

A GUIDE TO APPLICATION FOR COLD STORE LICENCE

Food and Environmental Hygiene Department

(August 2026)

A GUIDE TO APPLICATION FOR COLD STORE LICENCE

General

In accordance with the Food Business Regulation (Cap. 132X), any person who intends to carry on a cold store business must obtain a Cold Store licence issued by the Licensing Authority before commencement of such business. In pursuant to the Regulation, Cold store means any warehouse in which articles of food are stored under refrigeration.

Application Procedure

1. Application should be made by submission of a standard application form (FEHB 94), a declaration on premises in compliance with Government lease conditions (FEHB 192), and 3 copies of a proposed layout plan of the premises (drawn to scale and in metric unit) to Assistant Secretary (Other Licences) of Licensing Office concerned (see **Appendix I**). The standard forms are obtainable from all Licensing Offices and District Environmental Hygiene Offices and can be downloaded from the website of Food and Environmental Hygiene Department (FEHD) at <http://www.fehd.gov.hk/english/forms/licence.html>.

2. The application should contain the following :-

- (a) the class of licence applied for;
- (b) full address of the premises under application for a licence including number and name of the street, name of the building and flat number, etc. to avoid postal misdelivery;
- (c) the name, correspondence address and telephone number of the applicant; if the applicant is a corporation, the name and address of the corporation and the names and addresses of the managing director and authorised person;
- (d) the type of fuel intended to be used;
- (e) the type of refrigerants intended to be used; and
- (f) whether air-conditioning system is to be installed in the cold store; if so, the type and working capacity of such installation.

3. The application must be signed by the applicant personally. A licence may be issued in the name of a person or a corporation.

4. The application will be considered by the Licensing Authority, the Fire Services Department, the Buildings Department (BD)¹ and other Government departments concerned. Before the applicant receives a letter of licensing requirements from the Licensing Authority, he is advised not to start any work on decoration. He must also not start the business before obtaining the licence, otherwise, he will be liable to prosecution.

¹ Independent Checking Unit (ICU) under the Office of the Permanent Secretary for Housing, Architectural Services Department and Lands Department will assume the role of BD for food premises in Housing Authority's Properties/divested Housing Authority's Properties, Government Properties and New Territories Exempted Houses respectively.

Certification of Free of Unauthorised Building Works, Compliance with Government Lease Conditions and Statutory Plan Restrictions

5. Besides, applicants should satisfy the FEHD that their premises applying for a Cold Store Licence be (i) free of unauthorised building works; (ii) in compliance with Government lease conditions; and (iii) in compliance with statutory plan restrictions, otherwise the FEHD will not process the application for a Cold Store Licence further. Applicants may refer to “*A Guide to Applicants/Licensees on Procedures of Applying for Issue and Transfer of Food Business Licences on (i) Certification of Free of Unauthorised Building Works (UBWs), (ii) Compliance with Government Lease Conditions and (iii) Compliance with Statutory Plan Restrictions*” which are obtainable from all Licensing Offices of FEHD as detailed at **Appendix I** and can be downloaded from the website of FEHD:

http://www.fehd.gov.hk/english/howtoseries/forms/new/External_guide_combine_e.PDF

Preparation of Proposed Layout Plan

6. Before preparation of the layout plan, the applicant is required to apportion the cold store for the proposed usage. In the proposed layout plan, the following particulars should be furnished :-

- (a) area demarcated for cold store licence application;
- (b) cold storage room;
- (c) layout, size and clear height of walk-in-freezers/coolers and storage racks;
- (d) food inspection room for inspection and sampling of food by health inspectors;
- (e) sanitary fitments and drainage works;
- (f) passageways and open spaces;
- (g) all exits, entrances and internal circulation;
- (h) all windows and mechanical means of ventilation, if installed, including air ducts, cooling towers, extraction fans, etc.;
- (i) the siting of all furniture of a substantial and permanent nature, including food inspection tables, wash-hand basins, wash-up sinks, etc.; and
- (j) means of refuse storage and disposal, etc.

7. The proposed layout plan may be prepared by the applicant himself or an architect employed by him.

8. Whenever there are changes to the submitted plans for the application, the applicant is required to highlight any proposed changes on the revised plans with colour pens and simple descriptions before making submission to the Licensing Authority for consideration and referral to other Government departments for processing. Revised plans not in compliance with this requirement will be rejected.

