

FSI/501a-Certificate of Completion of Installation of Fire Service Installations and Equipment in New Buildings

1) Introduction

2) Application Form

3) Signature

4) Acknowledgement

General FAQs [↗](#)



Fire Services Department
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

Points to Note

Note: Please note that this form requires a digital certificate for digital signing purposes in later steps. Applicant or relevant party(ies) need [an activated "iAM Smart+" account with digital signing function \(More Info\) ↗](#) or a [valid personal digital certificate](#) for submission of application.

Applicant or relevant party(ies) have registered for "iAM Smart+" or have a digital certificate. *

Confirm

Disclaimer

The true copy of the related documents/drawings according to the FSD Circular Letters No. 1/2015 and 1/2020 shall be submitted to the office of Fire Protection Facilities Group by the following working day during office hours with the Transaction Reference Number.

Address: FIRE SERVICES DEPARTMENT
LICENSING & CERTIFICATION COMMAND
Fire Protection Engineering Compliance Division
Fire Protection Facilities Group
2/F, Centre Parc, 11 Sheung Yuet Road,
Kowloon Bay, Kowloon, Hong Kong.

Office Hour: Monday to Friday 8:30 to 13:00 and 14:00 to 17:45

Please note that the request for the initial inspection on Fire Service Installations (FSIs) may be rejected if you are failed to submit the related documents/drawings, or they are incomplete or contain significant irregularities.

I have read, understood and agree to the above Disclaimer. *

Confirm

Start filling in a new form

I Want To

Start Filling in a New Form

Fill in a Saved Form



Step 2: Application Form

1) Introduction

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[General FAQs](#)

RFSIC Ref. No.



Format: (RFSIC Reg No.)-(submission Date)-(Discrete No. Assigned by RFSIC)

RC / -20231109-

FP Ref. No. *

Compulsory

Optional

Types of Fire Service Installations and Equipment *

- | | | |
|--|--|--|
| <input type="checkbox"/> Audio/Visual Advisory System | <input type="checkbox"/> Fire Blanket | <input type="checkbox"/> Sand Bucket |
| <input type="checkbox"/> Automatic Actuating Device | <input type="checkbox"/> Fire Control Centre | <input type="checkbox"/> Sprinkler System |
| <input type="checkbox"/> Automatic Fixed Installation other than Water | <input type="checkbox"/> Fire Detection System | <input type="checkbox"/> Static Smoke Extraction System |
| <input type="checkbox"/> Deluge System | <input type="checkbox"/> Fire Hydrant/Hose Reel System | <input type="checkbox"/> Street Fire Hydrant System |
| <input type="checkbox"/> Drencher System | <input type="checkbox"/> Fixed Automatically Operated Approved Appliance | <input type="checkbox"/> Supply Tank |
| <input type="checkbox"/> Dust Detection System | <input type="checkbox"/> Fixed Foam System | <input type="checkbox"/> Ventilation/Air Conditioning Control System |
| <input type="checkbox"/> Dynamic Smoke Extraction System | <input type="checkbox"/> Gas Detection System | <input type="checkbox"/> Water Mist System |
| <input type="checkbox"/> Emergency Generator | <input type="checkbox"/> Gas Extraction System | <input type="checkbox"/> Water Spray System |
| <input type="checkbox"/> Emergency Lighting | <input type="checkbox"/> Portable Fire Extinguisher | <input type="checkbox"/> Water Supply |
| <input checked="" type="checkbox"/> Exit Sign | <input type="checkbox"/> Pressurization of Staircase | <input type="checkbox"/> Others |
| <input checked="" type="checkbox"/> Fire Alarm System | <input type="checkbox"/> Ring Main System with Fixed Pump(s) | |

The above fire service installation(s)/equipment has/have been installed at (address of premises) *

RFSIC fill in the form

Step 2: Application Form

1

The installation work was completed on *
2023-11-04 

The FSI plans submitted under the cover of FSI/314 dated *
2023-11-04 

General building plans approved by FSD on *
2023-11-01 

+ Add Line

Original/certified true copies of the following documents are attached as follows

- Completed testing and commissioning checklist(s)
- Listing certificate(s)/record(s)/document(s)/printout(s) from product certification bodies
- FSD approval/acceptance letter(s)
- Test certificate(s)/data sheet(s)/catalogue(s)/calculation(s)
- Others (e.g. Fire Safety Management Plan, Fire Engineering Report)



Remarks: Relevant test report(s) for dynamic smoke extraction system/ staircase pressurization system endorsed by the Registered Professional Engineer, if applicable, should be attached.



