SCDF
The Life Saving Force
. . . for a safer Singapore

FSM Seminar 2024
Updates to Fire Safety Managers – Part 2

CPT Muhammad
Staff Officer
Fire Safety Department
Singapore Civil Defence Force

SCOPE.

1 AMENDMENT TO SUBSIDIARY LEGISLATION

2 CASE STUDIES FOR FALSE ALARM CASES

3 STEP-BY-STEP GUIDE FOR FIRE CERTIFICATE APPLICATION

4 FAQ

AMENDMENT
TO
SUBSIDIARY LEGISLATION

Amendments to Subsidiary Legislation of the Fire Safety Act 1993

- With the amendment of the SL on 24 Nov 2023, more clarity is provided to enable FSMs to discharge their duties efficiently.

- No addition of new duties.

- Clarification of existing duties by clearly indicating the next course of action for any non-compliances observed and the relevant schemes to ensure the compliance of Building Owners.

Amendments to Subsidiary Legislation of the Fire Safety Act 1993

General duties of fire safety manager

7.—(1) It shall be the duty of a fire safety manager appointed for any specified premises to assist the owner or occupier of the premises to —

(*a*) ensure at all times that fire safety requirements contained in the Emergency Response Plan are complied with;

[S 542/2013 wef 01/09/2013]

(*aa*) where the fire safety measures and fire safety practices of the premises do not comply with the requirements of the Act —

(i) inform the owner or occupier of the premises (as the case may be) of the non-compliance and the need to rectify the non-compliance; and

(ii) record in writing details of the non-compliance and when and how the fire safety manager informed the owner or occupier, as the case may be;

[S 753/2023 wef 24/11/2023]

(*ab*) where an approval of temporary change of use mentioned in regulation 21(3) of the Fire Safety (Building and Pipeline Fire Safety) Regulations (Rg 1) is issued for the premises, ensure that the owner or occupier (as the case may be) complies with any fire-safety related condition to the approval;

[S 753/2023 wef 24/11/2023]

(*ac*) where the premises is a building for which a fire certificate is required under section 35 of the Act and there is no valid fire certificate for the building, inform the owner or occupier (as the case may be) that there is no such certificate;

[S 753/2023 wef 24/11/2023]

Case Studies for False Alarm Cases

Case Studies – Scenario 1

Frequent false alarm in a private residential estate

- Multiple complaints received from a condo for having frequent fire alarm activations.

- The development is around 4 years old and the residents feedback that from the onset, they had been experiencing high numbers of fire alarms activations.

- Preliminary findings revealed that the MCST had replaced several faulty detectors and it suspected acts of mischief by unhappy council members who have left.

- Conducted thorough assessment by going through the logs report for past years and identified that there was no pattern to the triggering, nor was there any specific time of the day the activations occurred.
  - ➢ This ruled out acts of mischief.

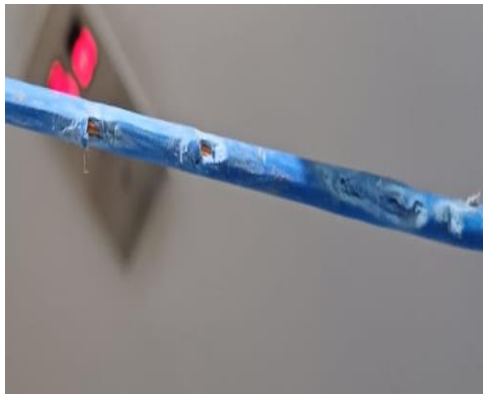
Case Studies – Scenario 1

Frequent false alarm in a private residential estate

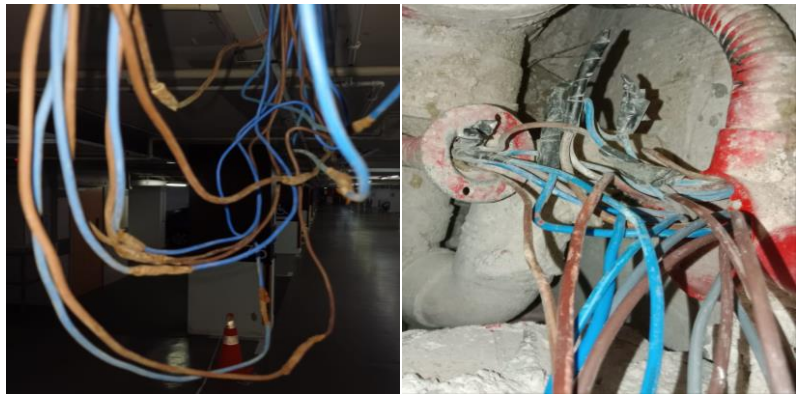
- The report also showed that locations with replaced detectors had activations again.
  - ➢This proved that the issue had **NOT** been resolved by the replacement of detectors.

- Identified the issue to be systemic and informed the MCST to troubleshoot the configuration of the fire protection system with the fire alarm system.

- Investigation findings revealed that during development, the configuration was not done correctly with shoddy workmanship.



Damaged wires



Multiple wire extension using electrical tapes

Inadequate trunking

Case Studies – Scenario 1

Frequent false alarm in a private residential estate

Learning Points:

1) Thorough investigation is required to identify the root cause of a repeated incident.

2) To be mindful of the frequency of the alarms triggered. Cry wolf effect decreases order compliance of occupants.

3) To ensure all fire safety works are done with competent vendors/contractors.

Case Studies – Scenario 2

<u>False alarm in a commercial building</u>

- Fire alarm triggered in the basement of a high-rise building due to sprinkler pump activation.

- Preliminary findings revealed water discharged from the sprinkler head with no source of fire.

- The affected zone was isolated, and the fire alarm panel was reset. Briefly, isolation was removed after changing sprinkler head.

- However, several fire safety systems were not normalised upon reset.
  - Level 19 – alarm bell kept ringing
  - 3 lifts were still homing

Case Studies – Scenario 2

<u>False alarm in a commercial building</u>

- About 30 mins later, the management responded to feedback from the occupant on the continuous fire alarm ringing at the affected floor.

- Investigation findings revealed that signal relay for fire alarm bell and the lifts were faulty.

Alarm bell – signal relay

Lift – signal relay

Case Studies – Scenario 2

<u>False alarm in a commercial building</u>

Learning Points:

1) Always walk the ground to ensure all fire safety systems are fully normalised even though Fire Alarm Panel may not indicate any faults after normalising
   - Designated fire wardens to verify and to report any anomalies to FCC

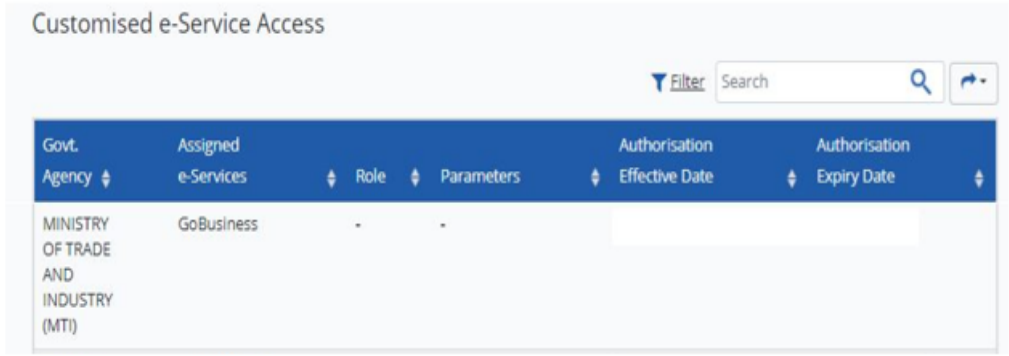
2) FSM should be familiarised with the Emergency Response Plan (ERP).

3) FSM to ensure the maintenance of fire safety systems are done regularly. This would ensure the reliability of the fire safety systems during emergency.

STEP-BY-STEP GUIDE FOR FC APPLICATION (For Info)

Set-up to access GoBusiness

- Please ensure that the CorpPass administrator has selected “Ministry of Trade and Industry (MTI)” and “GoBusiness” as shown below in the CorpPass website (www.corppass.gov.sg).



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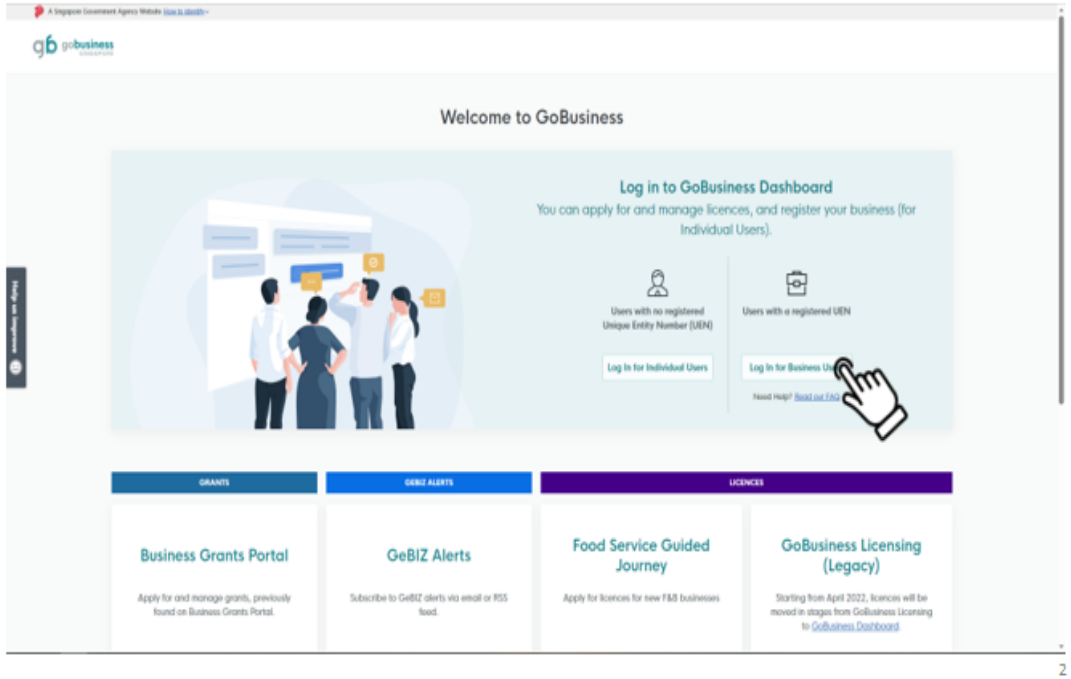
Go to: https://www.gobusiness.gov.sg/browse-all-licences/singapore-civil-defence-force-(scdf)/fire-certificate



