

APPOINTING FSM

STEP 1: Click on the Appoint FSM button on the left menu tab and then click on “New Appointment” button (Do not fill any details yet)

The screenshot shows a web browser window titled "Fire Safety Manager Appointment - Windows Internet Explorer" with the address bar displaying "http://localhost:7002/shine/efsm/boIndex.do". The page header includes the Singapore Government logo and the SCDF logo with the tagline "The Life Saving Force". A navigation menu at the top contains "Home", "About Us", "Services", and "Help". On the left side, a vertical menu has several items: "Appoint FSM" (highlighted with a red box), "Terminate FSM", "Building", "QP Request", "Home", and "Log Out". The main content area is titled "Fire Safety Manager Appointment" and contains a "LOGIN ID :" field. Below this is a section titled "Check Appointment Status" with three input fields: "Building Name", "Postal Code", and "FSM NRIC". At the bottom right of this section are two buttons: "Retrieve" and "New Appointment". A red arrow points down to the "New Appointment" button. The footer of the page includes "Privacy Statement | Term of Use" and "© 2008 Copyright Governance of Singapore".

STEP 2: Enter the NRIC of the FSM and then click the “Next” Button

Fire Safety Manager Appointment (Part I) - Windows Internet Explorer

http://localhost:7002/shine/efsm/boIndex.do

Fire Safety Manager Appointment (Part I)

Singapore Government
Integrity • Service • Excellence

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The Life Saving Force

CONTACT INFO | FEEDBACK | SITEMAP

ELECTRONIC FIRE SAFETY MANAGER SYSTEM

Home About Us Services Help

Appoint FSM
Terminate FSM
Building
QP Request
Home
Log Out

Fire Safety Manager Appointment (Part I)

LOGIN ID :

Please provide us with as much information as possible. Fields marked with * are mandatory.

Particulars of Fire Safety Manager

* NRIC **S12345677**

Next Back

Version 1.22

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STEP 3:

- a) Enter the building Postal Code and click the “Retrieve” Button
 - b) The building (s) will appear under the “List of Buildings”. Click the radio button (under “S.No.”) and click the “Next Button”
- ❖ If there is no record of the building, please create a new building record first, before appointing the FSM.

The screenshot shows the 'Fire Safety Manager Appointment (Part I)' web application. The page title is 'Fire Safety Manager Appointment (Part I) - Windows Internet Explorer'. The URL is 'http://localhost:7002/shine/efsm/boIndex.do'. The page features the Singapore Government logo and the SCDF logo. The main content area is titled 'Fire Safety Manager Appointment (Part I)'. It includes a 'LOGIN ID :' field, an 'Enter Postal Code' section with a text input field containing '212121', and 'Retrieve' and 'Back' buttons. Below this is a 'List of Buildings' table with columns for S.No., Block No., Building Name, and Appointment Status. The table contains two rows: one with S.No. 213, Block No. AA, Building Name AA, and Appointment Status 'Appointed'; and another with S.No. 23, Block No. TEST, Building Name TEST, and Appointment Status 'Not appointed'. A radio button is selected for S.No. 23. A 'Next' button is located at the bottom right of the table. Red arrows and labels 'a)' and 'b)' indicate the steps: 'a)' points to the 'Retrieve' button and the 'Next' button; 'b)' points to the radio button for the building with S.No. 23. The footer contains 'Privacy Statement | Term of Use', 'Version 1.22', and '@ 2008 Copyright Governance of Singapore'.

S.No.	Block No.	Building Name	Appointment Status
<input type="radio"/>	213	AA	Appointed
<input checked="" type="radio"/>	23	TEST	Not appointed

STEP 4: Check the Building and Building Owner / Occupier Details. Amend if necessary. Then click the “Next” button.

The screenshot shows a web browser window with the URL `http://localhost:7002/shine/efsm/boIndex.do`. The page header includes the Singapore Government logo and the SCDF logo with the tagline "The Life Saving Force". The main content area contains a form for "Particulars of Building Owner / Occupier".

