

**Brief Notes of Liaison Meeting between Fire Services  
Department(FSD) and the Authorized Persons (APs)**

**Date** : 28 November 2018 (Wednesday)  
**Time** : 1500 hours  
**Venue** : Conference Room, Fire Safety Command, FSD

**Matters Discussed in the Meeting :**

1. **Registered Fire Engineer (RFE) Scheme**

In the context of conflicts of interest, mandatory building inspection under section 30D(7) of the Buildings Ordinance (Cap.123) provided that a registered inspector must not act, at the same time, as a contractor to carry out the prescribed repair for the same part of the building.

As similar mechanisms and policies addressing the issue of conflicts of interest were drawn up for APs involving in the supervision of building works, the Chairman welcomed all APs to provide further comments or recommendations on this issue.

2. **Study on Hospital Fire Safety**

A study on Hospital Fire Safety was completed. The findings revealed that the United Kingdom and Singapore had more detailed mandatory requirements for the hospital building designs incorporating the concepts of horizontal and vertical evacuation in hospitals, whereas Hong Kong did not have such mandatory requirement. The study recommended that some enhancements could be applied to the building designs and FSI provisions in Hong Kong, including (i) compartment size restriction; (ii) hospital street; (iii) stairways dimensions; (iv) evacuation lifts; and (v) fast response type sprinkler heads for the entire hospital. Further discussion would be conducted with Buildings Department (BD), Department of Health and Hospital Authority on the proposed enhancements.

The Chairman supplemented that the proposed FSI enhancements and requirements on evacuation lift would be put into practice and incorporated into the Codes of Practice for Minimum Fire Service

Installations and Equipment (CoP) shortly and reminded all members that for all new hospital building plans submissions, the design of evacuation lifts should comply with the requirement for the fireman's lifts in accordance with the CoP.

3. ***New Report Form for Open Kitchen Unit and Window-less Kitchen /Toilet***

A new form was designed for collecting data of open kitchen unit and window-less kitchen/ toilet in new developments. It was proposed that the new form should be submitted with the "Document Checklist by APs before FSI Acceptance Inspections" if the developments were designed with open kitchen units or window-less kitchens/toilets. The form and the revised Document Checklist for FSI Acceptance Inspection (Rev. C) were uploaded to the FSD website. The Chairman reminded all APs to draw their members' attention to the aforementioned new report form and revised Document Checklist.

4. ***Presentation on Limitation of Unwanted Fire Alarms***

APs were briefed about the monitoring mechanism for the premises with high incidence of unwanted fire alarms and remedial measures to rectify the undesirable situations. The Chairman advised members to make reference to the suggested measures, particularly at the design stage of FSI, to eliminate the root causes of unwanted fire alarms.

5. ***Installation of Static or Dynamic Smoke Extraction System***

In response to the enquiry from a member regarding the requirement for the installation of static or dynamic smoke extraction system, it was told that according to the CoP, static or dynamic smoke extraction system was required for-

"any fire compartment exceeding 7,000 cubic metres, where:

- (i) the aggregate area of openable windows of the compartment does not exceed 6.25% of the floor area of that compartment; and
- (ii) the designed fire load is likely to exceed 1,135 MJ/square metre."

It was further elaborated that "the floor area of that compartment" referred to the proposed delineation of the compartment area submitted

by AP to the BD. In other words, it literally included all the floor area of that compartment in regard to its submission to BD for approval.

6. **FSD Requirements for General Building Plan (GBP) Submission and FSI Acceptance Inspection**

In regard to the GBP submissions, the cooperation from building professionals and consultants/ contractors in maintaining the quality of their submissions was crucial. Though the quality of GBP submissions had been improved significantly after several technical seminars organised for the trade in early 2018, the following examples of some repeated irregularities could still be found in GBP submissions-

- (i) FS Notes did not tally with the existing building FSI in A&A works submission; and
- (ii) Inclusion of notes which were not related to FSI in FS notes.

