

Electronic Fire Safety Manager System User Manual (For Fire Safety Manager)

Version 2.0

REVISION HISTORY

Version	Effective Date	SUMMARY OF CHANGES	Author
1.0	15-Aug-2008	Initial Release	NCS
1.01	21-Aug-2008	<u>Section 4.2 – New Application Screen</u> <ul style="list-style-type: none"> - Replaced Figure 6 - Change checkbox text from “Would you like your name & contact no to be published to Building Owners for FSM appointment?” to “Please untick the checkbox if you would not like your name & contact no to be published to Building Owners for FSM appointment.” <u>Section 4.3 – Update Details Screen</u> <ul style="list-style-type: none"> - Replaced Figure 9 <u>Section 4.4 – Appointment Screen</u> <ul style="list-style-type: none"> - Change checkbox text from “Would you like your name & contact no to be published to Building Owners for FSM appointment?” to “Please untick the checkbox if you would not like your name & contact no to be published to Building Owners for FSM appointment.” 	NCS
1.02	26-Aug-2008	<u>Section 2 – Login Screen</u> <ul style="list-style-type: none"> - Change URL from “http://fsm.scdf.gov.sg” to “https://fsm.scdf.gov.sg/shine/efsm/index.do” 	NCS
2.0	22-Mar-2018	Updated – Table of content Updated – Table of figures Section 2- Login Screen <ul style="list-style-type: none"> - Change URL from “https://fsm.scdf.gov.sg/shine/efsm/index.do” to 	NCS

Version	Effective Date	SUMMARY OF CHANGES	Author
		<p>https://eservices.scdf.gov.sg/fsm/efsm/index.do</p> <ul style="list-style-type: none"> - Changed Login screen page - Changed Singpass login page <p>Section 3 – Main Screen</p> <ul style="list-style-type: none"> - Changed the contact info, Feedback, Home, About us, Services, Sitemap, Privacy Statements and Terms of Use urls - Changed sitemap screen page <p>Section 4 – Menu Screen</p> <ul style="list-style-type: none"> - Changed Menu Screen page <p>Section 4.1 – Home Screen</p> <ul style="list-style-type: none"> - Changed Home Screen page <p>Section 4.2 – New FSM Application screen</p> <ul style="list-style-type: none"> - Changed header from “New Application” to “New FSM Application” - Changed New FSM application screen page - Added in details of MyInfo information retrieval - Added in new screen for before the submission of new FSM application - Changed New FSM Application Confirmations screen - Changed New FSM application status screen <p>Section 4.3 – Update FSM Details Screen</p> <ul style="list-style-type: none"> - Changed header from “Update Details Screen” to “Update FSM Details Screen” 	

Version	Effective Date	SUMMARY OF CHANGES	Author
		<ul style="list-style-type: none"> - Changed Update FSM Details application screen page - Added in details of MyInfo information retrieval - Added in new screen for before the submission of Update FSM details - Changed update FSM application notification screen <p>Section 4.4 _ Senior FSM Application</p> <ul style="list-style-type: none"> - Added in the new module Senior FSM application - Added in details of MyInfo information retrieval <p>Section 4.5 – Update Senior FSM Details</p> <ul style="list-style-type: none"> - Added in new module update senior FSM details - Added in details of MyInfo information retrieval 	

TABLE OF CONTENTS

1	SYSTEM OVERVIEW	7
1.1	Introduction	7
2	LOGIN SCREEN.....	8
3	MAIN SCREEN.....	9
4	MENU SCREENS	12
4.1	Home Screen	12
4.2	New FSM Application Screen	12
4.3	Update FSM Details Screen	17
4.4	Senior FSM Application	21
4.5	Update Senior FSM Details.....	27
4.6	Appointment Screen	31
5	LOGOUT FUNCTION	33

Table of Figures

Figure 1 - Login Screen.....	8
Figure 2 - SingPass Authentication Screen	9
Figure 3 - Main Screen	10
Figure 4 - Sitemap Screen	11
Figure 5 - Home Screen.....	12
Figure 6 - New FSM Application Screen.....	13
Figure 7 - User provide information before submission of FSM application	15
Figure 8 - New Application Confirmation Screen	16
Figure 9 - New FSM Application Status Screen.....	16
Figure 10 - Update FSM Details Screen	18
Figure 11 - User provide information before saving of FSM information.	20
Figure 12 - Update FSM application notification	21
Figure 13 - New Senior FSM Application	22
Figure 14 - User provide information before saving of New Senior FSM information.	25
Figure 15 - New Senior FSM Application Confirmation Screen	26
Figure 16 - New Senior FSM Application Status Screen	27
Figure 17 - Update Senior FSM Details Screen	28
Figure 18 - User provide information before saving of Senior FSM information.....	30
Figure 19 - Update Senior FSM notification	31
Figure 20 - FSM Appointment Screen.....	32
Figure 21 - Appointment Building Information Screen	32
Figure 22 - Appointment Acceptance Screen	33
Figure 23 - No Appointment Screen	33

1 System Overview

1.1 Introduction

Electronic Fire Safety Manager System (eFSM) is an application that allows fire safety managers (FSM) to apply an online registration for FSM certification. The system is also for building owners to appoint or terminate a FSM for their buildings. SCDF officers can also use the system to perform various functions such as approval, enquiry and generate reports.

This manual will concentrate on the functions for fire safety manager. It describes how to use the features in the application efficiently. There are also examples of all of the different types of screens that you may encounter.

This manual is not designed to be read from front-to-back, rather it is meant to be used as a reference. If you are having difficulty with a particular section, go to the corresponding section in the manual.

2 Login Screen

The application can be accessed via the internet website or directly via this URL <https://eservices.scdf.gov.sg/fsm/efsm/index.do>. A login screen similar to **Figure 1** below will be displayed.




Figure 1 – Login Screen

To login to the application as a Fire Safety Manager, click on the radio button to select “Fire Safety Manager” and click the **Proceed** button.

The SingPass login page similar to **Figure 2** below will be shown. Enter your SingPass ID and Password and click **Submit** button to proceed.

