

Quality Lift Service Recognition Scheme

Lift Operation Record Form

Form B1

Points to note:

1. **The applicant must appoint a lift maintenance contractor / an independent professional assessor to complete this form to certify the records of lift operation. The form must be submitted together with the participation form (Form AF), otherwise the Electrical and Mechanical Services Department will not process the application.**
2. **If the application involves more than one registered lift contractor, all contractors are required to complete this form individually.**

Name of Building¹: Address:			
Note 1: Including residential buildings, industrial and commercial buildings, shopping malls, hotels, public facilities and buildings.			
Assessment Period: From _____ To _____ [24 months] (DD/MM/YYYY: Start Date) (DD/MM/YYYY: Date within One Month before Participation Form Submission)			
Calculation Item	(i) Average Duration of Service Suspension Due to Failure of Each Lift	(ii) Average Arrival Time for Failures Related to Passenger Entrapments	(iii) Average Arrival Time for Failures Unrelated to Passenger Entrapments
Calculation Method	Total Duration of Failures* ÷ 24 months ÷ Total No. of Lifts (*Failure Time = Time of Service Resumption – Time of Call Received)	Total Duration of Passenger Entrapments (Arrival Time – Time of Call Received) ÷ Total No. of Failures (*Only Entrapments will be counted)	Total Duration of Failures Unrelated to Passenger Entrapments (Arrival Time – Time of Call Received) ÷ Total No. of Failures (*Only Breakdowns will be counted)
Total Duration of Failures	hours	minutes	minutes
Total No. of Lifts			
Total No. of Failures			
Within the Assessment Period, the Longest Duration of: (i) Failure (ii, iii) Arrival Time			
Result			
	25 points for 0 - 20 hours 18 points for 21 - 40 hours 13 points for 41 - 60 hours 8 points for 61 - 80 hours 0 point for more than 80 hours	15 points for 0 - 30 min 10 points for 31 - 40 min 7 points for 41 - 50 min 4 points for 51 - 60 min 0 point for more than 60 min	10 points for 0 - 1 hour 7 points for 1 - 1.5 hours 5 points for 1.5 - 2 hours 3 points for 2 - 3 hours 0 point for more than 3 hours
Points Scored			

 Name of Registered Lift Contractor /
 Independent Professional Assessor

 Chop of Registered Lift Contractor and
 Signature of Its Authorised Person /
 Signature of Independent Professional Assessor

Contact Tel. No.: _____

Date : _____

Sample Illustration

FOR REFERENCE ONLY

Remarks:

Note 1: The duration of lift service suspension due to failure includes any duration of lift service suspension due to equipment failure and emergency maintenance (excluding the duration of service suspension due to routine maintenance, annual examination, scheduled maintenance, and major alteration).

Note 2: Even if there is no record of failure, the records of lift operation over the past two years should be maintained for verification.

Note 3: Failure to maintain the records of lift operation will result in deduction of all points scored.

Summary of the Records in the Log Book					
Lift No.	Date and Time of Service Suspension / Passenger Entrapment (Call Received)	Cause of Failure (Note 1)	Arrival Time	Date and Time of Service Resumption / Release of Trapped Passengers	Passenger Entrapments Due to Failure / Service Suspension Due to Failure / Service Suspension Unrelated to Failure
Lift A	29/4, 11:53	9/F control button reported no lights. The lift is normal when workers arrived.	29/4, 12:23	29/4, 12:54	Service suspension unrelated to failure
Lift B	1/10, 07:13	Abnormal sound when door is closing	1/10, 07:40	1/10, 08:10	Service suspension unrelated to failure
Lift C	3/10, 08:47	Driving wire rope broken for safety edge	3/10, 09:25	3/10, 10:50	Service suspension due to failure
Lift D	4/10, 18:14	The lift stopped suddenly	4/10, 19:00	6/10, 21:10	Service suspension due to failure
Lift E	5/10 10:40	Lift operation suspended, waiting for spare component	5/10, 10:55	5/10, 12:30	Service suspension due to failure
Lift F	15/10, 08:02	Switch failure	15/10, 08:18	15/10, 10:15	Passenger entrapment due to failure
Calculation Method					
Calculation Item		(i) Average Duration of Service Suspension Due to Failure of Each Lift	(ii) Average Arrival Time for Failures Related to Passenger Entrapments	(iii) Average Arrival Time for Failures <u>Unrelated</u> to Passenger Entrapments	
Calculation Method	Total Duration of Failures	Total for Lifts (C + D + E + F) = (123 + 176 + 110 + 133) minutes = 542 minutes	Total for Lift F = 16 minutes	Total for Lifts (C + D + E) = (38 + 46 + 15) minutes = 99 minutes	
	Average	Total Duration ÷ 24 months ÷ 6 lifts ÷ 60 minutes = 542 ÷ 24 ÷ 6 ÷ 60 = 3.76 hours	Total Duration ÷ No. of Failures = 16 ÷ 1 = 16 min	Total Duration ÷ No. of Failures = (38 + 46 + 15) ÷ 3 = 33 min	
Result		0.063 hours	16 min	0.55 hours	

What to Fill Out in Form B1			
Calculation Item	(i) Average Duration of Service Suspension Due to Failure of Each Lift	(ii) Average Arrival Time for Failures Related to Passenger Entrapments	(iii) Average Arrival Time for Failures <u>Unrelated</u> to Passenger Entrapments
Calculation Method	Total Duration of Failures* ÷ 24 months ÷ Total No. of Lifts (*Failure Time = Time of Service Resumption – Time of Call Received)	Total Duration of Passenger Entrapments (Arrival Time – Time of Call Received) ÷ Total No. of Failures (*Only Entrapments will be counted)	Total Duration of Failures Unrelated to Passenger Entrapments (Arrival Time – Time of Call Received) ÷ Total No. of Failures (*Only Breakdowns will be counted)
Total Duration of Failures	542 minutes	16 min	99 minutes
Total No. of Lifts	6	1	3
Total No. of Failures	4	1	3
Within the Assessment Period, the Longest Duration of: (i) Failure (ii, iii) Arrival Time	176 min	16 min	46 min
Result	0.063 hours	16 min	0.55 hours