

Checklist of Documents for Fire Safety and Precautionary Measures

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

1.	Floor Plan for Fire Service Installations and Equipment within RCHD		<input type="checkbox"/>
2.	Relevant Documents and Certificates of Fire Service Installation and Equipment (applicable to newly installed and existing fire service installations and equipment)	(i) Certificate of Fire Service Installation and Equipment (FS251)	<input type="checkbox"/>
		Fire detection system	<input type="checkbox"/>
		Fire alarm system	<input type="checkbox"/>
		Portable fire-fighting equipment	<input type="checkbox"/>
		Exit signs and directional signs	<input type="checkbox"/>
		Emergency lighting	<input type="checkbox"/>
		Sprinkler system (applicable to gross floor area exceeding 230 m ²)	<input type="checkbox"/>
		Hose reel system (applicable to gross floor area exceeding 230 m ²)	<input type="checkbox"/>
		Emergency generator (if any)	<input type="checkbox"/>
		Ventilation/air conditioning control system (if any)	<input type="checkbox"/>
		Automatic actuating devices of fire shutters (if any)	<input type="checkbox"/>
		Fire retardant paint/solution accepted by the Director of Fire Services (D of FS) (if applicable)	<input type="checkbox"/>
		(ii) Relevant satisfactory letter issued by the D of FS, Fire Services Certificate (FS 161) and Fire Service Completion Advice from the Water Authority (applicable to new installed sprinkler system and hose reel system)	<input type="checkbox"/>
		(iii) Testing and commissioning checklist for fire detection and fire alarm systems issued by the D of FS	<input type="checkbox"/>
		(iv) Proof of fire detection system connection to direct telephone link of Service Providers of the Computerised Fire Alarm Transmission System	<input type="checkbox"/>
(v) Listing certificates/records/printouts/documents issued by Product Certification Bodies (if applicable)	<input type="checkbox"/>		
(vi) FSD approval/acceptance reference (if applicable)	<input type="checkbox"/>		
3.	(i) Fire Service Installation Plans (FSI/314A), (ii) Fire Service Installation Plans for Prescribed Commercial Premises/Specified Commercial Buildings (FSI/314B); or (iii) Fire Service Installation Plans for Composite Building/Domestic Building (FSI/314C); (as appropriate) Relevant fire service installation plan(s) with the stamp of the FSD and subsequent reply from the D of FS shall be included.		<input type="checkbox"/>
4.	Ventilating System	3 copies of proposed ventilating system layout plans (including data of ventilation rate for the ventilating system)	<input type="checkbox"/>
		Letter of Compliance issued by the FSD	<input type="checkbox"/>
5.	Documentary proof on flammability standard for all combustible materials including all linings for acoustic, thermal insulation or decorative purposes (if applicable)		<input type="checkbox"/>
6.	Certificates of flame retardant product for all linings for acoustic, thermal insulation and decorative purposes in ducting and concealed locations (if applicable)		<input type="checkbox"/>
7.	Emergency evacuation plan and fire/emergency escape routes plan		<input type="checkbox"/>
8.	Polyurethane (PU)	Invoices from manufactures/suppliers	<input type="checkbox"/>

	Foam Filled Mattresses and Upholstered Furniture	(to indicate the goods conform to the relevant standard	
		Test certificates issued by accredited laboratories (authenticated by the company's stamp of manufactures/suppliers)	<input type="checkbox"/>
		Goods label	<input type="checkbox"/>
9.	Electricity (Wiring) Regulations Work Completion Certificate (Form WR1)		<input type="checkbox"/>
10.	Gas installation	Copy of the Certificate of compliance/certificate of completion for gas installation	<input type="checkbox"/>
		Copy of the Registered Gas Contractor Certificate	<input type="checkbox"/>
		Copy of the Registered Gas Installer Card	<input type="checkbox"/>

II. Applicable to Application for Renewal of a Licence/Certificate of Exemption

1.	Certificates of Fire Service Installation and Equipment (FS251)	Fire detection system	<input type="checkbox"/>
		Fire alarm system	<input type="checkbox"/>
		Portable fire-fighting equipment	<input type="checkbox"/>
		Exit signs and directional signs	<input type="checkbox"/>
		Emergency lighting	<input type="checkbox"/>
		Sprinkler system (applicable to gross floor area exceeding 230 m ²)	<input type="checkbox"/>
		Hose reel system (applicable to gross floor area exceeding 230 m ²)	<input type="checkbox"/>
		Emergency generator (if any)	<input type="checkbox"/>
		Ventilation/air conditioning control system (if any)	<input type="checkbox"/>
		Automatic actuating devices of fire shutters (if any)	<input type="checkbox"/>
2.	Electricity (Wiring) Regulations Work Completion Certificate (Form WR1) (applicable to first 5 years); or Periodic Test Certificate (Form WR2)		<input type="checkbox"/>
3.	Ventilating System	Annual Inspection Certificate (AIC)	<input type="checkbox"/>
4.	Gas Installation	Copy of the Certificate of compliance/certificate of completion for gas installation	<input type="checkbox"/>
		Copy of the Registered Gas Contractor Certificate	<input type="checkbox"/>
		Copy of the Registered Gas Installer Card	<input type="checkbox"/>
5.	Fire Drill Record	Shall be still valid on the day of renewal for a licence/certificate of exemption	<input type="checkbox"/>