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22 September 2000

To all Registered Lift and Escalator Contractors

Dear Sirs,

Circular No. 17/2000
Deferment of Examination/Testing of Lifts and Escalators

In general, this Department reviews the number of late examination and testing of lifts and escalators in every 3 monthly interval. Warning letters to those contractors with poor performance in the timely examination and testing of lifts and escalators will be issued. For contractors with continual unsatisfactory performance, disciplinary action will be taken.

There may be circumstances that examination and testing need to be deferred due to renovation or broken-down of major components of lifts and escalators. When deferments of examination and testing are required, registered lift and escalator contractors should still ensure the safety of the lift/escalators in question, as these lifts/escalators are still under their maintenance responsibility.

When a contractor anticipates that deferment of examination/testing of a lift/escalator will be required, he should give the reason, state the required deferment, indicate whether the equipment will be suspended from operation, etc., by completing the enclosed form and have it submitted to this Department before the due date for periodic examination/testing. Contractors are recommended to also provide the lift/escalator owners a copy of the completed form(s) so that the lift/escalator owners will be fully aware of the situation.

If the deferred examination/testing can be effected as scheduled, the contractor should then submit the duly completed appropriate certificate on periodic examination and testing of the equipment to this Department. However, if the contractor requires that the examination/testing to be further deferred, a separate examination/testing deferment form with a new examination/testing date should be submitted to this Department prior to the deferred examination/testing date.

The deferred examination/testing of lifts and escalators covered by examination/testing deferment form will be exempted from calculation of late examination/testing of lifts and escalators. However, prolonged deferment of examination/testing may render the order of mandatory suspension of the equipment to be instituted by this Department.

Yours faithfully,

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

Encl.

c.c. AD/BS, ArchSD
D of H (Attn.: TS/2)
D of FS (Attn.: Fire Protection Command)
DB (Attn.: CBS/Legislation)
Hong Kong General Union of Lift and Escalator Employees

LKL/GMWC/

**Notification for Deferment of
Periodic Examination of Lift/Escalator or
Periodic Testing of Safety Equipment Provided Therefor**

From: _____
(name of registered contractor)

To: **Electrical & Mechanical Services Department
(Lifts & Escalators Sub-division)**

*RLC/REC No.: _____

(Please state below the reasons for deferment of examination/testing of lift/escalator)

Owing to the reason(s) as listed above, *the *periodic examination of *lift/escalator / periodic testing of safety equipment provided for the *lift/escalator* at the following location need(s) to be deferred from the original deadline for the statutory *examination/testing date of _____ to _____.

Location No.:

_____ - _____ to _____

During the above said period, the affected equipment **will / will not* be suspended from operation **continuously/intermittently*. To avoid bodily injuries and other damages, safety measures as follows will be made:

c.c. Lift/Escalator Owner

Date: _____

Company Chop: _____