



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 under Building Owner.

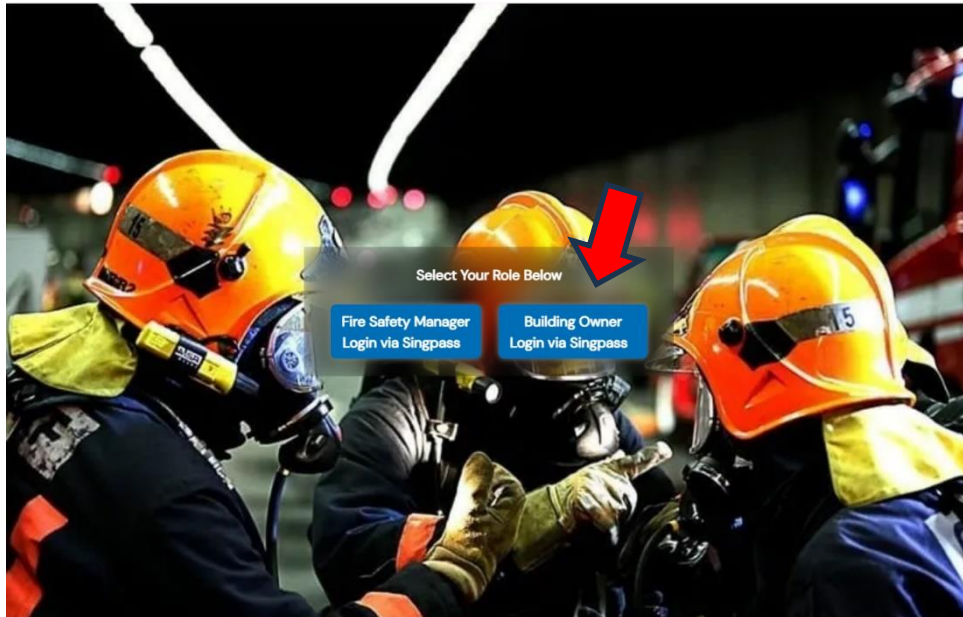


Fig 1. e-FSM portal login page




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TEL: 6848 1449 EMAIL: Neo_Jin_Xiang@scdf.gov.sg

Step 2: Create a Building Record

Appoint FSM

Terminate FSM

Building 

CERT Declaration

Change UEN

Annual Fire Safety Report and PED Search (NEW)


- Select Building on the left-hand panel
- Select Create Building and fill up the relevant details
- A success message will appear upon successful creation of building record

Search / Create Building

Building Search Criteria

Building Name	Postal Code
<input type="text" value="Building Name"/>	<input type="text" value="Postal Code"/>

You can view and update your building details using this function.

[Retrieve](#) [Create Building](#) 

Confirmation of New Building

Building Information Created

You have successfully added your building information.



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Fig 2. Building creation page

Step 3: Create Premises Emergency Data (PED)

Appoint FSM

Terminate FSM

Building

CERT Declaration

Change UEN

Annual Fire Safety Report and PED Search (NEW)

- Select Annual Fire Safety Report and PED Search on left-hand panel
- Select Create AFSR and PED
- Enter building name and/or postal code of building and select Retrieve
- Select building that you would like to create PED

Annual Fire Safety Report and PED Search Criteria

Building Name

Street Name

Block / House No.

Postal Code

Reg No.

