

PART I – DOCUMENTATIONS (50% of overall score achieved will be used for Audit grading)

Documents	Cat Score	Score Awarded	Remarks
1. EMERGENCY RESPONSE PLAN (30 points)			
Is the Emergency Response Plan prepared with an updated hardcopy placed where it can be easily available at all times?			
The premises has formulated a complete Emergency Response Plan that contains the following information:			.
1. AIM			
2. SITUATION			
2.1 Introduction (brief description of nature of business, products and methods)	1		
2.2 Area of Operations			
2.2.1 Location of Premises and its Main Access Road	1		
2.2.2 General Description of the Surroundings and Neighboring Premises	1		
2.2.3 Layout of Premises (brief description of facilities, process areas, storage areas and types of HazMat)	1		
2.3 Special Hazard and Risk Assessment	1		
3. EXECUTION			
3.1. Concept of Operations			
3.2. Emergency Actions to be Taken			
3.2.1. (Phase I) Procedure to notify SCDF, SPF. To notify other related agencies and surrounding companies	1		
3.2.2. (Phase II a) Procedure for Emergency Evacuation	1		
3.2.3. (Phase II b) Emergency Actions to mitigate or contain the Emergency			
3.2.3.1. Emergency Shutdown Procedure	1		
3.2.3.2. Fire Fighting, Hazmat Monitoring, Containment and Rescue	1		
3.2.3.3. Procedure to Implement In-Place Protection (IPP)	1		

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1. EMERGENCY RESPONSE PLAN (30 points)			
Is the Emergency Response Plan prepared with an updated hardcopy placed where it can be easily available at all times?			
3.2.4.(Phase III) To Clean Up / Decontaminate And Resume Normal Operations			
3.2.4.1. Clean Up Operations	1		
3.2.4.2. Other Emergency Plans	1		
3.3. Grouping and Tasks	1		
3.4. Key Personnel Emergency Contact Numbers	1		
4. SERVICE SUPPORT			
4.1. Fixed Installations			
4.1.1.Fire / HAZMAT Protection Facilities			
4.1.1.1. Detection System	1		
4.1.1.2. Extinguishment System	1		
4.1.2.Safety and First Aid Equipment	1		
4.1.3.Other Protection and General Equipment	1		
5. COMMAND AND SIGNAL			
5.1. Command structure			
5.1.1.Incident Organisation Chart	1		
5.1.2.Location and Component of Command Centre	1		
6. PLAN REVIEW & MAINTENANCE	2		
6.1. Communication of Plan			Note: The ERP must be updated to the year of audit.
6.2. Table Top Exercise			
6.3. Conduct of Emergency Drill			
6.4. Review of Hazard Risk Assessment			

Documents	Cat Score	Score Awarded	Remarks
1. EMERGENCY RESPONSE PLAN (30 points)			
Is the Emergency Response Plan prepared with an updated hardcopy placed where it can be easily available at all times?			
7. ANNEXES A to H			
A. Company Site Plan	1		
B. Company Layout Plan	1		
C. Inventory of Petroleum & Flammable Materials (P&FM) / Hazardous Substances <i>[if applicable]</i>	1		
D. Premises Emergency Data	1		
E. Other Premise-specific Emergency Plans and Standard Operating Procedures	1		
F. Roles and responsibilities of CERT and other appointment holders	1		
G. Detailed Grouping and Tasks	1		
H. CERT Structure	1		
I.			

Documents	Cat Score	Score Awarded	Remarks
2. TRAINING RECORDS AND CERTIFICATIONS (35 points)			
Did members of the CERT undergo regular refresher training?			
For all CERT premises:			
Does the premises conduct annual refresher training for their CERT in the following areas?			Note: Refresher training records must be available
a. Fire fighting & Hazmat Mitigation* (<i>if applicable</i>)	5		
b. First aid re-certification	5		
c. Scenario based field exercise	3		
2. TRAINING RECORDS AND CERTIFICATIONS (35 points)			
Are all roles of the CERT trained as recommended in the National CERT Standard? (1 SMC, 1 SIC & 4 ERT)			
For Tier 1 P&FM Premises only:			
<ul style="list-style-type: none"> Premises storing 5 or more metric tonnes of P&FM 			
<u>SMC</u> WSQ Implement Incident Management Processes [or equivalent]	2		Note: Training records must be available
<u>SIC</u> WSQ Implement Incident Management Processes; and	2		
WSQ Respond to Fire and Hazmat Emergency (3-day) [or equivalent]	2		
<u>Response Team members</u> WSQ Respond to Fire and Hazmat Emergency (3-day) [or equivalent]	8		
<u>Trained First Aiders</u> CERT First Aid Course (1-Day) [or equivalent]	8		

