

**NATIONAL FIRE AND EMERGENCY PREPAREDNESS COUNCIL  
5<sup>th</sup> INDUSTRIAL FIRE SAFETY AWARD 2026  
PARTICIPATION FORM**



National Fire And Emergency  
Preparedness Council

*(Period of assessment – Jan 2024 to Dec 2025)*

<b>BUILDING INFORMATION:</b> * Flatted Factory / Warehouse / Terrace Factory / Others	
<i>* (Please indicate category)</i>	
Name of Building/Premises:	
Address:	
Owner / Occupier / Management Corporation Strata Title No.:	
Name of FSM (*Mr / Ms / Mdm) : & Contact No:	
Appointment Date:	
Number of Storey/s:  Number of Basement/s:	
No. of Storeys used as † :-  - Storage Facility:  - Offices:  - Carpark:  - Others (Please indicate):	
† (Please indicate "NA" for items which are not applicable)	

Please circle a “Yes”, “No”, or “N/A” (Not Applicable) for each S/No.

S/No	Description	Yes	No	NA	Notice of Score	Score for 2024	Score for 2025
<b>1 Fire Safety Manager</b>							
1.1	Does the FSM supervise the maintenance of fire safety works in the premises?  <i>(To show documentary evidence)</i>  Example:- A. Coordination, testing and checking B. Follow-up actions C. Records, Log book & filings, etc.	Yes Yes Yes	No No No	NA NA NA	A. Yes - 5 pts, No – 0 pt B. Yes - 3 pts, No – 0 pt C. Yes - 2 pts, No – 0 pt	/10	/10
1.2	Does the FSM conducts daily checks were conducted within the premises and remove any fire hazard that is found within the premises?  <i>(To show documentary evidence)</i>  Example:- A. Daily Checks? B. Follow-up with corrective actions	Yes Yes	No No	NA NA	A. Yes – 5 pts, No – 0 pt B. Yes – 5 pts, No – 0 pt	/1 0	/1 0
1.3	Are fire safety guidebooks prepared for the occupants?  <i>(proper bound booklet - lose papers not acceptable)</i>  <i>(To show samples and distribution list)</i>	Yes	No	NA	Yes – 10 pts No – 0 pt	/10	/10
1.4	Does the company takes interest in the development of FSM by sending them to seminars or courses?  <i>(To show documentary evidence)</i>	Yes	No	NA	> 2 activities – 10 pts 1 to 2 activities – 5 pts 0 activity – 0 pt	/10	/10
1.5	Turnover rate of Fire Safety Manager?	Yes	No	NA	New building with FSM ( <i>1 – 5 years</i> ) – 10pts  <i>OR</i>  In service for more than or = 5 years – 10 pts Changes every year – 2 pts Without FSM – 0 pt	/10	/10
1.6	During periods when the FSM was on leave / unavailable, were arrangements made to cover for the FSM’s duties?	Yes	No	NA	Yes – 10 pts No – 0 pt	/10	/10

	<i>(To show documentary evidence)</i>						
<b>2 Fire Safety Committee</b>							
2.1	Is there a Fire Safety Committee?	Yes	No	NA	Yes – 5 pts No – 0 pts	/10	/10
2.2	Fire Safety Committee’s involvement in fire safety activities and programmes during the year (2024/2025)?  A. Public Education Programmes B. Fire Safety related activities	Yes Yes	No No	NA NA	A. Yes – 5 pts, No – 0 pt B. Yes – 5 pts, No – 0 pt	/1 0	/1 0
2.3	Frequency of meetings?	No of meetings conducted in 2024/2025: _____			Conducted ≥ 4 meetings – 10 pts Conducted 2 to 3 meetings – 5 pts Conducted ≤ 2 meeting – 0 pt	/10	/10
<b>3 FSM Annual Report</b>							
3.1	Has the report (for Year 2024/2025) been submitted to the owner of the premises?  <i>(Details provided in the report)</i>  Examples:- - Building information - Types of training conducted - Fire safety activities conducted - Table-top exercise - Fire evacuation drill report - Arson Prevention Plan - Schedule of future fire safety activities - Matters arising from previous action and remedial action taken - Actions by building owner, etc.	Yes	No	NA	Yes (with complete information) – 20 pts Yes (with incomplete information) – 10 pts No – 0 pt	/10	/10
3.2	Does your organisation conduct in-house training programmes (virtual/physical) for:  a) Staff b) Occupants  <i>(Trainings must be related to Fire Safety, Fire Fighting or First Aid)</i>	Yes Yes	No No	NA NA	Yes – a) 5 pts b) 5 pts  No – 0 pt	/10	/10
3.3	Has your organisation conducted at least 2 Fire Safety Activities during the year (2024/2025)? Examples:- - Exhibitions / Campaigns / Contest - Other activities, which will develop and maintain the interest	Yes	No	NA	≥ 4 activities – 10 pts 2 to 3 activities – 5 pts < 2 activities – 0 pt	/10	/10