Processing of Application and Notification of Licensing Requirements

9. Upon receipt of the application for licensing, the Assistant Secretary (Other Licences) concerned will acknowledge it and inform the applicant in writing the date and time when the Licensing Inspector will conduct inspection to the subject premises to assess its suitability for licensing and the date and time of Application Vetting Panel meeting after the proposed layout plan passing the preliminary screening. If the appointment is inconvenient to the applicant, he can always request to change it to another date by telephoning the Assistant Secretary (Other Licences) concerned, but this will cause some delay in the processing of the application.

10. Meanwhile, the application will be referred to the Director of Fire Services, the Director of Buildings and other Government departments concerned for comments, as appropriate.

11. Any person who intend to store or use dangerous goods (e.g. compressed gas) in excess of its individual exempt quantity shall obtain relevant Dangerous Goods Licence(s). A formal application for the relevant Dangerous Goods Licence(s) shall be made to the Dangerous Goods Control Division of Fire Services Department. The purpose of the licence is to ensure that the dangerous goods stored or used in the premises do not pose any undue risk to the premises and their vicinities. If the applicant has any enquiries in relation to dangerous goods licence, he can contact Dangerous Goods Control Division of the Fire Services Department (See **Appendix II**).

12. After all these inspections and upon clearance from all Government departments concerned, the Assistant Secretary (Other Licences) will list out in detail the licensing requirements and convey them to the applicant in writing at or before the Application Vetting Panel meeting for his compliance before a licence can be issued. In addition, the applicant may also enquire various matters about his application during the Application Vetting Panel meeting.

13. For details of the main licensing requirements, please refer to **Appendix III**. The applicant is advised, in his own interest, to make reference to the Food Business Regulation (Cap. 132X).

14. The applicant can start the decoration work only upon notification in writing of licensing requirements from the Licensing Authority. If the subject premises are unsuitable for licensing, the applicant will be informed of the rejection to the application by the Assistant Secretary (Other Licences) concerned together with reasons.

Enquiry on Licensing Matters

15. In case the applicant has difficulty in understanding the licensing requirements or has any queries concerning licensing matters, he can approach the Licensing Inspector in charge of the

application either in person or by telephone at the address and telephone number given in **Appendix I**.

16. If the applicant has any enquiries in relation to fire safety matters, he can contact the respective Licensing Offices of Fire Services Department (See **Appendix II**).

Report of Compliance with Licensing Requirements and Issue of Licence

17. Upon compliance with all the licensing requirements, the applicant should immediately inform the Licensing Office concerned in writing and submit the acceptable documents. The Licensing Office will then arrange for a Licensing Inspector to visit the premises for verification inspection. The acceptable documents shall include final layout plan showing the as-fitted layout of the cold store premises, final ventilation plan showing the as-fitted layout of the cold store premises, completed and signed prescribed form of FEHB 191 or FEHE 191A (Form UBW-2 or Form UBW-2a), nomination form for Hygiene Supervisor and other required supporting documents, such as completed and signed Certificate of Compliance by applicant (Category 1 Requirements), completed and signed Certificate of Compliance by Authorised Person/Structural Engineer with supporting documents (Category 2 Requirements).

18. After confirming that all licensing requirements have been complied with, a licence will then be issued. The applicant will be informed in writing to pay a fee and to collect the licence. The flow chart for processing of application for Cold Store licence is at **Appendix IV**.

19. The licence fee for a Cold Store licence, which is subject to review, is calculated according to the gross floor area of the cold store. For details, please refer to Public Health and Municipal Services (Fees) Regulation (Cap. 132CJ) or call the Licensing Offices.

Non-compliance with Licensing Requirements

20. If the applicant fails to comply with all the licensing requirements after verification inspection by Licensing Inspector, the Assistant Secretary (Other Licences) concerned will inform the applicant of the outstanding requirements in writing for his early remedial action. He will also be advised to report compliance again for another verification inspection after he has complied with the outstanding requirements.

21. If no report of compliance of licensing requirements is received, the Licensing Inspector will only inspect the premises once within the first 3 months after the issue of letter of requirements to check progress of the application. Afterwards, only quarterly reminders will be issued to the applicant reminding to expedite action to comply with all licensing requirements for the issue of licence by the Assistant Secretary (Other Licences).

Deadline for Compliance with Licensing Requirements

22. The maximum period of time allowed for the applicant to comply with all licensing requirements is 3 months after the expiry of provisional licence or 12 months after the issue of the letter of requirements for a full licence (in the case where only application for a full licence is made or provisional licence is not issued), unless the applicant can demonstrate that the delay in meeting the licensing requirements is due to factors beyond his reasonable control. The application for a full licence will be deemed withdrawn after the above period of time.

