

**SINGAPORE CIVIL DEFENCE FORCE  
FIRE SAFETY BUREAU**

25A PATERSON ROAD, SINGAPORE 238511. FAX: 8386427



FSB 32/86  
FSB 37/86

DID: 8386453  
FAX: 8386436

25 May 99

Registrar, Board of Architects (BOA)  
Registrar, Professional Engineers Board (PEB)  
President, S'pore Institute of Architects (SIA)  
President, Institution of Engineers, S'pore (IES)  
President, Association of Consulting Engineers, S'pore (ACES)

**ANNEX 11**

Dear Sirs

**REVIEW OF LODGING PROCEDURE FOR MINOR ADDITION/ALTERATION  
(MAA) WORKS**

According to the existing guidelines for Minor Addition/Alteration Works, two different Qualified Persons (except for the case of Professional Engineer (Civil)) are required to certify on a plan for any partition works carried out within a building that is protected by sprinkler or automatic alarm systems. One is to take care of the compliance of Fire Code's requirements pertaining to means of escape, use of materials and use of premises, etc; while the others to take care of compliance with fire protection system.

2. The above subject was deliberated upon by the FSB Standing Committee on 10 May 99. The committee has decided that with immediate effect, plans for internal partition works carried out within an approved office or shop can be lodged by any one of the following Qualified Persons:

- a. Registered Architect; or
- b. Professional Engineer (Civil); or
- c. Professional Engineer (Structural); or
- d. Professional Engineer (Mechanical); or
- e. Professional Engineer (Electrical).

3. Thus, for a building protected with sprinkler or automatic alarm system, any one of the above-mentioned Qualified Persons shall endorse the following statement on the plan:

"I certify that the addition/alteration works do not affect the existing fire protection system in accordance with Regulation 4(5) of the Fire Safety (Building Fire Safety) Regulations"; or

"I certify that the addition/alteration works as shown in these drawings affected the existing \*sprinkler/automatic alarm systems and I have supervised the works on site to ensure that the said systems have been modified in accordance with Regulation 4(5) of the Fire Safety (Building Fire Safety) Regulations."

4. Upon completion of the Minor A/A works, the same Qualified Person shall endorse the following on plan:

"I, \_\_\_\_\_ (Qualified Person's name) in accordance with Regulation 4(5) of the Fire Safety (Building Fire Safety) Regulations am satisfied that the Minor Addition/Alteration Works have been satisfactorily completed on \_\_\_\_\_ (date)".

5. Within 21 days after the completion of the Minor partition works, the Qualified Person, who has endorsed the plan, shall lodge a copy of the Minor A/A works to Fire Safety Bureau for record. An acknowledgement letter from the Bureau will be issued for the plan lodged. No approval is required from the Bureau.

6. The rest of the guidelines and submission procedures mentioned in Fire Safety Handbook 2 for Minor Addition/Alteration works remain unchanged.

7. As for Minor Addition/Alteration Works solely involving fire protection/mechanical ventilation works (covered under pg 9, 10 & 11 of Fire Safety Handbook 2), there is no change to the disciplines of Qualified Person allowed to lodge the plan.

8. In addition, we would like to reiterate the following points regarding the lodging of Minor Addition/Alteration Works:

a. Minor addition/alteration to fire safety works are only applicable to partition works carried out within an approved shop or office;

b. Subdivision of space into different tenanted areas shall not be considered as Minor addition/alteration works;

c. If a building is only issued with a "Temporary Fire Permit", the original Qualified Person shall do the necessary endorsements. In the event that another Qualified Person is to be engaged to do the endorsements, consents must be obtained from the original Qualified Person for the works concerned;

d. If a building is protected with sprinkler or automatic alarm system, the Qualified Person is required to indicate on the partition plan the existing and new sprinkler or automatic alarm points, regardless whether the fire protection systems are affected.

9. Please convey the contents of this letter to members of your Institution/  
Association/Board.

Yours faithfully



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

cc  
CEO, BCA  
All members of FSB Standing Committee  
President, REDAS  
President, IFE  
President, SISV  
CEO, HDB  
CEO, PSA  
CEO, JTC  
CE, LTA (Attn: Mr Mohinder Singh)  
CE, PSB (Attn: Ms Tan Chiew Wan/Mr Lau Keong Ong)