機電工程署 Electrical and Mechanical Services Department
18th issue Jun 2026

LIFT & ESCALATOR NEWSLETTER 電梯通訊

Feature Article

Latest Development of the Digital Log-books for Lifts and Escalators

The Electrical and Mechanical Services Department (EMSD) has rolled out the Digital Log-books for Lifts and Escalators (Digital Log-books) to digitalise the maintenance records of lifts and escalators and replace conventional paperbound log-books. The Digital Log-books system enables responsible persons for lifts/escalators (RPs), registered lift/escalator contractors (RCs), trade practitioners and the EMSD to monitor, record, manage and analyse the maintenance details of lifts/escalators in real time through a mobile app or web portal. It facilitates the joint monitoring of the relevant works by various stakeholders, thereby uplifting the management and safety standards of lifts and escalators.

Since its official roll-out in November 2022, the Digital Log-books system has received high acclaim from the lift and escalator trade, property management sector and RPs, and its adoption rate has been increasing steadily. As at May 2026, more than 71 000 lifts and escalators have adopted the system, accounting for over 80% of lifts and escalators in Hong Kong. In the long run, adoption of the Digital Log-books system will become mandatory for all lifts and escalators in order to phase out the paperbound log-books. RPs will be able to use the system to monitor the relevant records.

To help stakeholders make good use of the Digital Log-books system, the EMSD will continue to optimise it and introduce new functions, facilitating users' management of lifts/escalators. Below are some new functions:

New Function 1 – Indicating the "Breakdown/Trapping Cause"

When logging a works record in the Digital Log-books related to breakdown or trapping, the worker is required to indicate the cause by selecting one of the three options: (i) equipment fault; (ii) external environmental factor; or (iii) passenger factor. This function helps users conduct incident analysis and implement more precise measures to mitigate the occurrence of such incidents.

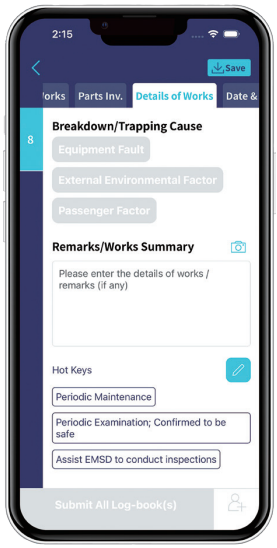


Figure 1 – Indicating the "Breakdown/Trapping Cause"

New Function 2 – Works Record Submission Restriction Based on Registration Class

Works records can be uploaded to the Digital Log-books only if at least one person involved in the works holds the appropriate registration licence. This function helps ensure that the persons carrying out the works include a qualified person under the Lifts and Escalators Ordinance (Cap. 618) (LEO).

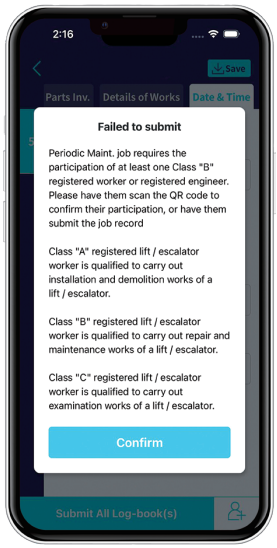


Figure 2 – General workers cannot submit works records individually

Activation of the Digital Log-books System

Members of the public may visit this website to learn more about the various functions and benefits of the system. For enquiries about its installation or use, please email to digitallogbooks@emsd.gov.hk or call the system hotline on 3741 8880 (for enquiries about information technology) or 9761 6685 (for enquiries about the operation) between 9 am and 6 pm from Monday to Friday (except public holidays).

Website

Feature Article

Digital Log-books: The Key to Enhancing Lift and Escalator Management Efficiency

As the managers of a property management company, we fully recognise the critical importance of accurate and traceable maintenance records in daily facility management. The Digital Log-books system launched by the EMSD precisely addresses the trade's pressing need for efficiency and transparency, bringing about an unprecedented transformation.