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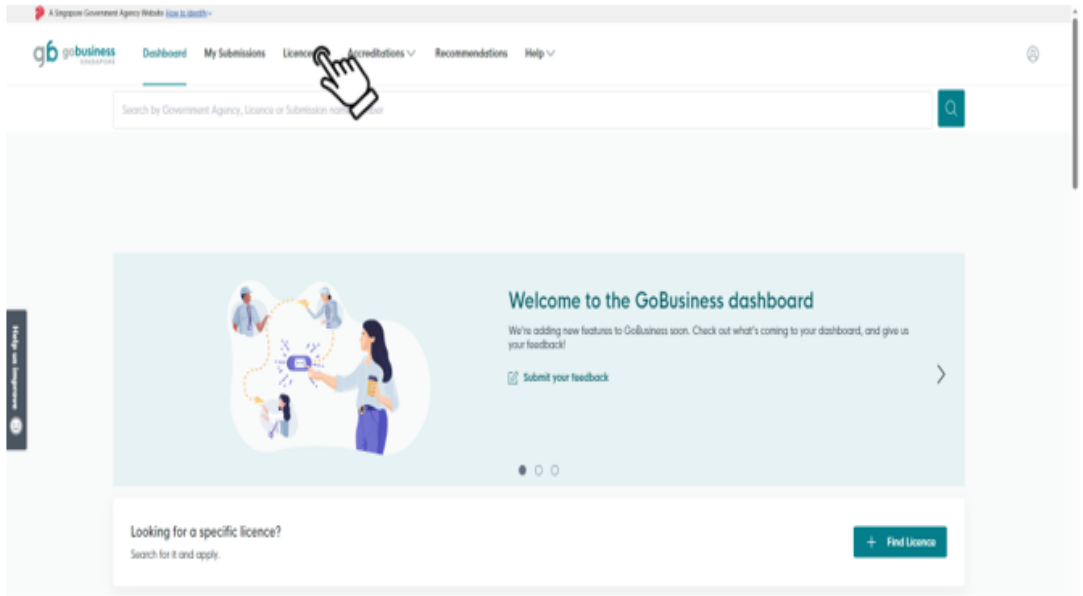
Welcome to the GoBusiness Dashboard



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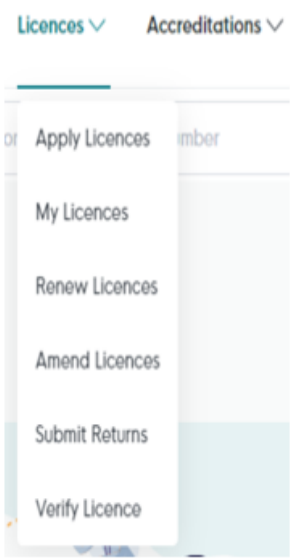
After logging in using Corppass, go to "Licences"



- For applicant applying for the first time using GoBusiness or applying for new Fire Certificate, select "Apply Licences"
- For applicant who have applied using GoBusiness and intend to renew the Fire Certificate, select "Renew Licences"
- To amend contact information for Fire Certificate **after approval**, select "Amend Licences"

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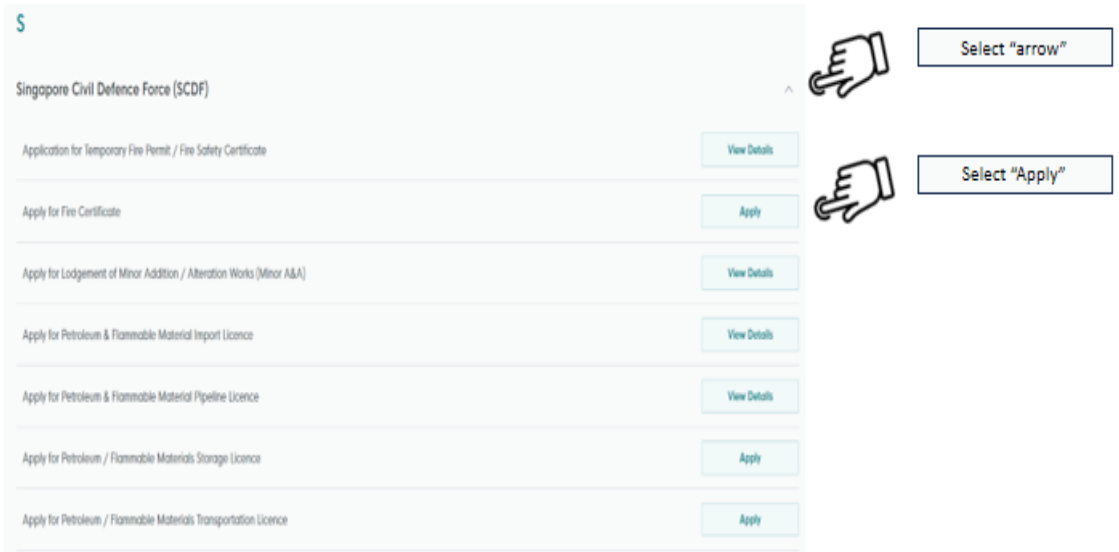
"Apply Licences" – Scroll down to "S" and find "Singapore Civil Defence Force (SCDF)"



Select "arrow"

Select "Apply"

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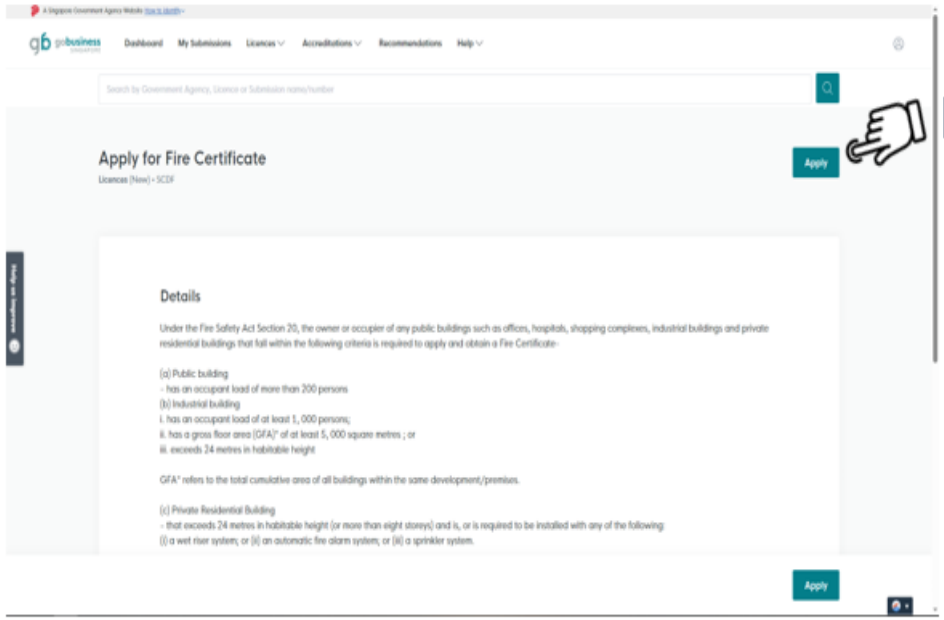
Apply for Fire Certificate



Select "Apply"

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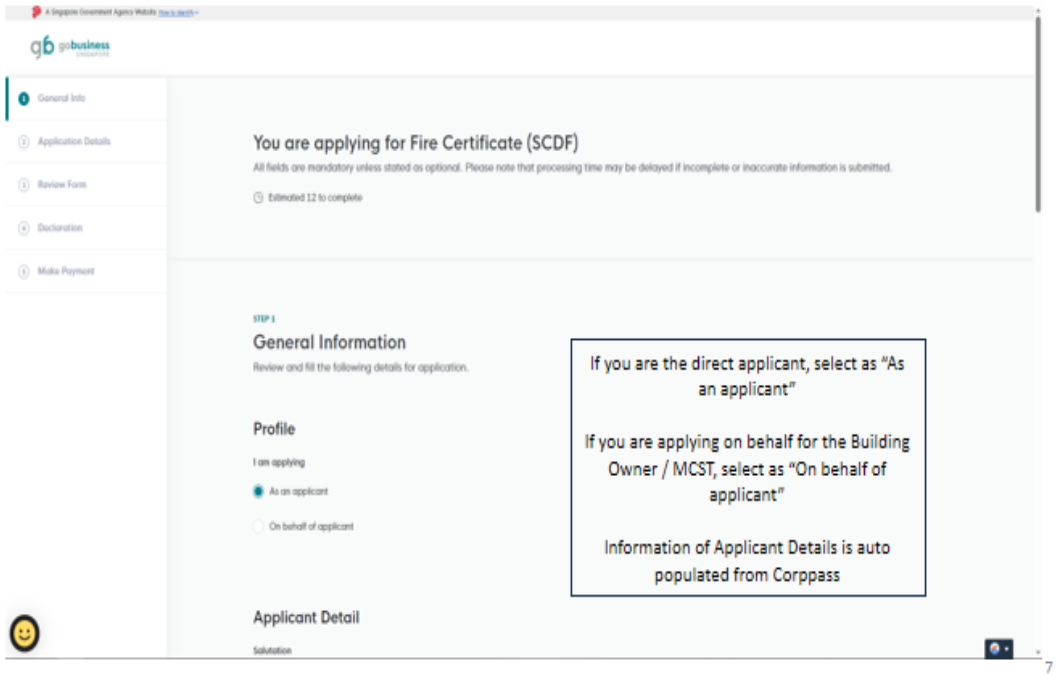
1) General Info



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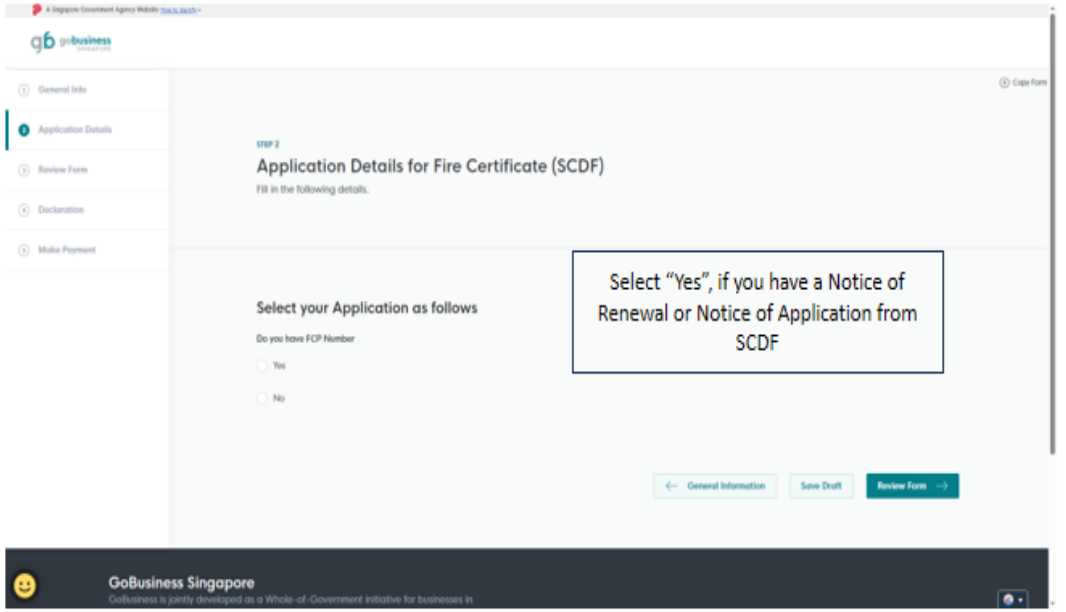
2) Application Details



