

FIRE SAFETY MANUAL	
<u>Contents</u>	
	<u>Page</u>
Contents page	1 to 2
Record of Amendments	3
Distribution List	4 to 6
Abbreviations	7 to 8
Foreword	9 to 11
SECTION A : FIRE SAFETY MANAGEMENT OF CAG OWNED / MANAGED PROPERTIES	
Chapter 1 : General Fire Safety - Duties and Responsibilities	12 to 16
Chapter 2 : General Fire Prevention Measures	17 to 21
Chapter 3 : Maintenance of Fire Detection and Protection Systems	22 to 30
Chapter 4 : Provision and Usage of Fire Extinguishers	31 to 38
Chapter 5 : Requirements for Renovations, Alterations and Additions to CAG owned / managed properties	39 to 42
Chapter 6 : Fire Emergency Plans for CAG Owned / Managed building	43 to 58
Chapter 7: Fire Safety Inspection on CAG tenanted premises	59
Appendix A-1 : Fire Safety Do’s and Don’ts	60 to 63
Appendix A-2 : Consolidated Fire Safety Requirements for Compliance By CAG Tenants	64 to 65
Appendix A-3 : Summary of Fire Safety Requirements for CAG Managed Buildings	66 to 71
Appendix A-4 : Sample of AES Service Charge Form	72
Appendix A-5 : Sample of AES Fire Alarm Isolation and Hot Work Permits	73 to 76

	<u>Page</u>
Appendix A-6 : Sample of AES Isolation and Fire Patroller Checklist	77 to 78
Appendix A-7 : Sample of Kitchen Fire Safety Assessment Form	79 to 81
Appendix A-8 : AES Fire Safety Circular	82
SECTION B : FIRE SAFETY MANAGEMENT OF NON-CAG OWNED / MANAGED PROPERTIES	
Chapter 1 : General Fire Safety – Duties and Responsibilities	83 to 87
SECTION C : FIRE SAFETY MANAGEMENT OF SPECIFIC FIRE HAZARDS	
Chapter 1 : Aircraft Fuel Servicing and Maintenance of Aircraft Fuel System	88 to 99
Chapter 2 : Airfield Vehicle Operations	100 to 101
Chapter 3 : Precautions during Battery Charging	102 to 105
Chapter 4 : Import, Transport, Storage and Dispense/Decant of Petroleum & Flammable Materials	106 to 107
Chapter 5 : Welding and Hot Works	108 to 116
Chapter 6 : Welding Operations Inside Aircraft Hangars	117 to 120
Chapter 7 : Fire Precautions During Oxygen Charging And Storage	121 to 128
Appendix C-1 : Fire Safety Requirements involving Aircraft Fuel Servicing	129 to 130
Appendix C-2 : Fire Safety Requirements involving Airfield Vehicle Operations	131
Appendix C-3 : AES Fire Safety Circular 12/2012 dated 23 Aug 2012	132 to 133
Appendix C-4 : AES Fire Safety Circular 15/2012 dated 1 Nov 2012	134 to 135

RECORD OF AMENDMENTS

S/No	Amendment No.	Date of Amendment	Reviewed By
1	01/1999	15 Apr 1999	OC(FS)
2	01/2000	01 Jul 2000	OC(FS)
3	01/2001	18 Aug 2001	OC(FS)
4	01/2002	9 Sep 2002	OC(FS)
5	01/2004	15 Mar 2004	OC(FS)
6	02/2004	7 Sept 2004	Supt (FS)
7	01/2005	1 Feb 2005	Supt (FS)
8	02/2005	1 July 2005	Supt (FS)
9	01/2006	27 Nov 2006	Supt (FS)
10	01/2008	30 May 2008	Supt (FSS)
11	01/2009	1 Jul 2009	SO(FS)
12	01/2010	18 Nov 2010	1 SO,FS
13	01/2011	14 Feb 2011	2SO, FS
14	01/2012	1 Nov 2012	1SO, FS
15	01/2014	1 Aug 2014	2SO, FP
16	01/2016	1 Mar 2017	FWO, Alex
17	01/2017	12 May 2017	SO, FP
18	02/2017	25 Sep 2017	FWO, Alex
19	01/2018	22 May 2018	FSSGT Yunos
20	01/2019	1 Aug 2019	FWO Gerald

DISTRIBUTION LIST A – CHANGI AIRPORT GROUP (S) PTE LTD

Airport Operations Division
Airport Emergency Service Division
Aerodrome Safety Unit
Aviation Security Unit
Engineering & Development Group
Commercial Cluster
Changi Airport Recreation Club
Experia Events Pte Ltd
CAG Fire Wardens

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All Air Cargo companies and their fire wardens

DISTRIBUTION LIST C – AIRLINES

All airlines and their fire wardens

DISTRIBUTION LIST D – AIRPORT SECURITY SERVICES

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Changi Into-Plane Services Pte Ltd (CHIPS)

DISTRIBUTION LIST H – RESTAURANTS

All restaurants and their fire wardens

DISTRIBUTION LIST I – SERVICES

All service providers and their fire wardens

DISTRIBUTION LIST J – SHOPS

All shops and their fire wardens

DISTRIBUTION LIST K – GOVERNMENT DEPARTMENTS / STATUTORY BOARDS

Civil Aviation Authority of Singapore (CAAS)

Singapore Aviation Academy

CAAS Fire Wardens

Airport Police Division

Immigration & Checkpoints Authority

Singapore Customs

National Environment Agency

DISTRIBUTION LIST L – OTHERS

SIA Engineering Company

ST Aviation Services Company

Menlo Worldwide Asia Pacific Pte. Ltd.

JTC Corporation

Singapore Post Limited

Eagle Services Asia Pte Ltd

ABV Aviation Support Pte. Ltd

Abbreviations

A & A	-	Addition and alteration
AC (Ops)	-	Air Cargo Operations
AES	-	Airport Emergency Service
AO	-	Airport Operations
AO/FM EM)	-	Airport Operation / Facilities Management (formerly known as
ATC	-	Air Traffic Control
BCA	-	Building and Construction Authority
BCF	-	Bromochlorodifluoromethane
BS	-	British Standards
CAAS	-	Civil Aviation Authority of Singapore
CAES	-	Chief, Airport Emergency Service
CAFHI	-	Changi Airport Fuel Hydrant Installation
CAG	-	Changi Airport Group (Singapore) Private Limited
CDIR	-	Corporate Development and International Affairs Division
CCS	-	Casualty Clearance Station
CERT	-	Company Emergency Response Team
CP	-	Code of Practice
CAC	-	Changi Airfreight Centre
DNATA	-	DNATA Singapore Pte Ltd
E&MP	-	Engineering & Master Planning
EN	-	European Standards
ERP	-	Emergency Response Plan
FCC	-	Fire Command Centre
FMC	-	Fault Management Centre
FSSD	-	Fire Safety and Shelter Department
FP	-	Fire Prevention
FS	-	Fire Safety
F&B	-	Food & Beverages
FM	-	Facility Management
HT	-	High Tension
LEW	-	Licensed Electrical Worker
LORADS	-	Long Range Radar Station
LPG	-	Liquefied Petroleum Gas
LT	-	Low Tension

MINDEF	-	Ministry of Defence
OC	-	Officer Commanding
OIC	-	Officer-In-Charge
PA	-	Public Address
QP	-	Qualified Person
SAA	-	Singapore Aviation Academy
SASCO	-	ST Aviation Services Company Pte Ltd
SATCC	-	Singapore Air Traffic Control Centre
SATS	-	Singapore Airport Terminal Services
SCDF	-	Singapore Civil Defence Force
SIA	-	Singapore Airlines
SPRING	-	Standards, Productivity and Innovation Board
SS	-	Singapore Standards
Head, FP	-	Head, Fire Prevention
UL/FM	-	Underwriters Laboratories / Factory Mutual
WRO	-	AES Watchroom Operator

Foreword

1 Aims

- 1.1 Owing to the nature of airport operations, airport terminal buildings are generally atrium designed. As such buildings are large and spacious, any fire outbreak can spread rapidly. This, coupled with the high number of passengers commuting through the airport daily, places airport buildings in the high fire load category. Because of the global nature of airport operations, a major fire outbreak will draw adverse publicity, both locally and overseas. In addition, a major fire could disrupt flying operations, resulting in high losses to the airport as well as the nation.
- 1.2 Therefore, the fire safety at the airports needs to be at a high level. This Manual contains fire safety procedures, which are based on existing regulations, and other codes already promulgated in Singapore. These procedures spell out the fire safety measures to be observed by airport operators and tenants so that a high standard of fire safety can be maintained at key buildings of Singapore Changi and Seletar Airports.

2 General Terms of Reference

- 2.1 This Manual seeks to spell out:-
- a) the fire safety precautions that need to be provided at key buildings of the airports;
 - b) the parties responsible for the implementation and compliance of these and other fire safety codes;
 - c) the types of fire safety tests and checks to be carried out by each concerned party
 - d) the general procedures to be complied with in the event of a fire outbreak; and
 - e) other specific fire hazards.
- 2.2 This Manual is intended to cover both CAG and non-CAG owned/managed buildings in the airport but are by no means exhaustive and where appropriate should be used in conjunction with the codes of other authoritative bodies such as the National Fire Protection Association (NFPA) and the Codes of Practice for Fire Precautions in Buildings by the Singapore Civil Defence Force (SCDF)

and the Singapore Standards by Standards, Productivity and Innovation Board (SPRING Singapore).

3 AES Service Charge

3.1 All air carriers, ground handling agents, facilities managers, project/maintenance contractors, owners, tenants; or any contractors/sub-contractors engaged by them; and all parties operating or working in Changi Airport, the Changi Airfreight Centre or Seletar shall comply with all fire safety requirements, safety instructions, permit to work system and hot work procedures required by SCDF and as stipulated by CAG's Fire Safety Manual. Non compliance to these procedures and guidelines resulting in false fire alarm activations and turnout of AES resources may result in a service charge being levied as per the schedule of rates listed in Para.3.3 below. **(See Appendix A-4 – Sample of AES Service Charge Form)**

3.2 To prevent abuse of AES resources, AES may levy a service charge on all airlines, air carriers, ground handling agents, cargo agents, facilities managers, project/maintenance contractors, owners, tenants; or any contractors/sub-contractors engaged by them; and all parties operating or working in Changi Airport, the Changi Airfreight Centre or Seletar Airport for any of the following services:

- i) Removal of Fuel Hazards
- ii) Refuelling / Defueling Standby
- iii) Explosives Escort
- iv) Hot Works Standby
- v) First Aid Fire Appliances (FAFA) training
- vi) False fire alarm activation turnout
- vii) Vehicle escort
- viii) Fire Patroller duties
- ix) DECAM line connection

3.3 The schedule of rates is listed in Table 1 below:

Table 1

	Service	Charge*
i)	Fire Vehicle	\$600 per vehicle per hour or part thereof*
ii)	Sea Rescue Craft	\$1010 per vessel per hour or part thereof*
iii)	Fire Officer	\$100 per officer per hour or part thereof*
iv)	Fire fighter	\$60 per firefighter per hour or part thereof*
v)	EDG	\$400/ 500 per team per incident*
vi)	AvSecurity	\$400 per team per incident*
vii)	DECAM line	\$750 per line connection*

	connection	
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*excludes prevailing government taxes and the revised rates will be effective from 0000LT, 15 June 2017

4 Amendments

- 4.1 This manual will be reviewed from time to time. Suggestions to improve this manual are welcome. All proposed amendments can be emailed to fire.safety@changiairport.com or be submitted in duplicate, type-written in double spacing, and addressed to:

Head, Fire Prevention
Airport Emergency Service
Fire Prevention
Changi Airport Group (Singapore) Pte Ltd
Singapore Changi Airport
P O Box 168
Singapore 918146

SECTION A : FIRE SAFETY MANAGEMENT OF CAG OWNED / MANAGED PROPERTIES**CHAPTER 1 - GENERAL FIRE SAFETY - DUTIES AND RESPONSIBILITIES****1 General**

1.1 The responsibility of ensuring that fire safety measures are observed at each airport building shall be that of the owner. In the case of CAG owned / managed properties, the head of division in charge of the premises shall be responsible as the "owner". He should also exercise surveillance over the tenants and staff occupying such premises. The AES and E&MP shall be promptly notified of any suspected deficiencies.

2 Duties and Responsibilities of Divisions in CAG owned / managed properties

2.1 The duties and responsibilities of each division shall be as follows:

I Airport Emergency Service (Division of CAG)

- (a) Promote fire safety at Changi and Seletar Airport. To conduct fire safety inspections at CAG owned building and airport's critical installations at least once a year and follow-up to ensure that fire hazards, if any, are eradicated;
- (b) Check to ensure that fire detection and protection systems installed in buildings are adequate for the appropriate risk;
- (c) Carry out spot checks on the maintenance of the fire protection systems, e.g. by random checks of the water flow through some sprinkler heads;
- (d) Advise other Divisions on fire safety measures before renovation, alteration or addition works are carried out at CAG owned / managed premises and then follow-up to ensure that they are incorporated;
- (e) Conduct annual briefings for the fire wardens in the terminal buildings to update and familiarise them with their roles, the evacuation procedures, the escape routes, the assembly areas, etc;

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- (f) Conduct annual fire safety awareness workshops for airport restaurant and canteen staff;
 - (g) Establish a fire evacuation plan for each CAG owned/managed building based on the procedures spelt out in Section B and conduct at least two evacuation drills annually at the passenger terminal buildings, Megaplex 1 in accordance with the requirements prescribed by the FSSD; and
 - (h) Maintain an updated fire warden list for CAG offices.

II Airport Operations (Division of CAG)

- (a) Be the overall coordinator of the fire wardens for the terminal buildings during a fire/emergency;
- (b) AO/FM to ensure all portable fire extinguishers belonging to CAG are serviceable and maintained regularly in accordance to SS:578:2012
- (c) AO/FM to ensure that all CAG building hoses are inspected for their serviceability;
- (d) AO/FM to ensure that all cabinets used to house fire extinguishers and hoses are accessible for use during a fire;
- (e) AO/FM to ensure the proper disposal of bulk rubbish at CAG buildings;
- (f) AO/FM to ensure cigarette butt bins at specified smoking areas are cleared of rubbish on a regular basis; and
- (g) AO/FM to ensure that no bulk disposal of rubbish obstructs the means of escape.

III Air Cargo (Part of CAG Airport Operations Division)

- (a) Overall coordinator of the fire wardens for the cargo agents buildings during a fire/emergency; and
- (b) Liaison of all Air Cargo Ops matters.

IV Commercial Division (Division of CAG)

- (a) Exercise surveillance over CAG tenants at the terminal buildings and CAC to ensure that they comply with fire safety precautions, and to take appropriate action on tenants who do not comply. AES/E&MP are to be kept informed;

-
- (b) Ensure that the tenants at the terminal buildings and CAC observe the fire prevention measures listed in Chapter 2 of this Section and its appendices together with Schedule 3 of CAG Tenancy Agreement (where applicable)
 - (c) Ensure that all renovations, alterations and additions by tenants to CAG owned / managed buildings are properly authorised in accordance with Chapter 5 of this Section;
 - (d) Ensure that all concessionaires/tenants at the terminal buildings and CAC managed by Commercial Division carry out tests on electrical wiring and systems as required in this Manual and forward reports of these tests to the Engineering Division upon request; and
 - (e) To act on errant tenants who do not take proactive actions to eliminate fire hazards within their premises.

V Engineering & Master Planning (Division of CAG)

- (a) Ensure that fire detection and protection systems at all CAG owned / managed buildings are installed in accordance with SPRING Singapore Codes of Practice;
- (b) Conduct tests and inspections on electrical circuits in all CAG owned / managed buildings and installations as stated in the code of practice or as best practices.
- (c) Conduct regular tests, inspections and maintenance of fire detection and protection systems in CAG owned / managed buildings (including the fire protection/detection and gas detector systems installed and maintained by tenants and lessees) in accordance with the schedule spelt out in Chapter 3 of this Section and in accordance with the relevant SS/ CPs;
- (d) Ensure contractors do not obstruct fire detectors, sprinklers, other fire equipment or impede any access/escape route during renovation, alteration and addition, construction works and comply with fire safety requirements stipulated in this manual;
- (e) Ensure that all renovations, alterations and additions to buildings are properly authorised in accordance with Chapter 5 of this Section; and
- (f) Ensure that the exhaust systems, beyond the cooker hoods, for all restaurants are maintained and serviced on a regular basis as appropriate.
- (g) To ensure that no bulk disposal of rubbish obstructs the means of escape in the CAC.

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- (h) To ensure all portable fire extinguishers belonging to CAG are serviceable and maintained regularly in accordance to SS:578:2012 at CAC;
 - (i) To ensure that all CAG building hoses located at CAC are inspected for their serviceability;
 - (j) To ensure that all cabinets located at CAC that are used to house fire extinguishers and hoses are accessible for use during a fire;
 - (k) To ensure cigarette butt bins located at CAC that are placed at specified smoking areas are cleared of rubbish on a regular basis.

VI Corporate Development and International Affairs Division (Division of CAG)

- (a) Ensure that all fire warden's contact details are updated in the Singapore Changi Airport Telephone Directory (SCATD) upon input from AES FP; and
- (b) Ensure that all CAG corporate security doors are linked to IBMS.

VII All Divisions & All Airport Staff

In addition to the above, each Division shall:

- (a) Ensure that all electronic equipment and wiring in their premises are regularly checked and properly maintained;
- (b) Observe good housekeeping by separating combustible materials, e.g. thermal facsimile paper, diskettes, etc from electrical peripherals;
- (c) Exercise surveillance and take action as appropriate on those occupants who do not comply and keep AES/E&MP informed;
- (d) Ensure that its premises are adequately protected by fire extinguishers and other fire safety equipment based on the advice provided by AES in accordance with Chapter 4 of this Section;
- (e) Ensure that all staff and occupants observe the fire prevention measures listed in Chapter 2 of this Section and its appendices together with Schedule 3 of CAG Tenancy Agreement (where applicable);
- (f) Appoint fire wardens / assistant fire wardens for its own premises, and inform FP of any changes to their appointed fire wardens / assistant fire wardens;
- (g) Ensure that its staff are familiar with the fire evacuation plan;

- (h) Encourage its staff to attend relevant fire safety training at the Singapore Aviation Academy or conducted by FP; and
- (i) Ensure all renovations, major alterations and additions have been approved by FSSD and AES.

CHAPTER 2 - GENERAL FIRE PREVENTION MEASURES**1 Introduction**

- 1.1 Singapore Changi Airport has a wide range of occupancies such as restaurants, duty-free shops, lounges, etc, and also a large overall volume of combustibles such as alcohol, furniture, carpets etc. These together with the large number of aircraft passengers commuting through the airport daily result in a high fire load at the terminal buildings. Therefore, fire prevention measures need to be practiced by all staff, occupants and tenants of buildings at Changi Airport. Staff and tenants at Seletar Airport should also observe such safety standards.
- 1.2 Fire prevention measures may be grouped into distinct categories, such as fire detection and protection equipment, passive measures, housekeeping, electrical systems and wiring, and other hazards.

2 Continuous training of Fire Safety and Kitchen Fire Safety

- a) Tenants shall ensure that their personnel participate in at least one fire safety programme such as fire drill, fire warden briefing or fire safety educational outreach within each calendar year.
- b) Tenants with kitchen facilities shall ensure that personnel working in their kitchen:
- i. trained in Kitchen Fire Safety;
 - ii. employees of the tenant and have their particulars well documented in the tenant's staff register;
 - iii. undergo Kitchen Fire Safety refresher training annually;
 - iv. trained and competent with all installed kitchen facilities and fire safety installations before they are allowed to start work in Changi Airport. In this regard, all proposed staff training program or regime must be submitted to AES for approval.
- c) All training and re-training records must be kept for at least 24 months and must be submitted to AES for audit purpose upon AES's request.

3 Fire Detection and Protection Equipment

- (a) Fire detection, gas detection and protection systems installed, in accordance to the approved QP plan, shall be maintained and regularly checked for serviceability.

-
- (b) The fire protection systems shall have audible alarm bells or similar facilities to warn the occupants of the building in case of fire.
 - (c) DECAM connection shall be made between the fire protection systems and the AES fire station or other approved fire alarm receiving centre.
 - (d) The fire protection systems should be extended to new areas arising from building extension or floor alterations.
 - (e) Fire hosereels should be able to provide full coverage over the whole of the floor area where they are installed and take into consideration the physical layout of the area covered.
 - (f) Fire hosereels & extinguishers shall be free of obstructions at all times.

4 Passive Measures

- (a) Means of egress shall be arranged so that the occupants can pass through an exit from the building or storey quickly and without obstruction.
- (b) Exit signs and directional exit signs shall be provided, adequately illuminated and displayed.
- (c) Escape routes shall be kept clear and free of obstructions at all times and be suitably marked.
- (d) All emergency exit doors shall not be locked, otherwise there shall be provision for rapid operation of the locking device to release the lock either by manual operation or automatically when the fire alarm is activated.

5 Housekeeping

5.1 Housekeeping or maintenance of orderly cleanliness is a basic factor in fire safety. Good housekeeping practices, both indoors and outdoors, by disposal of unwanted combustibles, limitation or segregation of combustibles, reduce the danger of fire, and they include the following:

- (a) Floors should be regularly swept or cleaned with non-flammable materials.
- (b) Smoking is only allowed at designated areas or rooms with suitable ashtrays or cigarette butt bins being provided. Cigarette butts shall be completely extinguished before being disposed in a proper manner.

-
- (c) Other than kitchens of restaurants where fire suppression systems are installed, there shall be no naked flame allowed, unless prior approval is sought from AES' FP.
 - (d) No burning of oil lamps, candles, joss sticks or any forms of offerings, shall take place, especially within the buildings and on the airside.
 - i. Devotes working in the airport area are advised to use electrical or battery-operated joss sticks if they wish to perform their prayers.
 - (e) Burning of offerings will only be permitted at burning sites designated by AES during the Lunar 7th month festival.
 - (f) Where burning of any sort or Hot Work is required, the prior approval of AES Division shall be obtained.
 - (g) In the case of restaurant cooker hoods – these shall be degreased/cleaned on a regular basis as appropriate. The schedule of cleaning shall be extended to AES and EDG E&MP upon request.
 - (h) Frequency and method of rubbish and waste disposal should be adequate for the type of occupancy and activity being conducted.
 - (i) Rubbish storage bins built of non-combustible materials shall be provided under cutting, boring and turning machines.
 - (j) Used cleaning rags and other impregnated materials or waste cloths should be kept in non-combustible containers with self-closing and close fitting lids.
 - (k) No storage of flammable liquids shall be allowed. If required, the prior approval of AES Division shall be obtained.
 - (l) Storage of approved quantities of flammable liquids shall comply with Section C, Chapter 4 of this manual.
 - (m) Where there is a possibility of a flammable liquid spill, provisions shall be made as follows:
 - (i) the spread of the spill is limited;
 - (ii) non-flammable absorbent material is available for immediate use;
 - (iii) ignition sources can be quickly removed; and
 - (iv) the area is well ventilated.

- (n) All packing materials should be neatly stacked in a separate storage area and not in passageways or aisles.
- (o) There shall be a minimum clear space of 0.5m between the top of storage piles and sprinkler heads or the ceiling. This clear space shall be at least 1m in warehouses.
- (p) In storage areas, aisles shall be maintained for access and egress. These aisles should not be obstructed and should correspond as much as possible in width with the building entry/exit points.
- (q) Provision shall be made for ready access to fire-fighting equipment.
- (r) All fire and exit doors shall be kept clear such that stored material will not interfere with their operation.
- (s) Storage shall not mix with other risks and there shall be separation between the two by fire rated walls, self-closing fire doors, etc.
- (t) Hazardous goods, such as gas cylinders and combustible liquids shall be separated from other stores, either by compartmentalisation or distance. Hazardous materials shall be indicated outside each store.
- (u) Stores where hazardous materials are kept shall be clearly marked at the entrance with appropriate labels.
- (v) A floor plan shall be made available at the fire indicator board for arriving emergency services in case of fire outbreak.

6 Electrical Systems and Wiring

- (a) Connections between wires and plugs should not be loose.
- (b) Conduits and raceways should be fastened into position and secured to outlet boxes, cabinets and other equipment.
- (c) All electrical boxes should be closed to prevent the possibility of contact with combustible materials.
- (d) Overloading of electrical circuits is not allowed. In general, the power should not exceed 13 ampere. All circuits should be protected by a proper size fuse or circuit breaker.
- (e) All fixtures, switches and sockets should be well maintained.

