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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,

## EXTENT OF RESPONSIBILITY OF QUALIFIED PERSONS IN A&A WORKS

It was brought to the attention of SCDF during the FSSD Standing Committee meeting that some Qualified Persons are not certain about the extent of their responsibilities in carrying out addition/alteration works in existing buildings.

2. In view of the above, FSSD has produced the attached table detailing the extent of QP's responsibilities when carrying out various types of addition/alteration works in existing buildings. The table had been presented to and accepted by the FSSD Standing Committee.
3. Please convey the contents of this circular to members of your Institution/Association/Board. The circular is also available in CORENET-e-Info: <http://www.corenet.gov.sg/einfo>.
4. For any inquiry or clarification, please contact CPT Tan Chung Yee at tel. no. 68481410 or email address [Tan\\_Chung\\_Yee@scdf.gov.sg](mailto:Tan_Chung_Yee@scdf.gov.sg).



A PROUD MEMBER OF THE HOME TEAM



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)

Types of A&A works	Extent of A&A works	Extent of areas QP must check/review of fire safety provisions			Remarks
		Within affected unit	Affected unit and common area of affected floor	Affected unit common area of entire building	
1) Partition works/ raised floor	a) Area not more than 200m <sup>2</sup> and does not constitute more than 50% of the total area of the affected floor	x			QP has to ensure that provision of means of escape for other units are not affected by the proposed work
	b) Area more than 200m <sup>2</sup> or which constitutes more than 50% of the total area of the affected floor	x	x		<p>QP has to ensure that provision of means of escape for other units are not affected by the proposed work.</p> <p>QP also has to ensure compliance of the following fire safety provisions in the common area of the floor supporting the affected unit(s) :</p> <p>a) hosereel expected to cover the affected unit(s),</p> <p>b) escape routes serving the affected unit(s)</p> <p>In addition, QP has to inform SCDF for other non-compliances relating to fire protection systems.( eg. rising mains,sprinklers,smoke control system etc) in the common area.</p>
2) Change of use	a) Area not more than 200m <sup>2</sup> and does not constitute more than 50% of the total area of the affected floor	x			<p>If change of use does not result in increase in occupant load and no A&amp;A works are being carried out, QP is only required to ensure that the fire safety provisions for the affected unit are complied with.</p> <p>However,if there is an increase in occupant load, the QP has also to ensure that the exit capacity of the floor is adequate for the increased in occupant load.</p>
	b) Area more than 200m <sup>2</sup> or which constitutes more than 50% of the total area of the affected floor	x	x		<p>The remarks in item 2a apply.</p> <p>In addition, QP has to ensure that provision of means of escape for other units are not affected by the proposed work.</p> <p>QP also has to ensure compliance of the following fire safety provisions in the common area of the floor supporting the affected unit(s) :</p> <p>a) hosereel expected to cover the affected unit(s),</p> <p>b) escape routes serving the affected unit(s)</p> <p>In addition, QP has to inform SCDF for other non-compliances relating to fire protection systems.( eg. rising</p>

					mains, sprinklers, smoke control system etc) in the common area.
	c) Involve more than 1 floor	x	x	x	Regardless of whether there is an increase in occupant load, if the change of use involves more than 1 storey, the QP has to review the fire safety provisions for the whole building and inform SCDF of any non-compliances.
3) Increase in floor area	a) Area not more than 50m <sup>2</sup> and does not constitute more than 10% of the total area of the affected floor	x	x		
	b) Area more than 50m <sup>2</sup> or which constitutes more than 10% of the total area of the affected floor	x	x	x	
4) Increase in compartment size/ cubicle extent	a) Area not more than 100m <sup>2</sup> for store room and within the same floor	x			QP has to ensure that provision of means of escape for other units are not affected by the proposed work.
	b) Area more than 100m <sup>2</sup> for store room and within the same floor	x	x		
	c) More than 1 floor	x	x	x	
5) Building facade			x		QP only need to comply with : setback requirements, unprotected openings, staircase ventilation and FAP

**"X" denotes "Applicable"**