

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

Your reference 來函檔號：

Telephone 電話號碼： 2808 3861

Facsimile 圖文傳真： 2504 5970

21 November 2022

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

Dear Sir/Madam,

Circular No. 13/2022 – Roll-out of Digital Log-books for Lifts/ Escalators

EMSD strives to harness new technologies to uplift service quality and enhance operational efficiency and effectiveness. We have worked in collaboration with major stakeholders from the lift/escalator trade and main responsible person (“RP”) representative groups to develop the new cloud-based Digital Log-books Platform for recording in respect of lifts/escalators their basic particulars, information of lift/escalator works, details of equipment breakdowns, incidents, etc.

With RPs’ adoption of digital log-books to record information for their lifts/escalators, relevant users such as the RPs responsible for the upkeep of the lifts/escalators and trade practitioners engaged in lift/escalator works, can make use of mobile applications and/or web-portals to record information at real time, and view data of the lifts/escalators anywhere at any time. The users can also access the analytical outputs from dashboards of the digital log-books for instant visualization of the conditions and performance of their lifts/escalators as well as for works/resources scheduling. Moreover, users will be given smart notifications via the digital log-books, reminding them of important events such as impending due date for periodic examination of their lifts/escalators.

Adoption of the cloud-based digital log-book for recording of relevant information of lifts/escalators will be regarded as an alternative way for RPs to comply with the requirements of keeping log-books for their lifts and escalators under respectively section 2 and section 17 of the Lifts and Escalators (General) Regulation (“Regulation”). Trade practitioners are obliged to enter information and particulars of works, examinations, etc., related to lifts/escalators into the digital log-books as required under the Regulation and the Code of Practice for Lift Works and Escalator Works.

Given the very positive feedbacks from users who participated in the trial operation of the cloud-based digital log-books since April 2022, we have decided to roll out the system on 30 November 2022 for RPs to subscribe to the Digital Log-books Platform for free. A separate leaflet will shortly be issued to introduce the digital log-books to RPs. Any RPs

who are interested in adopting digital log-books will be invited to contact their appointed registered lift/escalator contractor to arrange for activation of the digital log-books designated for their lifts/escalators. A digital log-book account will be created for access to the information and particulars of lifts/escalators of a particular venue with their given location identities.

Trade practitioners are recommended to, following activation of and commencing entering information into a digital log-book, continue to enter relevant information and particulars of the lifts/escalators into the existing paper-bound log-book(s) in parallel for at least two months to allow some time for the RPs to get used to the new approach. The statutory requirement of retention of information or particulars contained in the log-book for three years from the date of creation of the records will still apply.

More details of the features and functions of the cloud-based digital log-books can be observed from the following website:

https://www.emsd.gov.hk/en/lifts_and_escalators_safety/digital_log_books_system/index.html



Overall, the introduction of the digital log-books will usher in a new era of tripartite cooperation among the EMSD, the trade and RP for uplifting lift/escalator management and safety for all. We extend our heartfelt gratitude to the lift/escalator trade and main RP representative groups for the great support to help develop the digital log-books and promote its adoption and use.

If you have any question on the subject matter, please contact us by calling the digital log-books hotline at 3741 8880 (for IT support issue) or 9761 6685 (for operational issue) from 9am to 6pm, Monday to Friday (public holidays not included).

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'LAU Lik-kee', positioned above the printed name.

(LAU Lik-kee)

for Director of Electrical and Mechanical Services

c.c. Director of Housing

President of the Hong Kong Association of Property Management Companies

President of Building Services Operation and Maintenance Executives Society

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 Institution of Registered Engineers (Lift & Escalator)

The Hong Kong General Union of Lift and Escalator Employees