-
- (f) Electrical equipment should not be improperly wired or with wiring that have become frayed or loose. All electrical appliances shall be of an approved type, correctly positioned and have well maintained flexible cords.
 - (g) Electrical appliances and machinery should be operated by qualified persons and should not be left operating unattended.
 - (h) Electrical equipment should not be left energised when not in use especially during after-working hours. They should be switched off when not in use.
 - (i) Do not overload the electrical circuit by fitting many extension outlets. If necessary, more permanent power points should be added by a Singapore Power Licensed Electrical Worker (LEW) of the appropriate grade.
 - (j) With effect from 1 August 2014, all new lighting fixtures shall be installed with electronic ballast or LED type of lighting systems. Conventional ballast shall not be used in the terminal buildings lighting systems for any new installation. Users are also required to monitor the usage and life span of the lighting systems and change before its end of life.
 - (k) LEW shall operate, maintain and repair electrical installation and conduct thermal scanning checks of the electrical system/wiring on a quarterly basis, such as tests of out-going / in-coming cables on an annual basis and submit the inspection/test reports to E&MP.

7 Other Hazards

- 7.1 Some works carried out in the terminal buildings and other CAG owned / managed buildings are inherently hazardous. These include hot works such as welding and battery charging operations in which hydrogen is released in large quantities. Reference shall also be made to the appendices of this section together with Section C of this manual and Schedule 3 of CAG Tenancy Agreement (where applicable).

CHAPTER 3 - MAINTENANCE OF FIRE DETECTION AND PROTECTION SYSTEMS**1 Introduction**

1.1 This chapter spells out the maintenance procedures for fire detection and protection systems in all CAG owned / managed properties in the airport.

2 Duties and Responsibilities

2.1 E&MP is responsible for maintaining the fire protection installations in optimum working condition except for those equipment/systems installed and maintained by the tenants/lessees as per recognised local or international fire safety standards or manufacturer's recommendations.

2.2 AO/FM is responsible for the maintenance of fire extinguishers and fire hoses up to the stop cocks.

2.3 Both E&MP and AO/FM are responsible to notify AES of any defects (and their status of rectification) that affect the operations of the fire protection installations, so that alternative arrangements as deemed necessary by the AES can be made.

2.4 Copies of all initial system commissioning, subsequent modification and commissioning and subsequent annual test reports on the fire protection systems carried out to comply with statutory requirements shall be compiled for audit purposes.

3 Inspection and Test Procedures**3.1 Fire alarm and detection systems**

3.1.1 Regular testing and inspection shall be conducted as follows:

- (a) **Daily Tests.** A check shall be made on fire alarm and detection systems connected to the Building Monitoring System to ensure that they are being continuously monitored.

-
- (b) **Weekly Tests.** A simulated fire alarm call, by operating at least 50% of fire alarm group test switches provided on the fire alarm indicator board, shall be carried out so as to transmit a full fire call to the fire station. Check the battery voltage by operating the battery test switch and record voltage under load conditions in the log book.
 - (c) **Monthly Tests.** Check battery terminals for cleanliness, ensure they are capped with non-conducting material and to ensure that they are in good serviceable condition; voltages, charging current, and electrolyte to ensure that they are at the correct levels.
 - (d) **Annual Tests.** At least 20% of the detectors in an installation shall be checked each year. The selection of detectors shall be made in such a way that all the detectors in an installation should have been checked once in any period of five years. The checking of detectors shall take the form of either:-
 - (i) the testing of a detector in-situ and testing the effectiveness of detectors (especially smoke/heat detectors) mounted near air conditioning/exhaust vents;
 - (ii) check for obstructions such as partitions, racks or piled stock which are erected/placed in such a way as to interfere with the effectiveness of the fire alarm/detection system; or
 - (iii) the removal of a detector and its replacement by a detector which has been checked and calibrated by the supplier.

In addition, the following shall also be conducted:-

- (i) Circuits requiring automatic voltage regulated supplies shall be checked to ensure correct operation and voltage output.
 - (ii) Where the heat-sensitive element of thermal detectors or the enclosure of other detectors are found to be coated with paint or any other material likely to affect adversely the operation of the detectors, such materials shall be cleaned off or detectors replaced.
- e) **Random Tests.** Fire detectors that are installed and maintained by tenants at their respective premises shall be subject to random tests by E&MP and/or its engaged M&E maintenance contractor(s).
 - f) **Others.** Checks shall be conducted for obstructions such as partitions, racks, piled stocks or detectors located near air-conditioning/exhaust vents, in such a way as not to interfere with the effectiveness of the detectors' function.

3.2 Fire hydrants and dry rising mains

3.2.1 Inspection, maintenance and testing of fire hydrants shall be carried out **at least once a year** by E&MP. E&MP shall also ensure that all isolating valves for the systems are kept locked in an "open" position.

3.2.2 Dry rising mains inlets, landing valves, drain valves, door hinges and locking arrangements to the inlet and landing valve boxes shall be inspected **every six months**. Special attention should be given to all valves, spindles, glands and washers to ensure that they are in satisfactory conditions so that all equipment continues to be ready for immediate use. Wet tests shall be carried out **annually** when the mains should also be checked for leaks.

3.3 Automatic fire sprinkler systems

3.3.1 Periodic testing of automatic fire sprinkler systems shall be carried out on a weekly, quarterly, annually, and three-yearly basis.

(a) **Weekly tests.** The following checks and tests should be made every week.

(i) Check water level and automatic refilling facilities of all water storage tanks in the system.

(ii) Check that all stop valves are secured in the open or closed position as appropriate. Particular attention shall be given to the main control valve, drain valve and test valve.

(iii) Check and record the pressure at the installation gauge and water supply gauge and ensure that normal water pressure is being maintained.

(iv) Check for the correct operation of the water alarm gong.

(v) Start all pumping units, by operating the test valve in a manner which will simulate the conditions and check correct cut-in pressure, pump gland operation, both local and remote 'pump run' alarms, and pump priming water. (Note: On electric motor driven pumps, check the phase failure alarm and check that there is no excessive vibration or noise. Pump shall be fully operational within 30 seconds). For compression-ignition engine driven

pumps, run pumps for not less than 10 minutes and check the following items:

- Water, oil and fuel leaks, loose fittings and ancillary equipment.
 - Belt drives.
 - Correct operation of battery charging alternator/generator.
 - Battery charger power failure alarm.
 - Battery terminals for cleanliness, capped with non-conducting material and correct level of electrolyte in each cell to ensure that they are in good serviceable condition.
 - Obvious out of balance.
 - Correct running speed.
 - Before and after running, check water, oil and fuel levels. Top up if required.
 - After running, ensure that the engine stop mechanism automatically returns to the start position.
- (vi) Test the interchange ability and function of the duty and standby pumps.
- (vii) After testing of the pumps and resetting of the systems, check and record the pressure at the installation gauge and water supply gauge to ensure that normal water pressure is being maintained.
- (viii) Check that required spare sprinklers and sprinkler spanner are on hand.
- (ix) Check pump room to ensure it is kept free of combustible materials and accessible at all times.
- (x) Check the Fire Service breeching inlet to ensure they are in good condition.
- (b) **Quarterly tests.** In addition to the normal weekly tests, the following additional tests shall be performed.

-
- (i) Electric power pump - where secondary power supplies are provided, the pump shall be run off the secondary supply. The pump shall be run for not less than 5 minutes.
 - (ii) Compression-ignition engine driven pump - the engine shall be run at rated speed for a period of not less than 30 minutes and the operating temperature checked.
 - (iii) Test all water flow alarm switches by operation of a 10 mm test valve to simulate fire conditions. These may be tested as a weekly rotating basis; however, each switch must be tested quarterly.
 - (iv) Check condition of all accessible sprinklers. Sprinklers shall be replaced when painted, corroded, damaged or loaded with foreign materials.
 - (v) Operate and check to ensure that all isolating valves on the main connection, and any other water supply stop valves, are fully open.
 - (vi) Check to ensure that all water supply non-return valves are correctly seated.
 - (vii) Clean the strainer and oil the external alarm water motor and gong.
 - (viii) Check for obstructions such as partitions, racks or piled stock which are placed in such a way as to interfere with the effectiveness of water discharging from sprinklers.
- (c) **Annual tests.** In addition to the normal weekly and quarterly tests, the following additional tests shall be performed:
- (i) Compression-ignition engine driven pumps - check, clean and replace, if required, engine fuel sludge and sediment trap, and fuel, oil and air filters; and change engine oil.
 - (ii) Carry out water supply periodic check test to ensure that the water supply satisfies the pressure/flow requirements appropriate to the hazard class.
 - (iii) Physical check of the internal mechanism of all pressure switches to ensure that all components are free of corrosion, securely mounted and in working order.
 - (iv) With electrical equipment isolated from all power supplies, the motor starter should be cleaned and the condition of all heavy-

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- current-carrying contacts checked. Any item showing signs of water or corrosion shall be immediately repaired or replaced.
- (v) Run electric pump for a minimum period of 30 minutes under full load conditions and check the load current per phase for variation from original test readings.
 - (vi) Replace all sprinklers installed in hood over cooking equipment.
 - (vii) Examine the interior and exterior of water tank, clean and paint as required.
 - (viii) Examine all pipes and hangers for corrosion and mechanical damage. Clean, paint and replace as required. Loose hangers shall be replaced or refastened.
 - (ix) Oil or grease all valve stems. Completely close and re-open the valve to test its operation and distribute the lubricant.
 - (x) Check all gauges with an inspection gauge.
- (d) **Three-yearly tests.** In addition to the normal annual tests, every three years, overhaul all stop, alarm, non-return and pressure-reducing valves. Replace all damaged and worn parts as necessary. Where investigation suggests that sediment may have collected in the pipe work, all system pipe work should be flushed. Conditions that may indicate the need for investigation include the following:
- (i) Discharge of obstructive material during routine water tests.
 - (ii) Foreign material in sprinkler pumps or in check valve.
 - (iii) Heavy discoloration of water during drain tests.
 - (iv) Plugging of sprinklers.
- (e) **Random tests.** Random tests shall be conducted by the actual activation of selected sprinkler heads.
- (f) **Sprinkler Burst Test.** The sprinkler burst test shall be carried out during the opening or commissioning of new premises. In addition, the sprinkler burst test is carried out once a month at the existing installations.

3.4 Gas Flooding Fire Protection Systems

3.4.1 Halon 1301 system

Inspection, maintenance and testing of Halon 1301 fire protection system shall be carried out as follows:

- (a) **Monthly Inspection.** Check to ensure correct pressure gauge reading, correct setting and accessibility of all operating controls, and serviceability of indicators. Carry out visual inspection on its pipeline system and nozzles.
- (b) **Half-yearly Inspection.** Check to determine the amount of agent available by weighing the container. A loss of the agent in nett content of more than 5% shall require the container to be refilled.

3.4.2 FM-200 System

A systematic maintenance programme shall be established for proper operation of FM-200 system. The preventive maintenance schedule shall include the daily, monthly, half-yearly, two-yearly, and five-yearly inspections and maintenance as follows:

- (a) **Daily Inspection.** Check FM-200 cylinder pressure gauges and Nitrogen cylinder for proper operating pressure.
- (b) **Monthly Inspection.** Weigh FM-200 cylinders to ascertain nett weight of agent by subtracting tare weight (as stamped on the cylinder) from the gross weight. If the agent nett weight is less than 95% of the original charge net weight, replace cylinder with fully charged FM-200 cylinder. Inspect FM-200 cylinders and equipment for damaged or missing parts, viz:
 - (i) flexible actuation hoses for loose fittings, damaged threads, cracks, distortion, cuts, dirt and frayed wire braid;
 - (ii) FM-200 cylinder pressure operated control heads for physical damage, deterioration, corrosion, distortion, cracks, dirt and loose couplings;
 - (iii) FM-200 cylinder electric control heads for physical damage, corrosion, or dirt and check control heads flexible electrical line for wear and damage;
 - (iv) FM-200 cylinder and valve assembly for leakage, physical damage such as cracks, dents, distortion, and worn parts and check burst disc and pressure gauges for damage;

- (v) FM-200 cylinder brackets, straps, cradles and mounting hardware for loose, damaged, or broken parts and check cylinder brackets, straps, and associated parts for corrosion, oil, grease, grime, etc;
 - (vi) flexible discharge hoses for loose fittings, damaged threads, cracks, rust, kinks, distortion, dirt and frayed wire braid;
 - (vii) nitrogen actuation line (if used) and support brackets for continuity, physical damage, loose fittings, distortion, cracks, or cuts;
 - (viii) discharge nozzles for dirt and physical damage;
 - (ix) all manual pull stations for cracks, broken or cracked glass plate, dirt or distortion and sign of physical damage; and
 - (x) pressure switches for deformations, cracks, dirt or other damage.
- (c) **Half-yearly Inspection.** Perform pressure switch test and electric controls heads test for proper operation.
- (d) **Two-yearly Inspection.** Remove nozzles from piping and all pressure operated control heads from FM-200 cylinders, open distribution valves and blow out all distribution piping with air or nitrogen or ensure that it is not obstructed.
- (e) **Five-yearly Inspection.** Conduct hydrostatic pressure test on FM-200 and nitrogen cylinders and flexible hoses as necessary.

3.5 Fire Hosereels

3.5.1 E&MP and AO/FM shall conduct annual serviceability check of fire hosereels. Fire hosereels shall be free from obstruction and be accessible at all times. Fire hosereel cabinets shall be free from any combustible material.

3.5.2 Once a year the hose shall be completely run out and subjected to operational water pressure test to ensure that the hose is in good condition and that all couplings are water-tight. A flow test should be carried out to ensure that a discharge of at least 0.4 litres per second and the horizontal throw of the jet of at least 6 metres are achieved at all times for either direct-feed system or pump-feed system.

3.6 Kitchen Fire Suppression System (KFSS)

3.6.1 Restaurant / F&B operators are responsible to maintain the KFSS installed in their premises.

- 3.6.2 Restaurant / F&B operators shall ensure that the KFSS is serviced annually with records updated for AES inspection (refer to appendix A-VI – Summary of Fire Safety Requirements for CAG Managed Buildings in particular point 8).
- 3.6.3 Ensure that the kitchen fire suppression system is always linked to the AES Fire Station through the building Fire Alarm Panel.
- 3.6.4 As per **Appendix A-7 - AES Fire Safety Circular 05/2011 dated 8 Sep 2011**, there will be no open flame cooking/deep frying activities without the protection of the KFSS.
- 3.6.5 As per AES Fire Safety Circular 07/2012 dated 29 May 2012, all F&B operators are requested to submit the necessary declaration form at **Appendix A-6– Annual Declaration Form for F&B outlets** to CAG on an annual basis.
- 3.6.6 In addition to the fire extinguisher required for the F&B premises, all kitchen with open flame and/or deep frying activities shall install at least one 75F rated fire extinguisher within 7 meters from the open flame and/or deep frying activities or as recommended by a qualified person (reference to SS 578:2012 Use and maintenance of portable fire extinguisher).

3.6.7 AES FP will perform random assessments on F&B staff operating in their outlets/restaurants using **Appendix A-8 Kitchen Fire Safety Assessment Form**

3.7 Gas Pipes and Detection Systems

- 3.7.1 Specific requirements on the above can be found in the Renovation Requirements but in general interlinking between gas solenoid valve, gas detection system and ventilation system shall be carried out by the tenant. The gas detector panel shall interface with the existing IBMS and the tenant shall ensure that all gas detection systems (including link to Fault Monitoring Centre located at Changi Airport Terminal 3) are checked and serviced annually with records to be produced upon request by AES.
- 3.7.2 No liquefied petroleum gas (LPG) cylinder is allowed in the Changi Airport unless prior approval of SCDF and AES are sought.

CHAPTER 4 - PROVISION AND USAGE OF FIRE EXTINGUISHERS

1 Provision of Fire Extinguishers

- 1.1 Generally, provisions of fire extinguishers are in the form of portable handheld or trolley extinguishers.
- 1.2 Portable fire extinguishers shall comply with the latest editions of SS578:2012 Code of Practice for use and maintenance of portable fire extinguishers and SS EN 3 Specifications for Portable Fire Extinguishers. FSR14.2016 Fire Extinguisher Requirement on A&A Hoarding Work Space
- 1.3 Trolley fire extinguishers shall comply with the latest editions of NFPA 10 Standard for Portable Fire Extinguishers or BS:EN 1866-1 Mobile fire extinguishers Characteristics, performance and test methods.
- 1.4 All stated ratings of fire extinguisher shall be of SS578:2012 / BS:EN standards unless otherwise stated.

2 Basic Types of Fire Extinguishers and Their Recommended Colours of Identification

2.1	<u>Type of fire extinguisher</u>	<u>Colour</u>
	Water	Signal red
	Foam	Pale cream
	Dry Powder	French blue
	Carbon dioxide	Black
	Clean Agent/Halon*	Emerald green

*Note: Existing halon (BCF type) fire extinguishers may still be available although new replacement is discontinued.

2.2 Fire Extinguishing Agents for the Various Classes of Fire

Classes	Type of fires	Suitable Extinguishing Agents
A*	Fires involving ordinary combustible materials like wood, paper, cloth, furnishing, plastics, rubber, etc., usually of an organic nature, in which combustion normally take place with the formation of glowing embers.	Water, multi-purpose powder types, foam, or clean agent
B	Fires involving flammable liquids, solvents, oils, paints, thinner and liquefiable solids	Powder, clean agent, carbon dioxide and mechanical foam such as aqueous film forming foam (AFFF). Note – When used in open areas, the powder type is recommended since in the open, both carbon dioxide gas and clean agent gas are less efficient.
C	Fires involving flammable gases	Clean agent, carbon dioxide or dry powder extinguisher
D	Fires involving combustible metals e.g. potassium, magnesium, titanium, sodium, lithium and zirconium	Extinguishers and extinguishing agents for the protection of Class D hazards shall be of types approved for use on the specific combustible metal hazard
F	Fires involving cooking media (vegetable or animal oils and fats) in cooking appliances	Class F extinguishers are recommended.

2.3 Classification of occupancy hazards

(a) Low hazard

These occupancies consist of fire hazards having normally expected quantities of Class A combustible furnishings, and/or the total quantity of Class B flammables typically expected to be present is less than 5 litres in any room or area.

(b) Medium hazard

These occupancies consist of fire hazards that only occasionally contain Class A combustible materials beyond the normal anticipated furnishings, and/or the total quantity of Class B flammables typically expected to be present is 5 litres to 20 litres in any room or area.

(c) High hazard

These occupancies consist of fire hazards involving storage, packaging, handling or manufacture of Class A combustibles and/or the total quantity of Class B flammables expected to be present is more than 20 litres in any room or area.

3 Strategic Locations for Fire Extinguishers

3.1 A qualified person (QP) should be consulted for assistance to ensure that the right types of fire extinguishers are provided at suitable locations.

3.2 Extinguishers shall be conspicuously located in positions where they will be readily accessible and immediately available in the event of fire. They shall be located in the following priority:

(a) Exit staircases (just beside the exit door but not inside exit staircase)

(b) Exits (for 1st storey)

(c) Common lobby or common corridor

(d) Room exit access doors

(e) Internal corridor along path of escape

3.3 In certain locations where visual obstruction cannot be completely avoided, fire extinguisher signs shall be provided to indicate the location.

- 3.4 Extinguishers provided to deal with special risk shall be sited near to the risk concerned, but not too near as to be inaccessible in case of fire. If the special risk is contained within a confined space, it is generally advisable to position the extinguisher outside that space.
- 3.5 Placement of fire extinguishers
- (a) Shall be mounted on walls by the hangers or brackets supplied
 - 1) Handle shall not exceed 1.2m above the floor - extinguisher gross weight not exceeding 4kg
 - 2) Handle shall not exceed 1.0m above the floor – extinguisher gross weight exceeding 4kg
 - (b) Cabinets, if permitted to house extinguisher, shall not be locked. Cabinet shall be in red colour or indicated with a fire extinguisher signage
 - (c) Free-standing extinguishers may be placed on shelves or on the floor if these extinguishers are designed for such form of placement on appropriately designed support to prevent accidental dislodgement.
- 3.6 Fire extinguisher size and placement for Class A hazards
- (a) Extinguisher shall be located so that no person needs to travel more than 15 m to reach an extinguisher
 - (b) Minimum sizes of fire extinguishers
 - 1) For low hazard occupancy the minimum rating shall be 13A
 - 2) For medium hazard occupancy the minimum rating shall be 21A
 - 3) For high hazard occupancy the minimum rating shall be 34A
- 3.7 Fire extinguisher requirements in A&A hoarding work space
- (a) Each fire extinguisher shall not cover more than 15m.
- 4 **Inspection and Maintenance of Fire Extinguishers**
- 4.1 **Inspection Procedures.** AO/FM shall conduct regular inspection that shall include at least a check of the following:
- (a) Fire extinguishers are located in their designated locations.
 - (b) There is no obstruction to access or visibility.
 - (c) The operating instructions on the label attached to each fire extinguisher are legible and facing outward.

- (d) Seals and tamper indicators are not broken or missing.
- (e) The content level is correct
- (f) Visual checks for obvious physical damages, corrosion, leakage or clogged nozzles.
- (g) Pressure gauge reading is within the operative range or pressure gauge indicator is in the correct position.
- (h) Essential parts, such as the discharge tube/horn are serviceable and not missing.

4.2 Each fire extinguisher shall be clearly marked with the following information:

- (a) The extinguishing medium contained in the extinguisher.
- (b) Type (e.g. gas cartridge or stored pressure).
- (c) The class of fire for which it is suitable.
- (d) Method of operation.
- (e) Test and working pressures.
- (f) The date of last service or expiry date of serviceability.

4.3 The discharge lever of fire extinguishers should have a safety pin secured with a plastic seal.

4.4 All fire extinguishers, except those that are empty, shall be positioned upright at all times.

4.5 All fire extinguishers shall be serviced annually by competent person(s) from organisations approved by the relevant authority and a label is attached to each extinguisher as proof.

4.6 All extinguishers shall be hydrostatically tested at intervals not exceeding those specified in SS578:2012 Table 5 (see below).

Table 5 – Hydrostatic test interval for extinguishers

Extinguisher type	Test interval (Years)
Cartridge operated water	5
Stored pressure water	5
Foam	5
AFFF (Aqueous Film Forming Foam)	5
Powder type with stainless steel body	5
Carbon dioxide	10
Powder type, stored pressure, with mild steel shells or aluminium body	5
Powder type, cartridge or cylinder operated, with mild steel body	5
Clean agent types	10

5 Usage of Portable Fire Extinguisher

5.1 When a fire is discovered, airport staff or members of public shall raise the alarm by activating the nearest fire manual call point or contact AES at 6541 2525. Within his/her means, take the nearest fire extinguisher in the area. Check the fire extinguisher to ensure that it has the correct pressure and suitability for the fire type.

5.2 Before attempting to put out the fire using the fire extinguisher, user shall ensure that he/she has an unobstructed exit path behind him before approaching the fire.

5.3 The following are simple steps (P.A.S.S method) to use the fire extinguisher:-

- a. **P**ull the pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.
- b. **A**im at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.
- c. **S**queeze the lever -. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.
- d. **S**weep from side to side. Using a sweeping motion, move the fire **extinguisher's nozzle** back and forth until the fire is completely put out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances.



Pull the extinguisher's safety pin



Aim the extinguisher at the source of the flames



Squeeze the trigger and hold it



Sweep the source of the flames until the extinguisher runs dry

5.4 For trolley extinguishers, the method of application is similar to that of the portable extinguisher; the only difference would be a need to open a valve after pulling out the safety pin (Step 2 in the diagram below). Refer to the diagram below for the step by step description of how to operate the extinguisher.



CHAPTER 5 - FIRE SAFETY REQUIREMENTS FOR RENOVATIONS, ALTERATIONS, AND ADDITIONS TO CAG OWNED / MANAGED PROPERTIES**1 Objective**

- 1.1 These requirements are intended to ensure that fire safety and the general safety of occupants are not compromised by any renovation, alteration or addition to the existing configuration inside and outside buildings. Besides these requirements, reference shall also be made to the latest copy of the CAG Renovation Requirements and Schedule 3 of CAG Tenancy Agreement (where applicable).
- 1.2 Compliance with the requirements listed hereunder shall be incorporated into the tenancy agreement and rest with the division responsible for co-ordinating the renovation, alteration or addition works, viz; Airport Operations, Air Cargo Operations, E&MP, Commercial or People Team , and shall be based on Fire Safety Act, Codes of Practice or as advised by the AES Division.

