Annex 9

Fire Services Department’s
Fire Services Guidelines and Requirements for Private Columbaria

Procedures on Handling of Applications Referred by Food and Environmental Hygiene Department (FEHD)

An application for a Licence/Exemption/ TSOL, in specified form together with proposed site plan(s), layout plan(s) and floor plan(s), shall be submitted to FEHD for processing. If the application is acceptable for processing in principle, FEHD will refer the application to the New Territories and Kowloon East Regional Office (NT&KERO) of Fire Services Department (FSD) for formulation of fire safety requirements. The NT&KERO will make direct contact with the applicant to arrange for site inspection where necessary.

For each individual application, the FSD will consider whether the subject premises is suitable for the operation of a private columbarium. If such premises and its proposed layout are considered suitable for such a purpose, detailed fire safety requirements will be formulated and issued to the applicant through the Licensing Authority. If the premises and/or the proposed layout are/is considered unsuitable for such a purpose, a memo stating the reasons for objection will be issued to the Licensing Authority. Through the arrangement by FEHD, FSD will also take part in the Application Vetting Panel meeting for responding to enquiries about any fire safety matters arising from the application.

Fire Safety Requirements

Fire safety requirements are measures to ensure the safety of the public and the premises against fire, limit its spread and at the same time give warning to the occupants of the premises. General fire safety requirements published by the FSD are available in its departmental homepage (http://www.hkfsd.gov.hk/home/eng/licensing.html) for the reference of applicants. A copy of which is at Appendix I. If a mechanical ventilating system (VS) will be provided at the premises, fire safety requirements on mechanical VS will also be issued to the applicant through FEHD.
To prove the compliance of requirements, applicants will be required to submit the following certificates, licence/letter of approval or documents:

(a) Certificate of Fire Service Installations and Equipment (FS 251) and/or Certificate of Compliance (FSI/314A or FSI/314B)

The purpose of a FS 251 certificate issued by a registered fire service installation (FSI) contractor is to ensure that following the decoration of the premises, the FSIs 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 contractor should submit a copy of the certificate (FSI/314A or FSI/314B as appropriate) together with the relevant FSI plan to the Director of Fire Services. Upon completion of the work, the contractor should inspect the installations, and if the required standards are met, submit a copy of the Certificate of Fire Service Installations and Equipment (FS 251) to the Director of Fire Services. A list of registered FSI contractors is available for reference at the Regional Offices, all fire stations and FSD website: http://www.hkfsd.gov.hk/eng/source/FSIC_list_eng.pdf. Samples of the FS 251, FSI/314A and FSI/314B are at Appendix II(a), Appendix II(b)(i) & (b)(ii) respectively for reference.

(b) Dangerous Goods Licence/Letter of Approval

If the storage of dangerous goods exceeds the exempted quantity, or any tankage is used to store dangerous goods in liquid form, the applicant should obtain a Dangerous Goods Licence (FS 163) (sample at Appendix II(c)) or Letter of Approval issued by the FSD in respect of the storage and use of dangerous goods. The purpose of such licence/letter of approval 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.

(c) Test report/Catalogue of the Emergency Lighting Unit and FS 251

The purpose of the 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)(4th revision) has been taken into effect from 1 January 2007.
Applicant is required to submit (i) an invoice from the manufacturers/suppliers indicating that the PU foam filled furniture items meet the relevant flammability standards; and (ii) a copy of the test certificate issued by a testing laboratory accredited to conduct tests according to specified standards. The test certificate should bear the supplier’s/manufacturer’s company seal for authentication purposes and PU foam filled furniture items meeting the specified standards should bear appropriate labels.

**Report of Compliance**

Applicants or their authorized representatives should, upon completion of all works required, inform the NT&KERO in writing through FEHD so that compliance inspection can be arranged. To ensure smooth processing of the type of specified instrument under application and to facilitate the arrangement of site inspection, the applicant should submit **ALL** required documentary proof of compliance with fire safety requirements to the NT&KERO through FEHD before a compliance inspection would be arranged.

**Compliance Inspection**

If non-compliance with fire safety requirements is spotted during the compliance inspection, the NT&KERO will inform FEHD in writing of the shortcomings and any remedial works required. Upon notification of completion of remedial works from the applicant, FSD will arrange follow-up inspection.