Form Fields:

- Building type: Commercial
- Street Name: TEST
- Postal Code: 212121
- Company Name: NCSTEMP1
- Salutation: Mr.
- Name: NCSTEMP
- Address Type: Without Apt Blk
- Block/House No: A
- Postal Code: 654321
- Designation: NA
- Email: WBPOI@NCS.COM.SG
- Name: LES1
- Blk / House / Unit No.: 23
- Contact No.: 61234567
- Street Name: STREET 62
- Floor No.:
- Unit No.:
- Fax No.: 61234567
- Handphone No.: 91234567

Buttons: [Next](#), [Back](#)

Page Footer: [Privacy Statement](#) | [Term of Use](#) | © 2008 Copyright Government of Singapore

STEP 5: Enter the appointment effective date (must be after current date) and click the “Submit” Button.

The screenshot shows a web browser window titled "Fire Safety Manager Appointment (Part III) - Windows Internet Explorer". The address bar shows the URL "http://localhost:7002/shine/efsm/boIndex.do". The page header features the Singapore Government logo and the SCDF logo with the tagline "The Life Saving Force". The main content area is titled "Fire Safety Manager Appointment (Part III)" and contains a "LOGIN ID :" field. Below this, there is a section for "Endorsement by Owner / Occupier" with a confirmation statement: "By clicking the Submit button, I hereby confirmed the appointment of". The form includes three fields: "Name of FSM" with the value "JOHARI BIN MOHAMAD YUSOFF as a FSM for the", "Name of building / premises" with the value "TEST", and "With effect from (DD/MM/YYYY)" with the value "04/08/2012". A red arrow points to the date field, and another red arrow points to the "Submit" button. The footer contains "Privacy Statement | Term of Use", "Version 1.22", and "@ 2008 Copyright Governance of Singapore".

STEP 6: You will see the confirmation page as below.

Kindly inform the FSM to logon to the e-FSM Portal and accept the appointment immediately. Only then will the case be routed to SCDF for approval

The screenshot shows a web browser window titled "Confirmation of New Appointment - Windows Internet Explorer" with the address bar displaying "http://localhost:7002/shine/efsm/boIndex.do". The page features the Singapore Government logo and the SCDF logo with the tagline "The Life Saving Force". A navigation menu includes "Home", "About Us", "Services", and "Help". A sidebar on the left contains links for "Appoint FSM", "Terminate FSM", "Building", "QP Request", "Home", and "Log Out". The main content area is titled "Confirmation of New Appointment" and contains a "LOGIN ID :" field, the heading "Appointment of Fire Safety Manager", and a message: "This is to inform you that your application for the appointment of Fire Safety Manager has been submitted successfully. A notification will be sent once the application is processed." A "Home" button is located at the bottom right of the message box. The footer includes "Privacy Statement | Term of Use" and "Version 1.22 @ 2008 Copyright Governance of Singapore".

TERMINATING FSM

STEP1: Select Terminate FSM at the left menu tab

The screenshot shows the SCDF eFSM System - Building Owner interface. At the top right, the Singapore Government logo is displayed with the tagline "Integrity • Service • Excellence". Below this, the SCDF logo and "The Life Saving Force" are visible. The main header includes "ELECTRONIC FIRE SAFETY MANAGER SYSTEM" and navigation links for "Contact Info | Feedback | Sitemap". A secondary navigation bar contains "Home", "About Us", and "Services".

On the left side, a vertical menu contains the following items: "Appoint FSM", "Terminate FSM" (highlighted with a red box), "Building", "Home", and "Log Out".