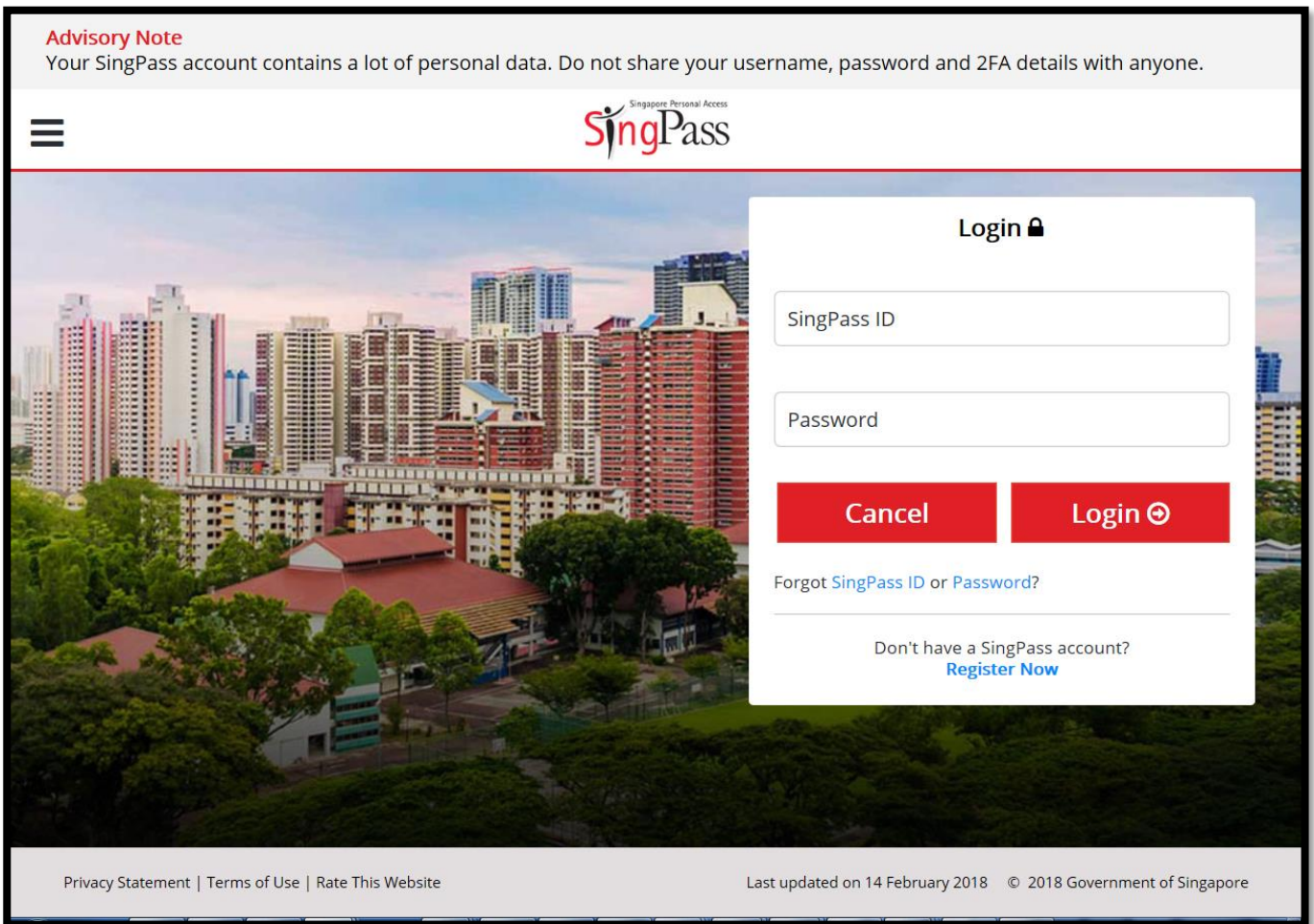


Figure 2 – SingPass Authentication Screen

3 Main Screen

When the application is login successfully, this main screen will be displayed, as shown in **Figure 3**.

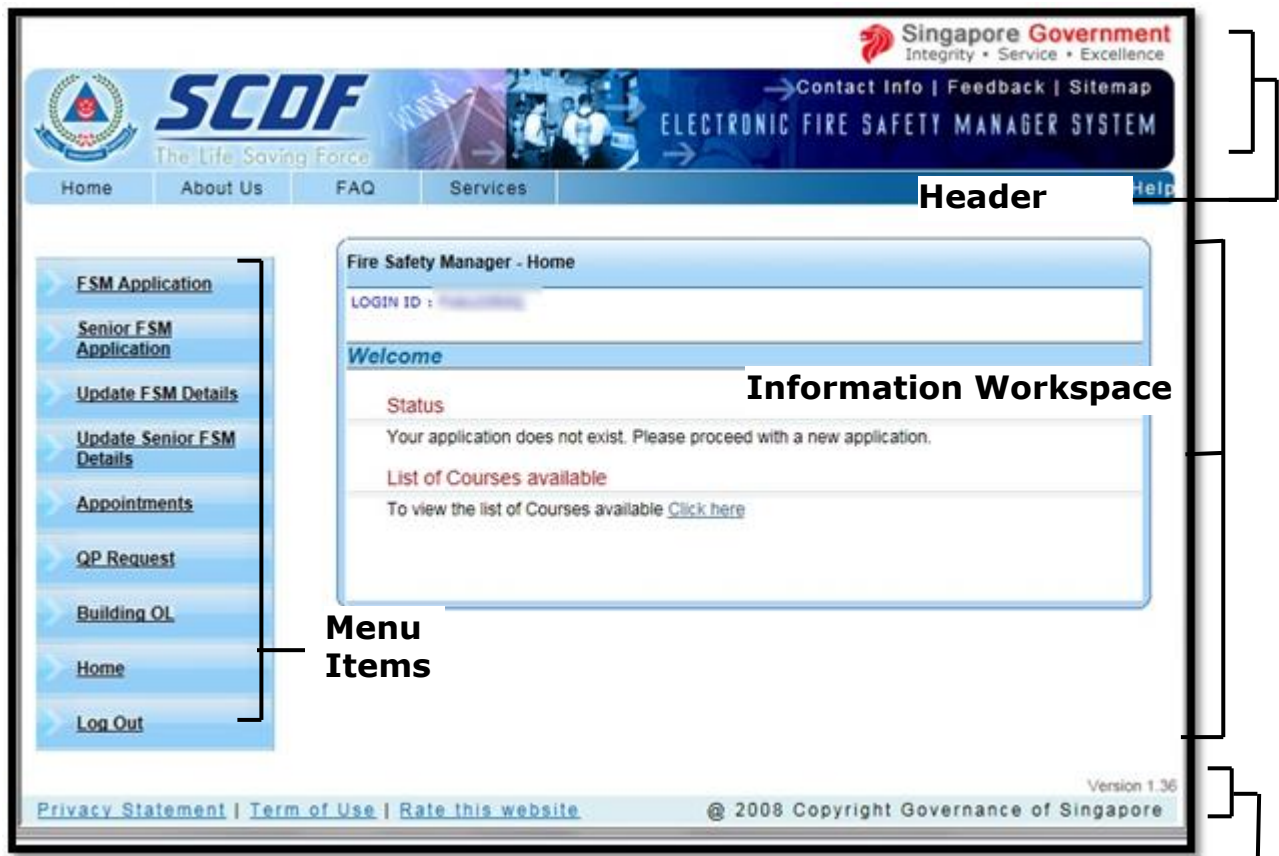


Figure 3 – Main Screen

Footer

The main screen is divided into different sections namely:

- 1) Header,
- 2) Menu Items,
- 3) Information Workspace, and
- 4) Footer

The Header section has the following hyperlinks which will link to the respective web pages:

- 1) Contact Info – Display the contact details on the main SCDF internet web site in a pop-up window at https://www.scdf.gov.sg/content/scdf_internet/en/header-link/contact-info.html
- 2) Feedback – Display the online feedback page of the main SCDF internet web site in a pop-up window at https://www.scdf.gov.sg/content/scdf_internet/en/header-link/feedback.html
- 3) Home – Display the main SCDF internet web site in a pop-up window at https://www.scdf.gov.sg/content/scdf_internet/en.html
- 4) About Us – Display the information about SCDF on the main SCDF internet web site in a pop-up window at https://www.scdf.gov.sg/content/scdf_internet/en/general/about-us.html
- 5) Services – Display the list of eServices provided by SCDF on the main SCDF internet web site in a pop-up window at https://www.scdf.gov.sg/content/scdf_internet/en/general/e-services.html
- 6) Sitemap – Display a sitemap of the system for Fire Safety Manager Role as shown in **Figure 4** below. https://www.scdf.gov.sg/content/scdf_internet/en/header-link/sitemap.html