First, the Digital Log-books system has completely overcome the constraints of paper-based record keeping. Property management staff can access log-books anytime and anywhere via a mobile app, saving the time otherwise spent on sifting through paper records and enhancing the speed of emergency response. This "log-book on the go" approach provides us greater flexibility in our daily management.

Figure 3 - Smart notifications and real-time reporting functions of the Digital Log-books

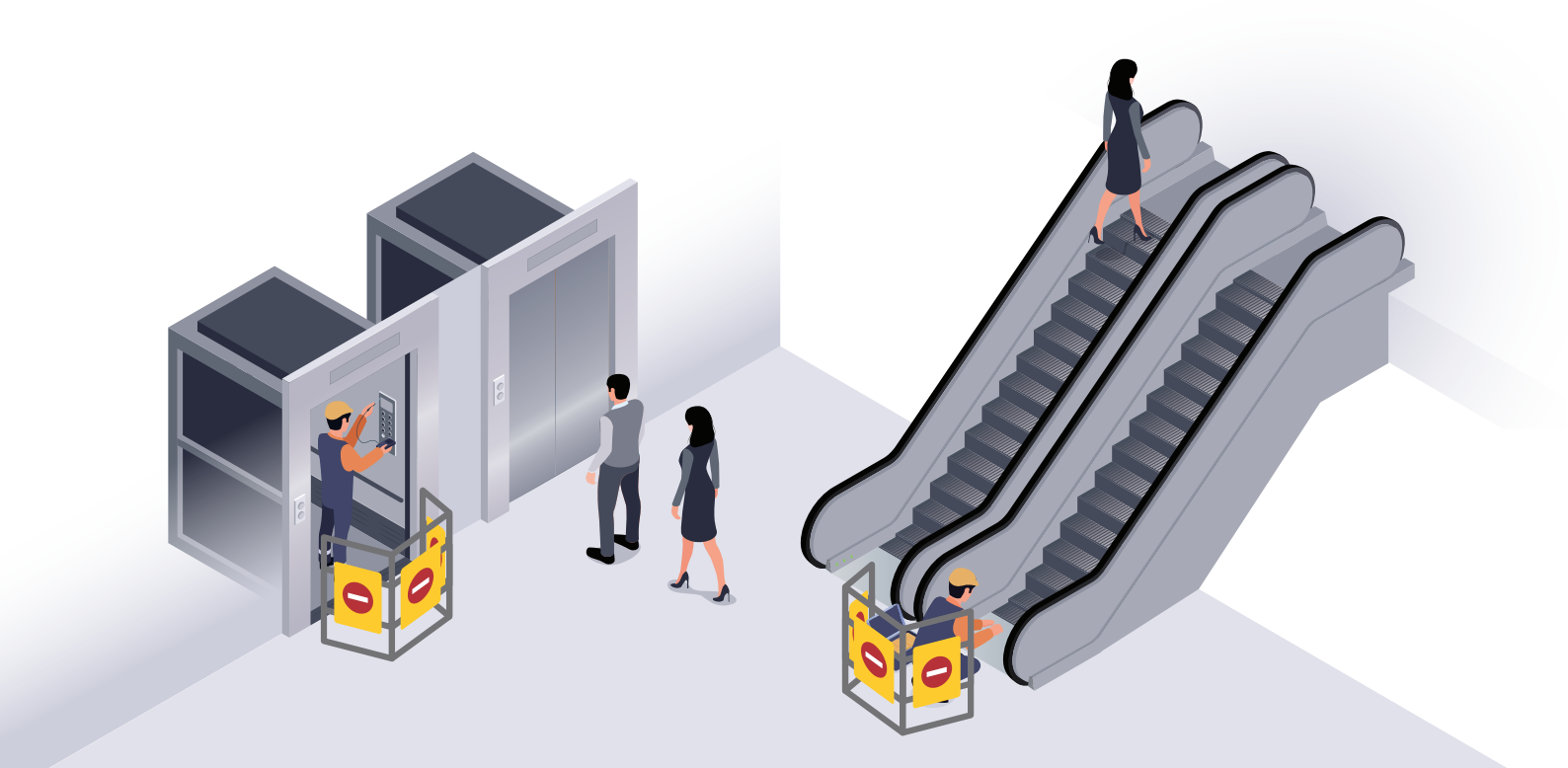
In terms of record-keeping, the Digital Log-books system allows on-site photo upload and voice-to-text input, which offer a fast and effective way to avoid ambiguities or misinterpretations often found in handwritten entries. For instance, a worker once wrote "sound was heard from the control" in a paper-bound log-book, leaving us baffled until repeated checks revealed that it actually meant "sound was heard from the limit switch". Now, by requiring workers to upload photos of the components being repaired to the Digital Log-books system, such confusing situations are effectively eliminated.

