

EXAMINATION REPORT FOR ELECTRIC LIFTS (FOR TAKEOVER MAINTENANCE)

1. Basic Information and Description of Installation

Location (Address) _____
 Lift No. _____ Lift Location ID _____ Date of Handover _____
 Brand _____ Model _____ Length of Travel _____ m
 Passenger Lift Freight Lift Industrial Truck Loaded Freight Lift Vehicle Lift
 Vertical Lifting Platform Stairlift Mechanized Vehicle Parking System
 Landings Served _____
 Landings Served under Fireman Mode _____
 Rated Load _____ kg _____ Person Rated Speed _____ m/s
 Power Supply at Time of Test _____ Volt _____ Phase _____ Hz
 Levelling tolerance \pm _____ mm Car Floor Area _____ m²
 Machine Room Location: *above lift well / below lift well / at side / MRL/ others _____
 Roping Ratio: 1:1 2:1 others _____ Control Type: _____

Does this lift have double entrances? Yes No
 Does the lift car floor area complied with Design COP for lifts tendered on or after 15 December 1999? Yes No
 Is this a fireman's lift? Yes No
 Is this lift for persons with a disability? Yes No
 Model No. and Name of Manufacturer of the Controller _____

2. Static Examination – Mechanical

2.1 Suspension

(a) Suspension Ropes/ Belts
 Number _____ Nominal Diameter/ Width _____ mm
 Have the suspension ropes attained the criteria for replacement in accordance with Clause 5.4.8 of the Works Code? Yes No
 (b) Type of Anchorages: Car _____
 Counterweight _____
 (c) Type of Compensation: * Rope/ Chain
 Number: _____ Size: _____
 Have the anchorages been examined and found in good working condition? Yes No

2.2 Safety Gear

Car side: Brand _____ Model _____
 Counterweight side, if fitted: Brand _____ Model _____

2.3 Energy Dissipation Buffer *N.A. / Fitted

(a) Car side: Brand _____ Model _____ Number _____
 Counterweight side: Brand _____ Model _____ Number _____
 (b) Is/ Are the buffer switch(es) functioning properly? N.A. Yes No

2.4 Energy Accumulation Buffer *N.A. / Fitted

(a) Car side: Brand _____ Model _____ Number _____
 Counterweight side: Brand _____ Model _____ Number _____
 (b) Is the buffer's condition satisfactory? (e.g. free from crack/ rust) Yes No

2.5 Brake

(a) Type: *Drum/ Disc _____ *Single/ Double _____
 (b) Does the brake stop the lift effectively, when empty car travelling upward in the upper part at rated speed of its travel? Yes No
 (c) Is/ Are the brake monitoring device(s) functioned properly? N.A. Yes No

2.6 Overspeed Governor

Car side: Brand _____ Model _____
 Counterweight side, Brand _____ Model _____
 if fitted:
 Governor Rope Nominal Diameter: _____ mm

2.7 Door Locking Device

(a) Landing: Brand _____ Model _____
 (b) Car (1): Brand _____ Model _____ *N.A. / Fitted
 (c) Car (2): Brand _____ Model _____ *N.A. / Fitted

2.8 Equipped with Ascending Car Overspeed Protection Means/ Function? Yes No

(a) **Overspeed Governor**
 (i) Is the Overspeed Governor using the one as mentioned in item 2.6? (If Yes, skip the following and go to item 2.8 (b).) Yes No
 (ii) Brand _____ Model _____
 (b) **Speed Reducing Element**
 (i) Type: Brake on Sheave Rope Gripper Car Safety Gear (acting upwards) Counterweight Safety Gear (acting downwards)
 Others (please specify) _____
 (ii) Brand _____ Model _____

2.9 Equipped with Unintended Car Movement Protection Means/ Function? Yes No

(a) Type of Unintended Car Movement Protection Means
 Brake on Sheave Rope Gripper Car Safety Gear
 Counterweight Safety Gear
 (b) Brand _____ Model _____

