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To: Tenants and leasees

**Safety Bulletin Issue 4 – FY 2017 : Unapproved Minor Addition/ Alteration Works**

1. Please refer to the attached Safety Bulletin Issue 4.
2. We would like to urge all tenants and leases to comply with Fire Safety Act for your premises. Tenants and leasees may be sanctioned under Jurong Port's Demerit Point Scheme (DPS) if non compliances are found during the Arson Prevention Inspection at your premises.
3. Kindly also disseminate the said information.

Thank you.

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For updates on safety-related news and information, please visit [www.wshc.sg](http://www.wshc.sg)

## Fire Safety

### Unapproved Minor Addition/ Alteration Works

JP's Workplace, Safety & Health (WSH) department have conducted several Arson Prevention Inspections at various locations such as tenanted warehouses, offices and leased areas. For the 2<sup>nd</sup> Quarter of WY17, more focus was given to the above said matter. Common findings so far are as per below.

#### Unapproved Minor Addition/ Alteration works (Erected partitions)



### What are 'Minor Addition/ Alteration Works'?

Minor Addition/ Alteration Works or also known as 'Minor A & A works' refers to the erection or deletion of internal partitions (including alteration to fire protection system). The erection of internal partitions should only involve materials of lightweight non-combustible construction and must not affect the fire compartmentation and means of escape provisions, or pose additional fire hazard to the building.

### Corrective Actions

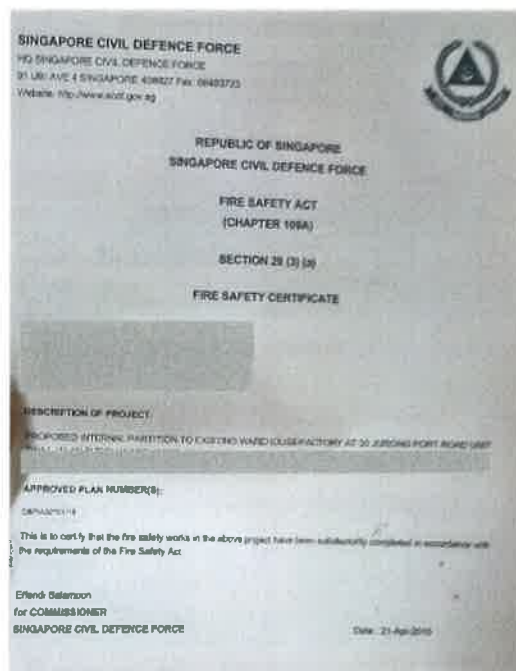
Such works are to be carried out in a proper procedure by Qualified Professionals (QP) before such structure is deemed approved for use. Submission of plans can be done by the following QPs:

- Registered architect; or <http://www.boa.gov.sg/register.html>;
- Professional Engineer (Civil); or [https://www.peb.gov.sg/pe\\_general\\_pe.aspx](https://www.peb.gov.sg/pe_general_pe.aspx)
- Professional Engineer (Structure); or
- Professional Engineer (Mechanical); or
- Professional Engineer (Electrical).

Do refer to the following URL for more details:

[https://www.scdf.gov.sg/content/scdf\\_internet/en/building-professionals/fire-safety-plan-approval/minor-addition-alteration.html](https://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/fire-safety-plan-approval/minor-addition-alteration.html)

Upon approval, a Fire Safety Certificate will be issued by SCDF for retention.



**Fig 1: Fire Safety Certificate issued upon approval**

WSH department urges all tenants and leasees to comply and take immediate corrective action(s) if your workplace has any of the above fire safety infringements. Tenants and leasees may be sanctioned under JP's Demerit Point Scheme (DPS) if non-compliances are found during the Arson Prevention Inspection at your premises.