

# SINGAPORE CIVIL DEFENCE FORCE

Our Ref. : CD/FSSD/12/02/03/01

Your Ref :

Date : 05 September 2011



HQ Singapore Civil Defence Force  
91 Ubi Avenue 4  
Singapore 408827  
Tel : 68481407  
Fax : 68481486

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,

## NAMING OF FILES FOR CORENET'S E-SUBMISSION

Please refer to our circular CD/FSSD/12/01/03/04, - Naming of Files for CORENET's e-submission, dated 19 September 2005. In the circular, we highlighted that all CAD files shall be named in accordance with SS CP 83: 2001 "Construction Computer-aided Design (CAD)". Please see Annex A for the extract of the circular.

2. Despite the circular issued in 2005, there has not been any improvement in file naming for plans that were submitted. Many plans that were submitted to us via CORENET's e-submission are still not in conformance with the SS CP 83: 2001. This has resulted in our officers encountering difficulty in searching for the relevant files during audit check, processing of plan approval and waiver applications.

3. We would therefore like to remind QPs to use SS 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. Please see Annex B for an example.

4. With effect from 1 January 2012, applications with plans that are not in conformance with CP 83: Part 3: 2001 will be rejected. Please be reminded that the fees paid will not be refunded for rejected applications.

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



6. For any inquiry or clarification, please contact: CPT Rachel Wong at Tel: 68481450 or email: rachel\_wong@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

Circular CD/FSSD/12/01/03/04- Circular on Naming of Files for Corenet's e-Submission

**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

19<sup>th</sup> 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](mailto:Lim_Lam_Kwang@scdf.gov.sg).

Yours faithfully

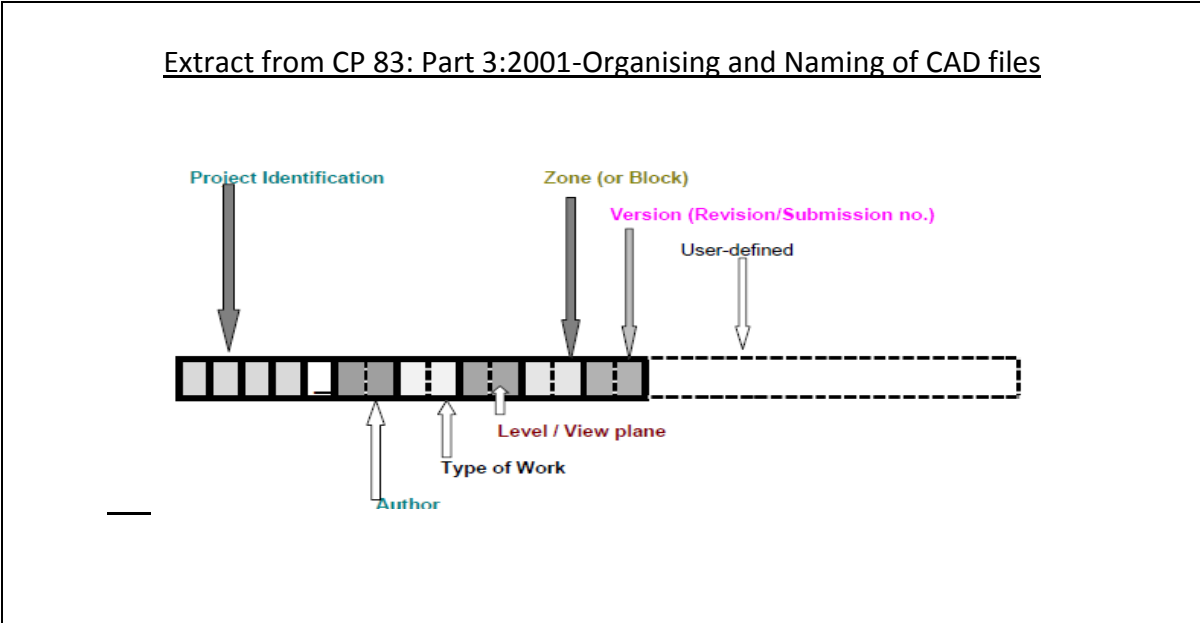
**(signed on original)**

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

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A PROUD MEMBER OF THE HOME TEAM



An example using SS CP 83 : Part 3 : 2001, ‘Organising and Naming of CAD Files.’



An example using CP 83: Part 3:2001-Organising and Naming of CAD files

A file of MoseWell project in the year 2011 (MW11) , by Architect 2 (A2)containing floor plan (FP) at 4<sup>th</sup> storey (4) of Blk 8 (8), and is the first version of the file (A). This comes with further useful description (Flr Plan 4 storey Blk 8).

The diagram shows the breakdown of the file name **MW11\_A2\_FP\_4\_8\_A\_Flr Plan 4 storey BLK 8** into its components:

- Project Identification** (MW11)
- Author** (A2)
- Type of work** (FP)
- Level/View plan** (4)
- Zone/Block** (8)
- Version** (A)
- User defined** (Flr Plan 4 storey BLK 8)