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8 January 2026

To : Recipients of FSD Circular Letters

Dear Sir/Madam :

FSD Circular Letter No. 1/2026
**Enhanced Measures on Transparency of Defect and Power Supply Management
of Fire Service Installations (FSIs)**

This Circular Letter serves to announce a set of enhanced management measures for FSIs, and to require all Registered Fire Service Installation Contractors (RFSICs) to strictly comply. The purpose is to enhance transparency in disclosing information of defective FSIs to relevant parties including building owners, occupiers, and property management companies, thereby improving the overall fire safety of buildings. The enhanced measures cover the following areas:

- (A) New requirements on posting of defective FSIs notice and relevant standards and management requirements; and
- (B) Enhanced FSIs power supply management and relevant standards and management requirements for posting of FSIs power supply status seals.

**(A) Posting Requirements, Relevant Standards and Management Requirements for
Defective FSIs Notice**

To ensure that relevant parties, including building owners, occupiers and property management companies, are fully aware of the status of the defective FSIs and the potential risks, RFSICs must post notices regarding the defective FSIs in accordance with the following standards and ensure the information therein is correct and clear:

- 1) Posting Locations and Size Requirements
 - i) A notice shall be posted at an prominent position near FSIs, including fire hydrants, hose reels, manual call points, F.S. inlets, sprinkler inlets, or street fire hydrants, that are not in effective operating condition.
 - ii) The size of the notice shall not be smaller than 15 cm × 8 cm, and the notice shall remain unobstructed and clearly visible. Please refer to **Appendix I** for the template.
 - iii) Where a hose reel is of a concealed design, notices shall be posted on both the hose reel and its cabinet door.
 - iv) If the installation is located in a damp or outdoor area, waterproof material shall be used for the notice.
- 2) Condition of Notice: The notice shall be kept intact and clearly legible until the installation has been restored to normal operation.
- 3) Removal of Notice: Upon resumption of the FSIs to normal operation, RFSICs shall immediately remove all the notices upon completion of the works.

(B) Enhanced FSIs power supply management and new standards and management requirements on the posting of FSIs power supply status seals

The normal operation of main FSIs power supply is vital to the proper operation of FSIs. Except where there is an actual need arising from electrical safety considerations or system maintenance, the main FSIs power supply shall not be cut off or switched off under any circumstances. To strengthen the management of power supply to FSIs, RFSICs shall adopt the following measures:

- 1) Management of the Power Supply Status of FSIs
 - i) Where RFSICs confirm that the power supply to FSIs is in a normal operating condition, a green seal shall be affixed firmly to the power switch.
 - ii) If the power supply needs to be switched off for overnight or more than 24 hours due to works or equipment failure, red seals shall be used.
 - iii) A label shall be placed next to the switch after each inspection with the RFSIC's name, registration number, and affixation date.

- iv) RFSICs shall submit a Notification of FSIs Shutdown to the Fire Services Department (FSD) in accordance with the procedures as stipulated in FSD Circular Letter No. 1/2021 and shall accordingly inform building owners, occupiers and property management companies.
- 2) Management of Abnormal Status of FSIs Power Supply: After each inspection, RFSICs shall replace the seal with a new one to ensure that building owners, occupiers, and property management companies are immediately informed of the status of the FSIs main power supply.
- 3) Standards and Management Requirements for Seals:
 - i) Adhesive tape with high adhesion strength, not easily detachable, and leaving no residual marks shall be used.
 - ii) The following colour standards shall be strictly observed:
 - Green: Power supply is normal
 - Red: Power supply is cut off
 - iii) The size of the seal shall not be smaller than 30 cm × 8 cm and shall be affixed firmly to the power switch of the FSIs. Any operation or interference shall leave an irreversible watermark pattern on the seal (template shown in **Appendix II**).

(C) Contractor's Misconduct or Negligence

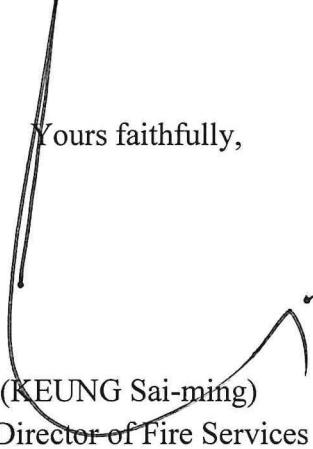
Where RFSICs fail to adopt the measures as stipulated in this Circular, such failure may be regarded as improper conduct or negligence in the installation, maintenance, repair, or inspection of FSIs. In such circumstances, the Director of Fire Services may, pursuant to Regulation 10 of the Fire Service (Installation Contractors) Regulations, Cap.95A, refer the non-compliant RFSICs to the Disciplinary Board and has the authority to remove the name of RFSICs from the Register.

(D) Commencement and Transitional Arrangements

The measures set out in this Circular, including the standards for the posting of notices and seals, shall take effect immediately. To allow sufficient time for the trade to familiarize themselves with these measures, the FSD will, during the transitional period from now until 28 February 2026, continue to accept other formats of notices and seals.

However, for works that commenced before the effective date of this Circular but have not yet been completed, it is recommended that RFSICs, where practicable, adopt the prescribed measures set out in this Circular. It is also recommended that FSIs works commenced during the transitional period should, as far as practicable, adopt the notice and seal formats prescribed in this Circular.

For enquiries, please contact the Fire Protection Facilities Supervision Division at 2733 1567.

Yours faithfully,

(KEUNG Sai-ming)
for Director of Fire Services

Encl.

Appendix I

Template for Defective FSI Notices



Appendix I

Template for Defective FSI Notices



Appendix II

Template for Seals