If the compliance inspection has proved that all fire safety requirements have been complied with and the layout of the premises conforms to the final plans submitted by the applicant, FSD will notify FEHD in writing.
Report of Compliance of fire safety requirements of mechanical ventilating system (VS)

When the ventilation works are completed, the applicant should submit the following documents so that an inspection could be arranged:

(a) a duly completed prescribed form (Vent/425) (sample at Appendix II(d));

(b) three sets of ventilation / air-conditioning layout plans of the ventilation drawings in advance to the FEHD who will refer the plans to the Ventilation Division of FSD for reference during compliance inspection. The ventilation drawings shall clearly indicate the layout of all air ducts, positions of fire dampers and ventilation equipment, if applicable, in connection with the specified instruments area regardless it is an existing or new installation;

(c) a valid annual inspection certificate for an existing mechanical VS, if any; and,

(d) an authorization letter to appoint a representative for submitting documents, attending compliance inspections and receiving advice if the applicant will not personally handle the application.

Compliance Inspection of fire safety requirements of mechanical ventilating system (VS)

Upon the full compliance with the fire safety requirements for the mechanical VS and the availability of drawings, certificates, etc., a Letter of Compliance (VS) (sample at Appendix II(e)) will be issued by the Ventilation Division of FSD to the applicant with a copy to the FEHD.

The purpose of Letter of Compliance (VS) is to indicate that the mechanical ventilating system installed has been inspected by FSD and complies with the fire safety provisions stipulated in the Building (Ventilating Systems) Regulations (Cap. 123.J) and the fire safety requirements on mechanical ventilating system issued by FSD.

Enquires
For enquiries concerning fire safety requirements, please contact FSD direct. The addresses, telephone numbers and email addresses of the concerned offices are at Appendix III.
FIRE SERVICES DEPARTMENT

Fire Safety Requirements for Private Columbaria

A. Restrictions on Location
The premises shall not be located:

(a) In any part of building designed for emergency use such as buffer or refuge floor;

(b) In any industrial building;

(c) In industrial portion of an industrial-office building.

B. Standard Requirements
1. All fire service installations and equipment provided for the premises shall be retained and maintained in efficient working order. For all maintenance, alterations and additions, such works shall be carried out by a Registered Fire Service Installation (FSI) Contractor who shall issue Certificate(s) of Fire Service Installations and Equipment (FS 251) to the owner with copies forwarded to the Director of Fire Services via the respective Regional Office of the Licensing and Certification Command within 14 days after completion of the works. A Certificate of Compliance (FSI/314A or FSI/314B as appropriate) shall also be submitted by the responsible Registered FSI Contractor to the Director of Fire Services via the respective Regional Office of the Licensing and Certification Command for the alteration and addition works.

2. A sprinkler system shall be provided in premises occupying an area exceeding 230m² and indoor incinerator(s) / furnace(s) is / are provided.

3. Portable firefighting equipment of the approved type shall be provided as follows:
   
   3.1 ______ x 9 L water type fire extinguisher(s) at ______________________
   3.2 ______ x 4.5 kg CO₂ gas type fire extinguisher(s) at ______________________
   3.3 ______ x 9 L water type fire extinguisher(s) near the incinerator/furnace/burner
   3.4 ______ x 9 L water type fire extinguisher(s) at the Store Room
   3.5 ______ x 2 kg dry powder fire extinguisher(s) at ______________________
4. Emergency lighting shall be provided for the entire premises. The emergency lighting shall be installed in accordance with the Code of Practice for Minimum Fire Service Installations and Equipment or comply with the attached requirements for Self-contained Luminaires Emergency Lighting System [PPA/104(A) 4th revision].

5. A ventilation/air-conditioning control system shall be provided to the premises if applicable and the attached Requirements for Ventilation/Air-conditioning Control Systems for columbarium premises shall be complied with.

6. All exits shall be suitably indicated by illuminated signs, in the form of either characters exit signs, combined graphical symbol and characters exit signs, or graphical symbol exit signs, installed in accordance with the requirements set out in the Code of Practice for Minimum Fire Service Installations and Equipment as published from time to time by the Director of Fire Services.

6.1 If the exit signs are out of sight to any location within the premises, suitable directional signs in same dimensions as the exit signs shall be provided to assist the patron to identify the exits in the event of an emergency.

7. All combustible materials used as altar, false ceilings, partitions or wall furnishings inside the columbarium premises should conform to British Standard 476: Part 7 Class 1 or 2 Rate of Surface Spread of Flame, or to another standard acceptable to the Director of Fire Services, or should be brought up to any of those standards by treating with a fire retardant paint or solution acceptable to the Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be forwarded to this Department as documentary proof of compliance. For maintenance, the work shall be periodically retreated to the standard subject to the manufacturer’s advice.

