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Our Ref: OM-DE/034

5 May 1997

MEMORANDUM

To : ALL ENGINEERING STAFF

From : Andrew Loh

Subject : **DESIGN CONTROL**
SUBMISSION OF PLAN TO BCD/FSB

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1. Please be informed that submission of AC/MV plan to BCD is not required with immediate effect.

2. Regulation 4 of the Building Control Act (Chapter 29) has been amended to delete item (iv) and (v) regarding submission of ACMV plans and fire protection plan. The amended regulation takes effect from 25 April 1997.

3. Submission of plans fro FSB is still required. However, the submission form and checklist have been revised. See attached Form FSB-ME-AFI and FSB-ME-CL1.

ANDREW LOH

Distribution

TLS/RT
Notice Board/Memo File

LCT/rah

NOTICE TO ALL QUALIFIED PERSONS

SUBMISSION OF AIR-CONDITIONING AND MECHANICAL VENTILATION PLANS

1 To promote the self-regulation of air-conditioning and mechanical ventilation works, regulation 4(1)(a)(iv) has been deleted with effect from 25 April 1997 under the Building Control (Amendment) Regulations 1997. Henceforth, the submission of air-conditioning and mechanical ventilation plans to BCD for approval is no longer required. The qualified persons concerned will, however, continue to submit certificate of supervision to BCD for such works at TOP/CSC stage as appropriate. A copy of the revised Certificate of Supervision of Air-Conditioning and Mechanical Ventilation System(s) - Form BCD BPN C5-01 is attached for your reference.

2 All air-conditioning and mechanical ventilation systems or works must be designed and installed in accordance with the relevant provisions of Division 9 of the Building Control Regulations (Cap 29, Rg 5) and Code of Practice for Mechanical Ventilation and Air-Conditioning in Buildings - SS.CP 13:1980. On completion of the works, the qualified persons shall submit the revised certificate of supervision to BCD.

3 For existing cases which have not been approved, the air-conditioning and mechanical ventilation plans will be filed. On completion of the air-conditioning and mechanical ventilation works, the qualified person shall submit the revised certificate of supervision to BCD for record.

Dated the 30th April 1997.

Issued by PUBLIC WORKS DEPARTMENT
BUILDING CONTROL DIVISION

SINGAPORE CIVIL DEFENCE FORCE
FIRE SAFETY BUREAU
CHECKLIST
FOR FIRE PROTECTION AND AIR-CONDITIONING/MECHANICAL VENTILATION PLANS SUBMISSION

PROPOSAL:_____

_____

_____

_____

		*Appli-cable	*Not appli-cable
1	Plans are certified by QP on every sheet as follows: I, _____ hereby certify that I am a qualified person and that to the best of my knowledge the building works and fire safety works shown on these plans have been designed in accordance with the provisions of the Code of Practice for Fire Precautions in Buildings 1991, including all amendments applicable up to the date of this submission, Fire Safety Act 1993 and its regulations and the accepted design codes subject to waivers granted under Section 27 of the Act.	☐	☐
2	PE shall also certify on every sheet of plans that the proposed system has been designed in accordance with the provisions of the accepted code as follows: I, _____ hereby certify that the proposed _____ system has been designed in accordance with the provisions of _____ (*please state the code used*).	☐	☐
3	As for the applicable requirements which have not been complied with or which need modification/waiver, the applications for modification or waiver of the requirements under Section 27 of the Act are attached for your consideration.	☐	☐
4	Where engineered smoke control system is required in the related Building Plan, the PE shall certify on all plans that the proposed smoke control system has been designed in accordance with the provisions of the accepted code/guidelines (*please state the codes/guidelines used*).	☐	☐

