

THE LIFTS AND ESCALATORS ORDINANCE (CHAPTER 618)

Full Investigation Report for Lift / Escalator Incident

Note: Pursuant to section 40 and section 70 of the Lifts and Escalators Ordinance, Cap. 618, a contractor must submit a full report **within 7 days** after the date on which the contractor is notified of the incident, or within 3 days and 14 days (or a longer period the Director may approve) after the notification submit a preliminary report and full report respectively to –

The Director of Electrical and Mechanical Services

(by fax: 2504 5970 or by e-mail: lesd@emsd.gov.hk)

(*Please delete where appropriate Tick where appropriate)

Contractor Report Ref.: _____

(1) Details of Incident		
Notification of the Incident		
Date of Receipt:	Time of Receipt:	
Date of Incident:	Time of Incident:	
Location of Incident:		
Lift / Escalator No.:	Lift / Escalator Location ID:	
Building Type/Owner: * Residential / Commercial / Industrial / Hotel / MTRC Station/ Institution / Public Facility / The Link / Government / Housing Authority / Central People's Government / Consulate / Others, please specify:		
(2) Particulars of Lift / Escalator Installation		
<input type="checkbox"/> Lift	Application: * Passenger Lift / Freight Lift / Platform Lift / Service Lift / Vehicle Lift / Stairlift / Others, please specify:	
	Type of Lift: * Geared Traction Lift / Gearless Traction Lift / Machine-room-less Lift / Hydraulic Lift / Others, please specify:	
	Type of Drive: * AC 2-speed / AC Variable Voltage / AC Variable Voltage Variable Frequency / DC Variable Voltage / Others, please specify:	
	Control: * Relay / Simplex / Down-collective / Micro-processor / Triplex / Full-collective / Others, please specify:	
	Door Type: * Swing Door / Swing Door, Horizontal Side Opening / Horizontal Centre Opening / Horizontal Side Opening / Vertical Bi-parting / Vertical Sliding Door / Folding Gate / Meshed Door / Others, please specify:	
	Brand of Lift:	Model of Lift:
	Rated Speed (m/s):	Rated Capacity (kg):
Floors served:	No. of Stops:	
<input type="checkbox"/> Escalator	Type of Escalator: * Escalator / Conveyor / Others, please specify:	
	Brand of Escalator:	Model of Escalator:
	Rated Speed (m/s):	Angle of Inclination to the horizontal (degree):
	Rise (m):	Step Width (m):

(3) Apparent Cause(s) and Other Possible Cause(s) of Incident (Please use additional sheets if necessary)

(4) Details of Casualty (Please use additional sheets if necessary)

No. of Person(s) involved in the Incident:		No. of Deaths:	
No. of Person(s) admitted to Hospital:		No. of Injuries:	
Name [Age]:			
Gender:			
Contact Telephone No.:			
Citizenship:			
Occupation (If known):			

(5) Brief Description of Incident and Damage Incurred, if any (Please use additional sheets if necessary)

(6) Details of Lift Works Carried Out at the Time of Incident (Please use additional sheets if necessary)

(7) Preliminary Work Plan to Alleviate any Similar Incident (Please use additional sheets if necessary)

(8) Methodology of Analysis Adopted for Studying the Cause(s) of Incident, and the Findings
(Please use additional sheets if necessary)

(9) Detailed Description and Explanation of the Cause(s) of Incident
(Please use additional sheets if necessary)

(10) Recommendations of Corrective Measures and their Implementation Programme, if any
(Please use additional sheets if necessary)

Reported by

Name: _____ RLE / REE* No.: _____
Telephone: _____
Date: _____

(Signature of RE)

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申請服務，包括 ...
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網上牌照 申請服務

Online service for
license application



掃描 QR Code 了解詳情
Scan QR code for details

註冊電業工程人員
Registered electrical worker

准用證 (升降機) / (自動梯)
Use permit (lift / escalator)

註冊氣體裝置技工
Registered gas installer

強制性能源效益標籤計劃
Mandatory Energy Efficiency
Labelling Scheme

申請參與建築物能源效益註冊計劃
Energy Efficiency Registration
Scheme for Buildings

淡水冷卻塔計劃
Fresh Water Cooling Towers Scheme



機電工程署
EMSD



重要通知

任何人士試圖向任何政府人員提供利益 (根據《防止賄賂條例》(第 201 章) 定義), 以影響本申請的結果, 即構成《防止賄賂條例》所訂的罪行, 並導致有關申請無效, 而機電工程署會向廉政公署舉報個案。如任何政府人員或其代理人就本申請向你索取利益, 你應向廉政公署舉報 (電話號碼: 2526 6366)。

Important Notice

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance ("POBO") (Cap. 201)) to any government officer with a view to influencing the outcome of this application constitutes an offence under the POBO and renders the application invalid. The case will be reported to the Independent Commission Against Corruption. You should report to the ICAC (Telephone No.: 2526 6366) if any government officer or their agent solicits an advantage from you in relation to this application.