

[EXTERNAL COPY]

**PART I – DOCUMENTATIONS (50% of overall score achieved will be used for Audit grading)**

Documents	Cat Score	Score Awarded	Remarks
<b>1. EMERGENCY RESPONSE PLAN (30 points)</b>			
<p>The premises has formulated a complete Emergency Response Plan that contains the following information:</p> <p>1. AIM</p> <p>2. SITUATION</p> <p style="padding-left: 20px;">2.1 Introduction (brief description of nature of business, products and methods)</p> <p style="padding-left: 20px;">2.2 Area of Operations</p> <p style="padding-left: 40px;">2.2.1 Location of Premises and its Main Access Road</p> <p style="padding-left: 40px;">2.2.2 General Description of the Surroundings and Neighboring Premises</p> <p style="padding-left: 40px;">2.2.3 Layout of Premises (brief description of facilities, process areas, storage areas and types of HazMat)</p> <p style="padding-left: 20px;">2.3 Special Hazard and Risk Assessment</p> <p>3. EXECUTION</p> <p style="padding-left: 20px;">3.1. Concept of Operations</p> <p style="padding-left: 20px;">3.2. Emergency Actions to be Taken</p> <p style="padding-left: 40px;">3.2.1. (Phase I) Procedure to notify SCDF, SPF. To notify other related agencies and surrounding companies</p> <p style="padding-left: 40px;">3.2.2. (Phase II a) Procedure for Emergency Evacuation</p> <p style="padding-left: 40px;">3.2.3. (Phase II b) Emergency Actions to mitigate or contain the Emergency</p> <p style="padding-left: 60px;">3.2.3.1. Emergency Shutdown Procedure</p> <p style="padding-left: 60px;">3.2.3.2. Fire Fighting, Hazmat Monitoring, Containment and Rescue</p> <p style="padding-left: 60px;">3.2.3.3. Procedure to Implement In-Place Protection (IPP)</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>		<p><u>Note:</u> Refer to the SCDF website for the ERP sample template.</p>

SCDF CERT AUDIT CHECKLIST

ANNEX C

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Documents	Cat Score	Score Awarded	Remarks
<b>1. EMERGENCY RESPONSE PLAN (30 points)</b>			
3.2.4. (Phase III) To Clean Up / Decontaminate And Resume Normal Operations			<u>Note:</u> Refer to the SCDF website for the ERP sample template
3.2.4.1. Clean Up Operations	1		
3.2.4.2. Other Emergency Plans	1		
3.3. Grouping and Tasks	1		
3.4. Key Personnel Emergency Contact Numbers	1		
<b>4. SERVICE SUPPORT</b>			
4.1. Fixed Installations			
4.1.1. Fire / HAZMAT Protection Facilities			
4.1.1.1. Detection System	1		
4.1.1.2. Extinguishment System	1		
4.1.2. Safety and First Aid Equipment	1		
4.1.3. Other Protection and General Equipment	1		
<b>5. COMMAND AND SIGNAL</b>			
5.1. Command structure			
5.1.1. Incident Organisation Chart	1		
5.1.2. Location and Component of Command Centre	1		
<b>6. PLAN REVIEW &amp; MAINTENANCE</b>	2		
6.1. Communication of Plan			
6.2. Table Top Exercise			
6.3. Conduct of Emergency Drill			
6.4. Review of Hazard Risk Assessment			

