

## REGISTRATION REQUIREMENTS FOR FACILITIES MANAGEMENT REGISTRY

Workhead	Title	Description
FM01	Facilities Management	<p>Provision of Integrated Facilities Management (IFM) and/or Managing Agent (MA) services.</p> <p>IFM refers to the provision of at least two distinct Facilities Management (FM) Services for completed buildings or properties in one contract. The FM Services can be delivered by the Facilities Management Companies (FMCs)/ MAs directly or outsourced and centrally managed by FMCs/MAs. Any outsourcing or subcontracting should be supported with documentary proof of subcontracting arrangements. FM Services include:</p> <ul style="list-style-type: none"> <li>i) Building maintenance services</li> <li>ii) Mechanical and electrical maintenance services</li> <li>iii) Security services</li> <li>iv) Cleaning services</li> <li>v) Landscaping services</li> <li>vi) Pest Control services.</li> </ul>
FM02	Housekeeping, Cleansing, Desilting & Conservancy Services	Cleaning and housekeeping services for offices, buildings, compounds, industrial and commercial complexes, desilting and cleansing of drains.
FM03	Landscaping	Provision of regular landscaping maintenance works related to grass, turf, trees, plants, and greenery-related infrastructure (e.g. irrigation systems, vertical greenery systems, water features).
FM04	Pest Control	Extermination and control of pests in buildings and complexes.

**TABLE B1: REGISTRATION REQUIREMENTS FOR FM01**

Grade	Financial (Notes 1-2)	Track Record (over past 5 years) (Notes 3-5)	Personnel (Note 6)	Management & Development (Notes 8-9)
M1	\$2m	\$40m comprising: - \$20m MC - \$4m SP	Minimally 3P, comprising: - 1 with FM - 1 MEC	BizSAFE Star / ISO45001  FMC Accreditation (Certified Tier)
M2	\$1.5m	\$20m comprising: - \$10m MC - \$2m SP	Minimally 2P, comprising: - 1 with FM - 1 MEC	
M3	\$500,000	\$5m comprising: - \$500,000 SP	Minimally 1P with FM + 1T; or  Minimally 3T comprising: - 2 with FM	BizSAFE Level 3 / ISO45001
M4	\$50,000	\$100,000	Minimally 1P with FM; or  Minimally 2T comprising: - 1 with FM	

m stands for million

**TABLE B2: REGISTRATION REQUIREMENTS FOR FM02, FM03 AND FM04**

Grade	Financial (Note 1)	Track Record (over past 3 years) (Note 3)	Personnel (for FM02 and FM03 only) (Note 7)	Management & Development (Note 8)	Additional Requirements (Note 10)
L6	\$1.5m	\$30m comprising: - \$7.5m PS - \$3m MC - \$3m SP	Minimally 2T	BizSAFE Level 3 / ISO45001	For FM04 only Vector Control Operator Certificate issued by NEA
L5	\$500,000	\$10m comprising: - \$1m SP	Minimally 2T		
L4	\$250,000	\$5m	Minimally 1T		
L3	\$150,000	\$3m	Minimally 1T		
L2	\$50,000	\$1m	Minimally 1T		
L1	\$10,000	\$100,000 (FM03 only)	Minimally 1T	-	

m stands for million

**Notes for Table B1 and B2**Financial

1. Both minimum paid-up capital and minimum net worth must meet the financial requirements.
  - a. For FM01, M1 and M2 firms are required to submit the latest audited accounts (not more than 12 months old). M3 and M4 firms can submit the latest management accounts (not more than 12 months old) instead.
  - b. For FM02 – FM04, All L2-L6 firms are required to submit the latest audited accounts (not more than 12 months old). L1 firms can submit the latest management accounts (not more than 12 months old) instead.
  - c. For applicant that submit consolidated accounts, the applicant's paid-up capital and net worth, and not the Group's, shall be considered when assessing if the applicant meets the financial requirements. If there is any qualified, adverse, or disclaimer opinion issued by the auditor in the audited accounts, BCA may register the applicant at a different grade from what was applied for.
2. FM01 M1 firms are required to submit audited accounts **annually** to demonstrate that financial requirements have been met, to retain the M1 grade. Audited accounts shall not be more than four months old from the accounts closing date for SGX-listed firms, and not more than six months old for non-SGX listed firms.

