



**REGISTERED INSPECTORS SCHEME**

**REGISTERED INSPECTOR  
QUALIFYING INTERVIEW  
EXERCISE 2024**

**APPLICATION FORM**

**Closing Date: 30 November 2023**

Update as on 14 Sept 2023

**REGISTERED INSPECTOR QUALIFYING INTERVIEW EXERCISE 2024**  
**APPLICATION FORM**

**Instructions to applicants:**

1. The application form consists of 7 pages and a sample of a letter of reference.
2. The applicant is to submit the duly completed application form together with a copy of following documents:
  - a. Degree qualification
  - b. Certificate of Registration issued by the Board of Architects / Professional Engineers Board.
  - c. Birth Certificate / Citizenship Certificate
  - d. NRIC
3. The application form and letter of reference by 2 referees are to be submitted before the closing date directly to –

**Senior Director  
Fire Safety Department  
HQ Singapore Civil Defence Force  
91 Ubi Avenue 4  
Singapore 408827  
Attn: MAJ Tang Teck Chai / Ms Ng Yang Hoon**

4. Closing date for application is **30 November 2023**.
5. The interview will be held in **February 2024**.
6. Successful applicant is required to attend the Fire Safety Course for RI.

**Prerequisites for Applicants**

Applicants aspiring to become Registered Inspectors (RIs) under the Fire Safety Act, must firstly satisfy the following criteria:

1. Have at least a first degree qualification that is recognised and accepted by the Board of Architects (BOA) / Professional Engineers Board (PEB) for registration.
2. Be either a Registered Architect (RA) with the Board of Architects or a Professional Engineer (PE) with Professional Engineers Board.
3. Have at least 10 years of experience as a **Project QP (Arch or M&E)** in the design & incorporation, as well as in the inspection & testing of fire safety works in all types of **major projects** covering commercial, industrial, residential, and institutional buildings.

4. Must have maintained a clean record as a RA or PE and must not have been found guilty of an offence under the Fire Safety Act, Professional Engineers Act or Architects Act.
5. Applicants must have a team of at least 2 technically qualified staff to assist in inspecting fire safety works. The staff must possess at least a recognised diploma qualification.

### **Notes**

1. Architects and engineers from government departments, statutory boards and government-linked companies are not allowed to join this scheme.
2. Only applicants who meet the above requirements will be selected by SCDF to attend an interview with the RI Selection Panel. Successful applicants who have been shortlisted by the Panel will then be required to attend a short course conducted by Civil Defence Academy, after which they will be registered as RIs.
3. Notwithstanding the fact that an applicant fulfils the above criteria, the Singapore Civil Defence Force reserves the right in considering the applicant for registration as a Registered Inspector.
4. Registered Inspectors (RI) are categorised into 2 disciplines, one specialising in architectural/ building aspects and is known as the RI (Arch) and the other specialising in mechanical & electrical aspects and is known as the RI (M&E).
5. All Registered Inspectors must continue to be either a RA or PE to practise as a RI.

**APPLICATION FOR REGISTERED INSPECTOR (RI)**

Application for (please tick appropriate box)

RI (Arch)

RI (M&E)

Passport  
Size  
Photo

Have you previously applied to become a RI: Yes / No \*  
If yes, please state the number of:

1. Applications made: \_\_\_\_\_

2. Interviews attended: \_\_\_\_\_

**PERSONAL DATA**

1. Name (as in NRIC) : \_\_\_\_\_

2. Date & Place of issue of NRIC : \_\_\_\_\_ & \_\_\_\_\_

3. Date of Birth (Day/Month/Year) : \_\_\_\_\_

4. Gender : M / F \*

5. Age : \_\_\_\_\_

6. Place of Birth : \_\_\_\_\_

7. Race : \_\_\_\_\_

8. Citizenship : Singapore Citizen / Permanent Resident \*

9. Home Address (including contact numbers) :

\_\_\_\_\_

10. Correspondence Address (including contact numbers – handphone, office Tel & e-mail address) :

\_\_\_\_\_

11. Name & contact number of next-of-kin : \_\_\_\_\_ & \_\_\_\_\_

\* Strike through where option is not applicable.

## EDUCATIONAL QUALIFICATIONS

Please list your degree qualifications and professional qualification and attach “certified true” copies of these. Original documents are to be produced if ask for.

### 1. Degree qualification

S/No	Qualification	University	Country	Duration	
				From mth / yr	To mth / yr

### 2. Professional qualification

S/No	Qualification	Professional Body	Country	Year Obtained	No. of Years to- Date

### 3. Courses currently being pursued.

S/No	Courses	Institution	Year of Commencement	Expected Completion Date

### 4. List the awards related to your professional work which you have received. (Please attach documentary evidence)

S/No	Name of Award	Year of Award

## EMPLOYMENT HISTORY

Starting with your present appointment, please indicate your employment history in reverse chronological order.

From (d/m/y)	To (d/m/y)	Appointment / Post	Name of Firm / Organisation	Employment Sector (Government / Statutory / Private / Self-employed)

**WORK EXPERIENCE - LIST OF MAJOR PROJECTS**

List the **major projects** in which you were involved as a **Project QP (Arch or M&E)** and the nature of the work performed.

From (d/m/y)	To (d/m/y)	Name of Project	As Project QP (Arch or M&E)	Nature of Work Performed

## DECLARATION

I hereby declare that

1. I am not a bankrupt or discharged bankrupt.
2. I have not been convicted of any offence by any court of law in Singapore or Overseas.
3. Currently there is no case against me for any professional misconduct or negligence.
4. I have not been found guilty of an offence under the Fire Safety Act, Professional Engineers Act or Architects Act.

I confirm that all statements made by me on this form are correct.

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Signature of Applicant

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Name

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Date

**Note:**

Any inaccurate or false information or omission of material facts will render this application invalid and if selected as a Registered Inspector on the basis of such information, the registration will be cancelled.



**CONFIDENTIAL**

**LETTER OF REFERENCE**

To  
The Referees:

Fire Safety Department of Singapore Civil Defence Force would appreciate a confidential report from you on the person named below who is applying to be a Registered Inspector under the Fire Safety Act.

Please do not return this letter of reference to the applicant. Please mail it directly to the following address before **30 November 2023**.

Senior Director  
Fire Safety Department  
HQ Singapore Civil Defence Force  
91 Ubi Avenue 4  
Singapore 408827  
Attn: MAJ Tang Teck Chai

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Name of Applicant (as in NRIC) : \_\_\_\_\_

1. How long have you known the applicant and in what capacity?

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2. Please comment on the applicant's professional ability and personal character.

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Signature of Referee

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Designation

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Name of Referee

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Date

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Name and Address of Organisation

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