

Our Reference: APPBMSMA-2016-03

Building Plan & Management Group

25 July 2016

See distribution

## **BUILDING MAINTENANCE AND STRATA MANAGEMENT (LIFT, ESCALATOR AND BUILDING MAINTENANCE) REGULATIONS 2016**

### **Aim**

This circular is to inform the industry that the amendments to the Building Maintenance and Strata Management (Lift and Building Maintenance) Regulations 2005 will be effected on 25 July 2016. Further, the aforementioned Regulations will now be renamed and referred to as the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016 (the “**Regulations**”).

### **Background**

2 The Building and Construction Authority (“BCA”) has been reviewing the regulatory regime for lifts to ensure that lifts are safe for use. BCA has also included escalators, in its review. With inputs from the industry and the other relevant stakeholders, the recent review on the maintenance regime for lifts and escalators has been completed, and necessary legislative amendments have been made.

3 This circular comes in two parts. Part A lists the main requirements that affect all lifts (effective from 25 July 2016), and Part B lists the requirements for escalators (effective from 1 November 2016).

### **Part A – Lifts**

#### **Periodic Maintenance**

4 Under the Regulations, all lifts must be maintained monthly in accordance with prescribed frequencies and codes/standards as shown in **Annex A**. In the case of a home lift, vertical platform lift or stairlift, the maintenance works must be carried out at a frequency recommended in the manufacturer’s recommendations (where available) or once every 3 months, whichever is more frequent. The maintenance must be undertaken by a lift service contractor registered with BCA.

5 In addition, the Regulations prescribes a set of 20 maintenance outcomes (see **Annex B**) that must be achieved by the lift service contractor during the monthly maintenance. Lift owners are required to keep all maintenance records in connection with the lift for a period of at least 5 years. The records must be made available for BCA’s audit checks whenever required.

#### **Annual Testing and Application for Permit to Operate (“PTO”)**

6 Under the Regulations, all lifts must undergo annual examination, inspection and testing by a lift service contractor in the presence of an independent Authorised Examiner

("AE")<sup>1</sup>. Please refer to **Annex A** on the applicable codes/standards for the various types of lifts. After annual testing, the AE has to issue a certificate that states that the lift is in a fit condition for operation.

7 Every owner of a lift must apply to BCA for a Permit to Operate ("PTO") and obtain the PTO before he may operate the lift for use. The application for PTO must be accompanied by the following.

- (a) A completed PTO application form;
- (b) A certificate from the AE that the lift is in a fit condition for operation; and
- (c) Relevant application fee.

8 BCA will assess the application and review all relevant documents submitted by the owner before issuing the PTO. Where necessary, BCA may require the lift to undergo further inspection and testing to ensure that the lift is safe for use.

9 It is the joint duty of the owner, the engaged lift contractor and the appointed AE to make sure all of the above-mentioned requirements regarding annual checks and PTO are duly complied with.

10 The standard format of the certificate to be issued by an AE after the completion of the annual examination, inspection and testing is enclosed at **Appendix I** and the PTO application form is enclosed at **Appendix II**. Both can be found on BCA's corporate website at <https://www.bca.gov.sg/LiftSafety/lift.html>.

### **Major Alteration or Replacement Works**

11 A PTO issued in respect of a lift will cease to be valid when a lift undergoes major alteration or replacement works (see **Annex C** for the list of works which are considered to be major alteration or replacement works). The owner must inform BCA using the form enclosed at **Appendix III** or found at BCA's corporate website <https://www.bca.gov.sg/LiftSafety/lift.html> before the start of these works, and engage a lift service contractor to carry out the works under the supervision of an independent AE. Upon completion, the AE must examine, inspect and test the lift to ensure that the design and installation of the lift are in compliance and issue a Certificate of Supervision of Major Alteration or Replacement Works of Lift(s), which is enclosed at **Appendix IV** and can be found on BCA's corporate website at <https://www.bca.gov.sg/LiftSafety/lift.html>. In addition, the AE must issue the certificate (refer to **Appendix I**) that states that the lift is fit for operation before the owner can apply to BCA for a new PTO for the lift.

### **Duty to report Incidents involving Lifts**

12 When an incident involving any part of a lift occurs, the owner and the lift contractor who most recently carried out any servicing work on the lift must each inform BCA as soon as practicable through the BCA incident reporting numbers (9088 7289 or 9782 7296) and within 24 hours submit an incident report using the form enclosed at **Appendix V** or found at BCA's corporate website at <https://www.bca.gov.sg/LiftSafety/lift.html>. Please refer to **Annex D** for the list of incidents involving a lift that need to be reported. Owners and lift service contractors are reminded

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<sup>1</sup> AE engaged to examine, inspect and test a lift must not be a partner, associate, director, officer or employee of the owner of the lift or lift service contractor carrying out the examination, inspection and testing of the lift. This requirement is to ensure independence of the AE, so that he is impartial in his professional judgment and decisions when carrying out his duties.

that upon the occurrence of any incident mentioned in **Annex D**, they should immediately shut down and cordon off the incident lift and inform BCA, as soon as rescue works are completed. Thereafter, there should be no interference with the incident lift.

### **Duty to display PTO in Lifts**

13 BCA will be imposing a duty on lift owners to display the PTO in a prominent location within the lift car. This mandatory provision will take effect on 1 September 2017.

## **Part 2 – Escalators**

### **Periodic Maintenance**

14 With the new Regulations, all escalators in Singapore must now be maintained on a monthly basis in accordance with CP 15:2004<sup>2</sup>. This work must be undertaken by an escalator service contractor registered with BCA. The Regulations also set out a list of 10 maintenance outcomes that have to be achieved during this monthly maintenance. The list of maintenance outcomes can be found in **Annex E**. Escalator owners are required to keep all maintenance records in connection with the escalator for a period of at least 5 years. The records must be made available for BCA's audit checks whenever required.

15 The requirement on monthly maintenance for escalators will take effect on 1 November 2016. The 3-month grace period is to allow for the registration of escalator service contractors<sup>3</sup> with BCA before they can be engaged by owners to carry out the periodic maintenance work.

### **Annual Testing and Application for Permit to Operate (“PTO”)**

16 All escalators must undergo annual examination, inspection and testing by an escalator contractor, in the presence of an independent AE<sup>4</sup>, in accordance with CP 15: 2004. After annual testing, the AE must issue a certificate that states that the escalator is fit for operation.

17 Every owner of an escalator must apply to BCA for a PTO and obtain the PTO before allowing the escalator to be operated for use. An application to BCA for a PTO must be accompanied by the following.

- (a) A completed PTO application form;
- (b) A certificate from the AE that the escalator is in a fit condition for operation;  
and
- (c) Relevant application fee.

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<sup>2</sup> CP 15:2004: Code of practice for installation, operation and maintenance of escalators and passenger conveyors.

<sup>3</sup> For information on the Specific Registration Requirements for Regulatory Workhead RW03 for escalator contractors, please refer to the link [https://www.bca.gov.sg/ContractorsRegistry/others/Registration\\_RW.pdf](https://www.bca.gov.sg/ContractorsRegistry/others/Registration_RW.pdf). The application for registration as an escalator service contractor can be carried out at the electronic Builders Licensing And Contractors Registration Systems from 25 July 2016 at <https://www.bca.gov.sg/eBACS/>.

<sup>4</sup> AE engaged to examine, inspect and test an escalator must not be a partner, associate, director, officer or employee of the owner of the escalator or the escalator service contractor carrying out the examination, inspection and testing of the escalator. This requirement is to ensure independence of the AE, so that he is impartial in his professional judgment and decisions when carrying out his duties.

18 BCA will assess the application and review all relevant documents submitted by the owner before issuing the PTO. Where necessary, BCA may require the escalator to undergo further inspection and testing to ensure that the escalator is safe for use.

19 To allow industry sufficient time to prepare for the annual examination, inspection and testing and to apply for PTO, the requirement for escalator owners to obtain PTO will apply in phases according to **Annex F**. Until the relevant deadline of each phase applies, the escalators may continue to operate without a valid PTO.

20 It is the joint duty of the owner, the engaged escalator service contractor and the appointed AE to make sure all of the above-mentioned requirements regarding annual checks and PTO for an escalator are duly complied with.

21 The standard format of the certificate to be issued by the AE for the annual examination, inspection and testing is enclosed at **Appendix VI** and the PTO application form is enclosed at **Appendix VII**. Both can be found on BCA's corporate website at <https://www.bca.gov.sg/EscalatorSafety/escalator.html>.

### **Major Alteration or Replacement Works**

22 A PTO issued in respect of an escalator will cease to be valid when an escalator undergoes major alteration or replacement works (see **Annex C** for the list of works which are considered to be major alterations and replacement works). The owner must inform BCA using the form enclosed at **Appendix VIII** or found at BCA's corporate website <https://www.bca.gov.sg/EscalatorSafety/escalator.html> before the works commence, and engage an escalator service contractor to carry out the works under the supervision of an independent AE. Upon completion, the AE must examine, inspect and test the escalator in accordance with the requirements specified in CP 15:2004 to ensure that the design and installation of the escalator are in compliance and issue a Certificate of Supervision of Major Alteration or Replacement Works of Escalator(s), which is enclosed at **Appendix IX** and can be found on BCA's corporate website at <https://www.bca.gov.sg/EscalatorSafety/escalator.html>. In addition, the AE must issue the certificate (refer to **Appendix VI**) that states that the escalator is fit for operation before the owner can apply to BCA for a new PTO for the escalator.

### **Duty to report Incidents involving Escalators**

23 When an incident involving any part of an escalator occurs, the owner and the escalator service contractor who most recently carried out any servicing work on the escalator must each inform BCA as soon as practicable through the BCA incident reporting numbers (9088 7289 or 9782 7296) and within 24 hours submit an incident report using the form enclosed at **Appendix V**. Please refer to **Annex D** for the list of incidents involving an escalator that need to be reported. Owners and escalator service contractors are reminded that upon the occurrence of any incident mentioned in **Annex D**, they should immediately shut down and cordon off the incident escalator and inform BCA, as soon as rescue works are completed. Thereafter, there should be no interference with the incident escalator.

### **Duty to display PTO at the Escalators**

24 BCA will be imposing a duty on escalator owners to display the PTO at a prominent location on the escalator. This mandatory provision will take effect on 1 March 2018.

**For further information and clarification**

25 A copy of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016 can be downloaded from our corporate website at <https://www.bca.gov.sg/Publications/BMSM/BMSM.html>.

