

Our reference 本署檔號 :
(110) in LE/02/04 Pt.II

Your reference 來函檔號 :

Telephone 電話號碼: (852) 2808 3861
Facsimile 圖文傳真: (852) 2504 5970

September 30, 2003

All Registered Lift/Escalator Contractors

Dear Sirs,

Circular No. 16/2003 Reporting of Fault Call Statistics

At the recent meetings with the Lift and Escalator Contractors Association and the Registered Elevator and Escalator Contractors Association Ltd., it was agreed to establish a system for reporting fault call statistics by all registered lift/escalator contractors to this department.

In this connection, you are requested to compile data in accordance with the attached report and submit it to this department on a quarterly basis. As you may need time to adjust/modify your existing system to cope with the requirement, the implementation of this reporting system is suggested to commence on January 1, 2004. Therefore, your first submission of the fault call statistics covering the period from January 1, 2004 to March 31, 2004 should be submitted to this department by April 15, 2004 (approx. 2 weeks after the end of the concerned period). The subsequent submissions should then follow the following schedule:

<u>Period covered in each year</u>	<u>Submitted by the 15th day of the following month</u>
April – June (2 nd quarter)	July 15
July – September (3 rd quarter)	October 15
October – December (4 th quarter)	January 15
January – March (1 st quarter)	April 15

For random checking purpose, please maintain your original fault calls data/reports for at least a year.

Yours faithfully,



(LAW Yu-wing)
for Director of Electrical and Mechanical Services

Encl.

Attachment

To: Lifts and Escalators Sub-division, Electrical and Mechanical Services Department (Fax: 2504 5970, E-mail: lesd@emsd.gov.hk)

Quarterly Report of Fault Call Statistics

Period covered: from _____ **to** _____ **of Year**

Month						
	Lift	Escalator	Lift	Escalator	Lift	Escalator
No. of installations under maintenance						
Total no. of fault calls [note] received						
Total no. of fault calls with downtime exceeding 8 hours						

Note: Any emergency call for lifts/escalators is classified as a fault call.

Reported by : _____
Name of the Registered Lift/Escalator Contractor

Signature : _____
Signature together with Name and Post Title

Date : _____