

This Part contains five Sections:

- **Section 1 – General**
- **Section 2 – Fire Safety Management**
- **Section 3 – Maintenance Plan**
- **Section 4 – Training Plan**
- **Section 5 – Fire Action Plan**
- **Appendix F1 – Sample Checklist on Housekeeping**

Section 1 – General

Subsection F1 – Use of this Part

Clause F1.1

This Part provides guidelines for managing and maintaining the fire safety provisions of buildings and should be read in conjunction with all other Parts in this Code.

Commentary

Management and maintenance of fire safety provisions are important as it is necessary to assure that the fire safety provisions installed can operate effectively for the intended life of the building.

Effective fire safety management can reduce potential fire danger, assist occupants to reach the ultimate place of safety in case of fire and regular maintenance will ensure all fire safety provisions in the building can be kept in good workable conditions. Of particular concern is the existence of unauthorized building works (UBW) affecting the fire safety of the occupants.

Subsection F2 – Performance Requirements for Fire Safety Management

Clause F2.1

Performance Requirements for the maintenance and management of fire safety provisions are stipulated in Subsection A11 of Part A.

Subsection F3 – Scope

Clause F3.1

This Part is applicable to all Use Classifications in Table A1 of Part A.

Commentary

Maintenance and management of fire safety provisions should be carried out through the following means:

- (a) Passive fire safety provisions at common parts should be inspected and repaired under the Buildings Ordinance (Cap. 123).
- (b) Active fire safety provisions should be inspected, tested and maintained by registered fire service installation contractors under the Fire Service (Installations and Equipment) Regulations (Cap. 95B).
- (c) Ventilating systems should be inspected by registered specialist contractor (ventilation works) under the Building (Ventilating Systems) Regulations (Cap. 123J).
- (d) Competent persons, e.g. authorized persons, should be commissioned by the building owners to carry out inspections, maintenance and certification of fire safety provisions.
- (e) Checklist on housekeeping (sample at Table F1) should be provided to guide the carrying out of routine maintenance works on passive fire safety provisions and the rectification of any irregularities identified. Such guidelines would enhance the owners' awareness on fire safety and are effective means on fire safety management for buildings.

A competent person should be responsible for carrying out inspections, making recommendation on maintenance and repair works and ensuring the appropriate contractors have completed the necessary maintenance and repair works for fire safety provisions in compliance with the relevant statutory requirements.

Building owners (or Owners' Corporation) should engage a competent person to coordinate all maintenance and repair works. The competent person should also be responsible for:

- (a) Documenting all fire safety provisions within the building.
- (b) Documenting the period of inspections, testing and replacement, as appropriate.
- (c) Checking the record keeping of maintenance actions.
- (d) Checking that the actions in fire safety management plan are undertaken.
- (e) Checking the period of maintenance and repairs.
- (f) Allowing all documentation to be checked by relevant authority, when required.