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March 19, 2004

All Registered Lift/Escalator Contractors

Dear Sirs,

## **Circular No. 3/2004 Guidelines on Operation and Maintenance Manuals for Lift/Escalator Installations**

It is very common that the supply of engineering systems would be accompanied with operation and maintenance (O&M) manuals to enable system owners to use the system properly and make arrangement for the maintenance required. Apparently the availability of comprehensive maintenance instructions is crucial for the formulation of maintenance plan and provision of quality services. Maintenance personnel can access immediately to essential maintenance information at site with the O&M manual. Moreover, modifications and replacements of system components can be recorded properly and have their history traceable, and documents such as statutory forms, test and examination reports, and certificates can be kept systematically.

*BS EN 13015:2001 Maintenance for lifts and escalators – Rules for maintenance instructions* has provided specific requirements on the maintenance instructions for lifts and escalators. In the Standard the requirements relating to the obligations of owners, manufacturers, installers and maintenance personnel in respect of lift/escalator installations are also stipulated.

To provide a clearer idea of the uses of the O&M manual to lift/escalator owners and to facilitate the trade in the preparation of such a comprehensive document, in following the requirements given in the aforementioned Standard, this department has prepared the attached Guidelines. The Guidelines aim at outlining the basic functions of an O&M manual, how it is to be drafted and the procedure relating to the keeping of the O&M manuals for lift/escalator installations.

It should be noted that satisfying the requirements of the O&M manuals shall be not in derogation of any of the duties of the registered lift/escalator contractors in keeping lifts/escalators in good working order.

In the supply and installation of new lifts/escalators, and carrying out of major alteration and modification for existing lift/escalator systems, registered lift/escalator contractors are highly recommended to furnish their lift/escalator works with an O&M manual in accordance with the Guidelines attached.

Yours faithfully,



(Gregory CHUI Mow-wah)  
for Director of Electrical & Mechanical Services

Encl.

c.c. The Director of Housing  
The Director of Architectural Services  
The Lift and Escalator Contractors Association  
The Registered Elevator & Escalator Contractors Association Ltd.,  
The International Association of Elevator Engineers  
The Hong Kong General Union of Lift and Escalator Employees