

Our reference 本署檔號：
(24) in GL/BT/PUB/02

Your reference 來函檔號：

Telephone 電話號碼：(852) 2135 8161

Facsimile 圖文傳真：(852) 2577 4901

9 February 2004

All Owners of the Builders' Lift / Tower Working Platform

Dear Sir/Madam,

Circular No. 3/2004

Notification of Incidents Involving Builders' Lifts and Tower Working Platforms

As stipulated in section 26(c) of the Builders' Lifts and Tower Working Platforms (Safety) Ordinance, an owner shall *immediately* notify in writing the Director of Electrical & Mechanical Services (this office) and the registered contractor whose services have been retained under section 13 where :-

- (i) any accident occurs, whether or not there is personal injury or property damage associated with it or
- (ii) there is a failure of any of the following:-
 - (a) the driving machine brake;
 - (b) the overspeed governor;
 - (c) the safety gear;
 - (d) the overload sensing device;
 - (e) the suspension system including the rack and pinion suspension system or rope suspension system

To further enhance the communication between us, you are required to notify us of incident *immediately* in verbal prior to in writing. Your co-operation to strictly conform such requirements would definitely enable us to provide more effective response in handling the incident.

I therefore enclose herewith a list of "EMSD Contact Numbers for Incidents Involving Builders' Lifts and Tower Working Platforms" for your easy reference and necessary action as and when required.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Vincent Chow". The signature is written in a cursive, flowing style.

(Vincent H.K. CHOW)

for Director of Electrical and Mechanical Services

EMSD Contact Numbers for Incidents Involving Builders' Lifts and Tower Working Platforms

機電工程署就建築工地升降機及塔式工作平台事故之聯絡電話

During Office Hours (Monday to Friday : 08:30 am – 05:00 pm; Saturday : 08:30 am – 12:30 pm)

辦公時間內 (星期一至五，早上八時三十分至下午五時正；星期六，早上八時三十分至中午十二時三十分)

	Office Telephone No. (辦公電話號碼)	Mobile Telephone No. (流動電話號碼)	Priority (優先次序)
General Registry (總務室)	2808 3867 or 2135 8174	9104 9266	1
Mechanical Inspector / General Legislation (機械督察 / 一般法例)	2135 8169	6252 0333	2
Engineer / General Legislation (工程師 / 一般法例)	2135 8163	6252 0330	3
Senior Engineer / General Legislation 1 (高級工程師 / 一般法例 (一))	2135 8161	9104 9266	4

Outside Office Hours and Public Holiday (非辦公時間內及公眾假期)

	Office Telephone No. (辦公電話號碼)	Mobile Telephone No. (流動電話號碼)	Priority (優先次序)
Mechanical Inspector / General Legislation (機械督察 / 一般法例)	2135 8169	6252 0333	1
Engineer / General Legislation (工程師 / 一般法例)	2135 8163	6252 0330	2
Senior Engineer / General Legislation 1 (高級工程師 / 一般法例 (一))	2135 8161	9104 9266	3

Note : After phone contact with our staff, you may use the fax no. 2577 4901 to provide more details of the incident.

備註：聯絡本署職員後，如有需要，可使用傳真號碼 2577 4901 提供進一步有關事故的詳細資料。

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During Office Hours (Mondays to Thursdays : 08:30 am – 06:00 pm; Fridays : 08:30 am – 05:00 pm)

辦公時間內 (星期一至四 , 早上八時三十分至下午六時正 ; 星期五 , 早上八時三十分至下午五時正)

	Office Telephone No. (辦公電話號碼)	Mobile Telephone No. (流動電話號碼)	Priority (優先次序)
General Registry (總務室)	2808 3867	N/A (不適用)	1
Mechanical Inspector / General Legislation (機械督察 / 一般法例)	2808 3541	6252 0333	2
Engineer / General Legislation (工程師 / 一般法例)	2808 3548	6252 0336	3
Senior Engineer / General Legislation 2 (高級工程師 / 一般法例 (二))	2808 3529	9842 3748	4

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	Office Telephone No. (辦公電話號碼)	Mobile Telephone No. (流動電話號碼)	Priority (優先次序)
Mechanical Inspector / General Legislation (機械督察 / 一般法例)	2808 3541	6252 0333	1
Engineer / General Legislation (工程師 / 一般法例)	2808 3548	6252 0336	2
Senior Engineer / General Legislation 2 (高級工程師 / 一般法例 (二))	2808 3529	9842 3748	3

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