

Our reference 本署檔號： (43) in EMSD/LESD 7-2/4A

Your reference 來函檔號：

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31 March 2021

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

Dear Sirs,

Circular No.: 3/2021
Takeover of Lift/Escalator Maintenance Works -
Submission of Testing and Examination Reports via EMSD
e-Platform

With the aim of enhancing work efficiency, the submission of reports for testing and examination (T&E Reports) following taking over of lift/escalator maintenance works has been streamlined via the Circular no. 13/2020 effective from 1 December 2020.

To further facilitate Registered Lift Contractors and Registered Escalator Contractors to submit the aforesaid T&E Reports efficiently, the e-Platform¹ incorporating with the associated electronic submission functions has been developed and is now ready for official launched on 1 April 2021.

Commencing from 1 April 2021, please submit your T&E Reports for taking over of lift/escalator maintenance via the e-Platform and be reminded to have the submission made within one month from the date of taking over of lift/escalator maintenance. Following a grace period of three months, all T&E Reports for taking over of lift/escalator maintenance must be submitted via the e-Platform.

If you have any question on the subject, please contact the following officers for assistance:

- IT support for e-Platform:
Mr. Nelson CHOW (Tel: 3155 4576)
- Technical details on the testing and examination reports:
Mr. Louis YIU (Tel: 2808 3540)

¹ <https://e-platform.gld.emsd.gov.hk/ePlatform/en/login.aspx>

Kindly note that you are always welcome to offer suggestions for work enhancement for improvement of process efficiency and service quality.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'LAU Lik-kee', written in a cursive style.

(LAU Lik-kee)
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