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The Life Saving Force

SINGAPORE CIVIL DEFENCE FORCE



Enhanced User Guide for submitting the Annual Fire Safety Report (AFSR) and Premises Emergency Data (PED)

To ensure a smooth submission process, please use either Google Chrome or Microsoft Edge

For premises requiring a Fire Safety Manager (FSM), only the appointed FSM will be able to provide and edit the information during the submission. Building Owners are granted viewing access to review submissions

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Step 1: Log in to the e-FSM portal (<https://eservices.scdf.gov.sg/efsm/>) using your Singpass. Appointed FSMs will have a building tagged to your unique FSM registration number

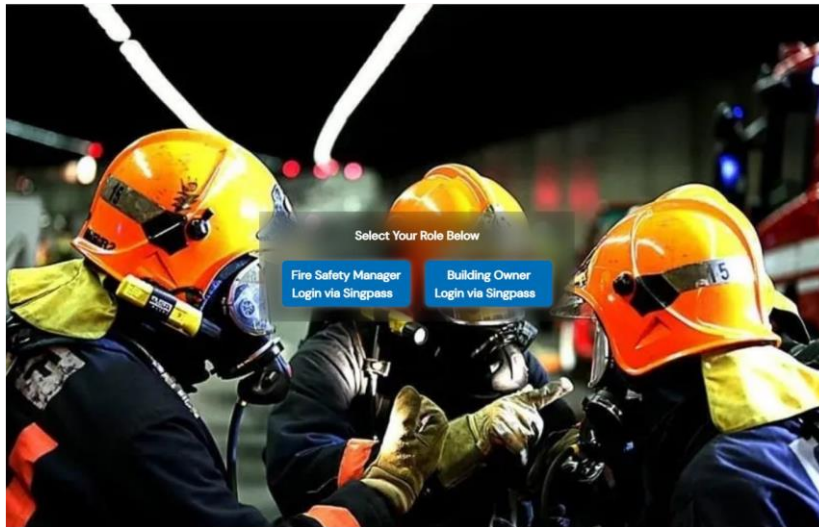


Figure 1: e-FSM portal login page

Step 2: Once logged in, click on the 'Annual Fire Safety Report and PED (NEW)' on the left panel

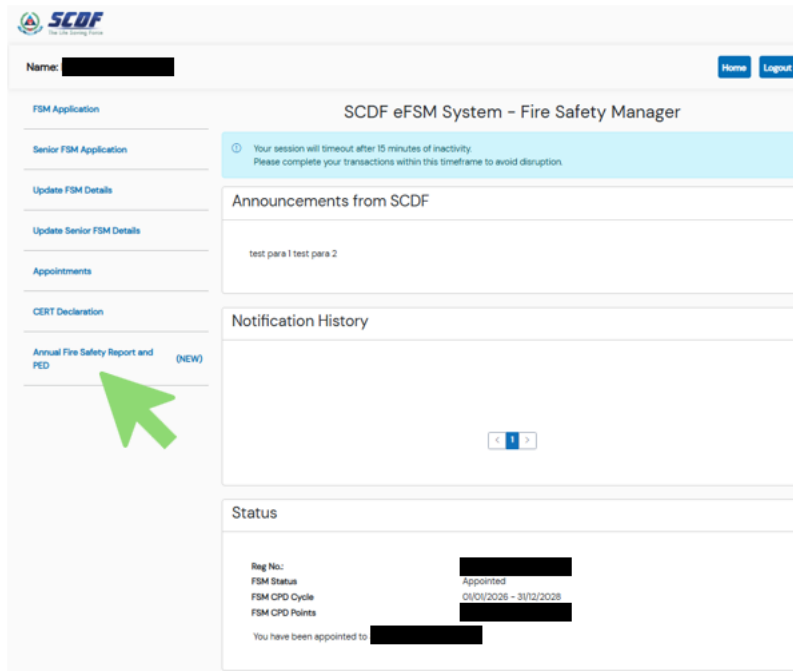


Figure 2: New module in the e-FSM portal

Note 1: Past submissions from year 2024 and before may appear under 'Past Reference' and the appointed FSM's building information will be pre-populated to minimise repeated filling under 'Building Information'.

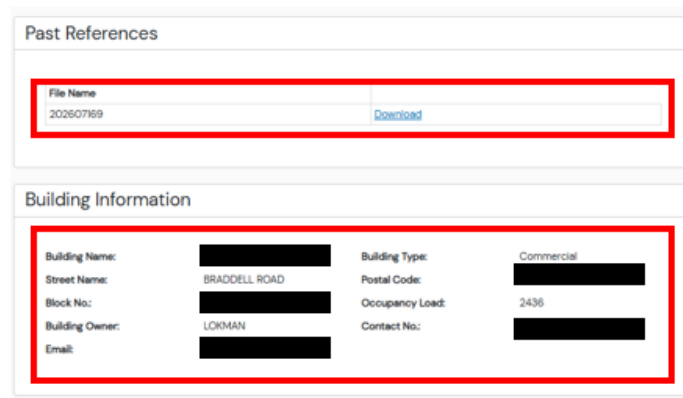


Figure 3: Example of a premises which has a past reference and pre-populated building information section (with some information redacted)



Note 2: FSMs can also save their current work as draft and submit it at a later date.

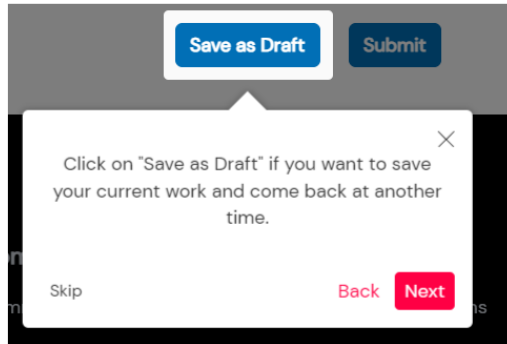


Figure 4: FSMs can save their work as draft and update it later when ready

Step 3: Clicking '**Annual Fire Safety Report**' header will show four sub-sections as shown below:

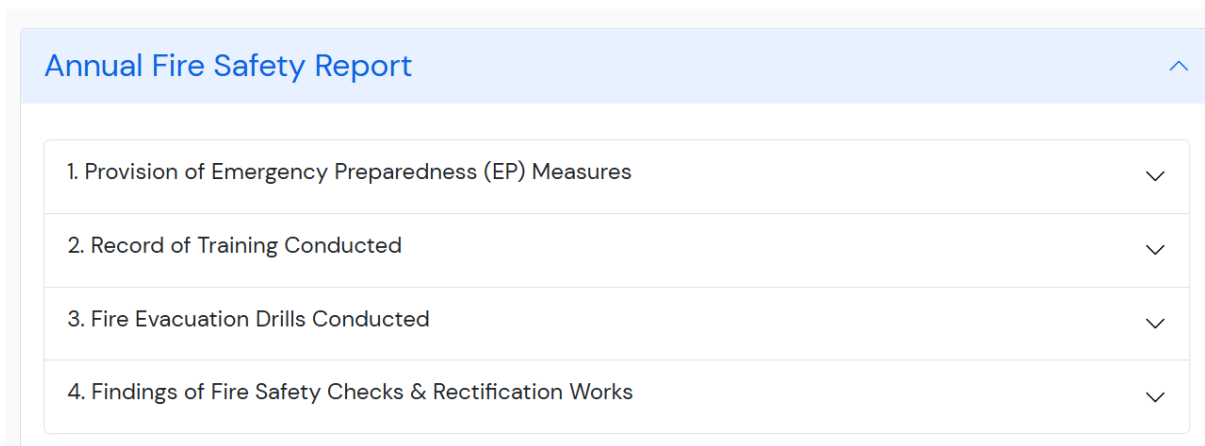


Figure 5: Four key areas for FSM's to fill in under 'Annual Fire Safety Report'



