



Our reference 本署檔號 :

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

Telephone 電話號碼 : 2808 3861

Your reference 來函檔號 :

Facsimile 圖文傳真 : 2504 5970

29 January 2020

To: All Registered Lift Contractors / Registered Escalator Contractors

Dear Sirs,

Circular No. 2/2020

Submission of Incident Notifications and Incident Investigation Reports

Some responsible persons ("RP") may need to seek assistance from registered lift/escalator contractors ("RCs") to ascertain if an incident related to their lift/escalator is regarded as reportable, thus requiring notifying the Director with the use of the specified form LE27 in order to discharge their obligation under the Lifts and Escalators Ordinance ("the Ordinance").

We encourage RCs responsible for maintenance of lifts/escalators to proactively advise RPs and submit duly completed LE27s on behalf of RPs should a reportable incident related to their lift/escalator arise. Where appropriate, RCs should enter into an agreement with RPs for acting on RPs' behalf to notify the Director of reportable lift/escalator incidents. Furthermore, RCs are requested to explain to RPs of the benefits of thorough investigation and finding of root cause(s) of failure that could be brought about by early notification of reportable incidents.

The maintenance RC who is aware of an incident should take initiative to embark on an investigation and submit an investigation report in the specified form LE29 to this Department on a timely basis.

If you have any questions on the subject of this letter, please contact our officer at 2808 3548.

Yours faithfully,

(LAU Lik Kee)

for Director of Electrical and Mechanical Services