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

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8 September 2020

To: All Registered Lift/Escalator Contractors, All Registered Lift/Escalator Engineers

Dear Sirs,

Circular No. 11/2020**Launch of Online LE7 Inspection Booking System**

To facilitate the trade in better planning of the major alteration works and hence expedite the resumption of lift or escalator operation for public use, we have developed an Online LE7 Inspection Booking System ("Booking System"), to allow Registered Lift / Escalator Contractors ("RCs") or Registered Lift/Escalator Engineers ("REs") to book the inspection time slot in advance prior to the submission of Form LE7.

We are pleased to inform you that the Booking System has officially launched after the completion of operational trial. All RCs/REs can choose to use the Booking System to reserve the inspection time slots at the following URL by using their current departmental e-platform user names and passwords:

<https://le7.emsd.gov.hk/le7-ext/>

To promote proper use of the Booking System, RCs/REs are strongly advised to read the Notes to Applicants provided on the Welcome Page of the Booking System before use.

In general, any irregularities in the Form LE7 submission not only induce redundant works to all relevant parties concerned, but also lengthen the processing time of the application and hence cause inconvenience to the lift / escalator users. On the contrary, a good quality of submission and site works would end up a smooth and speedy resumption of the lift/escalator which can bring satisfactions to your customers, improve image and avoid unnecessary grievances and complaints. We would like to take this opportunity to remind you to pay attention to some common irregularities observed in the Form LE7 submission:

1. missing / incorrect information in the Form LE7 and examination report;
2. missing of .xml file of examination report during submission;
3. missing of Form LE3 and/or Form LE2 where applicable; and

4. discrepancies between the type approval and the installed safety component

We will continuously monitor the Form LE7 submission and related works quality. Further follow-up actions including the issuance of warning letter will be taken if frequent irregularities are found.

Should you have any enquiry on this Circular or encounter any difficulty when using the System, please contact our officer at 2808 3888 for assistance.

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 (HK-China Branch)

The Hong Kong General Union of Lift and Escalator Employees