



認可手提設備／
接納消防裝置及設備和消防安全產品的
申請指引

**GUIDANCE FOR APPLICATION
FOR APPROVAL OF PORTABLE EQUIPMENT /
ACCEPTANCE OF FIRE SERVICE INSTALLATIONS AND EQUIPMENT
AND FIRE SAFETY PRODUCTS**

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Guidance for Application for Approval of Portable Equipment / Acceptance of Fire Service Installations and Equipment and Fire Safety Products

1. Approval of Portable Equipment / Acceptance of Fire Service Installations and Equipment (FSIs) and Fire Safety Products

1.1 Approval of Portable Equipment

Pursuant to Regulation 3 of the Fire Service (Installations and Equipment) Regulations, Cap. 95B, Laws of Hong Kong, all portable equipment, e.g. portable fire extinguishers, fire blankets and fixed sprayer units, shall be approved by the Director of Fire Services before they are allowed to be supplied or sold in Hong Kong.

1.2 Acceptance of FSIs (except portable equipment) and Fire Safety Products

1.2.1 Prior Acceptance of the Fire Services Department (FSD)

Apart from portable equipment, other FSIs, e.g. sprinkler system/equipment, fire alarm installation/equipment, as required by the Director of Fire Services for the protection of buildings, shall be of an accepted type and conform with relevant standard(s) and local requirements. Some Fire Safety Products, such as flammable liquid dispensing devices for petrol filling stations and emergency exit devices, are also required to be of an accepted type as the reliability of such devices is crucial to fire safety. Portable Equipment, FSIs and Fire Safety Products requiring FSD's Approval/Acceptance are listed at Appendix I.

1.2.2 Deemed Acceptance of Listed Products¹

If a piece of FSI (except portable equipment) or Fire Safety Product has been listed and published by a Product Certification Body (PCB)² for public access, it is deemed to be accepted by the FSD subject to such FSI / Fire Safety Product and its installation being in conformity with all relevant local requirements.

¹ Listed product: means a piece of FSI which has been listed by one of the recognized Product Certification Bodies (PCBs) and published for public access.

² Product Certification Body (PCB): means (i) mainland China's/overseas laboratories/organizations that provide product certification service with listing scheme/service and is accredited by mainland China's/overseas accreditation bodies; or (ii) local laboratories/organizations that provide product certification service with listing scheme/service and are accredited by the Hong Kong Accreditation Service through the Hong Kong Certification Body Accreditation Scheme (HKCAS).

For the process of checking the validity of product certification³ (listed product), please refer to the flowchart at Appendix II. If the product certification is still valid, the application for prior acceptance as mentioned in Section 1.2.1 above is not required.

2. Application Procedure

All applications (new application and re-application) for approval of portable equipment / acceptance of FSIs and Fire Safety Products shall be submitted to the Investigation & Research Section or Ventilation Division, Licensing and Certification Command of the FSD for processing and evaluation. The application procedure is shown in the *Flowchart of the Application Procedure for Approval of Portable Equipment / Acceptance of Fire Service Installations and Equipment and Fire Safety Products* at Appendix III.

2.1 New Application

In general, it means the first submission of an application for approval of portable equipment / acceptance of FSIs and Fire Safety Products. A new application should also be submitted if there is any change of conditions, such as the compliance standard, design, manufacturer, etc., as stated in the acceptance letter. Submissions made after the expiry of FSD's approval/acceptance are also considered as new applications.

2.2 Re-application

It means an application for the purpose of providing additional product information or supplementary information as per FSD's request.

3. Submission of Documents

Applicants are required to complete and submit the *Application Form for Approval of Portable Equipment / Acceptance of Fire Service Installations and Equipment and Fire Safety Products* for each application. The Application Form can be downloaded from the FSD website at:

http://www.hkfsd.gov.hk/eng/source/licensing/product/fsi_app_form.pdf

³ Product Certification : means the certification of a product which has been carried out in accordance with the conformity assessment as required by respective product certification scheme. In general, product certification includes product testing, conformity assessment with certification and surveillance inspection as stipulated in ISO/IEC 17067. For more information on the product certification scheme, please consult the manufacturer or Product Certification Body.

