

LE/02/04

2808 3651

2504 5970

18 September, 2000

All Registered Lift Contractors

Dear Sir,

**Circular No. 16/2000**  
**Code of Practice on the Examination, Testing and Maintenance**  
**of Lifts and Escalators (1996 Edition)**  
**Amendment No. 5**

Pursuant to section 27G of the Lifts and Escalators (Safety) Ordinance, Cap. 327, the Code of Practice on the Examination, Testing and Maintenance of Lifts and Escalators (1996 Edition) (the ETM Code) has been amended in respect of the notification of lift works to relevant government departments.

The above changes have been included in the Amendment No. 5 of the ETM Code which is attached for your retention. It shall come into operation on 1 October 2000 and shall be applicable to lift works carried out on or after that date.

Yours faithfully,

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

c.c. AD/BS  
D of Housing (Attn.: TS/2, SBSE/WTS & SBSE/C7)  
D of Building (Attn.: CBS/Legislation & Mr. HO Cham)  
D of FS (Attn.: Fire Safety Command)  
C for Labour  
Hong Kong Union of Lift & Escalator Employees

WKH/GMWC

**Code of Practice  
on the Examination, Testing and Maintenance of  
Lifts and Escalators  
(1996 Edition)**

**AMENDMENT No. 5**

**Notification of Lift Works  
Removal of Buildings Department and Addition of Housing Department**

(Effective as from 1 October 2000 and  
applicable to lift works carried out on or after that date)

<u>Item</u>	<u>Clause</u>	<u>Description</u>
1	Section C Clause 4.7.1	Replaced “Director of Fire Services and Director of Buildings” by “Director of Fire Services and, when applicable, Director of Housing” in first paragraph.
2	Appendix E & Appendix F	Repeal Appendix E and Appendix F and substitute the attached.

Appendix E Notice of Commencement of Lift Works Involving Major Alteration,  
Replacement or Addition of Lift in Existing Building

**Notice of Commencement of Lift Works  
Involving Major Alteration, Replacement or Addition of Lift  
in Existing Building**

Date \_\_\_\_\_

To Director of Electrical & Mechanical Services

Commissioner for Labour

Director of Fire Services \*<sup>1</sup>

Director of Housing \*<sup>1</sup> For rental estate (Attention: Regional MS/ )\*

For PMA managed HOS Court (Attention: SBS/Building Control)\*

We hereby give you notice that we have been appointed to carry out the lift works as follows:-

Location: \_\_\_\_\_

EMSD location no.: \_\_\_\_\_

Lift no(s): \_\_\_\_\_

Date of commencement of the works: \_\_\_\_\_

Planned date of completion of the works: \_\_\_\_\_

Contact person's name & tel./pager no.: \_\_\_\_\_

The works will involve:-

- (a)  replacement/addition\* of lift(s) in existing building
- (b)  breach of lift well compartmentation, e.g. removal of lift landing door(s)
- (c)  conducting hot work in lift well mainly from \_\_\_\_\_ (date/time)  
to \_\_\_\_\_ (date/time)<sup>2</sup>
- (d)  erecting metal/bamboo\* scaffold in lift well<sup>3</sup>
- (e)  Fireman's lift no(s): \_\_\_\_\_

The details of the major alteration are (if applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Registered Lift Contractor

- Note: 1. Also submit this notice to Director of Fire Services and Director of Housing (for lifts in any building over which the Housing Authority has control and management) if the works involve item (a), (b), (c), (d) or (e).
2. The date and time for conducting major hot work (hot work lasting for 1 day or more) should be provided separately with at least 1 working day's notice.
3. Only scaffold constructed of non-combustible materials shall be used for lift works tendered on or after 1.8.1997.
4. This notice should be received by relevant Government departments at least 14 days before commencement of the works if the works involve item (a), (b), (c), (d) or (e).
5. A location plan indicating the position(s) of the lift(s) should be provided together with this notice.

Tick if applicable

\* Delete if inapplicable

Appendix F      Notice of Conducting Major Hot Work in Lift Well for Major Alteration,  
Replacement or Addition of Lift in Existing Building

**Notice of Conducting Major Hot Work in Lift Well  
for Major Alteration, Replacement or Addition of Lift  
in Existing Building**

Date \_\_\_\_\_

To Director of Electrical & Mechanical Services  
Commissioner for Labour  
Director of Fire Services  
Director of Housing\*

(Fax no. 2504 5970)  
(Fax no. 2544 3497)  
(Fax no. 2723 2197)  
(Fax no. 2760 4284)

For rental estate (Attention: Regional MS/ )\*  
For PMA managed HOS Court (Attention: SBS/Building Control)\*

Location: \_\_\_\_\_  
\_\_\_\_\_

EMSD location no.: \_\_\_\_\_

Lift no(s): \_\_\_\_\_

Date & time of commencement of major hot works<sup>1</sup>: \_\_\_\_\_

Date & time of completion of major hot work: \_\_\_\_\_

Hot work supervisor's name: \_\_\_\_\_ tel.: \_\_\_\_\_

pager: \_\_\_\_\_

mobile tel.: \_\_\_\_\_

Contact person's name \_\_\_\_\_ tel.: \_\_\_\_\_

pager: \_\_\_\_\_

mobile tel.: \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Registered Lift Contractor

Note: 1. Major hot work means hot work lasting for 1 day or more.

2. Registered lift contractors should submit this notice to the above Government departments at least 1 working day before commencement of the major hot work. In any event, prior notice must be given.

\* Delete if inapplicable

(Submit this notice to Director of Housing for lifts in any building over which the Housing Authority has control and management).