



SCDF
The Life Saving Force
... for a safer Singapore

SINGAPORE CIVIL DEFENCE FORCE



Date: 3 January 2020

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

Registrar, Board of Architects
Registrar, Professional Engineers Board
President, Singapore Institute of Architects
President, Institution of Engineers, Singapore
President, Association of Consulting Engineers, Singapore

Dear Sir/Mdm,

APPOINTMENT SYSTEM FOR CONSULTATION WITH FSSD

This circular serves to encourage the industry to make appointment prior to their consultation sessions with FSSD, vis-à-vis the current walk-in consultations.

Reduce Waiting Time

2. By appointment, this will minimise waiting time for consultations with FSSD at HQ SCDF (Address: 91 Ubi Ave 4 Singapore 408827). Applicants can commence booking of appointment now, for consultation sessions from 13 Jan 2020 onwards.

Procedure for Making Consultation Appointment

3. Consultation appointments can be made via the SCDF General Enquiries Hotline at 1800 286 5555 during office hours. The applicant is required to provide contact details and any Fire Code clause/s related to his/her queries.

4. Consultation appointment time slots are available throughout the weekdays, on a first-come-first-serve basis:

- Monday, Tuesday and Thursday - 0900 to 1730 hrs;
- Wednesday - 1100 to 1730 hrs; and
- Friday - 0900 to 1700 hrs.



SCDF – A member of the Home Team

HQ SINGAPORE CIVIL DEFENCE FORCE, 91 UBI AVENUE 4, SINGAPORE 408827
TEL: 6848 1738 FAX: 6848 1489 EMAIL: Eugene_Phng@scdf.gov.sg

5. The applicant is free to select any available time slot for an appointment up to five working days in advance.
6. Walk-in consultation without appointment is still allowed. However, the applicant may expect longer waiting time before he/she is attended to, depending on the availability of a FSSD Consultant, as priority is given to those with appointment.
7. Please convey the contents of this circular to members of your Institution/Association/Board. This circular is also available in CORENET-e-Info: <http://www.corenet.gov.sg/einfo>.
8. For any inquiry or clarification, please contact LTC Eugene Phng at 68481738 or LTC Tan Chung Yee at 68481457.

Yours faithfully,

(transmitted via e-mail)

LTC Tan Chung Yee
Fire Safety & Shelter Department
for Commissioner
Singapore Civil Defence Force

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