

Our reference 本署檔號 :
(134) in LE/02/04 Pt. II

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29 November 2004

All Registered Lift/Escalator Contractors
All Registered Lift/Escalator Engineers

Dear Sirs,

Circular No. 10/2004 **Signing of Log-Book by Personnel Involved in Lift/Escalator Works**

The purpose of this Circular is to remind personnel involved in lift/escalator works not to sign log-book collectively.

Section C Clauses 7.2 and 7.3 of the Code of Practice for Lift Works and Escalator Works have provided for the requirements for registered contractors / registered engineers / competent works to enter into log-books details and specialities of lift/escalator works undertaken. Guidance in entering information into the log-books has also been given in Circular Letters, viz. Nos. 11/2000 and 8/2003.

Occasionally registered engineers have been found to have inserted their names anomalously in the same entry of the log-book with the name(s) of competent workers who carried out the relevant lift/escalator works. It is hard to differentiate if the recorded time represents the actual duration of participation in the task by the registered engineer and/or workers. When being questioned, there have been many cases that the relevant registered engineer(s) and worker(s) quoted different durations in respect of their participations in the work activities recorded in the log-book.

To avoid confusion, registered engineers and competent workers should always fill in the log-book separately to record the work undertaken by them and the respective working time. Registered engineers should bear in mind that by signing off the relevant statutory forms and/or the lift/escalator test and examination reports, they have certified that such works were carried out personally by them. Any misrepresentation including inserting their names in the log-book together in the entry made by the workers is a serious misconduct and would lead to disciplinary or other action taken in accordance with the Ordinance.

Registered lift/escalator contractors please bring the contents of this Circular to relevant staff employed by you accordingly.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'K. M. WOO', written over a horizontal line.

(K. M. WOO)
for Director of Electrical & Mechanical Services

c.c. The Director of Housing
The Director of Architectural Services
The Lift and Escalator Contractors Association
The Registered Elevator & Escalator Contractors Association Ltd.,
The International Association of Elevator Engineers
The Hong Kong General Union of Lift and Escalator Employees