

**Appendix A      Test and Examination Report for Electric Lifts**

## TEST AND EXAMINATION REPORT FOR ELECTRIC LIFTS

1. Description of Installation

Location/Address \_\_\_\_\_  
 Manufacturer \_\_\_\_\_ Plant No. \_\_\_\_\_ Lift No. \_\_\_\_\_  
 Lift Identification No./Location ID \_\_\_\_\_ Length of Travel \_\_\_\_\_ m  
 Passenger Lift  Freight Lift  Vehicle Lift  V. Lifting Platform  Stairlift   
 Levels Served \_\_\_\_\_  
 Rated Load \_\_\_\_\_ kg \_\_\_\_\_ Person Rated Speed \_\_\_\_\_ m/s  
 Power Supply at Time of Test \_\_\_\_\_ Volt \_\_\_\_\_ Phase \_\_\_\_\_ Hz  
 Levelling tolerance ± \_\_\_\_\_ mm Number of Starts \_\_\_\_\_ /hr  
 Car Floor Area \_\_\_\_\_ m<sup>2</sup>  
 Machine Room Location: above lift well\*/below lift well\*/at side\*/others \_\_\_\_\_  
 Is this a fireman's lift? Yes  No   
 Is this lift for persons with a disability? Yes  No   
 The model no. and manufacturer of the controller \_\_\_\_\_

2. Static Examination - Mechanical

2.1 Suspension

(a) Suspension Ropes  
 Certificate No. & Date of Issue \_\_\_\_\_  
 (i) Number \_\_\_\_\_ (ii) Nominal Diameter \_\_\_\_\_ mm  
 (b) Type of Anchorages: Car \_\_\_\_\_  
 Counterweight \_\_\_\_\_  
 Have the anchorages been examined and found in good working condition? Yes  No

2.2 Safety Gear

Has the safety gear been certified in accordance with 5.11.1 of the Design Code, Part 1? Yes  No   
 Model No., \_\_\_\_\_  
 Certificate No. & Date of Issue \_\_\_\_\_

2.3 Energy Dissipation Buffers

N.A. \*/Fitted\*

(a) Have the buffers been certified in accordance with 6.2.1 of the Design Code, Part 1? Yes  No   
 (b) Model No., \_\_\_\_\_  
 Certificate No. & Date of Issue \_\_\_\_\_  
 (c) Is the buffer switch functioning properly? Yes  No

2.4 Energy Accumulation Buffers

N.A. \*/Fitted\*

(a) Have the buffers been certified in accordance with 6.2.1 of the Design Code, Part 1? N.A.  Yes  No   
 (b) Model No., \_\_\_\_\_  
 Certificate No. & Date of Issue \_\_\_\_\_

(c) Do the buffers comply with 6.2.2 of the Design Code, Part 1? Yes  No

2.5 Brake

Does the brake sustain the static car, in the lower part of its travel, with the rated load plus 25% (passenger/general freight lifts) or 50% (vehicle lifts/industrial truck loaded freight lifts)? Yes  No

2.6 Overspeed Governor

(a) Has the governor been certified in accordance with 5.12.1 of the Design Code, Part 1? Yes  No   
 (b) Model No., \_\_\_\_\_  
 Certificate No. & Date of Issue \_\_\_\_\_  
 (c) Is the data plate in accordance with 11.6 of the Design Code, Part 1? Yes  No   
 (d) Does the governor rope conform to 5.12.6 of the Design Code, Part 1? Yes  No   
 (e) Is the governor rope slack switch working properly? Yes  No

2.7 Landing Door Locking Device

Has the landing door locking device been certified in accordance with 3.7.3.1 of the Design Code, Part 1? Yes  No   
 Model No., \_\_\_\_\_  
 Certificate No. & Date of Issue \_\_\_\_\_

2.8 Ascending Car Overspeed Protection Means

Has the ascending car overspeed protection means been certified in accordance with 5.13.11 of the Design Code, Part 1? N.A.  Yes  No

(a) Overspeed Governor  
 (i) Is the Overspeed Governor using the one as mentioned in item 2.6? Yes  No   
 (If 'Yes', skip the following and go to item 2.8 (b).)  
 (ii) Has the governor been certified in accordance with 5.12.1 of the Design Code, Part 1? Yes  No   
 (iii) Model No., \_\_\_\_\_  
 Certificate No. & Date of Issue \_\_\_\_\_  
 (iv) Is the data plate in accordance with 11.6 of the Design Code, Part 1? Yes  No   
 (v) Does the governor rope conform to 5.12.6 of the Design Code, Part 1? Yes  No   
 (vi) Is the governor rope slack switch working properly? Yes  No   
 (b) Speed Reducing Element  
 (i) Type: Car Safety Gear (acting upwards)  Brake on Sheave

\* Delete whichever not applicable

## TEST AND EXAMINATION REPORT FOR ELECTRIC LIFTS

Counterweight Safety Gear (acting downwards)  Rope Gripper

Others \_\_\_\_\_

(ii) Model No., \_\_\_\_\_  
 Certificate No. & Date of Issue \_\_\_\_\_

### 3. Static Examination - Electrical

#### 3.1 Insulation Resistance to Earth

- (a) Lift Motor \_\_\_\_\_ MΩ  
 (b) MG Set (if fitted): Motor \_\_\_\_\_ MΩ Generator \_\_\_\_\_ MΩ  
 (c) Power System \_\_\_\_\_ MΩ (d) Safety Circuits \_\_\_\_\_ MΩ

#### 3.2 Earthing

- (a) Is the maximum continuity resistance to earth less than 0.5 Ω? Yes  No   
 (b) Is the car connected to controller earthing terminal by a separate conductor  $\geq 0.75\text{mm}^2$ ? Yes  No

#### 3.3 Protection of Conductors

Is the fixed wiring in conduit or trunking (or fittings which ensure equivalent protection) throughout? Yes  No

