**Checklist of Documents for Fire Safety and Precautionary Measures**

1. **Applicable to Application for a New Licence (including expansion or merger of an RCHE, or change of the home name, etc.)**

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|  | Floor Plan for Fire Service Installations and Equipment within RCHE | |  |
|  | Relevant Documents and Certificates of Fire Service Installation and Equipment  (applicable to newly installed and existing fire service installations and equipment) | 1. Certificate of Fire Service Installation and Equipment (FS251) |  |
| Fire detection system |  |
| Fire alarm system |  |
| Portable fire-fighting equipment |  |
| Exit signs and directional signs |  |
| Emergency lighting |  |
| Sprinkler system (applicable to gross floor area exceeding 230 m2) |  |
| Hose reel system (applicable to gross floor area exceeding 230 m2) |  |
| Emergency generator (if any) |  |
| Ventilation/air conditioning control system (if any) |  |
| Automatic actuating devices of fire shutters (if any) |  |
| Fire retardant paint/solution accepted by the Director of Fire Services (DFS) (if applicable) |  |
| 1. Relevant satisfactory letter issued by the DFS, Fire Services Certificate (FS 161) and Fire Service Completion Advice from the Water Authority (applicable to new installed sprinkler system and hose reel system) |  |
| 1. Checklist for inspection and testing of fire detection and fire alarm system – the latest version of the Code of Practice for Minimum Fire Service Installations and Equipment issued by the Fire Services Department (FSD) |  |
| 1. Proof of fire detection system connection to direct telephone link of Service Providers of the Computerised Fire Alarm Transmission System |  |
|  | Fire Service Installation Plans (FSI/314A),  Fire Service Installation Plans for Prescribed Commercial Premises/Specified Commercial Buildings (FSI/314B), or  Fire Service Installation Plans for Composite Building/Domestic Building (FSI/314B); (as appropriate)  Relevant fire service plan(s) with the stamp of the FSD and subsequent reply from the DFS shall be included. | |  |
|  | Ventilating System | 3 copies of proposed ventilating system layout plans (including data of ventilation rate for the ventilating system) |  |
| Letter of Compliance issued by the FSD |  |
|  | Certificates of flame retardant product for all linings for acoustic, thermal insulation and decorative purposes within means of escape (if applicable) | |  |
|  | Certificates of flame retardant product for all linings for acoustic, thermal insulation and decorative purposes in ducting and concealed locations (if applicable) | |  |
|  | Emergency evacuation plan and fire/emergency escape routes plan | |  |

1. **Applicable to Application for a New Licence (including expansion or merger of an RCHE, or change of home name, etc.) (continued)**

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|  | Polyurethane (PU) Foam Filled Mattresses and Upholstered Furniture | Invoices from manufactures/suppliers (to indicate the goods conform to the relevant standard |  |
| Test certificates issued by accredited laboratories (authenticated by the company’s stamp of manufactures/suppliers) |  |
| Goods label |  |
|  | Electricity (Wiring) Regulations Work Completion Certificate (Form WR1) | |  |
|  | Gas installation | Copy of the Certificate of compliance/certificate of completion for gas installation |  |
| Copy of the Registered Gas Contractor Certificate |  |
| Copy of the Registered Gas Installer Card |  |

1. **Applicable to Application for Renewal of a Licence**

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|  | Certificates of Fire Service Installation and Equipment (FS251) | Fire detection system |  |
| Fire alarm system |  |
| Portable fire-fighting equipment |  |
| Exit signs and directional signs |  |
| Emergency lighting |  |
| Sprinkler system (applicable to gross floor area exceeding 230 m2) |  |
| Hose reel system (applicable to gross floor area exceeding 230 m2) |  |
| Emergency generator (if any) |  |
| Ventilation/air conditioning control system (if any) |  |
| Automatic actuating devices of fire shutters (if any) |  |
|  | Electricity (Wiring) Regulations Work Completion Certificate (Form WR1) (applicable to first 5 years); or Periodic Test Certificate (Form WR2) | |  |
|  | Ventilating System | Annual Inspection Certificate (AIC) |  |
|  | Gas Installation | Copy of the Certificate of compliance/certificate of completion for gas installation |  |
| Copy of the Registered Gas Contractor Certificate |  |
| Copy of the Registered Gas Installer Card |  |
|  | Fire Drill Record | Shall be still valid on the day of renewal for a licence |  |