

Our reference 本署檔號 :

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Your reference 來函檔號 :

August 4, 2006

All Registered Lift/Escalator Contractors

Dear Sirs,

Circular No. 7/2006

Application for Inclusion in Register of Lift Contractors and/or Register of Escalator Contractor

Please be informed that Circular No. 13/98 issued on September 8, 1998 on the captioned subject is superseded by this Circular No. 7/2006, attached with an updated copy of "Documents to be Submitted with Application for Inclusion in the Register of Lift Contractors and/or Register of Escalator Contractors".

Yours faithfully,



(G. M. W. CHUI)

for Director of Electrical and Mechanical Services

Encl.

- c.c. Director of Architectural Services (Attn.: AD/BS)
- Director of Housing (Attn.: TS/2)
- The Lift and Escalator Contractors Association Ltd.
- The Registered Elevator and Escalator Contractors Association Ltd.
- The International Association of Elevator Engineers
- The Hong Kong General Union of Lift and Escalator Employees

Documents to be Submitted with Application for Inclusion in the Register of Lift Contractors and/or the Register of Escalator Contractors

The documents required for assessment including:

- (a) Organisation chart of the company.
- (b) Copy of the company's Business Registration Certificate.
- (c) Copy of the Certificate of Incorporation of the company.
- (d) Copy of the Memorandum and Articles of Association of the company.
- (e) Copy of the Annual Return pursuant to the Companies Ordinance.
- (f) Copy of the minutes of meeting of the Board of Directors showing the intention to proceed with lift/escalator business, the decision to seek registration and appointment of the Authorised Signatories. The Applicant should be one of the Authorised Signatories.
- (g) Details of academic and professional qualifications together with details of experience of the Authorised Signatories.
- (h) Copies of certificates of the Registered Lift/Escalator Engineers employed by the company on a full time basis.
- (i) Detail of adequate workforce to cope with the workload and documentary evidence of employment of at least a capable registered lift/escalator engineer and a competent lift/escalator worker by the company on a full time basis (Payrolls and employer's MPF contribution records to be checked).
- (j) Documentary evidence to demonstrate the company's experience/capability in carrying out lift/escalator works and in obtaining technical support concerning lift/escalator works, including supply of new lifts/escalators, technology updating, technical training for staff and sourcing of spare parts. Workers' safety handbook, emergency manual, operational control procedure/manual prepared by the company should be submitted. In addition, installation, commissioning, repair and maintenance manuals issued by the lift/escalator manufacturer should be presented.
- (k) Details of the workshop, and equipment and tools available (Site inspection to be carried out). The company should possess essential equipment and tools for its sole use for performing lift/escalator works. Essential equipment and tools shall cover at least a drilling machine, electric arc welding machine, gas welding machine, grinding machine, hand drill, a bench completed with a vice, jack saw, portable grinder, chain block, multi-meter, megger, speedometer, gauges for measuring clearance, door stoppers, rope tension and door closing force measuring devices.

Note: All attachments and duplicate documents have to be self-certified true by the Applicant. The Applicant should provide the originals or certified true copies for checking. A certified true copy shall be certified by the issuing party/authority/organisation or an independent body agreed by the Director of Electrical and Mechanical Services. All the documents are subjected to the satisfaction of the Director.