



**Date** : 19 Oct 2021

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 18th FSE registration exercise and is inviting application for registration as FSE. The closing date for this application is on 31 Jan 2022.

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 the design of fire safety works in buildings acquired after obtaining the degree in para 2(a), 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 not found guilty of an offence under the Fire Safety Act, Professional Engineers Act or Architects Act.



## **SCDF – A member of the Home Team**

HQ SINGAPORE CIVIL DEFENCE FORCE, 91 UBI AVENUE 4, SINGAPORE 408827  
TEL: 8845 5484 EMAIL: Tong\_Hong\_Haey@scdf.gov.sg

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 on our website ([www.scdf.gov.sg](http://www.scdf.gov.sg)):

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

- (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 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 for identity verification: E.g. NRIC, Passport, Employment Pass, etc.

- (f) a fire safety engineering report for an actual fire safety engineering project;

- (i) The applicant must be involved in drafting the report;



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- (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;
- (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 is to be submitted in digital copy (CD-ROM) to the addressee below, together with a non-refundable application fee of S\$475.

Customer Service Centre  
Fire Safety Engineers Selection Panel  
Fire Safety Department  
HQ SCDF  
91 Ubi Avenue 4  
Singapore 408827

5. Payment can be made online at <https://www.scdf.gov.sg/payment>. Applicant can submit the payment under "Miscellaneous Payments" and indicate "FSE Registration application - <Name of applicant>" under the "Description of Payment" field. Applicant must include the online payment receipt as part of the above supporting documents to be mailed to SCDF.

6. 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 2022 onwards. Shortlisted applicants will be notified of the interview date and time around one month before the interview.

7. For more information on the performance-based fire safety regulatory system, you may visit the SCDF website ([www.scdf.gov.sg](http://www.scdf.gov.sg)).

[\[Go to Fire Safety > Plans and Consultations > Performance-Based Approach to Fire Safety Design >> Performance-Based Plan Approval Process\]](#)



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8. 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>.

9. For any enquiry or clarification on the above, please contact LTC Tong Hong Haey at TEL: 8845 5484 (E-mail: [Tong\\_Hong\\_Haey@scdf.gov.sg](mailto:Tong_Hong_Haey@scdf.gov.sg)).

Yours faithfully,

(transmitted via e-mail)

LTC 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  
Fire Code Review Committee



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