

SPECIFIC REGISTRATION REQUIREMENTS
FOR
REGULATORY WORKHEADS (RW)

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WORKHEAD CLASSIFICATION AND DESCRIPTION

Workhead	Title	Description
RW01	Window Contractors	Installation and retrofitting of windows. Firms under this workhead are required to have at least 2 trained window installers with certificate of attendance on Safety of Windows issued by HDB.
RW02 (L2)	Lift Contractors	Installation, commissioning and maintenance of lifts. Firms under this workhead are required to employ either one relevant diploma holder with minimum three years relevant experience or one relevant degree holder.

REGISTRATION REQUIREMENTS**Table B1**

Workhead	Financial (Min Paid-Up Capital) (\$)	Management (see Table B2 for more details)	Track Record (past 3 years) (\$)
RW01	5,000*	2T	Not required
RW02 (L2)	50,000 **	1T with 3 years of relevant experience or 1P	Not required

Note:

* Applicants are required to submit the company's latest management accounts (not more than 12 months old).

T/P –Technical/Professional personnel with relevant qualifications (see table below for more details).

** Or such other financial grade as the Commissioner of Buildings may determine.

PERSONNEL QUALIFICATION & LICENCE**Table B2**

Workhead	Title	Personnel Qualifications and Licences
RW01	Window Contractors	“T” shall mean a Certificate of attendance in Safety of Windows issued by HDB.
RW02 (L2)	Lift Contractors	“T” shall mean a Technical qualification with a recognized diploma in Electrical/Electronics or Mechanical Engineering or Building Services or equivalent. “P” shall mean a Professional qualification with a recognized degree in Electrical/Electronics or Mechanical Engineering or Building Services or equivalent.

ADDITIONAL TERMS OF REGISTRATION

RW01 (WINDOW CONTRACTORS)

The **Building Control Regulations** stipulates that no window shall be installed or retrofitted except by an approved window contractor. In order to be approved, the window contractor must satisfy the criteria prescribed in **Section I - Criteria for Approval as an Approved Window Contractor**.

I CRITERIA FOR APPROVAL AS AN APPROVED WINDOW CONTRACTOR

To be approved as a window contractor carrying out installation and retrofitting of windows, the firm must have the following pre-requisites:

- (a) It must employ at least two window installers who have successfully completed a training course on 'Safety of Windows' conducted by HDB.
- (b) The window installer must have at least 12 months experience in carry out installation and retrofitting of windows in a locally registered firm as a pre-requisite to be eligible to attend the course on 'Safety of Windows'.
- (c) The contractor must be a firm or company registered with Accounting & Corporate Regulatory Authority (ACRA) either as a company (public or private), sole-proprietor or partnership.

II CRITERIA FOR REVOCATION OF REGISTRATION

BCA may revoke the registration of any approved window contractor who –

- (a) has not complied with any of the requirements prescribed by the Authority under Section I;
- (b) has been convicted of an offence which, in the opinion of BCA, renders the company or firm unfit to remain registered; or
- (c) is in the opinion of BCA, unable to effectively carry out its duties under the building control regulations as an approved contractor; or
- (d) has carried out works in such a manner that will endanger the safety of the public or affect the structural integrity of building; or
- (e) has not complied with the relevant statutory requirements/regulations as stipulated by the relevant statutory boards and authorities

Where BCA intends to revoke the registration of an approved window contractor, BCA shall notify the approved contractor and give that approved contractor the opportunity to be heard.

RW02 (LIFT CONTRACTORS)

The **Building Maintenance and Strata Management (Lift and Building Maintenance) Regulations** stipulates that a lift contractor must be registered with the Building and Construction Authority in order to carry out installation and maintenance of lifts. In order to be registered, the lift contractor must satisfy the criteria prescribed in **Section III - Criteria for Approval as an Approved Lift Contractor**.

III CRITERIA FOR APPROVAL AS AN APPROVED LIFT CONTRACTOR

To be approved as a lift contractor carrying out installation, commissioning and maintenance of lifts, the firm must employ either one diploma holder with at least 3 years of relevant experience or one degree holder.

IV CRITERIA FOR REVOCATION OF REGISTRATION

BCA may revoke the registration of any approved lift contractor who is in the opinion of BCA, unable to effectively carry out its duties under the building maintenance and strata management regulations as an approved lift contractor.

Where BCA intends to revoke the registration of an approved lift contractor, BCA shall notify the approved contractor and give that approved contractor the opportunity to be heard.