

**SINGAPORE CIVIL DEFENCE FORCE
FIRE SAFETY & SHELTER BUREAU**

HQ Singapore Civil Defence Force
91 Ubi Ave 4 Singapore 408827 Fax : 6848 1488
Website : <http://www.scdf.gov.sg>



Please quote our ref. no. in all future correspondences

Our Ref: CD/FSSD/12/01/03/04

DID: 68481409

FAX: 68481493

19th Sept 2005

Registrar, Board of Architects (BOA)
Registrar, Professional Engineers Board (PEB)
President, Singapore Institute of Architects (SIA)
President, Institution of Engineers, Singapore (IES)
President, Association of Consulting Engineers, Singapore (ACES)

Dear Sirs

Circular on Naming of Files for Corenet's E-submission.

The Singapore Standard Code of Practice CP 83: 2001 "Construction Computer-aided Design (CAD)" was published by SPRING in year 2001 for naming of construction CAD files. However, FSSD has observed that majority of the plans submitted through CORENET's E-submission to FSSD do not conform to the Standard, thereby resulting in our officers having difficulty searching for the relevant files. FSSD would therefore wish to appeal to the industry to use CP 83 : Part 3 : 2001, "Organising and Naming of CAD Files", as the guide in naming files and documents when submitting them to FSSD via. CORENET's E-submission.

2. Please convey the contents of this circular to members of your Institution/Association/Board. The circular is also available in CORENET-einfo: <http://www.corenet.gov.sg/einfo>.

3. For any inquiry or clarification, please contact Maj Lim Lam Kwang at tel no.: 68481457 or e-mail: Lim_Lam_Kwang@scdf.gov.sg.

Yours faithfully

(signed on original)

Teo Lim Teck
Secretary, FSSD Standing Committee
for Commissioner
Singapore Civil Defence Force

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CC

CEO, URA
CEO, BCA
CEO, HDB
CEO, JTC
CE, LTA – (Attn: Dr Chin Kian Keong)
CE, PSB Corp – (Attn: Ms Tan Chiew Wan/Mr Lau Keong Chong)
GM, Spring Singapore – (Attn: Mr Teo Nam Kuan)
Group President, PSA Corp
President, REDAS
President, SISV
President, IFE
President, Fire Safety Managers Association
President, Singapore Hotel Association – (Attn: Ms Margaret Heng)
All members of the FSSD Standing Committee