



Our reference 本署檔號：
(86) in EMSD/LESD 7-2/4A

Telephone 電話號碼：2808 3861

Your reference 來函檔號：

Facsimile 圖文傳真：2504 5970

15 July 2016

To: All Registered Lift/Escalator Contractors and Engineers

Dear Sirs,

Circular No. 7/2016 Examination of Lifts – Inspection of Levelling Accuracy

With a view to achieving better assurance on the lift levelling accuracy and to ensure the lift levelling is maintained in an acceptable range, an inspection record form for "Inspection of Levelling Accuracy" should be completed and submitted to this Department within one month after completion of (i) new installation works (including major alteration works involving ropes/sheaves replacement) and (ii) periodic examination of lifts.

You are required to complete and submit the form via our departmental e-platform starting from 1 August 2016. To facilitate your submission of the form on-line, the procedure to access the inspection form is illustrated in the attached screen shots which show how to access the form of "Inspection Record for Suspension System" for your easy reference.

If you have any query on this Circular, please contact Mr. Jerry WONG at telephone no. 2808 3117.

Yours faithfully,


(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 International Association of Elevator Engineers
The Hong Kong General Union of Lift and Escalator Employees


Screen Shot for the procedure to access the form of "Inspection of Levelling Accuracy"


1. Select "Inspection Records for Suspension System and Levelling Accuracy"

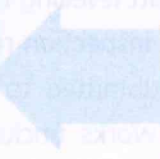
Lift e-Platform for Reporting Periodic Test / Examination Schedule 

RLC Name:

Username: [繁體中文](#)







RLCs Report
(New Building)FORM LE2
(Existing Building)FORM LE2
Inspection Record for Suspension System and Levelling Accuracy
RC Survey

2. New Section "Basic Information" - Select the Type of Lift Drive

General Information:

RC No.: RLC69001	RE No.: <input type="text"/>	Location ID: <input type="text"/> - <input type="text"/>	Examination Date (DD/MM/YYYY): <input type="text"/>
Installation Address: <input style="width: 100%;" type="text"/>			Lift No.: <input style="width: 100%;" type="text"/>
Project No.: <input style="width: 100%;" type="text"/>	Project Name: <input style="width: 100%;" type="text"/>		

Basic Information:

Type of the Lift Drive:	<input checked="" type="radio"/> Hydraulic <input type="radio"/> Single-speed a.c. motor (AC) <input type="radio"/> 2-speed a.c. motor (AC2) <input type="radio"/> Variable speed a.c. or d.c. motor (VVVF, ACVF or DC)
<small>If No, please skip the "Suspension System" section.</small>	
Is this Lift a Service Lift or Stairlift?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<small>If Yes, please skip the "Inspection Records of Levelling Accuracy" section.</small>	

Information of the Suspension Ropes:

No. of ropes: <input style="width: 100%;" type="text"/>	Type: <input style="width: 100%;" type="text"/>	Nominal Diameter (mm): <input style="width: 100%;" type="text"/>
Make/Model: <input style="width: 100%;" type="text"/>	Certification No.: <input style="width: 100%;" type="text"/>	Installation Date (DD/MM/YYYY): <input style="width: 100%;" type="text"/>

3. When selection of "Does this Lift equipped with Suspension Ropes?" is "Yes", "Information of the Suspension Ropes" is shown

Basic Information:

Type of the Lift Drive:	<input type="text"/>	
Does this Lift equipped with Suspension Ropes?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
If No, please skip the "Suspension System" section.		
Is this Lift a Service Lift or Stairlift?	<input type="radio"/> Yes <input type="radio"/> No	
If Yes, please skip the "Inspection Records of Levelling Accuracy" section.		

Information of the Suspension Ropes:

No. of ropes:	Type: <input type="text"/> x <input type="text"/>	Nominal Diameter (mm): <input type="text"/>
Make/Model:	Certification No.:	Installation Date (DD/MM/YYYY):

Information of the Traction Sheave:-

Pitch Diameter of Traction Sheave (mm)	<input type="text"/>
Pitch Diameter of Deflection Sheave (mm)	<input type="text"/> <input type="checkbox"/> for deflection sheave is not available

Inspection Records of Traction Sheave and Deflection Sheave (Electric Lift Only):

1. Pass with no visible wear & tear found of all sheaves (for new installation or replacement)

4. When selection is "No", "Information of the Suspension Ropes" is hidden and only "Inspection Records of Levelling Accuracy" is shown for inputting the data

Basic Information:

Type of the Lift Drive:	<input type="text"/>	
Does this Lift equipped with Suspension Ropes?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
If No, please skip the "Suspension System" section.		
Is this Lift a Service Lift or Stairlift?	<input type="radio"/> Yes <input type="radio"/> No	
If Yes, please skip the "Inspection Records of Levelling Accuracy" section.		

Inspection Records of Levelling Accuracy:

1.	Measured levelling at lowest floor level is +/- <input type="text"/> mm, measured at <input type="text"/> /F.
2.	Measured levelling at mid-floor level is +/- <input type="text"/> mm, measured at <input type="text"/> /F. <input type="checkbox"/> This lift has only 2 stops
3.	Measured levelling at highest floor level is +/- <input type="text"/> mm, measured at <input type="text"/> /F.
4.	The design levelling accuracy provided by the manufacturer or referred to relative International/national Standard(if applicable) is +/- <input type="text"/> mm.

Note: Input of "Inspection Records of levelling Accuracy" is not required if the concerned lift is a service lift or stairlift.