

# SINGAPORE CIVIL DEFENCE FORCE

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

Your Ref :

Date : 3 Sep 2013



HQ Singapore Civil Defence Force  
91 Ubi Avenue 4  
Singapore 408827  
Tel : 68481457  
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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/Mdm

## INVITATION FOR REGISTRATION AS FIRE SAFETY ENGINEER (FSE)

SCDF has commenced its 10<sup>th</sup> FSE registration exercise and invites application for registration as FSEs. The closing date for this application is on 1 Dec 2013.

2. The registration criteria for application are as follows:
  - (a) Possess at least a degree qualification in the field of fire safety engineering;
  - (b) Have at least 5 continuous years of relevant practical experience in fire design safety works, of which 3 years or more in aggregate shall involve projects based on fire safety engineering solutions;
  - (c) Must have maintained a clean record and must not have been found guilty of an offence under the Fire Safety Act, Professional Engineers Act or Architects Act; and
3. Applicants who wish to register as a Fire Safety Engineer shall submit the following to the Fire Safety Engineers Selection Panel:-

- (a) Application form "APPLICATION FOR REGISTRATION AS FIRE SAFETY ENGINEER" which can be obtained at 1<sup>st</sup> storey of SCDF HQ reception or downloaded at the website address:  
[http://www.scdf.gov.sg/content/scdf\\_internet/en/building-professionals/fire-safety-plan-approval/plan-approval/performance-based-approach/registration-for-fire-safety-engineers.html](http://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/fire-safety-plan-approval/plan-approval/performance-based-approach/registration-for-fire-safety-engineers.html)



- (b) certified true copies of documentary evidence of the applicant's qualifications and practical experience;
- (c) recent testimonials from 2 referees as to the applicant's good character; and
- (d) letter of undertaking by the applicant, stating the following :
  - (i) whether disciplinary or criminal proceedings are pending or contemplated against the applicant;
  - (ii) whether the applicant's professional conduct is or has been under investigation; and
  - (iii) whether the applicant has any previous disciplinary or criminal records.
- (e) a fire safety engineering report that best illustrates the range and depth of the applicant's fire engineering knowledge. The report is to be reviewed and substantiated by the project FSE as being a true representation of the applicant's work. In the case of an applicant who is a foreign registered FSE, his work shall be reviewed and substantiated by the project director associated with the project.

4. 5 sets of the above mentioned supporting documents are to be submitted, together with a non-refundable application fee<sup>1</sup> of S\$250 (before 1 Nov 13) and S\$275 ( after 1 Nov 13) made payable to Commissioner SCDF, directly to:

The Secretariat  
Fire Safety Engineers Selection Panel  
c/o Fire Safety Consultation Branch  
Fire Safety & Shelter Department  
HQ SCDF  
91 Ubi Avenue 4  
Singapore 408827

5. 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>.

6. Interviews for registration will tentatively commence in Jan/Feb 2014. Shortlisted applicants will be notified of the interview date and time. For more information on the performance-based regulatory system, you may visit the following website address: [http://www.scdf.gov.sg/content/scdf\\_internet/en/building-professionals/fire-safety-plan-approval/plan-approval/performance-based-approach.html](http://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/fire-safety-plan-approval/plan-approval/performance-based-approach.html) or contact Maj Chong Kim Yuan at DID: 68481476 or e-mail address: [chong\\_kim\\_yuan@scdf.gov.sg](mailto:chong_kim_yuan@scdf.gov.sg).

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<sup>1</sup> The revised application fee of \$275 for registration as FSE, under Fire Safety (Fire Safety Engineers) Regulations, will come into operation on 1<sup>st</sup> November 2013.

Yours faithfully,

(transmitted via e-mail)

MAJ Lee Kok Chuen  
Secretary, FSSD Standing Committee  
*for* Commissioner  
Singapore Civil Defence Force

cc

CEO, BCA  
CEO, URA  
CEO, HDB  
CEO, PSA  
CEO, JTC  
CE, LTA  
President, REDAS  
President, IFE  
President, SISV  
FSSD Standing Committee