

NATIONAL FIRE AND EMERGENCY PREPAREDNESS COUNCIL
4th COMMERCIAL FIRE SAFETY AWARD 2024
PARTICIPATION FORM



(Year of Assessment – Jan 2022 to Dec 2023)

<u>BUILDING INFORMATION:</u> * Shopping Centre / Office Building / Hotel / Hospital / Others	
<i>* (Please indicate category)</i>	
Name of Building/Premises:	
Address:	
Owner / Occupier / Management Corporation Strata Title No.:	
Name of FSM (*Mr / Ms / Mdm) : & Contact No:	
Appointment Date:	
Number of Storey/s: Number of Basement/s:	
No. of Storeys used as † :- - Shops: - Offices - F&B Outlets: - Guest Rooms: - Carpark: - Others (Please indicate):	
<small>† (Please indicate "NA" for items which are not applicable)</small>	

Please circle / highlight a “Yes”, “No”, or “N/A” (Not Applicable) for each S/No.

S/No	Description	Yes	No	N/A	Notice of Score	Score for 2022	Score for 2023
1	<u>Fire Safety Manager</u>						
1.1	Does the FSM supervise the maintenance of fire safety works in the premises? <i>(To show documentary evidence)</i> Example:- A. Coordination, testing and checking B. Follow-up actions C. Records, Log book & filings, etc.	Yes Yes Yes	No No No	N/A N/A N/A	A. Yes - 5 pts, No – 0 pt B. Yes - 3 pts, No – 0 pt C. Yes - 2 pts, No – 0 pt	/10	/10
1.2	Does the FSM conduct daily checks within the premises and remove any fire hazard that is found within the premises? <i>(To show documentary evidence)</i> Example:- A. Daily Checks? B. Follow-up with corrective actions?	Yes Yes	No No	N/A N/A	A. Yes – 5 pts, No – 0 pt B. Yes – 5 pts, No – 0 pt	/10	/10
1.3	Are fire safety guidebooks prepared for the occupants? <i>(proper bound booklet - lose papers not acceptable)</i> <i>(To show sample and distribution list)</i>	Yes	No	N/A	Yes – 10 pt No – 0 pt	/10	/10
1.4	Does the company take interest in the development of FSM by sending them to seminars or courses? <i>(To show documentary evidence)</i>	Yes	No	NA	> 2 activities – 10 pts 1 to 2 activities – 5 pts 0 activity – 0 pt	/10	/10
1.5	Turnover rate of Fire Safety Manager?	Yes	No	N/A	New building with FSM (<i>1 – 5 years</i>) – 10pts <i>OR</i> In service for more than or = 5 years – 10 pts Changes every year – 2 pts Without FSM – 0 pt	/10	/10
1.6	During periods when the FSM was on leave / unavailable, were arrangements made to cover for the FSM’s duties? <i>(To show documentary evidence)</i>	Yes	No	N/A	Yes – 10 pts No – 0 pt	/10	/10

2 Fire Safety Committee							
2.1	Is there a Fire Safety Committee?	Yes	No	N/A	Yes – 5 pts No – 0 pts	/5	/5
2.2	Fire Safety Committee’s involvement in fire safety activities and programmes during the year (2022/2023)? (conduct in-person or virtually) Example:- A. Public Education Programmes B. Fire Safety related activities	Yes Yes	No No	N/A N/A	A. Yes – 5 pts, No – 0 pt B. Yes – 5 pts, No – 0 pt	/10	/10
2.3	Frequency of meetings?	No of meetings conducted in 2022/2023: _____			Conducted at least 4 meetings – 10 pts Conducted 2 to 3 meetings – 5 pts Conducted <= 1 meeting – 0 pt	/10	/10
3 FSM Annual Report							
3.1	Has the Report (for Year 2022/2023) been submitted to the owner of the premises? (Details provided in the report) Example:- - Building information - Types of training conducted - Fire safety activities conducted - Table-top exercise - Fire evacuation drill report - Arson Prevention Plan - Schedule of future fire safety activities - Matters arising from previous action and remedial action taken - Actions by building owner, etc.	Yes	No	N/A	Yes (with complete information) – 20 pts Yes (with incomplete information) – 10 pts No – 0 pt	/20	/20
3.2	Does your organisation conduct in-house training programs for: (conduct in-person or virtually) a) Staff? b) Occupants? (Training must be related to Fire Safety, Fire Fighting or First Aid)	Yes Yes	No No	N/A N/A	Yes – a) 5 pts b) 5 pts No – 0 pt	/10	/10
3.3	Has your organisation conducted any Fire Safety Activities (conduct in-person or virtually) during the year (2022/2023)? Example:- - Exhibitions / Campaigns / Contest	Yes	No	N/A	4 activities or more – 10 pts 2 to 3 activities – 5 pts Less than 2 activities – 0 pt	/10	/10

