

## Section 2 - Fire Safety Management

### Subsection F4 - Fire Safety Management

#### Clause F4.1

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Fire safety management should be carried out at regular intervals through routine inspections and maintenance of fire safety provisions for rectifying any identified irregularities. The following guidelines on fire safety management are advisory in nature. However, where fire engineering approach is adopted in fire safety design of a building, the submission of an FSAR for an Alternative Solution may require the support of a fire safety management plan which will then form part of the approved general building plans. Compliance with the fire safety management plan will also be imposed as a condition when granting modification under section 42 of the Buildings Ordinance for not meeting the relevant requirements laid down in Building (Planning) Regulations 41(1), 41A, 41B, 41C, 41D and section 35 of the Building (Construction) Regulation.

#### Clause F4.2

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To ensure effectiveness, fire safety management should be implemented through the documentation and implementation of a fire safety management plan, as required in Clause F4.5.

The authorized person should assist in compiling the fire safety management plan. For example, the authorized person should advise the developer/owner/the future management office to gather a set of approved general building plans (with exit routes highlighted), the fire service installations plans and any relevant documents of the fire safety provisions installed from relevant authorities, for incorporating into the fire safety management plan.

The management office and the Owners' Corporation should keep the fire safety management plan in the management office and to ensure that the management procedures stated in the fire safety management plan are implemented effectively, for example, conducting regular inspection and maintenance of fire rated doors, conducting regular fire drill, providing training to the management staff on how to use fire hose reels and fire extinguishers etc.

#### Clause F4.3

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Where fire engineering approach is adopted for fire safety design of a building, the authorized person should ensure that the Bounding Conditions (to be included as part of the general building plans) and a copy of the final FSAR adopted are included in the fire safety management plan.

The Bounding Conditions listed in the approved general building plans should be included in the Deed of Mutual Covenant (DMC), where applicable, to ensure compliance.

#### Clause F4.4

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The fire safety management plan and the Bounding Conditions (applicable when adopting fire engineering approach in building design), should be observed during the life of a building. Periodic review and audit to the procedures stated in the fire safety management plan should be conducted for ensuring the adequacy of the existing fire safety provisions for accommodating any new changes occurred in the building. All the records of building alterations should be included in the fire safety management plan.

#### Clause F4.5

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The fire safety management plan should include the following:

- (a) maintenance plan,
- (b) training plan, and
- (c) fire action plan

as detailed in Sections 3, 4 and 5 respectively.