

# SINGAPORE CIVIL DEFENCE FORCE

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

Your Ref :

Date : 06 Mar 2012



HQ Singapore Civil Defence Force  
91 Ubi Avenue 4  
Singapore 408827  
Tel : 68481466  
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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,

## REGISTRATION FOR FSSD'S WALK-IN CONSULTATIONS ON WEDNESDAYS

Please be informed that with effect from 02 April 2012, registration for FSSD's walk-in consultations will only commence at 11 am on Wednesdays.

2. The operating hours of the HQ SCDF's Customer Service Counter (CSC) will remain unchanged as given in our previous circular dated 12 August 2011, except that customers who come for walk-in consultation on Wednesdays will be registered for such only from 11am onwards.

3. The CSC operating hours are therefore revised as follows:

### **Mondays – Thursdays**

- 8.30 am to 1.00 pm\*
  - 2.00 pm to 6.00 pm
- (Registration closes at 12.30 pm before lunch break & 5.30 pm before closing in the evening.  
On Wednesdays, registration for walk-in consultation services will commence at 11.00am.)

\* Lunch Hour: 1.00 pm to 2.00 pm

### **Fridays**

- 8.30 am to 1.00 pm\*
  - 2.00 pm to 5.30 pm
- (Registration closes at 12.30 pm before lunch break & 5.00 pm before closing in the evening)

\* Lunch Hour: 1.00 pm to 2.00 pm



**Public Holiday Eve (i.e. Christmas, New Year and Chinese New Year)**

Mondays – Thursdays

- 8.30 am to 1.00 pm  
(Registration closes at 12.30 pm)

Fridays

- 8.30 am to 12.30 pm  
(Registration closes at 12 noon)

**Closed on Saturdays, Sundays and Public Holidays.**

4. The later operating hour on Wednesdays is to enable our consultants to conduct weekly sharing sessions on issues brought up by QPs that may require clarifications e.g. ambiguous clauses in the Fire Code or application of the code requirements to peculiar situations. Through this exercise, we endeavour to arrive at a common understanding of these issues by our consultants so that we can issue consistent replies and better serve our customers.

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 any inquiry or clarification, please contact: Ms Jasmine Kwok at Tel: 68481728 or email: [kwok\\_lian\\_wah@scdf.gov.sg](mailto:kwok_lian_wah@scdf.gov.sg).

Yours faithfully,

(transmitted via e-mail)

Lim Boon Hsing  
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