

Our reference 本署檔號 :

(37) in EMSD/LESD 7-2/4

Your reference 來函檔號 :

Telephone 電話號碼: (852) 2808 3651  
Facsimile 圖文傳真: (852) 2504 5970

March 5, 2007

All Registered Lift/Escalator Contractors / Engineers

Dear Sirs,

## **Circular No.: 5/2007** **Requirements of Common Keys for Stairlifts**

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This Circular Letter aims at rationalizing the requirements given in Circular Letters 4/98 and 4/99 pursuant to the issue of Circular Letters 18/99 and 4/2007.

Stairlifts can be of self-operated or attendant-operated type. Section E Part 5 of the Code of Practice on the Design and Construction of Lifts and Escalators stipulates that where the stairlift is of the self-operated type, the operation of it shall be interlocked by a common key-switch. The adoption of the common key system is to enable key holder to use similar equipment installed over the territory and at the same time safeguarding children from injury due to playing with the equipment.

In the earlier consultation with interested parties, the RS key switches (RS#319-770) and duplicate keys (RS#319-792) were selected as the "common key (公用匙)" for stairlifts. The adoption of this key switch and duplicate key as the common key for self-operated stairlifts remains unchanged. The aforementioned key switch and duplicate key are available from RS Components Limited at 13/F Wyler Centre Phase II, 200 Tai Lin Pai Road, Kwai Chung, N.T. (Tel.: 2421 9898).

Although such stairlifts are meant to be self-operated, equipment owners must ensure that speedy attendance be provided should the user require assistance in relation to the operation of the equipment. In this connection, equipment owners are requested to ensure that their staff are acquaint with the operating instructions of the stairlifts.

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Circular Letters 4/98 and 4/99 are cancelled with immediate effect.

Yours faithfully,



(CHUI Mow-wah, Gregory)  
for Director of Electrical and Mechanical Services

Encl.

c.c. AD/BS  
D of Housing (Attn.: TS/2)  
D of Buildings (Attn.: CBS/Legislation)  
D of Fire Services (Attn.: Fire Safety Command)  
The Hong Kong General Union of Lift and Escalator Employees  
G28/28 SF1 Pt. IV