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Our Ref: OM-LA/011

8 March 2010

MEMORANDUM

To : Engineering Staff

From : Andrew Loh

REPLIES TO FSSD DIALOGUE SESSION ON 26 JANUARY 2010

Please find attached the replies to FSSD Dialogue Session on 26 January 2010 for your information and attention.

ANDREW LOH

cc LFY/TLS/CCG/GSH
cc Memo File

enc

/hi

BCR ISO 14000 CERT NO.:2005/134 IS ISO 14001 : 2004
BCR ISO 9000 CERT NO.: 324 IS ISO 9001 : 2000
ACCREDITED CERTIFICATION BODY SAC SINGAPORE ISO 9001
Member of the IAF MLA for QMS

SIA/IES/ACES/REDAS Dialogue Session with FSSD
26th January 2010 (Tue), 1730hrs @ Lecture Room 2, HQ SCDF

Section B

Topics/Issues that Representatives would like to raise during the discussion:

S/N	TOPICS / ISSUES	RAISED BY (Organisation/ Name/ Contact)
01	Existing Building – QP submitting plans for internal renovation. How far does QP need to check external of the unit eg. dry riser location, hydrant, stairs width, discharge points? FSSD Reply - Please see attached Annex A on the extent of works which QP need to check.	SIA/Ms Clara Ng/ 6344 3890
02	Audit – Expected duration / time frame for reply for BP submission (project planning purpose – especially timing of TFP/FSC application). FSSD Reply - For minor plans, FSSD takes about 2 to 3 weeks for the Processing Officer and Approving Officer to check the plans and present during the Audit Check meeting for the Audit Check Committee's decision. For major plans, the audit process takes about 5 weeks.	SIA/Mr Thomas Lew/ 6344 3890
03	What are the fire safety equipment that are required to be under the Product Listing Scheme regulated by FSSD? What are not required for having PSB labelling? Which are the certifying bodies recognized by FSSD? FSSD Reply - The list of products can be retrieved from the SCDF website. It is also mentioned in FSSD Circular (Certification of fire safety product/material: 15 Apr 08). QP can refer to the PSB website for materials/products that require labelling. Currently, TUV SUD PSB Pte Ltd and Exova (Singapore) Pte Ltd are the local certification bodies recognized by FSSD.	ACES/ Mr Vener Brillo/ 6738 4011 Ext. 162
04	Do you require RI inspection on Minor Addition/Alteration works? CED Reply - RI inspection is not required for Minor Addition/Alteration works that are permitted under the lodgement scheme.	ACES/ Mr Vener Brillo/ 6738 4011 Ext. 162
05	What are the common faults in e-submission? Are there formats to follow to avoid mistakes in submission? FSSD Reply – The following are the common errors made during e-submission:	ACES/ Mr Vener Brillo/ 6738 4011 Ext. 162