	<p>/ Virtual fire safety briefings / virtual evacuation exercises</p> <ul style="list-style-type: none"> - Other activities, which will develop and maintain the interest of the occupants in establishing fire environment, etc. 							
3.4	<p>Is there a schedule of fire safety programs to be conducted in the year (2022/2023)?</p> <p>Example:-</p> <ul style="list-style-type: none"> - In-house Training - External Courses / Seminars / Briefings 	Yes	No	N/A	<p>Yes – 5 pts</p> <p>No – 0 pts</p>		/5	/5
3.5	<p>Any improvements made to the operational capabilities related to Fire Safety?</p> <p>Examples:-</p> <ul style="list-style-type: none"> - CCTV at critical installations - Breathing apparatus for fire-fighting team - Firefighting suit - Upgrading of fire safety systems / installations 	Yes	No	N/A	<p>4 items or more – 10 pts</p> <p>2 to 3 items – 5 pts</p> <p>Less than 2 items – 0 pt</p>		/10	/10
4	Fire Evacuation Drill							
4.1	<p>Has your organisation conducted at least 2 fire evacuation drills for the year? (2022/2023)</p> <p><i>(Table-top exercise can be accepted in lieu of physical drill)</i></p> <p><i>(To show documentary proof)</i></p>	Yes	No	N/A	<p>Conducted ≥ 2 fire drills – 20 pts</p> <p>Conducted 1 fire drill – 10 pt</p> <p>Conducted 0 fire drill – 0 pt</p>		/20	/20
4.2	<p>Are the reports for the fire evacuation drills available?</p> <p><i>(To show documentary evidence)</i></p> <p>Contents of the report</p> <ul style="list-style-type: none"> - Simulated fire scenario - Management response - Evacuation procedures - Occupant participation - Evacuation time - Fire Safety committees' comments - Conclusion (Comparing previous drills) - Evacuation drill status record - Evacuation drill record sheet - List of tenants of occupants not participating 	Yes	No	N/A	<p>Yes – 20 pts (2 pts for each content)</p> <p>No – 0 pt</p>		/20	/20
4.3	<p>What is the percentage of participation?</p>	%			<p>Above 75% - 10 pts</p> <p>50% - 75% - 5 pts</p>		/10	/10

