



A Short Guide for Compliance with Fire Safety Directions Issued by the Fire Services Department (for reference)



1

Receive Directions issued by the Fire Services Department (FSD)

- ✧ Read through the Directions carefully



2

Arrange for carrying out of fire safety improvement works

- ✧ Convene an owners' meeting to discuss the works
- ✧ Consider forming an owners' corporation (if applicable)



3

Appoint a consultant/authorised person (AP) (if applicable)

- ✧ Conduct a public tender to appoint a consultant/AP
- ✧ The consultant/AP recommend / prepare a tender for the required fire safety improvement works in accordance with the Directions issued by the FSD
- ✧ The consultant/AP to submit layout plans to the FSD/ Buildings Department (BD)/ Water Supplies Department (WSD) for approval (if applicable)



6

Carry out fire safety improvement works

- ✧ (For building works) Submit an application for commencement and carrying out of building works to the BD prior to commencement of A&A works, or submit relevant documents in accordance with the simplified requirements under the MWCS
- ✧ Submit an application for constructing, installing, altering or removing an inside service or fire service to the WSD prior to carrying out of works



7

Apply for acceptance inspection(s)

- ✧ Notify the FSD/BD/WSD for arrangement of acceptance inspection(s) upon completion of fire safety improvement works



4

Appoint a registered fire service installation contractor (RFSIC) /registered contractor

- ✧ Browse the list of RFSICs on the FSD website
- ✧ Browse the list of registered contractors on the BD website
- ✧ Conduct a public tender to appoint an RFSIC /registered contractor



Note:

RFSICs should commence the fire safety improvement works only after approval of the FSI plans by the FSD had been obtained

5

Submit layout plans for approval

- ✧ Submit layout plans to the FSD/BD/WSD for approval (if applicable)
- ✧ Follow the simplified requirements under the Minor Works Control System (MWCS) if the relevant alteration and addition (A&A) works fall within the category of designated minor works items



Reference Materials (Please scan the QR codes below or download from FSD website):

- An Introduction to the Fire Safety (Industrial Buildings) Ordinance, Cap. 636



- List of Registered Fire Service Installation Contractors



- List of Registered Fire Service Installation Contractors Interested in Undertaking Fire Safety Improvement Works as Required by Law





Key Points Need to Know about Fire Safety Improvement Works



Coordination / Communication

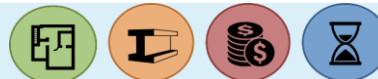
- ✧ It is the responsibility of all owners to improve fire service installations and equipment in the common parts of their buildings. Owners or owners' corporation should proactively contact other owners to discuss relevant preparations as soon as possible upon receipt of Fire Safety Directions.
- ✧ As an alternative, owners from a building which does not have an owners' corporation may consider seeking the assistance of the Home Affairs Department's District Building Management Liaison Team to set up such a body to facilitate coordination.

「Open E-tendering Platform」

- ✧ To assist those owners in buildings with Owners' Corporation / Association and/or engaged the Property Management Company to deal with the coordination of relevant works, the Urban Renewal Authority has launched the "Open E-tendering Platform" to provide an electronic tendering platform for owners to recruit consultants, authorised persons/registered inspectors or qualified registered contractors to carry out fire safety improvement works for the common parts of a building.
- ✧ The scheme will engage independent professionals to provide professional and technical advice on general building maintenance at various stages; offer recommendations for inspection reports, tender documents, cost estimations of work items, and tender analysis reports prepared by authorised persons/registered inspectors.



Points to Note about Works-related Matters



- ✧ The installation of fire services water tank or structures supporting fire services pump falls within the category of "building works" under the Buildings Ordinance. Owners are required to appoint an authorised person to submit building plans to Buildings Department (BD) for its consent and approval prior to the commencement of such works. If the installation works fall within the category of designated minor works items, they can be carried out in accordance with the simplified requirements under the Minor Works Control System without the need to obtain prior approval and consent from the BD. The works must be carried out by the relevant registered contractor, who is required to submit a certificate of completion of works to the BD after the works have been completed.
- ✧ All newly installed fire services water tanks or pumps are subject to inspection and test by a registered fire Service installation contractor upon completion of works. The requirements of the Directions are deemed to be met if and when the inspection result of the installations is satisfactory.
- ✧ The terms of the works contract should include but not limited to a scheduled start/completion date, a milestone payment schedule, compensation arrangements in case of works delay, criteria for completion of works, etc. Owners should study the contents of the contracts carefully so as to prevent any possible contractual disputes.
- ✧ Additional resources are usually incurred to integrate installations and equipment located in various parts within a building if the works associated with such installations and equipment are undertaken by different contractors. Owners may therefore consider hiring a single contractor to oversee all the works.
- ✧ Contractors are required to apply for an acceptance inspection from the Fire Services Department (FSD) upon completion of works. The FSD will notify the owners concerned in writing of their compliance with the Directions when the inspection result is found to be satisfactory.

Failure to complete works before deadline (Application for extension of time)

- ✧ Apply in writing to the FSD for extension of time and submit justifications for consideration
- ✧ In general, the following can be considered as justifications:
 - ✓ Minutes of Owners' Meeting
 - ✓ Proof of application for the Subsidy Scheme
 - ✓ Tender document or employment contract
 - ✓ Works schedule
 - ✓ Proof of commencement of works, e.g. submission of building plans for approval

RenoSafe Scheme

To prevent any person from using unlawful means to affect the tendering and conduct of building management or works, the RenoSafe Scheme is introduced to crack down on crimes related to building maintenance through inter-departmental and multi-agency cooperation. Information about illegal acts in this respect can be reported in the following ways:



Participating Department/ Organisation

Hong Kong Police Force

Fire Services Department

Buildings Department

Independent Commission Against Corruption

Urban Renewal Authority

Competition Commission

Report Crime / Enquiry



Tel

2527 7887



Email

renosafe@police.gov.hk

General Enquiry

Building Improvement Division 3

Tel. : 2170 0573