

**For discussion  
on 5 July 2011**

**Legislative Council Panel on Security  
Review on Fire Safety Inspection and Related Matters**

**Purpose**

This paper briefs the Panel on the findings of a study conducted by the Efficiency Unit (EU) on fire safety inspection and the Administration's plan to implement the recommendations set out in the study report. It also reports the findings of a territory-wide survey conducted by the Fire Services Department (FSD) in 2010 on the fire safety of industrial buildings.

**Background**

2. At the meeting on 17 January 2011, Members were informed that in response to the recommendations on fire safety regulatory measures made by the Ombudsman last year, the Security Bureau (SB) and the FSD co-commissioned the EU to conduct a study on how to further improve the relevant arrangements. The scope of the study mainly includes:

- (a) the existing regulatory system of fire service installations and equipment (FSIs);
- (b) fire safety inspection for food premises; and
- (c) coordination with the relevant departments such as the Food and Environmental Hygiene Department (FEHD) and the Buildings Department (BD) in the enforcement of the above aspects.

3. During the course of the study, the EU consulted the FSD units responsible for fire safety inspection, communication and information technology management as well as the frontline officers in fire stations and Fire Protection Regional Offices. They had also taken into account the views expressed by representatives of the staff side.

The EU completed the study and submitted a report to the SB and FSD in June 2011. The Executive Summary of the study report is attached at **Annex I** for Members' reference.

### **Findings of the study**

4. The study report indicates that the FSD has introduced various initiatives in recent years to improve the fire safety of buildings and premises. The key ones are:

- (a) launching a four-pronged approach to enhance fire safety standards in old buildings through enforcement, inspection, publicity and education, and partnership with owners/occupiers and management agencies of the relevant buildings;
- (b) stepping up law enforcement against non-compliance in licensed premises. Apart from referring the concerned cases to the licensing authorities, the FSD has also strengthened enforcement against fire hazards by issuing Fire Hazard Abatement Notices (FHANs) and initiating prosecution;
- (c) developing the Licensing, Fire Safety and Prosecution System (LIFIPS) to improve the effectiveness and efficiency in inspecting licensed premises and monitoring their fire safety;
- (d) strengthening collaboration with other departments such as FEHD, BD and Home Affairs Department (HAD) to conduct joint inspections of licensed premises;
- (e) launching a Building Fire Safety Envoy Scheme to train property management staff, owners and occupiers of buildings as envoys to assist in monitoring fire safety of their own buildings, remove fire hazards, ensure proper maintenance of FSIs, and assist in organising fire drills and fire safety activities;
- (f) informing the concerned local fire stations if a major FSI system inside a building/premises is found defective or out

of service so as to raise their alertness and formulate contingency measures as necessary; and

- (g) Exploring ways with relevant departments to improve the licensing process for food premises to ensure the proper functioning of their FSIs.

5. Notwithstanding the above initiatives, the study report indicates that there are still three areas requiring the attention of FSD, namely the handling of FSI defects, prioritization of inspections, and organisational performance management in relation to fire protection. Details are as follows :

(a) Handling defective Certificate of Fire Service Installations and Equipment

Some Certificates of Fire Service Installations and Equipment (commonly known as FS251) showing defective FSIs are not given timely attention and follow up. Besides, as the form can be used for various reporting purposes (including annual maintenance work, defective FSIs and rectification) and the existing information system cannot link defective FSIs report with the corresponding rectification report, FSD officers have to check the progress of each case manually.

While inspections of targeted buildings<sup>1</sup> under the Fire Safety (Buildings) Ordinance (Cap 572) are mainly carried out by the Building Improvement Divisions (BIDs), the BIDs also conduct joint inspections with the Fire Service Installation Task Force (FSITF). Such an arrangement has affected the latter's capacity in conducting FSI inspections on other buildings.

(b) Inspection Arrangements

Some applicants of licensed or registered premises inform FSD to conduct inspections before their supporting documents (e.g. FS251 and test report) are ready. As a result, another inspection has to be arranged as the applicants

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<sup>1</sup> The targeted buildings include the composite and domestic buildings built in or before 1987.

cannot produce all the required supporting documents upon FSD's inspection. This has led to a waste of FSD's manpower resources.