		*Appli-cable	*Not appli-cable
5	The PE shall state clearly on the application form if the building has been issued with CSC/FSC.	☐	☐
6	A "no objection' letter from the original PE shall be submitted for building which has not been issued with CSC/FSC.	☐	☐
7	Plans are endorsed by a Civil/Structure PE where applicable.	☐	☐
8	The PE has confirmed that all requirements in the related BP have been incorporated in this submission.	☐	☐
9	One of the 2 sets of plans is on linen.	☐	☐
10	All drawings are legible.	☐	☐
11	All plans are drawn to standard metric scale.	☐	☐
12	All plans are bounded and folded in standard manner.	☐	☐
13	Scale of each drawing is stated clearly on plans.	☐	☐
14	All plans are drawn on sheets of the international "A" series and all drawings are of same standard size.	☐	☐
15	Site and key plans duly coloured are submitted.	☐	☐
16	Space of 150 mm x 100 mm on top right hand corner is kept blank for our official endorsement.	☐	☐
17	All floor plans and sectional views are complete with adequate location gridlines.	☐	☐
18	PE's full name and address are given on all plans.	☐	☐
19	Applicant's full name and address are given on all plans.	☐	☐
20	All pasted portions are cross-signed by the PE.	☐	☐
21	Project title is correctly given on all plans to reflect the actual intention of the submission.	☐	☐
22	A complete legend of all symbols, abbreviations and colour scheme/patterns is provided on plans.	☐	☐
23	Areas for submission are edged out clearly on floor plans.	☐	☐

		*Appli-cable	*Not appli-cable
24	All new installations under this submission are fully presented in distinctive colour scheme or patterns.	☐	☐
25	All existing/previously approved installations to be deleted are shown in yellow dotted lines only.	☐	☐
26	All existing/previously approved installations to be retained are outlined in neutral tints of grey or black.	☐	☐
27	All intermediate broken-off points in the proposed installation layout run are identified with their continuity links.	☐	☐
28	All the fire compartment walls have been clearly edged out on the floor plans with colour scheme included in the legend.	☐	☐
29	The installation air volume capacity of all respective fans and other air handling equipment are specified on plans.	☐	☐
30	Schematic air distribution line diagram for the proposed system is provided.	☐	☐
31	Suitable sectional views incorporating the proposed system is provided.	☐	☐

Notes applicable to ACMV installations

The following ACMV works which are minor in nature and do not have any impact on fire safety of the building need not be submitted for approval:

(i) Cooling tower & condensing unit for air-conditioning systems;

(ii) Window units air-conditioning system mounted on the external wall of the building;

(iii) Fan coil unit or package unit air-conditioning system without ducting;

(iv) Toilet exhaust fan mounted on the external wall of a building without ducting.

I, _____ hereby certify that all items where shown applicable on this checklist have been duly complied with.

_____ _____

Stamp and Signature of PE **Date**

**Please tick in appropriate box for all items.*

APPLICATION FOR APPROVAL OF PLANS FOR FIRE PROTECTION WORKS AND AIR-CONDITIONING & MECHANICAL VENTILATION SYSTEMS

[SECTION 23(1) OF THE FIRE SAFETY ACT 1993]

SINGAPORE CIVIL DEFENCE FORCE FIRE SAFETY BUREAU 25A PATERSON ROAD SINGAPORE 238511	1 Tick the appropriate box thus ☑. 2 *Delete accordingly.

SECTION I (*To be completed by applicant*)

1 I hereby apply for the approval of the plans for the proposed _____ _____ _____ _____ in the following buildings:

Name of Building(s):

*Lot/Plot: | *TS/MK:

Address/Road: | Postal Code:

2 The plans are of:

- ☐ New *fire protection/air-conditioning & mechanical ventilation system(s) to proposed new building/new extension with related building plan submission;
- ☐ Resubmission of new *fire protection/air-conditioning & mechanical ventilation system(s) to proposed new building with related building plan submission;
- ☐ New *fire protection/air-conditioning & mechanical ventilation system(s) to the existing building *with/without related building plan submission;
- ☐ Alterations/additions to the existing *fire protection/air-conditioning & mechanical ventilation system(s);
- ☐ Amendment to the approved *fire protection/air-conditioning & mechanical ventilation system(s).

3 The FSB registration No. of the related building plan, if any, is:

If the same plan was also submitted to BCD, the BCD registration No is:

For amendment plan, the FSB registration No of the original approved plan is:

The existing building *has/has not been issued with Certificate of Statutory Completion/Fire Safety Certificate.

