

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

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25 January 2019

To: All Registered Lift Contractors and Engineers

Dear Sirs,

Circular No. 1/2019 Special Maintenance of Lifts – Submission of information via EMSD e-Platform

This circular reminds Registered Lift Contractors (RLCs) to submit the following information via EMSD e-Platform before and after carrying out special maintenance:-

1. Before carrying out special maintenance

Similar to the current practice in submitting lift periodic examination schedule, RLCs who carry out special maintenance of a lift should provide location ID, schedule maintenance date and time, name and telephone number of contact person together with the indication on whether brake disassembly maintenance will be carried out or not in each special maintenance works. The above information should be submitted 7 days prior to the carrying out of special maintenance by completing the "Lift Special Maintenance Schedule" under the departmental e-platform.

2. After carrying out special maintenance

Similar to the current practice in submitting the "Inspection Record Form for Suspension System and Levelling Accuracy", RLCs who carry out special maintenance of a lift should submit results of the maintenance work including maintenance records and testing results after special maintenance. The above information should be submitted with 1 month immediately after completion of special maintenance by completing the "Lift Special Maintenance Record" under the departmental e-platform.

RLCs are required to submit the above-mentioned information via our departmental e-platform starting from 1 February 2019.

To facilitate your submission of the information on-line, the procedure to access the mentioned schedule and record are illustrated in the attached screen shots for your easy reference.

If you have any query, please contact the following EMSD officers for assistance:

- IT support for e-Platform
- Requirements of Special Maintenance
- Relevant inspections and others
- Mr. Nelson CHOW (Tel: 3155 4576)
- Mr. Jerry WONG (Tel: 2808 3117)
- Mr. CW CHAN (Tel: 2808 3554)

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 “Lift Special Maintenance Schedule”

1. Select “Lift Special Maintenance Schedule”

2. Input information as required under “Lift Special Maintenance Schedule”


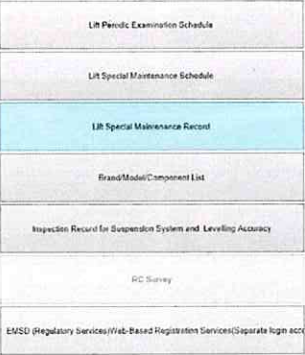
Screen Shot for the procedure to access the form of “Lift Special Maintenance Record”

1. Select “Lift Special Maintenance Record”

e-Platform for Reporting Periodic Test / Examination Schedule 

PLC Home

Username: PLCSYS

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<https://10.18.127.176/PLCSYS/Menu/Menu.aspx>

Home Support (en)

ENMS

PLCSYS

2. Input maintenance records as required under “Lift Special Maintenance Record”

Special Maintenance Record in e-Platform

Information Record Form

Fields marked with an asterisk (*) are mandatory.

Basic Information:

PLC No: PLCSYS	*JAN No:	*Location ID:	*Special Maintenance was carried out on (DD/MM/YYYY) (Date)
Installation Address:			Lift No.:
Type of the Lift Drive:			
Lift Brand:			
Lift Model:			
Type of Brake: <input type="radio"/> Disc Brake <input type="radio"/> Drum Brake			

Record for Braking System Information:

*1. Original Manufacturer requires maintenance disassembly for the brake.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
*2. Original Manufacturer / PC recommended frequency on maintenance disassembly for the brake (times) per year.	<input type="text"/> times
*3. If Original Manufacturer does not recommend maintenance disassembly, please upload the declaration by the Original Manufacturer or state the declaration as:	<input type="text"/>
*4. Maintenance disassembly was carried out in this special maintenance.	<input type="radio"/> Yes <input type="radio"/> No
*5. Measured brake lining thickness is <input type="text"/> mm or <input type="checkbox"/> N/A.	
*6. The acceptable brake lining thickness provided by Original Manufacturer / PC is <input type="text"/> mm or <input type="checkbox"/> N/A.	
*7. Is there any abnormal wear and tear on the brake lining?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
*8. Is there any abnormal wear and tear on brake drum / brake disc?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
*9. Measured brake spring length <input type="text"/> mm and <input type="text"/> mm. (If read spring is available) <input type="checkbox"/> N/A.	
*10. The acceptable spring length provided by Original Manufacturer / PC is between <input type="text"/> mm and <input type="text"/> mm or <input type="checkbox"/> N/A.	
*11. Is there any abnormal wear and tear on the spring?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A