

RW SRR – Dec 2022

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. |
| RW02A | Lift Installation Contractor | Fixed installation works for lifts |
| RW02B | Lift Maintenance Contractor | Maintenance, inspection and/or testing of lifts or any combination of these activities |
| RW03A | Escalator Installation Contractor | Fixed installation works for escalators |
| RW03B | Escalator Maintenance Contractor | Maintenance, inspection and/or testing of escalators or any combination of these activities |
| RW04A | Mechanised Car Parking Systems Installation Contractor | Fixed installation works for mechanised car parking systems |
| RW04B | Mechanised Car Parking Systems Maintenance Contractor | Maintenance, inspection and/or testing of mechanised car parking systems or any combination of these activities |

Table B1 – REGISTRATION REQUIREMENTS

| Workhead | Financial (Minimum Paid-Up Capital) | Track Record (past 3 years) | Personnel (Note 2) |
|--|---|--------------------------------|-----------------------|
| RW01 | \$5,000 (Note 1) | Not required | 2T |
| RW02A RW02B RW03A RW03B RW04A RW04B | Please click here to view the details | | |

Note:

- 1) Applicants are required to submit the company's latest management accounts (not more than 12 months old).
- 2) 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. |

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.