

Singapore Civil Defence Force

Briefing to Stakeholders on Application Process

17 June 2011

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 - FRMS Approval (NOA)
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Consultation

- Encouraged to seek consultation session as early as possible
- Appointment to be pre-arranged via:
 - Email : scdf_amusement_rides@scdf.gov.sg
 - Tel : (65) 6848 1449

Location: HQ Singapore Civil Defence Force
91 Ubi Avenue 4
Singapore 408827

Office hrs: 8.30am to 6.00pm, Monday to Thursday (except Friday only till 530pm)

FRMS / Modification Application Process

Consultation

BCA-Amusement Rides Safety

(a) Consultation session with BCA – Amusement Rides Safety

SCDF

(a) Consultation session with SCDF (As early as possible)

BCA-Building Control

(a) Consultation session with BCA-Building Control if building works are involved

Design Review

(b) Applicant appoints QP (with CA if it is a major ride)

(c) QP (and CA if applicable) reviews design and certifies

Installation/ Modification Permit Application

(e) Apply for Permit (at least one month before commencing works)

(d) Apply to SCDF – Fire & Rescue Management Plan

(d) Apply to BCA -Building Control (where appl.) through Corenet

(g) Approval and issuance of Installation/ Modification Permit

(f) Approval from SCDF (NOA)