Step 4: Under '**Provision of Emergency Preparedness (EP) Measures**', you will be required to update the premises' CERT member details and the last updated date of the Emergency Response Plan. To update the CERT details, select '**Click here to update CERT Member**' to provide information on the CERT portion

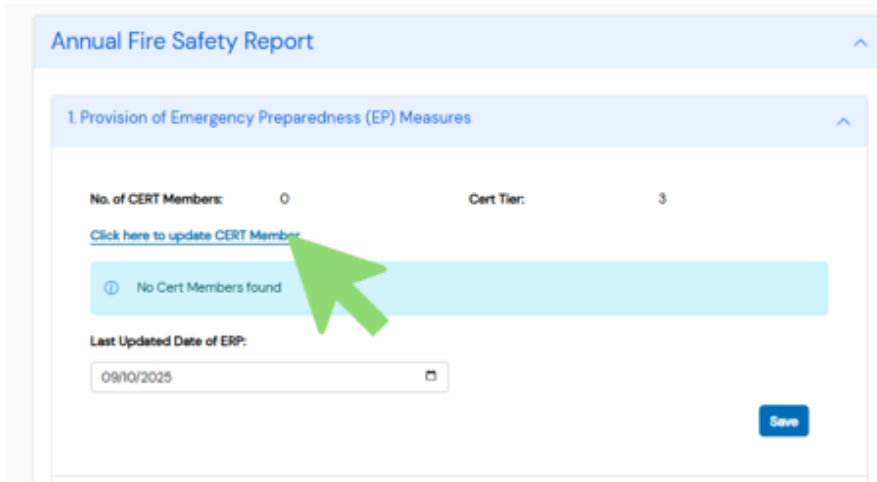


Figure 6: Updating of CERT members' details

Note 3: If you are faced an error message '**Unable to add CERT member since CERT tier is empty**' while trying to update the CERT members details, please email the full building address to Md_Hakim_IDRIS@scdf.gov.sg for further assistance

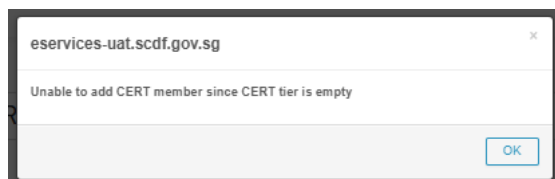


Figure 7: Possible error message when trying to update CERT members' details

Step 4.1: You will be re-directed to the CERT module, where the header ‘**CERT details**’ will appear. To update the CERT members’ details, click the ‘Add CERT member’ button

CERT Details

CERT Details

Company Code [REDACTED] Building Name [REDACTED]

Postal Code [REDACTED] Cert Tier Tier 3

FSM Appointed [REDACTED]

CERT Members

S/N	Terminate	Name	Contact No.	Email	Designation	Role	Termination Reason

Add CERT Member
Terminate

CERT Equipment

**Please check the boxes only if you had met the MINIMUM requirements of the National CERT Standards. Click [here](#) to check the minimum requirements for the equipment

Category 1 (PPE)	Category 2 (MITIGATION)	Category 3 (FIRST AID)	Category 4 (COMMUNICATION)
<input type="checkbox"/> Fire retardant coveralls x5 <input type="checkbox"/> Safety helmets x5 <input type="checkbox"/> Goggles / Face shields x5 <input type="checkbox"/> Safety gloves x5 <input type="checkbox"/> Safety boots x5	<input type="checkbox"/> Fire extinguishers (appropriate class) x2	<input type="checkbox"/> First aid kit <input type="checkbox"/> Foldable stretcher <input type="checkbox"/> Blanket <input type="checkbox"/> AED	<input type="checkbox"/> Loud hailer <input type="checkbox"/> Walkie-talkie x4

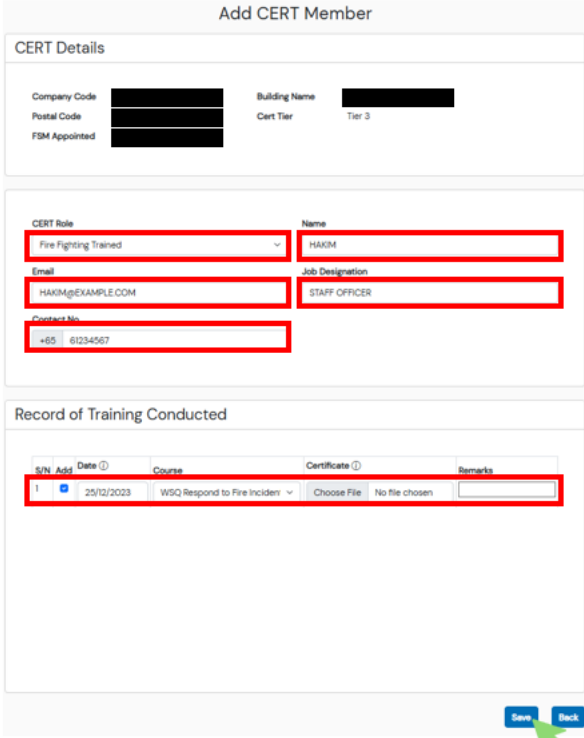
Declaration

By clicking the submit button, I hereby verified that all the details made for this application are complete and are true and correct.

Save
Cancel

Figure 8: Adding CERT members' details

Step 4.2: Fill in the mandatory fields for each CERT member, as indicated by the red rectangular boxes below:



Add CERT Member

CERT Details

Company Code [Redacted] Building Name [Redacted]
 Postal Code [Redacted] Cert Tier Tier 3
 FM Appointed [Redacted]

CERT Role

CERT Role: Fire Fighting Trained (dropdown) Name: HAKIM
 Email: HAKIM@EXAMPLE.COM Job Designation: STAFF OFFICER
 Contact No.: +65 81234567

Record of Training Conducted

S/N	Add	Date	Course	Certificate	Remarks
1		25/12/2023	WSO Respond to Fire Incident	Choose File	No file chosen

Buttons: Save, Back

Figure 9: Submitting information based on one CERT member

Note 4: Do note that the submission will be based on the CERT member’s training received. For example, you are required to make two individual submissions if your CERT member is trained for in both fire fighting and CERT training.

