

Our reference 本署檔號：
(21) 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

11 May 2020

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

Dear Sirs,

Circular No. 5/2020 Submission of Notification for Subcontracting Periodic Examination

This Circular reminds registered lift/escalator contractors (RCs) to submit Form LE2 for advance notification of subcontracting lift/escalator works to others.

Section 4/section 19 of the Lifts and Escalators (General) Regulation (Regulation), Cap. 618A, requires that an RC subcontracts any lift/escalator maintenance works, major alteration concerning a lift/escalator, and any other lift/escalator works must, not later than seven days before the date of commencement of the works, notify in the specified form the Director of the subcontracting of the works as well as other information and particulars specified in the form. Lift works/escalator works are defined in section 2 of the Lifts and Escalators Ordinance, Cap. 618, to include any kind of work concerning the installation, commissioning, examination, maintenance, repair, alteration or demolition of a lift/escalator or any associated equipment or machinery of a lift/escalator.

In light of the above, appointing a registered lift/escalator engineer (RE), who is not in employment with the RC undertaking the lift/escalator maintenance inclusive of the periodic examination, to carry out periodic examination for a lift/escalator is subject to the control of section 4/section 19 of the Regulation to which advance notification must be given to the Director.

RCs are reminded to furnish such notification making use of Form LE2 with, as attachment, a confirmation letter detailing the name, registration number and start date of appointment of the respective REs who would undertake periodic examinations for them. The check boxes of building, location identity of lift/escalator and lift/escalator code, etc., in Part 1 of the Form can be left blank. And, whenever there is any change in the details or status of appointment of the REs covered in the notification, the RC should submit to the Director a new LE2 with the updated information duly highlighted.

If you have any question on this subject, please contact our officer on tel. number 3757 6120.

Yours faithfully,

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

(LAU Lik-kee)
for Director of Electrical and Mechanical Services

c.c. The Lift and Escalator Contractors Association
The Registered Elevator and Escalator Contractors Association Limited
International Association of Elevator Engineers (HK-China Branch)
The Hong Kong Institution of Registered Engineers (Lift & Escalator)