

## **Common Problems/ Irregularities Encountered in Report of Completion/ Compliance Inspection**

### **General Issue**

**1. Why report of completion for my application would not be processed?**

To facilitate the processing of your application, you should submit all required certificates, reports, plans and relevant documents as listed in “the report of completion” form when you report the completion to the Office of the Licensing Authority (OLA). In the absence of the required documents, the OLA’s staff would not be able to process your application and conduct compliance inspection to verify the compliance of the works.

### **Building Safety Requirements**

**2. Why building layout plans are not accepted by the OLA upon report of completion of works?**

Building layout plans not conformed to actual site situation such as furniture layout or deviated from FS plans will not be accepted by the OLA. You should ensure that the building layout plans clearly indicate the boundary of licensed area and capacity of premises, location of FRC walls & fire doors for consideration.

**3. Drainage works are completed on site yet with deviations from the drainage plans previously submitted to the OLA.**

You should ensure that the alignment of drainage pipes shown on plan conforms with the as-built drainage works. Any change of drainage layout during the course of works should be recorded in the final drainage plan and submitted to the OLA.

**4. Doors are not considered to have complied with requirements even though fire doors have been erected on site?**

You should ensure to submit valid fire door certificate/ test report/ assessment report and delivery invoice to the OLA certifying that the fire doors erected on site are up to the safety standard. Also the doors should be installed with self-closing devices. Door catch or clothes hooks are not permitted to be installed on fire door. Notice of “FIRE DOOR TO BE KEPT CLOSED” should be provided on both sides of the door.

**5. Under what circumstances should waterproofing be required and what information should be submitted to the OLA?**

Suitable waterproofing materials should be applied to the structural concrete slab of the toilets / bathrooms to prevent water leakage. If the raised floor is made of concrete, the raised floor should be applied with suitable waterproofing material. The applicant is also required to keep record of the delivery note and catalogue which shall be submitted to the OLA for reference purposes.

**6. Whether raised floors are allowed within premises?**

If raised floors are constructed, the applicant shall be required to submit a structural justification report prepared by an AP/RSE for the OLA's consideration. These raised floors shall be indicated on the building layout plan to be submitted to the OLA when reporting completion of building works.

**7. What are the requirements for storage spaces within premises?**

Any storage spaces shall be enclosed by walls and door having an FRP of not less than one hour and half an hour respectively. If storage cabinet type is used and adjoining internal corridor, the material of the cabinet should be constructed of an FRP not less than one hour and the cabinet door shall be self-closing.

**8. Why the construction of ventilation duct is not accepted by the OLA even if the duct has been protected with fire dampers, fire stop or fire rated enclosure to maintain the required FRP of the walls or floors?**

Apart from fire resisting construction requirements, you should ensure that both ends of the ventilation duct should be provided with a steel mesh or similar material to prevent access by vermin and/ or rubbish, and a downturn on the external face to prevent water penetration. Moreover, inlet/outlet of the artificial ventilation and permanent ventilation ducts should be separated at a distance not less than 1 m apart.

**9. Why the air conditioners are not accepted by the OLA even though they have been properly installed?**

You should ensure that disposal of condensation from the air-conditioners shall be properly connected to the drainage system to prevent dripping.

**Fire Safety Requirements**

**10. Minor alteration and addition works on the sprinkler system of the existing premises without valid FSI/314A or FSI/314B**

For every minor alteration and addition works on the sprinkler system of the existing premises, a certificate of FSI/314A or FSI/314B as appropriate must be submitted by the Fire Service Installation Contractor to the Fire Services Department (FSD) prior to the commencement of works. During the compliance inspection, a copy of the certificate of FSI/314A or FSI/314B duly stamped by the FSD must be provided for verification purpose.

**11. Inadequate coverage of sprinkler heads or obstruction to sprinkler heads**

The main function of sprinkler heads is to suppress a fire at the incipient stage upon actuation. According to international standards, sprinkler heads should be evenly installed throughout the entire area under protection. For decoration works involving the removal or addition of partitioning walls, adequate coverage of sprinkler heads must be maintained and checked by a Registered Fire Service Installation Contractor. In any case, the operation of sprinkler heads should not be obstructed by any decoration, false ceiling, structure, stacking up of goods, etc.

**12. No documentation to prove the PU foam filled furniture/mattresses conforming to the approved standard**

According to licensing requirements, all PU foam filled furniture and mattresses should comply with the British Standard 7176:1995 (medium hazard) or British Standard 7177: 1996 (medium hazard). For full compliance with PU foam filled requirements, a test certificate from recognized laboratory and an invoice from the supplier or manufacturer should be provided for verification purpose.

**13. No documentation to prove the secondary emergency lighting conforming to the approved standard and insufficient information on the Certificate of Fire Service Installation and Equipment (FS 251).**

Documentary proofs e.g. test report/certificate, etc. should be produced to indicate that the emergency lighting conforms to an approved or acceptable standard for the purpose of verification. The brand name, model and quantity of the emergency lighting units should be stated on the FS 251 Certificate.

**14. Without a valid FS 251 Certificate for the building's Fire Service Installations.**

All fire service installations (FSI) and equipment of building such as sprinkler system, Hose Reel and Fire Hydrant System provided for the premises shall be retained and maintained in efficient working order. The annual maintenance work for such FSI shall be carried out by a registered FSI Contractor and a copy of valid FS 251 Certificate shall be submitted to the OLA as proof of compliance.

**15. Without a Letter of Compliance for the Ventilating System.**

The ventilation system, including any exhaust ducting in kitchen, shall be inspected by Ventilation Division (VD) of the FSD to certify compliance with the standards stipulated in the Building (Ventilating Systems) Regulations and FSD Circular Letters where applicable. Detailed drawings showing layout of the ventilating system shall be submitted via the OLA to VD of the FSD for approval. Upon completion of ventilation works, the registered specialist contractor (ventilation works category) is required to report completion of ventilation system to VD of the FSD with Form No. "Vent/425". A Letter of Compliance for the Ventilating System will be issued to the licence applicant when the whole installation has been verified to comply with the requirements. A copy of Letter of Compliance shall be submitted to the OLA as proof of compliance.

**16. Without an electrical installation certificate (WR1/2)**

Electrical installations in the premises shall be installed, inspected, tested and certified by a registered electrical worker/contractor certificated by the Director of Electrical and Mechanical Services Department. A WR1/WR2 certificate will be issued as proof of compliance with the Electricity Ordinance, Cap. 406. A copy of the WR1/2 certificate shall be submitted to the OLA as proof of compliance.