



Points to Note
for Submission of FSI Plans for Smoke Control Systems
for Acceptance Inspection of FSI

This Note outlines the enhanced procedures for the submission of fire service installation (FSI) plans accompanied with Form FSI/314 for smoke control systems (SCS), i.e. smoke extraction system, pressurization of staircase and ventilation/air conditioning (V/AC) control system, required for application for acceptance inspection of FSI.

The extant procedures stipulated in FSD Circular Letter No.1/2015 specify that prior vetting is required for FSI plans related to SCS. To ensure accuracy and minimize the need for drawing amendments during the acceptance inspection, it is advisable to use the latest set of approved General Building Plans (GBP) when preparing FSI plans for SCS. This approach not only accurately reflects the actual site conditions but also serves as a reliable as-built record.

While prior vetting of FSI plans for SCS remains mandatory, the following submission methods may be adopted to facilitate the trade in submitting Form FSI/314 for SCS:-

(1) Submission of SCS FSI plans based on the latest set of approved GBP which is for FSI Acceptance Inspection

- When submitting Form FSI/314 for SCS, the AP shall include a covering letter that explicitly states the submission is based on the latest set of approved GBP and is intended for “FSI Acceptance Inspection”.
- The processing time of this type of submission will be reduced from normally not more than 12 weeks to normally **not more than 8 weeks**.
- To prevent abuse of this measure, the reduced processing time will be granted only once for each system of the building.

(2) FSI Acceptance Inspection based on stamped SCS FSI plans according to the previously approved GBP

- The AP and RPE, where applicable, shall submit a declaration letter along with FSI/501 application undertaking that any minor changes¹ not reflected on the stamped FSI plans for SCS do not affect the system design and performance. A sample of the declaration is enclosed in Appendix I of this Note. This declaration letter shall be accompanied with a summary and part plans, indicating the proposed minor changes on the stamped FSI plans.

¹ Example of minor changes:- changes of duct routing, relocation of system equipment, amendment on equipment designation etc

- The AP, RFSIC and RPE, where applicable, subject to the approval from the New Projects Division, will be notified to make minor amendments on the stamped FSI plans and the corresponding Form FSI/314 for SCS at the later stage of FSI acceptance inspection.
- Re-submission of Form FSI/314 and FSI plans for SCS to the New Projects Division shall be required for any changes involving system design and performance, including but not limited to the following principles:-
 - Addition of system - any systems that has not been included in the stamped FSI plans and/or has not been submitted previously
 - New alternative proposal – any proposals that do not comply with the prescriptive requirements, e.g. smoke extraction rates based on a fire engineering approach instead of prescriptive requirements
 - New system design – any changes to system designs, e.g. modifications to the override control method of V/AC control system or alterations to the class of the staircase pressurization system.
- In case of doubt on the above principles, consultation should be made with the New Projects Division.

The above measures are designed to facilitate the acceptance inspection for cases involving only minor changes that do not affect system design and performance, providing a faster to the traditional vetting process which typically takes 12 weeks. However, if any changes are declared as minor but are later found to be significant involving system design and performance during acceptance inspection of FSI, a fresh Form FSI/314 along with FSI plans for SCS shall be submitted to the New Projects Division for detailed vetting. Subsequently, a fresh FSI/501 application accompanied by certificate FSI/501a shall also be required. To this end, if the AP or RPE considered that the amendments are extensive in nature, it is recommended to utilize the 8-week process approach (1) for prior vetting using the latest set of approved GBP so as to avoid significant project delay.

Should there be any enquiry, please contact the New Projects Division of this Department at 3971 4661.



遞交煙霧控制系統消防裝置圖則 **以供進行消防裝置認可檢查的注意事項**

本文件概述就煙霧控制系統（即排煙系統、樓梯增壓和通風／空調控制系統）申請消防裝置認可檢查而遞交所需消防裝置圖則及 FSI/314 表格的優化程序。

根據消防處通函第 1/2015 號訂明的現行程序，有關煙霧控制系統的消防裝置圖則必須預先審核。為求圖則準確並盡量減少圖則在認可檢查過程中須予修訂的情況，業界在擬備煙霧控制系統的消防裝置圖則時，宜採用最新一套核准的一般建築圖則。此做法不但能準確反映實際現場情況，亦可提供可靠的竣工記錄。

由於煙霧控制系統的消防裝置圖則必須獲預先審核，業界可採用下列方法，以便就煙霧控制系統遞交 FSI/314 表格：

(1) 為進行消防裝置認可檢查而遞交根據最新一套核准的一般建築圖則擬備的煙霧控制系統消防裝置圖則

- 認可人士就煙霧控制系統遞交 FSI/314 表格時，須有隨件信函清楚述明所遞交的圖則是根據最新一套核准的一般建築圖則擬備，而且是擬供「消防裝置認可檢查」用途。
- 此類圖則的處理時間，將由一般不多於 12 星期縮短至一般不多於 8 星期。
- 為防止措施遭濫用，有關建築物的每個系統的處理時間只可獲縮短一次。