At present, the inspection approach is event-triggered, e.g. inspections are carried out upon receipt of complaints or referral of licence transfer applications etc. FSD also selects food premises randomly for surprise inspection. Such approach is not based on the level of fire risk and hence is not an optimal way to utilize resources.

(c) Organisational Performance Management

The non-target based approach being adopted for performance management has limited the department's ability to monitor its actual performance and to identify opportunities for further improvement.

FSITF and Fire Protection Regional Offices do not maintain information on the basis of a building/premises. Therefore, some vital business information, e.g. the latest number of licensed food premises, may not tally with that of the licensing authorities. It is difficult for the department to track its caseload and workload, and to plan its resources effectively.

## **Recommendations of the study report**

6. As the development of LIFIPS is underway, EU has recommended the following measures mainly to address the issues before the launch of the LIFIPS. To make early improvement, the FSD has already taken forward some of the recommendations during the course of the study.

### Enhance the follow-up of defective FSIs in buildings

- (a) Follow up on defects reported in a timely manner: Regardless of whether it concerns a major or minor FSI system defect, FSD should issue an advisory letter for defect rectification as a standard first response to every defective FS251 case. For cases involving major FSI system, the

department should take law enforcement actions as soon as possible (see item (b) below). As for cases of non-major FSI system, FSD should consider conducting random check on the progress of improvement works.

- (b) Speed up the enforcement of major defect cases: For defects affecting the operation of major FSIs such as a sprinkler system, the department should accord priority to deal with them at the earliest possible time, so that law enforcement actions can be taken promptly. FSD has already implemented this recommendation.
- (c) Facilitate the vetting of defective FS251 with the application of information system: The department should explore the feasibility of adding an indicator to show a defective FS251 in its information system. This will facilitate inspection staff to notice the defect report and take follow-up action.
- (d) Strengthen internal communication: The department should ensure that the latest progress of follow-up work taken on defective FSIs is made known to all divisions to avoid repetitive follow-up actions. FSD has already implemented this recommendation.
- (e) The checking of the compliance status of FSIs in targeted buildings under the Fire Safety (Buildings) Ordinance (Cap 572) should be centralised in the BIDs, such that the FSITF can utilize its resources more effectively to monitor the FSIs of other buildings. FSD has already implemented this recommendation.

#### Improve the efficiency of fire safety control of licensed premises

- (f) Improve the effectiveness of licensing-related and alteration-related inspections: The department should require applicants to submit all necessary supporting documents before conducting a compliance inspection so as to enhance its efficiency.

- (g) Adopt a more structured compliance monitoring strategy: A complete FSIs inventory should be built. The existing FS251 system should be used for basic monitoring, to be supplemented by responsive inspection and proactive risk-based inspection. This measure should replace the existing surprise inspection and post-licence transfer inspection. The above strategy should first be implemented in food premises.
- (h) Streamline the process of handling FS251 in respect of food premises: The contractors should be requested to submit FS251 for food premises to the Fire Protection Regional Offices direct for processing, instead of going through the FSITF, so as to enable FSD officers to expedite enforcement action.

#### Improve performance management

- (i) Improve the approach of performance management: The department should set out in its guidelines the priority in monitoring the FSIs in buildings and licensed premises and enhance its control system to monitor the performance of all key processes.

7. Moreover, the EU also puts forward three long-term recommendations for improvement. Since the recommendations will have implications on the applications for Restaurant Licences, Temporary Places of Public Entertainment Licences (TPPEL) and non-designated use of public venues (NDUV), FSD and relevant departments should consult the trade before putting them into implementation. The recommendations include:

- (a) Redesign the FS251 form: FSD should consider designing different forms for reporting annual maintenance work, defective FSIs and rectified FSIs to facilitate monitoring of progress;
- (b) Review the documents required for the application of provisional licences: The FSD and relevant departments should consider reviewing the documents to be submitted for proof of compliance with provisional fire requirement

when applying for provisional licences, so as to facilitate checking and following up by FSD officers.

- (c) Review the need for conducting initial inspection for certain applications for TPPEL and NDUV: As applications for holding activities of a similar nature at some venues for public events are received from time to time, the FSD should study whether there is a need to conduct inspection for the same venue for every application when it has recently been inspected for another application of a similar nature. Regarding the non-designated use of public venues, the FSD should, in collaboration with the Leisure and Cultural Services Department (LCSD) and other departments, draw up criteria for referral so that FSD could focus resources on handling applications involving a greater fire risk.

