

香港特別行政區政府 機電工程署
香港九龍啓成街 3 號

Electrical and Mechanical Services Department
Government of the Hong Kong Special Administrative Region
3 Kai Shing Street, Kowloon, Hong Kong
www.emsd.gov.hk

Our reference 本署檔號： (92) in EMSD/LESD 7-2/4A

Your reference 來函檔號：

Telephone 電話號碼： 2808 3861

30 September 2016

Facsimile 圖文傳真： 2504 5970

To: Registered Lift Contractors/ Registered Escalator Contractors

Dear Sirs,

Circular No.: 13/2016

**Handover and Takeover of Lift/ Escalator Maintenance:
Lift and Escalator Unsatisfactory/ Uncompleted Maintenance Works
and Common Anomalies Report**

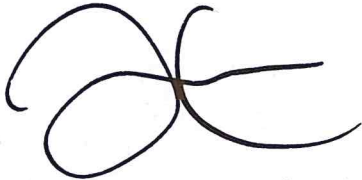
According to our previous Circular No. 13/2015 dated 31 December 2015, Responsible Persons (RP) should arrange with the existing and incoming registered lift/ escalator contractors (RCs) in sufficient advance before the handover date to carry out joint inspection for each lift/ escalator. Any defects/ outstanding work items should be demarcated and the responsible RC for rectification should be identified. All safety-related defects should be highlighted to facilitate monitoring the rectification progress. Also, Appendix XIII of the Code of Practice for Lift Works and Escalator Works 2012 Edition (Works Code) provides recommended areas for checking upon taking over of maintenance of lift and escalator.

To facilitate RP to record and monitor the aforementioned issues, we have formulated the "Lift and Escalator Unsatisfactory/ Uncompleted Maintenance Works and Common Anomalies Report" (Report) as attached in this Circular. The Report can also be downloaded from the "Responsible Persons' Corner" in our EMSD website.

The incoming RC is required to submit this Report to the RP and copied to us before the date of maintenance works handover (first submission). The incoming RC could also submit this Report together with the Form LE3. The second submission should be made after maintenance works handed-over. The incoming RC should report the status of each defects/ outstanding work items to us during the submission of thorough examination report, in accordance with Works Code Appendix XI.

This Circular shall take effect for those lifts/ escalators with maintenance works handover date on or after 1 Nov 2016.

Yours faithfully,



(SHUM Ngai-on William)
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 Limited

The Hong Kong General Union of Lift and Escalator Employees

Building Services Operation and Maintenance Executives Society

CE/AVE, CE/TSCS, CE/P, CE/GES, CE/Mun, CE/HS

升降機或自動梯欠妥/未完成保養工作報告

升降機/自動梯識別編號：_____ 機號：_____ 接管承辦商：_____ 移交日期：_____

安裝地點：_____ 檢查日期：_____

請列出升降機或自動梯欠妥/未完成保養工作地方：

項目	欠妥/未完成保養工作內容	負責承辦商		欠妥/未完成保養工作完成日期
		交出保養承辦商	接管保養承辦商	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	

備註：

1. 如以上空間不夠，請附加此表格。
2. 第一次提交此報告時請填寫欠妥/未完成保養工作內容及負責承辦商，請為每個項目附加照片。
3. 第二次提交此報告時請填寫欠妥/未完成保養工作完成日期，請為每個完成項目附加照片。
4. 如第二次提交此報告時未能及時修正欠妥/未完成保養工作，請提供原因及預計完成日期。

升降機常見異常情況(1/2)

升降機識別編號：_____ 機號：_____ 接管承辦商：_____ 移交日期：_____

安裝地點：_____ 檢查日期：_____

升降機常見異常情況：

項目	異常情況內容	沒有此情況/ 不適用	如有此情況，請指明負責承辦商		異常情況 修正完成日期
			交出保養承辦商	接管保養承辦商	
1	在消防升降機層站門前面裝上鐵閘或類似閘門，阻塞升降機入口。	☐	☐	☐	
2	在消防升降機入口以外的其他升降機入口前面，裝上並無按《設計守則》 ⁵ 規定附有聯鎖的鐵閘。	☐	☐	☐	
3	升降機安裝時所裝設的層站門被停止使用（即升降機不會停於這些層站）。	☐	☐	☐	
4	沒有適當調校層站門的鎖緊裝置（即當升降機機廂並非停於層站的開鎖區時，層站門可從層站一邊以手動方式打開）。	☐	☐	☐	
5	沒有適當調校用作確證層站門已有效鎖緊於關閉位置的安全掣，或該安全掣並非直接操作類型。	☐	☐	☐	
6	沒有適當調校用作確證層站門已處於關閉位置的安全掣，或該安全掣並非直接操作類型。	☐	☐	☐	
7	層站與機廂門板（關閉時）的間隙過大，或層站與機廂門板及企柱之間的間隙過大。	☐	☐	☐	
8	層站門或機廂門的關門力度或動能過大。	☐	☐	☐	
9	驅動機器的齒輪箱漏出潤滑劑，影響升降機的安全運作。	☐	☐	☐	
10	懸吊纜索並非處於安全操作狀態（例如纜線嚴重生銹或銹蝕、斷支數量過多，或出現其他嚴重異常情況）。	☐	☐	☐	

