

A-CERTS CERT Seminar 2014 (Part 2)

CPT Chu Yiu Tak

Team Leader, Audit Team
Central Enforcement Department
Singapore Civil Defence Force

11 Nov 2014

How to pass your CERT Audit with flying colours

Recap...

APRIL 2015						
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MAY 2015						
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3	4	Audit Discussion & Drill Planning	5	6	7	8
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17	18	19	20	21	22	23
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JUNE 2015						
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7	8	CERT Audit	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	Audit Report			

1 June 2015

8.30am – Drill set up

9.30am – CERT audit + evacuation drill
+ joint exercise with SCDF

11am – End of drill

11.15am – Debrief

11.30am – Pack up & end of audit

SINGAPORE CIVIL DEFENCE FORCE

HQ SCDF
91 UBI AVE 4
SINGAPORE 408827
TEL: 6848 3347
FAX: 6848 1494

Date: 1st July 2013



OILTANKING SINGAPORE LIMITED
1 SERAYA AVENUE
SINGAPORE 628208

Attn: MR/MS WINSTON LOW

Dear Sir/Mdm

COMPANY EMERGENCY RESPONSE TEAM (CERT) AUDIT

SCDF CERT audits have commenced since 1st April 2008. The purpose is to validate the industry CERTs' competency in responding and mitigating an initiating incident in their premises prior to SCDF's arrival. This audit will also involve a conduct of a joint exercise with SCDF forces to enable operational synergy with the companies.

2. Your company has been scheduled for the CERT audit on 23rd October 2013 at 0930 hrs. The entire CERT audit will take approximately 3 hours to complete. All your CERT members and other relevant personnel must be present for the audit. To facilitate this audit, SCDF will have a scenario discussion and operational survey at your premises 1 week before the audit, on 17th October 2013 at 1430 hrs.

3. Please note that companies which fail the audit may be subjected to a fine and a re-audit. If the companies fail the re-audit, its P&FM license may be revoked or not renewed.

4. Please acknowledge that you have received this notice by reverting to SCDF_ERP_TERP@scdf.gov.sg. Please also note that it is important that the company stick to the above-mentioned audit & operational survey dates. Changing the dates will be subjected to approval. Should you require any clarification, please do not hesitate to contact me or any CERT Audit Officers at Tel: 6848 3347

Yours faithfully,

SWO MUSTAFA MARICAN
Senior Audit Specialist
Central Enforcement Department
HQ Singapore Civil Defence Force

Central Enforcement Department



SCDF
The Life Saving Force

Dear Sir/Mdm

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SCDF
The Life Saving Force

SINGAPORE CIVIL DEFENCE FORCE

Our Ref : CED/CERT/1HRU0001
/2014/N1



HQ Singapore Civil Defence Force
Central Enforcement Department
91 Ubi Avenue 4
Singapore 408827

Your Ref :

Tel : 68481522
Fax : 68481493

Date : 31 October 2014

Owner / Occupier

Address: _____

Dear Sir/Mdm,

Notification of Tier 1 (P&FM) CERT premises classification

The Fire Safety (Company Emergency Response Team) Regulations 2013 came into operation on 1st September 2013. Under the new regulations, the owners or occupiers of the premises specified in the Fire Safety (Premises Requiring Fire Safety Manager and Company Emergency Response Team) Notification 2013 are required to establish a Company Emergency Response Team (CERT) by 1st March 2014.

2 This notification serves to inform you that the above mentioned premises is classified as a Tier 1 (and Flammable Materials) CERT premises because of the type and amount of P&FM stored at your premises.

3 The CERT audit for public buildings and industrial premises will start in April 2015. All Tier 1 CERT premises will be audited annually.

4 In order to facilitate the operations of your premises and to minimise disruptions to your business, the CERT audit may be conducted together with an operational survey, a fire evacuation drill and a joint exercise with SCDF. A notice of CERT audit will be sent to your premises approximately one month before the audit.

5 Your cooperation is greatly appreciated. Appeals for change of CERT classification will not be entertained unless it is a classification error made by SCDF. For more information on CERT and the requirement for a Tier 1 (P&FM) CERT premises, please refer to the SCDF website at <http://www.scdf.gov.sg/>.

Yours sincerely,
CPT CHU YIU TAK
CENTRAL ENFORCEMENT DEPARTMENT
for COMMISSIONER
SINGAPORE CIVIL DEFENCE FORCE



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**Documentation
(30%)**



**Practical Skills
(70%)**



Grading Table

	Score (%)	Category Assessed	Category Score (%)
Documentation	30	Emergency Response Plan	10.5
		Emergency Staff Aids	1.5
		Training Records & Certification	9
		Equipment Readiness & Maintenance Records	9
Practical Skills	70	Activation & Response	9.1
		Incident Size Up	4.2
		Mitigation Ops	35
		Linking up with SCDF	4.9
		Evacuation	14.7
		Support Activates	2.1
Total	100	Must pass practical assessment to pass audit	100

Documentation

- Be conscientious
- Get documents ready before 1st meeting
- Documentation audit can be conducted before practical skills audit

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					1	2
3	4	5	6	7	8	9
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Documentation

**IN CASE OF FIRE
CALL 995 &
WAIT FOR HELP**

- **Floor plan:** Accurate
- **Concept of operations:** Make sense
- **Key personnel contact number:** Updated
- **Table top exercise, emergency & evacuation drill records:** Reports attached as annexes
- **Emergency staff aids:** Available
- **Emergency Response Plan:** FEP, IPP, APP

Documentation

- **Training records:** Photocopy of all certificates
- **Refresher training records:** Trainer, topic, venue, date, time, attendance

Documentation

- **Equipment:** Appropriate, sufficient & working
 - PPE, Mitigation, First aid, Communication



- **Maintenance records:** Available

Practical Skills

- Assess individual competency & incident management as a team
- Regular refresher training
- Make use of TTX

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Table Top
Exercise &
Fire Warden
Briefing

Practical Skills

- **Desired Outcomes for CERT**
 - Quick dispatch and arrival
 - Initiation of emergency response system, assessment of incident scene, update of situation and request for appropriate resources
 - Notify relevant government authorities and neighbouring premises
 - Containment and management of threats in accordance with emergency response plans and safety procedures

Online Resources

- **CERT**

http://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/CERT.html

- **ERP**

http://www.scdf.gov.sg/content/scdf_internet/en/building-professionals/fire-safety-permit-and-certification/emergency-response-plan1.html

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