



LIFT & 電梯快訊

ESCALATOR NEWSLETTER

Editor's Notes

Greetings to all! Since its debut last December, the Lift and Escalator Newsletter has been overwhelmingly received across different sectors. This is such an encouragement and here we would like to express our heartfelt gratitude for your support. Same as last issue, we have much to offer in this latest issue with our Feature Article and News-in-Brief columns. In Feature Article, we will focus on the Quality Lift Service Recognition Scheme Award Presentation Ceremony, modernisation of lifts to avoid unintended movement of lift cars, attendance by representatives of the Electrical and Mechanical Services Department (EMSD) at the International Expert Panel on Lifts and Escalators, and matters that registered lift/escalator contractors should take note of during handover. In News-in-Brief, we will feature the Performance Assessment Scheme for Registered Lift/Escalator Contractors and Engineers and the latest figures of prosecutions and disciplinary proceedings, and a reminder for registered lift/escalator engineers and workers on their eligibility for registration renewal and the arrangement thereof. We hope you will continue to support the Lift and Escalator Newsletter and offer your valuable opinions and suggestions, so that we can keep on improving ourselves and provide more useful and interesting information about lifts and escalators for you. ☘



Feature Article

Quality Lift Service Recognition Scheme Award Presentation Ceremony



Lift safety is closely related to the daily life of the public. To enhance the safety level and service quality of the existing lifts, EMSD launched the Quality Lift Service Recognition Scheme in October 2015, with its award presentation ceremony successfully held on 9 April 2016. As part of the "Appreciate Hong Kong" Campaign, the award presentation ceremony was officiated by Mr HON Chi-keung, the Permanent Secretary for Development (Works); Mr Frank CHAN, the Director of Electrical and Mechanical Services; and Dr Otto POON, the Chairperson of the Lift and Escalator Safety Advisory Committee.

Launched on a pilot basis, this Quality Lift Service Recognition Scheme is geared towards responsible persons (RPs) for lifts in private buildings. Apart from encouraging RPs to enhance the safety level, reliability and comfortability of the existing lifts through modernisation measures, the Scheme also seeks to strengthen their capabilities in managing lifts to meet the demands of users. Ratings of the Scheme were based on the extent of implementation of improvement measures for aged lifts by the RPs, their standards of lift management and the amount of time lift operation was

suspended due to equipment failure. Qualified applicants will be awarded a certificate that specifies their rating as a token of recognition. Members of the organising committee responsible for co-ordination of the Scheme and application assessment come from different professional disciplines and institutes, namely EMSD, the Building Services Operation and Maintenance Executives Society, the Hong Kong Association of Property Management Companies, the Hong Kong Institute of Surveyors,



the Hong Kong Institute of Engineers, the Lift and Escalator Contractors Association, the Registered Elevator and Escalator Contractors Association Limited, and the International Association of Elevator Engineers (HK-China Branch).

The Scheme has been well received this year, with 94 applications covering 1 230 lifts, 254 buildings, and 39 owners' corporations and property management companies. Three applications were awarded the gold rating while 26 and 16 applications received silver and bronze ratings respectively. EMSD held an award presentation ceremony in recognition of the efforts and contribution made by the awarded RPs for lifts and registered lift contractors. Speaking at the ceremony, the Permanent Secretary for Development (Works), Mr HON Chi-keung, appealed to RPs and contractors to continue working together to promote lift modernisation and excel at the management and maintenance works in lift operation to provide quality lift services. Also officiating at the ceremony, the Chairperson of the Lift and Escalator Safety Advisory Committee, Dr Otto POON, thanked EMSD for its efforts in supporting RPs for lifts and escalators and expressed his wish for the Quality Lift Service Recognition Scheme to be organised again next year to encourage the trade to keep on enhancing the service standard of lifts. Representatives of the awarded organisations and guests of honour were invited to sign on the ceremony board as a display of their determination to continue providing quality lift services together. The Gold Award winner also shared their work in offering quality lift management service and recipe for winning the award so that fellow trade members could learn and continuously improve themselves.



