

Relevant Records to be kept by RFE

The 'relevant records' kept by the RFE for licensing purposes refer to documentary records/proofs in relation to the specified applications for the purpose of complying relevant fire safety requirements for the FSI including but not limited to the followings.

1. Layout plans and revised layout plans for addition and alteration
2. Mechanical ventilating system plans and its subsequent revision
3. Previous Annual Inspection Certificates for mechanical ventilating systems, if applicable
4. Certificates or documents for mechanical ventilating systems in respect of fire dampers, electrostatic precipitators, fusible links, etc.
5. Fire Service Installation Plans (FSI/314A; FSI/314B; FSI/314C and FSI/314D)
6. Reply letters and certificates from DFS (FS172, NP/317, FS161, etc.)
7. Evacuation route plans/Exit plans
8. Invoices, delivery notes and test reports of PU foam items
9. Fire Service Completion Advice from Water Authority
10. Proof of direct telephone link system
11. Testing and commissioning checklists for relevant fire service installations
12. FS251s for relevant fire service installations
13. Annual Inspection Checklists for relevant fire service installations
14. Fire Engineering Reports
15. Undertaking Letters
16. Declaration Letters
17. Work Completion Certificate (WR1) and/or Periodic Test Certificate (WR2)
18. Certificates for gas installations
19. Certificates for flame retardant products
20. Certificates from the suppliers of the mechanical ventilating systems
21. Compliance inspection reports
22. Fire risk assessment reports of the scheduled premises by RFE(RA) / FSD
23. Photo(s) showing the details of the scheduled premises with general layout, FSI(s), mechanical ventilating system, etc.