Note 5: When uploading CERT certificate files, ensure the file name contains no special characters or spaces. Use only letters and numbers, with no spacing.

File name should not contain any special character symbols (!@#%&*~!<>?.,) inclusive of white spaces and keep the file names short.

OK

An example of an acceptable file name will be ‘JohnDoeRFIW’.

Note 6: Ensure that the file requirements are also adhered to when uploading the CERT certificates:

- Size: Less than 1MB
- Accepted formats: JPEG, JPG, JFIF, PNG, BMP, JPE, PDF

Step 4.3: Once you have successfully saved the CERT member's details, you will be returned to the CERT Details page with the first CERT member's details displayed. Repeat this 4.1 – 4.2 until all CERT members' details have been populated

CERT Details

CERT Details

Company Code	193400028W	Building Name	351 ON BRADDELL
Postal Code	579713	Cert Tier	Tier 3
FSM Appointed	HAKIM TEST ACC		

CERT Members

S/N	Terminate	Name	Contact No.	Email	Designation	Role	Termination Reason
1	<input type="checkbox"/>	HAKIM	61234567	HAKIM@EXAMPLE.COM	STAFF OFFICER	Fire Fighting Trained	

Figure 10: An example of the first CERT member's details successfully saved

Step 4.4: After all the CERT members' details have been successfully saved, scroll down to confirm the CERT equipment available at your premises and click **'Save'**

CERT Equipment

**Please check the boxes only if you had met the MINIMUM requirements of the National CERT Standards. Click [here](#) to check the minimum requirements for the equipment.

Category 1 (PPE)	Category 2 (MITIGATION)	Category 3 (FIRST AID)	Category 4 (COMMUNICATION)
<input checked="" type="checkbox"/> Fire retardant coveralls x5 <input checked="" type="checkbox"/> Safety helmets x5 <input checked="" type="checkbox"/> Goggles / Face shields x5 <input checked="" type="checkbox"/> Safety gloves x5 <input checked="" type="checkbox"/> Safety boots x5	<input checked="" type="checkbox"/> Fire extinguishers (appropriate class) x2	<input checked="" type="checkbox"/> First aid kit <input checked="" type="checkbox"/> Foldable stretcher <input checked="" type="checkbox"/> Blanket <input checked="" type="checkbox"/> AED	<input checked="" type="checkbox"/> Loud hailer <input checked="" type="checkbox"/> Walkie-talkie x4

Declaration

By clicking the submit button, I hereby verified that all the details made for this application are complete and are true and correct.

Figure 11: Declaration of CERT equipment found at the premises

Step 5: Click the '**Annual Fire Safety Report and PED**' on the left panel again to resume the submission

Step 6: Under '**Record of Training Conducted**', click '**Add**' to provide information on the training(s) conducted by the FSM throughout the year



Figure 12 : Adding training(s) conducted by the FSM

Step 6.1: After clicking '**Add**', fill in the blanks with the required information for the record of training then click on '**Save**'

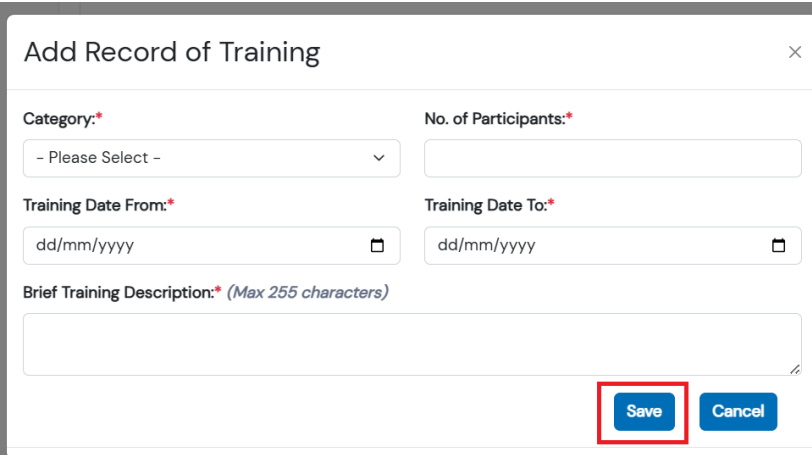


Figure 13: Mandatory fields under 'Add Record of Training Conducted'

Step 7: Under 'Fire Evacuation Drills Conducted', click 'Add' to provide information on the fire drills conducted for the premises

3. Fire Evacuation Drills Conducted ^

	S/No	Date ↕	No. of Occupants ↕	No. of Participants ↕	Time Taken for Evacuation (In Minutes) ↕	Issues Faced ↕
<input type="checkbox"/>	1	2025-12-14	25	20	10	Obstructed evacuation routes

Add
Delete

< 1 >

Figure 14: An example of a fire drill information populated by the FSM

Note 7: With reference to s(7)(ea) and s(7)(k) of the Fire Safety (Fire Safety Managers) Regulations, FSMs are to conduct at least 2 fire drills and tabletop exercises annually.

Step 7.1: After clicking 'Add', fill in the blanks with the required information for the fire evacuation drill conducted then click on 'Save'

Add Fire Evacuation Drills Conducted
×

Date:*

Time Taken for Evacuation (In Minutes):*

No. of Occupants:*

No. of Participants:*

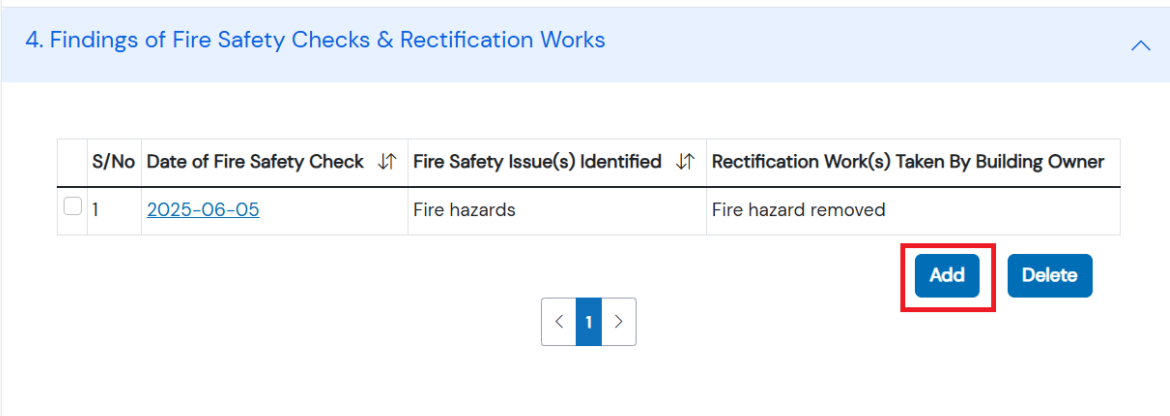
Issues Faced:*

- Please Select -
▼

Save
Cancel

Figure 15: Mandatory fields under 'Add Fire Evacuation Drills Conducted'

