



SCDF

The Life Saving Force

SINGAPORE CIVIL DEFENCE FORCE

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

Date : 06 Nov 2017

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)

The SCDF has commenced its 14th FSE registration exercise and invites application for registration as FSE. The closing date for this application is on 31 Jan 2018.

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 downloaded at our website (www.scdf.gov.sg):

[Go to *Fire Safety > Fire Safety Approval > Performance-Based Approach to Fire Safety Design > Registration for Fire Safety Engineers*];



SCDF – A member of the Home Team

HQ SINGAPORE CIVIL DEFENCE FORCE, 91 UBI AVENUE 4, SINGAPORE 408827
TEL: 6848 1448 FAX: 6848 1489 EMAIL: Tong_Hong_Haey@scdf.gov.sg



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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;
 - (i) referees are to submit Letter of Reference directly to SCDF at the following address:

The Secretariat
Fire Safety Engineers Selection Panel
Fire Safety & Shelter Department
HQ SCDF
91 Ubi Avenue 4
Singapore 408827
- (d) letter of undertaking by the applicant, stating the following:
 - (i) whether disciplinary or criminal proceedings are pending or contemplated against the applicant; and
 - (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) photocopy of personal identification documents: E.g. NRIC, Passport, Employment Pass, Citizenship Certificate, etc.
- (f) a fire safety engineering report for an actual fire safety engineering project;
 - (i) The applicant must be involved in drafting the report;
 - (ii) The report should best illustrate the range and depth of the applicant's fire engineering knowledge;
 - (iii) The report shall be reviewed and substantiated by the project FSE as being a true representation of the applicant's work;



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(iv) In the case of an applicant who is a foreign registered FSE, his/her work shall be reviewed and substantiated by the project director associated with the project.

4. One set of the above supporting documents are to be submitted in both hardcopy and softcopy (CD-ROM), 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

5. Applicants who meet the above requirements will be selected by SCDF to attend an interview with the Fire Safety Engineers Selection Panel. Interviews for registration will tentatively commence around Mar/Apr 2018 onwards. Shortlisted applicants will be notified of the interview date and time.

6. For more information on the performance-based regulatory system, you may visit the SCDF website (www.scdf.gov.sg).

[Go to *Fire Safety > Fire Safety Approval > Performance-Based Approach to Fire Safety Design*]

7. 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: <https://www.corenet.gov.sg/general/e-info.aspx>.

8. For any inquiry or clarification on the above, please contact LTC Tong Hong Haey at DID: 68481448 (E-mail: Tong_Hong_Haey@scdf.gov.sg).



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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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