升降機常見異常情況 (2/2)

升降機識別編號：_____ 機號：_____ 接管承辦商：_____ 移交日期：_____

安裝地點：_____ 檢查日期：_____

升降機常見異常情況：

項目	異常情況內容	沒有此情況/ 不適用	如有此情況，請指明負責承辦商		異常情況 修正完成日期
			交出保養承辦商	接管保養承辦商	
11	沒有適當調整驅動機器的制動器，或制動器襯套嚴重損耗，影響其安全運作。	☐	☐	☐	
12	斷相或反相保護裝置未能有效運作。	☐	☐	☐	
13	機房內升降機機械可接觸的活動部分並無防護，可令人受傷。	☐	☐	☐	
14	升降機機廂的機身或機廂吊架有嚴重侵蝕或銹蝕情況。	☐	☐	☐	
15	消防升降機操作模式失效。	☐	☐	☐	
16	沒有妥善安裝升降機機廂頂的護欄。	☐	☐	☐	
17	超載感應裝置並非故障保護類型。	☐	☐	☐	
18	其它：	☐	☐	☐	
19	其它：	☐	☐	☐	
20	其它：	☐	☐	☐	

備註：

- 第一次提交此報告時請填寫“沒有此情況/不適用”或“負責承辦商”，請為每個項目附加照片。
- 第二次提交此報告請填寫異常情況的完成日期，請為每個完成項目附加照片。
- 如第二次提交此報告時未能及時修正異常情況，請提供原因及預計完成日期。
- 承辦商應就相關標準或規定的實施日期，檢查升降機是否符合有關標準或規定。
- 《設計守則》為機電工程署根據《升降機及自動梯條例》所制定的《升降機及自動梯設計及構造實務守則》。

自動梯常見異常情況

自動梯識別編號：_____ 機號：_____ 接管承辦商：_____ 移交日期：_____

安裝地點：_____ 檢查日期：_____

自動梯常見異常情況：

項目	異常情況內容	沒有此情況/ 不適用	如有此情況，請指明負責承辦商		異常情況 修正完成日期
			交出保養承辦商	接管保養承辦商	
1	自動梯的主要驅動鏈條嚴重損耗或不規則地拉長。	☐	☐	☐	
2	上層站或下層站的梳齒板嚴重損耗，或有兩個或以上的相鄰梳齒腳斷裂。	☐	☐	☐	
3	並無防止乘客腳部被夾住的偏轉裝置。	☐	☐	☐	
4	兩個梯級之間間隙過大，或梯級邊緣與裙板的間隙過大。	☐	☐	☐	
5	自動梯的扶手嚴重損耗或破裂。	☐	☐	☐	
6	與自動梯上層站或下層站相鄰的捲閘，並無安裝可在捲閘關閉或開始關閉時令自動梯自動停止運作的聯鎖裝置。	☐	☐	☐	
7	防護檔板的尺寸不正確，或沒有在樓板交界處安裝防護擋板。	☐	☐	☐	
8	其它：	☐	☐	☐	
9	其它：	☐	☐	☐	
10	其它：	☐	☐	☐	

備註：

- 第一次提交此報告時請填寫“沒有此情況/不適用”或“負責承辦商”，請為每個項目附加照片。
- 第二次提交此報告請填寫異常情況的完成日期，請為每個完成項目附加照片。
- 如第二次提交此報告時未能及時修正異常情況，請提供原因及預計完成日期。
- 承辦商應就相關標準或規定的實施日期，檢查自動梯是否符合有關標準或規定。

Lift or Escalator Unsatisfactory/ Uncompleted Maintenance Works Report

Location ID : _____ Unit No. : _____ Incoming RC : _____ Handover Date : _____

Address : _____ Inspection Date : _____

Please list out the lift's/ escalator's unsatisfactory/ uncompleted maintenance works :

Item	Descriptions of unsatisfactory/ uncompleted maintenance works	Responsible RC		Rectification Completion Date
		Departing RC	Incoming RC	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	

Remarks:

1. Please repeat to use this form if the space above is not enough.
2. In the first submission, please indicate the responsible RC. Please provide photo(s) for each item.
3. In the second submission, please indicate the outstanding items rectification completion date. Please provide photo(s) for each item.
4. If the outstanding items cannot be rectified at the time of second submission, please provide reason(s) and anticipated completion date.

