

Code of Conduct for Accredited Risk Assessor of Lifts

Accredited Risk Assessors of Lifts (RAL) are committed to upholding the integrity and reputation of the profession, while maintaining the highest standards of professional conduct.

Basic Principles

RAL shall adhere to the principles of honesty, integrity and impartiality when carrying out assessments. To gain public trust and safeguard public interest, RAL shall carry out assessments in a fair and objective manner, preventing dishonesty, impropriety or corruption from undermining the credibility of assessments. This Code of Conduct (the Code) outlines the principles guiding the behaviour of, and the standards of conduct and professionalism expected of RAL.

Code of Conduct

As a necessary condition for attaining and maintaining accreditation, RAL shall abide by the Code, the tenets of which are set out as follows:

Independence

1. RAL shall ensure that their assessments are free from any conflicts of interest and remain independent when making professional judgements. Any potential conflicts of interest shall be declared immediately, with appropriate measures taken to eliminate them.
2. RAL, upon formal appointment to carry out assessments, shall sign the Declaration and Undertaking for Accredited Risk Assessor of Lifts and submit it to relevant parties. This helps RAL to maintain transparency and integrity throughout the assessment process.
3. RAL shall not use their positions or any information obtained in their duties to benefit themselves or any individuals with whom they have personal relationships.
4. RAL shall not be responsible for assessing lifts on which they have performed periodic examination within the two years preceding the commencement of the risk assessment to avoid preconceived judgements and unfairness.
5. RAL shall avoid any situations that may create, lead to or give rise to the

perception of conflicts of interest between their duties and personal interests or affiliated persons.

6. If RAL encounter a situation that may create or lead to conflicts of interest, they shall immediately suspend the assessment and report the matter to the relevant authorities for guidance.

Integrity

1. RAL shall fulfil their duties fairly, justly and responsibly. They shall not get involved in any financial or obligational relationships that may compromise their performance.
2. RAL shall adhere to the codes of conduct of their professional bodies, upholding the principles of objectivity, independence and due care.

Relations with Clients

1. RAL shall fulfil their duties diligently and impartially, always prioritising their clients' interests.
2. RAL shall provide opinions and recommendations that are objective, reliable and honest to the best of their knowledge and ability.
3. RAL shall complete the assessments within a reasonable timeframe. If unable or unwilling to continue, they shall give clients reasonable notice of termination of services.
4. RAL shall immediately inform their clients if they are unable to fulfil their duties due to suspension or revocation of their accreditation (i.e. removal from the List of Accredited Risk Assessors of Lifts).
5. The selection and appointment of RAL is solely a matter between RAL and their clients. The assessment fees shall be directly agreed upon by both parties.
6. RAL shall respect their contractual obligations and strictly observe client requirements in the delivery of services.

Relations with the Electrical and Mechanical Services Department and Other Regulatory Authorities

1. RAL shall strictly adhere to the instructions set out in relevant assessment manuals and any updates issued by the Electrical and Mechanical Services Department (EMSD) or other regulatory authorities.
2. RAL shall avoid any actions that could bring the EMSD or other regulatory authorities into disrepute or undermine their policy objectives.
3. When communicating with the EMSD or other regulatory authorities, RAL

- shall not mislead or deceive by withholding relevant information.
4. RAL shall not imply that they represent the official views of the EMSD or other regulatory authorities when expressing personal opinions.
 5. RAL shall maintain a valid up-to-date personal information, such as company information, correspondence address and contact number, and promptly notify the EMSD of any changes.
 6. RAL shall inform the EMSD of any criminal convictions or disciplinary actions that may undermine their ability to fulfil their duties.

Relations among RAL

1. RAL shall not defame the professional reputation of their peers, either explicitly or implicitly.
2. RAL shall engage with their peers fairly, honestly and courteously.
3. RAL shall collaborate with others to the best of their abilities when necessary.

Handling Information and Records

1. RAL shall not disclose any confidential information or records entrusted to them without prior authorisation.
2. RAL shall not disclose client information to any third parties without the clients' consent, except as required by law.
3. RAL shall implement adequate safeguards to prevent confidential information from misuse or unauthorised access.

Acceptance of Advantages and Entertainment

1. RAL shall not solicit or accept any gifts, advantages or entertainment from their clients or any individuals involved in the assessment process.
2. RAL shall decline any offers that could compromise their objectivity or impartiality.
3. All declined offers shall be reported to the Independent Commission Against Corruption (ICAC).

Compliance with the Code

1. The Code applies to all RAL, who are required to abide by all the rules, procedures and requirements outlined herein.
2. RAL shall uphold the highest ethical standards to demonstrate the credibility of the assessment process.
3. Any breach of the Code may lead to disciplinary action, including but not

- limited to warnings, suspension or revocation of accreditation.
4. Violations shall be reported to relevant professional bodies or authorities, including the ICAC in cases of suspected corruption.
 5. RAL are encouraged to report any issues or make suggestions to the relevant authority for consideration.
 6. If an RA violates the Code, a review committee chaired by the General Legislation Division will conduct an investigation. Depending on the severity of the breach, the findings may be reported to relevant authorities, registration boards, professional bodies or other concerned organisations, and made available to the public. This procedure ensures both fairness and transparency in the risk assessment process, while strengthening disciplinary oversight and public accountability.

Requirements for Maintaining Accreditation

RAL shall renew their accredited qualification every three (3) years. It is essential for RAL to pursue continuing education to meet the evolving demands of risk assessment work.

1. RAL shall complete a risk assessment of lifts and submit the report within three (3) years, which is a necessary condition for renewal of their accreditation.
2. RAL shall complete a minimum of fifty-four (54) hours of continuing professional development related to lift, and additional ten (10) hours related to risk assessment accredited by the EMSD or its authorised training organisations to maintain their accreditation, within three (3) years.