

**Summary of Notes of Liaison Meeting between FSD and the Association of Registered  
Fire Service Installation Contractors of HK Ltd (FSICA)  
held on 8 July 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)**

Regarding the provision of dedicated “top-up courses” for the implementation of the RFE Scheme, letters were issued to the local universities in March 2019 to formally solicit their support and positive replies were received. Further liaison with the universities would be maintained to discuss the details.

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

The average usage of e-FS 251 (Barcode) was 44.8% in 2018, whilst the average usage of the first two quarters in 2019 was 44.04%.

Members were informed that since the LIFIPS had been in use for more than 10 years, it was time to review the system. Amongst others, the new system LIFIPS 2.0 was being studied with a view to enhancing the effectiveness of e-submission and e-payment.

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

501 advisory letters (ALs) were dispatched to the building owners between

Match 2019 and May 2019. In respond to the ALs issued within the period, 443 nos. of FS 251 were received.

**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, 6 TCBs were processed under the pilot scheme. Among them, the improvement works of 1 TCB were completed. Letter of compliance was issued to relevant owners on 21.9.2018. Besides, 1 application was still being screened by FSD, BD and WSD.

**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 15.6.2019, approval was given for a total of 533 TCBs to have the capacity of their FS tanks reduced to 4500 litres. FSI drawings for 103 TCBs (out of the 533) were received and 31 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” was issued in March 2019. Members were reminded to closely observe the guidance notes stated in FSD Circular No. 3/2019 when handling the MiC projects.

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

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

From January to March 2019, 372 sets of FSI drawings were received. Only 15 sets (4.0%) were approved on 1<sup>st</sup> submission whereas 39 sets (10.5%) were approved upon the 4<sup>th</sup> submission. 59 sets (15.9%) failed on initial screening.

Upon review, reasons for rejection of FSI drawings mainly fell into 4 categories as follows:

Category	Remarks
Technical Issues	<ul style="list-style-type: none"> <li data-bbox="778 181 1442 842">➤ This category included cases where project proponents failed to consider technical aspects of the proposed improvement works. For examples, in the hydraulic calculation when the adoption of improvised sprinkler system with water supply from a direct town's main connection was proposed, incorrect design points were considered in some cases and the friction loss due to the pipework and associated valves were not fully taken into account in some others.</li> <li data-bbox="778 842 1442 1066">➤ In some other cases, the discrimination in electrical system design for the proposed alteration or addition to the system was not fully taken into account.</li> </ul>
Overprovision of FSI	<ul style="list-style-type: none"> <li data-bbox="778 1088 1442 1498">➤ FSI to be improved or newly installed as suggested in the submission should be consistent with, and no more than, the requirements specified in the relevant fire safety direction(s). Where overprovision of FSI was a concern, consent from building owners would be requested.</li> </ul>
Lack of Information	<ul style="list-style-type: none"> <li data-bbox="778 1520 1442 1845">➤ Critical information was missing. Such information might include: contact information of project proponents; detailed specifications of FSI to be improved or newly installed; and information pertaining to the subject buildings.</li> <li data-bbox="778 1845 1442 2022">➤ On occasions, information presented on different pages in the same submission was inconsistent with each other.</li> </ul>

Plan Preparation	<ul style="list-style-type: none"> <li>➤ Plans submitted were illegible or otherwise not of such a quality as might be fit for vetting.</li> <li>➤ In some cases, existing FSI and FSI to be newly installed were not clearly differentiated on plans by way of suitable reference such as colouring or hatching.</li> </ul>
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For building plans sent to FSD via the Building Authority, it was not uncommon to see that amended plans for the same fire safety improvement works were submitted repeatedly. Members of FSICA were requested to provide clear and sufficient information to APs for early design consideration, so that the chance of subsequent amendments would be minimized.

### **1.11 General Procedures for Handling Shutdown of FSI**

The procedures and measures to be observed by RFSICs for handling shutdown of FSI for inspection, maintenance, modification or repair were actively under review by FSD. Amongst other changes, it was suggested that RFSICs would be required to review the situation of FSI shut down regularly. To strengthen the monitoring of FSI shutdown by RFSICs, the validity of shutdown notice submitted by RFSICs would normally be limited to one month. Further renewal and extension of shutdown period should only be considered having regard to genuine need. In addition, for shutdown of FSI entailed from building improvement works in accordance with Fire Safety (Commercial Premises) Ordinance and Fire Safety (Buildings) Ordinance (Cap 502 and 572), RFSICs should clearly indicate on the Shutdown Notice the relevant information for the sake of streamlining the relevant handling procedures. The draft Shutdown Notice would be circulated to members for comment in due course.

### **1.12 Decommissioning of the Existing FSI under FS(B)O Cap. 572**

The relevant procedures would be reviewed upon completion of the trial in January 2020. FSD was trying to consolidate the nos. of Advisory Letter and Supplementary Notes for Retaining-Conversion-Removal of the existing FSI issued since January 2019.

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

FSD was still waiting for SB's comments on the proposed revised amendment. Further development would be reported in due course.

#### **1.14 Fire Safety Improvement Works Subsidy Scheme (FSWS)**

Successful applicants for the FSWS would receive "Approval-in Principle" letter issued by URA. FSD would closely monitor the status of the applications and provide necessary assistance.

#### **1.15 Smart Technology for FSI**

It was suggested to form a Working Group comprising members of FSD, FSICA and some other parties concerned to further discuss the issue in detail.

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

Members were reminded to follow the requirements for performing hot smoke test prescribed in FSD Circular Letter No. 1/2002 if applicable. Tests should be systematically planned and arranged to verify the performance of the smoke extraction systems with methodology accepted by FSD.

As there was no supplement to this item, Members agreed to delete this item in the next meeting.

#### **1.17 Checklists for Inspection, Testing and Maintenance of FSI**

Comments on the checklists for FH/HR system and Supply Tanks from FSICA were received on 29.5.2019. The comments were discussed in the working group meeting held on 25.6.2019 with the representatives of FSICA. Meanwhile, the draft checklists were being finalized and would be circulated to relevant parties for comments in due course.

#### **1.18 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.

As no unsatisfactory audit functional test was noted after the advisory letter was issued, Members agreed to delete this item in the next meeting.

### **1.19 Review of Application for Inspection and Testing of Fire Service Installations and Equipment (FSI/501)**

Members were informed that with a view to facilitating AP, RPE and RFSIC in their application for FSI acceptance inspection and enhancing their accountability in the FSI acceptance inspection process, the form Application for Inspection and Testing of Fire Service installations and Equipment (FSI/501) was currently under review. It was suggested that, among other things, a new form FSI/501a would be devised. The revamped FSI/501 would be completed by the AP and the RPE while the new form FSI/501a would be completed by the RFSIC. Legal advice on the draft revised forms was sought and received. The legal advice was being studied and the forms would be promulgated for official use in due course.