REGISTERED INSPECTORS SCHEME

REGISTERED INSPECTOR QUALIFYING INTERVIEW EXERCISE 2019

APPLICATION FORM

Closing Date: 30 Nov 2017

Update as on 1 Nov 2018
Instructions to applicants:

1. The application form consists of 7 pages and a sample of a letter of reference.

2. The applicant is to submit the duly completed application form together with a copy of following documents:
   a. Degree qualification
   b. Certificate of Registration issued by the Board of Architects / Professional Engineers Board.
   c. Birth Certificate / Citizenship Certificate
   d. NRIC

3. The application form and letter of reference by 2 referees are to be submitted before the closing date directly to –

   Director  
   Central Enforcement Department  
   HQ Singapore Civil Defence Force  
   91 Ubi Avenue 4  
   Singapore 408827  
   Attn: MAJ Ang Oon Chye/Ms Ng Yang Hoon

4. Closing date for application is **30 Nov 2018**.

5. The interview will be held in **Feb 2019**.

6. Successful applicant is required to attend the Fire Safety Course for RI.

Prerequisites for Applicants

Applicants aspiring to become Registered Inspectors (RIs) under the Fire Safety Act, must firstly satisfy the following criteria:

1. Have at least a first degree qualification that is recognised and accepted by the Board of Architects (BOA) / Professional Engineers Board (PEB) for registration.

2. Be either a Registered Architect (RA) with the Board of Architects or a Professional Engineer (PE) with Professional Engineers Board.

3. Have at least 10 years of experience as a project QP (Arch or M&E) in the design & incorporation, as well as in the inspection & testing of fire safety works in all types of projects covering commercial, industrial, residential and institutional buildings.
4. Must have maintained a clean record as a RA or PE and must not have been found guilty of an offence under the Fire Safety Act, Professional Engineers Act or Architects Act.

5. Applicants must have a team of at least 2 technically qualified staff to assist in inspecting fire safety works. The staff must possess at least a recognised diploma qualification.

**Notes**

1. Architects and engineers from government departments, statutory boards and government-linked companies are not allowed to join this scheme.

2. Only applicants who meet the above requirements will be selected by SCDF to attend an interview with the RI Selection Panel. Successful applicants who have been shortlisted by the Panel will then be required to attend a short course conducted by Civil Defence Academy, after which they will be registered as RIs.

3. Notwithstanding the fact that an applicant fulfils the above criteria, the Singapore Civil Defence Force reserves the right in considering the applicant for registration as a Registered Inspector.

4. Registered Inspectors (RI) are categorised into 2 disciplines, one specialising in architectural/building aspects and is known as the RI (Arch) and the other specialising in mechanical & electrical aspects and is known as the RI (M & E).

5. All Registered Inspectors must continue to be either a RA or PE in order to practise as a RI.
APPLICATION FOR REGISTERED INSPECTOR (RI)

Application for (please tick appropriate box)

☐ RI (Arch)
☐ RI (M&E)

Have you previously applied to become a RI: Yes / No *
If yes, please state the number of:

1. Applications made: ____________
2. Interviews attended: ____________

PERSONAL DATA

1. Name (as in IC) : ____________________________
2. IC No : _______________________
3. Date & Place of issue of IC : _________________ & _________________
4. Date of Birth (d/m/y) : _________________
5. Gender : M / F *
6. Age : __________
7. Place of Birth : _______________
8. Race : ___________________
9. Citizenship : Singapore Citizen / Permanent Resident *
10. Home Address (including contact numbers) :
11. Correspondence Address (including contact numbers – handphone, office tel, fax & e-mail):
12. Name & contact number of next-of-kin: ______________ & ______________
**EDUCATIONAL QUALIFICATIONS**

Please list your degree qualifications and professional qualification and attach “certified true” copies of these. Original documents are to be produced if ask for.

1. Degree qualification

<table>
<thead>
<tr>
<th>S/No</th>
<th>Qualification</th>
<th>University</th>
<th>Country</th>
<th>Duration</th>
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2. Professional qualification

<table>
<thead>
<tr>
<th>S/No</th>
<th>Qualification</th>
<th>Professional Body</th>
<th>Country</th>
<th>Year Obtained</th>
<th>No. of years to-date</th>
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3. Courses currently being pursued

<table>
<thead>
<tr>
<th>S/No</th>
<th>Courses</th>
<th>Institution</th>
<th>Year of Commencement</th>
<th>Expected Completion Date</th>
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4. List the awards related to your professional work which you have received (Please attach documentary evidence)

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<tr>
<th>S/No</th>
<th>Name of Award</th>
<th>Year of Award</th>
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Update as on 1 Nov 2018
**EMPLOYMENT HISTORY**

Starting with your present appointment, please indicate your employment history in reverse chronological order.

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<thead>
<tr>
<th>From (d/m/y)</th>
<th>To  (d/m/y)</th>
<th>Appointment / Post</th>
<th>Name of Firm / Organisation</th>
<th>Employment Sector (Government / Statutory / Private / Self-employed )</th>
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</table>
WORK EXPERIENCE - LIST OF PROJECTS

List the minor and major projects in which you were involved as a project QP (Arch or ME) and the nature of the work performed.

**Minor Projects**

<table>
<thead>
<tr>
<th>From (d/m/y)</th>
<th>To (d/m/y)</th>
<th>Project Description</th>
<th>As Project QP (Arch or M&amp;E)</th>
<th>Nature of Work Performed</th>
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Update as on 1 Nov 2018
## Major Projects

<table>
<thead>
<tr>
<th>From (d/m/y)</th>
<th>To (d/m/y)</th>
<th>Name of Project</th>
<th>As Project QP (Arch or M&amp;E)</th>
<th>Nature of Work Performed</th>
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Update as on 1 Nov 2018
DECLARATION

I hereby declare that

1. I am not a bankrupt or discharged bankrupt.

2. I have not been convicted of any offence by any court of law in Singapore or Overseas.

3. Currently there is no case against me for any professional misconduct or negligence.

4. I have not been found guilty of an offence under the Fire Safety Act, Professional Engineers Act or Architects Act.

I confirm that all statements make by me on this form are correct.

________________________
Signature of Applicant

________________________
Name

________________________
Dated

Note:
Any inaccurate or false information or omission of material facts will render this application invalid and if selected as a Registered Inspector on the basis of such information, the registration will be cancelled.
CONFIDENTIAL

LETTER OF REFERENCE

To
The Referees:

Central Enforcement Department of Singapore Civil Defence Force would appreciate a confidential report from you on the person named below who is applying to be a Registered Inspector under the Fire Safety Act.

Please do not return this letter of reference to the applicant. Please mail it directly to the following address before 1 December 2018.

Director
Central Enforcement Department
HQ Singapore Civil Defence Force
91 Ubi Avenue 4
Singapore 408827
Attn: MAJ Ang Oon Chye

Name of Applicant (as in IC) : ______________________

1. How long have you known the applicant and in what capacity?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. Please comment on the applicant’s professional ability and personal character.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________________________

Signature of Referee

Designation

Name and IC No. of Referee

Date

Name and Address of Organisation

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