



**SCDF**  
The Life Saving Force

# **COMPANY EMERGENCY RESPONSE TEAM**

## ***Audit & First Aid***

CPT Chu Yiu Tak  
Central Enforcement Department  
Singapore Civil Defence Force

# Agenda

- **Declaration of FSM & CERT status**
- Key changes to CERT audit checklist
- CERT First Aider requirement



# FSM & CERT Declaration

- Sent via email to building owners / managers & FSMs
- Please ensure details are updated in e-FSM portal

**Subject:** Declaration of FSM & CERT Status

**ATTN:** Owner / Managing Agent / MCST / Fire Safety Manager

## **BUILDING NAME**

**BLK** , **JOO KOON CIRCLE** , **Postal Code**

## **DECLARATION OF FSM & CERT FORMATION STATUS**

1 This notification serves to inform you that the above mentioned premises is required to appoint a Fire Safety Manager (FSM) and Company Emergency Response Team (CERT) comprising at least 6 members.

2 The *Fire Safety (CERT) Regulations 2013* came into operation on 1<sup>st</sup> September 2013. Under the new regulations, the owner or occupier of any premises specified in the *Fire Safety (Premises Requiring FSM and CERT) Notification 2013* are required to establish a CERT by 1<sup>st</sup> March 2014.

3 In order to allow sufficient time for premises to comply with the CERT regulations, an additional grace period of 25 months is given to CERT premises from 1<sup>st</sup> March 2014. **Audits for CERT premises has started on 1<sup>st</sup> April 2016.** A CERT audit notification will be sent to you approximately one month before the scheduled date for the CERT audit.

# FSM & CERT Declaration

4 You are required to declare to us on the formation, training, and equipping status of your CERT as requested below:

a. Your full name: \_\_\_\_\_

Contact number: \_\_\_\_\_

FSM name: \_\_\_\_\_

Appointment: Building owner / Managing Agent / MCST / FSM\*

b. Company/building name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code: \_\_\_\_\_

c. CERT Tier: 1(P&FM) / 1-HRI / 2 / 3 / not sure\*

d. CERT members appointed: Yes / No\*

• Name of Site Management Controller: \_\_\_\_\_

• Name of Site Incident Controller : \_\_\_\_\_

• Number of CERT Members : \_\_\_\_\_

• Number of first aiders : \_\_\_\_\_

• If number of CERT member is less than 4 : please state reason(s): \_\_\_\_\_

e. ERT enrolled for WDA CERT training: All / Partial / None\*

f. CERT Equipping: Full / Partial / None\*

# FSM & CERT Declaration

- Sending **FINAL reminders** to premises without reply

5 Please email the completed declaration to [SCDF\\_CERT@scdf.gov.sg](mailto:SCDF_CERT@scdf.gov.sg) by 6 May 2016.

6 Your cooperation is greatly appreciated. Please refer to the **National CERT Standard** at [http://www.scdf.gov.sg/content/scdf\\_internet/en/building-professionals/CERT.html](http://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/CERT.html) for details on the CERT requirement. You may also refer to the SCDF website at <http://www.scdf.gov.sg/> if you are not able to access the CERT webpage directly.



Audit Team (T3 PIB 1-700)  
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# FSM & CERT Declaration

- **Help to inform building owner / management:**
  - ✓ To form a CERT
  - ✓ To enrol CERT members for proper training
  - ✓ To provide CERT with full equipment
  - ✓ Respond to declaration email
- **SCDF has given sufficient grace period**
  - ✓ Will start taking enforcement action on premises without FSM / CERT
  - ✓ Penalty up to \$10000 fine and 6 months imprisonment if convicted in court

# FSM & CERT Declaration

- Contact SCDF at [SCDF CERT@SCDF.GOV.SG](mailto:SCDF_CERT@SCDF.GOV.SG) immediately if you have not updated SCDF on your FSM and CERT status.
- Notices of Fire Safety Offence will be issued to premises without CERT from October 2016.

