



**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 **Annex B**). The list of regulated fire safety products for which the Appropriate QP (previously “specialised QP”)



**SCDF – A member of the Home Team**

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needs to endorse on the FSC02 form is found in **Annex C**. 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 **Annex D**, 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) (**Annex E**), 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 14 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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## Annex A

### **Excel Sheet to submit CoC and Delivery Order Information**

[illegible]

## CERTIFICATION FOR REGULATED FIRE SAFETY PRODUCTS

Project Title: \_\_\_\_\_

SCDF Approved Plan Number: \_\_\_\_\_ Approved Date: \_\_\_\_\_

Type of Regulated Fire Safety Products &amp; Materials (referred to as "products" for simplicity):

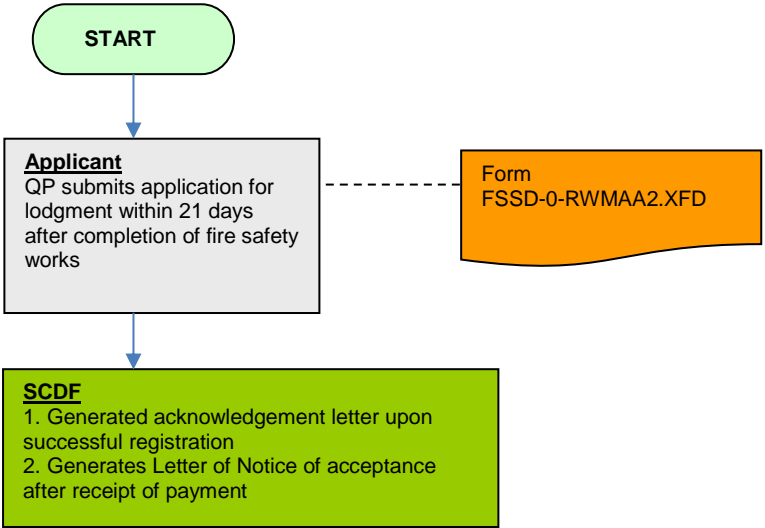
**\*\*Delete where not applicable**

Updated as of XXXX 2020

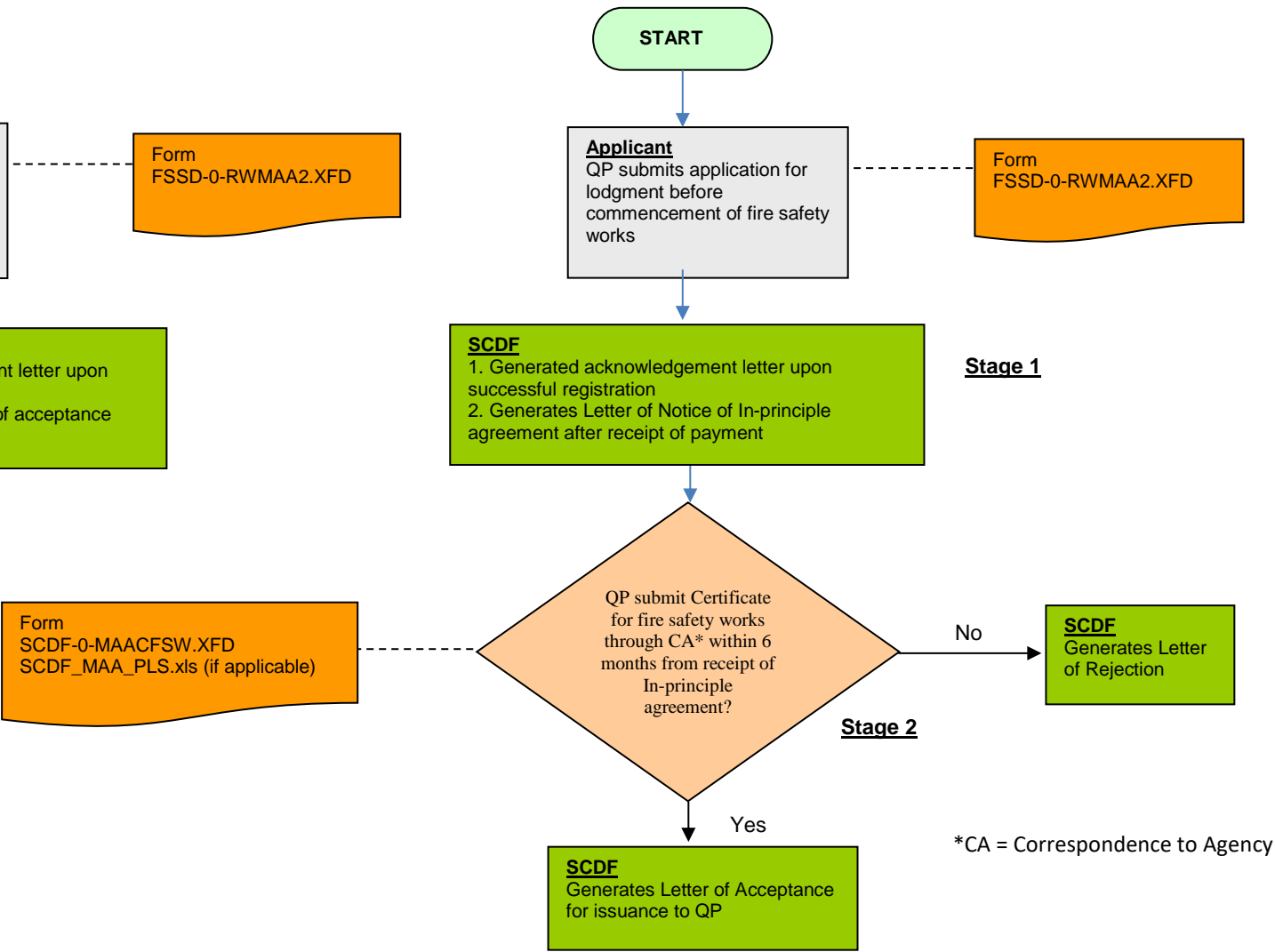
**Regulated Fire Safety Products that require Endorsement by Appropriate QP**