SCDF CERT AUDIT CHECKLIST

ANNEX C

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Documents	Cat Score	Score Awarded	Remarks
<b>1. EMERGENCY RESPONSE PLAN (30 points)</b>			
7. ANNEXES A to H			
A. Company Site Plan	1		<u>Note:</u> Refer to the SCDF website for the ERP sample template
B. Company Layout Plan	1		
C. Inventory of Petroleum & Flammable Materials (P&FM) / Hazardous Substances <i>[if applicable]</i>	1		
D. Premises Emergency Data	1		
E. Other Premise-specific Emergency Plans and Standard Operating Procedures	1		
F. Roles and responsibilities of CERT and other appointment holders	1		
G. Detailed Grouping and Tasks	1		
H. CERT Structure	1		
<b>2. TRAINING RECORDS AND CERTIFICATIONS (35 points)</b>			
<b><i>For all CERT premises:</i></b>			
Does the premises conduct annual refresher training for their CERT in the following areas?			<u>Note:</u> Refresher training records must be available  #Download the SCDF myResponder app to mobile phone from Play or App Store.
a. Fire fighting, First Aid & Hazmat* (if applicable)	5		
b. # Did the CERT register as a Community First Responder?	5		
c. Scenario based field exercise	3		
<b>2. TRAINING RECORDS AND CERTIFICATIONS ( 35 points)</b>			
<b><i>For Tier 1 P&amp;FM Premises only:</i></b>			
<i>Premises storing 5 or more metric tonnes of P&amp;FM</i>			
<u>SMC</u> WSQ Implement Incident Management Processes <i>[or equivalent]</i>	2		<u>Note:</u> Refer to the National CERT Standard for more information.
<u>SIC</u> WSQ Implement Incident Management Processes; and WSQ Respond to Fire and Hazmat Emergency (3-day) <i>[or equivalent]</i>	2		
<u>Response Team members</u> WSQ Respond to Fire and Hazmat Emergency (3-day) <i>[or equivalent]</i>	8		Training records must be available
<u>Trained First Aiders</u> CERT First Aid Course (1-Day) <i>[or equivalent]</i>	8		

SCDF CERT AUDIT CHECKLIST

ANNEX C

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Documents	Cat Score	Score Awarded	Remarks
<b>2. TRAINING RECORDS AND CERTIFICATIONS ( 35 points)</b>			
<b>For Tier 1 HRI &amp; Tier 2 Premises only:</b>			
<ul style="list-style-type: none"> <li>• Public and industrial premises with FSM, and classified as High Risk Installation by SCDF</li> <li>• Public and industrial premises with FSM, and stores licensable P&amp;FM less than 5 metric tonnes</li> </ul>			
<u>SMC</u> WSQ Implement Incident Management Processes <i>[or equivalent]</i>	2		<u>Note:</u> Refer to the National CERT Standard for more information.  Training records must be available
<u>SIC</u> WSQ Implement Incident Management Processes; and	2		
WSQ Respond to Fire Emergency in Buildings (2-day) <i>[or equivalent]</i>	2		
<u>Response Team members</u> WSQ Respond to Fire Emergency in Buildings (2-day) <i>[or equivalent]</i>	8		
<u>Trained First Aiders</u> CERT First Aid Course (1-Day) <i>[or equivalent]</i>	8		
<b>For Tier 3 Premises only:</b>			
<ul style="list-style-type: none"> <li>• Public and industrial premises with FSM, and does not store any P&amp;FM</li> </ul>			
<u>SMC</u> WSQ Implement Incident Management Processes <i>[or equivalent]</i>	2		<u>Note:</u> Refer to the National CERT Standard for more information.  Training records must be available
<u>SIC</u> WSQ Implement Incident Management Processes; and	2		
WSQ Respond to Fire Incident in Workplace (1-day) <i>[or equivalent]</i>	2		
<u>Response Team members</u> WSQ Respond to Fire Incident in Workplace (1-day) <i>[or equivalent]</i>	8		
<u>Trained First Aiders</u> CERT First Aid Course (1-Day) <i>[or equivalent]</i>	8		

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Documents	Cat Score	Score Awarded	Remarks
<b>3. EQUIPMENT READINESS AND MAINTENANCE RECORDS ( 35 points)</b>			
<b>For Tier 1 P&amp;FM Premises only:</b> <ul style="list-style-type: none"> <li>Premises storing 5 or more metric tonnes of P&amp;FM</li> </ul>			
<u>Personal Protective Equipment (PPE)</u> <ul style="list-style-type: none"> <li>a. Disposable chemical suit <i>[if applicable]</i></li> <li>b. Rubber gloves <i>[if applicable]</i></li> <li>c. Rubber boots <i>[if applicable]</i></li> <li>d. Fire fighting suit</li> <li>e. Breathing apparatus</li> <li>f. Fire fighting helmet</li> <li>g. Goggles / Face shields</li> <li>h. Fire fighting gloves</li> <li>i. Fire fighting boots</li> </ul> <u>Mitigation Equipment</u> <ul style="list-style-type: none"> <li>a. Hazmat absorbents <i>[if applicable]</i></li> <li>b. Over-pack drums / Leak sealing devices <i>[if applicable]</i></li> <li>c. Fire extinguishers (appropriate class)</li> <li>d. Hose reel</li> <li>e. FF nozzles &amp; hoses (1 nozzle, 2x20m hoses)</li> </ul> <u>First Aid and rescue equipment</u> <ul style="list-style-type: none"> <li>a. First aid kit</li> <li>b. Foldable stretcher</li> <li>c. Blanket</li> <li>d. AED</li> </ul> <u>Communication Equipment</u> <ul style="list-style-type: none"> <li>a. Loud Hailer</li> <li>b. Walkie Talkie</li> </ul>	1 1 1 3 3 3 3 3 3 3 1 1 2 1 2 1 1 1 1 2 1 1		<u>Note:</u> Refer to the National CERT Standard for more information.  Maintenance records must be available