▲ Around 250 guests attended the award presentation ceremony.



▲ Photos taken for Mr HON Chi-keung (3rd from the right), Mr Frank CHAN (2nd from the right), Dr Otto POON (4th from the right) and the representatives from the companies with gold ratings.



▲ Mr HON Chi-keung, the Permanent Secretary for Development (Works), delivered opening speech at the award presentation ceremony.



▲ Dr Otto POON, Chairperson of the Lift and Escalator Safety Advisory Committee, delivered closing speech at the award presentation ceremony.



▲ Group photo of award presentation ceremony.

Information regarding the Quality Lift Service Recognition Scheme, including the awardee list, could be browsed at the following websites:-

- Details of Scheme (EMSD website):
http://www.emsd.gov.hk/en/lifts_and_escalators_safety/responsible_persons_corner/qlsrs/index.html
- Award Presentation Ceremony (news.gov.hk):
http://www.news.gov.hk/en/categories/infrastructure/html/2016/04/20160409_174549.shtml





Feature Article

Unintended Lift Movement

From time to time in recent years, there have been reports of fatal lift accidents arising from unintended lift movement in Mainland China, Taiwan and overseas. In April 2016, a man in Taipei died of haemorrhage and shock after his body was caught from the chest down in a narrow gap between the lift car and the lift doors. The lift in question, suspected to have been out of order, ascended and tripped him as soon as he stepped into it. Another tragedy involving passenger being trapped by a lift occurred in Hangzhou in Zhejiang Province in July 2015. A lift suddenly closed its doors and moved before a young woman could fully enter the lift, causing her neck to get stuck. In December 2015, a deadly lift accident happened in New York, the United States, which was yet again caused by unintended lift movement.

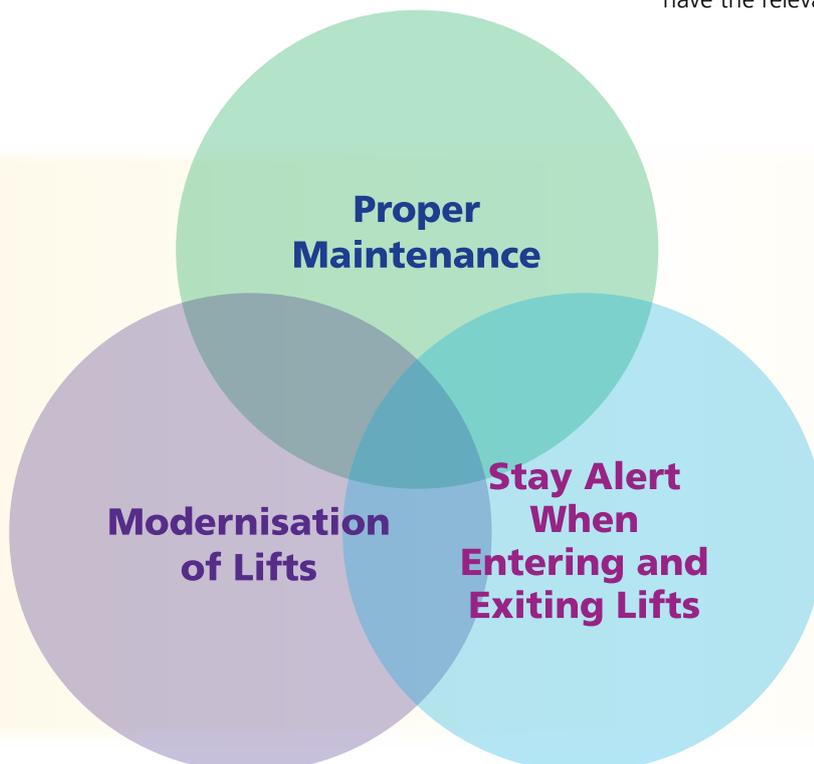
The existing lifts all come with safety devices; lift doors would not open until the lift car arrives at a position that aligns with the floor or comes to a complete standstill. The lift car would not ascend or descend until the lift doors are completely closed, either. Besides, given that the lift car would stop operation when the lift doors catch on or are blocked by objects, accidents with passengers getting caught in a lift is therefore very rare. That being said, there is still the possibility of parts failure that leads to unintended movement of the lift car even when the lift doors have just opened or not closed yet. In the best-case scenario, passengers could get injured from falling down; at the worst, their body or limbs could get stuck and move upwards or downwards with the lift with their bodies being dragged into the gap between the lift car and the floor, resulting in casualties. In fact, the above lift incidents are all avoidable. To prevent accidents arising from unintended lift movement, lift maintenance contractors, RPs for lifts and the passengers only need to work together.