This certificate shall be issued by RFSIC to the person on whose instructions the installation work was undertaken and a copy thereof shall be forwarded to the Director of Fire Services within 14 days after completion of the work.

Add line for more than one GBP

RFSIC fill in the form

Step 2: Application Form

Registration No. RC / *

RC /

RFSIC Name *

Full Name of Authorized Signatory *

Company Chop *

 [下載.jpg \(6.9 KB\)](#) 



Office address *

/F

Telephone No. *

RFSIC fill in the form

Save the progress if necessary
(* Please refer to Procedure of Form Saving /
Filling Saved Form at page 6 - 7)

* Mandatory fields

Save

Back

Next

Next page

Procedure of Form Saving
/ Filling Saved Form

* Mandatory fields

Save Back Next

Save the progress

Save Form

This form data file (the file) will be saved into your current device. Please use a password to protect the file.

NOTE: Please keep your password properly for loading the file to resume filling the form, otherwise the file could not be loaded without the password.

Password *

Confirm Password *

Cancel Save

Save the progress and download a data file (gfd. format), create a password to protect the file

[FSD055-2023-10-10-1126.gfd](#)

blob:https://eform0.cefs.gov.hk/a2b5a3a1-944e-401d-aadb-65a7cef23702

[在資料夾中顯示](#)

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Fire Services Department

The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

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Confirm

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Fire Protection Engineering Compliance Division
Fire Protection Facilities Group
2/F, Centre Parc, 11 Sheung Yuet Road,
Kowloon Bay, Kowloon, Hong Kong.

Office Hour: Monday to Friday 8:30 to 13:00 and 14:00 to 17:45

Please note that the request for the initial inspection on Fire Service Installations (FSIs) may be rejected if you are failed to submit the related documents/drawings, or they are incomplete or contain significant irregularities.

I have read, understood and agree to the above Disclaimer. *

Confirm

I Want To

Start Filling in a New Form

Fill in a Saved Form

Fill in a Saved Form

1) Introduction ✓

2) Application Form ✓

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Please check the following information before submission. You may go back to make changes as needed.

Points to Note

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Applicant or relevant party(ies) have registered for "iAM Smart+" or have a digital certificate.

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Fire Protection Facilities Group
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Please note that the request for the initial inspection on Fire Service Installations (FSIs) may be rejected if you are failed to submit the related documents/drawings, or they are incomplete or contain significant irregularities.

I have read, understood and agree to the above Disclaimer.

Confirm correct information

Step 3: Signature

RFSIC Ref. No.

 Format: (RFSIC Reg No.)-(submission Date)-(Discrete No. Assigned by RFSIC)

RC 1 / 1234 -20231109- 12

FP Ref. No.

8/ 123

19/

Types of Fire Service Installations and Equipment

- Exit Sign
- Fire Alarm System

The above fire service installation(s)/equipment has/have been installed at (address of premises)

Hong Kong

Admiralty

abc street

abc building

Confirm correct information

Step 3: Signature

1

The installation work was completed on

2023-11-04

The FSI plans submitted under the cover of FSI/314 dated

2023-11-04

General building plans approved by FSD on

2023-11-01

Original/certified true copies of the following documents are attached as follows

- Completed testing and commissioning checklist(s)
- Listing certificate(s)/record(s)/document(s)/printout(s) from product certification bodies
- FSD approval/acceptance letter(s)
- Test certificate(s)/data sheet(s)/catalogue(s)/calculation(s)
- Others (e.g. Fire Safety Management Plan, Fire Engineering Report)



Remarks: Relevant test report(s) for dynamic smoke extraction system/ staircase pressurization system endorsed by the Registered Professional Engineer, if applicable, should be attached.



