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8 August 2016

To: All Registered Lift/Escalator Contractors and Engineers

Dear Sirs,

## **Circular No. 8/2016**

### **Guideline on Maximum number of Lifts and Escalators to be examined and certified by an Registered Engineer in a single day**

To ensure the examination works (including examination after installation, major alteration and periodic examination of lifts and escalators) are carried out properly and safely, Registered Engineer should plan their examination works with careful consideration of the time and manpower resources. It is considered that, in normal case, the number of lifts and escalators to be examined and certified by a Registered Engineer should not be greater than 8 on a single day unless it is well justified with reasons.

It is also understood that, in some situations, such as the lifts or escalators are rather low-rise and simple in design, or for examination after a very simple major alteration works, the examination time required might be shorter such that more lifts or escalators can be examined in a particular day. Under such circumstances, the responsible Registered Engineer may be able to complete a higher number of examinations in a day. The Registered Engineer should keep proper records with justifications to support the higher number of lifts or escalators that have been examined. This department will keep on monitoring the related figures from time to time and may request the Registered Engineer to provide the aforesaid justifications for assessment if considered necessary.

Please note that this new requirement provides practical guidance in carrying out examination works for lifts and escalators and will be effective from 8 August 2016.

Yours faithfully,

  
(CHONG Kwok Kee)

for Director of Electrical and Mechanical Services

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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