#### 3.4 Phase Reversal and Phase Failure Devices

Do the phase reversal and phase failure devices operate correctly? Yes  No

### 4. Dynamic Tests

#### 4.1 Safety Contacts/Circuits

- (a) Have the contacts at each landing entrance been proved to ensure that when broken there is no movement of the car? Yes  No   
 (b) Have the mechanical locks at each landing entrance been proved for positive locking? Yes  No   
 (c) Have the car door/gate contacts been proved so that when broken there is no car movement? Yes  No   
 (d) If separate terminal stopping switches are fitted, do they operate satisfactorily? N.A.  Yes  No   
 (e) Do the final limit switches remove the motor supply before the car or counterweight contact the buffers? Yes  No   
 (f) Have the stopping devices on the car top, in the pulley room and pit, been proved so that when broken no movement of the car occurs? Yes  No   
 (g) Have all other switches/contacts in the safety circuit been proved so that when broken no car movement

occurs? Yes  No

(h) Does the earthing of the most remote contact (lock or push button) operates a fuse or trip a breaker without delay? Yes  No

(i) Are all other electromechanical interlocks working properly? Yes  No

#### 4.2 Car Top Control Station

- (a) Speed Up \_\_\_\_\_ m/s (b) Speed Down \_\_\_\_\_ m/s  
 (c) Does the design and operation of the car top station comply with 10.3.1.3 of the Design Code, Part 1? Yes  No

#### 4.3 Clearances and Runbys

- (a) With the counterweight on its fully compressed buffers, how much further can the lift car move upwards before it hits any obstruction? \_\_\_\_\_ mm  
 (b) What is the distance between the car roof and the lowest parts of roof of the lift well, when the car levels with top floor? \_\_\_\_\_ mm  
 (c) With the car resting on its fully compressed buffers, is there a sufficient space to accommodate a rectangular block as specified in 1.5.3(a) of the Design Code, Part 1 with at least 0.5m between the bottom of the pit and the lowest point of the car? Yes  No   
 (d) Distance of bottom runby of car \_\_\_\_\_ mm  
 (e) Distance of bottom runby of counterweight \_\_\_\_\_ mm

#### 4.4 Door Tests

- (a) Type of sliding doors Horizontal\*/Vertical\*/Collapsible\*  
 (b) Form of operation of doors Manual\*/Powered\*  
 (c) Power supply to door control circuit \_\_\_\_\_ V  
 (d) Maximum force at the mid-point of the travel \_\_\_\_\_ N  
 (e) Does the construction & operation of the door re-opening device comply with 3.5.2.2 & 4.6.2.2\*/3.5.2.3 & 4.6.2.3\* of the Design Code, Part 1? N.A.  Yes  No   
 (f) Do the car doors fulfil the requirements of 4.10 of the Design Code, Part 1? Yes  No

### 5. Measurements of the Electrical System

- (a) Particulars of Lift Motor (as stated on data plate)  
 Maker \_\_\_\_\_ Drive System \_\_\_\_\_  
 Serial No. \_\_\_\_\_ Speed \_\_\_\_\_ rpm Frequency \_\_\_\_\_ Hz  
 Power rating \_\_\_\_\_ kW Rated Voltage \_\_\_\_\_ V Current Rating \_\_\_\_\_ A

\* Delete whichever not applicable

## TEST AND EXAMINATION REPORT FOR ELECTRIC LIFTS

- (b) Particulars of MG Set Drive Motor\*/Converter\* (as stated on data plate)  
 Maker \_\_\_\_\_ Serial No. \_\_\_\_\_  
 Power Rating \_\_\_\_\_ kVA Voltage \_\_\_\_\_ V  
 Current Rating \_\_\_\_\_ A Speed \_\_\_\_\_ rpm Frequency \_\_\_\_\_ Hz  
 (Note: Speed and frequency not applicable for converter)

Device Tripping	Marked	m/s	m/s
Speed	Measured	m/s	m/s

State how the governor was tested on the installation:  
 Simulation\*/Free Fall\*/Actual Overspeed\*/Others\* \_\_\_\_\_

- (c) Current and Speed Tests (at mid-point of travel)

	Lift Motor Speed	Lift Speed	Lift Motor Input		System Input MG Set*/Converter*	
	rpm	m/s	V	A	V	A
No Load Down	rpm	m/s	V	A	V	A
Full Load Up	rpm	m/s	V	A	V	A

- (d) Overcurrent protection devices

	Lift Motor	MG Set Drive Motor	Converter
Type			
Settings			

### 6. Overspeed Governor Tests

- 6.1 Car Governor  
 Governor Type \_\_\_\_\_ Serial No. \_\_\_\_\_

		Electrical	Mechanical
		Device Tripping	Marked
Speed	Measured	m/s	m/s

State how the governor was tested on the installation:  
 Simulation\*/Free Fall\*/Actual Overspeed\*/Others\* \_\_\_\_\_

- 6.2 Counterweight Governor (if fitted)  
 Governor Type \_\_\_\_\_ Serial No. \_\_\_\_\_

Electrical	Mechanical
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### 7. Car Safety Gear Tests

Note: The following tests should be conducted with the car descending, with the brake open and the machine continuing to run till the ropes slip or become slack.

- (a) Progressive Type N.A.\*/Fitted\*  
 (i) Does the safety gear operate correctly when engaging at rated speed with the rated load uniformly distributed in the lift car? N.A.  Yes  No
- OR
- (ii) Does the safety gear operate correctly when engaging at levelling or inspection speed with 125%\*/150%\* of the rated load uniformly distributed in the lift car? N.A.  Yes  No   
 State the speed \_\_\_\_\_ m/s
- (b) Instantaneous Type N.A.\*/Fitted\*  
 Does the safety gear operate correctly when engaging at rated speed with the rated load uniformly distributed? Yes  No
- (c) What was the stopping distance in the test? \_\_\_\_\_ m
- (d) After the lift car was brought to a halt in the above test the floor horizontal, or sloping less than 5% from the horizontal? Yes  No

### 8. Counterweight Safety Gear Tests and Counterweight Inspection

Note 1: The test (a) or (b) should be conducted with the counterweight descending, with the brake open and the machine continuing to run till the ropes slip or become slack.