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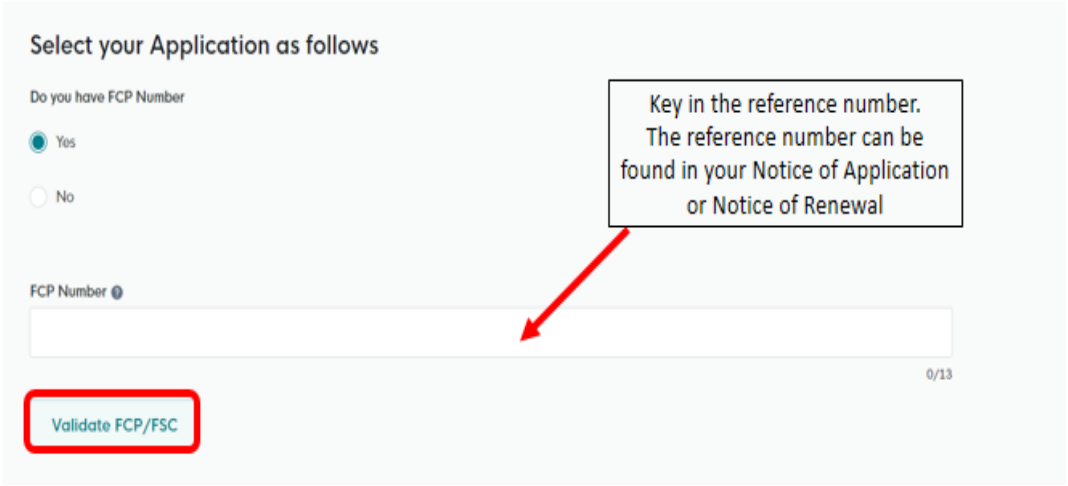
Select ”Yes”, if you have a Notice of Renewal or Notice of Application from SCDF



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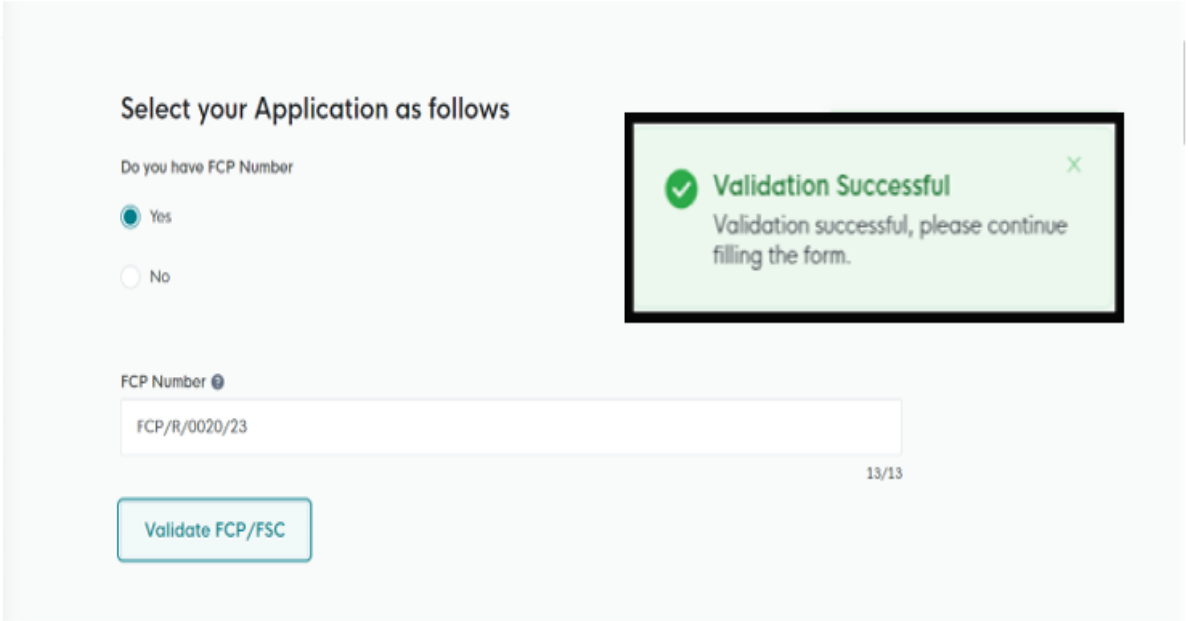

Once you key in a valid Fire Certificate Reference Number and click “Validate FCP/FSC”, it would show “Validation Successful” before proceed.

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9 10

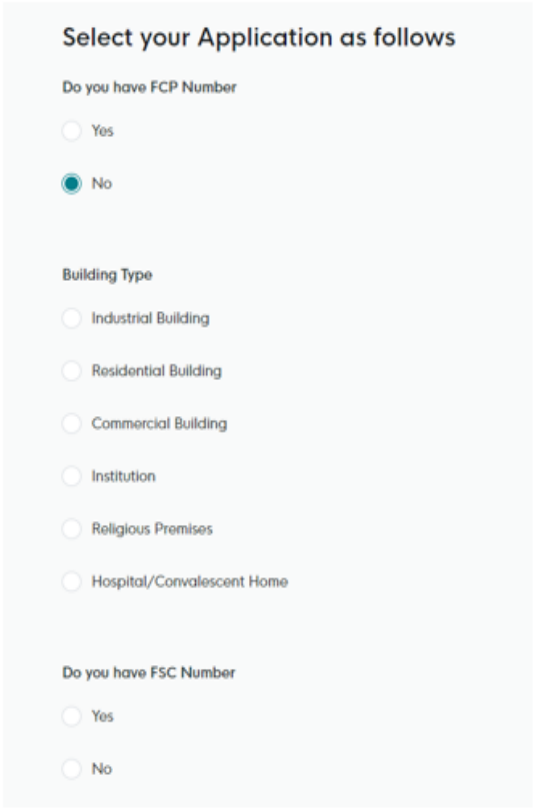
2) Application Details

If you do not have FCP Reference Number, Select **"No"** and choose one Building Type.

You are required to have following certificate ready:

- Temporary Fire Permit (TFP) / Fire Safety Certificate (FSC)
- Temporary Occupation Permit (TOP) / Certificate of Statutory Completion (CSC)

Choose "Yes" if you have FSC or otherwise.



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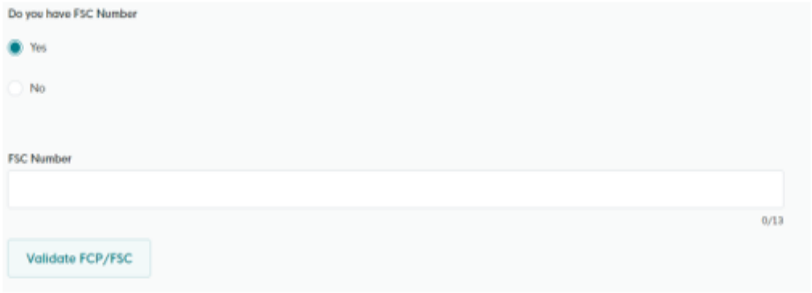
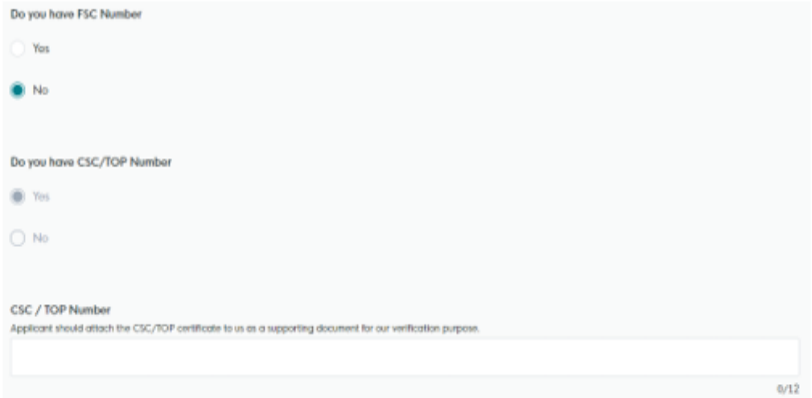
Validation of FSC or CSC/TOP



- Key in FSC Reference Number starting with "FSC20xxxxxxxx"
- You are required to submit the softcopy of the FSC upon submission.



- Key in CSC Reference Number starting with "CSCxxxxxxxxxx"
- You are required to submit the softcopy of the CSC upon submission.

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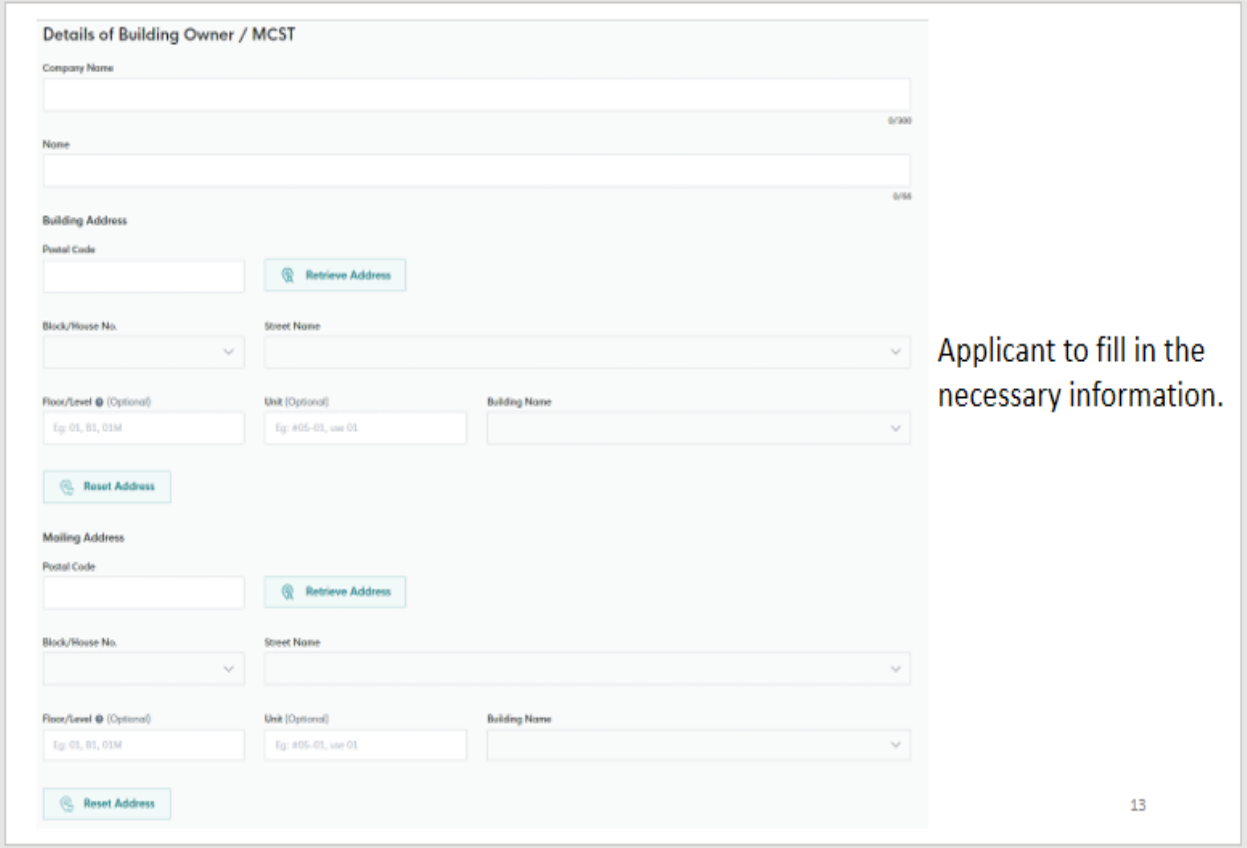

Applicant to fill in the necessary information.