Proper Maintenance – Lift Maintenance Contractors

Lifts in Hong Kong were installed and commissioned in different decades. Although these lifts were installed to the level of technology appropriate at the time, rapid technology advancement in recent years means lifts in the early years may not be on a par with today's latest technology. It has to be stressed that as long as proper maintenance and regular inspection are carried out, the safety of the existing lifts can be guaranteed. Since the major cause of unintended lift movement is failure of certain parts, in other words, if lift maintenance contractors provide proper maintenance for lifts, including timely inspection of the brake, traction system and the relevant interlocking and monitoring systems, etc. to ensure their normal operation, and to replace the worn-out parts as necessary to reduce the chances of parts failure, the risk of unintended lift movement would be significantly reduced.

Modernisation of Lifts – RPs for Lifts

Granted that proper maintenance can significantly reduce the risk of unintended lift movement, but to better prevent unintended lift movement from occurring when passengers are getting in or out for the sake of their safety, it is essential for the safety factors of the aged lifts to be further raised. As such, another more straightforward solution is to consider installing an unintended lift movement protection device such as a rope-gripping device. Such a device can better protect passengers' safety by preventing the lift car from deviating from the correct stopping position which leads to unintended movement. In general, lifts installed after 2007 are all equipped with such a device. EMSD has since 2011 advocated lift modernisation works and recommended owners of aged lifts to have the relevant equipment/device retrofitted. For details, please



refer to the Guidelines for Modernising Existing Lifts at http://www.emsd.gov.hk/filemanager/en/content_826/Modernising_Lifts.pdf. RPs may explore the technical feasibility of the improvement measures with their engineering consultants or lift contractors, and put them into implementation gradually.



Besides, RPs can apply for Common Area Repair Works Subsidy through the Integrated Building Maintenance Assistance Scheme administered by Urban Renewal Authority (URA) to carry out lift modernisation works. RPs can also submit their applications of Building Maintenance Grant Scheme for Elderly Owners administered by Hong Kong Housing Society (HKHS) and Building Safety Loan Scheme administered by Buildings Department (BD) to URA, who will then arrange appropriate referral, in order to apply for grant or loan to carry out lift modernisation works. Relevant details of the three schemes mentioned above can be browsed at the following websites:-

Integrated Building Maintenance Assistance Scheme (administered by URA)



<http://www.ura.org.hk/en/schemes-and-policies/rehabilitation/integrated-building-maintenance-assistance-scheme.aspx>

Building Maintenance Grant Scheme for Elderly Owners (administered by HKHS)



http://www.hkhs.com/eng/business/pm_bmgs.asp?lang=eng

Building Safety Loan Scheme (administered by BD)



http://www.bd.gov.hk/english/services/index_bsils.html



Stay Alert When Entering and Exiting Lifts

In addition to carrying out proper maintenance for and raising the safety factors of lifts, lift passengers also have a part to play in attending to their personal safety so as to achieve zero accident. Nowadays, there have been quite many “phubbers” who are indulged in using mobile phones when walking on the street or entering and exiting the lift, paying no heed to the ground or their surroundings. Take the manner in which they use the lift as an example, some passengers use their mobile phones while entering or exiting the lift and go in or out of it as soon as the lift doors open. Accidents could easily occur if the lift car stops without coming into alignment with the floor or if it has not fully stopped. That is the reason passengers must not enter or exit a lift unless making certain that the lift car has come to a complete stop.

