

FIRE SAFETY ACT
(CHAPTER 109A, SECTION 61(1))

FIRE SAFETY (FIRE SAFETY MANAGERS) REGULATIONS

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[8th April 1994]

PART I
PRELIMINARY

Citation

1. These Regulations may be cited as the Fire Safety (Fire Safety Managers) Regulations.

Definitions

2. In these Regulations, unless the context otherwise requires —

“Arson Prevention Plan” and “Emergency Response Plan” have the same meanings, respectively, as in regulation 2 of the Fire Safety (Emergency Response Plan) Regulations (Rg 4);

[S 542/2013 wef 01/09/2013]

[Deleted by S 542/2013 wef 01/09/2013]

“Fire Command Centre” means a room within any premises which is specifically designated for the purpose of command and control of operations in the event of fire or other related emergencies and fitted with the necessary equipment;

[S 542/2013 wef 01/09/2013]

“fire risk assessment” means an assessment carried out to identify the fire hazards in a building and to determine the appropriate measures to minimise or eliminate such fire hazards;

[S 407/2015 wef 01/07/2015]

[Deleted by S 542/2013 wef 01/09/2013]

“Fire Safety Committee” means the Fire Safety Committee formed under regulation 3(c) of the Fire Safety (Emergency Response Plan) Regulations (Rg 4);

[S 542/2013 wef 01/09/2013]

“fire safety guidebook” includes brochures, leaflets and any document containing information on fire safety measures and the correct procedures to be adopted in the event of fire;

“occupant load”, in relation to a building, means the total number of persons that may occupy a building;

“operations and maintenance manual”, in relation to any specified complex premises, has the same meaning as in the Fire Safety (Building and Pipeline Fire Safety) Regulations (Rg 1);

[S 407/2015 wef 01/07/2015]

“Programme” means the Continuing Professional Development Programme;

“specified complex premises” means any premises or class of premises specified in paragraph 3A(2)(a) or (b) of the Fire Safety (Premises Requiring Fire Safety Manager and Company Emergency Response Team) Notification 2013 (G.N. No. S 537/2013);

[S 407/2015 wef 01/07/2015]

“specified non-complex premises” means any premises or class of premises specified in paragraph 3(a) or (b) of the Fire Safety (Premises Requiring Fire Safety Manager and Company Emergency Response Team) Notification 2013, not being specified complex premises;

[S 407/2015 wef 01/07/2015]

“specified premises” means any specified complex premises or specified non-complex premises;

[S 407/2015 wef 01/07/2015]

“Table-Top Exercises” means the planning exercises conducted by the Fire Safety Committee on the possible emergency scenarios which may occur in —

- (a) the premises which are the subject of an Arson Prevention Plan; or
- (b) the premises or class of premises designated by the Minister under section 21(1) of the Act which are the subject of an Emergency Response Plan;

[S 542/2013 wef 01/09/2013]

“training cycle” means a period of 3 years commencing on 1st January 2008 (referred to hereinafter as the first training cycle) and each consecutive 3-year period after the first training cycle.

PART II

DUTIES OF OWNER OR OCCUPIER OF SPECIFIED PREMISES

Duties of owner or occupier of specified premises

3. The owner or occupier of specified premises shall —

- (a) within 90 days from the time the premises are specified or fall within the class of premises specified as —
 - (i) specified non-complex premises, appoint a fire safety manager certified under regulation 10(5) or (5A) for the premises; or
 - (ii) specified complex premises, appoint a fire safety manager certified under regulation 10(5A) for the premises;

[S 407/2015 wef 01/07/2015]

- (b) provide the fire safety manager appointed by him with such facilities, equipment and information as are necessary to enable the fire safety manager to discharge his duties effectively and efficiently;
- (c) permit the fire safety manager to attend such courses of instruction and receive such training relating to the work of the fire safety manager as may be required by the Commissioner;

- (d) reimburse the fire safety manager for all expenses incurred by him in attending such courses or training;
- (e) not make any deduction from the remuneration of the fire safety manager for being absent from work for the purposes of attending such courses or training;
- (f) within 14 days of the termination of appointment of his fire safety manager appoint another person to be his fire safety manager; and
- (g) within 14 days of the appointment or termination of appointment of any fire safety manager notify the Commissioner in writing of such fact.

