

**Summary of Notes of Liaison Meeting between FSD and the Association of Registered
Fire Service Installation Contractors of HK Ltd (FSICA)
held on 15 April 2019**

1.1 Improvement of Fire Safety under the Fire Safety (Commercial Premises) Ordinance

Members were briefed on the latest inspection statistics.

1.2 Proposal to Improve Fire Safety in Private Buildings

Members were briefed on the latest enforcement statistics.

1.3 Checking the Standard of Maintenance Works Carried Out by Registered Fire Service Installation Contractors (RFSIC)

Members were briefed on the latest statistics related to the surprise checks conducted by FSD.

1.4 Registered Fire Engineer Scheme (RFireE)

For the sustainable development of RFE Scheme, it would be more advantageous if there were dedicated top-up courses provided by local tertiary institutions. Against this background, liaison meetings with local tertiary institutions were held in January and February 2019. During the meetings, local tertiary institutions indicated that it was feasible for them to provide dedicated top-up courses for bridging the qualification of interested participants to be registered as RFE.

1.5 Commissioning of the Integrated Licensing, fire Safety and Prosecution System (LIFIPS)

The average usage of e-FS 251 was 44.8% in 2018, whilst the average usage of the first quarter in 2019 was 45.2%.

1.6 Annual Inspection of Fire Service Installations and Equipment (FSIs)

405 advisory letters (ALs) were dispatched to the building owners between December 2018 and February 2019. There were 300 nos. of FS 251 received in

response to the ALs within the period.

1.7 FS water connection to the fresh water supply system/roof tank of target composite buildings under the Fire Safety (Buildings) Ordinance, Cap 572

For incorporation of fresh water supply system into FH/HR system, 5 TCBs were processed under the pilot scheme. Among them, one of the pilot cases was completed and letter of compliance was issued to owners on 21.9.2018. Besides, 2 new applications were received by this department and screening process among FSD, BD and WSD was still in progress.

1.8 Improvised FH/HR System (Phase III) for Targeted Composite Buildings of 7 storeys or above or over 20 m in height

As at 31.3.2019, approvals were given for a total of 449 TCBs to have the capacity of their FS tanks to be reduced to 4500 litres under the captioned measure. FSI drawings for 94 TCBs (out of the 449) were submitted and 29 nos. of those were approved.

1.9 FSIs for Modular Integrated Construction (MiC)

FSD Circular Letter No.: 3/2019 - Guidance Notes on Submission, Approval and Acceptance Inspection of Fire Service Installations and Equipment in Modular Integrated Construction Building Projects had been issued on 22.3.2019.

1.10 Documents Checklist for Acceptance Inspection

There was no update to report. As no further discussion on the issue was required, the meeting agreed to delete this item in the next meeting.

1.11 Checklist for Major Defects of FSI Drawings Submission under Cap. 502 / Cap. 572 launched in 2015

In order to enhance the standard of FSI drawing submission under Cap. 502/ Cap. 572 by the FSI contractor, a checklist for the major defects of FSI plans submission had been uploaded onto the FSD Website for easy reference of contractors in 2015 and such initiative was introduced in the different seminars held with relevant stakeholders in 2015 and 2016.

According to FSD's record for the period as from January to September 2018, the

outcome was still beyond expectation. Members of FSICA were reminded to pay more attention on their standard of plans submission and all items listed in the checklist would also be noted while preparing the FSI drawing.

According to FSD record for the period from Jan to Dec 2018, the outcome was still beyond expectation. Members of FSICA were reminded to pay more attention to their standard of plans submission and all items listed in the checklist should be closely observed while preparing the FSI drawings for submission.

The low successful rate of FSI Drawings Submission was discussed in detail. The meeting concluded that FSD would prepare a list of common errors that often took place in the course of preparing the FSI drawings submission so as to enhance the quality of submission. Such list would be uploaded onto the FSD website for public information.

1.12 General Procedures for Handling Shutdown of FSI

The procedures and measures to be observed by RFSICs when any FSI was defective or shut down for inspection, maintenance, modification or repair were being reviewed by the FSD. Updating of FSD Circular Letter was still in progress.

1.13 Decommissioning of the Existing FSI under FS(B)O Cap. 572

Under the FS(B)O, the target buildings were required to provide a Fire Hose/Hose Reel or a Hose Reel system depending on the building height but some of these buildings were installed with a dry riser or fire extinguishers under the Buildings Ordinance, Cap. 123 when the building was completed. After completion of FSI improvement works under FS(B)O, such kind of existing FSI might have been removed/retained/converted subject to the building owner's decision and hence it was the responsibility of owner of FSI to keep both the new provisions per Fire Safety Direction (FSDn) and the existing one in good and efficient working orders pursuant to reg. 8 of the Fire Service (Installations and Equipment) Regulations, Cap. 95B, if the latter was retained.

Having discussed and agreed by a working group, a coordinated workflow covering the procedures on handling the existing FSI was established. In this connection, building owners should be advised to consult their engaged consultant/RFSIC to consider whether the existing FSI could be removed / retained / modified. The arrangement for existing FSI should keep BI Division

informed clearly at the time of submission of FSI drawing or by completing an option form.

1.14 Proposed Amendments to the Fire Service (Installations and Equipment) Regulations, Cap 95B for stand-alone smoke alarm

With a view to widening the choices of fire alarm devices by public, despite of accepting smoke alarm designed solely for the said purpose, FSD planned to accept other types of stand-alone fire alarm device which could also detect other products of combustion such as heat or carbon monoxide. The revised proposal was sent to SB for comment.