(f) Approval from BCA-Building Control

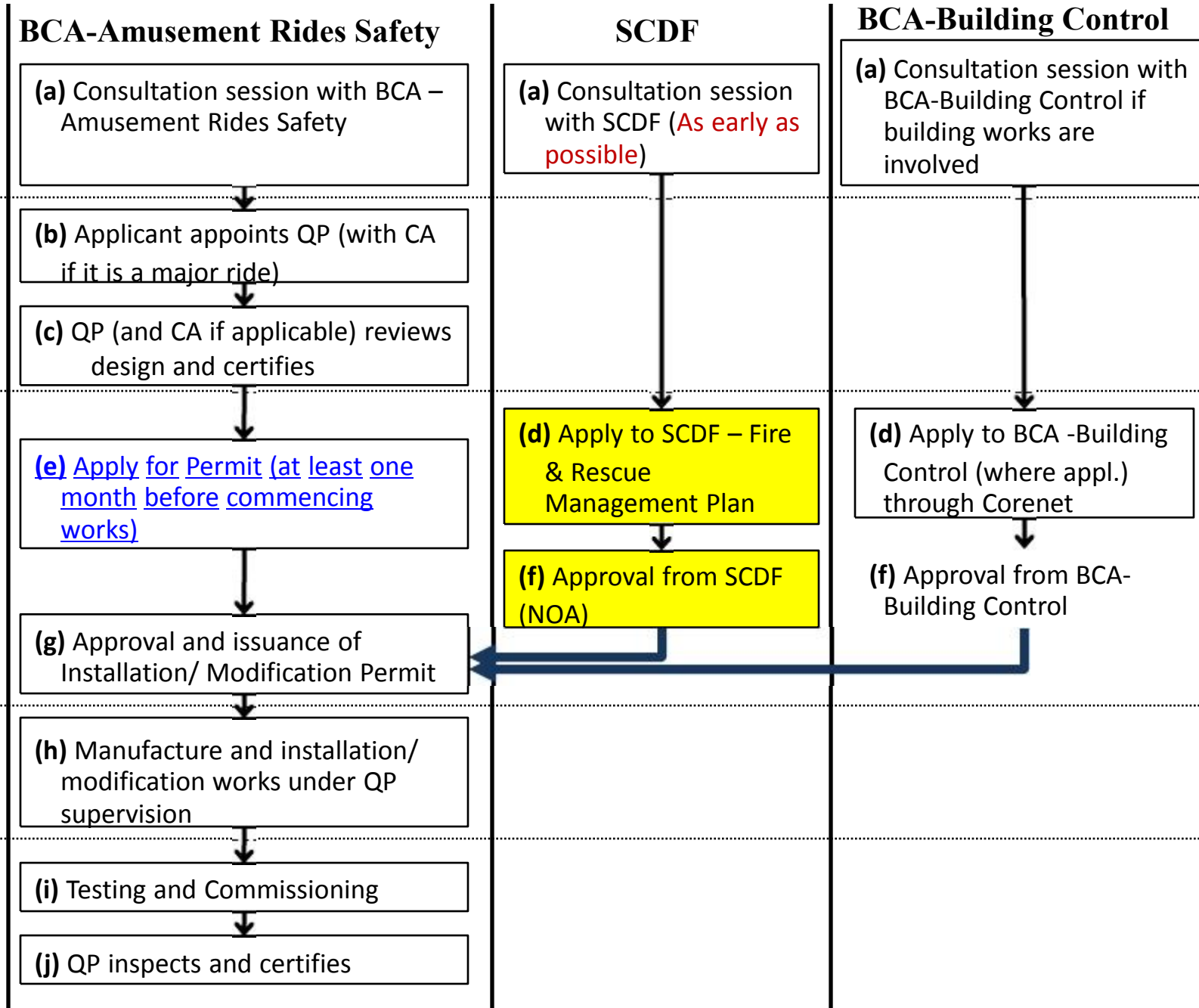
Installation/ Modification Works

(h) Manufacture and installation/ modification works under QP supervision

Completion of Installation/ Modification Works

(i) Testing and Commissioning

(j) QP inspects and certifies



Application for FRMS Plans Approval

- Applicant to register the ride with BCA
- The applicant should engage and appoint a CP for the technical aspects of the application.
 - Application form for Amusement Ride Approval
 - Fees
 - Waiver obtained , if any
 - Submit 1 set of softcopy, CP to endorse and sign on all technical doc submissions (via email)
- SCDF will respond to application within **2 weeks** .

Application for FRMS Plans Approval

Documents required:

- 1) a notification of the appointment of the competent person
- 2) a certification by the competent person that the plans for the fire and rescue management works satisfy the fire safety requirements for the amusement ride
- 3) a proposal for an emergency response plan for the amusement ride prepared in accordance with the guidelines
- 4) a proposal for the appointment, equipping, training and protocols of a company emergency response team for the amusement ride prepared in accordance with the guidelines
- 5) a risk assessment report for the amusement ride prepared in accordance with the guidelines
- 6) a proposal for the appointment, training and protocols of a fire and rescue coordinator for the amusement ride

Operating Permit Application / Renewal Process

Consultation

BCA-Amusement Rides Safety

(a) Consultation session with BCA
(As early as possible)

(b) Applicant appoints QP (with CA if it is a major ride)

(c) QP conducts annual inspection and certifies ride

(e) Obtains insurance (S\$1M) and appoints ride manager

(f) Apply for Operating Permit (at least 2wks – 1mth before commencing operations)

(h) Inspection by Commissioner or enforcement officer

(i) Approval and issuance of Operating Permit

**Annual Inspection
(for renewal)**

**Operating Permit
Application**

SCDF

(a) Consultation session with SCDF

(d) Apply to SCDF for Certificate of Compliance (COC) for Fire & Rescue Management System

(g) Issuance of COC

BCA-Building Control (For new application only)

(a) Consultation session with BCA-Building Control if building works are involved

(d) Apply to BCA-Building Control for TOP/CSC (where applicable)

(g) Issuance / grant of CSC / TOP



Application for Certificate of Compliance (COC)

- **Documents required**
- Application for Certificate of Compliance Form
- Notice of Approval for FRMS
- All relevant Materials Test Reports
- Conformity Assessor (CA) Report (if necessary)
- Certification by a competent person that —
 - (i) the fire and rescue management works have been carried out in accordance with the plans submitted or any deviation approved under regulation
 - (ii) the amusement ride complies with the fire safety requirements
an emergency response plan for the amusement ride, prepared by the operator in accordance with the guidelines for an emergency response plan