Besides, the smart analysis function has proven to be a powerful assistant in practice. The Digital Log-books can generate statistical charts for analysing fault trends or frequencies, helping us prioritise and allocate maintenance resources. For example, when a particular lift experiences multiple malfunctions within a short period, the system will immediately issue an alert, enabling our staff to follow up quickly and deliver better services to clients.

In conclusion, the Digital Log-books system not only enhances our management efficiency, but also drives the transition from traditional to smart facility management. Our company has fully adopted the Digital Log-books, and we strongly recommend its wider adoption by peers in the property management trade to harness the convenience brought by technology.

Keysen 堅信
物業管理服務有限公司
Property Management Services Limited

(Contributed by Keysen Property Management Services Limited)



Feature Article

Full Adoption of the Digital Log-books by the Electrical and Mechanical Services Trading Fund to Enhance Facility Management Efficiency

The Electrical and Mechanical Services Trading Fund (EMSTF) provides operation and maintenance (O&M) services for the electrical and mechanical facilities of various government departments and public bodies, including monitoring the O&M of over 4,000 lifts and escalators. The EMSTF has promptly adopted the Digital Log-books system since its official roll-out in November 2022 to digitise works records of lifts and escalators for driving industry upgrades.

The Digital Log-books system features a dashboard that displays key data of lifts and escalators, and a smart notification function.Both features enable EMSTF staff to keep track of the latest O&M status in real time, contributing to facility management efficiency enhancement. With digital works records, EMSTF staff can grasp lift and escalator specifications and analyse operational data and status records more effectively, thereby enhancing the reliability of lifts and escalators to reduce the occurrence of failures and incidents and minimise the public inconvenience caused.

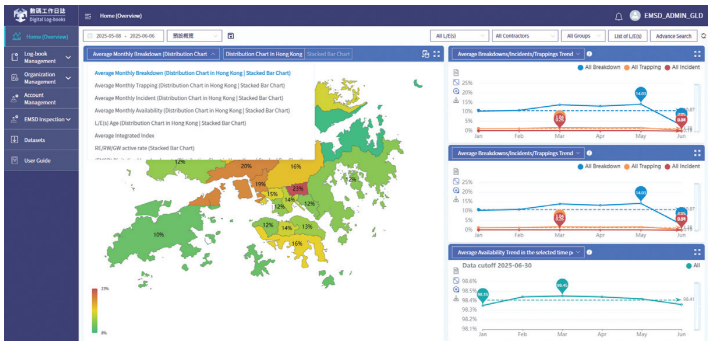


Figure 4 – Smart Dashboard Function of the Digital Log-books

機電工程署

(Contributed by the Electrical and Mechanical Services Trading Fund)

News -in- Brief

Newly Revised Form LE5 Taking Effect from 1 March 2026

Form LE5 (Application for a Use Permit for Putting a Lift or an Escalator into Use and Operation) is a specified form under the LEO. Upon completion of the installation of a lift or escalator, the RP for the lift or escalator, or the registered lift/escalator engineer (RE) (or his/her representative) whom the RP employs or arranges, shall submit a Form LE5 to the EMSD to apply for a use permit for putting the installed lift or escalator into use lawfully.