					Below 50% - 0 pt		
5	Table-Top Exercise						
5.1	Has your organisation conducted at least 2 table-top exercises for the year? (2022/2023) <i>(virtual TTXs can be accepted in-lieu of physical)</i> <i>(To show documentary proof)</i>	Yes	No	N/A	Yes, and chaired by a Senior Management Staff – 20 pts Yes, but not chaired by a Senior Management Staff – 10 pts 1 or none – 0 pt	/20	/20
5.2	Are the reports for the table-top exercises available? Contents of the report A. List of Fire Safety Committee & persons involved B. Emergency Scenarios C. Identification of Anticipated Problems D. Briefing reports & General Instruction file E. Emergency response procedures F. Debrief report G. Lessons learnt & recommendations	Yes	No	N/A	A. 2 pts B. 2 pts C. 1 pt D. 1 pt E. 1 pt F. 1 pt G. 2 pts	/10	/10
6	Arson Prevention Plan (APP)						
6.1	Has the APP been compiled in the FSM annual report?	Yes	No	N/A	Yes – 10 pts No – 0 pt	/10	/10
6.2	Are the following areas covered in the APP? Contents of the report A. Arson Risk Assessment B. Fire Safety Management Procedures C. Risk Reduction Measures D. Implementation	Yes	No	N/A	A. 2 pts B. 2 pts C. 2 pts D. 4 pts	/10	/10
7	Emergency Response Plan (ERP)						
7.1	Is the ERP prepared? Contents of the report - Objective - Action to be taken in event of an outbreak of fire - Action to be taken if fire occurs inside office hours - Duties & Responsibilities of key personnel - List of Fire Safety Committee - Site Plan of Assembly area/point - Typical Floor plan - Evacuation drill record sheet - Standard announcements / Floor register - Building Evacuation status chart	Yes	No	N/A	Comprehensive coverage – 20 pts Partial – 10 pts Not done – 0 pt	/20	/20
7.2	Is the ERP still <u>valid</u> ?					/5	/5

	(Show documentary evidence) Valid – ERP still applicable and updated according to existing fire safety work.	Yes	No	N/A	Yes – 5 pts No – 0 pt		
7.3	Is a copy of the ERP available on the FCC?	Yes	No	N/A	Yes – 5 pts No – 0 pt	/5	/5
8	<u>Awareness of Fire Safety Knowledge of Staff & Management</u>						
8.1	Awareness of staff / management / occupants on fire safety issues. Questions that may be asked: - Existence of fire hazards in building - Evacuation procedures, etc. - Fire safety activities conducted - Fire Safety Manager / Fire Safety Committee	To randomly ask 5 questions			2 pts per question answered correctly. Max 10 pts		/10
9	<u>Fire Certificate (FC)</u>						
9.1	Does the premises have a valid Fire Certificate (In compliance with Sec 20 of the Fire Safety Act)?	Yes	No	N/A	Yes – 10 pts No – 0 pt	/10	/10
9.2	Did the premises apply for Fire Certificate at least 2 months before its expiry (In accordance to Regs 25 (2) of the Fire Safety Act (Building and Pipeline Fire Safety))?	Yes	No	NA	Yes – 20 Pts No – 5 points if application was submitted at least 1.5 months ahead. Otherwise, 0 pt.	/20	/20
9.3	Was the Fire Certificate (<i>with SCDF inspection</i>) for the premises obtained on the 1 st attempt?	Yes	No	N/A	1 st attempt – 10 pts 2 nd attempt – 5 pts >2 attempts – 0 pt	/10	/10
10	<u>On-site Inspection – Protection System</u>						
10.1	Main and sub fire alarm panel. Any faults? - zone isolated, - fault appeared, - panel indicated battery is low, - panel red in colour, - zone diagram not updated.	Yes	No	N/A	If all in order – 5 pts If faults detected – 1 demerit pt for each fault		/5
10.2	Hose reel, Any faults? - not able to operate, - throw of water less than 6m, - nozzle missing, - water leakage, - illegal storage, - no label for cabinet	Yes	No	N/A	If all in order – 5 pts If faults detected – 1 demerit pt for each fault		/5
10.3	Are the FSMs & Facilities Management in charge of maintenance	Yes	No	N/A	Yes – 5 points for FSM and 5 points for owner/mgt		/10

