

# SINGAPORE CIVIL DEFENCE FORCE FIRE SAFETY AND SHELTER DEPARTMENT

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Please quote our ref. no. in all future correspondences

Our Ref: CD/FSSD/12/01/03/04

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05 May 2009

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

## CHECKLISTS FOR SUBMISSIONS OF NEW AND ADDITION/ALTERATION FIRE SAFETY WORKS

It was brought to the attention of SCDF during the FSSD Standing Committee meeting in Nov 08 that some Qualified Persons did not show adequate details in their fire safety plans submitted to SCDF for approval. As a result, Registered Inspectors sometime have difficulty in conducting their checks due to the lack of information on the approved fire safety plans.

2. In view of the above, SCDF has devised two checklists for the necessary and useful details to be shown on the fire safety plans for submission to SCDF, for the ease of reference and checking by Qualified Persons.

3. 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>.

4. For any inquiry or clarification, please contact CPT Tan Chung Yee at tel. no. 68481410 or email address [Tan\\_Chung\\_Yee@scdf.gov.sg](mailto:Tan_Chung_Yee@scdf.gov.sg).

Yours faithfully,

(transmitted via e-mail)

Poon Keng Soon  
Secretary, FSSD Standing Committee  
for Commissioner  
Singapore Civil Defence Force



A PROUD MEMBER OF THE HOME TEAM



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 Tan Chiew Wan/Mr. Lau Keong Ong)

CE, SPRING Singapore – (Attn : Mr. Teo Nam Kuan)

## **FIRE SAFETY PLANS CHECKLIST**

### **SUBMISSION OF ADDITION/ALTERATION WORKS**

S/N	ITEMS		COMPLIANCE		
			Yes	No	NA
<b>LOCATION PLANS</b>					
1	The following items shall be clearly identified and shown in distinct colours:-				
*	a.	The coloured location of the lot relative to neighboring lots			
<b>FLOOR/ROOF PLANS</b>					
2	<b>The following shall be indicated clearly on floor/roof plans: -</b>				
	a.	<b>Indicate clearly waiver approved location and quote the waiver reference number</b>			
*	b.	<b>Indicate the locations of all existing and proposed fire lifts, fire lift lobbies and exit provisions.</b>			
*	c.	<b>Indicate the proposed or existing use of every part</b>			
	d.	<b>Indicate the floor area of each room</b>			
*	e.	Indicate the design occupant load and exit capacity for each affected storey.			
*	f.	Show details of all means of escape such as exit doors, corridors, passageways, aisles, gangways, balconies, lobbies, ramps, exit passageways, escape and fire fighting staircases and areas of refuge;			
	g.	Highlight the remotest points in relation to the exits and the travel distances			
	h.	Indicate all dead end corridors			
*	i.	Show the details of all new openings and voids penetrating floors including their usage, dimensions and the nature and arrangement of enclosing walls and barricades			
*	j.	Highlight all new compartment walls and state the fire resistance ratings of all elements of structure, fire doors, shutters, dampers and other fire safety measures			
	k.	Indicate all exit sign location			
*	l.	Indicate the locations of all areas designated for the storage of flammable liquids or gases, boiler rooms, transformer rooms and any other area of special risk			
*	m.	Indicate the types and extent of provision of fire detection and alarm systems and voice communications systems			
	n.	Indicate positions of wet/dry riser outlets & hydraulic hose reels			
*	o.	Indicate the new areas protected by various types of fire protection systems, e.g. sprinkler system, gaseous fire suppression system, auto/manual fire alarm system etc			
*	p.	Indicate the type and extent of provision of smoke control and ventilation systems and their related air or smoke shafts if existing provision is affected by the A&A works.			
*	q.	Shade all new conceal space (ceiling/raised floor) and indicate mode of fire protection for the space.			

S/N	ITEMS		COMPLIANCE		
			Yes	No	NA
<b>SECTION PLANS</b>					
3	The following shall be indicated clearly on section plans: -				
	a.	Show the depth of all new conceal space (ceiling/raised floor), including their dimensions			
*	b.	Show details of all new openings and voids penetrating floors including their dimensions, usage and height of enclosing walls and barricades			
*	c.	Indicate the dimensions of existing and new openings in external walls			
*	d.	Indicate the types of materials used in and the thickness of all new walls, floors, roofs, ceilings, beams and other related parts of the building;			
	e.	Highlight all new separating walls			

