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Electrical and Mechanical Engineering Group

01 December 2021

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Dear Sir/Madam

REMINDER OF STATUTORY DUTIES RELATING TO ANNUAL TESTING OF LIFTS AND ESCALATORS AND IMPLEMENTATION OF THE ANNUAL TESTING REPORT FOR PTO RENEWAL

Objectives

This objectives of this circular are to:

- (a) remind Lifts and Escalators (“**L&E**”) service contractors and Specialist Professional Engineers in the specialised branch of lift and escalator engineering (“**SPE**”) of their statutory duties under the Building Maintenance and Strata Management (“**BMSM**”), Lift, Escalator and Building Maintenance (LEBM) Regulations (“**regulations**”); and
- (b) inform the industry on the implementation of the Annual Inspection and Testing Report (“**Report**”) for applications for Permits-to-Operate (“**PTO**”) for lifts.

Statutory duties of SPEs and L&E Testing Contractors

2. As stated in Regulation 7 and Regulation 19 of the regulations, L&E in Singapore are required to be tested annually before owners apply for a PTO. Referring to Regulation 7(1)(b) and Regulation 19(1)(b), we wish to remind L&E testing contractors and SPEs that the examination, inspection and testing of L&E must be conducted in the presence of an SPE.

3. The duties of the SPE during the annual examination, inspection and testing include ensuring that the correct methods are employed during the testing of lifts and escalators, and that the test results obtained are satisfactory in order to ensure the safe operation of lifts during the validity period of the PTO.

4. L&E are equipment in a building that are used by occupants of the building on a daily basis. It is hence important that the examination, inspection and testing of L&E are carried out



in a proper manner to ensure that the safety devices are functioning as intended, to ensure public safety.

Annual Inspection and Testing Reports for Lifts

5. To ensure consistent practice and records of the annual inspection and testing conducted prior to the application for a PTO, BCA has developed Annual Inspection and Testing Reports for the five-yearly full-load and the annual no-load tests. These Reports cover the safety critical components of lifts, and serve as guidance to lift testing contractors and SPEs while carrying out annual testing. The Reports can be downloaded at the links provided in **Annex A**.

6. ***The annual testing reports will have to be completed for lifts with PTOs expiring on/after 30 April 2022¹***. All lift service contractors and SPEs would have to provide a copy of the Report for each lift that they have inspected and tested to the lift owners. As required in Regulation 16(1)(a), lift owners must keep such maintenance records for a period of at least five years, and make available such records to be inspected by BCA when requested.

7. With immediate effect, lift owners are strongly encouraged to require their lift service contractors and SPEs to provide the Reports upon completion of the annual examination, inspection and testing of lifts.

8. We would also appreciate feedback on any improvements that may be made in respect of these Reports.

Feedback and Clarification

9. For further information, feedback or clarification, please submit your enquiry through BCA's Online Feedback Form at <https://www.bca.gov.sg/feedbackform> or call us at (65)1800-342 5222 (1800-DIAL BCA).

Yours faithfully



TEO ORH HAI
GROUP DIRECTOR
ELECTRICAL AND MECHANICAL ENGINEERING GROUP
for COMMISSIONER OF BUILDINGS¹

¹ Amended for clarity, 03 December 2021.

Annex A

Full Load Test Report	https://www1.bca.gov.sg/regulatory-info/lifts-escalators/lifts-and-escalators-legislation/forms-and-certificates
No Load Test Report	

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