

消防處
牌照及審批總區

香港九龍尖沙咀東部康莊道1號
消防處總部大廈5樓



FIRE SERVICES DEPARTMENT
LICENSING AND CERTIFICATION
COMMAND

5/F, Fire Services Headquarters Building
No. 1 Hong Chong Road, Tsim Sha Tsui East,
Kowloon, Hong Kong

本處檔號 OUR REF.: (22) in FP(LC) 314/07 Pt. 11
來函檔號 YOUR REF.:
圖文傳真 FAX: (852) 2723 2197
電話 TEL. NO.: (852) 2733 7619
電子郵件 E-MAIL: lcpolic2@hkfsd.gov.hk

8 January 2026

To : Recipients of FSD Circular Letters

Dear Sir/Madam :

FSD Circular Letter No. 2/2026

Reporting Chain Effects of Shutdown of Fire Service Installations (FSIs) and Revised Measures for Building Notices

This Circular Letter serves to remind Registered Fire Service Installation Contractors (RFSICs) of their responsibility to identify, assess, and report any chain effects on other FSIs when it is necessary to shut down FSIs for maintenance, inspection, modification, or repair. In addition, this Circular promulgates a set of revised measures relating to building notices, with a view to enhancing transparency regarding the shutdown of FSIs. This Circular should be read in conjunction with Fire Services Department (FSD) Circular Letter (CL) No. 1/2021, and all RFSICs are required to strictly comply with its requirements.

(A) Requirements for Identification, Assessment and Reporting of Chain Effects on FSIs

RFSICs have all along been responsible for identifying and assessing potential chain effect on other FSIs before shutting down any FSIs specified in FSD CL No. 1/2021, and for reporting all affected FSIs to FSD. This Circular does not introduce new requirements, but reiterates this existing responsibility and provides clearer and more consistent guidance on its implementation. For the avoidance of doubt, whenever there is shutdown of any FSIs as stipulated in FSD CL No. 1/2021, RFSICs are required to conduct comprehensive technical assessments beforehand to ensure such an action will not give rise to any impacts on the normal operation of other FSIs. If chain effects are expected according to the assessment, RFSICs must report the situation of all FSIs which will be affected to FSD together. Specific examples (not exhaustive) are as follows:

- 1) When shutting down Fire Hydrant/Hose Reel (FH/HR) System, if such action will lead to failure of the Fire Alarm System (FAS), the scope and extent of impact on both systems must be reported by the RFSIC together; and
- 2) When shutting down the FAS, if such action will lead to failure of the FH/HR System (e.g. failure to activate the fire pump properly), the scope and extent of impact on both systems must be reported by the RFSIC together.

(B) Standards and Implementation Requirements for Posting Building Notices

To ensure that building owners, occupiers, property management companies and other relevant parties are fully informed of the shutdown or failure of FSIs and are able to take appropriate precautionary measures, RFSICs must, prior to the commencement of the relevant works and with the consent of the relevant parties including the property management companies, post building notices in accordance with the following standards to ensure the information is conveyed clearly:

- 1) **Posting Locations:** Building notices must be posted at prominent locations of all building entrances/exits, lift lobby, affected floors, and outside the fire control room (Template shown in **Appendix I**).
- 2) **Notice Requirements:** The size of the notice must not be smaller than A3 (42 cm x 29 cm), and the notice must include details as follows:
 - i) commencement date of the failure;
 - ii) reason for the shutdown;
 - iii) anticipated end date of the failure (if applicable);
 - iv) type of FSIs to be shut down and the scope;
 - v) name of RFSIC and emergency contact telephone number; and
 - vi) contact telephone number of the management office.
- 3) **Maintenance and Updating Requirements:** Building notices shall be kept intact and clearly legible at all times until the relevant FSIs have resumed normal. If the shutdown period needs to be extended, RFSIC shall update the notice within 24 hours after the decision to extend has been made.
- 4) **Refusal to Cooperate:** If the building owners, occupiers, or property management companies disagree on the posting or keeping of the above notices, RFSIC shall notify the respective Fire Station and the Fire Protection Facilities Supervision (FPFS) Division by email as soon as practicable for follow-up action.

The revised building notice prescribed under this Circular shall replace the existing notice referred to in paragraph 7(b) of FSD CL No. 1/2021.

(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 Date

The revised measures relating to building notices set out in this Circular shall take effect immediately. For FSIs works that commenced before the effective date of this Circular but have not yet been completed, the Fire Services Department recommends that RFSICs, where practicable, adopt the relevant arrangements set out in this Circular.

For enquiries, please contact the FPFS Division at 2733 1567.

Yours faithfully,

(KEUNG Sai-ming)
for Director of Fire Services

Encl.

Template for Building Notice
Not smaller than A3 size (42 cm x 29 cm)



消防裝置失效通告

NOTICE OF FIRE SERVICE INSTALLATIONS (FSIs) FAILURE

由_____年____月____日起，下列消防裝置因損壞/保養/檢查/修理須暫停操作，直至_____年____月____日/另行通知*

From _____ (Date), the following FSI(s) will be suspended from operation due to defect / maintenance / inspection / repair until _____ (Date) / further notice*.

受影響之消防裝置

FSIs affected

- 火警警報系統(火警鐘) Fire Alarm System
(涉及樓層/部分 Floor(s)/area(s) involved _____)
- 消防栓/喉轆系統或乾喉系統* Fire Hydrant/Hose Reel System or Dry Riser System*
(涉及樓層/部分 Floor(s)/area(s) involved _____)
- 花灑系統 Sprinkler System
(涉及樓層/部分 Floor(s)/area(s) involved _____)
- 其他主要系統 Other major system _____
(涉及樓層/部分 Floor(s)/area(s) involved _____)

重要提示

Important Notice

如發生火警，請立即致電999，並通知物業管理處職員

In case of fire, please call 999 immediately and
inform property management staff.

承辦商名稱

Name of FSI Contractor : _____

承辦商緊急聯絡電話

FSI Contractor Emergency Contact Tel. No. : _____

管理處電話:

Management office Tel. No. : _____

*請刪去不適用者 Please delete if inappropriate