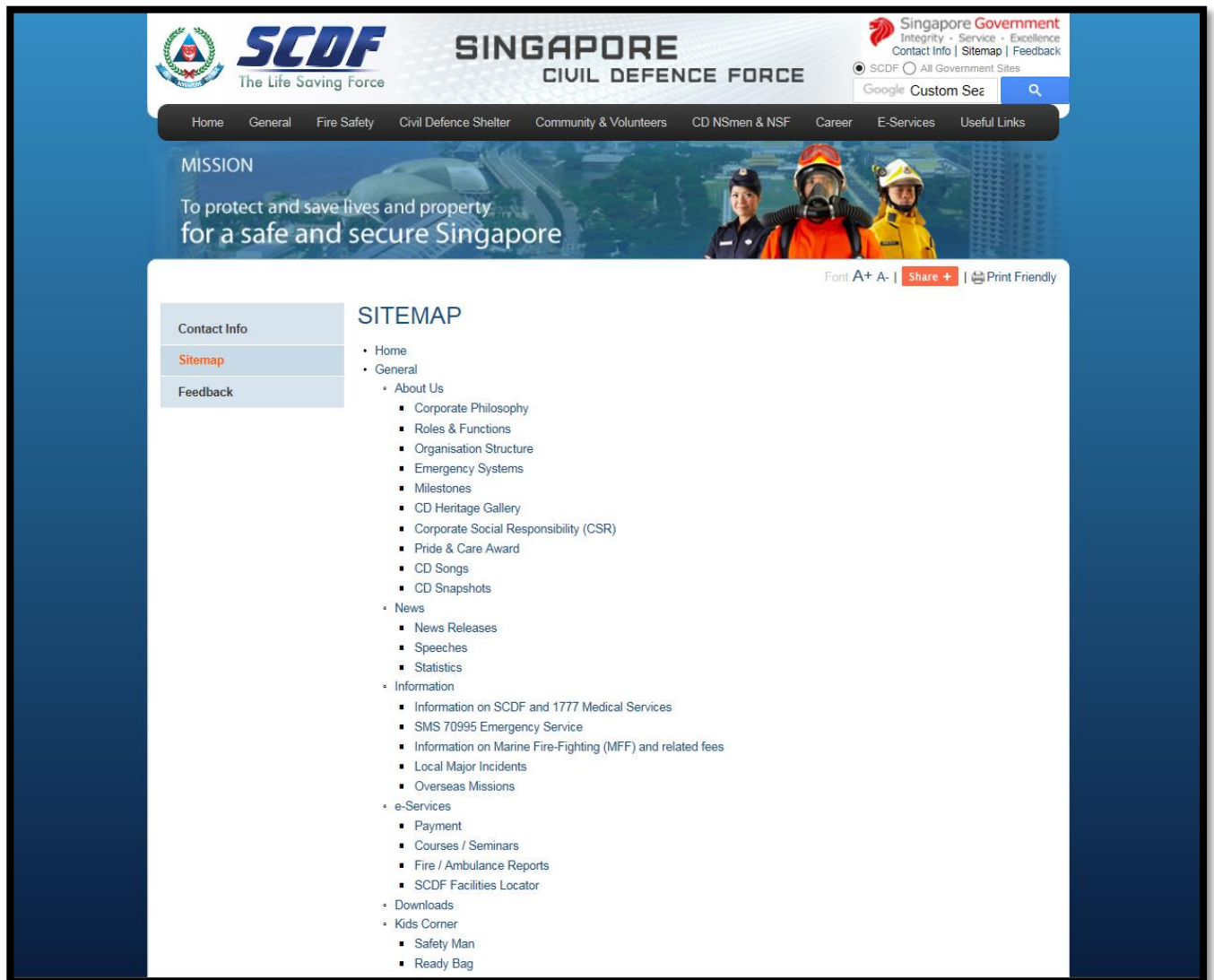


Figure 4 –Sitemap Screen

The Menu section outlines the list of functions available to you.

The Information Workspace shows the title and the details of the various functions selected from the Menu section.

The Footer section has the following hyperlinks which will link to the respective web pages:

- 1) Privacy Statement – Display the privacy statement from SCDF on the main SCDF internet web site in a pop-up window at https://www.scdf.gov.sg/content/scdf_internet/en/bottom-link/privacy-statement.html
- 2) Term of Use – Display the terms of use from SCDF on the main SCDF internet web site in a pop-up window at https://www.scdf.gov.sg/content/scdf_internet/en/bottom-link/term-of-use.html

4 Menu Screens

4.1 Home Screen

This page will be displayed on the Information Workspace section each time you login successfully to the system. This page will also be displayed when the “Home” option on the menu is clicked. The Home page will show any announcement from SCDF and the list of available courses offered by SCDF. Your application status of the FSM certification and the list of courses that SCDF acknowledged that you have attended will also be shown here. **Figure 5** shows an example.

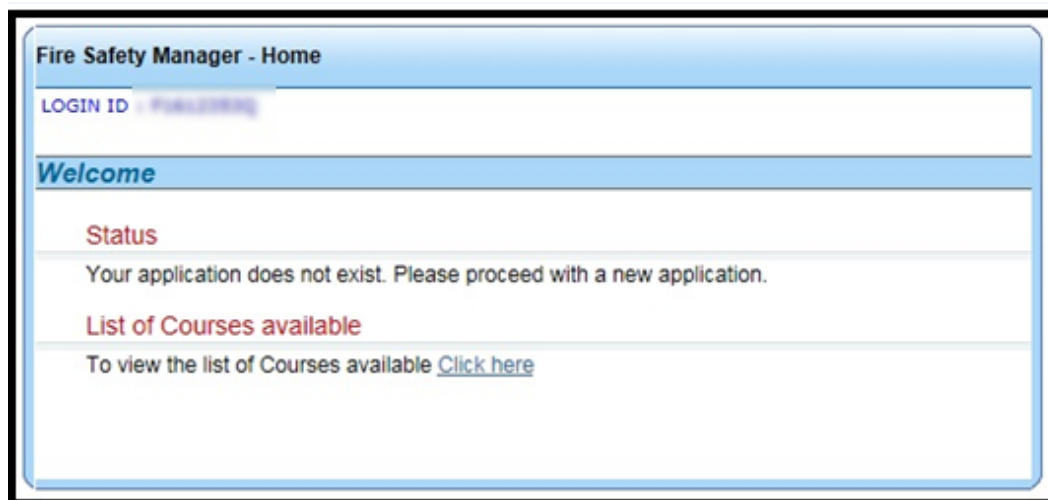
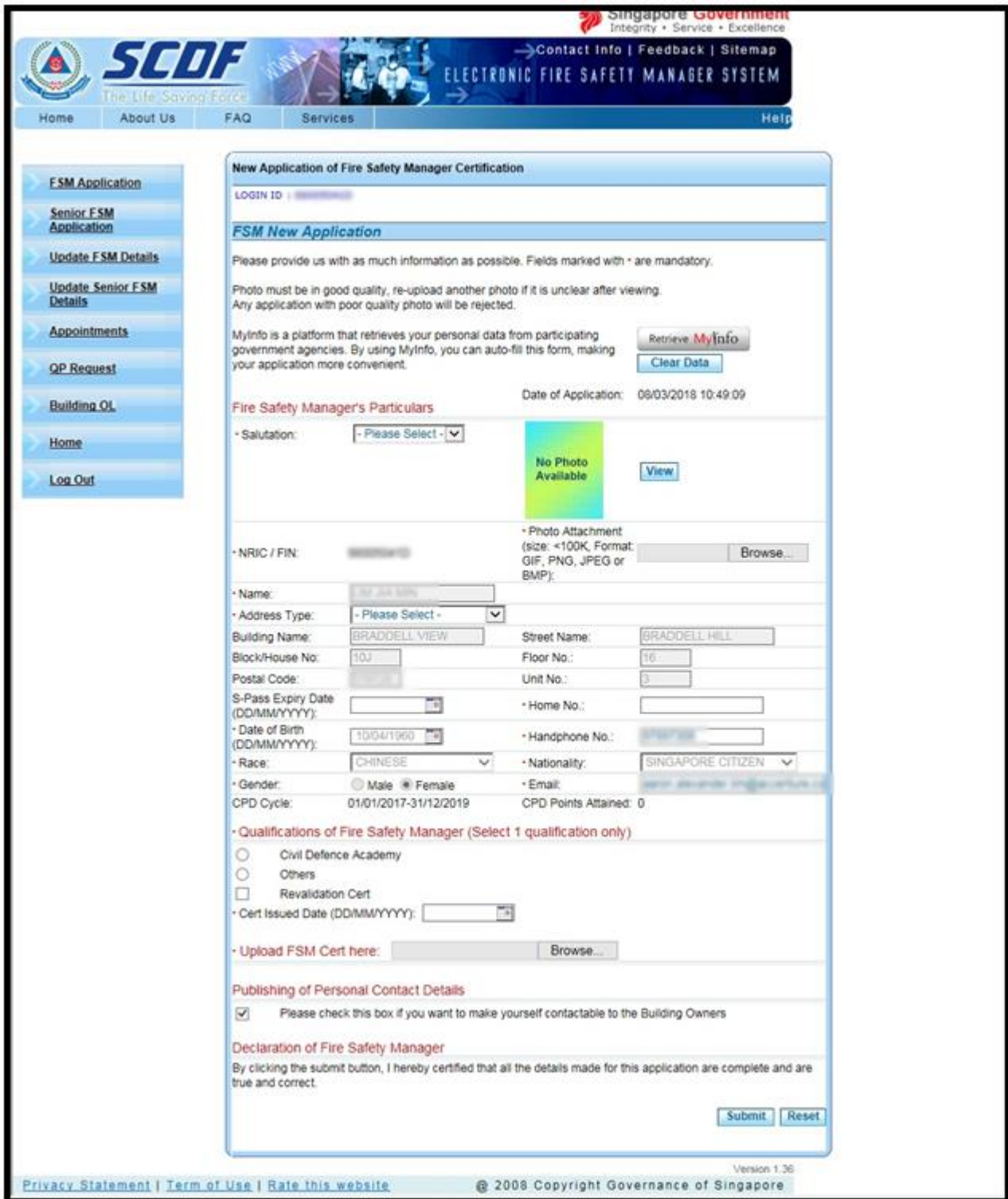


Figure 5 – Home Screen

4.2 New FSM Application Screen

When the “FSM Application” option on the menu is clicked, the New FSM Application module will be displayed as shown in **Figure 6** on the Information Workspace section, if you are not a certified FSM yet or have not submitted an application previously which is pending SCDF approval.



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FSM Application

- Senior FSM Application
- Update FSM Details
- Update Senior FSM Details
- Appointments
- QP Request
- Building OL
- Home
- Log Out

New Application of Fire Safety Manager Certification

LOGIN ID: [REDACTED]

FSM New Application

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

Photo must be in good quality, re-upload another photo if it is unclear after viewing. Any application with poor quality photo will be rejected.

