

Our reference 本署檔號 : (36) in EMSD/LESD 7-2/4A Pt. II

Your reference 來函檔號 :

Telephone 電話號碼: 2808 3239

Facsimile 圖文傳真: 2504 5970

19 November 2020

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

Dear Sirs,

Circular No.: 13/2020
Updated Testing and Examination Reports for Takeover of Lift/Escalator Maintenance Works

This Circular introduces the updated testing and examination (T&E) templates for reporting examination of lifts/escalators within one month from the date of taking over of their maintenance.

The submission of T&E reports by Registered Contractors (RCs) who have taken over maintenance of lifts/escalators has been an established trade practice and is stipulated in Clause 5.4.5 of the Code of Practice for Lift Works and Escalator Works. Late submission of the reports will be accorded with performance monitoring points under the Performance Monitoring Scheme¹.

We have consulted the trade for updating the T&E templates. The updated templates have incorporated features which simplify the work process and reflect the prevailing requirements, and suggestions made by the trade. The major changes are highlighted below -

- a) The templates have been cleared of information not directly relevant to the testing/examination and ascertaining the conditions of lifts/escalators.
- b) The testing/examination of lifts/escalators is no longer required to be performed with load.
- c) A new section of common anomalies has been added to give clearer status of the lift/escalator and facilitate demarcation of the maintenance liabilities²

¹ See Circular No.: 10/2020 for details.

² The "Lift and Escalator Unsatisfactory/ Uncompleted Maintenance Works and Common Anomalies Report" as attached to Circular No.: 13/2016 dated 30 September 2016 can therefore be omitted.

https://www.emsd.gov.hk/filemanager/en/content_806/Circular%20No.%2013_2016.pdf

between the departing/incoming RCs.

- d) The T&E reports can be signed off by registered engineer or registered worker, who performed the testing/examination of the lifts/escalators, and endorsed by the incoming RC who has taken over the maintenance of the lifts/escalators.

RCs who take over lift/escalator maintenance on or after 1 December 2020 are required to report examinations of the lifts/escalators using the updated T&E templates. The new templates will be available from our website³.

If you have any question on this subject, please contact us on telephone number 2808 3540.

Yours faithfully,



(AU Tze-wai, William)
for Director of Electrical and Mechanical Services

- c.c. The Director of Housing (Attn.: SM/QM)
The Director of Architectural Services (Attn.: CBSE/2)
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

³ https://e-platform.gld.emsd.gov.hk/examrpt_setup.asp