

Our reference 本署檔號 :

(15) in EMSD/LESD 7-24

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(852) 2504 5970

Your reference 來函檔號 :

December 28, 2005

All Registered Lift/Escalator Contractors

Dear Sirs,

Circular No. 13/2005
Occurrence Report for Lift and Escalator Incident

After consulting the trade's representatives, additional information about the particulars of installation and the details of victim(s) are required in the Occurrence Report for lift/escalator incident. A proposed structure of the report together with the guidance notes are attached in Annex for reference.

The incorporation of such information in the report is for enhancing the analysis of incidents so that more effective and appropriate measures/actions, such as targeted or focused publicity programmes, can be formulated for preventing the occurrence of incident.

We understand that you may face difficulties on collecting some of the sensitive information. Nevertheless, your assistance on collecting these data would be very much helpful and appreciated. If the collection of such data is not successful, "N/P", i.e. Not Provided, can be filled in the corresponding data field.

Yours faithfully,



(WOO Kin-ming)
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 Ltd.
The Registered Elevator and Escalator Contractors Association Ltd.
The International Association of Elevator Engineers
The Hong Kong General Union of Lift and Escalator Employees

OCCURRENCE REPORT FOR LIFT AND ESCALATOR INCIDENT

(1) EVENT

Contractor Report Ref. : _____ Notification Time : _____

Occurrence Date : _____ Occurrence Time : _____

(2) Location

Location : _____

Location No. : _____ Lift No. : _____ Building Type : _____

(3) Particulars of Installation

Installation Type : Lift / Escalator / Travelator * Make : _____ Application : _____

Rated Speed : _____ Floors Served : _____

For Lift - Capacity : _____ kg No. of Stops : _____ Drive Type : _____

Control Type : _____ Door Type : _____

For Escalator - Rise : _____ m Incl. Angle : _____ ° Step Width : _____ m

(4) Details of Victim(s)

No. of Victims : _____ Age : _____ Gender : _____

No. of Fatalities : _____ No. of Serious Injured : _____ No. of Minor Injured : _____ No. of No Injured : _____

Name of Victims : _____

Citizenship : HK Citizen / Tourist * / _____ Occupation : _____

Education Level : Primary or lower / Secondary / University or higher * District of Living : _____

Damages Involved : _____

(5) Brief Description of Occurrence

Guidance Notes:

1. **Application** accepts the inputs such as “passenger”, “freight”, “vehicle”, etc.
2. **Drive Type** accepts the inputs such as “AC2 Geared”, “DC Gearless”, “ACVVVF Gearless”, etc.
3. **Control Type** accepts the inputs such as “Relay, Simplex, Down- collective”, “Micro-processor, Triplex, Full-collective”, etc.
4. **Door Type** accepts the inputs such as “Horizontal Centre Opening”, “Vertical Bi-parting”, etc.
5. **Citizenship** accepts the inputs such as “HK Citizen”, “Tourist”, etc.
6. **Occupation** accepts the inputs such as “House wife”, “Student”, “Domestic Helper”, “Professional”, etc.
7. **Education Level** accepts the inputs such as “Primary or lower”, “Secondary”, “University or higher”, etc.
8. **District of Living** accepts the inputs such as “Wan Chai”, “Yau Tsim Mong”, “Kwai Tsing”, etc.
9. **Damages Involved** accepts the inputs such as “Deformation of landing door panels”, “Cracks on machine room floor”, etc.
10. “N/A” (not applicable) or “N/P” (not provided) can be filled in any of the data fields in the last four rolls of Section 4.