26 For further information, you may email [BCA\\_ELIFT@bca.gov.sg](mailto:BCA_ELIFT@bca.gov.sg) or call us at (65) 1800-3425222 (1800-DIAL BCA). Thank you.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Teo Orh Hai', enclosed within a circular stamp or seal.

TEO ORH HAI  
GROUP DIRECTOR  
BUILDING PLAN AND MANAGEMENT GROUP  
for COMMISSIONER OF BUILDINGS

## ATTACHMENTS

Annex A	Requirements for periodic maintenance, annual examination, inspection and testing, and major alteration and replacement works for a lift
Annex B	Maintenance requirements for lifts
Annex C	Major alteration or replacement work on a lift
Annex D	Lift and escalator incidents that need to be reported to BCA
Annex E	Maintenance requirements for escalators
Annex F	Timeline for compliance with application requirements for Permit to Operate with respect to escalators
Appendices I to IX	Forms and Certificates

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All CORNET e-info subscribers

All registered lift contractors with BCA RW02

All lift owners including Town Councils

**Annex A****Periodic maintenance, annual examination, inspection and testing, and major alteration and replacement works for a lift**

<b>Requirements Lifts</b>	<b>Periodic maintenance frequency</b>	<b>Periodic maintenance program</b>	<b>Annual examination, inspection and testing program</b>	<b>Major alteration or replacement works</b>
<b>Home lifts</b>	1) Manufacturers' recommendations; <b>or</b> 2) Once every three months, whichever is more frequent	1) Manufacturer's recommendations; <b>or</b> 2) where the manufacturer's recommendations are not available, the provisions for periodic maintenance in SS 550:2009 <sup>1</sup> or the Japan Elevator Association Standards: 2014 <sup>2</sup> , whichever is the standard the lift was designed to	1) Manufacturer's recommendations; <b>or</b> 2) where the manufacturer's recommendations are not available, the relevant provisions in SS 550:2009 or the Japan Elevator Association Standards: 2014, whichever is the standard the lift was designed to	1) Manufacturer's recommendations; <b>or</b> 2) where the manufacturer's recommendations are not available, the requirements specified in SS 550:2009 or the Japan Elevator Association Standards: 2014, whichever is the standard the lift was designed to
<b>Vertical platform lifts</b>	1) Manufacturers' recommendations; <b>or</b> 2) Once every three months, whichever is more frequent	1) Manufacturer's recommendations; <b>or</b> 2) where the manufacturer's recommendations are not available, the provisions for periodic maintenance in ASME 18.1-2014 <sup>3</sup> ,	1) Manufacturer's recommendations; <b>or</b> 2) where the manufacturer's recommendations are not available, the relevant provisions specified in EN 81-41:2010 <sup>4</sup> or ASME 18.1-2014, whichever is the standard the lift was designed to	1) Manufacturer's recommendations; <b>or</b> 2) where the manufacturer's recommendations are not available, the requirements specified in EN 81-41:2010 or ASME 18.1-2014, whichever is the standard the lift was designed to
<b>Stairlifts</b>	1) Manufacturers' recommendations; <b>or</b> 2) Once every three months, whichever is more frequent	1) Manufacturer's recommendations; <b>or</b> 2) where the manufacturer's recommendations are not available, the provisions for periodic maintenance in ASME 18.1-2014	1) Manufacturer's recommendations; <b>or</b> 2) where the manufacturer's recommendations are not available, the relevant provisions specified in ASME 18.1-2014	1) Manufacturer's recommendations; <b>or</b> 2) where the manufacturer's recommendations are not available, the requirements specified in ASME 18.1-2014
<b>All other lifts</b>	1) Manufacturers' recommendations; <b>or</b> 2) <b>Once every month</b> , whichever is more frequent	The manufacturer's recommendations for periodic maintenance <b>and</b> the provisions for periodic maintenance in SS 550:2009	The relevant provisions in SS 550:2009.	The requirements specified in SS 550:2009

<sup>1</sup> SS 550:2009 means code of practice for installation, operation and maintenance of electric passenger and goods lifts<sup>2</sup> Japan Elevator Association Standards:2014 means the technical standards for lifts issued by the Japanese Elevator Association in 2014<sup>3</sup> ASME 18.1-2014 means the 2014 edition of the ASME A18.1 on Safety Standard for Platform Lifts and Stairway Chairlifts published by the American Society of Mechanical Engineers<sup>4</sup> EN 81-41 means the British Standard BS EN 81-41:2010 on Safety rules for the construction and installation of lifts – Special lifts for the transport of persons and goods - Part 41: Vertical lifting platforms intended for use by persons with impaired mobility, published by the British Standards Institution on 31 January 2011

**Annex B****Maintenance requirements for lifts**

<b><i>Areas of maintenance</i></b>	<b><i>Requirements</i></b>
1. Door open control	<p>(a) When lift car doors and lift landing doors are opened and the button controlling the opening of those doors is pressed, the opened lift car doors and lift landing doors must stay open.</p> <p>(b) When lift car doors and lift landing doors are partially closed and the button controlling the opening of those doors is pressed, the partially-closed lift car doors and lift landing doors must reopen.</p>
2. Door protective devices	Lift car doors and lift landing doors must be operational at all times and reopen upon activation of door protective devices.
3. Lift car doors and lift landing doors	<p>(a) Lift car movement must only be allowed when lift car doors are closed and landing doors are closed and locked, and —</p> <p>(i) the gap at lift car doorway is not more than 12 mm;</p> <p>(ii) despite sub-paragraph (i), when there is obstruction at lift car door sill, the upthrust rollers of lift car doors are set such that the gap at lift car doorway is not more than 25 mm if lift entrance height is not more than 2.1 m (if lift entrance height is more than 2.1 m, for every 0.5 m increment in height, the gap at lift car doorway may be increased by 3 mm);</p> <p>(iii) the gap at lift landing doorway is not more than 10 mm;</p> <p>(iv) the clearance between lift car door panels is not more than 10 mm; and</p> <p>(v) the clearance between lift car door panels and uprights, lintels or sills, is not more than 10 mm.</p> <p>(b) When lift landing doors are detected to be opened or unlocked during lift car movement, an emergency stop must be initiated immediately.</p> <p>(c) When lift car doors are detected to be opened during lift car movement, an emergency stop must be initiated immediately.</p> <p>(d) There must be no signs of excessive wear and tear of lift car doors and lift landing doors (or any component of the lift car door or lift landing door, including doors hoes, rollers, hangers and linkages).</p>
4. Lift car emergency alarm	<p>When lift car emergency alarm button is pressed, the alarm must be audible from —</p> <p>(a) outside the lift well; and</p> <p>(b) the designated floor as defined in SS 550:2009.</p>
5. Lift car intercom	When lift car intercom button is pressed, the intercom system must function as intended.
6. Emergency power	Emergency power supply for lift car lighting and ventilation fan

<b>Areas of maintenance</b>	<b>Requirements</b>
supply for lift car lighting and ventilation	must remain functioning when normal power supply to lift car is disrupted.
7. Movement of lift car	Abnormal sounds or vibrations must not occur during any movement of the lift car.
8. Housekeeping	Machinery, machinery space, lift pit, hoistway and lift car top must be kept clean, tidy and free from discarded items and debris.
9. Lift machine and drive (including motor, gear box, drive sheave and motor generator set)	<ul style="list-style-type: none"> <li>(a) Oil leakage must not occur in lift machine and drive.</li> <li>(b) Moveable parts, joints and gear box must be sufficiently lubricated.</li> <li>(c) Lift machine and drive must be securely mounted.</li> </ul>
10. Brakes of lift machine and drive	<ul style="list-style-type: none"> <li>(a) Brakes must not be contaminated with, or be at risk of being contaminated with, any oil or grease.</li> <li>(b) Brakes, when activated, must cause lift car to slow down, stop and stay at stopping position.</li> <li>(c) If lift is fitted with additional brake system for preventing uncontrolled lift car motion, the brake, when activated, must cause the lift car to stop and stay at stopping position.</li> </ul>
11. Direct current machine	<ul style="list-style-type: none"> <li>(a) Carbon brush length must be within the tolerance as recommended by the manufacturer.</li> <li>(b) Insulation at carbon brush holders must not show any sign of carbon particle build-up which may cause flash-over and burning.</li> <li>(c) The commutator must be free from any foreign deposit and must not cause any sparking when in operation.</li> </ul>
12. Overspeed governor	<ul style="list-style-type: none"> <li>(a) At all times when lift is in operation, overspeed governor must function as intended and be able to activate lift safety gears.</li> <li>(b) Governor ropes must not show any sign of excessive wear and tear, in accordance with manufacturer's recommendations or, where manufacturer's recommendations are not available, the requirements in ISO 4344:2004.</li> </ul>
13. Main rope and compensation rope	<ul style="list-style-type: none"> <li>(a) Main rope must be properly and equally tensioned.</li> <li>(b) Main rope and compensation rope must not show any sign of excessive wear and tear, in accordance with manufacturer's recommendations or, where manufacturer's recommendations are not available, the requirements in ISO 4344:2004.</li> </ul>
14. Compensation rope and compensation rope sheave tie-down and	At all times when lift is in operation, compensation rope and compensation rope sheave tie-down must be properly tensioned and guided, in accordance with manufacturer's recommendations.

<b>Areas of maintenance</b>	<b>Requirements</b>
tensioning	
15. Buffer	<p>(a) There must be sufficient oil in buffer, as indicated by oil level gauge, in accordance with manufacturer's recommendations.</p> <p>(b) Buffer must provide effective cushioning upon impact to protect passengers in lift car at all times when lift is in operation.</p>
16. Controller and electrical system	<p>(a) Ground and earth of controller and electrical system must be firmly secured.</p> <p>(b) Controller must initiate immediate stopping of lift car and prevent lift movement under any condition that is unsafe to passengers and maintenance workers.</p> <p>(c) Safety switches must function as intended at all times when lift is in operation.</p>
17. Guide shoes or rollers of lift car and counterweight	<p>(a) Lift car and counterweight must be guided by guide shoes or rollers at all times when lift is in operation.</p> <p>(b) Guide shoes or rollers must not cause wear and tear of guide rails.</p>
18. Safety gear	<p>(a) Safety gear must be maintained and functioning at all times when lift is in operation.</p> <p>(b) Safety gear, when activated, must be able to stop and hold the lift car and counterweight within the allowable distance in accordance with SS 550:2009.</p>
19. All lift parts	Level of corrosion, wear and tear of all parts of a lift must not affect the safe operation of the lift.
20. Stopping or level accuracy	The stopping accuracy of the lift car floor must be $\pm 10\text{mm}$ .

