

Your Ref :

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

Date : 25 Sep 2015

Registrar, Board of Architects  
Registrar, Professional Engineers Board  
President, Singapore Institute of Architects  
President, Institution of Engineers, Singapore  
President, Association of Consulting Engineers, Singapore

Dear Sir/Mdm

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

SCDF has commenced its 12th FSE registration exercise and invites application for registration as FSEs. The closing date for this application is on 1 Dec 2015.

2. The registration criteria for application are as follows:

- (a) Possess at least a degree qualification in the field of fire safety engineering;
- (b) Have at least 5 continuous years of relevant practical experience in fire safety design works, of which 3 years or more in aggregate shall involve projects based on fire safety engineering solutions ; and
- (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.

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

- (a) Application form "APPLICATION FOR REGISTRATION AS FIRE SAFETY ENGINEER" which can be obtained at 1<sup>st</sup> storey of SCDF HQ reception or downloaded at the website address:

[http://www.scdf.gov.sg/content/scdf\\_internet/en/building-professionals/fire-safety-plan-approval/plan-approval/performance-based-approach/registration-for-fire-safety-engineers.html](http://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/fire-safety-plan-approval/plan-approval/performance-based-approach/registration-for-fire-safety-engineers.html)



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- (b) certified true copies of documentary evidence of the applicant's qualifications and practical experience;
- (c) recent testimonials from 2 referees as to the applicant's good character; and
- (d) letter of undertaking by the applicant, stating the following :
  - (i) whether disciplinary or criminal proceedings are pending or contemplated against the applicant;
  - (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 that best illustrates the range and depth of the applicant's fire engineering knowledge. The report is to be 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. 6 sets of the above mentioned supporting documents are to be submitted, together with a non-refundable application fee of S\$475 made payable to Commissioner SCDF, directly to:

The Secretariat  
Fire Safety Engineers Selection Panel  
Fire Safety & Shelter Department  
HQ SCDF  
91 Ubi Avenue 4  
Singapore 408827



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5. Interviews for registration will tentatively commence in Feb/Mar 2016. Shortlisted applicants will be notified of the interview date and time. For more information on the performance-based regulatory system, you may visit the following website address:  
[http://www.scdf.gov.sg/content/scdf\\_internet/en/building-professionals/fire-safety-plan-approval/plan-approval/performance-based-approach.html](http://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/fire-safety-plan-approval/plan-approval/performance-based-approach.html)
6. Please convey the contents of this circular to members of your Board/Institution/ Association. This circular shall take immediate effect and is also available in CORENET-e-Info: <http://www.corenet.gov.sg/einfo>.
7. For any inquiry or clarification on the above, please contact LTC Chong Kim Yuan at DID: 68481476 (E-mail: [Chong\\_Kim\\_Yuan@scdf.gov.sg](mailto:Chong_Kim_Yuan@scdf.gov.sg)).

Yours faithfully,

(transmitted via e-mail)

MAJ Tan Chung Yee  
Fire Safety & Shelter Department  
for Commissioner  
Singapore Civil Defence Force

cc

CEO, BCA  
CEO, URA  
CEO, HDB  
CEO, JTC  
CE, LTA  
President, REDAS  
President, IFE  
President, SISV  
SCDF Fire Safety Standing Committee



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