

Minutes of the 7th Meeting of the Lift and Escalator Safety Advisory Committee (LESAC)

Date: 22 January 2016 (Friday)
Time: 2:30 p.m.
Venue: Room 7102, EMSD Headquarters, 3 Kai Shing Street,
Kowloon Bay

Present:	Dr POON Lok-to, Otto	Chairman
	Mr CHUNG Fuk-wai, Simon	Member
	Mr KUOK Hoi-sang	Member
	Mr LI Kwan-chi, Simon	Member
	Mr POON Tai-fai	Member
	Mr TSE King-wa	Member
	Ms YUEN Hou-yee	Member
	Mr WONG Kai-hon, Charles	Member
	Mr WONG Ying-kit	Member
	Mr LEE Man-kwong, Jonathan	Member
	Mr CHENG Kai-leung, Kevin	Member
	Mr CHOW Siu-fai	Member
	Mr SIT Wing-hang, Alfred, JP	Member
	Ms CHOI Wing-yee, Cornelia	Member
In attendance:	Mr LEE Man-ho	Mr LEE Man-kwong, Jonathan's accompanying representative
	Mr CHAU Kwok-leung, Wilson	Development Bureau
	Mr PANG Yiu-hung, Eric	EMSD
	Mr CHEUNG Kim-ching	EMSD
	Mr SHUM Ngai-on, William	EMSD
	Mr LEE Hok-yin, Arthur	EMSD
	Mr WONG Yin-kit, Jerry	EMSD
	Mr CHUI Ka-chun, Wallace	EMSD
	Mr Graham LUI	EMSD
Absent with	Ms CHENG Lai-chun	Member

apologies:	Mr LEUNG Man-kwong	Member
	Mr CHUI Chun-king, Simon	Member
	Ms KI Lai-mei	Member

Action

1. Welcoming Members of the Lift and Escalator Safety Advisory Committee

- 1.1 The Chairman welcomed members to the 7th meeting of the Lift and Escalator Safety Advisory Committee (the Advisory Committee). The Chairman hoped that, through the active participation of members and their sharing of know-how and experience, the Advisory Committee could make useful recommendations on lift and escalator safety and give valuable advice on the long-term development of the trade.

2. Committee Members, Terms of Reference and Operation Arrangements of the Advisory Committee (Agenda Item 1)

- 2.1 EMSD introduced members who were appointed from different sectors. The second term of the Advisory Committee comprised a total of 17 members who represented the lift and escalator trade, professional bodies, training institutions, the property and facility management sector, responsible persons for lifts and escalators, government departments, consumers, and the general public, etc.
- 2.2 EMSD explained the terms of reference of the Advisory Committee and briefly introduced its main operation arrangements. The Advisory Committee comprised a Chairman, two official members and 15 non-official members. The members were to attend the meetings in their personal capacity, and the required quorum was eight non-official members. The Chairman was empowered to set the procedure and rules of the meeting. In addition, working groups might be set up by the Advisory Committee and conveners appointed for the working groups. The quorum for the working group meetings was three non-official members.
- 2.3 Besides, EMSD illustrated the arrangements for information disclosure based on the operation of the Advisory Committee in the last term:
- (i) The terms of reference, membership list, agenda and discussion items, and minutes of meeting of the Advisory Committee would be published on EMSD's website.
 - (ii) Views expressed by members would be recorded anonymously.
 - (iii) Except for names and represented trades, other personal information of the members would not be disclosed.
 - (iv) Closed-door meetings would be held to allow free expression of opinions on sensitive issues.

The Advisory Committee agreed to continue with the above arrangements.

3. Confirmation of Minutes of the Last Meeting (Agenda Item 2)

- 3.1 Members did not raise any amendment to the minutes of the 6th meeting. The Chairman declared the minutes of the 6th meeting officially confirmed.

4. Regulatory Control over Lift and Escalator Safety (Agenda Item 3)

- 4.1 EMSD briefed members on the background of the Lifts and Escalators Ordinance (LEO) as well as a series of measures introduced by LEO to enhance regulatory control, including strengthening the registration regime of lift and escalator contractors, engineers and workers; increasing the maximum penalty for offences; extending the scope of application to responsible persons who had the management or control of lifts and escalators; as well as other regulatory measures, such as conferring power on DEMS to issue improvement orders, and introducing a new use permit.