The EMSD has revised Form LE5 to enhance its communication with stakeholders, with the new version taking effect from 1 March 2026. Under the revised form, applicants are required to provide the contact details (including email addresses) of (i) the RC; (ii) the authorised person; and (iii) the property developer. With this arrangement, the EMSD can timely notify stakeholders of the use permit application status by email during the application process, helping stakeholders to jointly supervise and proactively follow up on outstanding project items, thereby facilitating the overall application and approval process.

The revised Form LE5 is available for download on the EMSD website. All applications must be made using the revised Form LE5; otherwise, they may not be processed and re-submission will be required. The EMSD will continue to optimise Form LE5 as appropriate to further strengthen the ties with stakeholders.


(2) 與工程有關的人士 (認可人士) Interested Parties (Authorised Person)

(公司名稱 Name of Company)

(聯絡人名稱 Name of Contact Person)

(聯絡電郵地址 Contact Email Address)

(聯絡電話號碼 Contact Telephone No.)

(傳真號碼 Fax No.)

(室 Flat/Room) (樓 Floor) (座 Block)

(大廈名稱 Name of Building)

(屋苑名稱 Name of Estate)

(號碼及街道名稱 No. and Name of Street)

(地區 District)

(3) 與工程有關的人士 (物業發展商) Interested Parties (Property Developer)

(物業發展商名稱 Name of Property Developer)

(聯絡人名稱 Name of Contact Person)

(聯絡電郵地址 Contact Email Address)

(聯絡電話號碼 Contact Telephone No.)

(傳真號碼 Fax No.)

(室 Flat/Room) (樓 Floor) (座 Block)

(大廈名稱 Name of Building)

(屋苑名稱 Name of Estate)

(號碼及街道名稱 No. and Name of Street)

(地區 District)

(注意: 本署會以上述電郵地址與申請人聯絡或郵寄函件到上述地址。)
(Note: This Department will contact the Applicant through the above e-mail address or mail letters through the above correspondence address.)

Figure 5 - Contact details required by the newly revised Form LE5

Form LE5

News -in- Brief

Automated Car Parks on the Hong Kong Port Island of the Hong Kong-Zhuhai-Macao Bridge: Hong Kong's First Parking System Adopting "Automated Guided Vehicle" Technology

A mechanized vehicle parking system (MVPS) refers to an automated mechanical plant that has a power operated mechanism for conveying a vehicle to a parking space within the plant. Under the LEO, an MVPS is defined as a lift, therefore its design, construction and maintenance are all subject to the regulatory control under the LEO. Compared with traditional multi-storey car parks, the primary advantage of an MVPS lies in its ability to provide more parking spaces within the same land area, thereby alleviating parking space shortages. Through diverse and innovative design solutions, MVPSs can significantly increase parking capacity, even in limited urban spaces.

To promote the "Southbound Travel for Guangdong Vehicles" arrangement and enhance connectivity among Greater Bay Area cities, two automated car parks on the Hong Kong Port Island of the Hong Kong-Zhuhai-Macao Bridge (HZMB) have been commissioned in phases starting from November 2025. The first car park provides around 1 800 parking spaces, allowing travellers to proceed directly to the Hong Kong International Airport for departure flights without immigration clearance. The second car park provides around 1 000 parking spaces, enabling travellers entering Hong Kong via the HZMB Hong Kong Port to transfer to other transport modes and head into the city.

As early as the initial design stage of the automated car parks on the Hong Kong Port Island of the HZMB, the EMSD actively established robust communication channels with the Airport Authority Hong Kong and the installation contractor. The EMSD offered close technical support to ensure that the MVPSs met the safety standards required by both the LEO and the European Standard EN14010 (Safety of machinery – Equipment for power driven parking of motor vehicles – Safety and EMC requirements for design, manufacturing, erection and commissioning stages) in terms of design, installation, testing, daily operation and maintenance. Type approval for the MVPSs was granted in June 2022. Prior to completion of the installation works, the EMSD conducted multiple site inspections and monitored the contractor's testing to ensure safe and smooth operation of the MVPSs. Starting from 2025, use permits have been issued in phases for the 21 MVPSs in the first car park.

