

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	Section 4.2 – New Application	NCS
		<u>Screen</u>	
		- 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."	
		Section 4.3 – Update Details Screen	
		- Replaced Figure 9	
		Section 4.4 – Appointment Screen	
		 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."	
1.02	26-Aug-2008	Section 2 – Login Screen	NCS
		- Change URL from	
		"http://fsm.scdf.gov.sg" to "https://fsm.scdf.gov.sg/	
		shine/efsm/index.do"	
2.0	22-Mar-2018	Updated – Table of content	NCS
		Updated – Table of figures	
		Section 2- Login Screen	
		- Change URL from	
		"https://fsm.scdf.gov.sg/shi	
		ne/efsm/index.do" to	



Version	Effective Date	SUMMARY OF CHANGES	Author
		 https://eservices.scdf.gov.s g/fsm/efsm/index.do Changed Login screen page Changed Singpass login page 	
		 Section 3 – Main Screen Changed the contact info, Feedback, Home, About us, Services, Sitemap, Privacy Statements and Terms of Use urls Changed sitemap screen page 	
		Section 4 – Menu Screen - Changed Menu Screen page	
		Section 4.1 – Home Screen - Changed Home Screen page	
		 Section 4.2 – New FSM Application screen 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 Changed New FSM Application Changed New FSM Applications screen Changed New FSM Application status screen 	
		Section 4.3 – Update FSM Details Screen - Changed header from "Update Details Screen" to "Update FSM Details Screen"	



Version	Effective Date	SUMMARY OF CHANGES	Author
		 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 Section 4.4 _ Senior FSM Application Added in the new module Senior FSM application Added in details of MyInfo information retrieval Section 4.5 – Update Senior FSM Details Added in new module update senior FSM details Added in new module update senior FSM details Added in details of MyInfo information retrieval 	



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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 <u>https://eservices.scdf.gov.sg/fsm/efsm/index.do</u>. A login screen similar to Figure 1 below will be displayed.

			Singapore Government Integrity • Service • Excellence
	SCOF The Life Saving Force		Contact Info Feedback Sitemap ELECTRONIC FIRE SAFETY MANAGER SYSTEM
Home	About Us FAQ	Services	
Home	About US FAQ	Please se	elect your role and click Proceed below: Fire Safety Manager : SingPass : SingPass - EASY : Building Owner : CorpPass : Proceed
Privacy Sta	<u>atement Term of Use</u>	<u>Rate this website</u>	Version 1.36 @ 2008 Copyright Governance of Singapore

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.



Advisory Note Your SingPass account contains a lot of personal data. Do not share your	username, password and 2FA details with anyone.
≡ SingPass	
	Login 🔒
	SingPass ID
	Password
	Cancel Login ⊙
	Don't have a SingPass account? Register Now
Privacy Statement Terms of Use Rate This Website	Last updated on 14 February 2018 © 2018 Government of Singapore

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**.



me About Us	FAQ Services	Header Heir	
	Fire Safety Manager - Home		
SM Application	LOGIN ID :		
pplication	Welcome		
pdate FSM Details	Status	Information Workspace	
pdate Senior FSM letails	Your application does not exist. Please p	roceed with a new application.	
ppointments	To view the list of Courses available <u>Click here</u>		
P Request			
uilding OL	Menu		
lome	Items		

Figure 3 – Main Screen

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:

- 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. <u>https://www.scdf.gov.sg/content/scdf_internet/en/header-link/sitemap.html</u>

Footer



Kome General Fire S		Singapore Government Integrity - Service - Excellence Contact Info Sitemap Feedback Contact Info Si
MISSION To protect and save for a safe and	secure Singapore	
Contact Info Sitemap Feedback	Fi SITEMAP • Iome • Concent • About US • Concent Philosophy • Coganisation Structure • Organisation Structure • Organisation Structure • Organisation Structure • CD Heritage Galley • Orghorate Social Responsibility (CSR) • Orgorate Soc	ont A+ A- Share + @Print Friendly

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:

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



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.

Fire Safety Manager - Home	
LOGIN ID	
Welcome	
Status	
Your application does not exist. Please proceed with a new application.	
List of Courses available	
To view the list of Courses available <u>Click here</u>	

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.