7.1 All decorative materials including curtains, draperies and other textile hangings hung over the altar should have a clearance of at least 1.2 metres from burning joss sticks and candles.

7.2 All draperies and curtains, if installed, shall comply with the following requirements:

(a) They shall be made of fire resistant material and conform to British Standard BS 5867: Part 2 (Type B performance requirements) when tested in accordance with BS EN ISO 15025:2002 or to any other standard acceptable to the Director of Fire Services, or shall be brought up to any of those standards by treating with a fire retardant solution acceptable to Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be forwarded to this Department as documentary proof of compliance.

(b) When hanging across exit routes, they shall be parted in the centre and raised so as to clear the floor by not less than 75mm.
8. **8.1** All polyurethane (PU) foam filled mattresses and covering material used for fabrication of mattresses shall conform to British Standard 7177 (for use in medium hazard premises/building); or Flammability Test Procedure for Mattresses for Use in High Risk Occupancies (Technical Bulletin Number 121) or Flammability Test Procedure for Mattresses for Use in Public Buildings (Technical Bulletin Number 129) as issued by the Bureau of Home Furnishings and Thermal Insulation, Department of Consumer Affairs, State of California; or to other standard acceptable to the Director of Fire Services.

8. **8.2** All PU foam filled upholstered furniture and covering fabric used for fabrication of the furniture shall conform to British Standard 7176 (for use in medium hazard premises/building); or Flammability Test Procedure for Seating Furniture for Use in Public Occupancies (Technical Bulletin Number 133) as issued by the Bureau of Home Furnishings and Thermal Insulation, Department of Consumer Affairs, State of California; or to other standard acceptable to the Director of Fire Services.

8. **8.3** Each PU foam filled mattress and upholstered furniture conforming to British Standard 7177 (for use in medium hazard premises/building) and British Standard 7176 (for use in medium hazard premises/building) respectively shall bear an appropriate label (Appendix).

8. **8.4** Invoices from manufacturers/suppliers and test certificates from testing laboratories indicating that the PU foam filled mattresses and/or furniture items have complied with the specified standards shall be produced for verification. Test certificate shall be issued by a testing laboratory accredited to conduct test according to the specified standard, and be authenticated by the company’s stamp of manufacture/supplier.

9. **9.** If incinerator/furnace/burner is used, the following provisions should be observed :-

9. **9.1** All burning of joss paper to be confined to fixed incinerators/furnaces/burners constructed of non-combustible material; they should be positioned not less than 6 m away from all combustible materials, gangways and exits.

9. **9.2** Incinerators/furnace/burner should be attended whenever being used.

9. **9.3** Built-in incinerators/furnace/burner should be swept and inspected for structural faults at regular intervals.
Remarks:

i) Access route should be provided for Fire Services appliances to reach the site. If not, additional fire safety requirement may be imposed.

ii) Water supplies (e.g. street fire hydrant) for fire-fighting should be available from the site. If there is no available water supply for fire-fighting in the vicinity, additional fire safety requirements may be imposed.

iii) Should the applicants have insurmountable difficulties in complying with the prescribed requirements, they can submit alternative proposal to Fire Services Department for consideration.

C. Fire Safety Precautions

10. Means of Escape

10.1 The following are deemed by the Director of Fire Services as means of escape within the meaning of Section 2 of the Fire Services (Fire Hazard Abatement) Regulation, Cap 95F, Laws of Hong Kong:

10.1.1 All exits giving onto the open area;

10.1.2 All exits/doors giving onto any corridor leading to the open or directly giving onto the open.

10.2 All means of escape should be kept free from obstruction. In particular:

10.2.1 No article or thing may be left in the area as defined at para. 10.1 above at any time when the premises is occupied; and

10.2.2 All exits/doors should be kept openable from the inside without the use of a key. All metal gates and shutters, where installed, should be kept in the open position at any time when members of public are present in the premises.

10.3 Failure to observe these precautions may result in the operator being prosecuted under Section 14 and 15 of the Fire Services (Fire Hazard Abatement) Regulation without prior warning.

11. Fire Service Installations and Equipment

All fire service installations and equipment provided should be:

11.1 Kept clear from any obstruction;

11.2 Clearly indicated as regard to their locations and methods of operation;

11.3 Maintained in efficient working order at all times; and

11.4 Inspected at least once every twelve months.
12. Premises

12.1 No naked flame is allowed inside the premises other than lighted joss sticks.

12.2 Altars for burning of joss sticks to be constructed of non-combustible material, unless wooden ones have been suitably surfaced with sheet metal.