**Annex C**

**Major Alteration or Replacement Work on a lift**

- (1) Major alteration or replacement works on a lift includes, but is not limited to, any of the following:
- (a) changing, removing or adding any safety device of a lift;
  - (b) changing the mass of a lift car, including lift car finishing;
  - (c) changing the rated load or speed of a lift;
  - (d) changing the travel distance of a lift;
  - (e) changing the lift control operation (including changing the software or type of driving machine or brakes);
  - (f) changing the number, type or size of the hoisting ropes supporting a lift car or its counterweight;
  - (g) changing the size of the guide rails of a lift;
  - (h) changing the type of safety gear;
  - (i) changing the lift landing door, lift car door and lift car door drive and control.

**Major Alteration or Replacement Work on an escalator**

- (2) Major alteration or replacement works on an escalator include, but is not limited to, changing the speed, drive, control, safety device, braking system or step band of an escalator.

**Annex D**

**Lift incidents that need to be reported to BCA:**

- (a) a person dies or is injured and the death or injury involves a lift, or any associated equipment or machinery of a lift;
- (b) the main drive system of a lift fails due to a reason other than the failure of the main power system of the lift;
- (c) a suspension rope of a lift breaks;
- (d) a brake, overload device, safety component or safety equipment of a lift fails;
- (e) an interlocking device for any door of the lift-way of a lift fails due to a reason other than the safety contacts not making electrical contact;
- (f) an interlocking device for any door of a lift car fails due to a reason other than the safety contacts not making electrical contact.

**Escalator incidents that need to be reported to BCA:**

- (g) a person dies or is injured and the death or injury involves an escalator, or any associated equipment or machinery of an escalator;
- (h) the main drive system of an escalator fails due to a reason other than the failure of the main power system of the escalator; or
- (i) a brake, overload device, safety component or safety equipment of an escalator fails.

## **Annex E**

### **Maintenance requirements for escalators**

<b>Areas of maintenance</b>	<b>Requirements</b>
1. Signage and indicator	<p>(a) Safety signage and direction indicator must be clearly and prominently displayed.</p> <p>(b) Edge of escalator step must be clearly demarcated with yellow lines.</p> <p>(c) There must be sufficient lighting in the vicinity of escalator combs.</p>
2. Anti-climbing, anti-sliding, access restriction and deflecting devices	Anti-climbing, anti-sliding, access restriction and deflecting devices must be in place and must effectively serve their intended purposes.
3. Emergency stop switch	Activation of emergency stop switch must initiate emergency stopping of escalator.
4. Handrail system	<p>(a) Handrail must move in the same direction and speed (within a speed tolerance of +2%) as escalator steps.</p> <p>(b) Handrail inlet safety switch must be activated if a foreign object enters inlet and must cause escalator to initiate emergency stop.</p>
5. Housekeeping	All machinery and machinery space in driving station, return station and truss area must be kept clean, tidy and free from discarded items and debris.
6. Driving machine, brakes, sprocket and auxiliary brake	<p>(a) Machinery must not have any oil leakage.</p> <p>(b) Moveable parts, joints and gear-box must be sufficiently lubricated.</p> <p>(c) Brakes, when activated, must stop the escalator within the distance specified in SS CP 15:2004.</p> <p>(d) All machinery must be securely mounted.</p>
7. Safety switch and sensor (such as skirt panel switch, escalator comb switch, step sag switch, step up thrust switch, missing step detection device, floor plate or access cover detection switch, drive chain tension and step chain tension monitoring switch)	Activation of safety switch must cause escalator to initiate emergency stop.
8. Excessive speed and unintentional reversal protection	Emergency stop must be activated when speed of escalator steps exceeds rated speed by 20%.
9. Operational clearance	Clearance between escalator step and escalator skirt panel, clearance between escalator step and escalator comb, and all other clearances must comply with SS CP 15:2004 requirements.
10. All escalator parts	Level of corrosion, wear and tear of all parts of an escalator must not affect the safe operation of the escalator.



**Annex F**

**Timeline for compliance with application requirements for Permit to Operate with respect to escalators**

<b>TOP/CSC Date (whichever is earlier) of Building</b>	<b>Grace Period for applying for Permit to Operate (PTO)</b>
For an escalator in a building (or part of the building) that was issued with a certificate of statutory completion before 01 May 1989	31 January 2017
For an escalator in a building (or part of the building) that was issued with a certificate of statutory completion between 01 May 1989 and 31 December 2000 (both dates inclusive)	30 April 2017
For an escalator in a building (or part of the building) that was issued with a certificate of statutory completion between 1 January 2001 and 31 December 2010 (both dates inclusive)	31 October 2017
For an escalator in a building (or part of the building) that was issued with a certificate of statutory completion on or after 1 January 2011	31 January 2018
For escalator that is in any structure, or used in connection with any structure	31 January 2018

## CERTIFICATE OF LIFT EXAMINATION, INSPECTION AND TESTING

BUILDING MAINTENANCE AND STRATA  
MANAGEMENT ACT 2004  
(ACT 47 OF 2004)

BUILDING MAINTENANCE AND STRATA MANAGEMENT  
(LIFT, ESCALATOR AND BUILDING MAINTENANCE) REGULATIONS 2016

CERTIFICATE OF LIFT EXAMINATION, INSPECTION AND TESTING

To: The Commissioner of Buildings  
(Please quote file ref. where applicable<sup>2</sup>: \_\_\_\_\_)

☐ NEW LIFT(S) ☐ RE-COMMISSIONING OF LIFT(S) ☐ RENEWAL OF PERMIT TO OPERATE FOR LIFT(S)  
(after major alteration or replacement works or other reasons)

**Section A<sup>1</sup>: Building/Structure Owner [under Regulation 7]**

\*I/We confirm that \*I/We have engaged \_\_\_\_\_ (name of lift service contractor registered with BCA) to examine, inspect and test the lift(s) \_\_\_\_\_ (lift(s) ID<sup>5</sup> (if available) or numbering<sup>6</sup>) at \_\_\_\_\_ (lift(s) address or location) mentioned in **Section B** of this certificate in accordance with the requirements of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

\_\_\_\_\_  
Name of \*Building/Structure Owner (includes individual/company)  
NRIC/FIN:  
UEN:

\_\_\_\_\_  
Name and NRIC/FIN of authorized representative (if Building/Structure Owner is a company)

\_\_\_\_\_  
Signature of \*Building/Structure Owner or authorized representative (if Building/Structure Owner is a company)

\_\_\_\_\_  
Company Stamp (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact No.

\* Delete whichever is inapplicable.

\*\* Please use separate sheet if necessary

BPMG\_EMED\_C1\_ver1 [July 2016]

**Section B<sup>1</sup>: Lift Service Contractor [under Regulation 7]**

We confirm that:

- (1) we are a lift service contractor registered with the Building and Construction Authority; and
- (2) the following lift(s) \*has/have been examined, inspected and tested in the presence of the independent Authorised Examiner, \_\_\_\_\_ (*name of the Authorised Examiner*), in **Section C** of this certificate, and in accordance with requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016:

*Building/Structure Address or location:					
**Lift ID <sup>5</sup> or Numbering <sup>6</sup>	Type of lift <sup>7</sup>	Standard used for examination, inspection and testing of lift <sup>7</sup>	Date of examination and inspection of lift (DD/MM/YY)	Date of no-load test of lift's safety equipment (DD/MM/YY)	Date of full load test of lift's safety equipment (DD/MM/YY)

*Note: For first application for the Permit to Operate for any home lift, vertical platform lift or stairlift, please attach a copy of the manufacturer's recommendations (if any) for the periodic maintenance and annual examination, inspection and testing of the lift.*

\_\_\_\_\_  
Name and UEN of Lift Service Contractor  
(company name)

\_\_\_\_\_  
Registration Workhead and Financial Grade of Lift  
Service Contractor

\_\_\_\_\_  
Name and NRIC/FIN of Authorised  
Representative

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Signature of Authorised Representative

\_\_\_\_\_  
24hrs Contact No.

\_\_\_\_\_  
Date

\* Delete whichever is inapplicable.

\*\* Please use separate sheet if necessary

BPMG\_EMED\_C1\_ver1 [July 2016]

**Section C<sup>1</sup>: Authorised Examiner [Under Regulation 7 and 8]**

I certify that:

- (1) the lift service contractor \_\_\_\_\_ (*name of lift service contractor registered with BCA*) in **Section B** of this certificate has carried out the examination, inspection and testing of the lift(s) \_\_\_\_\_  
\_\_\_\_\_ (*lift(s) ID<sup>5</sup> (if available) or numbering<sup>6</sup>*) at \_\_\_\_\_  
\_\_\_\_\_ (*lift(s) address or location*) in my presence in accordance with requirements of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016;
- (2) the date of the first examination, inspection and testing carried out was on \_\_\_\_\_;
- (3) the lift(s) \*is/are in a fit condition for operation; and
- (4) I am not a partner, associate, director, officer or employee of the owner of the lift(s) or the lift service contractor carrying out the examination, inspection and testing of the lift(s) under Regulation 7(1).

\_\_\_\_\_  
Name and \*NRIC/FIN of Authorised Examiner

\_\_\_\_\_  
Signature of Authorised Examiner

\_\_\_\_\_  
Stamp of Authorised Examiner

\_\_\_\_\_  
Contact No.

\_\_\_\_\_  
Date

\* Delete whichever is inapplicable.