MyInfo is a platform that retrieves your personal data from participating government agencies. By using MyInfo, you can auto-fill this form, making your application more convenient.

Retrieve MyInfo
Clear Data

Date of Application: 09/03/2018 10:49:09

Fire Safety Manager's Particulars

* Salutation:

No Photo Available

* NRIC / FIN: [REDACTED]

* Photo Attachment (size: <100K, Format: GIF, PNG, JPEG or BMP):

* Name: [REDACTED]

* Address Type:

Building Name: Street Name:

Block/House No.: Floor No.:

Postal Code: Unit No.:

S-Pass Expiry Date (DD/MM/YYYY):

* Date of Birth (DD/MM/YYYY):

* Home No.:

* Race:

* Handphone No.:

* Gender: Male Female

* Nationality:

* Email:

CPD Cycle: 01/01/2017-31/12/2019 CPD Points Attained: 0

* Qualifications of Fire Safety Manager (Select 1 qualification only)

Civil Defence Academy

Others

Revalidation Cert

* Cert Issued Date (DD/MM/YYYY):

* Upload FSM Cert here:

Publishing of Personal Contact Details

Please check this box if you want to make yourself contactable to the Building Owners

Declaration of Fire Safety Manager

By clicking the submit button, I hereby certified that all the details made for this application are complete and are true and correct.

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Figure 6 – New FSM Application Screen

This function is for you to submit a new FSM application to SCDF to be certified as a FSM. When this function is clicked your personal information will be retrieved from MyInfo. Do note that Government verified fields will be disabled (greyed-out).

The following fields are Government verified:

- Name
- Building Name
- Street Name
- Block/ House No
- Floor No
- Postal Code
- Unit No

You can click on the “Clear Data” button to clear all the information retrieved from MyInfo and enter their own details, if needed. Once they click on the “Clear Data” button, all information will be cleared.

Click on “Retrieve MyInfo” button, if you wish to use the information from MyInfo.

All the fields marked with the red asterisk (*) are compulsory.

If you are a FIN holder, S-Pass Expiry Date will be compulsory as well.

Photo Attachment must be a valid image file and you may upload most of the common image file types, for example, JPG, GIF, BMP, PNG etc. Click on the **Browse...** button and select the image file from your local computer, external drives or network path. The image file must NOT be more than 100k in file size.

Postal Code must be 6 numeric digit. Home No. and Hand phone No. must be numeric.

Although email is not mandatory, it is strongly advisable to provide one because all notifications from the system will be sent via email.

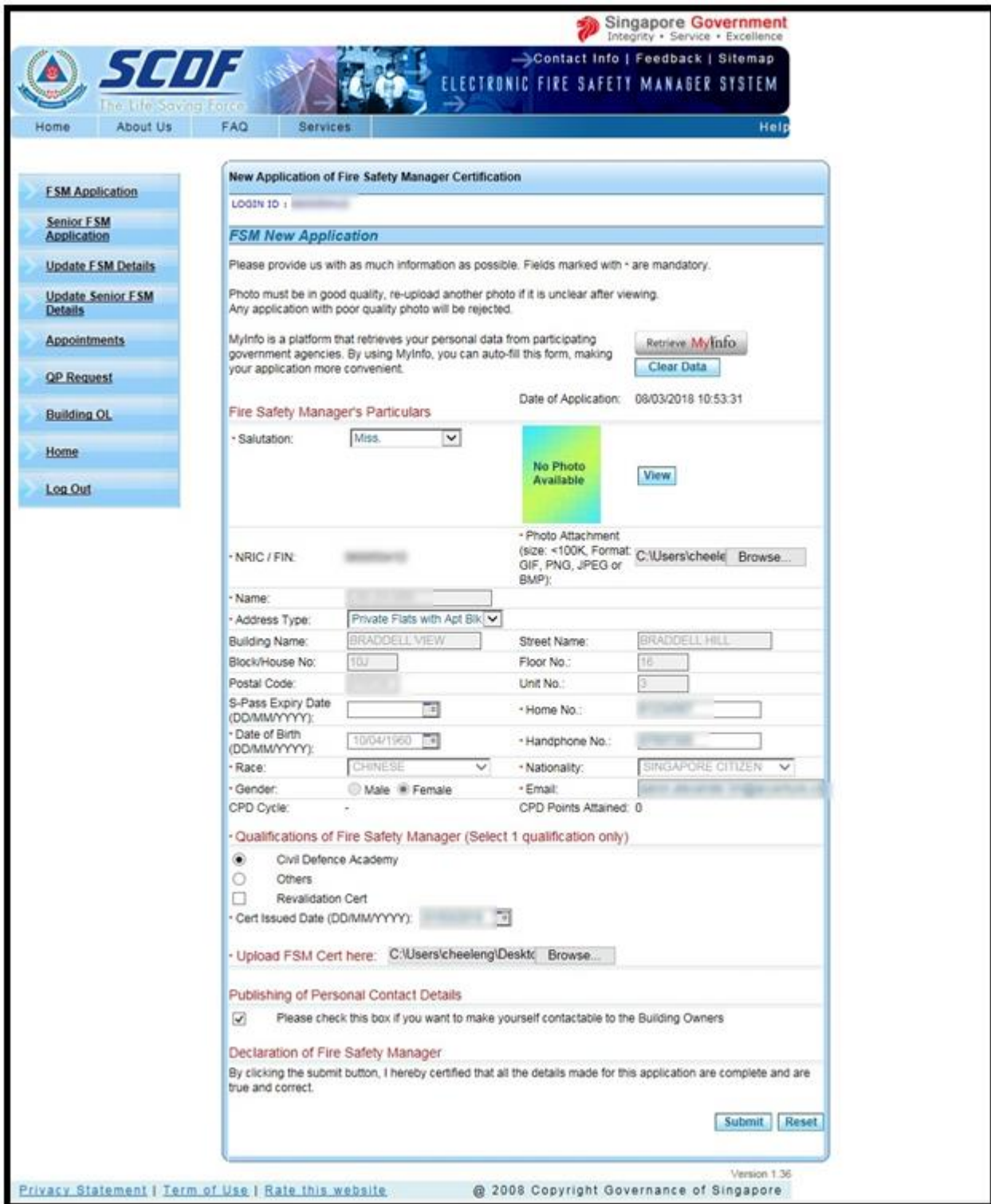
CPD Cycle will indicate the current Continual Professional Development (CPD) period that you are applying for.

Cert Issue Date must not be a future date.

You may upload your Certification in PDF or JPG, GIF, BMP, PNG format Click on the **Browse...** button and select the image file from your local computer, external drives or network path. The file size must NOT be more than 1MB.

The checkbox “Please untick the checkbox if you would not like your name & contact no to be published to Building Owners for FSM appointment” is ticked by default. If you decide not to disclose your information to the building owners to appoint you as a FSM for their building, uncheck the checkbox.

Sample screen for the user provided information before submission of FSM application will be as **Figure 7**



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New Application of Fire Safety Manager Certification

LOGGED IN AS: [User Name]

FSM New Application

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

Photo must be in good quality, re-upload another photo if it is unclear after viewing. Any application with poor quality photo will be rejected.

MyInfo is a platform that retrieves your personal data from participating government agencies. By using MyInfo, you can auto-fill this form, making your application more convenient. [Retrieve MyInfo](#) [Clear Data](#)

Date of Application: 08/03/2018 10:53:31

Fire Safety Manager's Particulars

* Salutation: Miss

* Photo Attachment (size: <100K, Format: GIF, PNG, JPEG or BMP): C:\Users\cheele\ Browse...

* Name:

* Address Type: Private Flats with Apt Bldg

Building Name: BRADDELL VIEW Street Name: BRADDELL HILL

Block/House No: 10J Floor No.: 16

Postal Code: Unit No.: 5

S-Pass Expiry Date (DD/MM/YYYY):

* Date of Birth (DD/MM/YYYY): 10/04/1960

* Home No.:

* Race: CHINESE * Nationality: SINGAPORE CITIZEN

* Gender: Male Female * Handphone No.:

* Email:

CPD Cycle: - CPD Points Attained: 0

Qualifications of Fire Safety Manager (Select 1 qualification only)

Civil Defence Academy

Others

Revalidation Cert

* Cert Issued Date (DD/MM/YYYY):

* Upload FSM Cert here: C:\Users\cheeleng\Desktop\ Browse...

