

Our reference 本署檔號 :

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

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16 September 2020

To: All Registered Lift Contractors
All Registered Escalator Contractors

Dear Sir,

Circular No. 12/2020
Periodic Maintenance of Lifts and Escalators –
Submission of Routine Maintenance Schedule via EMSD
e-Platform

This circular reminds the Registered Lift Contractors (RLCs) and Registered Escalator Contractors (RECs) to regularly review, revise and submit their lift and escalator maintenance schedules via EMSD e-Platform.

With a view to enhancing the maintenance quality of lifts and escalators, we have stepped up the inspection to the maintenance works of lifts and escalators since June 2018. We have been closely liaising with the RLCs and RECs to collect the maintenance schedules regularly for reference and onward planning of inspections in the past two years.

With the aim to facilitating the RLCs and RECs in submitting their routine maintenance schedules in a more effective manner, a new function has been added to the EMSD e-Platform. RLCs and RECs should download their maintenance schedule database for review/ update and upload the revised schedule via the e-Platform at least on a quarterly basis. RLCs and RECs should also timely update the database whenever they have newly undertaken the maintenance works of any lifts/ escalators. The e-Platform incorporating with routine maintenance schedule will be officially launched on **18 September 2020**.

To allow the RLCs and RECs to get familiarised with the new function and interface of the e-Platform, a user guide with screenshots illustrating the procedural steps for each of the schedule submission is available under the tab "Download User Guide" on the routine maintenance schedule page of the EMSD e-Platform.

Should you have any enquiry on this Circular, please contact the following officers for assistance:

- IT support for e-Platform
- Routine maintenance schedule
- Mr. Nelson CHOW (Tel: 3155 4576)
- Mr. CW CHAN (Tel: 2808 3554)

Yours faithfully,



(YIU Tak-tai)

for Director of Electrical and Mechanical Services

- c.c. The Lift and Escalator Contractors Association
The Registered Elevator and Escalator Contractors Association Limited
The International Association of Elevator Engineers
The Hong Kong Institution of Registered Engineers (Lifts & Escalator)
The Hong Kong General Union of Lift and Escalator Employees