

Our reference 本署檔號 :
(33) in EMSD/LESD 7-2/4 Pt. 4

Telephone 電話號碼: 2808 3861

Your reference 來函檔號 :

Facsimile 圖文傳真: 2504 5970

15 December 2009

All Registered Lift/Escalator Contractors and Engineers

Dear Sirs,

Circular No. 22/2009
Revisions of Form 5, Form 11, Form 12 and Form 15

With a view to ensuring timely examination and testing of lifts and escalators in accordance with Sections 23 to 26 of the Lifts and Escalators (Safety) Ordinance (Cap. 327), the Form 5, Form 11, Form 12 and Form 15 have been revised to add the due date of next periodic examination of the lift/escalator and periodic testing of its safety equipment. The registered lift/escalator engineer should enter the date of next examination and testing in the last paragraph of the certificate. Failure to enter this date on the certificate may cause the certificate to be rejected by this department.

Please note that the revisions of the attached Forms shall become effective as from 1 February 2010.

Yours faithfully,



(Dr. Arthur K. H. WONG)
for Director of Electrical and Mechanical Services

Encl. – Form 5, Form 11, Form 12 and Form 15

cc. Director of Housing
Director of Architectural Services
The Lift and Escalator Contractors Association
The Registered Elevator and Escalator Contractors Association Limited
The International Association of Elevator Engineers
The Hong Kong General Union of Lift and Escalator Employees

G28/28 SF1 Pt. IV

香港特別行政區政府

表格 5

升降機及自動梯(安全)條例(第 327 章)

第 12(2)及 39 條

有關檢驗新安裝升降機或自動梯及測試其安全設備之證明書

收據編號 RECEIPT NO.

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地點編號:

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日期 _____

致：機電工程署署長

裝置於 _____ 之第 _____ 號*升降機/ *自動梯

本人 _____ 為*註冊升降機工程師(編號 L _____)/ *註冊自動梯工程師(編號 E _____)，茲證明本人曾於

_____年 _____月 _____日按照升降機及自動梯(安全)條例(第 327 章)第 12(1) 條之規定，檢驗上述升降機/ 自動梯，並測試其安全設備。

本人於 _____年 _____月 _____日認為上述升降機/ 自動梯效能良好，操作安全。

下次定期檢驗 *升降機/ *自動梯及定期測試其安全設備必須於 _____年 _____月 _____日或之前進行。

*將不適用者刪去

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
FORM 5

LIFTS AND ESCALATORS (SAFETY) ORDINANCE, CHAPTER 327

Sections 12(2) and 39

Certificate on examination of lift or escalator and on
testing of safety equipment provided therefor
upon completion of the installation

Location No.:

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Date _____

To: The Director of Electrical and Mechanical Services

*Lift/*Escalator No. _____ installed at _____

I, _____, *registered lift engineer(No. L _____)/*registered escalator engineer (No. E _____),

certify that the above lift/escalator was examined and the safety equipment provided therefor was tested, in accordance with the provisions of section 12(1) of the Lifts and Escalators (Safety) Ordinance, Chapter 327, by me on _____ day of _____, _____.

I am satisfied that, on the _____ day of _____, _____, the above lift/escalator was in safe working order.

Next periodic examination of the *lift/*escalator and periodic testing of its safety equipment shall be carried out on or before _____.

*Delete whichever is inapplicable

承建商編號

Contractor Number *RLC/*REC

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升降機/ 自動梯的擁有人姓名及地址
Name and address
of Owner

註冊升降機承建商/
註冊自動梯承建商簽署
Signature of registered
lift contractor/registered
escalator contractor

註冊升降機工程師/
註冊自動梯工程師簽署
Signature of registered
lift engineer/registered
escalator engineer

茲根據升降機及自動梯(安全)條例(第 327 章)第 39 條之規定，證明經已收到由註冊升降機工程師/ 註冊自動梯工程師簽發之上述證明書，並且予以登記。

Pursuant to section 39 of the Lifts and Escalators (Safety) Ordinance, Chapter 327, I certify that the above certificate issued by the registered lift engineer/registered escalator engineer was received and registered.

