April 25, 2003

All Registered Lift and Escalator Contractors

Dear Sirs,

**Circular No. 8/2003**

**Log-book of Lift/Escalator Works**

After consulting the trade’s representatives, the content pages of the log-book of lift/escalator works, which was proposed in 1987 under the circular letter ref. (117) in EM/LE/55, shall have the following amendments *(see attached sample sheet)*:

1. exclusion of “Contractor Called” *(this information should be logged separately by the contractor and shall be available on request)*;
2. sub-dividing “Type of Work” into “Breakdown”, “Trapping” and “Routine” *(under column (2))*;
3. addition of date and time in respect of releasing passenger(s) *(under column (4))*; and
4. implementation of a signing system using both Chop *(with easy identification, see attached samples for reference)* and Signature *(under column (7))*.

It is understood that time is required for preparing the above changes. In this connection, the commencement date of using the new log-book shall be **January 1, 2004**. Nevertheless, starting from **June 1, 2003**, if existing log-books are still in use, the engineer/worker attending site should record all newly required data into the log-book by handwriting.
Also, please be reminded that the responsible engineer/worker attending site should enter the details of lift/escalator works done correctly and precisely into the log-book and confirm the entry by signing and chopping their names on the log-book. It is worth bearing in mind that every engineer/worker shall keep his own chop which should not be used by others.

Since it is required by the Lifts and Escalator (Safety) Ordinance that the Log-book of lift/escalator works shall be kept and maintained by the lift/escalator owner, you are requested to notify the owners of lifts/escalators under your maintenance of the above changes and new requirements.

Yours faithfully,

(LAW Yu-wing)
for Director of Electrical and Mechanical Services

Encl.

c.c. The Director of Housing
The Director of Architectural Services
The Lift and Escalator Contractors Association
The Registered Elevator and Escalator Contractors Association Ltd.
The International Association of Elevator Engineers
The Hong Kong General Union of Lift and Escalator Employees
Proposed Chop Sample for Lift/Escalator Engineer/Worker

Name of Engineer/Worker: T.M. CHAN
Engineer/Worker No.: LXXX/EXXX

香港好
FXXX
X
<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>(5)</th>
<th>(6)</th>
<th>(7)</th>
<th>(8)</th>
<th>(9)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor's Representative Arrived at Site</td>
<td>Type of Work</td>
<td>Lift or Escalator</td>
<td>Passenger Released</td>
<td>Cause of Fault or Work Done &amp;/or Parts Replaced</td>
<td>Service Resumed</td>
<td>Engineer's or Worker's Chop &amp; Signature</td>
<td>Remark(s)</td>
<td>Owner's or Owner Agent's Name &amp; Signature</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Breakdown</td>
<td>Trapping</td>
<td>Routine</td>
<td>Date</td>
<td>Time</td>
<td>Date</td>
<td>Time</td>
</tr>
<tr>
<td>日期</td>
<td>時間</td>
<td>壞機</td>
<td>困人</td>
<td>例行</td>
<td>日期</td>
<td>時間</td>
<td>日期</td>
<td>時間</td>
</tr>
</tbody>
</table>

**SAMPLE**