\*\* Please use separate sheet if necessary

## Explanatory Notes

### (A) GENERAL

1. This certificate may take you 10 minutes to fill in. You will need the following information to fill in the certificate:<sup>1</sup>

<ul style="list-style-type: none"> <li>• <b>Section A</b></li> <li>1) Particulars of Lift Service Contractor</li> <li>2) Lift(s) ID, numbering and location</li> <li>3) Name, NRIC/FIN/UEN, Signature, Stamp and Contact No. of Building/Structure Owner</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Section B</b></li> <li>1) Building/Structure Address</li> <li>2) Lift(s) ID, numbering and location</li> <li>3) Name, NRIC/FIN/UEN, Signature, Stamp, Registration Workhead and Financial Grade, and Contact No. of Lift Service Contractor</li> <li>4) Name of Authorised Examiner</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Section C</b></li> <li>1) Name, NRIC/FIN, Signature, Stamp and Contact No. of Authorised Examiner</li> <li>2) Lift(s) ID, numbering and location</li> <li>3) Name of Life Service Contractor</li> </ul>	

2. Applicable file reference may include structural plan submission reference number, A&A project reference number, or any project reference number pertaining to the lift(s) in relation to this certificate.
3. This certificate is to be used for new installation, re-commissioning and renewal of Permit to Operate for lift(s). This certification can also be made via the eLift System at [https://www.bca.gov.sg/bmsm\\_eservice/](https://www.bca.gov.sg/bmsm_eservice/).
4. For application of a Permit to Operate for more than one lift, only lifts in the same address will be considered in a single form.
5. If lift ID(s) has/have been allocated, please fill in the lift ID(s) in this certificate.
6. Where lift ID(s) has/have not been allocated, please fill in the lift numbering(s) in this certificate. The lift numbering(s) of the lift(s) should be numerical eg 1, 2, 3, etc or alphabetical eg A, B, C, etc or alpha-numerical eg P1, P2, P3, etc.

### (B) Annual examination, inspection and testing of lifts

7. Codes/Standards to be used for annual examination, inspection and testing of lifts.

Lifts	Annual examination, inspection and testing program
All other lifts	The provisions in SS 550:2009 <sup>I</sup> .
Home lifts	1) Manufacturer's recommendations; or 2) where the manufacturer's recommendations are not available, the relevant provisions in SS 550:2009 or the Japan Elevator Association Standards: 2014 <sup>II</sup> , whichever is the standard the lift was designed to
Vertical platform lifts	1) Manufacturer's recommendations; or 2) where the manufacturer's recommendations are not available, the relevant provisions specified in EN 81-41:2010 <sup>III</sup> or ASME 18.1-2014 <sup>IV</sup> , whichever is the standard the lift was designed to
Stairlifts	1) Manufacturer's recommendations; or 2) where the manufacturer's recommendations are not available, the relevant provisions specified in ASME 18.1-2014

<sup>I</sup> SS 550:2009 means the code of practice for installation, operation and maintenance of electric passenger and goods lifts

<sup>II</sup> Japan Elevator Association Standards:2014 means the technical standards for lifts issued by the Japanese Elevator Association

<sup>III</sup> EN 81-41 means the British Standard BS EN 81-41:2010 on Safety rules for the construction and installation of lifts – Special lifts for the transport of persons and goods Part 41: Vertical lifting platforms intended for use by persons with impaired mobility

<sup>IV</sup> ASME 18.1-2014 means the Safety Standard for Platform Lifts and Stairway Chairlifts published by the American Society of Mechanical Engineers

\* Delete whichever is inapplicable.

\*\* Please use separate sheet if necessary

[Regulation 8 of the Building Maintenance and Strata Management (Lift, Escalator & Building Maintenance) Regulations 2016]

**INSTRUCTIONS:**

- (Tick the appropriate box)*

## I PARTICULARS OF BUILDING/STRUCTURE

- [illegible]

- |                |  |  |  |  |  |  |  |  |
|----------------|--|--|--|--|--|--|--|--|
| *Hse/Blk No. : |  |  |  |  |  |  |  |  |
|----------------|--|--|--|--|--|--|--|--|

[illegible]

\*Postal Code : 

--	--	--	--	--	--

- |   |  |
|---|--|
| <input type="checkbox"/> Commercial                                   | <input type="checkbox"/> Transport stations and terminals  |
| <input type="checkbox"/> Industrial                                   | <input type="checkbox"/> Residential (Landed)              |
| <input type="checkbox"/> Institutional (include government buildings) | <input type="checkbox"/> Residential (HDB)                 |
| <input type="checkbox"/> Mixed development                            | <input type="checkbox"/> Residential (Private, Non-Landed) |
| <input type="checkbox"/> Office buildings                             | <input type="checkbox"/> Others (Please Specify) _____     |

[illegible]

Appln No . : 

--	--

11-1

## II PARTICULARS OF LIFT OWNER

- 1) \*Name of lift owner:

[illegible]

- 2) ^UEN/NRIC/FIN No. : 

--	--	--	--	--	--	--	--	--

- 3) Postal Address :

*Hse/Blk No. :									
----------------	--	--	--	--	--	--	--	--	--

\*Road Name :

[illegible]

Building Name (if any) :

[illegible][illegible]

\*Postal Code:

--	--	--	--	--	--

- 4) \*Telephone No. : 

--	--	--	--	--	--

 Or Mobile No. : 

--	--	--	--	--	--

- 5) Fax No. : 

--	--	--	--	--	--	--	--

- [illegible]

\* Mandatory Field

# Use separate sheet if necessary

<sup>^</sup> Delete whichever is inapplicable

### III PARTICULARS OF LIFT(S)<sup>#</sup>

1) \*Size of Lift Car (LxBxH) : \_\_\_\_\_ mm \_\_\_\_\_ mm \_\_\_\_\_ mm

2) \*Entrance height of lift : \_\_\_\_\_mm

3) \*Maximum Load : \_\_\_\_\_ kg

4) \*Capacity : \_\_\_\_\_ persons

5) \*Type and Lift ID<sup>(A)3</sup> or numbering of the lift(s) <sup>(A)4</sup>: *(Tick the appropriate box and insert the corresponding lift(s) ID or numbering)*

☐ Passenger Lift / No. : \_\_\_\_\_ ☐ Goods Lift with passenger(s) / No. : \_\_\_\_\_

☐ Passenger (Handicap) Lift / No: \_\_\_\_\_ ☐ Car Lift with passenger(s) / No. : \_\_\_\_\_

☐ Home Lift / No.: \_\_\_\_\_ ☐ Fire Lift / No. : \_\_\_\_\_

☐ Stairlift / No.: \_\_\_\_\_ ☐ Fire (Handicap) Lift / No. : \_\_\_\_\_

☐ Vertical platform Lift / No. : \_\_\_\_\_ ☐ Observation Lift (Bubble lift) / No.: \_\_\_\_\_

Any other lift / No. : \_\_\_\_\_

6) \*Manufacturer of lift(s)<sup>5</sup>:

[illegible]

7) \*Model of lift(s)<sup>5</sup> :

[illegible]

\* Mandatory Field

# Use separate sheet if necessary

<sup>^</sup> Delete whichever is inapplicable



#### IV PARTICULARS OF LIFT SERVICE CONTRACTOR<sup>(E)</sup>

We confirm that:

- (1) we are a lift service contractor registered with the Building and Construction Authority;
- (2) we are engaged by the lift owner mentioned in Part (II) of this application form to carry out maintenance works for the lift(s) listed in Part (III) of this application form;
- (3) we will carry out the maintenance works for the lift(s) in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulation 2016; and
- (4) the information provided in this Part (IV) are true and accurate to the best of my knowledge:

1) \*Name of Lift Service Contractor

[illegible]

2) \*Frequency of periodic maintenance : *(Tick the appropriate box)*

☐ Weekly                      ☐ Fortnightly                      ☐ Monthly

☐ Others (Please specify) \_\_\_\_\_

3) \*Registration Workhead and Financial Grade of Lift Service Contractor

[illegible]

4) \*UEN

[illegible]

\*Name and UEN of Lift Service Contractor (company name):

\*Company Stamp

\*Name and NRIC/FIN of Authorised Representative

\*Signature of Authorised Representative

\*Date :

Contact No. :

\* Mandatory Field

# Use separate sheet if necessary

<sup>^</sup> Delete whichever is inapplicable

V APPLICATION FOR A PERMIT TO OPERATE FOR LIFTS:											
<p>^I/we hereby:</p> <ol style="list-style-type: none"> <li>(1) apply for Permit to Operate for lift(s) listed in Part IV of this application form;</li> <li>(2) declare that this application is made within 3 months from the date in respect of which the lift was examined, inspected and tested;</li> <li>(3) confirm that the information provided above are true and accurate to the best of my knowledge;</li> <li>(4) confirm that ^I/we have engaged the registered lift service contractor mentioned in Part (IV) of this application form to maintain the lift(s) listed in Part (III) of this application form in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016; and</li> <li>(5) attach the following documents together with this application:</li> </ol> <p><b>(Tick the appropriate box)</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">1) Certificate of Lift Examination, Inspection &amp; Testing (BPMG_EMED_C1)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2) Certificate of Supervision of Installation of Lift(s)/Escalator(s) (BPD_CSC04)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>3) Certificate of Supervision of Major Alteration or Replacement Works of Lift(s) (BPMG_EMED_C2)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>4) Lift Location Plan<sup>(B)</sup></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2">5) Application Fee<sup>(C)</sup>: S\$ _____</td> </tr> </table>		1) Certificate of Lift Examination, Inspection & Testing (BPMG_EMED_C1)	<input type="checkbox"/>	2) Certificate of Supervision of Installation of Lift(s)/Escalator(s) (BPD_CSC04)	<input type="checkbox"/>	3) Certificate of Supervision of Major Alteration or Replacement Works of Lift(s) (BPMG_EMED_C2)	<input type="checkbox"/>	4) Lift Location Plan <sup>(B)</sup>	<input type="checkbox"/>	5) Application Fee <sup>(C)</sup> : S\$ _____	
1) Certificate of Lift Examination, Inspection & Testing (BPMG_EMED_C1)	<input type="checkbox"/>										
2) Certificate of Supervision of Installation of Lift(s)/Escalator(s) (BPD_CSC04)	<input type="checkbox"/>										
3) Certificate of Supervision of Major Alteration or Replacement Works of Lift(s) (BPMG_EMED_C2)	<input type="checkbox"/>										
4) Lift Location Plan <sup>(B)</sup>	<input type="checkbox"/>										
5) Application Fee <sup>(C)</sup> : S\$ _____											
Name and ^NRIC/UEN of ^Building/Structure Owner (includes individual/company):	Name and NRIC of authorized representative (if Building/Structure Owner is a company):										
Signature of ^Building/Structure Owner or authorized representative (if Building/Structure Owner is a company)	Company Stamp (if applicable)										
Date:	Contact No. :										

\* Mandatory Field

# Use separate sheet if necessary

<sup>^</sup> Delete whichever is inapplicable

## EXPLANATORY NOTES

### (A) GENERAL

1. This form is to be used for new installation, re-commissioning and renewal of Permit to Operate for lift(s). Application can also be made via the eLift System at [https://www.bca.gov.sg/bmsm\\_eservice/](https://www.bca.gov.sg/bmsm_eservice/).
2. For application of a Permit to Operate for more than one lift, only lifts in the same address will be considered in a single form.
3. If lift ID(s) has/have been allocated, please fill in the lift ID(s) in this application form.
4. Where lift ID(s) has/have not been allocated, please fill in the lift numbering(s) in this application form. The lift numbering(s) of the lift(s) should be numerical eg 1, 2, 3, etc or alphabetical eg A, B, C, etc or alpha-numerical eg P1, P2, P3, etc.
5. Please use separate forms for lift(s) of separate model(s) or by different manufacturer(s).
6. An acknowledgement of your application will be issued to you.

