

**Business Facilitation Advisory Committee
Task Force on Business Liaison Groups**

***Enhancement measures for processing of general building plan approval
and acceptance inspections of fire service installations in new buildings***

Purpose

This paper briefs members on the facilitation measures introduced by the Fire Services Department (FSD) to enhance processing of general building plan (GBP) approval submissions and acceptance inspections of fire service installations (FSIs) in new buildings.

Background

2. The FSD, in a bid to ensure that all FSIs provided in new building projects are up to fire safety requirements and functional standards, will examine GBP submissions having regard to the intended purpose of the new buildings and check before accepting the FSIs provided before the issuance of occupation permits by the Building Authority. In view of the increased complexity and number of building projects, streamlining the process for GBP approval and FSI acceptance inspections are crucial for expediting the entire building projects.

Trades Concerns

3. The trades would like to have their GBP submissions and acceptance inspections of FSIs processed timely so as to speed up the completion of new building projects.

Administration's Response

4. FSD has reviewed the internal procedures and adopted a collaborative and proactive liaison approach to enhance the work process of GBP approval and acceptance inspections of FSIs in new buildings. These measures include –

- (a) ***Open policy in plan amendment:*** An open policy is adopted for plan amendment aiming at reducing abortive work and repeated submissions. Other than discrepancies involving structural aspects or major fire service installations, Authorized Persons (APs) will be accepted to effect GBP amendment before and/or after the FSI acceptance inspections in accordance with the actual layout and provisions stipulated in the relevant practice notes;
- (b) ***Case Officer system:*** A Case Officer system is adopted under which the same Case Officer will be assigned to follow through the whole process of processing the GBP of a building project;
- (c) ***Notification mechanism:*** To strengthen communication, FSD's Case Officer will notify BD's Case Officer on receipt of an GBP submission and to inform the outcome of the processing in due course. APs will be benefited from acquiring the identities and contacts of FSD's Case Officers responsible for their submissions. The notification arrangement also furnishes an effective channel for FSD to provide comments and related advices to BD concerning the GBP submissions which expedites BD's processing;
- (d) ***Pre-inspection meetings:*** FSD conducts pre-inspection meetings with AP and Registered Fire Service Installations Contractor (RFSIC) on a need basis, particularly for submissions involving performance-based fire safety design or complicated smoke extraction system. During these meetings, FSD assesses the site readiness, conducts preliminary document check with the APs and RFSICs and coordinates the inspection schedule with all involved parties;
- (e) ***Standard document checklists:*** Standard document checklists have been devised and launched to list out all required documents to be submitted by AP and RFSIC before the acceptance inspection (e.g. equipment list of FSIs installed, product certificates); and
- (f) ***Strengthened communication with the trade:*** Regular technical seminars are held with the trade from time to time to enhance their understanding of the technical requirements and request the trade to observe the propriety of ensuring the quality of works and completeness of their supporting documents. For the sake of avoiding unnecessary application refusals and re-submissions for FSIs

acceptance inspection, the trade is also advised during the technical seminars to assure the readiness of the site by ensuring that all FSIs installed are properly tested and certified for conforming to prescribed requirements and standards. Besides, regular liaison meetings and fire safety standards advisory group meetings are also conducted by FSD with APs and RFSICs to strengthen communication with the trade.

5. These measures were implemented progressively from 2017 and were fully implemented in Q3 2018.

Way Forward

6. Members are invited to note the content of the paper and offer comments, if any.

**Fire Services Department
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