

Our reference 本署檔號 :

EMSD/LESD 7-2/4A Pt. II

Your reference 來函檔號 :

Telephone 電話號碼: 2808 3861

Facsimile 圖文傳真: 2504 5970

2 November 2023

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

Dear Sir/Madam,

Circular No. 5/2023 – Adoption of Digital Log-books for Lifts/Escalators following Major Alteration and Change in Maintenance Responsibility

There has been a healthy uptake of the Digital Log-books (“DLBs”) since its roll-out in November 2022.

To expedite the migration to DLBs for better work planning and management of lifts/escalators for all parties covering the responsible persons for the installations, the trade, and EMSD, registered lift/escalator contractors (“RCs”) are required with effect from 1 December 2023 to adopt DLBs for all lifts/escalators which have not yet subscribed to DLBs by the time (i) upon completion of major alteration, or (ii) within one month from change in maintenance responsibility (taken over for maintenance by RCs). Therefore, commencing from 1 December 2023, relevant lifts/escalators should have adopted DLBs at the latest when the Application for a Resumption Permit for Resuming the Use and Operation of a Lift or an Escalator After Major Alteration (LE7) is submitted, or within a month from the date of commencement of maintenance stated in the relevant Notification of Commencement of Works Involving ~~Installation / Maintenance / Major Alteration / Demolition~~ of Lift(s) or Escalator(s) (LE3).

Following activation of the DLBs, RCs are obliged to enter information and particulars of works related to the lift/escalator into the DLBs as required under the Lifts and Escalators (General) Regulation and the Code of Practice for Lift Works and Escalator Works. RCs are reminded to make the necessary preparations and to provide adequate instructions and training to their engineers and workers for inputting information of lift/escalator works into the DLBs.

With your support to the wider adoption of the DLBs, we would make significant progress towards achieving the target of territory-wide adoption of the DLBs for uplifting lift/escalator management and safety for all.

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