

**Summary of Notes of Ventilation Installations Liaison Group Meeting**  
**held on 26.3.2004**

**Matters of Discussion**

**1.1 Departmental Business Study Report**

- FSD and BD would review the existing policies on offences and penalties against RSC(V) with sub-standard work performed.
- To explore a proposed demerit point system and requirement for renewal registration of RSC(V) who repeatedly failed to perform to the relevant standards.
- Discussion between BD and FSD would be arranged on the possibility of transfer from BD to FS of registration and disciplining of ventilation contractors.
- All preliminary inspections to ventilating systems of licensed premises would be taken over by Regional Offices. On completion of the ventilation work, the applicant must complete Form 'Vent/425' and forward it direct to VD for arrangement of inspection.
- As fitted drawing was to be attached in Form D submission.
- it was proposed that FEHD had to be referred to and recommended for cancellation of the provisional licence if major defects were found.
- A list of common defects and approved / acceptable material would be put on FSD's website.

**1.2 Certification of Ventilation Installation in New Buildings for Occupation Permit**

- BD was requested to clarify the requirements of Gazette Notice 1406 issued on 27 March 1998 for specialized work to be carried out by RSC(V).
- The proposal of certification of ventilation installation in new building by RSC(V) prior to the issue of occupation permit would be considered by B.D.

**1.3 Ventilation Work Under Cap 132**

- Summary of discussion during FEHD / RSC(V) / VD meeting on 29.9.2003 :
  - Electrostatic Precipitator (EP) Installation  
EPD would be responsible for the quality of exhaust air and licensee should comply with other necessary requirement of FEHD & FSD.
  - Certification of Annual Inspection by RSC(V)  
FSD suggested FEHD to take action on outstanding defects being identified at MC submission prior to renewal of the licence.
  - FSD supported the proposal of employing RSC(V) to carry out ventilation installation under Cap 132.

#### **1.4 Material Compliance and Approval**

- An up-dated FSD approved material list would be put on FSD website at end of May 2004.

#### **1.5 Proposed De-merit Point System**

- Details regarding the set up and implementation was under discussion with the relevant trade representatives.

#### **1.6 Annual inspection certification standard format**

- Proposed standard format had been forwarded to Department of Justice for comment.

#### **1.7 Requirement of Licensee to Sign in Report for Work Completion**

- FSD would review the requirement of licensee to sign on Report for Completion (Vent-425) in view of the practice of the trades.
- FEHD considered to take action on cancellation of the provisional licence for major defects being found. This requirement would ensure proper authorization by licensee for the inspection.