Documents	Cat Score	Score Awarded	Remarks
2. TRAINING RECORDS AND CERTIFICATIONS (35 points)			
Are all roles of the CERT trained as recommended in the National CERT Standard? (1 SMC, 1 SIC & 4 ERT)			
For Tier 1 HRI & Tier 2 Premises only: <ul style="list-style-type: none">Public and industrial premises with FSM, and classified as High Risk Installation by SCDFPublic and industrial premises with FSM, and stores licensable P&FM less than 5 metric tonnes			
<u>SMC</u> WSQ Implement Incident Management Processes [or equivalent]	2		<u>Note:</u> Training records must be available
<u>SIC</u> WSQ Implement Incident Management Processes; and	2		
WSQ Respond to Fire Emergency in Buildings (2-day) [or equivalent]	2		
<u>Response Team members</u> WSQ Respond to Fire Emergency in Buildings (2-day) [or equivalent]	8		
<u>Trained First Aiders</u> CERT First Aid Course (1-Day) [or equivalent]	8		
For Tier 3 Premises only: <ul style="list-style-type: none">Public and industrial premises with FSM, and does not store any P&FM			
<u>SMC</u> WSQ Implement Incident Management Processes [or equivalent]	2		<u>Note:</u> Training records must be available
<u>SIC</u> WSQ Implement Incident Management Processes; and	2		
WSQ Respond to Fire Incident in Workplace (1-day) [or equivalent]	2		
<u>Response Team members</u> WSQ Respond to Fire Incident in Workplace (1-day) [or equivalent]	8		
<u>Trained First Aiders</u> CERT First Aid Course (1-Day) [or equivalent]	8		

Documents	Cat Score	Score Awarded	Remarks
3. EQUIPMENT READINESS AND MAINTENANCE RECORDS (35 points)			
Is the CERT appropriately and adequately equipped with the minimum equipping as recommended in the National CERT Standard?			
For Tier 1 P&FM Premises only: <ul style="list-style-type: none"> Premises storing 5 or more metric tonnes of P&FM 			
<u>Personal Protective Equipment (PPE)</u> <ul style="list-style-type: none"> a. Disposable chemical suit <i>[if applicable]</i> b. Rubber gloves <i>[if applicable]</i> c. Rubber boots <i>[if applicable]</i> d. Fire fighting suit e. Breathing apparatus f. Fire fighting helmet g. Goggles / Face shields h. Fire fighting gloves i. Fire fighting boots 	1 1 1 3 3 3 3 3 3		Note: Refer to the National CERT Standard for more information. Maintenance records must be available for all CERT equipping.
<u>Mitigation Equipment</u> <ul style="list-style-type: none"> a. Hazmat absorbents <i>[if applicable]</i> b. Over-pack drums / Leak sealing devices <i>[if applicable]</i> c. Fire extinguishers (appropriate class) d. Hose reel e. FF nozzles & hoses (1 nozzle, 2x20m hoses) 	1 1 2 1 2		
<u>First Aid and rescue equipment</u> <ul style="list-style-type: none"> a. First aid kit b. Foldable stretcher c. Blanket d. AED 	1 1 1 2		
<u>Communication Equipment</u> <ul style="list-style-type: none"> a. Loud Hailer b. Walkie Talkie 	1 1		

