

## FREQUENTLY ASKED QUESTIONS ON REGISTRATION FOR FIXED INSTALLATION CONTRACTORS UNDER BUILDING CONTROL (REGULATING FIXED INSTALLATION CONTRACTORS) REGULATIONS ("Regulations")

### 1. What does "fixed Installation" refer to?

Fixed installation means any of the following machine-powered installations:

- (a) an escalator;
- (b) a lift;
- (c) a mechanised car parking system ("MCPS"),

and includes any supporting structure, machinery, equipment, apparatus and enclosure used or designed for use for operating a fixed installation.

### 2. Where can I find more information on the Building Control (Regulating Fixed Installation Contractors) Regulations, Exemption Order and Registration Conditions?

You may wish to visit the following links for more information regarding:

- Building Control (Regulating Fixed Installation Contractors)  
<https://sso.agc.gov.sg//SL-Supp/S946-2022/Published/20221208?DocDate=20221208>
- Regulations & Exemption Order  
[Building Control \(Fixed Installation Contractors — Exemption\) Order 2022 - Singapore Statutes Online \(agc.gov.sg\)](https://www.agc.gov.sg/legislation/building-control-fixed-installation-contractors-exemption-order-2022)
- Conditions of Registration  
<https://www1.bca.gov.sg/regulatory-info/lifts-escalators/lifts-and-escalators-legislation>

### 3. What are the classes of registrable activities?

<b>Registrable Activities</b>	<b>Corresponding Regulatory Workhead under eBACS</b>
1. Carrying out fixed installation works for lifts	<b>RW02A</b>
2. Maintenance, inspection and/or testing of lifts* or any combination of these activities	<b>RW02B</b>
3. Carrying out fixed installation works for escalators	<b>RW03A</b>
4. Maintenance, inspection and/or testing of escalators or any combination of these activities	<b>RW03B</b>
5. Carrying out fixed installation works for mechanised car parking systems	<b>RW04A</b>
6. Maintenance, inspection and/or testing of mechanised car parking systems or any combination of these activities	<b>RW04B</b>

*\* Registrants performing this class of registrable activity are required to comply with different conditions of registration, depending on the type of lifts the Registrants maintain, inspect and/or test.*

#### 4. What are the registration requirements for respective registrable activities?

Registered Workheads		Requirement for Technical Person(s) <sup>1</sup>	Minimum work experience	Other registration requirements
RW02A		3 persons ( <i>P</i> <sup>2</sup> or <i>T</i> <sup>3</sup> )	<i>P</i> – 5 years <i>T</i> – 8 years	<ul style="list-style-type: none"> <li>• Has a minimum paid-up capital of SGD 50,000</li> <li>• Payment of application fee</li> <li>• Progressive Wage Plan that meets the requirements under section 29Q(3) of the Building Control Act 1989 ("<b>Act</b>")</li> </ul>
RW03A				
RW04A		1 person ( <i>P</i> or <i>T</i> )	<i>P</i> – 0 years <i>T</i> – 3 years	
RW04B				
RW02B	Maintenance of all types of lifts	3 persons ( <i>P</i> or <i>T</i> )	<i>P</i> – 5 years <i>T</i> – 8 years	
	Maintenance of lifts with a rated speed of less than 5 meters per second	2 persons ( <i>P</i> or <i>T</i> )	<i>P</i> – 3 years <i>T</i> – 5 years	
	Maintenance of home lifts in residential units	1 person ( <i>P</i> or <i>T</i> )	<i>P</i> – 0 years <i>T</i> – 3 years	
RW03B		2 persons ( <i>P</i> or <i>T</i> )	<i>P</i> – 3 years <i>T</i> – 5 years	

<sup>1</sup> Technical Persons are persons who have a minimum number of years' relevant work experiences (as prescribed under column min work experience) for the respective registrable activities.

<sup>2</sup> A professional qualification with a recognised degree in Electrical/Electronics or Mechanical engineering or equivalent (hereinafter referred to as "**P**");

<sup>3</sup> A technical qualification with a recognised diploma in Electrical/Electronics or Mechanical Engineering or equivalent (hereinafter referred to as "**T**").

#### 5. Can the Technical Person be a freelancer or part-time employee?

The Technical Person must be employed on a full-time basis in Singapore by a Registrant for the entire validity period of registration. This excludes freelancers or part-time employees.