3. Static Examination – Electrical

3.1 Insulation Resistance to Earth

(a) Lift Motor _____ M Ω
 (b) MG Set (if fitted): Motor _____ M Ω Generator _____ M Ω

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- (c) Power System _____ MΩ
 (d) Safety Circuits _____ MΩ

3.2 Earthing

- (a) Is the maximum continuity resistance to earth less than 0.5Ω? Yes No
 (b) Is the car connected to controller earthing terminal by a separate conductor with proper sizing? Yes No

3.3 Protection of Conductors

Is the fixed wiring in conduit or trunking (or fittings which ensure equivalent protection) throughout? Yes No

3.4 Phase Reversal and Phase Failure Devices

Do the phase reversal and phase failure devices operate/ function correctly? Yes No

4. Dynamic Tests

4.1 Safety Contacts/Circuits

- (a) Have the contacts at each landing entrance been proved to ensure that when broken there is no movement of the car? Yes No
 (b) Have the mechanical locks at each landing entrance been proved for positive locking? Yes No
 (c) Have the car door/gate contacts been proved so that when broken there is no movement of the car? Yes No
 (d) If separate terminal stopping switches are fitted, N.A. Yes No
 (e) Do the final limit switches cut off the motor supply before the car or counterweight contact the buffers? Yes No
 (f) Have the stopping devices on the car top, in the pulley room and pit, been proved so that when broken no movement of the car occurs? Yes No
 (g) Have all other switches/contacts in the safety circuit been proved so that when broken no movement of the car occurs? Yes No
 (h) Does the earthing of the most remote contact (lock or push button) operates a fuse or trip a breaker without delay? Yes No
 (i) Other electromechanical interlocks? Yes No
 If yes, please specify _____
 (j) Are the interlocks mentioned in (i) working properly? Yes No

4.2 Car Top Control Station

- (a) Speed Up _____ m/s
 (b) Speed Down _____ m/s

4.3 Clearances and Runby

- (a) With the counterweight on its fully compressed buffers, how much further can the lift car move upwards before it hits any obstruction? _____ mm
 (b) What is the distance between the car roof and the lowest parts of roof of the lift well, when the car levels with top floor? _____ mm
 (c) With the car resting on its fully compressed buffers, is there a sufficient space as specified in relevant clauses in applicable Design Code? Yes No
 (d) Distance of bottom runby of car _____ mm
 (e) Distance of bottom runby of counterweight _____ mm

4.4 Door Test

- (a) Type of sliding door _____ *Horizontal / Vertical / Swing/ Collapsible
 (b) Form of operation of door _____ *Manual / Powered
 (c) Power supply to door control circuit _____ V
 (d) Maximum force at the mid-point of the travel _____ N
 (e) Does the function of the door re-opening device work properly? Yes No
 (f) Do the car doors fulfil the requirements of relevant clauses in applicable Design Code? Yes No

5. Overcurrent protection devices

	Lift Motor	MG Set Drive Motor	Convertor
Type			
Settings			

6. Overspeed Governor Tests

6.1 Car Governor

Governor Type _____		Electrical	Mechanical
Device Tripping	Marked	m/s	m/s
Speed	Measured	m/s	m/s

State how the governor on the installation was tested:

*Simulation / Free Fall / Actual Overspeed / Others (Specified) _____

6.2 Counterweight Governor (if fitted)

Governor Type _____		Electrical	Mechanical
Device Tripping	Marked	m/s	m/s
Speed	Measured	m/s	m/s

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State how the governor on the installation was tested:

*Simulation / Free Fall / Actual Overspeed / Others (please specify) _____

Note: The following tests should be conducted with the car descending in inspection speed, with the brake open and the machine continuing to run till the ropes slip or become slack.

