



THE INSTITUTION OF FIRE ENGINEERS (UK)
SINGAPORE BRANCH

**ANNUAL REPORT OF THE MANAGEMENT COUNCIL FOR THE PERIOD – APRIL 2019
TO MARCH 2020**

The Management Council of the Institution of Fire Engineers (UK), Singapore Branch (IFE(S)) takes great pleasure in presenting its Annual Report for the period 1 April 2019 - 15 March 2020 and Audited Statement of Accounts for the year ending 31 December 2019.

1. Management Council

1.1. The Management Council elected in March 2018 for a two-year term is as follows: -

President	Mr Christopher Tan Eng Kiong (FIFireE)
Vice President	Mr K. Ramanathan (FIFireE)
Honorary Secretary	Mr Cheong Yew Dong (AIFireE)
Honorary Treasurer	Er Yeow Mei Leng (FIFireE)
Members	Mr Koh Soon Chuang (FIFireE) Mr Loh Eng Choon (FIFireE) Ms C. Ruth Wong (MIFireE) Er Yee Poh Kin (FIFireE) Er Gn Chiang Yam (AIFireE)
Co-opted Members	Mr David Goh King Siang (Affiliate individual) Mr Michael Mok Aik Chin (Affiliate organisation) Mr Tong Hong Haey (AIFireE)

1.2. During the period 1 April 2019 to 29 February 2020, the Council met 11 times to discuss the business of the institution. The attendances of the Council Members are as follows:

<u>Name of Council Member</u>	<u>No. of Meetings Attended</u>
Mr Christopher Tan Eng Kiong	11/11
Mr K. Ramanathan	9/11
Mr Cheong Yew Dong	10/11
Er Yeow Mei Leng	11/11
Mr Koh Soon Chuang	9/11
Mr Loh Eng Choon	7/11
Ms C. Ruth Wong	10/11
Er Yee Poh Kin	9/11
Er Gn Chiang Yam	9/11
Mr David Goh King Siang	7/11
Mr Michael Mok Aik Chin	8/11
Mr Tong Hong Haey	7/7

1.3. The Management Council establishes four strategies to chart the growth of the institution:

- a. Enhancing professional profile and standing of IFE(S) through strategic partnerships and collaborative engagement.
- b. Promote stronger membership cadre and camaraderie.



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- c. Strengthen institutional governance and accountability.
- d. Contribute to fire safety standards in Singapore.

1.4. The following Committees and Special Interest Groups were formed to implement the four strategies:

Committees:

- 1. Stakeholders Engagement and Partnership Committee
- 2. Professional Development Committee
- 3. Membership Committee
- 4. Publicity Committee
- 5. Social and Networking Committee

Special Interest Groups

- 1. Special Interest Group - Fire Safety Engineering
- 2. Special Interest Group - Fire Investigation

2. Committee Chairperson's Reports:

2.1. Stakeholders Engagement and Partnership

2.1.1. The Stakeholders Engagement and Partnership Committee headed by Mr Koh Soon Chuang is assisted by co-opted member, Mr David Goh.

2.1.2. A Memorandum of Understanding with a validity of 3 years was signed between The Institution of Fire Engineers (UK), Singapore Branch and The Association of Company Emergency Response Teams (Singapore) on 4 December 2019 for the following:

2.1.2.1. Each organisation agrees that A-CERTS and IFE(S) shall reciprocate members discounted rights at each other's conferences, training program or courses, and related events where such preferential rate is offered.

2.1.2.2. Both organisations agree to circulate conference, training and seminar information, and promotional materials through each other's Secretariat and distribution networks to increase the awareness of each other's events and activities.

2.1.2.3. Both organisations agree to cooperate in activities and information sharing on fire safety and fire risk assessment for the mutual benefit of members from both organisations.

2.1.3. The Committee had worked closely with IFE Malaysia to reciprocate members discounted rate at each other's conferences, training program or courses, and related events.



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2.1.4. The Committee will continue to explore strategic partnerships and collaborative engagement with suitable organisations to enhance IFE(S) professional profile and standing.

