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25 November, 1998

All Registered Lift/Escalator  
Contractors/Engineers

Dear Sirs,

**Circular No. 15/98**  
**Examination, Testing and Maintenance of**  
**Lifts and Escalators**

In order to facilitate the monitoring of lift/escalator works in a new or existing building, it would be appreciated if you would draw the attention of the owner of a lift/escalator to keep a log-book of works under section 27B of the Lifts and Escalators (Safety) Ordinance (the Ordinance).

The registered engineer or registered contractor shall ensure that the log-book has been drawn up and ready for entry as specified in clause 7.1 of the Code of Practice on the Examination, Testing and Maintenance of Lifts and Escalators (the ETM Code) at the time the new lift or escalator is commissioned for examination and testing. The log-book shall be available for inspection, when Form 5 is submitted. The registered engineer or registered contractor shall enter into the log-book details for the lift/escalator works carried out, including those detailed in clause 7.2 of the ETM Code, in particular, examination and testing of new lift or escalator after installation. The registered engineer or the competent worker who carries out the works shall sign on the log-book and also ensure that the owner or his representative signs on the log-book as required in clause 7.3 of the ETM Code.

For identification of an escalator as public service escalator irrespective of whether it is a new or existing installation, the registered escalator engineer and the registered escalator contractor shall ensure that:

- (i) "Public service escalator" is stated on all the prescribed forms under the Ordinance.

- (ii) In the certificate of test and examination under clause 3.2.2.2(c) of the ETM Code, it is stated clearly in item 1-"Environment" of the certificate that the escalator is a public service escalator.

Upon satisfactory completion of examination and testing of a lift or escalator, the registered engineer has to certify on the certificate of test and examination that the installation complies with the Code of Practice on Building Works for Lifts and Escalators issued by the Buildings Department. For the sake of cross reference, the registered engineer has to ensure that the corresponding reference number of the Buildings Department is stated at the end of the paragraph of the last item - "Declaration" in the certificate of test and examination.

Yours faithfully,

(G.M.W. CHUI)

for Director of Electrical & Mechanical Services

c.c. AD/BS

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DB (Attn.: CBS/Legislation)

SCMN/GMWC/tp