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

Date : 17 March 2026 (Tuesday)
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 performance indicator figures for GBP processing and FSI acceptance inspection conducted by FSD were presented.

Repeated Irregularities Found in GBP Submission/ during Acceptance Inspection

A number of recent GBP submissions had been noted where the design of staircase natural ventilation did not comply with BS5588-5:1991, as required by the Code of Practice for Minimum Fire Service Installations and Equipment ("FSI Code"). In particular, a top vent for natural venting, in accordance with BS5588-5:1991, should be provided at the top of the stair enclosure, sited where it would not be unduly affected by wind pressures. Such requirement was not the same as the provision for natural ventilation of a firefighting and rescue stairway specified in Buildings Department ("BD")'s Code of Practice for Fire Safety in Buildings 2011, which required a vent at the highest point of the stairway but did not explicitly mandate that it be located at the top of the stair enclosure.

The aforementioned would be incorporated into "Supplementary Guidance Note on General Building Plan Submissions" to be uploaded onto FSD website.

2. ***Car Parking Facilities with Automated Parking System (APS)***

An information paper outlining the fire safety requirements for APS, with the draft paragraphs to be incorporated in the FSI Code was forwarded to the stakeholders for trade consultation. The consultation was completed in Q4 2025. Response-to-Comment documents were prepared and circulated to all stakeholders in February 2026. The finalized requirements were under preparation and would be promulgated in form of FSD Circular Letter.

3. ***Electronic Issuance of Fire Services Certificate (F.S.172)***

Following the implementation of e-Issuance System ("e-IS") for acceptance memo on 26.2.2025 and acceptance letter on 23.6.2025, all acceptance memo and acceptance letters were issued by email via e-IS. Meanwhile, in 2025, 165 nos. of F.S.172 (83% of the total) were issued by email via e-IS. APs, government officers and Registered Fire Service Installation Contractors were continually encouraged to provide email when they submit application for FSI acceptance inspection so that they can enjoy the convenience of electronic-F.S.172. The utilization rate of e-Issuance had achieved 100% in 2026.

4. ***Streamlining Application Procedures for Exemption of Sprinkler Installation underneath Canopy or in Inaccessible Voids***

No further comment was received from the industry for any difficulties encountered when applying for exemptions of sprinkler using the forms. Members of the trade were encouraged to make use of the forms.

5. ***Streamlining the Processing Time of Final Plans Submission for Smoke Control Systems (SCSs)***

With a view to facilitating the trade in obtaining timely approval for SCS plan submissions, including smoke extraction system, staircase pressurization system and ventilation/air-conditioning control system, for FSI acceptance inspection, new facilitation measures had been implemented since June 2025. These measures streamlined the processing time for final plan submissions from normally not more than 12 weeks to not more than 8 weeks and also allowed minor amendments (e.g. duct routing or equipment relocation) to previously approved SCS plans.

19 SCS final submissions (public housing, institutional, government and private projects) subject to enhanced measure had been received by the New Projects Division ("NPD") since June 2025, all of which had been approved within 8 weeks. Moreover, two projects (institutional and private) had requested minor changes on stamped SCS plans according to the enhanced measure in application for FSI acceptance inspection, all of which were satisfactorily completed with F.S. 172 duly issued. A "Points to Note for Submission of FSI Plans for Smoke Control Systems for Acceptance Inspection of FSI" document would accompany the first approved GBP/SCS plans to guide applicants. It was also accessible on FSD website.

6. ***Removal of Scaffolding before FSI Acceptance Inspection***

The measures on allowing scaffolding during acceptance inspection were in place with certain conditions satisfied such that inspection of FSI were not hindered.

7. ***FSD's Views and Interpretation on Means of Escape (MOE) under BD's Code of Practice for Fire Safety in Buildings 2011 (2024 Edition) and Fire Services (Fire Hazard Abatement) Regulation (FS(FHA)R)***

FSD reported that a meeting was held with the Buildings Department ("BD") to discuss the scope of MOE and both Departments exchanged views on the matter.

