

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

Telephone 電話號碼: (852) 2808 3861

Your reference 來函檔號 :

Facsimile 圖文傳真: (852) 2504 5970

18 March 2009

All Registered Lift and Escalator Contractors

Dear Sirs,

Circular No. 4/2009
Surveillance Audit of Registered Lift/Escalator Contractors

In order to enhance lift and escalator safety, this department will carry out surveillance audit of the registered lift/escalator contractors starting from May 2009.

The purpose of the surveillance audit is to assess the performance of the registered lift /escalator contractors in respect of lifts/escalators maintenance, in particular, whether the registered lift/escalator contractor has the necessary expertise, adequate manpower and resources for provision of maintenance services for the lifts/escalators which they took over from another contractor.

The surveillance audit will be in the form of company visit for documentary records checking, supplemented by site inspections. The areas for assessment shall include but not be limited to the items listed in appendix A.

After the surveillance audit, an audit report will be produced to advise the registered lift/escalator contractor concerned the areas for improvement. Where necessary and appropriate, a copy of the audit report will be sent to the related lift/escalator owners for information.

Yours faithfully,



(George LING)
for Director of Electrical & Mechanical Services

Encl.

- c.c. D of ArchSD (Attn.: CBSE/2)
- D of Housing (Attn.: SM/QM)
- D of Buildings (Attn.: CBS/Legislation)
- 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

Circular 4/2009
List of Items to be checked during
surveillance audit for registered lift/escalator contractor

Maintenance Operations
Maintenance schedule (overall and site specific)
Quality monitoring
Call-back
Non-routine repair
Technical Documents
Manufacturer's O&M Manual
Maintenance instructions/handbook for workers
Code of Practice
Tool and Spare parts
Tool and Parts list
Condition of tools
Stock keeping
Competent Workers
Records of experience and qualification of workers
Assessment records of competent workers
Training plan
Training records
Registered Engineers
Records of experience of Registered Engineers
Training plan
Training records
Annual Examination Schedule and Records
Customer Complaint Handling Procedure
Accident/Incident Investigation Procedure