7. Car Safety Gear Tests

7.1 **Progressive Type** *N.A. / Fitted

Does the safety gear operate correctly when engaging at levelling or inspection speed with car empty? Yes No

State the speed _____m/s

7.2 **Instantaneous Type** *N.A. / Fitted

Does the safety gear operate correctly when engaging at levelling or inspection speed with car empty? Yes No

State the speed _____m/s

7.3 What was the stopping distance in the test? _____m

8. Counterweight Safety Gear Tests and Counterweight Inspection

Note: The following tests should be conducted with the counterweight descending, with the brake open and the machine continuing to run till the ropes slip or become slack.

8.1 **Progressive Type** *N.A. / Fitted

Does the safety gear operate correctly when engaging at levelling or inspection speed with the car empty? Yes No

State the speed _____m/s

8.2 **Instantaneous Type** *N.A. / Fitted

Does the safety gear operate correctly when engaging at levelling or inspection speed with the car empty? Yes No

State the speed _____m/s

Note: The following inspection (8.3) is carried out after all dynamic tests have been completed.

8.3 **Counterweight**

Are there any visual defects on the whole counterweight including frame, filler weights, brackets and their fixings? Yes No

9. Ascending Car Overspeed Protection Means/ Function Test *N.A. / Fitted

9.1 **Overspeed Governor Test**

(a) Car Governor

Governor Type _____		Electrical	Mechanical
Device Tripping	Marked	m/s	m/s
Speed (upward)	Measured	m/s	m/s

State how the governor was tested on the installation:

*Simulation / Actual Overspeed / Others (please specify) _____

(b) **Counterweight Governor (if fitted)**

Governor Type _____		Electrical	Mechanical
Device Tripping	Marked	m/s	m/s
Speed (downward)	Measured	m/s	m/s

State how the governor was tested on the installation:

*Simulation / Actual Overspeed / Others (please specify) _____

9.2 Speed Reducing Element Test

The test should be conducted with the car ascending and the brake open (except brake on sheave).

(a) Does the speed reducing element operate correctly when engaging at preset speed with the car empty? Yes No

State the measured speed _____m/s

(b) What was the stopping distance in the test? _____m

10. Unintended Car Movement Protection Means/ Function Tests *N.A. / Fitted

Does Unintended Car Movement Protection device function properly during unintended upward movement of empty car? Yes No

11. Buffer Checks

11.1 **For Car Buffers**

(a) Is/ Are the car buffer(s) installed and aligned properly? Yes No

(b) Is/ Are the car buffer(s) filled with sufficient buffer oil? N.A. Yes No

(c) Does/ Do the car buffer(s) recover automatically after operation? N.A. Yes No

11.2 **For Counterweight Buffers**

(a) Is/ Are the counterweight buffer(s) installed and aligned properly? Yes No

(b) Is/ Are the counterweight buffer(s) filled with sufficient buffer oil? N.A. Yes No

(c) Does/ Do the counterweight buffer(s) recover automatically after operation? N.A. Yes No

12. Traction Check

12.1 Does the car stop under emergency conditions with the car empty when travelling upwards at rated speed? Yes No

12.2 With the counterweight resting on its fully compressed buffers, is it impossible for the empty car to be raised under power? Yes No

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12.3 The wear and tear of traction groove attained criteria for replacement according to manufacturer's instruction? Yes No

13. Emergency Stopping Distance

What was the stopping distance of the empty car traveling in up direction at rated speed under emergency stopping conditions? _____m

14. General (Lift Works)

(a) Is the maximum load indicated in the car and does it comply with relevant clauses in applicable Design Code? Yes No

(b) Does the fireman's lift operation function correctly? N.A. Yes No

(c) Are the emergency instructions displayed in the machine room? Yes No

(d) Does the emergency operation system function correctly? Yes No

(e) Does the emergency lighting of the car and machine room function correctly? Yes No

(f) What are the emergency alarm devices?