**6. Can the same technical person satisfy the technical person requirements for different registrable activities?**

A Registrant carrying out more than one class of registrable activity may satisfy the Technical Person Requirements for the different registered activities with the same group of employed technical persons. *For example, a Registrant who employs 3 persons (P or T) satisfies the Technical Person Requirement for registered activities under RW02B (maintenance of all types of lifts), RW02A and RW03A.*

**7. What should the Registrant do if there are any changes to the particulars and the employment status of the Technical Persons?**

Should there be any changes to the particulars of the Technical Persons employed by the Registrant, the Registrant is required to notify BCA by email at <https://www.bca.gov.sg/feedbackform/> within 1 week of the change. For example, where a Technical Person is no longer employed by the Registrant, the Registrant is required to inform BCA within one (1) week of the last day of the Technical Person’s employment.

**8. What are the application fees for respective registrable activities?**

Lift/Escalator					MCPS	
Maintenance *			Installation		Maintenance	Installation
	Lift	Escalator	Lift	Escalator		
<b>Band 1</b> (Applicant is maintaining 1,000 units and above as at the time of application)	\$3,300	\$3,300				
<b>Band 2</b> (Applicant is maintaining 500 to 999 units as at the time of application)	\$2,300	\$2,300	\$550	\$550	\$550	\$550
<b>Band 3</b> (Applicant is maintaining up to 499 units as at the time of application)	\$900	\$900				

\* Fee banding for lift & escalator maintenance only - Based on the number of units (by type of registrable activity) maintained by the Applicant (as registered in BCA’s database - LEAP), at the time of application. A new entrant who does not maintain any L&E equipment shall fall into Band 3. For example, number of units of lift for an application made for lift maintenance.

**9. My firm is currently registered with BCA under the RW02 and RW03 regulatory workheads. Does my firm need to pay the respective application fees for my registration for the maintenance, inspection and testing of lifts and escalators?**

For firms that are currently registered with BCA under the RW02 and RW03 regulatory workheads before the commencement of Part 5B of the Act, the respective application fees for their first registration for the registrable activities of maintenance, inspection and/or testing of lifts (RW02B) and escalators (RW03B) will be waived, if these firms apply to be registered for these registrable activities under Part 5B of the Act within 6 months from 9 December 2022 (i.e. 8 June 2023).

These service contractors' registration under Part 5B of the Act will expire on the expiry date of their RW02 and RW03 registrations. Upon these service contractors' registration under Part 5B of the Act, their current RW02 and RW03 registrations will be cancelled.

**10. What is the validity period of registration under Part 5B of the Act?**

The validity period of registration under Part 5B of the Act is typically 3 years.

**11. My firm is currently registered under RW02 regulatory workhead only. Would my firm be entitled to the fee waiver for my first registration for the maintenance, inspection and/or testing of lifts (RW02B) and escalators (RW03B)?**

If your firm is currently registered under RW02 only, the application fees for the first registration for the maintenance, inspection and/or testing of lifts (RW02B) will be waived, if your firm applies to be registered to carry out the maintenance, inspection and/or testing of lifts within 6 months from 9 December 2022 (i.e. 8 June 2023). However, there will not be any fee waiver for the first registration for the maintenance, inspection and/or testing of escalators (RW03B) if the firm is not currently registered with BCA under RW03 regulatory workhead.

*Example: Firm X is currently registered with RW02 only. In Mar 2023, Firm X applies for both RW02A and RW02B-T2. The application fees for RW02B-T2 will be waived (as it is made within 6 months from 9 December 2022). Firm X would need to pay the full application fee for RW02A. The expiry date for the RW02B-T2 registration will be based on Firm X's current RW02 registration validity date. The RW02A workhead will be given three-year validity.*

**12. How can I check for the number of lifts and/or escalators maintained by my firm at the point of application in the LEAP?**

Please refer to the LEAP guide (link provided below) to check for the number of lifts and/or escalators maintained by your firm at the point of application:

<https://www2.bca.gov.sg/leap/LandingPage/Index>

**13. My firm is expecting to maintain significant additional number of lifts in the next 6 months, which will cause a change in my banding i.e. from Band 3 to Band 2. Should my firm be paying the application fee based on Band 3 or Band 2?**

Your firm will be paying the application fee based on Band 3, i.e. the band your firm falls under at the time of application, based on the number of lifts or escalators maintained (as recorded in the LEAP database).