Appeal Mechanism for Refusal of Application for Licence

23. Pursuant to section 125(8) of the Public Health and Municipal Services Ordinance (Cap. 132), the Director of Food and Environmental Hygiene shall inform you in writing of any decision made to refuse your application for the grant of licence. If you are dissatisfied with the decision made by the Director, you may within 14 days after the service on you of the notice declaring the decision appeal to the Licensing Appeals Board in accordance with section 125(9) of the Ordinance.

IMPORTANT NOTICE

Applicants and their employees, agents and contractors must not offer an advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) to any government officer in connection with their applications or while having dealings of any kind with government departments.

Licensing Offices of Food and Environmental Hygiene Department

Hong Kong & Islands

Assistant Secretary (Other Licences)
Hong Kong & Islands Licensing Office,
8/F, Lockhart Road Municipal Services Building,
225 Hennessy Road,
Wan Chai, Hong Kong.
Tel. No. : 2879 5712
Fax No. : 2507 2964
E-mail : hkis_lo@fehd.gov.hk

Kowloon

Assistant Secretary (Other Licences)
Kowloon Licensing Office,
4/F, Pei Ho Street Municipal Services Building,
333 Ki Lung Street,
Sham Shui Po, Kowloon
Tel. No. : 2729 1293
Fax No. : 2789 0107
E-mail : kln_lo@fehd.gov.hk

New Territories

Assistant Secretary (Other Licences)
New Territories Licensing Office,
4/F, Tai Po Complex,
8 Heung Sze Wui Street,
Tai Po, New Territories
Tel. No. : 3183 9225
Fax No. : 2606 3350
E-mail : nt_lo@fehd.gov.hk

Dangerous Goods Control Division of Fire Services Department

Enquiries concerning licensing of manufacture, store or use of dangerous goods (other than explosives and liquefied petroleum gas) can be made to the Fire Services Department at the following address :

4/F, Fire Services Department Tiu Keng Leng Complex, 6 Chui Shin Street, Tseung Kwan O, New Territories, Hong Kong

Tel. No. : 2357 8154

Fax No. : 2728 6382

Email : dgc_lc@hkfsd.gov.hk

Licensing Division of Fire Services Department

Enquiries concerning fire safety of Cold Store Licence can be made to respective Licensing Offices of Fire Services Department below:

Hong Kong Licensing Office

2/F, Tung Lo Wan Fire Station, 111 Victoria Park Road, Causeway Bay, Hong Kong

Tel. No. : 2259 6202

Fax No. : 2142 3190

Email : h_lic_1@hkfsd.gov.hk

Kowloon West Licensing Office

4/F, Fire Services Department Kwai Chung Office Building, 86 Hing Shing Road, Kwai Chung, New Territories

Tel. No. : 3423 9357

Fax No. : 2570 1933

Email : k_lic_1@hkfsd.gov.hk

Kowloon East Licensing Office

4/F, Fire Services Department Kwai Chung Office Building, 86 Hing Shing Road, Kwai Chung, New Territories

Tel. No. : 3423 9332

Fax No. : 2722 5256

Email : k_lic_3@hkfsd.gov.hk

New Territories Licensing Office

4/F, Fire Services Department Kwai Chung Office Building, 86 Hing Shing Road, Kwai Chung, New Territories

Tel. No. : 3423 9328

Fax No. : 2443 1411

Email : nt_lic_1@hkfsd.gov.hk

Main Requirements for the Issue of a Cold Store Licence

(A) Licensing requirements

IMPORTANT

The issue of a licence does not exempt the licensee from meeting any requirement or condition imposed or may be imposed by the Director of Fire Services, the Building Authority or any other Government Department.

1. Plans

1. Before the issue of a licence, the applicant is required to provide three copies of a plan, drawn to scale and in metric units, showing the final layout of the premises for approval of the Director of Food and Environmental Hygiene.
2. The layout of the premises shall be in strict conformity with the plans submitted to the Director of Food and Environmental Hygiene for approval, except for such amendments as required by the Director of Food and Environmental Hygiene.
3. The applicant is required to sign on each copy of the plan certifying that it is correct.

(Note :

1. For the purpose of meeting this requirement, professional plans are not necessary.
2. If any change is to be made to the original plan submitted with the application, the applicant is required to submit afresh three copies of an amended plan for reconsideration of the Director of Food and Environmental Hygiene.)

