

表格 LE18
香港特別行政區政府
升降機及自動梯條例(第 618 章)
取消禁止令/停止令的申請

FORM LE18
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION
LIFTS AND ESCALATORS ORDINANCE, CHAPTER 618
APPLICATION FOR CANCELLATION OF PROHIBITION / CESSATION ORDER

請參閱「表格 LE18 備註」，並以正楷填寫此表格及在適當方格內加上✓號。

Please read the "Notes to Form LE18", complete this Form in BLOCK LETTERS and enter ✓ in the appropriate box(es).

致：機電工程署署長 ("署長")

To: The Director of Electrical and Mechanical Services ("the Director")

第 1 部 Part 1	申請人資料 Particulars of the Applicant	(此部分須由申請人填寫) (This part must be completed by the Applicant)										
<p>*升降機/自動梯地點編號: *Lift/Escalator Location ID.: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table> - <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table></p> <p>裝置於 _____ 之第 _____ 號 *升降機/自動梯 *Lift/Escalator No. _____ installed at _____</p> <p>申請人的通訊資料 Contact Details of the Applicant</p> <p>(名稱 Name) _____</p> <p>(室 Flat/Room) _____ (樓 Floor) _____ (座 Block) _____</p> <p>(大廈名稱 Name of Building) _____</p> <p>(屋苑名稱 Name of Estate) _____</p> <p>(號碼及街道名稱 No. and Name of Street) _____</p> <p>(地區 District) _____</p> <p style="color: red;">(注意: 本署會以上述地址與申請人聯絡及郵寄函件。) (Note: This Department will contact the Applicant and mail letters through the above correspondence address.)</p> <p>聯絡電話號碼 Contact Telephone No. _____</p> <p>電郵地址 Email Address _____</p>												

第 2 部
Part 2

聲明
Declaration

(此部分須由申請人填寫及簽署)
(This part must be completed and signed by the Applicant)

本人現遵照《升降機及自動梯條例》(第 618 章)第*33(1)/63(1)條，申請取消署長於_____年_____月_____日發出的*禁止令/停止令，編號為_____。

In accordance with section *33(1)/63(1) of the Lifts and Escalator Ordinance, Chapter 618, I would like to apply for the cancellation of the *Prohibition Order/Cessation Order No. _____ issued by the Director on the _____ day of _____, _____.

- 附上為該*升降機/自動梯申請准用證的表格(表格*LE5/LE11/LE12)及所需訂明費用。
Application form (Form *LE5/LE11/LE12) for a Use Permit for the *lift/escalator and a cheque for the prescribed fee are enclosed.
- 附上為該*升降機/自動梯申請復用證的表格(表格 LE7)及所需訂明費用。
Application form (Form LE7) for a Resumption Permit for the *lift/escalator and a cheque for the prescribed fee are enclosed.
- 附上由註冊*升降機/自動梯工程師簽發的證明書(本表格附件 1)及相關文件，以及在《升降機工程及自動梯工程實務守則》中規定的所需文件(如適用)。
I enclose herewith a certificate issued by a registered *lift/escalator engineer (Annex 1 of this Form) and the related documents, together with all the necessary documents as stipulated in the Code of Practice for Lifts Works and Escalator Works, where applicable.
- 附上由註冊*升降機/自動梯承辦商簽發的證明書(本表格附件 2)及相關文件，以及在《升降機工程及自動梯工程實務守則》中規定的所需文件(如適用)。
I enclose herewith a certificate from a registered *lift/escalator contractor (Annex 2 of this Form) and the related documents, together with all the necessary documents as stipulated in the Code of Practice for Lifts Works and Escalator Works, where applicable.

申請人簽署
Signature of the Applicant

日期
Date

只供本署填寫 Official Use Only

收據編號
RECEIPT NO.

