

**Summary of Notes of Liaison Meeting between FSD and the Association of Registered
Fire Service Installation Contractors of HK Ltd. (FSICA)
held on 17 June 2022**

1.1 Checking the Standard of Maintenance Work Carried Out by Registered Fire Service Installation Contractors (RFSICs)

Members were briefed on the latest statistics related to surprise checks and audit functional tests conducted by FSD. The common malpractice of the FSI work noticed by FSD was also highlighted. To enhance the performance of RFSICs, FSICA agreed to assist in sharing the common malpractice with its members in the coming FSICA Member Experience Sharing Forum (Sharing Forum) to be held in late July/early August 2022.

1.2 Online Submission of FS251 (Previously known as Commissioning of the Integrated Licensing, Fire Safety and Prosecution System)

In the 1st quarter of 2022, the average usage of FS251 (Barcode) was about 49.79% whilst the average usage of FS251 (Online Submission) was 3.36%.

In response to the low usage of the online submission system of FS251, FSICA would assist in promoting the use of online submission system in the coming Sharing Forum. On the other hand, FSD would consider ways to optimize the system for enhancing the user experience in submission of FS251.

1.3 Annual Inspection of Fire Service Installations and Equipment (FSI)

There were 512 advisory letters (ALs) dispatched to the building owners between January and March 2022. There were 344 numbers of FS251 received in response to the ALs within the period.

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

From October to December 2021, 383 sets of FSI drawings were received. Only 37 sets (9.7%) were approved on fresh submission whereas 78 sets (20.3%) were approved upon re-submission for twice or more, and 15 sets (3.9%) failed on checklist screening.

From January to March 2022, 416 sets of FSI drawings were received. Only 35 sets (8.4%) were approved on fresh submission whereas 73 sets (17.5%) were approved upon re-submission for twice or more, and 40 sets (9.6%) failed on checklist screening.

Members were briefed on the common malpractice found on FSI drawings and the FSICA would also assist in sharing such common malpractice in the coming Sharing Forum.

1.5 General Procedures for Handling Shutdown of FSI

Notwithstanding the implementation of the revised handling procedures of FSI shutdown for work(s) for more than one year, malpractice was still noticed when RFSICs reported the FSI shutdown using the Shutdown Notice (SDN). Besides, obsoleted versions of SDN were still received by FSD recently.

In April and May 2022, 27 advisory letters had been issued to RFSICs regarding the SDN in breach of the revised procedures. If repeated malpractice was still noticed from these RFSICs, warning letter would be issued accordingly and the concerned RFSICs would be referred to the RFSIC disciplinary board according to regulation 10 of Fire Service (Installation Contractors) Regulations, Cap. 95A if deemed necessary.

FSICA responded to share the common malpractice with its members in the coming Sharing Forum.

1.6 Checklists for Inspection, Testing and Maintenance of FSI

The draft annual inspection checklist for fire alarm system was devised and under consultation. FSICA would provide its comment to FSD by early July 2022 and the checklist was expected to be announced in August 2022.

1.7 Review of FSI Code

Having consolidated all comments received, the Response-To-Comment was circulated to all stakeholders on 25 May 2022. The new version of FSI Code was expected to be published online in June or July 2022.

1.8 Car Parking Facilities with Automated Parking System

Formal reply from a government department was still pending.

This item was agreed to shelve until there was further development.

1.9 Voluntary Recognition Scheme (VRS) for FSI Technicians

Training for VRS would resume in July 2022. FSICA was invited to encourage technicians of the FSI trade to participate in VRS proactively.

1.10 Local Application of Clean Agent Fire Extinguishing Systems to NFPA 2001 (Previously known as Local Application of Clean Agent Fire Extinguishing Systems to NFPA 2001:2018)

The FSD Circular Letter for the local application of NFPA Standard 2001 was being prepared with incorporation of the comments received from parties concerned and updates in the new edition of NFPA 2001:2022.

1.11 Implementation of Fire Safety (Industrial Buildings) Ordinance Cap. 636

Members were briefed on the progress of the implementation of Cap. 636.

As no further discussion on the issue was required so far, this item was agreed to be deleted in the next meeting.

1.12 Introduction of Proposed FS251 Completion Guide

A completion guide was being devised which aimed to facilitate the RFSICs in completing the FS251 accurately and efficiently and reflect the actual condition of FSI to the FSI owners and FSD. Besides, the completion guide would address the amendment of FS251 due to the recent amendments of Fire Service (Installations and Equipment) Regulations, Cap. 95B.

1.13 FSD Connects

‘FSD Connects with the Construction Industry’ had been held biannually by FSD since November 2017, which was proven effective to strengthen the collaboration and partnership with the construction industry. With a view to enhancing the communication with different sectors, FSD Connects would be held more

frequently and extended to cover topics related to various trades.

FSICA was invited to encourage its members to join the FSD Connects which would be conducted in the form of webinar. The next FSD Connects on the new version of FSI Code would be held in July 2022.