

Our reference 本署檔號 :

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

Your reference 來函檔號 :

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30 December 2008

To: All Registered Lift Contractors and Registered Lift Engineers

Dear Sirs,

Circular No. 14/2008

e-Platform for Reporting Schedule of

Periodic Testing and Examination of Lifts

As part of the enhancement of existing regulatory monitoring mechanism on lift safety, EMSD is now launching an electronic platform for you to provide the up-to-date schedule of the periodic testing and examination of lifts that are to be performed by Registered Lift Engineers under Sections 21 and 23 of the Lifts and Escalators (Safety) Ordinance.

For the periodic testing and examination that are due to be carried out from 8 January 2009, you are required to furnish your testing and examination schedule 7 days in advance to the designated e-platform at EMSD website.

The website will be available for your use from 1 January 2009. You should pay attention to the attached guidelines and amend the password once you commence scheduling with the system. As we may conduct site inspections according to the schedule, you are reminded to provide an accurate and up-to-date testing and examination schedule.

We have allowed in the system implementation a transition period till the end of January 2009, and by that time we will expect you have acquired sufficient skills and experience in using this e-platform in scheduling the testing and examination.

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Your attention is also drawn to the situations that, with effective from 1 February 2009, when there are no corresponding testing and examination dates appeared in the e-platform, any certificates submitted under Section 26(1)(a) may be subject to our further verification, scrutiny or follow-up inspection unless satisfactory explanation is given to the Director.

In the meantime, any feedbacks or enquiries on the use of the system are welcomed and can be directed to our Inspector at 2808 3243.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'George Ling', written in a cursive style.

(George LING)

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

The Registered Elevator and Escalator Contractors Association Ltd

The International Association of Elevator Engineers

The Hong Kong General Union of Lift and Escalator Employees

e-Platform for Reporting Schedule of Periodic Testing and Examination of Lifts
Guidelines for Registered Lift Contractors/Engineers

1. Scope of Application

1.1 The system is aimed to enhance existing regulatory monitoring mechanism with respect to periodic testing and examination of lifts. It provides valuable information for the Director on the progress of lifts that are to be tested and examined by the Registered Lift Engineers. The system also enables the Director to arrange site inspections prior to the submission of certificates pursuant to Section 26 of the Ordinance.

1.2 The e-platform is applicable for all lifts that are regulated under the Lifts and Escalators (Safety) Ordinance. Registered Lift Contractors/Engineers are not required to provide the schedule to the Director for those lifts that are categorised in Section 3(1)(a), or those lifts installed in buildings where Section 3(1A) applies.

2. How to Set Up the System

2.1 The website for the system is: <http://202.153.9.153/GLDePlatform/index.asp>

2.2 Each Registered Lift Contractor (RLC) or their Registered Lift Engineer (RLE) can input their RLC number (i.e. RLCxxxxx) as the account name. The initial password is preset to the same as your account name. For security reason, you should immediately change the password before you commence inputting the schedule.

2.3 We would expect each RLC to nominate officer(s) as coordinator(s) to constantly update the testing and examination schedule. For the sake of better communication between EMSD and RLC, RLC may wish to notify the Director your coordinator(s).

3. How to Input Schedule

3.1 After system login, the coordinator(s) can create new record by pressing “RLCs Report” and then “Add Record” buttons, before entering of the location ID of the lifts. All lifts under the same location ID will be displayed on the screen automatically.

3.2 To complete entering of the schedule, the coordinator(s) shall enter the anticipated date, time and RLE number for the lifts concerned, followed by pressing “Add Schedule” to finish the process.

3.3 The system can facilitate the coordinator(s) to export the schedule in Microsoft Excel format for their management and use.

4. How to Amend Schedule

4.1 The coordinator(s) shall from time to time maintain an accurate and up-to-date testing and examination schedule. To update an existing record, the coordinator(s) shall click from the screen the location ID from the list in the “RLCs Report”.

4.2 As EMSD may arrange site inspections based on the schedule, the coordinator(s) should notice that: entering new schedule or re-scheduling existing testing and examination entity is not allowed if it is done (i) on the same date of, or (ii) 1 day prior to, the testing and examination date.

5. Further Enquiry

5.1 Any feedbacks or enquiries on the use of the system can be directed to our Inspector at 2808 3243.

Electrical and Mechanical Services Department
December 2008