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Documents	Cat Score	Score Awarded	Remarks
<b>3. EQUIPMENT READINESS AND MAINTENANCE RECORDS ( 35 points)</b>			
<b>For Tier 1 HRI Premises only:</b> <ul style="list-style-type: none"> <li>Public and industrial premises with FSM, and classified as High Risk Installation by SCDF</li> </ul>			
<u>Personal Protective Equipment (PPE)</u> <ul style="list-style-type: none"> <li>a. Fire retardant coveralls</li> <li>a. Breathing apparatus</li> <li>b. Safety helmets</li> <li>c. Goggles / Face shields</li> <li>d. Safety gloves</li> <li>e. Safety boots</li> </ul> <u>Mitigation Equipment</u> <ul style="list-style-type: none"> <li>a. Fire extinguishers (appropriate class)</li> <li>b. Hose reel</li> </ul> <u>First Aid and rescue equipment</u> <ul style="list-style-type: none"> <li>a. First aid kit</li> <li>b. Foldable stretcher</li> <li>c. Blanket</li> <li>d. AED</li> </ul> <u>Communication Equipment</u> <ul style="list-style-type: none"> <li>a. Loud Hailer</li> <li>b. Walkie Talkie</li> </ul>	<p>4</p> <p>4</p> <p>4</p> <p>4</p> <p>4</p> <p>4</p> <p>2</p> <p>2</p> <p>1</p> <p>1</p> <p>1</p> <p>2</p> <p>1</p> <p>1</p>		<u>Note:</u> Refer to the National CERT Standard for more information.  Maintenance records must be available

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Documents	Cat Score	Score Awarded	Remarks
<b>3. EQUIPMENT READINESS AND MAINTENANCE RECORDS (35 points)</b>			
<b><i>For Tier 2 Premises only:</i></b> <ul style="list-style-type: none"> <li><i>Public and industrial premises with FSM, and stores licensable P&amp;FM less than 5 metric tonnes</i></li> </ul>			
<u>Personal Protective Equipment (PPE)</u> b. Fire retardant coveralls a. Safety helmets b. Goggles / Face shields c. Safety gloves d. Safety boots  <u>Mitigation Equipment</u> a. Fire extinguishers (appropriate class) b. Hose reel  <u>First Aid and rescue equipment</u> a. First aid kit b. Foldable stretcher c. Blanket d. AED  <u>Communication Equipment</u> a. Loud Hailer b. Walkie Talkie	5 5 5 5 5  2 1  1 1 1 2  1 1		<u>Note:</u> Refer to the National CERT Standard for more information.  Maintenance records must be available

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Documents	Cat Score	Score Awarded	Remarks
<b>3. EQUIPMENT READINESS AND MAINTENANCE RECORDS (35 points)</b>			
<b>For Tier 3 Premises only:</b> <ul style="list-style-type: none"> <li>Public and industrial premises with FSM, and does not store any P&amp;FM</li> </ul>			
<u>Personal Protective Equipment (PPE)</u> <ul style="list-style-type: none"> <li>c. Fire retardant coveralls</li> <li>d. Safety helmets</li> <li>e. Goggles / Face shields</li> <li>f. Safety gloves</li> <li>g. Safety boots</li> </ul> <u>Mitigation Equipment</u> <ul style="list-style-type: none"> <li>a. Fire extinguishers (appropriate class)</li> <li>b. Hose reel</li> </ul> <u>First Aid and rescue equipment</u> <ul style="list-style-type: none"> <li>a. First aid kit</li> <li>b. Foldable stretcher</li> <li>c. Blanket</li> <li>d. AED</li> </ul> <u>Communication Equipment</u> <ul style="list-style-type: none"> <li>a. Loud Hailer</li> <li>b. Walkie Talkie</li> </ul>	<p>5</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p> <p>2</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>2</p> <p>1</p> <p>1</p>		<p><u>Note:</u> Refer to the National CERT Standard for more information.</p> <p>Maintenance records must be available</p>