2 General Requirements

- 2.1 In all renovations, alterations and additions to buildings, AES approval in regard to fire safety measures, access for fire vehicles, escape routes and other fire precautions, has to be obtained.
- 2.2 This approval is in addition to other requirements or approval by other CAG Divisions or other relevant authorities e.g. FSSD, BCA, URA etc.
- 2.3 Copies of the relevant floor plans indicating the extent of renovations, alterations, and/or additions; together with fire safety measures, e.g. fire exits and signs, etc, shall be extended to AES for comments and approval. The co-ordinating division shall ensure that AES comments and/or requirements are complied with and to notify **Head**, Fire Prevention on the completion of such works.
- 2.4 E&MP shall be responsible for maintaining fire protection installations. E&MP shall ensure that both existing and new installations are in their proper working order after renovation, alteration, and/or addition works. E&MP shall also ascertain that the work does not compromise fire separation of affected areas.

- 2.5 Permission or clearance from relevant authorities shall be sought and extended to AES. Where the approval of FSSD is not required, a copy of the waiver shall be attached to the floor plans extended to AES for their comments and approval.
- 2.6 Hoarding material used shall be of non-combustible material [i.e. Gypsum Board]. A copy of the hoarding material and its proof of its non-combustibility shall be extended to AES prior to work commencement.

3 Fire Alarm Isolation & Hot Works

- 3.1 All isolation of fire alarm system / draining of sprinkler system require “Isolation of Fire Alarm System/Draining of Sprinkler System” permit. The “Isolation of Fire Alarm System/Draining of Sprinkler System” permit shall be applied in www.cagswift.com. This shall be done at least 3 working days before the work is expected to commence. When the work needs to be carried out urgently, CAG AES Division HQ [Tel No.: 6541 2535 (Changi)/6481 3377 (Seletar) during office hours] or Fire Station 1 [Tel: 6541 2526 (Changi)/6481 3377 (Seletar) during non-office hours] shall be notified and approval sought.
- 3.2 Hot works shall not be allowed without the appropriate permit and applications can be applied in www.cagswift.com
- 3.3 The fire alarm isolation and hot work permits lists the various fire safety requirements involving isolation of fire alarm system / draining of sprinkler system and doing hot works in CAG managed buildings. **(See Appendix A-5 – Sample of AES Fire Alarm Isolation and Hot Work Permits)**
Non compliance to these requirements resulting in false fire alarm activations and/or turnout of AES resources may result in a service charge and/or ‘stop work order’ being imposed on owners, tenants or any contractors or sub-contractors engaged by them as listed in this Fire Safety Manual. **(See Appendix A - 4 – Sample of AES Service Charge Form)**
- 3.4 Incumbent building maintenance contractors shall maintain constant supervision of all Fire Alarm isolations and forward pictorial evidence of start and normalization of Fire Alarm systems. All notifications to AES shall be sent to Fire Prevention Ops phone @ **9639 3843**
- 3.5 Project officers should ensure their contractors provided evidence of hotworks commencement as well as 30 minutes post hotworks standby to Fire Prevention Ops phone @ **9639 3843**.

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- 4 Commencement of works**
- 4.1 No work shall commence without the written permit from CAG Divisions or other relevant authorities.
- 4.2 Renovation, alteration, and/or addition works may commence when every proposed plan has been approved by AES together with the written permit from relevant authorities.
- 4.3 Fire extinguisher requirements in A&A hoarding work space
- (a) Each fire extinguisher shall not cover more than **15m**.
- 4.4 All works carried out shall comply with all statutory requirements imposed by the relevant authorities. The tenant shall indicate when the renovations would be completed and business resumed. About one or two days before this date, the co-ordinating division with AES and other divisions involved will carry out a site inspection.
- 4.5 Upon AES's advice, if there are serious shortcomings, the co-ordinating division shall inform the tenant that he will not be allowed to resume operations until rectification is completed. Contingency arrangements by the co-ordinating division shall be made for critical business such as restaurants.
- 4.6 However, if the shortcomings are minor, the co-ordinating division shall inform the tenant that he will be given **14** days to rectify these, failing which CAG would do so at the tenant's cost with an administrative charge (as set by CAG Finance Division).
- 4.7 Commercial Division (CAG) or coordinating division shall ensure that the tenant can only start operation after FSC is obtained from FSSD and meeting any additional Fire Safety Requirements from AES.
- 4.8 Tenants shall permit the Landlord (or any other authorised by the Landlord) to perform unannounced fire safety **inspection** of the premises at any time based on Appendix A-VI – Summary of Fire Safety Requirements for CAG Managed Buildings, following which the Tenants and affected CAG division will receive a fire safety **inspection** report if any non-compliances are found.
- 4.9 Tenants shall rectify any non-compliance of fire safety requirements, procedures or measures listed in the fire safety **inspection** report within **fourteen (14) days** from the date of the receipt of the said report according to the recommendation(s) mentioned by the Landlord. If any outstanding deficiencies are not rectified to the satisfaction of the Landlord as observed during the re-inspection after the stipulated period, the Landlord shall give the Tenant a further **seven (7) days** from the date of re-inspection to rectify the same before a further re-inspection is held.

- 4.10 If the deficiency remains, the Tenant's business may be suspended without compensation. and the Tenant would be given another **seven (7) days** before action is taken to terminate its Tenancy. In addition, the Tenant shall pay a Fire Service Charge, as well as a fifteen percent (15%) administrative charge for each inspection, after the initial re-inspection, at the prevailing rate. Where the Landlord finds that the deficiencies are minor, and the Tenant fails to rectify these after **seven (7) days'** notice so to do, the Landlord shall take all steps necessary to rectify the same immediately thereafter and the Tenant shall bear all costs, expenses, as well as a fifteen percent (15%) administrative charge, or such charges as the Landlord shall impose from time to time, incurred by the Landlord.
- 4.11 No flammable substance (needed for renovation, alteration, and/or addition works) shall be stored in the Airport. If required, the prior clearance of AES Division shall be obtained. It shall be brought to site and removed from the airport on the very same day.

5 After Completion of Works

- 5.1 The Division responsible for co-ordinating renovation, alteration and/or addition works shall, upon completion of such works, notify AES FP.
- 5.2 **Head**, Fire Prevention or his representative shall follow-up to inspect the premises to confirm that all fire safety requirements set out prior to commencement of works were fully complied with.

CHAPTER 6 - FIRE EMERGENCY PLANS FOR CAG OWNED / MANAGED BUILDINGS INCLUDING THOSE AT CAC**1 Procedures for Alerting AES**

1.1 The fire alarm systems of all buildings at Changi and Seletar Airports are linked to the Airport Fire Stations. Any person discovering an outbreak of fire, however small it may seem, shall alert AES and the nearby occupants immediately by activating the nearest fire alarm (break-glass) call point.

1.2 In case a call point is not available, he shall then inform AES at telephone no. 65412525 (or 64813377) in the case of Seletar Airport) of the following:

- Location of fire,
- Nature of fire, if known,
- Injury to personnel, if known,
- Informant's particulars and contact number.

1.3 In case of fire outbreaks within ramp or remote aircraft parking areas where no fire alarm system is installed, AES shall be informed immediately by telephone.

2 OBJECTIVE

2.1 The objectives of this plan are:

- a) To ensure the safeguard of human lives in the event of fire outbreak;
- b) To establish a systematic and orderly evacuation plan for all occupants and members of the public present in the building to escape to the designated Assembly Areas for the purpose of reporting and accounting;
- c) To ensure prompt raising of the fire alarm and marshalling of first aid fire-fighting efforts;
- d) To establish roles and responsibilities for each organization / agency involved in handling the fire emergencies;
- e) To ensure that the airport operations and business can be resumed as quickly as possible; and
- f) To control and prevent any further spread of fire, minimizing total property damage.

3 FIRE SAFETY COMMITTEE

3.1 A Control Group shall be formed and convened at the respective building's Fire Command Centre to execute the plan and to coordinate the evacuation in the event of a major fire. It shall comprise the following members:-

- (a) CAES;
- (b) Commander, Civil;
- (c) AES Head Inspectorate;
- (d) AES Head, FP;
- (e) AES Operations Commander (initially head the Control Group);
- (f) Representative from Fire Prevention;
- (g) Duty Terminal Manager;
- (h) Representative from Airport Police Division;
- (i) Representative from Central Public Announcement Team;
- (j) Representative from Engineering & Development Group; and
- (k) M&E Maintenance Contractor

4 Fire Alarm

1.1 The evacuation concept is the "2 stage alarm" and total evacuation". The sounding of the fire alarm (**lasting not less than 1 minute**) should be treated as an alert signal and occupants should standby for evacuation. Upon confirmation of a fire situation, the second continuous alarm is sounded and immediate evacuation should be effected.

1.2 The fire alarm signal can be raised by one of the following means:

- 1.2.1 Break glass alarm system, which require a person to break the glass of the nearest fire alarm call point;
- 1.2.2 Automatic heat or smoke detection system;
- 1.2.3 Automatic sprinkler system.
- 1.2.4 Kitchen Fire Suppression System
- 1.2.5 Total Gas Flooding System

1.3 1st Fire Alarm

- 1.3.1 This is the alert signal. When the fire alarm is activated, the alarm bells on all floors within the affected fire alarm zone shall ring for not less than one minute before it is isolated. Simultaneously, an audio and visual signal will be registered at the fire alarm panel:
- 1.3.2 The floor sub-panel will indicate the floor zone at which the alarm has been activated.

- 1.3.3 The main alarm panel located at the Fire Command Centre or its affected panel will indicate the floor on which the alarm has been activated.
- 1.3.4 The fire alarm panels located at AES Watchroom (WRO) and Fault Management Centre (FMC) shall indicate which Fire alarm panel has been activated.
- 1.3.5 AES **or** DTM shall inform Central Announcement Room (CAR, 6541 2305) to broadcast a general alert announcement over the public address (PA) system (Refer to Appendix I – Text 1)
- 1.3.6 M&E Maintenance Contractor shall silence the fire alarm bell after it has rang for not less than one minute.
- 1.3.7 AES shall link up with the M&E Maintenance Contractor at the affected fire alarm panel (to attach work flow for fire alarm activation).
- 1.3.8 If it is confirmed to be false fire alarm activation, AES **or** DTM shall inform CAR (6541 2305) to broadcast a general alert announcement over the PA system (Refer to Appendix I – Text 2)

4.4

2nd FIRE ALARM

- 4.4.1 This is the signal to commence total evacuation. The alarm bells on all floors (of the affected zone) shall ring continuously. Upon confirmation of a fire situation, the evacuation announcement (Refer to Appendix I Text 4) shall be made via the FCC PA System in phases beginning with:-
- (a) The affected fire floor within its zone and adjacent zones;
 - (b) Two floors above the fire floor within its zone and adjacent zones;
 - (c) Two floors below the fire floor within its zone and adjacent zones.
- 4.4.2 The evacuation will be carried out by the AES Ops Commander.
- 4.4.3 The rest of the floors shall be evacuated subsequently (if deemed necessary decided by the AES Ops Commander). Notwithstanding the above, a total evacuation of the building may be declared in an extreme situation.

5 ACTION TO BE TAKEN IN EVENT OF AN OUTBREAK OF FIRE**5.1 Informant**

The person who discovers the fire shall immediately:

- (a) Raise the alarm by activating the nearest fire alarm “Break Glass” call point or call Airport Emergency Service at 6541-2525
- (b) Attempt to extinguish any incipient fire with the available fire extinguisher or fire hose reel without taking personal risk. Water shall not be used on fire involving energised electrical equipment. Electrical equipment shall be de-energised by turning off the main power supply.

5.2 All Tenants/Staffs

- (a) Upon hearing the instruction to evacuate, all staff shall lock important files and cash, shut down machinery etc, and evacuate immediately guided by their respective fire wardens and/or assistant fire wardens.
- (b) Appointed fire wardens and assistant fire wardens shall guide staff to the nearest exit immediately and evacuate together to the nearest Assembly Area.
- (c) When evacuating do not panic but quickly walk down the staircase by the nearest exit and proceed to the designated assembly area.
- (d) Do **not** use lifts. The assembly areas are located at both the landside and airside outside of the terminal building. See **Appendix II**.
- (e) Airport staff (officers from Immigration and Checkpoints Authority (ICA), Security Screening Unit (SSU), Auxiliary Police, Ground Handling Agents, Airlines and concessionaire/shop, who are attending to the passenger and member of public at the time shall guide them to the nearest Assembly Areas as indicated at **Appendix II**
- (f) The fire escape tunnels at **Terminal 2, 3 & 4** should also be used for quick and direct evacuation of occupants to the assembly areas outside the terminal **buildings**.
- (g) All staff **shall not** re-enter the building once evacuated unless instructed otherwise by the AES or SCDF officer(s) in attendance.

5.3 Fire Safety Manager or his representative (AES Ops Commander / Fire Prevention)

5.3.1 In the event of an actual fire:

- (a) Ensure that AES crew is en route to location.
- (b) Proceed to affected fire alarm panel to determine the exact location of the alarm activation or directly to the affected area via the most expeditious route.
- (c) Ensure that the first fire alarm bell has been isolated after ringing for not less than one minute.
- (d) Ensure that the first alert announcement (Refer to Appendix I – Text 1) has been made by CAR (6541 2304) to all floors (of the affected zone).
- (e) Standby to receive status report from AES crew on the “fire” floor and assess the need to declare total evacuation of the area or the building.

5.3.2 If AES crew reports that:

- (a) The situation is **under control**: Instruct CAR (6541 2304) personnel to broadcast announcement Text 3 (Refer to Appendix I).
- (b) It is a **false alarm**: Instruct CAR (6541 2304) personnel to broadcast announcement Text 2 (Refer to Appendix I).
- (c) **When evacuation** is necessary:
 - Ops Commander to proceed to affected building’s FCC to make the broadcast Text 4 (Refer to Appendix I) to the fire floor within the affected zone and its adjacent zone or “ALL CALL” button for full evacuation.
 - Ensure that the building evacuation status is monitored at the FCC using Floor Register (Refer to Appendix D – Floor Registers).
 - Report the condition of the fire and number of persons missing, if any, to the AES of SCDF officers upon his arrival at the FCC.
 - Ensure the smoke curtain system across the main atrium is activated to form a fire resistant barrier across the atrium opening, to prevent rising smoke from entering the floor.

- Ensure that the fire door release system is activated to shut the fire doors to form compartments, so as to curb rapid spread of fire.
- Ensure that the lifts home within the building except for the fire lifts. All lifts will be homed to level 1.

5.4 Fire Warden / Assistant Fire Warden

On hearing the instructions to evacuate, the appointed fire wardens shall:-

- (a) Alert everyone to evacuate in an orderly manner using the nearest exit when the instruction to evacuate is given.
- (b) Check all offices, stores, toilets etc. to ensure that no one is left behind. Closed all doors after ensuring everyone have left the office.
- (c) Ensure that the disabled, children, pregnant women etc. if present are given particular attention during evacuation.
- (d) Leave the building after ascertaining that all the occupants of the floor have complied with his/her order.
- (e) At the assembly areas, appointed fire warden shall conduct roll call of their staff who have evacuated the terminal building. Fire Wardens shall report all missing persons to the officer in-charge at the assembly area who will in turn relay the information to Fire Command Centre.
- (f) Inform AES or the security officer at the assembly areas immediately of any missing person.
- (g) All evacuees shall be allowed to re-enter the building only when the “All Clear” signal is given by the AES Ops Commander/ SCDF officer.
- (h) All transit evacuees and passengers shall only be allowed to enter the restricted areas subject to Airport Police clearance. All passengers and staff shall be subjected to undergo security screening at the Arrival / Departure staff entrances prior to entering the restricted area. This will be managed by Airport Police Division and Immigration Checkpoint Authority

5.5 Airport Police Division

In the event of fire outbreak, the roles of the Airport Police shall be as follows:

- (a) Security officers are to be deployed at the assembly areas and also to facilitate evacuees to the designated Assembly Areas.
- (b) Dispatch Police or Auxiliary Police resources to the scene.
- (c) Assume initial control of situation until the arrival of AES Ops Commander.
- (d) Establish liaison with the AES Ops Commander.
- (e) Ensure that all main entrances and exits to/from the building are adequately manned to prohibit unauthorized entry and also to intensify patrolling in the vicinity of the building.
- (f) Direct SCDF OIC to the affected Fire Command Centre or the affect area on his arrival.
- (g) Control traffic movements to facilitate movement of evacuees at the assembly areas.

5.6 M&E Maintenance Contractor

- (a) Receive call from FMC.
- (b) Response to the affect panel
- (c) Direct AES to the affect area
- (d) If the activation is confirmed to be a false alarm, M&E maintenance contractors shall isolate the system upon clearance from AES and reset the system.

5.7 Airport Emergency Service (AES)

- (a) AES Operations Commander shall exercise command and control of evacuation and fire-fighting operations and take charge at the Fire Command Centre or the affect area. He shall hand over command and control to the SCDF OIC upon his arrival.

-
- (b) AES Operations Commander shall coordinate and ensure that all evacuees are directed to the nearest assembly area. All evacuees shall be requested to remain in the assembly areas until further instruction provided by AES / APD /SCDF.

5.8 Central Announcement Personnel

In an event a confirmed fire outbreak, CAR personnel will assist Ops Commander / AES / FSM / DTM, to select location of the affected zone at the FCC.

6 DUTIES AND RESPONSIBILITIES

6.1 AES Head, FP

- (a) Represent the Management of all CAG buildings in respect of all fire safety matters.
- (b) Has the full responsibility for:
- Establishment of a Fire Safety Committee
 - Training of the employees
 - Preparation, drafting and putting into force of the ERP.
- (c) Ensures that the ERP is current and abided by all staff of the building and other organisations/agencies involved.
- (d) Ensures that all exit, escape route and fire detection/protection systems in the premises are in good order through regular inspections and maintenance.
- (e) Conduct yearly briefing for all fire wardens.
- (f) Ensure that the floor registers are updated once a year.
- (g) Ensures that exit doors are kept closed and unlocked during business hours and that hallways, corridors, lobbies and staircases are kept free from obstruction at all times.

6.2 Fire Warden / Assistant Fire Warden

- (a) Be familiar with their role as a fire warden.
- (b) Acquaint new employees with the ERP including his/her specific role (if any) during an emergency.
- (c) Be familiar with the ERP, means of escape, escape routes, fire exits and pre-designated assembly areas of the building.
- (d) Be familiar with the operation of the fire alarm system and the use of first aid fire-fighting equipment. (E.g. fire extinguishers, hose reel, etc.)

6.3 Airport Police Division

- (a) Be familiar with the ERP, means of escape, escape routes, fire exits and pre-designated assembly areas of the building.
- (b) Ensure that Police personnel are well versed with their roles as described in the ERP.
- (c) To dispatch auxiliary police for crowd control at the pre-designated assembly areas.
- (d) To dispatch resources to manage road traffic.

6.4 Central Announcement Room (CAR) Personnel

Be familiar with the messages to be announced under the various phases of evacuation.

6.5 Building Maintenance Contractor

- (a) Be familiar with the ERP, location and operation of the Fire Alarm System.
- (b) Response to fire alarm activation together with the AES responder.

7 FIRE EVACUATION DRILLS

- 7.1 Fire evacuation drills shall be conducted at least twice a year.
- 7.2 All occupants in the building/selected fire zone shall participate in the drill.

8 GENERAL

- 8.1 It is in the interest of everyone:
- (a) How to report a fire – sound the alarm without delay and call the Airport Emergency Service at **6541-2525**.
 - (b) What to do in the event of fire – avoid panic and confusion.
 - (c) The locations of nearby fire extinguishers and hosereels – learn the proper way to use them.
 - (d) Means of escape in case of fire and to keep staircases, landings and other escape routes clear of obstruction at all times.

9 ANNEXES

Annex 1: Emergency Contact Numbers

Annex 2: Site Plan of Assembly Areas (Contact FP for details)

Annex 3: Typical Floor Plans (Contact FP for details)

Annex 4: Evacuation drill record sheet

Annex 5: Standard Announcements

Annex 6: Floor Register

Annex 1

Emergency Contact Numbers

Airport Fire Station (for fire calls)	: 6541-2525
Airport Police	: 6546-0000
Ambulance Services (for medical emergency)	: 6543-2223
Airside Management Centre (For airside accident & incident reporting)	: 6541 2273/75
Airside Control Centre (For fuel spillage reporting)	: 6541 2151/48
Fault Management Centre (For defects & hazard reporting)	: 6541-2424
Airport Operations Centre (AOC)	: 6603 4908
Terminal Management Centre	: 6307 8686

Annex 2: Site Plan of Assembly Areas (Contact FP for details)

Annex 3: Typical Floor Plans (Contact FP for details)

Annex 4

EVACUATION DRILL RECORD SHEET

I, the undersigned, designated as coordinator of the fire drill held by _____ hereby certify that all the facts shown on the line or lines herein below opposite my signature are correct and further that each drill was successfully conducted in full compliance with the approved ERP.

Date of Drill	Time	Location	No. of participants	Evacuation Time	Name & Signature of Coordinator

Name & Designation: _____

Signature & Date: _____

Annex 5

STANDARD PA ANNOUNCEMENT TEXTS DURING ACTIVATION OF FIRE ALARM**Fire Evacuation Standard Announcement**

TEXT 1

Announcement 1 - In the event of a fire alarm activation in the building

“Ladies and gentlemen,”

“The fire alarm has been activated.” “We are investigating the situation.”

“Please stand-by for further information.”

(Announce Twice)

TEXT 2

Announcement 2 - In the event of a false fire alarm

“Ladies and gentlemen,”

“The fire alarm activation is found to be a false alarm.” “We regret any inconvenience caused.”

(Announce Twice)

TEXT3

Announcement 3 - In the event where evacuation is not required

“Ladies and gentlemen,”

“The situation is now under control.”

“We regret any inconvenience caused.”

(Announce Twice)

TEXT4

**Announcement 4 - In the event where evacuation is required
Announcement to be made by AES Operations Commander**

“Ladies and gentlemen,” “There is an emergency.”

“Please remain calm and evacuate by the nearest exits.” “Please do not use the lifts.”

(Announce Twice)

Testing of Fire Alarm in the Terminal Buildings

Announcements to be made by CAR upon request by M&E Maintenance Contractors

Text 5 -Testing of Fire Alarm

“Ladies and gentlemen, your attention please.”

“We will be testing the fire alarm system.”

(Announce Twice)

Text 6 -Completion of testing of Fire Alarm

“Ladies and gentlemen.”

“The Fire Alarm testing is completed.”

(Announce twice)

Text 7 -Testing of the generator set

“Ladies and gentlemen.”

“We are having a partial power failure. Sorry for the inconvenience.”

(Announce Twice)

Fire Evacuation Drill in the Terminal Buildings**Announcements to be made by CAR****Text 8 - Pre-fire drill announcement (5 mins prior to activation)**

“Ladies and gentlemen.”

“There will be a fire drill for airport staff in five minutes time.” “Passengers and members of the public are advised to be alarmed.”

(Announce Twice)

Text 9 -Fire drill activation announcement

“Ladies and gentlemen.”

“This is a fire drill for participating airport staff.”

“Non-participating airport staff, passengers and members of the public are advised not to be alarmed.”

(Announce Twice)

Text 10 - Termination of Fire Drill announcement

“Ladies and gentlemen.”

“The fire drill for participating airport staff is now terminated.”

(Announce Twice)

Annex 6

TO: Changi Airport Group (Singapore) Pte Ltd
Airport Emergency Service Division
P O Box 168
Singapore Changi Airport
Singapore 918146
Fax No. 65457072

FLOOR REGISTER

Tenant / Company Name _____

Floor Level: _____ Unit/Room No: _____
(Please use a separate form for each level)

Telephone & Fax No. _____ / _____

Name of Fire Warden & Contact No: _____

Name of Assistant Fire Warden & Contact No: _____

Name of Occupants / Staff	Evacuation Status (for official use during emergency)		
	Present	Absent	Remark

Submitted by: _____

Chapter 7 Fire Safety Inspection on CAG tenanted premises by AES

- 1.1 To ensure a high level of fire safety, AES on behalf of the CAG as the Landlord conducts unannounced fire safety inspections in many locations in Changi Airport based on **Appendix A-3 – Summary of Fire Safety Requirements for CAG Managed Buildings**, following which the tenants and affected CAG division will receive a fire safety inspection report via email if any non-compliances are found.
- 1.2 Tenants shall rectify any non-compliance of fire safety requirements, procedures or measures listed in the fire safety inspection report issued within fourteen (14) days from the date of the receipt of the said report according to the recommendation(s) mentioned by the Landlord. If any outstanding deficiencies are not rectified to the satisfaction of the Landlord as observed during the re-inspection after the stipulated period, the Landlord shall give the Tenant a further seven (7) days from the date of re-inspection to rectify the same before a further re-inspection is held.
- 1.3 If the deficiency remains, the Tenant's business may be suspended without compensation and the Tenant would be given another seven (7) days before action is taken to terminate its Tenancy. In addition, the Tenant shall pay a Fire Service Charge, as well as a fifteen percent (15%) administrative charge for each inspection, after the initial re-inspection, at the prevailing rate. Where the Landlord finds that the deficiencies are minor, and the Tenant fails to rectify these after seven (7) days' notice so to do, the Landlord shall take all steps necessary to rectify the same immediately thereafter and the Tenant shall bear all costs, expenses, as well as a fifteen percent (15%) administrative charge, or such charges as the Landlord shall impose from time to time, incurred by the Landlord.
- 1.4 In addition to the fire safety inspection, fire safety patrols are conducted by AES at the terminal buildings and Changi Airfreight Centre. Any fire safety irregularity or deficiency is recorded on the respective CAG division for follow-up actions.
- 1.5 Besides the CAG Fire Safety Committee meeting, fire safety deficiencies in CAG owned/managed buildings are followed up at the various internal regular CAG meetings. The co-operation of all concerned is sought to promote a high standard of fire safety at Singapore Changi Airport and Seletar Airport.