日期 _____

Date

機電工程署署長 (_____ 代行)

(_____)

for Director of Electrical and Mechanical Services

注 意

1. 升降機或自動梯的擁有人，須在收到此證明書後七天之內繳交指定的款項。各項指定的款項列於隨附的
2. 收費表上。經批註的證明書須張貼在升降機內或自動梯上當眼處，直至收到另一份同類證明書為止。

繳 款 辦 法

1. 款項可照下列辦法繳交：——
 - (甲) 郵寄香港九龍啟成街三號機電工程署署長收。繳款時請將證明書一式兩份一併寄回。已批註之證明書及編號收據將會稍後寄回繳款人。
注意：請勿郵寄現金。
 - (乙) 前往香港九龍啟成街三號地下機電工程署客戶服務部繳交。交款時請攜同證明書一式兩份，收款人會即時發回編號收據。已批註之證明書將會稍後寄回繳款人。
收款時間：——
星期一至星期五——上午九時至下午五時十五分
2. 凡支票、匯票及本票均須書明支付「香港特別行政區政府」並加劃線，切勿寫明支付個別職員。期票將不予接納。

NOTES

1. The owner of the lift or escalator shall pay the prescribed fee within 7 days of the receipt of this certificate. The prescribed fee is indicated in the Schedule of Fees being attached.
2. The endorsed certificate shall be posted in a conspicuous position in the lift or on the escalator until another such certificate is received.

PAYMENT INSTRUCTIONS

1. Payment may be made : —
 - (a) **BY POST** addressed to the Director of Electrical and Mechanical Services, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong. The certificate in duplicate must accompany payment. The endorsed certificate will be returned together with a serially numbered receipt.
N.B.: CASH SHOULD NOT BE SENT THROUGH THE POST.
 - (b) **IN PERSON** at the Customer Services Office of the Electrical and Mechanical Services Department, Ground Floor, 3 Kai Shing Street, Kowloon, Hong Kong. Please produce the certificate in duplicate at time of payment. A serially numbered receipt will be issued. The endorsed certificate will be returned separately.
HOURS OF COLLECTION : —
Monday to Friday 9:00 a.m. to 5:15 p.m.
2. Cheques, Drafts and Cashier Orders should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed. They must not be made payable to any individual officer. Post-dated cheques will not be accepted.

申請可經由電子方式遞交，詳情請瀏覽：

Application may be submitted electronically. For details, please refer to:

<http://www.emsd.gov.hk/emsd>

香港特別行政區政府

表格 11

升降機及自動梯(安全)條例(第 327 章)

第 26(1)(a) 及 39(1) 條

定期檢驗升降機或定期測試其安全設備或兩項一併進行之證明書

收據編號 RECEIPT NO.

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地點編號:

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日期 _____

致：機電工程署署長

裝置於 _____ 之第 _____ 號升降機

本人 _____ 為註冊升降機工程師 (編號 L _____)，茲證明 —

* (甲) 本人曾於 _____ 年 _____ 月 _____ 日按照升降機及自動梯 (安全) 條例 (第 327 章) 第 21 條之規定，檢驗上述升降機。

* (乙) 本人曾於 _____ 年 _____ 月 _____ 日按照升降機及自動梯 (安全) 條例 (第 327 章) 第 23 (1) * (a)，* (b)，* (c) 及 * (d) 條之規定，
測試上述升降機之安全設備。

本人於 _____ 年 _____ 月 _____ 日認為 * 上述升降機 * 及上述升降機之安全設備效能良好，操作安全。

下次定期檢驗升降機及定期測試其安全設備必須於 _____ 年 _____ 月 _____ 日或之前進行。

* 將不適用者刪去

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
FORM 11

LIFTS AND ESCALATORS (SAFETY) ORDINANCE (CHAPTER 327)

Sections 26(1)(a) and 39(1)

Certificate on periodic examination of lift or periodic testing
of safety equipment provided therefor, or both

Location No.

