

LE/02/04

28083651

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7 August 2000

All Registered Lift Contractors

Dear Sirs,

Circular No. 12/2000
Application for Permission to Assign or Subcontract
Maintenance of CCTV System in lifts

Further to our circular No. 7/2000 dated 28 March 2000 regarding the application for permission to assign or subcontract maintenance of CCTV system in lifts under section 29B of the lifts and Escalators (Safety) Ordinance, two sets of application form as attached have been prepared by this department to facilitate your application.

Please use the application form with single page for application for permission to assign or subcontract maintenance of CCTV system in lifts at one location. For CCTV system in lifts at more than one location, please use the application form with two pages. Please complete the appropriate application form and provide copies of the business registration certificate and security company licence of each CCTV maintenance contractor or subcontractor for reference. Please be reminded that each application form should be used for application for permission to either assign or subcontract the maintenance of CCTV system, but not for both.

You may make photocopies of the application form for use. Should you have any question, please contact Mr. C.W. TSE on 28083114.

Yours faithfully,

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

**Application for Permission
to Assign or Subcontract
Maintenance of CCTV System in Lifts
under section 29B of Lifts and Escalators (Safety) Ordinance, Chapter 327**

Official Use Only: File Ref.: () in LE/02/34

Name of Applicant (Registered Lift Contractor): _____

Location of lift(s): _____

Location No.: _____ Lift No(s): _____

To Director of Electrical and Mechanical Services

Pursuant to section 29B of the Lifts and Escalators (Safety) Ordinance, I hereby apply for permission to *assign/subcontract maintenance of CCTV system of the above-mentioned lift(s) to the CCTV maintenance *contractor/subcontractor, _____, who holds a valid security company licence under the Security and Guarding Services Ordinance.

Date: _____

Signature of Applicant
(Authorised Signatory of Registered Lift Contractor)

Official Use Only:

I, by virtue of section 29B of the Lifts and Escalators (Safety) Ordinance, permit the *assignment/subcontracting of the maintenance of CCTV system of the above-mentioned lift(s) to the above-mentioned CCTV maintenance *contractor/subcontractor with the following imposed conditions:

- (a) All works to be carried out by the CCTV maintenance *contractor/subcontractor shall be supervised by your competent lift worker, or registered lift engineer, to ensure that:
 - the safe operation of the lift is not jeopardized by the CCTV maintenance activities, and
 - the CCTV maintenance works are carried out safely.
- (b) The CCTV maintenance *contractor/subcontractor shall hold a valid security company licence under the Security and Guarding Services Ordinance (Cap. 460).

Furthermore, your attention is drawn to the Code of Practice on the Examination, Testing and Maintenance of Lifts and Escalators that the lift maintenance, including CCTV maintenance, should be recorded in the log book, and the safety precautionary measures for lift works as mentioned in the above code of practice should be followed.

Date _____
_____ for Director of Electrical and Mechanical Services

Remarks:

- 1. Please provide copies of the business registration certificate and security company licence of the CCTV maintenance contractor/subcontractor for reference.
- 2. *delete where not appropriate.

**Application for Permission
to Assign or Subcontract
Maintenance of CCTV System in Lifts
under section 29B of Lifts and Escalators (Safety) Ordinance, Chapter 327**

Official Use Only: File Ref.: () in LE/02/34
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Name of Applicant (Registered Lift Contractor): _____

To Director of Electrical and Mechanical Services

Pursuant to section 29B of the Lifts and Escalators (Safety) Ordinance, I hereby apply for permission to *assign/subcontract maintenance of CCTV system of the lifts specified in the attached annex to the CCTV maintenance *contractors/subcontractors. The CCTV maintenance *contractors/subcontractors each hold a valid security company licence under the Security and Guarding Services Ordinance.

Date: _____

Signature of Applicant
(Authorised Signatory of Registered Lift Contractor)

Official use Only:

I, by virtue of section 29B of the Lifts and Escalators (Safety) Ordinance, permit the *assignment/subcontracting of the maintenance of CCTV system of the lifts specified in the attached annex to the CCTV maintenance *contractors/subcontractors with the following imposed conditions:

- (a) All works to be carried out by the CCTV maintenance *contractor/subcontractor shall be supervised by your competent lift worker, or registered lift engineer, to ensure that:
 - the safe operation of the lift is not jeopardized by the CCTV maintenance activities, and
 - the CCTV maintenance works are carried out safely.
- (b) The CCTV maintenance *contractor/subcontractor shall hold a valid security company licence under the Security and Guarding Services Ordinance (Cap. 460).

Furthermore, your attention is drawn to the Code of Practice on the Examination, Testing and Maintenance of Lifts and Escalators that the lift maintenance, including CCTV maintenance, should be recorded in the log book, and the safety precautionary measures for lift works as mentioned in the above code of practice should be followed.

Date _____

for Director of Electrical and Mechanical Services

Remarks:

1. Please provide copies of the business registration certificates and security company licences of the CCTV maintenance contractors/subcontractors for reference.
2. *delete where not appropriate.

