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4 August 2000

To all Registered Lift and Escalator Contractors

Dear Sirs,

Circular No. 11/2000

Guidelines on Keeping of and Entering Information into Log-books

During our recent checking of log-books kept by lift and escalator owners, we observed a lot of abnormalities in respect of entries made on the log-books. In a number of cases, lift and escalator owners failed to produce all the previous log-books for checking. They claimed that some of the log-books were lost when maintenance of lifts/escalators was assigned to new contractors.

It should be noted that the requirement of maintaining a log-book by the lift and escalator owner is stipulated in section 27B of the Lifts and Escalators (Safety) Ordinance. The lift and escalator owners should keep the log-books for at least a year.

As a registered lift and escalator contractor carrying out maintenance works for lifts and escalators, you are required to observe the following requirements:

- a. The information which should be entered into the log-book by the owner, registered lift and escalator engineers, contractors and their representatives is covered in clause 7 of the Code of Practice on the Examination, Testing and Maintenance of Lifts and Escalators.
- b. Amendments in log-books should be made by crossing out obsolete words. Obliteration of entries or amendment using correction liquid should be abandoned.
- c. Registered lift/escalator engineers should print their formal signature, with name in block letters, on log-books once annual examinations/tests of lifts and escalators are done.
- d. Workers should enter their full names into the log-book and sign on it once maintenance and inspection of the lift/escalator is made.
- e. Owners or their representatives should sign the log-books and produce them for inspection by EMSD, when requested.

- f. Registered lift and escalator contractors should not remove the log-books when their maintenance contracts of lifts/escalators are terminated.

As a maintenance contractor, you are obliged to explain to the lift and escalator owners the importance of the log-books. Please bring to the attention of lift and escalator owners the requirements of this Circular in the keeping of and entering information into the log-books.

Yours faithfully,

(G.M.W. CHUI)
for Director of Electrical & Mechanical Services

c.c. AD/BS, ArchSD
D of H (Attn: TS/2)
D of FS (Attn: Fire Protection Command)
DB (Attn: CBS/Legislation)
Hong Kong General Union of Lift and Escalator Employees

LKL/GMWC/