The automated car parks on the Hong Kong Port Island of the HZMB adopt "automated guided vehicle" (AGV) technology to achieve full automation. After driving the vehicle to a designated transfer cabin and parking it securely, the user may leave. Next, a carrier robot on the lift moves to the transfer cabin and carries the vehicle to be parked into the lift, while the lift transports the vehicle to the designated storage floor. Finally, an AGV delivers the vehicle to the assigned parking rack. With this innovative design, the automated car parks on the Hong Kong Port Island of the HZMB not only significantly reduced the need for manual operation, improved operational efficiency and saved space, but also represented the latest advancement in Hong Kong's smart transport infrastructure.

Figure 6 - Vehicle arriving at the designated transfer cabin

Figure 7 - Vehicle ready to be transported to the assigned parking rack by an AGV

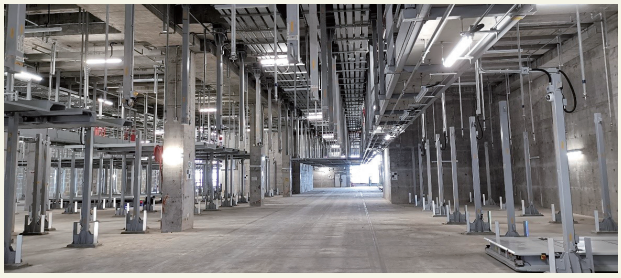


Figure 8 - Storage floor of the automated car park on the Hong Kong Port Island of the HZMB

News -in- Brief

Application of Robotics in Lifts

Amid rapid technological advancement in recent years, robotics technology has become increasingly sophisticated and is finding applications across industries. In particular, its application in lifts has attracted growing attention, which opens up new opportunities for service quality and efficiency enhancement.

The EMSD has all along encouraged the utilisation of innovative technologies, such as deploying robots to help handle routine tasks. At present, while the LEO does not restrict the access of robots to lifts, RPs and robot manufacturers should, prior to applying robotics in lifts, take note of the following:

- **they should discuss with RCs the technical feasibility to ensure that the robots and lifts are compatible and that the operation is safe;**
- **they should conduct comprehensive risk assessments to minimise potential safety hazards; and**
- **they must arrange for RCs to carry out or supervise any necessary alterations to existing lifts, including connecting the controllers of the robots and lifts, as such alterations are regarded as lift works.**

In gist, the application of robotics in lifts holds considerable potential. To ensure the smooth implementation of the relevant services, it is essential to make thorough preparation in terms of technical feasibility and safety.

News -in- Brief

Risk Assessment on Lifts not Equipped with Modern Safety Devices

With the advancement of technology, modernised lifts are equipped with safety devices that are more comprehensive than before. To further safeguard public safety, the EMSD launched a risk assessment scheme targeting lifts not equipped with any of the modern safety devices on 1 December 2025.

A risk assessment on lifts is a systematic analysis which aims to identify potential safety hazards and risks associated with lift management and operation, and to evaluate the impact of such risks on users and equipment operation. Via thorough checking and statistical analyses, RPs for lifts can formulate appropriate preventive measures to effectively reduce the likelihood of incidents. The four modern safety devices are as follows:

1. **Double braking system;**
2. **Unintended car movement protection device;**
3. **Ascending car overspeed protection device; and**
4. **Car door mechanical lock and door safety edge.**

Under the LEO, RPs must ensure that lifts and all associated equipment or machinery are kept in a proper state of repair and in safe working order. They are obligated to take appropriate measures, including conducting risk assessments and following up on the relevant recommendations. As such, RPs should conduct risk assessments on lifts not equipped with any of the modern safety devices as soon as possible to proactively identify potential safety risks and formulate appropriate improvement measures for enhancing the overall safety.

