

Our reference 本署檔號 :

(2) in EMSD/LESD 7-2/4 Pt IV

Telephone 電話號碼 : (852) 2808 3861

Your reference 來函檔號 :

Facsimile 圖文傳真 : (852) 2504 5970

19 December 2008

To: All Registered Lift/Escalator Contractors

Dear Sirs,

Circular No. 12/2008

Lists of Competent Lift/Escalator Workers (2008) and Training Plan

Pursuant to section 29A of the Lifts and Escalators (Safety) Ordinance (the Ordinance), competent lift/escalator workers (CW) employed by registered lift/escalator contractors (RC) may carry out lift/escalator works without supervision.

To facilitate our enforcement of section 29A of the Ordinance, RCs are required to submit before 31 January 2009 a complete list of competent lift/escalator workers employed by them as at 31 December 2008, by providing the particulars of competent lift/escalator workers in an electronic format (Microsoft Excel spreadsheet) as shown in the attached form, by email to lesdgr@emsd.gov.hk.

For your ease of reference, the sections of the Ordinance are restated below :

Section 29A(4)(a) [Route (a) workers]

(a) *(a person)* who is the holder of a certificate in mechanical or electrical or electronic or building services engineering, or who has completed a course relating to lifts/escalators at any technical institute or Vocational Training Centre or such equivalent course as is approved by the Director, **and** has undergone such **craft apprenticeship in lift/escalator works** as is approved by the Director for a period, or an aggregate period, of **not less than 4 years**;

Section 29A(4)(b) [Route (b) workers]

(b) *(a person)* who has been in the employment, for a period, or an aggregate period, of **not less than 4 years**, of any registered lift/escalator contractor **and** is considered by the registered lift/escalator contractor by whom he is employed to carry out the lift/escalator works to have had sufficient experience or training in lift/escalator works of that particular type so as to carry out such lift/escalator works competently without supervision;

Please ensure that only workers who satisfy the relevant qualifications, training and experience requirements stipulated in the relevant section 29A(4)(a) or 29A(4)(b) of the Ordinance are included in the lists. In particular for route (a) workers, their craft apprenticeships completed and their academic qualifications should be provided on the list.

Training Plan

Starting this year, we also invite RCs to submit an annual training plan for their workers. The training plan should detail the anticipated training activities (and duration) that will be provided to their workers in the year 2009. The plan may be presented in broad terms for all workers, or may be tailored for each individual, and should be aimed at ensuring that each worker is equipped with suitable and up-to-date knowledge to carry out his duties under the Ordinance. The training may be courses or seminars provided by external parties or arranged in-house, and can include technical, legal, administration, management or safety matters, etc. As an example, RCs should provide effective training to their workers when new or updated technical information and maintenance procedures are provided by manufacturers.

The training plan will be used by this department partly as a reference in monitoring the competency of RCs in discharging their duties under the Ordinance, for example in installing or taking up the maintenance of new brands or models, and we may follow up the details further with individual RCs when necessary.

Please submit the training plan together with the lists of CWs. If you have any query, please contact our Mr. Walter Foo on 2808 3117.

Yours faithfully,



(George LING)
for Director of Electrical and Mechanical Services

Encl.