(2) 根據先前核准的一般建築圖則擬備並已蓋印的煙霧控制系統消防裝置圖則進行消防裝置認可檢查

- 認可人士及註冊專業工程師（視乎何者適用）須在遞交 FSI/501 申請時一併遞交聲明書，聲明已蓋印煙霧控制系統消防裝置圖則上未有標示的任何小幅改動¹不會影響系統設計和性能。本文件的附錄 I 載有聲明書範本。該聲明書須隨附摘要和局部圖則，標示擬對已蓋印的消防裝置圖則上所作的小幅改動。
- 如獲得新建設課批准，認可人士、註冊消防裝置承辦商及註冊專業工程師（視乎何者適用）將在消防裝置認可檢查的後期階段，獲通知在已蓋

¹ 小幅改動的例子：改動管道線路、搬移系統設備及修訂設備編號／名稱等。

印的消防裝置圖則及相應的煙霧控制系統 FSI/314 表格上作出小幅改動。

- 如有任何涉及系統設計和性能的改動，必須向新建設課重新遞交 FSI/314 表格及煙霧控制系統的消防裝置圖則。有關改動的原則包括但不限於下列各項：
 - 增設系統——任何未包括在已蓋印消防裝置圖則內及／或先前未有遞交的系統
 - 新替代方案——任何不符合訂明規定的方案，例如以消防工程學方法而非按訂明規定釐定的排煙率
 - 新系統設計——任何系統設計的改動，例如修改通風／空調控制系統的取代控制方法或改變樓梯增壓系統種類
- 如對上述原則有疑問，請諮詢新建設課。

上述措施針對只涉及不影響系統設計和性能的小幅改動個案，以利便認可檢查申請。傳統的審核程序通常需時 12 星期，而上述措施提供更快捷的方案。然而，如有任何聲明為小幅的改動在之後的消防裝置認可檢查期間，被發現為涉及系統設計和性能的重大改動，則須向新建設課重新遞交 FSI/314 表格及煙霧控制系統消防裝置圖則作詳細審核，並須重新遞交 FSI/501 申請連同 FSI/501a 證明書。因此，如認可人士或註冊專業工程師認為改動性質重大，本處建議採用審核時間為 8 星期的方法(1)，遞交按最新一套核准的一般建築圖則擬備的消防裝置圖則作預先審核，以免項目出現嚴重延誤。

如有查詢，請致電 3971 4661 與本處新建設課聯絡。

Declaration Letter

**for submission of smoke control systems FSI plans accompanied with Form FSI/314 using the
previously approved building plans for acceptance inspection of FSI**

To: Director of Fire Services

Fire Service Installation (FSI) Plans for Building at _____

I hereby certify that the minor amendments as detailed in the attached summary with part plans highlighted with the changes which are proposed to be made on the FSI plans for Smoke Extraction Systems/ Pressurization of Staircase/Ventilation/Air Conditioning Control System* as submitted under the cover of FSI/314 dated _____, which were stamped and returned by your letter ref. _____ dated _____ do not involve change in the system design and performance.

I understand that any deviation from this declaration comes to light in the inspection of your department may lead to necessary re-submission of FSI plans accompanied with Form FSI/314, and the refusal or delay in the issuance of Acceptance Memo/Letter or F.S.172.

(To be completed by Registered Professional Engineer (if applicable))

Full Name: _____ Discipline: _____
Registered Professional Engineer Number: _____ Date: _____
Email: _____ Tel: _____

Signature of Registered Professional Engineer: _____

(To be completed by the Consultant)

Full Name of Consultant: _____
Full Name of Authorized Signatory: _____

Authorized Signature and Company Chop: _____ Date: _____
Email: _____ Tel: _____

(To be completed by the Registered Fire Service Installations Contractor (RFSIC))

Full Name of RFSIC: _____ Registration No.: _____

Full Name of Authorized Signatory: _____

Authorized Signature and Company Chop: _____ Date: _____

Acknowledged by:

Full Name of Authorized Person: _____ Registration No.: _____

Email: _____ Tel: _____

Signature of Authorized Person: _____ Date: _____

聲明書

遞交煙霧控制系統消防裝置圖則連同 FSI/314 表格
以供使用先前核准的建築圖則進行消防裝置認可檢查

致：消防處處長

位於 _____

_____ 的建築物的消防裝置圖則

本人現證明，已在夾附的摘要中詳列並在局部圖則上標示的小幅改動，即擬對排煙系統／樓梯增壓／通風／空調控制系統*的消防裝置圖則作出的改動，並不涉及系統設計和性能上的改動，而有關圖則已與註明日期為_____年____月____日的 FSI/314 表格一併遞交，且已獲消防處蓋印並隨檔號為_____、註明日期為_____年____月____日的信件發還。

本人明白，如消防處在檢查時發現任何與本聲明不符之處，本人或須重新遞交有關消防裝置圖則連同 FSI/314 表格，處方亦可能拒絕或延遲發出批准便箋／信或 F.S.172。

(由註冊專業工程師填寫 (如適用))

姓名： _____	專業界別： _____
註冊專業工程師	日期： _____
編號： _____	
電郵： _____	電話： _____

註冊專業工程師簽署： _____

(由顧問填寫)

公司名稱： _____

授權人姓名： _____

授權人簽署及公司印鑑： _____ 日期： _____

電郵： _____ 電話： _____

(由註冊消防裝置承辦商填寫)

註冊消防裝置承辦商名稱： _____ 註冊編號： _____

授權人姓名： _____

授權人簽署及公司印鑑： _____ 日期： _____

由以下人士確認：

認可人士姓名： _____ 註冊編號： _____

電郵： _____ 電話： _____

認可人士簽署： _____ 日期： _____
