

No: 10/ 2024

Date: 18 June 2024



---

# AIRPORT EMERGENCY SERVICE

---

## FIRE PREVENTION CIRCULAR

---

To All Staff and Airport Partners

### **ISOLATION OF FIRE ALARM SYSTEMS FOR NON-CAG BUILDING**

1. This circular serves to remind all non-CAG building management on the proper fire alarm isolation linked to AES Watchroom.
2. Building management whom wish to carry out any addition and alteration works; fire safety works or activities that could activate the fire alarm system within their premise should ensure proper isolation at the affected fire alarm panel in accordance to Annex A as attached.
3. Any fire alarm signal received and turnout by AES, due to non-compliance to Annex A could have an impact on the mitigation of actual emergencies. Actions will be taken against those responsible
4. For further clarifications, you may contact the Fire Prevention (FP) of the Airport Emergency Service at 6541 2535 or e-mail to: [fire.safety@changiairport.com](mailto:fire.safety@changiairport.com)

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

Danny Soh  
2SO, Fire Prevention Section  
Airport Emergency Service

**FSM Amendment Notice 02.2024**

**PART TWO: FIRE SAFETY MANAGEMENT OF NON-CAG OWNED / MANAGED PROPERTIES**

**Chapter 8 – General Fire Safety Duties and Responsibilities**

8.4.2 The owner of the building and FSM shall be responsible in maintaining the existing and the new fire alarm and protection systems should there be any, in proper working order after the renovations, alterations and/or additions made to the building. The owner of the buildings and FSM of non – CAG owned properties shall also adhere to the following procedures to prevent unnecessary false fire alarm activations on their premises.

**Procedures for non – CAG Building Management during Fire Alarm Maintenance and Fire Drills for Non-CAG Buildings.**

- a) Before fire alarm maintenance / fire drill:
  - i. Building management shall inform AES Watchroom at Tel: 65412525.
  - ii. Provide details of caller (*Name/ Caller's contact no./Name of company*)
  - iii. Name of affected Building to be tested along with duration of test (*e.g. Building XYZ from 1000 LT to 1400 LT*).
  
- b) After fire alarm maintenance / fire drill:
  - i. Building management shall immediately inform AES Watchroom upon completion of test.
  - ii. If no signal received by AES Watchroom, the operator would inform building management accordingly.

Note:

1) During fire alarm testing, building management shall monitor the fire alarm panel closely. Should there be a real alarm, building management is to call AES immediately.