- (a) Progressive Type N.A.\*/Fitted\*  
 (i) Does the safety gear operate correctly when engaging at rated speed with the car empty? N.A.  Yes  No
- OR
- (ii) Does the safety gear operate correctly when engaging at levelling or inspection speed with the car empty? N.A.  Yes  No
- (b) Instantaneous Type N.A.\*/Fitted\*  
 Does the safety gear operate correctly when engaging at rated speed with the car empty? Yes  No

Note 2: The following inspection (c) is carried out after all dynamic tests have been completed.  
 (c) Counterweight

\* Delete whichever not applicable

## TEST AND EXAMINATION REPORT FOR ELECTRIC LIFTS

Are there any visual defects on the whole counterweight including frame, filler weights, brackets and their fixings? Yes  No

### 9. Ascending Car Overspeed Protection Means Tests

#### 9.1. Overspeed Governor Tests

- (a) Car Governor  
Governor Type \_\_\_\_\_ Serial No. \_\_\_\_\_

		Electrical	Mechanical
Device Tripping	Marked	m/s	m/s
Speed (upward)	Measured	m/s	m/s

State how the governor was tested on the installation:  
Simulation\*/Actual Overspeed\*/Others\* \_\_\_\_\_

- (b) Counterweight Governor (if fitted)  
Governor Type \_\_\_\_\_ Serial No. \_\_\_\_\_

		Electrical	Mechanical
Device Tripping	Marked	m/s	m/s
Speed (downward)	Measured	m/s	m/s

State how the governor was tested on the installation:  
Simulation\*/Actual Overspeed\*/Others\* \_\_\_\_\_

#### 9.2. Speed Reducing Element Tests

- (a) Car Safety Gear (if fitted)  
The test should be conducted with the car ascending and the brake open.
- (i) Does the safety gear operate correctly when engaging at preset speed with the car empty? Yes  No   
State the measured speed \_\_\_\_\_m/s
- (ii) What was the stopping distance in the test? \_\_\_\_\_m
- (iii) What was the deceleration in the test? \_\_\_\_\_m/s<sup>2</sup>
- (b) Counterweight Safety Gear (if fitted)

The test should be conducted with the car ascending and the brake open.

- (i) Does the safety gear operate correctly when engaging at preset speed with the car empty? Yes  No   
State the measured speed \_\_\_\_\_m/s
- (ii) What was the stopping distance in the test? \_\_\_\_\_m
- (ii) What was the deceleration in the test? \_\_\_\_\_m/s<sup>2</sup>

#### (c) Rope Gripper (if fitted)

The test should be conducted with the car ascending and the brake open.

- (i) Does the rope gripper operate correctly when engaging at preset speed with the car empty? Yes  No   
State the measured speed \_\_\_\_\_m/s
- (ii) What was the stopping distance in the test? \_\_\_\_\_m
- (iii) What was the deceleration in the test? \_\_\_\_\_m/s<sup>2</sup>

#### (d) Brake on Sheave (if fitted)

The test should be conducted with the car ascending.

- (i) Does the brake on sheave operate correctly when engaging at preset speed with the car empty? Yes  No   
State the measured speed \_\_\_\_\_m/s
- (ii) What was the stopping distance in the test? \_\_\_\_\_m
- (iii) What was the deceleration in the test? \_\_\_\_\_m/s<sup>2</sup>

### 10. Buffer Tests

- (a) For Car Buffers
- (i) When the car was brought into contact with the buffers at rated load at rated speed, or at a speed for which the stroke of the buffers has been calculated, was the operation satisfactory? Yes  No
- (ii) Do the buffers recover automatically after operation? Yes  No
- (b) For Counterweight Buffers  
When the counterweight was brought into contact with the buffers with the car empty at rated speed, or a speed for which the stroke of the buffers has been calculated, was the operation

\* Delete whichever not applicable

## TEST AND EXAMINATION REPORT FOR ELECTRIC LIFTS

<p>satisfactory? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>11. Traction Checks</p> <p>(a) Does the car stop under emergency conditions</p> <p>(i) with the car empty when travelling upwards at rated speed? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(ii) with the rated load plus 25% when travelling downwards in the lower part of the lift well at rated speed? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(b) With the counterweight resting on its fully compressed buffers, is it impossible for the empty car to be raised under power? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>12. Emergency Stopping Distance</p> <p>What was the stopping distance of the car travelling in down direction at rated speed and carrying 125% of the rated load under emergency stopping conditions? _____m</p> <p>What was the stopping distance of the empty car traveling in up direction at rated speed under emergency stopping conditions? _____m</p> <p>13. Duty Cycle Test</p> <p>Does the lift operate satisfactorily for a period of at least 0.5 hour when running with rated load, full travel and intermediate stops at a rate of starts equal to the number of starts per hour recommended in Item 1? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>14. General (Lift Work)</p> <p>(a) Is the maximum load indicated in the car and does it comply with 11.2.1 of the Design Code, Part 1? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(b) Does the fireman's lift operation function correctly? <span style="float: right;">N.A. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(c) Are the emergency instructions displayed in the machine room? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(d) Does the emergency operation system function correctly in accordance with 8.5 of the Design Code, Part 1? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(e) Does the emergency lighting of the car comply with 4.16.3 of the Design Code, Part 1? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(f) What are the emergency alarm devices?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">Mangt office</td> <td style="width: 15%;">M/C room</td> <td style="width: 15%;">Lift car</td> <td style="width: 15%;">Main lobby/Pit</td> </tr> <tr> <td>Alarm bell*</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Intercom*</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Indication light*</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Indication light for acknowledgement &amp; the notice*</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </table>		Mangt office	M/C room	Lift car	Main lobby/Pit	Alarm bell*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Intercom*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Indication light*	<input type="checkbox"/>	<input type="checkbox"/>			Indication light for acknowledgement & the notice*			<input type="checkbox"/>		<p>(g) Does the overload device operate satisfactorily? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>15. General (Other works)</p> <p>(a) Is the machine room artificial lighting adequate for maintenance purposes? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(b) Does the artificial lighting in the lift well comply with 1.7(b) of the Design Code, Part 1? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(c) Are the machine room conditions satisfactory? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(d) Are the provisions for ventilating the machine room adequate? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(e) Are the machine room doors or trap doors fitted with a suitable lock to comply with 3.15.3 and 3.15.4 of COP on Building Works for Lifts and Escalators? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(f) Are the safety means of access to all items of equipment in accordance with the Design Code, Part 1 and COP on Building Works for Lifts and Escalators? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>If no, state details _____</p> <p>(g) Are the hoistway emergency doors (if fitted), in compliance with 3.2 of COP on Building Works for Lifts and Escalators? <span style="float: right;">N.A. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(h) Documents (copy only) in respect of exemptions (if any) shall be provided for reference. <span style="float: right;">N.A. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>(i) Are CCTV camera provided in lift car and CCTV monitors provided in management office* and machine room*? <span style="float: right;">N.A. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>16. Declaration</p> <p>I certify that on _____ the equipment was thoroughly examined and found to be free from obvious defects, and to comply with Part 1 of the Design Code, COP for Lift Works and Escalator Works and COP on Building Works for Lifts and Escalators with the exception of the following items and that the foregoing is an accurate record of the test and examination carried out.</p> <p>Exceptions:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-top: 1px solid black; border-bottom: 1px solid black;">Name &amp; Registration No. of Registered Lift Engineer</td> <td style="width: 50%; border-top: 1px solid black; border-bottom: 1px solid black;">Signature of Registered Lift Engineer</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Name of Registered Lift Contractor</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Date</td> </tr> </table> <p>Remarks: COP means Code of Practice</p>	Name & Registration No. of Registered Lift Engineer	Signature of Registered Lift Engineer	Name of Registered Lift Contractor	Date
	Mangt office	M/C room	Lift car	Main lobby/Pit																										
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Name & Registration No. of Registered Lift Engineer	Signature of Registered Lift Engineer																													
Name of Registered Lift Contractor	Date																													

