

# SINGAPORE CIVIL DEFENCE FORCE

Our Ref. : CD/CED/12/02/02/01

Your Ref :

Date : 25 October 2011



HQ Singapore Civil Defence Force  
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Singapore 408827  
Tel : 68481420  
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Registrar, Board of Architects (BOA)  
Registrar, Professional Engineers Board (PEB)  
President, Singapore Institute of Architects (SIA)  
President, Institution of Engineers, Singapore (IES)  
President, Association of Consulting Engineers, Singapore (ACES)

Dear Sir/Mdm,

## **APPLICATION FOR TEMPORARY FIRE PERMIT/FIRE SAFETY CERTIFICATE (TFP/FSC)**

Currently, Qualified Person (QP) who applies for a Temporary Fire Permit / Fire Safety Certificate (TFP/FSC) would have to submit their application, together with the requisite documents to SCDF (Central Enforcement Department, Certification Branch). The documents required to file an application include the TFP/FSC application form, Registered Inspector (RI) Inspection Certificates, RI Appointment forms and Certification for Fire Safety Works.

2 During the FSSD's Standing Committee meeting on 16 Aug 2011, the issue of whether it was the responsibility of the owner or the QP to maintain the TFP/FSC application documents was raised. This was deliberated and it has been confirmed that while it is the responsibility of both the building owner and the project QP, SCDF should also maintain a copy of the documents for record purposes.

3 In order to facilitate SCDF keeping records of the documents, with immediate effect project QP should submit a complete set of the following documents electronically when making application for a TFP/FSC:

- a. TFP/FSC application form;
- b. RI Inspection Certificates Form 1 and/or Form 2;
- c. RI Appointment forms;
- d. FSC01- Certification for Fire Safety Works;
- e. FSC02-Certification for Special Building Materials;



- f. FSC03 - Certification for Lift Installation & Operation;
- g. FSC04 - Certification for Fire Engine Access Road and Accessway; and
- h. Certificate of Conformity

**4** Please note that any incomplete documents submitted will result in the delay of the issuance of TFP/FSC. For any clarification on this matter, please contact Major Ang Oon Chye at Tel: 68481420 or Email: [ang\\_oon\\_chye@scdf.gov.sg](mailto:ang_oon_chye@scdf.gov.sg).

Yours faithfully,

(transmitted via e-mail)  
MAJ Ang Oon Chye  
Senior Staff Officer  
Certification Branch  
Central Enforcement Department  
for Commissioner  
Singapore Civil Defence Force

cc

All members of FSSD Standing Committee  
President, REDAS  
President, IFE  
President, SISV  
CEO, BCA  
CEO, URA  
CEO, HDB  
CEO, PSA  
CEO, JTC  
CE, LTA  
CE, TUV SUD PSB – (Attn: Ms Emily Mok/ Mr Lau Keong Ong)  
CE, SPRING Singapore – (Attn: Mr Kenneth Lim)  
President, FSMAS  
Honorary Secretary, SPM