

# Fixed Installations Regulations 2025

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# Scope

- Introduction
- New Regime for MCPS
- BC (Fixed Installations) Regulations, Stakeholders and Duties, Maintenance Outcome Requirements
- LEAP (Lifts and Escalators Application Portal)
- BC (Reportable Matters) Regulations

# Introduction

- Fixed installations refer to lifts, escalators and mechanised car parking systems (MCPS).
- MCPS is a system for the mechanised parking and retrieval of vehicles.
- MCPS would have **man-machine interface** through which the driver interacts with the equipment during the process of parking of the vehicle.



# Introduction

Man machine interface - for a mechanised car parking system, means all parts of the mechanised car parking system other than a part of the mechanised car parking system that

(a) is designed for the storage of a vehicle; and

(b) is not intended to be accessible by any person operating or using the mechanised car parking system.

This includes, but is not limited to,

- The transfer area and control panel,
- Control logic that regulates all interactions between driver and MCPS (including side doors).



# Introduction

- The acceptable standard in terms of design, construction, installation, testing and inspection of the man-machine interface of MCPS are
  - BCA's Code of Practice for MCPS, or
  - EN14010 – Safety of machinery equipment for power driven parking of motor vehicles — Safety and EMC requirements for design, manufacturing, erection and commissioning stages
- The acceptable standards for operations and maintenance
  - BCA's Code of Practice for MCPS

# Regime after implementation of BC (FI) Regs

New for  
MCPS

Design

Standards

**Qualified Person (QP) prepare and certify plans** to be submitted for approval.

Installation



- **Fixed installation contractor** carry out FI works in accordance with approved plans.
- **QP supervise the contractor's examination, inspection, testing & commissioning (EITC) of FI** after completion.
- Application of **permit to operate (PTO)**.

Operation & Maintenance



**Periodic maintenance:** Owner appoint **service contractor** to maintain according to prescribed requirements.

**Renewal of PTO annually:** **QP supervise the contractor's examination, inspection & testing of FI.**

Alteration & Replacement



**Owner notify BCA** in writing before work commences.

**QP prepare and certify plans** to be submitted for major A/R works, supervise contractor's EITC of FI after works completion.

## To tighten safety standards right from the start:

- Design to be approved before installation in accordance to approved plans → **minimise non-compliances downstream, difficult to rectify later on.**
- Major alteration & replacement to require plan approval before works commences.

# Key Requirements

- 1) Fixed installation plan application and approval
- 2) Appointment of plan submission QP and supervisor QP
- 3) Requirements for examination, inspection, testing and commissioning (EITC)
- 4) Fixed installation inspector
- 5) Regulation of new MCPS. Existing MCPS will be regulated at a later time.

# Overview of BC (FI) Regs

## *Intent of BC (FI) Regs*

- Ensure design of FIs comply with performance requirements **upstream**
- Cover FIs for **entire life cycle**, from design to future operation and maintenance.

### Stakeholders

- Developers, owners, QPs, FI inspectors, FI contractors
- Duties of stakeholders

### Design, Installation, and Testing & Commissioning

- QP submission of plans
- Examination, inspection, testing and commissioning

### Maintenance and Operation

- Porting over of maintenance regime from BMSM (Lift, Escalator and Building Maintenance) Regs

### MCPS

- Regulation of man machine interface

### Reportable Matters

- Reporting of safety incidents and safety risks

# Overview of Duties of Stakeholders- Design and Installation

1	Developers	<ul style="list-style-type: none"><li>• Appoint plan submission QP and FI works contractor.</li></ul>
2	Plan Submission QPs	<ul style="list-style-type: none"><li>• Ensure that the FI works are designed in accordance with the Regs.</li></ul>
3	Supervisor QPs	<ul style="list-style-type: none"><li>• Be physically present to supervise the examination, inspection, testing and commissioning (EITC) of the FI.</li></ul>
4	Builders	<ul style="list-style-type: none"><li>• Appoint plan submission QP, supervisor QP or FI works contractor, if they have not been appointed by the developer or owner.</li></ul>
5	FI Works Contractors	<ul style="list-style-type: none"><li>• Ensure that the FI works are carried out in accordance with the Regs and approved plans.</li><li>• Conduct EITC on the FI under the supervision of supervisor QP.</li></ul>
6	Building Works QP	<ul style="list-style-type: none"><li>• Ensure relevant stakeholders are onboarded early.</li><li>• Ensure sufficient time is catered for review and inspection by BCA.</li></ul>