12.3 The location(s) with naked flame, including lighted joss sticks, joss paper, candles or oil lamps, should be attended.

12.4 A suitable store room or cabinet should be provided for the storage of joss materials.

12.5 Kerosene and lamp oil should be kept in metal containers away from naked flame and confined to a kitchen or a suitable store room.

12.6 No storage of any dangerous goods exceeding the exempt quantity in accordance with the Dangerous Goods (General) Regulations, Chapter 295B, Laws of Hong Kong, shall be allowed.

12.7 No cooking activities shall be conducted on the premises other than in a kitchen.

12.8 An emergency evacuation plan shall be prepared and all staff should be conversant with such plan so that they can assist patrons in evacuation in case of emergency.

Fire Services Department
November 2017
Appendix II

SAMPLES OF CERTIFICATE/LICENCE/LETTER
REQUIRED BY THE FIRE SERVICES DEPARTMENT

1. Certificate of Fire Service Installations and Equipment (FS 251)
   (Appendix II((a))

2. Certificate of Compliance (FSI/314A or FSI/314B)
   (Appendix II (b)(i) and Appendix II(b)(ii))

3. Dangerous Goods Licence (FS 163)
   (Appendix II(c))

4. Report of Completion on Ventilating System (Vent/425)
   (Appendix II(d))

   (Appendix II(e))
# Sample of Certificate of Fire Service Installations and Equipment (FS 251)

## Part 1 Annual Maintenance ONLY

<table>
<thead>
<tr>
<th>Component</th>
<th>Type of PSI</th>
<th>Location(s)</th>
<th>Comments on Condition</th>
<th>Status of Egress Device</th>
</tr>
</thead>
</table>

## Part 2 Installation / Modification / Repairing / Inspection works

<table>
<thead>
<tr>
<th>Component</th>
<th>Type of PSI</th>
<th>Location(s)</th>
<th>Nature of Work Carried out</th>
<th>Comments on Condition</th>
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</table>

## Part 3 Defects

<table>
<thead>
<tr>
<th>Component</th>
<th>Type of PSI</th>
<th>Location(s)</th>
<th>Outstanding Defects</th>
<th>Comments on Defects</th>
</tr>
</thead>
</table>

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This certificate should be displayed at prominent location of the building or premises for FS 251 inspection or annual maintenance work carried out.
Appendix II(b)(i)

Sample of Certificate of Compliance (FSI/314A)

FSI/314A

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)
  - 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)
- Codes of Practice for Minimum Fire Service Installations and Equipment, Fire
  Services Department
  - Fire Alarm Systems
  - Fire Hydrant/Hose Reel Systems
- Others__________________________________________________________

Signed ___________________________  Date______________________________

Full Name of FSI Contractor/Consultant ____________________________________
Correspondence Address _________________________________________________

__________________________________ Tel No. _____________________________

☐ Mark “x” where applicable
Appendix II(b)(ii)

Sample of Certificate of Compliance (FSI/314B)

FSI/314B

To: Director of Fire Services
(Attn: Building Improvement Division) * 1 / 2

Fire Service Installation Plans for
* Prescribed Commercial Premises / Specified Commercial 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 under the Fire Safety (Commercial Premises) Ordinance and in accordance with the relevant Rules and Codes of Practices, as may be applicable, e.g.:

* Rules of Loss Prevention Council for Automatic Sprinkler Installation
* Fire Offices’ Committee for Automatic Sprinkler Installation (29th Edition)
* Code of Practice for Minimum Fire Service Installations and Equipment, Fire Services Department

Full Name of FSI *Contractor/ Consultant : ________________________________

Contact Person :

Address :

Tel. :

Signed : _________________________________ Date : ____________________________

* To be deleted as appropriate

(Rev. 01/2012)
Sample of Licence for the Storage of Dangerous Goods (FS 163)

THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION

Dangerous Goods Ordinance
Chapter 295
Section 6 and Section 9
危険品條例
第二百九十五章
第六條及第九條

LICENSE FOR THE STORAGE OF DANGEROUS GOODS

1. Name of Licensee
持牌人姓名

2. Address of Licensee
持牌人地址

3. Dangerous Goods
危險品
(a) Description
名稱

(b) Classification
類別

(c) Maximum quantity
最大容存量

4. Licensed premises
領牌地址

(a) Address
地址

(b) Location of approved store
核准貯存地址

5. Annual Licence Fee: $5
每年牌照費

6. Date and period of first issue
首次發牌日期及有效期

7. This licence is issued subject to the conditions specified overleaf.
本牌照之發給，須遵照後頁之規定

FSD Ref
消防處檔案編號

RENEWAL RECEIPTS

for Director of Fire Services.
Licensing Authority.