	of the occupants in establishing fire environment, etc.						
3.4	Is there a schedule of fire safety programmes to be conducted this year (2024/2025)? Example:- - In-house Training - External Courses / Seminars / Briefings	Yes	No	NA	Yes – 5 pts No – 0 pts	/10	/10
3.5	Any improvements made to the operational capabilities related to Fire Safety? <b>Examples:-</b> - CCTV at critical installations - Breathing apparatus for fire-fighting team - Firefighting suit - Upgrading of fire safety systems / installations	Yes	No	NA	4 items or more – 10 pts 2 to 3 items – 5 pts Less than 2 items – 0 pt	/10	/10
<b>4 Fire Evacuation Drill</b>							
4.1	Has your organisation conducted at least 2 fire evacuation drills for the year? (2024/2025) <i>(Table-top exercise can be accepted in lieu of physical drill)</i> <i>(To show documentary evidence)</i>	Yes	No	NA	Conducted ≥ 2 fire drills – 20 pts Conducted < 2 fire drills – 0 pt	/20	/20
4.2	Are the reports for the fire evacuation drills available? <i>(To show documentary evidence)</i> <b>Contents of the report</b> - Simulated fire scenario - Management response - Evacuation procedures - Occupant participation - Evacuation time - Fire Safety committees' comments - Conclusion (Comparing previous drills) - Evacuation drill status record - Evacuation drill record sheet - List of tenants of occupants not participating	Yes	No	NA	Yes – 20 pts (2 pts for each content) No – 0 pt	/10	/10
4.3	What is the percentage of participation?	%: _____			Above 75% - 10 pts 50% - 75% - 5 pts Below 50% - 0 pt	/10	/10
<b>5 Table-Top Exercise</b>							
5.1	Has your organisation conducted at least 2 table-top exercises for the year? (2024/2025) <i>(Virtual TTXs can be accepted in-lieu of physical)</i>	Yes	No	NA	Yes, and chaired by a Senior Management Staff – 20 pts Yes, but not chaired by a Senior Management Staff – 10 pts	/20	/20