			The SID	gapore Government grity • Service • Excellence
SCO	F			Feedback Sitemap
JED		ELECTRO	INIC FIRE SAFETI	MANABER SYSTEM
About Us	FAQ Servic			Негр
About US	FAQ Servic			Relp
	New Application of	Fire Safety Manager Certifica	tion	
Application	LOGIN ID			
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lication	FSM New Applie	cation		
late FSM Details	Please provide us wit	h as much information as possi	ble. Fields marked with	are mandatory.
late Senior FSM ails		d quality, re-upload another phy poor quality photo will be rejecte		ewing.
ointments		hat retrieves your personal data		Retrieve Mylinfo
Request	government agencies your application more	 By using MyInfo, you can auto convenient. 	o-fill this form, making	Clear Data
LINE BURN			Date of Application:	08/03/2018 10:49:09
Iding OL	Fire Safety Manag	er's Particulars	uale or Approach.	04042010 1049.08
ne -	- Salutation:	- Please Select - 🗸		
1254			No Photo	View
Out			Available	LTTTT I
	1.00		 Photo Attachment (size: <100K, Format 	
	+ NRIC / FIN:	SHORTON TO	GIF, PNG, JPEG or	Browse
	• Name:	CALL ALL MANY	BMP):	-
	· Address Type:	- Please Select -		
	Building Name:	BRADDELL VIEW	Street Name:	BRADDELL HILL
	Block/House No:	103	Floor No.:	16
	Postal Code:	Careford States	Unit No.:	3
	S-Pass Expiry Date (DD/MMYYYY):	10	* Home No.:	
	Date of Birth (DD/MM/YYYY):	10/04/1960	Handphone No.:	17447308
	* Race:	CHINESE V	• Nationality:	SINGAPORE CITIZEN
	Gender:	🔿 Male 🛞 Female	• Email:	and search regardered
	CPD Cycle:	01/01/2017-31/12/2019	CPD Points Attained	0
	- Qualifications of	Fire Safety Manager (Selec	t 1 qualification only)	E
	O Civil Defend	e Academy		
	O Others	Cart		
	Revalidation Cert Issued Date (D		7	
	20100000000000000000000000000000000000			
	Upload FSM Cer	t here:	Browse	
	Publishing of Pers	onal Contact Details		
	and a state of the	k this box if you want to make)	ourself contactable to th	e Building Owners
	The second second			
	Declaration of Fire		d the datals made for th	is application are complete and are
	true and correct.	conton, i nereby ceraned that a	in the details made for th	is approximate compress and are
				Submit Reset
				Comment Comments
				Version 1.36

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**



				agapore Government
			The second s	Feedback Sitemap
A , <u>SCD</u>		ELECTRO	NIC FIRE SAFET	MANABER SYSTEM
Home About Us	FAQ Servic			Help
Home About Us	FAG SERVIC	es		Help
	New Application of	Fire Safety Manager Certificat	ion	
F SM Application	L001N 10 1			
Senior FSM Application	FSM New Appli	cation		
Update FSM Details	and the second se	th as much information as possit	No. Fields marked with	are mendative
Contraction of the second				
Update Senior FSM Details		od quality, re-upload another pho poor quality photo will be rejecte		ewing.
Appointments		that retrieves your personal data		Retrieve MyInfo
OD Desmast	government agencie your application mon	 By using MyInfo, you can auto a convenient. 	-fill this form, making	Clear Data
QP.Request	Standard Marchael		Date of Application:	08/03/2018 10:53:31
Building OL	Fire Safety Manag		Contract of the second s	
Home	* Salutation:	Miss.		
			No Photo Available	View
Log.Out				
	_		- Photo Attachment	
	- NRIC / FIN:	100000-0	(size: <100K, Forma GIF, PNG, JPEG or BMP):	C.Wsers'cheele Browse
	- Name:		Dave).	
	Address Type:	Private Flats with Apt Bik		
	Building Name:	BRADDELL VIEW	Street Name:	BRADDELL HILL
	Block/House No:	10/	Floor No.:	16
	Postal Code:		Unit No.:	3
	S-Pass Expiry Date (DD/MMYYYY):	13	- Home No.:	in country
	Date of Birth (DD/MM/YYYY):	10/04/1960	- Handphone No.:	and the second sec
	• Race:	CHINESE	· Nationality:	SINGAPORE CITIZEN
	· Gender:	🔘 Male 🛞 Female	- Email:	and showing with a loss of
	CPD Cycle:	5.	CPD Points Attained	t 0
	· Qualifications of	Fire Safety Manager (Selec	t 1 qualification only	
	 Civil Defension 	e Academy		
	 Others 			
	Revalidatio	1.700 % da 6 de carro		
	Cert Issued Date (0	D/MM/YYYY)	9	
	Upload FSM Cer	t here: C:\Users\cheeleng\D	eskto Browse	
	Publishing of Pers	ional Contact Details		
	CONTRACTOR OF THE OWNER	ck this box if you want to make y	ourself contactable to th	e Building Owners
	Declaration of Fin	e Safety Manager		
	By clicking the subm		I the details made for th	is application are complete and are
	true and correct.			
				Submit Reset
	L			
vacu Statement I Term	of lice Pain this	vehalte o av	108 Conversiont Con	Version 1.36
vacy Statement Term	VI VER I Rale Inis	@ 21	the Copyright Go	vernance of Singapore