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Date _____

To: The Director of Electrical and Mechanical Services

Lift No. _____ installed at _____

I, _____, registered lift engineer (No. L _____), certify that —

* (a) the above lift was examined by me in accordance with section 21 of the Lifts and Escalators (Safety) Ordinance (Chapter 327), on the _____ day of _____, _____.

* (b) the safety equipment provided for the above lift was tested by me in accordance with section 23(1)* (a), * (b), * (c) and * (d) of the Lifts and Escalators (Safety) Ordinance (Chapter 327), on the _____ day of _____, _____.

I am satisfied that, on the _____ day of _____, _____, * the above lift * and the safety equipment provided for the above lift was in safe working order.

Next periodic examination of the lift and periodic testing of its safety equipment shall be carried out on or before _____.

* Delete whichever is inapplicable

承建商編號

Contractor Number RLC

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升降機的擁有人姓名及地址
Name and address of owner

註冊升降機承建商簽署
Signature of registered lift contractor

註冊升降機工程師簽署
Signature of registered lift engineer

茲根據升降機及自動梯 (安全) 條例 (第 327 章) 第 39(1) 條之規定，證明經已收到由註冊升降機工程師簽發之上述證明書，並且予以登記。
Pursuant to section 39(1) of the Lifts and Escalators (Safety) Ordinance (Chapter 327), I certify that the above certificate issued by the registered lift engineer was received and registered.

日期 _____
Date

機電工程署署長 (_____ 代行)
(_____)
for Director of Electrical and Mechanical Services

◇◇ 小心升降機門 Keep Clear of Lift Door ◇◇

注 意

1. 升降機的擁有人，須在收到此證明書後七天之內繳交指定的款項。各項指定的款項列於隨附的收費表上。
2. 經批註的證明書須張貼在升降機內當眼處，直至收到另一份同類證明書為止。

繳 款 辦 法

1. 款項可照下列辦法繳交：——
 - (甲) 郵寄香港九龍啟成街三號機電工程署署長收。繳款時請將證明書一式兩份一併寄回。已批註之證明書及編號收據將會稍後寄回繳款人。
注意：請勿郵寄現金。
 - (乙) 前往香港九龍啟成街三號地下機電工程署客戶服務部繳交。交款時請攜同證明書一式兩份，收款人會即時發回編號收據。已批註之證明書將會稍後寄回繳款人。
收款時間：——
星期一至星期五——上午九時至下午五時十五分
2. 凡支票、匯票及本票均須書明支付「香港特別行政區政府」並加劃線，切勿寫明支付個別職員。期票將不予接納。

NOTES

1. The owner of the lift shall pay the prescribed fee within 7 days of the receipt of this certificate. The prescribed fee is indicated in the Schedule of Fees being attached.
2. The endorsed certificate shall be posted in a conspicuous position in the lift until another such certificate is received.

PAYMENT INSTRUCTIONS

1. Payment may be made : —
 - (a) **BY POST** addressed to the Director of Electrical and Mechanical Services, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong. The certificate in duplicate must accompany payment. The endorsed certificate will be returned together with a serially numbered receipt.
N.B.: CASH SHOULD NOT BE SENT THROUGH THE POST.
 - (b) **IN PERSON** at the Customer Services Office of the Electrical and Mechanical Services Department, Ground Floor, 3 Kai Shing Street, Kowloon, Hong Kong. Please produce the certificate in duplicate at time of payment. A serially numbered receipt will be issued. The endorsed certificate will be returned separately.
HOURS OF COLLECTION : —
Monday to Friday 9:00 a.m. to 5:15 p.m.
2. Cheques, Drafts and Cashier Orders should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed. They must not be made payable to any individual officer. Post-dated cheques will not be accepted.

