

Our reference 本署檔號:

(37) in EMSD/LESD 7-2/4A Pt II

Telephone 電話號碼: 2808 3861

Your reference 來函檔號:

Facsimile 圖文傳真: 2504 5970

18 January 2021

To: All Registered Lift/Escalator Contractors
All Registered Lift/Escalator Engineers

Dear Sirs,

Circular No. 1/2021 - Formatting Requirements for Amendments to Lift/Escalator Incident Investigation Reports

Experience indicates that registered lift/escalator engineers may, following submission of a lift/escalator incident report, need to amend and resubmit the report to incorporate new findings, clarification and/or recommendations in respect of the incident. The final incident report may turn out to be of the second, third or higher version number. The changes made are sometimes difficult to differentiate.

To facilitate discernment of amendments made to lift/escalator incident reports, with immediate effect, all updated version of incident reports should have the changes made in accordance with the designated format given in the Appendix of this Circular.

If you have any question on the contents of this Circular above, please contact us on telephone number 2808 3237.

Yours faithfully,



(LAU Lik-kee)

for Director of Electrical and Mechanical Services

c.c. The Lift and Escalator Contractors Association
The Registered Elevator and Escalator Contractors Association Limited
International Association of Elevator Engineers (HK-China Branch)
The Hong Kong Institution of Registered Engineers (Lift & Escalator)

Encl.

Formatting Rules for Making Revisions to Investigation Reports

1. **Addition of texts** – All added words or sentences be underlined and placed within a pair of square brackets. Annotation “R” together with the number of report version, i.e. (R1), (R2), (R3)..., should be added to the end of the added words or sentences, and be placed within the pair of square brackets. See example below:

[Here are additional texts (R1)] to the original.

2. **Deletion of texts** – All deleted texts be marked with a strikethrough line and be placed within a pair of square brackets. Annotation “R” together with the number of report version, i.e. (R1), (R2), (R3)..., should be added to the end of the deleted words or sentences, and be placed within the pair of square brackets. See example below:

[~~Here are texts deleted~~ (R2)] from the 1st version.

3. **Change in format** – All texts with a change in format, i.e. bold, italic, underline, larger or smaller fonts, super- or sub-scripts be placed within a pair of square brackets. Annotation “F” together with the number of report version, i.e. (F1), (F2), (F3)..., should be added to the end of the words or sentences, and be placed within the pair of square brackets. See example below:

[Here are texts **bolded** (F3)] in the 3rd version.

4. All changes made to a particular version of the report are to remain intact in the updated version. To avoid confusions with so many changes to be made within a short passage, consideration can be given to delete the whole paragraph and “add” a new paragraph attached with the version annotation within a pair of square brackets.