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



۵),	SCL	1F		Singapore Government Integrity - Service - Excellence Contact Info Feedback Sitemap ELECTRONIC FIRE SAFETT MANAGER SYSTEM		
Home	The Life Sovie About Us	and the second se	Services	Help		
ESM Ap		LOGIN I	ty Manager - New Applicatio			
Update Update	F SM Details Senior F SM	Fire Safety Manager - New Application Confirmation Fire Safety Manager Application - Confirmation Page This is to inform you that your FSM application has been submitted successfully. A notification will be sent to you				
Oetails Appoint QP Reg		once it is processed.				
Building		L				
Home						
ivacy St	atement Term	of Use R	ate this website	Version 1.36 @ 2008 Copyright Governance of Singapore		

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**.

me Abou	Saving Force	Services			Help
		0.00000000			
SM Application	Fire Se	ifety Manager - Home			
enior FSM	LOGIN	ID :			
pplication	Welc	ome			
pdate FSM Detail	A	nnouncement From S	CDF		
pdate Senior FSM etails		here will be a scheduled tatus	downtime on 26/02/2018 fro	m 1200 1230 PM	
ppointments	A	pplication Status: Pendin	Approval		
P Request					
uilding OL	P	ease click on the Cance Cancel Application	Application button to cance	I your FSM Application	
ome		ist of Courses availab	And the second second second second second second		
og Out	Т	o view the list of Courses	available <u>Click here</u>		

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.



		to an		ngapore Government tegrity · Service · Excellence			
SCL		ELECTR		Feedback Sitemap			
me About Us	FAQ Servic	es		Help			
SM Application	Update Fire Safety I	Manager Details					
Concession and the second	LOGIN ID :						
Senior F SM Application	Fire Safety Man	Fire Safety Manager - Update Details					
Jpdate FSM Details	Please provide us wit	th as much information as poss	ible. Fields marked with	- are mandatory.			
Jodate Senior FSM Details		d quality, re-upload another phoor guality photo will be reject		viewing.			
Appointments	MyInfo is a platform t	Any application with poor quality photo will be rejected. MyInfo is a platform that retrieves your personal data from participating Petriever Multiplication					
		. By using MyInfo, you can aut		Retrieve Myinfo			
2P Request	your application more	convenient.					
Building OL	Fire Safety Manag	er's Particulars	Date of Application	08/03/2018			
tome	Salutation:	- Please Select -					
.og Out			1	View			
	• NRIC / FIN:	MILTO-D	Photo Attachment (size: <100K, Form GIF, PNG, JPEG of BMP):	at. Browse			
	• Name:	Children and Child					
	Address Type:	- Please Select -]				
	Building Name:	BRADDELL VIEW	Street Name:	BRADDELL HILL			
	Block/House No:	10J	Floor No.:	16			
	Postal Code:	11902A.J	Unit No.:	3			
	S-Pass Expiry Date (DD/MM/YYYY):	1	- Home No.:				
	Date of Birth	10/04/1960	· Handphone No.:	1786793			
	(DD/MM/YYYY); • Race;	CHINESE	Nationality:	SINGAPORE CITIZEN			
	· Gender:	Male Female	- Email:	same propries indigeneration			
	and the second second		FSM CPD Points	0			
	CPD Cycle:	01/01/2017-31/12/2019	Required : CPD Points Attaine	- 233			
	Second Se	Fire Safety Manager (Sele	ct 1 qualification only	0			
	Civil Defence	e Academy					
	O Others	Cod					
	Revalidation Cert Issued Date (D	NEW STREET, ST	u				
	Cert issues bale (b	Commercial Commercial					
	Upload FSM Cer	t here:	Browse	Certificate Uploaded			
	Publishing of Pers	onal Contact Details					
	check the constraints of a local state of the	ik this box if you want to make	yourself contactable to	the Building Owners			

