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Our Ref: OM-LA/009

8 March 2010

MEMORANDUM

To : Engineering Staff

From : Andrew Loh

EXTENT OF RESPONSIBILITY OF QUALIFIED PERSONS IN A&A WORKS

Please find attached the circular from FSSD dated 5 February 2010 pertaining to the above-captioned for your information and attention.

ANDREW LOH

cc LFY/TLS/CCG/GSH
cc Memo File

enc

/hi

BCA ISO 14000 CERT NO.: 1003/134 BS ISO 14001 : 2004
BCA ISO 9000 CERT NO.: 324 BS ISO 9001 : 2000
ACCREDITED CERTIFICATION BODY SAC Cert No: QS 1007 07 Member of the IAF MLA for QMS

SINGAPORE CIVIL DEFENCE FORCE

HQ SINGAPORE CIVIL DEFENCE FORCE
91 Ubi Avenue 4 Singapore 408827
Website: http//:www.scdf.gov.sg

Please quote our ref. no. in all future correspondences

Our Ref: CD/FSSD/12/02/03/01

DID: 68481407
FAX: 68481493

05 Feb 2010

Registrar, Board of Architects (BOA)
Registrar, Professional Engineers Board (PEB)
President, Singapore Institute of Architects (SIA)
President, Institution of Engineers, Singapore (IES)
President, Association of Consulting Engineers, Singapore (ACES)

Dear Sir/Madam,

EXTENT OF RESPONSIBILITY OF QUALIFIED PERSONS IN A&A WORKS

It was brought to the attention of SCDF during the FSSD Standing Committee meeting that some Qualified Persons are not certain about the extent of their responsibilities in carrying out addition/alteration works in existing buildings.

2. In view of the above, FSSD has produced the attached table detailing the extent of QP's responsibilities when carrying out various types of addition/alteration works in existing buildings. The table had been presented to and accepted by the FSSD Standing Committee.

3. Please convey the contents of this circular to members of your Institution/Association/Board. The circular is also available in CORENET-e-Info: http://www.corenet.gov.sg/einfo.

4. For any inquiry or clarification, please contact CPT Tan Chung Yee at tel. no. 68481410 or email address Tan_Chung_Yee@scdf.gov.sg.

Yours faithfully,

(Transmitted thru' e-mail)

Poon Keng Soon
Secretary, FSSD Standing Committee
for Commissioner
Singapore Civil Defence Force

cc
All members of FSSD Standing Committee
President, REDAS
President, IFE
President, SISV
CEO, BCA
CEO, URA
CEO, HDB
CEO, PSA
CEO, JTC
CE, LTA
CE, TUV SUD PSB – (Attn: Ms Tan Chiew Wan / Mr Lau Keong Ong)
CE, SPRING Singapore – (Attn: Mr Kenneth Lim)

Types of A&A works	Extent of A&A works	Extent of areas QP must check/review of fire safety provisions			Remarks
		Within affected unit	Affected unit and common area of affected floor	Affected unit common area of entire building	
1) Partition works/ raised floor	a) Area not more than 200m2 and does not constitute more than 50% of the total area of the affected floor	x			QP has to ensure that provision of means of escape for other units are not affected by the proposed work
	b) Area more than 200m2 or which constitutes more than 50% of the total area of the affected floor	x	x		QP has to ensure that provision of means of escape for other units are not affected by the proposed work. QP also has to ensure compliance of the following fire safety provisions in the common area of the floor supporting the affected unit(s) : a) hosereel expected to cover the affected unit(s), b) escape routes serving the affected unit(s) In addition, QP has to inform SCDF for other non-compliances relating to fire protection systems.(eg. rising mains,sprinklers,smoke control system etc) in the common area.
2) Change of use	a) Area not more than 200m2 and does not constitute more than 50% of the total area of the affected floor	x			If change of use does not result in increase in occupant load and no A&A works are being carried out, QP is only required to ensure that the fire safety provisions for the affected unit are complied with. However,if there is an increase in occupant load, the QP has also to ensure that the exit capacity of the floor is adequate for the increased in occupant load.
	b) Area more than 200m2 or which constitutes more than 50% of the total area of the affected floor	x	x		The remarks in item 2a apply. In addition,QP has to ensure that provision of means of escape for other units are not affected by the proposed work. QP also has to ensure compliance of the following fire safety provisions in the common area of the floor supporting the affected unit(s) : a) hosereel expected to cover the affected unit(s), b) escape routes serving the affected unit(s) In addition, QP has to inform SCDF for other non-compliances relating to fire protection systems.(eg. rising

					mains,sprinklers,smoke control system etc) in the common area.
	c) Involve more than 1 floor	x	x	x	Regardless of whether there is an increase in occupant load, if the change of use involves more than 1 storey, the QP has to review the fire safety provisions for the whole building and inform SCDFof any non-compliances.
3) Increase in floor area	a)Area not more than 50m2 and does not constitute more than 10% of the total area of the affected floor	x	x		
	b)Area more than 50m2 or which constitutes more than 10% of the total area of the affected floor	x	x	x	
4) Increase in compartment size/ cubicle extent	a) Area not more than 100m2 for store room and within the same floor	x			QP has to ensure that provision of means of escape for other units are not affected by the proposed work.
	b) Area more than 100m2 for store room and within the same floor	x	x		
	c) More than 1 floor	x	x	x	
5) Building facade			x		QP only need to comply with : setback requirements, unprotected openings,staircase ventilation and FAP

"X" denotes "Applicable"