All submitted documents shall be in Chinese or English and legible. The model/serial numbers and technical details, etc., mentioned in the documents should be consistent and correspond to one another. The documents required for an application and their respective requirements are listed in Appendix IV.

4. Processing of Applications

4.1 Applications are generally dealt with on a first come, first served basis.

4.2 Pre-vetting of Applications

Pre-vetting of applications aims to ensure that the basic submission requirement is met, i.e. all required documents are submitted. Under normal circumstances, pre-vetting of an application will not take more than 7 working days from the receipt of the application.

4.3 Detailed Vetting of Applications

Detailed vetting of applications is to evaluate the submitted documents and ascertain if the requirements of such documents are met. Under normal circumstances, the time required for processing of an application for approval of portable equipment (e.g. portable fire extinguishers, fire blankets and fixed sprayer units) will not exceed 15 working days from the receipt of the application. For FSIs (except portable equipment) and Fire Safety Products, the processing time will not exceed 45 working days from the receipt of the application.

4.4 A letter of approval/acceptance will be issued to the applicant if all conditions for approval of portable equipment / acceptance of FSIs and Fire Safety Products are met. If any discrepancies are noted in the submitted documents, the applicant will be so informed.

5. Validity of Approved Portable Equipment / Accepted FSIs and Fire Safety Products

5.1 In general, the validity period granted for approval of portable equipment / acceptance of FSIs and Fire Safety Products will last for a maximum of 5 years. If the validity is expired, a fresh application for approval/acceptance to the FSD will be required.

5.2 If there is any change of conditions such as the compliance standard, design, manufacturer, etc., or the adopted testing standards have been updated, the validity of the approved portable equipment / accepted FSIs and Fire Safety Products shall be subject to review by the FSD. Subject to the details of the submitted test report, such as the expiry dates, if applicable, the validity period of approval/acceptance granted may vary.

- 5.3 Valid listings of products in compliance with the current version of testing standards shall be maintained by a PCB and accessed through the corresponding PCB's website or publication. In case a listed product is delisted by the PCB, the applicant should inform the FSD and then submit a new application for acceptance of the relevant FSIs or Fire Safety Products.

6. Product Standards

In addition to the FSI standards specified in the *Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment* (COP) and FSD Circular Letter(s) (FSDCL), the FSD may accept international or national standards that are applicable to the FSIs or Fire Safety Products. For some cases, the equivalent national and international standards accepted by the FSD are specified in the COP and FSDCL. In this context, "equivalent" means the requirements on the product's performance are comparable to the standards as specified in the COP and FSDCL. Please also refer to *Product Standards of Fire Service Installations and Equipment and Fire Safety Products Acceptable to Hong Kong Fire Services Department* at Appendix V for more information on international and national standards.

7. Recognition of Accredited Testing Laboratory

Unless otherwise specified, only test reports issued by accredited local, the Mainland of China's or overseas testing laboratories shall be accepted by the FSD. The accredited testing laboratories must hold an accreditation certificate granted by one of the accreditation bodies, specifying the scopes of accreditation. The scopes of accreditation of the accredited testing laboratories can be found on the following websites of the accreditation bodies:

- 7.1 Hong Kong Accreditation Service (HKAS)

<https://www.itc.gov.hk/en/quality/hkas/index.html>

- 7.2 China National Accreditation Service for Conformity Assessment (CNAS)

<http://www.cnas.org.cn/english/findanaccreditedbody/index.shtml>

- 7.3 Accreditation bodies which have signed Mutual Recognition Agreements with the HKAS

http://www.itc.gov.hk/en/quality/hkas/doc/common/mramla/MRA_HOKLAS_en.pdf

8. Submission of Applications and making Enquiries

Applications for approval of portable equipment / acceptance of FSIs and Fire Safety Products as stipulated in Appendix I must be submitted to the designated FSD offices to avoid delay in processing of the application. For details of document submission, please refer to *Application Form for Approval of Portable Equipment / Acceptance of Fire Service Installations and Equipment and Fire Safety Products*.

