消防處
牌照及審批總區
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FIRE SERVICES DEPARTMENT
LICENSING AND CERTIFICATION COMMAND
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致：消防處通函收件人

先生／女士：

消防處通函第 4/2019 號
消防栓／喉轆系統及消防水缸年檢核對表

本函旨在公布消防處推出年檢核對表，以協助註冊消防裝置承辦商（承辦商）為消防栓／喉轆系統及消防水缸進行年檢。

在建築物／處所裝設消防裝置或設備（消防裝置），可於發生火警時，保障生命和財產安全。根據《消防（裝置及設備）規例》（第 95B 章）第 8 條，消防裝置擁有人須保持消防裝置時刻在有效操作狀態，並且每 12 個月由承辦商檢查該等裝置至少一次。獲消防裝置擁有人委聘進行年檢的承辦商，有責任協助消防裝置擁有人遵守這項法定要求，確保消防裝置正常運作。就此，消防處編製了年檢核對表，詳細說明年檢的最低要求，讓承辦商據之為消防裝置進行年檢及測試。檢查若只完成部分或未依足核對表進行，將不會認可為妥善完成的年檢。首階段編製的核對表適用於消防栓／喉轆系統（**附件 A**）及消防水缸（**附件 B**）。承辦商在進行年檢時，須填妥核對表並遵循當中所載的檢查及測試程序，而且務須留意，他們有最終責任確保該等裝置在有效操作狀態，並符合《最低限度之消防裝置及設備守則與裝置及設備之檢查、測試及保養守則》所訂明的要求。

填妥年檢核對表

獲委聘的承辦商須按照適用的核對表為消防栓／喉轆系統及消防水缸進行年檢，當完成檢查及測試程序後，須在核對表上簽署。本處並建議承辦商將副本送交作出指示（據該指示他承擔進行該工程）的人。承辦商亦須將填妥及簽妥的核對表掃描本或正本保留至少七年，以便本處人員要求時出示，作為查核之用。除此新安排外，本處亦提醒承辦商須根據《消防（裝置及設備）規例》（第 95B 章）第 9 條，於完成有關年檢後 14 天內，向作出指示（據該指示他承擔進行該工程）的人發出一份證明書（FS251），並將副本送交消防處處長（處長）。

承辦商的職責與責任

本處人員不時會實地測試消防裝置，以確保建築物消防安全，其間，承辦商須按要求出示已填妥的年檢核對表，以供查核。填妥的核對表可全面反映消防裝置各部件的狀況，因此，本處人員透過查核核對表，可確定相關裝置是否符合年檢規定並達至處長滿意的程度。故此，處長認為承辦商如未能按要求出示核對表，就是在保養、修理或檢查消防裝置方面有「不當行為或疏忽」，以致不適宜名列於註冊紀錄冊。根據《消防（裝置承辦商）規例》（第 95A 章）第 10 條，處長可將有關事宜轉交紀律委員會跟進。

為使業界有更多時間適應新安排及做法，消防栓／喉轆系統及消防水缸的年檢核對表將於二零二零年四月一日生效。上述安排將於實施後 12 個月進行檢討，本處並會在稍後推出適用於其他消防裝置的核對表。

如有查詢，請於辦公時間致電 2733 1567 與消防設備專責隊伍聯絡。

消防處處長

（梁冠康  代行）

連附件

二零一九年十二月十三日

Annex A

Annual Inspection Checklist for Fire Hydrant/Hose Reel Systems

RFSIC Ref.: .....

Serial no. of FS 251: .....

Completion Date of Annual Inspection: .....

Building/Premises Address: .....

.....

The annual inspection is conducted in accordance with the appropriate version of Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment published by the Director of Fire Services.

See Annex for the Fire Hydrant Flow Rate/Pressure Test Record.

1.	**Supply Tank**
	The results of the annual inspection of supply tanks for Fire Hydrant/Hose Reel (FH/HR) systems shall be recorded in the Annual Inspection Checklist for Supply Tanks.

2.	**Pump Installation**					
2.1	Pump Room/Enclosure (where applicable)		**Yes**	**No**	**N/A**	**Remarks**
	a.	The room(s)/enclosure(s) shelter(s) the pump(s) from tampering/inclement weather.	[ ]	[ ]	[ ]	....
	b.	The room(s)/enclosure(s) is/are properly labelled in terms of usage.	[ ]	[ ]	[ ]	....
2.2	Pump Space (for pumps mounted on spreaders or flat roofs where applicable)					
	a.	The pump space(s) is/are properly labelled in terms of usage.	[ ]	[ ]	[ ]	....
	b.	The electrical equipment, pump control panel(s) and cable connections as applicable within the pump space(s) are protected against ingress of water.	[ ]	[ ]	[ ]	....
2.3	Pump Foundation					
	a.	The pump plinth(s)/spreader(s) is/are intact and free from deformation, settlement and undue corrosion.	[ ]	[ ]	[ ]	....
	b.	The anti-vibration mounting(s), where provided, is/are intact and free from undue settlement.	[ ]	[ ]	[ ]	....
2.4	Pump Set (Pump and Driver)					
	a.	The pump set(s) together with the base plate(s) as applicable is/are intact, securely mounted and free from settlement.	[ ]	[ ]	[ ]	....
	b.	The guard(s) for the coupling/shaft/belt driving parts as applicable, is/are intact and securely mounted.	[ ]	[ ]	[ ]	....
	c.	The pump coupling cushions and shaft alignment are checked and re-aligned where necessary.	[ ]	[ ]	[ ]	....

