

Duties & Responsibilities of Competent Person

Background

- Study and deliberation at the FSSD standing committee on 4 Feb 2015
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- Committee agreed to adopt the recommended fire safety requirements for building owners/MCSTs to appoint a Competent Person (CP)
- CP has knowledge and trained to manage fire safety in a super high-rise private residential building.
- The requirement is incorporated in the current Fire Code 2013, Chapter 9 and appendix 8 as shown in Annex A.
- These fire safety requirements shall take immediately effect.

CHAPTER 9

FIRE SAFETY REPORT

- “Fire safety report is to document the provision of fire protection, life safety features **and fire safety management** in the building and/or plants/installations. This report would serve as a useful reference to fire safety managers,”

CHAPTER 9

FIRE SAFETY REPORT

- Clause 9.2.1, (g)
- “Super high-rise private residential buildings (more than 40 storey/level) as in Appendix 8”

CHAPTER 9

FIRE SAFETY REPORT

9.4 BRIEF EXPLANATORY NOTES FOR OUTLINE REPORT ON FIRE PROTECTION AND LIFE SAFETY FEATURES

P Fire Safety Management

This would include a brief description of the general management of the fire protection and life safety features of the building as prescribed in the Fire Safety (Building and Pipeline Fire Safety) Regulations. For building, defined as super high-rise private residential building in Appendix 8, this would also include describing the role of the building owner or MCST in undertaking the following responsibilities:

- (i) co-ordinating and supervise the evacuation of residents;
- (ii) train staff to ensure effective emergency response actions in the event of fire;

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P Fire Safety Management

- (iii) formulate the fire evacuation procedures;
 - (iv) supervise the maintenance of fire safety works in the premises;
 - (v) conduct daily fire safety checks;
 - (vi) remove fire hazards in the common areas of the premises;
 - (vii) prepare fire safety circulars or guidebooks for residents; and
 - (viii) maintain good fire safety standard within the premises
- (2) Private residential building refers to a building or part of a building that is used or intended to be used for residential purposes but does not include public housing.

Q&A

- Who qualifies as Competent Person(CP)?

A person will have to go through a one-day CP course conducted in CDA to be qualified as CP.

- Who will be responsible for CP?

CP is just any trained staff and the core responsibility still falls on the building owner/MCST at this point in time.

- Is CP applicable to public super high-rise residential building?

As mentioned in Chapter 9(d) “MANAGEMENT OF EVACUATION.... BUILDING (Applicable only to Private Residential)”

Q&A

- Must CP be on site to conduct evacuation during a fire or he is only be responsible to plan the evacuation and train staff?
Yes the competent person shall take charge of the evacuation during a fire. His primary duties will be to formulate the evacuation plan and train staff to handle emergency such that they can follow SOP even in the absence of the competent person such as at night.
- Daily checks of what?
Yes, please refer to the checklist