8. SB and FSD accept the EU's recommendations. FSD has already set up a working group to follow up on the implementation of the above recommendations and improvement measures. SB will set up a task force comprising representatives from the SB, FSD, FEHD and EU to monitor the progress of implementation. The implementation time table for the recommendations is at **Annex II**.

### **Territory-wide survey on fire safety of industrial buildings**

9. The No. 4 Alarm Fire at Lai Cheong Factory Building in Cheung Sha Wan on 8 March 2010 aroused public concern over the fire safety of industrial buildings. Between late March and June in 2010, FSD carried out a territory-wide survey on the fire safety of industrial buildings to inspect the FSIs and fire safety management of industrial buildings.

10. The FSD conducted inspections on 1 787 industrial buildings<sup>2</sup> in the territory. The scope of the survey included FSIs<sup>3</sup> and

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<sup>2</sup> Excluding vacant industrial buildings.

<sup>3</sup> Including sprinkler systems, dry risers, fire hose reel systems, wet risers, automatic fire detection systems (heat/smoke), manual fire alarm systems, fire extinguishers, etc.

fire safety management<sup>4</sup>. The overall fire safety of the buildings concerned would be regarded as satisfactory only if they could attain a prescribed level in both aspects. The findings showed that the FSIs of 1 284 buildings (72%) and the fire safety management of 1 638 buildings (92%) were rated satisfactory. Overall, the fire safety of 1 228 buildings (69%) were considered satisfactory. Comparing with the overall satisfactory rate of 47% in the survey conducted in 1998, this survey has revealed marked improvement in fire safety of industrial buildings.

11. The findings also showed that the fire risks in pre-1973 industrial buildings were higher than those in the industrial buildings in other age groups. Improvements needed to be made to the FSIs in these buildings as they either lacked annual maintenance or did not function effectively. During inspection, the FSD had already taken enforcement actions against those industrial buildings in which fire hazards were identified. As at end-2010, 39 and 119 FHANs have been issued to cases of non-compliant FSIs and cases involving other fire hazards respectively in industrial buildings covered in the territory-wide survey.

12. During the territory-wide survey, the FSD has found 182 premises with suspected unauthorised change of use in 72 industrial buildings. 137 cases of those suspected changes of use involved higher fire risks, such as retail, education centre or food premises. Those cases have been referred to Lands Department, BD, FEHD and Education Bureau etc for appropriate follow up actions.

13. The FSD will continue to promote fire prevention so as to raise awareness of fire safety among owners, occupiers and property management staff of industrial buildings. Enforcement actions will also be taken to enhance fire safety in industrial buildings.

### **Advice sought**

14. Members are invited to note the content of this paper.

**Security Bureau**  
**Fire Services Department**  
**June 2011**

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<sup>4</sup> It includes ensuring that fire escapes are unobstructed, smoke doors are in normal operation, exits on the ground/roof are not locked, no suspected unauthorized building works on the roof, no cables are unprotected or partially protected by cable shaft in the staircase, etc.



## **Management study on fire safety inspection and related issues**

### **EXECUTIVE SUMMARY**

At the request of the Security Bureau and the Fire Services Department (FSD), the Efficiency Unit conducted a management study on FSD's fire safety inspection and related issues for buildings and licenced premises, in particular the reporting, inspection and enforcement system for fire service installations and equipment (FSIs).

2. We worked in close collaboration with FSD in identifying the improvement areas and developing recommendations. As the study progressed, FSD took the initiative to implement some of the preliminary recommendations and make improvements in response to EU's observations.

3. For the purpose of this report, licensed premises and food premises refer to all types of licensed premises/ registered premises and licensed food premises respectively under the remit of FSD's Fire Protection Regional Offices (ROs).

