

1. GENERAL

This is a supplementary Terms and Conditions to be read in conjunction with Singapore Test Lab's Certification Terms and Condition (STL T&C).

If there are any doubts between this document and the STL T&C, the Fire Safety Product Scheme (FSPS) Terms and Conditions stated herein shall take precedence.

2. REQUIREMENTS AND RESPONSIBILITIES FOR COC HOLDERS AND LOCAL REPRESENTATIVES

2.1 Application for a COC

- a) The party that intends to own the COC, whether local or foreign, shall submit the application for the COC.
- b) Foreign companies that intend to apply for a COC to supply regulated fire safety products in Singapore, shall engage a local representative, prior to submitting the application for a COC.

2.2 Duty to notify STL

- a) COC holders, and, where applicable, local representatives, shall inform STL of any other changes (e.g. COC holder/local representative contact information), where the information differs from that submitted during the COC application.
- b) COC holders and local representatives shall inform STL of any changes to the product from the prototype that was tested when applying for the COC.

2.3 Duties related to the surveillance regime

COC holders/local representatives shall carry out the following in relation to the surveillance regime:

- a) Facilitate the conduct of factory inspections and surveillance tests (as stipulated in Table 11A), or unscheduled tests required by SCDF or STL to verify conformity of the products
- b) Make arrangements with STL on the date/time of sampling and inspection, and
- c) Provide the necessary support for the purpose of the surveillance regime (e.g. fabricating door frame for fire test involving fire-rated doors, ensure availability of

samples, provide the relevant information such as location of the relevant samples, as requested by STL).

2.4 Duties related to serial labels and DOCs

With reference to Regulation 10(2)(g) of the Fire Safety (Regulated Fire Safety Products) Regulations 2020, location refers to the exact address, including unit number, where applicable, where the regulated fire safety product is installed.

3. COMPLIANCE WITH FIRE SAFETY REQUIREMENTS

3.1 Product Certification

General

- a) All regulated fire safety products shall be certified, solely based on compliance of the products' performance standards, as stated in the test report of a local or overseas test laboratory accredited or recognised by SAC via the International Laboratory Accreditation Cooperation (ILAC)/Asia Pacific Accreditation Cooperation (APAC) Mutual Recognition Agreement (MRA), with the test standards specified in the Fire Code.
- b) For the application of new or renewed COCs, applicant shall take reasonable steps to ensure that all submitted documents for application are materially accurate and true.
- c) For applications by foreign COC holders with the intention to supply the products in Singapore, STL shall only issue COCs to foreign companies that had already engaged a local representative.
- d) For regulated fire safety products to be certified under Scheme 5, initial factory inspection shall be conducted as part of STL's assessment, before the issuance of a COC.
- e) COCs issued for products intended for use in Singapore shall bear SAC's accreditation mark.

Test reports for certification

- a) Certification of regulated fire safety products under the Product Listing Scheme shall be based on test report(s) that were issued within the specified timeframes, as follows:

Certification Scheme (With reference to Table 11A of the Fire Code)		Age of Test Reports that can be Considered for Issuance of COC
Scheme 1b		Less than 5 years
Scheme 5	Discrete systems	Less than 5 years
	Non-discrete systems	Less than 10 years

- b) When applying for certification for regulated fire safety products, only test reports issued by testing laboratories which comply with all of the following can be considered:
 - i. accredited by SAC or recognised by SAC via the ILAC or APAC MRA, and
 - ii. which are accredited to perform testing for that test standard, as indicated in their accreditation scope.
- c) The test reports submitted for a COC application shall be the full colour version, where applicable, and shall bear the brand and model of the regulated fire safety product.

Validity of COC

- a) A COC for regulated fire safety products is valid for 5 years from the date of issuance.
- b) A COC that is renewed is valid for 5 years, starting the day after the expiry date of the previous COC.
- c) STL shall not allow the termination of a COC which was suspended for fire safety reasons, or which is under investigation by SCDF.

Transfer of COCs between CBs

- a) Transfer of COC between CBs is only allowed for COCs that are still valid. Valid COCs are those that are not expired, withdrawn, terminated or suspended. In such cases, a new COC application is required.
- b) For transfer of COCs, the new CB may permit COCs previously certified to Scheme 5 to be changed to Scheme 1b, provided the surveillance regime requirements (i.e. surveillance tests over multiple years and current surveillance window) have been fulfilled.
- c) The new CB shall ensure the brand, model, manufacturing site and test standards of the regulated fire safety product is the same as that of the previous COC;

- d) The validity of the transferred COC shall be limited to the remaining timespan of the recently-valid COC.

3.2 Display of COC information on COCs and CB directories

Information displayed on COC

- a) The name, and the Unique Entity Number (issued by the Accounting and Corporate Regulatory Authority) (ACRA UEN), of the COC holder shall be displayed on the COC.
- b) In the case of a foreign COC holder, the name and ACRA UEN of the local representative shall also be displayed.
- c) For renewed COCs, the reference number of the previous COC shall also be indicated on the COC.