# Agenda

- Declaration of FSM & CERT status
- **Key changes to CERT audit checklist**
- CERT First Aider requirement





# CERT audit checklist

	Score (%)	Category Assessed	Category Score (%)
<b>Documentation</b>	40	Emergency Response Plan	8
		Emergency Staff Aids	4
		Training Records & Certification	12
		Equipment Readiness & Maintenance Records	16
<b>Practical Skills</b>	60	Activation & Response	10.8
		Incident Size Up	3.6
		Mitigation Ops	24
		Linking up with SCDF	4.8
		Evacuation	9
		Support Activities	7.8
<b>Total</b>	<b>100</b>	<i>*NOTE: A pass in the CERT audit does not imply that all relevant regulations have been fully met.</i>	<b>100</b>

# CERT audit checklist

- Must pass both documentation and practical audits to pass CERT audit
- Greater emphasis on CERT manpower, training and equipping
- Greater emphasis on proper evacuation procedures and supporting SCDF

# Agenda

- Declaration of FSM & CERT status
- Key changes to CERT audit checklist
- **CERT First Aider requirement**

# CERT First Aider Requirement

- Current CERT Structure (2016)
  - ✓ 1 x Site Main Controller (SMC)
  - ✓ 1 x Site Incident Controller (SIC)
  - ✓ 4 x Response Team Members (ERT Members)
    - Fire trained
- These are minimum requirement, larger or riskier premises should consider having a larger CERT if possible.

# CERT First Aider Requirement

- CERT Structure (By 31 March 2018)
  - ✓ 1 x Site Main Controller (SMC)
  - ✓ 1 x Site Incident Controller (SIC)
  - ✓ 4 x Response Team Members (ERT Members)
    - Fire trained
  - ✓ 4 x Response Team Members (ERT Members)
    - First aid trained
- Can be same or different persons to be trained (refer to CERT structure)