This certificate shall be issued by RFSIC to the person on whose instructions the installation work was undertaken and a copy thereof shall be forwarded to the Director of Fire Services within 14 days after completion of the work.

Confirm correct information

Step 3: Signature

Registration No. RC 1 / 1234 *

RC 2 / 2345

RFSIC Name

abc company

Full Name of Authorized Signatory

CHAN Tai Man

Company Chop

📎 下載.jpg (6.9 KB)



Office address

Hong Kong

Central

1

abc street

hk building

11

/F

Flat

1A

Telephone No.

11111111

Confirm correct information

Step 3: Signature

RFSIC



I understand that this Certificate is issued under Regulation 9 of the Fire Service (Installations and Equipment) Regulations. Any registered fire service installation contractor (RFSIC) commits an offence and is liable on conviction to a fine at level 5 pursuant to Regulations 9(2A) and 9(3) of the same Regulations, if it issues or forwards a certificate thereunder, or a copy thereof, which is false or misleading in a material particular.

Sign Here

Signature (RFSIC) (* Please refer to procedure at page 13 - 14)

Submission Acknowledgement

Please provide your email address to receive acknowledgement email for future reference:

Email *

Provide email address to obtain Submission Acknowledgement

Filled Form Record

After submission, an acknowledgement file in PDF format with transaction reference number and your filled information will be available for download. You may provide a password to protect that file:

Password

Confirm Password

(Optional)
Create password to protect filled information

* Mandatory fields

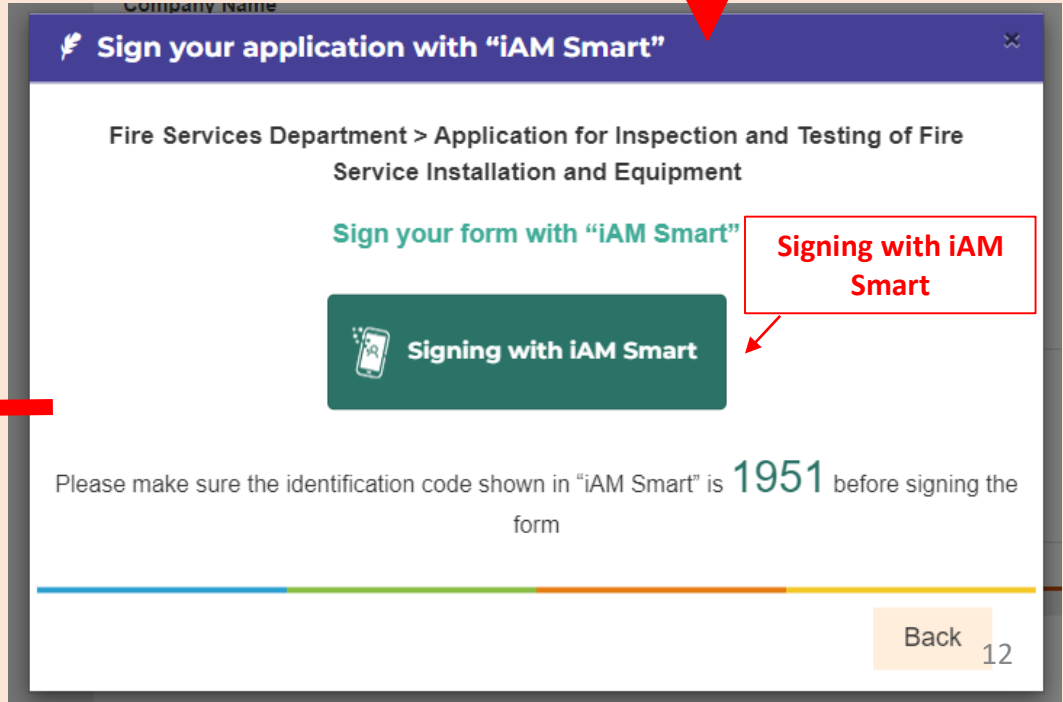