申請可經由電子方式遞交，詳情請瀏覽：

Application may be submitted electronically. For details, please refer to:

<http://www.emsd.gov.hk/emsd>

香港特別行政區政府

表格 12

升降機及自動梯(安全)條例(第 327 章)

第 26(1)(a) 及 39(1) 條

定期檢驗自動梯或定期測試其安全設備或兩項一併進行之證明書

收據編號 RECEIPT NO.

地點編號: -

日期 _____

致：機電工程署署長

裝置於 _____ 之第 _____ 號自動梯

本人 _____ 為註冊自動梯工程師 (編號 E _____) 茲證明—

(甲) 本人曾於 _____ 年 _____ 月 _____ 日按照升降機及自動梯 (安全) 條例 (第 327 章) 第 22 條之規定, 檢驗上述自動梯。

(乙) *本人/ 另一註冊自動梯工程師曾於 _____ 年 _____ 月 _____ 日按照升降機及自動梯 (安全) 條例 (第 327 章) 第 24 條, 測試上述自動梯之安全設備。

本人於 _____ 年 _____ 月 _____ 日認為上述自動梯*及上述自動梯之安全設備效能良好, 操作安全。

下次定期檢驗自動梯及/或定期測試其安全設備必須於 _____ 年 _____ 月 _____ 日或之前進行。

*將不適用者刪去

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
FORM 12
LIFTS AND ESCALATORS (SAFETY) ORDINANCE (CHAPTER 327)
Sections 26(1)(a) and 39(1)
Certificate on periodic examination of escalator or periodic testing
of safety equipment provided therefor, or both

Location No. -

Date _____

To: The Director of Electrical and Mechanical Services

Escalator No. _____ installed at _____

I, _____, registered escalator engineer (No. E _____), certify that —

(a) the above escalator was examined by me in accordance with section 22 of the Lifts and Escalators (Safety) Ordinance (Chapter 327), on the _____ day of _____, _____.

(b) the safety equipment provided for the above escalator was tested *by me in accordance with section 24 of the Lifts and Escalators (Safety) Ordinance (Chapter 327), on the _____ day of _____, _____.

I am satisfied that, on the _____ day of _____, _____, the above escalator *and the safety equipment provided for the above escalator was in safe working order.

Next periodic examination of the escalator and/or periodic testing of its safety equipment shall be carried out on or before _____.

*Delete whichever is inapplicable

承建商編號

Contractor Number REC

自動梯的擁有人姓名及地址
Name and address
of owner

註冊自動梯承建商簽署
Signature of registered
escalator contractor

註冊自動梯工程師簽署
Signature of registered
escalator engineer

茲根據升降機及自動梯 (安全) 條例 (第 327 章) 第 39(1)條之規定, 證明經已收到由註冊自動梯工程師簽發之上列證明書, 並日予以登記。

Pursuant to section 39(1) of the Lifts and Escalators (Safety) Ordinance (Chapter 327), I certify that the above certificate issued by the registered escalator engineer was received and registered.

日期 _____

Date

機電工程署署長 (_____ 代行)

(_____)

for Director of Electrical and Mechanical Services

✧✧ 緊握扶手 Hold Handrail ✧✧

注 意

1. 自動梯的擁有人，須在收到此證明書後七天之內繳交指定的款項。各項指定的款項列於隨附的收費表上。
2. 經批註的證明書須張貼在自動梯上當眼處，直至收到另一份同類證明書為止。