	Mangt office	M/C room	Lift car	Main lobby/Pit
i. Alarm bell*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Intercom*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iii. Indication light*	<input type="checkbox"/>	<input type="checkbox"/>		
iv. Indication light for acknowledgement & the notice*		<input type="checkbox"/>		

(g) Does the overload device operate satisfactorily? Yes No

(h) Does the bridging device function correctly? N.A. Yes No

(i) Does the anti-finger trapping device function correctly? N.A. Yes No

(j) Does the rescue device provided for machine-room-less lift? N.A. Yes No

15. General (Other works)

(a) Is the machine room artificial lighting adequate for maintenance purposes? Yes No

(b) Is the artificial lighting in the lift well or lift pit adequate for maintenance purposes? Yes No

(c) Are the machine room conditions satisfactory? Yes No

(d) Are the provisions for ventilating the machine room adequate? Yes No

(e) Are the machine room doors or trap doors fitted with a suitable lock to comply with Clause 3.15.3 and Clause 3.15.4 of the CoP on Building Works for Lifts and Escalators? Yes No

(f) Are the safety means of access to all items of equipment Yes No

in accordance with the Part 1 of the Design Code and the CoP on Building Works for Lifts and Escalators?

If no, state details _____

(g) Are the hoistway emergency doors (if fitted), in compliance with Clause 3.2 of the CoP on Building Works for Lifts and Escalators? N.A. Yes No

(h) Documents (copy only) in respect of exemptions (if any) shall be provided for reference. N.A. Yes No

(i) Are CCTV camera provided in lift car and CCTV monitors provided in management office*and machine room*? N.A. Yes No

16. Common Anomalies

(a) Are metal gates or the like installed in front of landing doors of a Firemen's lift blocking the entrances? N.A. Yes No
If yes, state the floor(s) _____

(b) Are metal gates installed in front of the entrances of a lift, other than a firemen's lift, not provided with the interlock in compliance with the applicable Design Code? N.A. Yes No
If yes, state the floor(s) _____

(c) Have any landing doors provided at the time of installation of the lift been disabled (i.e. such landings are not served by the lift)? N.A. Yes No
If yes, state the floor(s) _____

(d) Are the landing door locking device not properly adjusted (i.e. the landing door could be opened manually from the landing side when the lift car was not at the unlocking zone of that landing)? Yes No
If yes, state the floor(s) _____

(e) Are the safety switch for proving the effective locking of the landing door in the closed position not properly adjusted or not of the positively operated type? Yes No
If yes, state the floor(s) _____

(f) Are the safety switch for proving the closed position of the landing door not properly adjusted or not of the positively operated type? N.A. Yes No
If yes, state the floor(s) _____

(g) Is there any excessive clearance between the landing and car door panels (when closed) or between the landing and car door panel and the upright? Yes No
If yes, state the floor(s) _____

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- (h) Is excessive closing force or kinetic energy of the landing doors or car doors found? N.A. Yes No
- (i) Is lubricant leaked from the gearbox of the driving machine affecting the safe operation of the lift? N.A. Yes No
- (j) Are the suspension wire ropes not in safe working order (such as serious rusting or corrosion, excessive breakage of wires or other serious abnormalities)? N.A. Yes No
- (k) Is the brake of the driving machine not properly adjusted or the brake lining excessively worn out affecting its safe operation? Yes No
- (l) Is the accessible moving part of the lift machinery inside the machine room not protected against injury to persons? N.A. Yes No
- (m) Is the lift car body or the car sling seriously corroded or rusted? Yes No
- (n) Is the guard rail on lift car top not properly installed? N.A. Yes No
- (o) Is the overload sensing device not of a fail-safe type? Yes No

staff. Maintenance defect(s) which may affect safe operation of lift had been identified as listed below. The lift was suspended from operation after examination works.

Note: Please tick where appropriate.

Item	Maintenance defect(s)	Affecting safe operation of lift? (Y/N)	Anticipated rectification completion date (dd/mm/yyyy)
1			
2			
3			
4			
5			

Note: Please use additional sheet(s) if the above spaces are not enough.

17. Declaration

17.1 Declaration by Registered Lift Worker or Registered Lift Engineer

I declared that on _____ the examination works as stated in this report had been done and the information in this examination report is an accurate record.