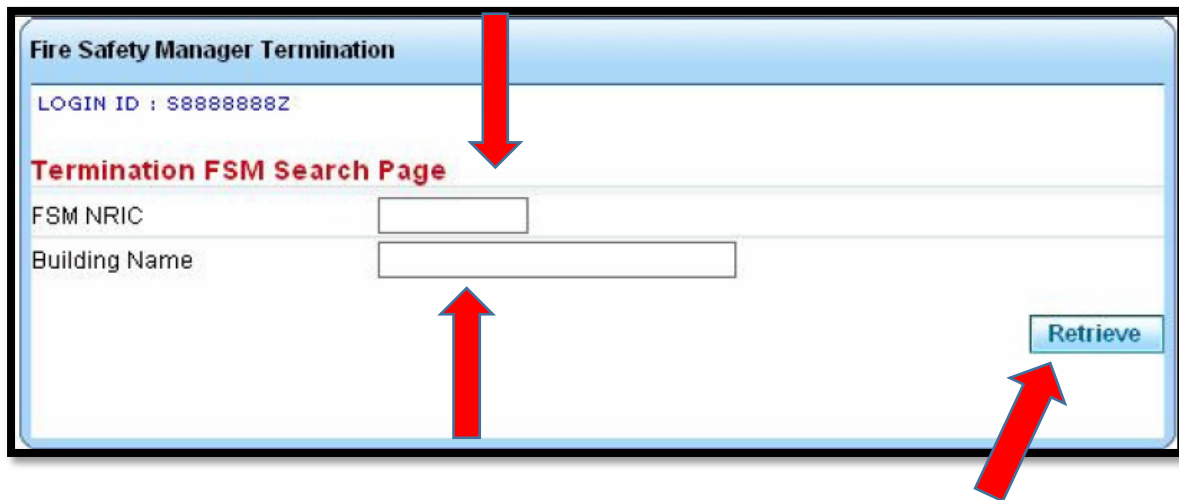
The main content area is titled "SCDF eFSM System - Building Owner" and displays the following information:

- LOGIN ID : S8888888Z
- Welcome to SCDF eFSM System
- Announcement From SCDF**
Hi Building Owner, Welcome to electronic FSM <h1>testing</h1>
- Notification History**
 - Your FSM appointment has been approved on 19/08/2008.
 - Your FSM termination has been acknowledged on 19/08/2008.
 - Your FSM appointment has been approved on 19/08/2008.
 - Your FSM appointment has been rejected on 19/08/2008.
- Click [here](#) to list all the available certified FSMs

At the bottom of the page, there are links for "Privacy Statement | Term of Use" and a copyright notice: "@ 2008 Copyright Governance of Singapore".

STEP 2:

