

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

Date : 2 November 2021 (Tuesday)
Time : 1600 hours
Venue : Conference Room, Fire Safety Command, FSD

Matters Discussed in the Meeting :

1. **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.

Repeated Irregularities Found in GBP Submission / during Acceptance Inspection

Several repeated irregularities were noted in recent GBP submissions and during recent acceptance inspections:

- (i) Amendments made in previous submissions were not incorporated in the latest submission;
- (ii) FS Notes amendments were not highlighted/ underlined;
- (iii) The standards of system in FS Notes were omitted;
- (iv) Inclusion of notes which were not related to FSI in FS Notes; and
- (v) The alterations and additions (A&A) area/ submission areas were not clearly delineated / colored on plans.

2. **Car Parking Facilities with Automated Parking System**

The information paper on fire safety provisions for car parking facilities with automated parking system was issued to relevant departments for comments and views in July 2020. Reply from a concerned department was still pending. Response to comments would be prepared for further consultation upon receipt of all the replies. Besides, several government projects had already adopted Automated Parking System in their developments and the proposed fire safety requirements in the information paper would be provided accordingly. A presentation

regarding the draft information paper was conducted

3. **Review on Fire Safety Requirements for Car Ports**

An information paper on the provision of sprinkler system for car port was circulated to relevant stakeholders in May 2021 for their views as FSD the need to require all Car Ports with a floor area greater than 230m² be provided with sprinkler system in the future. Pending replies from three concerned departments, the response to comments would be prepared.

4. **Review of FSI Code (2012)**

The review of the current FSI Code was in good progress. After consolidating all the proposals, a summary of the proposed amendments would be prepared. Relevant stakeholders and government departments would be invited to offer comments and views shortly.

5. **Enquires from AP**

In response to a member's enquiry on the provision of additional tanks in A&A or FSI improvement work for existing building, it was advised that the provision of combined tanks to fulfil the tank size requirement and system with water supply direct-feed from town's main would be examined on a case-by-case basis. Justifications and calculation of pressure and flow requirements should be submitted to FSD for prior approval. Regarding direct-feed from town's main, endorsement from Water Supplies Department would also be required.

Regarding the enquiry on voluntary upgrading/improvement work for the FSI of existing buildings, it was advised that for case not involving A & A works, AP would be required to submit two sets of FSI drawings and location plans together with the Form FSI/314A to FSD in accordance with requirements stipulated in Parts I & VI of FSD Circular Letter No. 4/96. However, for upgrading of FSI in existing buildings involving A & A works, AP should consult the Building Authority on whether the submission of general building plans for approval was required.

In response to a member's enquiries regarding the painting of duct, it was advised that the ventilating systems in non-scheduled premises and scheduled premises (i.e. general restaurant, factory canteen, dancing hall, cinema, theatre and funeral parlour) should be designed, installed and

maintained to meet the fire safety requirements stipulated in the Building (Ventilation Systems) Regulation (Chapter 123J) and the Ventilating of Scheduled Premises Regulation (Cap. 132CE) respectively. Compliance of fire safety requirements (FSRs) issued by the FSD would also be required so as to avoid constituting a fire hazard.

For ducting of ventilating system, every duct itself should be wholly constructed of non-combustible material. With external insulation applied to the ductwork, the fire property requirement of the insulation material, including the associated fasteners, adhesives, aluminum foil tapes, etc, should comply with BS 476 Part 7 or equivalent standard, or be brought up to that standard by use of an approved fire retardant product. Fire retardant solution/ paint was not one of the types of approved fire retardant product stipulated in Clause 4.4.2 of the Part XI, FSD Circular Letter No. 4/96.

During inspection on ventilation system for compliance to relevant FSRs, paint on the ductwork with/without insulation was not considered as material needed to be certified with BS 476: Part 7 or equivalent standard.