Any enquiries should also be made to the offices as appropriate.

Investigation & Research Section Licensing and Certification Command	Ventilation Division Licensing and Certification Command
Address: 5/F, Fire Services Headquarters Building No.1 Hong Chong Road Tsim Sha Tsui East, Kowloon, Hong Kong Tel. No. : 2733 7613 (General Enquiry) / 2733 7827 (Technical Issues) Fax. No.: 2367 3631 E-mail : e_apply_fsi@hkfsd.gov.hk	Address: 3/F, Fire Services Department Kwai Chung Office Building, No. 86 Hing Shing Road, Kwai Chung, New Territories, Hong Kong Tel. No. : 2718 7567 Fax. No. : 2382 2495 E-mail : e_apply_fsi@hkfsd.gov.hk

**Portable Equipment / Fire Service Installations and Equipment and Fire Safety Products
Requiring FSD's Approval/Acceptance**

System		Components	Designated Office
1.	Automatic Actuating Device	<ul style="list-style-type: none"> i) Emergency Exit Device ii) Electromagnetic Door Releasing Device to be used in conjunction with Fire Detection System 	Investigation & Research Section
2.	Automatic Fixed Installation other than Water	<ul style="list-style-type: none"> i) Fixed Carbon Dioxide Installation ii) Fixed Clean Agent Installation iii) Fixed Dry Chemical Installation 	
3.	Automatic Fixed Installation using water	<ul style="list-style-type: none"> i) Deluge System <ul style="list-style-type: none"> a. Deluge Valve b. Sprinkler Head c. Alarm Valve ii) Drencher System <ul style="list-style-type: none"> a. Drencher Nozzle b. Drencher Valve iii) Water Spray System <ul style="list-style-type: none"> a. Water Spray Nozzle b. Deluge Valve iv) Sprinkler System <ul style="list-style-type: none"> a. Sprinkler Head b. Alarm Valve c. Accelerator d. Butterfly Valve (motorised) e. Flow Switch f. Piping and associated fittings (e.g. CPVC Piping / Fittings) g. Vortex Inhibitor h. Sprinkler water storage tank other than those made from concrete i. Sprinkler control and indicator panel j. Pressure switch k. Pressure Reducing Valve v) Water Mist System 	
4.	Fire Alarm System	<ul style="list-style-type: none"> i) Manual Call Point ii) Alarm Bell 	
5. ^A	Fire Blanket		
6.	Fire Detection System	<ul style="list-style-type: none"> i) Fire Alarm Control Panel ii) Heat Detector iii) Smoke Detector iv) Beam Detector v) Smoke Detector with Integration Device vi) Flame Detector vii) Intrinsically Safe / Explosion Proof Detector viii) Alarm/Sounder Integrated with Strobe Light to be used in conjunction with Fire Detection System 	

