

Note: All details seen here are fictitious samples for reference only.



A Singapore Government Agency Website [How to identify](#)

NRIC: Name:

Home

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Annual Fire Safety Report and PED (NEW)

Instructions

1. To fill in Annual Fire Safety Report segment (1,2,3,4), as and when the information is ready.

2. To fill in Premises Emergency Data in "1. Block Details" or update any changes, if any, as early in the year as possible.

Tutorial

Past References

① No records found

Building Information

Building Name:

Street Name:

Block No:

Building Owner:

Email:

Building Type:

Postal Code:

Occupancy Load:

Contact No.:

Annual Fire Safety Report

Premises Emergency Data

☐ I declare that the building owner is aware and has approved the information submitted.

☐ I declare that the information submitted is accurate and true based on my best knowledge.

Save as Draft

Submit

Annual Fire Safety Report

1. Provision of Emergency Preparedness (EP) Measures

2. Record of Training Conducted

3. Fire Evacuation Drills Conducted

4. Findings of Fire Safety Checks & Rectification Works

Premises Emergency Data

1. Blocks Details

☐ I declare that the building owner is aware and has approved the information submitted.

☐ I declare that the information submitted is accurate and true based on my best knowledge.

Save as Draft

Submit

Note: You can save the report anytime via the “save as draft” button.

1. Provision of Emergency Preparedness (EP) Measures

No. of CERT Members:0

Cert Tier:

[Click here to update CERT Member](#)

ⓘ

No Cert Members found

Last Updated Date of ERP:

11/08/2024

Save

1

Annual Fire Safety Report

1. Provision of Emergency Preparedness (EP) Measures

2. Record of Training Conducted

3. Fire Evacuation Drills Conducted

4. Findings of Fire Safety Checks & Rectification Works

3

3. Fire Evacuation Drills Conducted

S/No	Date	No. of Occupants	No. of Participants	Time Taken for Evacuation (In Minutes)	Issues Faced
☐ 1	2024-10-28	400	321	15	Disruption to business operation
☐ 2	2024-10-04	700	200	20	Others
☐ 3	2024-10-01	700	400	15	Others
☐ 4	2024-03-08	700	200	20	Cluttered assembly area

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2. Record of Training Conducted

S/No	Category	Training Date From	Training Date To	Brief Training Description	No. of Participants
☐ 1	Occupants/Tenants	2024-10-29	2024-10-29	FIRE DRILL	321
☐ 2	Occupants/Tenants	2024-10-14	2024-10-14	evacuation procedure	400
☐ 3	Company Emergency Response Team (CERT)	2024-10-14	2024-10-14	refresher on BA sets	10
☐ 4	Fire Wardens	2024-10-08	2024-10-08	refresher on role and responsibility and procedures.	10
☐ 5	Company Emergency Response Team (CERT)	2024-09-02	2024-09-02	response procedures and BA refresher	80

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4. Findings of Fire Safety Checks & Rectification Works

S/No	Date of Fire Safety Check	Fire Safety Issue(s) Identified	Rectification Work(s) Taken By Building Owner
☐ 1	2024-11-12	Fire hazards	RECTIFIED
☐ 2	2024-10-17	Fire hazards	issue units affected with notice to remove the FH, if not done so by stipulated date, we will remove and charge them removal fee.
☐ 3	2024-10-01	Obstruction to means of escape	unit inform to rectify by date stipulated if not , removal fee and force removal by MA.

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AddDelete

Premises Emergency Data

1. Blocks Details

Note: Please click into the individual Block record to enter block specific details.

S/No	Block Name	Status
1	A	Draft
2	B	Draft
3	C	Draft
4	D	Draft
5	E	Draft

[Add Block](#)

< 1 2 >

Create a block by
“add block” and add
the details as shown
on the right, for the
block created,
i.e. s/n 1 to 5

1. Blocks Details

Please ensure below fields and components are required before submitting your form:

1. Floors Below Ground

2. Floors Above Ground

3. At least 1 Location Record

4. Layout Plans upload

Use the "Save as Draft" to save your entries if form is not completed.

Use the "Ready for Submission" when the entire form is accurate and ready for submission

Status:
Draft

Block Name: * (Max 255 characters)

A

Location:

1 record found

[View on Map](#)

Floors Below Ground: *

0

Floors Above Ground: *

4

Building Height (In Metres):

30

[Save as Draft](#)

1. Layout Plan(s)

>

2. Building Occupancy (Estimated)

>

3. Profile of Occupants

>

4. Equipment Location (to fill where applicable to your premises)

>

5. Area Location (to fill where applicable to your premises)

>

[Ready for Submission](#)

[Delete](#)

1. Layout Plan(s)

Size: <=10MB, Format: PDF

Note: Selecting a new file to upload will overwrite the previously uploaded file.

Map A (Site Plan): [@MOCKLAH.pdf](#)

Choose File

No file chosen

Map B (Ground Floor Plan): [@MOCKLAH.pdf](#)

Choose File

No file chosen

Map C (Control Points): [@MOCKLAH.pdf](#)

Choose File

No file chosen

1. Blocks Details

Please ensure below fields and components are required before submitting your form:

1. Floors Below Ground

2. Floors Above Ground

3. At least 1 Location Record

4. Layout Plans upload

Use the "Save as Draft" to save your entries if form is not completed.