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			Yes	No	N/A	Remarks
	d.	The belts and pulleys, where provided, are intact and without cracks, damage and undue deterioration.	[ ]	[ ]	[ ]	....
	e.	The alignment and tightness of the belts, where provided, are tested and re-adjusted where necessary.	[ ]	[ ]	[ ]	....
	f.	The shaft bearings and shaft coupling are lubricated.	[ ]	[ ]	[ ]	....
	g.	The packing for the pump shaft(s) is checked and re-adjusted to suitable tightness where necessary.	[ ]	[ ]	[ ]	....
	h.	An air vent valve is provided at the appropriate position of the pump casing for pump(s) which is/are capable of trapping air inside the casing.	[ ]	[ ]	[ ]	....
2.5	Pipework, Valves, Equipment and Accessories					
	a.	The pipework, valves, strainers, expansion joints, flexible connectors, equipment and accessories as applicable are intact, securely supported, and without leakage, distortion and undue corrosion.	[ ]	[ ]	[ ]	....
	b.	The support and brackets are intact and without distortion and undue corrosion.	[ ]	[ ]	[ ]	....
	c.	The strainer(s) is/are free from blockage and the screen(s) inside is/are cleaned.	[ ]	[ ]	[ ]	....
	d.	The stop valves are duly lubricated and tested to operate freely between fully open and fully closed.	[ ]	[ ]	[ ]	....
	e.	The stop valves are padlocked in their correct (fully open or fully closed) positions and labelled "Normally Open 常開" or "Normally Closed 常關" as appropriate.	[ ]	[ ]	[ ]	....
	f.	The electrical monitoring switch(es) for stop valves where provided is/are intact, properly wired, and tested to be in working order.	[ ]	[ ]	[ ]	....
	g.	The pressure switch(es) where provided is/are intact, properly wired, and labelled in terms of usage.	[ ]	[ ]	[ ]	....
	h.	The reading(s) on the pressure gauge(s) is/are within the acceptable range.	[ ]	[ ]	[ ]	....
	i.	The automatic air vent valve(s) where provided is/are intact, with the vent opening unobstructed (not capped closed).	[ ]	[ ]	[ ]	....
2.6	Electrical Equipment, Cables and Cable Containment					
	a.	The power supply switches, busbar chamber(s), pump control panel(s) and electrical equipment are intact, securely mounted, properly labelled and without undue corrosion.	[ ]	[ ]	[ ]	....
	b.	The fuses in the power supply circuit and control circuit as applicable are of the correct ratings and intact.	[ ]	[ ]	[ ]	....

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			Yes	No	N/A	Remarks
	c.	The cables and cable containment are intact, securely mounted, properly wired, and without undue deterioration.	[ ]	[ ]	[ ]	....
	d.	The power supply switches are tested to be operating properly and are switched on after the test.	[ ]	[ ]	[ ]	....
	e.	The components and wirings inside the pump control panel(s) are intact, properly wired and without undue deterioration.	[ ]	[ ]	[ ]	....
	f.	The control buttons, switches, indicators and meters are properly labelled in terms of usage.	[ ]	[ ]	[ ]	....
	g.	The reading(s) on the voltmeter(s) where provided is/are within the acceptable range.	[ ]	[ ]	[ ]	....
	h.	The control buttons and switches are tested to operate properly and are in the correct positions.	[ ]	[ ]	[ ]	....
	i.	The switch(es) for suspending pump operation, where provided, is/are in the correct position(s).	[ ]	[ ]	[ ]	....
	j.	The indicator(s) where provided is/are tested to operate properly and are in proper status.	[ ]	[ ]	[ ]	....
2.7	As-built Framed Schematic Diagram					
		Legible as-built system schematic diagram(s) is/are displayed conspicuously at the pump room/enclosure/space.	[ ]	[ ]	[ ]	....

3.	**Pump Operation**					
3.1	Jockey Pump (where provided)				[ ]	If N/A, go to 3.2.
	a.	The jockey pump can be started and stopped by the start and stop buttons on the pump control panel respectively.	[ ]	[ ]	[ ]	....
	b.	The jockey pump operates upon a system pressure drop and stops when the system pressure resumes. The pressure switch setting is checked and re-adjusted where necessary.	[ ]	[ ]	[ ]	....
	c.	Upon activation of the lock-off button and/or other switches where provided at the pump room/enclosure/space for suspending the operation of the jockey pump, the fault alarm signal(s) where provided on the pump control panel and/or the F.S. control and indicating panel as appropriate is/are in working order.	[ ]	[ ]	[ ]	....
	d.	The thermal overload relay and/or the like where provided can give fault signal indication (while not stopping pump operation).	[ ]	[ ]	[ ]	....
	e.	When the jockey pump operates, the discharge pressure reading, the full load voltage readings and the full load current readings at all phases are within the acceptable ranges.	[ ]	[ ]	[ ]	....

