

Our reference 本署檔號 :

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

Telephone 電話號碼 : 2808 3239

Your reference 來函檔號 :

Facsimile 圖文傳真 : 2504 5970

13 May 2009

All Registered Lift/Escalator Contractors and Engineers

Dear Sirs,

## **Circular No. 9/2009**

### **Log-book and Records of Lift / Escalator Works**

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New measures promulgated by Circulars 2/2009 and 3/2009 shall come into effect on 1 June 2009. Registered lift contractors will then be required to state on the log-book the anticipated duration for performing periodic maintenance for lift installations, and to ensure that designated lift works are carried out by two or more lift workers.

You are reminded to observe the above requirements, and to maintain proper and adequate records to demonstrate compliance with these requirements. Whenever carrying out lift works, all registered lift engineers and lift workers must record the details of work carried out and the duration(s) in the log-book, and insert their names and signatures. In particular, the types of work specified under Clause 4.3.3 of the Code of Practice for Lift Works and Escalator Works, and periodic maintenance durations, must be clearly indicated in the log-book, against the name(s) and signature(s) of the person(s) actually carrying out those activities. Any corrections in the log-book should be made by crossing out wrong entries and signing against the corrections. Apart from the log-book, registered contractors shall also keep office records showing the deployment of engineering staff to carry out such works. The log-book and records should be kept for at least two years.

EMSD will audit the log-books and contractor's records to monitor compliance as necessary. Misrepresentation of record entries is a serious misconduct, and would lead to disciplinary or other action being taken under the Ordinance.

Please explain the purpose of the chop print for the anticipated maintenance duration to owners, and advise owners or their representatives of their responsibility to keep and maintain log-books according to section 27B of the Lift and Escalator (Safety) Ordinance, and to countersign on the

log-book every time your engineering staff have finished the lift/escalator works and filled in the log-book.

Please also observe the guidelines on keeping and entering information into log-books issued via Circulars 8/2003 and 10/2004. Circulars 11/2000 and 9/2007 are hereby superseded.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'AKH' followed by a vertical line and a dot.

(Arthur K.H. WONG)  
for Director of Electrical and Mechanical Services

c.c. The Director of Housing (Attn: SM/QM)  
The Director of Architectural Services (Attn: CBSE/2)  
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