### **INTRODUCTION**

4. A key aspect of fire protection work is to ensure the proper maintenance of FSIs in buildings and premises. By law, FSI owners have to keep their FSIs in efficient working order at all times and have them inspected at least once every 12 months by an FSI contractor registered with FSD. After inspection, the registered FSI contractor (RFSIC) shall submit a certificate (FS251) to the owner, with a copy to FSD. Whenever an RFSIC installs, maintains, repairs or inspects any FSI, he/she shall issue an FS251 to the client and send a copy to FSD. This FS251 system aims to ensure that all FSIs are inspected and maintained at least every 12 months by RFSICs. In 2010, FSD received over 161,000 copies of FS251s.

5. The Fire Service Installation Task Force (FSITF) is responsible for enforcing the regulations relating to FSIs in buildings while the two ROs are responsible for enforcement in licensed or registered premises.

6. The work of the FSITF and the ROs is supported by the Fire Protection Information System (FPIS) launched in 2001. FPIS was designed mainly for information management. It has no built-in functions to process FS251s or support case processing and management.

## **FSD'S IMPROVEMENT INITIATIVES**

7. In recent years, FSD has introduced various initiatives to improve the fire safety of buildings and premises. The key ones are:

(a) Licensing, Fire Safety and Prosecution System (LIFIPS)

FSD was aware of the limitations of the FPIS and is developing an integrated system, viz the Licensing, Fire Safety and Prosecution System (LIFIPS). The LIFIPS aims to improve the overall efficiency and effectiveness of the licensing, fire safety inspection and prosecution processes. FSD expects that there will be improvements on the monitoring of FSIs upon successful implementation of the new system.

(b) Building Fire Safety Envoy Scheme

To enhance fire safety in buildings, FSD launched a Building Fire Safety Envoy Scheme in 2008 to train property management staff, owners and occupiers of buildings as envoys to assist in monitoring fire safety of their own buildings, remove or report fire hazards, ensure proper maintenance of FSIs, and assist in organising fire drills and fire safety activities for the residents.

(c) Enhancing Fire Safety of Old Buildings

In 2008, FSD launched a four-pronged approach to enhance fire safety in old buildings through publicity, enforcement, checking and partnership with owners/occupiers and property management staff. Up till 31 May 2011, 191 buildings had been identified as target buildings under the programme. Of these buildings, 75 had completed the whole programme while 70 had partially completed. FSD issued 1,537 Fire Hazard Abatement Notices (FHANs) and initiated 16 prosecution cases.

(d) Stepping up Law Enforcement in Licensed Premises

FSD notifies the relevant licensing authorities of non-compliance with fire safety requirements in licensed premises. After a review in 2008, it has further strengthened the enforcement action by taking FHAN action and, where appropriate, prosecution action against non-compliant cases. From August 2008 to May 2011, 2,870 FHANs have been issued and 134 prosecutions initiated.

(e) Strengthening Collaboration with Other Departments

Since August 2008, FSD has been conducting joint inspections with other enforcement departments to licensed premises including karaoke establishments, upstairs bars, guesthouses, massage establishments, etc. As at 31 May 2011, 7 joint inspections were conducted on 785 premises, 100 warning letters and 309 FHANs were issued and 4 prosecutions were initiated.

(f) Enhancing Management of Fire Risk due to FSI Shutdown

Since 2007, FSD has taken new measures to enhance management of fire risk due to FSI shutdown/ defect. If a major FSI system is found defective or shut down for repair overnight or more than 24 hours, Operation Commands will be alerted in order to take contingency measures against the undue risk and request owners of FSI to provide stand-by means.

(g) Seeking Improvement in Licence Renewal Process for Food Premises.

The Food and Environmental Hygiene Department (FEHD) is the licensing authority for all food premises. Once a food premise is issued with a food business licence by FEHD, FSD will monitor its on-going compliance with the approved fire safety requirements through surprise inspection, follow-up inspection under the FS251 system, complaint inspection, referral inspection, etc. At present, when FEHD handles an application for licence renewal, it does not require documentary evidence on fire safety or seek FSD's views. To enhance the licence renewal mechanism, FSD and FEHD are exploring the feasibility of requiring the applicant to submit documentary proof to show their FSIs are in effective order.

## **KEY FINDINGS**

8. Despite the initiatives taken as described above, our study indicates that FSD should strengthen its improvement efforts on the areas of handling FSI defects, inspection planning, and organisational performance management in relation to fire protection.