繳 款 辦 法

1. 款項可照下列辦法繳交：——
 - (甲) 郵寄香港九龍啟成街三號機電工程署署長收。繳款時請將證明書一式兩份一併寄回。已批註之證明書及編號收據將會稍後寄回繳款人。
注意：請勿郵寄現金。
 - (乙) 前往香港九龍啟成街三號地下機電工程署客戶服務部繳交。交款時請攜同證明書一式兩份，收款人會即時發回編號收據。已批註之證明書將會稍後寄回繳款人。
收款時間：——
星期一至星期五——上午九時至下午五時十五分
2. 凡支票、匯票及本票均須書明支付「香港特別行政區政府」並加劃線，切勿寫明支付個別職員。期票將不予接納。

NOTES

1. The owner of escalator shall pay the prescribed fee within 7 days of the receipt of this certificate. The prescribed fee is indicated in the Schedule of Fees being attached.
2. The endorsed certificate shall be posted in a conspicuous position on the escalator until another such certificate is received.

PAYMENT INSTRUCTIONS

1. Payment may be made : —
 - (a) **BY POST** addressed to the Director of Electrical and Mechanical Services, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong. The certificate in duplicate must accompany payment. The endorsed certificate will be returned together with a serially numbered receipt.
N.B.: CASH SHOULD NOT BE SENT THROUGH THE POST.
 - (b) **IN PERSON** at the Customer Services Office of the Electrical and Mechanical Services Department, Ground Floor, 3 Kai Shing Street, Kowloon, Hong Kong. Please produce the certificate in duplicate at time of payment. A serially numbered receipt will be issued. The endorsed certificate will be returned separately.
HOURS OF COLLECTION : —
Monday to Friday 9:00 a.m. to 5:15 p.m.
2. Cheques, Drafts and Cashier Orders should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed. They must not be made payable to any individual officer. Post-dated cheques will not be accepted.

申請可經由電子方式遞交，詳情請瀏覽：

Application may be submitted electronically. For details, please refer to:

<http://www.emsd.gov.hk/emsd>

香港特別行政區政府
表格 15

升降機及自動梯(安全)條例(第 327 章)
第 26(1)(a)及 39(1)條

按照第 25 條所發命令而檢驗升降機或自動梯或測試其安全設備或兩者一併進行之證明書

收據編號 RECEIPT NO.

地點編號: -

日期 _____

致：機電工程署署長

裝置於 _____ 之第 _____ 號*升降機/*自動梯

本人 _____ 為*註冊升降機工程師(編號 L _____)/ *註冊自動梯工程師(編號 E _____)。茲證明—

* (甲) 本人曾於 _____ 年 _____ 月 _____ 日根據一項按照升降機及自動梯(安全)條例(第 327 章)第 25 條第(1)/(2)/(3)款而發出之命令，
檢驗上述升降機/自動梯。

* (乙) 本人曾於 _____ 年 _____ 月 _____ 日根據一項按照升降機及自動梯(安全)條例(第 327 章)第 25 條第(1)/(2)/(3)款而發出之命令，
測試上述升降機/自動梯之安全設備。

本人於 _____ 年 _____ 月 _____ 日認為*上述升降機/自動梯*及上述升降機/自動梯之安全設備效能良好，操作安全。

下次定期檢驗 *升降機/ *自動梯及定期測試其安全設備必須於 _____ 年 _____ 月 _____ 日或之前進行。

*將不適用者刪去

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
FORM 15
LIFTS AND ESCALATORS (SAFETY) ORDINANCE (CHAPTER 327)
Sections 26(1)(a) and 39(1)
Certificate on examination of lift or escalator or testing of safety equipment
provided therefor, or both, pursuant to an order under section 25

Location No. -

Date _____

To: The Director of Electrical and Mechanical Services

*Lift/*Escalator No. _____ installed at _____

I, _____, *registered lift engineer (No. L _____)/*registered escalator engineer (No. E _____), certify that —

* (a) the above lift/escalator was examined by me in accordance with an order under subsection (1)/(2)/(3) of section 25 of the Lifts and Escalators
(Safety) Ordinance (Chapter 327), on the _____ day of _____, _____.