--	--	--	--	--	--	--	--

表格 LE18 備註

1. 本表格的申請人是指僱用或安排註冊升降機/自動梯工程師或註冊升降機/自動梯承辦商簽發證明書的升降機/自動梯的負責人或其代表。如停止令向註冊承辦商發出，則申請人是指該承辦商。
2. 申請人須填妥本表格(表格LE18)第1及第2部的資料以及在表格上簽署,本署會以申請人提供的通訊資料與申請人聯絡及郵寄函件。如果填報的資料有任何變更,請以書面通知本署及註明升降機/自動梯的地點編號,以便本署更新該通訊資料。如因應備註3所列的條件而有所需要,申請人須確保其委托的註冊升降機/自動梯工程師或註冊升降機/自動梯承辦商填寫及簽署夾附於本表格(表格LE18)的證明書(附件1或附件2)。
3. 以下用作考慮取消禁止令或停止令的條件應予以遵從：

發出禁止令的理由	考慮取消禁止令的條件
表格 LE 16 (甲)	註冊升降機工程師證明新的安全措施足以防止該升降機被用作載人或該升降機被超載。
表格 LE 16 (乙)	對於新安裝或已完成主要更改的升降機/自動梯而言,署長已發出有效的准用證或復用證。若升降機/自動梯已完成相當可能影響該升降機/自動梯安全操作的工程,則已由註冊升降機/自動梯工程師證明該升降機/自動梯及其所有相聯設備或機械處於安全操作狀態。
表格 LE 16 (丙)	註冊升降機/自動梯承辦商同意承辦該升降機/自動梯的定期保養工程。
表格 LE 16 (丁)	該升降機/自動梯已獲發出有效的准用證。
表格 LE 16 (戊)	註冊升降機/自動梯工程師證明新的補救措施足以消除因使用或操作該升降機/自動梯而導致任何人受傷或任何財產受損的風險。
表格 LE 16 (己)	註冊升降機/自動梯工程師證明該升降機/自動梯及其所有相聯設備或機械處於安全操作狀態。
表格 LE 16 (庚)	註冊升降機/自動梯工程師證明該升降機/自動梯的安全隱患已被消除。

發出停止令的理由	考慮取消停止令的條件
表格 LE 17 (甲)	註冊升降機/自動梯承辦商承諾委派合資格人士進行或監督該升降機/自動梯工程。
表格 LE 17 (乙)	註冊升降機/自動梯承辦商承諾採取足夠的補救措施以消除因進行該升降機/自動梯工程而導致任何人受傷或任何財產受損的風險。
表格 LE 17 (丙)	註冊升降機/自動梯承辦商承諾就該升降機/自動梯工程採取措施以確保在工程進行期間不再有任何安全問題。

NOTES TO FORM LE18

1. The Applicant of this Form means the responsible person for the lift/escalator who employs or arranges the registered lift/escalator engineer to issue a certificate or the responsible person's representative. If the Cessation Order is issued to a registered lift/escalator contractor, the Applicant is the registered lift/escalator contractor.
2. The Applicant must complete and sign this Form. This Department will contact the Applicant or mail letters through the correspondence address provided by the Applicant. If there is any change to the correspondence address, the Applicant should notify this Department in writing and clearly state the lift/escalator location ID for updating the contact details. If it is required according to the conditions in note 3 below, the Applicant must ensure that the appointed registered lift/escalator engineer or registered lift/escalator contractor completes and signs the certificate in Annex 1 or Annex 2 of this Form (Form LE18).
3. The condition for considering cancellation of Prohibition Order/Cessation Order, as shown in the table below, should be complied with:

Ground(s) for Issuing Prohibition Order	Condition for considering cancellation of Prohibition Order
Form LE 16 (a)	A registered lift/escalator engineer has certified that the safety measures implemented can effectively prevent the lift from carrying any person or being overloaded.
Form LE 16 (b)	In respect of a newly installed lift/escalator or one to which major alteration has been carried out, a valid Use Permit or Resumption Permit has been issued by the Director. In the case of a lift/escalator to which any works that are likely to affect the safe operation of the lift/escalator has been carried out, it has been certified by a registered lift/escalator engineer that the lift/escalator is in safe working order.
Form LE 16 (c)	A registered lift/escalator contractor has agreed to undertake the periodic maintenance works in respect of the lift/escalator.
Form LE 16 (d)	The lift/escalator concerned has been issued a valid Use Permit.
Form LE 16 (e)	A registered lift/escalator engineer has certified that the remedial measures implemented can effectively eliminate the risk of injury to any person or damage to any property that may arise from the use or operation of the lift/escalator.
Form LE 16 (f)	A registered lift/escalator engineer has certified that the lift/escalator is in safe working order.
Form LE 16 (g)	A registered lift/escalator engineer has certified that the safety hazard associated with the lift/escalator has been eliminated.