Application for Certificate of Compliance (COC)

- a report on the appointment, equipping, training and protocols of the company emergency response team for the amusement ride, prepared by the operator in accordance with the guidelines for a company emergency response team
- a report on the appointment, training and protocols of the fire and rescue coordinator for the amusement ride prepared by the operator
- **Other documents** (*where applicable*):
 - Temporary Fire Permit(TFP)/Fire Safety Certificate (FSC)
 - Temporary Change of Use Permit (TP)
 - Certification of compliance to NFPA 160 for flame effect

Application for Certificate of Compliance (COC)

- Upon receiving the application, SCDF will inspect the amusement rides within 10 working days.
 - Check on fire safety provisions
 - Validate the ERP, CERT via GDX
- COC will be valid up to 1 year.
 - Submit 1 set of softcopy, CP to endorse and sign on all technical doc submissions (via email)

Application for Renewal of Certificate of Compliance (COC)

- **Documents required**
- Application for Renewal of Certificate of Compliance Form
- Conformity Assessor Report (CAB) (if necessary)
- Holder of the operating permit for the amusement ride to apply not later than 2 months before the expiry of the certificate of compliance
- a certification by a competent person who has inspected the amusement ride not more than 2 months before the date of submission of the application that the amusement ride complies with the fire safety requirements applicable to it
- be accompanied by the appropriate fees

Application for Renewal of Certificate of Compliance (COC)

- Upon receiving the application, SCDF will inspect the amusement rides within 10 working days.
 - Check on fire safety provisions
 - Validate the ERP, CERT via GDX
- COC will be valid up to 1 year.
 - Submit 1 set of soft copy, CP to endorse and sign on all technical doc submissions (via email)

Relocation (Major Rides)

- Provided there are no changes to the FRMS plan approval, the holder of the operating permit shall appoint a CP to submit an application for the relocation of the major amusement rides.
- The relocation works shall be supervised by the CP and the QP.
- Upon completion of the relocation works, the CP shall inspect and issue a Certificate of Relocation (Fire and Rescue Management System).
- Holder of operating permit shall apply for SCDF's COC.
- The holder of the OP shall ensure that he has obtained SCDF's COC before commencing operations at the new location.
- Upon receiving the application, SCDF will inspect the amusement rides within 10 working days.

Relocation Process

Intention to Relocate

BCA-Amusement Rides Safety

(a) Holder of operating permit appoints QP (major ride) or RM (all other rides)



(b) Holder of operating permit notifies Commissioner of intention to relocate (at least 2 clear days prior to relocation)



Relocation

(d) Carry out relocation works under supervision of QP (major ride) or RM (all other rides)



(e) QP (major ride) or RM (all other rides) to inspect and certify amusement ride has been properly relocated



Completion of Relocation

(g) Holder of operating permit submits certification by QP (major ride) or RM (all other rides) to Commissioner before commencing operations at new location

SCDF

For major ride

(c) Holder of operating permit applies to SCDF for Certificate of Compliance (COC) for Fire & Rescue Management System



For major ride

(f) Issuance of COC



Relocation (Other Rides)

- The holder of the OP shall notify SCDF at least 2 working days before the relocation.
- The relocation works shall be supervised by the ride manager and fire and rescue coordinator.
- Upon completion of the relocation works, the ride manager shall inspect and issue a Certificate of Relocation.
- The holder of the OP is not required to obtain SCDF's COC provided there are no changes to the FRMS plans approval and the relocation schedule is still valid.

Permit application

- Permit submissions can be done by hand or by post to SCDF

Location: HQ Singapore Civil Defence Force
91 Ubi Avenue 4
Singapore 408827

Attention to: Central Enforcement Department

Office hrs: 8.30am to 6.00pm, Monday to Thursday (except Friday only till 530pm)

End of Briefing