

**Summary of Notes of Liaison Meeting between FSD and the Association of Registered  
Fire Service Installation Contractors of HK Ltd. (FSICA)  
held on 5 January 2023**

**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. FSICA would keep sharing the relevant information to its members in FSICA's Council meeting.

**1.2 Online Submission of FS251**

In the 3<sup>rd</sup> quarter of 2022, the average usage of FS251 (Conventional), FS251 (Barcode) and FS251 (Online Submission) were 46.35%, 49.72% and 3.93% respectively. In the 4<sup>th</sup> quarter of 2022, the average usage of FS251 (Conventional), FS251 (Barcode) and FS251 (Online Submission) were 45.28%, 50.13% and 4.59% respectively. To summarize, the average usage rate of FS251 (Online Submission) slightly increased from 3.69% in 2021 to 4.25% in 2022.

FSICA arranged an experience sharing session previously to promote the online submission system to its members and encouraged more members to make the first attempt thereafter.

**1.3 Annual Inspection of FSI**

There were 704 advisory letters dispatched to the building owners between July and September 2022.

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

From July to September 2022, 338 sets of FSI drawings were received. Only 17 sets (5%) were approved on fresh submission whereas 69 sets (20.4%) were approved upon re-submission for twice or more, and 29 sets (8.6%) failed on checklist screening. Members were briefed on the common malpractice found on FSI drawings.

## **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 July to September 2022, 52 advisory letters and 17 warning 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.

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

The annual inspection checklist (AI Checklist) for fire alarm system was promulgated via FSD Circular Letter No. 3/2022 on 26 September 2022. The Chinese version of the AI Checklist was issued via FSD Circular Letter No. 4/2022 on 10 November 2022. The AI Checklist had taken effect since 1 December 2022. Besides, the AI Checklist for Sprinkler Systems was under review and expected to be completed in the 1<sup>st</sup> quarter/early 2<sup>nd</sup> quarter of 2023. Upon the completion of the review, the revised version would be circulated to stakeholders for comments.

## **1.7 Voluntary Recognition Scheme (VRS) for FSI Technicians**

As at 15 December 2022, 540 FSI technicians had enrolled for the VRS, of which 123 members were recognized as FSI Technicians. Recognition for the next batch of FSI technicians would be granted in due course.

The 3<sup>rd</sup> Technical Advisory Committee Meeting was held on 19 December 2022 to discuss over future recognition requirements in response to the opinions from the trade and implementation of electronic application and processing for VRS. FSD would seek the advice from the trade and thereafter new arrangements of VRS would be announced in due course.

## **1.8 Introduction of Proposed FS251 Completion Guide**

To facilitate RFSICs 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. Legal advice had been obtained.

The preliminary draft of FS251 Completion Guide was expected to be completed in the 2<sup>nd</sup> quarter of 2023. Prior to the issuance, the proposed completion guide would be circulated to FSICA for comments in due course.

Considering the FS251 Completion Guide might not have significant progress in a short period of time due to technical and legislative issues, this item would be shelved for the time being until there was update to report.

## **1.9 FSD Connects**

The FSD Connects on annual inspection of building FSI and AI Checklist was successfully held on 17 October 2022 with more than 600 attendees. Moreover, another session of FSD Connects on fire safety standards for food business and e-waste disposal licence was conducted on 9 December 2022 with more than 450 attendees.

The coming FSD Connects on new arrangement of VRS was tentatively scheduled on 17 February 2023 through webinar. FSICA was welcome to participate in the event and invitation email would be sent to FSICA members in due course.