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

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28 July 2020

To: All Registered Lift Contractors

Dear Sirs,

Circular No. 8/2020
Special Maintenance of Lifts –
Revamp of EMSD e-Platform for Submission of Information

Circular No. 1/2019 dated 25 January 2019 stipulates the requirement for Registered Lift Contractors (RLCs) to submit via EMSD e-Platform the special maintenance schedule 7 days prior to conduction of the special maintenance works and special maintenance records within 1 month immediately after completion of works.

With a view to facilitating RLCs to prepare and submit the schedules and records, we have revamped the EMSD e-Platform to streamline the workflows. The enhanced e-Platform will be officially launched on 1 August 2020 and RLCs are required to submit the special maintenance schedules and records (other than those completed on or before 31 July 2020) via the new interface commencing from 1 August 2020. Those records of special maintenance works completed on or before 31 July 2020 are required to be recorded via the existing interface. A screenshot of the template of record submission under the revamped e-Platform is appended in Annex A. Although submission of the records has been made, RLCs are required to keep the detailed maintenance records and measurement/testing results of special maintenance works for at least 3 years. The detailed records kept and maintained by RLCs includes but not limited to the items listed in Annex B. RLCs may be requested to submit the detailed records for checking whenever necessary.

To facilitate RLCs to get familiarised with the new interface, a user guide with screenshots illustrating the procedural steps for each of the schedule and record submissions is available under the tab “Download User Guide” on the “Lift Special Maintenance Schedule” and “Lift Special Maintenance Record” pages of the EMSD e-Platform respectively.

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

- IT support for e-Platform - Mr. Nelson CHOW (Tel: 3155 4576)
- Special Maintenance - 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 (Lift & Escalator)
- The Hong Kong General Union of Lift and Escalator Employees

Annex A to Circular No. 8/2020

Template of Record Submission under Revamped e-Platform

Basic Information:

RC No.: RLC85005	* Location ID: <input type="text"/> - <input type="text"/>
Installation Address:	Lift No.:
Type of the Lift Drive:	<input type="text"/>
Lift Brand:	<input type="text"/>
Lift Model:	<input type="text"/>
Type of Brake:	<input type="radio"/> Drum Brake <input type="radio"/> Disk Brake
Submitted Declaration Ref.:	-- No Declaration Ref. -- <input type="text"/>

Record for Special Maintenance Work:

* 1.	Special Maintenance was carried out on <input type="text"/> -- Select Relative Schedule Record -- <input type="text"/>
* 2.	RW No. (Supervisor / Team Leader) : <input type="text"/>
* 3.	Brake disassembly had been done in this Special Maintenance. <input type="radio"/> Yes <input type="radio"/> No
	Reason for not disassembly but disassembly is specified in the schedule or no declaration by the Original Manufacturer: <input type="text"/>
Braking System	
* 4.	Findings on the braking system (Bake lining, bake drum, spring, plunger, pivots or joints) and emergency stopping test. <input type="radio"/> ACC - Acceptable <input type="radio"/> RWD - Anomaly was found and rectification was done (Details must be input in remark)
5.	Remarks/Special Findings/Rectifications done: <input type="text"/>
Traction Sheave	
* 6.	Findings on the traction Sheave and no-load traction test. <input type="radio"/> ACC - Acceptable <input type="radio"/> RWD - Anomaly was found and rectification was done (Details must be input in remark)
7.	Remarks/Special Findings/Rectifications done: <input type="text"/>
Levelling Accuracy	
* 8.	Findings on the leveling accuracy at the lowest floor, mid-floor and the highest floor. <input type="radio"/> ACC - Acceptable <input type="radio"/> RWD - Anomaly was found and rectification was done (Details must be input in remark)
9.	Remarks/Special Findings/Rectifications done: <input type="text"/>
Landing Door Locks	
* 10.	Findings on the landing door locks (mechanical locks and electrical contacts) <input type="radio"/> ACC - Acceptable <input type="radio"/> RWD - Anomaly was found and rectification was done (Details must be input in remark)
11.	Remarks/Special Findings/Rectifications done: <input type="text"/>

Items to be checked and recorded in the Special Maintenance

1. Braking System
 - a. Measured value(s) of brake lining thickness
 - b. Measured value(s) of brake spring length
 - c. Measured value(s) of plunger length/plunger travel length
 - d. Measured value(s) of emergency stopping distance / stopping time of empty car travelling up at rated speed with brake applied
 - e. Any abnormal condition on braking lining, brake drum/disc, spring and plunger, pivots and joints
 - f. Replacement/repairing works that were done

2. Traction System
 - a. Measured value(s) of the grooves of traction sheave
 - b. Result(s) of no load traction test
 - c. Any abnormal condition of traction sheave
 - d. Replacement/repairing works that were done

3. Levelling Accuracy
 - a. Measured value(s) of leveling including at least at the lowest floor, mid-floor and highest floor level
 - b. Replacement/repairing works that were done

4. Landing Door Locks
 - a. Any abnormal condition of mechanical locks and electrical contacts of all landing doors
 - b. Replacement/repairing works that were done

5. Others
 - a. Other relevant measurements and records in accordance with the manufacturer's/RLC's in-house requirements
 - b. Other relevant measurements and records in accordance with the updated version of the Code of Practice for Lift Works and Escalator Works