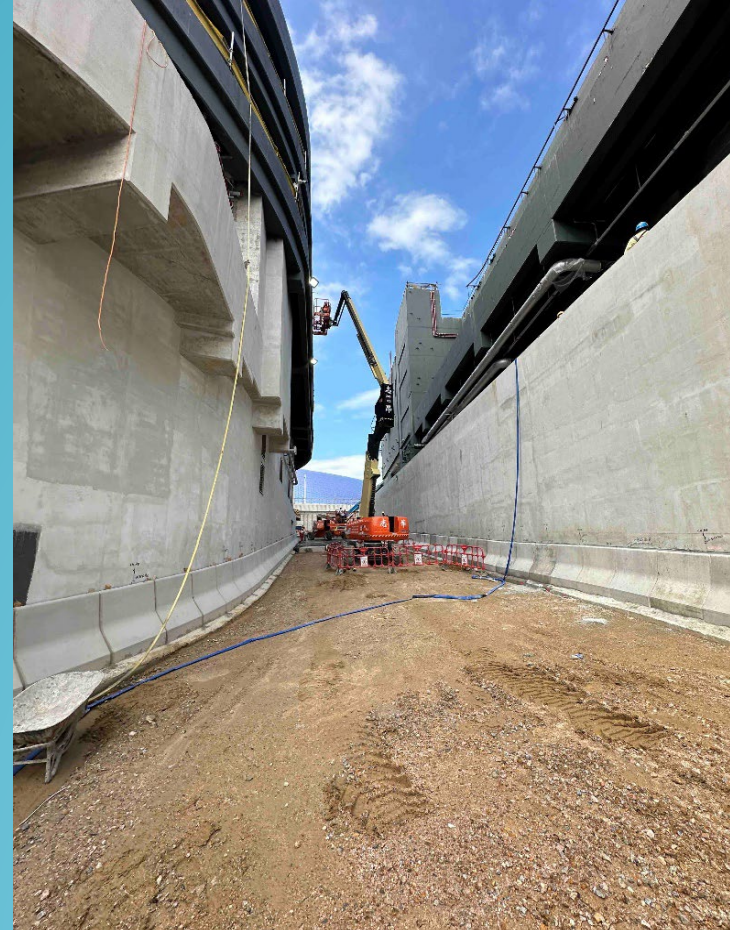


12/09/2024

POOR SITE READINESS FOR INSPECTION



Extensive Scaffolding within inspection area



Poor readiness for EVA and incomplete crane works

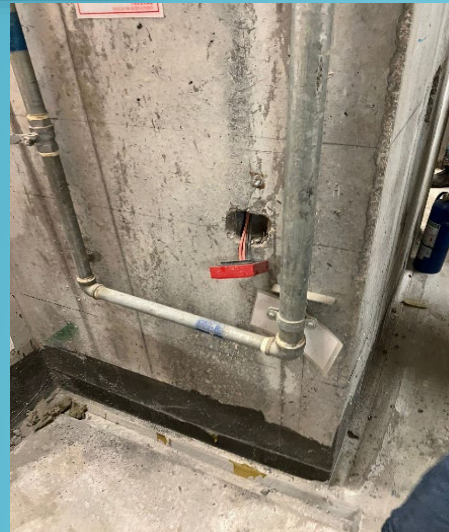
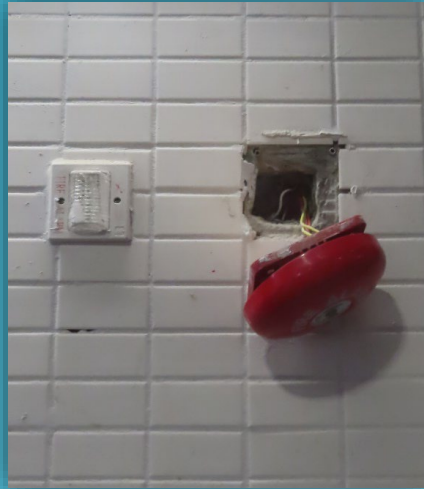
IMPROPER INSTALLATION OF EXIT SIGN / DIRECTIONAL SIGN