Information displayed on CB online directory

STL shall display the following information, which are valid, as well as COCs which were terminated, withdrawn, or which expired within the past 5 years:

- a) COC reference number
- b) Previous COC number
- c) Date of issue for the present COC (date of the latest renewal of the COC)
- d) Date of expiry for the present COC
- e) COC holder details, including
- i. Accounting and Corporate Regulatory Authority (ACRA) Company Unique Entity Number (UEN), or foreign equivalent, where applicable
 - ii. Company name and address
 - iii. Where the applicant is a foreign company, the details of the appointed local representative, for parts (i) and (ii) shall also be included
- f) Country of manufacture
- g) Product category
- h) Certification scheme (Scheme 1b/5)
- i) Brand and model, as determined by the manufacturer
- j) Product description as printed on the COC
- k) Test reference number(s), as printed on the COC
- l) Test standard (incl. year) the product is tested to
- m) Product's fire performance, insulation and integrity, where applicable
- n) The present status of COC, i.e. "valid"; "suspended (fire safety reasons)"; "suspended (not fire safety reasons)"; "terminated"; "expired" or "withdrawn";
- i. the effective date of the present status shall be indicated; and
 - ii. any changes in status of COCs shall be updated within 5 working days.

3.3 Conduct of the surveillance regime

- a) STL shall remind the COC holders to complete their surveillance tests, if not yet completed, 6 months and 3 months prior to the end of the surveillance window.
- b) Where sampling is required, STL shall select the sample for the surveillance test/inspection.
- c) STL shall take all reasonable measures to ensure the chain-of-custody of samples meant for surveillance testing. This may include, but not limited to, signing on the sample, ensuring it cannot be tampered with, and verifying the sample has reached the test laboratory.
- d) STL shall immediately suspend the COC if the necessary surveillance tests/inspections are not completed within the surveillance window.
- e) Surveillance tests are only considered to be completed after STL has received the surveillance test report with full test data, indicating a 'pass' result, or a result meeting the intended performance of the product, as stated on the COC, from an accredited test laboratory. COC holders are thus advised not to wait till the last minute to arrange for their surveillance tests.
- f) For avoidance of doubt, where surveillance tests are required in Table 11A of the Fire Code, the first surveillance window commences from the date of issue of the COC. Test reports submitted for the COC application do not exempt the product from having to undergo surveillance testing for the first window.
- g) In the case of COC holders who are sole proprietors, STL shall verify against the annual submission of ACRA records provided by the COC holder to ensure the business licence is renewed. In the event the licence is not renewed, the COC shall be suspended.

Sharing of surveillance tests between CBs for the same product

The surveillance test results from surveillance tests conducted by a CB shall not be used by another CB to fulfil the surveillance regime requirements for the same product. However, the same surveillance test results may be used by multiple CBs to fulfil the surveillance regime requirements for the same product, provided all of the following minimum requirements are complied with:

- a) The surveillance test is conducted within the surveillance window for all the COCs the test is intended to fulfil.
- b) The product manufacturer, composition, fire seal, design and fire rating are identical.
- c) Each of the CBs which had issued a COC for the product –

- i. are agreeable to the terms and methodology of the sampling, including the choice of sample and test laboratory, sampling location, sampling methodology; and
- ii. witness the sampling of the product and ensure the chain-of-custody when delivering the product to the test laboratory.

3.4 Serial labels and Declarations of Compliance (DOCs)

Issuance of serial labels and DOCs

- a) STL shall not issue serial labels or DOCs for products, in any of the following scenarios:
 - i. The product is without a valid COC.
 - ii. Labels are requested without the submission of documentary evidence of the location (including the exact address, including unit number where applicable) that the holder declares the product is or will be installed. Examples of such evidence may include a purchase or delivery order, or a contract showing the products are or will be supplied to a given location.
 - iii. Where the recipient is not the COC holder, or the local agent of a foreign COC holder.
- b) A DOC shall be issued for every project where the regulated fire safety product is installed, even if the threshold for site inspection stated in Table 11A of the Fire Code is not met.

Inspection for serial labels

When 2 or more serial labels has been issued in a surveillance year for a regulated fire safety product, STL shall carry out inspections as follows:

- a) verify that the correct serial label is affixed to each regulated fire safety product inspected, and that the product is installed at the location as declared by the COC holder
- b) subject to sub-para (c), where the regulated fire safety products in respect of which are installed in 2 or more buildings, STL must inspect at least one regulated fire safety product in each building, and
- c) where STL has issued in a surveillance year the number of labels specified in the first column of the table below, STL must complete inspecting at least the corresponding number of regulated fire safety products specified in the second column of that table, no later than 3 months after the expiry of the surveillance year.

First column	Second column
Number of serial labels issued in a surveillance year	Number of serial labels to be inspected
2 to 8	2
9 to 15	2
16 to 25	3
26 to 50	5
51 to 90	5
91 to 150	8
151 to 280	13
281 to 500	20
501 to 1,200	32
1,201 to 3,200	50
3,201 to 10,000	80
10,001 to 35,000	125
35,001 to 150,000	200
150,001 to 500,000	315
500,001 or more	500

3.5 Enforcing compliance on COC holders

- a) In the event that STL suspends a COC, and rectification is not completed within 3 months of the start date of the suspension, STL shall withdraw the COC.
- b) The surveillance window shall be determined from the issue date of the COC. Any rectification works done after the end of the surveillance window shall not affect the duration of subsequent surveillance windows.

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