

SINGAPORE CIVIL DEFENCE FORCE

Date : 7 Sep 2020 **Our Ref**: CD/FSD/12/02/03/01

Registrar, Board of Architects

Registrar, Professional Engineers Board

President, Singapore Institute of Architects

President, Institution of Engineers, Singapore

President, Association of Consulting Engineers, Singapore

Dear Sir/Mdm,

ADMINISTRATIVE INSTRUCTION FOR FIRE SAFETY CERTIFICATE (FSC) AND MINOR ADDITION/ALTERATION (MAA) SUBMISSIONS

As part of the efforts to strengthen the fire safety regulatory regime, SCDF has made changes to the submission procedures for Temporary Fire Permit/Fire Safety Certificate (TFP/FSC) and Minor Addition/Alteration (MAA) submissions.

- 2. Qualified Persons (QPs) shall submit all Certificates of Conformity (CoCs), where required in the Fire Code, as part of Temporary Fire Permit/Fire Safety Certificate (TFP/FSC) and Minor Addition/Alteration (MAA) submissions.
- 3. The application for TFP/FSC FSC01 form has been amended to incorporate the necessary changes for the Project QP to (1) declare whether regulated fire safety products were used; (2) submit details of these products in the excel sheet (SCDF_FSC_PLS.xls) (Annex A); (3) upload the CoCs; and (4) list the date(s) of delivery of the regulated fire safety products declared in SCDF FSC PLS.xls.
- 4. The form FSC02 "Certification of Fire Safety Special Building Materials" has been renamed "Certification for Regulated Fire Safety Products" (please see <u>Annex B</u>). The list of regulated fire safety products for which the Appropriate QP (previously "specialised QP")











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needs to endorse on the FSC02 form is found in <u>Annex C</u>. Alternatively, the Project QP who is overall responsible for the project can choose to certify all the regulated fire safety products on behalf of the Appropriate QP.

- 5. The MAA workflow has also been changed to a two (2) step process rather than the current one (1) step process. The amended workflow can be found in <u>Annex D</u>, which incorporates the necessary changes for the Project QP to submit the Certificate of Fire Safety Works, as well as the Declaration on use of Regulated Fire Safety Products. The product details shall be submitted in the excel sheet (SCDF_MAA_PLS.xls) (<u>Annex E</u>), together with the CoCs and date(s) of delivery of the regulated fire safety products declared in SCDF MAA PLS.xls.
- 6. Please be informed that the revised submission procedure will take effect from <u>14</u> September 2020 and any incomplete or missing information may result in a rejection of the application, and thus a delay in the issuance of TFP/FSC/MAA.
- 7. Please convey the contents of this circular to members of your Board/ Institution/ Association. This circular is also available in CORENET's e-Info: http://www.corenet.gov.sg/einfo.
- 8. For any clarification on the contents of this circular, please contact MAJ Ang Oon Chye at Tel 6848 1420, HTX Tan Yi Yang at 6848 1734, or CPT Daven Tan at 6848 1408.

Yours faithfully

(transmitted via email)

LTC Tan Chung Yee for Commissioner Singapore Civil Defence Force

Distribution list

CEO, BCA CEO, URA CEO, HDB











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Manager (Fire Safety & Building Control Unit), DSTA

SCDF Fire Safety Standing Committee

Fire Code Review Committee

TUV SUD PSB

Setsco Services

Singapore Test Services











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Excel Sheet to submit CoC and Delivery Order Information

	DECLARATION OF REGULATE	ED FIRE SAFETY PRODUCTS			
Instructions:	All scanned copy of the Certificate of Note: Regulated fire safety product. Coc at the date of delivery to the pro- All fields must be completed, else t Please key in all approved plan num submissio. so @ ing each numbe Examp. d. 19, RRW/AOD.	the whole application will be rejected. hers (i.e. building plan, mechanical ventila er with a comma (,).	ne application shall be in fu expired, terminated or othe stion plan, and/or fire prote	erwise suspended	
SCDF Approved Plan No:	000				
Project Title:					
			CoC Validity Period		Delivery Order
Regulated Fire Safety Products	Certification Body	CoC Serial Number	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Date (DD/MM/YYYY)
<pre><please select=""></please></pre>					