2. Cold storage room

1. Each cold storage room must be equipped with a fixed self-registering device which accurately records the temperature in the room as well as the time during which this temperature has been maintained. Acceptable tolerance for such devices is plus or minus 1.11 degrees Celsius.
2. The floor and wall surfaces of every cold storage room must be evenly surfaced with a hard non-absorbent material.

3. Food inspection room

1. One food inspection room of not less than 10 square metres (net area) must be provided for the inspection and sampling of food by health inspectors. In no case may any of the internal dimensions of this room be less than 2.5 metres.
2. The floor of every food inspection room must be surfaced with smooth light coloured non-absorbent material or tiles. The internal surfaces of the walls must be surfaced with smooth non-absorbent material or tiles up to a height of not less than 2 metres, and the junctions between the walls and the floor must be coved (rounded). All surface areas above the 2 metres level, and ceilings not tiled or imperviously surfaced shall be limewashed or painted.

(Note: If you have doubt on the "light colour" requirement in respect of the floor surface in food inspection room, you may submit a sample for approval. A colour which is not darker than "light grey" in density as compared to a 30% dotted screen comparator normally complies with this requirement.)

4. Sanitary fittings²

_____ watercloset and _____ urinal for males and _____ watercloset for females must be provided. All pipes conveying water from any well for flushing purpose must be painted black.

(Note :

1. The minimum internal dimension of the watercloset compartment should not be less than 1 200 mm x 700 mm.
2. If urinals are of the trough type, every 500 mm of trough shall be deemed to be the equivalent of one urinal and each stall or bowl type urinal shall have a clear width of not less than 500 mm.
3. Each urinal should have a user standing space of not less than 500 mm x 500 mm in front of it. In case where a urinal compartment is provided, the minimum internal dimension of the compartment should not be less than 1 000 mm (depth) and 500 mm (width)

(Toilet inside premises)

5. Ablution facilities

_____ wash-hand basin of glazed earthenware or other approved material of not less than 350 mm in length (measured between the top inner rims) must be provided in _____. Every basin must be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste pipe connected to a proper drainage system.

(Toilet inside premises)

6. The food inspection room must be ventilated by either natural or mechanical means.

7. Water supply

Public mains water shall be laid on to the premises unless the Director of Food and Environmental Hygiene approves another source.

8. Scullery accommodation

One wash-up sink of glazed earthenware, stainless metal or other approved material of not less than 450 mm in length (measured between the top inner rims) shall be installed in the food inspection room. Such sink shall be connected to public mains water supply or source of water supply approved by the Director of Food and Environmental Hygiene and fitted with a waste pipe connected to a proper drainage system.

9. Food inspection table

A minimum of one food inspection table shall be provided in each food inspection room and the table must:-

1. have a surface of not less than 1 500 mm x 750 mm and a height of 750 mm;
2. be constructed or surfaced with smooth impervious material and be fitted with a raised edge on every side to a height of 25 mm; and
3. be laid to a proper fall so as to drain any liquid thereon towards a drip-hole connected to a waste-pipe discharging to a receptacle or drain.

10. Lighting over food inspection table

The surface of every food inspection table must be capable of being lit to a standard of not less than 540 lux, either by natural or artificial lighting or partly by natural and partly by artificial lighting.

² Erection, repair, alteration or removal of any aboveground drain are minor works and may be carried out under the simplified requirements of Minor Works Control System as an alternative to obtaining prior approval and consent under the Buildings Ordinance.