Members also exchanged views on the interpretation of MOE and FSD would further discuss with BD on the issue.

8. ***Electronic Reply for GBP Submission & Electronic F.S. 161***

With the launch of FSD's e-IS since 1.8.2025, relevant reply letters and Fire Services Certificate (F.S. 161) had been delivered electronically by email to AP for GBP submissions received from the BD and the Independent Checking Unit of the Housing Bureau. While the payment method and GBP collection arrangement remained unchanged, this measure had largely reduced delivery time. To facilitate timely and accurate dispatch, all cover letters accompanying GBP submissions were required to include a corresponding email address for receiving the reply letters and F.S. 161.

9. ***Relocation of offices of New Projects Division and One-stop Coordination Office for New Fire Protection Facilities Acceptance***

With effect from 10.3.2026, offices of the NPD and One-stop Coordination Office for New Fire Protection Facilities Acceptance ("OFFA") were officially relocated to 7/F, Fire Services Department West Kowloon Complex, 4 To Wah Road, Kowloon.

10. ***Proposal for Adoption of Alternate Technology for Building Fire Signal Connection to Fire Services Communications Centre (FSCC) via Direct Telephone Link***

A joint sub-working group meeting between FSD and the Association of Registered Fire Service Installation Contractors ("FSICA") was held on 28.11.2025 and 26.2.2026 to assess the technical feasibility of introducing alternative communication technologies, such as optical fibre and copper wire, in parallel with the existing Direct Telephone Line for transmitting fire alarm signals via the Computerized Fire Alarm Transmission System ("CFATS") service providers to the FSCC. During the working group meetings, FSD informed FSICA that the Office of the Communications Authority had confirmed the existing Services-Based Operator Licences for "Security and Fire Alarm Signals Transmission Services" under Telecommunications Ordinance (Cap. 106) did not restrict the medium of telecommunication. Therefore, there was no regulatory restriction in using optical fibre and copper wire for providing Direct Line Service.

Stakeholders were invited to approach Service Providers of CFATS operator (i.e. Chubb, Lik On and Jardine) whether they were willing to provide Fire Alarm Signals Transmission Service using optical fibre and copper wire. In future, stakeholders may approach OFFA if they wish to seek further technical advice in using optical fibre and copper wire to provide Fire Alarm Signals Transmission Service.

11. ***Application of Internet of Things (IoT) Fire Detection System (FDS)***

Subject to the results of the trial period for the IoT FDS Pilot Scheme on ten selected target buildings by the end of Q1 2026, FSD would proceed to accept the alternative solution in Q2 2026. This solution involved providing IoT FDS and fire extinguishers in lieu of hose reel and manual fire alarm systems for target buildings of 6 storeys or below regulated under the Fire Safety (Buildings) Ordinance (Cap. 572) ("FS(B)O"). Taking this

opportunity, the FSD would further explore the feasibility of adopting IoT FDS for other target buildings regulated by the FS(B)O and new buildings. This proposal would be brought up for discussion at the Fire Safety Standard Advisory Group meeting on 26.3.2026.

12. ***Registered Fire Engineer Scheme***

FSD launched the Registered Fire Engineer ("RFE") Scheme ("the Scheme") on 1.11.2025. Under the Scheme, RFEs were allowed to provide fire safety risk assessment and certification services for applicants seeking licences for scheduled premises. FSD would continue to deliver its existing fire safety risk assessment and certification services. Licence applicants may, at their discretion, engage either RFEs or FSD at different stages of the licensing process to complete the fire safety risk assessment and certification procedures. The Scheme was being rolled out in phases to enable RFEs to gain practical experience and professional knowledge, thereby establishing a solid foundation for the handling of licence applications for licensed premises involving higher and more diverse potential fire safety risks in the future. In the first phase, the Scheme applied to the licence application process of food businesses including general restaurant, light refreshment restaurant, factory canteen, composite food shop and food factory (including bakery). Interviews for RFEs were underway, with the first batch of RFEs expected to be registered in March 2026.