2.1.5. Significant partners and other relationships –

2.1.5.1. IFE(S) has close working relationships with the following IFE branches:

- a. IFE (UK)
- a. IFE (USA)
- b. IFE (Hong Kong)
- c. IFE (Canada)
- d. IFE (Malaysia)
- e. IFE (Australia)
- f. IFE (New Zealand)

2.1.5.2. IFE(S) has close working relationships with the following Singapore professional and tertiary institutions/organisations:

- a. National Fire and Civil Emergency Preparedness Council
- b. COSEM Safety & Security Pte Ltd
- c. Fire Safety Managers Association of Singapore
- d. Association of Company Emergency Response Teams (Singapore)
- e. Institute of Technical Education
- f. NTUC Learning Hub
- g. Singapore Institution of Safety Officers

2.1.6. IFE(S) has been represented and contributed in the following regulatory and codes developing committees.

2.1.6.1. Singapore Civil Defence Force:

- a. SCDF Fire Safety Standing Committee
- b. SCDF Fire Code Review Committee
- c. Review of Code of Practice for Rail Transit System
- d. Develop Fire Code requirements on Fire Protection for Farm buildings
- e. Develop Fire Code requirements for capsule hotels
- f. Review of Fire Code requirements for Energy Storage System
- g. Develop Fire Code requirements on Road tunnels

2.1.6.2. IES's Standard Development Organisation (SDO) Code Review Committee:

- a. Code of practice for the use and maintenance of portable fire extinguishers - SS578
- b. Code of practice for Fire and Smoke Damper - SS333



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2.1.6.3. SCIC's Standard Development Organisation (SDO) Chemical Standards Committee:

- a. Develop Code of practice for fire safety for laboratories using chemicals SS641:2019
- b. Develop Code of practice Safety and health management system for the chemical industry SS651:2020
- c. Protem Technical Committee on Practice of Industrial gases in the Workplace

2.2. Professional Development

2.2.1. The Professional Development Committee headed by Mr Loh Eng Choon assisted by co-opted member, Mr Tong Hong Haey had organised the following courses during the year:

A. Fire Extinguisher Servicing & Maintenance Course

2.2.1.1. This course is conducted over 6-evenings and has been over-subscribed this year, and it is currently in its 45th run. IFE(S) had conducted 3 runs of the course during the year 2019, and the details are as follow:

1. 46th run – 7 to 15 July 2019
2. 47th run – 4 to 12 November 2019
3. 48th run – 24 February to 3 March 2020

B. Collaboration with NTUC Learning Hub

2.2.1.2. IFE(S), through an MOU with NTUC Learning Hub, conducted the following courses at the NTUC Learning Hub at the various NTUC Training Centre in Bras Basah, Tradehub 21, Sims Ave and Benoi Centre:

1. Fire Warden Course (10 runs)
2. Fire Safety Audit Course (2 runs)

C. Certificate of Competency Course in the Servicing and Maintenance of Fire Protection Systems

2.2.1.3. The 5th run of the Fire Protection System Maintenance course was conducted from 1 August 2019 to 19 September 2019. 18 participants attended it and all passed the examination and completed the course.

D. Seminar and Workshops

2.2.1.4. The Seminar "Update Seminar on SS 578" was conducted from 13 December 2019 and attended by 60 participants.



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2.3. Membership

2.3.1. The Membership Committee is headed by Ms C. Ruth Wong.

2.3.2. As at 31 January 2020 the membership status of IFE(S) is as follows:

a. Fellows	14
b. Members	55
c. Associate	48
d. Graduates	20
e. Technician	0
f. Affiliates (Individuals)	18
g. Affiliates (Organisations)	17
Total:	172

2.3.3. There have been changes in the membership of the following grades:

a. Fellows	0
b. Members	0
c. Associate	+18
d. Graduate	0
e. Technician	0
f. Affiliate (Individual)	0
g. Affiliate (Organisations)	+7
Total:	+25

New Associate Grade Member:

1. Mr Chua Chi Yuan
2. Mr Abdul Mushawwir Abdul
3. Mr Vincent Han
4. Mr Chin Tong Herng
5. Mr Chia Yong Kwang
6. Dr Sebastian J. Norager
7. Mr Rex S Dimaala
8. Mr James Abarca
9. Mr Tay Yak Hong
10. Mr Darren Holling
11. Mr Munsamy
12. Mr Ron Chua Fon Ming
13. Mr Vincent Wong
14. Mr Vashdev Atmaran
15. Mr Leong Cheng Wee
16. Mr Chong Jun Loong Andrew
17. Mr Sundaramoorthy Gopinath
18. Mr Vincent Can Voon Shen

New Affiliate (Organisation) Grade Member:

1. Ademco (Far East) Pte Ltd
2. NTUC Learning Hub Pte Ltd



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3. DK Workz Pte Ltd
4. CAE Engineering Pte Ltd
5. Nam Leong Co Pte Ltd
6. Digo Corporation Pte Ltd
7. Safi Equipment & Services Pte Ltd

2.3.4. The following members were upgraded to Lifetime members in their respective grades:

1. Er Siew Yee Cheong FIFireE (Life)

2.4. Vice President, Mr K. Ramanathan has been awarded the coveted Companion title through the nomination by the Council. The Companion title is the IFE's only premier title that is conferred after a rigorous process through nomination by the local branch council of exemplary member, application and write-up by candidate and stringent scrutiny by the IFE (UK) Board. It is a title that is awarded to members of any grade who have given outstanding service to the IFE and/or to an IFE branch and/or to the profession of fire engineering.