- a) Fill in FSM NRIC and Building Name
- b) Click Retrieve

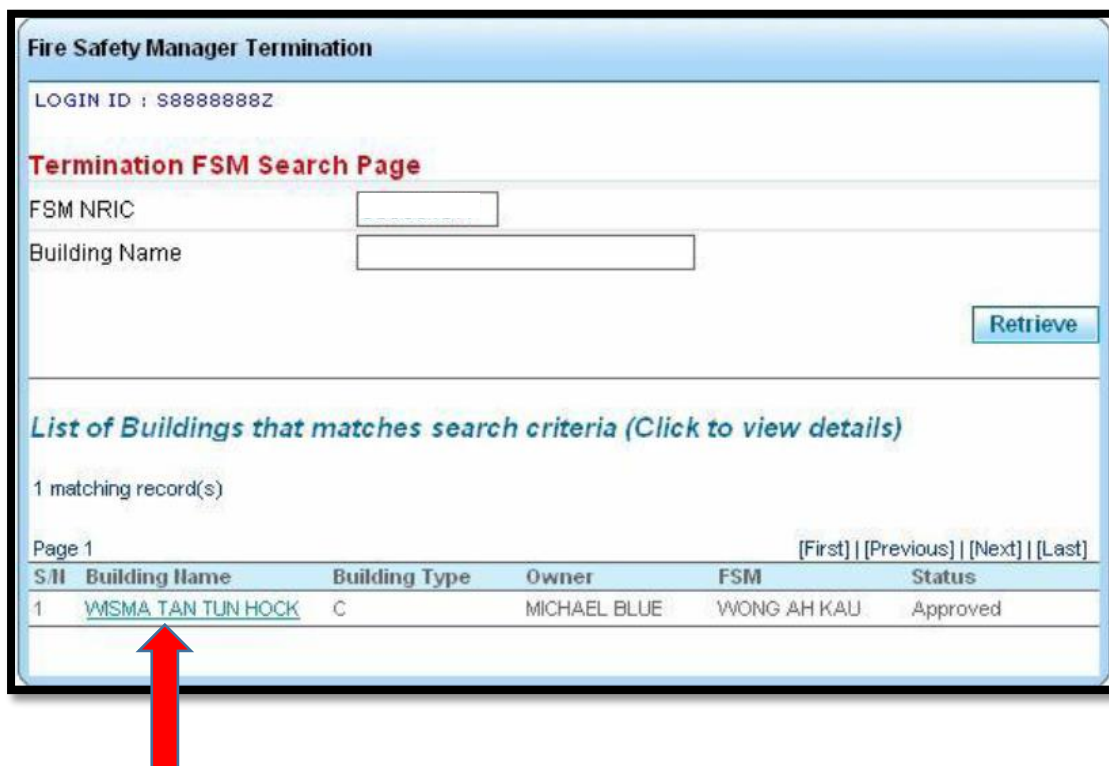


The screenshot shows the 'Fire Safety Manager Termination' interface. At the top, it displays 'LOGIN ID : S8888888Z'. Below this is the 'Termination FSM Search Page' header. There are two input fields: 'FSM NRIC' and 'Building Name'. A red arrow points down to the 'FSM NRIC' field, another red arrow points up to the 'Building Name' field, and a third red arrow points to the 'Retrieve' button on the right side of the form.

STEP 3:

System display list of Building Name, Building Type, Owner, FSM, Status

Click on the **Building Name** link to view Building Information



The screenshot shows the same 'Fire Safety Manager Termination' interface. Below the search fields and the 'Retrieve' button, there is a section titled 'List of Buildings that matches search criteria (Click to view details)'. It indicates '1 matching record(s)'. Below this is a table with the following data:

S/II	Building Name	Building Type	Owner	FSM	Status
1	WSMA TAN TUN HOCK	C	MICHAEL BLUE	WONG AH KAU	Approved

Page 1 [First] | [Previous] | [Next] | [Last]

A red arrow points to the underlined 'Building Name' link in the first row of the table.

STEP 4:

System display Particulars of Building, Particulars of Building Owner / Occupier, Particulars of Fire Safety Manager, Endorsement by Owner / Occupier

a) Enter Termination Effective Date

b) Click "Terminate" button

System will display a message on whether the termination is successful or otherwise.

Fire Safety Manager Termination

LOGIN ID : S8888888Z

Particulars of Building

Building Type	Commercial	Building Name	WISMA TAN TUN HOCK
Address Type	Apt Blk	Street Name	
Blk No.		Floor No.	
Postal Code	000001	Unit No.	
Active	Y		

Particulars of Building Owner / Occupier

Company Name	ABC PTE LTD		
Building Name	ABC BUILDING		
Salutation	Dr.		
Name	MICHAEL BLUE	Contact No.	65555555
Address Type	Apt Blk	Street Name	BISHAN ROAD
Blk No.	333	Floor No.	44
Postal Code	123213	Unit No.	5555
Designation	TOILET CLEANER	Fax No.	65433671
Email	FLKDFDJFDSJFDS@FDKLFDK.COM	Handphone No.	98987783

Particulars of Fire Safety Manager

NRIC	S00004971
Name	WDNG AH KAU
Contact No	91234567

Endorsement by Owner / Occupier

By clicking the Submit button, I hereby confirmed the termination of
(Name of FSM) WDNG AH KAU as a FSM for the
(Name of building / premises) WISMA TAN TUN HOCK

* With effect from (DD/MM/YYYY) **a)**

** Appointment Effective Date 01/01/2008

b)

Terminate **Back**