APPENDIX A-1 - FIRE SAFETY DO'S AND DON'TS

1. **Do not** use cardboard boxes, wooden crates or other receptacles that are made of combustible material as makeshift rubbish bins at your workplace.

Do provide and use proper rubbish bins, preferably those made of non-combustible material, like metal.

2. **Do not** accumulate unwanted items at your workplace.

Do dispose of unwanted items at regular intervals to ensure good housekeeping at your workplace.

3. **Do not** use corridors, walkways or passageways that form parts of the emergency escape route at your workplace for storage.

Do keep corridors, walkways and passageways free of obstructions.

4. **Do not** leave food or edibles accessible to **wild life**.

Do ensure food and other edibles are inaccessible to **wild life** by using proper storage facilities.

5. **Do not** remove ceiling boards or use ceiling void (i.e. space above suspended ceiling) for storage.

Do ensure all ceiling boards are in place, not missing, or damaged and refrain from using ceiling voids for storage purpose.

6. **Do not** paint over smoke/heat detectors and sprinkler heads or hang objects on them.

Do ensure the detectors and sprinkler heads are not painted over or obstructed with objects.

7. **Do not** stack up items to a height less than 0.5m (or 1 m for warehouse) from sprinkler heads.

Do ensure that there is clear headroom of 0.5m (or 1 m for warehouse) between stacked goods and sprinkler heads.

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8. **Do not** use fragile containers to store flammable liquids or keep flammable substances in places where large amounts of heat will build up or near an ignition source.
- Do** store flammable liquids in proper, unbreakable containers and keep flammable substances in well-ventilated places and away from any ignition source.
9. **Do not** seal up ventilation openings or leave a non-working/inoperable ventilation fan unrepaired.
- Do** ensure ventilation openings are not sealed up and have defective ventilation fan repaired quickly.
10. **Do not** use candles or other naked flame for lighting purposes, especially during a power failure.
- Do** make available battery operated portable torches as a backup.
11. **Do not** smoke in “No-smoking” areas.
- Do** observe “No-smoking” rule strictly in your premises.
12. **Do not** use or operate dirty or greasy equipment/machinery.
- Do** have the equipment/machinery cleaned and serviced regularly.
13. **Do not** leave heavy machinery operating or running unattended.
- Do** ensure that machines that are in use are tended at all times by qualified operators.
14. **Do not** leave electrical appliances or equipment continued to be energized when they are not in use, especially after office/working hours.
- Do** switch off at the mains all electrical appliances or equipment that are not in use, especially after office/working hours.
15. **Do not** put any liquid or thing that is flammable or combustible near an electrical switchboard or an enclosure containing electrical components.
- Do** ensure that the electrical switchboards and the enclosures of electrical components are kept clear of flammable or combustible substances and liquids.
16. **Do not** dispose of oil-soaked rags in combustible receptacles.

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- Do** dispose of oil-soaked rags in self-closing metal bins.
17. **Do not** use electrical equipment that has poor wiring such as frayed cables and loose connections.
- Do** ensure the wiring is in good condition and for any defect, get a licensed electrician to check and rectify it immediately.
18. **Do not** overload the electrical circuit by drawing current from one power outlet to multiple electrical appliances or equipment simultaneously.
- Do** use one power outlet for one electrical appliance or equipment, wherever possible.
19. **Do not** allow electrical fitting works to be carried out by non-qualified or unauthorized personnel.
- Do** engage licensed electricians for all electrical fitting works.
20. **Do not** use electrical closets or compartments that house dry riser inlets/outlets, hoses, telecommunication riser ducts etc, for storage.
- Do** ensure that the closets and compartments are clean and free of obstructions at all times.
21. **Do not** use staircases as rest areas or storage space.
- Do** keep staircases free of obstructions at all times.
22. **Do not** burn joss stick, oil, incense paper and other offerings used in religious ceremonies in the premises.
- Do** use joss sticks, lamps and candles that are electrical or battery operated.
23. **Do not** cook in the premises using open-flame stove or electrical hot-plate except for areas that are allowed for cooking such as kitchens and food stalls.
- Do** use microwave or electrical oven for heating up food only.
24. **Do not** wedge open any fire door.

Do ensure fire doors are kept closed but unlocked at all times.

25. **Do not** obstruct the access to a fire hose reel or a fire extinguisher.

Do keep the hose reel cabinets and fire extinguishers free from any obstruction.

APPENDIX A-2 CONSOLIDATED FIRE SAFETY REQUIREMENTS FOR COMPLIANCE BY CAG TENANTS

- 1 Tenants shall ensure that the fire-fighting installations and/or equipment such as fire sprinklers, dry riser breeching inlets and outlets, hosereels, and fire extinguishers in their demised premises are accessible (unobstructed) at all times. They are provided solely for the purpose of fire fighting and shall not be misused or vandalized.
- 2 Tenants shall ensure that the fire-fighting equipment like fire hosereels, fire extinguishers, kitchen fire suppression system (for food outlets and restaurants) in their demised premises are checked and serviced at least once a year by trained persons of approved organizations, authorized by the relevant authorities. A label certifying that the equipment is checked and serviced shall be attached to the same.
- 3 Tenants shall ensure that staircases, passageways and exits, etc. that form parts of the emergency escape route in their demised premises are unobstructed at all times. Exit signs are to be lit at all times. Exit doors shall not be locked or obstructed in any way when the premises are occupied. Where exit doors are required to be locked for reasons of security, they shall be linked to the fire alarm system which, upon its activation, will automatically unlock the exit doors for immediate access.
- 4 Tenants shall take proper precautions to prevent fire in their demised premises. Tenants shall adhere to the list of fire safety dos and don'ts in Appendix A-I at all times.
- 5 Tenants shall ensure no burning of candles, oil lamps, joss sticks, incense paper, etc. on the demised premises without prior written approval of the Landlord.
- 6 Except for approved eateries or restaurants, Tenants shall ensure no open flame cooking is allowed on the demised premises at all times. The use of microwave ovens for warming of food is allowed.
- 7 Tenants shall ensure no flammable liquids, gases or other hazardous substances (e.g. toxic, corrosives) are stored in the demised premises unless with the prior written approval of the Landlord and subject to strict compliance with all conditions set by the Landlord and with the relevant codes of practice issued by SPRING Singapore and requirements of the relevant authorities including but not limited to the Ministry of Environment & Water Resources and the Fire Safety and Shelter Department (FSSD). Tenants shall also provide to the Landlord the Material Safety Data Sheets (MSDS) for the hazardous materials.
- 8 Tenants shall take part in the fire evacuation drills organized by the Landlord. Every tenant shall appoint at least one fire warden per unit on every floor/level, whose primary duty is to ensure all their staff are evacuated to safety during an

-
- emergency. Tenants shall also send their appointed fire wardens to attend the annual fire warden briefing organized by the Landlord.
- 9 Tenants shall submit to the Landlord by 31 January of each calendar year the names and contact numbers of their appointed fire wardens, assistant fire wardens and the floor registers listing the names of their staff occupying the demised premises. Subsequently, should the tenants make any changes to the appointed fire wardens, assistant fire wardens or floor registers, the tenants concerned shall write to update the Landlord with those changes no later than 30 days.
- 10 All hot works that generate heat or sparks require the prior written approval of the Landlord. Tenants shall apply for online approval at the CAG website or alternatively apply manually using the prescribed application form available on the CAG website. The approval will be subject to such conditions as deemed fit by the Landlord.
- 11 Where due to renovation or A&A works, Tenants require the fire detection and/or protection systems in their demised premises to be temporarily isolated, written approval shall be sought from the Landlord, through AES FP. Tenants shall apply for the approval using the prescribed application form available on the CAG website. The approval will be subject to such conditions as deemed fit by the Landlord.
- 12 Tenants shall ensure that all their staff are aware of the need for them to notify the Airport Emergency Service (AES) Division immediately at Tel: 6541 2525 upon discovery of a fire outbreak on their demised premises. The fire emergency number shall be prominently displayed at the strategic locations on the demised premises. All fires, however small, shall be reported to AES.
- 13 Tenants shall take all reasonable measures to prevent false fire alarm in their demised premises. If the Airport Emergency Service (AES) is activated by a false fire alarm activation that is not due to technical fault of the fire alarm system but due to the negligence or vandalism by the tenant, the tenant concerned shall pay the service charge levied by the Landlord as stipulated in the foreword.

APPENDIX A –3 - Summary of Fire Safety Requirements for CAG Managed Buildings

1	Fire Detection and Protection Systems	C	NC	NA	Corrective Action(s) for non-compliance (if any)	Done
1.1	A clear space of 0.5m (Warehouse - 1m) is maintained between the top of storage goods and sprinkler heads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To remove obstruction immediately.	<input type="checkbox"/>
1.2	Objects are not hung on the sprinkler heads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To remove obstruction immediately.	<input type="checkbox"/>
1.3	Detectors/sprinklers are not covered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To remove cover immediately.	<input type="checkbox"/>
1.4	Detectors are not loose from mounting or damaged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be replaced immediately.	<input type="checkbox"/>
1.5	Detectors are not painted over.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To remove paint works	<input type="checkbox"/>

2	Passive Fire Safety Measures	C	NC	NA	Corrective Action(s) for non-compliance (if any)	Done
2.1	Access to EXIT doors and escape routes are not obstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To remove obstruction immediately.	<input type="checkbox"/>
2.2	EXIT doors are not locked or latched. (unless fire alarm linked or having one way locking device)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To unlock door / install one-way locking device / link to Fire Alarm System	<input type="checkbox"/>
2.3	EXIT signs are lighted. [unless self-luminous exit sign (affixed with a radioactive symbol)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To rectify EXIT sign.	<input type="checkbox"/>
2.4	Exit doors are kept closed at all times (unless linked to fire alarm system)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To close the exit door immediately	<input type="checkbox"/>
2.5	Fire Shutters are not obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To remove obstruction immediately	<input type="checkbox"/>

3	Fire extinguisher / Hosereel (Serviced Annually)	C	NC	NA	Corrective Action(s) for non-compliance (if any)	Done
3.1	Fire extinguishers are visible, unobstructed or clearly indicated when enclosed in a cabinet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extinguishers to be correctly install or place signages	<input type="checkbox"/>

3.2	Fire extinguishers are fully charged, within servicing period (annually) and labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extinguishers to be replaced / serviced.	<input type="checkbox"/>
3.4	Adequate fire extinguishers are available in the premises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To inform FP for further investigation	<input type="checkbox"/>
3.5	Hosereel, dry riser or their cabinets shall not be obstructed or used as storage place. Fire Extinguishers can be stored in the hosereel cabinet with an extinguisher sign indicated outside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To remove obstruction or storage item immediately	<input type="checkbox"/>
3.6	Hosereels are within servicing period (annually)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To service	<input type="checkbox"/>
3.7	Hosereel signage is installed on the cabinets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To install hosereel signage.	<input type="checkbox"/>
3.8	Fire extinguisher / Hosereel cabinets are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To rectify cabinet	<input type="checkbox"/>
3.9	DR Landing valve cabinets to have at least one standby fire hose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To replace hose	<input type="checkbox"/>

4	Housekeeping of premises	C	NC	NA	Corrective Action(s) for non-compliance (if any)	Done
4.1	No accumulation of rubbish inside the premises, at the doorway, passageway and stairwells.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To remove obstruction immediately	<input type="checkbox"/>
4.2	Goods are not stacked haphazardly in the storeroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To tidy the goods in the store.	<input type="checkbox"/>

5	Prohibited items in premises	C	NC	NA	Corrective Action(s) for non-compliance (if any)	Done
5.1	Flammable liquids are not stored in the premises. (Except with official AES approval as per Fire Safety Circular 15/2012)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To remove immediately	<input type="checkbox"/>
5.2	LPG cylinders are not kept in the premises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To remove immediately	<input type="checkbox"/>
5.3	No burning / naked flame (oil lamp, candle etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To remove or change to electrical type	<input type="checkbox"/>

6	Electrical fixture	C	NC	NA	Corrective Action(s) for non-compliance (if any)	Done
6.1	Electrical fixtures, such as switches and sockets and wiring are not defective / damaged or exposing live wiring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Defective / damaged electrical switches or sockets to be rectified.	<input type="checkbox"/>
6.2	Access to Distribution Board (DB) is not obstructed and closet is not used for storage purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To remove obstruction or objects immediately	<input type="checkbox"/>
6.3	"DB Closet" signage posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To fix signage.	<input type="checkbox"/>
6.4	Electrical cords / wires are to be secured in conduits / trunking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical wires to be covered by trunking.	<input type="checkbox"/>

7	Mechanical & Electrical Room	C	NC	NA	Corrective Action(s) for non-compliance (if any)	Done
7.1	Diesel Tank Room :-					
	a) No presence of oil or leakage				To be cleaned or rectified	
	b) Fuelling inlet padlocked.				To be padlocked.	
	c) "No Smoking" signs are displayed.				To display "No Smoking" signs.	
	d) Ventilation system is functioning.				To rectify the fault.	
7.2	Generator Room :-					
	a) Battery bank terminals are protected by rubber covers.				To provide rubber covers for the terminals.	
	b) No accumulation of oil at fuel pump.				To be cleaned.	
7.3	HT/LT Switch Room :-					
	Insulation mat provided.				To provide insulation mat.	
7.4	Battery Room :-					
	a) Ventilation system is functioning.				To rectify the fault.	
	b) Battery & battery charging equipment in good condition & checked as per checklist in Fire Safety Circular 12/2012				To be serviced and/or records produced for AES sighting.	
	c) Battery end of life date not exceeded				To replace expired battery.	

8	Restaurant / Kitchen Cleaning of Cooker Hood / Ducts (Regular Basis)	C	NC	NA	Corrective Action(s) for non-compliance (if any)	Done
8.1	Cooker hood is clean & free from grease				To be cleaned	
8.2	Cooker hood filters are clean & free from grease				To be cleaned	
8.3	Record of cleaning				To be produced for AES sighting	
8.4	Record of annual deep fryer servicing is available				To be produced for AES sighting	
9	Restaurant / Kitchen Fire Suppression System (Serviced bi-annually)	C	NC	NA	Corrective Action(s) for non-compliance (if any)	Done
9.1	Discharge nozzles with nozzle seal/cap				To replace the seal/ cap	
9.2	Discharge nozzles are free from grease				To be cleaned	
9.3	Regulated actuator assembly is visible and free from obstructions				To remove obstruction	
9.4	Service label is attached & visible to inspector				To attach service label	
9.5	Fusible links are free from grease				To be cleaned	
9.6	Remote manual pull station (MPS) is not obstructed and tampered seal is intact				To remove obstruction & replace seal	
9.7	Supply lines / pipe fittings are visually connected				To be inspected by maintenance contractor	
9.8	Linkage to Fire Station & FMC to be verified by Term Maintenance Contractor				To be tested by maintenance contractor	
	Submission of annual fire safety declaration form as per Fire Safety Circular 07/2012					
9.10	Model / Type of Kitchen's Fire Suppression System :					
9.11	Name of Service & Maintenance Contractor Company :					
9.12	Date of Service :			Telephone No :		
9.13	Maintenance Staff Name :					

10	Restaurant / Kitchen Piped Gas System (Serviced annually)	C	NC	NA	Corrective Action(s) for non-compliance (if any)	Done
10.1	Bypass valve is padlocked				To padlock bypass valve	
10.2	Gas detectors are free from grease				To be cleaned	
10.3	Gas detectors are not damaged				To be checked by maintenance contractor	
10.4	Record of inspection by Licensed Gas Worker (LGW)				To be produced for AES sighting	
10.5	Piped Gas System is linked to FMC				To be checked by maintenance contractor	

11	Restaurant / Kitchen Non CAG Fire Alarm Panel (Serviced annually)	C	NC	NA	Corrective Action(s) for non-compliance (if any)	Done
11.1	Linkage to Fire Station & FMC				To be checked by maintenance contractor	
11.2	Name of Service & Maintenance Contractor Company :					
11.3	Date of service :	Telephone No :				
11.4	Maintenance staff name :					

12	Restaurant / Kitchen Fire Warden
12.1	Appointed Fire Warden(s): Y/N
12.2	Name of Fire Warden (s) :
12.3	Date of last fire safety awareness talk attended :

13	Restaurant / Kitchen's Cleaning of Kitchen Exhaust Ducts (by Building Maintenance Contractors)
13.1	Name of Service & Maintenance Contractor Company :
13.2	Date of service : Telephone No :
13.3	Maintenance staff name :

14	Fire Safety Education
14.1	Staff familiar with common fire causes/hazards in their premises: Yes / No / NA
14.2	Staff familiar with AES fire reporting hotline at 6541 2525 & AES hotline number to be displayed clearly at all times: Yes / No / NA
14.3	Staff familiar with the location and operation of fire extinguishers/manual pull stations/hose reels and other common fire detection/protection systems in their premises: Yes / No / NA
14.4	Staff familiar with the evacuation announcements/procedures/routes/assembly areas & to guide any member of public/passenger to the assembly areas during a fire or emergency: Yes / No / NA
14.5	Staff familiar with the issuance of AES Service Charge due to fire or fire alarm activation due to negligence/ignorance of fire safety requirements: Yes / No / NA
14.6	Staff to contact AES FP at 6541 2535 for further fire safety enquiries or briefings: Yes / No / NA
14.7	Premises Fire warden familiar with his/her duties: Yes / No / NA
14.8	No. of staff educated


Appendix A-4 – Sample of AES Service Charge Form

AGREEMENT FOR THE PROVISION OF SPECIAL SERVICE

AIRPORT EMERGENCY SERVICE

Telephone No.: 66034954
Telefax No.: 65457072

Service Charge No. _____



CHANGI AIRPORT GROUP (SINGAPORE) PTE LTD
PO Box 168, Singapore Changi Airport, Singapore 918146
UEN / GST Registration No.: 200910817N

CHANGI
airport group

(A) PARTICULARS OF COMPANY		(B) PARTICULARS OF CALL / ACTIVATION		(C) SERVICES TO BE PROVIDED	
Name of Company	Section	Date		q Removal of Fuel Hazards	
Address		Time of call / activation		q Refuelling / Defuelling Standby	
Tel		Name of caller		q Explosives Escort	
Name of authorised person		Aircraft Registration No.		q Hot Work Standby	
Designation		Location		q First Aid Fire Appliances (FAFA) training	
NRIC No.		Time service started		q False Fire Alarm Activation Turnout	
Contact No.		Time service ended		q Vehicle Escort	
		Total service time		q Fire Patrolter Duties	
				q Others (Specify below)	

(D) DETAILS OF SERVICES & CHARGES

Item (1)	Type of Service (2)	Rate per hour or part thereof (3)	No. of Hours Service Required (4)	Units Required (5)	Amount (\$) (6)
1	Fire Vehicle	\$800			
2	Sea Rescue Craft	\$870			
3	Fire Officer (SAEO)	\$100			
4	Firefighter (AEO)	\$60			
5	Engineer and technicians	\$500		1 team	
6	Auxiliary Police	\$250		1 team	
Total Amount Payable					Amount
					GST @ 7%

(E) PAYMENT DETAILS

For payment via telegraphic transfer (our bank account no.: 003-99004-8, DBS Bank Ltd), please notify us of the service charge no. and value date. Telegraphic transfers are to include all agent and correspondent banks' charges. No official receipt will be issued except for cash payment.

Cheque payment must be crossed and made payable to "Changi Airport Group (Singapore) Pte. Ltd.". Please send cheque and a copy of the service charge form to: Changi Airport Group (Singapore) Pte. Ltd., PO Box 168, Singapore Changi Airport Singapore 918146, attention to Finance Division, Collection Officer.

Cash payment can be made at the below location:
Singapore Changi Airport
4th Storey, Terminal Z
Unit no. 046-038
Changi Airport Group (S) Pte. Ltd
Finance Collection Office

Operating Hours: Mon-Fri, 0830-1200hrs and 1400 to 1600hrs, excluding public holidays.
Note: All payments to be made within 14 days upon completion of service.

(F) CONFIRMATION & AGREEMENT

(1) We confirm that we have requested and/or received the service(s) at (C) & (D)(2) and we agree to pay for the service(s) at the rates stated at (D)(3) above upon the due completion of the service(s).

(2) We agree that:-
(a) the services are to be provided or have been provided on the basis that the Changi Airport Group (Singapore) Pte. Ltd shall not be liable for any death or injury to any person or damage to any property. Any death, injury or damage to property shall be borne by us.
(b) we shall indemnify and hold harmless the Changi Airport Group (Singapore) Pte. Ltd, its employees or agents in respect of any liability, loss, claims or proceedings whatsoever arising under any statute or common law in respect of death, injury or damage to any property movable or immovable, arising out of or in the course of or by reason of the services performed as stated herein.

We have read and understood paragraphs (F)(1) & (2) and agree to the terms and conditions upon which the services are to be provided or have been provided to us.

For and on behalf of the Company: _____ Date & Time _____

Name & Signature of person duly authorised to request and/or receive the service(s) _____ Date & Time _____

(G) AUTHORISATION OF SERVICE(S)

I hereby authorise the service(s) to be provided and to be charged according to the rate stipulated in (D)(3) above.

Name and Signature of Duty Airport Emergency Service Officer _____ Date & Time _____


(H) CERTIFICATION OF COMPLETION OF SERVICES

We certify that the service(s) have been duly completed.

For and on behalf of the Company: _____ Date & Time _____

Name & Signature of person duly authorised to request and/or receive the service(s) _____ Date & Time _____

Appendix A-5 –AES Fire Alarm Isolation and Hot Work Manual Permits

 HOT WORK PERMIT		Serial No: _____ (To be filled by AES Division)
This form may take you 5 minutes to fill in.		
PART 1: (To be filled by Applicant)		
Full Name :	Office Mobile Contact No:	
Email address :		
Name and Address of Company / Organisation:		
Hotwork site: T1 / T2 / T3 /T4 / Auxillary Bldg / Others		AOM / FM Work Permit No:
Type of work to be performed:		
Location (Unit No / Grid Line / Aircraft Parking Bay):		
CAG/ CAAS Project Officer :	Signature	
Date of Hot Work:	Duration From	hrs to hrs
(To be submitted at least 3 working days before works) Allowable Hotwork timing: Mon-Fri, 0830-1800 hrs. *Hotwork outside the allowable timing required CAG project officer endorsement on this application form Part 1)		
PART 2: Required precaution and safeguard checklists (To be filled by Applicant) Please tick if in compliance with the fire safety regulations, directions and requirements. Please cross for non-compliances. Where items are not applicable, please indicate NA.		
Fire Detection and Protection Systems		
<input type="checkbox"/>	Smoke/ Heat detector shall be isolated and sprinkler system shall be in service. No hot work shall be conducted in the isolated sprinkler zone and no concurrent isolation of detectors and sprinklers unless permission has been granted by AES in writing.	
Equipment		
<input type="checkbox"/>	All equipment shall be in good mechanical and electrical conditions. Gas welding equipment shall have flashback arrestors at both ends of the hoses. The gas cylinders shall maintain upright & secured at all times.	
<input type="checkbox"/>	Flexible gas hoses, all joints and the main cylinder valve shall be thoroughly checked for any leakage.	
Within 35 ft (11 m) of Hot Work		
<input type="checkbox"/>	No combustible or flammable materials / substances.	
<input type="checkbox"/>	Floor shall be swept clean of all debris and combustibles materials. Combustible floors shall be wet down, covered with damp sand, sheet metal or other non-combustible material. All edges of covers shall be flushed or sealed tight to prevent any sparks from going underneath.	
<input type="checkbox"/>	All evacuation paths are to be remained clear and workers are to be familiarised with the Evacuation Route according to Evacuation Procedures	
<input type="checkbox"/>	All combustible walls / partitions shall be protected by fire-resistant shields and openings tightly covered. Combustible and flammable liquids shall be protected with covers, guards or metal shield and fire-resistant covers shall be suspended beneath work to collect sparks.	
<input type="checkbox"/>	All compressed gas cylinders shall be properly sited and secured.	
Within 9 ft (3 m) of Hot Work		
<input type="checkbox"/>	No Hot Work to be carried out within 3 meters radius of an air return duct unless special arrangements are made.	
<input type="checkbox"/>	No hotworks such as welding, cutting and grinding shall be permitted within 3m from the safety net	
Hot Work on Wall or Ceiling		
<input type="checkbox"/>	Walls or ceilings shall be covered with non-combustible materials. All combustibles beneath shall be removed to a safe location away from the hotworks.	