EMSD also briefly introduced the regulatory strategies for lifts and escalators – making education a priority; adopting an inspection-based approach with prosecutions as a supplement; risk management; communication with different sectors; and ensuring lift and escalator safety through the following five aspects:

- Providing triple protection for the safety of lifts/escalators: regular maintenance carried out by registered workers together with registered contractors; regular examinations conducted by registered engineers; and random inspections conducted by EMSD according to a risk-based approach.
- All lifts/escalators must obtain the relevant type approval given by EMSD before installation.
- Lifts/escalators must be regularly maintained and examined by qualified persons after installation.
- Strengthening communication and providing support for responsible persons, including producing the Guidebook for Responsible Persons for Lifts/Escalators, organising briefings for responsible persons, carrying out ambassador visits, providing the public with the Guidelines for Modernising Existing Lifts, setting up the Responsible Persons' Corner on EMSD's website, implementing the Contractors' Performance Rating System, and publishing the survey results of lift maintenance price figures.
- Understanding and accommodating the needs of the trade, including conducting trade surveys, arranging suitable training and courses, as well as conducting regular technical sharing sessions with the trade and raising the occupational safety and health standard in the industry.

5. Matters on Declaration of Interests (Agenda Item 4)

- 5.1 EMSD explained to members the reasons and mechanism for declaration of interests, and proposed to put in place the one-tier reporting system. If a member became aware of a potential conflict of interests over a matter to be discussed, he/she should, as soon as practicable, make disclosure of his/her interests involved to the Chairman. The Chairman should decide whether the member might speak or vote on the matter, remain in attendance as an observer, or should temporarily withdraw from the meeting. If the Chairman had a conflict of interests over a matter to be discussed, the chairmanship might be temporarily taken over by another member. As members usually came from different sectors, they were not required to declare their interests if a matter to be discussed only involved the overall interests of the sector. If a conflict of interests had been declared by a member, the Secretary could cease to distribute the relevant documents to him/her. If the member had already received a document for discussion, he/she must immediately inform the Secretary and return the document. All cases related to declaration of interests must be recorded in the minutes.

The Advisory Committee agreed with the proposed declaration mechanism. All attendees remarked that they did not have any potential conflict of interests over the matters to be discussed at this meeting.

- 5.2 The Chairman declared that he was the chairman of an electrical and mechanical engineering group of companies, and a lift company limited under the group was a registered lift and escalator contractor. As he was not involved in the day-to-day operation of the company, there should not be any role conflict with his capacity as Chairman of the Advisory Committee. Other members including Mr KUOK Hoi-sang, Mr POON Tai-fai and Mr LI Kwan-chi, Simon also declared that they worked for registered lift and escalator contractors, and pledged to make immediate disclosure to the Chairman if they noticed any potential conflict of interests over matters to be discussed in the meeting.

6. Formation of Working Groups (Agenda Item 5)

- 6.1 The Advisory Committee agreed to form two working groups to enable more in-depth discussion among members on matters of concern in relation to the lift and escalator trade and responsible persons respectively:

- (1) Working Group on Matters Relating to the Trade; and
- (2) Working Group on Matters Relating to Responsible Persons.

The Advisory Committee agreed that Mr CHUNG Fuk-wai should be the convener for the Working Group on Matters Relating to the Trade, whereas Mr LEE Man-kwong, Jonathan should be the convener for the Working Group on Matters Relating to Responsible Persons. Members could choose to join either working group.

7. Report on Matters Relating to Responsible Persons (Agenda Item 6)

7.1 On enhancing lift and escalator safety in the long run, EMSD had staged the following series of publicity and promotional activities during the past two years:

- (i) A total of 68 talks had been organised for all the responsible persons for lifts/escalators in Hong Kong between 2013 and 2015;
- (ii) Talks for responsible persons in Hong Kong, Kowloon and the New Territories and meetings with major responsible persons for lifts and escalators (such as MTRC and Link) on how to enhance lift and escalator safety had been completed in stages in 2014 and 2015;
- (iii) Promotional videos had been produced to clarify the public misconception about lift plunge and educate the public on various escalator safety devices;
- (iv) Information on lift and escalator safety had been introduced in television and radio programmes;
- (v) The *Lift and Escalator Newsletter*, with its inaugural issue launched in December 2015, had been published to offer an alternative channel for enhancing communication and information exchanges between EMSD and the trade, responsible persons, as well as the public. It was expected to be issued at least once every 12 months.

EMSD 7.2 In addition to publicity and promotional activities, EMSD had released the maintenance price figures for lifts at private residential and commercial premises. Results of the relevant surveys had also been presented to members of the Advisory Committee last November and the updated information had been uploaded to the Responsible Persons' Corner on EMSD's website on 30 November 2015. Maintenance price figures for lifts at private residential and commercial premises were updated on a half-yearly basis. The next update would be available this May.

