APPOINTING FSM
**STEP 1:** Click on the Appoint FSM button on the left menu tab and then click on “New Appointment” button (Do not fill any details yet)
STEP 2: Enter the NRIC of the FSM and then click the “Next” Button
STEP 3:

a) Enter the building Postal Code and click the “Retrieve” Button
b) The building (s) will appear under the “List of Buildings”. Click the radio button (under “S.No.”) and click the “Next Button”

- If there is no record of the building, please create a new building record first, before appointing the FSM.
**STEP 4:** Check the Building and Building Owner / Occupier Details. Amend if necessary. Then click the “Next” button.
STEP 5: Enter the appointment effective date (must be after current date) and click the “Submit” Button.
STEP 6: You will see the confirmation page as below.

Kindly inform the FSM to logon to the e-FSM Portal and accept the appointment immediately. Only then will the case be routed to SCDF for approval.
TERMINATING FSM
STEP1: Select Terminate FSM at the left menu tab
STEP 2:
a) Fill in FSM NRIC and Building Name
b) Click Retrieve

STEP 3:
System display list of Building Name, Building Type, Owner, FSM, Status
Click on the **Building Name** link to view Building Information
STEP 4:
System display Particulars of Building, Particulars of Building Owner / Occupier, Particulars of Fire Safety Manager, Endorsement by Owner / Occupier
a) Enter Termination Effective Date
b) Click “Terminate” button
System will display a message on whether the termination is successful or otherwise.