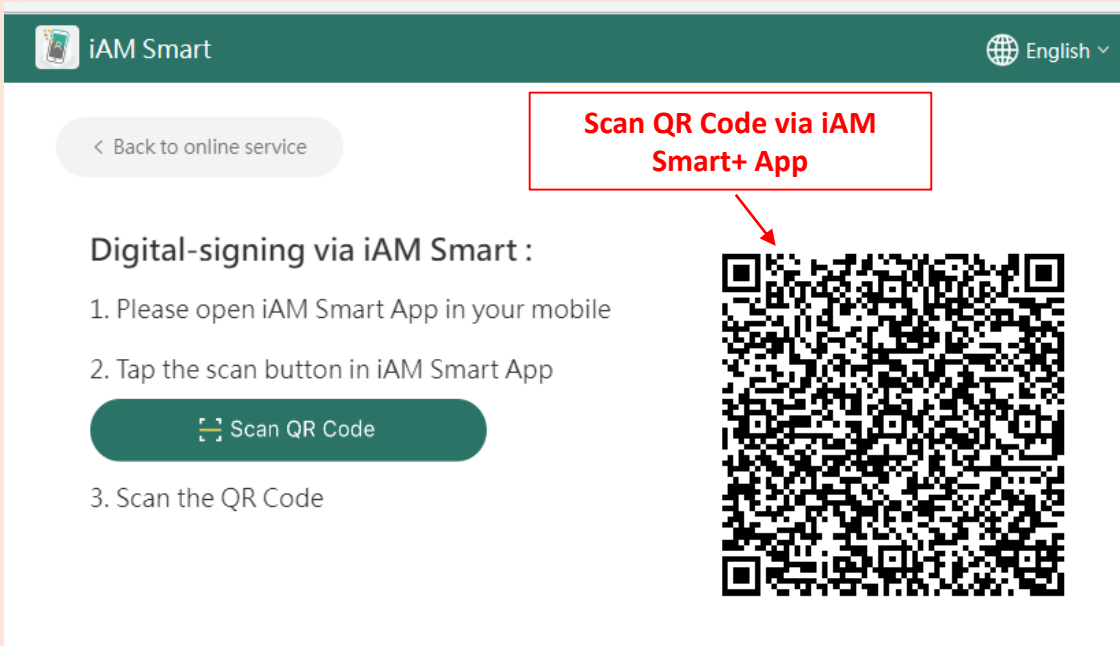
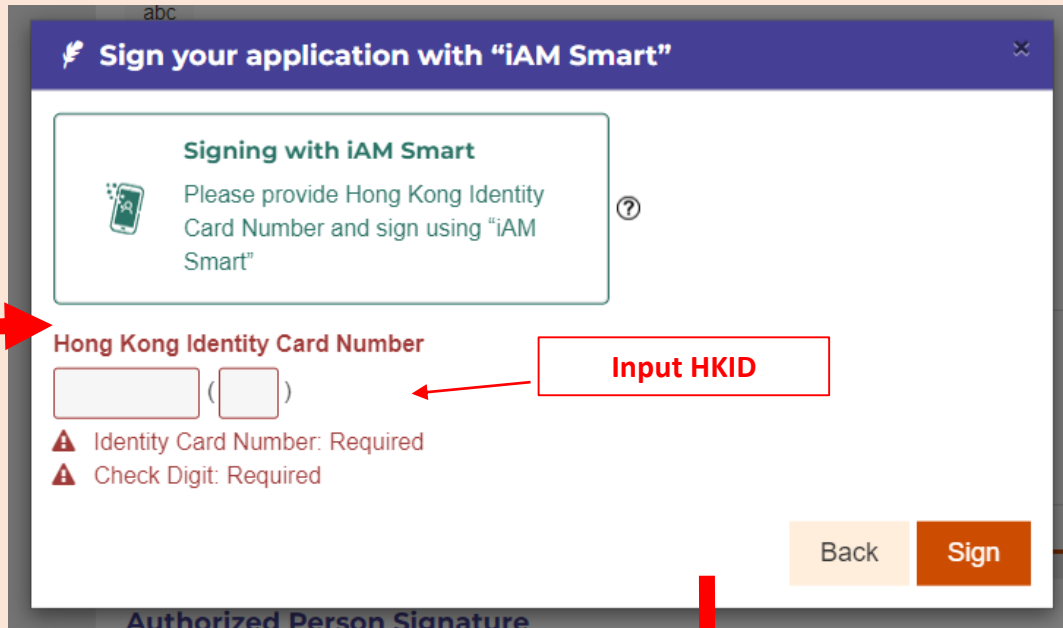
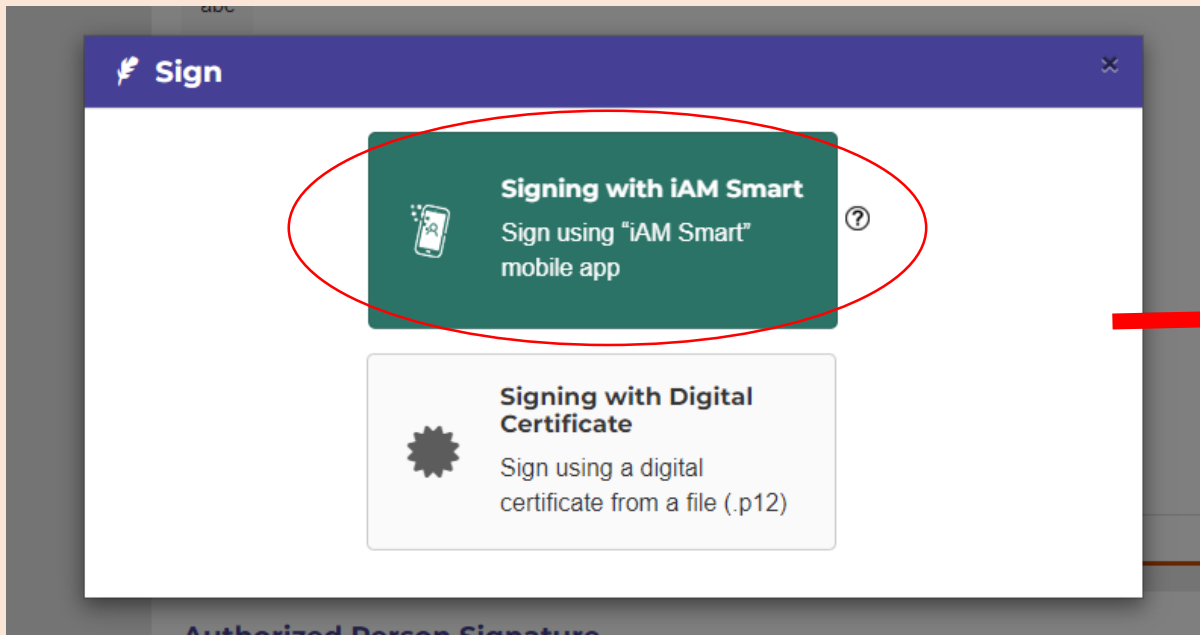
Save