With a view to enhancing efficiency in the processing of building plans and conducting FSI acceptance inspection, FSD had been seeking the cooperation with building professionals and consultants / contractor in maintaining the quality of submissions. Although significant improvement was noted recently, there was still room for improvement to eliminate some common errors or irregularities. FSD was ready to take a stern stance against any substandard submissions and would refer such cases directly to respective authorities should there be sufficient evidence to prove that such misconduct was found to have occurred repeatedly in any building professionals and consultants / contractors. FSD was committed in providing quality services to the public and the overall efficiency in processing GBP submissions and FSI acceptance inspection would be greatly increased if such common errors/irregularities were reduced to a greater extent.

To facilitate the construction industry in meeting the huge upsurge demand for infrastructure and building construction, FSD had taken various constructive administrative initiatives including pre-inspection meeting and standard document checklist for conducting FSI acceptance inspections with a view to providing efficient service in response to their ongoing increasing demands.

Nevertheless, it was disappointed to note during a recent review that some APs/ Registered Professional Engineers (RPEs)/ Registered Fire Service Installation Contractors (RFSICs), from time to time, failed to comply with the prevailing requirements in submitting the FSI/501 for application of FSI acceptance inspections. All APs/ RPEs/ RFSICs were urged to acquaint themselves with the procedures and requirements as stipulated in the FSD Circular Letter 1/2007 and 1/2015. APs were advised to pay particular attention to the following requirements-

(a) Active verification and selection of proper material/ equipment for code compliance accepted by FSD;

(b) Timely submissions of form FSI/314 for smoke control systems including smoke extraction systems, staircase pressurisation systems and ventilation/air-conditioning control systems to secure approval from FSD before submission of form FSI/501; and

(c) FSIs including smoke control systems should be tested satisfactorily by completing relevant testing and commissioning checklists and equipment list by responsible parties before commencement of acceptance inspections by FSD.

Failure to comply with the above requirements would hamper the FSI acceptance inspection process and greatly degrade the efficiency of acceptance inspections as well as wasting the resources of the FSD.

The Chairman urged the APs to bring the above observations back to respective professional bodies for further review on the quality of GBP submissions and the compliance rate in acceptance inspections. He also took this opportunity to remind all members that shutdown of FSI for an unreasonable long period of time may constitute a fire hazard. In this regard, members were invited to convey the seriousness of this issue to the consultants / APs /contractors.

#### 7. **Advisory Letter for Proper Operation of Fire Shutter**

An advisory letter was issued on 5.11.2018 to remind APs and RFSICs about the proper operation of fire shutters required under the ambit of FSD. The whole fire shutter assembly should be capable of

sustaining continuous operation at all times. Any interruption to fire shutter materially affecting the effective operation of fire shutter, including interruption effected by protective/ interruptive devices, would not be accepted by FSD.

The Chairman advised all APs to remind their members to take note of the advisory letter on proper operation of fire shutter and welcomed their members to raise further enquiries on this issue at future meetings.

8. ***New Senior Engineer (SE) and Building Service Engineer (BSE) in FSD***

The Chairman told the meeting that the posts of one SE and one BSE were created in October 2018 to strengthen the manpower in handling technical matters in relation to fire engineering issues. The new staff had taken up the duties of technical vetting for the submissions of Fire Engineering Report (FER) and form FSI/314 for Smoke Control Systems. Having said that, all current procedures regarding the submission of FER to New Projects Division via BD, and form FSI/314 Smoke Control Systems to Fire Service Installations Division remained unchanged.

9. ***Potential Risks in Connecting Non-FSI Electrical Loads to the Emergency Generator***

A member asked whether FSD would accept the connection of non-FSI electrical load to the emergency generator.

Emergency generator was classified as fire service installations for supporting the operation of FSI in case of emergency. To ensure the stability and reliability of the emergency generator, other non-FSI load should not be connected to the emergency generator without the consent of FSD. In the past, secondary supply to lift was in general accepted in the application submitted by the APs, in order to facilitate its compliance with the statutory requirement of the code of Practice for Lifts and Escalators enforced by the Electrical and Mechanical Services Department. However, it was noted that in recent applications, other non-essential loads demanding high power supply such as air conditioning plants, chillers, UPS, etc., were designed to be

supported by the emergency generator. It was considered high potential risk to the stability and reliability of the emergency generator and was therefore not accepted by FSD. Dedicated standby generator instead of emergency generator should be considered by the APs to safeguard dedicated secondary supply for their facilities. There were numerous past cases of developments equipped with standby generator in addition to emergency generator.

END