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.



ESM Application Senior FSM Application Uddate Senior FSM Application Uddate Senior FSM 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. Appointments QP Request Building QL Home Log Out • Salutation • NRIC / FIN: • Protor No:: • Out				🌮 Si	ngapore Government tegrity · Service · Excellence
ESM Application Senior FSM Application Uddate FSM Details Uddate SSM Details Uddate SSM Details Please provide us with as much information as possible. Fields marked with - are mandatory. Uddate SSM Details OP Request Building OL Home Loa Out It is a platform that refreeves your personal data from participating government agencies. By using Myrinfo, you can aud-sfill this form, making und application: OP Request Building OL Home Loa Out I home Loa Out • NRIC / FIN: • Name: Building Name: Building Name: • Out Openational State Name: Building Name: • Out Openational State Name: Building Name: • Out Openational State Name: • Out Openational State Name: • Out Defence Academr	The Life Saving For		\rightarrow		Y MANAGER SYSTEM
ESM Application Senior FSM Application Uddate FSM Details Uddate Senior FSM Details Appoint Senior FSM Details Application with poor quality photo will be rejected. Application with poor quality photo will be rejected. Application with poor quality photo will be rejected. Building OL Fire Safety Manager's Particulars Salutation: * Salutation: * NRIC / FIN: * NRIC / FIN: * NRIC / FIN: * NRIC / FIN: * Salutation: *	About Us F	AQ Servic	es		Help
Senior FSM Application Fire Safety Manager - Update Details Uddate FSM Details Please provide us with as much information as possible. Fields marked with - are mandatory. Uddate FSM Details Please provide us with as much information as possible. Fields marked with - are mandatory. Appointments Proto must be in good quality, re-upload another photo if it is unclear after viewing. Any application with poor quality photo will be rejected. Myinto is a platform that retrieves your personal data from participating government agencies. By using Myinto, you can auto-fill this form, making your application more convenient. Date of Application: 09/03/2018 Bailding OL Fire Safety Manager's Particulars Date of Application: 09/03/2018 Home Image: Proto Attachment (SE: FORG, JPEC) Or Waterscheele Log Out NRIC / FIN: "Fire Safety Manager's Particulars • NRIC / FIN: "Fire Safety Manager's Particulars Or Waterscheele • Name: • NRIC / FIN: "Fire Safety Manager's Particulars Or Waterscheele • Name: • Name: • Name: • Name: Street Name: • Or Waterscheele Dow • Name: • Cell NESE • Name: • Street Namaint		Update Fire Safety I	Manager Details		
Application Fire Safety Manager - Update Details Please provide us with as much information as possible. Fields marked with - are mandatory. Uddate ESM Details Prote must be in good quality, re-upload another photo if it is unclear after viewing. Any application with poor quality photo will be rejected. Appointments QP Request Bailding OL Bailding OL Home Log Out NRIC / FIN: Salutation: Miss. View - Photo target response Building OL Home Log Out NRIC / FIN: Salutation: Miss. - Photo Attachment (Size + 100K, Format) Suid and response - Name:		LOGIN ID :			
Update Senior FSM Appointments OP Request Building OL Home Loa Out Image: Solution of the second of the second data from participang over ment apercies. By using Myinfo, you can auto-fill this form, making over application more convenient. Building OL Home Loa Out Image: Solution of the second data from participang over ment apercies. By using Myinfo, you can auto-fill this form, making over application more convenient. Image: Solution of the second data from participang over application more convenient. Building OL Home Loa Out Image: Solution: Miss. Image: Solution: Miss. Image: Solution: Miss. Image: Solution:	504.1)	Fire Safety Man	ager - Update Details		