# CERT First Aider Requirement

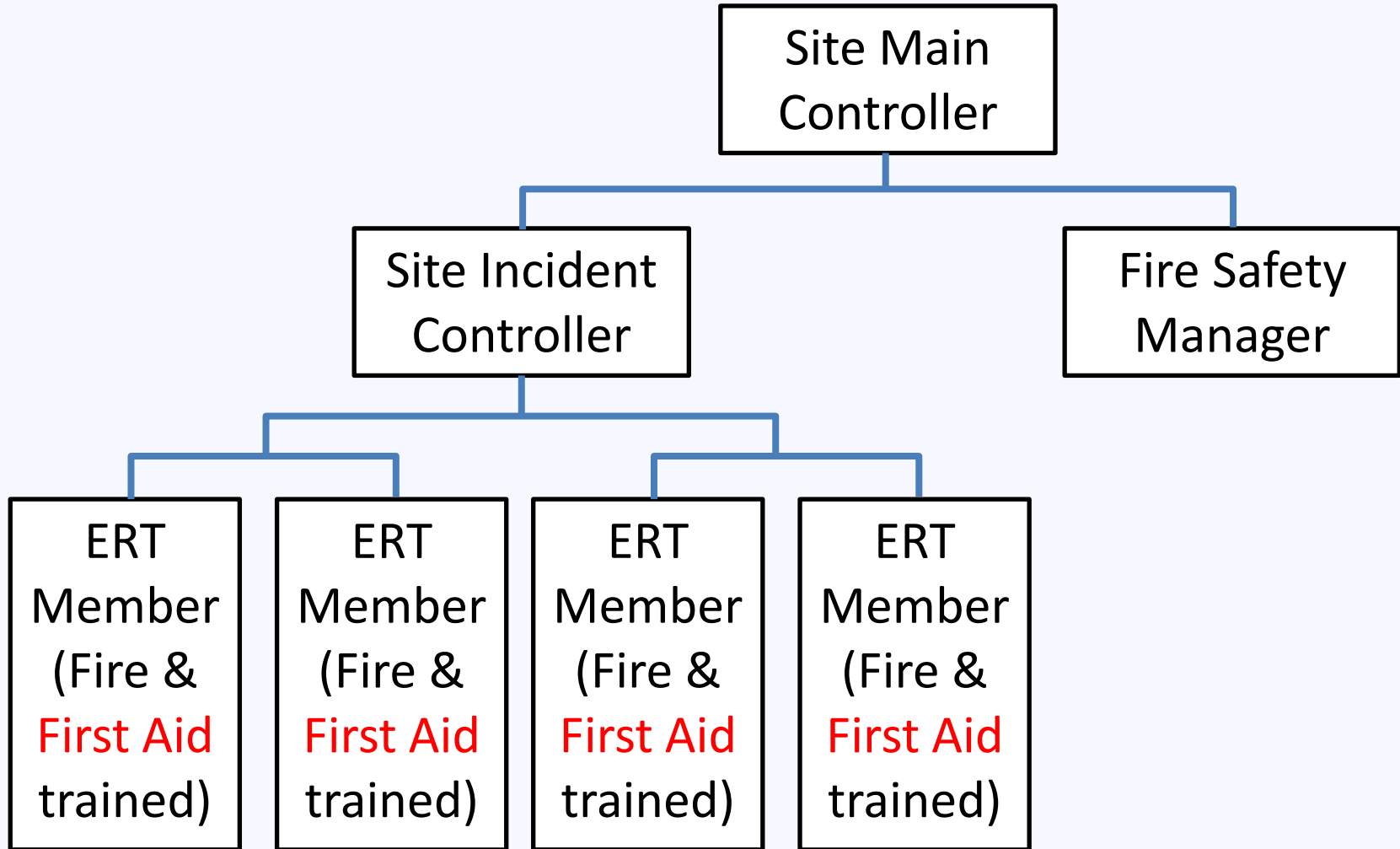
- By 2018, there must be a minimum of 4 trained first aiders in a CERT. The certification is valid for 2 years (NRC requirement). Accepted first aid courses should cover basic first aid, as well as CPR & AED.

CERT first aider course (1 day) / Basic First Aid Course (1 day)		
Duration	Topic	Remarks
4 hours	<ul style="list-style-type: none"><li>● CPR &amp; AED</li></ul>	Card & certificate issued
4 hours	<ul style="list-style-type: none"><li>● Introduction to first aid.</li><li>● Management of sprains, dislocations, cuts, fractures and burns.</li><li>● Improvised carrying techniques</li></ul>	Basic first aid for CERT
1 hour	<ul style="list-style-type: none"><li>● Revision, theory &amp; practical test</li></ul>	