Documents	Cat Score	Score Awarded	Remarks
3. EQUIPMENT READINESS AND MAINTENANCE RECORDS (35 points)			
Is the CERT appropriately and adequately equipped with the minimum equipping as recommended in the National CERT Standard?			
For Tier 1 HRI Premises only: <ul style="list-style-type: none"> Public and industrial premises with FSM, and classified as High Risk Installation by SCDF 			
<u>Personal Protective Equipment (PPE)</u> <ul style="list-style-type: none"> a. Fire retardant coveralls a. Breathing apparatus b. Safety helmets c. Goggles / Face shields d. Safety gloves e. Safety boots 	4 4 4 4 4 4		Note: Refer t the National CERT Standard for more information. Maintenance records must be available for all CERT equipping.
<u>Mitigation Equipment</u> <ul style="list-style-type: none"> a. Fire extinguishers (appropriate class) b. Hose reel 	2 2		
<u>First Aid and rescue equipment</u> <ul style="list-style-type: none"> a. First aid kit b. Foldable stretcher c. Blanket d. AED 	1 1 1 2		
<u>Communication Equipment</u> <ul style="list-style-type: none"> a. Loud Hailer b. Walkie Talkie 	1 1		

Documents	Cat Score	Score Awarded	Remarks
3. EQUIPMENT READINESS AND MAINTENANCE RECORDS (35 points)			
Is the CERT appropriately and adequately equipped with the minimum equipping as recommended in the National CERT Standard? [Yes/No] Score for the current section is ZERO if requirement as stipulated in the National CERT Standard is not met.			
For Tier 2 Premises only: <ul style="list-style-type: none"> Public and industrial premises with FSM, and stores licensable P&FM less than 5 metric tonnes 			
<u>Personal Protective Equipment (PPE)</u> b. Fire retardant coveralls a. Safety helmets b. Goggles / Face shields c. Safety gloves d. Safety boots	5 5 5 5 5		Note: Refer t the National CERT Standard for more information. Maintenance records must be available for all CERT equipping.
<u>Mitigation Equipment</u> a. Fire extinguishers (appropriate class) b. Hose reel	2 1		
<u>First Aid and rescue equipment</u> a. First aid kit b. Foldable stretcher c. Blanket d. AED	1 1 1 2		
<u>Communication Equipment</u> a. Loud Hailer b. Walkie Talkie	1 1		

Ver3.0
Updated: 20/12/2020

PART II - PRACTICAL ASSESSMENT (50% of overall score achieved will be used for Audit grading)

Desired Outcomes for CERT:

- Quick dispatch and arrival
- Initiation of emergency response system, assessment of incident scene, update of situation and request for appropriate resources
- Notify relevant government authorities and neighbouring premises
- Containment and management of threats in accordance with emergency response plans and safety procedures

Description of scenario – Fire or HazMat :

On the 21st of Aug 2020 at 04:15 pm, an alarm was sounded on the 7th floor. Upon verification, a room on the 7th floor, the contents in room 730 had caught fire and this caused the activation of the smoke detector.

Activities	Score	Score Awarded	Remarks
1. ACTIVATION AND RESPONSE OF CERT (18 points)			
<u>Notification Phase</u> Did the first person who discovered the fire or HazMat incident perform the following roles? a. Activate the nearest fire alarm call point / Notify Fire Command Centre of the incident	1		
<u>Activation Phase</u> Did the Fire Command Centre perform the following actions after being notified of the incident? a. Call 995 and alarm monitoring agency b. Announce the nature and location of the emergency over the Public Announcement (PA) system, activate visual alarms (if applicable) and commence evacuation c. Activate CERT to respond to incident site d. Notify the neighboring premises of the emergency e. Secure the premises and incident site to prevent any unauthorized personnel from entering f. Assign someone to lead the first-arriving SCDF crew to the incident site to link up with SIC	1 1 1 1 1 1		

Activities	Score	Score Awarded	Remarks
1. ACTIVATION AND RESPONSE OF CERT (18 points)			
<p>Did the responding CERT comprise a sufficient number of trained personnel to effectively handle the worst credible scenario?</p> <p>(Minimum CERT structure includes 1 SMC, 1 SIC, 4 Response Team members)</p> <p>a. Site Main Controller (SMC)</p> <p>b. Site Incident Controllers (SIC)</p> <p>c. Response Team (at least 4 members)</p>	6		
Did the CERT gather at the CERT Assembly Area with the necessary equipment within 1 minute upon activation by FCC?	2		
Did the CERT respond to the incident site within 5 minutes (inclusive of the 1 minute activation) upon activation by FCC?	3		
2. INCIDENT SIZE UP (6 points)			
Did the SIC perform the following actions upon reaching the incident site?			
a. Verify the incident	1		
b. Conduct site assessment and determine the extent of emergency (risk, hazard, no. of casualties)	1		
Did the SIC provide a verbal situation report to the FCC after conducting site assessment?	1		
Did the SIC brief the Respond Team members on the following before deployment?			
a. Nature and type of incident	1		
b. Number of casualties involved	1		
c. Specific grouping and task	1		

3. CONDUCTING MITIGATION OPERATIONS (40 points)

Response

Did the Response Team members perform the following actions upon deployment?

