

Our Ref : BCA 056/1/1

1 March 2018

TO ALL INTERESTED COMPANIES/FIRMS OF BCA'S CONTRACTORS REGISTRY

Dear Sir/Mdm

TRAINING COURSE ON 'SAFETY OF WINDOWS'

The Building and Construction Authority (BCA) has put in place legislative measures in October 2004 on the installation and retrofitting requirements for windows. **(Please see Annex A)**. These measures are necessary to ensure that installed windows do not pose a danger to public safety.

2 One of the legislative requirements states that only approved window contractors registered with BCA's Contractors Registry System (CRS) are allowed to carry out installation and retrofitting of windows. An approved window contractor must also have at least 2 trained installers in its set-up to qualify for registration.

3 To become a trained window installer, a person must attend a training course on 'Safety of Windows' conducted by HDB (BCA's authorized training agent). To register for the course, the applicant must have at least **12 months of practical experience** in the installation and retrofitting of windows.

4 We have scheduled a number of sessions of the 'Safety of Windows' course and the details of the course are shown in **Annex C**. To apply, please submit the form **Annex D** for enrollment and the training fee of \$200 per participant (including GST). The training venue is at HDB's Centre of Building Research (CBR) at 10 Woodlands Ave 8. **(Please see Map in Annex B)**.

5 For your information, the details on the application procedures and requirements for the CRS regulatory workhead RW01 – Window Contractors are also published on BCA's website at the following web page: www.bca.gov.sg/Professionals/Procurement/procurement.html. The processing fee for the registration is \$552 (including GST). BCA may adjust the processing fees without giving any prior notice.

6 For any inquiry or clarification please contact me at 6804 4319 (or e-mail: lee_koon_peng@bca.gov.sg).

Yours faithfully

LEE KOON PENG
SENIOR ASSOCIATE ENGINEER
ENFORCEMENT AND STRUCTURAL INSPECTION DEPARTMENT
for CHIEF EXECUTIVE OFFICER
BUILDING AND CONSTRUCTION AUTHORITY

ANNEX A

KEY LEGISLATIVE REQUIREMENTS FOR WINDOWS

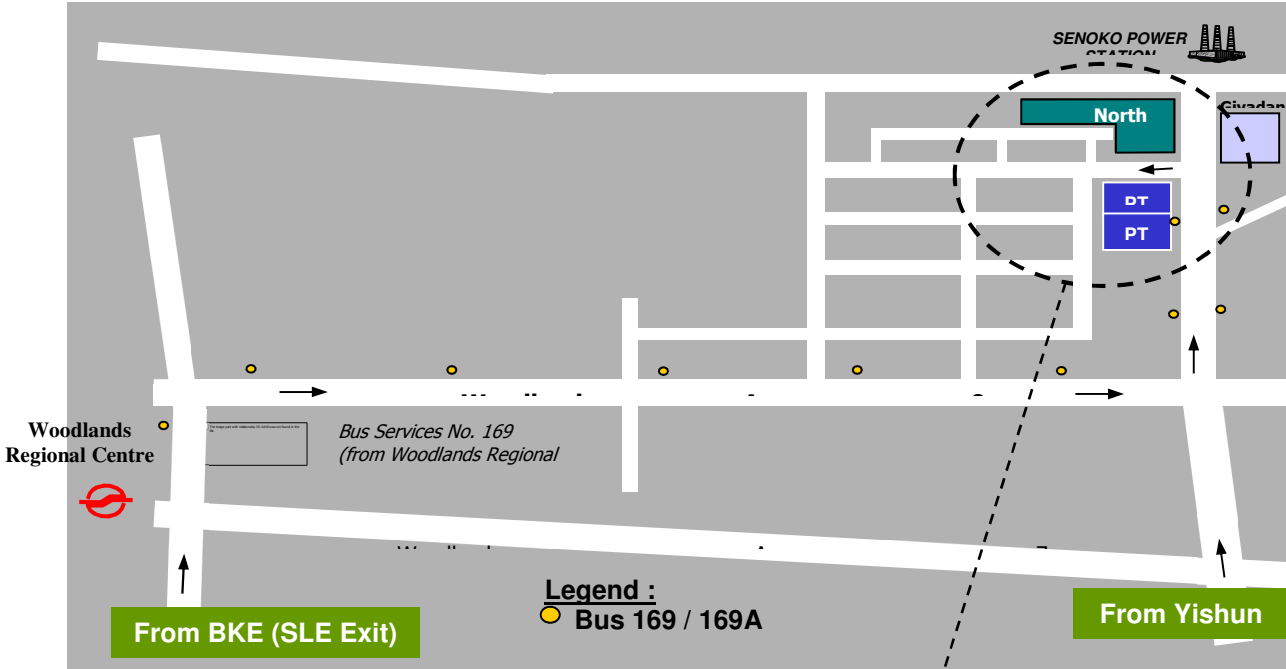
- a. Minimum performance standard of windows. It is stipulated in the Building Control Regulations that the design and installation of windows shall at least meet SPRING Singapore's SS 212, which specifies the technical requirements of aluminium alloy windows commonly installed in Singapore.
 - b. One-off retrofitting exercise. There is a requirement for casement windows fitted with aluminium rivets to be retrofitted with stainless steel rivets. The retrofitting of casement windows applies to residential buildings only (excluding bungalows, semi-detached/terrace/linked houses).
 - e. "Approved contractors". The installation and retrofitting of windows must be carried out by an approved contractor registered with the BCA Contractors Registry under the Regulation Workhead (RW01 – Window Contractors). The approved contractor must be a registered company with at least 2 trained window installers in the firm as a pre-requisite for registration. These conditions are imposed to ensure that only trained personnel with experience in installation and retrofitting of windows are allowed to carry out the works. Only contractors registered under the workhead of RW01 can carry out installation and retrofitting of windows for private and public projects. The details on the registration requirements are posted on our BCA website under the "Contractors Registry" at www.bca.gov.sg
- 4 Retrofitting report. After the casement windows have been retrofitted, the approved window contractor and trained installer must sign on the retrofitting report and hand it over to the owner.