	<i>(To show documentary evidence)</i>				1 or none – 0 pt		
5.2	<p>Are the reports for the table-top exercises available?</p> <p><b>Contents of the report</b></p> <p>A. List of Fire Safety Committee &amp; persons involved</p> <p>B. Emergency Scenarios</p> <p>C. Identification of Anticipated Problems</p> <p>D. Briefing reports &amp; General Instruction file</p> <p>E. Emergency response procedures</p> <p>F. Debrief report</p> <p>G. Lessons learnt &amp; recommendations</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>	<p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p>	<p>A. 2 pts</p> <p>B. 2 pts</p> <p>C. 1 pt</p> <p>D. 1 pt</p> <p>E. 1 pt</p> <p>F. 1 pt</p> <p>G. 2 pts</p>		/10 /10
<b>6 Arson Prevention Plan (APP)</b>							
6.1	Has the APP been compiled in the FSM annual report?	Yes	No	NA	Yes – 10 pts No – 0 pt		/10 /10
6.2	<p>Are the following areas covered in the APP?</p> <p><b>Contents of the report</b></p> <p>A. Arson Risk Assessment</p> <p>B. Fire Safety Management Procedures</p> <p>C. Risk Reduction Measures</p> <p>D. Implementation</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p> <p>No</p>	<p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p>	<p>A. 2 pts</p> <p>B. 2 pts</p> <p>C. 2 pts</p> <p>D. 4 pts</p>		/10 /10
<b>7 Emergency Response Plan (ERP)</b>							
7.1	<p>Is the ERP prepared?</p> <p><b>Contents of the report</b></p> <ul style="list-style-type: none"> <li>- Objective</li> <li>- Action to be taken in event of an outbreak of fire</li> <li>- Action to be taken if fire occurs inside office hours</li> <li>- Duties &amp; Responsibilities of key personnel</li> <li>- List of Fire Safety Committee</li> <li>- Site Plan of Assembly area/point</li> <li>- Typical Floor plan</li> <li>- Evacuation drill record sheet</li> <li>- Standard announcements / Floor register</li> <li>- Building Evacuation status chart</li> </ul>	Yes	No	NA	<p>Comprehensive coverage – 20 pts</p> <p>Partial – 10 pts</p> <p>Not done – 0 pt</p>		/10 /10
7.2	<p>Is the ERP still <u>valid</u>?</p> <p><i>(To show documentary evidence)</i></p> <p><b>Valid</b> – ERP still applicable and updated according to existing fire safety work.</p>	Yes	No	NA	<p>Yes – 5 pts</p> <p>No – 0 pt</p>		/5 /5
7.3	Is a copy of the ERP available on the FCC?	Yes	No	NA	<p>Yes – 5 pts</p> <p>No – 0 pt</p>		/5 /5
<b>8 Awareness of Fire Safety Knowledge of Management &amp; Staff</b>							

8.1	Awareness of staff / management / occupants on fire safety issues.  <b>Questions that may be asked:</b> - Existence of fire hazards in building - Evacuation procedures, etc. - Fire safety activities conducted - Fire Safety Manager / Fire Safety Committee	To randomly ask 5 questions			2 pts per question answered correctly. Max 10 pts	/10
<b>9 Fire Certificate (FC)</b>						
9.1	Does the premises have a valid Fire Certificate (In compliance with Sec 35 of the Fire Safety Act)?	Yes	No	NA	Yes – 10 pts No – 0 pt	/10 /10
9.2	Did the premises apply for Fire Certificate at least 2 months before its expiry (In accordance to Regs 25 (2) of the Fire Safety Act (Building and Pipeline Fire Safety))?	Yes	No	NA	Yes – 20 Pts No – 5 points if application was submitted at least 1.5 months ahead. Otherwise, 0 pt.	/20 /20
9.3	Was the Fire Certificate ( <i>with SCDF inspection</i> ) for the premises obtained on the 1 <sup>st</sup> attempt?	Yes	No	NA	1 <sup>st</sup> attempt – 10 pts 2 <sup>nd</sup> attempt – 5 pts >2 attempts – 0 pt	/10 /10
<b>10 On-site Inspection – Protection System</b>						
10.1	<b>Main and sub fire alarm panel. Any faults?</b> - zone isolated, - fault appeared, - panel indicated battery is low, - panel red in colour, - zone diagram not updated.	Yes	No	NA	If all in order – 5 pts If faults detected – 1 demerit pt for each fault	/5
10.2	<b>Hose reel, Any faults?</b> - not able to operate, - throw of water less than 6m, - nozzle missing, - water leakage, - illegal storage, - no label for cabinet	Yes	No	NA	If all in order – 5 pts If faults detected – 1 demerit pt for each fault	/5
10.3	Are the FSMs & Facilities Management in charge of maintenance aware that they must obtain fire extinguisher servicing from a list of approved workshops which are accredited by Certification Body i.e. TUV SUD	Yes	No	NA	Yes – 5 points for FSM and 5 points for owner/mgt  No – 0 Pt	/10
10.4	<b>Fire Extinguisher. Any faults?</b> - not serviced, - not PSB labeled, - not mounted i.e. on floor, - not the correct type of FX used - obstructed	Yes	No	NA	If all in order – 5 pts If faults detected – 1 demerit pt for each fault	/5
10.5	<b>Standby Generator room. Any faults?</b> - not in operational condition, - illegal storage, - room not labeled	Yes	No	NA	If all in order – 5 pts If faults detected – 2 demerit pt for each fault	/5

