

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

Date : 15 January 2020 (Wednesday)
Time : 1530 hours
Venue : Conference Room, Fire Safety Command, FSD

Matters Discussed in the Meeting :

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

A draft code of practice (CoP) specifying the standards and procedural requirements for the RFE was being recently drawn up for internal scrutiny.

2. **General Building Plan (GBP) Submission and FSI Acceptance Inspection**

Performance Indicators

The figures related to the performance indicators for GBP processed and FSI acceptance inspection for New Projects Division, Airport Expansion Project Division and Railway Development Strategy Division were presented. APs had no comment on the performance indicators presented.

Regarding the proposed target time frame for vetting of FSI drawings, the Chairman welcomed all APs to provide views and suggestions at any time for further improvement.

To ensure timely processing of fire engineering reports (FERs), Buildings Department (BD) was advised to refer the FERs to FSD upon receiving the submissions.

The Chairman advised that when preparing the Fire Safety Management Plan (FSMP), APs should make reference to the guidelines as stipulated in Part F of the Code of Practice for Fire Safety on Buildings 2011 published by the BD and formulate management measures and appropriate fire action plan with regards to the design and layout of the development. For example, when the smoke detector at the open kitchen inside the domestic unit was actuated, a property attendant should attend for investigation immediately and targeted response time should be specified in the fire action plan of the FSMP. To ensure the effective implementation of the FSMP upon the occupation of the development, all information especially the bounding conditions in the FSMP should be well cascaded to the appointed

property management company.

Repeated Irregularities Found in GBP Submission / during Acceptance Inspection

If minor amendments were required for any GBP submitted, the case officer would contact APs for revision arrangement.

3. **Proper Maintenance of Building Fire Service Installations (FSI)**

The Implementation of Annual Inspection (AI) Checklist of FSI

The AI Checklists for FH/HR system and supply tanks were issued via FSD Circular Letter 4/2019 on 13.12.2019. The checklists specified the minimum requirements of AI for Registered Fire Service Installation Contractors (RFSICs) to comply with when conducting AI to the FSIs. To allow more time for the trade to acquaint themselves with the new arrangement and practice, the AI checklists for FH/HR systems and supply tanks would take effect on 1 April 2020. After the implementation, RFSICs should conduct AI of FH/HR systems and supply tanks against the respective checklists. Upon completion of the relevant inspection and testing procedures, they would be required to sign the checklists by Authorized Signatory and advised to forward a copy of the same to the person on whose instructions work was undertaken. It was also necessary for them to retain a scanned or hard copy of the completed and duly signed checklists for at least 7 years and for verification by the FSD upon request. The arrangement would be subject to review after 12 months of its implementation. Meanwhile, checklists for other FSIs would be introduced in due course.

Proper Maintenance of Moving Parts of FSI

It was revealed during recent FSI audit inspection by FSD that movable parts of FSI system, such as disc/stem or piston/spring assembly inside pressure reducing valve (PRV) of FH/HR system, which had been installed for a long time might not operate properly due to deterioration. It might affect the effective functioning of the whole FSI system. RFSICs were required during the inspection, maintenance, modification or repair of FSI to inspect, test and lubricate (where appropriate) the movable parts of FSI systems (e.g. FS/Sprinkler inlets, hydrant outlet, PRV, control valve, etc.) particularly those having been installed for a long time.

Maintenance of Spare Parts/Components Stocks for FSI System

In some buildings/premises, due to shortage of spare parts/components which were essential to operation, some FSI systems could not be resumed normal after actuation. Therefore, RFSICs were encouraged to advise owners of FSI to keep sufficient stock of spare parts/components of the FSI system for replacement after actuation, particularly for those which were not immediately/readily available in the market, such as multiple jet control (MJC) in long throw sprinkler system, etc., in order to mitigate the existence of fire hazard due to system downtime.

4. **Local Application of Loss Prevention Council (LPC) Rules for Automatic Sprinkler Installations Incorporating BS EN 12845:2015**

The final recommendations to the local application of LPC rules for automatic sprinkler installations incorporating BS EN 12845:2015 “Fixed firefighting systems - Automatic sprinkler systems - Design, installation and maintenance” were drafted and agreed in principle in the 61th FSSAG meeting on 19.12.2019. It was anticipated that the FSD Circular Letter promulgating the application would be issued in early 2020. Some major revisions related to building layout design were presented to the meeting.

Such revisions were essential from firefighting and rescue as well as maintenance point of view. To address the concerns of all stakeholders, briefings on the details of the new requirements would be arranged for relevant professional bodies.

5. **FS Water Connection to the Fresh Water Supply System/Roof Tank of Targeted Composite Buildings under the Fire Safety (Buildings) Ordinance, Cap 572**

For incorporation of fresh water supply system into FH/HR system, 7 TCBs were processed under the pilot scheme. Among them, the improvement works of 2 pilot cases, one with and one without backflow preventer, were completed. Letters of compliance were issued to relevant owners on 21.9.2018 and 18.12.2019 respectively. The details of the two completed cases under the pilot scheme were introduced in the meeting.

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