 ORIGINAL—WHITE PAPER

DUPLICATE—YELLOW PAPER

14
Appendix II(d)

Sample of Report of Completion on Ventilating System (Vent/425)

Report of Completion on Ventilating System

Submit to: Fire Services Department
Licensing & Certification Command,
3F, Fire Services Department Kwai Chung Office Building,
No. 66 Hing Shing Road, Kwai Chung, New Territories.

<table>
<thead>
<tr>
<th>Name of Licensee</th>
<th></th>
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<tbody>
<tr>
<td>Licence Type of Application</td>
<td></td>
</tr>
<tr>
<td>Premises Address</td>
<td></td>
</tr>
</tbody>
</table>

| FSD VD File Reference No. | FP33/ |

Verification Inspection Request

- Initial inspection
- Follow-up inspection; and the previous inspection date is: (___/___/____)

Document Enclosed with this Report of Completion

- Checklist certified by a Registered Specialist Contractor on ventilating system
- Drawing Plan (Numbered: ___)
- Material test report or certificate
- Annual Inspection Certificate

Contractor Certification:

I have checked the mechanical ventilating system and/or electrical installation at the above premises and confirmed it in full compliance with FSD requirements.

Name of Contractor: [Signature or Company Chop]

Name of Responsible Person: [Signature]

Date of Checking: [Date]

Licensee Authorisation:

- I do not appoint any person and I will attend in person during inspection.
- I hereby authorise (name) [Signature or Company Chop] (tel. no.) [Signature or Company Chop] to act on my behalf of this application submission and representing me during inspection.

Name of Licensee: [Signature or Company Chop]

Signature of Licensee: [Signature]

Contact Tel. No.: [Tel. No.] Date: [Date]

Note: If this form is submitted online, please do not submit again by post.

Rev. 01/2021
Appendix II(e)

Sample of Letter of Compliance for Ventilating Systems

Dear Sir/Madam,

LETTER OF COMPLIANCE
FOR VENTILATING SYSTEMS INSTALLED AT

Owner : _________________________________
Premises : _______________________________
Address : _______________________________

The ventilating system installed at the above premises was inspected on ________ by officers of this Department and at the time of inspection, it was found in compliance with Regulation 4 of the Building (Ventilating Systems) Regulations and our ventilating system fire safety requirements.

You are hereby reminded that under the above-mentioned Regulations there are certain obligations, in respect of the ventilating systems installed in buildings, which require your attention. Relevant particulars and advice are given in the enclosed attachment.

Yours faithfully,

(M.A. Kwong-tung)
for Director of Fire Services
## Appendix III

<table>
<thead>
<tr>
<th>Offices</th>
<th>Address</th>
<th>Tel No.</th>
<th>Fax line</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Territories and Kowloon East Regional Office</td>
<td>Room 402, 4/F, West Wing, Tsim Sha Tsui Fire Station, 333 Canton Road, Kowloon (<a href="mailto:ado_pctf@hkfsd.gov.hk">ado_pctf@hkfsd.gov.hk</a>, <a href="mailto:so1_pctf@hkfsd.gov.hk">so1_pctf@hkfsd.gov.hk</a>, <a href="mailto:so2_pctf@hkfsd.gov.hk">so2_pctf@hkfsd.gov.hk</a>)</td>
<td>2302 5326, 2302 5334, 2302 5335</td>
<td>2302 9023</td>
</tr>
<tr>
<td>Dangerous Goods Division</td>
<td>4/F, Fire Services Department Kwai Chung Office Building, No 86 Hing Shing Road, Kwai Chung, New Territories (<a href="mailto:fsdgd@hkfsd.gov.hk">fsdgd@hkfsd.gov.hk</a>)</td>
<td>2417 5757, 2417 5768</td>
<td>2413 0873</td>
</tr>
<tr>
<td>Ventilation Division</td>
<td>3/F, Fire Services Department Kwai Chung Office Building, No.86 Hing Shing Road, Kwai Chung, New Territories (<a href="mailto:fsvent@hkfsd.gov.hk">fsvent@hkfsd.gov.hk</a>)</td>
<td>2718 7567</td>
<td>2382 2495</td>
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