

## **Summary of Notes of 17th Ventilation Installations Liaison Group Meeting**

**(held on 10.7.2008)**

### **1 Notices for Submission of Annual Inspection Certificates (AIC)**

The finalized AIC Notices had been put into use for erroneous AICs received by VD with inspection dates on and after 1.6.2008. Common mistakes found in AICs included wrong addresses of licensed premises/buildings, wrong types of licensed premises and inaccurate description of defects. The number of erroneous AICs received and the types of mistakes found would be summarised and provided in the next meeting.

HKRVCA had held a seminar with their members on 1.6.2008 on the various types of common mistakes found in AICs with a view to improve the quality of AICs prepared by their members.

### **2 AICs Submissions to FSD**

The recommended submission method of AICs to FSD was by hand from RSC(V)s or through courier services. VD would stamp a receipt chop on the transmittal of the AICs which could serve as a genuine record of submission.

### **3 Fraudulent AIC Submitted to FEHD**

HKRVCA handed over to FSD a copy of letter with attachments from a RSC(V) to FEHD stating that the AIC received by FEHD for a restaurant was a fraudulent certificate not issued by the RSC(V). It was expressed that as the case had already been reported to FEHD who was the licensing authority and the police, the matter should be left in their hands. However, FSD would offer the necessary assistance in the investigation of the case upon request from the two departments.

### **4 Compliance Inspection of Bakery Shop and Food Factory**

It was raised that FSD's inspection practice for bakery/food factory appeared to have changed recently as it was found that detailed inspection of the bakery/food factory ventilating systems was required even if the premises was not under the jurisdiction of Cap. 123J. FSD clarified that compliance inspections would be carried out in accordance with the requirements stipulated in the letter issued to the applicant by FSD Regional Offices. If the letter covered requirements of FSD Circular Letter No. 4/96, VD officers would carry out full compliance inspection accordingly.

### **5 Authentication of Drawing Submitted together with Form D**

HKRVCA stated that the practice of authenticating drawings could avoid the replacement of RSC(V)'s ventilation drawings by others such as the consultant or the fitting-out contractor. During a recent meeting between HKRVCA and FEHD, FEHD stated that there was no mandatory requirement for the authentication of drawings submitted with Form D and they would only consider making this a standing practice upon request from FSD. FEHD explained that they had no requirement for documents attached to Forms A, B, C and D to be authenticated. Since the four Forms involved different parties such as the applicants, consultants and different contractors, their views must be sought before making any changes to the present system.

It was pointed out that Form D was a tool devised by FEHD for the issue of provisional licence and FSD would carry out ventilation system inspection after receipt of the necessary documents, including any accompanying ventilation drawings, from FEHD. The purpose of the drawings was to ensure that accurate information was available to facilitate the inspection work of VD officers on site. FSD had no requirement on the originator of the drawings as long as they

could correctly represent the actual site condition. If RSC(V) wanted to ensure that the drawing sent to VD was prepared by him, they were free to stamp and sign on the drawings as a means of identification.

## **6     Pre-insulated Duct System**

Loading test information of pre-insulated ducts would be gathered from the members and the collected information would be forwarded to the Buildings Department for their review before the case could be taken further. As an initial thinking, the size of pre-insulated duct should be such that it would not allow the entrance of a person and its usage would be restricted to duct sections connecting to fan coils.

## **7     Installation Method of ETL Installed in DG Stores**

It was raised that the members experienced different acceptance criteria during FSD's inspection of electro-thermal links (ETLs) for fire damper in dangerous goods store. FSD stated that the crucial factor for acceptance would be that the ETLs installation must be demonstrated to work safely and efficiently on site.

## **8     High Temperature Fusible Links**

It was pointed that according to Clause 5.4.5.2 of NFPA 90A, fusible links should have a temperature rating approximately 28°C above the maximum temperature normally encountered in a ventilating system when it was in operation or shut down. If this principle was to be adopted, fusible links rated at temperatures higher than 69°C might be considered for use in dampers installed immediately behind kitchen hoods on a project basis provided that the consultant/contractor could substantiate the air temperature in the vicinity of the links. NFPA 90A was just one of the references only and members were requested to look into other possible sources before a decision was made.