# CERT First Aider Requirement

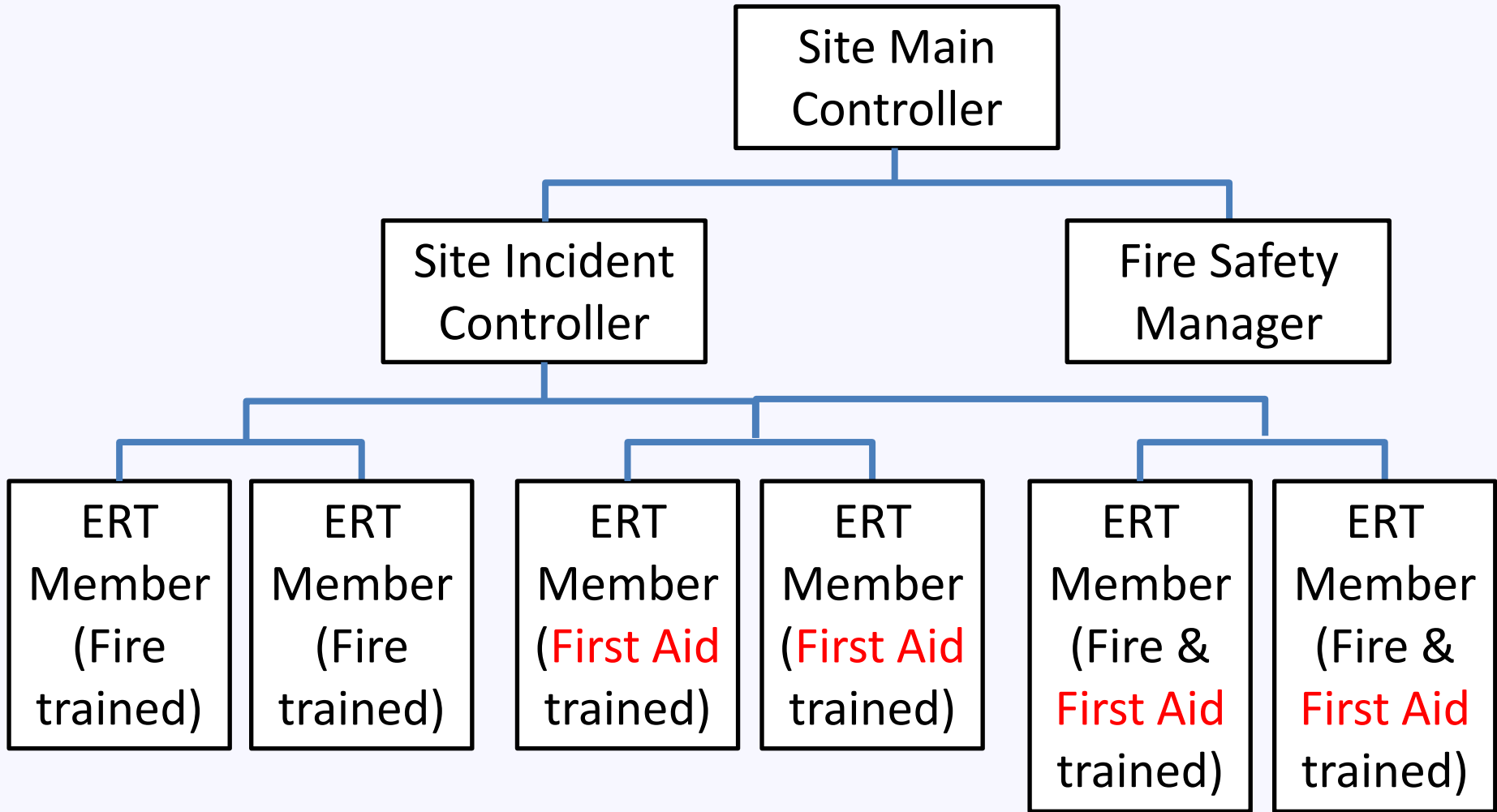
- Accepted first aid certifications:
  - ✓ WSQ Perform Workplace First Aid (with CPR and AED)
  - ✓ Occupational First Aid with CPR and AED
  - ✓ Standard First Aid with CPR and AED
  - ✓ Basic First Aid with CPR and AED
  - ✓ Equivalent first aid courses that adequately covers the topics
- Non-accepted first aid certifications:
  - X Basic First Aid with only CPR or AED
  - X Community Emergency Preparedness Programme
  - X First Aid orientation / introduction / awareness courses