Things to Note When Using Lifts:

▶ Look Out

After the lift doors open, make sure the lift car has completely stopped before entering or exiting the lift to avoid stepping into nothing.



▶ Stay Alert

Stay alert when entering or exiting a lift; do not get distracted or use the mobile phone lest you fail to see the operation condition of the lift clearly.



▶ Look After Young Children

Hold the hand of young children and stay together when entering or exiting a lift with them.



▶ Do Not Block the Doors

When the lift doors are closing, do not block them with hands or feet or any other objects or stay at the door sill.



Feature Article

EMSD Invited by Singapore Government to Join International Expert Panel on Lifts and Escalators



With a view to enhancing lift and escalator safety, strengthening regulation of the industry and facilitating technological exchanges, the Building and Construction Authority (BCA) of Singapore has established the International Expert Panel on Lifts and Escalators. Given that EMSD had been maintaining close communication with BCA on areas regarding lifts and escalators, aerial ropeways and amusement rides, it was earlier invited by BCA to join the aforementioned International Expert Panel and attended

its first meeting held in Singapore from 14 to 15 September 2016.

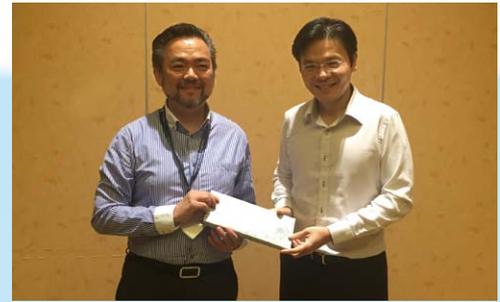
BCA is an agency under the Ministry of National Development, championing the development of an excellent built environment for Singapore. “Built environment” refers to buildings, structures and infrastructures in our surroundings that provide the setting for the community’s activities. The major work areas of BCA include: (i) planning and approval of building engineering works and building services; (ii) construction productivity and quality certification; (iii)

research in built environment and technology development; (iv) promotion of green environment and sustainable development; and (v) technical training and management of construction industry, etc.

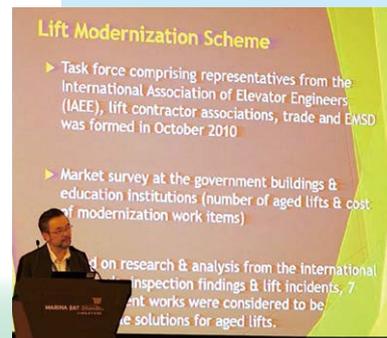
The Expert Panel meeting focused its discussion on development and regulatory direction of the lift and escalator industry, lift modernisation works, training and career development of industry talents, and the procurement, daily management and monitoring of lifts, etc. in Singapore, Hong Kong, Japan, the United States and European countries. EMSD appointed Mr CHEUNG Kim-ching, Chief Electrical and Mechanical Engineer, to join the Panel and attend the meeting, at which he gave the members a detailed introduction to the Lift Modernisation Scheme in Hong Kong.

At present, the International Expert Panel has a total of 19 members. Apart from a representative from EMSD, there are also five law enforcement officials, engineering consultants, technical experts and representatives of certification agencies in the lift and escalator industry from the United States and European countries. Moreover, Singapore also sent ten local professionals to join the Panel chaired by Dr John KEUNG, Chief Executive Officer of BCA.

Through the meeting, EMSD has built a collaborative partnership with experts in lifts and escalators from around the world, and has exchanged regulatory experiences with them through discussions, which is conducive to the enhancement of lift and escalator safety level in Hong Kong and to the development of the industry. 🔄



▲ Photos taken for Mr Lawrence Wong, the Minister for Singapore National Development (right) and Mr CHEUNG Kim-ching, Chief Electrical and Mechanical Engineer of EMSD.