TRAINING VENUE

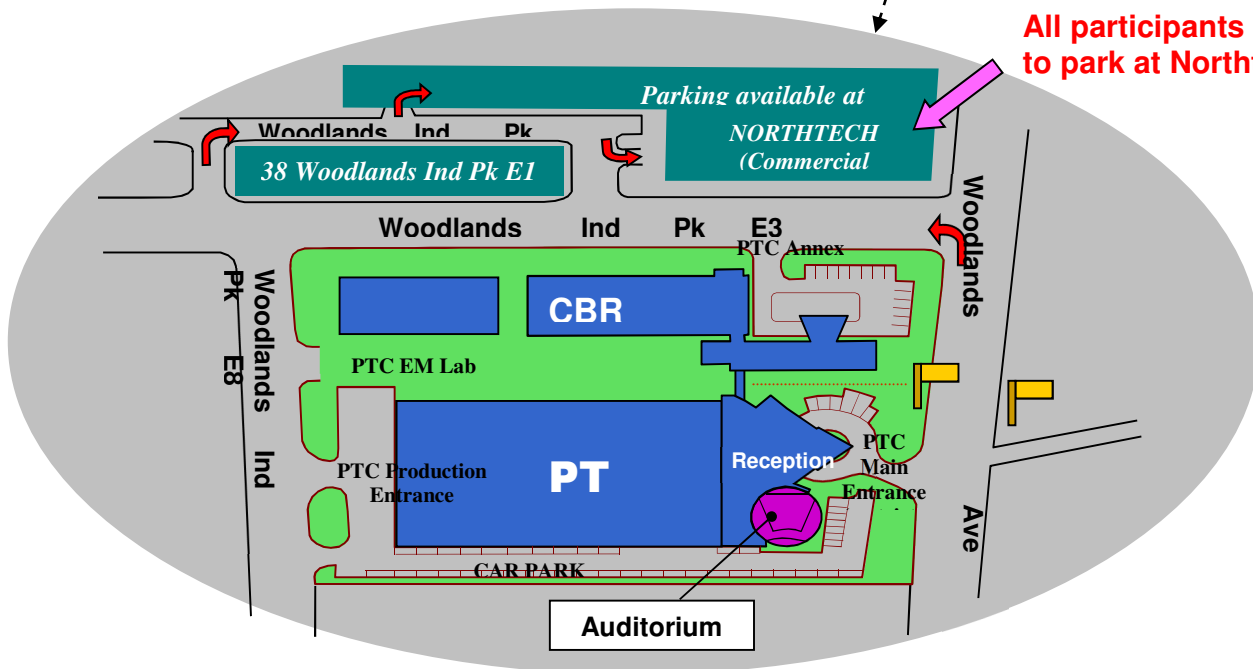
HDB Centre of Building Research



CBR
No.10 Woodlands Ave 8
Singapore 738973



All participants are advised to park at Northtech



**TRAINING COURSE
ON
SAFETY OF WINDOWS**

Venue : Housing & Development Board
Centre of Building Research
10 Woodlands Ave 8
Singapore 738973

Available Dates & Time : Please select available slots in the enrolment form

WHAT IS THIS TRAINING COURSE ABOUT?

With effect from 1 October 2004, only window contractors that are registered with BCA's Contractors Registry under the regulatory workhead RW01 – Window Contractors are allowed to carry out installation and retrofitting of windows in buildings.

One of the pre-requisites for firms to register under the RW01 is that they must have at least 2 trained window installers in their firms. These trained window installers must undergo a training course on 'Safety of Windows' and obtain a certificate of attendance issued by HDB. Only persons with **at least 12 months of practical experience in the installation of windows** are eligible to attend the training course on 'Safety of Windows'.