Submission of report to Commissioner

4. The Commissioner may at any time by notice in writing require the owner or occupier of any specified premises to forward 2 copies of the fire safety report submitted by his fire safety manager under regulation 8(1) to him.

Owner or occupier to ensure compliance by fire safety manager

5. It shall be the duty of the owner or occupier of any specified premises to ensure that the fire safety manager appointed under regulation 3(a) and any person appointed to act as fire safety manager under regulation 6 carry out the duties prescribed for fire safety managers under regulations 7 and 8.

Duty of occupier or owner to appoint another person to act in absence of fire safety manager

6. If the fire safety manager is unable to perform his duties under the Act or these Regulations, it shall be the duty of the owner or occupier of the specified premises to appoint another person to act as the fire safety manager in his absence.

PART III

DUTIES OF
FIRE SAFETY MANAGERS**General duties of fire safety manager**

7.—(1) It shall be the duty of a fire safety manager appointed for any specified premises to assist the owner or occupier of the premises to —

- (a) ensure at all times that fire safety requirements contained in the Emergency Response Plan are complied with;

[S 542/2013 wef 01/09/2013]

- (b) supervise the maintenance of all fire safety works in the premises;

- (c) ensure at all times that the occupant load of any part of any building does not exceed the capacity prescribed under the Fire Code;

- (d) conduct daily checks within the premises and remove or cause to be removed any fire hazard that is found within the premises;

- (e) prepare and execute the Emergency Response Plan for the premises and distribute the Emergency Response Plan to the occupants of the premises;

[S 542/2013 wef 01/09/2013]

- (ea) conduct fire drills for the occupants of the premises at least twice in every calendar year or on such occasion as may be directed by the Commissioner;

[S 542/2013 wef 01/09/2013]

[S 407/2015 wef 01/07/2015]

- (f) ensure that all occupants are familiar with the means of escape located within the premises;

- (g) prepare fire safety guidebooks for the occupants of the premises;

- (ga) train, co-ordinate and supervise the Company Emergency Response Team for the premises in first-aid, fire-fighting

and evacuation in the event of fire or other related emergencies;

[S 542/2013 wef 01/09/2013]

- (h) train the occupants in the premises in first aid, fire fighting and evacuation in the event of fire or other related emergencies;

[S 542/2013 wef 01/09/2013]

- (i) co-ordinate and supervise the occupants within the premises in fire fighting and in evacuation in the event of fire or other related emergencies;

[S 542/2013 wef 01/09/2013]

- (j) supervise the operation of the Fire Command Centre in the event of fire or other related emergencies;

[S 542/2013 wef 01/09/2013]

- (k) conduct at least 2 Table-Top Exercises within the premises each year and to evaluate, together with the Fire Safety Committee, the effectiveness of the Arson Prevention Plan and the Emergency Response Plan for those premises;

[S 542/2013 wef 01/09/2013]

- (l) prepare and implement the Arson Prevention Plan for the premises;

- (m) notify the Commissioner immediately upon the occurrence of any fire incident in the premises;

- (n) organise campaigns, training courses, competitions, contests and other activities which will develop and maintain the interest of the occupants within the premises in establishing a fire safe environment; and

- (o) carry out such other duties as the Commissioner may require.

[S 407/2015 wef 01/07/2015]

(2) In addition to the duties under paragraph (1), it is the duty of a fire safety manager appointed for any specified complex premises to assist the owner or occupier of the premises —

- (a) to carry out a fire risk assessment of the premises —
 - (i) at least once in every 3 years;
 - (ii) whenever the fire safety manager becomes aware of any change in work processes or work activities at the premises which is likely to increase the fire risk at the premises; and
 - (iii) whenever the Commissioner directs a fire risk assessment to be carried out; and
- (b) to perform checks to ensure that any fire safety works using alternative solutions meet the requirements set out in the operations and maintenance manual, if any.

[S 407/2015 wef 01/07/2015]

Fire safety report

8.—(1) Every fire safety manager shall in the month of December of each year prepare and submit to the owner or occupier of the specified premises by whom he is appointed a report in such form as the Commissioner may require.

