



HQ SINGAPORE CIVIL DEFENCE FORCE
91 Ubi Avenue 4 Singapore 408827
Website: <http://www.scdf.gov.sg>

Please quote our ref. no. in all future correspondences

Our Ref: CD/FSSD/12/01/04/04/02

DID: 68481407

FAX: 68481493

22 May 2009

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 Sir/Madam,

REGISTRATION OF REGISTERED INSPECTOR (RI) FOR PROJECT IN CORENET SYSTEM APPLICATION

It is observed that some Qualified Persons (QPs) do not adopt the practice of registering the RIs of the project in the CORENET system as project members when applying for TFP/FSC (Temporary Fire Permit / Fire Safety Certificate). As such, RIs are not able to receive the notification of the TFP/FSC application.

2 This circular serves to urge QPs to register the RIs into the CORENET system by incorporating RIs' particulars/profile as shown in Annex A enclosed. In doing so, the RIs concerned would be kept in the loop early on TFP/FSC applications made by QPs, as well as access any correspondences, changes or amendments and subsequently be notified of the outcome of such applications. Such good practice will allow RIs to make timely clarifications with either QPs or SCDF where required. In addition, it serves to prevent any misrepresentation and misuse of the self-regulation scheme.

3 With effect from 1 June 2009, all QPs must henceforth register the RIs as project members for their projects in the CORENET when making TFP/FSC applications. The TFP/FSC applications will be rejected by SCDF if this practice is not adhered to.

4. We would appreciate it if you could convey the contents of this circular to your members. The circular is also available for viewing in CORENET-einfo:<http://www.corenet.gov.sg/einfo> and SCDF internet website – <http://www.scdf.gov.sg>.



A PROUD MEMBER OF THE HOME TEAM



5. For enquiry or clarification, please contact Cpt Ang Oon Chye at DID 68481420.

Yours faithfully,

(Transmitted thru' e-mail)

Poon Keng Soon
Secretary, FSSD Standing Committee
for Commissioner
Singapore Civil Defence Force

cc

All members of FSSD Standing Committee

President, REDAS

President, IFE

President, SISV

CEO, BCA

CEO, URA

CEO, HDB

CEO, PSA

CEO, JTC

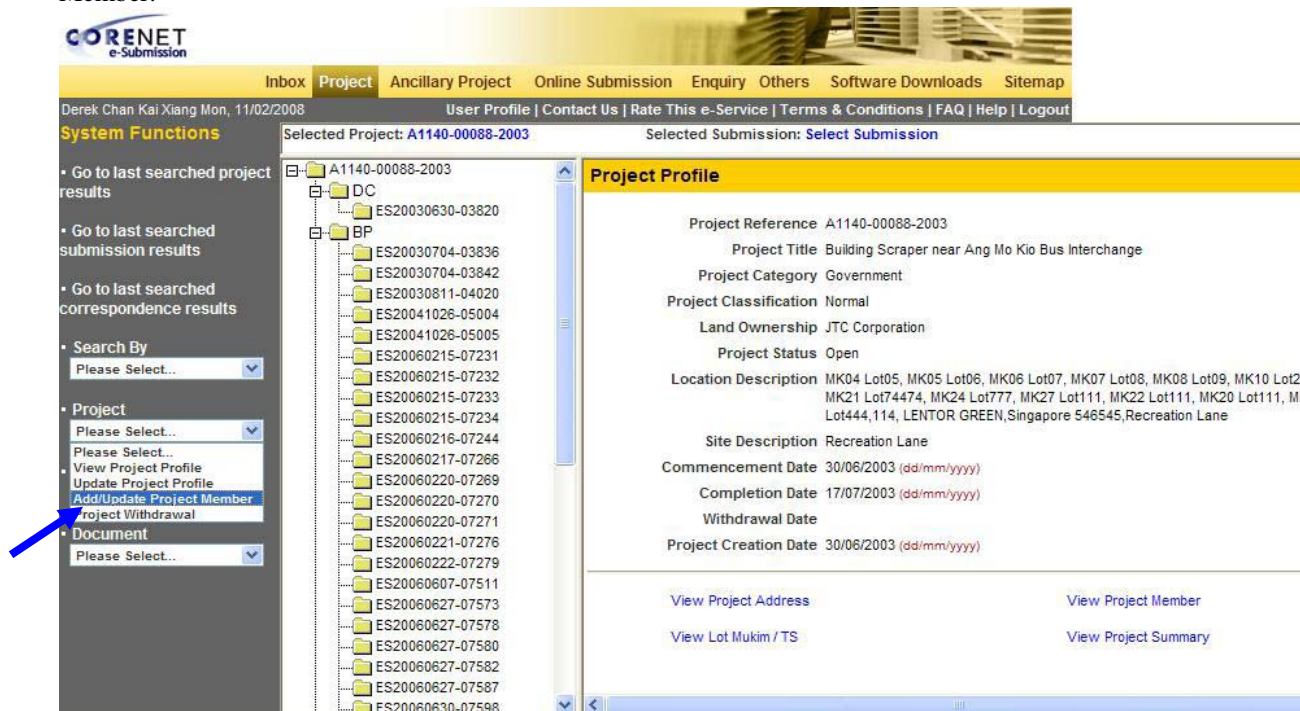
CE, LTA

CE, TUV SUD PSB – (Attn: Ms Tan Chiew Wan / Mr Lau Keong Ong)

CE, SPRING Singapore – (Attn: Mr Kenneth Lim)

Procedure to add RIs as project member

Under the System Function, click on the Project drop-down list and click on Add/Update Project Member.

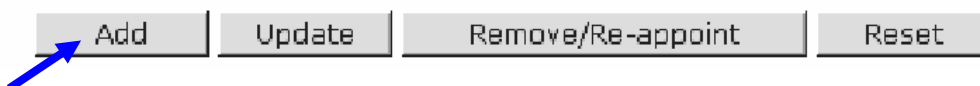


Click on the Add button to add new members into the project team.

List of Project Member

[Select]	Member Name	Role(s)	NRIC / Passport No. or Others	Country
	CORRINE LIM	Registered Inspector (RI)	0987123A	SINGAPORE
	*TAN CHENLIM	Architect	1218858A	SINGAPORE

* Project Coordinator



* Note: Step by step information can be found in ESPro User Manual Section 21, please click http://www.corenet.gov.sg/integrated_submission/esub/others/UserManual.pdf