\* Delete whichever not applicable

**Appendix B      Test and Examination Report for Hydraulic Lifts**

## TEST AND EXAMINATION REPORT FOR HYDRAULIC LIFTS

1. Description of Installation  
 Location/Address \_\_\_\_\_  
 Manufacturer \_\_\_\_\_ Plant No. \_\_\_\_\_ Lift No. \_\_\_\_\_  
 Lift Identification No./Location ID \_\_\_\_\_ Length of Travel \_\_\_\_\_ m  
 Passenger Lift  Freight Lift  Vehicle Lift  V.Lifting Platform  Stairlift  Car parking system   
 Levels Served \_\_\_\_\_  
 Rated Load \_\_\_\_\_ kg \_\_\_\_\_ Persons Rated Speed Up \_\_\_\_\_ m/s  
 Dia. of Ram \_\_\_\_\_ m Ram Action: Direct\*/Indirect\* Type of Ram: Single\*/Telescopic\*  
 Power Supply at Time of Test \_\_\_\_\_ Volt \_\_\_\_\_ Phase \_\_\_\_\_ Hz  
 Levelling tolerance  $\pm$  \_\_\_\_\_ mm Number of Starts \_\_\_\_\_ /hr  
 Car Floor Area \_\_\_\_\_ m<sup>2</sup>  
 Machine Room Location: above lift well\*/below lift well\*/at side\*/Others \_\_\_  
 Is this a fireman's lift? Yes  No   
 Is this lift for persons with a disability? Yes  No

Devices provided against free fall and descent with excessive speed of the car:-

- (i) Safety gear tripped by overspeed governor Yes  No   
 (ii) Safety gear tripped by failure of suspension gear or by safety rope Yes  No   
 (iii) Rupture valve Yes  No   
 (iv) Restrictor Yes  No

Devices/systems provided against creeping of the car:-

- (i) Safety gear tripped by downward movement of the car Yes  No   
 (ii) Pawl device Yes  No   
 (iii) Clamping device Yes  No   
 (iv) Electrical anti-creep system Yes  No

### 2. Static Examination - Mechanical

- 2.1 Jack  
 Single Jack  Multi Jack  Number of Jacks \_\_\_  
 In multi jack system, are the jacks, in compliance with 8.1.3 of the Design Code, Part 2? N.A.  Yes  No

### 2.2 Suspension

- (a) Suspension Ropes  
 (i) Certificate No. & Date of Issue \_\_\_\_\_  
 (ii) Number \_\_\_\_\_ Nominal Diameter \_\_\_\_\_ mm  
 (b) Type of Anchorage: Car \_\_\_\_\_  
 Counterweight (if provided) \_\_\_\_\_  
 Have the anchorages been examined and found in good working condition? Yes  No

### 2.3 Suspension Chains N.A.\*/Fitted\*

- (a) Number \_\_\_\_\_ (b) Pitch \_\_\_\_\_ mm

### (c) Type and Construction \_\_\_\_\_

- 2.4 Safety Gear N.A.\*/Fitted\*  
 Has the safety gear been certified in accordance with 5.10.1.5 of the Design Code, Part 2? Yes  No   
 Model No., \_\_\_\_\_  
 Certificate No. & Date of Issue \_\_\_\_\_
- 2.5 Energy Dissipation Buffers N.A.\*/Fitted\*  
 (a) Have the buffers been certified in accordance with F5 of BS5655, Part 2? Yes  No   
 (b) Model No., \_\_\_\_\_  
 Certificate No. & Date of Issue \_\_\_\_\_  
 (c) Is the buffer switch functioning properly? Yes  No
- 2.6 Energy Accumulation Buffers N.A.\*/Fitted\*  
 (a) Have the buffers been certified in accordance with F5 of BS5655 Part 2? N.A.  Yes  No   
 (b) Do the buffers comply with 6.2.3 of the Design Code, Part 2? Yes  No
- 2.7 Overspeed Governor N.A.\*/Fitted\*  
 (a) Has the governor been certified in accordance with F.4.3 of BS5655 Part 2? Yes  No   
 (b) Model No., \_\_\_\_\_  
 Certificate No. & Date of Issue \_\_\_\_\_  
 (c) Is the data plate in accordance with 11.6 of the Design Code, Part 2? Yes  No   
 (d) Does the governor rope conform to 5.12.6 of the Design Code, Part 2? Yes  No   
 (e) Is the governor slack rope switch working properly? Yes  No
- 2.8 Landing Door Locking Device  
 Has the landing door locking device been certified in accordance with 3.7.3.1 of the Design Code, Part 2? Yes  No   
 Model No., \_\_\_\_\_  
 Certificate No. & Date of Issue \_\_\_\_\_
3. Static Examination - Electrical
- 3.1 Insulation Resistance to Earth  
 (a) Pump Motor \_\_\_\_\_ M $\Omega$  (b) Power System \_\_\_\_\_ M $\Omega$   
 (c) Safety Circuits \_\_\_\_\_ M $\Omega$