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			Yes	No	N/A	Remarks
	f.	After running the jockey pump for not less than 10 minutes, the pump operation is free from abnormal noise, excessive vibration, undue leakage, overheating and other signs of malfunction. (Remark: An HR nozzle may be set to discharge to effect cooling of the pump.)	[ ]	[ ]	[ ]	....
	g.	The jockey pump status indicator(s) where provided on the pump control panel and/or the F.S. control and indicating panel as appropriate is/are tested to be in working order by simulating the respective scenarios.	[ ]	[ ]	[ ]	....
3.2	Fixed Fire Pump					
	a.	Fixed fire pump no. 1 can be started and stopped by the corresponding start and stop buttons on the pump control panel respectively.	[ ]	[ ]	[ ]	....
	b.	Ditto but for fixed fire pump no. 2 where provided.	[ ]	[ ]	[ ]	....
	c.	When assigned as the duty pump, fixed fire pump no. 1 operates upon receipt of a fire alarm signal from any manual call point and can only be stopped manually in the pump room/enclosure/space after the fire alarm signal has been cleared.	[ ]	[ ]	[ ]	....
	d.	Ditto but for fixed fire pump no. 2 where provided.	[ ]	[ ]	[ ]	....
	e.	For fixed fire pumps designed to operate upon a system pressure drop where applicable, fixed fire pump no. 1 when assigned as the duty pump, operates upon a system pressure drop and can only be stopped manually in the pump room/enclosure/space after the system pressure has resumed. The pressure switch setting is checked and re-adjusted where necessary.	[ ]	[ ]	[ ]	....
	f.	Ditto but for fixed fire pump no. 2 where provided.	[ ]	[ ]	[ ]	....
	g.	Upon activation of the lock-off button and/or other switches where provided at the pump room/enclosure/space for suspending the operation of fixed fire pump no. 1, the fault alarm signal(s) where provided on the pump control panel and/or the F.S. control and indicating panel as appropriate is/are in working order.	[ ]	[ ]	[ ]	....
	h.	Ditto but for fixed fire pump no. 2 where provided.	[ ]	[ ]	[ ]	....
	i.	The thermal overload relay and/or the like where provided for fixed fire pump no. 1 can give fault signal indication (while not stopping pump operation).	[ ]	[ ]	[ ]	....
	j.	Ditto but for fixed fire pump no. 2 where provided.	[ ]	[ ]	[ ]	....

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			Yes	No	N/A	Remarks
	k.	When started, fixed fire pump no. 1 accelerates to full speed within an acceptable time frame.	[ ]	[ ]	[ ]	....
	l.	Ditto but for fixed fire pump no. 2 where provided.	[ ]	[ ]	[ ]	....
	m.	After running fixed fire pump no. 1 for not less than 10 minutes, the pump operation is free from abnormal noise, excessive vibration, undue leakage, overheating and other signs of malfunction. (Remark: check whether there is a steady flow through the circulation pipe/relief valve for proper cooling of the pump. In the absence of circulation facilities, an HR nozzle may be set to discharge during pump operation.)	[ ]	[ ]	[ ]	....
	n.	Ditto but for fixed fire pump no. 2 where provided.	[ ]	[ ]	[ ]	....
	o.	The anti-overheating circulating pipe/relief valve where provided operates properly when fixed fire pump no. 1 churns.	[ ]	[ ]	[ ]	....
	p.	Ditto but for fixed fire pump no. 2 where provided.	[ ]	[ ]	[ ]	....
	q.	Fixed fire pump no. 1 is tested to be capable of delivering adequate flow and pressure to the system and the results are recorded in the Annex.	[ ]	[ ]	[ ]	....
	r.	Ditto but for fixed fire pump no. 2 where provided.	[ ]	[ ]	[ ]	....
	s.	When fixed fire pump no. 1 is delivering the rated flow, the voltage readings and the current readings at all phases are within the acceptable ranges.	[ ]	[ ]	[ ]	....
	t.	Ditto but for fixed fire pump no. 2 where provided.	[ ]	[ ]	[ ]	....
	u.	The fixed fire pump no. 1 status indicator(s) where provided on the pump control panel and/or the F.S. control and indicating panel as appropriate is/are tested to be in working order by simulating the respective scenarios.	[ ]	[ ]	[ ]	....
	v.	Ditto but for fixed fire pump no. 2 where provided.	[ ]	[ ]	[ ]	....
	w.	For systems equipped with duplicate fixed fire pumps, fixed fire pump no. 1 when assigned as the standby pump, is energized within 15 seconds upon electrical failure of fixed fire pump no. 2, which is assigned as the duty pump.	[ ]	[ ]	[ ]	....
	x.	Ditto but with fixed fire pump no. 2 assigned as the standby pump and fixed fire pump no. 1 assigned as the duty pump where applicable.	[ ]	[ ]	[ ]	....

