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EMSD/LESD 7-2/4A Pt II

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3 April 2023

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

Dear Sir/Madam,

Circular No. 3/2023 - Adoption of Digital Log-books for New Lifts/Escalators

The Digital Log-books ("DLBs") for Lifts and Escalators has received widespread acclaim from the lift/escalator trade, property management sector, and responsible persons ("RPs") since its roll-out in November 2022 and there has been a healthy uptake of its adoption. Currently, more than 10 000 lifts/escalators have adopted DLBs.

To expedite the transition from existing paper-bound log-books to DLBs, registered lift/escalator contractors ("RCs") are requested to adopt the DLBs for all new lifts/escalators commencing installation on or after 1 August 2023 for recording information and particulars of lift/escalator works, incidents, fault attendance, etc., as required under the Lifts and Escalators (General) Regulation and the Code of Practice for Lift Works and Escalator Works. RCs can by all means adopt DLBs for new lifts/escalators earlier so as to save for the need to create the paper-bound records and switch over to the DLBs later on. Guidance to RCs on adoption of the DLBs during the lift/escalator installation stage is furnished in the Annex of this circular. RCs are reminded to make the necessary preparations and to provide adequate instructions and training to their engineers and workers who would input information of lift/escalator works into the DLBs.

Latest updates and guidance on the functions of DLBs can be observed from the following website:

https://www.emsd.gov.hk/en/lifts_and_escalators_safety/digital_log_books_system/index.html



With your support to the adoption of the DLBs for lifts/escalators, we shall soon usher in a new era of tripartite cooperation among RPs, the trade and the EMSD for uplifting lift/escalator management and safety

If you have any question on the subject matter, please contact us by calling the digital log-books hotline at 3741 8880 (for IT support issue) or 9761 6685 (for operational issue) from 9 am to 6 pm, Monday to Friday (public holidays not included).

Yours faithfully,



(LAU Lik-kee)

for Director of Electrical and Mechanical Services

c.c. Director of Housing
Director of Buildings
Director of Architectural Services
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

Guidance to RCs on Adoption of Digital Log-books Commencing from Installation Stage of Lifts/Escalators

Acquiring a new log-book

[Refer to Section 8 - Add New Log-book (新增日誌) of "User Manual for RCs" for details.]

1. RCs should first login to the Platform and select "Add New Log-book (新增日誌)". RCs should then input particulars of the new lift/escalator installation and press submit. The digital log-book for the new lift/escalator installation would then be created, together with a temporary Location ID automatically assigned for the new lift/escalator installation.

Authorizing trade practitioners to access the new log-book

2. RCs can assign engineers and workers employed by the RC to input information of works into the digital log-book created. RCs can also authorize sub-contractors to input information of works into the digital log-book.
 - a. *[Refer to Section 7 - Sub-contractor Access Right (管理分包商存取權) of "User Manual for RCs" for details.]* If the sub-contractor is an RC, the main RC should select "Sub-contractor Access Right (管理分包商存取權)" and grant access right of the digital log-book to the sub-contractor.
 - b. *[Refer to Section 11 - "Work Authorization (授權工作)" of "User Manual for RCs" for details.]* If the sub-contractor is not an RC, the RC should select "Work Authorization (授權工作)" to authorize workers of the sub-contractor to input works information into the digital log-book.

Submission of Form LE5

[Refer to Section 8 - "Add New Log-book (新增日誌)" of "User Manual for RCs" for details.]

3. In submitting Form LE5 (Application for a Use Permit for Putting a Lift or an Escalator into Use and Operation) to EMSD, RCs should enter the temporary Location ID of the new lift/escalator installation into Form LE5. When use permit for the new lift/escalator installation is issued, the Location ID on the use permit would replace the temporary Location ID.

Remarks

The "User Manual for RCs" can be download from the following link:

https://www.emsd.gov.hk/filemanager/tc/content_1180/EMSD-DLB_RC_Web_User_Manual.pdf

