

RW SRR – 25 July 2016

SPECIFIC REGISTRATION REQUIREMENTS FOR REGULATORY WORKHEAD (RW)

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	Lift Contractors	(i) Installation, commissioning, examination, inspection and testing of lifts (ii) 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.
RW03	Escalator Contractors	(i) Installation, commissioning, examination, inspection and testing of escalators (ii) Maintenance of escalators Firms under this workhead are required to employ either one relevant diploma holder with minimum three years relevant experience or one relevant degree holder.

Table B1 – REGISTRATION REQUIREMENTS

Workhead	Financial (Minimum Paid-Up Capital)	Track Record (past 3 years)	Personnel (Note 3)
RW01	\$5,000 (Note 1)	Not required	2T
RW02	\$50,000 (Notes 1 & 2)	Not required	1T with 3 years of relevant experience or 1P
RW03	\$50,000 (Notes 1 & 2)	Not required	1T with 3 years of relevant experience or 1P

Note:

- 1) Applicants are required to submit the company's latest management accounts (not more than 12 months old).
- 2) The Commissioner of Buildings may require such financial grade should he so determine at his sole discretion.
- 3) T/P –Technical/Professional personnel with relevant qualifications (see Table B2 for more details).

Table B2 – PERSONNEL QUALIFICATION & LICENCE

Workhead	Title	Description and Personnel Qualifications
RW01	Window Contractors	"T" shall mean a Certificate of attendance in Safety of Windows issued by HDB.
RW02	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.
RW03	Escalator 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 2003** stipulate 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 applicant 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, with prior written notice to a window contractor, censure a window contractor, suspend or revoke the registration of any window contractor in the following circumstances:

- (a) the contractor has not complied with any of the requirements prescribed by BCA under Section I;
- (b) the contractor, a director, partner or employee of the contractor has been convicted of an offence which, in the opinion of BCA, renders the company or firm unfit to remain registered; or
- (c) the contractor is in the opinion of the Commissioner of Building Control, unable to effectively carry out its duties under the Building Control Regulations 2003 as an approved contractor; or
- (d) the contractor 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) the contractor has not complied with the relevant statutory requirements/regulations as stipulated by the relevant statutory boards and authorities; or
- (f) it is in the interest of public safety to do so.

Where BCA intends to censure a contractor, suspend or 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, Escalator and Building Maintenance) Regulations 2016** stipulate that a lift contractor must be registered with the Building and Construction Authority prior to carrying out (1) installation, commissioning, examination, inspection and testing of lifts and (2) maintenance of lifts. In order to be registered, the lift contractor must satisfy the criteria prescribed in **Section I - Criteria for Approval as an Approved Lift Contractor**.

I CRITERIA FOR APPROVAL AS AN APPROVED LIFT CONTRACTOR

To be approved as a lift contractor, the applicant must have the following pre-requisites:

- (a) It must employ at least one diploma holder who has successfully completed a recognized diploma in Electrical/Electronics or Mechanical Engineering or Building Services or equivalent with at least 3 years of relevant experience or a degree holder who has successfully completed a recognized degree in Electrical/Electronics or Mechanical Engineering or Building Services or equivalent.
- (b) 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 CENSURE, SUSPENSION OR REVOCATION OF REGISTRATION

BCA may, with prior written notice to a lift contractor, censure a lift contractor, suspend or revoke the registration of any lift contractor in the following circumstances:

- (a) the contractor has not complied with any of the requirements prescribed by BCA under Section II;
- (b) the contractor, a director, partner or employee of the contractor has been convicted of an offence which, in the opinion of BCA, renders the company or firm unfit to remain registered;
- (c) the contractor is, in the opinion of the Commissioner of Buildings, unable to effectively carry out its duties or carry out its duties with reasonable diligence, under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations;
- (d) the contractor has carried out works in such a manner that will endanger the safety of the public or affect the structural integrity of building;
- (e) the contractor has not complied with the relevant statutory requirements/regulations as stipulated by relevant statutory boards and authorities; or
- (f) it is in the interest of public safety to do so.

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

RW03 (ESCALATOR CONTRACTORS)

The **Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016** stipulate that an escalator contractor must be registered with the Building and Construction Authority prior to carrying out (1) installation, commissioning, examination, inspection and testing of escalators and (2) maintenance of escalators. In order to be registered, the escalator contractor must satisfy the criteria prescribed in **Section I - Criteria for Approval as an Approved Escalator Contractor**.

I CRITERIA FOR APPROVAL AS AN APPROVED ESCALATOR CONTRACTOR

To be approved as an escalator contractor, the applicant must have the following pre-requisites:

- (a) It must employ at least one diploma holder who has successfully completed a recognized diploma in Electrical/Electronics or Mechanical Engineering or Building Services or equivalent with at least 3 years of relevant experience or a degree holder who has successfully completed a recognized degree in Electrical/Electronics or Mechanical Engineering or Building Services or equivalent.
- (b) 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 CENSURE, SUSPENSION OR REVOCATION OF REGISTRATION

BCA may, with prior written notice to an escalator contractor, censure an escalator contractor, suspend or revoke the registration of any escalator contractor in the following circumstances:

- (a) the contractor has not complied with any of the requirements prescribed by BCA under Section II;
- (b) the contractor, a director, partner or employee of the contractor has been convicted of an offence which, in the opinion of BCA, renders the company or firm unfit to remain registered;
- (c) the contractor is, in the opinion of the Commissioner of Buildings, unable to effectively carry out its duties or carry out its duties with reasonable diligence, under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations;
- (d) the contractor has carried out works in such a manner that will endanger the safety of the public or affect the structural integrity of building;
- (e) the contractor has not complied with the relevant statutory requirements/regulations as stipulated by relevant statutory boards and authorities; or
- (f) it is in the interest of public safety to do so.

Where BCA intends to censure a contractor, suspend or revoke the registration of an approved escalator contractor, BCA shall notify the approved contractor and give that approved contractor the opportunity to be heard.