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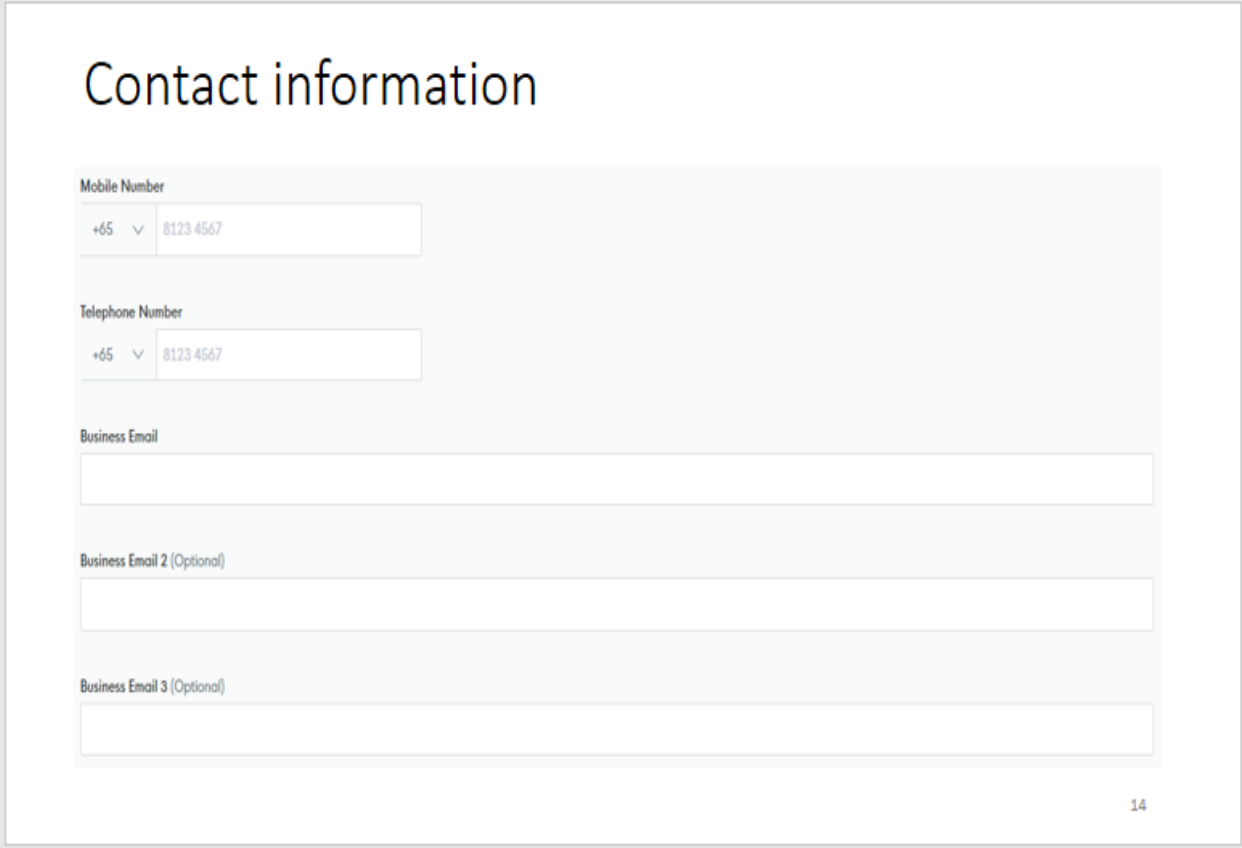

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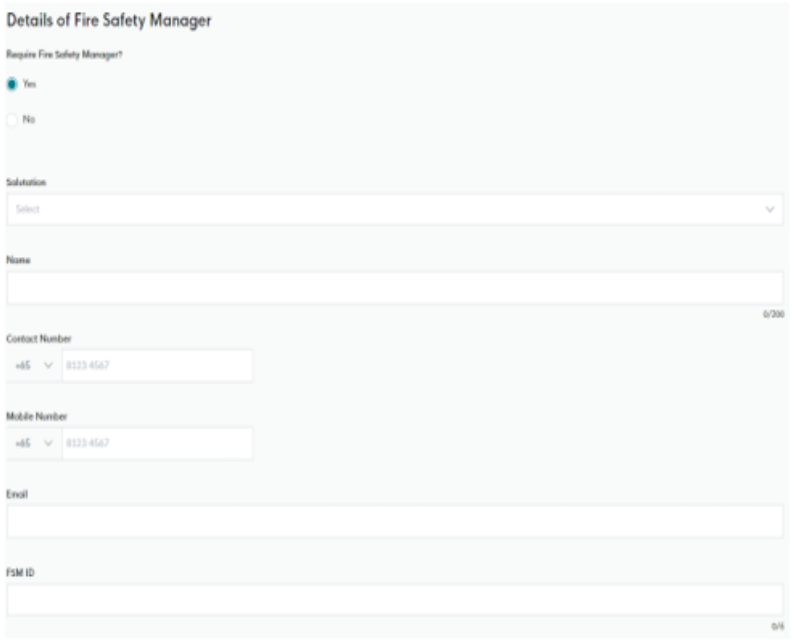
Fire Safety Manager (if applicable)



All Public or Industrial Buildings which satisfy at least one of the following conditions, are required to appoint a fire safety manager:

1. A public building that —

has 9 storeys or more (including any basement);
has an occupant load of 1,000 persons or more; or
has a floor area of 5,000 square metres or more,
excluding any building specified in paragraph 3 of the Fire Safety (Fire Certificate — Designated Buildings) Notification 2020 (G.N. No. S [000] /2020).

2. An industrial building that —
has an occupant load of 1,000 persons or more; or
has a floor area or site area of 5,000 square metres or more.

3. A foreign employee dormitory that —
has an occupant load of 1,000 persons or more; or
has a floor area or site area of 5,000 square metres or more.

4. A hospital

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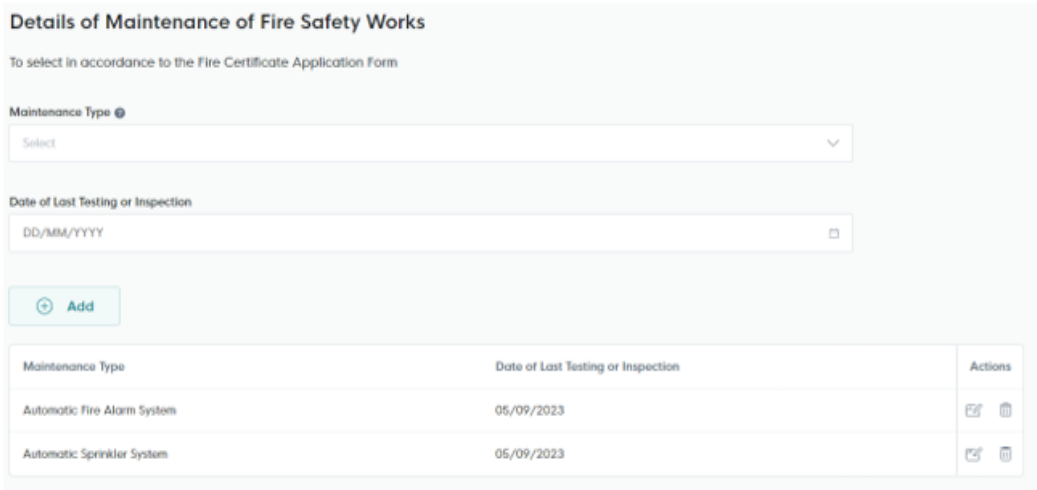
Details of Maintenance of Fire Safety Works



Required to fill based on **ALL** fire protection systems tested by Owner and Professional Engineer (PE) in the FC Form Page 1.

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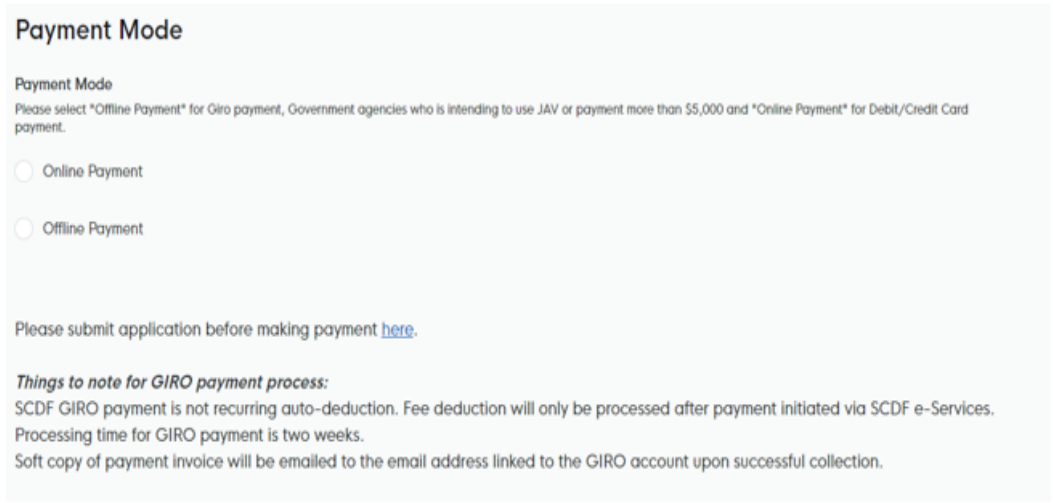
16

Payment



For GIRO user: Required to click on the link in GoBusiness to open a separate tab. Proceed for payment after submission.

