

SINGAPORE CIVIL DEFENCE FORCE

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

Your Ref :

Date : 3 Aug 2011



HQ Singapore Civil Defence Force
91 Ubi Avenue 4
Singapore 408827
Tel : 68481407
Fax : 68481486

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 8th FSE registration exercise and is pleased to invite applicants for registration as FSEs. The closing date for the application for FSE registration is on 15 Nov 2011.

2. The registration criteria for application are as follows:

- (a) Possess at least a degree (Bachelor or Masters) qualification in the field of fire safety engineering;
- (b) Have at least 5 continuous years of relevant practical experience in fire safety design, of which at least 3 years must be in the area of fire safety engineering;
- (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
- (d) Successful interview with the Fire Safety Engineers Selection Panel. (Interviews for registration will tentatively commence in Jan/Feb 2012. Shortlisted applicants will be notified of the interview date and time.)

3. Applicants who wish to register as a Fire Safety Engineer shall submit the following to the Fire Safety Engineers Selection Panel:-



- (a) completed application form prescribed by SCDF (downloadable at the following website address, [http://www.scdf.gov.sg/Building Professionals/downloads.html#RI](http://www.scdf.gov.sg/Building_Professionals/downloads.html#RI) or can be obtained at 1st storey SCDF HQ information counter);
- (b) certified true copies of documentary evidence of the applicant's qualifications and practical experience, if any;
- (c) recent testimonials from 2 referees as to his good character;
- (d) a fire safety engineering report that will best illustrate 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; and
- (e) a letter of undertaking by the applicant, stating as at the date of the said letter-
 - (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.

4. 5 sets of the above supporting documents are to be submitted, together with a non-refundable application fee of S\$250 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. For more information on the FSE registration details or the performance-based regulatory system, you may visit the following website, http://www.scdf.gov.sg/Building_Professionals/Fire_Safety_Plan_Approval/performance/introduction.html or contact: MAJ Chong Kim Yuan at Tel: 68481476 or Email: chong_kim_yuan@scdf.gov.sg.

Yours faithfully,

(transmitted via 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 Emily Mok/ Mr Lau Keong Ong)
CE, SPRING Singapore – (Attn: Mr Kenneth Lim)
President, FSMAS
Honorary Secretary, SPM