EMSD 7.3 Besides, EMSD had adopted the recommendation of the Advisory Committee to launch the Quality Lift Service Recognition Scheme for the first time to encourage the responsible persons for lifts to enhance the level of safety of their lifts through modernisation so as to make the operation of the lifts more effective, reliable and comfortable, and to strengthen the capabilities of responsible persons for lifts of private buildings (including property management companies) in managing their lifts to meet the users' demand for quality lift service. Certificates would be presented to the responsible persons for lifts who had met the criteria of the scheme as a token of encouragement and recognition. The assessment criteria included the extent of implementation of the seven safety enhancement solutions for aged lifts, the standard of lift management of the responsible persons and the suspension time of operation due to lift failure. EMSD also gave a brief account on the latest development of the scheme as follows:

- An Assessment Panel had been set up in September 2015 to work out details of the scheme;
- Applications had been invited between October and December 2015. A total of 94 applications involving 1 230 lifts, 254 buildings and 39 property

management companies/owners' corporations had been received;

- Assessment of applications by the Assessment Panel was underway and the results would be announced in April; and
- The award presentation ceremony, which had been included as part of the "Appreciate Hong Kong" Campaign, was scheduled to be held in April.

8. Report on Matters Relating to the Trade (Agenda Item 7)

- EMSD 8.1 EMSD reported on the work progress on matters relating to the trade:
- (i) The first Lift and Escalator Trade Survey had been completed in 2014. EMSD would conduct a similar trade survey again in 2016, and the preparatory work had commenced. The survey would cover issues such as the remuneration package of trade members and difficulties encountered by the trade.
 - (ii) The Vocational Training Council (VTC) was now planning an evening certificate course on lifts and escalators for application by persons who had joined the trade for some time but had no certificate. The course was expected to commence in May 2016.
 - (iii) EMSD planned to organise the third talk on innovative technologies in lifts and escalators in mid-2016, covering an introduction to the lift remote monitoring system.
 - (iv) EMSD had proposed to the Buildings Department that amendments to the Code of Practice for Building Works for Lifts and Escalators be made so as to enlarge the area of the ventilation openings of lift shafts. Besides, EMSD was now amending the Code of Practice on the Design and Construction of Lifts and Escalators to add maximum temperature and minimum air change requirements for lift machine rooms.

9. Review on Performance Monitoring (PM) Points Scheme for Contractors (Agenda Item 8)

- EMSD 9.1 EMSD had completed the revised draft of the PM Points Scheme for Registered Lift and Escalator Contractors/Engineers and consulted the trade. The final revised version had been released in December 2015. Major revisions included:
- Clearer explanation of the PM point item in respect of suspension ropes under Category A (recording 15 points);
 - Addition of the PM point item in respect of "unintended lift movement" under Category A (recording 15 points);
 - Addition of the PM point item in respect of "inoperative braking system of an ascending lift" under Category A (recording 15 points);
 - Clearer explanation of the PM point rules about "failing to update the log book" under Category E (recording two points);

- Addition of the PM point item in respect of “late submission of form” under Category E (recording two points); and
- Enhancement of the PM point rules for Category X (recording 20 points).

The Advisory Committee confirmed support to the revisions. The revised PM Points Scheme for Contractors would be effective from 1 February 2016.

10. Latest Update on Registered Engineers and Registered Workers (Agenda Item 9)

- 10.1 EMSD reported that as at December 2015, a total of 5 311 persons had successfully qualified as registered lift/escalator workers, and a total of 332 persons as registered lift/escalator engineers. EMSD added that the rise in numbers of registered lift/escalator workers and engineers over the past year was commensurate with the increase in numbers of newly installed lifts and escalators. In addition, EMSD also reported that a total of 225 apprentices had been admitted to VTC in 2015, representing a significant increase over previous years.

11. Statistics on Reportable Incidents (Agenda Item 10)

- EMSD 11.1 EMSD reported on the statistics on reportable lift and escalator incidents from 2011 to 2015. There was a slight drop in the total number of reportable incidents in 2015 compared to that in 2014. The cause for most of the incidents was improper use by passengers. EMSD would continue to carry out detailed analysis of the causes of the incidents and strengthen its targeted promotion and publicity efforts.

12. Any Other Business (Agenda Item 11)

- 12.1 In response to a question raised by a member, EMSD indicated that although under international conventions, the lifts/escalators at foreign consulates were not subjected to LEO, all lifts/escalators currently installed at foreign consulates in Hong Kong were maintained and inspected yearly in accordance with the requirements of LEO.

13. Date of Next Meeting

- 13.1 The next meeting was scheduled for July 2016. Members would be informed of the exact meeting date in due course.
- 13.2 The meeting ended at 4:30 p.m.