Ground(s) for Issuing Cessation Order	Condition for considering cancellation of Cessation Order
Form LE 17 (a)	A registered lift/escalator contractor has undertaken to deploy qualified person(s) to carry out or supervise the lift/escalator works.
Form LE 17 (b)	A registered lift/escalator contractor has undertaken to take adequate remedial measures to eliminate the risk of injury to any person or damage to any property in respect of the carrying out of the lift/escalator works.
Form LE 17 (c)	A registered lift/escalator contractor has undertaken to implement measures in respect of the lift/escalator works so far as to ensure that safety problem no longer exists while the works are being carried out.

表格 LE18 申請及繳款方法

1. 申請取消禁止令/停止令的費用為港幣300元。。
2. 申請人可採用以下任何一種方法遞交申請表格:
 - i) 申請人可親自到香港九龍啟成街 3 號機電工程署總部地下「客戶服務部」遞交填妥的申請表格及繳款，申請人會即時獲發編號收據。如申請獲批，取消禁止令/停止令的通知書將以申請人在本表格第 1 部提供的地址寄給申請人。

辦公時間為：
星期一至五 上午 9 時正至下午 5 時 15 分
星期六、日及公眾假期 休息
 - ii) 申請人亦可以郵寄方式將填妥的申請表格和繳費支票寄到香港九龍啟成街 3 號機電工程署署長收。如申請獲批，取消禁止令/停止令的通知書及編號收據將以申請人在本表格第 1 部提供的地址寄給申請人。
注意：請勿郵寄現金。
3. 凡支票、匯票及本票均須註明支付「香港特別行政區政府」並加劃線，切勿寫明支付個別職員。期票將不予接納。

APPLICATION AND PAYMENT INSTRUCTIONS TO FORM LE18

1. The application fee for cancellation of a Prohibition Order/Cessation Order is HK\$300.
2. The Applicant can submit the application form through any one of the following methods:
 - i) The Applicant can submit the duly completed application form and pay the prescribed fee IN PERSON at the Customer Services Office of the Electrical and Mechanical Services Department, Ground Floor, 3 Kai Shing Street, Kowloon, Hong Kong. A serially numbered receipt will be issued immediately. If the application is approved, the notification for cancellation of the Prohibition Order/Cessation Order will be sent to the Applicant through the correspondence address provided in Part 1 of this Form.

Office Hours:
Monday to Friday 9:00 a.m. to 5:15 p.m.
Saturday, Sunday and Public Holidays closed
 - ii) The Applicant can address the duly completed application form and prescribed fee in the form of a cheque BY POST to the Director of the Electrical and Mechanical Services Department at 3 Kai Shing Street, Kowloon, Hong Kong. If the application is approved, the notification for cancellation of the Prohibition Order/Cessation Order and a serially numbered receipt will be sent to the Applicant through the correspondence address provided in Part 1 of this Form.
Note: CASH SHOULD NOT BE SENT THROUGH THE POST.
3. Cheques, Drafts and Cashier Orders should be made payable to 'The Government of the Hong Kong Special Administrative Region' and crossed. They **must not** be made payable to any individual officer. Post-dated cheques will not be accepted.

