

Our reference 本署檔號：  
(85) in EMSD/LESD 7-2/4A Pt II

Telephone 電話號碼： 3911 0208

Your reference 來函檔號：

Facsimile 圖文傳真： 2504 5970

1 August 2024

To: All Registered Lift Contractors

Dear Sir/Madam,

**Circular No. 07/2024**  
**Wider Adoption of Digital Log-books for Aged Lifts that**  
**Required Special Maintenance**

---

There has been a healthy uptake of adoption of the Digital Log-books ("DLBs") since its roll-out in November 2022. To expedite the digital transformation and enable more people to benefit from the DLB in support of the Government's policy for digital transformation of government services, registered lift contractors ("RCs") are required with effect from 1 September 2024 to adopt DLBs for all aged lifts that required Special Maintenance ("SM") as stipulated in the Code of Practice for Lift Works and Escalator Works, which refers to aged lifts not equipped with unintended car movement protection device, ascending car overspeed protection device or double braking system, and to submit the SM records via the DLBs.

Upon launching the new requirement on 1 September 2024, this circular will supersede Circular Nos. 1/2019 and 8/2020 and shall be read in conjunction with Circular No. 14/2022.

RCs may refer to Appendix 1 regarding the procedure to submit the SM records via the DLBs, one of the new efficiency enhancement initiatives of the DLBs. Please note and follow the table below regarding the SM records submissions upon the implementation of the new enhancement.

Required information	Action by RCs and their workers	
	Actual SM works carried out before 1 Sep 2024	Actual SM works carried out on or after 1 Sep 2024
<i>Before carrying out SM-</i>		
(i) maintenance schedule (ii) details of contact person (iii) If brake disassembly would be carried out.	Submit the required information 7 days prior to carrying out of SM via the <i>e-Platform</i>	
<i>After completion of SM -</i>		
(i) SM records (ii) If brake disassembly was carried out.	Submit via the <i>e-Platform</i> within 1 month	SM records shall be input in DLB and EMSD would monitor records from DLB directly
(iii) Details maintenance records and measurement/ testing results of SM	Keep for at least 3 years. RCs may be requested to submit the detailed records for checking whenever necessary. Uploading the photos of SM works in DLB are highly recommended for RC's better monitoring and supervision.	

Your continual support to the wider adoption of the DLBs will help early realization of the efficiency enhancement measures and benefitting all involved in the management of lifts/escalators.

If you have any questions, please contact the following numbers from 9 am to 6 pm, Monday to Friday (public holidays not included) for assistance:

For IT support issues of DLBs (DLBs hotline) - 3741 8880  
For operational issues of DLBs - 9761 6685  
For Special Maintenance - 2808 3554

Yours faithfully,



(KWAN Kar Mun, Andy)  
for Director of Electrical and Mechanical Services

Encl.

c.c. The Lift and Escalator Contractors Association  
The Registered Elevator and Escalator Contractors Association Limited  
The International Association of Elevator Engineer (HK-China) Branch  
The Hong Kong Institution of Registered Engineers (Lift & Escalator)

## Procedure to Submit Special Maintenance Records via Digital Log-books

1 選擇「填寫工作日志」



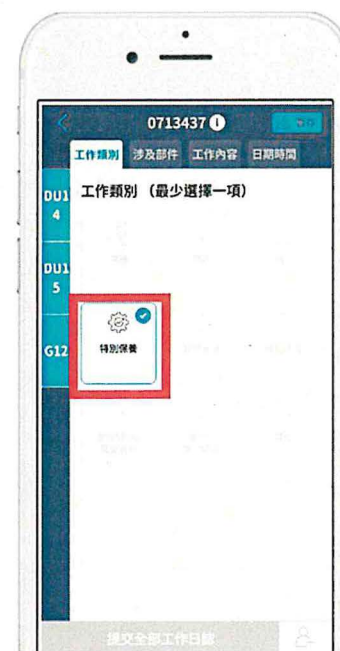
2 掃描准用證上的 QR Code  
(或按「搜尋」以填寫關鍵字)



3 選擇需要填寫的日志，按「下一步」，便可以進入工作日志內容

最多可選6部升降機

4 按「特別保養」



5 按進「涉及部件」分頁，點選是次工作涉及的部件，會以藍色標示



- 你可以按「📷」，按需要上載照片(每個部件項目最多5張)
- 可以按「🗑️」，刪除照片



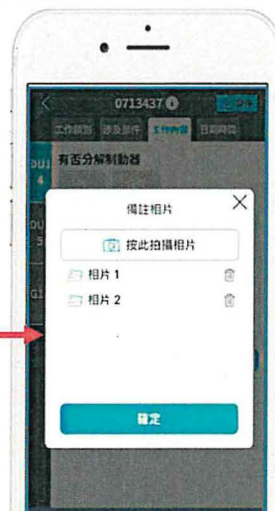
當選擇「層站門、機廂門」，緊記輸入樓層



6 按進「工作內容」分頁，揀選「有否分解制動器」，按需要填寫備註，亦可從「快速輸入鍵」之中選擇



- 你可以按「📷」，按需要上載照片(最多5張)
- 可以按「🗑️」，刪除照片



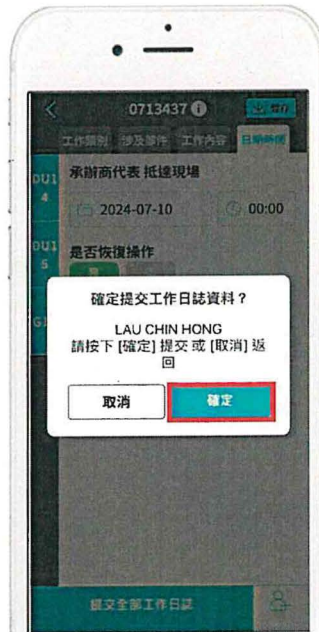
7 按進「日期時間」分頁，按指示揀選抵達日期時間，「是否恢復」及填寫適當的日期時間；



8 按下方「提交全部工作日志」



9 按「確定」



10 按確定後，工作記錄會自動上載到區塊鏈