17

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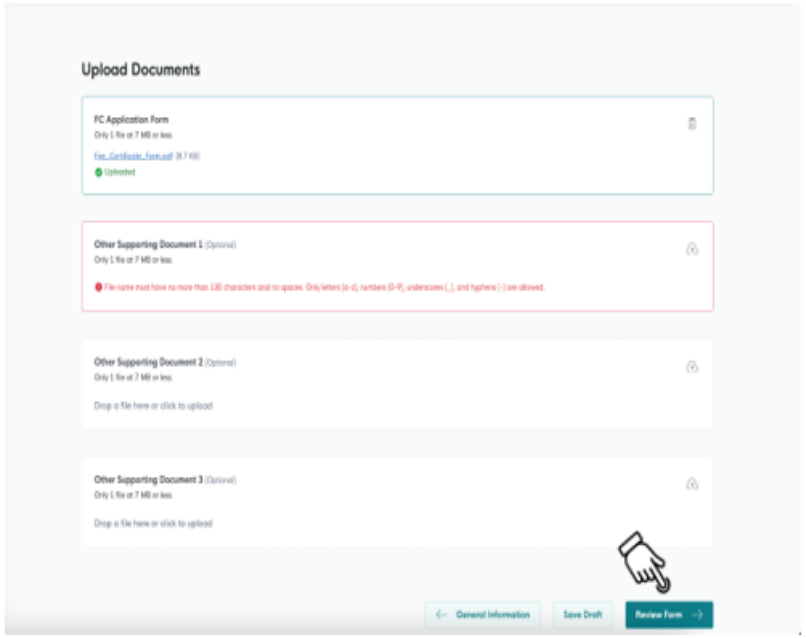
Uploading of Document and Form Review



- Attach the FC Form and/or other documentation

Note: File name should not have special characters.

- Once completed, select “Review Form”

18

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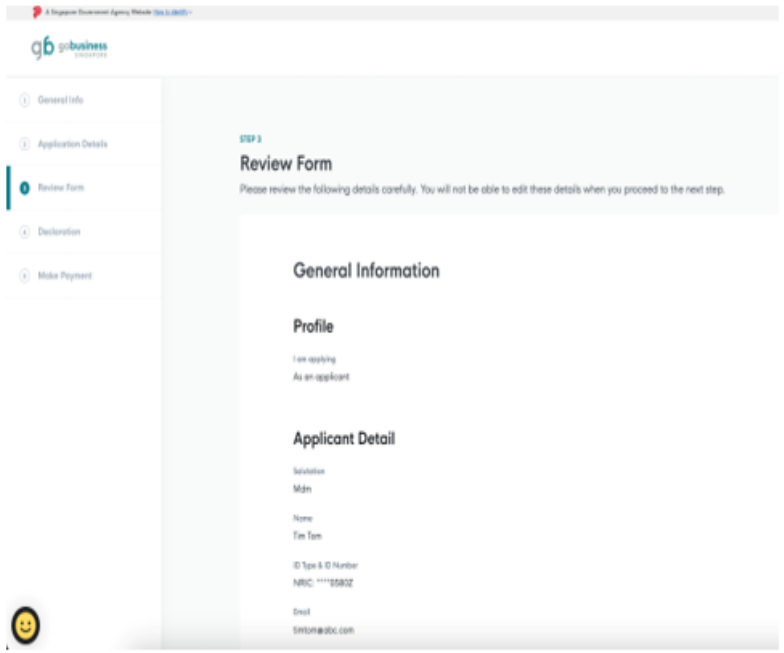
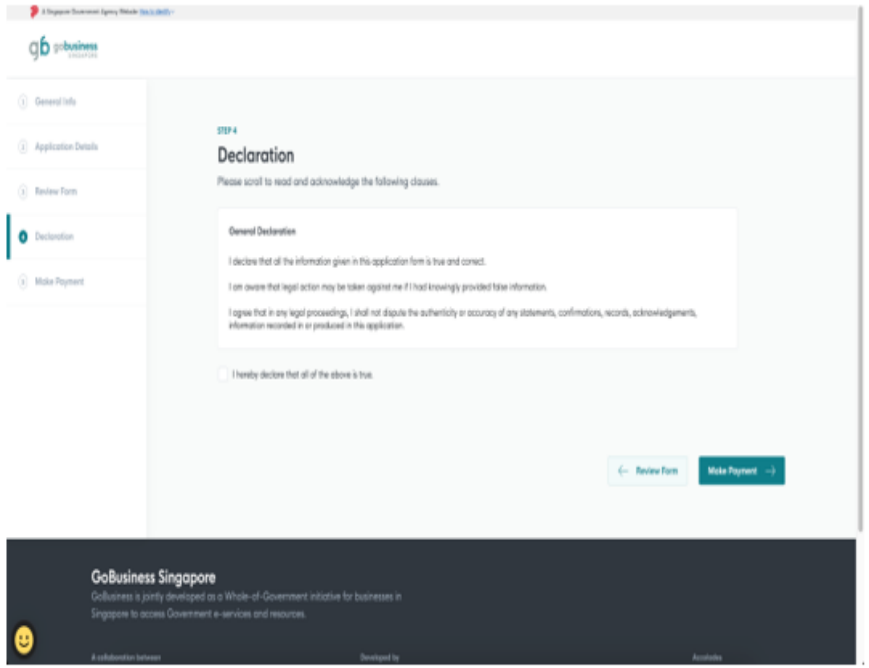
Review Form



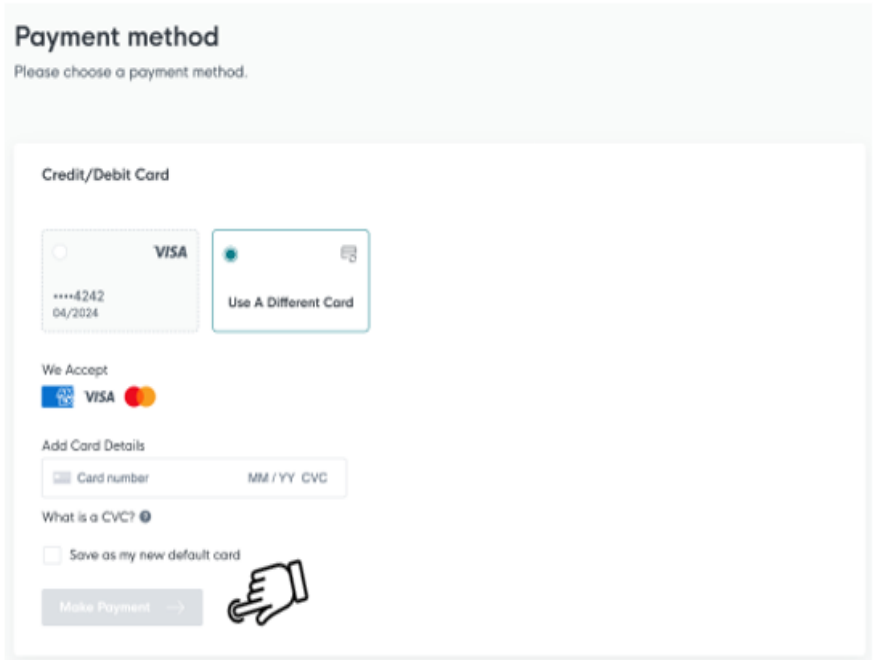
Verify accuracy of information before proceeding.

Declaration



Check the declaration box and proceed to Make Payment.

Payment Method

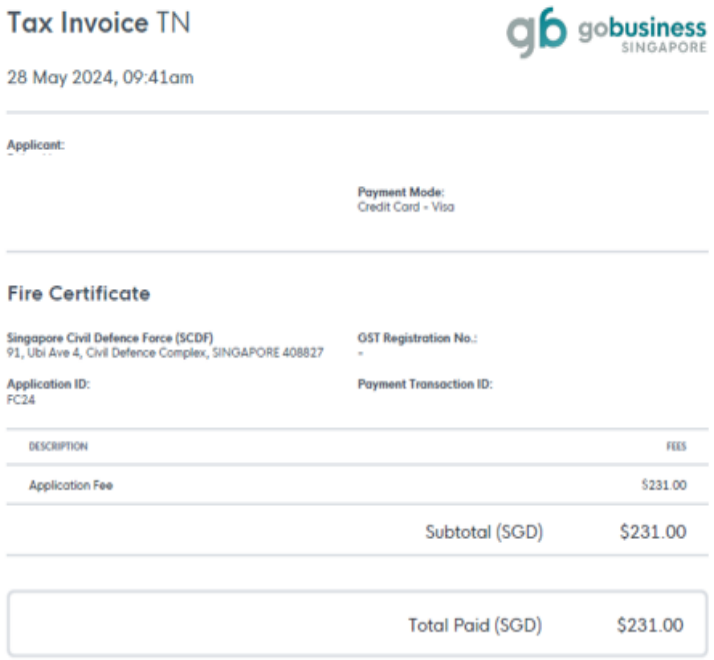


Applicant who selected **Online Payment**, fees will be reflected for payment.

Once keyed Credit/Debit details, click Make Payment.

21

Tax Invoice



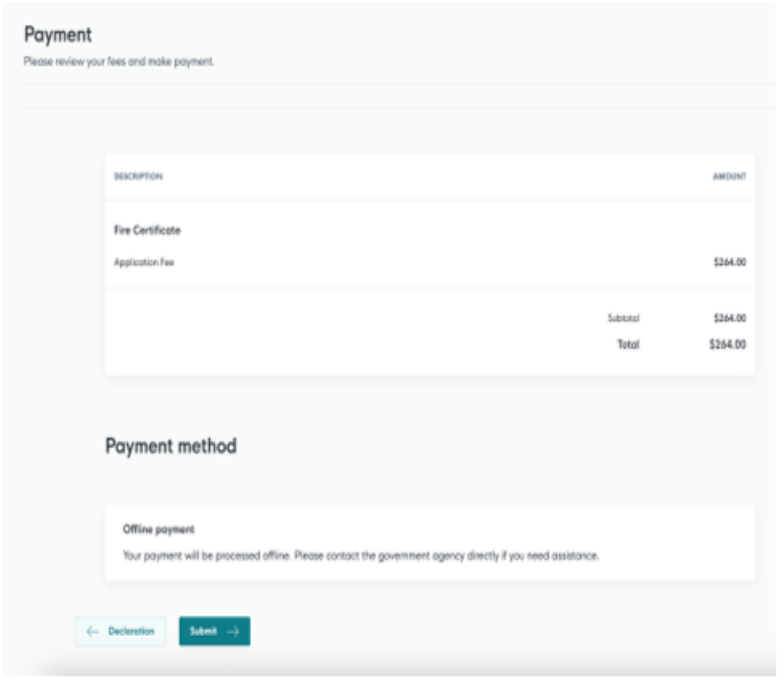
Once completed, Tax Invoice will be generated.