附件 1	證明書	(此部分須由註冊升降機/自動梯工程師填寫及簽署)
Annex 1	Certificate	(This part must be completed and signed by a registered lift/escalator engineer)

*升降機/自動梯地點編號:

*Lift/Escalator Location ID.:

										-				
--	--	--	--	--	--	--	--	--	--	---	--	--	--	--

裝置於 _____ 之第 _____ 號 *升降機/自動梯

*Lift/Escalator No. _____ installed at _____

本人 _____, 為註冊*升降機/自動梯工程師(編號 RLE/REE _____), 茲證明

*(甲) 本人已於 _____ 年 _____ 月 _____ 日完成對上述*升降機/自動梯及其所有相聯設備或機械的徹底檢驗, 並證明上述*升降機/自動梯及其所有相聯設備或機械處於安全操作狀態。夾附*升降機/自動梯檢驗報告一份。

*(乙) 新的安全措施足以防止上述升降機被用作載人或超載。夾附詳細報告一份。

*(丙) 新的補救措施足以消除因使用或操作上述*升降機/自動梯而導致任何人受傷或任何財產受損的風險。夾附詳細報告一份。

*(丁) 上述*升降機/自動梯的安全隱患已被消除。夾附詳細報告一份。

I, _____, registered *lift/escalator engineer (No. RLE/REE _____),

*(a) on the _____ day of _____, _____, have completed the thorough examination of the above *lift/escalator and all its associated equipment or machinery and certify that the above *lift/escalator and all its associated equipment or machinery were in safe working order. Examination Report for the *lift/escalator is attached.

*(b) certify that the safety measures implemented can effectively prevent the lift from carrying any person or being overloaded. Detailed report is attached.

*(c) certify that the remedial measures implemented can effectively eliminate the risk of injury to any person or damage to any property that may arise from the use or operation of the above *lift/escalator. Detailed report is attached.

*(d) certify that the safety hazard associated with the *lift/escalator has been eliminated. Detailed report is attached.

本人現作出聲明, 本人*受聘/並非受聘於承辦上述*升降機/自動梯保養工程的註冊*升降機/自動梯承辦商。

I declare hereby that I *am/am not employed by the registered *lift/escalator contractor undertaking the maintenance works of the above-mentioned *lift/escalator.

註冊*升降機/自動梯工程師簽署
Signature of Registered *Lift/Escalator Engineer

簽發日期
Date of Issue

附件 2 Annex 2	證明書 Certificate	(此部分須由註冊升降機/自動梯承辦商填寫及簽署) (This part must be completed and signed by a registered lift/escalator contractor)
------------------------	---------------------------	--

*升降機/自動梯地點編號:

*Lift/Escalator Location ID.:

								-			
--	--	--	--	--	--	--	--	---	--	--	--

裝置於 _____ 之第 _____ 號 *升降機/自動梯

*Lift/Escalator No. _____ installed at _____

本註冊*升降機/自動梯承辦商 _____

(編號*RLC/REC _____),

- *(甲) 同意承辦上述*升降機/自動梯的定期保養工程。
- *(乙) 承諾就上述*升降機/自動梯委派合資格人士進行或監督有關的*升降機/自動梯工程。
- *(丙) 承諾就上述*升降機/自動梯採取足夠的補救措施以消除因進行有關的*升降機/自動梯工程而導致任何人受傷或任何財產受損的風險。夾附詳細報告一份。
- *(丁) 承諾就上述*升降機/自動梯採取措施，以確保在有關的*升降機/自動梯工程進行期間，不再有任何安全問題。夾附詳細報告一份。

We, *registered lift/escalator contractor _____

(No. *RLC/REC _____)

- *(a) agree to undertake the periodic maintenance works in respect of the above *lift/escalator.
- *(b) undertake to deploy qualified person(s) to carry out or supervise the *lift/escalator works in respect of the above *lift/escalator.
- *(c) undertake to implement adequate remedial measures to eliminate the risk of injury to any person or damage to any property due to the carrying out of the *lift/escalator works in respect of the above *lift/escalator. Detailed report is attached.
- *(d) undertake to implement measures in respect of the above *lift/escalator so far as to ensure that safety problem no longer exists while the *lift/escalator works in respect of the above *lift/escalator are being carried out. Detailed report is attached.

註冊*升降機/自動梯承辦商簽署
Signature of Registered *Lift/Escalator Contractor

簽發日期
Date of Issue