Quality Lift Service Recognition Scheme
Lift Operation Record Form

Form B1

Points to note:

1. ***The applicant must appoint a lift maintenance contractor / an independent professional assessor to complete this form to certify the records of lift operation. The form must be submitted together with the participation form (Form AF), otherwise the Electrical and Mechanical Services Department will not process the application.***
2. ***If the application involves more than one registered lift contractor, all contractors are required to complete this form individually.***

Name of building: Address:			
Assessment period: From _____ to _____ [24 months] (Date) *(Date – within one month before submission of participation form)*			
Calculation item	(i) Average duration of service suspension due to failure of each lift	(ii) Average arrival time for failure related to passenger entrapment	(iii) Average arrival time for failure unrelated to passenger entrapment
Calculation method	Calculation: Total duration of failure (time of service resumption – time of call received) / 24 months / Total no. of lifts	Calculation: Total duration of passenger entrapment (arrival time – time of call received) / 24 months / Total no. of lifts	Calculation: Total duration of failure unrelated to passenger entrapment (arrival time – time of call received) / 24 months / Total no. of lifts
Total duration			
Total no. of lifts			
Total duration of service suspension of the lift which was recorded the longest duration of failure in 24 months			
Average duration of failure			
	25 points for 0 ~ 20 hours 18 points for 21 ~ 40 hours 13 points for 41 ~ 60 hours 8 points for 61 ~ 80 hours 0 point for more than 80 hours	15 points for 0 ~ 30 minutes 10 points for 31 ~ 40 minutes 7 points for 41 ~ 50 minutes 4 points for 51 ~ 60 minutes 0 point for more than 60 minutes	10 points for 0 ~ 1 hour 7 points for 1 ~ 1.5 hours 5 points for 1.5 ~ 2 hours 3 points for 2 ~ 3 hours 0 point for more than 3 hours
Points scored			

Note 1: The duration of lift service suspension due to failure includes any duration of lift service suspension due to equipment failure and emergency maintenance (excluding the duration of service suspension due to routine maintenance, annual examination, scheduled maintenance, and major alteration).

Name of Registered Lift Contractor / Independent Professional Assessor

Chop of Registered Lift Contractor and Signature of Its Authorised Person / Signature of Independent Professional Assessor

Contact Tel. No.: _____

Date : _____

Scheme Reference No.: _____ (to be completed by the Electrical and Mechanical Services Department)

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An Example Illustrating Calculations in Respect of Lift Operation Record Form

Remarks:

Summary of the Records in the Log Book (Case Example)					
Lift No.	Date and time of service suspension /passenger entrapment (call received)	Cause of failure (Note 1)	Arrival time	Date and time of service resumption / release of trapped passengers	Passenger entrapment due to failure / service suspension unrelated to failure
Lift A	29/9, 20:16	L3 - Repair of door wire rope	29/9, 20:36	29/9, 21:25	Service suspension unrelated to failure
Lift B	1/10, 07:13	L1 - Operation resumed normal upon arrival	1/10, 07:40	1/10, 08:10	Service suspension unrelated to failure
Lift C	3/10, 16:57	L3- Lift door was smashed and deformed	3/10, 17:25	3/10, 18:10	Service suspension unrelated to failure
Lift D	4/10, 11:25	L3 - Electronic panel displayed garbled data and needed replacement	4/10, 11:50	6/10, 11:25	Service suspension unrelated to failure
Lift E	Not applicable	L1 - Routine examination	5/10, 08:30	5/10, 18:30	Service suspension unrelated to failure
Lift F	6/10, 12:35	L2 - Passenger entrapment as a result of grille lock problem	6/10, 12:53	6/10, 13:15	Passenger entrapment due to failure

Calculation Method (Example)				
Calculation item		(i) Average duration of service suspension due to failure of each lift	(ii) Average arrival time for failure related to passenger entrapment	(iii) Average arrival time for failure unrelated to passenger entrapment
Calculation method	Total duration of failure	(i) Total for Lifts (A + B + D + F) = 51 + 57 + 2 880 + 40 = 3 028 minutes	(ii) Total for Lift F = 18 minutes	(iii) Total for Lifts (A + B + D) = 20 + 27 + 25 = 72 minutes
	Average	(i) Total duration / 24 months / 4 units of lifts / 60 minutes = 3 028 / 24 / 4 / 60 = 0.53 hour	(ii)Total duration / 24 months / 4 units of lifts = 18 / 24 / 4 = 0.19 minute	(iii) Total duration / 24 months / 4 units of lifts = 72 / 24 / 4 = 0.75 minute
Result		0.53 hour	0.19 minute	0.75 minute

Note 1: The duration of lift service suspension due to failure includes any duration of lift service suspension due to equipment failure and emergency maintenance (excluding the duration of service suspension due to routine maintenance, annual examination, scheduled maintenance, and major alteration).

Note 2: Even if there is no record of failure, the records of lift operation over the past two years should be maintained for verification.

Note 3: Failure to maintain the records of lift operation will result in deduction of all points scored.

Sample of Completed Record Form (This example is for reference only)			
Calculation item	(i) Average duration of service suspension due to failure of each lift	(ii) Average arrival time for failure related to passenger entrapment	(iii) Average arrival time for failure unrelated to passenger entrapment
Calculation method	Calculation: Total duration of failure (time of service resumption – time of call received) / 24 months / Total no. of lifts	Calculation: Total duration of passenger entrapment (arrival time – time of call received) / 24 months / Total no. of lifts	Calculation: Total duration of failure unrelated to passenger entrapment (arrival time – time of call received) / 24 months / Total no. of lifts
Total duration of failure	3 028 minutes	18 minutes	72 minutes
Total no. of lifts	4	4	4
Average	0.53 hour	0.19 minute	0.75 minute

Scheme Reference No.: _____ (to be completed by the Electrical and Mechanical Services Department)