The training course will cover statutory requirements on the design, installation and retrofitting of windows. Participants for the training course will be expected to understand and communicate in simple English Language (able to read and write). At the end of the course, there will be a written test and a skill verification test to verify that each installer has the required knowledge and skills in window installation.

WHO SHOULD ATTEND THIS TRAINING COURSE?

All window contractors that carry out design, installation and retrofitting of windows in buildings.

FEES

Training fee per participant - \$ 200 (inclusive of GST, training materials & refreshment)

ANNEX C**TRAINING PROGRAMME**

Afternoon Session	Programme
12.00 nn to 12.30 pm	Registration of trainees.
12.30 pm to 12.45 pm	Briefing by BCA on statutory requirements and registration procedures for RW01 workhead.
12.45 pm to 1.00 pm	Briefing by HDB on minimum safety requirements for windows installed in HDB flats.
1.00 pm to 1.15 pm	Briefing by HDB on requirements in carrying out window works in HDB flats
1.15 pm to 1.30 pm	Briefing by HDB on Retrofitting & Maintenance of Windows.
1.30 pm to 1.45 pm	Q&A
1.45 pm to 2.00 pm	Video
2.00 pm to 2.10 pm	Briefing on Skill-Verification Test.
2.10 pm to 2.35 pm	Written Test
2.35 pm to 3.00 pm	BREAK
3.00 pm to 6.00 pm	Skill-verification test.

ENROLMENT FORM**TRAINING COURSE ON SAFETY OF WINDOWS**

To : Building and Construction Authority
52 Jurong Gateway Road
#10-01
Singapore 608550

Attn : Mr. Lee Koon Peng

We wish to attend the training course and have indicated the preferred slots for your confirmation.

Available Dates	Time	Preferred Slots (please tick)	Deadline for Enrolment and Payment
26 April 2018	12.30 pm – 6.00 pm	closed	20 April 2018
28 June 2018	12.30 pm – 6.00 pm		22 June 2018
30 August 2018	12.30 pm – 6.00 pm		24 August 2018
25 October 2018	12.30 pm – 6.00 pm		19 October 2018
24 January 2019	12.30 pm – 6.00 pm		18 January 2019

Notes –

- a. **Acceptance of enrolment upon full payment made.**
- b. **Class size = 40 participants/session.**
- c. **Should the class size exceed 40 participants, the participants will automatically be placed on the next available training session.**
- d. **ENTRY REQUIREMENTS**
 - Participants must be able to understand and communicate (able to read and write) in English Language.
 - Participants must have at least **12 months of practical experience** in the installation of windows.
- e. **LANGUAGE OF INSTRUCTION**
 - English

Our particulars below:

Company Name															
Address		Tel	6												
		Fax	6												
HDB Renovation Licence No.	HB			-								Email			
ACRA Registration Number															
Contact Person															

I hereby declared that the window installer(s) to be trained has/have **at least 12 months of practical experience in the installation of windows** and the particulars of the window installer(s) provided are correct.

Name and Designation of authorised signatory

Signature

Company's Stamp

At the end of the course, the participant(s) will be required to attend and pass both written test and skill verification test on installation of windows.

Particulars of window installers to be trained:

Names of window installers	NRIC No / Passport No / Work Permit No (FIN No)	Residence Address (in Singapore)	Tel / HP	Years of experiences (please indicate which firms you have worked with from past till present)

Note: Please fill the information legible

* Companies or firms are responsible to ensure that the particulars of personnel to be trained are correct.

ENROLMENT AND PAYMENT

Enrolment will be on a first-come-first-served basis. Payment of fee is necessary at the point of enrolment. All cheques should be crossed and made payable to “**Building and Construction Authority**” and mailed to 52 Jurong Gateway Road #11-01 Singapore 608550 Attn: Ms Ang Mui Kim. The title of the course and names of participants should be indicated clearly on the back of the cheque(s). Photocopies of enrolment forms are acceptable.

<u>Administrative Details</u>	<u>Time frame of Notices received by BCA</u>	<u>Remarks</u>
Notice of Replacement	Request must be made at least 2 working days before course starts.	No admin charges
	Less than 2 working days before course starts.	No replacement
Notice of Withdrawal	2 weeks or more before course starts.	90% refund of course fee
	Less than 2 weeks but more than 3 working days before course starts.	75% refund of course fee
	3 working days or less before course starts.	No refund of course fee
Deferment	2 weeks or more before course starts.	10% course fee chargeable
	Less than 2 weeks but more than 3 working days before course starts.	25% course fee chargeable
	3 working days or less before course starts.	No deferment
Pass/Fail test / absent		No refund of course fee

CANCELLATION

BCA reserves the right to cancel the training without prior notice due to unforeseen circumstances. If a particular session is cancelled, the trainees will automatically be placed on the next available training session.