Details Any application with poor quality photo will be rejected. Appointments OP Request Building OL Price Safety Manager's Particulars Building OL Fire Safety Manager's Particulars • Salutation: Miss. • Salutation: Miss. • NRIC / FIN: • Photo Attachment (gize, +100K, Format) GIF, PNG, JPEG or BMP): • NRIC / FIN: • Photo Attachment (gize, +100K, Format) GIF, PNG, JPEG or BMP): • NRIC / FIN: • Street Name: • Address Type: Private Flats with Apt Blk • Name: • Building Name: • Address Type: Private Flats with Apt Blk • Building Name: BRADDELL / VEW • Building Name: BRADDELL / VEW • Boat of Birth (DD/MMYYY); • Home No: • Dot of Birth (DD/MMYYY); • Home No: • Dot of Birth (DD/MMYYY); • Home No: • Gender: • Male @ Female • Race: • Childres Female • Child Defonce Academy • Othors • Child Defonce Academy • Othors • Required Date (DD/MMYYYY): 01/03/2018	M Details	Please provide us wi	th as much information as poss	sible. Fields marked with	* are mandatory.
DP Request government agencies. By using Mythb, you can auto-fit this form, making your application more convenient. Clear Data Building OL Fire Safety Manager's Particulars Date of Application: 08/03/2018 * Salutation: Miss. Image: Stress Particulars * Salutation: Miss. Image: Stress Particulars * Name: * Photo Attachment (size + GOK, Format: CAUsers/cheele Brow BM); * Name: * Name: * Address Type: Private Flats with Apt Bik * Building Name: BRADDELL /NEW Building Name: BRADDELL /NEW Sock/House No: 100 * Option Attachment (size + GOK, Format: CAUsers/cheele Brow Bick/House No: Building Name: BRADDELL /NEW * Building Name: BRADDELL /NEW * Bock/House No: 100 * Option Attachment (size + GOK, Format: CAUsers/cheele Brow Bick/House No: * Option Attachment (size + Color No: 16 Postal Code: Unit No: 2 * Option Attachment (size + Color No: 16 * Down/YYYY; 10004/1900 +Handphone No: * Option Attachment (size + Color No: 6 * Option Attachment (size + Color No:					riewing.
OP Request your application more convenient. Date of Application: 09/03/2018 Building OL Fire Safety Manager's Particulars Date of Application: 09/03/2018 Home Salutation: Miss. Image: Photo Attachment. Log Out * Salutation: Miss. Image: Photo Attachment. * NRIC / FIN: Size <100K, Format.					Retrieve MyInfo
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.oa Out Photo Attachment (size v100K, Format: Gif, PNG, JPEG or BMP): • NRIC / FIN: (size v100K, Format: Gif, PNG, JPEG or BMP): • Name: • • Address Type: Private Flats with Apt BK▼ Building Name: BRADDELL /NEW Block/House No: 10.0 Postal Code: Unit No: S-Pass Expiry Date • Obt/WVYYY): 10/04/1960 • Home No: 666666666 (DD/MWYYYY): 10/04/1960 • Race: CHINESE • Sender: • • Gender: • • • • • • • • • • • • • • • • • • • • • • • • • • • •				- A	View
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Postal Code: Unit No.: 3 S-Pass Expiry Date (DD/MMYYYY): Date of Birth (DD/MMYYYY): Race: CHINESE Nationality: SINGAPORE CITIZEN Gender: Male Female FSM CPD Points O CPD Cycle: 01/01/2017-31/12/2019 CPD Points Attained: CPD Cycle: 01/01/2017-31/12/2019 CPD Points Attained: O Cualifications of Fire Safety Manager (Select 1 qualification only) Civil Defence Academy O Chers Revaildation Cert Cert Issued Date (DD/MM/YYYY): 11/03/2018 Upload FSM Cert here: Browse Certificate Uploaded Publishing of Personal Contact Details	F	Building Name:	BRADDELL VIEW	Street Name:	BRADDELL HILL
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Publishing of Personal Contact Details				-	
		Upload FSM Cer	t here:	Browse	Certificate Uploaded
	6,	Publishing of Pers	onal Contact Details		
				yourself contactable to	the Building Owners
Sav					Save Bac

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.