# Overview of Duties of Stakeholders- Operations and Maintenance

<b>1</b> <b>FI Owners</b>	<ul style="list-style-type: none"><li>• Appoint supervisor QP to supervise FI works contractor's EITC of FI, for application of 1<sup>st</sup> PTO.</li><li>• Appoint specialist professional engineer (SPE) and FI service contractor to conduct EIT on the FI, for renewal of PTO.</li></ul>
<b>2</b> <b>Specialist Professional Engineers</b>	<ul style="list-style-type: none"><li>• Be physically present to supervise the examination, inspection and testing (EIT) of the FI.</li></ul>
<b>3</b> <b>FI Inspectors</b>	<ul style="list-style-type: none"><li>• Assist the SPE to supervise the FI service contractor's EIT of the FI.</li></ul>
<b>4</b> <b>FI Service Contractors</b>	<ul style="list-style-type: none"><li>• Conduct EIT on the FI under the supervision of SPE.</li><li>• Do not perform any works on the FI to make it unsafe for operation.</li></ul>

# **Design and Installation- Stakeholders and key duties**

## Developers- Key Duties

- Appoint plan submission QP to prepare FI plans for application.
- Appoint FI works contractor to carry out FI works.
- Notify the Commissioner of Building Control (CBC) of any contravention of the Regulations relating to those fixed installation works of which the developer knows or ought reasonably to know.

# QPs- Key Duties

## Plan submission QP

- Ensure that the fixed installation works are designed in accordance with the Regulations.
- Supply a copy of the approved FI plans to the supervisor QP and the FI works contractor.
- Notify the CBC of any contravention of the Regulations, in relation to those fixed installation works of which the QP knows or ought reasonably to know.

# QPs- Key Duties

## Supervisor QP

- Plan submission QP and Supervisor QP can be the same person.
- Be physically present to supervise that any EITC of the fixed installation by a FI works contractor is carried out in accordance with the standards and requirements.
- Ensure that the design, installation, operation and function of the fixed installation has been carried out in accordance with and complies with the Regulations and approved plans.
- Notify the CBC of any contravention of the Regulations in relation to the fixed installation works of which the QP knows or ought reasonably to know.

## Builders- Key Duties

- Appoint plan submission QP, supervisor QP or FI works contractor, if they have not been appointed by the developer or owner.
- Notify the CBC of any contravention of the Regulations relating to those fixed installation works of which the builder knows or ought reasonably to know.

# Fixed Installation Works Contractors- Key Duties

- Ensure that the FI works are carried out in accordance with the Regulations and approved plans.
- Conduct EITC on the FI under the supervision of the supervisor QP.
- To have adequate number of supervisors working under his/her direction to assist him/her to ensure that the above duties are complied with.

# Fixed Installation Works Contractors- Key Duties

- Keep at the premises on which fixed installation works are carried out any approved plans of the fixed installation works.
- Appoint plan submission QP or supervisor QP, if they have not been appointed by the developer, owner or builder.
- Notify the CBC of any contravention of the Regulations relating to those fixed installation works of which the contractor knows or ought reasonably to know.

# **Operations and Maintenance- Stakeholders and key duties**

## Fixed Installation Owners- Key Duties

- Ensure that the FI is kept in good working condition at all times (except during periods of maintenance or when there is no PTO).
- Ensure that no works done to the fixed installation renders the fixed installation unsafe.
- Ensure that the fixed installation is not operated if it is unsafe to do so.
- Ensure that the FI is periodically maintained and EIT is carried out in accordance with the Regulations.
- Appoint FI service contractor to maintain the FI.
- Appoint supervisor QP to supervise FI works contractor's examination, inspection, testing and commissioning (EITC) of FI for application of 1<sup>st</sup> PTO.
- Appoint specialist professional engineer (SPE) and FI service contractor to conduct EIT on the FI for renewal of PTO.

## Specialist Professional Engineers- Key Duties

- Be physically present to supervise that any EIT of the fixed installation by a FI service contractor is carried out in accordance with the standard and requirements.
- To check for compliance with maintenance outcome requirements during EIT.
- Ensure that the fixed installation complies with the approved plans.
- Notify the CBC of any contravention of the Regulations in relation to the fixed installation of which the SPE knows or ought reasonably to know.

## Fixed Installation Inspectors- Key Duties

- Exercise due diligence to assist the SPE to supervise the FI service contractor's EIT of the FI (for annual PTO renewal applications). Be physically present during EIT.
- Assist the SPE to check compliance with maintenance outcome requirements during EIT.
- Submit the results of his/her EIT checks to the SPE, and ensure they are accurate.
- Cannot assist the QP to supervise the FI works contractor's EITC of the FI (for new and recommissioning PTO applications).