<p><input type="checkbox"/> Hot Work on Enclosed Space (Tanks, Containers, Ducts, Dust Collectors, etc). Enclosed space shall be clear of all combustibles and shall be purged of flammable liquids / vapours.</p> <p><input type="checkbox"/> Hot Work on the Apron / Ramp Distance between hot work location and aircraft parking bay is _____ meters.</p> <p><input type="checkbox"/> No hot work within 75 meters (50 meters if supervised by MOM registered Safety Officer) from any aircraft unless the aircraft parking bay(s) is/are closed (Permit to be obtained from Airside Operations at 6541-2257 (For Seletar Airport: 6481- 5077).</p> <p>Others</p> <p><input type="checkbox"/> Main contractors are to brief all sub-contractors on AES fire safety requirements and shall be held accountable / responsible for their actions.</p> <p><input type="checkbox"/> No extension of hotwork timing is allowed unless a joint approval from the CAAS/CAG project officer and AES has been sought.</p>	
Fire Patroller (SAA Trained)	
Full Name	Date of certificate issued:
<p>* To be present for monitoring of Hot Work during and 30 minutes after hot work is completed. * Supplied with appropriate fire extinguisher(s), standing by within 15 meters from hot work site. * Trained in use of fire fighting equipment and in raising fire alarm. * To inform Fire Station 1 at 6541-2526 (For Seletar Airport: 6481-1246) before commencement and after completion of hot work. * To send photo evidence to the mobile phone of the duty FP officer at 9639 3843 before commencement and after completion of hot work. * To display hot work sign or warning sign boards. * To ensure that hot work permit and fire patroller certificate is prominently displayed.</p> <p>Remark(s) if any: _____</p>	
<p>Confirmation & Agreement: This is to confirm that: 1. The hot work is required by us and the location where the hot work is to be carried out; and 2. The fire safety regulations, directions and requirements stipulated above are complied with and the hot work carried out in accordance with the current CAG Fire Safety Manual and the Singapore Standard SS510, Code of Practice for Safety in Welding and Cutting.</p> <p>I/We accept any stop work order(s) and/ or an AES service charge(s) (as per schedule of rates in fire safety manual) which may be issued to us by AES for any violation, fire outbreak or false fire alarm activation due to negligence or ignorance to the above aerodrome fire safety requirements.</p> <p>Indemnity: I/We hereby indemnify and hold harmless the Changi Airport Group (Singapore) Pte Ltd, its employees or agents in respect of any liability, loss, claims or proceedings whatsoever arising under any statute or common law in respect of personal injury (including death) of any person or damage to any property movable or immovable, arising out of or in the course of or by reason of the services performed at my / our request as stated herein.</p>	
Full Name :	
Signature :	
<p>Signature of representative authorized to sign for and on behalf of the above named company. Please fax completed forms to AES Fire Safety Unit at 6545-7072 (For Seletar Airport: 6483-3482).</p>	
Part 3: (To be filled by AES Division)	
APPROVAL	
<p>The above-mentioned work is <input type="checkbox"/> approved <input type="checkbox"/> not approved</p> <p><input type="checkbox"/> Both smoke/heat detector and sprinkler system isolated</p> <p><input type="checkbox"/> To arrange with Fire Station 1 at 6541-2526 (For Seletar Airport: 6481-1246) for fire vehicle standby for hot work at airside.</p> <p><input type="checkbox"/> To confirm with Airside Operations at 6541-2257 (For Seletar Airport: 6481-5077) for the closure of aircraft parking bay and its adjacent bays.</p> <p><input type="checkbox"/> Fire vehicle standby chargeable <input type="checkbox"/> Fire vehicle standby non-chargeable</p>	
Remarks To comply with ALL AES Requirements, Rules and Regulation	
Name & Designation :	Signature & Date

In case of fire, call AIRPORT EMERGENCY SERVICE at 6541-2525 (For Seletar Airport: 6481-3377)



Isolation of Fire Alarm System

This form may take you 5 minutes to fill in.

Part 1 : (To be filled by Applicant)

Full Name	Office Mobile Contact No.
Designation	Email Address
Name & Address of Company	
Type of System Isolation (Please Circle)	
Smoke Detector / Heat Detector / Beam - Type Smoke Detector / Fire Sprinkler / Total Gas Flooding System / Fire Hosereel / Manual Call Point / Kitchen Fire Suppression System / Fire Alarm Panel / Others - State system type:	
Isolation Area: T1/ T2/ T3/ T4/ Ancillary Bldg/ Others	AOM/ FM Work Permit No:
Purpose for Isolation/ Scope and detail of work:	
Location (Unit No/ Grid Lines):	
Date of Isolation	Duration: From Hrs to Hrs

(To be submitted at least 3 working days before works) Allowable Isolation timing: Mon-Fri, 0830-1800 hrs.
 *Isolation outside the allowable timing required CAG project officer endorsement on this application form Part 2)

PART 2: (To be filled by Applicant)

Please fill in information accordingly, tick if compliant with the fire safety regulations, cross for non-compliances. Please indicate N.A wherever not applicable, .

<u>Project Officer (CAAS/CAG Project Only)</u>	
Full Name/ Div/Designation	Office Mobile No:
Signature:	Date:

<u>Joint Site Inspection</u>	
Date & Time:	Fire Alarm Panel: Affected Zone/ ACV:
Name of Building Maintenance Contractor:	Name of Contractor : Emergency Mobile Contact No :
Signature & Date	Signature & Date

In case of fire, Please call Airport Emergency Service at 65412525

<u>AES Requirement/ Rules and Regulations [Compulsory]</u>	
1	Adjacent zones and floors shall not be isolated at the same time (as per Building Maintenance Contractor's Joint Inspection)
2	Submission of Addition & Alteration Plans, Fire Sprinkler Drawing (where applicable)
3	Smoke/ Heat detector shall be isolated and sprinkler system shall be in service. No hot work shall be conducted in the isolated sprinkler zone and no concurrent isolation of detectors and sprinklers unless permission granted by AES
4	To inform Fire Station 1 (65412526) before commencement and after completion of works and isolation permit shall be prominently displayed.
5	No extension of isolation timing is allowed unless a joint approval from the CAAS/CAG project officer and AES has been sought.
6	Main contractor to brief all sub-contractors on AES fire safety requirements and shall be held accountable / responsible for their actions.

Confirmation & Agreement:

This is to certify that:

1. The isolation is required by us and the location where the isolation of building protection system is to be carried out; and
2. The fire safety regulations, directions and requirements stipulated above are complied with and the isolation carried out in accordance with the current CAG Fire Safety Manual, Singapore Standard CP52, Code of Practice for Automatic Fire Sprinkler System and Singapore Standard CP10, Code of Practice for Installation and Servicing of Electrical Fire Alarm System.

I/We accept any stop work order(s) and/or an AES service charge (as per schedule of rates in fire safety manual) which may be issued to us by AES for any violation, fire outbreak or false fire alarm activation due to negligence or ignorance to the above aerodrome fire safety requirements

Indemnity:

I/We hereby indemnify and hold harmless the Changi Airport Group (Singapore) Pte. Ltd., its employees or agents in respect of any liability, loss, claims or proceedings whatsoever arising under any statute or common law in respect of personal injury (including death) of any person or damage to any property movable or immovable, arising out of or in the course of or by reason of the services performed at my/our request as stated herein.

Full Name:	Signature :
-------------------	--------------------

- Signature of representative authorized to sign for and on behalf of the above named company

PART 3: (To be filled by AES Division)

The above mentioned work is :	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Remarks:	To comply with ALL AES Requirements, Rules and Regulations	
Name & Designation:	Date and Signature	

PART 4: (To be filled by CAAS/ CAG Engineering Team)

The above mentioned work is noted by:	
Remarks:	
Name & Designation:	Date and Signature

PART 5: (To be filled by Requesting Contractor & Respective Building Maintenance Contractor)

Requesting contractor shall submit the completed application form to respective Building Maintenance Contractor (BMC) at least one day before isolation date. It is mandatory to sign in and sign out with BMC before and after works to ensure no miscommunication during fire alarm isolation/normalisation.	
BMC shall also send photo evidence to the mobile phone of the duty FP officer at 9639 3843 before commencement and after completion of isolation work	
Confirmed isolation/ draining has been carried out before commencement of work:	
Requesting Contractor	Respective Building Maintenance Contractor

In case of fire, Please call Airport Emergency Service at 65412525

Appendix A-6 – Sample of Isolation and Fire Patroller Checklist

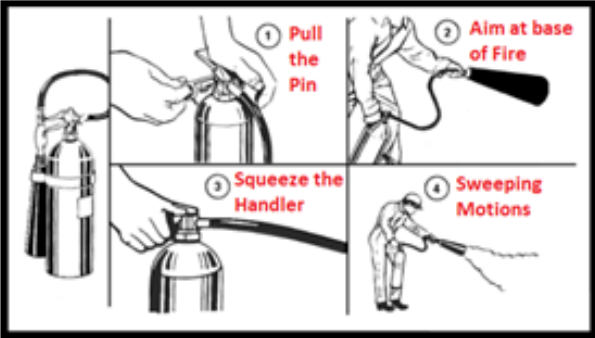


AIRPORT EMERGENCY SERVICE – INSPECTORATE UNIT
Fire Prevention Section

Isolation Permit Checklist

Checklist Completed By (Site Supervisor):

Date of Isolation:

S/no	Remarks	Tick Box
1	All affected zones have been clearly identified?	
2	Familiarize yourself with the Emergency Evacuation Plan, exit route and alarm locations in the building where isolation activities are being performed	
3	Ensure that an appropriate fire extinguisher is readily available in the isolation area.	
4	Verify with the Building M&E contractor which Fire Alarm Panel they will be isolating and to inform Fault Management Centre (FMC) and Fire Station1 and Fire Station 2.	
5	Verbally communicate to all employees that isolation activities are being conducted in the area.	
6	Ensure that there are no flammable liquids at the work area if the water sprinkler is being <u>drained</u> .	
7	Ensure all Fire Protection System is appropriately isolated inside and outside of the hoarding area. Ensure that all fire alarm devices around the area which possible resulted in false alarm activation are also being isolated prior to conducting work.	
8	DO NOT leave the isolation areas until the Fire Alarm Panel is normalized and remain in the work area for least 30 minutes after isolation is completed	
9	Ensure FMC, Fire Station 1 and Fire Station 2 are informed when the isolation activities are completed	
10	 <p>Understanding the Method for Operating an Fire Extinguisher - PASS</p>	

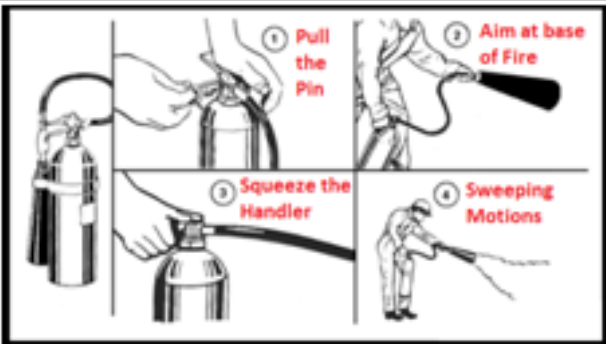


Fire Patroller Checklist

Checklist Completed By (Fire Patroller):

Name of Hotwork Supervisor: |

Date of Hotwork:

S/no	Remarks	Tick Box
1	There is no evidence of burning or smoldering material around	
2	Familiarize yourself with the Emergency Evacuation Plan, exit route and alarm locations in the building where hot work operations are being performed	
3	Ensure that an appropriate fire extinguisher is readily available in the hot work area.	
4	Verify with the Hot Work Operator what type of activity they will be doing and take necessary precautions prior to the start of the work.	
5	Verbally communicate to all employees that hot work activities are being conducted in the area.	
6	Ensure that there are no flammable materials near the work area. Flammable materials must be relocated at least 35 ft (11 meter) from the work area	
7	Ensure that there is no safety net near to the hot work area. All safety net must be at least 3m away	
8	Assist the Hot Work Operator with identifying holes in the floor or walls where hot sparks and slag can enter. Ensure that these locations are covered prior to conducting work.	
9	Position yourself in a manner that allows you to remain visible to the Hot Work Operator and other employees and personnel who may enter the work area.	
10	Monitor sparks and slag produced by the hot work and ensures that they do not land near flammable materials or other employees working in the area.	
11	Prevent anyone attempting to pass through the work area until the hot work can be suspended.	
12	Alert the Hot Work Operator if employees enter the work area. Suspend hot work activities until the area is clear again.	
13	DO NOT leave your post until you are relieved by another trained fire watch. In the event of an emergency hot work activities must be suspended.	
14	Remain in the work area for least 30 minutes after hot work is completed	
15	 <p>Understanding the Method for Operating an Fire Extinguisher - PASS</p>	

KITCHEN FIRE SAFETY

Summary of Assessment

Date : _____
Terminal : _____
Stall Number : _____
Staff Name : _____
Assessor : _____

Assessment Outcome : _____ / 20 %

Competency Elements
CE1: Kitchen Fire Extinguishing System
CE2: Checks on Validity and Serviceability
CE3: Cleanliness of Kitchen Hood
CE4: Workplace Occurrence Prevention

Performance Criteria		Evidence	Score		Remarks	
			1	-1		
1.1	Understanding the kitchen fire extinguishing system	In the assessment, the kitchen staff was able to:				
		a. Identify the location of the portable fire extinguisher				
		b. Demonstrate the Pull Aim Squeeze Sweep (PASS) method				
		c. Identify the location of Kitchen Fire Suppression System (KFSS) manual pull station				
		d. Describe the purpose of the KFSS which is to activate extinguishing agent if the cooking space within the KFSS catches fire				
		e. Demonstrate the activation of the KFSS by pulling the pin and pull the handle bar				
		f. Identify the location of the nearest manual call point				
2.1	Serviceability and validity of fire extinguishing system are current	In the assessment, the kitchen staff was able to:				
		a. Identify the date of last servicing for the fire extinguisher on the service label				
		b. Identify the date of last servicing for the fire extinguisher KFSS on the service label				
Additional Remarks:						

Page 3 of 3					
3.1	Cleanliness of the kitchen hood	In the assessment, the kitchen staff was able to demonstrate:			
		a. The kitchen hood is clean and grease free			
		b. The discharge nozzle with seal/cap and grease free			
		c. The KFSS fusible link grease free			
		d. The gas detectors are grease free			
		e. The sprinkler pendant is clean			
4.1	Protection against work occurrence	In the assessment, the kitchen staff was able to:			
		a. Explain the potential hazards of obstructed fire exits and passageway which may result in getting trapped and unable to evacuate			
		b. Explain the hazards of unattended cooking which may result in fire			
		c. Explain the hazards of leaving the pilot light / small fire for standby which may result in fire			
		d. Explain the need to turn off gas valve before closing the stall to prevent gas leak and fire			
		e. Explain the hazards for placement of oil tin near the fire area which may result in fire			
		f. Read off the AES hotline 6541-2525			
		g. Identify the nearest emergency assembly area			

Appendix A-8 – AES Fire Safety Circular

Please refer to

http://www.changiairport.com/corporate/e-services/documents.html#_sp_fire-prevention-circulars

SECTION B : FIRE SAFETY MANAGEMENT OF NON CAG OWNED /MANAGED PROPERTIES

CHAPTER 1 - GENERAL FIRE SAFETY – DUTIES AND RESPONSIBILITIES**1 INTRODUCTION**

- 1.1 Besides CAG buildings (all Passenger Terminal Buildings, Megaplex 1, CAB “C”, “D” & “E”), all other buildings located within airport boundary having direct implication and impact are important to airport operations. Hence, there is equally a need to maintain high standards of fire safety at these buildings.
- 1.2 Furthermore, some of the companies of these buildings are engaged in ground servicing activities, which carry the risk of fire. There is a need to practice a high standard of fire safety to ensure the safety of passengers and no disruption to airport operations.

2 General Responsibilities

- 2.1 The owners of airport buildings which are neither CAG owned nor managed, shall be responsible in ensuring the following:
- (a) Exercise surveillance over their staff and occupants to ensure that the fire prevention measures listed in Section A Chapter 2 are complied with.
 - (b) Maintain and test the protection systems installed in the buildings regularly in accordance with the Codes of Practice.
 - (c) Maintain and check the electrical systems in the buildings regularly. The tests listed in Section A Chapter 1, para 2.1, sub-para V (b) should be carried out.
 - (d) Test the safety devices of the electrical systems and wiring regularly and also to ensure that they are adequate.
 - (f) Provide adequate fire extinguishers and hose reels in the premises in accordance with FSSD regulations and requirements. These fire protection equipment shall also be properly maintained in accordance with the relevant standards.
 - (g) All owners and tenants shall comply with the procedures and guidelines

in this Manual and shall take all reasonable measures to prevent false fire alarm activations in their demised premises. Non compliance to these procedures resulting in false fire alarm activations and turnout of AES resources may result in a service charge being levied to owners, tenants or any contractors or sub-contractors engaged by them as listed in the Foreword.

- (h) All building owners or its Fire Safety Managers are encourage to provide AES FP a copy of their ERP (ERP) and conduct annual fire evacuation exercise to familiarise AES operations with their ERP.

2.2 The specific duties and responsibilities of relevant building owners shall be as follows:

I Air Traffic Services Division (Division of CAAS)

- (a) Exercise surveillance over the staff and occupants at LORADS complex and the Control Tower to ensure that they comply with fire safety precautions and take action as appropriate on those who do not comply and keep AES informed;
- (b) Ensure that the staff and occupants at LORADS complex and the Control Tower observe the fire prevention measures listed in Section A of this Manual and its appendices;
- (c) Ensure that the LORADS complex and Control Tower are adequately protected by fire hose reels (Chapter 3 of Section A), fire extinguishers (Chapter 4 of Section A) and other fire safety equipment based on the advice provided by QP;
- (d) Ensure that fire wardens are appointed for LORADS complex and the Control Tower at all times;
- (e) Establish evacuation plans for LORADS complex and the Control Tower based on the procedures spelt out in Section B, Chapter 2 and conduct at least one evacuation drill annually at the complex and tower in accordance with the requirements prescribed by the FSSD;
- (f) Ensure that all pieces of electronic equipment installed in LORADS complex, the Control Tower and airfield installations are regularly checked and properly maintained; and
- (g) Ensure that all electronic safety devices, e.g. switch breakers installed to protect the electronic equipment in LORADS complex, the Control Tower and airfield installations are in working condition.

II Singapore Aviation Academy (Division of CAAS)

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- (a) Exercise surveillance over the staff and occupants at the SAA to ensure that they comply with fire safety precautions. SAA FM to conduct regular fire safety inspections within SAA premises, especially on the tenanted premises and issue warning and take appropriate action to ensure tenants or users comply to fire safety requirements or rectify the fire safety hazards and keep AES informed;
 - (b) Ensure that the staff and occupants at the SAA observe the fire prevention measures listed in Section A Chapter 2 of this manual and its appendices (where applicable);
 - (c) Ensure that the fire protection system installed at SAA is regularly maintained and tested.SAA will ensure the term contractor for fire detection and protection systems is checked regularly and service reports are submitted and filed in the appropriate files;
 - (d) Ensure that all pieces of electronic equipment installed in SAA are regularly checked and properly maintained.SAA will inform the relevant party /parties to check their electronic equipment installed in SAA;
 - (e) Ensure that fire wardens are appointed for the SAA as per SAA Fire Safety Committee recommendations; and
 - (f) Establish a fire evacuation plan for the SAA and conduct at least one evacuation drill annually at SAA as per established **ERP**.

III All non-CAG building owners

In addition to the above, each building owner shall:

- (a) Ensure that all electronic equipment and wiring in their premises are regularly checked and properly maintained;
- (b) Observe good housekeeping by separating combustible materials, e.g. thermal facsimile paper, diskettes, etc from electrical peripherals;
- (c) Exercise surveillance and take action as appropriate on those occupants who do not comply and keep AES informed;
- (d) Ensure that its premises are adequately protected by fire extinguishers and other fire safety equipment based on the advice provided by AES in accordance with Section A of this manual;
- (e) Ensure that all staff and occupants observe the fire prevention measures listed in Section A of this manual and its appendices together with Schedule 3 of CAG Tenancy Agreement (where applicable)

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- (f) Appoint fire wardens / assistant fire wardens for its own premises,
 - (g) Ensure that its staff are familiar with the fire evacuation plan;
 - (h) Encourage its staff to attend relevant fire safety training at the Singapore Aviation Academy or other relevant institutions; and
 - (i) Ensure all renovations, major alterations and additions have been approved by FSSD.
 - (j) It is recommended that a copy of their ERP and CERT setup be submitted to AES FP so that AES Changi Operation will be familiar with its building's ERP for better collaboration.

3 Fire Prevention Measures

- 3.1 Owners of all non-CAG managed properties shall observe the Fire Prevention Measures listed in Section A Chapter 2 and its appendices and Section C of this manual.

4 Renovations, Alterations and Additions to Buildings

- 4.1 Owners of all non-CAG managed properties have to inform AES with regard to fire prevention measures, access for fire vehicles, escape routes and other fire precautions, and for all renovations, alterations and additions to their buildings.
- 4.2 These comments is in addition to other requirements or approval by the other CAG Divisions or other relevant authorities i.e. FSSD, BCA, URA etc.
- 4.3 Copies of the relevant floor plans indicating the extent of renovation, alteration, and/or addition works together with fire safety measures e.g. fire exits and signs, etc. shall be submitted to AES for comments.
- 4.4 The coordinating CAG division for the renovations, alterations, and/or additions, shall ensure that AES comments and/or requirements are complied with and notify **Head**, FP (Dy Cmdr, Seletar in the case of Seletar) upon the completion of such works.
- 4.5 Permission or clearance from the relevant authorities shall be sought and copies extended to AES. Where the approval of FSSD is not required a copy of the waiver shall be attached to the floor plans extended to AES for information.

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- 4.6 The owner of the building shall be responsible in maintaining the existing and the new fire protection installations, should there be any, in proper working order after the renovations, alterations and/or additions made to the building.

5 Fire Evacuation Plan and Exercises

- 5.1 It is the responsibility of the owners of major airport buildings not owned by CAG or lessees of CAG buildings to establish ERPs for all their premises and conduct fire evacuation exercises in accordance to the state requirement. It is recommended that a joint fire evacuation drill be conducted with AES at least once a year to exercise the tie-up between the building's CERT and AES.

- 5.2 The evacuation plan at Section B, Chapter 2 may be used as a guide and the AES may be consulted when the annual evacuation exercises are planned.

6 Other Hazards

- 6.1 All owners and lessees of airport buildings shall strictly observe the safety measures listed in the Section A and its appendices together with those in Section C.

SECTION C : FIRE SAFETY MANAGEMENT OF OTHER SPECIFIC FIRE HAZARDS**CHAPTER 1- AIRCRAFT FUEL SERVICING AND MAINTENANCE OF AIRCRAFT FUEL SYSTEM****1 Scope**

1.1 For the purpose of these regulations "Aircraft fuelling" shall be regarded as including fuelling and defueling, aircraft fuel tank calibration, aircraft fuel tests and the draining of fuel tanks. Generally, Aircraft fuelling activities shall comply with the latest editions of NFPA 407 Standard for Fuel Servicing. Aircraft fuel servicing operators shall permit the Landlord (or any other authorized by the Landlord) to perform unannounced Aircraft refueling inspection at the Airside based on **Appendix C-1 – Fire Safety Requirements involving Aircraft Fuel Servicing.**

1.2 Operational requirements make it necessary for fuelling crew to perform their duties efficiently and quickly under all types of weather conditions, at all hours, and concurrent with transport and military aircraft. These aggravate the situation and make it imperative to establish basic fire safety procedures. These regulations are intended to help prevent accidents. It is recognised that there are certain hazards (especially the operation and use of aircraft servicing equipment and ground power generators with internal combustion engines in close proximity to fuelling operations), over which safety cannot be controlled without interference with operations. Therefore, specific caution is given in this Chapter with regard to these hazards.