		Singapore Government Integrity · Service · Excellence
SC Sc	JF ELECTRONIC FIRE	ct Info Feedback Sitemap SAFETY MANAGER SYSTEM
Home About Us	FAQ Services	Help
ESM Application	Fire Safety Manager - Update Details Confirmation	
Senior FSM Application Update FSM Details	Fire Safety Manager - Update Details Confirmation	7
Update Senior FSM Details	Fire Safety Manager Update Details Confirmation Your FSM details have been successfully updated!	
Appointments		Home
QP Request	l	
Building OL		
Home		
Log Out		
Privacy Statement Te	rm of Use Rate this website @ 2008 Copyri	Version 1.36 ight Governance of Singapore

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.



			Dinte Sir	agapore Government			
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Contract of the second se		ELECTR	CONIC FIRE SAFET	Y MANAGER SYSTEM			
Home About Us	FAQ Service	es		Help			
FPM Application	New Application of	Fire Safety Manager Certific	ation				
FSM Application	LOGIN ID I						
Senior F SM Application	Fire Safety Man	ager - New Senior FSN	Application				
Update FSM Details	Please provide us wit	th as much information as pos	sible. Fields marked with	are mandatory.			
Update Senior FSM Details		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.					
Appointments	government agencies	MyInfo is a platform that retrieves your personal data from participating government agencies. By using MyInfo, you can auto-fill this form, making					
<u>QP Request</u>	your application more	convenient.		Clear Data			
Building OL	Fire Safety Manag	er's Particulars	Date of Application:	08/03/2018 11:40:41			
Home	Salutation:	- Please Select - 🗸	EE				
> Log Out				View			
	Reg No:		and the				
	• NRIC / FIN:	010000410	 Photo Attachment (size: <100K, Formal GIF, PNG, JPEG or BMP): 	Browse			
	• Name:	the statement	DMP J.				
	Address Type:	- Please Select -	<u>-</u>				
	Building Name:	BRADDELL VIEW	Street Name:	BRADDELL HILL			
	Block/House No:	10J	Floor No.:	16			
	Postal Code:	(S-0.2)	Unit No.:	3			
	S-Pass Expiry Date (DD/MM/YYYY):	0	 Home No.: 				
	Date of Birth (DD/MM/YYYY):	10/04/1960	- Handphone No.:	37967308			
	- Race:	CHINESE	 Nationality: 	SINGAPORE CITIZEN V			
	Gender:	💮 Male 🖲 Female	Email: Senior FSM CPD	and another tradients of			
			Points Required:	N.A.			
	CPD Cycle:	01/01/2017-31/12/2019	CPD Points Attained				
		Senior Fire Safety Manag	er (Select 1 qualificatio	on only)			
	 Civil Defend Others 	e Academy					
	Revalidation	Cert					
	- Senior FSM Cert Is	sued Date (DD/MM/YYYY):					
	- Upload Senior F	SM Cert here:	Brows	e			
	Publishing of Pers	onal Contact Details					
	Please chec	k this box if you want to make	e yourself contactable to th	e Building Owners			
	Declaration of Ser	nior Fire Safety Manager					
		22 CONTRACTOR OF A	t all the details made for th	is application are complete and are			
				Submit Reset			
Privacy Statement Term	of Use Rate this v	vebsite @	2008 Copyright Gov	Version 1.36 vernance of Singapore			