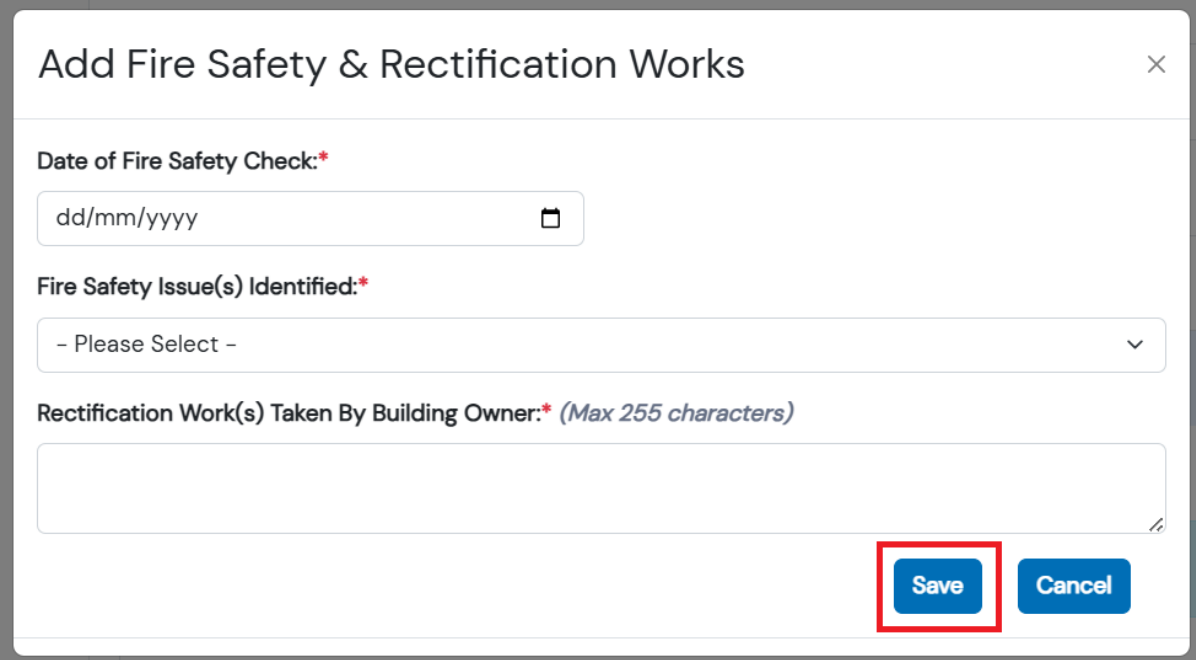
Step 8: Under 'Findings of Fire Safety Checks & Rectification Works', click 'Add' to add any findings by the FSM and their rectification works



S/No	Date of Fire Safety Check ↓↑	Fire Safety Issue(s) Identified ↓↑	Rectification Work(s) Taken By Building Owner
<input type="checkbox"/> 1	2025-06-05	Fire hazards	Fire hazard removed

Figure 16: An example of the fire safety checks and rectification works done

Step 8.1: After clicking 'Add', fill in the blanks with the required information for findings and their rectification works then click on 'Save'



Add Fire Safety & Rectification Works [Close]

Date of Fire Safety Check:*
 [Calendar Icon]

Fire Safety Issue(s) Identified:*

Rectification Work(s) Taken By Building Owner:* (Max 255 characters)

Figure 17: Mandatory fields under 'Fire Safety Checks and Rectification Works'



Step 9: Clicking **'Premises Emergency Data'** header will show a sub-section titled **'Block Details'**

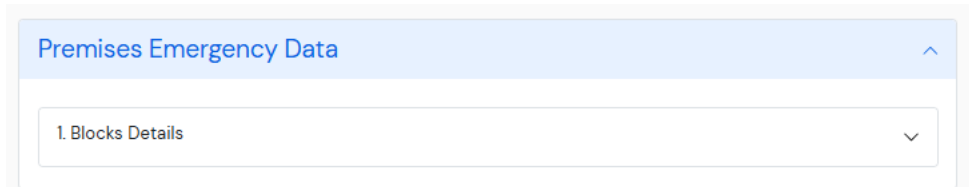


Figure 18: Screenshot of the sub-section 'Block Details' under Premises Emergency Data'

Step 10: Under **'Block Details'**, you will be required to provide the information based on building blocks. For example, you will be expected to create three block details if you have three building blocks within your premises e.g. Block A, Block B, Block C

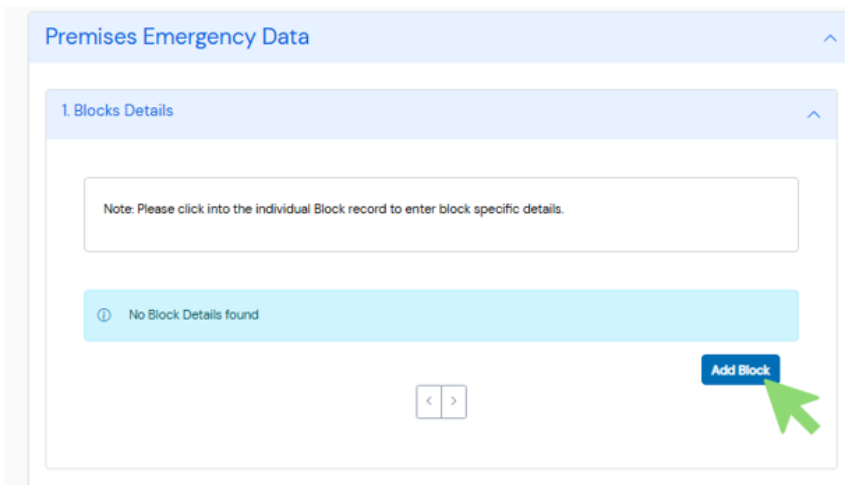


Figure 19: Click 'Add Block' to provide information for the first block

Step 10.1: After clicking 'Add Block', fill in the blanks with the required information for the block details then click on 'Save'

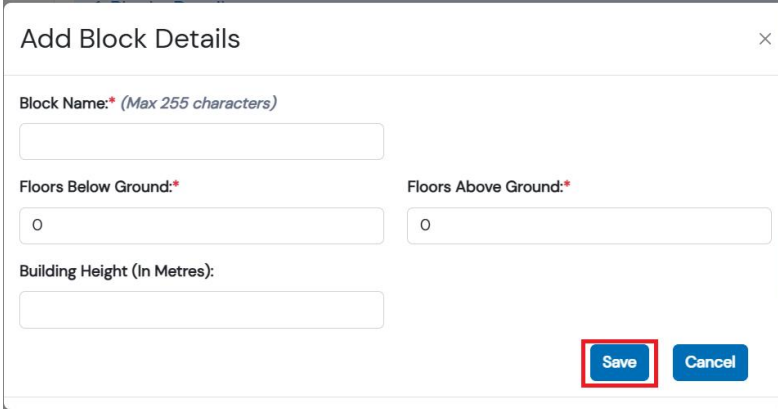


Figure 20: Mandatory fields for the block details

Note 8: Do ensure that the information provided here is correct and accurate, as it will be used as a reference logic for the other information that you will be required to provide.