◀ Mr CHEUNG Kim-ching, Chief Electrical and Mechanical Engineer of EMSD, delivered presentation at the meeting.



Feature Article

Points to Note by Lift and Escalator Maintenance Contractors during Handover



Responsible persons (RPs) for lifts/escalators may, for various reasons, change their registered lift/escalator contractors (registered contractors) who carry out maintenance for their lifts/escalators. What do the RPs and registered contractors need to take note of in the process of a handover of lift/escalator maintenance? Here is a checklist of the procedures involved and the documents needed in a handover of lift/escalator maintenance for your reference.

RP's should:

☑ Engage a registered lift/escalator contractor to carry out regular maintenance on their lifts/escalators. The list of registered lift/escalator contractors can be accessed via the EMSD's web page below:

http://www.emsd.gov.hk/en/lifts_and_escalators_safety/registers/registered_lift_and_escalator_contractors/index.html



In addition, RPs may browse the Responsible Persons' Corner on EMSD's web page where they can find information on "Contractors' Performance Rating", "Maintenance Contract Price Figures for Lifts" and "How to Select Suitable Registered Lift and Escalator Contractor for Maintenance Works", etc. RPs may select the suitable registered lift/escalator contractors with reference to

the information. Below is the link to the Responsible Persons' Corner:

http://www.emsd.gov.hk/en/lifts_and_escalators_safety/responsible_persons_corner/index.html



☑ Allow sufficient time to arrange for thorough examination to be carried out on each lift or escalator ahead of handover of maintenance work, so as to identify any anomalies or irregularities and unfinished maintenance work. RPs should arrange for the registered contractor, within two weeks after takeover of the maintenance work, to have a thorough examination of every lift/escalator taken over for maintenance, and clarify the responsibilities of the registered contractors handing over and taking over the maintenance work. RPs should also require the registered contractor, within one month after takeover of the maintenance work, to submit a duly completed thorough examination report (see Appendix XI of Code of Practice for Lift Works and Escalator Works) for each lift/escalator to the Director of Electrical and Mechanical Services (the Director) for record. RPs, on the other hand, should properly file the copy of the report. If the registered contractor is unable to submit the examination report within the



specified period, corresponding reasons as well as a time estimate for report submission should be given to the Director. Unless the lift/escalator concerned is to undergo modification or repair work, the submission of the examination report should not be later than a month from the date of taking over of maintenance.

☑ Complete and sign the Checklist for Handover and Takeover of Lift/Escalator Maintenance with the assistance of the registered contractor (handover) and registered contractor (takeover). RPs, the registered contractor (handover) and the registered contractor (takeover) should each keep a copy of the completed and signed Checklist to be made available for inspection by EMSD upon request. The Checklist can be downloaded from the link below:

http://www.emsd.gov.hk/filemanager/en/content_803/Chcklst_hndvr_tkvr_le_mntnnc.pdf



A registered contractor taking over lift/escalator maintenance work should:

☑ Ensure that it has the necessary expertise, resources, and is capable of obtaining spare parts for regular maintenance of the lift/escalator.

☑ Notify the Director of the takeover of maintenance by using the specified Form LE3 within seven days before commencement of maintenance; or, if under extremely special circumstances, notify the Director of the same before its commencement.

☑ Check the lift/escalator for anomalies, if any, upon takeover of maintenance, and notify the RP of irregularities or defects identified and take remedial actions as appropriate to render the lift/escalator in a proper state of repair and in safe working order.

If, upon completion of the examination, the registered lift/escalator engineer is of the opinion that the lift/escalator or its associated equipment or machinery is not in safe working condition, he must within 24 hours immediately after completion of the examination issue a notice in Form LE4 to the RP and the Director. For the sake of safety, the operation of the lift/escalator concerned should be suspended.