11. Equipment
Hooks, trays or other means must be provided for the thawing out of frozen carcasses of food-stuff requiring inspection. All such hooks, trays, etc. must be of impervious material.
12. Locker
A personal effects locker must be provided conveniently near the food inspection room for use of the food inspection officers.
13. Racks and shelves
Adequate number of racks and shelves shall be provided for the storage of utensils to prevent them from coming into contact with the ground / floor surface.
14. Appointment of Hygiene Supervisor
Submission to the Director of Food and Environmental Hygiene documentary proof to the effect that the food business at the premises shall be supervised by a full time Hygiene Supervisor who has completed a hygiene supervisor training course and is awarded a certificate. For Hygiene Supervisor who has completed a hygiene supervisor training course recognized by the Food and Environmental Hygiene Department (FEHD) and is awarded a certificate, a copy of the course certificate is also required. For Hygiene Supervisor who has completed a hygiene supervisor training course organized by FEHD and is awarded a certificate, submission of a copy of the course certificate is not required. The full time duty will require working in the premises for not less than 8 hours a day.
15. No encroachment on any Government Land or common passageway shall be made either in front, at side or at rear of the premises.
16. Grease-traps
One or more grease traps must be provided to prevent the discharge of grease or oil into any drain or sewer.
17. Manholes and drain pipes in food inspection rooms/cold storage rooms
 1. No manhole shall be situated inside any food inspection room and cold storage room.
(**Note:** Building safety requirements in items 3 & 4 of Part B should be observed in carrying out alteration and addition (A&A) works in relation to the re-siting of manhole and the re-diversion of underground drains.)
 2. Any soil/waste/rain water pipe inside any food inspection room/cold storage room shall be enclosed in pipe duct constructed of impervious rust-proof material* to the satisfaction of the Director of Food and Environmental Hygiene. Suitable inspection openings shall be provided to such enclosure(s).
(***Note:** For example, stainless steel sheet of 1.6 mm or brickwork of 115 mm with plaster on the outer side would normally be acceptable.)
18. Proper drainage shall be provided to the premises to the satisfaction of the Director of Food and Environmental Hygiene.

(B) Building and Structural Safety

1. Nothing contained herein shall be taken as in any way derogating from the statutory powers of the Director of Buildings under the Buildings Ordinance (BO)(Cap. 123) and its subsidiary legislation.
2. Applicants are advised to enlist the service of an authorized person (AP) and/or a registered structural engineer (RSE)³ at an early stage to ensure all building safety requirements are complied with.
3. Where A&A works involving the structure and/or means of escape of a building are to be carried out, formal submission of plans for the proposed works by an AP and/or RSE to BD for prior approval and consent under the BO may be required.
4. Under the Building (Minor Works) Regulation (B(MW)R) (Cap. 123N), certain minor building works are designated as minor works which may be carried out under the simplified requirements as an alternative to obtaining prior approval and consent under the BO. Reference can be made to Schedule 1 of the B(MW)R and Practice Note for Authorized Persons, Registered Structural Engineers and Registered Geotechnical Engineers (PNAP) APP-147 regarding the list of the minor works items and the simplified requirements respectively.
5. No part of the premises should be located in, under or over any structures erected without obtaining the prior approval and consent of the Building Authority⁴ which affect the public safety.
6. Where premises are on a suspended slab or where extensive A&A works are to be carried out to the premises, it is strongly recommended that advice from an AP/RSE should be sought for ensuring compliance with the BO.
7. The minimum imposed load on the floor of a cold store shall not be less than 5 kPa for each metre of storage height but not less than 15 kPa. Reference can be made to regulation 7 of Building (Construction) Regulation (B(C)R) (Cap. 123Q) and Clause 3 of Code of Practice for Dead and Imposed Loads 2011 (2021 Edition).
8. Premises should be constructed of materials with adequate fire resistance which satisfies the requirements under the B(C)R and the Code of Practice for Fire Safety in Buildings 2011 (FS Code).
9. For means of escape, Part V of the Building (Planning) Regulations (Cap. 123F) and the FS Code will apply.
10. As a general rule, premises on ground floor having direct access to a street are suitable or can be adapted to meet the requirements on means of escape. Premises on an upper floor shall normally have two or more exits discharging to street.
11. Cold stores are not permitted on the upper floors of a single staircase building.

³ AP and RSE are those registered under section 3 of the BO. The lists of AP and RSE are accessible from BD website www.bd.gov.hk.

⁴ Building Information Centre (BIC) of the BD provides inspection and copying service of building/minor works records and occupation permits for all private buildings. To retrieve the relevant building records, the applicant may make use of the services of the BIC through either attending the BIC at 2/F BD Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon (Tel. no.: 2626 1207 – handled by “1823”) in person or gaining access to BD’s “Building Records Access and Viewing On-line” system via the internet.

12. Several Government departments are responsible for providing advice on applications for cold store licence to the FEHD in regard to building and structural safety. The Director of Buildings offers advice for premises in private buildings. The Independent Checking Unit (ICU) under the Office of the Permanent Secretary for Housing gives advice in relation to premises at Housing Authority's properties and those divested to the Link Management Ltd. Similarly, the Architectural Services Department and Lands Department play the advisory role for premises in Government properties and New Territories Exempted Houses (NTEH) respectively.

