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) / Total no. of failures	Calculation: Total duration of failure unrelated to passenger entrapment (arrival time – time of call received) / Total no. of failures
Total duration			
Total no. of lifts			
Total no. of failures			
Total duration of service suspension of the lift which was recorded the longest duration of failure in 24 months			
Average duration of failure			
Scores	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:

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.

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 due to failure / service suspension unrelated to failure
Lift A	29/4, 11:53	9/F control button reported no lights. The lift is normal when workers arrived.	29/4, 12:23	29/4, 12:54	Service suspension unrelated to failure
Lift B	1/10, 07:13	abnormal sound when door is closing	1/10, 07:40	1/10, 08:10	Service suspension unrelated to failure
Lift C	3/10, 08:47	Driving wire rope broken for safety edge	3/10, 09:25	3/10, 10:50	Service suspension due to failure
Lift D	4/10, 18:14	The lift stopped suddenly	4/10, 19:00	6/10, 21:10	Service suspension due to failure
Lift E	5/10 10:40	Lift operation suspended, waiting for spare component	5/10, 10:55	5/10, 12:30	Service suspension due to failure
Lift F	15/10, 08:02	Switch failure	15/10, 08:18	15/10, 10:15	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 (C + D + E + F) = 123 + 176 + 110 + 133 = 542 minutes	(ii) Total for Lift F = 16 minutes	(iii) Total for Lifts (C + D + E) = 38 + 46 + 15 = 99 minutes
	Average	(i) Total duration ÷ 24 months ÷ 6 units of lifts ÷ 60 minutes = 542 ÷ 24 ÷ 6 ÷ 60 = 3.76 hour	(ii) Total duration ÷ no. of failure = 16 ÷ 1 = 16 minute	(iii) Total duration ÷ no. of failure = (38 + 46 + 15) ÷ 3 = 33 minute
Result		0.063 hour	16 minute	0.55 hour

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) ÷ Total no. of failures		Calculation: Total duration of failure unrelated to passenger entrapment (arrival time – time of call received) ÷ Total no. of failures	
Total duration of failure	542 minutes	16 minutes		99 minutes	
Total no. of lifts	6	No. of failure	1	No. of failure	3
Average	0.063 hour	16 minutes		0.55 hour	

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