☑ Submit a duly completed thorough examination report for each lift/escalator to the Director within a month from the date of taking over the maintenance work.

A registered contractor handing over lift/escalator maintenance work should:

☑ Notify the Director, within 14 days of ceasing the undertaking of maintenance work, of the cessation and its effective date using the specified Form LE10.

☑ Follow up the items identified during joint inspection with the registered contractor (takeover). ➡

升降機或自動梯保養工作移交事宜核對表
CHECKLIST FOR HANDOVER AND TAKEOVER OF LIFT/ESCALATOR MAINTENANCE

升降機及自動梯負責人應為升降機/自動梯的保養指示、運行狀態及檢驗/事故報告等，備存一份全面周詳的記錄，以滿足負責人於升降機及自動梯條例(第618章)(《條例》)下的責任及可讓承辦商參考以制定保養計劃。本核對表旨在協助負責人，於轉換升降機及自動梯的保養承辦商時，管理有關記錄及保養工作的移交。交出和接管保養雙方的承辦商亦須履行《條例》及《升降機工程及自動梯工程實務守則》(《工程實務守則》)所訂明的法定責任和職責，並為負責人提供充分協助，以實現順利交接。

Responsible Persons (RP) for Lifts and Escalators should keep comprehensive records of the maintenance instructions, operation status and examination/incident reports, etc. of the lifts and escalators to fulfill their responsibilities under the Lifts and Escalators Ordinance (Cap.618) (Ordinance) and to facilitate the maintenance contractor in formulating its maintenance plan. This checklist aims at facilitating RP to manage the transfer of those records and maintenance duties when lift and escalator maintenance services are handed over from one contractor to another. Incoming and outgoing contractors are required to fulfill their legal obligations and duties specified in the Ordinance and the Code of Practice for Lift Works and Escalator Works ("Works Code"), and to provide their full supports to RP to achieve a smooth transition.

保養合約編號
Maintenance Contract Ref: _____

升降機數目及識別編號
No. of Lift and Designation of the Lifts: _____

自動梯數目及識別編號
No. of Escalators and Designation of the Escalators: _____

保養合約開始日期
Commencement date of the maintenance contract: _____

第一部 (接管保養工作)
Part I (Takeover of maintenance)

下列資料應由接管保養工作的承辦商填寫。
The following information should be completed by the maintenance contractor who takes over the maintenance.

A. 保養承辦商的一般資料
General Information of Maintenance Contractor

1. 公司名稱 Company Name
2. 辦事處地址 Office Address
3. 工場/維修廠房地址 Workshop/Maintenance Depots Addresses

Form No.: HOCL1 (12/2015)

