

**SINGAPORE CIVIL DEFENCE FORCE  
FIRE SAFETY BUREAU**

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FSB 34/86

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15 July 98

**ANNEX 11**

Registrar, BOA  
Registrar, PEB  
President, SIA  
President, IES  
President, ACES  
President, REDAS

Dear Sirs

**IMPLEMENTATION OF SELF-REGULATION SYSTEM ON 7 SEPTEMBER  
1998**

We are pleased to inform you that the self-regulation system will come into operation on Monday, 7 September 1998. The purpose of the self-regulation system is to allow the qualified persons to self-regulate the approval of plans for fire safety works in buildings. This is done as part of our continuing effort to streamline and simplify procedures or requirements for the ultimate benefit of the public. The Fire Safety (Building Fire Safety)(Amendment) Regulations 1998 (Subsidiary Legislation Supplement No S361/98) which covers the Self-Regulation System can be purchased from the Singapore National Printers Ltd.

2 The salient changes in the amendments are highlighted below for the benefit of your members:

(a) Amendment to Regulation 3:

This amendment is to ensure that at the outset of plan submission, the qualified person undertakes that his plans comply fully with the Code of Practice for Fire Precautions in Buildings 1997, other relevant codes of practice and the Act and its regulations. The certification to be endorsed by the qualified person, on each sheet of plan for submission to Fire Safety Bureau (FSB), shall be:

“I, \_\_\_\_\_,  
NRIC No/Passport No \_\_\_\_\_, being a qualified person,  
hereby certify that the building works and fire safety works as shown on  
these plans have been designed in accordance with the provisions of the  
Code of Practice for Fire Precautions in Buildings 1997, including all  
amendments applicable up to the date of this submission, the Fire Safety  
Act and its regulations, the relevant code of practice or design guidelines,  
subject to waivers granted under section 27 of the Act.”

(b) Amendment to Regulation 4 :

This amendment stipulates that plans involving minor addition and alteration works as set out in the First Schedule of the Fire Safety (Building Fire Safety) Regulations do not require approval from FSB. Instead, such plans would be certified by the QP and lodged with FSB. The First Schedule defines the scope of work that can be submitted as such. (Please see Annex B for the types of plan that can be lodged with FSB by various discipline of qualified persons).

(c) Amendment to Regulation 20 :

This amendment differentiates change of use of any premises from temporary change of use. Change of use submission would be integrated into the Building Plan submission. With immediate effect, such plans do not require separate submission.

(d) Amendment to Regulation 27 :

This amendment stipulates that application for separate FSB approval is not required if the building materials or equipment are listed under the Product Listing Scheme in the Directory of Productivity and Standards Board certified products list.

(e) Amendments to Regulations 30, 31 and 32 :

These amendments stipulate the revised fee payable for the various plans submission.

(f) New Regulation 32A :

This new regulation stipulates the fee payable for plans of minor additions and alterations works as set out in the First Schedule of the Fire Safety (Building Fire Safety) Regulations.

- (g) New Regulation 32B :  
This new regulation stipulates the fee payable for an application for modification or waiver.
- (h) Amendment to Regulation 33 :  
This amendment distinguishes the fee payable for an application for approval of change of use and temporary change of use.

3 Henceforth all plans submitted to FSB on or after 7 Sep 1998 will be subjected to the new self-regulation system including the new fee structure. Minor additions/alteration works will only require lodging of the as-constructed plans within 21 days of the completion date by the appropriate qualified persons. All plans submitted would bear the required certification by the qualified persons and approval would be granted by FSB with full bearing on the certification. Please note that, for the self-regulation system, the qualified persons will need to change the wordings currently used in the certification of the plans. Plans should be submitted only when the qualified person is ready in that he is satisfied that they are in full compliance to FSB requirements. All waiver applications, if any must be made and decisions obtained before the official plan submission. All plan submission involving the change of use must have the change of use intention reflected clearly in the project title. Please note that any changes to an approved plan entails re-submission of plan and additional plan fee.

4 Clarification with officers of FSB should be sought through the FSB Consultation system, which is available during office hours from 8.30 am to 5.00 pm from Mondays to Fridays (excluding a lunch break between 1.00 pm and 2.00 pm), and from 8.30 am to 1.00 pm on Saturdays. FSB encourages the qualified persons to clarify issues pertaining to interpretation of the fire safety requirements on any planned project.

5 We have also provided Annexes A, B and C which are lists of the types of fire safety works that can be undertaken by the relevant qualified persons of the appropriate discipline. These have been discussed and agreed to at the FSB Standing Committee.

6 For your information, FSB has also published a handbook on minor addition and alteration works. It explains the simplified system of carrying out works that are categorized as minor addition/alteration of fire safety works, fire protection works and mechanical ventilation works. The handbook which costs \$3.00 ( inclusive of GST ) can be purchased at FSB Registration Counter, 25A Paterson Road, Singapore 238511 during working hours.

7 We would appreciate it if you could convey the contents of this letter to members of your Institution/Association/Board.

Yours faithfully



Teo Lim Teck  
Plans Approval & Consultation Branch  
for Commissioner  
Singapore Civil Defence Force

cc  
Director-General of Public Works  
Director, BCD  
All members of FSB Standing C'ttee  
President, IFE  
President, SISV  
CEO, HDB  
CEO, JTC  
CEO, LTA  
CE, LTA ( Attn: Mr Mohinder Singh)  
CE, PSB (Attn: Ms Tan Chiew Wan / Mr Lau Keong Ong )