

24 September 2010

To: All Authorized Persons
Registered Structural Engineers
Registered Geotechnical Engineers
Registered General Building Contractors and
Registered Specialist Contractors

Dear Sir/Madam,

Inspection of Fire Dampers before Application for Occupation Permit

Pursuant to paragraph 10.5 of the Code of Practice for Fire Resisting Construction 1996 (FRC Code), openings for the passage of ventilation ducts through a compartment wall or floor should be protected with fire dampers to maintain the required fire resistance period of that wall or floor. Upon completion of works for projects involving the installation of fire dampers, the registered contractor (RC) is required to confirm that the fire dampers have been properly installed and the authorized person (AP) is required to certify that the fire dampers are acceptable products and he is satisfied with the application and performance of such fire dampers, as stipulated in Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-13.

Where a ventilating system to which the Building (Ventilating Systems) Regulations apply has been installed in a building, the fire dampers in such ventilating system are required to be inspected by a Registered Specialist Contractor (Ventilation Works) at intervals not exceeding 12 months. Recently, there are concerns from the industry that fire dampers installed in newly completed buildings might not be up to the stipulated standard as revealed from the subsequent annual inspections.

To ensure fire dampers installed in new buildings are in compliance with the requirements of the Buildings Ordinance, the Buildings Department (BD), in collaboration with the Fire Services Department (FSD), would introduce a Trial Inspection Scheme for inspecting fire dampers installed in new buildings. For any applications for an occupation permit (OP) / temporary occupation permit (TOP) received on or after 1 January 2011, the AP of the project involving installation of fire dampers should submit an application in writing to the BD for inspection of fire dampers upon completion of their installation. The application should be accompanied with a copy of Appendix A of PNAP APP-13. A copy of such application and Appendix A of PNAP APP-13 together with a set of drawings of the ventilating system should also be sent to the FSD at the same time. Upon receipt of the applications, the BD will randomly select a number of buildings for inspection, and the FSD will conduct inspection of the fire dampers. If a project has been selected for inspection of fire dampers, the BD will advise the AP in writing to contact the FSD direct for the date and time of the inspection. The BD will notify the AP of the inspection results within 30 working days of receipt of the application for inspection of fire dampers.

To allow sufficient time for arranging the inspection and carrying out of rectification works if necessary, APs are advised to submit an application for inspection of fire dampers well before the application for an OP/TOP, and such application should not be submitted later than the submission of a Form FSI/501 to the FSD for inspection and testing of fire service installations and equipment for the newly completed building.

Upon collection of adequate information on the results of inspections under the Trial Inspection Scheme, the BD will conduct a review on the standard of installation of fire dampers in new buildings and draw up measures as may be necessary to ensure the requirements of the FRC Code are fully observed.

APs are reminded that a copy of the application letter and Appendix A of PNAP APP-13 together with a set of drawings of the ventilating system should be sent to the FSD at the following address:

The Ventilation Division of Fire Services Department
3/F, Fire Services Department Kwai Chung Office Building,
86 Hing Shing Road, Kwai Chung, New Territories

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Tang Hung-ki', is written over a long, thin horizontal line that spans across the width of the signature.

(TANG Hung-ki)
Assistant Director/New Buildings 1
for Building Authority