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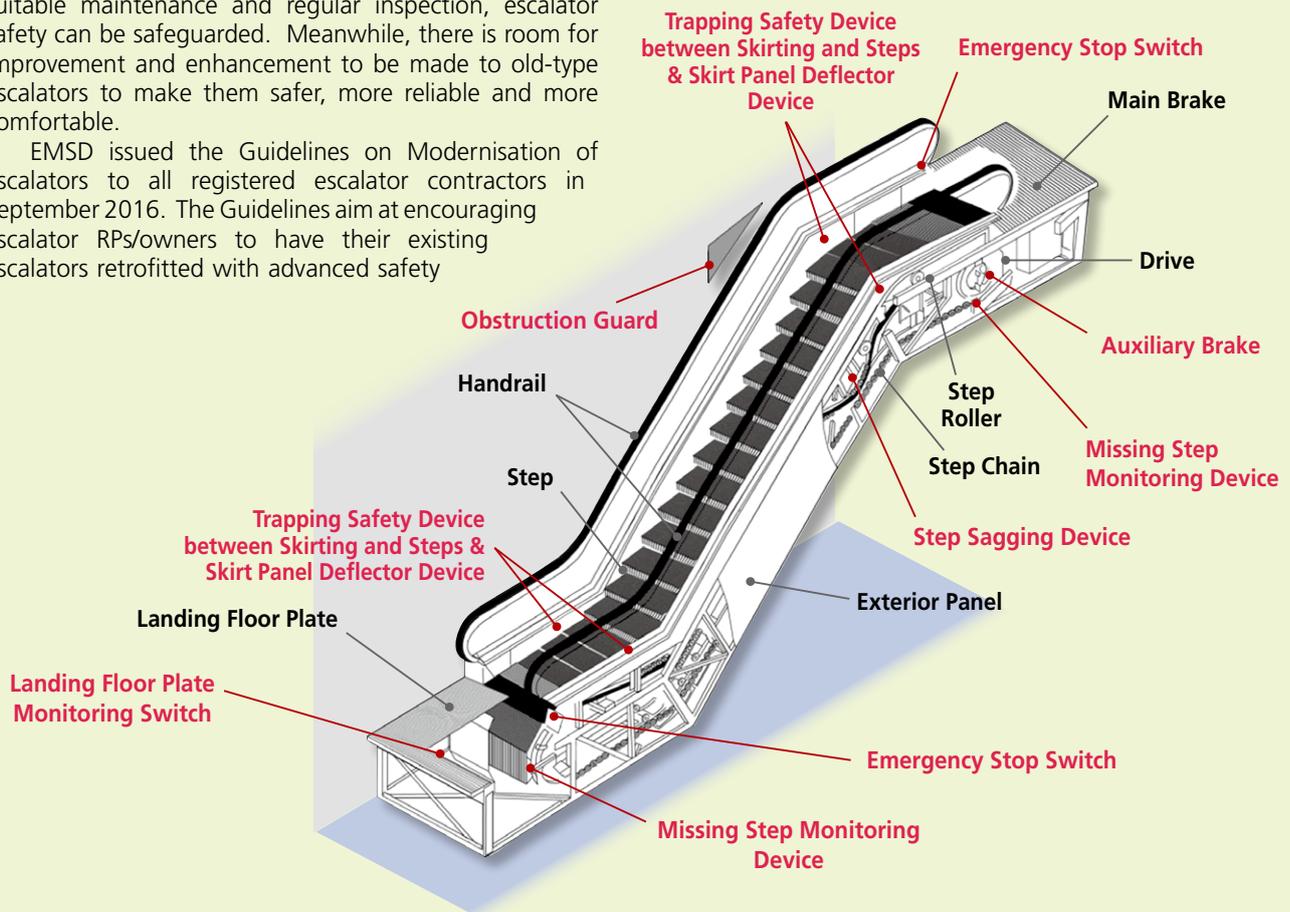
News **-in-** Brief

Guidelines on Modernisation of Escalators

Existing escalators in Hong Kong were put into operation in different eras, according to prevailing technological standards. But with rapid and continuous advancement in technological standards in recent years, early escalators may not be able to meet the most advanced standards of today's escalators. However, with suitable maintenance and regular inspection, escalator safety can be safeguarded. Meanwhile, there is room for improvement and enhancement to be made to old-type escalators to make them safer, more reliable and more comfortable.

EMSD issued the Guidelines on Modernisation of Escalators to all registered escalator contractors in September 2016. The Guidelines aim at encouraging escalator RPs/owners to have their existing escalators retrofitted with advanced safety

devices so as to enhance their safety level. Escalator RPs/owners may discuss with their escalator contractor how to modernise the existing escalators. EMSD is now preparing a booklet on modernisation of escalators, copies of which will be distributed to escalator RPs/owners through the relevant organisations upon publication. The safety devices to be installed as recommended in the Guidelines on Modernisation of Escalators are shown in the following pictures.