\*Delete whichever not applicable

## TEST AND EXAMINATION REPORT FOR HYDRAULIC LIFTS

- 3.2 Earthing
- (a) Is the maximum continuity resistance to earth less than  $0.5 \Omega$ ? Yes  No
- (b) Is the car connected to controller earthing terminal by a separate conductor  $\geq 0.75 \text{mm}^2$ ? Yes  No
- 3.3 Protection of Conductors  
Is the fixed wiring in conduit or trunking (or fittings which ensure equivalent protection) throughout? Yes  No
- 3.4 Phase Failure and Phase Reversal Devices  
Do the phase failure and phase reversal devices operate correctly? Yes  No
4. Dynamic Tests
- 4.1 Safety Contacts/Circuits
- (a) Have the contacts at each landing entrance been proved to ensure that when broken there is no movement of the car? Yes  No
- (b) Have the mechanical locks at each landing entrance been proved for positive locking? Yes  No
- (c) Have the car door/gate contacts been proved so that when broken there is no car movement? Yes  No
- (d) If separate terminal stopping switches are fitted, do they operate satisfactorily? N.A.  Yes  No
- (e) Does the final limit switch operate in accordance with 6.3 of the Design Code, Part 2? Yes  No
- (f) Have the stopping devices on the car top, in the pulley room and pit been proved so that when broken no movement of the car occurs? Yes  No
- (g) Have all other switches/contacts in the safety circuit been proved so that when broken no car movement occurs? Yes  No
- (h) Does the earthing of the most remote contact (lock or push button) operates a fuse or trip a breaker without delay? Yes  No
- (i) Are all other electromechanical interlocks working properly? Yes  No
- 4.2 Car Top Control Station
- (a) Speed Up \_\_\_\_\_ m/s (b) Speed Down \_\_\_\_\_ m/s
- (c) Does the design and operation of the car top station comply with 10.3.1.3 of the Design Code, Part 2? Yes  No
- 4.3 Clearances and Runbys
- (a) Will the car and counterweight (if fitted) clear all obstacles when driven at slow speed:
- (i) with the car and rated load compressing the car buffers? Yes  No
- (ii) with the counterweight (if fitted) compressing its buffer (car empty)? N.A.  Yes  No
- (iii) with the ram fully extended to the ram stop? Yes  No
- (b) What is the distance between the car roof and the lowest parts of roof of the lift well, when the car levels with top floor? \_\_\_\_\_ mm
- (c) With the car resting on its fully compressed buffers, is there a sufficient space to accommodate the rectangular block as specified in 1.5.2(a) of the Design Code, Part 2 with at least 0.5m between the bottom of the pit and the lowest point of the car? Yes  No
- (d) Distance of bottom runby of car \_\_\_\_\_ mm
- (e) Distance of bottom runby of counterweight (if fitted) \_\_\_\_\_ mm
- 4.4 Door Tests
- (a) Type of sliding doors Horizontal\*/Vertical\*/Collapsible\*
- (b) Form of operation of doors Manual\*/Powered\*
- (c) Power supply to door control circuit \_\_\_\_\_ V
- (d) Maximum force at the mid-point of the travel \_\_\_\_\_ N
- (e) Does the construction & operation of the door re-opening device comply with 3.5.2.2 & 4.6.2.2\*/3.5.2.3 & 4.6.2.3\* of the Design Code, Part 2? N.A.  Yes  No
- (f) Do the car doors fulfil the requirements of 4.10 of the Design Code, Part 2? Yes  No
5. Measurements of the Hydraulic and Electrical System  
Note:  $1 \text{ bar} = 10^5 \text{N/m}^2 = 10^5 \text{Pa}$
- (a) With rated load in the car and at the highest floor level, state static hydraulic pressure \_\_\_\_\_ bar
- (b) When subject to 200% of full load pressure applied between the non-return valve and the jack (included) for a period of 5 minutes, is there evidence of any pressure drop or leakage of hydraulic fluid? Yes  No
- (c) Particulars of the pump motor (as stated on data plate)  
Maker \_\_\_\_\_ Drive System \_\_\_\_\_  
Serial No. \_\_\_\_\_ Speed \_\_\_\_\_ r/min Frequency \_\_\_\_\_ Hz  
Power Rating \_\_\_\_\_ kW Rated Voltage \_\_\_\_\_ V Current Rating \_\_\_\_\_ A
- (d) Particulars of the pump (as stated on data plate)  
Maker \_\_\_\_\_ Serial No. \_\_\_\_\_ Type \_\_\_\_\_
- \*Delete whichever not applicable

## TEST AND EXAMINATION REPORT FOR HYDRAULIC LIFTS

(e) Current and Speed Tests (at mid-point of travel)

	Hydraulic pressure (See Note 1)	Lift Speed	Motor Input (See Note 2)	
No Load Up	bar	m/s	V	A
Rated Load Up	bar	m/s	V	A

Note 1 - The pressure readings should be taken between the check valves, or down direction valve, and the supply line to the cylinder.

Note 2 - The motor current readings on conductors adjacent to the motor terminal block should be taken with the motor running steadily.

