

**Summary of Notes of Liaison Meeting between FSD and the Association of Registered
Fire Service Installation Contractors of HK Ltd. (FSICA)
held on 30 September 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 fire service installations and equipment (FSI) work noticed by FSD was also highlighted. The common malpractice raised by FSD in the last meeting had been shared in the FSICA Member Experience Sharing Forum (Sharing Forum) held on 27 July 2022. FSICA would keep sharing the relevant information to its members in the coming Sharing Forum.

1.2 Online Submission of FS251

In the 2nd quarter of 2022, the average usage of FS251 (Conventional), FS251 (Barcode) and FS251 (Online Submission) were 46.29%, 48.77% and 4.94% respectively.

In response to the low usage of the online submission system of FS251, RFSICs were advised to submit FS251 via online submission system from simple FSI works first and FSICA would encourage its members to take the first step to use the online submission system in their Sharing Forum.

1.3 Annual Inspection of FSI

There were 647 advisory letters (ALs) dispatched to the building owners between April and June 2022. There were 397 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 April to June 2022, 365 sets of FSI drawings were received. Only 32 sets (8.8%) were approved on fresh submission whereas 78 sets (21.4%) were approved upon re-submission for twice or more, and 37 sets (10.1%) failed on checklist screening.

Members were briefed on the common malpractice in the electrical installations under the fire safety improvement works. FSICA would invite FSD officers to arrange training with its members and RFSICs.

1.5 General Procedures for Handling Shutdown of FSI

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.

From April to June 2022, 62 advisory letters had been issued to RFSICs regarding the SDN in breach of the revised procedures. If repeated malpractice was still noticed, 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 that such common malpractice would be communicated to its members during the Sharing Forum.

1.6 Checklists for Inspection, Testing and Maintenance of FSI

The annual inspection checklist (AI Checklist) for fire alarm systems was promulgated via FSD Circular Letter No. 3/2022 on 26 September 2022. To allow more time for the trade to acquaint themselves with the new arrangement and practice, the AI Checklist for fire alarm systems would take effect on 1 December 2022. The Chinese version of the AI Checklist was being prepared and would be issued in due course.

1.7 Review of FSI Code

Subsequent to the issuance of FSD Circular Letter No. 2/2022 on 15 July 2022, the new version of FSI Codes had been put into general use on 1 September 2022. Besides, a session of FSD Connects was held on 21 July 2022 to introduce the new version of the FSI Codes.

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

1.8 Voluntary Recognition Scheme (VRS) for FSI Technicians

As at 31 August 2022, 468 FSI technicians had enrolled for the VRS, of which 70 members were recognized as FSI Technicians. Recognition for the next batch of FSI technicians would be granted in due course.

With the ease of epidemic, the training for VRS was resumed. FSD would coordinate with VTC for arranging more training in future. Moreover, online application and training for Module 1 and 2 would be implemented in the 1st quarter of 2023. FSICA was invited to encourage technicians of the FSI trade to participate in the Scheme.

VRS would be reviewed and evaluated in the Technical Advisory Committee to be held by the end of 2022.

1.9 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 No. 1/2022 on “Clean Agent Fire Extinguishing Systems – Review and Annual Inspection of Enclosure Integrity” was issued on 30 June 2022. The above arrangement took effect from 1 August 2022 for a trial period of two years and would be reviewed after its trial period.

As the relevant FSD Circular Letter had been issued, this item was agreed to be deleted in the next meeting.

1.10 Introduction of Proposed FS251 Completion Guide

To facilitate RFSIC reflect FSI condition accurately when compiling FS251, a FS251 Completion Guide would be promulgated via FSD Circular Letter in due course. Moreover, the content of FS251 would be slightly amended to address the amendment of regulation 8(b) to regulation 8(1)(b) of Fire Service (Installation and Equipment) Regulations, Cap. 95B. The content of FS251 and the Completion Guide had been modified accordingly.

1.11 FSD Connects

The FSD Connects on the new FSI Codes was successfully held on 21 July 2022 with more than 700 persons participated in the event.

The coming FSD Connects on annual inspection of building FSI and annual inspection checklist would be conducted on 17 October 2022 through webinar. FSICA was invited to encourage its members to participate in the event.