Name & Registration No. of
Registered Lift Worker

Signature

Name & Registration No. of
Registered Lift Engineer

Signature

Date

Name & Registration No. of
Registered Lift Contractor

Authorized Signature of Registered
Lift Contractor with Company Chop

Date

17.2 Declaration by Registered Lift Contractor

We declared that the examination works as stated in this report had been done by our staff and the lift and all its associated equipment or machinery were found to be free from obvious defects and in safe working order. Maintenance defect(s) not affecting safe operation of lift had been identified as listed below.

We declared that the examination works as stated in this report had been done by our

電動升降機的檢驗報告（適用於接管保養）

1. 裝置詳情

地點(地址): _____
升降機編號: _____ 升降機識別編號: _____ 交接日期: _____
製造商: _____ 型號: _____ 行程距離: _____ 米
載客升降機 載貨升降機 工業搬運車起卸的載貨升降機 汽車升降機
垂直升降台 梯級升降機 機械化泊車系統
服務樓層: _____
消防狀態時的服務樓層: _____
額定負載: _____ 千克 _____ 人 額定速度: _____ 米/秒
測試時電源: _____ 伏特 _____ 相 _____ 赫茲
平層公差: ± _____ 毫米 機廂地板面積: _____ 平方米
機房位置: *在升降機井道之上/ 在升降機井道之下/ 在旁邊/ 無機房/ 其他: _____
纜比: 1:1 2:1 其他: _____ 控制類型: _____

升降機是否擁有雙出入口? 是 否
升降機機廂的地板面積是否符合設計實務守則? (適用於 1999 年 12 月 15 日或之後招標的升降機) 是 否
是否消防升降機? 是 否
是否殘疾人士升降機? 是 否
控制柜的型號及生產商名稱: _____

2. 靜態檢驗 - 機械

2.1 懸吊工具

(a) 懸吊纜索

數量: _____ 標稱直徑: _____ 毫米
懸吊纜索是否已經達到工程實務守則第 5.4.8 項所規定的更換標準? 是 否

(b) 纜頭的類型: 機廂: _____

對重裝置: _____

(c) 補償裝置類型: *纜/鏈 數量: _____ 尺寸: _____

纜頭組合是否已經檢驗, 並證實處於良好工作狀態? 是 否

2.2 安全鉗

機廂: 製造商 _____ 型號 _____

對重裝置(如有): 製造商 _____ 型號 _____

2.3 耗能式緩衝器 *不適用 / 設有

(a) 機廂 製造商: _____ 型號: _____ 數量: _____

對重裝置 製造商: _____ 型號: _____ 數量: _____
(b) 緩衝器安全開關是否操作正常? 不適用 是 否

2.4 蓄能式緩衝器 *不適用/設有

(a) 機廂: 製造商: _____ 型號: _____ 數量 _____

對重裝置: 製造商: _____ 型號: _____ 數量 _____

(b) 緩衝器的狀態是否令人滿意? (例如, 沒有裂紋/生鏽) 是 否

2.5 制動器

(a) 類型: *鼓式/碟式 *單/雙

(b) 當空機廂在其行程的上部向上以額定速度行駛時急停, 制動器能否有效地停止升降機? 是 否

(c) 制動器監測裝置功能是否正常? 不適用 是 否

2.6 限速器

機廂 製造商 _____ 型號 _____

對重裝置(如有): 製造商 _____ 型號 _____

限速器鋼纜標稱直徑: _____ 毫米

2.7 門鎖裝置

(a) 機廂: 製造商 _____ 型號 _____

(b) 外門 (1): 製造商 _____ 型號 _____ *不適用/設有

(c) 外門 (2): 製造商 _____ 型號 _____ *不適用/設有

2.8 是否設有上升機廂限速保護措施? 是 否

(a) 限速器

(i) 是否與第 2.6 項相同? 是 否

(如是則不用填寫以下部份並跳往第 2.8 (b) 項)