- a. Don appropriate PPE (e.g. SCBA, HazMat suits) competently
- b. Conduct immediate mitigation operations:
 - (1) Competently and swiftly deploy and operate mitigation equipment
 - (2) Ensure protection of surrounding facilities and/or monitor and disperse HazMat vapor clouds (if applicable)
 - (3) Effectively contain and mitigate the fire or HazMat incident by observing proper mitigation techniques
- c. Search and rescue missing or trapped personnel

Note:

Refer to Section 2 of the documentation audit

Incident Command

Did the SIC perform the following actions to control and command the incident?

- a. Command and lead the Response Team members in the mitigation operations
- b. Maintain constant communication with the SMC and Response Team members

Safety

Did the CERT carry out their duties safely?

- Perform mitigation operations safely
- Perform rescue operations safely
- Rescue and manage the casualties safely

Activities	Score	Score Awarded	Remarks
4. LINKING UP WITH SCDF UPON ARRIVAL (8 points)			
<u>Site Main Controller / Site Incident Controller</u>			
Did the SMC/SIC immediately link up with the SCDF Ground Commander upon his arrival?	1		
Was the SMC/SIC easily identifiable amongst the CERT by the SCDF Ground Commander upon his arrival?	1		
Was the SMC/SIC able to provide the following information to the SCDF Ground Commander upon his arrival?			
a. General description of the incident,	1		
b. Risks and hazards involved. (E.g. Safety Data Sheet, hazardous materials stored, location specific hazards)	1		
c. CERT resources deployed	1		
d. Casualty number and personnel unaccounted for	1		
e. Resources available to assist SCDF operations	1		
f. Recommended methods of mitigation	1		
5. EVACUATION (15 points)			
Were the following actions performed during evacuation?			Note: Refer to Section 3.2.2 of the ERP for more information
a. Guide the evacuees to the Evacuees Assembly Area;	3		
b. Perform a head count at the Evacuees Assembly Area to account for all personnel; and	3		
c. Perform a thorough search of the premises to ensure that no personnel is left behind	3		
d. Implement measures to facilitate the evacuation of PWDs as stipulated in the ERP	3		
Is the designated Evacuees Assembly Area suitable? (Preferably sheltered, safe from hazard, not causing obstruction to operations, etc)	3		

Activities	Score	Score Awarded	Remarks
6. SUPPORT ACTIVITIES (13 points)			
<u>Medical Treatment</u> Is the First Aider from the CERT proficient in administering basic first aid, CPR, AED, keeping tabs on the casualties and update the SIC?	6		
<u>Ongoing Operations</u> Did the CERT continue to support SCDF (e.g. first aid, casualty conveyance, joint operations) till the end of the operation and conduct recovery?	7		

Grading Table (For SCDF's Reference)

Section	Score (%)	Category Assessed	Cat Score	Score Awarded	Weighted Score (%)
Documentation	50	1. Emergency Response Plan	30		Score awarded x 0.5
		2. Training Records & Certification	35		
		3. Equipment Readiness & Maintenance Records	35		
Subtotal	50		100		
Practical Assessment	50	1. Activation & Response	18		Score awarded x 0.5
		2. Incident Size Up	6		
		3. Conduct Mitigation Ops	40		
		4. Linking up with SCDF	8		
		5. Evacuation	15		
		6. Support Activities	13		
Subtotal	50		100		
Total*	100	GRADE			

***NOTE:**

Must achieve at least 50% for each section in order to pass the overall audit. Score for the relevant sections is ZERO if minimum requirement as stipulated in the National CERT Standard is not met. Any serious safety breach (to list examples) during the CERT audit would result in immediate failure.

Overall Assessment Grading:

0-49.9	50-74.9	75-89.9	90-100
Fail	Conditional Pass	Pass	Pass with Commendation

Justification:

Premise Name:**Rank & Name of Auditor:****Signature / Date:****Designation:****Dept / Unit:**