ENQUIRIES

For enquiries related to licence applications in private premises other than NTEH, please contact the Licensing Unit, Buildings Department, Buildings Department Headquarters, North Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon. [Tel. No.: 2626 1616 (handled by "1823"), Fax No.: 3184 7956]

(C) Fire Safety

Fire safety requirements are measures to protect the safety of public and the premises against fire, limit its spread and at the same time give warning to the occupants of the premises. There are general fire safety requirements published by the FSD which are available in their departmental homepage (https://www.hkfsd.gov.hk/eng/fire_protection/licensing/premises_food.html#cold_store) for the reference of applicants of cold store licences. To support compliance of requirements, applicants will be required to obtain the following certificates, licence or letter of approval:

- (a) Certificate of Fire Service Installation and Equipment (F.S. 251) and Certificate of Compliance (FSI/314A or FSI/314D)

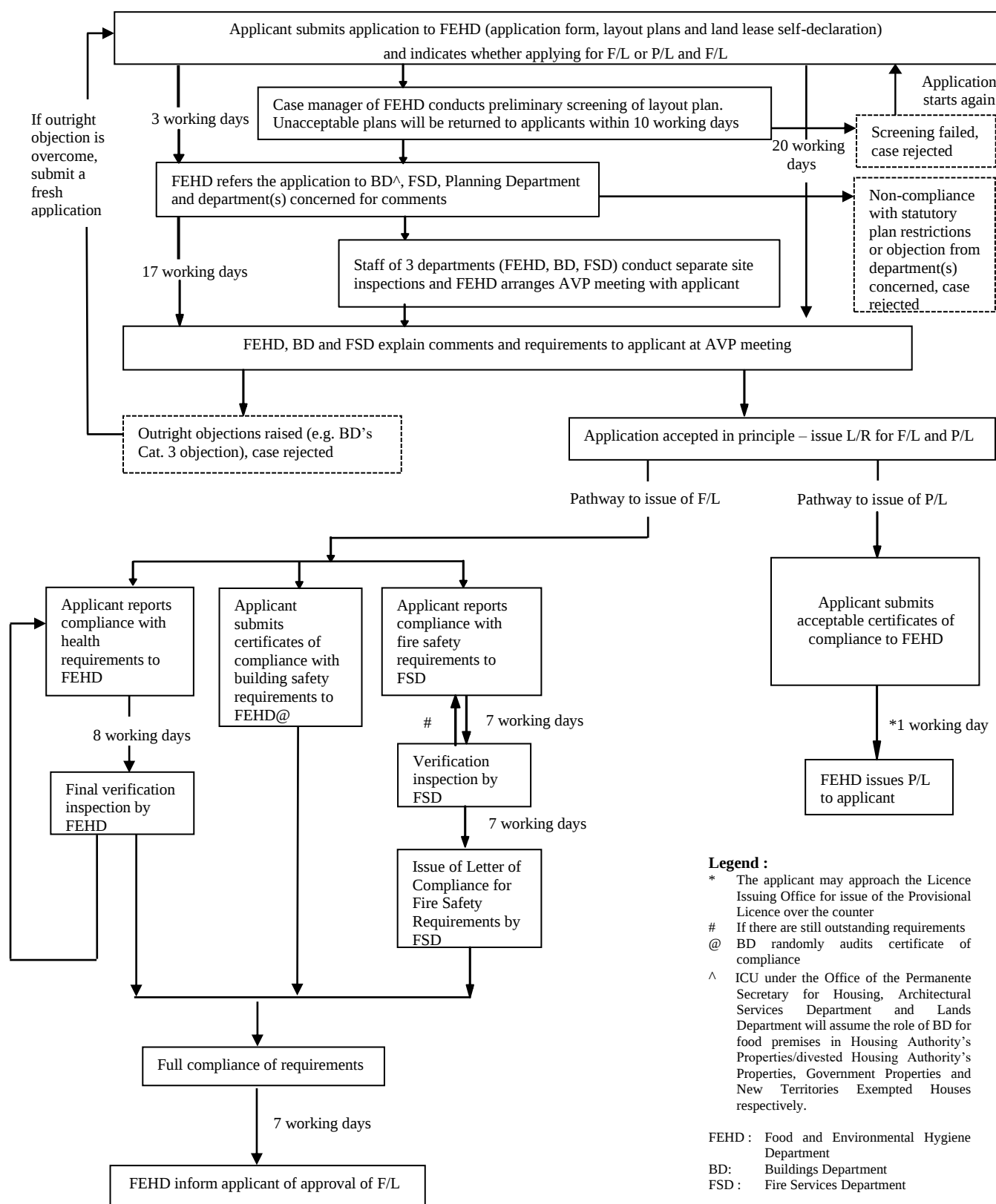
These certificates are issued by a registered fire service installation (FSI) contractor. The purpose of a F.S. 251 certificate is to ensure that the fire service installations provided for the building are still in efficient working order. If there is a need to alter or add any fire service installation and equipment in the premises, the applicant should appoint a registered FSI contractor to carry out the work. The registered FSI contractor should submit a copy of the certificate (FSI/314A or FSI/314D as appropriate) together with the relevant FSI plan to the Director of Fire Services. Upon completion of the work, the registered FSI contractor should inspect and certify the installations, and submit the Certificate of Fire Service Installations and Equipment (F.S. 251) to the Director of Fire Services. A list of registered FSI contractors is available for inspection at the Licensing Offices, all fire stations and FSD website: <https://www.hkfsd.gov.hk/rfsic/>. Samples of the F.S. 251, FSI/314A and FSI/314D are at **Appendix V –VII** for reference.