Track Record

3. The types of track records are defined as follows:
  - a. PS - total value of project(s) executed in Singapore
  - b. MC - total value of main contract(s) (nominated sub-contracts may be included)
  - c. SP - value of a single main contract or sub-contract.
4. For FM01, all track records must be completed in the past five years. Ongoing contracts are acceptable for renewal and M4 grade only. For FM02 – 04, completed projects in the past three years for all cases. Ongoing projects are acceptable for renewal and L1.
5. For FM01, please note that:
  - a. Addition & Alteration (A&A) or ad-hoc repairs and retrofitting works will not be accepted as track records for FM01 registration.
  - b. A contract that only consists of building-related maintenance or repair works such as re-painting works or repair of spalling concrete within the property is considered one distinct FM service.
  - c. A contract that only consist of ME-related maintenance or repair works such as Mechanical, Electrical, Air-Conditioning and Mechanical Ventilation (ACMV) maintenance or repair works within the property is considered one distinct FM service.
  - d. Firm must have performed at least 1 IFM work to qualify for M1 registration, i.e. a firm will not be accepted at M1 grade if it only submits MA-related track records.
  - e. The minimum contract period for each contract must be not less than 12 months.
  - f. BCA reserves the final decision on the definition of IFM and FM Service to be used in FM Registry application, and the acceptance of track records.

Personnel

6. For FM01, the types of personnel are defined as follows:
  - a. P – Professional. P refers to personnel with either of the following:
    - i. A degree in Facilities Management, Civil/Structural, Mechanical/Electrical/Electronics Engineering, Architecture, Building or equivalent, approved by BCA; or
    - ii. Accreditation in Tier 1 to Tier 3 of any [Built Environment accreditation schemes](#).
  - b. P with FM – Professional specialised in FM. P with FM refers to personnel with either of the following:
    - i. A degree in Facilities Management
    - ii. Accreditation in Tier 1 to Tier 3 of Facilities Management Accreditation Scheme by Singapore International Facility Management Association (SIFMA).
  - c. T – Technician. T refers to personnel with any of the following:
    - i. A diploma in Facilities Management, Civil/Structural, Mechanical/Electrical/Electronics Engineering, Architecture, Building, approved by BCA; or
    - ii. Advanced National Building Qualification (NBQ)/Specialist Diploma in M&E Coordination; or
    - iii. Accreditation in Tier 4 of any [Built Environment accreditation schemes](#).

- d. T with FM – Technician specialised in FM. T with FM refers to personnel with any of the following:
    - i. A diploma in Facilities Management
    - ii. Accreditation in Tier 4 of Facilities Management Accreditation Scheme by SIFMA.
  - e. MEC refers to full-time personnel with any of the following qualifications:
    - i. BCA Academy: Advanced National Building Qualification in (i) Supervision & Coordination in M&E Works; (ii) Green Building Operations & Maintenance; (iii) Certificate or Specialist Diploma in M&E Coordination; (iv) Dip in Mechanical Engineering (Green Building Technology); or
    - ii. Ngee Ann Polytechnic: Diploma in (i) Building Services Engineering; (ii) Technology (Building Services); (iii) Technology (Building Services & Fire Safety); (iv) Engineering (Building Services & Fire Safety); or
    - iii. Temasek Polytechnic: Diploma in (i) Green Building & Sustainability; (ii) Intelligent Building Technology; or
    - iv. Accreditation in any tier of the Facilities Management Accreditation Scheme by SIFMA.
7. For FM02 and FM03, T refers to personnel with a Certificate in Facilities Maintenance Supervision, landscape, horticulture, or arboriculture certificates or equivalent.

#### Management and Development

8. More details of certifications are as follows:
- a. BizSAFE Level 3 is issued by Workplace Safety and Health Council (WSHC). For more details, please refer to: <https://www.tal.sg/wshc/programmes/bizsafe/about-bizsafe>.
9. FM01 M1 & M2 firms are required to have FMC Accreditation minimally at the Certified Tier, under the FMC Accreditation Scheme by SIFMA. More details of the scheme can be found at this link: <https://www.sifma.org.sg/accreditation/certified-facilities-management-company-cfmc/>.

#### Additional Requirements

10. For FM04, more information about the Vector Control Operator Certificate issued by NEA at this link: <https://www.nea.gov.sg/our-services/pest-control/vector-control-operator>.

#### Others

11. For the tendering limits, please refer to [www1.bca.gov.sg/procurement/pre-tender-stage/contractors-registration-system-crs/crs-tendering-limits](http://www1.bca.gov.sg/procurement/pre-tender-stage/contractors-registration-system-crs/crs-tendering-limits).