- (f) Pressure relief valve operated at pressure of \_\_\_\_\_ bar and is the integrity of the pipework satisfactory? Yes  No
- (g) Is the relief valve secured against any unauthorized interference? Yes  No
- (h) Does the check valve hold the car with rated load at floor level? Yes  No
- (i) Does the rupture valve function correctly? N.A.  Yes  No
- (j) Does the operation of the manual lowering valve lower the car at a slow speed not exceeding 0.3m/s? Yes  No
- (k) In the case of an indirect acting lift, does the slack chain\*/ropes\* switch or pressure switch prevent operation of the lift until pressure is re-established by the re-setting of the switch? N.A.  Yes  No
- (l) Are precautions against any overheating of the fluid provided? Yes  No

6. Overspeed Governor/Safety Rope/Suspension Gear Tests

(a) Governor Type \_\_\_\_\_ N.A.\*/Fitted\* Serial No. \_\_\_\_\_

		Electrical	Mechanical
Device Tripping Speed	Marked	m/s	m/s
	Measured	m/s	m/s

State how the governor was tested on the installation:  
Simulation\*/Free Fall\*/Actual Overspeed\*/Others\* \_\_\_\_\_

OR

- (b) Safety Rope  
If the safety gear\*/clamping device\* is tripped by a safety rope, does the triggering mechanism operate satisfactorily? N.A.  Yes  No
- (c) Suspension Gear

If the safety gear\*/clamping device\* is tripped by the failure of suspension gear, does the triggering mechanism operate satisfactorily? N.A.  Yes  No

7. Car Safety Gear Tests N.A.\*/Fitted\*

Note: The following tests should be conducted with the car descending.

(a) Progressive Type

Does the safety gear operate correctly if engaged at levelling\*/inspection\*/rated\* speed with 100%\*/125%\*/150%\* of the rated load uniformly distributed in the lift car? Yes  No   
State the speed: \_\_\_\_\_m/s

OR

(b) Instantaneous Type

Does the safety gear operate correctly if engaged at rated speed with the rated load uniformly distributed in the lift car? Yes  No

(c) What was the stopping distance in the test? \_\_\_\_\_mm

(d) After the lift car was brought to a halt in the above test, was the car floor horizontal, or sloping less than 5% from the horizontal? Yes  No

8. Clamping Device Tests N.A.\*/Fitted\*

(a) Progressive Type

Does the clamping device operate correctly when engaging with 125%\*/150%\* of the rated load uniformly distributed in the lift car? Yes  No

(b) Instantaneous Type

Does the clamping device operate correctly when engaging with 125%\*/150%\* of the rated load uniformly distributed in the car? Yes  No

9. Buffer Tests

(a) For Car Buffers

i) When the car was brought into contact with the buffers at rated load and at rated speed, or at a speed for which the stroke of the buffers has been calculated, was the operation satisfactory? Yes  No

ii) Do the buffers automatically return to their designed position after undergoing compression? Yes  No

(b) For Counterweight Buffers (if fitted)

When the counterweight was brought into contact with the buffers with the car empty and travelling at rated speed, or a speed for which the stroke of the buffers has been calculated,

\*Delete whichever not applicable

## TEST AND EXAMINATION REPORT FOR HYDRAULIC LIFTS

was the operation satisfactory? N.A.  Yes  No

10. Anti-Creep  
Does the anti-creep device operate in accordance with conditions stipulated in 10.3.1.4 of the Design Code, Part 2? Yes  No
11. Duty Cycle Test  
Does the lift operate satisfactorily for a period of at least 0.5 hour when running with rated load over the full travel distance and serving intermediate stops at a rate equal to the number of starts per hour as stated in Item 1? Yes  No
12. General (Lift Work)
- (a) Is the maximum load indicated in the car and does it comply with 11.2.1 of the Design Code, Part 2? Yes  No
- (b) Does the fireman's lift operation function correctly? N.A.  Yes  No
- (c) Are the emergency instructions displayed in the machine room? Yes  No
- (d) Does the manual emergency operation system function correctly in accordance with 8.9 of the Design code, Part 2? Yes  No
- (e) Does the emergency lighting of the car comply with 4.16.3 of the Design Code, Part 2? Yes  No
- (f) What are the emergency alarm devices?
- |  | Mangt office             | M/C room                 | Lift car                 | Main lobby/Pit           |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Alarm bell*  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Intercom*  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| Indication light*                                  | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |
| Indication light for acknowledgement & the notice* | <input type="checkbox"/> |                          |                          |                          |
- (g) Does the overload device operate satisfactorily? Yes  No
13. General (Other Works)
- (a) Is the machine room artificial lighting adequate for maintenance purposes? Yes  No
- (b) Does the artificial lighting in the lift well comply with 1.7(b) of the Design Code, Part 2? Yes  No
- (c) Are the machine room conditions satisfactory? Yes  No
- (d) Are the provisions for ventilation of the machine room adequate? Yes  No
- (e) Are the machine room doors or trap doors fitted with a suitable lock to comply with 3.15.3 and 3.15.4 of COP on Building Works for Lifts and Escalators? Yes  No
- (f) Are the safety means of access to all items of equipment in accordance with the Design Code, Part 2 and COP on

- building Works for Lifts and Escalators? Yes  No   
If no, state details \_\_\_\_\_
- (g) Are the hoistway emergency doors (if fitted), in compliance with 3.2 of COP on Building Works for Lifts and Escalators? N.A.  Yes  No
- (h) Documents (copy only) in respect of exemptions (if any) shall be provided for reference N.A.  Yes  No
- (i) Are CCTV camera provided in lift car and CCTV monitors provided in management office \*and machine room\*? N.A.  Yes  No

### 14. Declaration

I certify that on \_\_\_\_\_ the equipment was thoroughly examined and found to be free from obvious defects, and to comply with Part 2 of the Design Code, COP for Lift Works and Escalator Works and COP on Building Works for Lifts and Escalators with the exception of the following items and that the foregoing is an accurate record of the test and examination carried out.