Lift Common Anomalies(1/2)

Location ID : _____ Unit No. : _____ Incoming RC : _____ Handover Date : _____

Address : _____ Inspection Date : _____

Lift Common Anomalies:

Item	Descriptions of Anomalies	This anomaly not identified/ Not Applicable	If anomaly is found, please indicate the responsible RC.		Anomaly Rectification Completion Date
			Departing RC	Incoming RC	
1	Metal gates or the like installed in front of the landing doors of a firemen's lift blocking the entrances.	☐	☐	☐	
2	Metal gates that are installed in front of lift entrances other than firemen's lift entrances not provided with the interlock in compliance with the Design Code ⁵ .	☐	☐	☐	
3	Landing doors that were provided at the time of installation of the lift been disabled (i.e. such landings are not served by the lift).	☐	☐	☐	
4	The landing door locking device not properly adjusted (i.e. the landing door could be opened manually from the landing side when the lift car was not at the unlocking zone of that landing).	☐	☐	☐	
5	The safety switch for proving the effective locking of the landing door in the closed position not properly adjusted or not of the positively operated type.	☐	☐	☐	
6	The safety switch for proving the closed position of the landing door not properly adjusted or not of the positively operated type.	☐	☐	☐	
7	Excessive clearance between the landing and car door panels (when closed) or between the landing and car door panel and the upright.	☐	☐	☐	
8	Excessive closing force or kinetic energy of the landing doors or car doors.	☐	☐	☐	
9	Lubricant leaked from the gearbox of the driving machine affecting the safe operation of the lift.	☐	☐	☐	
10	The suspension wire ropes not in safe working order (such as serious rusting or corrosion, excessive breakage of wires or other serious abnormalities).	☐	☐	☐	

Lift Common Anomalies(2/2)

Location ID : _____ Unit No. : _____ Incoming RC : _____ Handover Date : _____

Address : _____ Inspection Date : _____

Lift Common Anomalies :

Item	Descriptions of Anomalies	This anomaly not identified/ Not Applicable	If anomaly is found, please indicate the responsible RC.		Anomaly Rectification Completion Date
			Departing RC	Incoming RC	
11	The brake of the driving machine not properly adjusted or the brake lining excessively worn out affecting its safe operation.	☐	☐	☐	
12	The phase failure or phase reversal protective device not effective.	☐	☐	☐	
13	The accessible moving part of the lift machinery inside the machine room not protected against injury to persons.	☐	☐	☐	
14	The lift car body or the car sling seriously corroded or rusted.	☐	☐	☐	
15	The fireman's lift operating mode ineffective.	☐	☐	☐	
16	The guard rail on lift car top not properly installed.	☐	☐	☐	
17	The overload sensing device not of a fail-safe type.	☐	☐	☐	
18	Others :	☐	☐	☐	
19	Others :	☐	☐	☐	

Remarks :

1. In the first submission, please indicate "This anomaly not identified/ Not Applicable" or "the responsible RC". Please provide photo(s) for each item.
2. In the second submission, please indicate the anomaly rectification completion date. Please provide photo(s) for each item.
3. If the anomaly cannot be rectified at the time of second submission, please provide reason(s) and anticipated completion date.
4. RC should check that the lift complies with the relevant standards or requirements taking into account their implementation dates.
5. Design Code refers to Code of Practice on the Design and Construction of Lifts and Escalators issued by EMSD in accordance with Lifts and Escalator Ordinance.

Escalator Common Anomalies

Location ID : _____ Unit No. : _____ Incoming RC : _____ Handover Date : _____

Address : _____ Inspection Date : _____

Escalator Common Anomalies :

Item	Descriptions of Anomalies	This anomaly not identified/ Not Applicable	If anomaly is found, please indicate the responsible RC.		Anomaly Rectification Completion Date
			Departing RC	Incoming RC	
1	The main drive chains of the escalator excessively worn out or unevenly elongated.	☐	☐	☐	
2	The comb plates at the upper or lower landing excessively worn out or two or more consecutive comb plate teeth broken.	☐	☐	☐	
3	Deflector devices not provided to prevent nipping of passenger's foot.	☐	☐	☐	
4	Excessive gap between two consecutive escalator steps or between the side of the escalator step and the skirting.	☐	☐	☐	
5	The handrail of the escalator seriously worn out or cracked.	☐	☐	☐	
6	The roller shutter adjacent to the upper or lower landing of the escalator not provided with an interlocking device to automatically stop the operation of the escalator whenever the roller shutter is closed or started to close.	☐	☐	☐	
7	Obstruction guards not of correct size or provided at floor intersection.	☐	☐	☐	
8	Others :	☐	☐	☐	

Remarks :

1. In the first submission, please indicate "This anomaly not identified/ Not Applicable" or "the responsible RC". Please provide photo(s) for each item.
2. In the second submission, please indicate the anomaly rectification completion date. Please provide photo(s) for each item.
3. If the anomaly cannot be rectified at the time of second submission, please provide reason(s) and anticipated completion date.
4. RC should check that the escalator complies with the relevant standards or requirements taking into account their implementation dates.