

No : 01/2024
Date : 01 January 2024



AIRPORT EMERGENCY SERVICE

FIRE PREVENTION CIRCULAR

To All CAG Tenants

ANNUAL FIRE SAFETY DECLARATION

1. The Airport Emergency Service (AES) is introducing the Annual Fire Safety Declaration Checklist, attached at Annex A.
2. The AES will launch the relevant training programme for the checklist in Jan 2024 before its implementation. The training will be conducted online, and an assessment will be carried out to test the tenant's competency.
3. After the implementation of the checklist, any failure of submission by the calendar year will be deemed as non-compliant. In line with Clause 5.12 of the tenancy agreement (TA), non-compliant tenants could face suspension of operations. In addition, AES will conduct a chargeable fire safety inspection at the premises.
4. We appreciate your support to the fire safety at Changi airport. For further clarifications, you may contact the Fire Prevention Section (FPS) of the Airport Emergency Service at 6541 2535 or e-mail to: fire.safety@changiairport.com

A handwritten signature in black ink, appearing to read "Danny Soh".

DANNY SOH
Staff Officer, Fire Prevention Section
Airport Emergency Service

ANNEX A

AIRPORT EMERGENCY SERVICE
TENANT FIRE SAFETY DECLARATION
(Retail, Kiosk, Service, Counter, Office, Storeroom/Warehouse)

Tenant Information						
Tenant Name and Unit Number						
Date & Time of Checks						
Name of Conducting Staff						
Declaration of Fire Warden						
Type of occupancy (Please circle where applicable) Office / Shop / Lounge / F&B outlet / Warehouse / M&E Room Others - Please specify:						
Please Tick <input type="checkbox"/>: C: Compliance/ NC: Non-Compliant/ NA: Not Applicable						
S/N	Description for items to check	C	NC	NA	Corrective Action(s)	Done
1	Storage shelves and ceiling are maintained with a minimum of 50cm clearance from the sprinkler head. [1m for warehouse]				Goods to be removed.	
2	Detectors and Sprinkler are not covered / hung with objects, and not loosen / painted over.				Object / paint to be removed. Detector to be secured.	
3	Manual Call Point (MCP) are free from any physical and visual obstruction.				Objects to be removed.	
4	Fire exit doors and escape routes is not obstructed and not locked, except for Electromagnetic (EM) locks.				Objects to be removed.	
5	Emergency lighting [exit sign and UFO are lighted].				Emergency lighting to be lighted.	
6	Fire shutter/ smoke curtain is not obstructed. [if any]				Obstruction to be removed.	
7	Fire extinguisher, Hose reel and Landing Valve are free from any physical and visual obstruction. Its cabinet shall be labeled properly and not used as storage.				Object to be removed.	
8	Fire extinguisher and Hose reel are serviced within the servicing period [annually].				Fire extinguishers / hose reel to be replaced / serviced.	
9	No accumulation of combustible rubbish inside the premises and ensure all goods are stacked neatly in storage areas.				Rubbish to be cleared and goods to be tidied in the store.	
10	Strictly no storage of Petroleum & Flammable Material (P&FM) [above exempted quantity] unless licensed by SCDF, No naked flame [incense oil lamp, candle, joss stick] within the tenanted space.				Remove P&FM. Remove or change the item(s) to electrical type.	
11	Electrical fixtures, switches and sockets are not defective or damaged, and wiring are not exposed [neatly secured in conduit / trunking].				Replace/ repair the defect electrical component and resecured the wiring.	
12	Distribution Board (DB) are labelled properly, not obstructed, and not used for illegal storage purposes.				Label the DB. Object to be removed.	
13	All electrical installations are to be endorsed by Licensed Electrical Worker (LEW) and submitted to CAG Engineering for approval – Annual Electrical License (AEL). Extension cords are not daisy chained.				AEL submitted via OneCalendar. Remove the daisy chain.	
14	All Fire Alarm Panels (FAPs) belonging to tenant are serviced annually. [if any]				Service the FAP.	
Remarks [if any]:						
I hereby certify that the above checklist is completed factually and true to the best of my knowledge:						
Signature:			Date:			

*All tenant staff shall be aware of reporting the fire safety deficiencies to their immediate supervisor and management for rectification.

*All tenant staff shall be aware of reporting any fire incident/ includes those already extinguished to AES Hotline via 6541 2525.