### **Handling of FSI defects**

9. Although FSD has established detailed instructions on handling FS251s that report FSI defects (defective FS251s), we found that not all the defective FS251s were given timely attention.

10. RFSICs use the same FS251 form to report annual maintenance, defects and rectification works regarding FSI. This arrangement complicates the processing of FS251s. While FS251s are used to report completion of rectification of defective FSIs (rectification report), FPIS cannot link the rectification report with the corresponding defective FS251 and FSD staff need to conduct manual checking.

11. The Building Improvement Divisions (BIDs) and the FSITF conduct joint inspections at the initial stage of each building improvement initiative under the Fire Safety (Buildings) Ordinance (Cap 572). The BIDs identify improvement needs for FSIs while the FSITF checks if the building FSIs comply with the statutory requirements. There is room for rationalising the division of work.

## **Inspection Arrangements**

12. FSD oversees the fire safety of food premises and other licensed or registered premises. For full licence applications, after report of compliance with fire safety requirements by the applicants, FSD inspects the premises to confirm compliance and informs the relevant licensing authority of the result. The checking of the supporting documents (e.g. FS251 and test report) is one of the most critical factors for compliance validation. However, some inspections need to be re-conducted because the applicants cannot produce all the required supporting documents upon FSD's inspection. Such re-inspections may be avoided if FSD conducts compliance inspection only after receipt of all the necessary documents. There are similar issues for alteration applications.

13. FEHD runs a provisional licensing system for food premises. Upon certification of compliance with, among others, the essential fire safety requirements by an RFSIC(s) and an authorised person/structural engineer in the form of a Certificate of Compliance C (Form C), FSD grants a provisional license. FSD conducts verification inspections upon notification of issue of provisional licence by FEHD. It was noted that some cases were found non-compliant because of incomplete supporting documents such as FS251s and test reports for furniture with polyurethane (PU) foam.

14. FSD monitors the on-going compliance of licensed or registered premises by a reporting and inspection system. It acts on the non-compliance reports received, (e.g. defective FS251s, complaints from the public and referrals from government departments). It also aims to check all food premises once every five years by randomly selecting food premises for surprise inspection. Licensed premises are also inspected upon notification of licence transfer by the licensing authorities. Upon notification of licence cancellation by the licensing authorities, FSD will visit the premises concerned to re-confirm that they pose no undue fire risk. With this time-based and event-triggered inspection strategy, there is scope for re-designing the inspection arrangements so that risky premises are subject to more frequent inspections.

## **Organisational performance management on fire safety work**

15. FSD's performance management system follows a direct approach of managing the activities performed, e.g. number of FS251s processed, rather than the result, e.g. percentage of defective FS251s followed up within a prescribed time frame. This approach limits the department's ability to monitor its performance on fire protection and to identify further improvement opportunities.

16. The FSITF and ROs tend to maintain business information and statistics at the activity level, rather than at building/premises level. Some vital business information, e.g. number of licensed food premises does not tally with that of the licensing authorities. It is difficult for the department to have a good grasp of its caseload and workload, and to plan its resources effectively.

## RECOMMENDATIONS

17. The successful launch of LIFIPS will be a critical factor for implementation of any major improvement measures. This report focused on interim improvements that can be made before the launch of LIFIPS, particularly on handling high risk cases. As mentioned, FSD has taken the initiative to implement some of the preliminary recommendations and make improvements. Nevertheless, they are documented here for completeness sake.

18. In the short-term, FSD should:

### For buildings

- (a) **Follow up all defect cases in a timely manner.** Issue of advisory letters for defect rectification should be made a standard first response to every defective FS251 case. **[Implemented]** In addition to taking prompt enforcement actions on major defects of major FSI systems (see item (c) below), FSD should also consider conducting sample check on the rectification progress of defect cases involving minor defects of major FSI systems and defects of non-major FSI systems.
- (b) **Facilitate the vetting of defective FS251s** by application of information systems. The department should explore the feasibility of adding an indicator in FPIS records for identification of major defect cases. Once the RFSIC has submitted a rectification report, it should be brought to the attention of the case officer immediately. This will help avoid enforcement work taken on cases with rectification report already submitted.
- (c) **Speed up the enforcement process of major defect cases.** For defects affecting the operational efficiency of major FSI(s) such as a sprinkler system, the FSITF should accord priority for their registration, immediately refer them to local fire stations, and expedite the subsequent enforcement action. These measures would advance the initial enforcement action. **[Implemented]**
- (d) **Improve internal collaboration.** Owners of FSIs with major defects are requested to provide stand-by means. The FSITF should update the local fire stations on the rectification progress during the stand-by means enforcement period, and vice versa. This will help reduce duplicated work. **[Implemented]**
- (e) **Rationalise the division of work between Commands.** The BIDs should take up the role of checking the compliance status of FSIs of the targeted buildings under Cap 572. The FSITF should stop supporting the BIDs in inspections of Cap 572 cases. This will help FSITF better utilise its resources. **[Implemented]**