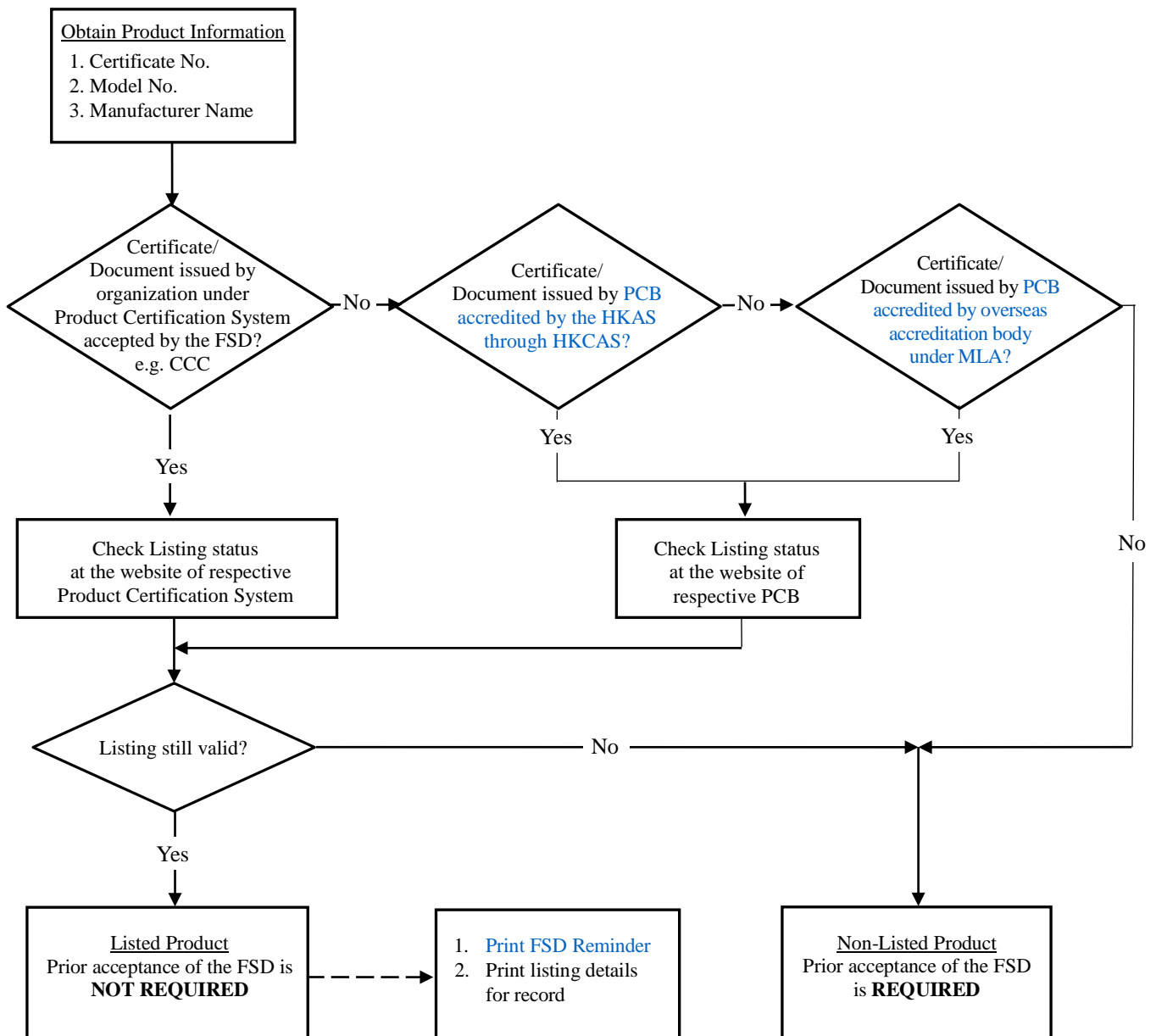
7. ^Δ	Fire Extinguisher	<ul style="list-style-type: none"> i) Portable Fire Extinguisher <ul style="list-style-type: none"> a. Carbon Dioxide b. Clean Agent c. Dry Powder d. Foam e. Water f. Miscellaneous ii) Wheeled Type Fire Extinguisher 	Investigation & Research Section
8.	Fire Hydrant/Hose Reel System	<ul style="list-style-type: none"> i) Hose Reel Unit (including Hose Reel Tubing, Nozzle and Drum) ii) Hydrant Inlet / Outlet Valve iii) FS Inlet / Fireboat Inlet iv) Pressure Reducing Valve 	
9.	Fire Resisting Cable	Fire Resisting Cables for FSIs (except for optical fibre cables, which require an application for use in individual project)	Ventilation Division
10.	Fire Retardant Solution	<ul style="list-style-type: none"> i) For wall and ceiling linings in accordance with Class 1 or Class 2 of BS 476 : Part 7 or other acceptable standards ii) For Curtains and Drapes in accordance with BS 5867 : Part 2 or other acceptable standards 	Investigation & Research Section
