

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

Date : 30 October 2023 (Monday)
Time : 1430 hours

*Video conference was conducted

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.

Repeated Irregularities Found in GBP Submission/ during Acceptance Inspection

A number of repeated irregularities were noted in recent GBP submissions and acceptance inspections:

- ◆ FS Notes amendments were not highlighted / underlined; and
- ◆ Fireman's emergency switch for electric vehicle charging facility was not indicated on plans.

A "Supplementary Guidance Note on General Building Plan Submissions" was issued and publicized in FSD website in August 2023 with a view to facilitating the trade in preparing GBP submissions.

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

While the response from BD on the information paper was still pending, response-to-comment documents to other government departments were prepared and would be circulated in due course.

3. **Review of Code of Practice**
[previously named as Review of FSI Code (2012)]

The translation of the new Codes of Practice into Chinese was being finalized. It would be promulgated by FSD Circular Letter in due course.

4. **Fire Protection Measures in Construction Sites**

A Joint Liaison Group was formed to include the opinion and concerns of 13 nos. of stakeholders with a kick-off meeting held on 22.8.2023.

An information paper outlined a new set of fire safety requirements was/would be forwarded to the stakeholders for comments in late October 2023. The finalized requirements would be promulgated in form of FSD Circular Letter by mid-2024. Further progress/findings of the review would be brought up in the coming meeting for information and discussion.

5. **Review of Precautions and Requirements in regard to Fire Safety in Mechanical Ventilating Systems**

The updated (i) Fire Safety Requirements for Mechanical Ventilating Systems and the (ii) Specification of Gas Extraction System for Battery Room and Electrical Charging Facilities published with the newly issued FSD Circular Letter Nos. 2/2023 and 3/2023 respectively had been issued on 7 June 2023 and they took effect from 1 September 2023. Briefing sessions to the Trades had been conducted through the “FSD Connects” Webinar on 27 October 2023.

6. **Electronic Submission with Adoption of iAM Smart or Valid Personal Digital Certificate for Application of FSI Acceptance Inspection**

Electronic services were being developed for enabling electronic submission of (i) Application for Inspection and Testing of Fire Service Installations and Equipment [Form FSI/501 (Rev. 2020)] and (ii) Certificate of Completion of Fire Service Installations and Equipment in New Buildings [Form FSI/501a]. It would facilitate making application and certification with adoption of iAM Smart or valid personal digital certificate through GovHK platform.

A trial version of electronic submission has been developed. In order to seek opinions from the Trade for further development of the electronic submission, representatives from FSD/AP Liaison Meeting, Ventilation Installation Liaison Group and The Association of Registered FSI Contractors in the capacity of AP, RPE and RFSIC respectively had been invited to attend the trial workshop which was arranged on 26.10.2023.