

Our reference 本署檔號 :  
(130) in LE/02/04 Pt.II

Telephone 電話號碼: (852) 2808 3239

Your reference 來函檔號 :

Facsimile 圖文傳真: (852) 2504 5970

August 5, 2004

All Registered Lift/Escalator Contractors

Dear Sirs,

## **Circular No. 8/2004 Taking Over of Maintenance of Lift/Escalator Installation**

The purpose of this circular is to implement a new arrangement with effective from September 1, 2004. This arrangement has been agreed upon by the representatives of the trade in the recent Liaison Meeting for better assuring the quality of lift/escalator maintenance works as well as providing a clearer demarcation of contractors' liabilities in relation to the safe operation of lifts/escalators undergoing a transfer of maintenance.

Under the new arrangement, the receipting maintenance contractor is required to:

- (i) carry out a periodic test/examination for each lift/escalator to be taken over for maintenance; and
- (ii) submit a test/examination report to this department following the format given in the Appendices to the Code of Practice for Lift Works and Escalator Works for every lift/escalator mentioned in (i) above within two weeks from the date of maintenance transfer.

If such a test/examination report cannot be provided within the stated period, reasons and the estimated time for submitting the report should be given. Unless the installation concerned is to undergo modification and/or repair works, it should be noted that the submission of such test/examination report should not be delayed for more than a month from the date of taking over the maintenance. In addition, this arrangement will not cause any extension of the validity of the certificate, i.e. F6, F11 or F16, in existence. Nevertheless, the lift/escalator owner/contractor may consider the submission of a new certificate, i.e. F11 or F12, and the prescribed fee together with the test/examination report for the concerned lift/escalator installation, in order to obtain a full period coverage of 12-month for lift or 6-month for escalator.

Yours faithfully,



(YAN Man-kit, Andrew)  
for Director of Electrical and Mechanical Services