- (b) Test report/Catalogue of the Emergency Lighting Unit and F.S. 251

The purpose of this test report or catalogue is to enable the FSD to check whether the self-contained battery type emergency lighting unit, if installed, meets the specified standards. This requirement for Self-contained Luminaires Emergency Lighting Systems PPA/104(A)(5th revision) has been taken into effect from 1 June 2022.

Note : For enquiries, please contact respective Licensing Offices of Fire Services Department. (see **Appendix II**)

FLOW CHART SHOWING COLD STORE LICENSING PROCEDURES



Sample of Certificate of Fire Service Installations and Equipment (F.S. 251) electronic certificate

消防(裝置及設備)規例(第9條(1)款)消防裝置及設備證書
FIRE SERVICE (INSTALLATIONS AND EQUIPMENT) REGULATIONS
(REGULATION 9(1))
CERTIFICATE OF FIRE SERVICE INSTALLATIONS AND EQUIPMENT

消防處編號: FSD Ref. 序號 Serial Number

顧客姓名 Name of Client

地址 Address

持牌/註冊處所類型 (如適用) Type of Licensed/ Registered Premises (If applicable)

☐ 簡樸房 Basic Housing Unit	☐ 危險品倉 Dangerous Goods Store	☐ 木料倉 Timber Store	☐ 危險品車輛 Dangerous Goods Vehicle
☐ 食物業處所 Food Premises	☐ 校舍 School Premises	☐ 電器廢物處理設施/處所 E-waste Disposal Facility/Premises	☐ 公眾娛樂場所 Place of Public Entertainment
☐ 幼兒中心 Child Care Centre	☐ 酒店 Hotel	☐ 改建校舍 Non-designed School Premises	☐ 安老院舍 Residential Care Homes for the Elderly
☐ 會社 Club	☐ 賓館 Guesthouse	☐ 私營骨灰安置所 Private Columbaria	☐ 殘疾人士院舍 Residential Care Homes for Persons with Disabilities
	☐ 床位寓所 Bedspace Apartment	☐ 卡拉OK場所 Karaoke Establishment	

第一部 只適用於年檢事項 Part 1 Annual Inspection ONLY

根據消防(裝置及設備)規例第8條(1)(b)款，擁有裝置在任何處所內的任何消防裝置或設備的人，須每12個月由一名註冊承辦商檢查該等消防裝置或設備至少一次。
 In accordance with Regulation 8(1)(b) of the Fire Service (Installations and Equipment) Regulations, the owner of any fire service installation or equipment which is installed in any premises shall have such fire service installation or equipment inspected by a registered contractor at least once in every 12 months.

編碼 Code (1-35)	裝置類型 Type of FSI	位置 Location(s)	狀況評述 Comment on Condition	完成日期 Completion Date (DD/MM/YYYY)	到期日 Due Date (DD/MM/YYYY)

第二部 裝置/保養/修理/檢查工作 Part 2 Installation / Maintenance / Repair / Inspection work

編碼 Code (1-35)	裝置類型 Type of FSI	位置 Location(s)	完成之工作內容 Nature of Work Carried out	數量 Quantity	狀況評述 Comment on Condition	完成日期 Completion Date (DD/MM/YYYY)	消防裝置關閉/嚴重失效情況/恢復通知書消防處檔案編號 FSD serial number of Notification of FSI Shutdown/ Major Defect/Resumption

