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23 May 2001

All Registered Lift Contractors

Dear Sirs,

**Circular No. 8/2001**  
**Effective Locking of Landing Doors of Lifts**

In a recent incident, a cleaning worker fell into the lift pit from the G/F landing of a freight lift and he sustained injury. Preliminary investigation revealed that the locking device of the landing door might not be effective to prevent the landing door from being opened from the landing side when the lift car was not at the landing.

This circular aims to remind you that the effective locking of landing doors of lifts has to be checked during periodic maintenance. Moreover, you should establish proper maintenance procedures for checking the locking of landing doors and should ensure that your staff understand and follow the maintenance procedures. The procedures should include, but not limited to, the following checks :

- (a) The locking device of the landing door should be thoroughly checked to ensure its effectiveness. Details of the engagement of the locking element should be provided to your staff to facilitate the checking and maintenance.
- (b) The locking device should be checked to ensure that it is securely fixed against loosening.
- (c) The safety switches for proving the proper closing of the landing door and for proving the proper locking of the locking device before operation of the lift should be checked.
- (d) The landing door lock should be checked by attempting to open the landing door manually from the landing side to ensure that the landing door cannot be opened when the lift car is not at the landing.
- (e) The guides and guide shoes/rollers of the landing door should be checked to prevent derailment of the landing doors from the guides or excessive lateral movement of the

landing door at the closed position affecting the effective engagement of the locking element.

Pursuant to Section C, Clause 4.5.1(q) of the Code of Practice on the Examination, Testing and Maintenance of Lifts and Escalators, you are required to ensure that the door lock operation including the electrical and mechanical interlocks for car door and landing door is in proper condition during periodic maintenance.

Yours faithfully,

(LAW Yu-wing)  
for Director of Electrical and Mechanical Services