11. ^Δ	Fixed Automatically Operated Approved Appliance (Wall/Ceiling Mounted Type)	Fixed Sprayer Unit	
12.	Fixed Foam System/Equipment	<ul style="list-style-type: none"> i) Foam Monitor ii) Foam Proportioner/Maker iii) Bladder Tank iv) Ratio Flow Controller v) Foam Nozzle vi) Foam Water Nozzle 	
13.	Flammable Liquid Dispensing Device for Petrol Filling Station		
14.	Flammable Liquid Storage Tank for Petrol Filling Station		
15.	Gas Detection System	<ul style="list-style-type: none"> i) Ammonia Gas ii) Carbon Monoxide Gas iii) Carbon Dioxide Gas iv) Chlorine Gas v) Hydrogen Gas vi) Methane Gas vii) Special Gases used in Micro-electronics Industry 	
16.	Smoke Control System	<ul style="list-style-type: none"> i) Smoke Extraction Fans / Air release fans for staircase pressurization system ii) Fire & Smoke Dampers and Actuators used in Smoke Extraction System iii) Smoke Control Components (including Fire Rated Ductwork, Smoke Barriers) iv) Static Smoke Ventilator 	Ventilation Division
17.	Ventilating System	<ul style="list-style-type: none"> i) Electrostatic filter or precipitator ii) Fusible link 	