2.5. Social and Networking

2.5.1. The Social and Networking Committee headed by Er Yee Poh Kin is assisted by co-opted member, Mr Michael Mok, organised the following networking activities:

A. Members' Night cum Technical Talk-1

2.5.1.1. On 18 January 2019, a Member's Night cum Technical Talk on structural fire protection system and on-site pitfalls of passive fire protection was held at UE Bizhub Central, sponsored by Promat Building System. 42 members attended the event, and partake in interesting team games

B. Technical Visit to Water Mist Extinguishing System and Smart Monitoring System

2.5.1.2. The Technical visit was conducted on 12 July 2019 at LINGJACK Factory. 38 IFE(S) members attended the event. Attendees enjoyed the informative presentation which included the introduction to new smart, disruptive and green fire protection technologies, water mist extinguishing system and smart monitoring system which included the opportunity to witness the live water mist fire extinguisher and smart monitoring devices.

C. IFE, Singapore Branch Council visit to IFE, Malaysia Branch

2.5.1.3. IFE(S) Council visited IFEM at KL for a two-day visit from 23 to 25 August 2018 at the invitation of IFEM for the annual exchange and dialogue. This yearly event had become a traditional affair where both branches get together and discuss common branch issues and share best practices. Our council was treated to a sumptuous dinner hosted by IFEM Ir. Lee Kong Fan, Deputy President of IFEM.



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2.5.1.4. On 24 August morning, the Council held a retreat session led by President, Mr Christopher Tan to review work done and work on the "Mission" and "Vision" statement. In the Afternoon, IFEM hosted a city tour of Putrajaya which ended with a dinner at a local hotel. On 25 August, morning, council members from both branches went on a morning hike at Taman Botani Kepong with brunch to end the visit on a high note.

D. Technical Visit to Home Team Tactical Centre

2.5.1.5. On 24 October 2019, a technical visit to Home Team Tactical Centre (HTTC) Civil Defence Academy (CDA) at Mandai was organised hosted by Head, Specialist Fire Training Centre. This is SCDF new training facility which complements CDA current facility at Jalan Bahar.

2.5.1.6. 27 IFE(S) members, organised into small groups were briefed on and also experience each of the state-of-the-art training simulators such as Ship Fire Fighting Training Facility, Chemical Hub Training Facility and Urban Search and Research Training Facility.

E. Networking Golf and Bowling with Members' Night

2.5.1.7. On 4 December 2019, a networking session of golf and bowling with members' night was organised with IFE, International President, Mr Bruce Varner gracing the event. All the 10 available golf flights were taken up, and the weather held up well that day, and all the players had a good time together. The bowling games involved members from MOU partners FSMAS and A-CERTS to network before the dinner. The dinner party with members, golfers and bowlers with the performance and lucky draw have immersed all participants in the joyful evening. 50 IFE(S) members attended the event.

2.6. Publicity

2.6.1. The Publicity Committee headed by Er Gn Chiang Yan was responsible for the production of IFE(S) quarterly newsletters. The newsletter allows members to be informed of the local events that had been organised by IFE(S), such as courses, functions, workshops, seminars and conferences. It also updates members on SCDF circulars, new fire technology and changes to the Fire Code and standards.

2.6.2. This year the Committee has distributed 4 issues of the newsletter. The latest issue (No. 22) was sent to members on Feb 2020.

2.6.3. 2019 has been an eventful year for IFE Singapore branch. Our newsletter has reported major events like the visit to IFE Malaysia Branch, Members' Night cum Technical Talks and Technical Visits. Thanks to council members and the secretariat who had contributed the articles, photographs and other information to make these reports successful.



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2.7. Special Interest Group - Fire Safety Engineering

2.7.1. The Special Interest Group - Fire Safety Engineering (SIG-FSE) headed by Er Yeo Swee Khiank is assisted by Ms C. Ruth Wong and Er Yeow Mei Leng, organised the followings activities:

A. Evacuation for Fire Safety Engineering Course from 9 to 10 May 2019

2.7.1.1. The course was conducted by Professor Daniel Nilsson from the University of Canterbury, New Zealand. The objectives of the course are for participants to be able to understand and apply the theories related to human behaviour in fire and the pedestrian movement/dynamics.

