

**Summary of Notes of Liaison Meeting between FSD and the Association of Registered
Fire Service Installation Contractors of HK Ltd (FSICA)
held on 13 January 2020**

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)

A draft code of practice (CoP) specifying the standards and procedural requirements for the RFE had been recently drawn up.

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 in 2019 was 45.96%.

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

602 advisory letters (ALs) dispatched to the building owners between September 2019 and November 2019. There were 644 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, 7 TCBs were

processed under the pilot scheme. Among them, the improvement works of 2 TCBs were completed. Letters of compliance were issued to relevant owners on 21.9.2018 and 18.12.2019 respectively.

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

As at 31.12.2019, approval was given for a total of 618 TCBs to have the capacity of their FS tanks reduced to 4500 litres. FSI drawings for 129 TCBs (out of the 618) were received and 47 nos. of those were approved.

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

From July to September 2019, 392 sets of FSI drawings were received. Only 48 sets (12.2%) were approved on fresh submission whereas 54 sets (13.8%) were approved upon re-submission for twice or more, and 58 sets (14.8%) failed on checklist screening.

A lengthy discussion on the reasons for the low successful rate in the submission of FSI Drawings was made. To solve the problem, it was suggested to enhance the professional standard of RFSICs. If RFSICs had come across some non-standard FSI drawings, they could approach the Building Improvement Division for advice prior to submission of the drawings.

1.10 General Procedures for Handling Shutdown of FSI

FSD was in the process of further refining the procedures and the finalized Shutdown Notice procedures would be tabled at this Liaison Meeting in due course. Meanwhile, contractors should follow the requirement stated in the FSD Circular Letter 3/2008 and the advisory letter issued on 19.3.2019 for handling shutdown of FSI.

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

108 nos. of Advisory Letter and Supplementary Notes for Retaining-Conversion-Removal of existing FSI had been issued to building owners. As at 31.12.2019, 22 nos. of reply forms were received. The relevant procedures would be reviewed upon completion of the trial in January 2020.

1.12 Fire Safety Improvement Works Subsidy Scheme (FSWS)

The 1st batch and 2nd batch “Approval-in Principle” letters (AIP) were being issued to successful applicants for the FSWS. FSD would closely monitor the status of the applications and provide necessary assistance.

1.13 Smart Technology for FSI

During the “FSD Connects with Construction Industry” experience sharing session on 19.12.2019, a presentation on “Fire Safety in Smart City” was delivered. Amongst the other issues, the benefits of introducing smart technology and incorporating internet of things concept into FSI systems were shared. Meanwhile, further study would be conducted to explore other opportunities to encourage the adoption of smart FSI in various premises.

1.14 Checklists for Inspection, Testing and Maintenance of FSI

The Annual Inspection (AI) Checklists for FH/HR system and supply tanks had been issued via FSD Circular Letter 4/2019 on 13.12.2019. The checklists specified the minimum requirements of AI for RFSICs to comply with when conducting AI to the FSIs. The AI checklists for FH/HR systems and supply tanks would take effect on 1 April 2020. Upon completion of the relevant inspection and testing procedures, RFSICs were required to sign the checklists and advised to forward a copy of the same to the person on whose instructions the work was undertaken. It was also necessary for them to retain a scanned or hard copy of the completed and duly signed checklists for at least 7 years and for verification by the FSD upon request. The arrangement would be subject to review after 12 months of its implementation. The implementation arrangement was introduced to the trade during “FSD Connects with Construction Industry” experience sharing session on 19.12.2019.

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

A presentation on “Revamped Application Procedures for Inspection and Testing of FSI” was given to the trade during the “FSD Connects with Construction Industry” experience sharing session on 19.12.2019. FSD Circular Letter illustrating the revamped application procedures particularly on the newly devised forms FSI/501 and FSI/501a and the implementation details was being

fine-tuned and would be issued soon in early 2020. [Post-meeting Notes : FSD Circular Letter No. 1/2020 “Revised Application Procedure for Inspection and Testing of Fire Service Installations and Equipment in New Building” was issued on 10 February 2020. The revised application procedure together with the new forms would be put into general use with effect from 1 May 2020.]

1.16 Review of FSI Code

The Review of FSI Code was near completion. It was envisaged that a consultation with relevant trades in this regard would be conducted in the first quarter of 2020.

1.17 Automated Parking Facility (APF)

Currently, FSD was in the course of making up a set of fire safety standard/requirements to suit the APFs. Requirements for APFs would be introduced to relevant trades and stakeholders once they were finalized. In view of the unique design and packed parking areas as well as deep basement design of the APFs, FSICA was advised to give some thoughts in advance on matching up the major FSI with the design.

1.18 Targeted Time for Vetting of Smoke Control Submissions

As no further discussion for the issue was required, the item was agreed to be deleted in the next meeting.

1.19 Proper Maintenance of Building FSI

An advisory letter, namely Inspection, Maintenance, Modification and Repair Fire Service Installations and Equipment with Moving Parts, was issued on 22.11.2019. The letter served to remind all Registered Fire Service Installation Contractors (RFSICs) on the points to note during inspection, maintenance, modification or repair of fire service installations and equipment (FSI) with moving parts. It was to be read in conjunction with the FSD advisory letter dated 19.3.2019 regarding “Inspection, Maintenance, Modification and Repair of Fire Service Installations and Equipment”.

It was revealed during FSD’s recent FSI audit inspections that moving parts of FSI systems which had been installed for a long time, such as disc/stem or piston/spring assembly inside the Pressure Reducing Valve (PRV) of a

water-based system, did not operate properly due to wear and tear, thus affecting the effective functioning of whole system. RFSICs were strongly requested to, during the inspection, maintenance, modification or repair of FSI, inspect, clean, recalibrate and lubricate (where appropriate) the moving parts of FSI systems (for example, FS/Sprinkler inlets, hydrant outlets, PRV and control valves), particularly those having been installed for a long time.

It had also come to FSD's attention that due to shortage of spare parts/components, some FSI systems could not be reinstated to efficient working order timely after actuation. In order to minimize the system downtime which would adversely affect the fire safety standard of the premises under protection, RFSICs were requested to advise FSI owners to keep sufficient stock of spare parts/components of the FSI system for replacement, particularly those not readily available in the market.