This list is by no means exhaustive. Registered Fire Service Installation Contractors shall have the responsibilities of checking with the Ventilation Division or the Investigation and Research Section of the Licensing and Certification Command to see whether the equipment/installation requires prior approval/acceptance before installation/use.

Δ Portable Equipment requiring approval by the Director of Fire Services before it is sold or supplied in Hong Kong.

Checking the Validity of Product Certification (Listed Product)

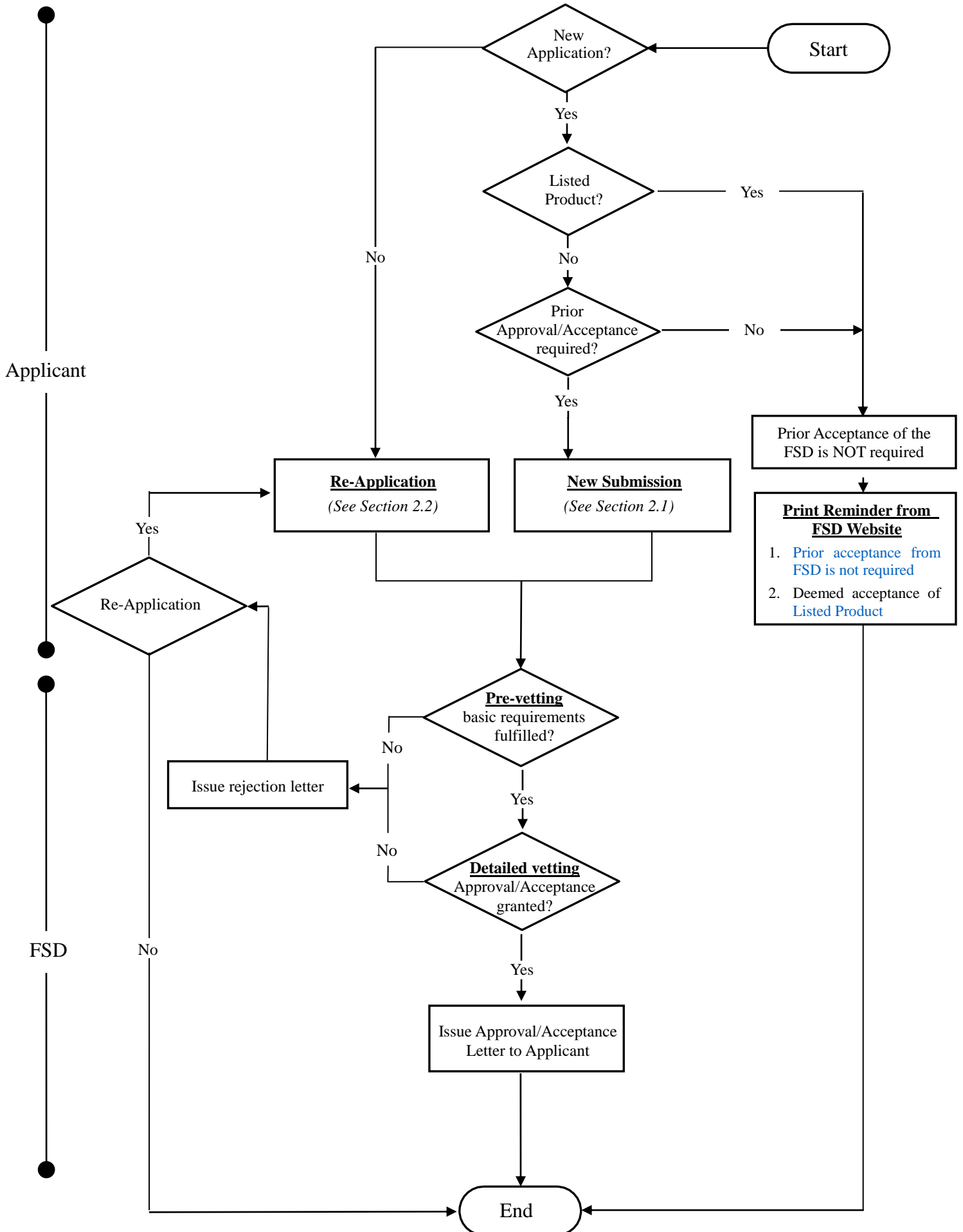
‘**Product Certification**’ means the certification of a product which has been carried out in accordance with the conformity assessment as required by respective product certification scheme. In general, product certification includes product testing, conformity assessment with certification and surveillance inspection as stipulated in ISO/IEC 17067. For more information on the product certification scheme, please consult the manufacturer or Product Certification Body.



Abbreviations

- PCB - Product Certification Body
- MLA - Multilateral Recognition Arrangement
- CCC - China Compulsory Certification System
- HKAS - Hong Kong Accreditation Service
- HKCAS - Hong Kong Certification Accreditation Scheme

Flowchart of the Application Procedure for Approval of Portable Equipment / Acceptance of Fire Service Installations and Equipment and Fire Safety Products



**Respective Requirements of Documents for the Application for
Approval of Portable Equipment / Acceptance of FSIs and Fire Safety Products**

Required Documents	Requirements of Documents
(a) Application Form for Approval of Portable Equipment /Acceptance of Fire Service Installations and Equipment and Fire Safety Products	(i) Completed as required
(b) Re-application	(i) Other document(s) requested by the FSD in its latest reply letter and the attached checklist, where appropriate (ii) Copy of FSD's reply letter(s) and the attached checklist, if any
(c) Test Certificate/Report	(i) The latest testing ⁴ standards as stipulated in the COP and FSDCL shall be adopted for the test, where appropriate (ii) If the testing standards stated in (i) above have not been adopted, the product shall be tested against international/national standards acceptable to the Director of Fire Services (iii) The testing laboratory shall be accredited to carry out the test by the following accreditation bodies: <ul style="list-style-type: none"> (a) Hong Kong Accreditation Service (HKAS) and accredited under the Hong Kong Laboratory Accreditation Scheme (HOKLAS); or (b) China National Accreditation Service for Conformity Assessment (CNAS) which has signed Mutual Recognition Arrangement (MRA)⁵ with the HKAS; or

⁴ Testing: mainly focuses on the testing of product samples to a prescribed standard and the test was carried out in an accredited testing laboratory.

