Your Ref : **Our Ref:** CD/04/05/01/01

Date : 1 Sep 2026

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,

PERFORMANCE-BASED FIRE SAFETY PLAN SUBMISSION FOR ADDITION AND ALTERATION (A/A) WORKS

SCDF issued a circular (Ref: CD/FSSD/12/02/03/010) on 5 June 2012 to inform the building industry that qualified persons (QPs) who carry out any addition and alteration (A/A) works to an existing performance-based (PB) building are required to obtain a Letter of No Objection (LONO) from a fire safety engineer (FSE) if the A/A works do not affect the PB design. If the works affect the PB design, an FSE has to be engaged for the submission of PB plans to SCDF.

2. At the FSE Workshop organised by SCDF on 10 July 2026, SCDF reminded FSEs that LONO can be issued only when the A/A works do not affect the existing performance-based design. If the works affect the PB design, regardless of whether adversely or otherwise, the FSE must submit a PB plan to regularise the changes. FSEs feedback for a review of PB plan submission process for A/A works that do not adversely affect the PB design to minimize project completion delay.

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3. SCDF, together with the SFEG Committee, thus deliberated on a simplified PB plan submission process for A/A works that affect existing PB design of the building. This is premised on the A/A works falling within the scope of the existing Fire Engineering Design Brief (FEDB), accompanied with a declaration from the FSE, instead of preparing another FEDB (see *Annex A* for process).

4. To further shorten the submission process, all required documents including a Fire Engineering Report (FER) to reflect the design changes with an updated simulation study can be submitted by FSE in a single consolidated submission. This is in lieu of the standard 3 separate submissions. The simplified process is expected to shorten the A/A project timeline from 6 months or more to about 2 months.

5. The simplified process will take effect 6 months from date of circular. FSEs who wish to embark on this simplified process during the 6-month grace period can do so.

6. Please convey the contents of this circular to members of your Board/ Institution/ Association. This circular is also available in CORENET's e-Info: *https://info.corenet.gov.sg/resources/circulars*.

7. For any comment or feedback on the above, please contact Ms Kristy Chen at DID: 6848 1482 or Ms Farah Faudzi at DID: 6848 1903.

Yours faithfully

(transmitted via email)

LTC Tan Chung Yee
for Commissioner
Singapore Civil Defence Force

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Honorary Secretary, SPM
Manager (Fire Safety & Building Control Unit), DSTA
SCDF Fire Safety Standing Committee
Fire Code Review Committee

Annex A

<table>
<tr><th rowspan="3">4 Common Situations in Which FSEs Decide Between LONO and PB Submission</th><th colspan="4">Whether A&A Works Affect Existing PB Design?</th></tr>
<tr><th>NO</th><th colspan="3">YES</th></tr>
<tr><th>Do not affect</th><th>Affect</th><th>FSE is uncertain*</th><th>Where existing FEDB/IPA is applicable</th></tr>
<tr><td rowspan="5">Submission Details</td><td>LONO</td><td>PB plan submission</td><td>PB plan submission</td><td>PB plan submission</td></tr>
<tr><td rowspan="4"></td><td colspan="2">FSE makes a <u>3-phase</u> submission with the following documents:</td><td>FSE makes a <u>one-time</u> submission with the following documents:</td></tr>
<tr><td colspan="2"><u>Phase 1</u>:
(1) FEDB submission for IPA</td><td>(1) Existing FEDB/IPA together with a declaration that the following remains unchanged from existing FEDB:
a. Use of building
b. Deviation(s)
c. Fire hazard & mitigation
d. Design fires/fire scenario(s)
e. Methodology of assessment and acceptance criteria</td></tr>
<tr><td colspan="2"><u>Phase 2</u>: PB package submission for plan audit, including:
(2) Fire Engineering Report (FER)

(3) Operational & Maintenance Manual (OMM)
(4) Peer Reviewer's Report (PRR)</td><td>(2) FER to reflect the design changes including an updated simulation study with source codes

(3) Operational & Maintenance Manual (OMM)
(4) Peer Reviewer's Report (PRR)</td></tr>
<tr><td colspan="2"><u>Phase 3</u>:
(5) Client's Acknowledgement Letter after FSE conducted a briefing to client on all performance-based related issues</td><td>(5) Client's Acknowledgement Letter after FSE conducted a briefing to client on all performance-based related issues</td></tr>
<tr><td>Remarks</td><td>Self-declaration with no PB audit by SCDF</td><td colspan="2">SCDF conducts PB audit</td><td>This PB plan submission aims to shorten the timeline while still adhering to the legislative requirements. SCDF still conducts PB audit.</td></tr>
</table>

Note: * An FSE who issues a LONO in place of a PB plan submission where the A&A works affect (regardless whether adversely or non-adversely) the PB design may be subject to:

(1) Disciplinary action under Section FSA S 43(2) of the FSA, including: cancellation of registration; suspension of registration for up to 12 months; conditions restricting practice for up to 12 months; and/or a penalty not exceeding $5,000; and

(2) Criminal liability under Section 41(10) of the FSA: a fine not exceeding $200,000 or imprisonment for a term not exceeding 2 years, or both.