

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

***Reducing Family Amusement Centres' Administrative Effort in
Compliance with the Requirement of Providing the
Certificate of Fire Service Installation and Equipment (FS251)***

Background

Pursuant to the Fire Service (Installations and Equipment) Regulations (Cap. 95B), the owner of any fire service installation or equipment (FSI) which is installed in any premises shall keep such FSI in efficient working order at all times. Upon completion of FSI's installation, maintenance, repair or inspection, the registered contractor shall issue Certificate(s) of Fire Service Installations and Equipment (FS251) to the FSI owner with copies forwarded to the Director of Fire Services as documentary proof of compliance. From time to time, licensee of the premises may be required to produce or present the FS251s to inspection officers of FSD proving the compliance of relevant ordinance and / or licensing requirements.

Trade's Concern

3. At a Business Liaison Group (BLG) meeting for family amusement centres (FAC), the trade raised the concern that there had been officers of different units of the FSD requesting the trade to provide the FS251s of the same premises as documentary proof of compliance when the officers were conducting inspection for the premises. As FAC is a licensed premises that the FS251s of the premises had been submitted to FSD by the FSI contractors, the trade enquired if officers of different FSD units could refer to the records of FS251s which had been forwarded by the registered contractors to FSD.

Administration's Response

4. In response, FSD advised that officers of different units are required to exercise duties and obtain documentary proof of compliance

from the licensee in accordance with relevant ordinances under the purview of FSD. To enhance the effectiveness of sharing licensing information among various units, a computer system, Integrated Licensing, Fire Safety and Prosecution System (LIFIPS), was developed for handling applications and records relating to licensed premises. One of its core functions is update and maintenance of records of FS251s.

5. FSD had in January 2016 advised the relevant units to check and ascertain the latest FS251s of the licensed premises from the LIFIPS before conducting inspections so that the efforts of the trade in complying with the requirement of providing copies of FS251 could be eliminated as far as practicable. Nevertheless, FSD may request the licensee to provide copy of FS251s in case of doubt or any other circumstances so warrant. The trade members are also advised to display the FS251s in a prominent location of the premises to facilitate FSD's inspection.

Way Forward

6. Members are invited to note the above measure and offer comments, if any.

Fire Services Department
September 2016