BLOCKAGE OF FS INLET

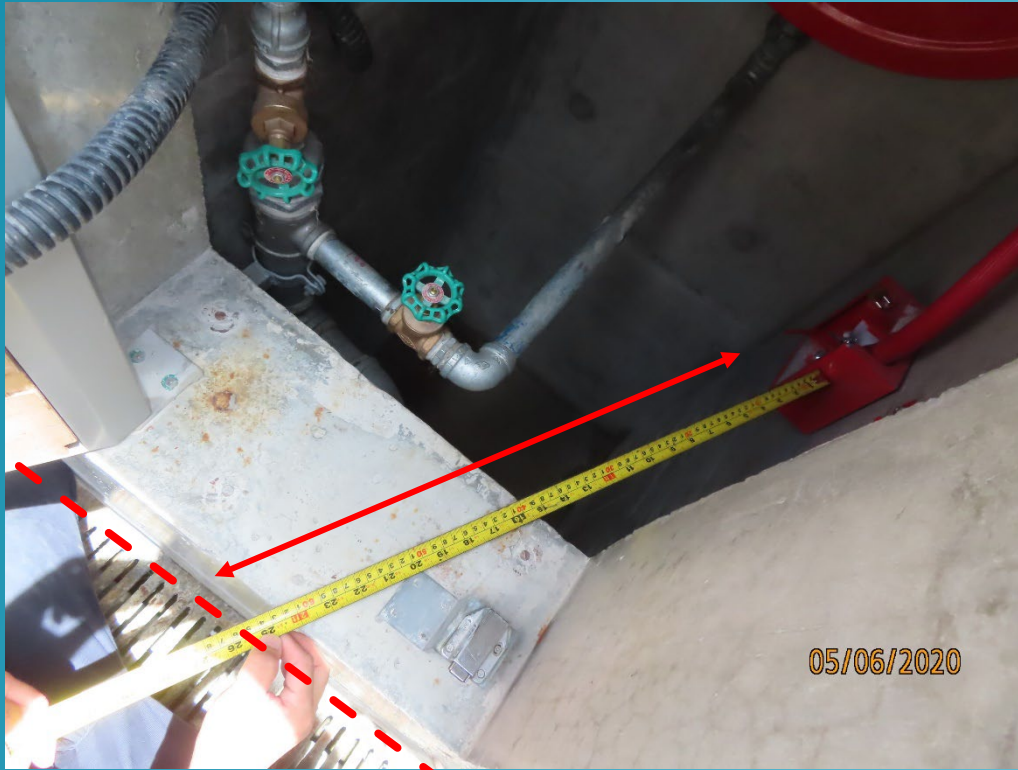


IMPROPER INSTALLATION OF FSI



Hand-wheel's operation ineffective

IMPROPER LOCATION OF THE NOZZLE



Control valve and nozzle are sited in a discernible and accessible position of not more than 500 mm from the surface of the doors

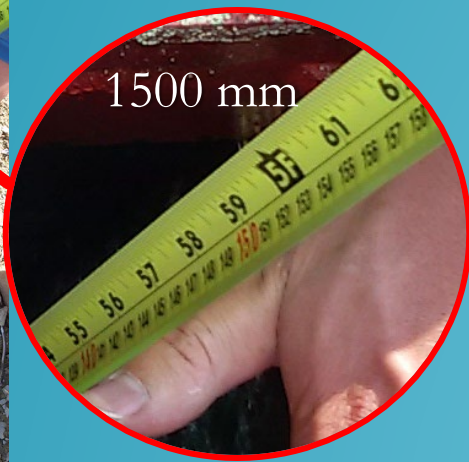
Reference: FSD Circular Letter 1/2015 – Appendix 5

IMPROPER INSTALLATION OF HOSE REEL DOOR



Exit was blocked by fire hose reel door

IMPROPER INSTALLATION OF STREET FIRE HYDRANT



4.1.5 Spindle of underground hydrant valve is within 250 mm to 500 mm below valve pit cover.



IMPROPER INSTALLATION OF STREET FIRE HYDRANT



Street fire hydrant is blocked by lamp pole

4.1.11 There is no obstruction within 1.5 m in front and on two sides of the hydrant.

ON-SITE TESTING ON SPECIAL SYSTEM DESIGN

- ▶ Hot Smoke Test
- ▶ Special Sprinkler System Design, e.g. Long Throw Sprinkler / In-rack Sprinkler
- ▶ Discharge test of Gas Flooding System, i.e. CO₂ .



PRACTICAL GUIDE FOR DESIGN, INSTALLATION, ACCEPTANCE AND MAINTENANCE OF FSI



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

THANK YOU