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

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24 March 2009

All Registered Lift/Escalator Contractors

All Registered Lift/Escalator Engineers

Dear Sirs,

## **Circular No. 5/2009**

### **One-Stop-Shop service for the periodic examination and testing of lifts and escalators, and the submissions of certificate**

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The timely submission of certificates (F11/F12) after the completion of periodic examination and testing of lifts and escalators is a statutory requirement under the Lifts and Escalators (Safety) Ordinance.

The timeframe for the delivery of the certificates to the department is stipulated in section 26 of the Lifts and Escalators (Safety) Ordinance to be 28 days of the examination or test if the certificates are delivered by the registered contractors on behalf of the owners. For cases where final submissions of the certificate are done by the owners, the registered engineers should deliver the completed certificates to the owners within 21 days of the lift/escalator examination or test.

From time to time, there are cases that certificates F11/F12 were not submitted to the department on time. To alert registered contractors the oncoming lapse of the 12-month period, the department will issue e-reminders when the examinations and testing of lifts and escalators under their maintenance responsibilities will become due in two weeks' time. A second e-reminder will be issued to the registered contractor when the certificates have not been received within 21 days from the expiration of the last examination or testing. Regulatory actions will be taken according to the provisions of the Lifts and Escalators (Safety) Ordinance ("the Ordinance") for cases in which the submission of the F11/F12 is further delayed outside the statutory timeframe.

In this regard, Registered contractors are highly recommended to include in their scope of maintenance services the submission of F11/F12 on behalf of the owners and make use of the Web-Based Registration Services ("WBRS") for the submissions of F11/F12, and post the certificates at conspicuous position in the lift cars or at the vicinity of the escalators, as the case may be, for and on behalf of the owners.

To facilitate the registered contractors to provide one-stop-shop quality services to the lift/escalator owners, the WBRS was launched on 18 March 2008 by the department. Through WBRS, registered contractor can submit the certificates via e-channel eliminating tedious administrative procedures and the need to send by post the certificates to the owners and then to the department.

Registered contractors should consider taking the pro-active approach to handle the submissions of certificate for lift/escalator owners. Any enquires on using the WBRS can be made to Mr. WU at telephone number 2808 3243.

To further simplify the processing of F11/F12, the department will review the relevant statutory provisions in the upcoming legislative review of the Ordinance.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'George Ling', written in a cursive style.

(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