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(43) in EMSD/LESD 7-2/4 Pt IV

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18 January 2010

To: All Registered Lift/Escalator Contractors

Dear Sirs,

Circular No. 4/2010

Lists of Competent Lift/Escalator Workers (2009) and Training Plan (2010)

Pursuant to section 29A of the Lifts and Escalators (Safety) Ordinance (the Ordinance), competent lift/escalator workers (CW) employed by registered lift/escalator contractors (RC) may carry out lift/escalator works without supervision.

To facilitate our enforcement of section 29A of the Ordinance, RCs are required to submit before 18 February 2010 a complete list of competent lift/escalator workers employed by them as at 31 December 2009, by providing the particulars of competent lift/escalator workers in an electronic format (Microsoft Excel spreadsheet) as shown in the attached form, by email to lesdgr@emsd.gov.hk.

Please ensure that only workers who satisfy the relevant qualifications, training and experience requirements stipulated in the relevant section 29A(4)(a) or 29A(4)(b) of the Ordinance are included in the lists. In particular for route (a) workers, their craft apprenticeships completed, and their academic qualifications, should be provided on the list.

Training Plan

Since 2009, we have invited RCs to submit an annual training plan for their workers. The training plan this year should detail the anticipated training activities (and duration) that will be provided to their workers in the year 2010. The plan may be presented in broad terms for all workers, or may be tailored for each individual, and should be aimed at ensuring that each worker is equipped with suitable and up-to-date knowledge to carry out his duties under the Ordinance. The training may be courses or seminars provided by external parties or arranged in-house, and can include technical, legal, administration, management or safety matters, etc. As an example, RCs should provide effective training to their workers when new or updated technical information and maintenance procedures are provided by manufacturers.

The training plan will be used by this department partly as a reference in monitoring the competency of RCs in discharging their duties under the Ordinance, for example in installing or taking up the maintenance of new brands or models, and we may follow up the details further with individual RCs when necessary.

Please submit the training plan together with the lists of CWs. If you have any query, please contact our Mr. Walter Foo on 2808 3117.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'AKH', with a small dot at the end.

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

Encl.

