

(80) in LE/02/04 Pt. II

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May 6, 2002

Dear Sirs,

**Circular No. 9/2002  
Cessation/Taking Over of Maintenance of Lifts and Escalators**

This circular aims at reminding registered lift/escalator contractors to follow the proper practice when terminating/taking over the maintenance of lifts/escalators with a view to protecting the benefit of lift/escalator owners and ensuring public safety.

**Cessation of Maintenance of Lifts/Escalators**

When terminating the maintenance of lifts/escalators, you as an ethical contractor in the lift/escalator market shall not create barrier/blockage in terms of any added circuitry, password or software programme for blocking the access into the control system of lift/escalator or affecting the normal operation of the lift/escalator. You shall also inform the lift/escalator owner of any log-in password if it is a built-in feature of the lift/escalator control system for normal operation. Furthermore, you shall not remove any part/component from the lift/escalator system that is needed for its safe and normal operation.

Any of the above actions shall be considered as a misconduct of the registered lift/escalator contractor. In this connection, this department shall bring the case to the attention of the disciplinary board in accordance with section 11G(1) of the Lifts and Escalators (Safety) Ordinance, Cap 327.

### **Taking Over of Maintenance of Lifts/Escalators**

As a responsible contractor, you are well aware of the required expertise, manpower and technical information for proper maintenance of lifts/escalators. In the era with advancement of technology, the requirement of technological know-how has been more conspicuous for maintaining lifts/escalators in good and safe working condition. Further to the requirement of registered lift/escalator contractors as clearly stated in Circular No. 7/98 when taking over maintenance of lifts/escalators, this department shall in future implement a **random check system** with a view to verifying whether the contractor possesses the necessary expertise, adequate manpower and resources for the provision of maintenance service to the lifts/escalators to be taken over.

Yours faithfully,

( Andrew M.K. YAN )  
for Director of Electrical and Mechanical Services

c.c. The Director of Architectural Services

The Director of Buildings

The Director of Housing

The Lift and Escalator Contractors Association

The Registered Elevator and Escalator Contractors Association Ltd.

The International Association of Elevator Engineers

The Hong Kong General Union of Lift and Escalator Employees