Publishing of Personal Contact Details

Please check this box if you want to make yourself contactable to the Building Owners

Declaration of Fire Safety Manager

By clicking the submit button, I hereby certified that all the details made for this application are complete and are true and correct.

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Figure 7 - User provide information before submission of FSM application

Click **Reset** button to clear all fields to re-enter again.

Click **Submit** button to confirm the entry and submit the application.

If the submission is successful, the following notification screen will be displayed as **Figure 8**

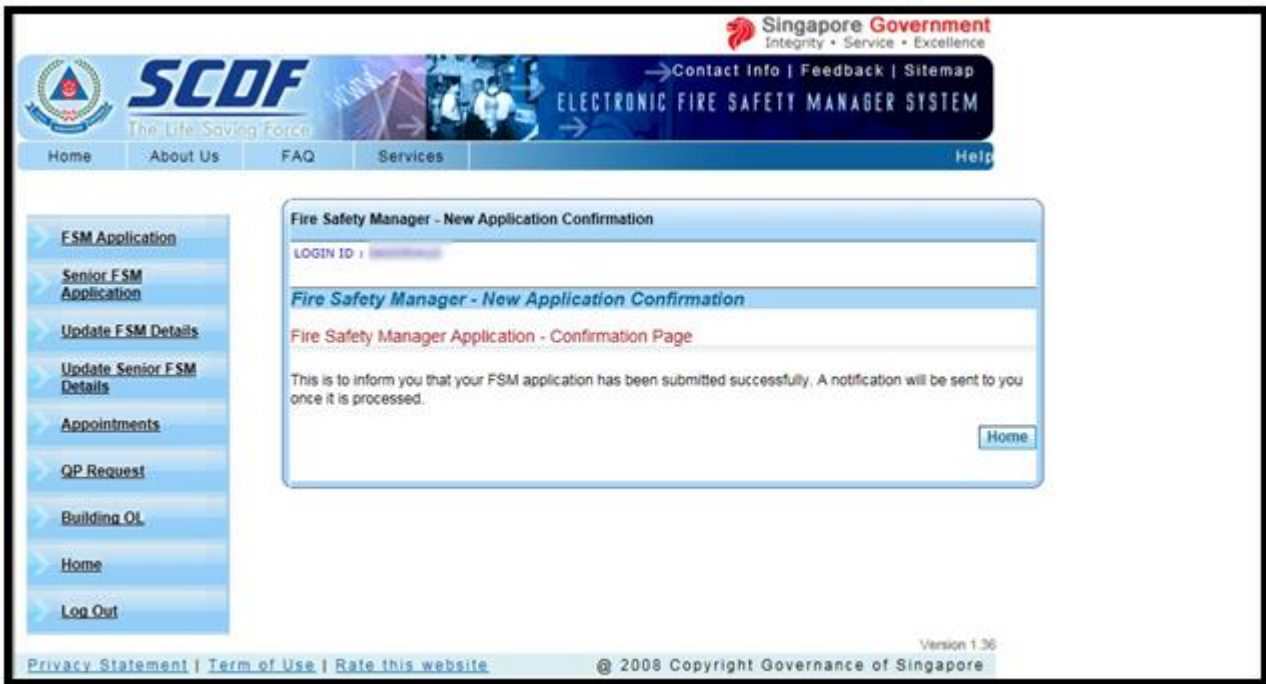


Figure 8- New Application Confirmation Screen

You can view your status of the application by clicking the “Home” option on the menu. The status will be displayed as below in **Figure 9**.

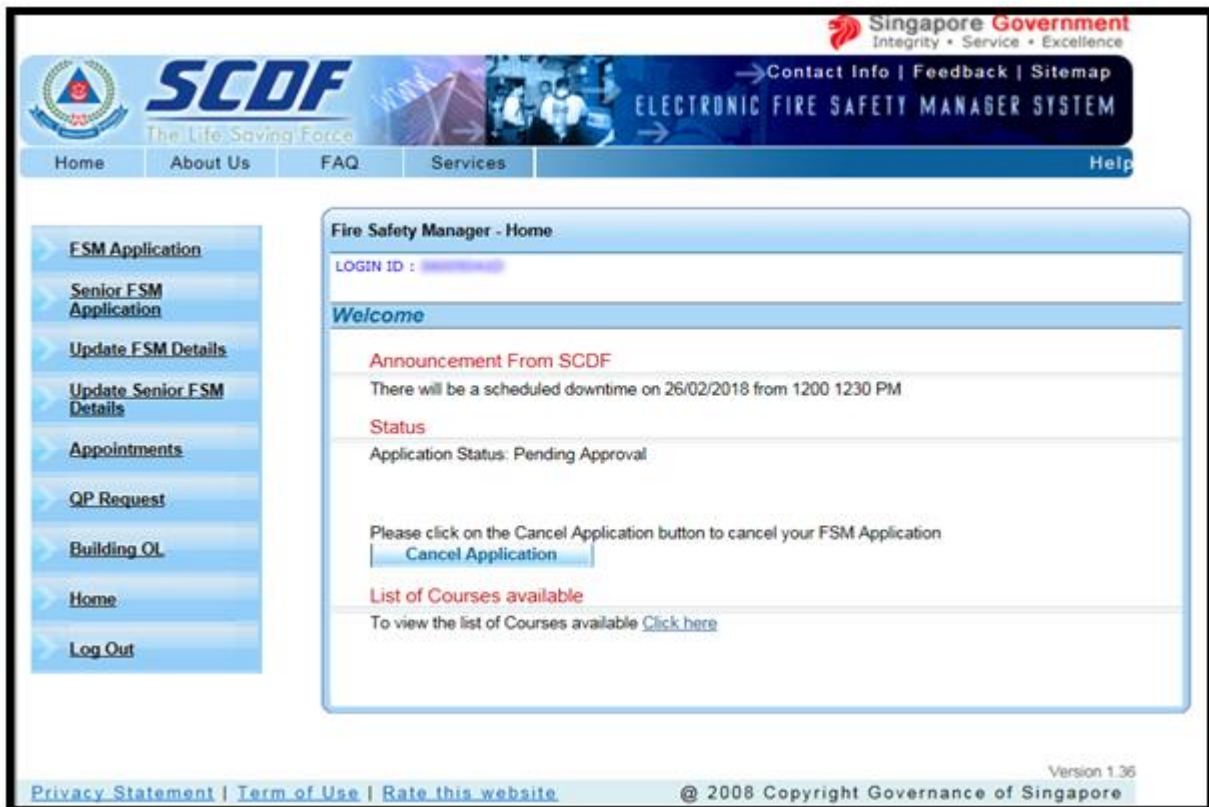


Figure 9 - New FSM Application Status Screen

You can cancel the application by selecting the checkbox and click the **Cancel** button.

4.3 Update FSM Details Screen


When the “Update FSM Details” option on the menu is clicked, the information workspace will be displayed as shown in Figure 10. When this function is clicked your personal information will be retrieved from MyInfo. Do note that Government verified fields will be disabled (greyed-out).

The following fields are Government verified:

- Name
- Building Name
- Street Name
- Block/ House No
- Floor No
- Postal Code
- Unit No


You can click on the “Clear Data” button to clear all the information retrieved from MyInfo and enter their own details, if needed. Once they click on the “Clear Data” button, all information will be cleared.

Click on “Retrieve MyInfo” button, if you wish to use the information from MyInfo.



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- ▶ [Senior FSM Application](#)
- ▶ [Update FSM Details](#)
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- ▶ [Appointments](#)
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Update Fire Safety Manager Details

LOGIN ID : XXXXXXXXXX

Fire Safety Manager - Update Details

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

Photo must be in good quality, re-upload another photo if it is unclear after viewing.
Any application with poor quality photo will be rejected.


MyInfo is a platform that retrieves your personal data from participating government agencies. By using MyInfo, you can auto-fill this form, making your application more convenient.

Retrieve MyInfo
Clear Data

Date of Application: 08/03/2018

Fire Safety Manager's Particulars

* Salutation: - Please Select -



View

* NRIC / FIN: XXXXXXXXXX * Photo Attachment (size: <100K, Format: GIF, PNG, JPEG or BMP): Browse...

* Name: Mr. J. J. J.