2 Objective

2.1 These requirements are intended to represent a fire-safe practice for Aircraft fuel servicing operations on the ground.

3 The Different Types of Fuel and Their General Nature of the Hazards

3.1 Presently, the fuels used in aircraft are of three common types:-

- (a) Aviation gasoline, now abbreviated AVGAS;
- (b) Kerosene grade turbine, now abbreviated AVTUR; and

(c) A wide blend of gasoline and kerosene fractions designated as AVTAG.

3.2 There are several grades of AVGAS used in reciprocating engines. These may be recognised by their different colours;

Grade identifications

115/145	Octane Grade	-	Purple
108/135	Octane Grade	-	Brown
100/130	Octane Grade	-	Green
91/98	Octane Grade	-	Blue
80/87	Octane Grade	-	Red

3.3 The flash point of AVGAS is approximately 40 degrees below zero centigrade. AVGAS is highly flammable.

3.4 The flash point of AVTUR (Jet-A1) has a minimum specification requirement of 38°C. AVTUR, when spilled on hot surfaces such as an exhaust pipe or over sun baked ramp, vapourises sufficiently to form a combustible and highly hazardous vapour.

3.5 Because of its low volatility, AVTUR spill on unheated surfaces present a prolonged hazard by not evaporating quickly and completely at normal temperatures. As a result, the danger of fire is prolonged and special treatment of the spill is important.

4 Spillage Sizes

4.1 Fuel spills may vary in size and therefore in quantity too. But the hazards inherent in them vary only in small degrees. It is therefore important to consider spills as a potential fire source. Every spill covering an area above 4m² or in quantity exceeding (5 gallons) 22.5 litres, or if in the opinion of the fuelling supervisor the spill constitutes a serious hazard, he shall call for immediate attention of AES so that remedial action can be rendered at once. As far as possible, in all cases of spillage, the entry of fuel into the airport drainage system shall be checked.

4.2 All fuel spillage shall be reported to CAG Airside Control Centre at 6541 2151/ 2148 and AES at 65412525 / 2526. Depending on the severity of the fuel spillage, AES may impose a service charge on airlines, ground handling agents, contractors or sub-contractors engaged by them for the cleaning up of the fuel spillage based on the rates listed in the Foreword.

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- 4.3 Small spills need no emergency action and these shall be cleaned up with the use of oil absorbent or rags, which shall then be discarded immediately to a safe spot, or placed in a closed metal container. **Saw dusts shall not be used.**
- 4.4 In the case of larger fuel spills (covers an area above 4m²), the immediate safety procedure is as follows:
- (a) Stop the flow immediately by releasing the deadman control. In the event that a spill continues from a hydrant system, the system emergency fuel shutoff shall be activated.
 - (b) AES shall be notified immediately if the spillage covers an area above 4m² or in quantity exceeding (5 gallons) 22.5 litres, or if in the opinion of the fuelling supervisor the spill constitutes a serious hazard,
 - (c) Prevent the movement of unauthorised persons or vehicles into the area.
 - (d) Inform the Airline representative who should use his discretion to determine if the operation already in progress can be continued safely or if it should be stopped until the emergency is over.
 - (e) Ensure, as far as possible, that activities in the vicinity including the movement of aircraft, vehicles or ground equipment, are restricted so as to reduce the risk of igniting the fuel until the area is deemed safe by AES and airline rep / aircraft engineer
 - (f) Passengers and crew on board aircraft shall be instructed not to smoke.
 - (g) Larger spills shall be blanketed with foam at the discretion of the AES Officer in attendance. In such cases, the passengers and crew on board should be directed to leave the aircraft at once and the aircraft shall be towed away to an uncontaminated area, if necessary.
 - (h) The final treatment for all fuel spillage, whether small or large, is by washing them up with water and detergent, or if necessary, with oil dispersant.
 - (i) The location of the spill, its direction of flow, the wind, etc. shall be taken into consideration when choosing the safest evacuation route.

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- (j) The fuel spillage shall be investigated by the airline or its engineering services to determine the cause and necessary corrective measures to be taken. Such information shall be provided to AES at fire.safety@changiairport.com or the AES investigating officer.

5 Disposition of the Aircraft

- 5.1 If the safety of an aircraft near a LARGE SPILL is seriously jeopardised, the aircraft should be towed to an uncontaminated area before cleaning up shall be allowed to commence.
- 5.2 Aircraft on which fuel has been spilled shall be carefully inspected for any accumulation of fuel or fuel vapour. Any fuel discovered on the aircraft must be cleaned up, and the fuel vapour shall be cleared.
- 5.3 All out-going cargo, mail and baggage on the ramp at the time of the spill shall be examined carefully before they are placed on board. All traces of fuel contamination must be removed or allowed to evaporate.

6 Neighbouring Turbine Aircraft

- 6.1 No fuelling shall be carried out within 46m directly downstream from the tail pipe of an operating turbo-jet engine, or within 23m directly downstream from an operating turboprop engine. Should a turbine-powered aircraft move within these distances, fuelling shall be stopped at once. All refuelling operations downstream of an operating wide-body aircraft shall be stopped until such time that the refuelling can be carried out safely.

7 Static Electricity and Stray Current

- 7.1 Static electricity is a constant threat to safe fuelling. The presence of static electricity is not readily apparent until a discharge or spark occurs. The danger is increased during fuelling operations.

7.2 Generation of Static Electricity

7.2.1 Static electricity may be generated during the course of fuelling as follows:

- (a) When fuel is pumped through a service hose;
- (b) When fuel is allowed to fall freely through the air from a filler spout into the dome of a truck, or from a tank or line draining into a container; and
- (c) Turbulence in the fuel generates static electricity.

7.2.2 In addition, static electricity may be present under the following circumstances:

- (a) A charge may accumulate in an aircraft during flight or on the ground.
- (b) Particles of rain or other liquid crystals of dust blowing across the aircraft can produce a very heavy charge of static electricity.
- (c) The servicing vehicles, like any rubber-tyre vehicle may become electrified.
- (d) Static electricity can also be built-up by induction from an electrically charged atmosphere.

7.3 **Stray Electric Current**

7.3.1 Stray current may provide a source of ignition during fuelling operations.

7.4 **Bonding**

7.4.1 Hydrocarbon fuels, such as aviation gasoline and Jet A, generate electrostatic charge when passing through the pumps, filters, and piping of a fuel transfer system. Splashing, spraying or free-falling of fuel will further enhance the charge. When charged fuel arrives at the receiving tank (cargo tank or aircraft-fuel tank) either of the following two possibilities can occur;

- (a) The charge relaxes harmlessly to ground; or

- (b) If the charge on the fuel is sufficiently high, a spark discharge may occur. Whether or not an ignition will follow depend on the energy (and duration) of the discharge and the composition of the fuel/air mixture in the vapour space, i.e. whether or not the vapour is within its flammability range.
- 7.4.2 The amount of charge on a fuel when it arrives at the receiving tank, and hence its tendency to cause a spark discharge, will depend on the nature and amount of impurities in the fuel, its electrical conductivity, the nature of the filter media, and the relaxation time of the system; i.e. the residence time of the fuel in the system between the filter (separator) and the receiving tank. The time required for this charge to dissipate is dependent upon the conductivity of the fuel. The duration may be a fraction of a second or several minutes.
- 7.4.3 No amount of bonding or grounding will prevent discharge from occurring inside a fuel tank. Bonding will ensure that the fuelling equipment and the receiving tank (aircraft or fueller) are at the same potential and to provide a path for the charges which are separated in the fuel transfer system, primarily the filter/separator and therefore to neutralise the charges in the fuel.
- 7.4.4 For over-wing fuelling and top loading of cargo tanks, bonding will ensure that the fuel nozzle or the fill pipe is at the same potential as the receiving tank, so that a spark will not occur when the nozzle or fill pipe is inserted into the tank opening. For this reason, the bonding wire must be connected before the tank is opened.

7.5 Use of Chamois Filters

- 7.5.1 The practice of using a chamois filter should be discouraged, as its use is extremely hazardous under any condition. Ordinary plastic funnels or other non-conducting materials can increase static generation. They must be properly bonded.

7.6 Aircraft Engines and Heaters

- 7.6.1 Fuel servicing shall not be done on an aircraft until the aircraft's engine(s) has (have) been stopped (ignition OFF).
- 7.6.2 Aircraft combustion heaters shall not be operated during fuelling operations.

8 Safeguard Against Incidents arising from Automotive Operation

- 8.1 No vehicle, other than those performing servicing functions, shall be permitted within 15m of the aircraft during fuelling operations. Hand brakes should be applied on vehicles before the driver leaves the cabin of his vehicle.
- 8.2 All vehicles performing aircraft servicing functions, other than fuel servicing (i.e. baggage trucks, air conditioning vehicles, etc) shall not be parked under aircraft wings while fuelling is in progress. The starting of equipment or any vehicle shall not be done whilst refuelling is in progress. Drivers shall be thoroughly instructed as to the hazards inherent in operating or parking of such vehicles in close proximity to fuelling operations. (Aircraft servicing normally requires mechanised equipment and it is most often impractical to suspend such operations during fuelling. Minimum precautions dictate superior apron vehicle maintenance and educating vehicle operators in recognising potentially hazardous conditions such as spills).

9 Prevention of Arcing of Electrical Circuits

- 9.1 Electrical circuits frequently produce arcs when switched on or off, when connections are made, or when equipment is not operated properly. The precautions are as follows:
- (a) Aircraft batteries shall not be installed, removed, raised or lowered during fuelling.
 - (b) Aircraft ground-power units should be located as far away from the fuelling points as practical. These shall not be connected or disconnected during fuelling. They should not be placed under the wings of aircraft or just aft of the trailing edge except when the design of the aircraft permits no other suitable location.
 - (c) Electric hand lamps or flashlights used in the immediate proximity of the fuelling operations shall be of the approved type.
 - (d) No electrical tools, drills, buffers, vacuum cleaners or similar tools likely to produce sparks or arcs shall be used during fuelling operations.
 - (e) Aircraft electric switches, which control units in the wings or tank areas not needed for the fuelling operations, should not be operated during fuelling except in an emergency.
 - (f) Photographic flash bulbs shall not be used within 15m of the aircraft. Electronic flash shall not be used within 15m of fuelling zones.

10 Elimination of Open Flames

- 10.1 Open flames may be used during maintenance work. The presence of the following are sometimes overlooked during aircraft fuelling operations:
- (a) Flare-pots and similar open flame lights;
 - (b) Welding or cutting torches;
 - (c) Blow torches; and
 - (d) Exposed flame heaters (liquid, solid or gaseous devices including portable and wheeled petrol or kerosene heaters).
- 10.2 No fuelling shall be done while any open flame device is in use within 15m of the aircraft.
- 10.3 There shall be no fuelling where the aircraft engine(s) or the aircraft combustion heater(s) is (are) running. These include wing and tail de-icing heaters. Engine ignition shall be switched off.

11 Control of Radar Equipment

- 11.1 The beam from radar equipment can cause ignition of flammable vapour-air mixture from inductive electric heating of solid materials or from electrical arcs or sparks from charge resonant conditions. The ability of an arc to ignite flammable vapour-air mixture depends on the total energy of the arc and the time lapse involved in the arc's duration, which is related to the dissipation characteristics of the energy involved. The intensity or peak power output of the radar unit is thus the key factor in establishing safe distances between the radar antenna and fuelling operations, fuel storage or fuel leading rack areas, fuel tank truck operations, or any operations where flammable liquid or vapour may be present or created. Radar shall not be operated within 35m of fuelling.

12 Use of Communication Equipment

- 12.1 Communication equipment used during aircraft fuel servicing operations within 3m (10ft) of the fuelling equipment or the fill or vent points of aircraft fuel systems shall be intrinsically safe in accordance with UL913, Standard for Intrinsically Safe Apparatus and Associated Apparatus for Use in Class I, II and III Division 1, Hazardous (Classified) Locations.

13 Additional Precautions**13.1 Fuelling location**

13.1.1 All aircraft fuel servicing shall be done outdoor at least 15m from any building to minimise the danger of ignition of flammable vapour discharged during fuelling operations by sources of ignition likely to exist in such buildings. When it is necessary to perform fuelling operation under shelter, special permission must be obtained from the AES.

13.2 Concurrent operations

13.2.1 Concurrent operations during fuelling operations is allowed provided that equipment, other than that performing aircraft servicing functions, shall not be permitted within 15 m (50 ft) of aircraft during fuel servicing operations.

13.3 Refuelling with passengers on board aircraft or when there is passenger movement between the aircraft and terminal building

13.3.1 Fuelling may proceed with passengers remaining on board the aircraft, if not prohibited as stated below, provided the airline operator ensures:

- (a) Passengers should be warned that refueling will take place and that they must not smoke, operate electrical switches or otherwise produce sources of ignition;
- (b) "NO SMOKING" signs and exit lights in the aircraft are switched on;
- (c) One qualified person trained in emergency evacuation procedures shall be in the aircraft at or near a door at which there shall be at least one passenger loading walkway, integral stairs that lead downward, or passenger loading stair or stand;
- (d) A clear area for emergency evacuation of the aircraft shall be maintained at not less than one additional exit;
- (e) For situations or locations not meeting requirements c) & d) above:
 - All slides shall be armed;

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- One ARFF vehicle shall be on standby;

Controls shall be established so that passengers avoid hazardous areas when boarding or deplaning and they are not allowed to linger;

- (f) If during fuelling, the presence of fuel vapour or potential hazard is observed, the airline operator is to be informed and fuelling and all cleaning activities within the aircraft should be stopped until conditions permit resumption;
- (g) Ground servicing activities and work within the aircraft are conducted in a manner so as not to obstruct exit from the aircraft, should there be an emergency.
- (h) Two-way communications shall be maintained by aeroplane intercommunications system or other suitable means between the ground crew supervising the refuelling and the qualified personnel on board the aeroplane.

13.3.2 AES may impose a service charge on airlines, ground handling agents, contractors or sub-contractors engaged by them for the provision of the fire vehicle based on the rates listed the Foreword.

14 Positioning of Aircraft Fuel Servicing Vehicles

- 14.1 Indiscriminate positioning of fuelling trucks, air conditioning plants, etc, near an aircraft where fuelling is in progress should be discouraged to avoid impedance to the rapid removal of the aircraft and other servicing vehicles in case of emergency.
- 14.2 A free passage shall always be maintained so as to allow the speedy removal of service vehicles, and also to allow for safety measures to be rendered quickly.
- 14.3 The hand-brakes of aircraft fuelling vehicles shall be engaged by the drivers before they leave their driving position.
- 14.4 For over-the-wing fuelling, fuel servicing vehicles should be positioned forward of the trailing edge of the aircraft main plane, so that fuel spillage will flow behind the vehicles.
- 14.5 The structure of the aircraft's main-plane trailing edge is such that it is not meant to support the weight of a heavy hose. Therefore servicing (i.e. over-the-wing fuelling) shall only be over the leading edge.

15 Manning of Fuelling Equipment

- 15.1 Adequate manpower shall be constantly available to shut the flow of fuel quickly from the servicing equipment (i.e. vehicles, hydrants, pits or cabinets) in case of emergency.
- 15.2 Fuel nozzles used in over the wing fuelling hose assemblies shall be designed so that nozzles will close and the flow of fuel will stop when the hand of the operator is removed. Blocking nozzles in an open position even if it is only momentarily is prohibited. Only competent and qualified operators shall be permitted to operate the equipment.
- 15.3 It is recommended that other aircraft servicing personnel not engaged in fuelling operations be trained in the operation of emergency fuel shut off controls in the event of a spill or other hazardous conditions.
- 15.4 Kinks and short loops in fuelling hoses should be avoided. The kinked fuel hose shall not be allowed to drag along the ground. The hose should not be stretched with the complete weight of the hose off the ground as this place extra strain on the nozzle coupling.

16 Loose Objects

- 16.1 Persons involved in fuelling operations shall not carry in their breast pockets loose objects, e.g. tools, cigarettes, matches, cigarette lighters, etc, because there is the possibility of these items falling into the fuel tank. It is advisable to have the pockets on shirts and uniform sewn shut or removed completely.
- 16.2 Should there be an occasion of any object getting into the aircraft fuel tank, such object shall be removed before further flight. The supervisor in charge must be notified immediately.

17 Lightning Storms

- 17.1 Extreme caution should be taken during fuelling operations when lightning or electrical storm is imminent. Operations shall be suspended during severe disturbances and shall be determined by the ground handlers or refuellers.

18 Provision of Fire Extinguishers for aircraft fuel servicing and maintenance of aircraft fuel system

- 18.1 Adequate serviceable fire extinguishers [at least 2 x 9kgs ABC Dry Powder – with minimum 20-B:C rating (UL/FM) or 144B rating each] are available at both sides of the refuelling bowser.
- 18.2 Since the quick and effective use of fire extinguishers is of vital importance, all fuelling crew shall be trained to use fire extinguishers correctly and effectively and training records shall be produced upon request by CAG or any other relevant agencies.
- 18.3 The ground engineer or the appointed ground handling agent shall ensure that during any aircraft servicing operation, including aircraft fuel servicing, there shall be at least one trolley extinguisher located at the aircraft bay (fixed or remote). The trolley extinguisher shall be positioned not more than 61 metres away from the refuelling site (reference to NFPA 410: Standards on Aircraft Maintenance 2010 Edition, para 10.2).
- 18.4 With effect from 1 August 2014, any new replacement trolley extinguisher shall have a minimum listed rating of 233B or 80-B (UL/FM) located at the aircraft parking bay (fixed or remote).

19 Defueling Requirements

- 19.1 Defueling operations present greater fire hazards due to the more difficult procedures that are involved in the draining operations.
- 19.2 Therefore the safeguards listed in the para 7 of this chapter regarding electrostatic bonding and grounding should not be overlooked. Their application is equally important.
- 19.3 Variations between different types of aircraft preclude the establishment of standard procedures but the same principles should apply in all cases.

CHAPTER 2 - Airfield Vehicle Operations**1 General**

1.1 Fire mishaps can result in disastrous consequences especially at the apron area as flammable aviation fuel fumes can be present. Thus, it is imperative that all Airfield Vehicle are maintained fire hazard free at all times. AES conducts random vehicle inspection with Airside Operations to ensure Airside vehicles driving in the apron are compliant to airside rules and regulations (see Appendix C-2 – Fire Safety Requirements involving airfield vehicle operations). Reference should also be made to the latest edition of CAG By-Laws for the latest requirements on airfield vehicle operations.

1.2 Some common causes of vehicle fires are:

- a. Electrical short-circuiting;
- b. Poor maintenance of battery and wiring system; and
- c. Long running engine, resulting in engine overheating.

2 Actions when vehicle catches fires:

- a. Park vehicle to the side immediately; away from aircrafts and buildings (Air-tug driver shall attempt to disconnect vehicle from aircraft and attempt to move it to a safe distance if safe to do so);
- b. Turn off engine;
- c. Get the passengers and yourself out of the vehicle;
- d. Attempt to put out the fire with the fire extinguisher(s) onboard, without placing yourself in danger;
- e. Inform AES immediately at **6541 2525**; and
- f. Stay away from the vehicle and assist to direct incoming traffic away.

3 AES recommends Airside Operators to prevent vehicle fires by:

- a. Regular vehicle maintenance, especially for older vehicles. Particular attention should be given to the electrical systems of the vehicle, e.g. wiring connection of battery compartment;
- b. Ensuring that a fire extinguisher is constantly available in the vehicle;
- c. Turning off the engine before leaving the vehicle;
- d. Ensuring a strict no smoking policy;
- e. Always checking your vehicle for leakage of fluid before starting the engine; and
- f. Ensuring that the coolant container is filled up.

4 Fire Extinguisher for Airside Vehicles

- 4.1 All Airside Vehicles, except for refueling vehicles and aircraft tow tugs, shall be equipped with at least one fire extinguisher with a capacity of not less than 1.0 kg and with a minimum rating of not less than 21B (UL/FM). The extinguishers must be securely mounted on a suitable bracket affixed to a readily accessible position. Refueling vehicle shall be equipped with sufficient extinguishers meeting requirements stated in Section C, Chapter 1, para 18.

Note: Respective owners are responsible to ensure that all fire extinguishers placed in their airside vehicles remained serviceable.

5 Fire Extinguishers for Aircraft Tow Tugs

- 5.1 All tow tugs must have at least one fire extinguisher with minimum rating of not less than 21B and a minimum total capacity (extinguishing agent) of not less than 6.8kg. Fire extinguisher(s) must be easily accessible and free from any obstructions.

Extinguisher combination can be one of the following *:

1x6kg + 1x1kg

1x4kg + 1x3kg

1x9kg

*Regardless of the number of extinguishers, each shall meet the rating of at least 21B)

Note: Respective Ground Handling Agents are responsible to ensure that all fire extinguishers placed in their aircraft tow tugs remained serviceable at all times.

CHAPTER 3 - PRECAUTIONS DURING BATTERY CHARGING

1 General

- 1.1 In view of the various hazards associated with the use of lead acid electric vehicles and equipment in the passenger terminal buildings, only electric vehicles and equipment using **sealed** lead acid batteries (commonly known as 'maintenance free', 'dry' or 'dry cell' batteries) shall be allowed to be used and charged in the passenger terminal buildings. Existing electric vehicles and equipment using **flooded** or **non-sealed** lead acid batteries (commonly known as 'wet' or 'wet cell' batteries) will not be allowed to be used in the passenger terminal buildings and are to be replaced or converted.
- 1.2 Although the present system of charging wet batteries is considered safe, the release of hydrogen during the charging process may give rise to a fire outbreak. As such, the following precautions shall be observed whilst charging accumulators.
- 1.3 Reference shall also be made to the latest editions of NFPA 111 - Standard on Stored Electrical Energy Emergency and Standby Power Systems and SS 563 - Code of Practice for the design, installation and maintenance of emergency lighting and power supply systems in buildings.

2 Electric Vehicles (EVs) Charging Station

- 2.1 Any charging station installations for EVs, shall be treated as an electrical installation or a part of an electrical installation and shall comply with the Electricity Act (Cap. 89A), the Electricity (Electrical Installations) Regulations and the SS CP 5.
- 2.2 The EV shall be connected to the EV supply equipment so that in normal use conditions, the conductive energy transfer function operates safely.
- 2.3 A cord extension set shall not be used in addition to the cord preset for the connection to the EV supply equipment.
- 2.4 Adaptors between EV socket-outlet and EV plug shall only be used if specifically designated and approved by the vehicle manufacturer or by the EV supply equipment manufacturer and in accordance with national requirements. (User information shall be provided by the manufacturer on the EV supply equipment, charging station or in a user's manual. The user manual shall also include information about local usage restriction).
- 2.5 All EV supply equipment deployed shall be suitable for EVs without the need for an external ventilating equipment.

- 2.6 A means of emergency switching complying with Clause 463 of SS CP 5 shall be provided to isolate the electricity supply (mains) for the EV charging station in a case of electric shock, fire or explosion. The device for emergency switching shall be provided with a means to prevent accidental operation and suitable for outdoor and other adverse environmental conditions at site. The equipment shall be part of the EV Charging Station.
- 2.7 Charging cable for connection between charging station and EV should be flexible and possess the mechanical characteristics equivalent to those of IEC 60245-6 cable type for harsh mechanical environments, exposure to oil, chemicals, UV, abrasion, crush, impact, fire, etc.
- 2.8 An emergency disconnection device shall be installed to isolate the a.c supply network (mains) from the d.c electric vehicle charging station in case of risk of electric shock, fire or explosion. The disconnection device shall be provided with a means to prevent accidental operation.

3 Precautions

- (a) Charging room should be cool and well-ventilated (outdoors where practicable), away from manufacturing and service areas.
- (b) The design of battery room ventilation shall be in accordance with BS EN IEC 62485-2 & BS EN IEC 62485-3.
- (c) For mechanically ventilated battery rooms, the ventilation requirement shall be based on the above mentioned, or 6 air change per hour, whichever is higher.
- (d) Batteries should stand on non-porous, non-combustible, non-conducting surface (e.g. slate, glazed tiles, etc) which must be kept dry.
- (e) All wood-work must be treated with acid resisting paint.
- (f) Batteries should be spaced at least 25 mm (one inch) apart.
- (g) Batteries shall not be charged at an excessive rate. Booster, if used, shall be switched off after completion. Do not leave charging unattended especially overnight.
- (h) All connections must be properly and firmly made.
- (i) Terminals must be clean, highly greased and capped with insulating material.
- (j) Charging circuit shall be correctly fused.

