

LE/02/04

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25 November, 1997

All Registered Lift and Escalator Contractors

Dear Sirs,

Circular No. 15/97
Responsibilities of Lift/Escalator Owners

Further to circular No. 3/97, it is helpful to remind lift/escalator owners of their responsibilities under the Lifts and Escalators (Safety) Ordinance, in particular on timely submission of Form 11/12 and posting of the endorsed forms.

Please find attached a bilingual leaflet listing the main responsibilities of lift/escalator owners. It would be appreciated if you would keep drawing the attention of the owners of the lifts/escalators under your maintenance to the content of the leaflet and explaining to them their responsibilities under the Ordinance. More copies of the leaflet are available at our office for your collection to distribute to all your lift/escalator clients.

Yours faithfully,

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

Encl.

c.c. AD/BS
D of Housing (Attn.: TS/1)

SCMN/GMWC/tp



Responsibilities of Lift/Escalator Owner under the Lifts and Escalators (Safety) Ordinance

*Forms to be submitted
to the Director* *Sections of
the Ordinance*

Responsibilities of owner of existing lift/escalator

<ul style="list-style-type: none">• Employ Registered Lift/Escalator Contractor to conduct -<ul style="list-style-type: none">◇ periodic maintenance (monthly)◇ periodic examination and testing of lift (yearly)◇ periodic examination and testing of escalator (half-yearly)	- Form 11 Form 12	s.19 s.21,23,26(1)(a) s.22,24,26(1)(a)
<ul style="list-style-type: none">• Maintain and counter-sign an up-to-date logbook.		s.27B
<ul style="list-style-type: none">• Report the occurrence of accidents to the Director and Registered Lift/Escalator Contractor.		s.27A

For List of Registered Contractors please call 28828011 or browse EMSD web site <http://www.info.gov.hk/emsd/>

Responsibilities of owner upon carrying out major alteration of lift/escalator

<p>Employ Registered Lift/Escalator Contractor to -</p> <ul style="list-style-type: none">• carry out major alteration works• examine and test lift and escalator upon completion of the works	Form 7	s.20, s.29A s.13(1)&(2)
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Responsibilities of owner upon completion of new lift/escalator installation

<ul style="list-style-type: none">• Employ Registered Lift/Escalator Engineer to examine and test lift/escalator upon completion of installation.	Form 5	s.12(1)&(2)
<ul style="list-style-type: none">• Number lift/escalator and submit to the Director a plan showing its location.	-	s.32

Other duties of owner

<ul style="list-style-type: none">• Submit, within 7 days upon receipt of the above Forms prepared by Registered Lift/Escalator Engineer, to the Director together with the prescribed fees. (Payment instructions are printed at the back of each Form.)		s.12(2), s.13(2), s.26(1)(b)
<ul style="list-style-type: none">• Display the endorsed certificate (Form 5 for new installation or Form 11/12 for existing installation) which is returned from the Director in a conspicuous position in the lift or at the main landing of the service lift, or adjacent to the escalator.		s.39(3)

Pursuant to the Ordinance, failure to fulfil the above responsibilities may lead to prohibition of the use and operation of the lift or escalator, or **a fine of \$5,000 and imprisonment for 6 months**. Referring to the “other duties” stipulated above, a lift/escalator owner may ask his appointed Registered Lift/Escalator Contractor to submit the relevant Forms and the prescribed fees to the Director on his behalf.

*For enquiries, please call 28828011
or by e-mail : emsdgr@emsd.gov.hk*

Note:

1. The Ordinance = the Lifts and Escalators (Safety) Ordinance
2. The Director = the Director of Electrical and Mechanical Services



升降機及自動梯(安全)條例 所規定 升降機/自動梯擁有人責任

須向署長遞交
的表格

條例條文

現有升降機/自動梯擁有人的責任

僱用註冊升降機/自動梯承建商進行-	-	第 19 條
◇ 定期保養(每月 1 次)	表格 11	第 21、23、26(1)(a)條
◇ 定期檢驗及測試升降機(每年 1 次)	表格 12	第 22、24、26(1)(a)條
◇ 定期檢驗及測試自動梯(半年 1 次)		
保存及加簽資料齊全的工作日誌		第 27B 條
向署長及註冊升降機/自動梯承建商報告意外事故		第 27A 條

註冊承建商名冊請致電 28828011
或查閱機電工程署網址 <http://www.info.gov.hk/emsd/>

升降機/自動梯進行主要更改工程時擁有人的責任

僱用註冊升降機/自動梯承建商- 進行主要更改工程 在工程完成後，檢驗及測試升降機/自動梯	表格 7	第 20、29A 條 第 13(1)及(2)條
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新升降機/自動梯安裝工程完成後擁有人的責任

在升降機/自動梯安裝工程完成後，僱用註冊升降機/自動梯工程師進行檢驗及測試 為升降機/自動梯編上號碼，並向署長送交一份 顯示有關升降機/自動梯位置的圖則	表格 5 -	第 12(1)及(2)條 第 32 條
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擁有人的其他責任

在收到註冊升降機/自動梯工程師所擬備上述表格起計的 7 天內，將有關表格連同訂明費用交付署長 (繳費須知印在表格背面) 把署長交回的已加簽證明書(新裝置為表格 5，現有裝置為表格 11/12)張貼在有關升降機內或送貨升降機主要層站， 或自動梯毗鄰的顯眼位置		第 12(2)、13(2)、 26(1)(b)條 第 39(3)條
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根據條例的規定，擁有人未有履行上述責任，可導致有關升降機或自動梯遭禁止使用和操作，或罰款 5,000 元及監禁 6 個月。關於上述訂明的“其他責任”，升降機/自動梯擁有人可要求所聘用的註冊升降機/自動梯承建商代為向署長遞交有關的表格及訂明的費用。

如有查詢，請致電 28828011
或電郵：emsdgr@emsd.gov.hk

註：

1. 條例 = 升降機及自動梯(安全)條例
2. 署長 = 機電工程署署長