Use the "Ready for Submission" when the entire form is accurate and ready for submission

Status:
Draft

Block Name:* (Max 255 characters)

A

Location:

1 record found

[View on Map](#)

Floors Below Ground:*

0

Floors Above Ground:*

4

Building Height (in Metres):

30

Save as Draft

1. Layout Plan(s)

2. Building Occupancy (Estimated)

3. Profile of Occupants

4. Equipment Location (to fill where applicable to your premises)

5. Area Location (to fill where applicable to your premises)

Ready for Submission

Delete

2. Building Occupancy (Estimated)

	S/N	Floor ↓↑	Unit No.	Occupancy Load ↓↑	Location Description ↓↑	Usage Type ↓↑	Key Activities ↓↑	Peak (Period)	Peak Occupancy ↓↑	Non-Peak (Period)	Non-Peak Occupancy ↓↑
☐	1	1		1000	Others	Commercial	Manufacturing	0800-2000	1000	2000-0800	50
☐	2	1	51	1000	Conference/Meeting Room	Commercial	Others (Commercial)	0900-2100	1000	2100-0900	2
☐	3	2		1000	Others	Commercial	Manufacturing	0800-2000	1000	2000-0800	50
☐	4	2	51	1000	Conference/Meeting Room	Commercial	Others (Commercial)	0900-2100	1000	2100-0900	2
☐	5	3		1000	Others	Commercial	Manufacturing	0800-2000	1000	2000-0800	50

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Add

Delete

3. Profile of Occupants

	S/N	Priority ↓↑	Description	Floor ↓↑	Unit No.
☐	1	High	Social enterprise at #03-51	3	51
☐	2	Low	no pwr working on site	1	
☐	3	Low	no pwr working on site	2	
☐	4	Low	no pwr working on site	3	
☐	5	Low	no pwr working on site	4	

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>

Add

Delete

4. Equipment Location (to fill where applicable to your premises)

AED	4 records found View on Map	Biological Protection System	4 records found View on Map
Dry Riser	2 records found View on Map	Fire Access Panel	8 records found View on Map
Fire Alarm System Main Panel	No records found View on Map	Fire Alarm System Sub Panel	No records found View on Map
Fire Suppression System	No records found View on Map	Marine Fire Suppression System	No records found View on Map
Mitigation Containment System (TIC)	No records found View on Map	Private Hydrant	2 records found View on Map
Radioactive Protection System	No records found View on Map	Riser Breaching Inlet	1 record found View on Map
Sprinkler Breaching Inlet	No records found View on Map	Sprinkler Pump	No records found View on Map
Wet Riser	1 record found View on Map		

1. Blocks Details

Please ensure below fields and components are required before submitting your form:
1. Floors Below Ground
2. Floors Above Ground
3. At least 1 Location Record
4. Layout Plans upload
Use the "Save as Draft" to save your entries if form is not completed.
Use the "Ready for Submission" when the entire form is accurate and ready for submission

Status:
Draft

Block Name:* (Max 255 characters)

A

Location:
1 record found
[View on Map](#)

Floors Below Ground:*

0

Floors Above Ground:*

4

Building Height (In Metres):

30

Save as Draft

1. Layout Plan(s)

2. Building Occupancy (Estimated)

3. Profile of Occupants

4. Equipment Location (to fill where applicable to your premises)

5. Area Location (to fill where applicable to your premises)

Ready for Submission

Delete

5. Area Location (to fill where applicable to your premises)

Appliance Parking Zone	1 record found View on Map	Assembly Area	1 record found View on Map
CERT Assembly Area	1 record found View on Map	Fire Command Centre	2 records found View on Map
Fire Engine Hardstanding	2 records found View on Map	Fire Lift	No records found View on Map
Exit Staircases	1 record found View on Map	Mobility Risk	No records found View on Map
Other Lift	2 records found View on Map	Other Staircases	No records found View on Map
PWD Holding Area	4 records found View on Map		

Ready for Submission

Delete

Note: For s/n 4 & 5, drop pins on the map for the various provisions you have at your premises. Drop the pin to the closest location possible for the provision you have selected and input any necessary details when prompted. See next slide.

4. Equipment Location (to fill where applicable to your premises)

AED	4 records found View on Map	Biological Protection System	4 records found View on Map
Dry Riser	2 records found View on Map	Fire Access Panel	8 records found View on Map
Fire Alarm System Main Panel	No records found View on Map	Fire Alarm System Sub Panel	No records found View on Map
Fire Suppression System	No records found View on Map	Marine Fire Suppression System	No records found View on Map
Mitigation Containment System (TIC)	No records found View on Map	Private Hydrant	2 records found View on Map
Radioactive Protection System	No records found View on Map	Riser Breeching Inlet	1 record found View on Map
Sprinkler Breeching Inlet	No records found View on Map	Sprinkler Pump	No records found View on Map
Wet Riser	1 record found View on Map		

1. Click on any provision, e.g. “Dry Riser”, and it brings you to the map.
2. Drop the pin for the dry riser closest to the location at your premises.
3. Fill in the details as prompted. Note the mandatory fields marked with asterisk*.

Location Type *

Dry Riser

Location Description *

- Please Select -

Inlet No. * (Max 255 characters)

Unit No. *

Lowest Level *

- Please Select -

Highest Level *

- Please Select -

Parallel Road (Max 255 characters)

Remarks (Max 2000 characters)

Save Remove