1 Course Location

Classroom 2A and 2B, level 3, City Campus, 91 Ubi Ave 4, HQ SCDF (marked ‘X’ in below map within HQ SCDF compound)

2 Duration : Module 5- 0.5 day workshop

3 Time : 1300 hrs to 1730 hrs
4 **Aim**: The aim of the course is to enhance the knowledge of building Professionals on specific areas in fire safety.

5 **Learning Objectives:**

The learning objectives are as follows:

a. Understands the changes in the development of Fire Safety Code of Practice
b. Understand the changes in the revision of Fire Safety Act & Regulations
c. Understand the application of any new design requirement

6 **Reporting**

The course will begin at 1300hrs and end at 1730hrs. Please be at the course location 15 minutes before the starting time.

7 **Transportation**

If you are taking public transport, there are a few buses that can reach HQ SCDF. Please refer to the location map above for busses and bus stops around HQ SCDF.

8 **Parking**

If you are driving, please ensure that you park your car at Carpark B or any other designated parking areas as directed by the provost on duty. You are encouraged to car-pool due to the limited parking space in the Academy.

9 **Attendance and Punctuality**

You are to confirm your particulars as indicated in the Attendance Register and to sign your attendance before the program commences. Please be reminded to be punctual for all lessons.
10 Attire

Trainees are not allowed to wear shorts and slippers while attending training sessions. Collar T-shirt, long pants and shoes is recommended.

11 Security Pass

You are required to put on the security pass, which will be issued upon entry at the guardhouse. The pass is to be returned at the end of the course.

12 Use of Handphones & Pagers

You are requested to put your handphone and pager to silent mode and respond to calls only during breaks so as not to disrupt the class.

13 Certificate

The Certificate of Attendance will be awarded when attendance is 80% attained. Participants who are unable to complete any part of the course due to health or any medical condition will not be awarded any certificate. Please make sure that the name is spelt correctly otherwise participant has to collect their certificate personally at a later date.

14 Cleanliness

During your stay with us, please help to maintain the cleanliness of the various training areas and amenities for your own comfort as well as those of other users/participants.

15 No Smoking

Smoking is strictly prohibited with the compound of the Academy. Offender is liable to departmental disciplinary action or be fined to a maximum of $500.00 when the case is reported to Police.
16 Loss / Damage

Please note that CDA will not be responsible for any loss or damage to personal belongings during your stay at the Academy. We recommend that you bring as little cash or valuables as possible.

17 Clarification

Please direct your queries to the Course Administrator, MAJ Cheong Yew Dong, at Tel: 6794 5660. He is assisted by the Course Coordinator, WO Zahini at Tel: 67945674.

MAJ Azmi Adam
Head Fire Safety and Investigation Branch
Civil Defence Academy