Website

For more information, please refer to the EMSD website.

News -in- Brief

New Guidelines for Works within Lift Shafts

Recently, two fatal industrial accidents occurred within a short span of time. Both cases involved workers being struck by objects falling from height while working in lift shafts. In view of this, after soliciting views from different parties of the trade (including RCs and trade practitioners), the EMSD issued a circular to the trade on the new guidelines on lift shaft works in May 2026, with a view to further protecting the safety of practitioners. According to the new guidelines, all lift works carried out within lift shafts, including installation, commissioning, examination, maintenance, repair, modification, and dismantling of lifts or any associated equipment or machinery of lifts must strictly comply with the following principles:

Single-level operation

Trade practitioners are prohibited from performing works simultaneously on multiple levels within the lift shaft (including lift machine room areas corresponding to the vertical section of the lift shaft). If other trade practitioners are required to enter the lift machine room to coordinate with the works, the lift machine room areas corresponding to the vertical section of the lift shaft must be fenced off with a sturdy barrier or other effective protective means, in order to prevent trade practitioners from entering this area or objects from accidentally falling into the lift shaft, thereby avoiding injuries and fatalities.

The above requirements must be strictly observed, particularly for rope installation/replacement works. For other types of works, multi-level operations within lift shafts could only be carried out after the following supplementary safety measures have been fully implemented and properly documented:

1. the RC undertaking the works, together with the responsible registered safety officer/ worksite safety supervisor/ an experienced registered lift engineer and a qualified person under the LEO have thoroughly reviewed and certified that the work procedure could not be practicably carried out using single-level operation, and that the extent of multi-level operation and number of personnel at each level required is kept to the minimum necessary;
2. a comprehensive site-specific risk assessment prepared by appropriate person and endorsed by the RC undertaking the works has been conducted, detailing the risks associated with each step of the work procedure and the corresponding mitigation measures required to be performed;
3. all openings in machine rooms connected to lift shafts should be covered, as far as practicable, when any work is being carried out inside machine room;
4. all hand tools in use should be secured with tool lanyards or other safety control measures to prevent them from falling;
5. appropriate mitigation measures have been implemented to protect trade practitioners working in the lift pit or at lower levels from falling objects. For example, for works that could only be performed by trade practitioner(s) being inside the lift pit while other trade practitioner(s) control the operation of the lift car from the lift car top, any risk of objects falling from the lift car top should be mitigated as far as practicable before commencement of the works; and
6. if there is residual risk of falling objects after implementation of the mitigation measures, an overhead protective cover or equivalent protective device should be provided to protect the trade practitioner(s) in the lift pit.

Re-affirm the safe work procedure and emergency response arrangement

In the following scenarios, the RC must brief the trade practitioners again on the safe work procedure and the relevant emergency response arrangement. No work should be commenced or continued unless clear explanations have been provided and acknowledgement has been confirmed by signature:

1. before commencement of the works;
2. after a prolonged suspension of the works (for example after meal breaks); and
3. if there is any change to the job duty of the trade practitioner when the works are being performed.

Circular

The EMSD has stepped up inspection efforts on lift shaft works to ensure strict compliance with the new guidelines to safeguard the safety of trade practitioners. RCs are also encouraged to make use of innovation and technology (I&T) solutions to substitute works inside lift shafts where applicable, in order to reduce the likelihood of works incidents.

1. Appropriate person means the person stipulated under Section 4.15.1 of the Code of Practice for Lift Works and Escalator Works.
2. For works requiring equipment / suspension ropes to pass through openings, such openings should be downsized as far as practicable.
3. It covers all lift works. For periodic maintenance works and periodic examination, the briefing arrangement should be followed as far as practicable.

Feedback

Your comments and suggestions, whether on editorial style or contents, are most welcome. Tell us how we can improve and make the Lift and Escalator Newsletter a truly informative and interesting publication for you. The Lift and Escalator Newsletter is available on our website at http://www.emsd.gov.hk .

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