

# SINGAPORE CIVIL DEFENCE FORCE FIRE SAFETY AND SHELTER DEPARTMENT

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/12/02/03/01

DID: 68481407

FAX: 68481493

02 Jun 2010

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/Mdm

## INVITATION FOR REGISTRATION AS FIRE SAFETY ENGINEER (FSE)

SCDF has commenced its 7<sup>th</sup> FSE registration exercise and is pleased to invite applicants for registration as FSEs. The closing date for the application for FSE registration is on 16 Aug 2010.

2. The registration criteria for application are as follows:

- (a) Possess at least a degree (Bachelor or Masters) qualifications in the field of fire safety engineering;
- (b) Have at least 5 continuous years of relevant practical experience in fire safety design, of which at least 3 years must be in the area of fire safety engineering;
- (c) Must have maintained a clean record and must not have been found guilty of an offence under the Fire Safety Act, Professional Engineers Act or Architects Act; and
- (d) Successful interview with the Fire Safety Engineers Selection Panel. (Interviews for registration will tentatively commence in Oct 2010. Applicants will be notified of the interview date and time.)

3. Applicants who wish to register as a Fire Safety Engineer shall submit the following to the Fire Safety Engineers Selection Panel:-



ISO 9001 : 2000 Cert.No : 2148

A PROUD MEMBER OF THE HOME TEAM



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- (a) the application form prescribed by SCDF (downloadable at the following website address, [http://www.scdf.gov.sg/Building\\_Professionals/downloads.html#RI](http://www.scdf.gov.sg/Building_Professionals/downloads.html#RI) or can be obtained at 1<sup>st</sup> storey SCDF HQ reception desk);
- (b) certified true copies of documentary evidence of the applicant's qualifications and practical experience, if any;
- (c) recent testimonials from 2 referees as to his good character; and
- (d) a letter of undertaking by the applicant, stating as at the date of the said letter-
  - (i) whether disciplinary or criminal proceedings are pending or contemplated against the applicant; and
  - (ii) whether the applicant's professional conduct is or has been under investigation; and
  - (iii) whether the applicant has any previous disciplinary or criminal records
- (e) a fire safety engineering report duly reviewed and substantiated by the project FSE as being a true representation of the applicant's work. In the case of an applicant who is a foreign registered FSE, his work shall be reviewed and substantiated by the project director associated with the project.

4. 5 sets of the above supporting documents are to be submitted, together with a non-refundable application fee of S\$250 made payable to Commissioner SCDF, directly to:

The Secretariat  
Fire Safety Engineers Selection Panel  
c/o Fire Safety Consultation Branch  
Fire Safety & Shelter Department  
HQ SCDF  
91 Ubi Avenue 4  
Singapore 408827

5. 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>.

6. For more information on the FSE registration details or the performance-based regulatory system, you may visit the following website, [http://www.scdf.gov.sg/Building\\_Professionals/Fire\\_Safety\\_Plan\\_Approval/performance/introduction.html](http://www.scdf.gov.sg/Building_Professionals/Fire_Safety_Plan_Approval/performance/introduction.html) or contact Maj Chong Kim Yuan at tel. 68481476 or e-mail address: [chong\\_kim\\_yuan@scdf.gov.sg](mailto:chong_kim_yuan@scdf.gov.sg).

Yours faithfully,

(transmitted via 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 Emily Mok/Mr. Lau Keong Ong)

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

President, FSMAS

Honorary Secretary, SPM