	aware that they must obtain fire extinguisher servicing from a list of approved workshops which are accredited by Certification Body i.e. TUV SUD				No – 0 Pt	
10.4	Fire Extinguisher. Any faults? <ul style="list-style-type: none"> - not serviced (service labels must bear a control tag and serviced by an authorised workshop) - not certified (must bear the product listing scheme serial label) - not mounted i.e. on floor, - not the correct type of FX used - obstructed 	Yes	No	N/A	If all in order – 5 pts If faults detected – 1 demerit pt for each fault	/5
10.5	Standby Generator room. Any faults? <ul style="list-style-type: none"> - not in operational condition, - illegal storage, - room not labelled 	Yes	No	N/A	If all in order – 5 pts If faults detected – 2 demerit pt for each fault	/5
10.6	Exit sign and emergency lighting. Any faults? <ul style="list-style-type: none"> - not in operational condition - obstructed - inconsistency in colour of exit sign 	Yes	No	N/A	If all in order – 5 pts If faults detected – 2 demerit pt for each fault	/5
10.7	Mechanical Ventilation for smoke stop lobby. Any faults? <ul style="list-style-type: none"> - not in operational condition, - inlet or outlet grille obstructed - illegal storage 	Yes	No	N/A	If all in order – 5 pts If faults detected – 2 demerit pt for each fault	/5
10.8	Mechanical Ventilation for exit staircase (Pressurisation system). Any faults? <ul style="list-style-type: none"> - not in operational condition (see control panel) - outlet grille damaged - illegal storage in fan room 	Yes	No	N/A	If all in order – 5 pts If faults detected – 2 demerit pt for each fault	/5
10.9	Dry riser system. Any faults? <ul style="list-style-type: none"> - not in operational condition - breeching inlet not labeled - landing valve not labeled - illegal storage inside riser duct 	Yes	No	N/A	If all in order – 5 pts If faults detected – 2 demerit pt for each fault	/5
10.10	Wet riser system. Any faults? <ul style="list-style-type: none"> - not in operational condition - one pump isolated - breeching inlet not labeled - landing valve not labeled - illegal storage in pump room or riser duct 	Yes	No	N/A	If all in order – 5 pts If faults detected – 2 demerit pt for each fault	/5
10.11	Sprinkler system. Any faults?	Yes	No	N/A	If all in order – 5 pts	/5

	<ul style="list-style-type: none"> - not in operational condition - one pump isolated - breaching inlet not labeled - control valve not labeled & strapped open position - control valve without strapped & padlocked - illegal storage in pump room 				If faults detected – 2 demerit pt for each fault	
10.12	Fire Lift. Any faults? <ul style="list-style-type: none"> - not in Operational condition - car bell faulty - communication set faulty - car lighting faulty - motor room illegal storage - Notice “In Case of Fire, Do Not Use Lift” is missing. 	Yes	No	N/A	If all in order – 5 pts If faults detected – 2 demerit pt for each fault	/5
11	General Fire Safety Housekeeping					
11.1	Any faults at the Exit passageway and staircases? <ul style="list-style-type: none"> - obstruction to exit route e.g. passageway, corridors, obstruction to exit staircases. - obstruction that impedes means of escape such as the installation (if any) of safe entry turnstiles, barricades etc. (Such turnstiles, barricades will have to be identified by the premises and measures to remove the impediment to means of escape should be made known to security officers or FSMs to follow and take actions, in event of an emergency). - locking of exits e.g. locking or chaining up of exits - combustible finishes detected within exit staircase, - illegal storage 	Yes	No	N/A	If all in order – 5 pts If faults detected – 2 demerit pt for each fault (eg 2 places of illegal storage = 4 pts)	/5
11.2	Any faults with the Exit doors? <ul style="list-style-type: none"> - self-door closer missing - padlock provided - door wedged open 	Yes	No	N/A	If all in order – 5 pts If faults detected – 2 demerit pt for each fault (eg 3 fire door wedged open = 6 pts)	/5
11.3	Any faults at the Fire Command Centre (FCC)? <ul style="list-style-type: none"> - any system isolated/fault voice comm. system/PA system, - illegal storage, - Decam isolated 	Yes	No	N/A	If all in order – 5 pts If faults detected – 1 demerit pt for each fault	/5