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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Home About Us	FAQ Servic	es		Help			
	Construction						
ESM Application		Fire Safety Manager Certific	cation				
Senior FSM	LOGIN ID :						
Application	Fire Safety Man	ager - New Senior FSI	M Application				
Update FSM Details	Please provide us with	Please provide us with as much information as possible. Fields marked with - are mandatory.					
Update Senior FSM Details	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.						
Appointments		hat retrieves your personal da s. By using MyInfo, you can a		Retrieve MyInfo			
OP Request	your application more			Clear Data			
Building OL	Fire Safety Manag	ger's Particulars	Date of Application:	12/03/2018 11:23:44			
Home	· Salutation:	Miss.	EE				
			2	View			
Log Out	Reg No:						
			Photo Attachment				
	* NRIC / FIN:	840010+10	(size: <100K, Formal GIF, PNG, JPEG or	C:\Users\cheele Browse			
	• Name:		BMP):				
	- Address Type:	Private Flats with Apt Blk	ল				
	Building Name:	BRADDELL VIEW	Street Name:	BRADDELL HILL			
	Block/House No: Postal Code:	101	Floor No.: Unit No.:	16			
	S-Pass Expiry Date		+ Home No.:	66666666			
	(DD/MM/YYYY): * Date of Birth	10/04/1960	- Handphone No.:	arrest stat			
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	• Gender:	Male Female	• Email:	Sand anardo inga after a			
			Senior FSM CPD Points Required	NA			
	CPD Cycle:	01/01/2017-31/12/2019	CPD Points Attained	t 0			
	- Qualifications of	Senior Fire Safety Manag	er (Select 1 qualification	on only)			
	Civil Defend	e Academy					
	Others Revalidation	Cert					
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	Upload Senior F	SM Cert here: C:\Users\v	heeleng\Deskt(Brows	ie			
	Publishing of Pers	onal Contact Details					
		k this box if you want to make	e yourself contactable to th	e Building Owners			
	Declaration of Por	Nor Fire Safety Managor					
	Contraction of the contractio	hior Fire Safety Manager t button, I hereby certified that	t all the details made for th	his application are complete and are			
				Submit Reset			
Privacy Statement Term	of Use Rate this	vebsite @	2008 Copyright Gov	Version 1.36 vernance of Singapore			

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

me /	About Us	FAQ	Services		Help	
		Fire Sa	fety Manager - New App	plication Confirmation		
SM Applicat	tion	LOGIN	ID : 300070+u0			
pplication		Fire Safety Manager - New Application Confirmation				
pdate FSM	Details	Senior Fire Safety Manager Application - Confirmation Page				
pdate Senio etails	or FSM	This is to inform you that your Senior FSM application has been submitted successfully. A notification will to you once it is processed.				
ppointment	5				H	
P Request						
uilding OL						

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.



			Inte	gapore Government
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), <u>JLL</u>		ELECTR	ONIC FIRE SAFET	MANAGER SYSTEM
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me About Us	FAQ Servic	05		Help
	Update Fire Safety I	dananar Dataile		
SM Application				
enior FSM	LOGIN ID 1			
pplication	Senior Fire Safe	ty Manager - Update D	etails	
pdate FSM Details	Please provide us wit	th as much information as pos	sible. Fields marked with	are mandatory.
odate Senior FSM letails		d quality, re-upload another p poor quality photo will be reject		ewing.
ppointments	Myinfo is a platform t	hat retrieves your personal da	a from participating	and at the for
	government agencies	. By using MyInfo, you can au		Retrieve MyInfo
P Request	your application more	e convenient.		Clear Data
uilding OL	Fire Safety Manag	er's Particulars	Date of Application:	12/03/2018
	Commission and a second second second	and the second se		
ome	 Salutation: 	- Please Select - 🗸	100	
			A	View
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	-		Photo Attachment	
	· NRIC / FIN:	And the other states of the st	(size: <100K, Format GIF, PNG, JPEG or	Browse
	10000-001211-00021		BMP):	
	• Name:		101010	
	 Address Type: 	- Please Select -	1	
	Building Name:	BRADDELL VIEW	Street Name:	BRADDELL HILL
	Block/House No:	103	Floor No.:	16
	Postal Code:		Unit No.:	3
	S-Pass Expiry Date (DD/MM/YYYY):	10	 Home No.: 	
	- Date of Birth	10/04/1960	· Handphone No.:	and the second s
	(DD/MM/YYYY):	CHINESE V	and a state of the second	SINGAPORE CITIZEN
	Race: Gender:		Nationality: Email:	SINGRE OTTLER
	- Gender,	Male Semale	Senior FSM CPD	
			Points Required:	0
	CPD Cycle:	01/01/2017-31/12/2019	CPD Points Attained	: 0
	· Qualifications of	Senior Fire Safety Manag	er (Select 1 qualificatio	on only)
	Oivil Defend	e Academy		
	O Others			
	Revalidation			
	Senior FSM Cert Is:	sued Date (DD/MM/YYYY):	8/03/2018	
	Upload Senior F	SM Cart hara	Brows	e Certificate Uploaded
	opidad Senior PS	om Gen nele.	brows	Setuicale opioaded
	Publishing of Pers	onal Contact Details		
	Please cheo	k this box if you want to make	yourself contactable to th	e Building Owners
				Save