Back

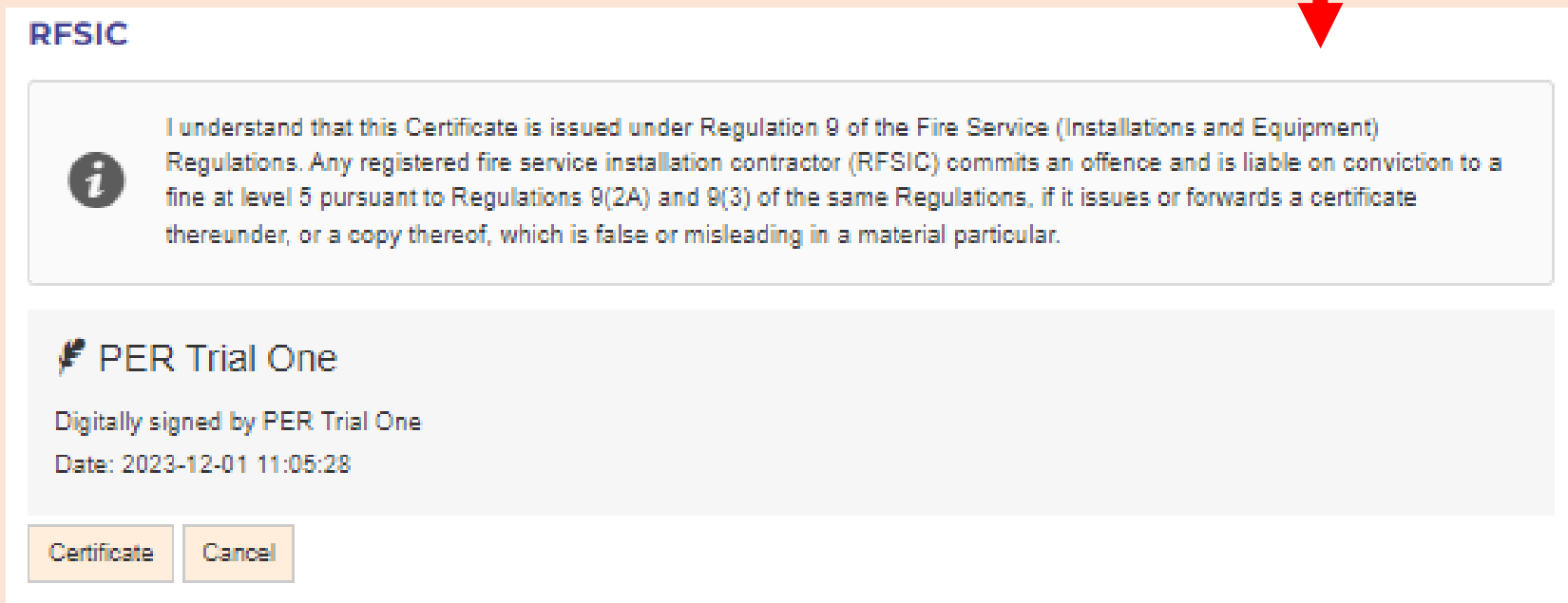
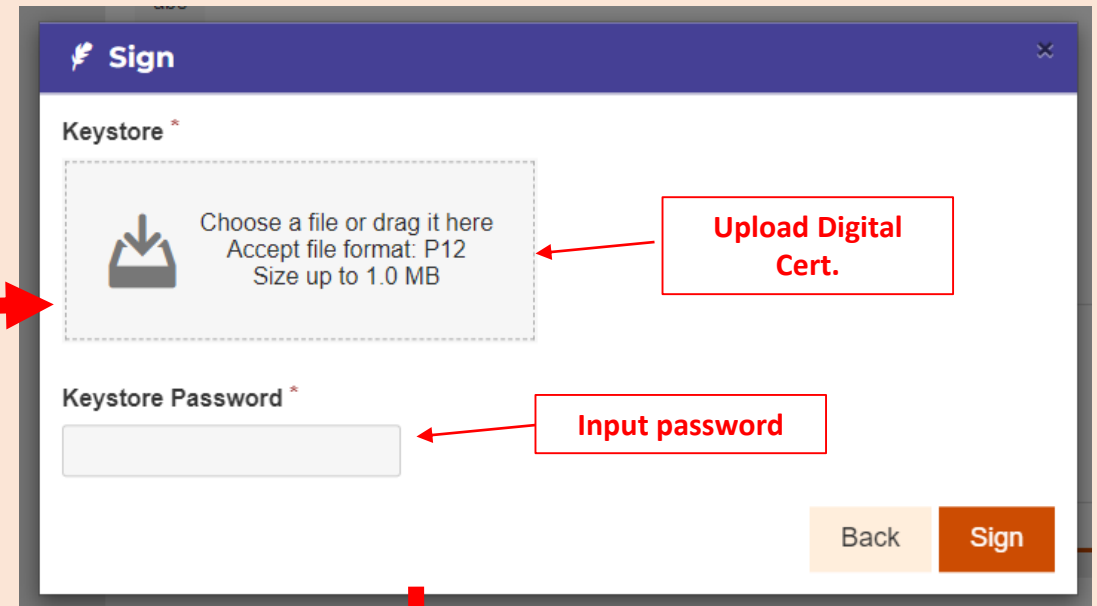
