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22 May 2015

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To: All Registered Lift Contractors /Registered Escalator Contractors

Dear Sirs,

**Circular No. 04/2015**

**Duties of Registered Lift/Escalator Contractors to submit incident investigation report to the Director**

In accordance with sections 40 and 70 of the Lifts and Escalators Ordinance (Cap. 618) ("Ordinance"), if there is an incident within the scope of Schedule 7 of the Ordinance relating to a lift or an escalator, the responsible person ("RP") for the lift or the escalator must within 24 hours after the incident comes to the person's knowledge, notify the Director of Electrical and Mechanical Services ("the Director") in writing using the specified Form LE27 and the related registered lift/escalator contractor.

The registered contractor who is notified of the incident shall cause a registered engineer to investigate the incident and submit a full incident investigation report using the specified Form LE29 to the Director within 7 days after the date on which the registered contractor is notified of the incident. If the registered contractor is of the opinion that a full incident investigation report is unable to be submitted within the aforesaid time period, the registered contractor shall notify the Director of the fact and submit a preliminary incident investigation report using the specified Form LE28 within 3 days after the date on which the registered contractor is notified of the incident. Under this situation, the registered contractor shall submit the full incident investigation report within 14 days after the date on which the incident occurs or a longer period approved by the Director.

This Circular serves to remind all registered lift/escalator contractors to strictly observe the abovementioned requirements, in particular the time periods, related to the submission of the incident investigation report (i.e. Form LE28/LE29). Furthermore, registered contractors who have been authorized by the respective RPs to report incidents shall also strictly follow the requirements related to the incident reporting (e.g. to report the incident within 24 hours using Form LE27) so as to properly discharge the statutory obligation of RPs.

Please note that a person who, without reasonable excuse, contravenes the above mentioned sections commits an offence and is liable on conviction to a fine at level 3.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Cheung Kim-ching', written in a cursive style.

(CHEUNG Kim-ching)  
for Director of Electrical and Mechanical Services

c.c. The Lift and Escalator Contractors Association  
The Registered Elevator and Escalator Contractors Association Limited  
The Hong Kong General Union of Lift and Escalator Employees