11.4	Any improvement made to fire safety protection systems? <i>(Over and above basic fire requirement) such as Sprinkler, FCC, Voice Comm, fire retardant material, etc.</i>	Yes	No	N/A	Yes – 10 pts No – 0 pt		/10
11.5	Were there any fire incidents in the premises during the year (2022/2023)?	Yes	No	N/A	If no – 20 pts If yes – 10 demerit pts for major and 5 demerit pts for minor	/20	/20
11.6	Did SCDF take any enforcement action against the premises during the year (2022/2023)? <i>(Please specify type of offence if Yes, and indicate if it is a court-case offence)</i>	Yes	No	N/A	If no – 20 pts Issued 1 FHAN – 10 pts Issued >1 FHAN and/or NOO – 0 pts	/20	/20
11.7	Are there exposed electrical wirings / overloaded electrical points?	Yes	No	N/A	If all in order – 10 pts If fault detected – 2 demerit points for each fault.		/10
11.8	Any unauthorised addition / alteration works? - Setting up of tentages without SCDF’s approval - Erection of partition walls without SCDF approval	Yes	No	N/A	If all in order – 10 pts If fault detected – 2 demerit points for each fault.		/10
11.9	Any unauthorized storage of flammable materials? - LPG, diesel etc.	Yes	No	N/A	If all in order – 10 pts If fault detected – 2 demerit points for each fault.		/10

+ In addition to the demerit points for 11.6, the judging committee reserves the right to review any offences committed (which may include 2024 offences) and if it is a court case or egregious offence, the premises may be disqualified.

12	CERT & Emergency Preparedness (Bonus Points)				Score for 2022	Score for 2023
12.1	Does the organisation’s Company Emergency Response Team (CERT) meet the National CERT Standards?	Yes	No	If no – 0 pt If yes – 5 pts	/5	/5
12.2	Does the organisation have an In-Place Protection (IPP) plan? <i>(To show documentary evidence)</i>	Yes	No	If no – 0 pt If yes – 5 pts	/5	/5
12.3	Were any IPP drills conducted during the year of assessment?	Yes	No	If no – 0 pt If yes – 5 pts	/5	/5
12.4	Are there any trained CPR and First Aiders?	Yes	No	If no – 0 pt If yes – Less than 10 – 2 pts More than 10 – 5 pts		/5
12.5	Are First Aid Box available within the premises?	Yes	No	If no – 0 pt If yes – 5 pts		/5

12.6	Are Automated External Defibrillators (AED) available within the premises?	Yes	No	If no – 0 pt If yes – 5 pts	/5
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13	Community First Responders (Bonus Points)			Score for 2022	Score for 2023
13.1	Are the building occupants (e.g. managers / staff / tenants) registered as Community First Responders via SCDF’s myResponder app? <i>(Registered myResponder app users are considered as Community First Responders)</i>	Total no. of occupants (A): No. of registered CFRs (B): (B/A)%: _____	Above 75% - 5 pts 50% to 75% - 2 pts Below 50% - 0 pt		/5
13.2	Any building occupants (e.g. managers / staff / tenants) who were awarded with SCDF’s Community First Responder Award (CFRA) / Community Lifesaver Award (CLA) in 2022 / 2023?	Yes	No	If no – 0 pt If yes – 1 – 2 pts More than 3 – 5 pts	/5

I hereby declare, to the best of my knowledge, that all particulars given in this participation form are true and correct.

Name and Designation

Signature and Date

Endorsed by :
(CEO or equivalent)

Name and Designation

Signature and Date

Company Name :

1st Person to contact for site audit (Name):

Tel: Fax: Hp: email:

2nd Person to contact for site audit (Name):

Tel: Fax: Hp: email:

The completed form is to be sent to:

The Secretariat - Commercial Premises Committee
National Fire and Civil Emergency Preparedness Council

Central Fire Station
62 Hill Street
Singapore 179367

Alternatively, you may correspond via email: secretariat.nfec@gmail.com

The softcopy of the participation form can be found in the NFEC website <http://www.nfec.org.sg>.

The deadline for submission is 5 July 2024 (Friday).

Note: ALL necessary documentations and records have to be produced during the audit.