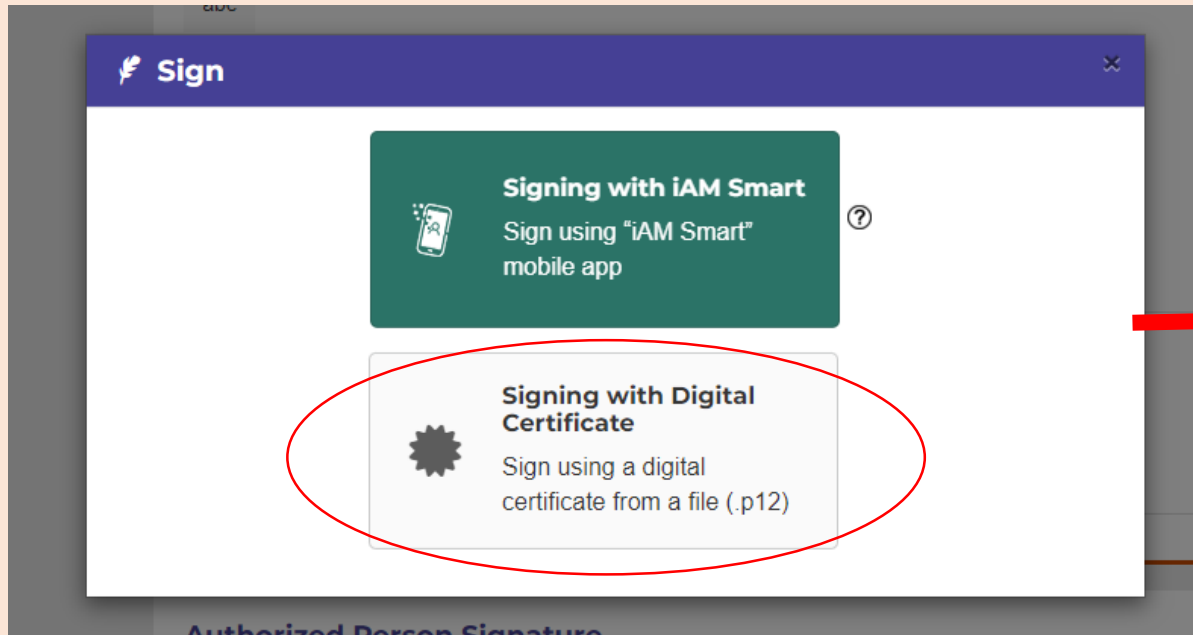
Submit