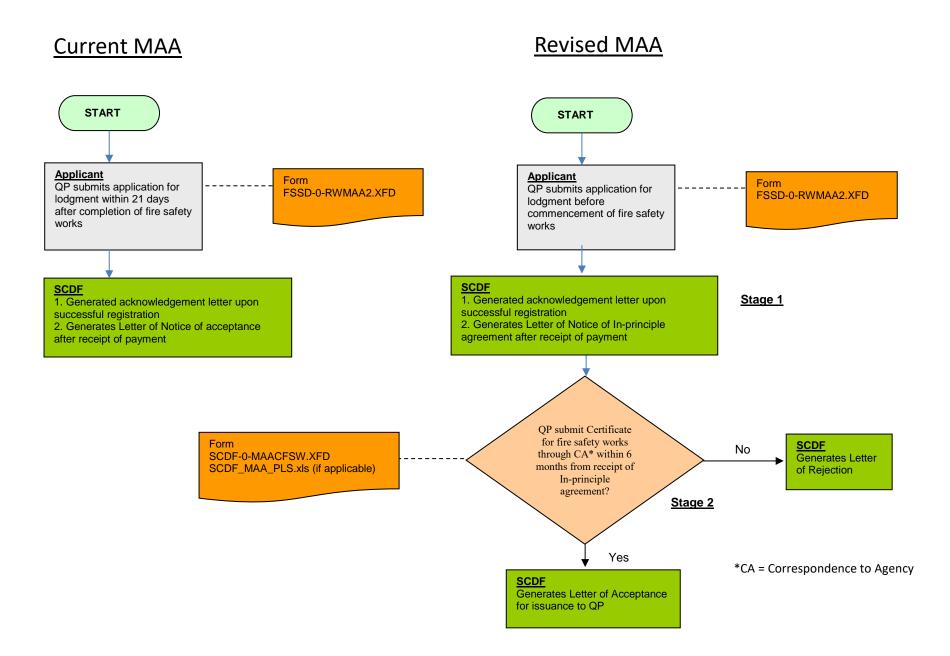
Certification for Regulated Fire Safety Products Form

	to standing after 2	ON FOR REGULATED	FIRE SAFETY F	PRODUCTS	
Commissi Singapore 91 Ubi A	Civil Defence For	ce			
Singapore		epartment			
Project Ti	tle:	72-0-20			_
SCDF Ap	proved Plan Numb	er:	Approv	red Date:	
		ty Products & Materials (re			
P****	I -n I	*Gridlines in SCDF	Installed size	**Fire	I to an a star
*Storey	*Room type (E.g. Office, Classroom, etc.)	approved plans	area	resistance rating (hrs) / Thickness	Inspection Date
		- Le			
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	7				
			1		
	by Appropriate QF				1
		ller) of the Regulated Fire S		- A - A - A - A - A	
appointed.	floor plans indicating Appropriate QP, where not applicable	g the locations of Regulated F	ire Safety Product inst	alled and endorsed b	y the same

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Regulated Fire Safety Products that require Endorsement by Appropriate QP

- 4) Fire-rated partition 4.1 Compartment wall *
- 4) Fire-rated partition 4.2 Protected shaft enclosing lift *
- 4) Fire-rated partition 4.3 Protected shaft enclosing staircase or services *
- 5) Fire-rated floor *
- 6) Fire-rated ceiling * 6.1 Compartmentation *
- 6) Fire-rated ceiling * 6.2 Protection to steel beams that support RC floor *
- 6) Fire-rated ceiling * 6.3 Protection to timber/ steel flooring *
- 7) Fire-rated enclosure/spraying material 7.1 Protection to steel structure *
- 7) Fire-rated enclosure/spraying material 7.2 Protection to firefighting system (i.e. Dry riser pipe etc.) *
- 7) Fire-rated enclosure/ spraying material 7.3 Protection to building service (i.e. cables, sanitary pipes, chilled water pipes, etc.) *
- 9) Fire-rated duct system (i.e. ventilation, smoke-extraction and/or kitchen exhaust ducting system) *
- 11) Fire stopping material (including fire-rated collar) *
- 12) Fire-rated glass block/ glass partition *
- 26) Intumescent coating system (for protection to steel structure) *
- 29) Raised floor panel *
- 30) Material for wall/ceiling/floor construction *
- 31) Thermal insulation material *
- 32) Finishing material for wall/ceiling *
- 33) Plastic finishing material for floor *
- 34) Roof covering material *
- 35) Composite panel (cladding to external wall) *
- 36) UPVC window frame material *
- 37) Engineered timber *
- 38) Solar Photo-voltaic (PV) roof-mounted module *
- 39) Coldroom 39.1 Non fire-rated coldroom material *
- 39) Coldroom 39.2 Fire-rated coldroom material *