Exceptions:

\_\_\_\_\_  
Name & Registration No. of  
Registered Lift Engineer      Engineer

\_\_\_\_\_  
Signature of Registered Lift

\_\_\_\_\_  
Name of Registered Lift Contractor

\_\_\_\_\_  
Date

Remarks: COP means Code of Practice

\*Delete whichever not applicable

**Appendix C      Test and Examination Report for Escalators /  
Passenger Conveyors**

## TEST AND EXAMINATION REPORT FOR ESCALATORS/PASSENGER CONVEYORS

### 1. Description of Installation

Location/Address \_\_\_\_\_  
 Environment: Outdoor\*/Indoor\* \_\_\_\_\_ Escalator No. \_\_\_\_\_  
 Manufacturer \_\_\_\_\_ Plant No. \_\_\_\_\_  
 Identification No./Location ID \_\_\_\_\_ Model No. \_\_\_\_\_  
 Angle of Inclination \_\_\_\_\_ degree Rated Speed \_\_\_\_\_ m/s  
 Vertical Rise \_\_\_\_\_ m Capacity \_\_\_\_\_ Persons/Hour  
 Step Width \_\_\_\_\_ mm Step Depth \_\_\_\_\_ mm  
 No. of Exposed Steps between Combplates \_\_\_\_\_ Step Height \_\_\_\_\_ mm  
 Distance between Handrail Centrelines \_\_\_\_\_ mm  
 Horizontal Travel Distance of the Steps at the ends \_\_\_\_\_ mm  
 Contract Power Supply \_\_\_\_\_ Volt \_\_\_\_\_ Hz \_\_\_\_\_ Phase  
 Type of Balustrade: Opaque\*/Tempered Glass\*/Others\* \_\_\_\_\_  
 Machinery Location: Inside Truss\*/Outside Truss\* \_\_\_\_\_  
 Is yellow band provided on side edges\*/leading\*/trailing\*edge? Yes  No   
 Is sump pump provided at upper\*/lower\*station? Yes  No   
 Is remote monitoring facilities provided? Yes  No

### 2. Static Examination

- (a) Are the combplates and terminal guides adjusted properly? Yes  No   
 (b) Has the brake(s) been examined and found to be in order? Yes  No   
 (c) Is an auxiliary brake provided? N.A.  Yes  No

### 3. Dynamic Tests

- (a) Has the operation brake been tested at no load\*/full load\* up\*/down\* condition? Yes  No   
 AND  
 The stopping distance is \_\_\_\_\_ mm  
 (b) Does the auxiliary brake operate properly? N.A.  Yes  No   
 (c) Does the overspeed device operate properly? N.A.  Yes  No

### 4. Driving Motor Current Tests

Driving Motor Manufacturer \_\_\_\_\_ Serial Number \_\_\_\_\_  
 Voltage at Time of Test \_\_\_\_\_ Rated Power \_\_\_\_\_

### Form of Overload Protection:

- 3-Phase circuit breaker  
 Overloads in each phase  
 Others \_\_\_\_\_

	Running Current(A)	
	Up	Down
No Load		

Separate supply for machine compartment/power socket? Yes  No

### 5. Clearance

- (a) Is the clearance between consecutive steps not exceeding 6mm? Yes  No   
 (b) Is the clearance between step and adjacent skirting not exceeding 4mm? Yes  No   
 (c) Is the total clearance between step and both skirting not exceeding 7mm? Yes  No   
 (d) Is the clearance between the upper surface of the step and the root of the comb teeth not exceeding 4mm? Yes  No   
 (e) Is the distance between the floor and the lower point of the handrail into the newel within the range of 0.1m to 0.25m? Yes  No

### 6. Insulation Resistance to Earth

Power System: \_\_\_\_\_ MΩ Safety Circuit: \_\_\_\_\_ MΩ

### 7. Earthing

- (a) Are all metalwork enclosing conductors bonded to earth? Yes  No   
 (b) Is the maximum continuity resistance to earth less than 0.5Ω? Yes  No

### 8. Half Hour Run

The escalator\*/passenger conveyor\* is to run unladen, fifteen minutes in the up\*/forward\* direction followed by fifteen minutes in the down\*/backward\* direction. Yes  No   
 Observations: \_\_\_\_\_  
 \_\_\_\_\_

\*Delete whichever not applicable

## TEST AND EXAMINATION REPORT FOR ESCALATORS/PASSENGER CONVEYORS

9. General (Escalator\*/Passenger Conveyor\* Work)

Have the following items where fitted been checked for correct operation?

- |                                      |                               |                              |                             |
|--------------------------------------|-------------------------------|------------------------------|-----------------------------|
| (a) Emergency Stop Switches          |                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (b) Broken Step Chain Device         |                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (c) Broken Drive Chain*/Belt* Device |                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (d) Handrail Inlet Switch            |                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (e) Non-reversal Device              |                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (f) Combplate Switch                 |                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (g) Operation Brake                  |                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (h) Step Sagging Device              |                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (i) Skirt Panel Switch               |                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (j) Phase Protection Device          |                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (k) Overspeed Device                 | N.A. <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (l) Broken Handrail Device           | N.A. <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (m) Auxiliary Brake                  | N.A. <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

10. General (Other Works)

(1) Have the following items been properly provided?

- |  |                               |                              |                             |
|--|-------------------------------|------------------------------|-----------------------------|
| (a) Notices/pictographs for passengers                               |                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (b) Guards at adjacent building obstacles and criss-cross escalators | N.A. <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (c) Rigid guard adjacent to escalator handrail                       | N.A. <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (d) Notice on access door to machinery spaces                        | N.A. <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

(2) Do the unrestricted landing areas comply with 1.2.1.1 of the Design Code, Part 4? Yes  No

(3) Does the clear height above step\*/belt\* comply with 1.2.2 of COP on the Design Code, Part 4? Yes  No

11. Exemptions (if any).

12. Declaration

I certify that on \_\_\_\_\_ the equipment was thoroughly examined and found to be free from obvious defects, and to comply with Part 4 of the Design Code, COP for Lift Works and Escalator Works and COP on Building Works for Lifts and Escalators with the exception of the following items and that the foregoing is an accurate record of the test and examination carried out.