Status

Select Building Type

FSM Building

Non-FSM Building

Search

Create AFSR and PED



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Search / Create Annual Fire Safety Report and PED

Annual Fire Safety Report and PED Search Criteria

Building Name

HELLO

Postal Code

510520

You can create your Annual Fire Safety Report and PED if it is not created yet, or view an existing Annual Fire Safety Report and PED for the selected building

Retrieve

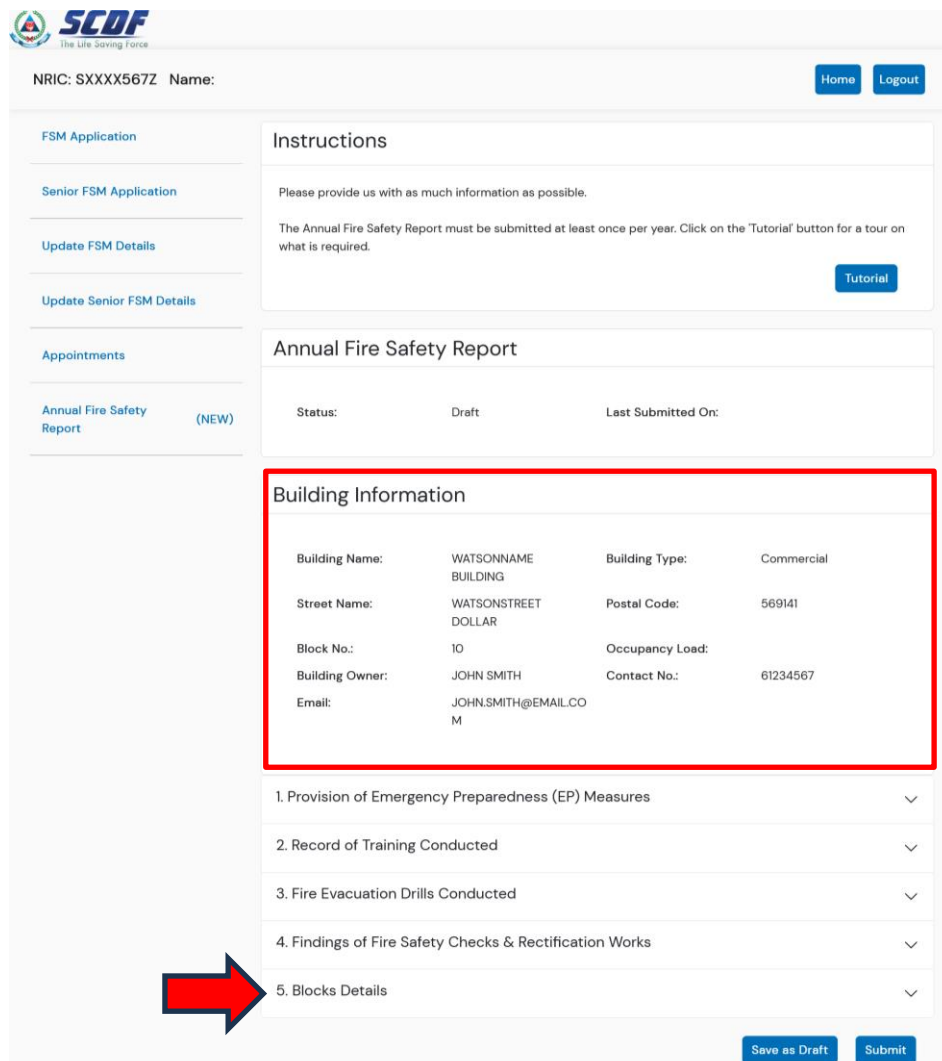
Fig 3. PED creation page



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Step 4: Basic building information will be pre-populated to minimise repeated fillings of the same fields. Building owners are required to only fill S/N 5 – Block Details



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NRIC: SXXXX567Z Name: Home Logout

FSM Application

Senior FSM Application

Update FSM Details

Update Senior FSM Details

Appointments

Annual Fire Safety Report (NEW)

Instructions

Please provide us with as much information as possible.

The Annual Fire Safety Report must be submitted at least once per year. Click on the 'Tutorial' button for a tour on what is required. Tutorial

Annual Fire Safety Report

Status: Draft Last Submitted On:

Building Information

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.COM		

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 ▼

Save as Draft Submit

Fig 4. Pre-populated building information and the data fields that require inputs



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Step 5: An interactive map feature has been included for users to drop pin for block location and indicate the various fire safety provisions.