10.6	<b>Exit sign and emergency lighting. Any faults?</b> - not in operational condition - obstructed - inconsistency in colour of exit sign	Yes	No	NA	If all in order – 5 pts If faults detected – 2 demerit pt for each fault	/5
10.7	<b>Mechanical Ventilation for smoke stop lobby. Any faults?</b> - not in operational condition, - inlet or outlet grille obstructed - illegal storage	Yes	No	NA	If all in order – 5 pts If faults detected – 2 demerit pt for each fault	/5
10.8	<b>Mechanical Ventilation for exit staircase (Pressurisation system). Any faults?</b> - not in operational condition (see control panel) - outlet grille damaged - illegal storage in fan room	Yes	No	NA	If all in order – 5 pts If faults detected – 2 demerit pt for each fault	/5
10.9	<b>Dry riser system. Any faults?</b> - not in operational condition - breeching inlet not labeled - landing valve not labeled - illegal storage inside riser duct	Yes	No	NA	If all in order – 5 pts If faults detected – 2 demerit pt for each fault	/5
10.10	<b>Wet riser system. Any faults?</b> - not in operational condition - one pump isolated - breeching inlet not labeled - landing valve not labeled - illegal storage in pump room or riser duct	Yes	No	NA	If all in order – 5 pts If faults detected – 2 demerit pt for each fault	/5
10.11	<b>Sprinkler system. Any faults?</b> - not in operational condition - one pump isolated - breeching inlet not labeled - control valve not labeled & strapped open position - illegal storage in pump room	Yes	No	NA	If all in order – 5 pts If faults detected – 2 demerit pt for each fault	/5
10.12	<b>Fire Lift. Any faults?</b> - not in Operational condition - car bell faulty - communication set faulty - car lighting faulty - motor room illegal storage - Notice “In Case of Fire, Do Not Use Lift” is missing.	Yes	No	NA	If all in order – 5 pts If faults detected – 2 demerit pt for each fault	/5
<b>11</b>	<b>General Fire Safety Housekeeping</b>					
11.1	<b>Any faults at the Exit passageway and staircases?</b> - obstruction to exit route e.g. passageway, corridors, obstruction to exit staircases, - combustible finishes detected within exit staircase, - illegal storage	Yes	No	NA	If all in order – 5 pts If faults detected – 2 demerit pt for each fault  (eg 2 places of illegal storage = 4 pts)	/5
11.2	<b>Any faults with the Exit doors?</b> - self-door closer missing - padlock provided	Yes	No	NA	If all in order – 5 pts If faults detected – 2 demerit pt for each fault	/5

	- door wedged open				(eg 3 fire door wedged open = 6 pts)		
11.3	<b>Any faults at the Fire Command Centre (FCC)?</b> - any system isolated/fault voice comm. system/PA system, - illegal storage, - Decam isolated	Yes	No	NA	If all in order – 5 pts If faults detected – 1 demerit pt for each fault		/5
11.4	<b>Any improvement made to fire safety protection systems?</b> <i>(Over and above basic fire requirement)</i> such as Sprinkler, FCC, Voice Comm, fire retardant material, etc.	Yes	No	NA	Yes – 10 pts No – 0 pt		/10
11.5	<b>Were there any fire incidents in the premises during the period (2024 to 2025)?</b>	Yes	No	NA	If no – 20 pts If yes – 10 demerit pts for major and 5 demerit pts for minor	/20	/20
11.6	<b>Did SCDF take any enforcement action against the premises during the (2024 to 2025)?</b> <i>(Please specify type of offence if Yes, and indicate if it is a court-case offence)</i>	Yes	No	NA	If no – 20 pts Issued 1 FHAN – 10 pts Issued >1 FHAN and/or NOO – 0 pts	/20	/20
11.7	<b>Are there exposed electrical wirings / overloaded electrical points?</b>	Yes	No	NA	If all in order – 10 pts If fault detected – 2 demerit points for each fault.		/10
11.8	<b>Any unauthorized storage of flammable materials?</b> - LPG, diesel etc.	Yes	No	NA	If all in order – 10 pts If fault detected – 2 demerit points for each fault.		/10