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- (k) Plant/equipment shall be switched off before making or breaking battery connections.
 - (l) Bulk storage of electrolytes shall be in separate compartments.
 - (m) Charging of lead acid and alkaline shall be carried out independently.
 - (n) Finger-rings, wrist watches, waist chains, etc. should not be worn while working near battery terminals because a short circuit may cause an arc or result in severe burns.
 - (o) Wrenches and other hand tools must be used carefully to avoid shorting.
 - (p) Brushes used to clean batteries shall have neither a metal frame nor wire bristles.
 - (q) All foreseeable potential fire hazards must be identified. No flammable or combustible materials, other than those which form parts of the vehicle and their associated chargers, should be stored within charging area.

4 Fire Safety Management

- 4.1 Development of an emergency action plan to protect life and property and ensure business continuity; and
- 4.2 Fire Risk Assessment (RA) for the area in which the charging process is to be carried out shall be satisfactorily completed. The Fire RAs must also include the possibilities for deliberate fire setting.
- 4.3 Staff, other staff on site or any other personnel who may be called upon during any emergency should be made aware of the location of the charging area, the means for isolating the power and actions to be taken during an emergency.
- 4.4 All relevant staff / EV drivers should be trained on the safe usage of the EV chargers.
- 4.5 No attempt should be made to use the charging point other than for charging batteries designed for its intended use; and
- 4.6 No attempt should be made to modify the charging equipment for any other use or to charge a vehicle for which it is not designed or intended for.
- 4.7 Checks should be made to ensure that chargers and associated equipment have not been damaged and that associated instructions remain clearly legible. These checks should be recorded and maintained by the charging station owner.

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- 4.8 When a charger is found to be faulty, operations should cease immediately until satisfactory repairs have been made by a competent engineer. Appropriate signages must be placed to inform users to prevent any further usage of the faulty charger.
- 4.9 Emergency numbers must be made available at the charging stations and visible to users.
- 5 Location**
- 5.1 Advice and approval shall be sought and obtained from CAG on the location of battery charging rooms.
- 5.2 Fire safety measures shall be recommended by **Head**, FP. Tenants shall comply with these strictly.

CHAPTER 4 Import, Transport, Storage and Dispense/Decant of Petroleum & Flammable Materials

1 Import, Transport, Storage and Dispense/Decant of Petroleum & Flammable Materials

1.1 Flammable liquids pose a serious fire hazard if they are improperly stored or handled. They can be easily ignited, with a spark for example, and can cause fire to spread quickly especially if the liquid is spilled or exposed to heat. Any storage of flammable/combustible liquids shall have the prior approval of AES Division. For fire safety requirements related to the storage of flammable liquids, reference can be made to the following documents:

- i. Fire Safety Act - Fire Safety (Petroleum and Flammable Materials) Regulations
- ii. SS 532 : 2016 - Code of practice for the storage of flammable liquids

1.2 SCDF issues a licence for the import, transport and storage of petroleum Singapore according to their class and quantity below:

- i. Class 0 - Liquefied Petroleum Gas (e.g. LPG)
- ii. Class I - flash point less than 23 degree C (e.g. petrol, AVGAS, CNG)
- iii. Class II - flash point between 23- 61 degree C (e.g. Jet A fuel)
- iv. Class III - flash point between 61-93 degree C (e.g. diesel)

1.3 All storage of petroleum and flammable materials, regardless of quantity stored, have to comply with SS 532 and indicated in building plans submitted to SCDF and AES for approval. Storage licence is not required if the quantity stored is below the licence exemption quantity in the tables below but conditions of 'Minor Storage' as per SS 532 shall be met.

- i. Class 0 Petroleum

Purpose	Exemption Quantity
For private use in a private dwelling house	Not more than 30 kg in not more than 2 cylinders

For use in an eating place	Not more than 30 kg per stall in the eating place, subject to a maximum quantity of not more than 200 kg to be stored at that eating place
For use in a restaurant	Not more than 200 kg
For use in a factory	Not more than 300 kg per factory

ii. Class I, II, III Petroleum

Purpose	Exemption Quantity		
	Class I	Class II	Class III
For private use in a private dwelling house or for use in any business other than in a factory	Not more than 20 L	Not more than 200 L	Not more than 200L
For use in a factory	Not more than 400 L	Not more than 1000 L	Not more than 1500 L

- 1.4 Reference can be made to **Appendix C-4 : AES Fire Safety Circular 15/2012 dated 4 October 2012** for conditions on the minor storage and decanting of diesel in CAG buildings. Tenants are still required to consult and obtain approval from CAG AES FP before proceeding to store and dispense / decant diesel in their units to avoid contravening SCDF regulations and CAG tenancy agreements.

CHAPTER 5 - WELDING AND HOT WORKS

1 Scope

- 1.1 The procedures in this Appendix are for the protection of persons from injury and illness and the protection of property from damage by fire or from improper handling of equipment.
- 1.2 The requirements listed in this Part shall be in addition to the SS510:2017 Code of practice for safety in welding and cutting (and other operations involving the use of heat) and the Hot Work Permit Form sample in **Appendix A-5 – AES Fire Alarm Isolation and Hot Work Permits.**

2 Welding and Cutting Operations

- 2.1 When portable cutting or welding equipment is used, the main danger is that combustible materials may be ignited by sparks, hot metal, heat conduction, the flame, or the electric arc itself. Other fire risks associated with the different types of equipment are flashback fires from gas equipment and the accidental arcs from stray current in electric arc-welding equipment.
- 2.2 No hot work which generate sparks such as welding, cutting and grinding shall be permitted within 3m from the safety net
- 2.3 No hot work within 75 meters from any aircraft unless the aircraft parking bay(s) is/are closed (Permit to be obtained from Apron Control Management Service (ACMS) at 65412274/ 2144
- 2.4 The hazards associated with welding and cutting processes are:
- (a) High temperatures such as for oxy-acetylene 3,101.7°C (5,615°F), oxy-propane 2,776.7°C (5,030°F) and flames that may easily cause ignition of nearby combustible materials.
 - (b) Flexible rubber hoses carrying flammable gas to the blow-torch are prone to damage by sharp edges or hot surfaces.
 - (c) Assembled equipment has many joints, which can leak hazardous substances if not properly designed or installed, and hoses improperly secured to connectors may whip off under pressure and cause injury.
 - (d) A great deal of pressure energy is stored in cylinders and this stored energy can be devastating when released in an uncontrolled manner.

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- (e) Leakages, even if they are minor, can give rise to fire, explosion and other hazards especially in unventilated spaces.
 - (f) Oxygen enrichment may cause most materials normally accepted as non-combustible to ignite and burn rapidly with just one spark, e.g. asphalt with ignition temperature of 485°C (905°F).
 - (g) Oxygen deficiency can cause immediate unconsciousness resulting in death.
 - (h) Incorrect operations can make the flame flash back into the hose causing it to rupture, start a fire, explode or burn internally. Flashback arrestors shall be fitted at both ends of the hoses to prevent this.
 - (i) During welding and flame cutting operations, toxic hazards can arise from fumes and gases especially metal fumes, deriving from zinc, cadmium, copper, iron and lead, are dangerous.
 - (j) Poor ventilation may cause build-up of toxic gases, fumes and explosive mixtures of flammable gases.
 - (k) Unsecured gas cylinders may be knocked over and there is risk of damage to the regulator causing a release of flammable gas.
 - (l) Operators are exposed to stray sparks and heat.

3 Responsibilities

3.1 The following guidance is for cutters, welders, their supervisors and those managing the property where welding or cutting work is being done. These guidelines should be complied with as far as possible. Non compliance to these guidelines resulting in false fire alarm activations and turnout of AES resources may result in a service charge being levied to owners, tenants or any contractors or sub-contractors engaged by them as listed in the Foreword. In addition, a 'stop work order' may also be issued by AES FP on any hot works being carried out by owners, tenants or any contractors or sub-contractors engaged by them as a result of any violations to these guidelines.

3.2 The "Owner" Division, as Management, shall be responsible for planning and control as follows:

- (a) Recognise its responsibility for safe usage of cutting and welding equipment on its property.
- (b) Designate / establish approved area for cutting and welding works.

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- (c) Designate an individual to be responsible for authorising cutting and welding operations. The individual must be aware of the hazards involved and be familiar with the standard required for cutting and welding processes.
 - (d) Ensure that only approved apparatus; such as torches, manifolds, regulators or pressure reducing valves are used.
 - (e) Ensure cutters, welders and supervisors are suitably trained in the safe operation of equipment and processes.
 - (f) Select contractors who have suitably trained personnel to perform the hot works and who have an awareness of the magnitude of the risks involved.
 - (g) Advise workers about flammable materials and hazardous conditions in the vicinity.
 - (h) Authorise /permit, such hot works to be carried out after having obtained AES Division's approval in the form of the Hot Work Approval and keep the AES Division informed. The hot work permit shall be valid for a certain period and be certified that:
 - (i) Area is safe before work commences;
 - (ii) Precautions are taken as hot work is in progress; and
 - (iii) Check for smoldering materials is done half-an-hour after completion.

3.3 The Supervisor of welding and/or cutting operations shall:

- (a) Be responsible for the safe handling of welding and cutting equipment, and safety in welding and cutting processes.
- (b) Determine combustible materials and hazards in the work location.
- (c) Protect combustibles from ignition by:
 - (i) Having the welding or cutting works moved to a location free from dangerous combustibles; or
 - (ii) Having the combustibles moved to a safe distance from the work; or
 - (iii) Having the combustibles properly shielded against ignition e.g. protect floor impregnated with paint, grease or oil; and

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- (iv) Ensuring that welding or cutting works are so scheduled that operations which might expose combustibles to ignition, (e.g. doping, spray painting, battery charging), do not coincide with welding or cutting works.
- (d) Secure authorisation for cutting or welding operations from the designated management representative and assure themselves of the following:
- (i) The cutting and welding equipment used is in satisfactory operating (mechanical and electrical) condition and in good repair.
 - (ii) The floor is swept clear of combustible waste and storage for a radius of 12m from the welding or cutting operations. Combustible floors shall be kept wet, covered with damp sand, or protected by fire resistant shields or non-combustible sheets. Where floors have been wetted down, personnel shall be protected from electric shock.
 - (iii) All combustibles shall be relocated at least 11m from the work site. Where relocation is impracticable, irremovable combustibles shall be protected with flameproof covers / non-combustible screen, or shielded with metal or other appropriate guards or curtains. Edges of covers at the floor shall be tight to prevent sparks from getting under them. This is also important where several covers are used to protect a large pile.
 - (iv) Wall or floor openings, gaps within 11m of the site shall be tightly covered with non-combustible materials to prevent passage of sparks to adjacent areas.
 - (v) Ducts and conveyor systems that might carry spark to distant combustibles shall be suitably protected by a fire damper or other means or be shut down.
 - (vi) Where cutting or welding is done near walls, partitions, ceilings or roofs of combustible construction, fire-resistant shields or guards shall be provided. If welding is to be done on a metal wall, partition, ceiling or roof, precautions shall be taken to prevent ignition of combustibles on the other side due to conduction or radiation of heat. If possible, combustibles shall be removed from the near side of the metal walls, partition or work pieces. Where combustibles are not relocated, a fire watch on the opposite side from the work shall be provided.

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- (vii) Cutting or welding on pipes or other metal in contact with combustible walls, partitions, ceiling or roofs shall not be undertaken if the work is close enough to cause ignition by conduction.
 - (viii) Cutting or welding of tanks, vessels, plant or equipment which had previously contained flammable substances, vapours, liquids or dusts, shall be cleaned and purged properly prior to the cutting or welding works. These containers shall also not be refilled until the metal has cooled down.
 - (ix) Portable fire extinguishers, appropriate for the classes of fires that may break out, shall be suitably placed at the work area. Where hose-lines are available, they shall be connected and ready for use.
 - (x) All welders / cutters shall be fully trained and aware of the fire risks involved.
 - (xi) All persons are suitably protected against heat, sparks, slags, etc.
 - (xii) Ensure adequate ventilation to prevent flammable or toxic fumes build up.
 - xiii) Ensure non-combustible containers are available for placing hot tools after use. The container shall be made of electrically insulated material if arc electrical welding equipment is used.
- (e) Ensure that the cutter or welder secures his approval and that conditions are safe before starting operations.
 - (f) Ensure that fire protection and extinguishing equipment e.g. hosereels, extinguishers, etc; are properly located at the site.
 - (g) The Fire Patroller with portable fire extinguisher shall not be more than 15m from the welding or cutting works. If necessary, another Fire Patroller shall oversee the adjacent welding or cutting works, so that the required distance can be maintained.
 - (h) Ensure that Fire Patrollers are present for every welding or cutting works. Hot works shall be stopped if a Fire Patroller is not present.

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- 3.4 The Cutter or Welder shall:
- (a) Handle his equipment safely and use it so as not to endanger lives or property.
 - (b) Have approval of his supervisor before he starts to cut or weld.
 - (c) Not to cut or weld where conditions are not safe.
 - (d) Continue to cut or weld only so long as conditions are unchanged from those under which approval was granted.
 - (e) Watch for fire in all exposed areas and together with the Fire Patroller, try to extinguish them first when within the capacity of the equipment available or otherwise sound the alarm.
 - (f) All fire occurrences shall be reported to the AES Division.
 - (g) Check for smouldering materials half-an-hour after completion of work.

4 General Fire Prevention

- 4.1 Cutting or Welding shall be permitted in a fire-safe area and if it is to be carried out within a building, it shall be done in a specific area designed or approved for such works. These areas should be of non-combustible or fire-resistive construction, free of combustibles and flammable contents, and segregated from adjacent areas.
- 4.2 Cutting or welding shall not be permitted under the following situations:
- (a) The area is not authorised by management.
 - (b) In a sprinkler protected building where the sprinkler system is impaired.
 - (c) Where there is presence of explosive atmospheres (mixtures of flammable gases, vapours, liquids or dusts with air), or uncleaned or improperly prepared tanks or equipment, which previously contained such gases or materials.
 - (d) In areas near the storage of large quantities of exposed, readily ignitable materials.

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- 4.3 The area shall be inspected by the individual responsible for authorising cutting and/or welding operations to ensure that it is fire safe before cutting or welding is permitted. He shall:
- (a) Determine the precautions to be followed in granting authorisation to proceed with the works in the form of a written permit.
 - (b) Be familiar with the standard for cutting and welding processes.
 - (c) Have fire-extinguishing equipment readily available and be trained in its safe and proper use.
 - (d) Familiar with facilities for sounding an alarm in the event of fire outbreak.
 - (e) Look out for fires in all exposed areas and try to extinguish them first when within the capacity of the equipment available or otherwise sound the alarm.
 - (f) Remain on site for at least half-an-hour after completion of cutting or welding operations to detect and extinguish possible smouldering fires. All cylinders shall be returned to a safe store.

5 Safe Cutting and Welding Practices

5.1 With Gas Cutting and Welding

- (a) All gas cylinders shall be clearly marked to indicate content.
- (b) The cylinders shall be clamped or chained and supported to ensure they remain in an upright position.
- (c) Valve protection caps, where the cylinder is designed to accept a cap, shall be in place, hand-tight except when cylinders are in use or connected for use.
- (d) Both the fuel and oxygen hoses must be fitted with non-return valves and at both ends of hoses with flash back arrestors.
- (e) Equipment shall be checked for damage before use.
- (f) Soapy water may be used to check for leakage.
- (g) Replace leaking hose immediately.
- (h) Damaged equipment shall not be used.

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- (i) Repair or replace damaged equipment before commencing the hot works.
 - (j) Observe correct ignition procedure.
 - (k) Open cylinder valves slowly.
 - (l) Cylinder valves should not be lubricated.
 - (m) Cylinder valve shall be kept clean.
 - (n) When key-operated cylinders are being used, key should be left in position on the spindle. This will allow cylinders to shut quickly if necessary.
 - (o) The cylinders must be stood as far as possible from hot work area.
 - (p) Cutting and welding nozzles must be kept clean and free of blockage.
 - (q) Never release oxygen in the air deliberately or inadvertently. Be aware that excess oxygen in confined space increases danger of fire and explosion.

5.2 With Electric Arc Cutting and Welding

- (a) Easily accessible isolation switch shall be available.
- (b) Separate earth conductor shall be used to earth the metal work and welding set.
- (c) Welding earth shall be protected from mechanical heat damage or inadvertent disconnection.
- (d) All electrical components shall be regularly inspected and tested.
- (e) Damaged equipment shall not be used.
- (f) Repair or replace damaged equipment before commencing the hot works.
- (g) Damaged cables shall not be used.
- (h) Replace damaged cables immediately.
- (i) Welding current shall be as low as possible.
- (j) Avoid exposed metals parts in equipment and which may induce accidental arcs.

5.3 Fire-Fighting Arrangement

- (a) Qualified Fire Patrollers equipped with the appropriate fire extinguisher shall be available during the hot work process.
- (b) Fire involving electric arc welding equipment can be extinguished with dry chemical or carbon dioxide extinguishers.
- (c) Heated cylinders shall be cooled by copious water spray from a safe distance.
- (d) Remove other cylinders to a safe place in the open and away from aircraft.
- (e) In case of leaking cylinders becoming ignited, turn off cylinder valves and try to extinguish the fire. **DO NOT EXTINGUISH FIRE BEFORE SHUTTING THE VALVE.**
- (f) Evacuate if flame is impinging on the cylinder.

6 Additional Safety Requirements for Hot Works on the Ramp / Apron

6.1 Hot works that are performed on the ramp or apron will pose even greater fire hazards because it is where aircraft fuel servicing operations are normally carried out. Should a fire occur in this area, it will jeopardize the nearby aircraft and passengers alike. To safeguard lives and property, the following additional safety measures shall be implemented for hot works that are carried out in the ramp / apron area:

Type of Hot Work	Additional Requirements
1. Acetylene welding	(a) Observe a 75m separation ¹ from aircraft. If the hot work is supervised by a qualified safety officer (Registered with Ministry of Manpower), the 75m can be reduced to 50m.
2. Shielded arc welding	
3. Thermo-plastic painting using LPG	
4. Thermo-plastic painting using non-gaseous fuel	(b) Engage a fire patroller and a fire engine to stand by at the hot work location.
5. Metal grinding	(c) Monitor ambient fuel vapors using flammable gas detector (with alarm ²) before and during the hot work.

Note¹: Separation is the distance between the hot work location and the tip of the aircraft wing.

Note²: Hot work shall be stopped immediately upon a flammable gas alarm.

CHAPTER 6 - WELDING OPERATIONS INSIDE AIRCRAFT HANGARS

1 General

- 1.1 Aircraft welding operations should comply to the requirements in SS510:2017 Code of practice for safety in welding and cutting (and other operations involving the use of heat) or any other relevant NFPA codes such as NFPA 51B - Standard for Fire Prevention During Welding, Cutting, and Other Hot Work or NFPA 410: Standard on Aircraft Maintenance and should be done outdoors whenever possible. When aircraft welding must be done in hangars, the precautions stated in this Chapter shall be followed. Many of the recommended safe practices are also applicable to welding on aircraft regardless of the location.
- 1.2 If welding should be performed on aircraft, only gas shielded-arc is to be employed. Oxy-acetylene, straight arc welding, and other types of welding should be avoided in hangars.
- 1.3 Operations involving the use of heat and flame in hangars shall be permitted only when effective safeguards have been introduced to protect all nearby combustible materials from flying sparks and heat. Fire hazards may occur in the use of all methods of welding; both gas and arc, and in flame cutting. Open flame operations, therefore, shall not be conducted as a regular practice in any hangar. Faulty equipment or misuse of equipment may also cause fire.
- 1.4 Fire Patrollers (as recognised by CAG) shall be required whenever cutting or welding is performed. Fire Patrollers shall have extinguishing equipment readily available and shall be familiar with facilities for sounding an alarm in the event of a fire. They shall watch for fires in all exposed areas, try to extinguish them if within the capacity of the equipment available or otherwise sound the alarm. A fire watch shall be maintained for at least half-an-hour, after completion of cutting and welding operations, to detect and extinguish possible smouldering fires.

2 Welding Operations

- 2.1 It is recommended that for any contract to perform structural or general welding in a hangar, the hazard to the contents should be taken into special consideration. Aircraft should be removed wherever possible and the precautions herein applied where practicable.
- 2.2 Welding shall not be done on an aircraft in a hangar while work is in progress on the following:
- (a) Any system or component of an aircraft which contains, or did contain, fuel or other flammable liquid; or
 - (b) The fuel systems on any other aircraft within 30m from the point of welding.
- 2.3 Immaculate housekeeping should prevail around the welding area. Any hangar floor drains in the area of a welding operation should be checked periodically to determine that no flammable or combustible liquid or vapours are present.
- 2.4 If other aircraft are located in any adjacent work bays of a hangar, all persons working on or having access to these other aircraft shall be notified in advance that welding is to be carried out.
- 2.5 No other work shall be permitted within 7m radius of the location of any gas shielded-arc welding operation, or within 12m radius of the location of any other type of welding operation. All other work may be conducted routinely, provided flammable vapour is not present.
- 2.6 Fuel tank access plates and any fuel tank openings shall be closed on all aircraft within 30m from the point of any welding. All fuel lines, valves, manifolds and other fuel components on the aircraft on which welding is being done shall be in place, secured or capped prior to the start of welding operations and throughout such welding operations.
- 2.7 All fuel tank vents on the aircraft being worked upon and the vents of other aircraft within 7m radius of the location of any gas shielded-arc welding, or within 11m radius of the location of any other type of welding operation, shall be covered prior to the start of welding operations and throughout such welding operations.

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- 2.8 Only qualified welders, trained in the technique and familiar with the hazards involved shall be permitted to carry out welding operation.
- 2.9 The specific location where the welding is being done shall be roped-off or otherwise segregated by physical barrier to prevent unintended entry into the welding area. A placard reading shall be prominently displayed
- “**WELDING OPERATIONS IN PROGRESS**”.
- 2.10 Welding generating equipment shall be placard as follows:
- “**WARNING – KEEPS CLEAR OF AIRCRAFT ENGINES AND FUEL TANK AREA**”.
- 2.11 Welding equipment shall have no electrical components (other than flexible lead cables) within 45 cm (18 inches) from the floor. The ground leads should be as close to the area to be welded as possible and clamps used on such ground leads should be of the 'C' clamp type, not the clip type. Components, which could produce arcs, sparks or hot metal, under any condition of operation, should be of the totally enclosed type or should have suitable guards or screens. The inert gas cylinder should be securely fastened to prevent tipping and the regulator and gauge shall be in proper working condition.

3 Precautions for Aircraft

- 3.1 It is recommended that where welding is to be carried out on an aircraft in a hangar, the aircraft should be in towable condition, with its parking brakes off, the wheels chocked, and it is hooked on to a tow tug. Any equipment, which could obstruct prompt removal of the aircraft, should be cleared away. Where practicable, a qualified operator should be pre-designated to operate the tow tug and mechanics assigned to remove the wheel chocks and to operate controls in the cockpit. It is recognised that under many conditions, the aircraft being worked upon may not be mobile, and when this is true it is of even greater importance to follow the other precautions given in this Chapter.

4 Supervision

- 4.1 The supervisor shall be responsible for the safety of the welding operation. He shall ensure that appropriate measures for fire cover are taken throughout the welding operation. One fire tender shall be on standby throughout the operation with exception where under wing aircraft fire protection system is

available, and then the fire engine standby may not be necessary. If at any time, a hazardous condition develops, the AES shall have the authority to stop the welding operation.

- 4.2 A checklist shall be maintained in order to eliminate all hazards and possible ignition sources when aircraft welding is to be carried out. The supervisor shall be thoroughly familiar with each aircraft to be welded so that he has proper knowledge of the flammable vapour sources and combustible materials on the aircraft. Prior to starting any welding operation, the supervisor in charge of the project shall inspect the area to see that all safety requirements have been complied with and all necessary steps have been taken to ensure that welding works can be conducted safely.

CHAPTER 7 - FIRE PRECAUTIONS DURING OXYGEN CHARGING AND STORAGE**1 Scope**

- 1.1 This Chapter describes the hazards associated with the handling of breathing oxygen aboard aircraft and describes the recommended procedures for safe charging. Reference should also be made to the latest edition of NFPA 410: Standard on Aircraft Maintenance.