For licensed premises

- (f) **Improve the effectiveness of licensing-related and alteration-related inspections.** Before compliance check, the department should require applicants to submit all the necessary supporting documents when they report compliance.
- (g) **Adopt a more structured compliance monitoring strategy.** FSD should use the FS251 system as the basic compliance monitoring mechanism. A complete FSI inventory of licensed premises should be built to enable effective processing of the FS251s received. The FS251 system should be supplemented by other inspections, including complaint and referral inspections, and proactive inspections. A risk-based approach should be adopted for proactive inspections so that risky premises are subject to more frequent inspections. This measure should replace the existing surprise inspection and post-licence transfer inspection. The Department should cease inspecting premises with licence cancelled. **[The cessation of inspection to premises with licence cancelled has been implemented]**

The above strategy should be implemented in food premises first. It is expected that more inspections can be conducted, and risky premises would be inspected more frequently.

For schools and child care centres, consideration should be given to conducting random checks on the FS251s received and taking appropriate follow-up actions.

- (h) **Improve the handling of defective FSIs.** RFSICs should be requested to submit FS251 for food premises to the ROs for direct processing, instead of going through the FSITF. The ROs should register and handle all the FS251s promptly. These measures would advance the initial enforcement action.

On performance management

- (i) **Improve performance management.** FSD should set out a more precise instruction for prioritising the monitoring of FSI maintenance in buildings and licensed premises. It should modify its control system to strengthen the monitoring of the performance of all key processes. It should also develop more structured performance measures that gauge the effectiveness and efficiency of its operation. A performance review mechanism should also be put in place.

19. In longer term, FSD should:

- (a) **Redesign the FS251 form.** FSD should redesign the FS251 form so that it can easily check whether a defective FSI has been rectified or not. Dedicated forms for reporting of annual maintenance work, defective FSIs, rectified FSIs, etc. should be used.

- (b) **Review the Form C system.** FSD should consider requiring RFSICs to enclose in Form C all the necessary supporting documents for proof of compliance with basic fire requirement. A new form for applicants for reporting furniture with PU foam used in the premises can be introduced.
- (c) **Review the need for conducting initial inspection for all applications for Temporary Public Places of Public Entertainment Licences (TPPEL) and non-designated use of public venues (NDUV).** FSD should consider adopting a more risk-based approach in deliberating whether an initial on-site risk assessment inspection for the applications should be conducted. For NDUV cases, it should establish a clear referral mechanism with the Leisure and Cultural Services Department and other departments.

20. Fire safety inspection is critical for ensuring fire safety. Upon endorsement of this report, a working group should be formed to work out and execute the detailed implementation plan. A high level task force should be set up to monitor the implementation.

