

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

Your reference 來函檔號 :

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October 16, 2003

All Registered Lift/Escalator Contractors

Dear Sirs,

## **Circular No. 17/2003 Submission of Occurrence Report**

It was noted from a recent case that a registered lift contractor submitted the occurrence report of a lift incident to this department far beyond the time period allowed by section 27A of the Lifts and Escalators (Safety) Ordinance, Cap. 327 (the Ordinance).

In this connection, you as a registered lift/escalator contractor are reminded to note the requirement of the Ordinance on the reporting of certain occurrences, in particular the submission of incident investigation report with full details of the occurrence to the Director within 7 working days after receipting the notification of incident. If such submission cannot be done in time, you should then submit a preliminary report within 72 hours followed by a report giving full details within 2 weeks or such longer period as the Director allows in writing.

You are requested to explain to the lift/escalator owners the requirement of the Ordinance to enable them to notify relevant parties concerned promptly when incident involving lift/escalator occurs.

Please also note that any person contravening the provisions of section 27A of the Ordinance shall be guilty of an offence.

Yours faithfully,



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