B. Seminar on Structural Fire Engineering on 12 June 2019

2.7.1.2. This seminar aimed to share the research findings in the field of Fire Engineering at the University of Edinburgh and to introduce the fire engineering theories that are relevant to the fire safety engineering practice. The speakers for this seminar were Miss Martina Manes and Miss Norlizan Wahid. Both of them are PhD students from the School of Civil Engineering at the University of Edinburgh.

2.7.2. The Fire Safety Engineering Special Interest Group is committed to plan and organise similar activities to support the local FSE community once schedule with speakers and budget are confirmed.

2.8. Special Interest Group - Fire Investigation

2.8.1. The Special Interest Group - Fire Investigation (SIG-FI) headed by Mr Derrick Tan had organised the following activities:

A. Visit to TUV SUD PSB Fire Laboratory (Tuas) on 31 October 2019

2.8.1.1. A visit to TUV SUD PSB Fire Laboratory (Tuas) on 31 October 2019. It was attended by 10 IFE(S) members. Mr Derek Tan shared on the purposes of this FI-SIG visit during his opening speech. One of the main objectives is to allow FI-SIG to serve as the premier platform for networking and to promote peer discussion and consultation in all matters related to the field of fire investigation amongst the various industry partners and stakeholders in Singapore.



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- 2.8.1.2. The FI-SIG members were shared on the scope of the fire laboratory by the Assistant Vice President (Fire Property), Real Estate and Infrastructure (RI) and Mechanical (Tuas), Mr Joseph Chng.
- 2.8.1.3. TUV SUD provides testing support for the Product Listing Scheme (PLS) which manufacturers and traders use as a quality assurance scheme to achieve product conformance and product acceptance by buyers and regulatory authorities. Some of their fire testing services including Mechanical test (Door hardware and firefighting products), fire resistance test (Products include composite/lift landing door sets, dampers, wall, glazing, refuse chute hoppers, dumbwaiters, intumescent paint etc.), Reaction to fire test (Building materials, electrical cable, flooring, materials used in transportation, plastic and rubber materials, ship materials, textile materials, upholstery and furnishing).
- 2.8.1.4. A short tour of their fire laboratory was also conducted where the IFE(S) members were shown on some of its testing equipment and understand the required standards behind each testing.

3. Treasurer's Report

- 3.1. To provide financial prudence and governance in the discharge of IFE(S)'s affairs, a financial manual was issued by the Executive Council in July 2018 to safeguard IFE(S) assets and advance its funds.
- 3.2. IFE Singapore's financial status continues to be healthy. Our accumulated fund at the end of the year 2019 is S\$479,699.93. The statement of accounts has been audited by our internal auditors Mr Sam Lee and Mr Sathananthan. A copy of Audited Accounts for the year 2019 is attached for reference.
- 3.3. The fund collected from member's subscriptions was insufficient to keep the institution running because of the low membership base and the need to remit capitation fees back to the UK, which has been increasing yearly. To keep the institution running, it has to rely on the income derived from courses and seminar.



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4. Secretary's Report

4.1. IFE(S) was represented at the annual IFE (UK) AGM and International General Assembly (IGA) by our President, Mr Christopher Tan and Vice President, Mr K. Ramanathan. The AGM and IGA took place in Brighton from 16 to 17 July 2019. The discussions at the AGM were published in the "International Fire Professional" which all members received from IFE (UK).

4.2. Website

4.2.1. The membership directory on IFE(S) website continues to promote and facilitate interaction among members, which includes information on products and services of our affiliate organisations.

4.2.2. Photos of activities in the year 2019 were uploaded to the web. There is also an archive of photos of past activities.

4.2.3. Current and past issues of our branch's newsletters since May 2007 are archived on the website and are accessible to all.

4.2.4. Visitors to the website had continued to increase and attracted enquiries on the courses and membership applications were received from visitors to our website.

4.2.5. As IFE(S) official website has grown in prominence and importance, the Council has approved for the website to be upgraded to a more secure version of HyperText Transfer Protocol to provide encrypted communications between a user browser and IFE(S) website to protect leakage of confidential information.

4.2.6. With a secure version of HyperText Transfer Protocol, online registration and electronic payment have been added to the IFE(S) operation procedure.

4.3. IFE(S) has purchased QBE Professional Indemnity (PI) and Director and Officer (D&O) Limit of Liability (LOL) of \$500,000 each at a premium of \$1,600 and \$1,200 to protect the interests and assets of IFE(S).

Mr Christopher Tan, FIFireE
President 2018/2020

Mr Cheong Yew Dong, AIFireE
Honorary Secretary, 2018/2020