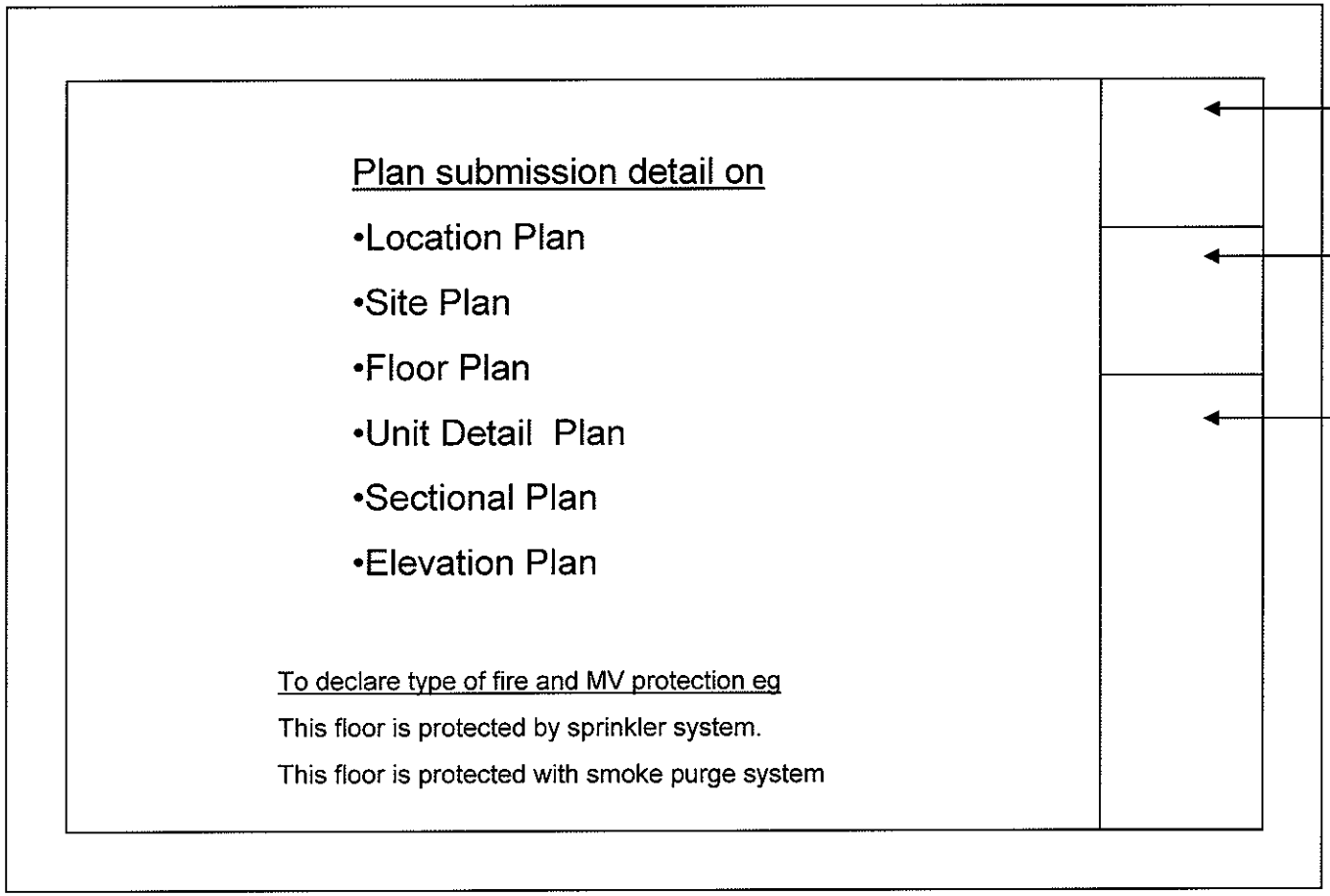
	1. QPs quote FSSD BP reference number when submitting for FP/MV amendment plans. They should quote the FP or MV reference numbers instead. 2. QPs quote ES submission number/project reference number in their FSC/BP applications. They should quote the FSSD reference number instead. 3. QP did not attach the required application forms. eg. FSC application requires certification of fire safety works form and application for fire safety certificate form. Without any of these forms, the system will reject the FSC application. 4. QP did not select the type of fire safety works in the application form. e.g A&A or Amendment plan. 5. QP did not provide applicant particulars such as their NRIC number in the application form. 6. When entering information on unit numbers for premise address, the system is unable to recognise unit numbers entered as 02A,03B. The system can only recognise unit numbers entered as 02a or 02b. This is a common error made in MAA submission.	
06	Are there template drawings by FSSD as format for Plan submission? FSSD Reply – Please see Annex B for a template drawing for plan submission. Reference is made to the Code of Practices in Annex C as format for template drawings.	ACES/ Mr Vener Brillo/ 6738 4011 Ext. 162
07	Are CD Shelters required in the industrial facilities? FSSD Reply – There is no requirement for provision of CD shelters in industrial developments. Under the Civil Defence Shelter Act 1997, CD shelters are required to be provided in new residential developments, including HDB flats as well as private condominiums and landed houses. Public shelters are required to be provided in selected statutory board developments, namely MRT stations. You may refer to the Civil Defence Shelter Act 1997 which is available for viewing online at www.agc.gov.sg.	ACES/ Mr Vener Brillo/ 6738 4011 Ext. 162

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 200m^2 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 200m^2 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 200m^2 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 200m^2 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 50m^2 and does not constitute more than 10% of the total area of the affected floor	X	X		
	b)Area more than 50m^2 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 100m^2 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 100m^2 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"

Template Drawing format for Plan Submission



Note: Plans to be submitted in Size A series

All new works to be in red colour and all deleted works in yellow colour.

Legend to be stipulated on symbols

We draw reference to the following Code of Practices as format for template drawings.

(1) **Fire Safety Act**
- Part IV Control of Fire Safety Works

This part stipulates application with plans accompanied with written declaration by the Qualified Person in accordance with Fire Code and comply with provisions of Fire Safety Act and any regulations made.

Please refer to the following website to obtain information.
http://www.scdf.gov.sg/Building_Professionals/Publications/index.html

(2) **Fire Safety (Building Fire Safety) Regulations**
- Part II Administration

This part stipulates
- Scale of Plan
- Particulars to be shown on plans
- Particulars to be shown on plans for air-conditioning, mechanical ventilation and fire protection works

Please refer to the following website to obtain information.
http://www.scdf.gov.sg/downloads/FS_Publication/FIRE_SAFETY_REGULATIONS(1).pdf

(3) **Building Control Act**
- Part VI Cl 49 and 50

This part stipulates application with plan complying with Building Control Regulations and adoption of Codes and Standards.

Please refer to the following website to obtain information.
http://www.bca.gov.sg/BuildingControlAct/building_control_act.html

(4) **Building Control Regulations**
- Part II Submission and Approval of Plans

This part stipulates
- Preparation pf Plans for Approval
- Scale of Plans
- Particulars to be shown on building plans

Please refer to the following website to obtain information.
http://www.bca.gov.sg/BuildingControlAct/building_control_act.html

(5) **Acceptable Codes of Practices**
- For various types of fire safety plan submissions

This table stipulates the acceptable Code of Practices according to the types of plan submission to FSSD.

Please refer to the following website to obtain information.
http://www.scdf.gov.sg/Building_Professionals/Fire_Safety_Plan_Approval/plan_approval.html

(6) **SS CP 83 series**

These CPs are series for construction computer aided design (CAD) stipulating symbols, drafting convention, colour and line type.
The series replace CP 6- Building drawings, which stipulates on template drawing format.

Please refer to the following website to obtain information.
http://www.spring.gov.sg/QualityStandards/Pages/Overview.aspx