

Our reference 本署檔號 :  
(84) in EMSD/LESD 7-2/4 Pt. 4

Telephone 電話號碼 : 2808 3861

Your reference 來函檔號 :

Facsimile 圖文傳真 : 2504 5970

1 August 2011

All Registered Lift and Escalator Contractors

Dear Sirs,

**Circular No. 13/2011**

**Update on Brand and Model Approval of Lifts and Escalators Under the Lifts and Escalators (Safety) Ordinance, Cap. 327**

Pursuant to section 11J (1) (a) of the Lifts and Escalators (Safety) Ordinance (the Ordinance), Registered Contractor (RC) shall seek an approval-in-principle from the Director for any new lift / escalator brand and model.

To facilitate our enforcement of section 11J (1) (a) of the Ordinance, and to maintain an accurate and updated record of brands and models approval of lifts and escalators, you are required to submit to us the duly completed Annexes according to the following stages:

Stage 1: Basic Particulars of Lift and Escalator Installations

The 1<sup>st</sup> stage will mainly cover the information of basic particulars of the lift and escalator installations which are maintained by the RC. An Annex 1 with individual RC's information will be sent to each RC separately following to the issuance of this Circular. Please fill in the brand, model and application number of the installations. I should be grateful for your return in the attached format (Annex 1) on or before 30 September 2011 by e-mail to [lesdgr@emsd.gov.hk](mailto:lesdgr@emsd.gov.hk).

Stage 2: Brand and Model Approval of Lifts and Escalators

The 2<sup>nd</sup> stage is to update the records of approved brands and models of the lifts and escalators. The soft copy of the attached Annex 2 containing the approved brands and models will be sent to individual RC separately for your examination. For those brands and models whose details do not appear in our lists of approved brands and models, please fill in the Annex 2. The return of Stage 2 is targeted on or before 15 November 2011 by e-mail to [lesdgr@emsd.gov.hk](mailto:lesdgr@emsd.gov.hk).

A nil return is required.

Please note that any new installations of brands and models whose details are not in your updated record may be required to go through the necessary procedures of Approval-in-principle. You should not include details of those brands and models which you have ceased to be an agent and may omit any obsolete brands and models which you do not intend to supply or install again locally.

If you have any query, please contact our Miss Clare LUK at 3757 6120 for the update.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'W. S. CHUI', with a long horizontal flourish extending to the right.

(W. S. CHUI)

for Director of Electrical and Mechanical Services

cc. The Lift and Escalator Contractors Association  
The Registered Elevator and Escalator Contractors Association Limited

**Return Form**

**Annex I (a)**

**Basic Particulars of Lift Installations in Hong Kong**

**Name of Registered Lift Contractor** \_\_\_\_\_ (The Contractor who carried out the maintenance work of the lift installations)

**RLC No.** \_\_\_\_\_

**Contact Person:**

Name \_\_\_\_\_

Post \_\_\_\_\_

Tel No. \_\_\_\_\_

Email \_\_\_\_\_

Location ID	Address (English)	Address (Chinese)	Owner	Name of Contractor (Form 5)	Brand	Model	Rated Speed (m/s)	Examination Date (Form 5)	EMSD Application No. (If Applicable) e.g. BM0000XXXX
(Will be provided by EMSD)		(Fill in by RLC)			(Will be provided by EMSD)		(Fill in by RLC)		
<p><i>All details will be extracted from EMSD database, and will be sent to RLCs as a cross check and update of our records.</i></p> <p><i>All details of the Lift Installations will be sent to each RLCs separately. All relevant information provided by RCs will be used for facilitating our database administration.</i></p>									

**Return Form**

**Annex I (b)**

**Basic Particulars of Escalator Installations in Hong Kong**

**Name of Registered Escalator Contractor** \_\_\_\_\_ (The Contractor who carried out the maintenance work of the escalator installations)  
**REC No.** \_\_\_\_\_

**Contact Person**

Name \_\_\_\_\_  
 Post \_\_\_\_\_  
 Tel No. \_\_\_\_\_  
 Email \_\_\_\_\_

Location ID	Address (English)	Address (Chinese)	Owner	Name of Contractor (Form 5)	Brand	Model	Angle of inclination (degrees)	Rated Speed (m/s)	Examination Date (Form 5)	EMSD Application No. (If Applicable) e.g. BM0000XXXX
(Will be provided by EMSD)			(Fill in by REC)		(Will be provided by EMSD)			(Fill in by REC)		
<p><i>All details will be extracted from EMSD database, and will be sent to RECs as a cross check and update of our records.</i></p> <p><i>All details of the Escalator Installations will be sent to each RECs separately. All relevant information provided by RCs will be used for facilitating our database administration.</i></p>										

Name of Registered Lift Contractor \_\_\_\_\_  
 RLC No. \_\_\_\_\_  
 EMSD Application No. \_\_\_\_\_  
 (eg. BM0000XXXX) \_\_\_\_\_  
 Date of Approval by EMSD \_\_\_\_\_  
 (YYYY-MM-DD) \_\_\_\_\_

**Specifications:**

Brand	
Model	
Manufacturer(s)	
Type of Lift (Electric, hydraulic, stairlift, vertical lifting platform, service lift, MRL)	
Type Examination Certificate No.	
Date of Issue (YYYY-MM-DD)	
Rated Load, kg	
Rated Speed, m/s	
Maximum Travel, m	
Traction Machine Model	
Drive System	
Controller	
Roping	
Balancing Factor	
Location of Control Panel	

**Safety Components:**

**A. Landing Door Locking Device**

Brand	Model	Manufacturer	Type of Door	Rated Voltage	Rated current	Type Examination Certificate No.	Date of Issue of Type Examination Certificate (YYYY-MM-DD)

**B. Safety Gear**

Brand	Model	Manufacturer	Type of Safety Gear (Instantaneous/Progressive)	(P+Q), kg	Rated Speed, m/s	Tripping Speed, m/s	Minimum Gripping Area Width, mm	Blade Width, mm	Guide Rail (Drawn/Machined/Oiled/Dry)	Type Examination Certificate No.	Date of Issue of Type Examination Certificate (YYYY-MM-DD)

**C. Buffer**

Brand	Model	Manufacturer	Type of Buffer (Spring/Hydraulic)	(P+Q), kg	Rated Speed, m/s	Max. Impact Speed, m/s	Max. Stroke, mm	Type Examination Certificate No.	Date of Issue of Type Examination Certificate (YYYY-MM-DD)

**D. Overspeed Governor**

Brand	Model	Manufacturer	Permissible Rated Speed, m/s	Permissible Tripping Speed, m/s	Type Examination Certificate No.	Date of Issue of Type Examination Certificate (YYYY-MM-DD)

**E. Ascending Car Overspeed Protection Means**

Brand	Model	Manufacturer	(P+Q), kg	Rated Load, m/s	Rated Speed, m/s	Tripping Speed, m/s	Balancing, %	Roping	Type Examination Certificate No.	Date of Issue of Type Examination Certificate (YYYY-MM-DD)

**F. Unintended Car Movement Protection Means**

Brand	Model	Manufacturer	(P+Q), kg	Rated Load, m/s	Rated Speed, m/s	Tripping Speed, m/s	Balancing, %	Roping	Type Examination Certificate No.	Date of Issue of Type Examination Certificate (YYYY-MM-DD)

**G. Safety Circuit Containing Electronic Components**

Brand	Model	Manufacturer	Description	Type Examination Certificate No.	Date of Issue of Type Examination Certificate (YYYY-MM-DD)

\* Alternative models of safety components may be used if they are separately approved for use with the lift model in writing by EMSD.