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**PART II - PRACTICAL ASSESSMENT (50% of overall score achieved will be used for Audit grading)**

*As a safety precaution, it is the responsibility of the CERT members who are feeling unwell or experiencing any discomfort to declare and immediately exit themselves from the scenario exercise at any time, during the practical audit, to prevent any mishaps or injuries from escalating.*

Desired Outcomes for CERT:

- Quick dispatch and arrival
- Initiation of emergency response system, assessment of incident scene, update of situation and request for appropriate resources
- Notify relevant government authorities and neighbouring premises
- Containment and management of threats in accordance with emergency response plans and safety procedures

**Description of scenario – Fire or HazMat :**

On the 21<sup>st</sup> of Aug 2017 at 04:15 pm, an alarm was sounded on the 7<sup>th</sup> floor. Upon verification, a room on the 7<sup>th</sup> floor, the contents in room 730 had caught fire and this caused the activation of the smoke detector.

Activities	Score	Score Awarded	Remarks
<b>1. ACTIVATION AND RESPONSE OF CERT (18 points)</b>			
<u>Notification Phase</u>			
Did the first person who discovered the fire or HazMat incident perform the following roles?			
a. Activate the nearest fire alarm call point / Notify Fire Command Centre of the incident	1		
<u>Activation Phase</u>			
Did the Fire Command Centre perform the following actions after being notified of the incident?			
a. Call 995 and alarm monitoring agency	1		
b. Announce the nature and location of the emergency over the Public Announcement (PA) system, activate visual alarms (if applicable) and commence evacuation	1		
c. Activate CERT to respond to incident site	1		
d. Notify the neighboring premises of the emergency	1		
e. Secure the premises and incident site to prevent any unauthorized personnel from entering	1		
f. Assign someone to lead the first-arriving SCDF crew to the incident site to link up with SIC	1		

SCDF CERT AUDIT CHECKLIST

ANNEX C

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Activities	Score	Score Awarded	Remarks
<b>1. ACTIVATION AND RESPONSE OF CERT (18 points)</b>			
<p>Did the responding CERT comprise a sufficient number of trained personnel to effectively handle the worst credible scenario?  <b>(Minimum CERT structure includes 1 SMC, 1 SIC, 4 Response Team members)</b></p> <ul style="list-style-type: none"> <li>a. Site Main Controller (SMC)</li> <li>b. Site Incident Controllers (SIC)</li> <li>c. Response Team (at least 4 members)</li> </ul>	6		
<p>Did the CERT gather at the CERT Assembly Area with the necessary equipment within <b>1 minute</b> upon activation by FCC?</p>	2		
<p>Did the CERT respond to the incident site within <b>5 minutes</b> (inclusive of the 1 minute activation) upon activation by FCC?</p>	3		
<b>2. INCIDENT SIZE UP (6 points)</b>			
<p>Did the SIC brief the Respond Team members on the following before deployment?</p> <ul style="list-style-type: none"> <li>a. Nature and type of incident</li> <li>b. Number of casualties involved</li> <li>c. Specific grouping and task <i>(Including Safety Briefing)</i></li> </ul>	1 1 1		
<p>Did the SIC provide a verbal situation report to the FCC after conducting site assessment?</p>	1		
<p>Did the SIC perform the following actions upon reaching the incident site?</p> <ul style="list-style-type: none"> <li>a. Verify the incident</li> <li>b. Conduct site assessment and determine the extent of emergency (risk, hazard, no. of casualties)</li> </ul>	1 1		

Activities	Score	Score Awarded	Remarks
<b>3. CONDUCTING MITIGATION OPERATIONS (40 points)</b>			
<p><u>Response</u></p> <p>Did the Response Team members perform the following actions upon deployment?</p> <ul style="list-style-type: none"> <li>a. Don appropriate PPE (e.g. SCBA, HazMat suits) competently</li> <li>b. Conduct immediate mitigation operations:                             <ul style="list-style-type: none"> <li>(1) Competently and swiftly deploy and operate mitigation equipment</li> <li>(2) Ensure protection of surrounding facilities and/or monitor and disperse HazMat vapor clouds (if applicable)</li> <li>(3) Effectively contain and mitigate the fire or HazMat incident by observing proper mitigation techniques</li> </ul> </li> <li>c. Search and rescue missing or trapped personnel</li> </ul>	<p>5</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p>		<p>*Refer to section 3 of the documentation audit</p>
<p><u>Incident Command</u></p> <p>Did the SIC perform the following actions to control and command the incident?</p> <ul style="list-style-type: none"> <li>a. Command and lead the Response Team members in the mitigation operations</li> <li>b. Maintain constant communication with the SMC and Response Team members</li> </ul>	<p>3</p> <p>2</p>		
<p><u>Safety</u></p> <p>Did the CERT carry out their duties safely?</p> <ul style="list-style-type: none"> <li>a. Perform mitigation operations safely</li> <li>b. Perform rescue operations safely</li> <li>c. Rescue and manage the casualties safely</li> </ul>	<p>3</p> <p>3</p> <p>4</p>		