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.**



			Inte	egrity • Service • Excellence
), <u>SCI</u>		ELECTR		Y MANAGER SYSTEM
Home About Us	FAQ Servic	es		Help
	Update Fire Safety	Manager Details		
FSM Application	LOGIN ID :	-		
Senior FSM Application	. · · · · · · · · · · · · · · · · · · ·			
Application	Senior Fire Safe	ety Manager - Update D	etails	
Update FSM Details	Please provide us wi	th as much information as pos	sible. Fields marked with	are mandatory.
Update Senior FSM Details		od quality, re-upload another p poor quality photo will be rejec		ewing.
Appointments	Mylofo is a platform	that retrieves your personal da	ta from participating	Destine Markel
	government agencie	s. By using MyInfo, you can au		Retrieve MyInfo
QP Request	your application more	e convenient.		Clear Data
Building OL	Fire Safety Manag	ger's Particulars	Date of Application:	12/03/2018
Home	- Salutation:	Miss.		
Log Out				View
	Reg No:			
	• NRIC / FIN:	80000-0	 Photo Attachment (size: <100K, Forma GIF, PNG, JPEG or BMP): 	^L C:\Users\cheele Browse
	* Name:			
	 Address Type: 	Private Flats with Apt Blk	•	
	Building Name:	BRADDELL VIEW	Street Name:	BRADDELL HILL
	Block/House No:	10J	Floor No.:	16
	Postal Code:		Unit No.:	3
	S-Pass Expiry Date (DD/MM/YYYY):		* Home No.:	and the second s
	- Date of Birth	10/04/1960	- Handphone No.:	STREET BOX
	(DD/MM/YYYY): * Race:	CHINESE	Nationality:	SINGAPORE CITIZEN
	· Gender:	Male Female	• Email:	
			Senior FSM CPD	0
	000 0 111	01010017 0100000	Points Required:	
	CPD Cycle:	01/01/2017-31/12/2019		
	 Qualifications of 	Senior Fire Safety Manag	er (Select 1 qualification	on only)
		ce Academy		
	Others Revalidatio	Cort		
		sued Date (DD/MM/YYYY):	8/03/2018	
	Upload Senior F	SM Cert here:	Brows	e Certificate Uploaded
	Publishing of Pers	sonal Contact Details		
	Please che	ck this box if you want to make	yourself contactable to the	an a
				Save Ba
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icy Statement Ter	m of Use Rate this	website @	2008 Copyright Go	vernance of Singapore

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

Appointments QP Request Building QL Home Log Out	<u>()</u> , <i>SC</i>	LECTRONIC FIR	Singapore Government Integrity · Service · Excellence tact Info Feedback Sitemap E SAFETY MANAGER SYSTEM
ESM Application Senior FSM Application Update FSM Details Update Senior FSM Details Appointments QP Request Building OL Home Log Out			Help
Appointments Underst U	Senior FSM Application Update FSM Details Update Senior FSM	LOGIN ID : Fire Safety Manager - Update Details Confirmation Senior Fire Safety Manager Update Details Confirmation	
Home Log Out	Appointments		Home
	-		
rivacy Statement Term of Use Rate this website @ 2008 Copyright Governance of Singapore	Log Out		Version 1.36

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
ANG MO KIO HUB	Industrial	MICHAEL BLUE
		Accept Reject

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	of Fire Safety Manager Appoint	ment	
LOGIN ID : S1111:	111D		
Appointed Buil	ding Information		
Particulars of Bu	ilding		
Building Type	Industrial	Building Name	ANG MO KIO HUB
Address Type	:Apt Blk	Street Name	ANG MO KIO STREET 100
Blk No.		Floor No.	18
Postal Code	:000009	Unit No.	10
Particulars of Bu	ilding 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@FDKL	FDK.COMHandphone 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.



Back

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.

Acknowledgment of Fire Safety Manager Appointment	
LOGIN ID : \$1111111D	
MESSAGES	_
 You are currently not appointed to any building. 	
	-1
	_

Figure 23 - No Appointment Screen

* Important Note: If you have uncheck 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**.