(2) Without prejudice to paragraph (1), the report referred to in paragraph (1) shall contain the following particulars:

- (a) the measures, if any, taken by him to train the occupants in fire fighting skills and to maintain their interest in establishing a fire safe environment within the last 12 months and the particulars of the activities which were conducted for the occupants for the last 12 months;
- (b) his recommendations on how the structure and the layout of the specified premises with regard to the fire safety of its occupants could be improved;
- (c) the number of fire evacuation drills conducted within the specified premises over the last 12 months and the effectiveness of such drills;
- (d) the measures, if any, taken to ensure the fire safety of the persons within the specified premises;

(e) a list of activities relating to fire safety scheduled for the next 12 months;

(f) the number of Table-Top Exercises conducted within the premises over the preceding 12 months and the effectiveness of the Arson Prevention Plan and the Emergency Response Plan for those premises;

[S 542/2013 wef 01/09/2013]

(g) the status of the implementation of the Arson Prevention Plan for those premises;

(h) any matter arising from the previous report;

[S 407/2015 wef 01/07/2015]

(ha) in the case of specified complex premises, when the fire risk assessment and checks of the premises were last carried out for the purposes of regulation 7(2);

[S 407/2015 wef 01/07/2015]

(i) such other information as the Commissioner may require.

(3) The owner or occupier of the specified premises to whom the report is submitted under paragraph (1) shall, not later than one month after the receipt of the fire safety report, discuss the report with the fire safety manager and take such action or measures as the owner or occupier thinks fit.

PART IV

QUALIFICATIONS OF FIRE SAFETY MANAGERS

Appointment of fire safety managers

9. The owner or occupier of specified premises must not appoint any person as a fire safety manager for his premises without first obtaining proof that the person is certified by the Commissioner —

(a) under regulation 10(5) or (5A), if the premises are specified non-complex premises; or

- (b) under regulation 10(5A), if the premises are specified complex premises.

[S 407/2015 wef 01/07/2015]

Certification of fire safety managers by Commissioner

10.—(1) No person may carry out any duty of a fire safety manager —

- (a) for specified non-complex premises, unless that person is certified by the Commissioner under paragraph (5) or (5A); or
- (b) for specified complex premises, unless that person is certified by the Commissioner under paragraph (5A).

[S 407/2015 wef 01/07/2015]

(2) Any certification as a fire safety manager shall only be valid for the duration of such training cycle as may be specified in the certification.

(3) An application to be certified as a fire safety manager must be —

- (a) made to the Commissioner in such form and manner as the Commissioner may determine; and
- (b) accompanied by such documentary evidence of the applicant's qualifications or experience as a fire safety manager as the Commissioner may require.

[S 407/2015 wef 01/07/2015]

(4) *[Deleted by S 407/2015 wef 01/07/2015]*

(5) The Commissioner may, with or without conditions, certify a person as a fire safety manager for specified non-complex premises upon an application under paragraph (3) if that person —

- (a) holds such qualification in fire safety which in the opinion of the Commissioner is adequate to enable him to carry out his duties as a fire safety manager for specified non-complex premises; and

[S 407/2015 wef 01/07/2015]

- (b) is, in the opinion of the Commissioner, a fit and proper person to be appointed as a fire safety manager for specified non-complex premises.

[S 407/2015 wef 01/07/2015]

(5A) The Commissioner may, with or without conditions, certify a person as a fire safety manager for specified complex premises (commonly known as a senior fire safety manager) upon an application under paragraph (3) if that person —

- (a) has at least 3 years of working experience as a fire safety manager appointed for specified non-complex premises;
- (b) holds such qualification in fire safety which in the opinion of the Commissioner is adequate to enable that person to carry out his duties as a fire safety manager for specified complex premises; and
- (c) is, in the opinion of the Commissioner, a fit and proper person to be appointed as a fire safety manager for specified complex premises.

[S 407/2015 wef 01/07/2015]

(6) Subject to paragraph (7), a certified fire safety manager may not continue to be certified as a fire safety manager for any subsequent training cycle unless he has, during the training cycle immediately preceding, obtained the requisite minimum number of points as may be determined by the Commissioner under regulation 11(1).

(7) The Commissioner may, upon application by a fire safety manager who has failed to accumulate the requisite minimum number of points as required by paragraph (6), certify him as a fire safety manager for the next training cycle if he gives an undertaking that he will make up for the shortfall in the requisite minimum number of points within such time in that training cycle as the Commissioner may specify.

