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(9) in EMSD/LESD 7-2/4 Pt. 4

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6 March 2009

All Registered Lift Contractors

Dear Sirs,

## **Circular No. 3/2009**

### **Amendment of Code of Practice for Lift Works and Escalator Works**

#### **Insertion of Anticipated Lift Maintenance Duration into Log-book**

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With a view to enhancing the transparency of the trade in the delivery of lift maintenance services, the Working Group for Improvement of Lift Safety, with the members representing registered contractors, the Lift and Escalator Contractors Association, the Registered Elevator and Escalator Contractors Association Limited, the Hong Kong General Union of Lift and Escalator Employees, and the department, have on 23 January 2009 endorsed the proposal requiring all registered contractors to state on the log-book the anticipated duration for performing routine maintenance for all lift installations.

Registered contractors should therefore stamp on the front page of the existing log-books for lift installations under their maintenance responsibilities the chop print with the contents as shown in **Appendix I** and enter the corresponding information as appropriate. The same should apply when a new log-book is put into use. The chop print should however be stamped on the inside page as shown in **Appendix II** when the registered contractor takes over the maintenance of an existing lift installation.

The log-book should always bear a chop print showing the anticipated duration for maintaining the lifts of the current maintenance contract. Registered contractors may stamp extra chop prints on the log-book to differentiate varying maintenance durations for different lift installations within a location.

The insertion of maintenance duration into the log-book by registered lift contractors has been agreed by the Working Group as the current preferred trade practice.

Pursuant to section 27G of the Lifts and Escalators (Safety) Ordinance, the Code of Practice for Lift Works and Escalator Works (2002 Edition) is hereby amended by incorporating the new requirements. The changes are detailed in **Amendment 5** to the Code of Practice for Lift Works and Escalator Works, a copy of which is attached herewith for your reference. The Chinese translation of **Amendment 5** is also attached.

A transitional period is allowed for registered contractors to take actions to satisfy the requirements in the **Amendment**. Registered contractors should note that regulatory actions for non-compliance with the requirements will be taken following the expiry of the transitional period (ending 31 May 2009).

Yours faithfully,



(George LING)

for Director of Electrical and Mechanical Services

Encl

c.c. The Director of the Architectural Services Department (Attn.: CBSE/2)  
The Director of Buildings  
The Director of Housing (Attn.: SM/QM)  
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

LOCATION/ADDRESS 地點/地址	DESCRIPTION OF LIFTS/ESCALATORS 升降機/自動梯詳情  <table border="1" data-bbox="1099 197 2087 464"> <tr> <td colspan="4" style="text-align: center;">預計保養（抹油）工時</td> </tr> <tr> <td colspan="4" style="text-align: center;"><b>ANTICIPATED MAINTENANCE DURATION</b></td> </tr> <tr> <td style="text-align: center;">每年/季不少於</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">小時</td> <td style="text-align: center;">hours</td> </tr> <tr> <td style="text-align: center;">Annually/Quarterly not less than</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">hours</td> <td style="text-align: center;">hours</td> </tr> <tr> <td style="text-align: center;">預計每次需時</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">小時</td> <td style="text-align: center;">hours</td> </tr> <tr> <td style="text-align: center;">Per visit duration around</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">hours</td> <td style="text-align: center;">hours</td> </tr> <tr> <td></td> <td style="text-align: center;">至</td> <td style="text-align: center;">to</td> <td style="text-align: center;">_____</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">hours</td> <td style="text-align: center;">hours</td> </tr> </table>	預計保養（抹油）工時				<b>ANTICIPATED MAINTENANCE DURATION</b>				每年/季不少於	_____	小時	hours	Annually/Quarterly not less than	_____	hours	hours	預計每次需時	_____	小時	hours	Per visit duration around	_____	hours	hours		至	to	_____			hours	hours
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MAINTENANCE CONTRACTOR 保養工程承建商   TELEPHONE NO. 電話號碼  MAINTENANCE CONTRACT NO. 保養工程合約號碼	<p><b><u>NOTES</u></b></p> <p>COL 1 FILLED IN BY CALLER. LEAVE BLANK IF ROUTINE.</p> <p>COL 8 ENTER ANY UNUSUAL FEATURES, E.G. FAULT NOT CURED. PEOPLE INJURED. LIFT OR ESCALATOR NOT SAFE, ETC.</p> <p>COL 9 OWNER OR OWNER'S AGENT VERIFIES WITH HIS SIGNATURE THE INFORMATION IS, AS FAR AS HE CAN ASCERTAIN, CORRECT.</p>																																
OWNER 物主   TELEPHONE NO. 電話號碼	<p><b><u>附註</u></b></p> <p>第一欄 由召喚承建商之人士填寫。如屬例行工作則無須填寫此欄。</p> <p>第八欄 記下任何特別事項，例如，故障未修妥、有人受傷、升降機或自動梯不安全等。</p> <p>第九欄 物主或物主代理簽名證明就其所知，資料屬實。</p>																																



**Code of Practice  
For Lift Works and Escalator Works  
(2002 Edition)**

**Amendment No. 5  
Insertion of Anticipated Lift Maintenance Duration into Log-book  
(Effective 1 June 2009)**

<b><u>Item</u></b>	<b><u>Clause</u></b>	<b><u>Description</u></b>
1.	Section C Clause 7	<p>Insert the following after Clause 7.4:</p> <p><b>“7.5 Anticipated Lift Maintenance Duration</b></p> <p>Registered lift contractors shall state on the log-book the anticipated duration for performing routine maintenance for all lift installations.</p> <p>Registered contractors shall therefore stamp on the front page of the existing log-books for lift installations under their maintenance responsibilities in the form of a chop print, or similar method, and state the anticipated maintenance duration by filling in the minimum maintenance hours on a quarterly or annually basis, and the per visit approximate interval in terms of hour(s) of maintenance duration. The aforementioned information shall be stated whenever a log-book is newly put into use. The chop print should however be stamped on the inside page of the log-book when the registered contractor takes over the maintenance of an existing lift installation.</p> <p>The log-book should always bear a chop print showing the anticipated duration for maintaining the lifts by the registered contractor for the current maintenance contract. Registered contractors may stamp extra chop prints on the log-book to differentiate varying maintenance durations for different lift installations within a location. ”</p>

『升降機及自動梯工程 - 實務守則』  
(2002年版)

修訂第 5 號

在『工作日誌』加註「預計升降機保養（抹油）工時」  
(由二零零九年六月一日起生效)

項目	條項	說明
1.	C 節第 7 項	<p>在第 7.4 項之後加入以下條文：</p> <p>“ 7.5 預計升降機保養（抹油）工時</p> <p>註冊升降機承建商須在『工作日誌』為升降機進行保養工作而加註「預計保養（抹油）工時」。</p> <p>註冊承建商須在其負責保養的升降機的『工作日誌』的前頁，用印章或類似方式加註「預計保養（抹油）工時」，並以‘每年/季不少於若干小時’及‘預計每次需時__小時至__小時’的形式填報。以上要求，適用於所有首次啓用的『工作日誌』。此外，隨後由不同承建商接手的升降機保養工作，承建商須在『工作日誌』的內頁以印章加註相關「預計保養（抹油）工時」，並採用同樣方式予以填報。</p> <p>『工作日誌』應備註由註冊承建商就現行保養合約為升降機所訂定的「預計保養（抹油）工時」。註冊承建商可為裝置在同一地点的不同類型升降機，以額外的印章加註「預計保養（抹油）工時」，以作識別。 ”</p>