

SINGAPORE CIVIL DEFENCE FORCE

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

Your Ref :

Date : 26 Jan 2012



HQ Singapore Civil Defence Force
91 Ubi Avenue 4
Singapore 408827
Tel : 68481466
Fax : 68481490

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,

REGISTRATION FOR FSSD'S WALK-IN CONSULTATIONS

Currently, FSSD's walk-in consultation is open to Qualified Persons (QPs) and the public in general.

2. For consultations involving building plans, fire protection plans or mechanical ventilation plans, FSSD would expect the project QP or a qualified representative to be present during the consultation. This is because the project QP is conversant with fire safety requirements and is responsible for the project. Such administrative requirement also serves to prevent any abuse of the services by third parties for their own interests. In 2004 we have sent out a circular on this (please see attached circular dated 8 Jun 2004). Unfortunately, we are still experiencing consultations from non-QPs.

3. This circular is therefore issued to remind the industry of the need to adhere to this administrative requirement. For projects involving performance-based fire safety designs, the Fire Safety Engineer (FSE) or a qualified representative has to be present during the consultation.

4. 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>.



5. For any inquiry or clarification, please contact the undersigned at DID: 6848 1466 or email: Lim_Boon_Hsing@scdf.gov.sg.

Yours faithfully,

(transmitted via e-mail)

Cpt Lim Boon Hsing
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

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



HQ SINGAPORE CIVIL DEFENCE FORCE
91 Ubi Ave 4 Singapore 408827 Fax no. 68481488
Website: <http://www.scdf.gov.sg>

Please quote our ref. no in all future correspondence

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

DID: 68481409

FAX: 68481493

08 Jun 2004

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

FSSD's Consultation Services on Fire Safety Matters

Arising from a request made at the recent FSSD Standing Committee meeting, SCDF had reviewed the face-to-face consultation services (walk-in consultation and consultation by appointment) provided by FSSD on fire safety matters.

2. It was decided that, for all consultation requests involving fire safety plans (building plans, fire protection plans or mechanical ventilation plans) which had been submitted to or approved by FSSD, the project QP or his/her representative must be present during the consultation. The purpose of this change in the consultation services provided by FSSD is to prevent any abuse of the services by third parties for their own interests.

3. The above-mentioned change shall take immediate effect. Please convey the contents of this circular to members of your organisation. You may reproduce this circular for dissemination to your members. The circular is also available in CORENET Website: <http://www.corenet.gov.sg/einfo>.

4. For any inquiry or clarification, please contact Mr. Chan Hong Meng at Tel: 68481454 or Cpt Choh Choon Jin at Tel: 68481446.

Yours faithfully

(transmitted via e-mail)

Teo Lim Teck
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 – (Attn : Dr. Chin Kian Keong)

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

GM, SPRING Singapore – (Attn : Mr. Teo Nam Kuan)