* Address Type: - Please Select -

Building Name: BRADDELL VIEW Street Name: BRADDELL HILL

Block/House No: 10J Floor No.: 15

Postal Code: XXXXXX Unit No.: 3

S-Pass Expiry Date (DDMM/YYYY): XXXXXX * Home No.: XXXXXX

* Date of Birth (DDMM/YYYY): 10/04/1960 * Handphone No.: XXXXXX

* Race: CHINESE * Nationality: SINGAPORE CITIZEN

* Gender: Male Female * Email: xxxx@xxxxx.singapore.gov.sg

CPD Cycle: 01/01/2017-31/12/2019 FSM CPD Points Required: 0

CPD Points Attained: 0

*** Qualifications of Fire Safety Manager (Select 1 qualification only)**

Civil Defence Academy

Others

Revalidation Cert

* Cert Issued Date (DDMM/YYYY): 01/03/2018

* Upload FSM Cert here: Browse... Certificate Uploaded

Publishing of Personal Contact Details

Please check this box if you want to make yourself contactable to the Building Owners

Save Back

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Figure 10 - Update FSM Details Screen


This function allows you to amend your particular details. The mandatory fields and validation rules are the same in the “FSM Application” function. This page also displays your FSM Registration Number, the Application Date as well as the CPD points that you are required to attain in order to be recertified again in the next CPD cycle.

Once SCDF officer approved your application, you cannot change the

- Qualification of Fire Safety Manager
- Revalidation Checkbox
- Cert issued Date


To view your uploaded Certification, click on the hyperlink “Certificate Uploaded”.

Sample screen for User provide information before saving of FSM information will be as **Figure 11**.



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Senior FSM Application
Update FSM Details
Update Senior FSM Details
Appointments
QP Request
Building QI
Home
Log Out

Update Fire Safety Manager Details

LOGIN ID : XXXXXXXXXX

Fire Safety Manager - Update Details

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

Photo must be in good quality, re-upload another photo if it is unclear after viewing. Any application with poor quality photo will be rejected.


MyInfo is a platform that retrieves your personal data from participating government agencies. By using MyInfo, you can auto-fill this form, making your application more convenient.

Retrieve MyInfo
Clear Data

Date of Application: 08/03/2018

Fire Safety Manager's Particulars

* Salutation: Miss.



View

* NRIC / FIN: XXXXXXXXXX

* Photo Attachment (size: <100K, Format: GIF, PNG, JPEG or BMP): C:\Users\cheele Browse...

* Name: XXXXXXXXXX

* Address Type: Private Flats with Apt Bldg

Building Name: BRADDELL VIEW Street Name: BRADDELL HILL

Block/House No: 10J Floor No.: 16

Postal Code: XXXXXXXX Unit No.: 3

S-Pass Expiry Date (DD/MM/YYYY): XXXX/XX/XX

* Home No.: 66666666

* Date of Birth (DD/MM/YYYY): 10/04/1960

* Handphone No.: XXXXXXXXXX

* Race: CHINESE

* Nationality: SINGAPORE CITIZEN

* Gender: Male Female

* Email: XXXXXXXXXX@XXXXXX.XXXXXXX

CPD Cycle: 01/01/2017-31/12/2019

FSM CPD Points Required : 0

CPD Points Attained: 0

* Qualifications of Fire Safety Manager (Select 1 qualification only)

Civil Defence Academy

Others

Revalidation Cert

* Cert Issued Date (DD/MM/YYYY): 01/03/2018

* Upload FSM Cert here: Browse... Certificate Uploaded

Publishing of Personal Contact Details

Please check this box if you want to make yourself contactable to the Building Owners

Save
Back

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Figure 11 - User provide information before saving of FSM information.

Click **Save** button to register all your changes.

Click **Back** button to return to the Home page.


If the update of FSM details is successful, the following notification screen will be displayed as **Figure 12**.




Figure 12 - Update FSM application notification

4.4 Senior FSM Application

When the “Senior FSM Application” option on the menu is clicked, the New Senior FSM Application module will be displayed as shown in **Figure 13** on the Information Workspace section, if you are not a certified Senior FSM yet or have not submitted an application previously which is pending SCDF approval.



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- Update FSM Details
- Update Senior FSM Details
- Appointments
- QP Request
- Building OL
- Home
- Log Out

New Application of Fire Safety Manager Certification

LOGIN ID : XXXXXXXXXX

Fire Safety Manager - New Senior FSM Application

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

Photo must be in good quality, re-upload another photo if it is unclear after viewing. Any application with poor quality photo will be rejected.

MyInfo is a platform that retrieves your personal data from participating government agencies. By using MyInfo, you can auto-fill this form, making your application more convenient.
[Retrieve MyInfo](#)
[Clear Data](#)

Date of Application: 08/03/2018 11:40:41

Fire Safety Manager's Particulars

* Salutation: - Please Select -

Reg No: XXXXXXXXXX

* NRIC / FIN: XXXXXXXXXX

* Name: XXXXXXXXXX

* Address Type: - Please Select -

Building Name: BRADDELL VIEW

Block/House No: 10J

Postal Code: XXXXXXXXXX


S-Pass Expiry Date (DD/MM/YYYY): XXXXXXXXXX

* Date of Birth (DD/MM/YYYY): 10/04/1960

* Race: CHINESE

* Gender: Male Female

CPD Cycle: 01/01/2017-31/12/2019



[View](#)

* Photo Attachment (size: <100K, Format: GIF, PNG, JPEG or BMP): Browse...

Street Name: BRADDELL HILL

Floor No.: 16

Unit No.: 3

* Home No.: XXXXXXXXXX

* Handphone No.: XXXXXXXXXX

* Nationality: SINGAPORE CITIZEN

* Email: XXXXXXXXXX

Senior FSM CPD Points Required: N.A.

CPD Points Attained: 0

* Qualifications of Senior Fire Safety Manager (Select 1 qualification only)

Civil Defence Academy

Others

Revalidation Cert

* Senior FSM Cert Issued Date (DD/MM/YYYY): XXXXXXXXXX

* Upload Senior FSM Cert here: Browse...

Publishing of Personal Contact Details

Please check this box if you want to make yourself contactable to the Building Owners

Declaration of Senior Fire Safety Manager

By clicking the submit button, I hereby certified that all the details made for this application are complete and are true and correct.

Submit
Reset

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Figure 13 - New Senior FSM Application

This function is for you to submit a new Senior FSM application to SCDF to be certified as a Senior FSM. When this function is clicked your personal information will be retrieved from MyInfo. Do note that Government verified fields will be disabled (greyed-out).

The following fields are Government verified:

- Name
- Building Name
- Street Name
- Block/ House No
- Floor No
- Postal Code
- Unit No

You can click on the “Clear Data” button to clear all the information retrieved from MyInfo and enter their own details, if needed. Once they click on the “Clear Data” button, all information will be cleared. Click on “Retrieve MyInfo” button, if you wish to use the information from MyInfo.

The checkbox “Please untick the checkbox if you would not like your name & contact no to be published to Building Owners for FSM appointment” is ticked by default. If you decide not to disclose your information to the building owners to appoint you as a Senior FSM for their building, uncheck the checkbox.

All the fields marked with the red asterisk (*) are compulsory.

If you are a FIN holder, S-Pass Expiry Date will be compulsory as well.

Photo Attachment must be a valid image file and you may upload most of the common image file types, for example, JPG, GIF, BMP, PNG etc. Click on the **Browse...** button and select the image file from your local computer, external drives or network path. The image file must NOT be more than 100k in file size.

Postal Code must be 6 numeric digit. Home No. and Hand phone No. must be numeric.

Although email is not mandatory, it is strongly advisable to provide one because all notifications from the system will be sent via email.


CPD Cycle will indicate the current Continual Professional Development (CPD) period that you are applying for.

Cert Issue Date must not be a future date.

You may upload your Certification in PDF or JPG, GIF, BMP, PNG format Click on the **Browse...** button and select the image file from your local computer, external drives or network path. The file size must NOT be more than 1MB.


The checkbox “Please untick the checkbox if you would not like your name & contact no to be published to Building Owners for FSM appointment” is ticked by default. If you decide not to disclose your information to the building owners to appoint you as a FSM for their building, uncheck the checkbox.

Sample screen for the user provided information before submission of Senior FSM application will be as **Figure 14**.



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ELECTRONIC FIRE SAFETY MANAGER SYSTEM

Home
About Us
FAQ
Services
Help

FSM Application

Senior FSM Application

Update FSM Details

Update Senior FSM Details

Appointments

QP Request

Building QI

Home

Log Out

New Application of Fire Safety Manager Certification

LOGIN ID : XXXXXXXXXX

Fire Safety Manager - New Senior FSM Application

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

Photo must be in good quality, re-upload another photo if it is unclear after viewing. Any application with poor quality photo will be rejected.

MyInfo is a platform that retrieves your personal data from participating government agencies. By using MyInfo, you can auto-fill this form, making your application more convenient.

