

SINGAPORE STANDARD

**Guidelines for safety and operational
management for indoor exhibitions**



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Guidelines for safety and operational management for indoor exhibitions

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This Singapore Standard was approved by the Special Technical Committee on Tourism and Exhibition Services on behalf of the Standards Council of Singapore on 25 March 2008.

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The former Technical Committee on Exhibition Management Services was responsible for the preparation of this standard. The Working Group appointed by the former Technical Committee on Exhibition Management Services to assist in the preparation of this standard comprises the following experts who contribute in their *individual capacity*:

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The organisations in which the members of the Working Group are involved are:

Agility Fairs and Events Logistics Pte Ltd

Cityneon Exhibition Services Pte Ltd

Kingsmen Creatives Ltd

Lucent Technologies Singapore Pte Ltd

Ministry of Health

Pico Art International Pte Ltd

Reed Exhibitions Pte Ltd

Singapore Civil Defence Force

Singapore Exhibition Services Pte Ltd

Singapore Tourism Board

Singex Venues Pte Ltd

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Foreword

This Singapore Standard was prepared by the Working Group appointed by the former Technical Committee on Exhibition Management Services (EMS) under the purview of the then Services Standards Committee. It replaces TR 5 : 2001 – Technical Reference for exhibition management services (EMS) – Safety, health and technical operational efficiency.

The EMS industry has been identified by the Singapore Government as one of the high-growth service sectors to be nurtured for the Republic's long-term competitive advantage. In August 2003, the Singapore Exhibition and Convention Bureau (SECB), a division of the Singapore Tourism Board (STB), was tasked as the lead agency to work closely with this industry to promote Singapore as an International Exhibition City.

The segments that make up the EMS industry comprise organisers, venue operators, booth designers and builders, freight forwarders, media owners, tour operators, other services like printers, security officers, cleaners, manpower providers, caterers and other ancillary services.

Standardisation within the EMS industry could help achieve a higher level of trade professionalism and enhance operational efficiency. In addition it could provide a fair basis of comparison of information so as to enable the quality of exhibitions to be audited, reduce wastage and enhance safety and operational standards.

The International Organization for Standardization (ISO), supported by the World Trade Organisation (WTO), initiated four regional seminars on services and the first regional seminar was held in Singapore in 1998. It focused on EMS and hospitality. Subsequently, a Technical Reference, TR 5 : 2001 on Safety, health and technical operational efficiency was developed.

After a two-year trial implementation of TR 5 : 2001, it was reviewed with the aim of transiting it to a Singapore Standard. The review resulted in the development of SS 539 : 2008.

This Singapore Standard documents guidelines on safety, health and environmental issues for the exhibition industry from the period of build-up through teardown, including the exhibiting period. It is recommended for use by the EMS industry and its provisions are to be interpreted as guidelines. SS 539 : 2008 is intended to make the safety standards of Singapore exhibitions accepted and recognised internationally.

The Working Group, was of the opinion that the non-technical aspects of organising an exhibition, would be prepared as a separate manual. This would require the various EMS industry segments to undertake, and co-ordinate amongst themselves.

SS 539 : 2008 can be used together with the Exhibitors Manual published by the Organiser for the exhibition. The Exhibitors Manual contains the Organiser's own set of rules and regulations. It also lists all key activities that will influence the exhibition, and is distributed to all concerned parties. The information in the Exhibitors Manual is meant to be strictly adhered to.

Permission has been granted by the National Environment Agency to reproduce materials from the Food Hygiene Regulations on Food Caterers.

In preparing this Singapore Standard, reference was made to the following publications:

1. Code of Practice for Fire Precautions in Buildings 2002
2. Workplace Safety and Health Act 2006

Acknowledgement is made for the use of information from the above publications.

Attention is drawn to the possibility that some of the elements of this Singapore Standard may be the subject of patent rights. Enterprise Singapore shall not be held responsible for identifying any or all of such patent rights.

NOTE

1. *Singapore Standards (SSs) and Technical References (TRs) are reviewed periodically to keep abreast of technical changes, technological developments and industry practices. The changes are documented through the issue of either amendments or revisions.*
2. *An SS or TR is voluntary in nature except when it is made mandatory by a regulatory authority. It can also be cited in contracts making its application a business necessity. Users are advised to assess and determine whether the SS or TR is suitable for their intended use or purpose. If required, they should refer to the relevant professionals or experts for advice on the use of the document. Enterprise Singapore shall not be liable for any damages whether directly or indirectly suffered by anyone or any organisation as a result of the use of any SS or TR.*
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Guidelines for safety and operational management for indoor exhibitions

1 Purpose

The purpose of this Singapore Standard is to lay down guidelines on safety for adoption by the Exhibition Management Services industry when organising an indoor exhibition.

2 Scope

This Singapore Standard provides guidance on the technical and operational safety aspects of an exhibition in five broad categories namely structural safety, fire safety, electrical safety, machinery and equipment safety and environmental and health safety. It also provides guidance on certain operational management aspects that have safety implications.

3 Normative references

The following reference documents are indispensable for the application of this Singapore Standard. Parties to agreements based on this Singapore Standard are encouraged to investigate the possibility of applying the latest editions of the normative documents indicated below.

BS 476	Fire tests on building materials and structures Part 4 – Non-combustibility test for materials Part 7 – Method of test to determine the classification of the surface spread of flame of products Part 11 – Method for assessing the heat emission from building materials
BS 559	Specification for design, construction and installation of signs
IEC 60309-2	Plugs, socket outlets and couplers for industrial purposes Part 2 – Dimensional interchangeability requirements for pin and contact-tube accessories
IEC 60617	Graphical symbols for diagrams
SS CP 5	Code of practice for electrical installations
SS CP 16	Code of practice for earthing
SS CP 19	Code of practice for the installation and maintenance of emergency lighting and power supply systems in buildings
SS CP 88	Code of practice for temporary electrical installations Part 2 – Festive lighting, trade-fairs, mini-fairs and exhibition sites
SS CP 100	Code of practice for hazardous waste management
SS CP 101	Code of practice for safe use of powered counterbalanced forklifts
SS 241	Specification for general requirements for electrical accessories
SS 505	Exhibition terminology and audit procedures
SS 536	Code of practice for the safe use of mobile cranes