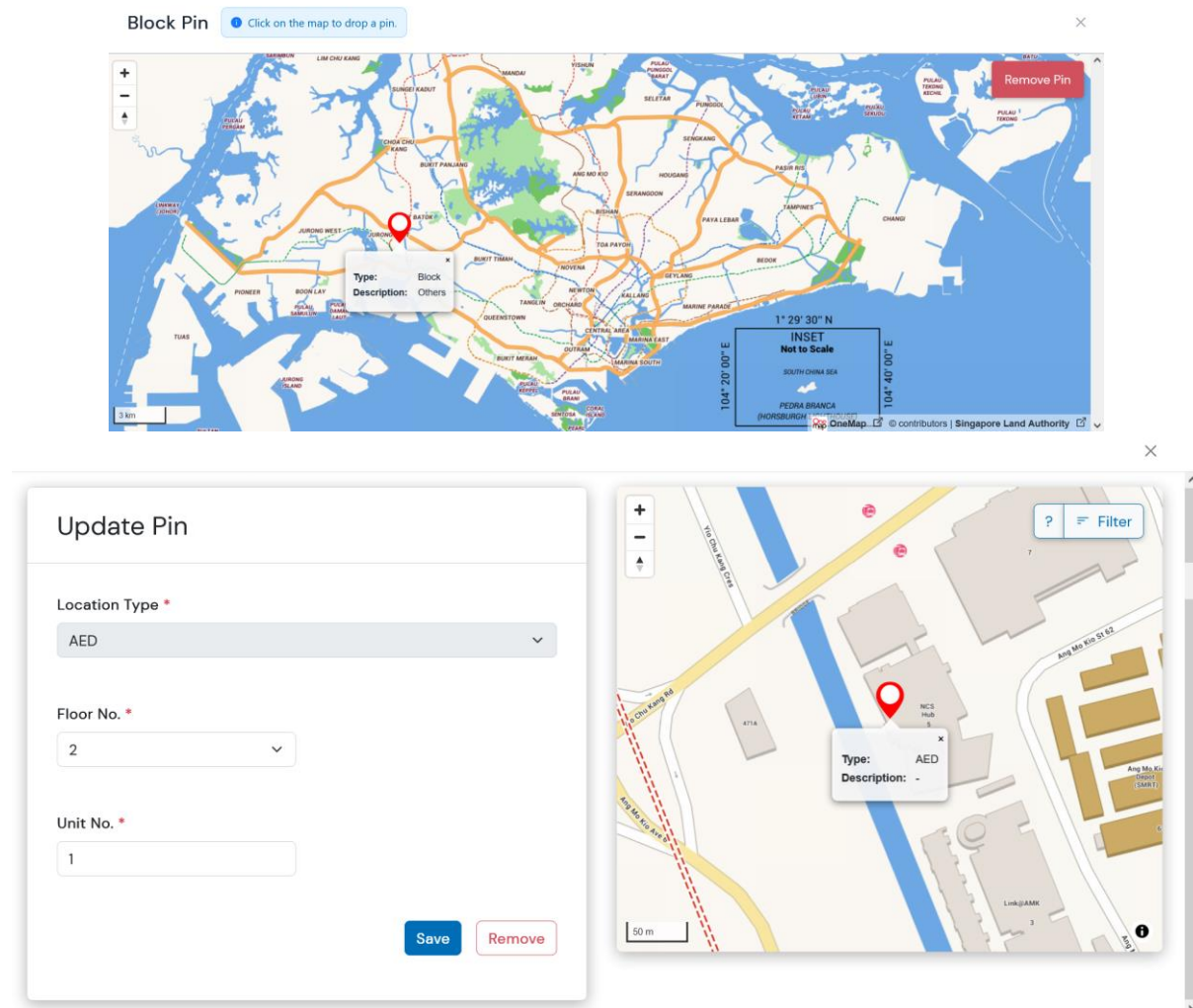


Fig 5. Interactive map to plot the block location



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