

Our reference 本署檔號：

(11) in EMSD/LESD 7-2/4A

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Your reference 來函檔號：

Facsimile 圖文傳真： 2504 5970

12 December 2012

To: All Registered Lift/Escalator Contractors

Dear Sirs,

Circular No. 13/2012

Log-book for Lifts and Escalators under the Lifts and Escalators Ordinance, Chapter 618

It is stipulated in sections 2 and 17 of the Lifts and Escalators (General) Regulations, Chapter 618A that the log-book for lifts and escalators must be in the specified form. I would like to enclose herewith the specified form of log-book for lifts and escalators in Annex 1 for your use.

In order to facilitate the smooth transition, the following transitional arrangement will be adopted:-

- a. If a log-book is to be put into use after 1 April 2013, the log-book must be in the specified form as detailed in Annex 1;
- b. If a log-book, of a form detailed in letter Ref. (117) in EM/LE/55 and Circular No. 8/2003 or of a form currently adopted by the Housing Authority or the Architectural Services Department, has been in use before 1 April 2013, it may be continued to be used until it has been completely filled up;
- c. However, the information and particulars contained in the new log-book but not in the existing log-book (such as specifications of the installations, date and time of call received by contractor) shall be provided and attached to the existing log-book in a proper and legible manner within 3 months from the full implementation of the Lifts and Escalators Ordinance, Chapter 618 (i.e. before 17 March 2013). If the information is not available or not applicable to the installation, it should be stated explicitly on the log-book.

In all cases, registered lift/escalator contractors/engineers/workers must fill in the log-book in accordance with the latest requirements stipulated in the Lifts and Escalators Ordinance, Chapter 618, Lifts and Escalators (General) Regulations, Chapter 618 and the Code of Practice for Lift Works and Escalator Works.

You are also requested to notify the responsible persons for lifts/escalators of the above requirements.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'W. S. CHUI', with a stylized, flowing script.

(W. S. CHUI)
for Director of Electrical and Mechanical Services

Encl.

c.c. The Director of Housing
The Director of Architectural Services
The Lift and Escalator Contractors Association
The Registered Elevator and Escalator Contractors Association Ltd.
The Hong Kong General Union of Lift and Escalator Employees
CE/GES, CE/MUN, CE/HS, CE/TSCS, CE/AVE, CE/P