



SCDF
The Life Saving Force
... for a safer Singapore

SINGAPORE CIVIL DEFENCE FORCE



User Guide for Enhanced E-FSM Portal

Step 1: Log in to the e-FSM portal using your Singpass. Appointed FSMs will have a building tagged to your unique FSM registration number.

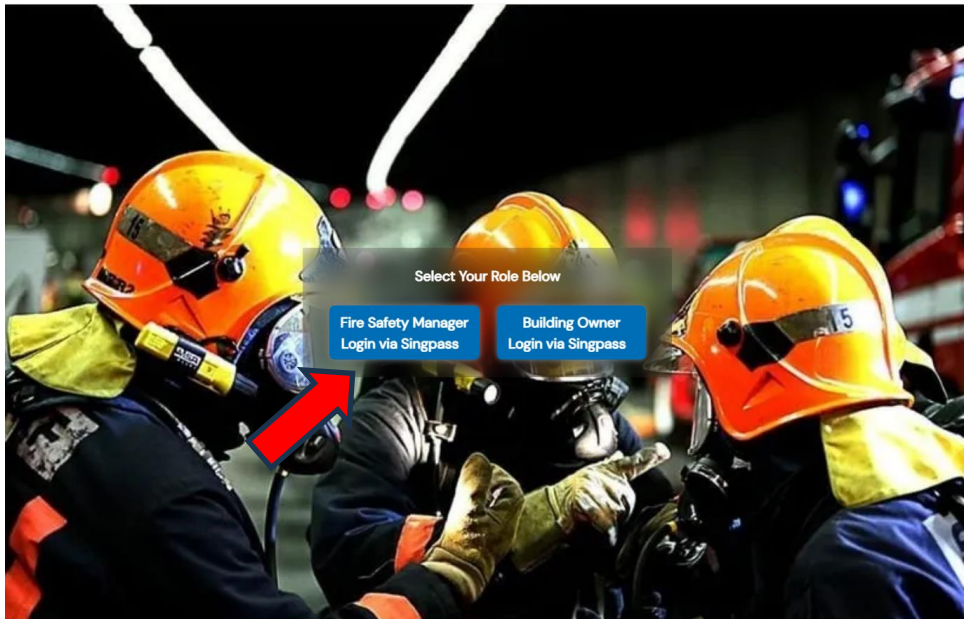


Fig 1. e-FSM portal login page



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Step 2: Once logged in, click on the “Annual Fire Safety Report” on the left panel

The screenshot displays the SCDF e-FSM portal interface. At the top, the SCDF logo and tagline 'The Life Saving Force' are visible. Below the header, the user's NRIC (SXXXX567Z) and Name are shown, along with 'Home' and 'Logout' buttons. The left sidebar contains a menu with the following items: 'FSM Application', 'Senior FSM Application', 'Update FSM Details', 'Update Senior FSM Details', 'Appointments', and 'Annual Fire Safety Report (NEW)'. A large red arrow points to the 'Annual Fire Safety Report (NEW)' link. The main content area is divided into three sections: 'Instructions', 'Annual Fire Safety Report', and 'Building Information'. The 'Instructions' section contains text about providing information and a 'Tutorial' button. The 'Annual Fire Safety Report' section shows the 'Status' as 'Draft' and the 'Last Submitted On' date. The 'Building Information' section contains a table with the following data:

Field	Value	Field	Value
Building Name:	WATSONNAME BUILDING	Building Type:	Commercial
Street Name:	WATSONSTREET DOLLAR	Postal Code:	569141
Block No.:	10	Occupancy Load:	
Building Owner:	JOHN SMITH	Contact No.:	61234567
Email:	JOHN.SMITH@EMAIL.CO M		

Below the building information, there is a list of five items with expandable dropdown arrows:

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
5. Blocks Details

At the bottom right of the main content area, there are 'Save as Draft' and 'Submit' buttons.

Fig 2. New module in the e-FSM portal



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Step 2.1: There is a tutorial function that will help FSMs navigate through the module. FSMs can also save their current work as draft and submit it at a later date.