**14. Where can I find information pertaining to the Progressive Wage Model (PWM)?**

You may wish to visit the following links for more information:

<https://www1.bca.gov.sg/about-us/news-and-publications/media-releases/2021/07/16/government-accepts-recommendations-to-uplift-lift-escalator-technicians-with-sustained-wage-increases-and-annual-bonus>

**15. My firm would like to apply for RW02B and RW03B only. Is my firm subject to the PWM requirements?**

All applicants who wish to apply to be registered to carry out maintenance, inspection and/or testing of lifts and escalators (i.e., RW02B and RW03B) must submit a Progressive Wage Plan in accordance with Part 5B of the Act and the Regulations. You may wish to visit the following link for more information regarding PWM Order:

<https://www1.bca.gov.sg/regulatory-info/lifts-escalators/lifts-and-escalators-legislation>

**16. When will Part 5B of the Act, the Regulations and the corresponding registration requirements and conditions be implemented?**

Part 5B of the Act and the Regulations, setting out the registration requirements including the application fees, will commence and come into effect on 9 December 2022.

**17. Can firms continue their fixed installation works and maintenance of lifts and escalators during the grace period before registration under Part 5B of the Act?**

A 6-month grace period will be provided for the industry to register under Part 5B of the Act. During the grace period:

- (a) contractors who are currently registered with BCA under RW02 and RW03 to carry out maintenance works for lifts and escalators;
- (b) contractors carrying out fixed installations works for lifts, escalators and mechanised car parking systems; and
- (c) contractors carrying out maintenance, inspection and testing of mechanised car parking systems,

are permitted to continue carrying out their existing registrable activities without being registered under Part 5B of the Act. To be clear, upon the commencement of Part 5B of the Act, contractors who wish to carry out maintenance works for lifts and escalators and who are *not* currently registered with BCA under RW02 and RW03 will be required to be registered under Part 5B of the Act.

**18. When should the L&E and MCPS firms make applications for the new registrable activity?**

To better manage the registrations for the industry, from Jan 2023 onwards, BCA will be scheduling, via email, contractors currently registered under RW02 and RW03 for registration under Part 5B of the Act during the 6-month grace period.

Contractors with current RW02 and RW03 registrations which are expiring during the grace period are encouraged to apply for registration under Part 5B of the Act two (2) months before the expiry of their current registrations, as BCA would not be scheduling this group of contractors.

Firms carrying out fixed installation works and/or maintenance, inspection and/or testing of mechanised car parking systems should apply for registration under Part 5B of the Act anytime during the grace period. Please note that BCA would also not be scheduling the registration of these firms.

Application for registration under Part 5B of the Act will be done through the eBACS Services, and the registration instructions can be found under the link below.

<https://www.bca.gov.sg/eBACS>

**19. Where can I find information relating to the application for registration under Part 5B of the Act?**

The application for registration under Part 5B of the Act is done through the eBACS portal. The process is largely the same as the current process for application for RW02 and RW03. Please refer to the link below on [eBACS user guide](#).

During the grace period, application fees, where applicable, shall be paid offline, as the existing eBACS system will be undergoing enhancement. Instruction on the application process can be found in this link:

<https://www1.bca.gov.sg/regulatory-info/lifts-escalators/lifts-and-escalators-legislation>

**20. What are some of the accepted qualifications for technical person and what are some of the courses that I could send our employees to attend in order to qualify as a technical person?**

Degree or diploma courses offered locally for Electrical/Electronics or Mechanical engineering or equivalent can be accepted. Equivalent qualifications from overseas institute of higher learning could also be considered for acceptance by BCA (note: BCA may conduct verification checks on overseas qualification)

The Work-Study Diploma (Vertical Transportation) programme offered by ITE would also be considered as recognised technical qualification ("T" technical person) for the registration. More information could be found in the link below:

<https://www.ite.edu.sg/courses/course-finder/course/work-study-diploma-in-vertical-transportation>

**21. Can a firm register into Part 5B first during the 6-month grace period while they continue to continue to source for technical person in order to meet the registration requirement?**

No. Firms should make effort and due diligence to ensure that they are able to comply to the respective registration requirements first before they come in to apply for the respective registrable activities.

If a firm is unable to meet the requirement at the moment, they could come in at a later stage to register as long as they can get themselves registered under the new regime before 8<sup>th</sup> Jun 2023 (*Note: Firms are however advised to register earlier based on BCA's schedule, in order to avoid any disruption to their business services. Last minute applications may not be processed on time*).



Under the Exemption Order during the grace period, maintenance firms may continue to service lifts or escalators if they still hold a valid RW02 or RW03 workheads with BCA currently. Similarly, L&E installers and MCPS contractors could continue their respective services during the grace period but must be registered under the new regime before 8<sup>th</sup> Jun 2023.