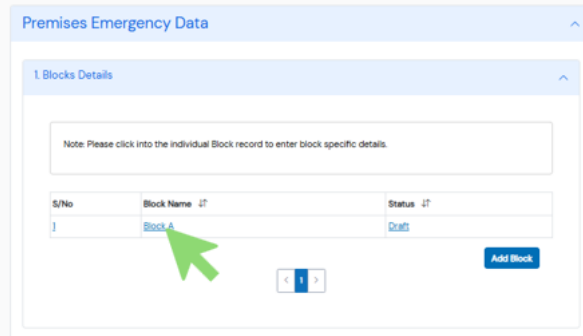
For example,

A building has 3 basements (below ground), 7 storeys and a rooftop level. Therefore, the expected input will be:

Floors Below Ground: 3

Floors Above Ground: 8

Step 10.1: After the first block information has been created, click on the block name (**Block A** in this example):





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Step 11: An overview of the building block will be displayed, alongside the 5 sub-sections that you will be required to fill in. Before proceeding further, you are advised to drop a pin location of where this block can be found on the map. Click **'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)
Block A

Location:
0 records found
[View on Map](#)

Floors Below Ground*
3

Floors Above Ground*
8

Building Height (in Metres):
25

[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](#)



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Step 11.1: There will be an automatic zoom in to the location of your premises. Using the hand cursor, click on the location of the block (step 1) & click '**Save Pin**' (Step 2). Click on the '**X**' button (Step 3) once the pin has been positioned correctly

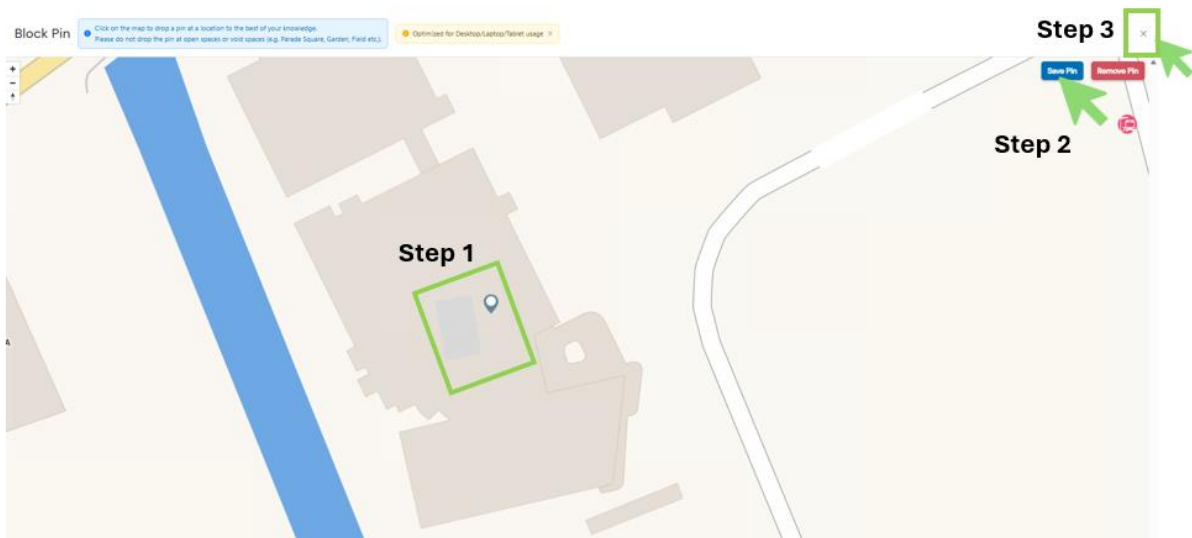


Figure 21: An illustration of dropping a pin onto the block polygon. Users are expected to drop the pin within the building polygon shape and not in open spaces for this part

Step 12: Under **'Layout Plan(s)'**, the user will be required to upload 3 different maps

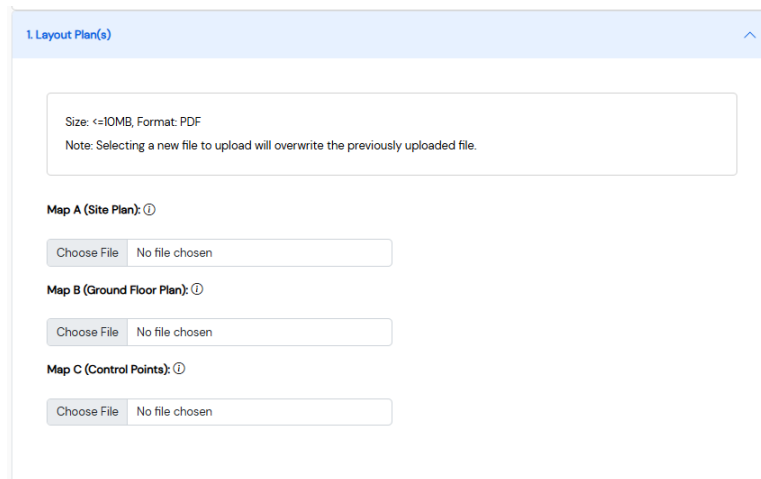


Figure 22: Users can hover the information 'i' icon next to the map headers to understand the map requirements

Note 9: Ensure that the file requirements are also adhered to when uploading the various maps:

- Size: Less than 10MB
- Accepted formats: PDF

Step 13: Under **'Building Occupancy'**, click **'Add'** to provide the information for the various floors within this specified building block


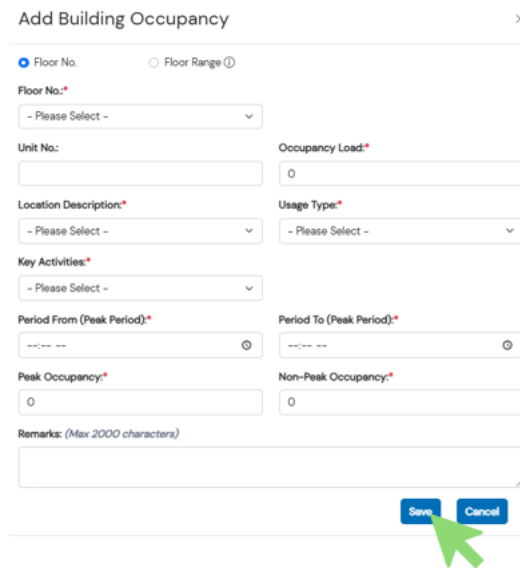


Figure 23: Click 'Add' to provide information on the premises' usage based on its floors

Step 13.1: Users will be able to provide the information on an individual floor basis or floor range basis (if some floors are identical in its usage type, occupancy load, key activities, peak period and peak occupancy). Click **'Save'** once all relevant fields have been populated



Add Building Occupancy [Close]

Floor No. Floor Range [i]

