

Our Ref. : BCA BC 056/1/1

10 July 2019

Building Resilience Group  
Enforcement & Structural Inspection Department

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Email : [bca\\_windows@bca.gov.sg](mailto:bca_windows@bca.gov.sg)

To: All Approved Window Contractors

Dear Sir/Madam

### ENHANCED SAFETY OF WINDOWS TRAINING COURSE

We refer to the "Safety of Windows" course currently being conducted at HDB's Centre of Building Research (CBR) at 10 Woodlands Ave 8.

2. We would like to inform you that with effect from 1 November 2019, the current "Safety of Windows" course will be discontinued at HDB's Centre of Building Research (CBR). In its place, BCA will be introducing a new "Safety of Windows" course which will be conducted at a BCA Approved Training and Testing Centre ("ATTC"). Details of the new course will be provided at a later date.

3. In the meantime, there will be still 3 runs of the current 'Safety of Windows' course being conducted at HDB's Centre of Building Research CBR on 14 August, 18 September and 24 October 2019. The application form can be downloaded from our website: [http://www.bca.gov.sg/Windows/others/training\\_course.pdf](http://www.bca.gov.sg/Windows/others/training_course.pdf).

4. If you have any query, please contact Mr Wong Fook Yong at 62489915 or email: [WONG\\_Fook\\_Yong@bca.gov.sg](mailto:WONG_Fook_Yong@bca.gov.sg).

Yours sincerely



TAY AH CHING  
DEPUTY DIRECTOR  
ENFORCEMENT & STRUCTURAL INSPECTION DEPARTMENT  
BUILDING AND CONSTRUCTION AUTHORITY

Our Ref : BCA 056/1/1

10 July 2019

**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), and is required to pass both written test and skill verification test on installation of windows. 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 this year, and the details of the 1<sup>st</sup> run 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)**. We like to inform that we are currently reviewing the syllabus of the course, and the details of the new course will be published in due course.

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](http://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  
PRINCIPAL ASSOCIATE ENGINEER  
ENFORCEMENT AND STRUCTURAL INSPECTION DEPARTMENT  
for CHIEF EXECUTIVE OFFICER  
BUILDING AND CONSTRUCTION AUTHORITY

## ANNEX A

### KEY LEGISLATIVE REQUIREMENTS FOR WINDOWS

1. 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.
2. 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).
3. "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](http://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.

