



# SCDF

The Life Saving Force

... for a safer Singapore

SINGAPORE CIVIL DEFENCE FORCE



Your Ref : \_\_\_\_\_

Our Ref: CD/FSSD/12/02/03/01

Date : 19 March 2020

Registrar, Board of Architects (BOA)  
Registrar, Professional Engineers Board (PEB)  
President, Singapore Institute of Architects (SIA)  
President, Institution of Engineers, Singapore (IES)  
President, Association of Consulting Engineers, Singapore (ACES)

Dear Sir/Mdm

## **Restructuring of Fire Safety and Shelter Department (FSSD) & Central Enforcement Department (CED)**

This circular informs the industry that Fire Safety and Shelter Department & Central Enforcement Department will merge to form Fire Safety Department (FSD) with effect from 1<sup>st</sup> April 2020. With the merger, some of the key changes that will take place in order to better serve our customers are as follows:

- a. Existing 'Fire Safety Consultation Branch' and 'Fire Safety Plans Compliance Branch' under the FSSD will be restructured into 'Industrial & Institution Design Branch', 'Commercial & Residential Design Branch' and 'Consultation & Fire Safety Engineering Branch' under the new FSD. In this setup, an SCDF officer will be assigned to each building project for follow through from processing of waiver applications and plans approval to issuance of Temporary Fire Permit/Fire Safety Certificate. Having a single point of contact in SCDF will enable the various applications to be more effectively managed and thus better serving the industry.
- b. Existing 'Licensing Branch' and 'Hazmat Transport Vehicle Tracking System Branch' under Central Enforcement Department will be restructured into the 'Transport Risk Branch' and 'Storage Risk Branch' under Hazardous Materials (HazMat) Department. The HazMat Department will thereon be SCDF's single regulatory front for



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P&FM related matters (i.e. QRA, fire safety consultation/waivers, licensing). With oversight of the entire P&FM regulatory process, HazMat Department will be in a better position to streamline processes and improve workflow for P&FM related regulatory functions.

c. Existing ‘Shelter Planning & Management Branch’ will move to Volunteer & Community Partnership Department (VCPD), and renamed as ‘Community Protection Branch’. This move will result in greater synergy to leverage on CD volunteers and the community to partner our SCDF ORNSmen in public education efforts on use of CD shelters as well as in operating and managing the public shelters.

2. Notwithstanding the changes, we would like to assure that there will not be any adverse impact due to this restructuring and procedures for all the applications remain unchanged.

3. For enquiries, you may contact the following officers:

General Enquiry	SCDF Customer Service Centre (CSC) Hotline: 1800 286 5555 Email: <a href="mailto:SCDF_CSC@scdf.gov.sg">SCDF_CSC@scdf.gov.sg</a>
Fire Safety/CD Shelter Consultation	SCDF Customer Service Centre (CSC) Hotline: 1800 286 5555(Appointment booking) Email: <a href="mailto:SCDF_QP_Consultant@scdf.gov.sg">SCDF_QP_Consultant@scdf.gov.sg</a>
Transport Licence Application	Ms Alice Seto DID: 6848 1485 Email: <a href="mailto:Alice_Seto@scdf.gov.sg">Alice_Seto@scdf.gov.sg</a>  Mr Md Razif Abd Rahman DID: 6848 1474 Email: <a href="mailto:Md_Razif_Abd_Rahman@scdf.gov.sg">Md_Razif_Abd_Rahman@scdf.gov.sg</a>  Mr Md Zali Bin Ahmad DID: 6848 1465 Email: <a href="mailto:Md_Zali_Ahmad@scdf.gov.sg">Md_Zali_Ahmad@scdf.gov.sg</a>
Storage Licence Application	Mr Muhathir Mohamad DID: 6848 1442 Email: <a href="mailto:Muhathir_Mohamad@scdf.gov.sg">Muhathir_Mohamad@scdf.gov.sg</a>  Mr Md Rafeei Bin Misnawi DID: 6848 1472



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	<p>Email: <a href="mailto:Md_Rafeei_MISNAW@scdf.gov.sg">Md_Rafeei_MISNAW@scdf.gov.sg</a></p> <p>Mr Johnson Wong  DID: 6848 1432  Email: <a href="mailto:Johnson_Wong@scdf.gov.sg">Johnson_Wong@scdf.gov.sg</a></p>
Pipeline Licence Application	<p>Mr Kelvin Wong  DID : 6848 1484  Email: <a href="mailto:wong_weng_kuin@scdf.gov.sg">wong_weng_kuin@scdf.gov.sg</a></p> <p>Ms Claire Yeo  DID: 6848 1735  Email: <a href="mailto:Claire_yeo@scdf.gov.sg">Claire_yeo@scdf.gov.sg</a></p>
Import Licence Application	<p>Mr K. Mahaintharan  DID: 6848 1429  Email: <a href="mailto:K_Mahaintharan@scdf.gov.sg">K_Mahaintharan@scdf.gov.sg</a></p> <p>Mr Md Nasir Hashim  DID: 6848 1468  Email: <a href="mailto:Muhammad_nasir_hashim@scdf.gov.sg">Muhammad_nasir_hashim@scdf.gov.sg</a></p>
ERP/TERP/PERP Submission	<p>Mr Md Azali Bin Hussin  DID: 6848 1440  Email: <a href="mailto:Md_Azali_Hussin@scdf.gov.sg">Md_Azali_Hussin@scdf.gov.sg</a></p> <p>Mr Azmi Bin Md Hashim  DID: 6848 1434  Email: <a href="mailto:Azmi_Md_Hashim@scdf.gov.sg">Azmi_Md_Hashim@scdf.gov.sg</a></p>
Hazmat Transport Vehicle-Tracking/Hazmat Transport Driver Permit (HTDP)	<p>Mr Steve Koa  DID: 6848 1540  Email: <a href="mailto:Koa_Hean_Kiong@scdf.gov.sg">Koa_Hean_Kiong@scdf.gov.sg</a></p>

4. Please convey the contents of this circular to members of your Institution/Association/Board. The circular is also available in CORENET-e-Info: <http://www.corenet.gov.sg/einfo>.

5. For any enquiry or clarification relating to this circular, please contact: LTC Tan Chung Yee at Tel: 6848 1457 or email to [Tan\\_Chung\\_Yee@scdf.gov.sg](mailto:Tan_Chung_Yee@scdf.gov.sg).



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Yours faithfully,

(transmitted via e-mail)

LTC Tan Chung Yee  
Fire Safety & Shelter Department  
*for* Commissioner  
Singapore Civil Defence Force

Distribution list

CEO, BCA  
CEO, URA  
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President, FSMAS  
President, SCAL  
Honorary Secretary, SPM  
Manager (Fire Safety & Building Control Unit, DSTA)  
SCDF Fire Safety Standing Committee  
Fire Code Review Committee



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