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			Yes	No	N/A	Remarks
	y.	For systems equipped with duplicate fixed fire pumps, fixed fire pump no. 1, when assigned as the standby pump, is energized within 15 seconds upon mechanical failure of fixed fire pump no. 2, which is assigned as the duty pump.	[ ]	[ ]	[ ]	....
	z.	Ditto but with fixed fire pump no. 2 assigned as the standby pump and fixed fire pump no. 1 assigned as the duty pump where applicable.	[ ]	[ ]	[ ]	....
	aa.	For systems equipped with duplicate fixed fire pumps, where fixed fire pump no. 1 assigned as the standby pump fails to operate when required, the "no flow" indicator adjacent to each hose reel, where provided, is turned on.	[ ]	[ ]	[ ]	....
	ab.	Ditto but with fixed fire pump no. 2 assigned as the standby pump where provided.	[ ]	[ ]	[ ]	....

4.	**Intermediate Booster Pump Installation** (where provided)				[ ]	If N/A, go to 6.
4.1	Pump Room/Enclosure (where applicable)					
	a.	The room(s)/enclosure(s) shelter(s) the pump(s) from tampering/inclement weather.	[ ]	[ ]	[ ]	....
	b.	The room(s)/enclosure(s) is/are properly labelled in terms of usage.	[ ]	[ ]	[ ]	....
4.2	Pump Foundation					
	a.	The pump plinth(s)/spreader(s) is/are intact, and free from deformation, settlement and undue corrosion.	[ ]	[ ]	[ ]	....
	b.	The anti-vibration mountings, where provided, are intact and free from undue settlement.	[ ]	[ ]	[ ]	....
4.3	Pump Set (Pump and Driver)					
	a.	The pump set(s) together with the base plate(s) as applicable is/are intact, securely mounted and free from settlement.	[ ]	[ ]	[ ]	....
	b.	The guard(s) for the coupling/shaft/belt-driving parts, as applicable, is/are intact and securely mounted.	[ ]	[ ]	[ ]	....
	c.	The pump coupling cushions and shaft alignment are checked and re-aligned where necessary.	[ ]	[ ]	[ ]	....
	d.	The belts and pulleys, where provided, are intact and without cracks, damage and undue deterioration.	[ ]	[ ]	[ ]	....
	e.	The alignment and tightness of the belts, where provided, are tested and re-adjusted where necessary.	[ ]	[ ]	[ ]	....
	f.	The shaft bearings and shaft coupling are lubricated.	[ ]	[ ]	[ ]	....

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			Yes	No	N/A	Remarks
	g.	The packing for the pump shaft(s) is checked and re-adjusted to suitable tightness where necessary.	[ ]	[ ]	[ ]	....
	h.	An air vent valve is provided at the appropriate position of the pump casing for pump(s) which is/are capable of trapping air inside the casing.	[ ]	[ ]	[ ]	....
4.4	Pipework, Valves, Equipment and Accessories					
	a.	The pipework, valves, strainers, expansion joints, flexible connectors, equipment and accessories as applicable are intact, securely supported, and without leakage, distortion and undue corrosion.	[ ]	[ ]	[ ]	....
	b.	The support and brackets are intact and without distortion and undue corrosion.	[ ]	[ ]	[ ]	....
	c.	The strainer(s) is/are free from blockage and the screen(s) inside is/are cleaned.	[ ]	[ ]	[ ]	....
	d.	The stop valves are duly lubricated and tested to operate freely between fully open and fully closed.	[ ]	[ ]	[ ]	....
	e.	The stop valves are padlocked in the correct (fully open or fully closed) positions and labelled "Normally Open 常開" or "Normally Closed 常關" as appropriate.	[ ]	[ ]	[ ]	....
	f.	The electrical monitoring switch(es) for stop valves where provided is/are intact, properly wired. and tested to be in working order.	[ ]	[ ]	[ ]	....
	g.	The pressure switch(es) where provided is/are intact, properly wired and labelled in terms of usage.	[ ]	[ ]	[ ]	....
	h.	The reading(s) on the pressure gauge(s) is/are within the acceptable range.	[ ]	[ ]	[ ]	....
	i.	The automatic air vent valve(s) where provided is/are intact, with the vent opening unobstructed (not capped closed).	[ ]	[ ]	[ ]	....
4.5	Electrical Equipment, Cables and Cable Containment					
	a.	The power supply switches, busbar chamber(s), pump control panel(s) and electrical equipment are intact, securely mounted, properly labelled and without undue corrosion.	[ ]	[ ]	[ ]	....
	b.	The fuses in the power supply circuit and control circuit as applicable are of the correct ratings and intact.	[ ]	[ ]	[ ]	....
	c.	The cables and cable containment are intact, securely mounted, properly wired, and without undue deterioration.	[ ]	[ ]	[ ]	....
	d.	The power supply switches are tested to be operating properly and are switched on after the test.	[ ]	[ ]	[ ]	....
	e.	The components and wirings inside the pump control panel(s) are intact, properly wired and without undue deterioration.	[ ]	[ ]	[ ]	....