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Activities	Score	Score Awarded	Remarks
<b>4. LINKING UP WITH SCDF UPON ARRIVAL (8 points)</b>			
<p><u>Site Main Controller / Site Incident Controller</u></p> <p>Did the SMC/SIC immediately link up with the SCDF Ground Commander upon his arrival?</p> <p>Was the SMC/SIC easily identifiable amongst the CERT by the SCDF Ground Commander upon his arrival?</p> <p>Was the SMC/SIC able to provide the following information to the SCDF Ground Commander upon his arrival?</p> <p>a. General description of the incident,</p> <p>b. Risks and hazards involved. (E.g. Safety Data Sheet, hazardous materials stored, location specific hazards)</p> <p>c. CERT resources deployed</p> <p>d. Casualty number and personnel unaccounted for</p> <p>e. Resources available to assist SCDF operations</p> <p>f. Recommended methods of mitigation</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>		
<b>5. EVACUATION (15 points)</b>			
<p>Were the following actions performed during evacuation?</p> <p>a. Guide the evacuees to the Evacuees Assembly Area;</p> <p>b. Perform a head count at the Evacuees Assembly Area to account for all personnel; and</p> <p>c. Perform a thorough search of the premises to ensure that no personnel is left behind</p> <p>d. Implement measures to facilitate the evacuation of PWDs as stipulated in the ERP</p> <p>Is the designated Evacuees Assembly Area suitable? (Preferably sheltered, safe from hazard, not causing obstruction to operations, etc)</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>		<p>Note: Refer to Section 3.2.2 of the ERP for more information.</p>

SCDF CERT AUDIT CHECKLIST

ANNEX C

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Activities	Score	Score Awarded	Remarks
<b>6. SUPPORT ACTIVITIES (13 points)</b>			
<p><u>Medical Treatment</u></p> <p>Is the First Aider from the CERT proficient in administering basic first aid, CPR, AED, keeping tabs on the casualties and update the SIC?</p>	6		
<p><u>Ongoing Operations</u></p> <p>Did the CERT continue to support SCDF (e.g. first aid, casualty conveyance, joint operations) till the end of the operation and conduct recovery?</p>	7		

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**Grading Table (For SCDF's Reference)**

	Score (%)	Category Assessed	Cat Score	Score Awarded	Weighted Score (%)
Documentation	50	1. Emergency Response Plan	30		Score awarded x 0.5
		2. Training Records & Certification	35		
		3. Equipment Readiness & Maintenance Records	35		
<b>Subtotal</b>	<b>50</b>		<b>100</b>		
Practical Assessment	50	1. Activation & Response	18		Score awarded x 0.5
		2. Incident Size Up	6		
		3. Conduct Mitigation Ops	40		
		4. Linking up with SCDF	8		
		5. Evacuation	15		
		6. Support Activities	13		
<b>Subtotal</b>	<b>50</b>		<b>100</b>		
<b>Total*</b>	<b>100</b>	<b>GRADE</b>			

**\*\*NOTE:**

1. Must achieve at least 50% for both **Documentation** and **Practical Assessment** in order to pass the audit. A pass in the CERT audit does not imply that all relevant regulations have been fully met.
2. Any serious safety breach during the CERT audit would result in immediate failure.
3. Score for the relevant category is ZERO if minimum requirement as stipulated in the National CERT Standard is not met.

**Assessment Result Grades:**

90–100	75–89.9	50–74.9	0–49.9
<b>Pass with Commendation</b>	<b>Pass</b>	<b>Conditional Pass</b>	<b>Fail</b>

**Address of Premise:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Rank/ Name of Auditor:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Department / Unit/ Designation:** \_\_\_\_\_