Review of "Performance Assessment Scheme"

In 2010, EMSD introduced the "Performance Assessment Scheme (PAS)" to provide a fair and transparent mechanism to assess the work performance of registered lift/escalator contractors and registered lift/escalator engineers. The PAS is regularly reviewed with a view to constantly enhancing its applicability. In 2015, EMSD consulted the Registered Elevator and Escalator Contractors Association and the Lift and Escalator Contractors Association individually on revisions to the content of the PAS. The revised PAS was agreed by the Lift and Escalator Safety Advisory Committee on 22 January

2016 and put into effect in February 2016. Revisions included amendments made to the list of non-compliance so as to extend the scope of coverage.

The latest English version of the PAS can be downloaded from the EMSD's web page below:

[http://www.emsd.gov.hk/filemanager/en/content_806/Circular%20No.%202_2016%20\(WCAG2AA%20version\).pdf](http://www.emsd.gov.hk/filemanager/en/content_806/Circular%20No.%202_2016%20(WCAG2AA%20version).pdf)



News *-in-* Brief

Prosecutions and Disciplinary Proceedings

The number of prosecutions and disciplinary proceedings initiated under the Lifts and Escalators Ordinance (Cap. 618) (the Ordinance) as at 31 July 2016 since its implementation on 17 December 2012 are tabulated below:

	Prosecutions (number of cases/ charges)	Disciplinary Proceedings (number of cases)
Registered Lift and Escalator Contractors	7/20	3
Registered Lift and Escalator Engineers	3/5	2
Registered Lift and Escalator Workers	5/8	0
Responsible Persons for Lifts and Escalators and Others	3/6	Not applicable

Among the prosecutions and disciplinary proceedings against registered lift and escalator contractors, engineers and workers, most cases involve their failure to ensure that the works were carried out properly and safely with adequate safety measures to avoid causing injury to any person or damage to any property. This is followed by cas-

es related to the submission of false or misleading documents, or provision of false or misleading information, and non-compliance with the requirements for the provision of information, giving notification and making log-book entries as stipulated under the Lifts and Escalators (General) Regulation. As regards prosecutions against responsible persons for lifts and escalators and others, they are cases involving their failure to ensure that the lift is not used or operated if there is no use permit in force in respect of the lift, using or operating the lift when there is no use permit in force in respect of the lift, and using or operating the lift when a prohibition order is in force in respect of the lift.

On the other hand, the Disciplinary Board has recently completed the disciplinary hearings on the performance of a registered lift contractor, and decided that the contractor was guilty of misconduct and neglect that contravened relevant sections of the Ordinance. The Board heard that the contractor concerned had failed to ensure that maintenance works were carried out by two or more lift workers when performing maintenance works on the lift on four different occasions, including those carried out inside the lift pit, repeatedly contravening the relevant requirement of the Code of Practice for Lift Works and Escalator Works. The Board ordered the contractor to pay a fine of \$180,000 and the costs and expenses incurred in the proceedings totalling more than \$136,000. 



Registration Renewal for Registered Lift/ Escalator Engineers and Workers

The Lifts and Escalators Ordinance stipulates that registered lift/escalator contractors, engineers and workers shall renew their registration every five years to ensure that they continue to meet the registration requirements. The registration of the first batch of registered lift/escalator contractors, engineers and workers will expire on 16 December 2017.

Renewal applicants must have at least one year of relevant working experience obtained within the five-year period before the renewal of registration, with registered engineers required to have completed at least 90 hours of relevant continuing professional development (CPD) training, and registered workers at least 30 hours of CPD

training during the aforementioned period. For details of the requirements for registration renewal, please refer to the booklets "How to Apply – Registered Engineer" (http://www.emsd.gov.hk/filemanager/en/content_814/How_to_Apply-Registered_Engineer.pdf) and "How to Apply – Registered Worker" (http://www.emsd.gov.hk/filemanager/en/content_814/How_to_Apply-Registered_Worker.pdf).



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>. Please contact us should you need a printed copy.

The Editor, Lift and Escalator Newsletter
Electrical and Mechanical Services Department
3 Kai Shing Street, Kowloon Bay
Tel: 1823 (Call Centre)
Fax: 2504 5970
E-mail: info@emsd.gov.hk