Floor No.*
- Please Select -

Unit No.: Occupancy Load.*

Location Description.* Usage Type.*

Key Activities.*

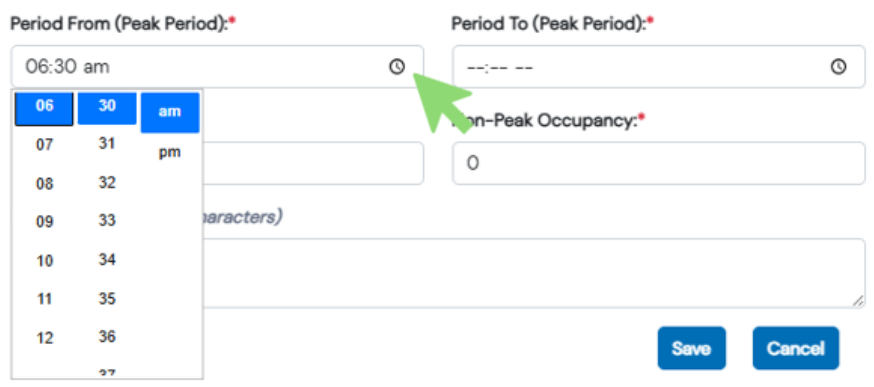
Period From (Peak Period).* [Clock] Period To (Peak Period).*
 [Clock]

Peak Occupancy.* Non-Peak Occupancy.*

Remarks: (Max 2000 characters)

Figure 24: Mandatory fields under 'Building Occupancy'

Note 10: It is important to use either Google Chrome or Microsoft Edge to ensure the clock icon can be found within the 'Period From' and 'Period To' fields. You are strongly advised to click on the clock icon when providing this information, to ensure a smooth submission experience



Period From (Peak Period).* [Clock] Period To (Peak Period).*
 [Clock]

Non-Peak Occupancy.*

Remarks: (Max 2000 characters)

06	30	am
07	31	pm
08	32	
09	33	
10	34	
11	35	
12	36	
	37	

Figure 25: Click the clock icon as indicated by the green arrow and it will generate the drop-down timings

Step 14: Under **'Profile of Occupants'**, click **'Add'** to provide the necessary information

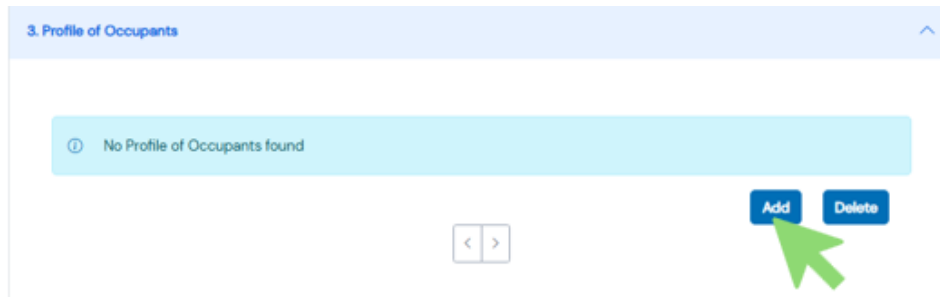


Figure 26: Click 'Add' to provide information on the profile of occupants within this block

Step 14.1: Users will be able to provide the information on an individual floor basis or floor range basis (if some floors are identical for its profile of occupants). Click **'Save'** once all information has been provided.

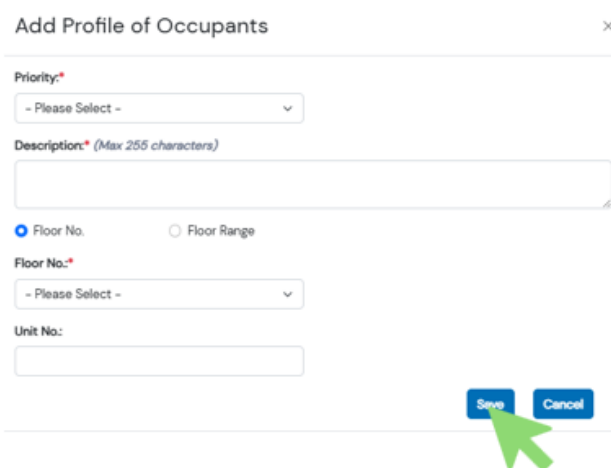


Figure 27: Mandatory fields under Profile of Occupants

Note 11: Under 'Priority' for profile of occupants, it refers to occupants having mobility issues/difficulty in evacuating. The following parameters can be adopted:

- High – bedridden, wheelchair bound
- Medium – vulnerable, e.g. toddlers and young kids in childcare or elderly on canes and crutches (generally can walk on their own but slower in pace or may require some assistance)
- Low – Normal population, able to evacuate on their own without any assistance



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Step 15: Under **'Equipment Location'**, users will be required to drop location pins for the listed fire safety provisions under this section. Click **'View on Map'** for one of the fire safety provisions

4. Equipment Location (to fill where applicable to your premises)			
AED	1 record found View on Map	Biological Protection System	No records found View on Map
Dry Riser	4 records found View on Map	Fire Access Panel	6 records found View on Map
Fire Alarm System Main Panel	1 record found View on Map	Fire Alarm System Sub Panel	8 records found View on Map
Fire Suppression System	10 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	4 records found View on Map
Radioactive Protection System	No records found View on Map	Riser Breaching Inlet	4 records found View on Map

Figure 28: Clicking 'View on Map' to declare the location of the riser breaching inlets found within the compound



Step 15.1: There will be an automatic zoom in to the location of your premises. Using the hand cursor, click on the location of where the provision is located (step 1) & a panel of information to be submitted will be displayed on the left half of the screen (Step 2). Click on the **'Save'** button (Step 3)

Step 15.2: Repeat step 15.1 for the remaining location of fire safety provisions before clicking **'X'** (Step 4)



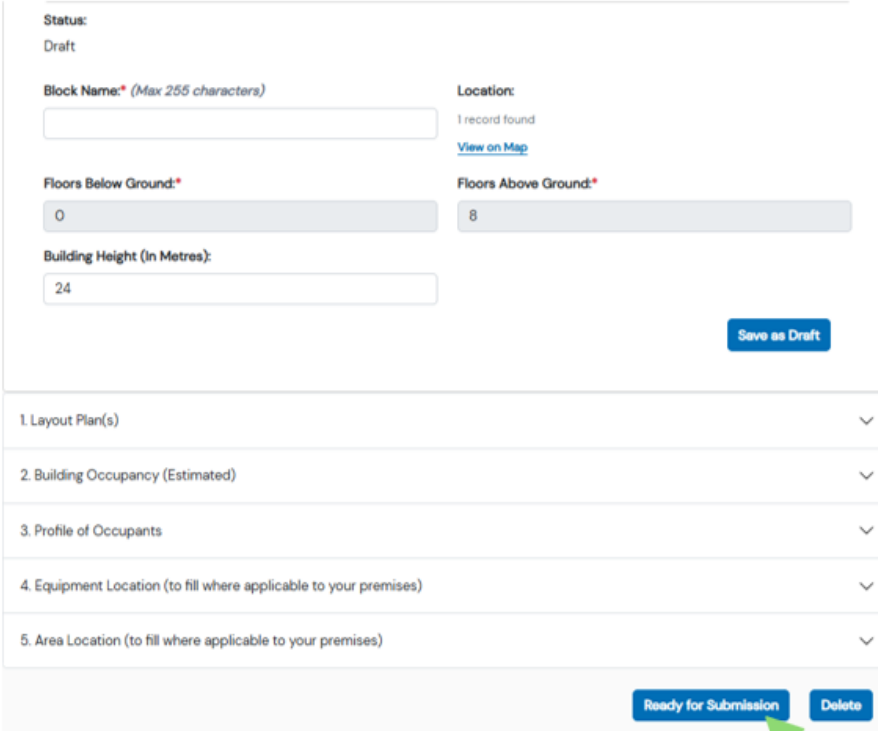
Step 16: Under ‘**Area Location**’, users will be required to drop location pins for the listed key areas found within the premises under this section. To provide information for this section, it will be the same for the steps taken under ‘**Equipment Location**’ (follow steps 15 – 15.2)