(8) The Commissioner may revoke the certification of any person who fails to make up for the shortfall in the requisite minimum number of points within such time as may be specified by the Commissioner under paragraph (7).

(9) Any such number of points obtained by the person under paragraph (7) to make up a shortfall in one training cycle shall be disregarded for the purposes of computing the requisite minimum number of points which he is required to obtain under paragraph (6) for certification as a fire safety manager for the next training cycle.

(10) Notwithstanding paragraphs (6) and (7), the Commissioner may, in such special circumstances as he may determine, certify a person to act as a fire safety manager even though the person has failed to obtain the requisite minimum number of points as required by paragraph (6).

Continuing Professional Development Programme

11.—(1) A fire safety manager who is certified under regulation 10 shall be required to participate in the Programme and obtain such requisite minimum number of points during each training cycle as the Commissioner may determine.

(2) The Programme shall consist of such courses as are approved by the Commissioner.

(3) The Commissioner shall specify the number of points which a fire safety manager can earn for successfully completing any approved course.

(4) The Commissioner may, on application by any fire safety manager, approve any other course to be included in the Programme.

(5) Where —

(a) a person is certified as a fire safety manager for any training cycle for the first time; and

(b) he applies under regulation 10(3) to continue to be certified as a fire safety manager for the next training cycle immediately following that training cycle,

[S 407/2015 wef 01/07/2015]

then for the purpose of computing the requisite minimum number of points that he has to obtain during the training cycle for which he is first certified, the Commissioner may compute, on a pro-rata basis, the requisite minimum number of points having regard to the date the person is first certified.

(6) The Commissioner may differentiate between fire safety managers certified under regulation 10(5) and (5A) in respect of —

- (a) the requisite minimum number of points required for the purpose of paragraph (1); and
- (b) the courses approved under paragraph (2) or (4).

[S 407/2015 wef 01/07/2015]

Training courses for fire safety manager

12.—(1) The Commissioner may require a fire safety manager appointed under these Regulations to attend such courses of instruction or receive such training relevant to the work of a fire safety manager as the Commissioner may determine.

(2) This regulation shall not apply to any person appointed to act in the absence of a fire safety manager under regulation 6.

Person not to be appointed or act as fire safety manager for more than one building

13. Except with the prior approval of the Commissioner in writing, no person shall be appointed or act as a fire safety manager for more than one building.

Power to remove fire safety managers

14. If the Commissioner is satisfied that any person is no longer fit to act as a fire safety manager for any specified premises, the Commissioner may by order —

- (a) direct that person to cease acting as a fire safety manager for the specified premises; and
- (b) require the owner or occupier of the specified premises to appoint another person as a fire safety manager for the specified premises.

[S 407/2015 wef 01/07/2015]

Penalty

15. Any person who contravenes any provision of these Regulations shall be guilty of an offence and shall be liable on

conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 6 months or to both.

[G.N. Nos. S 167/94; S 154/2007; S 155/2007]

LEGISLATIVE HISTORY
FIRE SAFETY (FIRE SAFETY MANAGERS) REGULATIONS
(CHAPTER 109A, RG 3)

This Legislative History is provided for the convenience of users of the Fire Safety (Fire Safety Managers) Regulations. It is not part of these Regulations.

1. G.N. No. S 167/1994 — Fire Safety (Fire Safety Managers) Regulations 1994

Date of commencement : 8 April 1994

2. 1995 Revised Edition — Fire Safety (Fire Safety Managers) Regulations

Date of operation : 1 April 1995

3. G. N. No. S 154/2007 — Fire Safety (Fire Safety Managers) (Amendment) Regulations 2007

Date of commencement : 13 April 2007

4. G. N. No. S 155/2007 — Fire Safety (Fire Safety Managers) (Amendment No. 2) Regulations 2007

Date of commencement : 1 January 2008

5. 2008 Revised Edition — Fire Safety (Fire Safety Managers) Regulations

Date of operation : 2 June 2008

6. G.N. No. S 542/2013 — Fire Safety (Fire Safety Managers) (Amendment) Regulations 2013

Date of commencement : 1 September 2013

7. G.N. No. S 407/2015 — Fire Safety (Fire Safety Managers) (Amendment) Regulations 2015

Date of commencement : 1 July 2015