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			Yes	No	N/A	Remarks
	f.	The control buttons, switches, indicators and meters are properly labelled in terms of usage.	[ ]	[ ]	[ ]	....
	g.	The reading(s) on the voltmeter(s) where provided is/are within the acceptable range.	[ ]	[ ]	[ ]	....
	h.	The control buttons and switches are tested to operate properly and are in the correct positions.	[ ]	[ ]	[ ]	....
	i.	The switch(es) for suspending pump operation, where provided, is/are in the correct position(s).	[ ]	[ ]	[ ]	....
	j.	The indicator(s) where provided is/are tested to operate properly and are in proper status.	[ ]	[ ]	[ ]	....
4.6	As-built Framed Schematic Diagram					
	Legible as-built system schematic diagram(s) is/are displayed conspicuously at the pump room/enclosure/space.		[ ]	[ ]	[ ]	....

5.	**Intermediate Booster Pump Operation**					
	a.	Intermediate booster pump no. 1 can be started and stopped by the corresponding start and stop buttons on the pump control panel.	[ ]	[ ]	[ ]	....
	b.	Ditto but for intermediate booster pump no. 2 where provided.	[ ]	[ ]	[ ]	....
	c.	When assigned as the duty pump, intermediate booster pump no. 1 operates upon receipt of a pump starting signal from the start button at the corresponding F.S. inlet(s) and can only be stopped manually by pressing the stop button at the same F.S. inlet.	[ ]	[ ]	[ ]	....
	d.	Ditto but for intermediate booster pump no. 2 where provided.	[ ]	[ ]	[ ]	....
	e.	When started, intermediate booster pump no. 1 accelerates to full speed within an acceptable time frame.	[ ]	[ ]	[ ]	....
	f.	Ditto but for intermediate booster pump no. 2 where provided.	[ ]	[ ]	[ ]	....
	g.	Upon activation of the lock-off button and/or other switches where provided at the pump room/enclosure for suspending the operation of intermediate booster pump no. 1, the fault alarm signal(s) where provided on the pump control panel and/or the F.S. control and indicating panel as appropriate is/are in working order.	[ ]	[ ]	[ ]	....
	h.	Ditto but for intermediate booster pump no. 2 where provided.	[ ]	[ ]	[ ]	....

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			Yes	No	N/A	Remarks
	i.	The thermal overload relay and/or the like where provided for intermediate booster pump no. 1 can give fault signal indication (while not stopping pump operation).	[ ]	[ ]	[ ]	....
	j.	Ditto but for intermediate booster pump no. 2 where provided.	[ ]	[ ]	[ ]	....
	k.	The intermediate booster pump no. 1 status indicator(s) where provided on the pump control panel and/or the F.S. control and indicating panel as appropriate is/are tested to be in working order by simulating the respective scenarios.	[ ]	[ ]	[ ]	....
	l.	Ditto but for intermediate booster pump no. 2 where provided.	[ ]	[ ]	[ ]	....
	m.	For systems equipped with duplicate intermediate booster pumps, intermediate booster pump no. 1, when assigned as the standby pump, is energized within 15 seconds upon electrical failure of intermediate booster pump no. 2, which is assigned as the duty pump.	[ ]	[ ]	[ ]	....
	n.	Ditto but with intermediate booster pump no. 2 assigned as the standby pump and intermediate booster pump no. 1 assigned as the duty pump where applicable.	[ ]	[ ]	[ ]	....

6.	**System Equipment and Pipework**					
6.1	Fire Hydrant					
	a.	The fire hydrant(s), including the body, outlet(s), hand-wheel(s), stem(s), cap(s) and chain(s), pressure reducing facility and other accessories, where applicable, is/are intact and without leakage and undue corrosion.	[ ]	[ ]	[ ]	....
	b.	The fire hydrant(s) is/are duly lubricated and tested to operate freely between fully open and fully closed.	[ ]	[ ]	[ ]	....
	c.	An automatic air vent valve is provided at the appropriate position of the rising main(s).	[ ]	[ ]	[ ]	....
	d.	The fire hydrant(s) is/are clear of obstructions and can be used freely.	[ ]	[ ]	[ ]	....
	e.	For fire hydrants installed inside cabinets, each cabinet is properly labelled and its door can be opened easily without the use of any tool.	[ ]	[ ]	[ ]	....
6.2	Hose Reel					
	a.	The hose reel(s), including the body, hose, nozzle, glass-fronted nozzle cabinet, striker, swing arm assembly and other accessories, where applicable, is/are intact, securely mounted, and without leakage and undue corrosion.	[ ]	[ ]	[ ]	....