\* requirements stipulated in the Fire Safety Regulations

## FIRE SAFETY PLANS CHECKLIST

### SUBMISSION OF NEW ERECTION/EXTENSION

S/N	ITEMS		COMPLIANCE		
			Yes	No	NA
<b>LOCATION PLANS</b>					
1	The following items shall be clearly identified and shown in distinct colours :-				
*	a.	The coloured location of the lot relative to neighboring lots			
*	b.	The various roads constituting the access layout to the lot			
<b>SITE PLANS</b>					
2	The following items shall be clearly identified and shown in distinct colours :-				
*	a.	The means of access to the site and to the perimeter of each building for fire fighting vehicles and equipment			
*	b.	Distances between each building or fire safety works and the relevant lot boundaries, other proposed or existing buildings or installations on the site			
*	c.	The location of existing and proposed internal fire-hydrants on the site			
*	d.	Any other feature on or in the vicinity of the site which is likely to be a fire hazard or is likely to cause obstruction to fire fighting vehicles and equipment and rescue operations			
<b>FLOOR/ROOF PLANS</b>					
3	The following shall be indicated clearly on floor/roof plans: -				
	a.	<b>Indicate clearly waiver approved location and quote the waiver reference number</b>			
*	b.	<b>Indicate the locations of all existing and proposed fire lifts, fire lift lobbies, the Fire Command Centre, fire pumps, water tank rooms and generator rooms</b>			
*	c.	<b>Indicate the proposed or existing use of every part</b>			
	d.	<b>Indicate the floor area of each room</b>			
*	e.	Indicate the design occupant load and exit capacity for each storey and roof			
*	f.	Show details of all means of escape such as exit doors, corridors, passageways, aisles, gangways, balconies, lobbies, ramps, exit passageways, escape and fire fighting staircases and areas of refuge			
	g.	Highlight the remotest points in relation to the exits and the travel distances			
	h.	Indicate all dead end corridors			
*	i.	Show the details of all openings and voids penetrating floors including their usages, dimensions and the nature and arrangement of enclosing walls and barricades			
*	j.	Highlight all compartment walls and state the fire resistance ratings of all elements of structure, fire doors, shutters, dampers and other fire safety measures			
	k.	Indicate all exit sign locations			

S/N	ITEMS		COMPLIANCE		
			Yes	No	NA
*	l.	Indicate the locations of all areas designated for the storage of flammable liquids or gases, boiler rooms, transformer rooms and any other area of special risk			
*	m.	Indicate the types and extent of provision of fire detection and alarm systems and voice communications systems			
*	n.	Indicate the types and ratings of all proposed or existing portable fire extinguishers and their locations			
	o.	Indicate positions of breaching inlets, wet/dry riser outlets & hydraulic hose reels			
*	p.	Indicate the areas protected by various types of fire protection systems, e.g. sprinkler system, gaseous fire suppression system, auto/manual fire alarm system etc.			
*	q.	Indicate the type and extent of provision of smoke control and ventilation systems and their related air or smoke shafts			
	r.	Shade conceal space (ceiling/raised floor) and indicate mode of fire protection for the space			
<b>SECTION PLANS</b>					
4	The following shall be indicated clearly on section plans: -				
*	a.	Show the full height of each storey and the depth of ceiling space, including their dimensions			
*	b.	Show details of all openings and voids penetrating floors including their dimensions, usages and heights of enclosing walls and barricades			
*	c.	Show details of the junctions between the roof and any compartment walls			
*	d.	Indicate the dimensions of openings in external walls			
*	e.	Indicate the types of materials used in and the thickness of all walls, floors, roofs, ceilings, beams and other related parts of the building			
	f.	Highlight all separating walls			
*	g.	Indicate the clear distances of the external walls from the fire fighting vehicles and equipment access, lot boundary, adjacent buildings and other structures			
*	h.	Indicate the clear heights of all structures or projections directly above the access ways/access roads for fire fighting vehicles and equipment			
*	i.	Show enlarged details of curtain walling at the junction with the typical floor slab to show the provision of fire stopping or fire cavity barrier			
<b>ELEVATION PLANS</b>					
5	The following shall be indicated clearly on elevation plans: -				
	a.	Indicate all floor heights and habitable heights			
	b.	Indicate all opening sizes and materials used			

S/N	ITEMS		COMPLIANCE		
			Yes	No	NA
*	c.	Show the fireman access panels on the external walls and claddings			
*	d.	Indicate the clear distance of the external wall from the fire fighting vehicles and equipment access, lot boundary, adjacent buildings and other structure			
	e.	Indicate level of fire engine access road/ accessway			

\* requirements stipulated in the Fire Safety Regulations