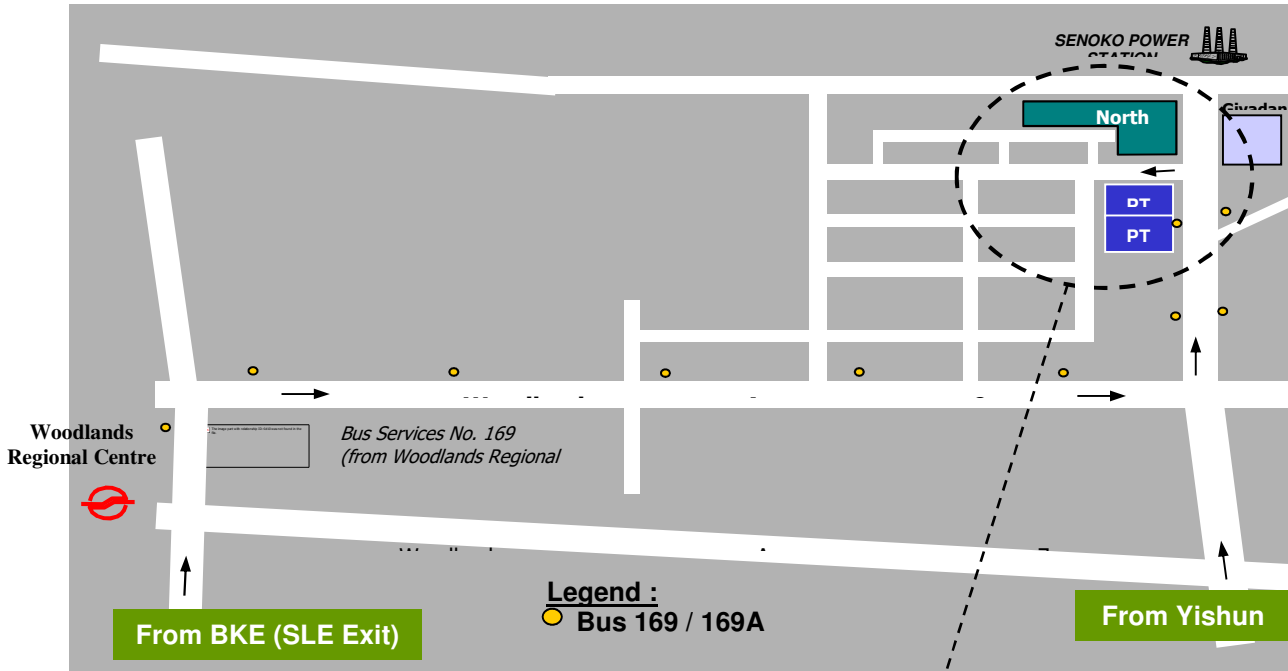
TRAINING VENUE

ANNEX B

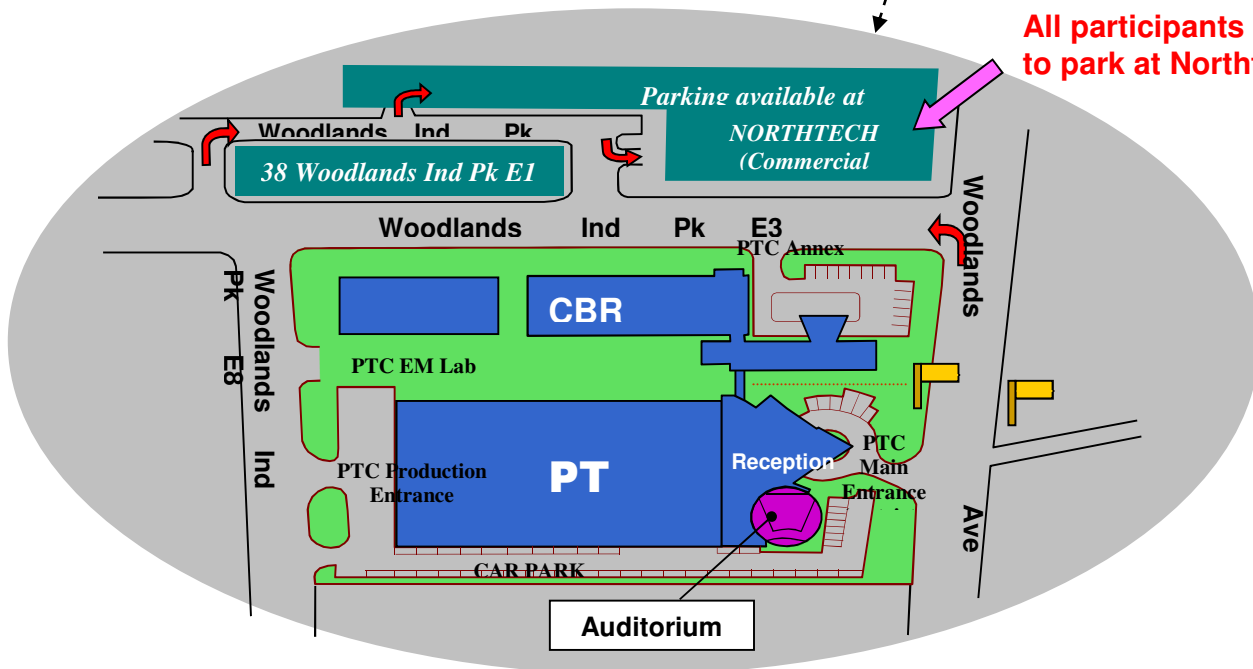
***HDB Centre of Building Research***



**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**

<b>Afternoon Session</b>	<b>Programme</b>
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 are reviewing the syllabus of the course, and more details and fee of the new course will be published in due course.**

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
<del>29 May 2019</del>	12.30 pm – 6.00 pm	<del>closed</del>	<del>24 May 2019</del>
<del>3 July 2019</del>	12.30 pm – 6.00 pm	<del>closed</del>	<del>28 June 2019</del>
14 August 2019	12.30 pm – 6.00 pm		<b>8 August 2019</b>
18 September 2019	12.30 pm – 6.00 pm		<b>13 September 2019</b>
24 October 2019	12.30 pm – 6.00 pm		<b>18 October 2019</b>

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
- f. The participant(s) will be required to **pass both written test and skill verification test** on installation of windows.

Our particulars below:

Company Name											
Address		Tel	6								
		Fax	6								
HDB Renovation Licence No.	HB			-							
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

**Particulars of window installers to be trained:**

Names of window installers	NRIC No / Passport No / Work Permit No ( <b>FIN No</b> )	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.



**TRACK RECORDS FOR THE CANDIDATE (Please use new sheet for different candidate)**

**Name of Candidate** : \_\_\_\_\_

**NRIC/FIN Number** : \_\_\_\_\_ (Please provide a copy of the identification card)

s/n	List of the projects for the <b>12-months</b> practical experience in the installation of windows.	Project duration for <b>windows works</b> (commencement date and end date)	Supervising Trained Window Installer (“TWI”)			
			Name of Builder / Approved Window Contractor	Name of Supervising TWI	Certificate No.	I hereby declared that the windows installed by the participant was under my supervision and guidance. (Signature of TWI)

I hereby certify that the information of the above candidate is correct and the TWI is employed by an Approved Window Contractor or a licensed builder.

\_\_\_\_\_  
Employer (Name and Designation of authorised signatory)

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date