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			Yes	No	N/A	Remarks
	b.	The hose reel drum(s) is/are painted in red.	[ ]	[ ]	[ ]	....
	c.	The glass-fronted cabinet(s) for nozzles is/are of a size and design which allow the free use of the hose reel(s) and the glass panel(s) is/are easily frangible with a thickness not exceeding 1.5 mm.	[ ]	[ ]	[ ]	....
	d.	The fixed type hose reel(s) where provided is/are equipped with a hose guide.	[ ]	[ ]	[ ]	....
	e.	The control valve(s), pipework and accessories are intact, securely supported, and without leakage and undue corrosion.	[ ]	[ ]	[ ]	....
	f.	The control valve(s) is/are duly lubricated and tested to operate freely between fully open and fully closed.	[ ]	[ ]	[ ]	....
	g.	For recessed type hose reels, where provided, the control valve and nozzle when recessed are in a position of not more than 500 mm from the front wall surface.	[ ]	[ ]	[ ]	....
	h.	The cabinet(s) where provided for housing the hose reel(s), is/are labelled "FIRE HOSE REEL 消防喉轆" in lettering of at least 50 mm high.	[ ]	[ ]	[ ]	....
	i.	Except the cabinets fitted with an easily frangible glass panel, the door(s) fitted to the cabinet(s), where provided for housing the hose reel(s), can be opened without the use of any key.	[ ]	[ ]	[ ]	....
	j.	The drum, nozzle and swing arm assembly, where applicable, of the hose reel(s) are duly lubricated and tested to operate freely through their full range of operation.	[ ]	[ ]	[ ]	....
	k.	The hose reel(s) and the associated manual call point(s) are clear of obstructions and can be used freely.	[ ]	[ ]	[ ]	....
	l.	A legible standard operation instruction notice is affixed to the wall in a prominent position adjacent to the hose reel(s). For hose reels installed inside cabinets where applicable, such notice is affixed to the cabinet door.	[ ]	[ ]	[ ]	....
	m.	The hose reel(s) is/are capable of producing a jet of 6 m in length.	[ ]	[ ]	[ ]	....
	n.	An automatic air vent valve is provided at the appropriate position of the rising main(s).	[ ]	[ ]	[ ]	....
6.3	F.S. Inlet					
	a.	The F.S. inlet(s), including the body, couplings, hand-wheel, stems, built-in non-return valves and other accessories, where applicable, is/are intact and without leakage and undue corrosion.	[ ]	[ ]	[ ]	....
	b.	The F.S. inlet(s) is/are equipped with a drain cock for pressure relief.	[ ]	[ ]	[ ]	....

Annual Inspection Checklist for Fire Hydrant/Hose Reel Systems

			Yes	No	N/A	Remarks
	c.	The F.S. inlet(s) is/are duly lubricated and tested to operate freely between fully open and fully closed and the internal disc assembly can manoeuvre freely through its full range of operation.	[ ]	[ ]	[ ]	....
	d.	The F.S. inlet cabinet(s) is/are intact and properly protect(s) the inlet(s) against corrosion and abuse.	[ ]	[ ]	[ ]	....
	e.	The F.S. inlet cabinet(s) is/are properly labelled "FS INLET 消防入水掣" in lettering of at least 50 mm high.	[ ]	[ ]	[ ]	....
	f.	For buildings equipped with more than one FH/HR systems, where F.S. inlets of the systems are not interconnected, each F.S. inlet is properly labelled in terms of the block(s)/area(s) of the building being served as applicable.	[ ]	[ ]	[ ]	....
	g.	The F.S. inlet(s) is/are clear of obstructions and can be used freely.	[ ]	[ ]	[ ]	....
	h.	The F.S. inlet(s) is/are affixed with a metal identification plate raised or engraved with the English and Chinese characters of at least 50 mm high.	[ ]	[ ]	[ ]	....
	i.	For systems equipped with intermediate booster pump(s), the intermediate booster pump start/stop buttons and the audio and/or visual alarm(s) are provided adjacent to the corresponding F.S. inlet(s).	[ ]	[ ]	[ ]	....
	j.	The intermediate booster pump start/stop buttons and the audio and/or visual alarm(s) are properly labelled in terms of usage.	[ ]	[ ]	[ ]	....
	k.	The cables and cable containment of the intermediate booster pump start/stop buttons and the audio and/or visual alarm(s) are securely mounted, properly wired, and without damage, cracks and undue deterioration.	[ ]	[ ]	[ ]	....
	l.	The intermediate booster pump start/stop buttons and the audio and/or visual alarm(s) are tested to be in working order.	[ ]	[ ]	[ ]	....
6.4	Pressure Reducing Valve (PRV) (where provided)				[ ]	If N/A, go to 6.5.
	a.	The PRV(s) and the associated stop valve(s), strainer(s), pressure gauge(s), pressure switch(es), pipework and accessories, where applicable, are intact, securely supported and without leakage and undue corrosion.	[ ]	[ ]	[ ]	....
	b.	The PRV(s) is/are labelled in terms of the pressure setting and usage.	[ ]	[ ]	[ ]	....
	c.	The stop valve(s) where provided is/are padlocked in the correct (fully open or fully closed) position(s) and labelled "Normally Open 常開" or "Normally Closed 常關" as appropriate.	[ ]	[ ]	[ ]	....