# Fixed Installation Service Contractors- Key Duties

- Conduct EIT on the FI under the supervision of the SPE.
- Conduct periodic maintenance on the FI.
- Notify the owner and CBC if the fixed installation service contractor, while carrying out the fixed installation service contractor's duties, finds the fixed installation to be unsafe for operation.
- Ensure that any works to be performed on the fixed installation do not make it unsafe for operation.
- Notify the CBC of any contravention of the Regulations relating to the fixed installation of which the fixed installation service contractor knows or ought reasonably to know.

# MCPS Maintenance Outcome Requirements

Areas of maintenance	Outcomes
<b>1. Door locking mechanism and door monitoring sensor</b>	The <b>locking mechanism and monitoring sensor</b> for any door that is part of the man machine interface of the mechanised car parking system, are <b>functioning properly</b> .
<b>2. Door protective device</b>	A <b>door protective device</b> , when activated, <b>stops the main entrance</b> of the man machine interface of the mechanised car parking system from closing and <b>opens that main entrance</b> .
<b>3. Main entrance and emergency door</b>	All <b>moveable parts</b> of the transfer area <b>do not move</b> unless the main entrance and each emergency door is <b>closed and locked</b> .
<b>4. Emergency stop button</b>	When an <b>emergency stop button</b> is pressed, all <b>moveable parts</b> of the man machine interface of the mechanised car parking system <b>stop moving</b> .
<b>5. Transfer area</b>	The transfer area —  (a) is not used for purposes other than those connected with the operation or maintenance of the man machine interface of the mechanised car parking system;  (b) is kept <b>clean and free from any item</b> that is not required for the man machine interface of the mechanised car parking system to operate; and  (c) is <b>not used to store</b> any other item.

# MCPS Maintenance Outcome Requirements

Areas of maintenance	Outcomes
<p><b>6. Brakes</b></p>	<p>(a) <b>No brake</b> for any moveable part of the man machine interface of the mechanised car parking system is <b>contaminated</b> with, or is at risk of being contaminated with, any <b>oil or grease</b>.</p> <p>(b) The <b>brakes</b> for the moveable parts of the man machine interface of the mechanised car parking system, when activated, cause the <b>man machine interface to stop</b> and not move from where the man machine interface has stopped.</p>
<p><b>7. Switches and sensors</b></p>	<p>The <b>safety switch or sensor</b> of the man machine interface of the mechanised car parking system, when activated, causes the <b>moveable parts</b> of the man machine interface of the mechanised car parking system to <b>stop</b>.</p>
<p><b>8. Any mechanised car parking system parts</b></p>	<p><b>No part of the man machine interface</b> of the mechanised car parking system is so <b>corroded, worn, damaged or dysfunctional</b> so as to affect the safe operation of the man machine interface of the mechanised car parking system.</p>
<p><b>9. Operational gap</b></p>	<p>The <b>gap</b> between the platform of a transfer area and the landing is <b>not wider</b> than specified by the manufacturer or, in the absence of such specification, the applicable standard.</p>
<p><b>10. Anti-fall device</b></p>	<p>Any means or structure to prevent the lowering of a load carrier is <b>functioning properly</b>.</p>

# LEAP (<https://www2.bca.gov.sg/leap/LandingPage/Index>)



For application of PTO for MCPS, similar procedures as lifts and escalators.

Government officials will NEVER ask you to transfer money or disclose bank log-in details over a phone call. Call the 24/7 ScamShield Helpline at 1799 or visit [www.scamshield.gov.sg](http://www.scamshield.gov.sg) to check if something is a scam.

The Lifts and Escalators Application ("LEAP") Portal replaces the Online Permit to Operate ("OPTO") system. All PTO application applications for lifts and escalators must be carried out through the LEAP Portal from 21 November 2022.

Please beware of malware stealing login credentials saved in internet browsers. Stay vigilant against malicious emails that can infect devices with malware. Keep software and security patches up-to-date. Never disclose your passwords and 2FA details to others.

Please do not click on any links if you receive SMSes that appear to be from BCA. Please be assured that BCA will never ask or request for anyone personal details via SMS notifications and / or automated phone messages. For any queries / feedback, please visit [bca.gov.sg/feedbackform/](http://bca.gov.sg/feedbackform/).