### (B) DOCUMENTS

Please submit the following documents:

- (a) Certificate of Lift Examination, Inspection and Testing (BPMG\_EMED\_C1);
- (b) One copy of lift location plan showing the location(s) and the numbering of lift(s) (applicable to new application);
- (c) One copy of Certificate BPD\_CSC04 - Certificate of Supervision of Installation of Lift(s)/Escalator(s) (applicable for new application).
- (d) One copy of Certificate BPMG\_EMED\_C2 - Certificate of Supervision of Major Alteration or Replacement Works of Lift(s) (applicable for re-commissioning of lift(s) after major alternation or replacement works);

#### NOTE:

- All lift location plans must be in either A3 or A4 size.

### (C) APPLICATION FEE

Each application of lift(s) in the same address shall be accompanied by the following fees:-

- (a) where the total number of lifts to which the application relates is 10 or fewer, \$20 per lift;
- (b) where the total number of lifts to which the application relates is more than 10, an amount equal to —
  - (i) \$200; plus
  - (ii) \$10 per lift in excess of 10.

### (D) CLASSIFICATION OF DEVELOPMENTS

- (a) Developments may be classified as shown in the table below:

S/N	Development Types	Building Types
1	Commercial	Shophouse, shopping complex, hotel, boarding house, chalet, backpacker's hotel, hotels, restaurant, eating establishment, market, hawker or food centres and etc
2	Industrial	Factory, power station, power plant, workshop, warehouse and etc
3	Institutions	Government building, sports complex, hospital, clinic, nursing home, home for the aged, welfare home, pre-school, school, college, polytechnic, university, institute of learning and etc
4	Residential (HDB)	Housing Development Board estates
5	Residential (Private, Non-landed)	Private non-landed property, dormitory and etc
6	Residential (Landed)	Landed residential property and etc
7	Office buildings	office tower, office building and etc
8	Transport stations and terminals	Transport station, interchange, passenger terminal including airports and ferry terminal and etc
9	Mixed development	Multi-purpose complex
10	Others	Structure such as overhead bridge, vehicle parking building and etc.

\* Mandatory Field

# Use separate sheet if necessary

^ Delete whichever is inapplicable

BPMG\_EMED\_A1\_ver1 [July 2016]

**(E) PERIODIC MAINTENANCE OF LIFTS**

(a) Lift service contractors have to maintain the lift(s) in accordance with requirements as stated below:

<b>Requirements</b>	<b>Periodic maintenance frequency</b>	<b>Periodic maintenance program</b>
<b>Lifts</b>		
<b>All other lifts</b>	1) Manufacturers' recommendations; or 2) <b>Once every month</b> , whichever is more frequent	1) Maintenance requirements in Part 1 of the Schedule of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016; and 2) the manufacturer's recommendations for periodic maintenance; <b>and</b> 3) the provisions for periodic maintenance in SS 550:2009 <sup>I</sup>
<b>Home lifts</b>	1) Manufacturers' recommendations; or 2) Once every three months, whichever is more frequent	1) Maintenance requirements in Part 1 of the Schedule of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016; and 2) either a. Manufacturer's recommendations; <b>or</b> b. where the manufacturer's recommendations are not available, the provisions for periodic maintenance in SS 550:2009 or the Japan Elevator Association Standards: 2014 <sup>II</sup> , whichever is the standard the lift was designed to
<b>Vertical platform lifts</b>	1) Manufacturers' recommendations; or 2) Once every three months, whichever is more frequent	1) Maintenance requirements in Part 1 of the Schedule of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016; and 2) either a. Manufacturer's recommendations; <b>or</b> b. where the manufacturer's recommendations are not available, the provisions for periodic maintenance in ASME 18.1-2014 <sup>III</sup> ,
<b>Stairlifts</b>	1) Manufacturers' recommendations; or 2) Once every three months, whichever is more frequent	1) Maintenance requirements in Part 1 of the Schedule of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016; and 2) either a. Manufacturer's recommendations; <b>or</b> b. where the manufacturer's recommendations are not available, the provisions for periodic maintenance in ASME 18.1-2014

<sup>I</sup> SS 550:2009 means the code of practice for installation, operation and maintenance of electric passenger and goods lifts<sup>II</sup> Japan Elevator Association Standards:2014 means the technical standards for lifts issued by the Japanese Elevator Association<sup>III</sup> ASME 18.1-2014 means the Safety Standard for Platform Lifts and Stairway Chairlifts published by the American Society of

Mechanical Engineers

\* Mandatory Field

# Use separate sheet if necessary

^ Delete whichever is inapplicable

BPMG\_EMED\_A1\_ver1 [July 2016]

**NOTIFICATION OF MAJOR ALTERATION OR REPLACEMENT WORKS ON LIFT(S)**

[Regulation 17(1) of the Building Maintenance and Strata Management (Lift, Escalator &amp; Building Maintenance) Regulations 2016]

Commissioner of Buildings  
 Building & Construction Authority  
 52 Jurong Gateway Road, #11-01  
 Singapore 608550  
 Website: <http://www.bca.gov.sg/>

**INSTRUCTIONS****(1) Please read the attached Explanatory Notes before completing this form.**

(2) One copy of this form is to be submitted.

(3) If an item is not applicable it is to be indicated as "N/A".

(4) Please tick (✓) in the appropriate boxes.

(5) \*Delete whichever is inapplicable.

(6) Please use separate forms for lift(s) of separate model(s) or by different manufacturer(s) or installed at different address(s) / location(s).

(7) ^ use separate sheet if necessary

**To be completed by building/structure owner**

- (1) \*I/We hereby notify the Commissioner of the intended **major alteration or replacement works** that are to be carried out on the following lift(s):

Lift(s) ID	
Lift(s) address / location	
Name of lift service contractor to carry out the major alteration or replacement works	
Name of authorised examiner to supervise the major alteration or replacement works	

- (2) ^Description(s) and expected date of commencement of intended major alteration or replacement works on the lift(s):

Lift ID	List of major alteration or replacement works	First date in respect of which major alteration or replacement works will be carried out

Name \*NRIC/FIN/UEN of \*Building/Structure Owner (includes individual/company)

Name and NRIC/FIN of authorised representative (if Building/Structure Owner is a company)

Signature of \*Building/Structure Owner or authorised representative (if Building/Structure Owner is a company)

Company Stamp (if applicable)

Office No. :

Mobile No. :

Email :

Date :

## **EXPLANATORY NOTES**

- (1) This form is to be filled up by the lift(s) owner to notify Commissioner of the intended major alteration or replacement works that are to be carried out by the registered lift service contractor.
- (2) This form shall be submitted before the date on which the major alteration or replacement works are to commence.
- (3) Submission is to be done via one of the following means:
  - (i) Email a scanned copy of the form to [BCA\\_ELIFT@bca.gov.sg](mailto:BCA_ELIFT@bca.gov.sg);
  - (ii) Fax to (65) 6334 4031, followed by a confirmation phone call to (65) 6334 2527 or confirmation email to [BCA\\_ELIFT@bca.gov.sg](mailto:BCA_ELIFT@bca.gov.sg); or
  - (iii) Hardcopy submission by hand or by post. If by post, to be followed by a confirmation phone call to (65) 6334 2527 or confirmation email to [BCA\\_ELIFT@bca.gov.sg](mailto:BCA_ELIFT@bca.gov.sg).
- (4) According to Regulation 17(2) of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016, major alteration or replacement works on a lift includes, but is not limited to, any of the following:
  - (a) changing, removing or adding any safety device of a lift;
  - (b) changing the mass of a lift car, including lift car finishing;
  - (c) changing the rated load or speed of a lift;
  - (d) changing the travel distance of a lift;
  - (e) changing the lift control operation (including changing the software or type of driving machine or brakes);
  - (f) changing the number, type or size of the hoisting ropes supporting a lift car or its counterweight;
  - (g) changing the size of the guide rails of a lift;
  - (h) changing the type of safety gear;
  - (i) changing the lift landing door, lift car door and lift car door drive and control.
- (5) There are no fees associated with this notification of major alteration or replacement works on a lift.

BUILDING MAINTENANCE AND STRATA  
MANAGEMENT ACT 2004  
(ACT 47 OF 2004)

BUILDING MAINTENANCE AND STRATA MANAGEMENT  
(LIFT, ESCALATOR AND BUILDING MAINTENANCE) REGULATIONS 2016

CERTIFICATE OF SUPERVISION OF MAJOR ALTERATION OR REPLACEMENT WORKS OF  
LIFT(S)

To: The Commissioner of Buildings  
(Please quote file ref. where applicable<sup>2</sup>: \_\_\_\_\_)

**Section A<sup>1</sup>: Building/Structure Owner [under Regulation 17]**

\*I/We confirm that \*I/We have engaged \_\_\_\_\_ (*name of lift service contractor registered with BCA*) to carry out major alteration or replacement works for lift(s) \_\_\_\_\_  
\_\_\_\_\_ (*lift(s) ID<sup>5</sup> (if available) or numbering<sup>6</sup>*) at \_\_\_\_\_  
\_\_\_\_\_ (*lift(s) address or location*)  
as specified in **Section B** of this certificate under the supervision of an Authorised Examiner,  
\_\_\_\_\_ (*name of Authorised Examiner*), in  
accordance with the requirements of the Building Maintenance and Strata Management (Lift, Escalator  
and Building Maintenance) Regulations 2016.

\_\_\_\_\_  
Name \*NRIC/FIN/UEN of \*Building/Structure  
Owner (includes individual/company)

\_\_\_\_\_  
Name and NRIC/FIN of authorized representative  
(if Building/Structure Owner is a company)

\_\_\_\_\_  
Signature of \*Building/Structure Owner or  
authorized representative (if Building/Structure  
Owner is a company)

\_\_\_\_\_  
Company Stamp (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact No.

\* Delete whichever is inapplicable.

\*\* Please use separate sheet if necessary

**Section B<sup>1</sup>: Lift Service Contractor [under Regulation 17]**

We confirm that:

- (1) we are a registered lift service contractor with the Building and Construction Authority; and
- (2) the major alteration or replacement works in respect of the following lift(s) \*has/have been carried

out under the supervision of the independent Authorised Examiner, \_\_\_\_\_

\_\_\_\_\_ (*name of Authorised Examiner*), in **Section C** of this certificate, and in accordance with requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016:

*Building/Structure Address or location:		
**Lift ID <sup>5</sup> or Numbering <sup>6</sup>	List of major alteration or replacement works	First date in respect of which major alteration or replacement works were carried out

\_\_\_\_\_  
Name and UEN of Lift Service Contractor  
(company name)

\_\_\_\_\_  
Registration Workhead and Financial Grade of Lift  
Service Contractor

\_\_\_\_\_  
Name and NRIC/FIN of Authorised  
Representative

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Signature of Authorised Representative

\_\_\_\_\_  
24hrs Contact No.

\_\_\_\_\_  
Date

\* Delete whichever is inapplicable.

\*\* Please use separate sheet if necessary

BPMG\_EMED\_C2\_ver1 [July 2016]



**Section C<sup>1</sup>: Authorised Examiner [Under Regulation 17]**

I certify that:

- (1) the lift service contractor, \_\_\_\_\_ (*name of lift service contractor registered with BCA*), in **Section B** of this certificate has carried out the major alteration or replacement works of the lift(s) \_\_\_\_\_ (*lift(s) ID<sup>5</sup> (if available) or numbering<sup>6</sup>*) at \_\_\_\_\_ (*lift(s) address or location*) mentioned in **Section B** of this certificate under my supervision in accordance with requirements of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016;
- (2) I have examined, inspected and tested the lift(s) and confirm that the design and installation is in accordance with the requirements of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016; and
- (3) I am not a partner, associate, director, officer or employee of the owner of the lift or the lift service contractor carrying out the major alteration or replacement works.

\_\_\_\_\_  
Name and NRIC/FIN of Authorised Examiner

\_\_\_\_\_  
Signature of Authorised Examiner

\_\_\_\_\_  
Stamp of Authorised Examiner

\_\_\_\_\_  
Contact No.

\_\_\_\_\_  
Date

\* Delete whichever is inapplicable.

\*\* Please use separate sheet if necessary

## Explanatory Notes

### (A) GENERAL

1. This certificate may take you 10 minutes to fill in. You will need the following information to fill in the certificate:

<ul style="list-style-type: none"><li>• <b>Section A</b></li><li>1) Particulars of Lift Service Contractor</li><li>2) Lift(s) ID, numbering and location</li><li>3) Name, NRIC/FIN/UEN, Signature, Stamp and Contact No. of Building/Structure Owner</li><li>4) Name of Authorised Examiner</li></ul> <ul style="list-style-type: none"><li>• <b>Section C</b></li><li>1) Name, NRIC/FIN, Signature, Stamp and Contact No. of Authorised Examiner</li><li>2) Lift(s) ID, numbering and location</li><li>3) Name of Lift Service Contractor</li></ul>	<ul style="list-style-type: none"><li>• <b>Section B</b></li><li>1) Building/Structure Address</li><li>2) Lift(s) ID, numbering and location</li><li>3) Name, NRIC/FIN/UEN, Signature, Stamp, Registration Workhead and Financial Grade, and Contact No. of Lift Service Contractor</li><li>4) Name of Authorised Examiner</li></ul>
---	--

2. Applicable file reference may include structural plan submission reference number, A&A project reference number, or any project reference number pertaining to the lift(s) in relation to this certificate.
3. This certificate is to be used for application of Permit to Operate for lift(s) following the completion of major alteration and replacement of lift(s). This certification can also be made via eLift System at [https://www.bca.gov.sg/bmsm\\_eservice/](https://www.bca.gov.sg/bmsm_eservice/).
4. For application of a Permit to Operate for more than one lift, only lifts in the same address will be considered in a single form.
5. If lift ID(s) has/have been allocated, please fill in the lift ID(s) in this certificate.
6. Where lift ID(s) has/have not been allocated, please fill in the lift numbering(s) in this certificate. The lift numbering(s) of the lift(s) should be numerical eg 1, 2, 3, etc or alphabetical eg A, B, C, etc or alpha-numerical eg P1, P2, P3, etc.

\* Delete whichever is inapplicable.

\*\* Please use separate sheet if necessary

## (B) MAJOR ALTERATION AND REPLACEMENT OF LIFT(S) REQUIREMENTS

### 7. Codes/Standards to be adopted for major alteration and replacement of lift(s)

Lifts	Major alteration and replacement works
All other lifts	The requirements specified in SS 550:2009 <sup>I</sup>
Home lifts	1) Manufacturer's recommendations; or 2) where the manufacturer's recommendations are not available, the requirements specified in SS 550:2009 or the Japan Elevator Association Standards: 2014 <sup>II</sup> , whichever is the standard the lift was designed to
Vertical platform lifts	1) Manufacturer's recommendations; or 2) where the manufacturer's recommendations are not available, the requirements specified in EN 81-41:2010 <sup>III</sup> or ASME 18.1-2014 <sup>IV</sup> , whichever is the standard the lift was designed to
Stairlifts	1) Manufacturer's recommendations; or 2) where the manufacturer's recommendations are not available, the requirements specified in ASME 18.1-2014

<sup>I</sup> SS 550:2009 means the code of practice for installation, operation and maintenance of electric passenger and goods lifts

<sup>II</sup> Japan Elevator Association Standards:2014 means the the technical standards for lifts issued by the Japanese Elevator Association

<sup>III</sup> EN 81-41 means means the British Standard BS EN 81-41:2010 on Safety rules for the construction and installation of lifts – Special lifts for the transport of persons and goods Part 41: Vertical lifting platforms intended for use by persons with impaired mobility

<sup>IV</sup> ASME 18.1-2014 means the Safety Standard for Platform Lifts and Stairway Chairlifts published by the American Society of Mechanical Engineers

\* Delete whichever is inapplicable.

\*\* Please use separate sheet if necessary

<b>Incident Reporting Form for Lift and Escalator Incidents</b> <b>[Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016]</b>	
Commissioner of Buildings Building & Construction Authority 52 Jurong Gateway Road, #11-01 Singapore 608550 Website: <a href="http://www.bca.gov.sg/">http://www.bca.gov.sg/</a>	<b>PLEASE NOTE</b> (1) If an item is not applicable it is to be indicated as "N/A". (2) Please tick (✓) in the appropriate boxes.
<b>(1) Occurrence Type and Details</b>	
<div style="margin-bottom: 10px;"> <b>Lift:</b>  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Fatality  <input type="checkbox"/> Suspension Rope Failure  <input type="checkbox"/> Others _____         </div> <div> <input type="checkbox"/> Injury  <input type="checkbox"/> Safety Critical Devices Failure<sup>1</sup> </div> <div> <input type="checkbox"/> Main Drive System Failure  <input type="checkbox"/> Door Interlocking Device Failure         </div> </div> </div> <div> <b>Escalator:</b>  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Fatality  <input type="checkbox"/> Safety Critical Devices Failure<sup>2</sup> </div> <div> <input type="checkbox"/> Injury  <input type="checkbox"/> Others _____         </div> <div> <input type="checkbox"/> Main Drive System Failure         </div> </div> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Address of Lift / Escalator:</div> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; flex: 1;">Lift / Escalator ID:</div> <div style="border: 1px solid black; padding: 5px; flex: 1;">Occurrence Date / Time:</div> </div> </div>	
<b>(2) Description of Incident</b>	
<b>(3) Current Status<sup>3</sup></b>	
<p>Has the operation of the lift / escalator been suspended after the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Has any component of the lift / escalator been modified after the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please specify: _____</p> <div style="border: 1px solid black; height: 60px; margin-top: 10px;"></div>	

<sup>1</sup> Failure of brake, overload device, safety component or safety equipment of lift<sup>2</sup> Failure of brake, overload device, safety component or safety equipment of escalator<sup>3</sup> Lift/escalator owners and service contractors are reminded to immediately shut down and cordon off the incident lift/escalator and inform BCA, as soon as practicable. Thereafter, there should be no interference with the incident lift.

**(4) Causes**

Describe cause of incident (if known):

**(5) Particulars of Injured Person(s) (Use one form per each injured person)**

Injured Person: ☐ Yes (Please fill up details below) ☐ No

Name:	Address:
NRIC / Passport No.:	Contact No.:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality:
Description of injury:	

**(6) Completed by**

☐ Lift / Escalator Owner

☐ Lift / Escalator Service Contractor

Name:	Office Address <sup>4</sup> :
NRIC / Passport No.:	Office No.:
Email Address:	Mobile No.:
Date of Report:	Fax No.:

<sup>4</sup> For lift / escalator owner, please provide home address if office address is not applicable.

## CERTIFICATE OF ESCALATOR EXAMINATION, INSPECTION AND TESTING

BUILDING MAINTENANCE AND STRATA  
MANAGEMENT ACT 2004  
(ACT 47 OF 2004)BUILDING MAINTENANCE AND STRATA MANAGEMENT  
(LIFT, ESCALATOR AND BUILDING MAINTENANCE) REGULATIONS 2016

## CERTIFICATE OF ESCALATOR EXAMINATION, INSPECTION AND TESTING

To: The Commissioner of Buildings  
(Please quote file ref. where applicable<sup>2</sup>: \_\_\_\_\_)

☐ NEW ESCALATOR(S) ☐ RE-COMMISSIONING OF ESCALATOR(S) ☐ RENEWAL OF PERMIT TO OPERATE FOR ESCALATOR(S)  
(after major alteration or replacement works or other reasons)

**Section A<sup>1</sup>: Building/Structure Owner [under Regulation 19]**

\*I/We confirm that \*I/We have engaged \_\_\_\_\_ (name of escalator service contractor registered with BCA) to examine, inspect and test the escalator(s) \_\_\_\_\_ (escalator(s) ID<sup>5</sup> (if available) or numbering<sup>6</sup>) at \_\_\_\_\_ (escalator(s) address or location) in accordance with the requirements of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

\_\_\_\_\_  
Name of \*Building/Structure Owner (includes individual/company)  
NRIC/FIN:  
UEN:

\_\_\_\_\_  
Name and NRIC/FIN of authorized representative (if Building/Structure Owner is a company)

\_\_\_\_\_  
Signature of \*Building/Structure Owner or authorized representative (if Building/Structure Owner is a company)

\_\_\_\_\_  
Company Stamp (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact No.