Date of Application: 12/03/2018 11:23:44

[Retrieve MyInfo](#)

[Clear Data](#)

Fire Safety Manager's Particulars

* Salutation: Miss.

Reg No: XXXXXXXXXX

* NRIC / FIN: XXXXXXXXXX

* Name: XXXXXXXXXX

* Address Type: Private Flats with Apt Bk

Building Name: BRADDELL VIEW Street Name: BRADDELL HILL

Block/House No: 10J Floor No.: 16

Postal Code: XXXXXXXXXX Unit No.: 3

S-Pass Expiry Date (DD/MM/YYYY): XXXXXXXXXX * Home No.: 66666666

* Date of Birth (DD/MM/YYYY): 10/04/1960 * Handphone No.: XXXXXXXXXX

* Race: CHINESE * Nationality: SINGAPORE CITIZEN

* Gender: Male Female * Email: XXXXXXXXXX

CPD Cycle: 01/01/2017-31/12/2019 Senior FSM CPD Points Required: N.A.
CPD Points Attained: 0

* Photo Attachment (size: <100K, Format: GIF, PNG, JPEG or BMP): C:\Users\cheele [Browse...](#)

* **Qualifications of Senior Fire Safety Manager (Select 1 qualification only)**

Civil Defence Academy

Others

Revalidation Cert

* Senior FSM Cert Issued Date (DD/MM/YYYY): 08/03/2018

* Upload Senior FSM Cert here: C:\Users\cheeleng\Desktop [Browse...](#)

Publishing of Personal Contact Details

Please check this box if you want to make yourself contactable to the Building Owners

Declaration of Senior Fire Safety Manager

By clicking the submit button, I hereby certified that all the details made for this application are complete and are true and correct.

[Submit](#) [Reset](#)

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Figure 14 - User provide information before saving of New Senior FSM information.

Click **Reset** button to clear all fields to re-enter again.

Click **Submit** button to confirm the entry and submit the application.

If the submission is successful, the following notification screen will be displayed as Figure 15

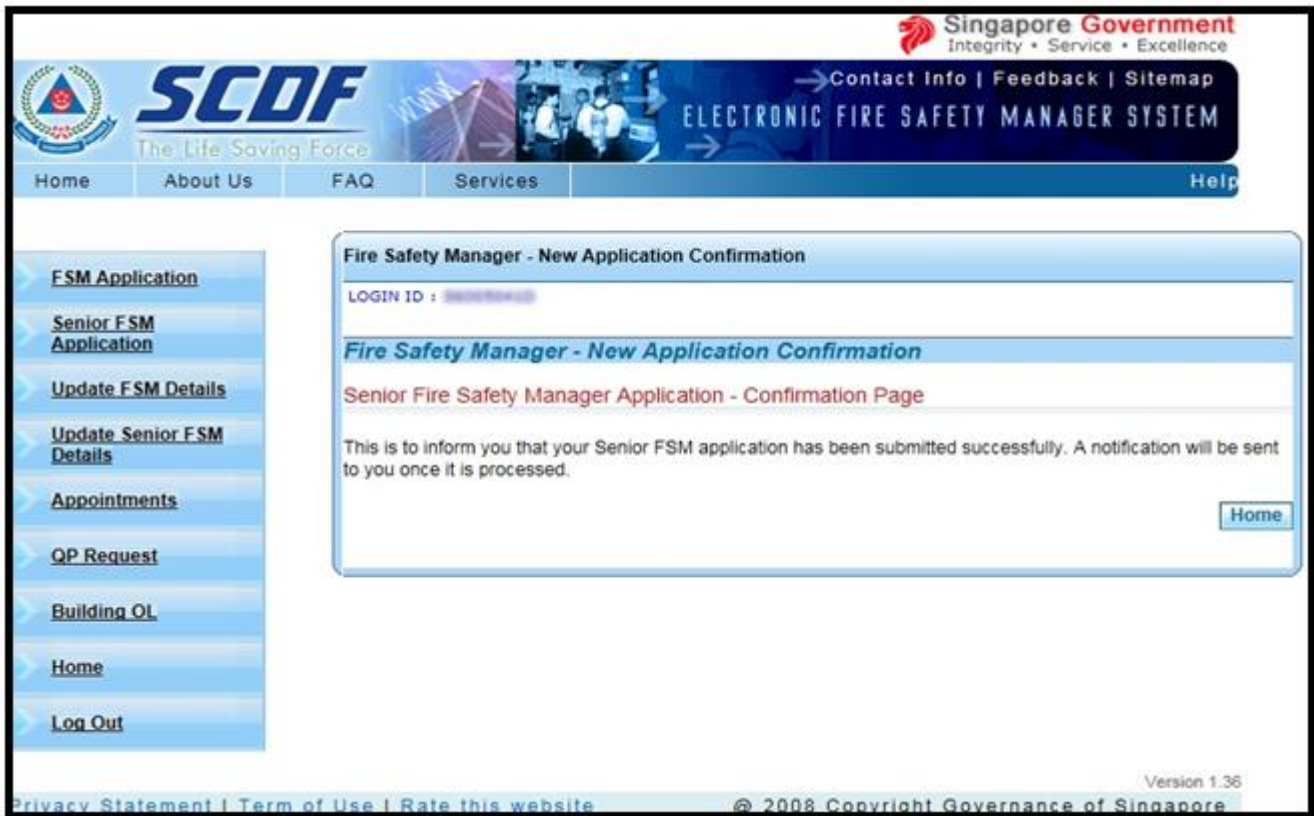


Figure 15 - New Senior FSM Application Confirmation Screen

You can view your status of the application by clicking the “Home” option on the menu. The status will be displayed as below in **Figure 16**.

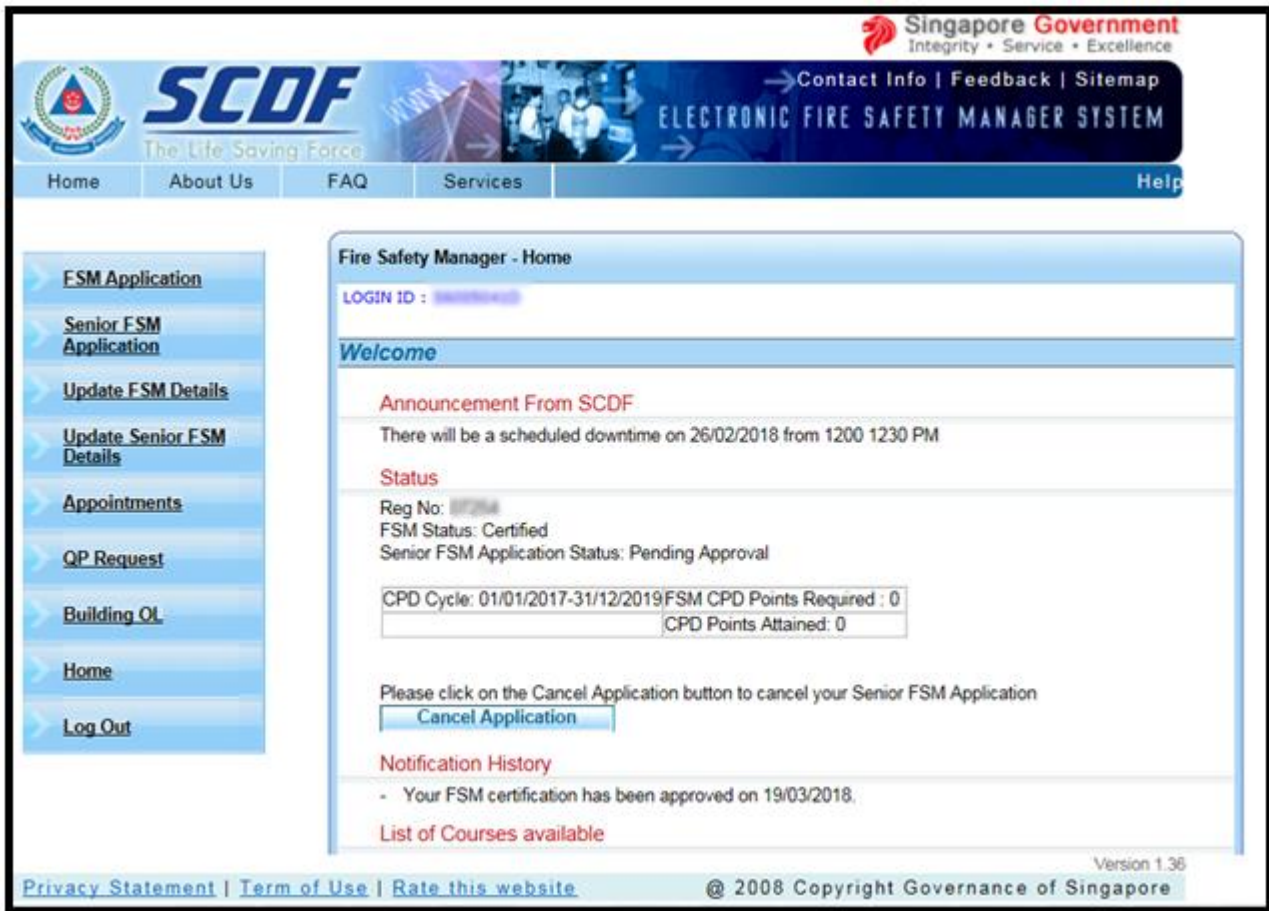


Figure 16 - New Senior FSM Application Status Screen

You can cancel the application by selecting the checkbox and click the **Cancel** button.