Exceptions:

\_\_\_\_\_  
Name & Registration No. of Registered Escalator Engineer

\_\_\_\_\_  
Signature of Registered Escalator Engineer

\_\_\_\_\_  
Name of Registered Escalator Contractor

\_\_\_\_\_  
Date

Remarks: COP means Code of Practice

\*Delete whichever not applicable

**Appendix D      Test and Examination Report for Electric  
Service Lifts**

## TEST AND EXAMINATION REPORT FOR ELECTRIC SERVICE LIFTS

1. Description of Installation

Location/Address \_\_\_\_\_  
 Manufacturer \_\_\_\_\_ Plant No. \_\_\_\_\_  
 Lift Identification No./Location ID \_\_\_\_\_ Length of Travel \_\_\_\_\_ m Lift no. \_\_\_\_\_  
 Levels Served \_\_\_\_\_  
 Rated Load \_\_\_\_\_ kg Rated Speed \_\_\_\_\_ m/s  
 Power Supply at Time of Test \_\_\_\_\_ Volt \_\_\_\_\_ Phase \_\_\_\_\_ Hz  
 Machine Room Location: above lift well\*/below lift well\*/at side\*  
 Car Floor Area \_\_\_\_\_ m<sup>2</sup> Car internal height \_\_\_\_\_ m

2. Examinations and Tests

2.1 Suspension

- (a) Suspension Ropes  
 (i) Number \_\_\_\_\_ (ii) Nominal Diameter \_\_\_\_\_ mm  
 (b) Type of Anchorages: Car \_\_\_\_\_ Counterweight \_\_\_\_\_  
 Have the anchorages been examined and found in good working condition? Yes  No

2.2 Car Safety Gear Tests N.A.\*/Fitted\*

- Note: The following test should be conducted with the car descending.  
 (a) Progressive Type  
 Does the safety gear operate correctly if engaged at inspection\*/rated\* speed with 100%\*/125%\* of the rated load uniformly distributed in the lift car?  
N.A.  Yes  No   
 State the speed: \_\_\_\_\_ m/s  
 (b) Instantaneous Type  
 Does the safety gear operate correctly if engaged at rated speed with rated load uniformly distributed in the lift car?  
N.A.  Yes  No   
 (c) The stopping distance is \_\_\_\_\_ mm

2.3 Counterweight Safety Gear Tests N.A.\*/Fitted\*

- Note: The following test should be conducted with the counterweight descending.  
 (a) Progressive Type  
 Does the safety gear operate correctly if engaged at inspection\*/rated\* speed with the lift car empty?  
Yes  No   
 (b) Instantaneous Type  
 Does the safety gear operate correctly if engaged at rated speed with lift car empty?  
Yes  No   
 (Delete either (a) or (b) or both)

2.4 Overspeed Governor\*/Safety Rope\*/Suspension Failure Device\* Test

- (a) Car N.A.\*/Fitted\*

(i) Governor  
 Type \_\_\_\_\_ Serial No. \_\_\_\_\_

Device	Tripping Speed (m/s)	
	Marked	Measured
Electrical		
Mechanical		

State how the governor was tested on the installation:  
 Simulation\*/Free Fall\*/Actual Overspeed\*/Others\* \_\_\_\_\_  
 OR

- (ii) Safety Rope\*/Suspension Failure Device\*  
 Does the triggering mechanism operate correctly? Yes  No

- (b) Counterweight N.A.\*/Fitted\*

(i) Governor  
 Type \_\_\_\_\_ Serial No. \_\_\_\_\_

Device	Tripping Speed (m/s)	
	Marked	Measured
Electrical		
Mechanical		

State how the governor was tested on the installation:  
 Simulation\*/Free Fall\*/Actual Overspeed\*/Others\* \_\_\_\_\_

- (ii) Safety Rope\*/Suspension Failure Device\*  
 Does the triggering mechanism operate correctly? Yes  No

2.5 Brake

Is the brake capable of stopping the machine when the lift is travelling at its rated speed with the rated load plus 25%? Yes  No

2.6 Buffer Tests

- (a) Car Buffer  
 When the lift was brought into contact with the buffer with rated load at rated speed, was the operation satisfactory? Yes  No
- (b) Counterweight Buffer  
 When the counterweight was brought into contact with the buffer with the car empty at rated speed, was the operation satisfactory? Yes  No

2.7 Insulation Resistance to Earth and Earthing

- (a) Lift Motor \_\_\_\_\_ MΩ (b) Safety Circuit \_\_\_\_\_ MΩ

1 \*Delete whichever not applicable

## TEST AND EXAMINATION REPORT FOR ELECTRIC SERVICE LIFTS

(c) Is the maximum continuity resistance to earth less than  $0.5 \Omega$ ? Yes  No

### 2.8 Safety Contacts/Circuits

- (a) Have the contacts at each landing door been proved so that when broken there is no movement of the car? Yes  No
- (b) Have the car door contacts been proved so that when broken there is no movement of the car? Yes  No
- (c) Do the terminal stopping switches operate satisfactory? Yes  No
- (d) Do the stopping device in machine room and in pit operate correctly? Yes  No
- (e) Does the earthing of the most remote contact (lock or push button) operate a fuse or trip a breaker? Yes  No

### 2.9 Current and Speed Tests (at mid-point of travel)

	Lift Motor Speed (rpm)	Lift Speed (m/s)	Motor Input	
			(V)	(A)
No Load Down				
Full Load Up				

### 2.10 Traction Checks

- Does the car stop under emergency conditions
- (a) with the car empty when travelling upwards in the upper part of the lift well at rated speed? Yes  No
- (b) with rated load plus 25% when travelling downwards in the lower part of the lift well at rated speed? Yes  No

### 3. General

- (a) Are the maximum load and warning notice displayed at each landing in compliance with 10.1 and 10.3.1 of the Design Code, Part 3? Yes  No
- (b) Are the emergency instructions displayed in the machine room? Yes  No
- (c) Is the machine room lighting adequate for maintenance purpose? Yes  No
- (d) Are the provisions for ventilating the machine room adequate? Yes  No
- (e) Is each machine room door or trap door complied with the COP on Building Works for Lifts and Escalators? Yes  No

(f) Is the clear space in front of the controller not less than 900mm in depth? If no, state details in Item 4. Yes  No

(g) Is the access to machine room and to all equipment safe and convenient? Yes  No

### 4. Others

### 5. Declaration

I certify that on \_\_\_\_\_ the equipment was thoroughly examined and found to be free from obvious defects, and to comply with Part 3 of the Design Code, COP for Lift Works and Escalator Works and COP on Building Works for Lifts and Escalators with the exception of the following items and that the foregoing is an accurate record of the test and examination carried out.

Exceptions:

\_\_\_\_\_  
Name & Registration No. of  
Registered Lift Engineer

\_\_\_\_\_  
Signature of Registered Lift  
Engineer

\_\_\_\_\_  
Name of Registered Lift Contractor

\_\_\_\_\_  
Date

Remarks: COP means Code of Practice

2\*Delete whichever not applicable

