

SINGAPORE CIVIL DEFENCE FORCE

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

Your Ref :

Date : 24 July 2013



HQ Singapore Civil Defence Force
91 Ubi Avenue 4
Singapore 408827
Tel : 68481420
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Dear Sir/Madam

REGISTERED INSPECTOR'S INSPECTION REPORT

Upon completion of building works, a Registered Inspector (RI) will be engaged to conduct a check of the fire safety works at site before issuing a Certificate of Inspection (Form 1 or Form 2), stating that he/she has personally inspected the premises. RI is expected to keep records on his/her inspection and re-inspection findings / reports for inspected projects, but need not submit to SCDF during the TFP/FSC (Temporary Fire Permit / Fire Safety Certificate) application stage.

2 During RI's dialogues and past RI Inquiry sessions heard by the RI Inquiry Committee, it was observed that some RIs were unable to provide their relevant inspection findings/records for clarifications on some inspected projects that they had undertaken.

3 Arising from a recent review involving a study group, comprising QPs/RIs, a 1-page RI's Inspection/Re-inspection Report was devised to address this, and also standardise all RIs' inspection details on projects' inspections. See Annex A. This will be submitted and kept by SCDF to serve as a form of documentations/records should further clarifications be required subsequently, when situation arises.

4 The report template was presented and accepted by the FSSD Standing Committee on 22 July 2013. Please note that this report must be submitted together with the RI's Inspection Certificate (Form 1 or 2), when making application for TFP/FSC to SCDF and will take effect on 15 August 2013.

5 For enquiry or clarification, please contact MAJ Ang Oon Chye at 68481420.



Yours faithfully,
(transmitted via e-mail)
MAJ Lee Kok Chuen
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 Emily Mok/ Mr Joseph Chng)
CE, SPRING Singapore – (Attn: Mr Kenneth Lim)
President, FSMAS
Honorary Secretary, SPM