

# SINGAPORE CIVIL DEFENCE FORCE

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

Your Ref :

Date : 24 July 2013



HQ Singapore Civil Defence Force  
91 Ubi Avenue 4  
Singapore 408827  
Tel : 68481420  
Fax : 68481494

Dear Sir/Madam

## REGISTERED INSPECTOR'S INSPECTION REPORT

Upon completion of building works, a Registered Inspector (RI) will be engaged to conduct a check of the fire safety works at site before issuing a Certificate of Inspection (Form 1 or Form 2), stating that he/she has personally inspected the premises. RI is expected to keep records on his/her inspection and re-inspection findings / reports for inspected projects, but need not submit to SCDF during the TFP/FSC (Temporary Fire Permit / Fire Safety Certificate) application stage.

2 During RI's dialogues and past RI Inquiry sessions heard by the RI Inquiry Committee, it was observed that some RIs were unable to provide their relevant inspection findings/records for clarifications on some inspected projects that they had undertaken.

3 Arising from a recent review involving a study group, comprising QPs/RIs, a 1-page RI's Inspection/Re-inspection Report was devised to address this, and also standardise all RIs' inspection details on projects' inspections. See Annex A. This will be submitted and kept by SCDF to serve as a form of documentations/records should further clarifications be required subsequently, when situation arises.

4 The report template was presented and accepted by the FSSD Standing Committee on 22 July 2013. Please note that this report must be submitted together with the RI's Inspection Certificate (Form 1 or 2), when making application for TFP/FSC to SCDF and will take effect on 15 August 2013.

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



Yours faithfully,  
(transmitted via e-mail)  
*MAJ Lee Kok Chuen*  
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 Joseph Chng)  
CE, SPRING Singapore – (Attn: Mr Kenneth Lim)  
President, FSMAS  
Honorary Secretary, SPM

**REGISTERED INSPECTOR'S INSPECTION / RE-INSPECTION REPORT**

**REPORT NO. \_\_\_\_\_**

<b>PROJECT</b>	
<b>APPROVED PLANS &amp; NUMBER/S USE FOR INSPECTION</b>	
<b>DATE &amp; TIME OF INSPECTION</b>	
<b>NAMES OF INSPECTORS/ QP/ OWNER &amp; REPRESENTATIVES WHO ARE PRESENT DURING INSPECTION</b>	
<b>FINDINGS (ATTACHED PHOTOS IF ANY)</b>  <b>RI (M&amp;E) TO INCLUDE RELEVANT READINGS FOR HYDRANT, WET &amp; DRY RISING MAINS, etc</b>	

\_\_\_\_\_  
**NAME & SIGNATURE OF RI**

\_\_\_\_\_  
**DATE**

**\*Note :**

- 1. This RI inspection report is to be attached as part of the TFP/FSC application.**
- 2. To attach photos if any.**
- 3. To attach separate inspection findings or additional Annexes where applicable, if space provided in this 1-page report is insufficient.**