<sup>+</sup> In addition to the demerit points for 10.6, the judging committee reserves the right to review any offences committed (which may include 2024 offences) and if it is a court case or egregious offence, the premises may be dis-qualified.

12	CERT & Emergency Preparedness (Bonus Points)				Score for 2024	Score for 2025
12.1	<b>Does the organisation’s Company Emergency Response Team (CERT) meet the National CERT Standards?</b>	Yes	No	If no – 0 pt If yes – 5 pts	/5	/5
12.2	<b>Does the organisation have an In-Place Protection (IPP) plan?</b> <i>(To show documentary evidence)</i>	Yes	No	If no – 0 pt If yes – 5 pts	/5	/5
12.3	<b>Were any IPP drills conducted during the year of assessment?</b>	Yes	No	If no – 0 pt If yes – 5 pts	/5	/5
12.4	<b>Are there any trained CPR and First Aiders?</b>	Yes	No	If no – 0 pt If yes – Less than 10 – 2 pts More than 10 – 5 pts		/5
12.5	<b>Are First Aid Box available within the premises?</b>	Yes	No	If no – 0 pt If yes – 5 pts		/5

12.6	<b>Are Automated External Defibrillators (AED) available within the premises?</b>	Yes	No	If no – 0 pt If yes – 5 pts	/5
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13	<b>Community First Responders (Bonus Points)</b>			Score for 2024	Score for 2025
13.1	<b>Are the building occupants (e.g. managers / staff / tenants) registered as Community First Responders via SCDF's myResponder app?</b>  <i>(Registered myResponder app users are considered as Community First Responders)</i>	Total no. of occupants (A):  No. of registered CFRs (B):  (B/A)%: _____	Above 75% - 5 pts 50% to 75% - 2 pts Below 50% - 0 pt		/5
13.2	<b>Any building occupants (e.g. managers / staff / tenants) who were awarded with SCDF's Community First Responder Award (CFRA) / Community Lifesaver Award (CLA) in 2024 to 2025?</b>	Yes	No	If no – 0 pt If yes – 1 – 2 pts More than 3 – 5 pts	/5

<p><b>I hereby declare, to the best of my knowledge, that all particulars given in this participation form are true and correct.</b></p>	
<p>_____</p> <p style="text-align: center;"><b>Name and Designation</b></p>	<p>_____</p> <p style="text-align: center;"><b>Signature and Date</b></p>
<p><b>Endorsed by:</b> <b>(CEO or equivalent)</b></p>	
<p>_____</p> <p style="text-align: center;"><b>Name and Designation</b></p>	<p>_____</p> <p style="text-align: center;"><b>Signature and Date</b></p>
<p><b>Company Name:</b></p>	

1<sup>st</sup> Person to contact for site audit: (Name) \_\_\_\_\_

Tel:                      Hp:                      Email:

2<sup>nd</sup> Person to contact for site audit: (Name) \_\_\_\_\_

Tel:                      Hp:                      Email:

The completed form is to be sent to:

**The Secretariat - Industrial Premises Committee  
National Fire and Emergency Preparedness Council**

**Address:  
Central Fire Station  
62 Hill Street  
Singapore 179367**

Alternatively, you may correspond via email: [secretariat.nfec@gmail.com](mailto:secretariat.nfec@gmail.com)

The softcopy of the participation form can be found in the NFEC website <http://www.nfec.org.sg>.

*The deadline for submission is 3 July 2026 (Friday).*

**Note: ALL necessary documentation and records have to be produced during the audit.**