1.15 Fire Safety Improvement Works Subsidy Scheme (FSWS)

Urban Renewal Authority (URA) had already issued notification letters by batch to the building owners, who were initially qualified for FSWS, to inform them of the application and prioritization result starting from 21 December 2018. As informed by URA, case officers of URA would contact successful building owners and provide assistance to them by batch according to the priority commencing in June 2019.

In carrying out fire safety improvement works for FSI, RFSIC were obliged to assist the building owners to complete the fire safety improvement works as soon as possible. In particular, the RFSIC should:

- strictly follow the works plan to ensure that the fire safety improvement works could be completed without delay;
- remind the owners that they are provided with the latest fire safety improvement requirements and confirm with FSD, if deemed necessary; and
- ensure shutdown of existing FSI for the fire safety improvement works be kept to the minimum and relevant notification and preventive measures were implemented accordingly, etc.

1.16 Measures to facilitate licence application for premises located in old composite buildings

The measures had been put in place with positive feedbacks from the food business trade. As no further discussion on the issue was required, the meeting agreed to delete this item in the next meeting.

1.17 Specification of Pressurization of Staircase

As no further discussion on the issue was required, the meeting agreed to delete this item in the next meeting.

1.18 Submission of Ventilation / Air-conditioning Control (V/AC) System

FSD Circular Letter No. 1/2019-“Ventilation / Air Conditioning (V/AC) Control System” which provided a summary of the requirements of V/AC control system together with a set of schematic drawings as attached to Annex for reference was issued on 15 January 2019.

As no further discussion on the issue was required, the meeting agreed that the item would be deleted in the next meeting.

1.19 Smart Technology for FSI

Members were briefed on the background of promoting and implementing the idea of smart technology for FSI system in the territories. The issue was discussed in detail. The meeting concluded that for further discussion on the issue, some concrete examples on the existing buildings in the territories with the provision of smart technology for FSI system, including the design, installation and maintenance of these system, which had been connected to the building management system would be useful.

1.20 Smoke Extraction System (SES) associated with Fire Engineering Design with Verification by Hot Smoke Test (HST)

Members were reminded that if the fire engineering design involved SES, according to the Codes of Practice for Minimum Fire Service Installations and Equipment (FSI Code) and FSD Circular Letter (CL) No. 2/2002, an acceptance test in the form of HST might be required if the criteria prescribed in FSI code were met to ascertain the effective performance of SES and associated fire services installation by verifying the hypothetical design criteria of fire engineering report (FER).

HST was a test required by FSI Code in case the criteria laid down were met even fire engineering design was not adopted in the design of SES. Vice versa, HST might not be required for SES with fire engineering design if the criteria were not met. Regarding the acceptance inspection, unless otherwise stated in

the endorsed FER, all SES required under the FSI Code should comply with the specifications and requirements stipulated in FSI Code and relevant CLs, including basic considerations, provisional requirements for different types of premises, control and actuation, electric and automatic controls, standby or duplicate equipment, secondary power supply, etc.

Before carrying out the HST according to FSI Code for verifying the performance of SES on site, the APs/consultants/ Registered Fire Service Installation Contractors (RFSICs) would be required to submit a HST methodology to the Fire Service Installations Division (FSID) for review and acceptance. According to the FSD CL No. 2/2002, the size of the test fire should not be less than 1.0 MW, while its size should also be varied, by methodology proponents on a case-by-case basis, according to the project characteristics for verifying the SES performance against the FER design criteria and parameters if applicable.

HST should be conducted at the final stage of acceptance inspection. To facilitate the trade to successfully conduct the HSTs, the APs/consultants/RFSICs were reminded to conduct their own mock-up tests without the attendance of FSD prior to the formal HSTs in the acceptance inspection. All criteria and set up, locations, fire size, etc., agreed in the accepted methodology would be adopted in the mock-up test with a view to allowing the project team to rectify defects or re-commission the system to achieve the required test results.

1.21 Checklists for Inspection, Testing and Maintenance of FSI

For the purpose of offering guidelines for FSI annual inspection or maintenance procedures, “Inspection, Testing and Maintenance Checklists” in respect of Fire Hydrant / Hose Reel Systems and Supply Tanks specifying the maintenance and testing requirements were firstly introduced. Views and comments amongst relevant parties / stakeholders on the contents of checklists would be collected. Checklists for other systems would also be introduced in due course.

1.22 Inspection, Maintenance, Modification and Repair of Fire Service Installations and Equipment.

An advisory letter concerning FSI shutdown procedures and proper maintenance of moving parts of FSI systems was issued to Registered Fire Service Installation Contractors (RFSICs) on 19.3.2019. RFSICs were reminded not to shut down an FSI system hastily unless there was no other alternatives. Any disruption to

the normal operation of the FSI should be kept to the minimum, and the affected FSI should be shut down by sections and restored to normal operation as soon as practicable.

Where FSIs were found to be defective or inevitably required to be shut down for inspection, maintenance, modification or repair, RFSICs should be held responsible for notifying the Director of Fire Services timely and strictly adhere to the notification mechanism as stipulated in FSD Circular Letter No. 3/2008. RFSICs should ensure that a stamped notification form with an FSD serial number provided thereon was received, which implied that FSD had acknowledged the FSI defect/shut down, before shutting down the system concerned.

During recent FSI audit inspections, FSD found that moving parts of FSI system, such as disc / stem assembly inside fire service (FS) inlet, fire hydrant outlet of FH/HR system, which had been commissioned for a long time might not operate properly due to wear and tear, thus affecting the effective functioning of the whole system. RFSICs were required during inspection, maintenance, modification or repair of FSI to inspect, test and lubricate (where appropriate) moving parts of FSI systems, particularly those having been commissioned for a long time.