# CERT Structure (OK)

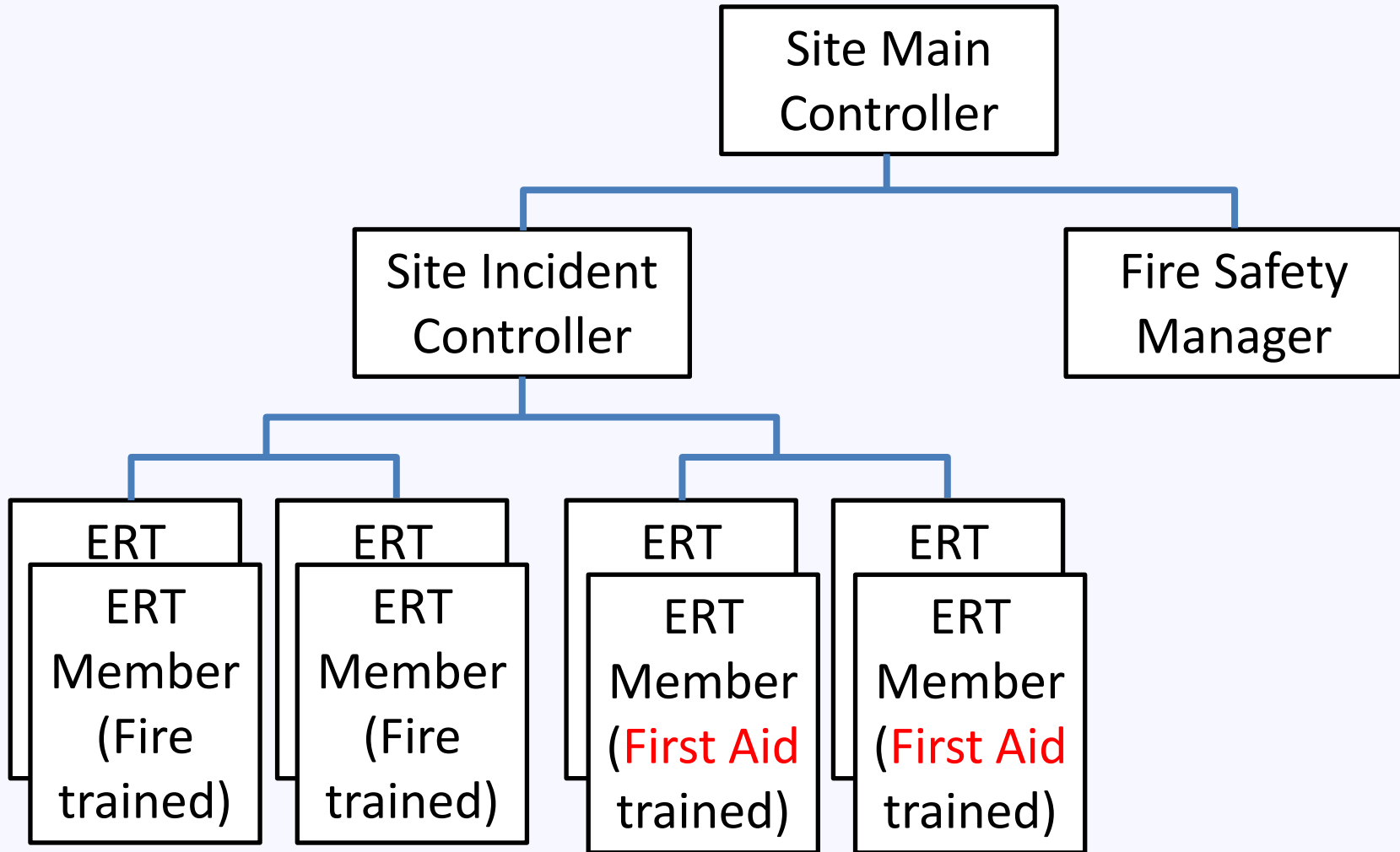




# CERT Structure (OK)

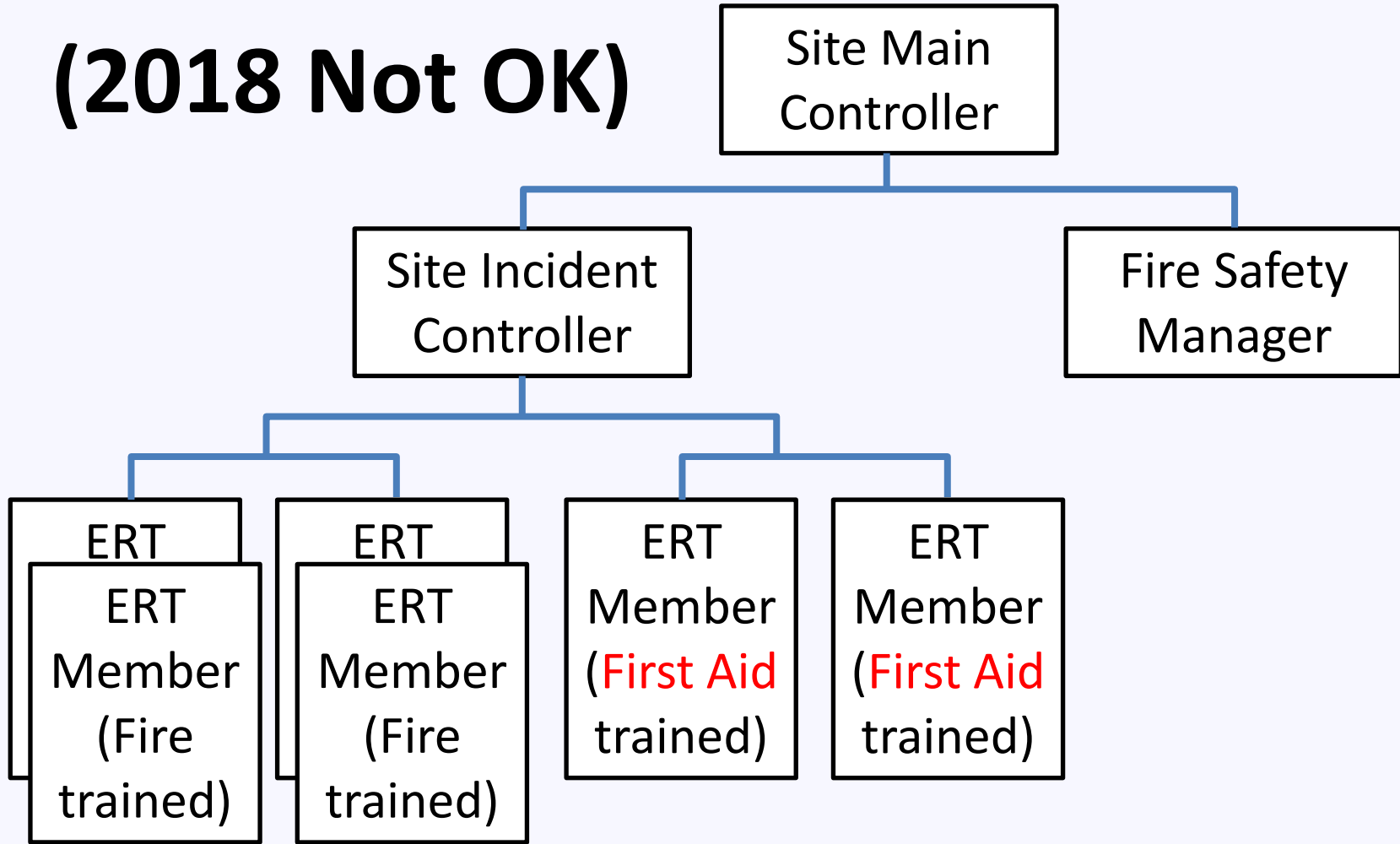