Application status will be updated to “Submitted”.

Note that the application will take approximately 21 business days to process and approve.

22

Payment (Offline)

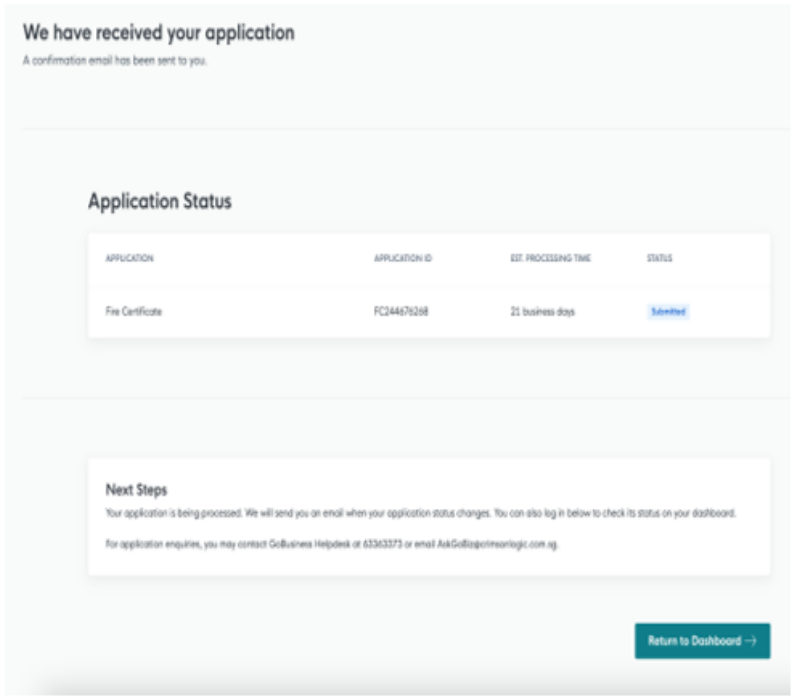


Applicant who selected **Offline Payment**, fees will be reflected for payment.

Offline Payment refers to GIRO account with SCDF.

Applicant must select the "Submit" button to complete the transaction in GoBusiness.

Submitted Application (Offline)



To make payment, proceed to SCDF e-Services at https://eservices.scdf.gov.sg/fisops/payment

Application status will be updated to "Submitted".

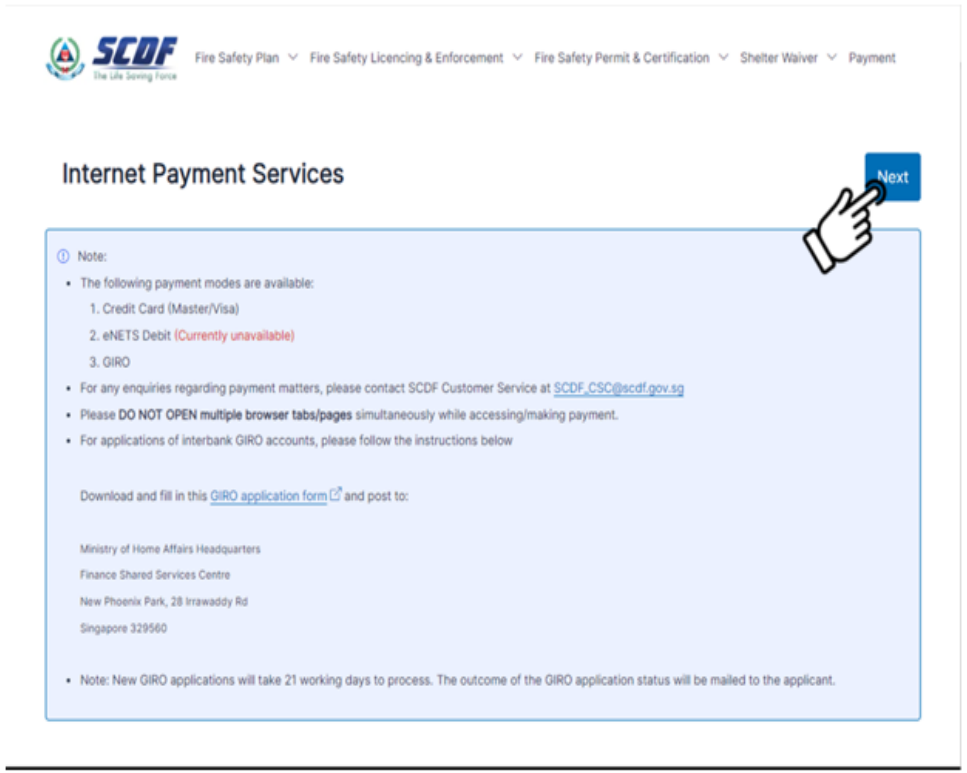
If payment had not been done within **14-days**, the application will be "Rejected".

SCDF Payment Services

For GIRO

Applicant to visit https://www.scdf.gov.sg or https://bit.ly/3tjhj2l
(click on the link or scan the QR code)

1



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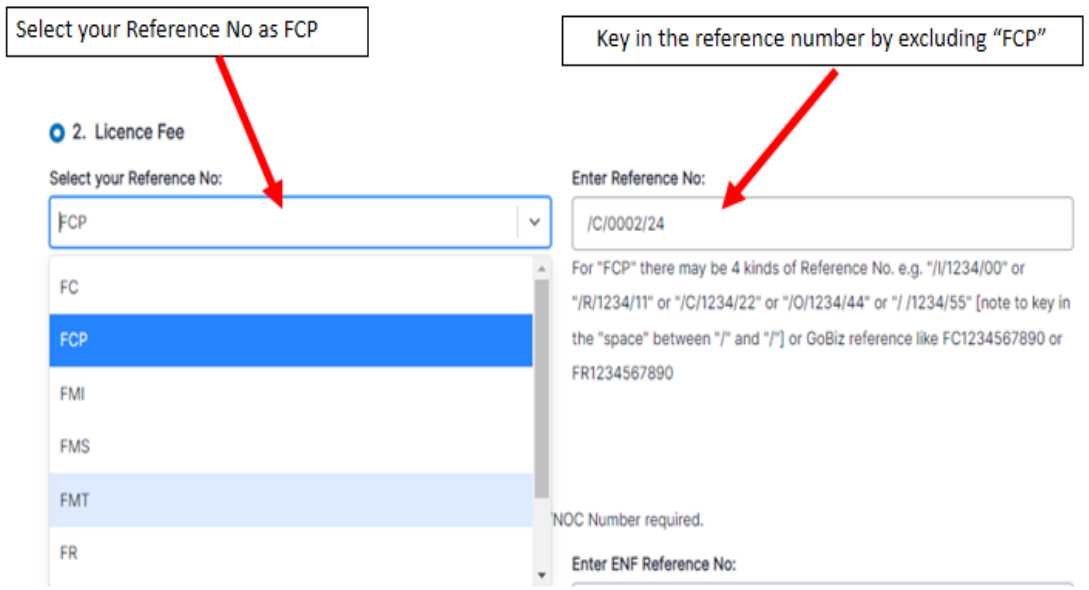
Select option 2 “Licence Fee”



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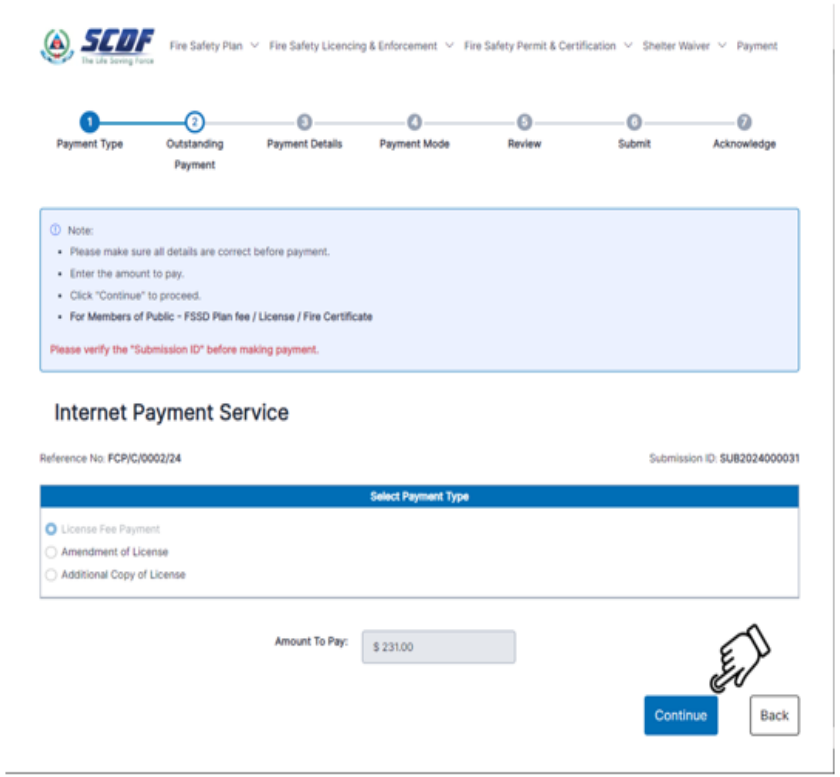

Review the fees payable for the Fire Certificate and click “Continue”.