2 General

- 2.1 Currently, aircraft breathing oxygen systems may utilise either gaseous or liquid oxygen.
- 2.2 Gaseous oxygen is colourless, odourless, tasteless and non-toxic. It constitutes about 21 percent of normal air by volume and is about 10 percent heavier than air. Above its critical temperature (-82.4°C) oxygen can exist only as a gas regardless of the pressure exerted upon it.
- 2.3 Liquid oxygen is a light blue, transparent liquid, which flows like water. It boils at minus 147.2°C at standard atmospheric pressure. If a volume of liquid oxygen is confined and allowed to warm to room temperatures, the attempt of the vaporising oxygen to expand will result in the attainment of extremely high pressures (in the order of 40,000 psi).

3 Hazards

- 3.1 Both gaseous and liquid oxygen are stable, non-flammable substances, but they vigorously support combustion and increase the intensity of fires. This makes it necessary to keep concentrations of oxygen separated from combustibles and from any source of ignition. Therefore, the highest standard of housekeeping is essential in areas where oxygen is stored or charged.
- 3.2 Physical damage to, or a failure of, oxygen cylinders, valves or plumbing can result in explosive rupture in oxygen system components causing danger to life, limb and property.
- 3.3 In addition to aggravating the fire hazard, liquid oxygen can cause severe burns (frostbite) when in contact with the skin because of its low temperature.

- 3.4 Only corrosion resistant tubing, pipes and fittings suitable for the class of oxygen service it is intended to provide, shall be used.

4 Precautions for Charging Operations

- 4.1 Because of the possibility of fire or explosion involving large quantities of oxygen, such factors as the presence of other aircraft, vehicles, valuable structures, utilities, and people in the vicinity; and the accessibility of the aircraft to fire-fighting equipment, shall be considered when choosing sites for oxygen charging.
- 4.2 Where it is necessary to conduct gaseous oxygen system recharging or filling in a hangar or building, it must be done under controlled conditions.
- 4.3 Liquid oxygen recharging shall not be conducted indoors under any condition. Wherever possible, at least 15m separation shall be maintained between any point of filling and other aircraft, structures, etc.
- 4.4 Avoid liquid oxygen charging operations within range of any drainage system elements, such as catch basins, through which a liquid oxygen spill could enter the drainage system. Such systems may contain combustible materials, which could be extremely hazardous when in contact with the liquid oxygen in confined space.
- 4.5 Good housekeeping is necessary in the vicinity of oxygen charging operations. This is particularly true with combustibles like grease, lubricating oil, asphalt, etc.
- 4.6 Prohibit open flames (including smoking) within 15m of charging equipment.
- 4.7 Do not permit aircraft servicing or maintenance operations, which may inherently or accidentally introduce ignition source of combustibles simultaneously with oxygen charging operations. These include fuelling, fuel and hydraulic system repairs, use of flammable cleaning fluids, de-icing fluids, etc.
- 4.8 Do not operate electrical system switches, connect or disconnect ground power generators during oxygen charging operations.

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- 4.9 Use only charging equipment, containers, etc, suitable for the specific aircraft breathing oxygen system involved. Identify each container by its marking before connecting to the aircraft system. Never interchange equipment with equipment intended, or used, for other gases.
- 4.10 High-pressure commercial containers 122.4 Bar (1800 psi or higher) must be connected through a pressure regulator to service low pressure aircraft systems. Failure to use a high-pressure regulator specific for oxygen service is extremely dangerous.
- 4.11 Oxygen charging hoses shall be kept clean, capped when not in use and clearly marked or tagged "FOR OXYGEN USE ONLY".
- 4.12 Electro-statically ground the aircraft and electro-statically bond the oxygen charging equipment to a suitable and safe part of the aircraft, when removing or replacing oxygen bottles on the aircraft.
- 4.13 Never permit oil, grease or other readily combustible substances to come in contact with containers, flasks, valves, regulators, fittings or any other part of the aircraft oxygen system or charging equipment. Do not handle oxygen equipment with oily gloves, tools or perform charging operations wearing oily or greasy clothing.
- 4.14 Keep protective caps on equipment in position as long as possible and replace as soon as possible. Before charging, inspect all connections for cleanliness. If dust, dirt, grease or any other contaminant is found, it shall be removed with detergent or solvent approved for oxygen service. Bleed a small amount of oxygen through hose or valve outlet before connecting to the fill fitting to eliminate foreign material, which may escape external inspection.
- 4.15 Use only lubricating and thread compounds specifically approved for oxygen service under pressures and temperatures involved. Do not use oil or grease.
- 4.16 Use only valve packing and transfer hose gaskets, which are suitable for oxygen service.
- 4.17 Avoid damaging oxygen containers, hoses, flasks, converter, etc. Secure equipment so that it cannot fall or roll.
- 4.18 Do not tamper with safety devices or the identifying markings, symbols and nameplates.
- 4.19 Do not direct gaseous oxygen at the body or clothing or allow liquid oxygen to contact the body or clothing because of the possibility of both fire and personal injury.

- 4.20 Desiccant cartridges are sometimes required to assure only dry oxygen is introduced. Check on the need for such cartridges and be sure that drying medicine is fresh. Only desiccant cartridges with filters shall be used.
- 4.21 Before commencing charging, turn all oxygen regulators in the aircraft to the "OFF" position.
- 4.22 Ensure that threaded fittings on regulators, containers, valve outlets, hoses, etc. correspond to each other. Never force connections, which do not fit. Fittings with worn or damaged threads should be replaced.
- 4.23 After connecting containers or charging hoses to the oxygen-fill fitting system, check the connections for gas tightness by audible and visual means. If a leak is suspected, test with a solution that is specially approved for oxygen service.
- 4.24 Close all charging equipment discharge valves when charging is completed.

5 Gaseous Oxygen (specific cautions)

- 5.1 Open container charging valves slowly. Rapid opening and subsequent sudden and fast discharge of oxygen can cause dangerous heating, which could result in a fire or explosion of the combustibles within the system. Container valves should be fully opened to prevent leakage around the valve stem. (See Para 6.7: liquid oxygen).
- 5.2 Never use wrenches, hammers or other tools to force container valves. If a container valve cannot be hand operated, it shall be considered defective and returned to the supplier.
- 5.3 Charge the oxygen bottles to the established pressure having set the supply regulating valve to the proper setting.
- 5.4 When removing oxygen containers from aircraft for recharging, (a condition found particularly where high pressure containers are employed), close the container valve and release all oxygen in the lines at an oxygen station before attempting container removal. It is vitally important that this discharge be done slowly, as sudden release of oxygen might readily create a serious fire hazard. Before removing the container from the aircraft, disconnect, cap the container valve outlet, and plug all distribution lines.

6 Liquid Oxygen (specific cautions)

- 6.1 Do not permit liquid oxygen to contact any part of the body or clothes. It can cause severe skin injury and make clothing highly combustible. Do not handle liquid oxygen lines with bare hands.
- 6.2 Personnel should wear protective clothing while handling liquid oxygen equipment. Such protective clothing include the following:
- (a) Safety goggles or a clear plastic face shield.
 - (b) Clean, dry leather, rubber-coated cotton or canvas gloves. It is recommended that these gloves be loose fitting without wrist gauntlets.
 - (c) Clean overalls with long cuff-less sleeves or rubber apron. In cold weather, a clean rubber raincoat, preferably without pockets, may be worn over jackets or coats.
 - (d) Shoes should preferably be of the high top type with cuff-less trousers outside the shoes.
- NOTE: If liquid oxygen is spilled on clothing the clothing shall be removed immediately and thoroughly aired before re-use.
- 6.3 Personnel who have handled liquid oxygen should refrain from smoking for at least 15 minutes after leaving the charging area.
- 6.4 Exercise care that no moisture is introduced into a liquid oxygen system and that there is no moisture in fill fittings or nozzles where it may be entrained into the system during transfer operations. Dry, oil-free air, oxygen, or nitrogen may be used to eliminate moisture before introduction of liquid oxygen.
- 6.5 Because of its low temperature, liquid oxygen must be handled in equipment constructed of materials suitable for the service. Ordinary rubber or plastic hoses, gaskets, seals, etc. for example are unsuitable.
- 6.6 If it is necessary to transfer liquid oxygen from one container to another, care is needed to avoid splashing. Cool the receiving container gradually to avoid breakage. Fragile containers such as glass should not be used. The container must be clean.
- 6.7 When transferring liquid oxygen, do not leave valves open all the way, open them wide and then immediately close them about one-quarter turn; otherwise they may freeze in the open position. (See paragraph 5.1 for gaseous oxygen).

- 6.8 Use pressure relief devices on all lines in which liquid oxygen may be trapped between closed valves and on closed containers.
- 6.9 Avoid spilling liquid oxygen on pavement. A fire or an explosion can result if pavement has combustibles (e.g. asphalt) or if it is porous and is impregnated with combustibles (e.g. concrete contaminated with oil).
- 6.10 Because of its low temperature and expansion characteristics, liquid oxygen can spall pavement. If a spill occurs, stop the flow of the liquid and where possible, allow the liquid spill some brief time to evaporate. Do not walk on spilled liquid oxygen or roll equipment over.
- 6.11 Variances in the design of aircraft systems and charging equipment may require deviations. Observe the equipment manufacturer's instructions closely.
- 6.12 Under normal circumstances, oxygen re-charging is not permitted to be carried out on the aircraft at the parking apron. Approval from CAES is required if such operation needs to be performed due to unavoidable circumstances.

7 Fire Protection for Oxygen Charging Operations

- 7.1 In case of fire, shut off the oxygen supply to the fire.
- 7.2 A fire involving combustible materials in an oxygen filled atmosphere should be treated as a fire involving combustibles in normal air atmosphere.
- 7.3 If liquid oxygen is involved it is normally desirable, where practical, to allow the fire to burn until the liquid oxygen present in the fire area is evaporated, following which the ignited combustible materials should be attacked with the appropriate extinguishing agent.
- 7.4 Remember that oxygen can combine with a number of combustible materials in a manner to cause an explosion. Liquid oxygen, as a vigorous combustion-supporting substance, cannot be effectively smothered or 'blanketed' by carbon dioxide or foam used as the extinguishing agent.

8 Storage of Oxygen Charging Equipment

- 8.1 Gaseous breathing oxygen is generally received in high-pressure cylinders or containers. The cylinders must be stored and transported to the charging site where they are used to charge the aircraft oxygen system storage containers. In some instances the aircraft system storage containers may be received for charging and in such cases, the containers must be stored after

charging until they are transported to the aircraft and interchanged with empty containers in the aircraft system.

8.2 Liquid oxygen is generally received in a tank car or truck and transferred to a storage vessel. It is then transferred as needed to a mobile charging vehicle and transported to the charging site where it is used to charge the converter in the aircraft system.

8.3 Oxygen cylinder storage

8.3.1 Cylinder should be stored in a specifically assigned location and protected against tampering by unauthorised individuals. Oxygen cylinders shall not be stored in aircraft servicing and maintenance areas of aircraft hangars and should, preferably be stored in a separate building.

8.3.2 Oxygen cylinders shall not be stored near flammable materials (such as petroleum products), other readily combustible substances, or in the same area as compressed combustible gases. Empty and full cylinders should be stored separately with empty cylinders clearly marked.

8.3.3 Each cylinder should be clearly marked to indicate its content. Breathing oxygen cylinders should not be mixed with other oxygen cylinders.

8.3.4 Cylinders shall be stored so that they are never allowed to reach a temperature exceeding 52°C. When stored in the open they should be protected against direct rays of the sun in localities where extreme temperatures prevail, and from the ground beneath to prevent rusting.

8.3.5 Cylinders should be protected against abnormal mechanical shock liable to damage the cylinder, valves or safety devices. Valve protection caps should also be used when cylinders are not connected in use.

8.3.6 When moving cylinders, care should be exercised to prevent dropping, which may cause damage to the cylinder, valve or safety devices. Lifting magnets, slings of rope/chain, or any other device in which the cylinders themselves form a part of the carrier should not be used for hoisting oxygen cylinders. When transported on hand/power trucks or tractors, cylinders should be secured in the upright position.

8.4 Liquid oxygen storage

8.4.1 Liquid oxygen shall be stored outdoors or in a detached non-combustible structure if the quantity exceeds one day's need. Smaller quantities should be located outdoors, in a detached non-combustible structure or in a cut-off room provided the cut-off room has effective ventilation and necessary doorways protected by fire doors with ramps or curbs to prevent entrance of flammable liquids and exit of liquid oxygen.

8.4.2 Storage areas shall be reserved for liquid oxygen storage and be clearly placarded

"OXYGEN - NO SMOKING & NO OPEN FLAMES" or equivalent.

8.4.3 The construction and occupancy of liquid oxygen storage areas shall be strictly non-combustible and have no floor drains. Wall scuppers (not connected to drainage systems) are recommended.

9 Miscellaneous Cautions

9.1 Never use oxygen as a substitute for compressed air. It is very dangerous to use oxygen for pneumatic tools, for pressuring containers, for paint spraying, for blowing out pipelines, etc.

9.2 Never attempt to mix gases in an oxygen container.

9.3 Only corrosion resistant tubing, pipes and fittings shall be used.

9.4 Liquid oxygen charging operations are not regarded as more hazardous than gaseous oxygen charging operations. However, a spill of liquid oxygen introduces a new hazard, which must be specifically safeguarded. AES shall be informed of liquid oxygen spills.

9.5 Aircraft oxygen cylinders shall be removed and taken away from aircraft parking areas for charging. On-site charging at the aircraft is not permitted.

APPENDIX C-1 -Fire Safety Requirements involving Aircraft Fuel Servicing

S/No	Item	Compliance			Remark
	1. Precautionary Measures (Before the commencement of refueling process)				
		Yes	No	NA	
1.1	Bonding connections are attached and mechanically firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Equipment performing aircraft servicing function are not positioned within 3 m radius of aircraft fuel vent openings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Equipment other than that performing aircraft servicing functions are not positioned within 15 m of aircraft during fuel servicing operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	The accessibility to the aircraft by fire vehicles is established during aircraft fuel servicing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	Handheld Communication devices used within 3 m from the fuel vent shall be intrinsically safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	At least one listed trolley extinguisher having a rating of not less than 80-B (UL:FM) or 233B (BS:EN)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.7	Staff are trained in fire safety and are able to demonstrate the use of a fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.8	Staff are familiar with the emergency procedure to contact AES during a fire incident and ACC/AES during a fuel spillage incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Precautionary checks on Fuel Brower / Dispenser					
2.1	Presence of at least 02 x 9kg ABC Dry Powder Fire Extinguishers at both sides of the Refueling Brower / Dispenser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Spark plugs & other exposed terminal connections are insulated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3. Precautionary Measures (Re-fuelling in process)

S/No	Items	Compliance			Remark
		Yes	No	NA	
3.1	All vehicles, other than those performing fuel servicing, are not to be driven or parked under aircraft wings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Electric tools, drills or similar tools likely to produce sparks or arcs are not used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Hot work within 50 / 75 metres of refuelling operations is ceased (For 50m, a MOM approved Safety Officer shall be present)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. Additional Precautionary Measures (only if passengers remain onboard/embarkation/disembarkation during fuel servicing)

S/No	Items	Compliance			Remark
		Yes	No	NA	
4.1	The ground service activities do not impede the egress should there be an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	At least one qualified person trained in emergency evacuation procedures shall be in the aircraft at or near a door.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	One aerobridge or mobile step or integral stairs are positioned with the aircraft door fully opened for evacuation of passengers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	A clear area for emergency evacuation of the aircraft shall be maintained at the rear (or front) aircraft exit door.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. For situations or locations not meeting requirements 4.2, 4.3 and 4.4.					
5.1	i) All slides shall be armed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	ii) One ARFF vehicle shall be on standby	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

APPENDIX C-2 -Fire Safety Requirements involving Airfield Vehicle Operations

S/No	Item	Compliance with the Safe Practice		Remark
		Yes	No	
1	Fuel system is free of leaks			
2	Engine drip tray available			
3	Spark Plugs are covered-type & protected			
4	Wiring insulation not cracked or damaged			
5	Wiring connection is not loose			
6	Spark arrestor installed (Only for petrol engine without catalytic converter)			
7	Battery is covered			
8	Battery is ventilated			
9	Fuse box enclosed & protected by cover			
10	At least 1kg ABC Dry Powder Extinguisher for all Airfield Vehicle or At least 2 x 9kg ABC Dry Powder Extinguishers for Fuel Browser / Dispenser			
11	Fire extinguisher within servicing period			
12	Fire extinguisher within working pressure			

APPENDIX C-3 - AES Fire Safety Circular 12/2012 dated 23 August 2012

No : 12/2012

Date : 23 August 2012

AIRPORT EMERGENCY SERVICE

FIRE SAFETY CIRCULAR

To all building and equipment maintenance contractors in CAG buildings

NEW GUIDELINES FOR THE MAINTENANCE OF UNINTERRUPTED POWER SUPPLY (UPS) UNITS, BATTERY BANK & CHARGERS

In early 2012, the Airport Emergency Service (AES) attended to a case of overheating of a UPS in one of the passenger terminal buildings. In this incident, the battery casing had cracked causing the electrolyte to leak and charring to occur. (Please see Annex A - Images of UPS Battery Fire at a Data Centre in Changi Airport on 22 March 2012).

2 Upon further investigation, AES concluded that lack of maintenance and neglect of the UPS was the main factor causing the battery casing to crack. AES has since reviewed the present UPS, battery bank and charger maintenance frequency and with immediate effect all building and equipment maintenance contractors in CAG buildings shall adhere to the new maintenance frequency guidelines in Annex B - Uninterrupted Power Supply (UPS) & Battery Bank and Charger Checklist. The records of such checks shall be made available for sighting upon request by any AES fire safety inspector.

3 For more information, please contact the AES FSU at 65412535 or refer to the fire safety manual at <http://www.changiairportgroup.com/cag/html/our-services/airport-emergency-services/fire-safety>.

NAZRI BAMADHAJ
1 STAFF OFFICER, FIRE SAFETY
for SUPERINTENDENT, FIRE SAFETY
AIRPORT EMERGENCY SERVICE

Annex B - Uninterrupted Power Supply (UPS) & Battery Bank and Charger Checklist[^]

S/N	Description	Frequency
1	Check batteries including terminals for cleanliness and correct level of electrolyte (where applicable) in each cell to ensure that they are in good serviceable condition*	Weekly
2	Check condition of battery cabinet for corrosion and ensure that batteries are stored in a secure condition*	
3	Check to ensure that all indicating lights are operating correctly and replace if faulty	
4	Check battery voltage and charging current in accordance with the manufacturer's instructions and record them in the maintenance record*	
5	Simulate power supply failure by disconnecting the main supply and check the proper operation of the changeover device. Record the battery voltage under load condition in the maintenance records*	Weekly for Battery Bank & Charger, Monthly for UPS
6	For lead-acid batteries, select randomly 10 per cent of the total number of cells in the battery and record the electrolyte density and state of charge of each cell, determined from the measured electrolyte density and the data provided in the operating and maintenance manual*	Monthly for UPS, Six - monthly for Battery Bank and Charger
7	Record the date of manufacture, installation and end of life (EOL) of batteries. Replace batteries based on manufacturer's instructions*	Monthly
8	Visually inspect panel meters and check panel lamps of battery charger	
9	Check and record float voltage of batteries*	
10	Clean terminals of the battery. Inspect all cell containers for electrolyte leakage. Mop up any spill liquid and neutralize as necessary. Clean all cells with a moist cloth*	Quarterly
11	Check / Equalize voltage of battery charger	
12	Check and record load current	
13	Visually inspect all components for signs of malfunction of the battery charger. Pay particular attention to indicating lamps, relays and contactors	Six - Monthly
14	Check that the battery earth-fault detection system, is provided, operates satisfactorily	Yearly
15	Check that the battery low-voltage alarm, if provided, operates satisfactorily	
16	Check the calibration of voltmeters and ammeters of battery charger using an instrument having an accuracy of class 1.5 or better in accordance of IEC 60051	
17	With the battery on float charge, measure the overall battery voltage and individual cell voltages using an instrument with an accuracy of 1.5 per cent or better. Check the readings to the second decimal place. Record the cells which have a voltage differing from the average by more than $\pm 0.03V$	

[^]The checklist above is in accordance to 'NFPA 111 Standard on Stored Electrical Energy Emergency and Standby Power Systems 2010 Edition' and 'Code of Practice for The design, installation and maintenance of emergency lighting and power supply systems in buildings SS 563 : Part 2 : 2010'

APPENDIX C-4 - AES Fire Safety Circular 15/2012 dated 4 October 2012

No : 15/2012
Date : 4 October 2012



AIRPORT EMERGENCY SERVICE

FIRE SAFETY CIRCULAR

To All Changi Airfreight Centre Tenants

**MINOR STORAGE OF DIESEL IN CAG BUILDINGS AT THE
CHANGI AIRFREIGHT CENTRE**

The Airport Emergency Service Fire Safety Unit (AES FSU) understands that due to operational requirements, there is a need for tenants in CAG buildings at the Changi Airfreight Centre (CAC) to store diesel in their units for forklift use.

2 As such, AES FSU had recently consulted SCDF and the following are the agreed conditions, guidelines and requirements:

- i) The minor diesel storage shall conform to the Fire Safety Act & SS 532 : 2007 Code of Practice for the Storage of Flammable Liquids;
- ii) Minor storage of diesel shall be for the sole purpose of refuelling forklifts only;
- iii) Minor storage of diesel shall be in 20 litre metal containers x 5 nos. x 2 minor storage areas (200L) with a minimum safety distance of 7.5m between 2 minor storage areas (Pls see Annex A);
- iv) Minor storage of diesel shall be limited to 1 litre per sqm of floor area subject to a maximum of 200 L per 200 sqm;
- v) The metal diesel containers shall be kept inside a metal safety cabinet with a tray beneath the cabinet for any leakage collection;
- vi) Dispensing / decanting of diesel into forklifts shall be conducted away (opposite end) from the metal safety cabinet;

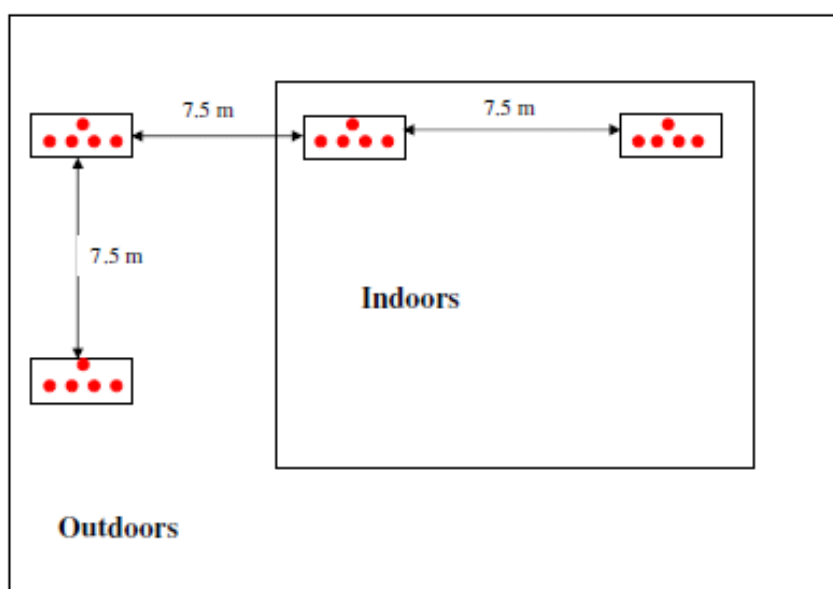
- vii) Preferably, mechanical ventilation in the form of a fan should be placed in the unit to blow away any accumulated diesel fumes;
- viii) Strictly no smoking and no hot works shall be conducted in the unit having minor diesel storage; and
- ix) Dispensing / decanting of diesel into the 20 litre metal containers is not allowed in CAG buildings and any dispensing / decanting of diesel into the 20 litre metal containers shall take place in SCDF/AES approved dispensing /decanting areas.

3 Tenants are required to consult and obtain approval from CAG AES FSU before proceeding to store and dispense / decant diesel in their units to avoid contravening SCDF regulations and CAG tenancy agreements.

4 With immediate effect, AES shall strictly enforce the above mentioned requirements. For consultations, approvals and clarifications, you may contact the Airport Emergency Service Fire Safety Unit (AES FSU) at 65412535 or at fire.safety@changiairport.com.

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Annex A



● Represents 1 x 20 liters of diesel storage in a metal container

□ Represents a metal safety cabinet with a tray