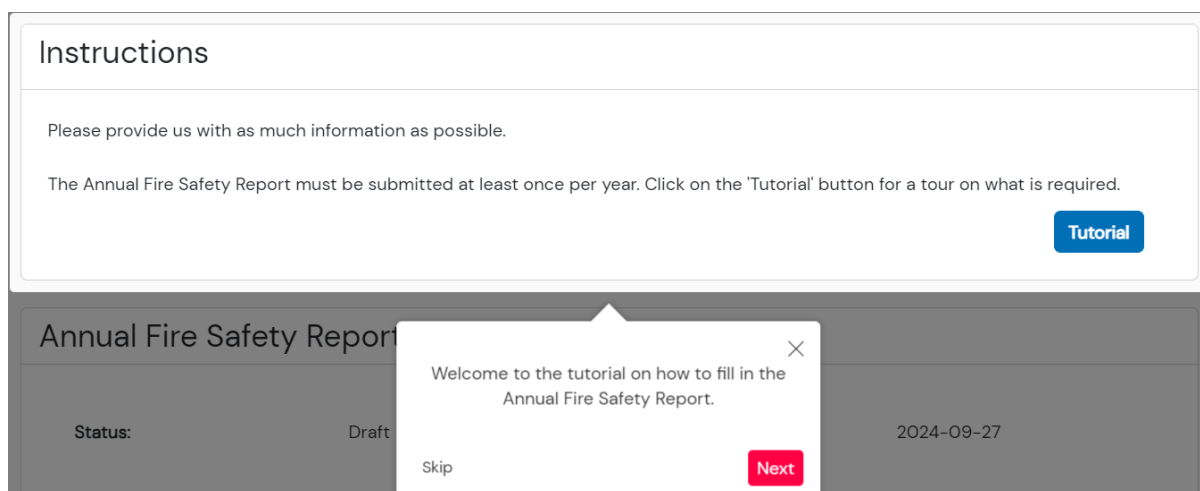


Fig 3. Tutorial feature in e-FSM portal

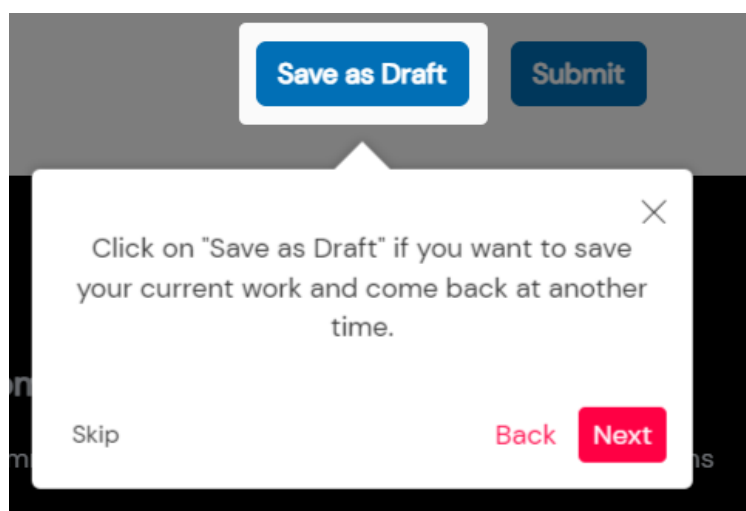


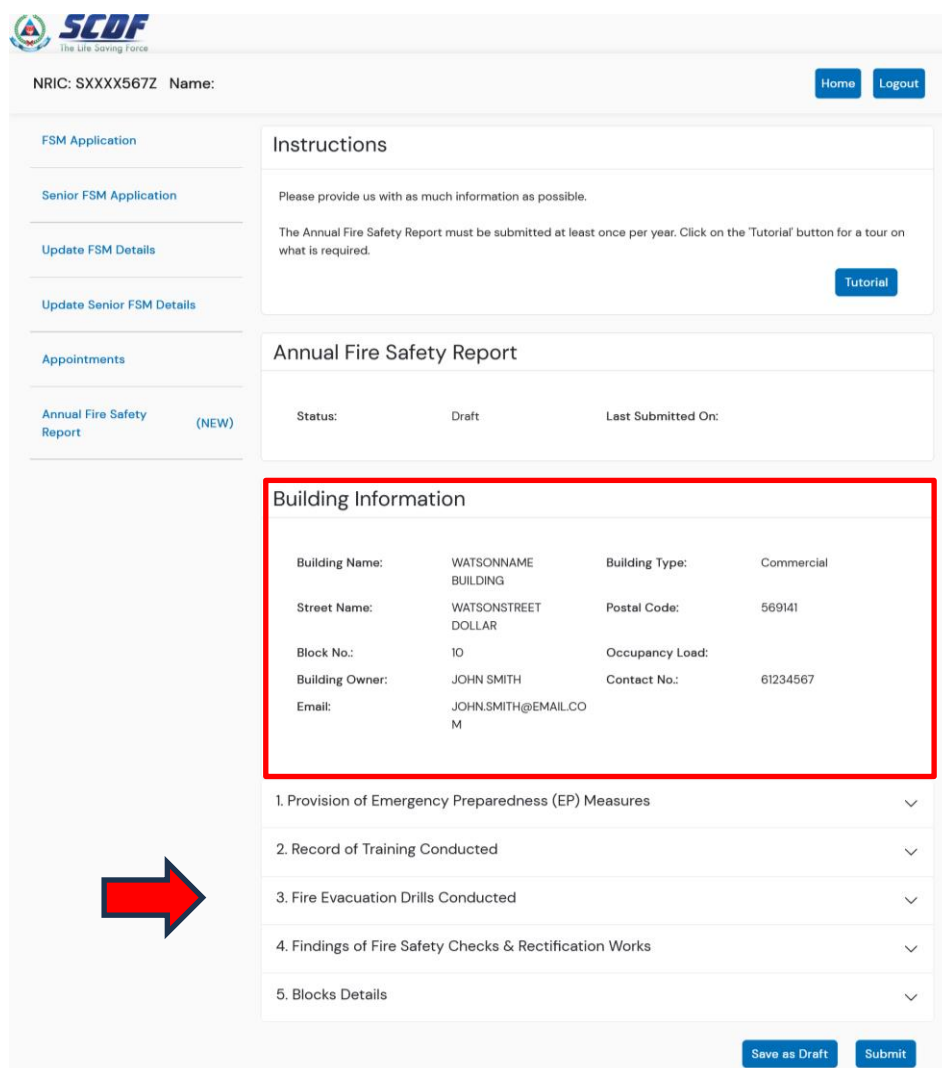
Fig 4. FSMs can save their work as draft and update it later when ready



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Step 3: Basic building information will be pre-populated for FSMs to minimise repeated filling of the same fields. FSMs can then proceed to fill in fields from S/N 1 to 5.



The screenshot displays the SCDF (Singapore Civil Defence Force) FSM Application portal. The user is logged in with NRIC: SXXXX567Z and Name: [redacted]. The left sidebar contains navigation links: FSM Application, Senior FSM Application, Update FSM Details, Update Senior FSM Details, Appointments, and Annual Fire Safety Report (NEW). The main content area is divided into sections: Instructions, Annual Fire Safety Report, and Building Information. The Building Information section is highlighted with a red box and contains pre-populated data:

Building Name:	WATSONNAME BUILDING	Building Type:	Commercial
Street Name:	WATSONSTREET DOLLAR	Postal Code:	569141
Block No.:	10	Occupancy Load:	
Building Owner:	JOHN SMITH	Contact No.:	61234567
Email:	JOHN.SMITH@EMAILCO M		

Below the Building Information section, there is a list of five data fields requiring input, each with a dropdown arrow:

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
5. Blocks Details

At the bottom right, there are buttons for 'Save as Draft' and 'Submit'. A large red arrow points from the Building Information section towards the list of data fields.