⁵ Mutual Recognition Arrangement (MRA): MRA is an agreement signed among accreditation bodies, such as the Hong Kong Accreditation Service (HKAS), for the purpose of mutually recognising the respective product certificates and reports issued by one another's accredited laboratories. The HKAS has signed different MRAs with other regional/international accreditation cooperations, for example the MRAs under the 'Asia Pacific Accreditation Cooperation (APAC)' and the 'International Laboratory Accreditation Cooperation (ILAC)'. All respective product certificates and reports issued by the laboratories accredited by overseas signatories of these MRAs will also be recognised by the FSD.

	<p>(c) Overseas Accreditation Bodies which has signed MRA with the HKAS</p> <p>(iv) The test report shall be prepared in Chinese or English or translated into Chinese or English and certified to be correct by the respective testing laboratory</p> <p>(v) It shall be a full test report with cover page, test record and positive test results</p> <p>(vi) The test report shall have been be issued within the past 5 years and valid at the time of submission</p> <p>(vii) The test report shall be an original copy / a copy certified by the respective testing laboratory to be true and correct</p>
(d) Product Catalogue and Menu	(i) The specifications and details of the products mentioned in the product catalogue and menu shall correspond to the same products mentioned in other submitted documents
(e) Technical Details	(i) Technical details shall be presented in table format
(f) Technical Drawings and Photos/Pictures	<p>(i) The technical drawing(s) shall:</p> <p>(a) include product dimensions</p> <p>(b) be produced by the manufacturer</p> <p>(c) be no smaller than A4 size</p> <p>(ii) If the product cannot be shown in the form of drawings, its photos/pictures at a size of no smaller than 4R (102mm x 152mm) shall be attached</p>
(g) Surveillance audits and manufacturer information	<p>(i) Certificate/Report of product surveillance audits (if any)</p> <p>(ii) operational requirements issued by the manufacturer</p>

**Product Standards of Fire Service Installations and Equipment
and Fire Safety Products Acceptable to the FSD**

In addition to the FSI standards specified in the **Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment** or **FSD Circular Letters**, the Fire Services Department may accept international or national standards that are applicable to the FSIs and Fire Safety Products. Such standards can be viewed via the hyperlinks below.

International Standards

- ISO - [*International Organization for Standardization*](#)
- IEC - [*International Electrotechnical Commission*](#)

National Standards

- EN - European Standard
 - ✓ [*European Committee for Standardization \(CEN\)*](#) ;
 - ✓ [*European Committee for Electrotechnical Standardization \(CENELEC\)*](#) ;
 - ✓ [*European Telecommunications Standards Institute \(ETSI\)*](#)
- Standards developed by respective National Standards Bodies (NSBs) of [*International Organization for Standardization*](#) (ISO). Examples of NSBs' standards are:
 - ✓ USA *ANSI* - [*American National Standards Institute \(ANSI\)*](#)
 - ✓ UK *BS* - [*British Standards Institution \(BSI\)*](#)
 - ✓ Germany *DIN* - [*German Institute for Standardization \(DIN\)*](#)
 - ✓ China *GB* - [*Standardization Administration of the People's Republic of China \(SAC\)*](#)
 - ✓ Japan *JIS* - [*Japanese Industrial Standards Committee \(JISC\), etc.*](#)
- Standards developed by Standards Developing Organizations (SDOs) accredited by respective National Standards Bodies (NSBs). Examples of SDOs' standards are:
 - ✓ FM - [*FM Approvals*](#)
 - ✓ NFPA- [*National Fire Protection Association*](#)
 - ✓ UL - [*Underwriters Laboratories Inc., etc*](#)