|  |
|--|
| 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 *   |

Current MAA



Revised MAA



| SCDF-0-MAACFSW  |                               |
|---|-------------------------------|
| <b>CERTIFICATE FOR FIRE SAFETY WORKS</b><br><b>(Minor Additions and Alterations Works)</b><br><small>(Regulation 4(5) of Fire Safety (Building and Pipeline Fire Safety) Regulations)</small> |                               |
| Date:   | 12/06/2020                    |
| To:   | Singapore Civil Defence Force |
| The Commissioner<br>Singapore Civil Defence Force<br>91 Ubi Avenue 4<br>Singapore 408827  |                               |
| <b>Instructions</b>   |                               |
| 1. This form shall be completed and digitally signed by the Qualified Person (QP) and Professional Engineer wherever applicable.<br>2. It may take you 5 minutes to complete this form.       |                               |
| <b>Particulars Of Project</b>   |                               |
| Project Reference Number*   |                               |
| Project Title*  |                               |
| Location Description<br><small>(Include Lot/Plot, MK/TS, House No, Building Address and Road Information)*</small>  |                               |
| MAA Reference No*   |                               |
| <b>Particulars of Qualified Person for MAA</b>  |                               |
| Name*   | Please Select                 |
| Role In Project   |                               |
| Registration Number   |                               |
| NRIC/Fin Number   |                               |
| Firm Name   |                               |
| Address   |                               |
| UEN   |                               |
| Telephone Number  |                               |
| Email Address   |                               |

| QP's Declaration on Regulated Fire Safety Products used in this project  |   |
|--|---|
| <input type="radio"/>  | I declare that there are no regulated fire safety products used in this project.  |
| <input checked="" type="radio"/>   | 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. |
| Submission Checklists  |   |
| The following are attached :   |   |
| 1. Final MAA Plans   |   |
| Drawing File Name*   |   |
| <small>[Enter Drawing File Name attached with CR application]</small>  |   |
| 2. Regulated Fire Safety Products Listing Declaration (SCDF_MAA_PLS.xls)   |   |
| 3. CoC for Regulated Fire Safety Products  |   |
| 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 Codes of Practice. |   |

SCDF\_MAA\_PLS.xls is required if this filed is selected \*

The file name of the final layout has to be indicated . e.g. 1\_storey.dwg . 1\_storey.pdf \*

\*Application may be rejected if the information is incomplete.



### **Declaration for Regulated Fire Safety Products Used**

[illegible]