

## Summary of Note of 13<sup>th</sup> Ventilation Installations Liaison Group Meeting (held on 18.1.2007)

(1)	<p><b>Ventilation Work Under Cap 132CE(Form D Submission)</b></p> <ul style="list-style-type: none"> <li>➤ A defective fire damper device (including fire damper in any trespassing ducting) found within the premise boundary licensed area as well as fire damper devices outside the premise area in dedicated ventilating system serving the licence premises have to be considered as major defect.</li> <li>➤ All as fitted drawings accompanying the submission of Certificate of Compliance D have to be stamped and signed by RSC(V) in order to avoid mismatching. If major deviations (e.g. involving fire dampers) are discovered and will incur additional time for inspection, these are considered as major defects.</li> <li>➤ If deviations not involving fire safety (e.g. fire damper is not involved) are founded in the drawings mentioned above, they will be considered as minor deviation. However, if such deviations entail extra time for inspection. These will be treated as major defect and verbal warning would be given to the RSC(V) and recorded in the contractor file kept by FSD.</li> <li>➤ If any of the submitted drawing is found not tally with the actual situation (including any existing ventilation related works), new as-fitted drawings produced by RSC(V) during acceptance inspection would be taken as reference provided that these are minor deviations only. These would be considered as minor defects if additional time needed for the inspection would not adversely affect the inspection officer's other scheduled inspections.</li> </ul>
(2)	<p><b>Experience Sharing at Submission of Annual Inspection Certificate (MC) in New Standard Format.</b></p> <ul style="list-style-type: none"> <li>➤ MC should be issue for individual building / block or complex with correct address, including large campus or development</li> <li>➤ For building blocks on top of multi- storey complex, MC should be issued for each blocks and one MC could be issued for the multi-storey complex with correct address</li> <li>➤ Reference should be made to the footnote on Annual Inspection Certificate before completion or if there is still a need for further clarifications, FSD hotline at 2718 7567 could be contacted for help.</li> </ul>
(3)	<p><b>Pre-insulation Duct System</b></p> <p>The Committee would explore further on the use of this system.</p>
(4)	<p><b>Revise Procedure for Hotel Licence Inspection</b></p> <ul style="list-style-type: none"> <li>➤ Generally followed previous meeting, except issue of defect list will be sent directly to applicant and carbon-copied to Home Affairs Department.</li> </ul>
(5)	<p><b>List of Acceptance Material – Ventilating System</b></p> <ul style="list-style-type: none"> <li>➤ Updated list of materials accepted for use in ventilating system had been uploaded to FSD Website on 8.1.2007</li> </ul>

(6)	<p><b>Contact Person for Arrangement of PL Inspection</b></p> <p>➤ Contact person could be the applicant or his representative / the RSC(V) signed on Form 'D'.</p>
(7)	<p><b>Customer-centric Mindset of Case Officer System</b></p> <p>➤ Ventilating system acceptance inspection had been divided into seven districts in Hong Kong and one case officer would be responsible for one district starting from early December 2006.</p>