\* Delete whichever is inapplicable.

\*\* Please use separate sheet if necessary

BPMG\_EMED\_C3\_ver1 [July 2016]

**Section B<sup>1</sup>: Escalator Service Contractor [under Regulation 7]**

We confirm that:

- (1) we are an escalator service contractor registered with the Building and Construction Authority; and
- (2) the following escalator(s) \*has/have been examined, inspected and tested in the presence of the independent Authorised Examiner, \_\_\_\_\_ (*name of the Authorised Examiner*), in **Section C** of this certificate, and in accordance with relevant provisions specified in SS CP 15:2004 as required under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016:

*Building/Structure Address or location:	
**Escalator ID <sup>5</sup> or Numbering <sup>6</sup>	Date of examination, inspection and testing of escalator (DD/MM/YY)

\_\_\_\_\_  
Name and UEN of Escalator Service Contractor  
(company name)

\_\_\_\_\_  
Registration Workhead and Financial Grade of  
Escalator Service Contractor

\_\_\_\_\_  
Name and NRIC/FIN of Authorised  
Representative

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Signature of Authorised Representative

\_\_\_\_\_  
24hrs Contact No.

\_\_\_\_\_  
Date

\* Delete whichever is inapplicable.

\*\* Please use separate sheet if necessary

**Section C<sup>1</sup>: Authorised Examiner [Under Regulation 19 and 20]**

I certify that:

- (1) the escalator service contractor \_\_\_\_\_ (*name of escalator service contractor registered with BCA*) in **Section B** of this certificate has carried out the examination, inspection and testing of the escalator(s) \_\_\_\_\_  
\_\_\_\_\_ (*Escalator(s) ID<sup>5</sup> (if available) or numbering<sup>6</sup>*) at \_\_\_\_\_  
\_\_\_\_\_ (*Escalator(s) address or location*)  
in my presence in accordance with requirements of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016;
- (2) the date of the first examination, inspection and testing carried out was on \_\_\_\_\_;
- (3) the escalator(s) \*is/are in a fit condition for operation; and
- (4) I am not a partner, associate, director, officer or employee of the owner of the escalator(s) or the escalator service contractor carrying out the examination, inspection and testing of the escalator(s) under Regulation 19(1).

\_\_\_\_\_  
Name and \*NRIC/FIN of Authorised Examiner

\_\_\_\_\_  
Signature of Authorised Examiner

\_\_\_\_\_  
Stamp of Authorised Examiner

\_\_\_\_\_  
Contact No.

\_\_\_\_\_  
Date

\* Delete whichever is inapplicable.

\*\* Please use separate sheet if necessary



## Explanatory Notes

### (A) GENERAL

1. This certificate may take you 10 minutes to fill in. you will need the following information to fill in the certificate:

<ul style="list-style-type: none"><li>• <b>Section A</b></li></ul> <ol style="list-style-type: none"><li>1) Particulars of Escalator Service Contractor</li><li>2) Escalator(s) ID, numbering and location</li><li>3) Name, NRIC/FIN/UEN, Signature, Stamp and Contact No. of Building/Structure Owner</li></ol> <ul style="list-style-type: none"><li>• <b>Section C</b></li></ul> <ol style="list-style-type: none"><li>1) Name, NRIC/FIN, Signature, Stamp and Contact No. of Authorised Examiner</li><li>2) Escalator(s) ID, numbering and location</li><li>3) Name of Escalator Service Contractor</li></ol>	<ul style="list-style-type: none"><li>• <b>Section B</b></li></ul> <ol style="list-style-type: none"><li>1) Building/Structure Address</li><li>2) Escalator(s) ID, numbering and location</li><li>3) Name, NRIC/FIN/UEN, Signature, Stamp, Registration Workhead and Financial Grade, and Contact No. of Escalator Service Contractor</li><li>4) Name of Authorised Examiner</li></ol>
---	--

2. Applicable file reference may include structural plan submission reference number, A&A project reference number, or any project reference number pertaining to the escalator(s) in relation to this certificate.
3. This certificate is to be used for new installation, re-commissioning and renewal of Permit to Operate for escalator(s).
4. For application of a Permit to Operate for more than one escalator, only escalators in the same address will be considered in a single form.
5. If escalator ID(s) has/have been allocated, please fill in the escalator ID(s) in this application form.
6. Where escalator ID(s) has/have not been allocated, please fill in the escalator numbering(s) in this application form. The escalator numbering(s) of the escalator(s) should be numerical eg 1, 2, 3, etc or alphabetical eg A, B, C, etc or alpha-numerical eg E1, E2, E3, etc.

\* Delete whichever is inapplicable.

\*\* Please use separate sheet if necessary

[Regulation 20 of the Building Maintenance and Strata Management (Lift, Escalator & Building Maintenance) Regulations 2016]

- Particulars of Building/Structure (I)
- Particulars of Escalator Owner (II)
- Particulars of Escalator(s) (III)
- Particulars of Escalator Service Contractor (IV)
- Required Documents for this Application (V)

## I PARTICULARS OF BUILDING/STRUCTURE

- |   |  |
|---|--|
| <input type="checkbox"/> Commercial                                   | <input type="checkbox"/> Transport stations and terminals  |
| <input type="checkbox"/> Industrial                                   | <input type="checkbox"/> Residential (Landed)              |
| <input type="checkbox"/> Institutional (include government buildings) | <input type="checkbox"/> Residential (HDB)                 |
| <input type="checkbox"/> Mixed development                            | <input type="checkbox"/> Residential (Private, Non-Landed) |
| <input type="checkbox"/> Office buildings                             | <input type="checkbox"/> Others (Please Specify) _____     |

Appln No . : 

--	--

VII-1

### III PARTICULARS OF ESCALATOR(S)<sup>#</sup>

\* Mandatory Field  
# Use separate sheet if necessary  
^ Delete whichever is inapplicable  
BPMG EMED A2 ver1 [July 2016]

- (1) we are an escalator service contractor registered with the Building and Construction Authority;
- (2) we are engaged by the escalator owner mentioned in Part (II) of this application form to carry out maintenance works for the escalator(s) listed in Part (III) of this application form;
- (3) we will carry out the maintenance works for the escalator(s) in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulation 2016; and
- (4) the information provided in this Part (IV) are true and accurate to the best of my knowledge:

[illegible]

☐ Weekly                      ☐ Fortnightly                      ☐ Monthly

☐ Others (Please specify) \_\_\_\_\_

[illegible][illegible]

VII-3

V APPLICATION FOR A PERMIT TO OPERATE FOR ESCALATORS:	
<p>^I/we hereby:</p> <p>(1) apply for Permit to Operate for escalator(s) listed in Part IV of this application form;</p> <p>(2) declare that this application is made within 3 months from the date in respect of which the escalator was examined, inspected and tested;</p> <p>(3) confirm that the information provided above are true and accurate to the best of my knowledge;</p> <p>(4) confirm that ^I/we have engaged the registered escalator service contractor mentioned in Part (IV) of this application form to maintain the escalator(s) listed in Part (III) of this application form in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016; and</p> <p>(5) attach the following documents together with this application:</p> <p><i>(Tick the appropriate box)</i></p> <p>1) Certificate of Escalator Examination, Inspection &amp; Testing (BPMG_EMED_C3) <input type="checkbox"/></p> <p>2) Certificate of Supervision of Installation of Lift(s)/Escalator(s) (BPD_CSC04) <input type="checkbox"/></p> <p>3) Certificate of Supervision of Major Alteration or Replacement Works of Escalator(s) (BPMG_EMED_C4) <input type="checkbox"/></p> <p>4) Escalator Location Plan<sup>(B)</sup> <input type="checkbox"/></p> <p>5) Application Fee<sup>(C)</sup> : S\$ _____</p>	
<p>Name and ^NRIC/UEN of ^Building/Structure Owner (includes individual/company):</p>	<p>Name and NRIC of authorized representative (if Building/Structure Owner is a company):</p>
<p>Signature of ^Building/Structure Owner or authorized representative (if Building/Structure Owner is a company)</p>	<p>Company Stamp (if applicable)</p>
<p>Date:</p>	<p>Contact No. :</p>

\* Mandatory Field

# Use separate sheet if necessary

<sup>^</sup> Delete whichever is inapplicable

**EXPLANATORY NOTES****(A) GENERAL**

1. This form is to be used for new installation, re-commissioning and renewal of Permit to Operate for escalator(s).
2. For application of a Permit to Operate for more than one escalator, only escalators in the same address will be considered in a single form.
3. If escalator ID(s) has/have been allocated, please fill in the escalator ID(s) in this application form.
4. Where escalator ID(s) has/have not been allocated, please fill in the escalator numbering(s) in this application form. The escalator numbering(s) of the escalator(s) should be numerical eg 1, 2, 3, etc or alphabetical eg A, B, C, etc or alpha-numerical eg E1, E2, E3, etc.
5. Please use separate forms for escalator(s) of separate model(s) or by different manufacturer(s).
6. An acknowledgement of your application will be issued to you.

**(B) DOCUMENTS**

Please submit the following documents:

- (a) Certificate of Escalator Examination, Inspection and Testing (BPMG\_EMED\_C2);
- (b) One copy of escalator location plan showing the location(s) and the numbering of escalator(s) (applicable to new application);
- (c) One copy of Certificate BPD\_CSC04 - Certificate of Supervision of Installation of Lift(s)/Escalator(s) (applicable for new application);
- (d) One copy of Certificate BPMG\_EMED\_C4 - Certificate of Supervision of Major Alteration or Replacement Works of Escalator(s) (applicable for re-commissioning of escalator(s) after major alternation and replacement works);

**NOTE:**

- All escalator location plans must be in either A3 or A4 size.

**(C) APPLICATION FEE**

Each application of escalator(s) in the same address shall be accompanied by the following fees:-

- (a) where the total number of escalators to which the application relates is 10 or fewer, \$20 per escalator;
- (b) where the total number of escalators to which the application relates is more than 10, an amount equal to —
  - (i) \$200; plus
  - (ii) \$10 per escalator in excess of 10.

**(D) CLASSIFICATION OF DEVELOPMENTS**

- (a) Developments may be classified as shown in the table below:

S/N	Development Types	Building Types
1	Commercial	Shophouse, shopping complex, hotel, boarding house, chalet, backpacker's hotel, hotels, restaurant, eating establishment, market, hawker or food centres and etc
2	Industrial	Factory, power station, power plant, workshop, warehouse and etc
3	Institutions	Government building, sports complex, hospital, clinic, nursing home, home for the aged, welfare home, pre-school, school, college, polytechnic, university, institute of learning and etc
4	Residential (HDB)	Housing Development Board estates
5	Residential (Private, Non-landed)	Private non-landed property, dormitory and etc
6	Residential (Landed)	Landed residential property and etc
7	Office buildings	office tower, office building and etc
8	Transport stations and terminals	Transport station, interchange, passenger terminal including airports and ferry terminal and etc
9	Mixed development	Multi-purpose complex
10	Others	Structure such as overhead bridge, vehicle parking building and etc.

**(E) PERIODIC MAINTENANCE OF ESCALATORS**

- (a) Escalator service contractors have to maintain the escalator(s) in accordance with requirements as stated below:

Requirements Escalators	Periodic maintenance frequency	Periodic maintenance program
All escalators	Once every month	The provisions for periodic maintenance in SS CP15:2004 <sup>1</sup>

<sup>1</sup> SS CP 15:2004 means the Code of Practice for the Installation, Operation and Maintenance of Escalators and Passenger Conveyors

\* Mandatory Field

# Use separate sheet if necessary

^ Delete whichever is inapplicable

**NOTIFICATION OF MAJOR ALTERATION OR REPLACEMENT WORKS ON ESCALATOR(S)**

[Regulation 29(1) of the Building Maintenance and Strata Management (Lift, Escalator &amp; Building Maintenance) Regulations 2016]

Commissioner of Buildings  
Building & Construction Authority  
52 Jurong Gateway Road, #11-01  
Singapore 608550  
Website: <http://www.bca.gov.sg/>

**INSTRUCTIONS**

- (1) Please read the attached Explanatory Notes before completing this form.**
- (2) One copy of this form is to be submitted.
- (3) If an item is not applicable it is to be indicated as "N/A".
- (4) Please tick (✓) in the appropriate boxes.
- (5) \*Delete whichever is inapplicable.
- (6) Please use separate forms for escalator(s) of separate model(s) or by different manufacturer(s) or installed at different address(s) / location(s).
- (7) ^ use separate sheet if necessary

**To be completed by building/structure owner**

- (1) \*I/We hereby notify the Commissioner of the intended **major alteration or replacement works** that are to be carried out on the following escalator(s):

Escalator(s) ID	
Escalator(s) address / location	
Name of escalator service contractor to carry out the major alteration or replacement works	
Name of authorised examiner to supervise the major alteration or replacement works	

- (2) ^Description(s) and expected date of commencement of intended major alteration or replacement works on the escalator(s):

Escalator ID	List of major alteration or replacement works	First date in respect of which major alteration or replacement works will be carried out

Name \*NRIC/FIN/UEN of \*Building/Structure Owner (includes individual/company)

Name and NRIC/FIN of authorised representative (if Building/Structure Owner is a company)

Signature of \*Building/Structure Owner or authorised representative (if Building/Structure Owner is a company)

Company Stamp (if applicable)

Office No. :

Mobile No. :

Email :

Date :

## **EXPLANATORY NOTES**

- (1) This form is to be filled up by the escalator(s) owner to notify Commissioner of the intended major alteration or replacement works that are to be carried out by the registered escalator service contractor.
- (2) This form shall be submitted before the date on which the major alteration or replacement works are to commence.
- (3) Submission is to be done via one of the following means:
  - (i) Email a scanned copy of the form to BCA\_ELIFT@bca.gov.sg;
  - (ii) Fax to (65) 6334 4031, followed by a confirmation phone call to (65) 6334 2527 or confirmation email to BCA\_ELIFT@bca.gov.sg; or
  - (iii) Hardcopy submission by hand or by post. If by post, to be followed by a confirmation phone call to (65) 6334 2527 or confirmation email to BCA\_ELIFT@bca.gov.sg.
- (4) According to Regulation 29(2) of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016, major alteration or replacement works on an escalator include, but is not limited to, changing the speed, drive, control, safety device, braking system or step band of an escalator.
- (5) There are no fees associated with this notification of major alteration or replacement works on an escalator.



BUILDING MAINTENANCE AND STRATA  
MANAGEMENT ACT 2004  
(ACT 47 OF 2004)

BUILDING MAINTENANCE AND STRATA MANAGEMENT  
(LIFT, ESCALATOR AND BUILDING MAINTENANCE) REGULATIONS 2016

CERTIFICATE OF SUPERVISION OF MAJOR ALTERATION OR REPLACEMENT WORKS OF  
ESCALATOR(S)

To: The Commissioner of Buildings  
(Please quote file ref. where applicable<sup>2</sup>: \_\_\_\_\_)

**Section A<sup>1</sup>: Building/Structure Owner [under Regulation 29]**

\*I/We confirm that \*I/We have engaged \_\_\_\_\_ (*name of escalator service contractor registered with BCA*) to carry out major alteration or replacement works for escalator(s) \_\_\_\_\_ (*escalator(s) ID<sup>5</sup> (if available) or numbering<sup>6</sup>*) at \_\_\_\_\_ (*escalator(s) address or location*) as specified in **Section B** of this certificate under the supervision of an Authorised Examiner, \_\_\_\_\_ (*name of Authorised Examiner*), in accordance with the requirements of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

\_\_\_\_\_  
Name \*NRIC/FIN/UEN of \*Building/Structure Owner (includes individual/company)

\_\_\_\_\_  
Name and NRIC/FIN of authorized representative (if Building/Structure Owner is a company)

\_\_\_\_\_  
Signature of \*Building/Structure Owner or authorized representative (if Building/Structure Owner is a company)

\_\_\_\_\_  
Company Stamp (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact No.

\* Delete whichever is inapplicable.

\*\* Please use separate sheet if necessary

BPMG\_EMED\_C4\_ver1 [July 2016]

**Section B<sup>1</sup>: Escalator Service Contractor [under the Regulation 29]**

We confirm that:

- (1) we are a registered escalator service contractor with the Building and Construction Authority; and
- (2) the major alteration or replacement works in respect of the following escalator(s) \*has/have been

carried out under the supervision of the independent Authorised Examiner, \_\_\_\_\_

\_\_\_\_\_ (*name of Authorised Examiner*), in **Section C** of this certificate, and in accordance with requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016:

*Building/Structure Address or location:		
**Escalator ID <sup>5</sup> or Numbering <sup>6</sup>	List of major alteration or replacement works	First date in respect of which major alteration or replacement works were carried out

\_\_\_\_\_  
Name and UEN of Escalator Service Contractor  
(company name)

\_\_\_\_\_  
Registration Workhead and Financial Grade of  
Escalator Service Contractor

\_\_\_\_\_  
Name and NRIC/FIN of Authorised  
Representative

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Signature of Authorised Representative

\_\_\_\_\_  
24hrs Contact No.

\_\_\_\_\_  
Date

\* Delete whichever is inapplicable.

\*\* Please use separate sheet if necessary

BPMG\_EMED\_C4\_ver1 [July 2016]

**Section C<sup>1</sup>: Authorised Examiner [Under Regulation 29]**

I certify that:

- (1) the escalator service contractor, \_\_\_\_\_ (*name of escalator service contractor registered with BCA*), in **Section B** of this certificate has carried out the major alteration or replacement works of the escalator(s) \_\_\_\_\_ (*escalator(s) ID<sup>5</sup> (if available) or numbering<sup>6</sup>*) at \_\_\_\_\_ (*escalator(s) address or location*) mentioned in **Section B** of this certificate under my supervision in accordance with the requirements specified in SS CP 15:2004;
- (2) I have examined, inspected and tested the escalator(s) and confirm that the design and installation is in accordance with the requirements specified in SS CP 15:2004; and
- (3) I am not a partner, associate, director, officer or employee of the owner of the escalator or the escalator service contractor carrying out the major alteration or replacement works.

\_\_\_\_\_  
Name and NRIC/FIN of Authorised Examiner

\_\_\_\_\_  
Signature of Authorised Examiner

\_\_\_\_\_  
Stamp of Authorised Examiner

\_\_\_\_\_  
Contact No.

\_\_\_\_\_  
Date

\* Delete whichever is inapplicable.

\*\* Please use separate sheet if necessary

## Explanatory Notes

### (A) GENERAL

1. This certificate may take you 10 minutes to fill in. You will need the following information to fill in the certificate:

<ul style="list-style-type: none"><li>• <b>Section A</b></li></ul> <ol style="list-style-type: none"><li>1) Particulars of Escalator Service Contractor</li><li>2) Escalator(s) ID, numbering and location</li><li>3) Name, NRIC/FIN/UEN, Signature, Stamp and Contact No. of Building/Structure Owner</li><li>4) Name of Authorised Examiner</li></ol>	<ul style="list-style-type: none"><li>• <b>Section B</b></li></ul> <ol style="list-style-type: none"><li>1) Building/Structure Address</li><li>2) Escalator(s) ID, numbering and location</li><li>3) Name, NRIC/FIN/UEN, Signature, Stamp, Registration Workhead and Financial Grade, and Contact No. of Escalator Service Contractor</li><li>4) Name of Authorised Examiner</li></ol>
<ul style="list-style-type: none"><li>• <b>Section C</b></li></ul> <ol style="list-style-type: none"><li>1) Name, NRIC/FIN, Signature, Stamp and Contact No. of Authorised Examiner</li><li>2) Escalator(s) ID, numbering and location</li><li>3) Name of Escalator Service Contractor</li></ol>	

2. Applicable file reference may include structural plan submission reference number, A&A project reference number, or any project reference number pertaining to the escalator(s) in relation to this certificate.
3. This certificate is to be used for application of Permit to Operate for escalator(s) following the completion of major alteration and replacement of escalator(s).
4. For application of a Permit to Operate for more than one escalator, only escalators in the same address will be considered in a single form.
5. If escalator ID(s) has/have been allocated, please fill in the escalator ID(s) in this certificate.
6. Where escalator ID(s) has/have not been allocated, please fill in the escalator numbering in this certificate. The escalator numbering of the escalator(s) should be numerical eg 1, 2, 3, etc or alphabetical eg A, B, C, etc or alpha-numerical eg E1, E2, E3, etc.

\* Delete whichever is inapplicable.

\*\* Please use separate sheet if necessary

BPMG\_EMED\_C4\_ver1 [July 2016]