Annual Inspection Checklist for Fire Hydrant/Hose Reel Systems

			Yes	No	N/A	Remarks
	d.	The stop valve(s) is/are duly lubricated and tested to operate freely between fully open and fully closed.	[ ]	[ ]	[ ]	....
	e.	The reading(s) on the pressure gauge(s) where provided is/are within the acceptable range.	[ ]	[ ]	[ ]	....
	f.	The external strainer(s) where provided and the internal strainer(s) is/are free from blockage and the screen(s) inside is/are cleaned.	[ ]	[ ]	[ ]	....
	g.	The PRV(s) is/are full flow tested to verify the downstream pressure(s) is/are within the acceptable range and the PRV(s) operate(s) properly and free from any abnormal noise, excessive vibration and other signs of cavitation. (Remark: When full flow test is difficult, a flow test similar to discharging two hose reels may be conducted in lieu.)	[ ]	[ ]	[ ]	....
	h.	For pilot operated PRV(s) where applicable, any air trapped in the cover chamber(s) is/are released and the chamber(s) is/are tested to be free from air pocket.	[ ]	[ ]	[ ]	....
	i.	The pressure switch(es) where provided is/are intact and labelled in terms of usage.	[ ]	[ ]	[ ]	....
	j.	The cables and cable containment of the pressure switch(es) where applicable are intact, securely mounted, properly wired and without cracks and undue deterioration.	[ ]	[ ]	[ ]	....
6.5	Pipework					
	The pipework and accessories as appropriate are intact, securely supported and without leakage and undue corrosion.		[ ]	[ ]	[ ]	....

7.	**Other Observations**					
	a.	For pump rooms/enclosures where applicable, the entrance door(s) is/are kept locked.	[ ]	[ ]	[ ]	....
	b.	For pump spaces where applicable, the direct access to the pump space(s) is maintained available.	[ ]	[ ]	[ ]	....
	c.	The pump room(s)/enclosure(s)/space(s) as applicable is/are kept clear of storage and waste materials.	[ ]	[ ]	[ ]	....
	d.	The artificial lighting where provided at pump room(s)/enclosure(s)/space(s) is operating properly.	[ ]	[ ]	[ ]	....
	e.	For underground pump rooms where applicable, the submersible drainage pumping installation where provided is in working order.	[ ]	[ ]	[ ]	....

Annual Inspection Checklist for Fire Hydrant/Hose Reel Systems

			Yes	No	N/A	Remarks
	f.	The opening(s) for the passage of pipes or cable containments through a required fire barrier is/are protected with fire seals or fire stops to maintain the required fire resisting properties of the fire barrier.	[ ]	[ ]	[ ]	....

Note:

1. All items under part 7 - Other Observations are not related to the functionality of fire service installations and equipment (FSIs) and hence shall not be reflected in FS 251. However, owners of FSIs bear the responsibility to rectify any irregularities noted thereunder.
2. This checklist specifies the minimum requirements for annual inspection for fire hydrant/hose reel systems. Incomplete inspections or inspections not conducted in full accordance with this checklist shall not be recognised as properly completed annual inspections.

Authorized Signatory of RFSIC:

_____ (Name in Full) _____(Signature) _____ (Date)

Registered Fire Service Installation Contractor:

_____(FSD/RC No.)

_____(Company Name)_____(Company Stamp)

Annual Inspection Checklist for Fire Hydrant/Hose Reel Systems

Annex Sheet No. _____ of _____

Annual Inspection Checklist for Fire Hydrant/Hose Reel Systems

Fire Hydrant Flow Rate/Pressure Test Record

Building/Premises Address: _____

Building/Block Name: _____

No.	Fire Hydrant Zone	Location of Tested Fire Hydrant	Water Supply Source		Flow Rate (l/min)	Pressure (bar)	Zero Flow Pressure (bar)	Conforms to CoP FSI Y	Conforms to CoP FSI N	Remarks
	From _____ /F to _____ /F	_____ /F at Staircase No. _____	Jockey Pump	[ ]				[ ]	[ ]	
			Fixed Fire Pump No. 1	[ ]				[ ]	[ ]	
			Fixed Fire Pump No. 2	[ ]				[ ]	[ ]	
			Intermediate Booster Pump No. 1	[ ]				[ ]	[ ]	
			Intermediate Booster Pump No. 2	[ ]				[ ]	[ ]	
			F.S. Tank Gravity Supply	[ ]				[ ]	[ ]	
	From _____ /F to _____ /F	_____ /F at Staircase No. _____	Jockey Pump	[ ]				[ ]	[ ]	
			Fixed Fire Pump No. 1	[ ]				[ ]	[ ]	
			Fixed Fire Pump No. 2	[ ]				[ ]	[ ]	
			Intermediate Booster Pump No. 1	[ ]				[ ]	[ ]	
			Intermediate Booster Pump No. 2	[ ]				[ ]	[ ]	
			F.S. Tank Gravity Supply	[ ]				[ ]	[ ]	

Remark: For jockey pump, only testing on zero-flow pressure is required. For other water supply sources, testing on zero-flow pressure and pressure at rated flow are required.

Annex B

Annual Inspection Checklist for Supply Tanks

RFSIC Ref.: .....

Serial no. of FS 251: .....

Completion Date of Annual Inspection: .....

Building/Premises Address: .....

.....

The annual inspection is conducted in accordance with the appropriate version of Codes of Practice for Minimum Fire Service Installations and Equipment and Inspection, Testing and Maintenance of Installations and Equipment published by the Director of Fire Services.

See Annex for Details and Locations of Supply Tanks.