4 The following are attached:

a Two sets of plans, one on linen (no.of drawings per set of plans:_____);
b *Cheque made to order of the **Commissioner, Singapore Civil Defence Force** for Dollars _____ only ($_____) being the plan fee computed (*not applicable if the first box of item (2) in SECTION I is ticked*);
c Acceptance checklist;
d *Calculations/Reports.
e *BCD's Acceptance letter.

5 I have appointed *Mr/Ms _____ as the Qualified Person and authorised *him/her to act on my behalf.

_____ Signature and Name of Applicant	_____ Address of Applicant/Firm
Date:	Tel:

SECTION II (*To be completed by the appointed Qualified Person*)

PLAN FEE COMPUTATION (*Not applicable if the first box of item (2) in SECTION I is ticked*)

	Type of Works	No of storey affected	Plan fee per storey affected	Plan fee payable
1	Resubmission of new *fire protection/air-conditioning & mechanical ventilation system(s) with related building plan submission.		$100	
2	New *fire protection/air-conditioning & mechanical ventilation system(s) to existing building *with/without related building plan submission.		$100	
3	Alterations/additions to existing *fire protection/ air-conditioning & mechanical ventilation system(s).		$100	
4	Amendment to the approved *fire protection/ air-conditioning & mechanical ventilation system(s).		$100	

SECTION III - CONFIRMATION BY QUALIFIED PERSON

I certify that:

a The particulars given in Section I are correct;

b I am a qualified person and to the best of my knowledge the fire safety works shown on these plans have been designed in accordance with the provisions of the Code of Practice for Fire Precautions in Buildings 1991, including all amendments applicable up to the date of this submission, the Fire Safety Act 1993 and its regulations, the relevant code of practice/design guidelines, subject to waivers granted under Section 27 of the Act.

* c Section II has been properly completed;

* d For alterations/additions to the existing *fire protection/air-conditioning & mechanical ventilation system(s), I have taken into consideration the additional loads imposed by the proposed works on the existing building and will consult a Professional Civil or Structural Engineer if necessary.

NOTES

All forms and requisite checklists are to be fully and correctly completed upon submission, failing which the submission will be rejected.

Stamp & Signature of Qualified Person	Name & Address of Qualified Person
Date:	Tel:

For Official Use only

Project size	V J N	Plan fee computation verified by:
Building Category	1 2 3 4 5	
No of sheets		Name & Signature of Duty Officer Date
PO		Plan fee paid (Machine printed by Cashier)
VO		
AO		
Reference No:		Date: _____

Form BCD BPN C5-01
(One copy to be submitted)
[2nd May 1997]

THE BUILDING CONTROL ACT (CAP 29)

CERTIFICATE OF SUPERVISION OF
AIRCONDITIONING/MECHANICAL VENTILATION SYSTEM(S)
[Regulation 23(1) of the Building Control Regulations (Cap 29, Rg 5)]

Director-General of Public Works
Building Control Division
5 Maxwell Road #04-00
Tower Block, MND Complex
Singapore 069110

Project Reference Number:
*(i) First BP/ST plan submitted on or after 2nd May 1997 -

*A/E								/	1	9	9					

*(ii) First BP/ST plan submitted before 2nd May 1997 -
PWD BCD BP _____

Description of building in which the airconditioning/mechanical ventilation system is installed:

_____

_____

*Lot/Plot _____ *TS/MK _____

Address/Road: _____

Building Name (if any): _____

Description of the completed system(s)/works: _____

_____

_____

_____

I certify that -

(a) I have supervised the installation of the abovementioned *airconditioning/mechanical ventilation system(s); and

(b) the *design and installation/alteration(s)/extension(s) of the airconditioning/mechanical ventilation system(s) are strictly in accordance with the relevant provisions of Division 9 of the Building Control Regulations and the Code of Practice for Mechanical Ventilation and Airconditioning in Buildings - SS.CP 13:1980.

Name & Address of Professional Firm	Stamp & Signature of Professional Engineer
Tel No.:	Date:

[Ver 01.1997]

* Delete accordingly