第三部 欠妥事項 Part 3 Defects

編碼 Code (1-35)	裝置類型 Type of FSI	位置 Location(s)	欠妥事項 Defects (請以「+」註明主要系統嚴重失效情況) Please indicate major defects in major system with a "+" sign	數量 Quantity	欠妥事項評述 Comment on Defects	消防裝置關閉/嚴重失效情況/恢復通知書消防處檔案編號 FSD serial number of Notification of FSI Shutdown/ Major Defect/Resumption

本人/我們特此聲明，上述之消防裝置/設備經測試及/或檢查，其運作狀況符合消防處處長訂明適用於該建築物/處所的《最低限度之消防裝置及設備守則》中的規格/要求，以及最新的《裝置及設備之檢查、測試及保養守則》中的要求，以證明其性能良好，除在第三部分中詳列的裝置/設備欠妥事項（如有）。

I/We hereby declare that the above installations/equipment has/have been tested and/or inspected, with its/their working conditions certified in conformance with the specifications/requirements in the Code of Practice for Minimum Fire Service Installations and Equipment applicable to the building/premises and the requirements in the latest Code of Practice for Inspection, Testing and Maintenance of Installations and Equipment prescribed by the Director of Fire Services to be in efficient working order except defect(s) of the installations/equipment, if any, detailed in Part 3.

請將此證書張貼於大廈或處所當眼處以供消防處人員查核
 Please display this certificate at a conspicuous position in the building or premises for FSD's inspection.

獲授權簽署人簽署 Signature of Authorized Signatory

獲授權簽署人姓名 Name of Authorized Signatory

註冊編號 Registration No.

註冊消防裝置承辦商名稱 Name of Registered Fire Service Installation Contractor

聯絡電話 Telephone

電郵地址 Email address

日期 Date

備註 Remark

Sample of Certificate of Compliance (FSI/314A)

FSI/314A

Print

Save

Clear

To : Director of Fire Services

Fire Service Installation Plans for Building at

This is to certify that the details and specifications of all installations shown on the attached fire service installation plans are as prescribed by the Fire Services Department and in accordance with the relevant Rules and Codes of Practice as listed below :-

- ☐ Rules of the Fire Offices' Committee for -
 - ☐ Automatic Sprinkler Installations (29th Edition)
 - ☐ Automatic Fire Alarm Installations (11th/12th Edition)
 - ☐ Installation of External Drenchers (4th Edition)
- ☐ Rules of the Loss Prevention Council for Automatic Sprinkler Installations
- ☐ Codes of National Fire Protection Association for -
 - ☐ Carbon Dioxide Extinguishing Systems (Standard 12)
 - ☐ Clean Agent Fire Extinguishing Systems (Standard 2001)
 - ☐ Water Spray Fixed Systems for Fire Protection (Standard 15)
- ☐ Code of Practice for Minimum Fire Service Installations and Equipment, Fire Services Department.
 - ☐ Fire Alarm Systems
 - ☐ Fire Hydrant / Hose Reel Systems
- ☐ Others _____

Correspondence

Address :

Tel. :

--

Signature of FSI Contractor/ Consultant :

--

Full Name of FSI Contractor/ Consultant :

--

Date :

--

☐ Mark "x" where applicable

Sample of Certificate of Compliance (FSI/314D)

FSI/314D

To: Director of Fire Services
(Attn: Building Improvement Division 2)

Fire Safety Direction / Fire Safety Compliance Order* No.: _____

Fire Service Installation (FSI) Plans for Industrial Building at

This is to certify that the details and specifications of all the installations shown on the attached FSI plans are as prescribed by the Fire Services Department under the Fire Safety (Industrial Buildings) Ordinance, Cap. 636, and compliant with the relevant Rules and Codes of Practice, as may be applicable, e.g. :-

- * Loss Prevention Council Rules for Automatic Sprinkler Installations (BS EN 12845/BS 5306: Pt.2)
- * Rules of the Fire Offices' Committee for Automatic Sprinkler Installations (29th Edition)
- * Codes of Practice for Minimum Fire Service Installations and Equipment, Fire Services Department
 - ☐ Fire Alarm System
 - ☐ Fire Detection System
 - ☐ Fire Hydrant and Hose Reel System
 - ☐ Secondary Power Supply
 - ☐ Automatic Cut-off Device for Mechanical Ventilating System
 - ☐ Exit signs and directional signs
 - ☐ Others _____

Full Name of FSI *Contractor / Consultant: _____

Contact Person: _____

Address: _____

Tel.: _____

Signature: _____ Date: _____

* To be deleted as appropriate

(Rev. 02/2026)