**Implementation time table for the Efficiency Unit's Recommendation**

<b>Recommendations</b>	<b>Progress</b>
<b>Enhance the follow-up of defective FSIs in buildings</b>	
<ul style="list-style-type: none"><li>▪ Issue advisory letter for defect rectification as a standard first response to every defective FS251 case, regardless of whether it is a major or minor FSI defect report.</li><li>▪ Conduct random check on the progress of improvement works for cases of non-major FSI system.</li></ul>	<ul style="list-style-type: none"><li>▪ FSD has implemented this recommendation.</li><li>▪ FSD has set up a working group to follow up on the recommendation, which is expected to be implemented by end-2011.</li></ul>
<ul style="list-style-type: none"><li>▪ Speed up the enforcement on major FSI defect cases.</li></ul>	<ul style="list-style-type: none"><li>▪ FSD has already implemented this recommendation. Currently, for defects affecting the operation of major FSIs such as a sprinkler system, the department would accord priority to deal with them at the earliest possible time so that law enforcement action can be taken promptly.</li></ul>
<ul style="list-style-type: none"><li>▪ Explore the feasibility of adding an indicator to show defective FS251 in its existing information system to draw inspection staff's attention.</li></ul>	<ul style="list-style-type: none"><li>▪ FSD has set up a working group to follow up on the recommendation, which is expected to be implemented in the 3<sup>rd</sup> quarter of 2011.</li></ul>
<ul style="list-style-type: none"><li>▪ Strengthen internal communication to avoid repetitive follow-up actions.</li></ul>	<ul style="list-style-type: none"><li>▪ FSD has already implemented this recommendation. The department would ensure that the Building Improvement Divisions (BIDs) and FSI Task Force will keep each other informed of the latest progress of follow-up work taken on defective FSIs.</li></ul>



Recommendations	Progress
<ul style="list-style-type: none"> <li>▪ Centralise the checking of the compliance status of FSIs in targeted buildings under the Fire Safety (Buildings) Ordinance (Cap 572) in the BIDs, so that the FSITF can utilize its resources more effectively to monitor the FSIs of other buildings.</li> </ul>	<ul style="list-style-type: none"> <li>▪ FSD has already implemented this recommendation.</li> </ul>
<b>Improve the efficiency of fire safety control of licensed premises</b>	
<ul style="list-style-type: none"> <li>▪ Require applicants of licensing-related and alteration-related application to submit all necessary supporting documents before a compliance inspection is made.</li> </ul>	<ul style="list-style-type: none"> <li>▪ FSD has set up a working group to follow up and will consult the trade on the recommendation. It is estimated that the recommendation could be implemented in 2012 if the trade is supportive.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Build a complete FSI inventory.</li> <li>▪ Use the existing FS251 system for basic monitoring, to be supplemented by responsive inspection and proactive risk-based inspection. This measure should replace the existing surprise inspection and post-licence transfer inspection, and should first be implemented in food premises.</li> </ul>	<ul style="list-style-type: none"> <li>▪ FSD has set up a working group to follow up. The inventory is expected to be completed by end-2011. FSD will then implement the risk-based inspection strategy in food premises and food business premises and step up inspection to those involving higher risks.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Require contractors to submit FS251 for food premises to the Fire Protection Regional Offices direct for processing, instead of going through the FSITF.</li> </ul>	<ul style="list-style-type: none"> <li>▪ FSD has set up a working group to follow up. Subject to the views of the trade, the recommendation will be implemented by 2012.</li> </ul>

Recommendations	Progress
<b>Improve performance management</b>	
<ul style="list-style-type: none"> <li>▪ Set out in the guideline the priority in monitoring the FSIs in buildings and licensed premises and modify its control system to monitor the performance of all key processes.</li> </ul>	<ul style="list-style-type: none"> <li>▪ FSD has set up a working group to follow up on the recommendation, which is expected to be implemented by end 2011.</li> </ul>
<b>Long term recommendations</b>	
<ul style="list-style-type: none"> <li>▪ Redesign the FS251 form. Consider designing different forms for reporting annual maintenance work, defective FSIs and rectified FSIs to facilitate monitoring of progress.</li> </ul>	<ul style="list-style-type: none"> <li>▪ FSD has set up a working group to follow up. The recommendation involves reviewing and redesigning the form as well as consultation with the trade. Subject to the views of the trade, FSD would confirm the implementation details in due course.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Review the documents required for the application of provisional licences to facilitate checking by FSD officers.</li> </ul>	<ul style="list-style-type: none"> <li>▪ FSD has set up a working group to follow up. The recommendation involves reviewing and redesigning the form as well as consultation with the trade and relevant departments. Subject to their views, FSD would confirm the implementation details in due course.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Review the need for conducting initial inspection for every application for Temporary Public Place of Entertainment Licences and non-designated use of public venues.</li> </ul>	<ul style="list-style-type: none"> <li>▪ FSD has set up a working group to follow up on the recommendation, which involves consultation with relevant departments etc. Subject to their views, the FSD would confirm the implementation details in due course.</li> </ul>