# CERT Structure (OK)

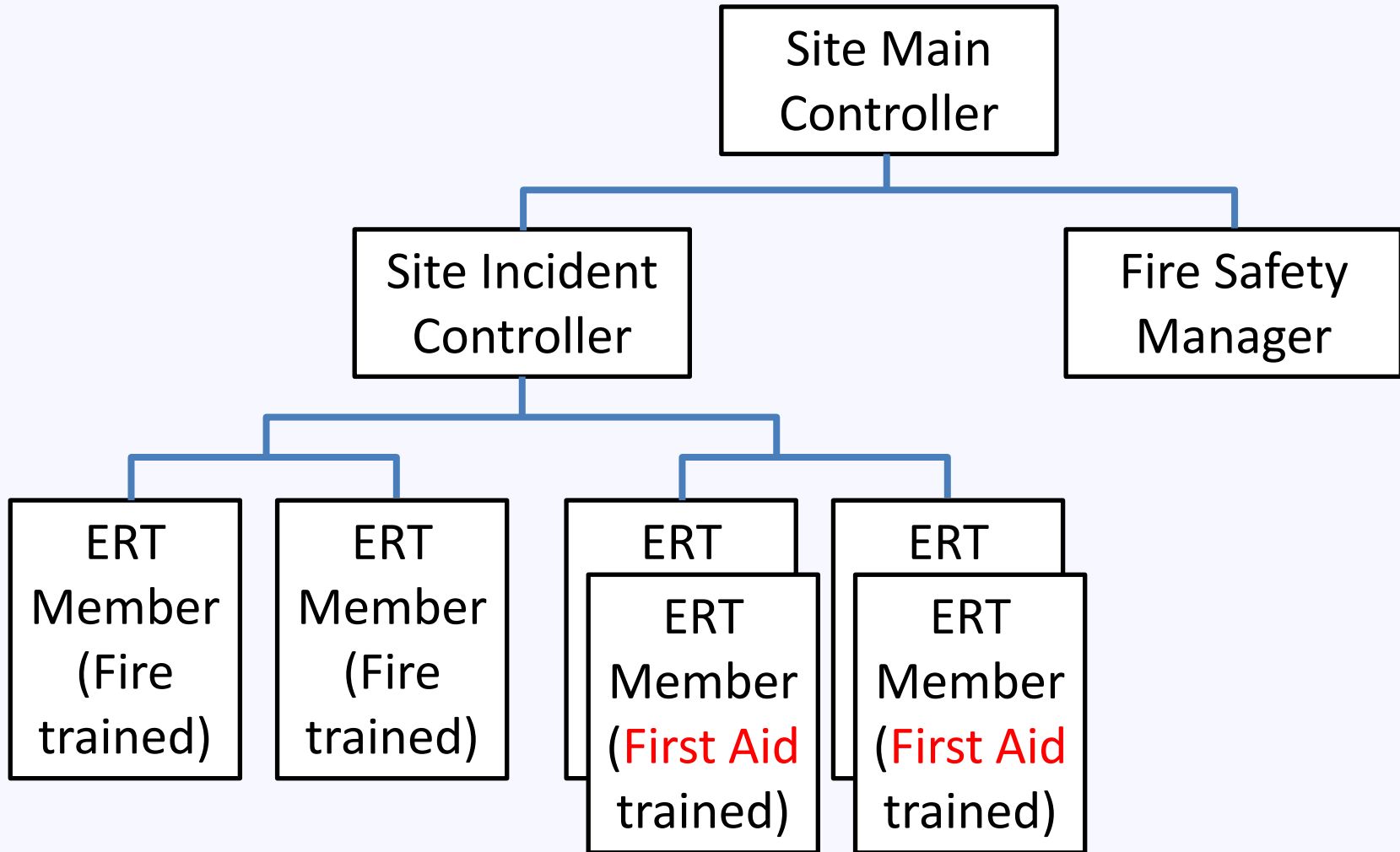


# CERT Structure (2016 OK)

(2018 Not OK)



# CERT Structure (Not OK)



# Thank You

**CERT Enquiries:**  
**[SCDF CERT@scdf.gov.sg](mailto:SCDF_CERT@scdf.gov.sg)**

Updated 28 Sep 2016