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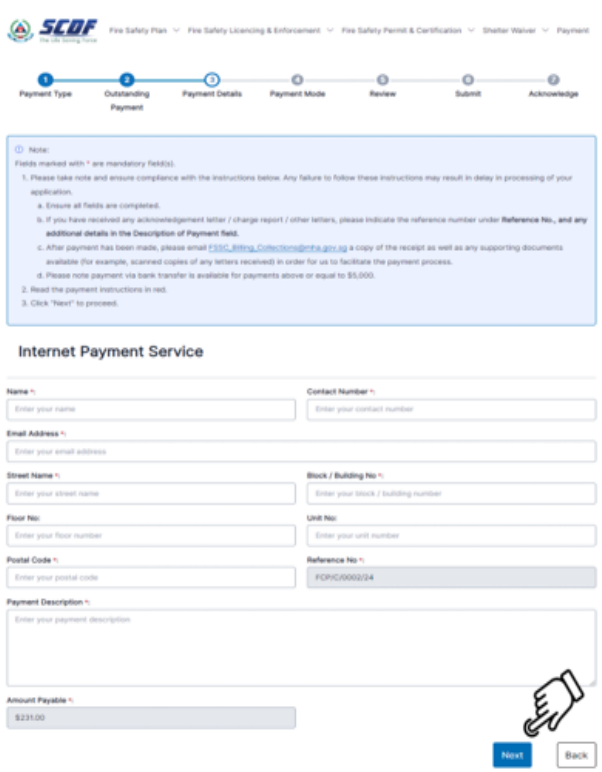
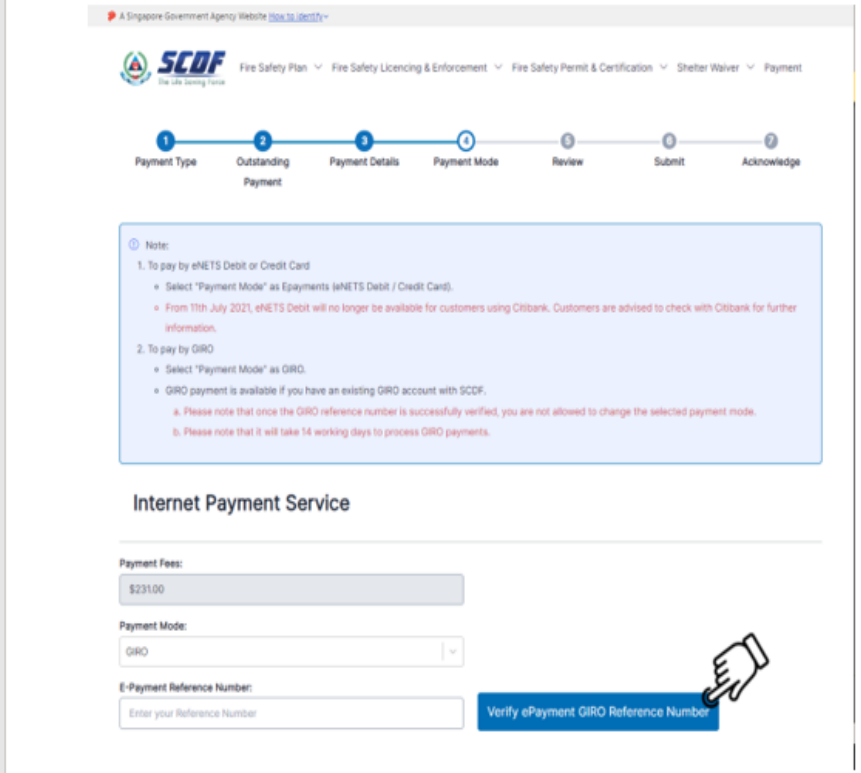


Fill in all the necessary information and click “Next”.

5



Select Paymode Mode as GIRO.

Fill in GIRO Reference Number and click “Verify ePayment GIRO Reference Number”

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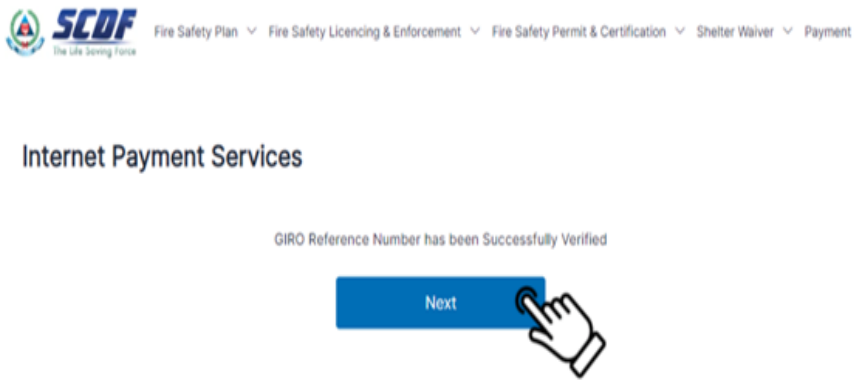
If your GIRO Reference Number

Is correct (√), it will be Successfully Verified.
Click “Next”.



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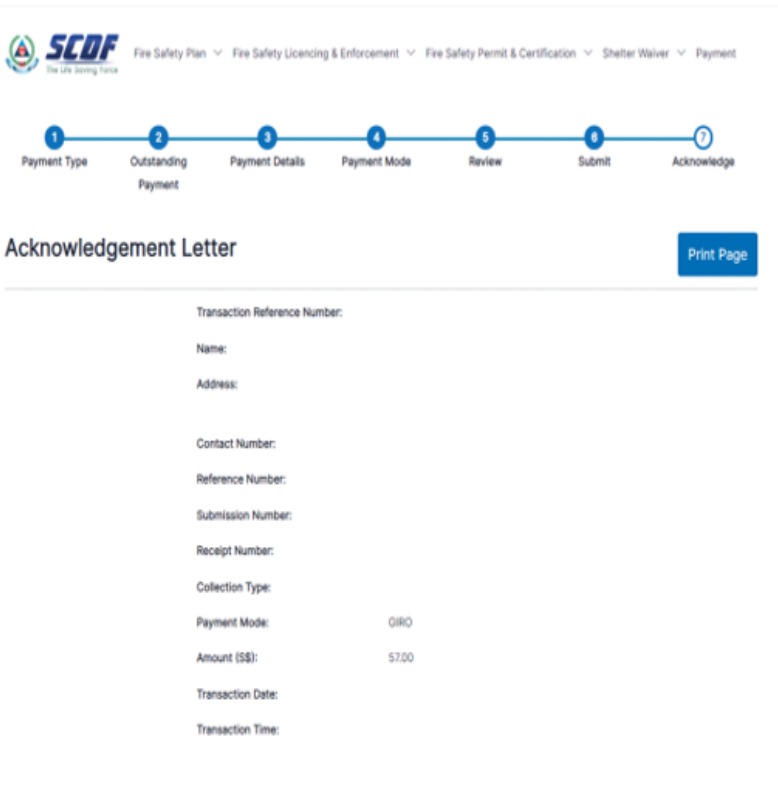
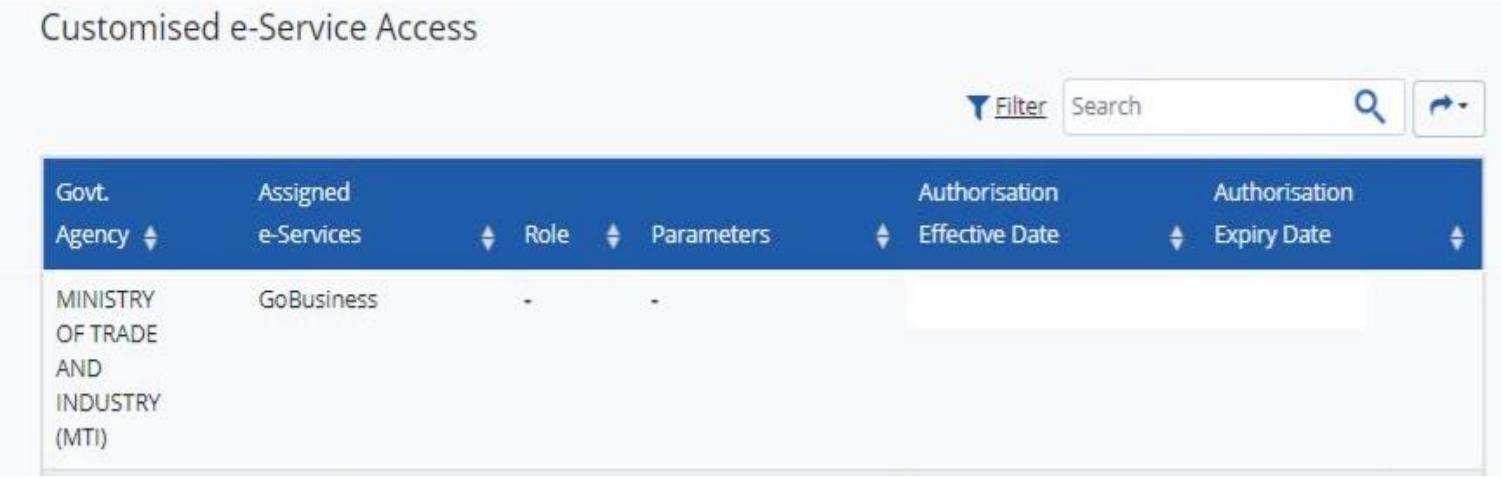


Once completed, Acknowledgement letter will be generated.

8

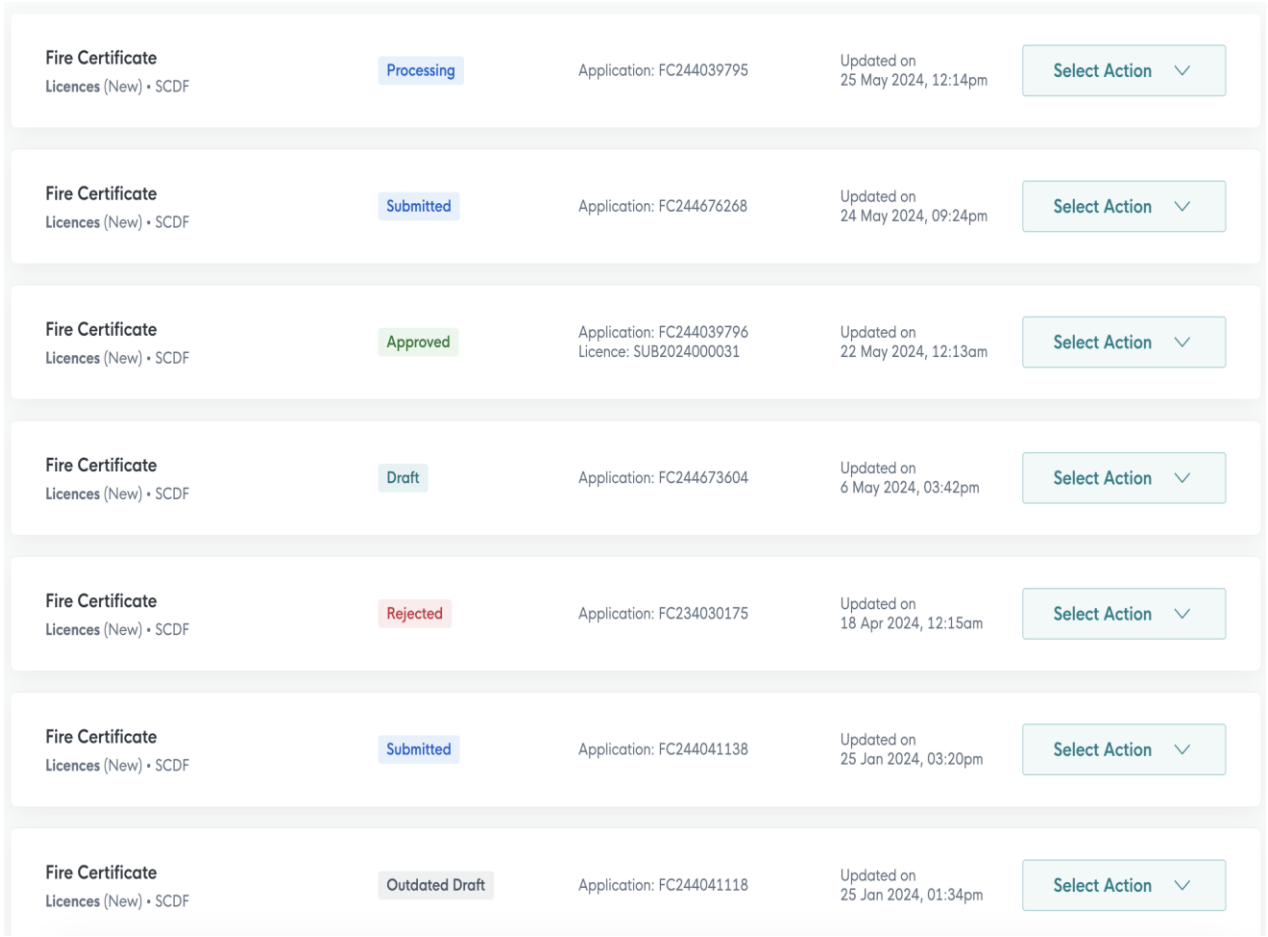
Frequently Asked Questions

Can I submit application using my Singpass to login?