* (b) the safety equipment provided for the above lift/escalator was tested by me in accordance with an order under subsection (1)/(2)/(3) of
section 25 of the Lifts and Escalators (Safety) Ordinance (Chapter 327), on the _____ day of _____, _____.

I am satisfied that, on the _____ day of _____, _____, ^the above lift/escalator^ and the safety
equipment provided for the above lift/escalator was in safe working order.

Next periodic examination of the *lift/*escalator and periodic testing of its safety equipment shall be carried out on or before
_____.

*Delete whichever is inapplicable

承建商編號

Contractor Number *RLC/*REC

升降機/自動梯的擁有人姓名及地址
Name and address
of Owner

註冊升降機承建商/
註冊自動梯承建商簽署
Signature of registered
lift contractor / registered
escalator contractor

註冊升降機工程師/
註冊自動梯工程師簽署
Signature of registered
lift engineer / registered
escalator engineer

茲根據升降機及自動梯(安全)條例(第 327 章)第 39(1)條之規定，證明經已收到由註冊升降機工程師/註冊自動梯工程師簽發之上述證明書，
並且予以登記。

Pursuant to section 39(1) of the Lifts and Escalators (Safety) Ordinance (Chapter 327), I certify that the above certificate issued by the registered lift
engineer/registered escalator engineer was received and registered.

日期 _____

Date

機電工程署署長 (_____ 代行)

(_____)

for Director of Electrical and Mechanical Services

注 意

1. 升降機或自動梯的擁有人，須在收到此證明書後七天之內繳交指定的款項。各項指定的款項列於隨附的收費表上。經批註的證明書須張貼在升降機內或自動梯上當眼處，直至收到另一份同類證明書為止。

繳 款 辦 法

1. 款項可照下列辦法繳交：——
 - (甲) 郵寄香港九龍啟成街三號機電工程署署長收。繳款時請將證明書一式兩份一併寄回。已批註之證明書及編號收據將會稍後寄回繳款人。
注意：請勿郵寄現金。
 - (乙) 前往香港九龍啟成街三號地下機電工程署客戶服務部繳交。交款時請攜同證明書一式兩份，收款人會即時發回編號收據。已批註之證明書將會稍後寄回繳款人。
收款時間：——
星期一至星期五——上午九時至下午五時十五分
2. 凡支票、匯票及本票均須書明支付「香港特別行政區政府」並加劃線，切勿寫明支付個別職員。期票將不予接納。

NOTES

1. The owner of the lift or escalator shall pay the prescribed fee within 7 days of the receipt of this certificate. The prescribed fee is indicated in the Schedule of Fees being attached.
2. The endorsed certificate shall be posted in a conspicuous position in the lift or on the escalator until another such certificate is received.

PAYMENT INSTRUCTIONS

1. Payment may be made : —
 - (a) **BY POST** addressed to the Director of Electrical and Mechanical Services, Electrical and Mechanical Services Department, 3 Kai Shing Street, Kowloon, Hong Kong. The certificate in duplicate must accompany payment. The endorsed certificate will be returned together with a serially numbered receipt.
N.B.: CASH SHOULD NOT BE SENT THROUGH THE POST.
 - (b) **IN PERSON** at the Customer Services Office of the Electrical and Mechanical Services Department, Ground Floor, 3 Kai Shing Street, Kowloon, Hong Kong. Please produce the certificate in duplicate at time of payment. A serially numbered receipt will be issued. The endorsed certificate will be returned separately.
HOURS OF COLLECTION : —
Monday to Friday 9:00 a.m. to 5:15 p.m.
2. Cheques, Drafts and Cashier Orders should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed. They must not be made payable to any individual officer. Post-dated cheques will not be accepted.

申請可經由電子方式遞交，詳情請瀏覽：

Application may be submitted electronically. For details, please refer to:

<http://www.emsd.gov.hk/emsd>