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HOW TO APPLY HOW TO APPLY HOW TO APPLY HOW TO APPLY HOW TO APPLY

# how to apply

Builder's Lift and  
Tower Working  
Platform First  
Installation



# HOW TO APPLY FOR FIRST INSTALLATION OF BUILDERS' LIFTS AND TOWER WORKING PLATFORMS

The purpose of the approval scheme for first installation of builders' lifts and tower working platforms is to ensure that all builders' lifts and tower working platforms used for the first time in Hong Kong from 30.12.95 are in full compliance with the safety requirements set out in the Builders' Lifts and Tower Working Platforms (Safety) Ordinance and the Code of Practice on the Design and Construction of Builders' Lifts/Tower Working Platforms established under the Ordinance.

## (1) How to apply for approval of first installation

- (a) The registered contractor appointed by the owner of the builder's lift/tower working platform should complete and submit the following documents to the General Legislation Sub-division of the Electrical and Mechanical Services Department for assessment:
  - i. Application form (Form 8—Application for Approval of First Installation of a Builder's Lift or Tower Working Platform).
  - ii. "Particulars of Design and Construction for First Installation of Builder's Lift" or "Particulars of Design and Construction for First Installation of Tower Working Platform" whichever is appropriate.
  - iii. Other supporting documents with details specified in paragraph (3) below.
- (b) No application fee is required for the application.
- (c) A separate application form should be used for each builder's lift/tower working platform.

## (2) Responsibilities of Registered Contractor

Under the said Ordinance, the certification of the design of a builder's lift/tower working platform is regarded as lift work and should therefore be carried out by the registered contractor. For the application, the registered contractor has the following duties:

- (a) Before submitting the application, the registered contractor should check the design and construction of the builder's lift/tower working platform to ensure that the information given is correct and accurate and that the builder's lift/tower working platform fully complies with the safety requirements stipulated in the Ordinance and the Code of Practice on the Design and Construction of Builders' Lifts/Tower Working Platforms.
- (b) Upon submission, the registered contractor may be required to explain and clarify the design and construction of the builder's lift/tower working platform to the officers of the Electrical and Mechanical Services Department and supplement further information when necessary.

## (3) Supporting Documents to be submitted

- (a) *Basic Design Details and Technical Data*

These include:

- i. Design and calculation of all structural parts of the builder's lift/tower working platform,
- ii. Design and calculation of all mechanical parts including the safety gear, overspeed governor, driving machine and its brake, rack and pinion or wire rope suspension, emergency lowering device, etc.



- iii. Design and construction of all electrical, electronic and/or hydraulic circuits including the power and control systems,
- iv. Design and construction of the audible emergency alarm system and overload sensing device (overload and overmoment sensing device for a tower working platform),
- v. Operation manual of the builder's lift/tower working platform including the resetting of the safety gear, operation of controls, calibration and adjustment of the overload sensing device (overload and overmoment sensing device for a tower working platform), operation of the emergency lowering device, emergency audible alarm, etc.
- vi. Procedures for erection and dismantling of the builder's lift/tower working platform

(b) *Maintenance Manual*

The manual covers:

- i. Limits of wear of the safety gear, overspeed governor, driving machine and its brake, rack and pinion or wire rope, guide rollers, etc.
- ii. Limits of wear, deformation, indentation and corrosion for the structural parts including masts, wall anchorages, base frame, life cage/platform frame, etc.
- iii. Life expectancy or reliability of the safety gear, driving machine and its brake, rack and pinion, etc.
- iv. Trouble shooting of electrical, electronic, mechanical and/or hydraulic components
- v. Types of lubricants, grease and hydraulic oil used

(c) *Test Certificates in respect of the Driving Machine Brake, Overspeed Governor, Safety Gear and Rack and Pinion Suspension System*

Details of the requirements and the approved institutions for issuing the certificates are described in paragraphs (4) & (5) below.

#### (4) Requirements of Type Test Certificates

The type test certificates must be issued by a testing institution, approved by the Director of Electrical and Mechanical Services, which is independent of the manufacturers of the safety components—safety gear, overspeed governor, rack and pinion suspension and driving machine brake. The type test certificates should also specify that the safety components are in full compliance with the relevant sections of the Code of Practice on the Design and Construction of Builders' Lifts/Tower Working Platforms.

The following are the specific tests and checks required to be performed and information to be contained in the type test certificate:

(a) *Safety Gear*

- i. Functional tests including measurement of deceleration and stopping distance of the laden lift cage/platform
- ii. Reliability test
- iii. Design specifications and dimensions

In the case of a tower working platform not equipped with a safety gear, additional tests should be performed for the driving machine brake as stipulated in the requirement of the Ordinance and the Codes of Practice on the Design and Construction of Tower Working Platforms.

- (b) *Overspeed Governor*
  - i. Functional tests
  - ii. Reliability test
  - iii. Testing of tripping speed
  - iv. Design specifications and dimensions
- (c) *Driving Machine Brake*
  - i. Functional tests
  - ii. Reliability test
  - iii. Design specifications and dimensions
  - iv. Electrical/hydraulic check
- (d) *Rack and Pinion Suspension*
  - i. Functional tests
  - ii. Reliability test
  - iii. Design specifications and dimensions
  - iv. Hardness test

## **(5) Approved Institutions for Issuance of Type Test Certificates**

The following is a list of approved testing institutions as at 1 January 1999:

- i. General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China, AQSIQ
- ii. Staatliche Technische Überwachung Hessen (TUH)
- iii. Verband der Technische Überwachungs Verein (TUV)
- iv. British Standard Institute (BSI)
- v. Lloyds British
- vi. SAQ Kontroll AB

Please contact this department to obtain the most updated list of approved testing institutions if necessary. For other testing institutions that are not yet approved by this department, the registered contractor should provide the following details of the testing institution for assessment and approval before carrying out any test:

- i. any past testing records of similar types of safety components carried out by the testing institution
- ii. qualification, experience and training of personnel carrying out the tests
- iii. equipment and facilities for the tests
- iv. quality assurance scheme adopted by the testing institution

## **(6) Notification of Result**

A Form 9 titled "Approval of First Installation of a Builder's Lift or Tower Working Platform" will be issued to the owner via the registered contractor for retention if the application is successful. A machine number, stated in the Form 9, will be assigned to the builder's lift/tower working platform for future reference.

## **(7) Enquiry**

For enquiry, please contact the General Legislation Sub-division by telephone on 28083867, by fax on 25774901 or by post to the Electrical and Mechanical Services Department, 98-  
~~Caroline Hill Road, Causeway Bay, Hong Kong.~~  
**3 Kai Shing Street, Kowloon, Hong Kong**