

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) (<u>Annex A</u>); (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")











SCDF – A member of the Home Team

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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> <u>September 2020</u> 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

DECLARATION OF REGULATED FIRE SAFETY PRODUCTS							
Instructions:	Regulated fire safety products with an asterisk (*) will need to be accompanied with FSC02 submission. 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 of the date of delivery to the project site. All fields must be completed, else the whole application will be rejected. Please key in all approved plan numbers (i.e. building plan, mechanical ventilation plan, and/or fire protection plan) applicable to this submissif. Submissif. Image: Submissif. Value of the scel spreadsheet, else the whole application will be rejected.						
SCDF Approved Plan No:	NIT						
Project Title:							
				ity Period	Delivery Order		
Regulated Fire Safety Products	Certification Body	CoC Serial Number	From (DD/MM/VVVV)	To (DD/MM/YYYY)	Date (DD/MM/YYYY)		
<please select=""></please>			(00) (00)	(00) 111	(00) 1111 /		
	1		-	-			

<u>Annex B</u>

Certification for Regulated Fire Safety Products Form

				so	DF-FSC02
Commissio Singapore	oner Civil Defence For	ON FOR REGULATED	FIRE SAFETY F	PRODUCTS	
91 Übi Av Singapore Attn: Direc		epartment			
Project Tit	le:				
		er:			
*Storey	*Room type (E.g. Office, Classroom, etc.)	*Gridlines in SCDF approved plans	Installed size / area	**Fire resistance rating (hrs) / Thickness	Inspection Date
		TAN			
) OST			
	y Appropriate QI				
**Supplier *To attach f appointed A	/Contractor (Insta	ller) of the Regulated Fire S g the locations of Regulated Fi		alled and endorsed by	y the same
				Updated as of	XXXX 2020
		Page 1 o	of 3		

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 *

Annex D

Current MAA

START START Applicant QP submits application for Applicant QP submits application for Form Form FSSD-0-RWMAA2.XFD FSSD-0-RWMAA2.XFD lodgment within 21 days lodgment before after completion of fire safety commencement of fire safety works works SCDF SCDF 1. Generated acknowledgement letter upon Stage 1 1. Generated acknowledgement letter upon successful registration successful registration 2. Generates Letter of Notice of In-principle 2. Generates Letter of Notice of acceptance agreement after receipt of payment after receipt of payment QP submit Certificate for fire safety works Form **SCDF** No through CA* within 6 SCDF-0-MAACFSW.XFD Generates Letter months from receipt of SCDF_MAA_PLS.xls (if applicable) of Rejection In-principle agreement? Stage 2 Yes *CA = Correspondence to Agency SCDF Generates Letter of Acceptance for issuance to QP

Revised MAA

CERTIFICATE FOR FIRE SAFETY WORKS (Minor Additions and Alterations Works) (Regulation 4(5) of Fire Safety (Building and Pipeline Fire Safety) Regulations)				
Date": 12/06/2020 To": Singapor	e Civil Defence Force			
The Commissioner Singapore Civil Defe 91 Ubl Avenue 4 Singapore 408827	nce Force			
Instructions				
and Professional Enginee		ualified Person (QP)		
2. It may take you 5 minutes	to complete this form.			
Particulars Of Project	r			
Project Reference Number*				
Project Title*				
Location Description [Include Lot/Plot, MK/TS, House No, Building Address and Road Information]*		A 2		
MAA Reference No*				
Particulars of Qualified P	Person for MAA			
Name*	Please Select			
Role In Project				
Registration Number				
NRIC/Fin Number				
Firm Name				
Address		A.		
UEN				
Telephone Number				
Email Address				

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.

Submission Checklists

The following are attached :

1. Final MAA Plans

Drawing File Name*

[Enter Drawing File Name attached with CR application]

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

<u>. e.g. 1_storey.dwg</u> . 1_storey.pdf *

*Application may be rejected if the information is incomplete.

Declaration for Regulated Fire Safety Products Used

DECLARATION OF REGULATED FIRE SAFETY PRODUCTS							
	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 (,).						
	Exar \e: 🕅 100001/20, MAA/A00001/2001						
	Plea nor-delete any tabs in this excel spreadsheet, else the whole application will be rejected.						
MAA Reference No:							
Project Title:	200						
			CoC Validity Period		Delivery Order		
Regulated Fire Safety Products	Certification Body	CoC Serial Number	From	То	Date		
			(DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)		
<please select=""></please>							