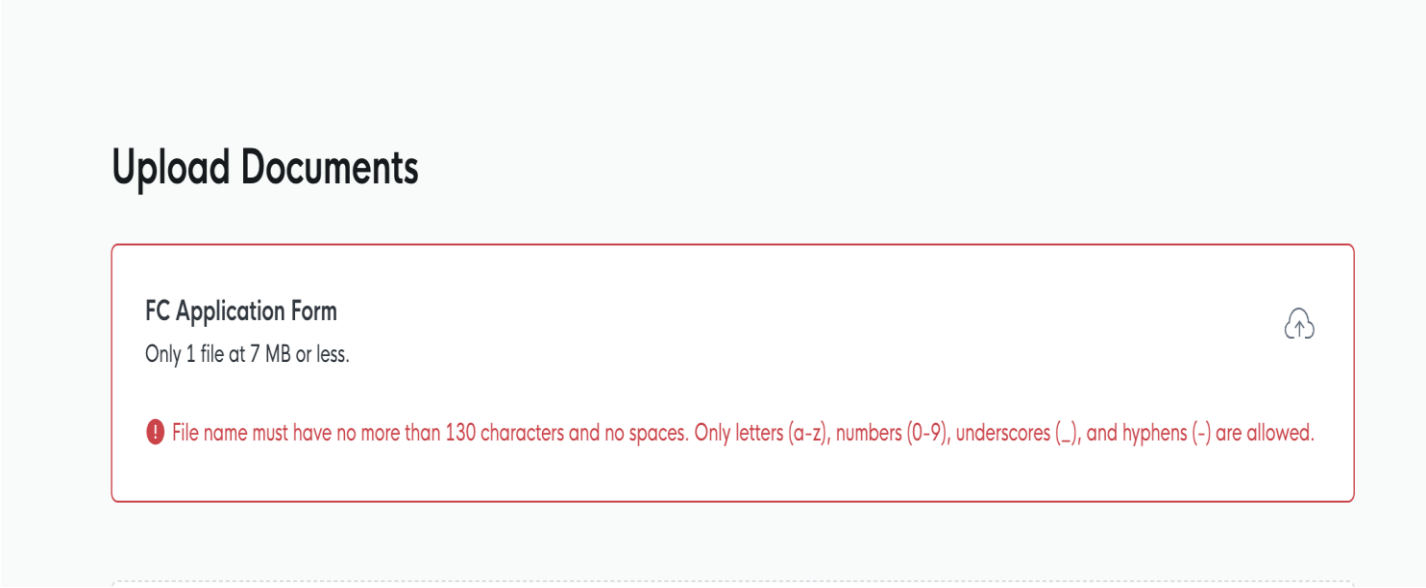
- Only Corppass is allowed.
- Please ensure that the Corppass administrator has selected “Ministry of Trade and Industry (MTI)” and “GoBusiness” as shown below in the Corppass website (www.corppass.gov.sg).

What does the status mean in GoBusiness?



- Draft → You have not submitted the application and awaiting for you to submit.
- Submitted → You have submitted the application but with “Offline Payment” or awaiting for GIRO deduction to take place.
- Processing → Your case has reached SCDF for reviewing and approval.
- Rejected → Please check with SCDF as it may be due to Rejected Application or Rejected with no payment
- Approved → Your application has approved by SCDF.
- Outdated Draft → Your draft application has passed beyond the grace period. To apply, please resubmit a fresh application.

Why is my file not accepted?



The name of file should not contain any spacing.

Examples:

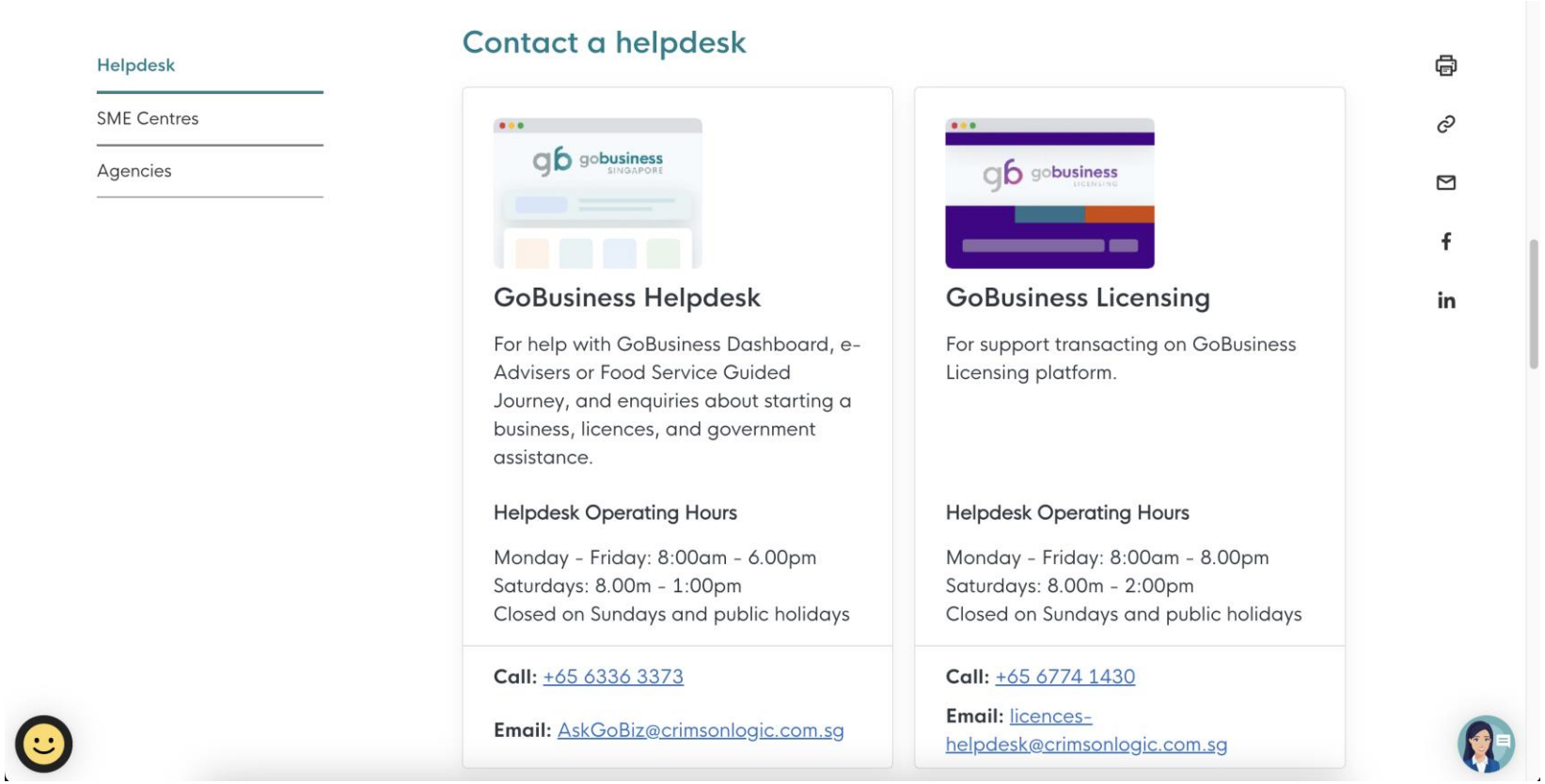
❌ Fire Certificate Renewal 2022

❌ FC Renewal

✅ Fire_Certificate_Renewal_22

✅ FC_Form

Difficulties in GoBusiness



If you have any difficulty accessing, please contact GoBusiness helpdesk at 6336 3373 or AskGoBiz@crimsonlogic.com.sg

Finance Matter

For enquires on GIRO, GIRO application status, GIRO Reference number or Finance matters, please email to fssc_billing_collections@mha.gov.sg.

How do I get started for GIRO?
Fill in Part 1 of GIRO application form and mail it back to them at:
Ministry of Home Affairs Headquarters
Finance Shared Services Centre
New Phoenix Park,
28 Irrawaddy Rd
Singapore 329560

How long do I need to wait for my GIRO arrangement to be effective?
GIRO application requires 21 working days to process.

I did not receive the Tax Invoice and payment has been deducted, who can I get it from?
Email to SCDF_CSC@scdf.gov.sg with your Date of deduction for payment and GIRO Reference Number.

Query on CERT First aider course

Qn: MOM's Occupational First Aid (OFA) course is 3 Days and Refresher is once every 2 years; SCDF CERT First Aider Course is 1 Day. By attending OFA, is it considered as SCDF requirements being fulfilled?

Ans: Yes, as long as the courses on First aid and CPR & AED are conducted by training providers that are accredited by Singapore Resuscitation and First Aid Council (SRFAC). Please see the requirements in the next slide

Training Requirement for CERT Members

Starting from 2017, there must be a minimum of 4 trained first aiders in a CERT. The course should cover basic first aid, as well as CPR & AED. The course should cover the following topics:

CERT First Aider Course (1 day) / Basic First Aid Course (1 day)		
Duration	Topic	Remarks
4 hours	• CPR & AED	Card & certificate to be issued
4 hours	• Introduction to first aid. • Management of sprains, dislocations, cuts, factures and burns. • Improvised carrying techniques	Basic first aid for CERT
1 hour	• Revision, theory & practical test	

Any first aid training providers accredited by Singapore Resuscitation and First Aid Council (SRFAC) may conduct the CERT first aider course / basic first aid course with CPR & AED.

Accepted first aid certifications:

- WSQ Perform Workplace First Aid / Occupational First Aid with CPR and AED
- Standard First Aid with CPR and AED /Basic First Aid with CPR and AED
- Equivalent first aid courses that adequately covers the above topics

Non-accepted first aid certifications:

- Basic First Aid with only CPR or AED
- Community Emergency Preparedness Programme
- First Aid orientation / introduction / awareness courses

You may refer to “List of Accredited Training Organisations (ATOs) for CERT Training (SSG Approved)” at https://www.scdf.gov.sg/home/fire-safety/cert

Thank You