4.5 Update Senior FSM Details

When the “Update Senior FSM Details” option on the menu is clicked, the information workspace will be displayed as shown in Figure 17. When this function is clicked your personal information will be ~~auto~~ retrieved from MyInfo. Do note that Government verified fields will be disabled (greyed-out).

The following fields are Government verified:


- Name
- Building Name
- Street Name
- Block/ House No
- Floor No
- Postal Code
- Unit No

You can click on the “Clear Data” button to clear all the information retrieved from MyInfo and enter their own details, if needed. Once they click on the “Clear Data” button all information will be cleared. Click on “Retrieve MyInfo” button, if you wish to use the information from MyInfo.



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Contact Info | Feedback | Sitemap

ELECTRONIC FIRE SAFETY MANAGER SYSTEM

Home
About Us
FAQ
Services
Help

FSM Application

Senior FSM Application

Update FSM Details

Update Senior FSM Details

Appointments

QP Request

Building OL

Home

Log Out

Update Fire Safety Manager Details

LOGIN ID : [REDACTED]

Senior Fire Safety Manager - Update Details

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

Photo must be in good quality, re-upload another photo if it is unclear after viewing.
Any application with poor quality photo will be rejected.


MyInfo is a platform that retrieves your personal data from participating government agencies. By using MyInfo, you can auto-fill this form, making your application more convenient. Retrieve **MyInfo**

Date of Application: 12/03/2018

[Clear Data](#)

Fire Safety Manager's Particulars

* Salutation: - Please Select -



View

Reg No: [REDACTED]

* NRIC / FIN: [REDACTED] * Photo Attachment (size: <100K, Format: GIF, PNG, JPEG or BMP): Browse...

* Name: [REDACTED]

* Address Type: - Please Select -

Building Name: BRADDELL VIEW Street Name: BRADDELL HILL

Block/House No: 10J Floor No.: 16

Postal Code: [REDACTED] Unit No.: 3

S-Pass Expiry Date (DD/MM/YYYY): [REDACTED] * Home No.: [REDACTED]

* Date of Birth (DD/MM/YYYY): 10/04/1960 * Handphone No.: [REDACTED]

* Race: CHINESE * Nationality: SINGAPORE CITIZEN

* Gender: Male Female * Email: [REDACTED]

Senior FSM CPD Points Required: 0

CPD Cycle: 01/01/2017-31/12/2019 CPD Points Attained: 0

* Qualifications of Senior Fire Safety Manager (Select 1 qualification only)

Civil Defence Academy

Others

Revalidation Cert

* Senior FSM Cert Issued Date (DD/MM/YYYY): 08/03/2018

* Upload Senior FSM Cert here: [REDACTED] Browse... Certificate Uploaded

Publishing of Personal Contact Details

Please check this box if you want to make yourself contactable to the Building Owners

Save Back

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Figure 17 - Update Senior FSM Details Screen


This function allows you to amend your particular details. The mandatory fields and validation rules are the same in the “FSM Application” function. This page also displays your FSM Registration Number, the Application Date as well as the CPD points that you are required to attain in order to be recertified again in the next CPD cycle.

Once SCDF officer approved your application, you cannot change the


- Qualification of Fire Safety Manager
- Revalidation Checkbox
- Cert issued Date

To view your uploaded Certification, click on the hyperlink “Certificate Uploaded”.

Sample screen for User provide information before saving of Senior FSM information will be as **Figure 18**.



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[Contact Info](#) | [Feedback](#) | [Sitemap](#)

ELECTRONIC FIRE SAFETY MANAGER SYSTEM

Home
About Us
FAQ
Services
Help

FSM Application

Senior FSM Application

Update FSM Details

Update Senior FSM Details

Appointments

QP Request

Building OL

Home

Log Out

Update Fire Safety Manager Details

LOGIN ID : [REDACTED]

Senior Fire Safety Manager - Update Details

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

Photo must be in good quality, re-upload another photo if it is unclear after viewing. Any application with poor quality photo will be rejected.

MyInfo is a platform that retrieves your personal data from participating government agencies. By using MyInfo, you can auto-fill this form, making your application more convenient.

Date of Application: 12/03/2018

Fire Safety Manager's Particulars

* Salutation:

Reg No: [REDACTED]

* NRIC / FIN: [REDACTED] * Photo Attachment (size: <100K, Format: GIF, PNG, JPEG or BMP): C:\Users\cheele\ Browse...

* Name: [REDACTED]

* Address Type:

Building Name: Street Name:

Block/House No: Floor No.:

Postal Code: [REDACTED] Unit No.:

S-Pass Expiry Date (DD/MM/YYYY): [REDACTED] * Home No.: [REDACTED]

* Date of Birth (DD/MM/YYYY): * Handphone No.: [REDACTED]

* Race: * Nationality:

* Gender: Male Female * Email: [REDACTED]

Senior FSM CPD Points Required: 0

CPD Cycle: 01/01/2017-31/12/2019 CPD Points Attained: 0

* Qualifications of Senior Fire Safety Manager (Select 1 qualification only)

Civil Defence Academy

Others

Revalidation Cert

* Senior FSM Cert Issued Date (DD/MM/YYYY):

* Upload Senior FSM Cert here: Certificate Uploaded

Publishing of Personal Contact Details

Please check this box if you want to make yourself contactable to the Building Owners

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Figure 18 - User provide information before saving of Senior FSM information.

Click **Save** button to register all your changes.

Click **Back** button to return to the Home page.

If the update of FSM details is successful, the following notification screen will be displayed as **Figure 19**



Figure 19 - Update Senior FSM notification

4.6 Appointment Screen

This function allows you to accept or reject building appointments that a builder owner has allocated for you. **Figure 20** below shows when a builder has appointed you as the FSM of their building.

Acknowledgment of Fire Safety Manager Appointment

LOGIN ID : S1111111D

FSM Appointment

1 matching record(s)

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

S/N	Building Name	Building Type	Owner
<input type="checkbox"/>	AIG MO KIO HUB	Industrial	MICHAEL BLUE

Figure 20 - FSM Appointment Screen

To view the information of the building appointed, click on the hyperlink of the Building Name and a pop-up window similar to **Figure 21** below will be displayed.

Acknowledgment of Fire Safety Manager Appointment

LOGIN ID : S1111111D

Appointed Building Information

Particulars of Building

Building Type : Industrial	Building Name : ANG MO KIO HUB
Address Type : Apt Blk	Street Name : ANG MO KIO STREET 100
Blk No. :	Floor No. :
Postal Code : 000009	Unit No. :

Particulars of Building Owner / Occupier

Company Name : ABC PTE LTD	
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. : 55555
Designation : TOILET CLEANER	Fax No. : 65433671
Email : FLKDFDJFDSJFDS@FDKLFDK.COM	Handphone No. : 98987783

Endorsement by Owner / Occupier

With Effect From : 01/01/2009

Building Status :

Figure 21 - Appointment Building Information Screen

To accept or reject the appointment, click on the checkbox next to the building that you wanted and click **Accept** or **Reject** button. The following message will be displayed to indicate that you have accepted the appointment.



Figure 22 - Appointment Acceptance Screen

If no builder owner has appointed you as the FSM of their building, you will see the following screen instead.



Figure 23 - No Appointment Screen

* Important Note: If you have unchecked the option "Please untick the checkbox if you would not like your name & contact no to be published to Building Owners for FSM appointment?" in the "New Application" or "Update Details" functions, NO builder owner will be able to appoint you as the FSM of their buildings.

5 Logout Function

Once you click the "Log Out" option on the menu, you will exit from the system and return to the main login page as shown in **Figure 1**.