

**BUILDING CONTROL (FIXED INSTALLATIONS) REGULATIONS 2025
REGULATION 21(4)(b)**

**INSPECTION REPORT ON THE EXAMINING, INSPECTING, TESTING AND COMMISSIONING
OF MECHANISED CAR PARKING SYSTEM(MCPS)**

Commissioner of Buildings
Building and Construction Authority
52 Jurong Gateway Road
Website: <http://www.bca.gov.sg/>

INSTRUCTIONS:

- (1) *Delete Accordingly.
- (2) If "NA" is selected for any item, to indicate in the remarks for the particular section the reason(s) for selecting "NA".
- (3) For all non-satisfactory ("NS") items, supervisor Qualified Persons ("QPs") to ensure rectification and verify that the rectification is satisfactory before indicating the status as satisfactory ("S").
- (4) This checklist is not exhaustive. QP must ensure full compliance with the relevant and standard applicable to the MCPS (as defined below).
- (5) This checklist is for the MCPS only. Use another checklist for another MCPS.

COVER PAGE

Test Date: _____

Building Details

Address: Blk/Hse No. _____ Street Name _____

Development Type: Residential (HDB) / Residential (Non-landed) / Residential (Landed)
Industrial / Commercial / Institutional (e.g. schools, hospitals) / Mixed: _____

Mechanised Car Parking System Details

- 1 MCPS Number(s): _____
- 2 Type of MCPS: Automatic/Semi Automatic/Manually Operated
- 3 Applicable Code/Year: _____
- 4 MCPS Manufacturer: _____
- 5 MCPS Model: _____
- 6 MCPS Brand: _____
- 8 Number of Entrance(s): _____
- 9 Number of Side Door(s): _____
- 10 Number of Control Panel(s): _____

S/N	Clause	Description	Status	Remarks/ Follow-Ups
<u>Access to the MMI of the MCPS</u>				
1	3	When the MCPS is in operation and when the equipment is retrieving or storing the vehicle, the access into the MMI of the MCPS must be prevented. The measures that are in place must be foolproof and equipped with locks and sensors that are interlocked with the system.	S / NS / NA	
<u>Transfer area</u>				
2	4	Adequate measure must be in place to ensure only the driver enters the transfer area. In the transfer area, possible hazards such as gaps that will cause falling and tripping hazards must be mitigated.	S / NS / NA	
<u>Load carrier design</u>				
3	5	Load carrier must not move and must be equipped with device to prevent lowering during the parking process when the driver is inside or alighting from the vehicle .	S / NS / NA	
<u>Control - Automatic/Semi-automatic/Manual system</u>				
4	6	When the driver is in the transfer area, the systems must be stationary. Storage and retrieval of the vehicle shall only be possible from a control panel located outside the transfer area. For manual system, control must be in hold-to-run mode.	S / NS / NA	
<u>Functional Testing</u>				
5	B2.1	Cycle test Cycle test each pallet/lot with maximum loading capacity and check for abnormal operation of mechanical devices, deformation to the pallet and structural element.	S / NS / NA	
6	B2.4.1	Load Carrier Test Check the holding capacity of the brake by loading the load carrier to maximum capacity and hold it for 10 minute. After 10 minute, there shall not be any displacement from the point when the vehicle was loaded	S / NS / NA	
7	B.2.5.5	Safety Sensor Test Operation of any of the switch(es) shall render the MCPS inoperative and the platform must remain in stop position. These switches can include but not limited to:- - Main entrance switch - Door interlock - Estop - Intrusion sensor - Door protective devices	S / NS / NA	
8	B.2.5.6	Emergency Stop Test Activate the e-stop and check that the movable parts of the MCPS stop immediately and remain stopped	S / NS / NA	
9	B2.5.7	Power Failure Test Check the response of the MCPS during power failure. During power failure, there should be at least one exit available for driver in the transfer area during the parking process. For transfer area that is not available for the driver for the parking processes, it should not be able to be opened from the outside.	S / NS / NA	

Declarations and Certification:

I, as the supervisor QP declare that:

(1) The measurements, observations and information as stated above are true and accurate as at the date of submission.

(2) I was physically present when the fixed installation works contractor carried out the examination, inspection, testing and commissioning of the MCPS.

(3) I confirm and certify that the MCPS is in fit and safe for operation and use.

(4) I am not a partner, associate, director, officer or employee of the owner of the MCPS or the fixed installation works contractor carrying out the examination, inspection, testing and commissioning of the MCPS.

(5) I acknowledge and understand that this test report and my declarations and certification will be relied on by the Commissioner of Building Control to assess if a permit to operate will be granted in respect of the MCPS.

Name of fixed installation works contractor:

Name and Signature of Supervisor QP:

Name(s) of the employees of the fixed installation works-contractor conducting the examining, inspecting, testing and commissioning of the MCPS:

Date(s) and Time(s) of examining, inspecting, testing and commissioning of the MCPS: