

Our Ref : APPBMSMA-2017-03

Building Plan & Management Group

15 May 2017

All Lift & Escalator Service Contractors and Authorised Examiners

Dear Sir/Madam

REMINDER: MAINTAINING VIGILANCE AND EXERCISING DUE DILIGENCE IN WORKS RELATING TO LIFTS & ESCALATORS

1 The Building and Construction Authority (“BCA”) would like to remind all Lift & Escalator Service Contractors (“LESCs”) and Authorised Examiners (“AEs”) to remain vigilant when carrying out your duties under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016 (“Regulations”). BCA revised the Regulations on 25 July 2016 with enhanced requirements to improve lift reliability and safety, which include requiring registered lift and escalator service contractors to maintain lifts and escalators in accordance with prescribed frequencies and achieve specific maintenance standards tied to key outcomes.

2 In addition, lift and escalator owners (where applicable) are required to obtain an annual Permit to Operate (PTO) from BCA before the operation of any lift or escalator. Prior to applying for a PTO, every lift and escalator must undergo annual examination, inspection and testing by a lift or escalator service contractor, respectively, in the presence of an independent AE and be certified by the AE.

3 BCA would like to remind all LESCs and AEs to **ensure that lifts and escalators are maintained, examined, inspected and tested with due diligence in accordance with the requirements and relevant standards for the type of lift or escalator** as prescribed in the Regulations.

4 In particular, before signing the certificate of examination, inspection and testing for the lift or escalator, the AE must ensure that:

- a. The LESC has carried out the examination, inspection and testing in their presence and in accordance with the requirements prescribed in the Regulations;
- b. The lift or escalator is, in the opinion of the AE, in a condition that is fit for operation; and

- c. The AE is not a partner, associate, director, officer or employee of the owner of the lift or escalator, or the respective LESC carrying out the examination, inspection and testing of the lift or escalator.

5 The standard format of the certificate to be issued by an AE can be found on BCA's corporate website at https://www.bca.gov.sg/LiftSafety/lift_forms.html. E-submissions through the E-Lift and E-Escalator systems (https://www.bca.gov.sg/bmsm_eservice) are encouraged as BCA is moving towards a paperless system.

6 BCA will be stepping up audits to ensure that lifts and escalators are well maintained and properly examined, inspected and tested for safe operation and use. BCA will not hesitate to take appropriate enforcement action against the LESC or AE for failing to meet relevant duties under the Regulations.

7 For further information, you may send an email to bca_Lift_Escalator@bca.gov.sg or call us at (65)1800-3425222 (1800-DIAL BCA). Thank you.

Yours faithfully



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All registered lift service contractors with BCA RW02

All registered escalator service contractors with BCA RW03

All lift and escalator owners including Town Councils