Submit FSI/501a to FSD

Procedure Signing - Method 1: iAM Smart+ App



Procedure Signing - Method 2: Digital Cert.



Step 4: Acknowledgement

Submission Details

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

Print / Download Submitted Form

Submission Date and Time (YYYY-MM-DD HH:MM)
2023-11-09 15:48

Transaction Reference Number
FSD0565VXBTS37F9

Should you have any enquiries, please contact the respective bureau, department or organisation -
Fire Protection Facilities Group
Hotline: 2723 8787
Email: hkfsdenq@hkfsd.gov.hk

MUST download the filled FSI/501a (pdf. format) for record

Downloaded submitted
FSI/501a (Sample)

FSI/501a

RFSIC Ref. No. RC 1 / 1234 - 20231109 - 12
(RFSIC Reg No.) (Submission Date) ()
(yyyymmdd)

Certificate of Completion of Installation of
Fire Service Installations and Equipment in New Buildings (Discrete No. Assigned by RFSIC)

FP Ref. No. *~~819~~ 123 *~~19/20/21~~

Types of Fire Service Installations and Equipment:

- | | | |
|--|--|--|
| <input type="checkbox"/> Audio/Visual Advisory System | <input type="checkbox"/> Fire Blanket | <input type="checkbox"/> Sand Bucket |
| <input type="checkbox"/> Automatic Actuating Device | <input type="checkbox"/> Fire Control Centre | <input type="checkbox"/> Sprinkler System |
| <input type="checkbox"/> Automatic Fixed Installation other than Water | <input type="checkbox"/> Fire Detection System | <input type="checkbox"/> Static Smoke Extraction System |
| <input type="checkbox"/> Deluge System | <input type="checkbox"/> Fire Hydrant/Hose Reel System* | <input type="checkbox"/> Street Fire Hydrant System |
| <input type="checkbox"/> Drencher System | <input type="checkbox"/> Fixed Automatically Operated Approved Appliance | <input type="checkbox"/> Supply Tank |
| <input type="checkbox"/> Dust Detection System | <input type="checkbox"/> Fixed Foam System | <input type="checkbox"/> Ventilation/Air Conditioning Control System |
| <input type="checkbox"/> Dynamic Smoke Extraction System | <input type="checkbox"/> Gas Detection System | <input type="checkbox"/> Water Mist System |
| <input type="checkbox"/> Emergency Generator | <input type="checkbox"/> Gas Extraction System | <input type="checkbox"/> Water Spray System |
| <input type="checkbox"/> Emergency Lighting | <input type="checkbox"/> Portable Fire Extinguisher | <input type="checkbox"/> Water Supply |
| <input checked="" type="checkbox"/> Exit Sign | <input type="checkbox"/> Pressurization of Staircase | <input type="checkbox"/> Others |
| <input type="checkbox"/> Fire Alarm System (MFA) | <input type="checkbox"/> Ring Main System with Fixed Pump(s) | |

Please tick the appropriate box(es).

The above fire service installation(s)/equipment has/have been installed at (address of premises)
abc building, abc street, Admiralty, Hong Kong

and the installation work was completed on 2023-11-04. I hereby certify that such fire service installation(s)/equipment, which was/were installed according to the FSI plans submitted under the cover of FSI/314 dated 2023-11-04 and/or general building plans approved by FSD on 2023-11-01, has/have been tested and, to the best of my knowledge, is/are in efficient working order in accordance with the Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment published from time to time by the Director of Fire Services.

Original/certified true copies of the following documents are attached as follows:

- Completed testing and commissioning checklist(s)
- *Listing certificate(s)/record(s)/document(s)/printout(s) from product certification bodies
- *FSD approval/acceptance letter(s)
- *Test certificate(s)/data sheet(s)/catalogue(s)/calculation(s)
- Others (please specify, e.g. Fire Safety Management Plan, Fire Engineering Report): _____

Please tick the appropriate box(es).

Remarks: Relevant test report(s) for dynamic smoke extraction system/ staircase pressurization system endorsed by the Registered Professional Engineer, if applicable, should be attached.
This certificate shall be issued by RFSIC to the person on whose instructions the installation work was undertaken and a copy thereof shall be forwarded to the Director of Fire Services within 14 days after completion of the work.

* Please delete as appropriate.
FSI/501a

P. 1/2

Submission Acknowledgement
(Sample)

GovHK 香港政府一站通

Acknowledgement of Form Submission

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

Submission Date and time (YYYY-MM-DD HH:MM)

2023-11-09 15:46

Transaction Reference Number

FSD0565VXBTS37F9

Should you have any enquiry, please contact the respective bureau, department or organisation:

Fire Protection Facilities Group

Hotline: 2723 8787

Email: hkfsdenq@hkfsd.gov.hk