			SCOF-B-MAACPSW	
	(Minor Add	TE FOR FIRE SAFETY V litions and Alterations V Safety (Building and Pipeline Fire Safety) R	Works)	
Date":	12/06/2020			
To":	Singapore	e CIVII Defence Force		
	The Commissioner Singapore Civil Defer 91 Ubi Avenue 4 Singapore 408827	nce Force		
Instru	ctions			QP's Declarati
		ted and digitally signed by the G r wherever applicable.	uaiffed Person (QP)	project
2. It mi	ay take you 5 minutes	to complete this form.		I declare that th
Partic	ulars Of Project			
Project	Reference Number*			declare that al
Project	Title"		Δ.	m "SCDF_MAA
				Submission Cl
[Includ House Addres	in Description e Lot/Plot, MK/TS, No, Building s and Road		a	The following are
Informa	eference No"			I. FINAL WAA PIAL
	ulars of Qualified P	erson for MAA		Drawing File N
Name*		Please Select		[Enter Drawing File
Role in	Project			
Regist	ation Number		No. of the last of	2. Regulated Fire
NRIC/F	In Number		2000	
Firm N	ame			3. CoC for Regula
Addres	5		В	Certification B
			p	I hereby certify that
UEN				form, have been co
Teleph	one Number			Precautions in Buil
Email /	Address			Codes of Practice.

QP's Declaration on Regulated Fire Safety Products used in this project		
I declare that there are no regulated fire safety products used in this project.		
I declare that all regulated fire safety products used in this project as indicated in "SCDF_MAA_PLS.xls" are in accordance to the Fire Code.	<u>d</u>	SCDF_MAA_PLS.xls is required if this filed is selected *
Submission Checklists		
The following are attached :		
1. Final MAA Plans Drawing File Name* [Enter Drawing File Name attached with CR application]		The file name of the final layout has to be indicated . e.g. 1 storey.dwg . 1_storey.pdf *
2. Regulated Fire Safety Products Listing Declaration (SCDF_MAA_PLS.xls)		*Application may be
3. CoC for Regulated Fire Safety Products	rejected if the information is incomplete.	
Certification By Qualified Persons		
I hereby certify that the fire safety works for the above project given in this form, have been completed in accordance with the Code for Fire Precautions in Buildings, Fire Safety Act and its Regulations and relevant		

Declaration for Regulated Fire Safety Products Used

	DECLARATION OF REGULATE	D FIRE SAFETY PRODUCTS				
7-	All scanned copy of the Certificate of Conformity (CoC) to be submitted with the application shall be in full-colour format. Note: Regulated fire safety products shall be accompanied with a valid (i.e. not expired, terminated or otherwise suspended or cancelled) CoC at the date of delivery to the project site.					
Instructions:	All fields must be completed, else the whole application will be rejected.					
	Please key in the MAA reference number applicable to this submission, separating each number with a comma (,). Exan, ve: MAD0001/20, MAA/A00001/2001					
	Please a nor delete any tabs in this ex	cel spreadsheet, else the whole application will	be rejected.			
MAA Reference No:	1000					
Project Title:			CoC Valid	ity Period	Delivery Order	
Regulated Fire Safety Products	Certification Body	CoC Serial Number	From	To (DD/MM/YYYY)	Date (DD/MM/YYYY)	
<please select=""></please>			(SS) MINI (TTT)	(CC) min, TTT	(,,,	
N. P.						