			Yes	No	N/A	Remarks
1.	**Tank Structure**					
	a.	The entire (exterior and interior) structure of the tank(s), including any cat ladder, where provided, is/are intact and without leakage and obvious damage.	[ ]	[ ]	[ ]	....
	b.	The priming tank(s), including the priming pipes, where provided, is/are so located and routed that the pump casing(s) and suction pipes can be fully primed with water.	[ ]	[ ]	[ ]	....
	c.	The support and brackets for the priming tank(s), where applicable, are intact and without distortion and undue corrosion.	[ ]	[ ]	[ ]	....
	d.	The tank(s) is/are properly labelled in both English and Chinese in terms of usage and capacity.	[ ]	[ ]	[ ]	....
	e.	The tank(s) is/are properly roofed with a hatch cover securely fastened in the closed position.	[ ]	[ ]	[ ]	....

2.	**Tank Connections, Valves, Switches and Accessories**					
	a.	The stop valves at various tank connections are intact, without leakage, duly lubricated, and tested to operate freely through their full range of operation.	[ ]	[ ]	[ ]	....
	b.	The stop valves at various tank connections are padlocked in the correct (fully open or fully closed) positions and labelled "Normally Open 常開" or "Normally Closed 常關" as appropriate.	[ ]	[ ]	[ ]	....
	c.	The tank drain valve(s) is/are properly plugged/capped closed.	[ ]	[ ]	[ ]	....
	d.	The electrical monitoring switch(es) for stop valves at various tank connections, where applicable, is/are intact, properly wired, protected by an enclosure of appropriate IP rating, and tested to be in working order.	[ ]	[ ]	[ ]	....
	e.	The water level gauge(s), where provided, is/are intact and clearly indicate(s) water levels with correct labelling.	[ ]	[ ]	[ ]	....

Annual Inspection Checklist for Supply Tanks

			Yes	No	N/A	Remarks
	f.	The ball float valve(s), where provided, is/are intact and tested to operate properly.	[ ]	[ ]	[ ]	....
	g.	The level switch(es) is/are intact, properly wired, and protected by an enclosure of appropriate IP rating. For tanks fitted with more than one level switch, the float cables/strings are prevented from swirling together.	[ ]	[ ]	[ ]	....
	h.	The level switch(es) is/are tested to be in working order.	[ ]	[ ]	[ ]	....
	i.	The vortex inhibitor or filter fitted to the tank outlet pipe inside the tank(s), where provided, is intact and free from blockage.	[ ]	[ ]	[ ]	....
	j.	The foot valve(s), where provided, is/are tested to operate properly and free from leakage and blockage.	[ ]	[ ]	[ ]	....
	k.	All piping connections inside the tank(s) are free from blockage.	[ ]	[ ]	[ ]	....
	l.	All tank external connections and pipes are intact, free from leakage and properly supported.	[ ]	[ ]	[ ]	....

3.	Stored Water					
	a.	The water inside the tank(s) is clean and without debris and aquatic growth.	[ ]	[ ]	[ ]	....
	b.	The water level(s) inside the tank(s) is/are not less than 90% of the required storage capacity.	[ ]	[ ]	[ ]	....
	c.	The water level(s) inside the tank(s) stay(s) below the overflow pipe(s).	[ ]	[ ]	[ ]	....
	d.	When the water level(s) drop(s) not more than 10% of the required storage capacity, the ball float valve(s) or the transfer pump(s) as appropriate starts to refill the tank(s).	[ ]	[ ]	[ ]	....
	e.	When the water level(s) cannot be maintained at more than 90% of the required storage capacity, the low level alarm(s), where provided, at the pump control panel and/or the F.S. control and indicating panel as appropriate, activate(s).	[ ]	[ ]	[ ]	....
	f.	For priming tanks where provided, when the water level cannot be maintained at more than two-third of the required storage capacity, the pump served by the priming tank starts running automatically.	[ ]	[ ]	[ ]	....
	g.	For tanks used for the combined storage of domestic (e.g. potable/flushing) and fire-fighting water, the maximum potential draw off by domestic services in no way diminishes the supply for fire-fighting below the required reserve.	[ ]	[ ]	[ ]	....

Annual Inspection Checklist for Supply Tanks

Note:

This checklist specifies the minimum requirements for annual inspection for supply tanks. Incomplete inspections or inspections not conducted in full accordance with this checklist shall not be recognised as properly completed annual inspections.

Authorized Signatory of RFSIC:

_____ (Name in Full) _____(Signature) _____ (Date)

Registered Fire Service Installation Contractor:

_____(FSD/RC No.)

_____(Company Name)_____(Company Stamp)

Annual Inspection Checklist for Supply Tanks

Annex to the Annual Inspection Checklist for Supply Tanks

System	Tank Location	Building/Premises being Served	Quantity	Capacity (litres)	Usage[1]	Type[2]	Remarks

Legend:

1. S: System water supply tank
   J: Supply tank for Jockey pump only
   P: Priming tank
   T: Transfer tank
2. RC: Reinforced-concrete
   GRP: Glass-reinforced polyester/fibre-glass
   M: Metal