5. Area Location (to fill where applicable to your premises) ⤴			
Appliance Parking Zone	No records found View on Map	Assembly Area	2 records found View on Map
CERT Assembly Area	1 record found View on Map	Fire Command Centre	1 record found View on Map
Fire Engine Hardstanding	1 record found View on Map	Fire Lift	2 records found View on Map
Exit Staircases	4 records found View on Map	Mobility Risk	No records found View on Map
Other Lift	4 records found View on Map	Other Staircases	No records found View on Map
PWD Holding Area	12 records found View on Map		

Figure 29: Key areas found within the premises



Step 17: Once all sub-sections (S/N 1 to 5) have been filled, click **'Ready for Submission'**



Status:
Draft

Block Name* (Max 255 characters)

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

Floors Below Ground*

Floors Above Ground*

Building Height (In Metres):

[Save as Draft](#)

1. Layout Plan(s)

2. Building Occupancy (Estimated)

3. Profile of Occupants

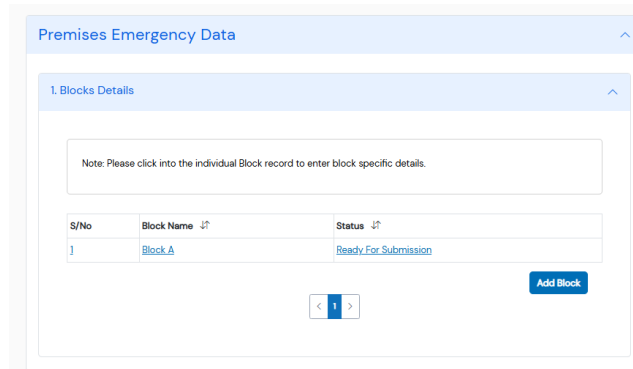
4. Equipment Location (to fill where applicable to your premises)

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

[Ready for Submission](#) [Delete](#)

Figure 30: This step ensures that the block changes its status from 'Draft' to 'Ready for Submission'

Step 18: You will automatically be re-directed to the main page of the Annual Fire Safety Report and Premises Emergency Data page.



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	Block A	Ready For Submission

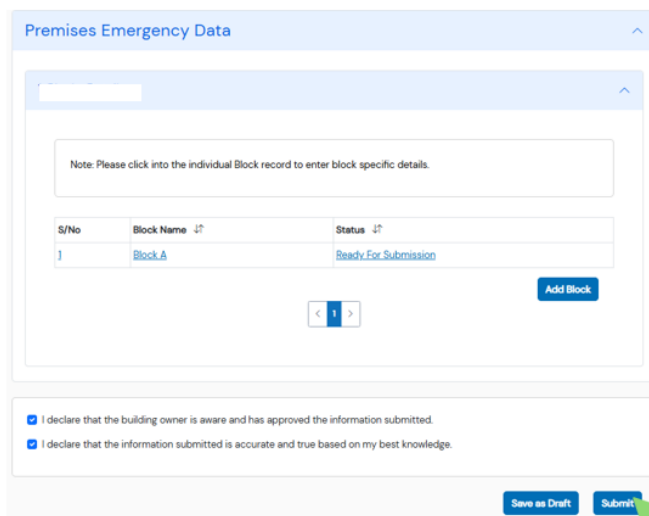
Add Block

Figure 31: Status has changed from 'Draft' to 'Ready for Submission'

Note 12: All blocks statuses must be 'Ready for Submission' to submit the report to SCDF.

Step 18.1: For premises with more than 1 block, repeat steps 10 – 17

Step 19: To submit, click on the two checkboxes at the bottom of the page before clicking 'Submit'



Premises Emergency Data

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

S/No	Block Name	Status
1	Block A	Ready For Submission

Add Block

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

Figure 32: Final steps to submit AFSR and PED to SCDF



Step 20: A confirmation message will be displayed, indicating that the report has been successfully submitted

Submission of Annual Fire Safety Report and PED

Messages

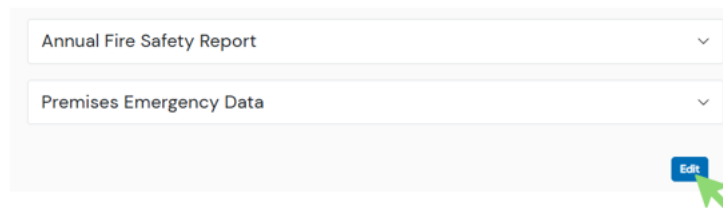
The information has been submitted successfully. Please update the Annual Fire Safety Report segment (s/n 1 to 4), as and when there is new information.

Figure 33: Confirmation message indicating the successful submission of the AFSR and PED information

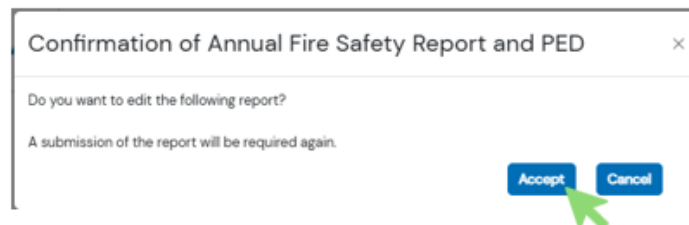


Step 21: If you would like to edit any of the information provided, please follow the steps below:

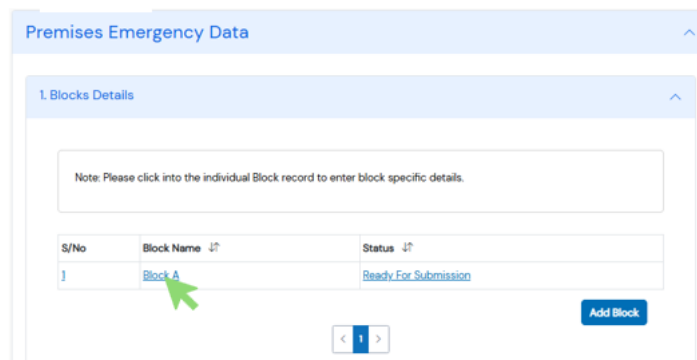
- a) After logging in (step 1), click the '**Annual Fire Safety Report and PED**' module on left panel (step 2)
- b) Scroll down to the end of the page after '**Premises Emergency Data**' section, there should be an '**Edit**' button – click this button



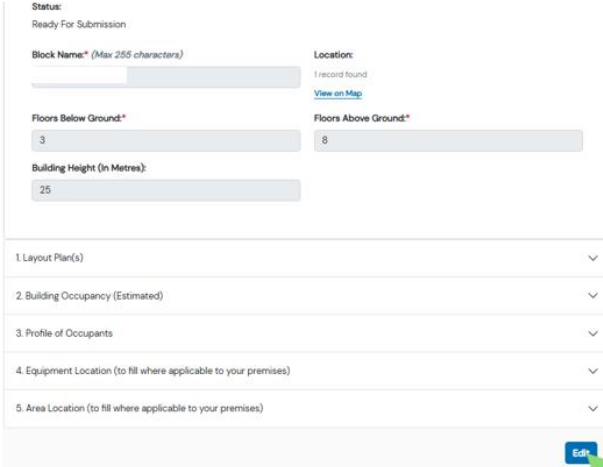
- c) A pop-up message will appear as below, click '**Accept**' (don't worry as the previously submitted information has been saved and will not be lost)



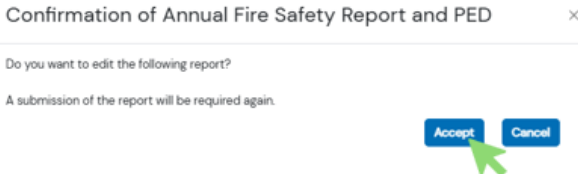
- d) To edit the information for a specific block, click on the block that you wish to make changes for



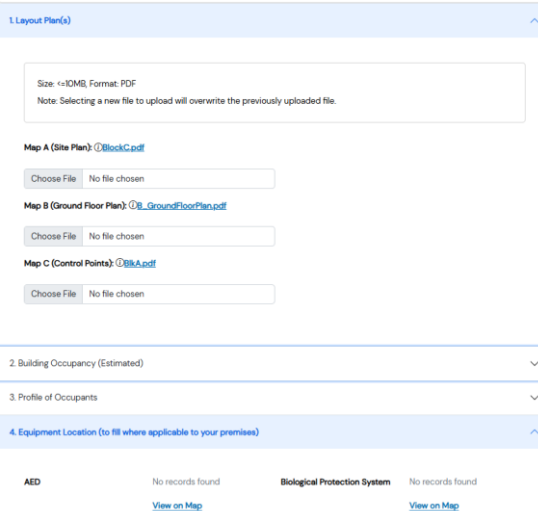
e) Scroll all the way down, click on the 'Edit' button at the bottom of the page



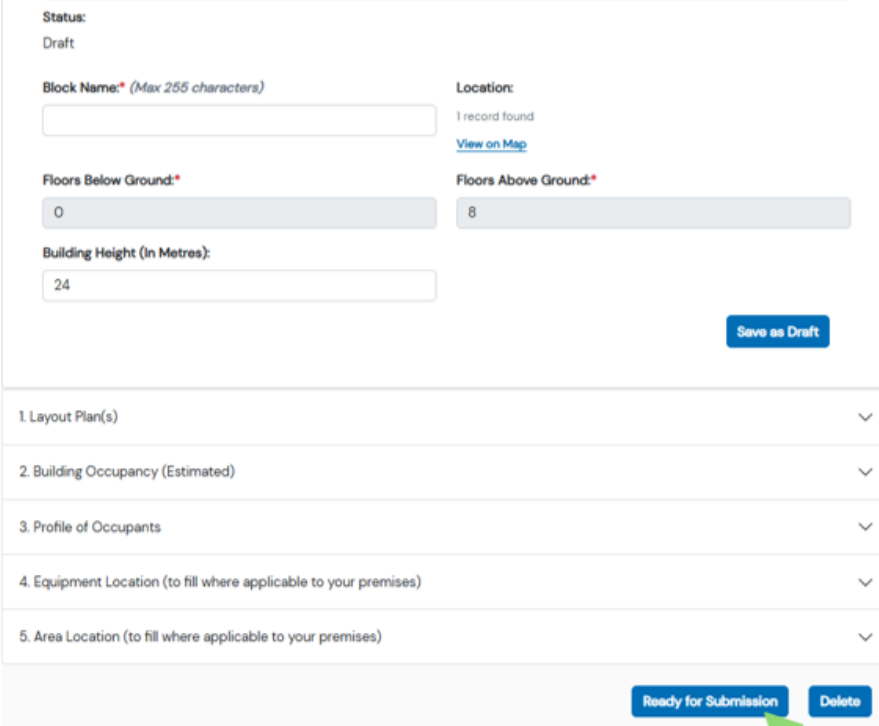
f) Click 'Accept' when the below pop-up message comes out (again, don't worry as the previously submitted information has been saved and will not be lost)



g) User should be able to add accordingly as the page will look editable (screenshot below):



- h) Once the necessary information has been edited, click '**Ready for submission**' at the bottom of the page



Status:
Draft

Block Name* (Max 255 characters)

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

Floors Below Ground:*
0

Floors Above Ground:*
8

Building Height (In Metres):
24

[Save as Draft](#)

1. Layout Plan(s) ∨

2. Building Occupancy (Estimated) ∨

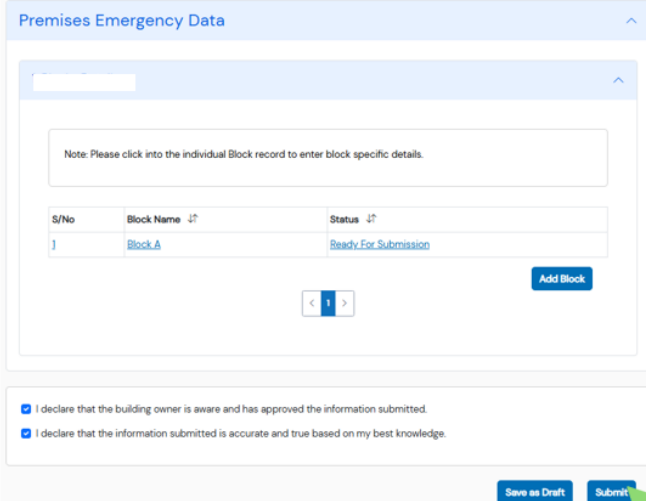
3. Profile of Occupants ∨

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

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

[Ready for Submission](#) [Delete](#)

- i) Upon returning to the main page of the Annual Fire Safety Report and PED page, click the two boxes found at the bottom of the page & click '**Submit**' to ensure the submission of the report



Premises Emergency Data

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

S/No	Block Name	Status
1	Block A	Ready For Submission

[Add Block](#)

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](#)



- j) A confirmation message will be displayed, indicating that the report has been successfully submitted

Submission of Annual Fire Safety Report and PED

Messages

The information has been submitted successfully. Please update the Annual Fire Safety Report segment (s/n 1 to 4), as and when there is new information.