Fig 5. Pre-populated building information and the data fields that require FSMs' inputs



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Step 4: FSMs can fill up the relevant fields from S/N 1 to 5. For S/N 5, an interactive map feature has been included for FSMs to drop pin for block location and indicate the various fire safety provisions.

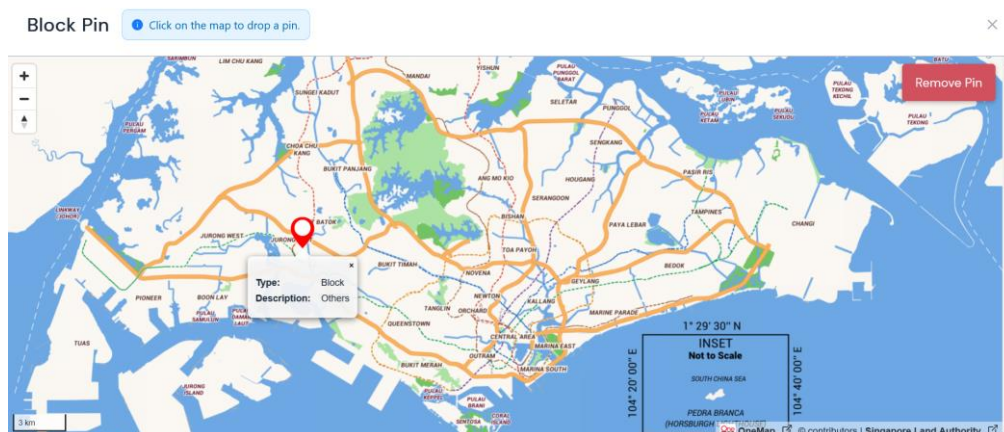


Fig 6. Interactive map to plot the block location

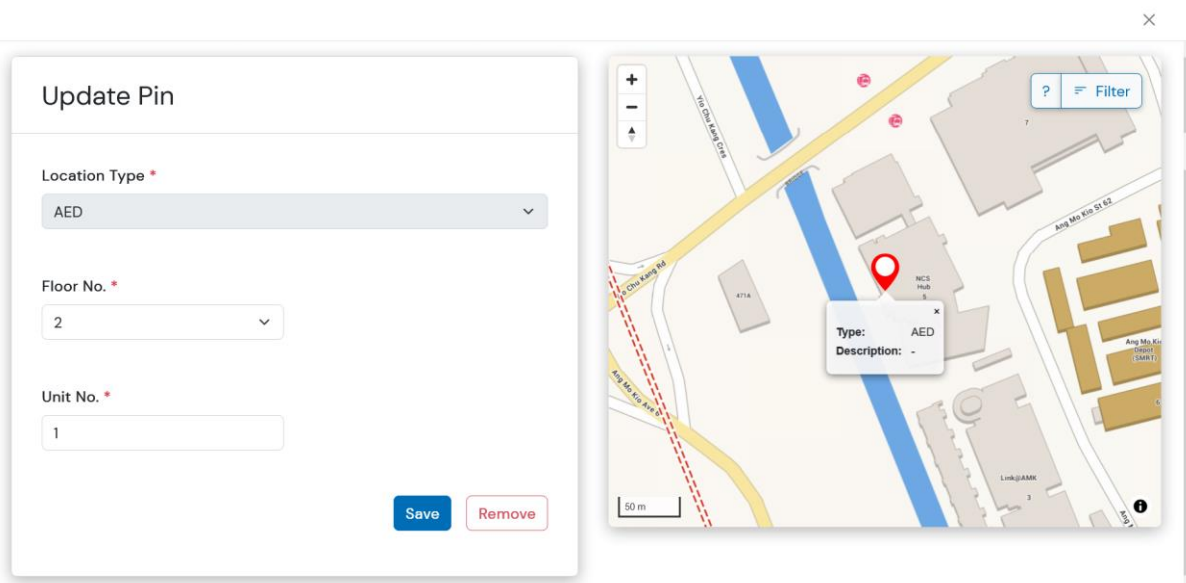


Fig 7. Plotting of new pin for equipment



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