**Corppass Announcement**  
Please note that starting from 11 Apr 2021, you will be required to log in to government digital services for businesses (G2B) using Singpass instead of Corppass. Find out more: <https://go.gov.sg/corporate-login/>

**Singpass for Business Users**  
You may apply to use Singpass for Business Users at <https://www.corppass.gov.sg/> for your business. For accessing this e-Service, please inform your company's Corppass Administrator to assign the access to BCA E-Services to your Corppass account.

### Individual Login

Individual Home Owner  
**Log in with singpass**

SPE  
**Log in with singpass**

LEI  
**Log in with singpass**

If you do not have a Singpass account or have forgotten your password, click [here](#).

### Corporate Login

L&E Corporate Owner  
**Log in with corppass**

Contractor  
**Log in with corppass**

Contractor - PWM  
**Log in with corppass**

If you are transacting on behalf of your company and you do not own a Corppass account, please contact your company's Corppass Admin to create the account, and assign the access to "BCA e-Services" as "MyBCA User" for you.

If you are submitting the Progressive Wage Plan on behalf of your company, please contact your Corppass Admin to assign the access to "BCA-LEAP" as "Contractor PWM" for you.

To find out who is the Corppass Admin or Sub-Admin of your entity, please Email [support@corppass.gov.sg](mailto:support@corppass.gov.sg) with the following information:

- Your entity's UEN / Foreign Registration Number
- Your name, title and contact no.

Corppass Support will notify your entity's Corppass Admin to contact you.

Refer to past briefing slides and user manuals for reference.

## QUICK LINKS

### LEAP BRIEFING SLIDES

- Owner (.pdf 5.6MB, 4 Nov 2022)
- Town Councils (.pdf 5.6MB, 17 Oct 2022)
- Contractors (.pdf 3.5MB, 28 Oct 2022)
- SPE (.pdf 5.3MB, 20 Oct 2022)

### LEAP WEBINAR

- Owner (.mp4 535.51MB, 31 Oct 2022)
- Town Councils (.mp4 295.20MB, 14 Oct 2022)
- Contractors (.mp4 195.19MB, 28 Oct 2022)
- SPE (.mp4 249.49MB, 18 Oct 2022)

### LEAP USER MANUAL

- Owner (.pdf 17.57MB, 19 Jun 2025)
- Contractors (.pdf 4.61MB, 14 Nov 2024)
- SPE (.pdf 10.65MB, 14 Nov 2024)
- LEI (.pdf 4.78MB, 14 Nov 2024)

### FAQ (.pdf 272KB, 20 Jan 2023)



## BC (Reportable Matters) Regs

- Prescribe the reportable safety incidents, fixed installation components (building products), and reportable defects in the components.
- When reportable matter must be notified:
  - i) Within **72 hours** after owner/contractor/SPE becomes aware of defect.
  - ii) Within **6 hours** after owner/contractor becomes aware of incident.
- Prescribe the manner of reporting and info to be reported. E.g. reporting is done using FormSG or phone call. Report must contain information such as the **name and address of reporter** as well as **location and details** of reportable matter.

# BC (Reportable Matters) Regs

## MCPS reportable safety incidents

- An individual **dies** or is **injured** because of an incident associated with the mechanised car parking system's operation.
- A **brake** of the mechanised car parking system **fails**.
- A device connected to the **safety circuit** of the mechanised car parking system **fails**.

## MCPS building products

- Main electronic control panel that involves the control logic of the systems
- Load carrier
- Suspension element for the load carrier
- Anti-fall device
- Sensor that is used to detect the presence of a driver in the transfer area including a proximity sensor, a limit switch, an entrance single beam or a light curtain
- Safety circuit containing electronic components.

# Implementation

- The BC (Fixed Installation) Regs, BC (Reportable Matters) Regs and other related legislations, will be implemented on **1 October 2025**.
- BC (Fixed Installation) Regs apply to fixed installation works (**new MCPS or existing MCPS that undergo major alteration/ replacement works**) that are:
  - i) carried out on or after 1 October 2025; and
  - ii) not part of building works for which an application to the Commissioner of Building Control for approval of plans of the building works was submitted before 1 October 2025.
- Building Control (Reportable Matters) Regulations 2025 will apply to **all MCPS existing** on or after 1 October 2025.

# Implementation

- Existing MCPS that are already in operation will not be affected by the BC (Fixed Installation) Regs.
- We will seek to apply the new requirements to existing MCPS 3 years after 1 October 2025, to allow time for industry to prepare.
- In the meantime, owners can voluntarily comply with the BC (Fixed Installation) Regs and obtain a PTO before the 3 years deadline .