(ii) 製造商 _____ 型號 _____

(b) 減速元件

(i) 類型: 牽引輪制動器 夾纜器 機廂安全鉗

對重裝置安全鉗 其他 _____

(ii) 製造商 _____ 型號 _____

2.9 機廂非預定移動保護裝置 是 否

(a) 機廂非預定移動保護裝置類型:

牽引輪制動器 夾纜器 機廂安全鉗

對重裝置安全鉗

(b) 製造商 _____ 型號 _____

3. 靜態檢驗 - 電氣

3.1 對地絕緣電阻值

(a) 升降機發動機 _____ 兆歐

(b) 電動發電機組 (如有裝設): 發動機 _____ 兆歐 發電機 _____ 兆歐

(c) 電力系統 _____ 兆歐

(d) 安全電路 _____ 兆歐

電動升降機的檢驗報告（適用於接管保養）

3.2 接地

- (a) 對地最高連續性電阻，是否低於 0.5 歐？ 是 否
- (b) 機廂是否由一獨立的導體以適當的尺寸連接到控制器的接地終端？ 是 否

3.3 導體的保護

- 固定的佈線是否全部在導管或線槽（或其他確保具同樣保護效能的配件）內？ 是 否

3.4 反相及斷相保護裝置

- 反相及斷相保護裝置是否操作正常？ 是 否

4. 動態測試

4.1 安全接點/電路

- (a) 每個層站入口的接點是否經測試證明在斷路時，機廂不會移動？ 是 否
- (b) 每個層站入口的機械鎖是否經測試證明，可肯定鎖緊？ 是 否
- (c) 機廂門/閘接點是否經測試在斷路時，機廂不會移動？ 是 否
- (d) 如果裝置了獨立終端制動開關掣，開關掣的運作是否符合要求？ 不適用 是 否
- (e) 在機廂或對重接觸緩衝器之前，最終限位開關是否能切斷電動機的電源？ 是 否
- (f) 在機廂頂部，滑輪房和井道底坑的緊急停止開關，是否經測試證明在斷路時，機廂不會移動？ 是 否
- (g) 在安全電路內其他所有開關/接點，是否經測試證明在斷路時，機廂不會移動？ 是 否
- (h) 最遠距離接點（鎖或按鈕）的接地能否及時觸發熔斷器或觸動斷路器？ 是 否
- (i) 是否有其他機電聯鎖如有，請列明_____ 是 否
- (j) 在(i)提及的其他機電聯鎖是否全部運作正常？ 是 否

4.2 機廂頂部的控制裝置

- (a) 上升檢修速度_____米/秒

- (b) 下降檢修速度_____米/秒

4.3 間距及越程

- (a) 當對重裝置在完全受壓縮的緩衝器上，升降機機廂在碰到障礙物前，仍能向上移動多遠？ _____毫米
- (b) 當機廂在頂層平層時，機廂頂部和井道頂最底部分之間的距離是多少？ _____毫米
- (c) 將機廂停留在其完全受壓縮的緩衝器上時，是否有符合設計守則的足夠空間？ 是 否
- (d) 機廂底部越程長度 _____毫米
- (e) 對重裝置底部越程長度 _____毫米

4.4 門的測試

- (a) 滑動門類型 *橫向 / 垂直 / 掩門 / 折疊門
- (b) 門的操作方式 *手動 / 電動
- (c) 控門電路的電源 _____伏特
- (d) 行程中點最大力度 _____牛頓
- (e) 升降機門的重開裝置功能是否正常運作？ 是 否
- (f) 升降機門是否符合適用的設計實務守則中相關條款的要求？ 是 否

5. 過流保護器

	升降機發動機	電動發動機設備	轉換器
型號			
設定			

6. 限速器的測試

6.1 機廂限速器

限速器類型 _____		電氣	機械
裝置動作	標示	米/秒	米/秒
速度	測量所得	米/秒	米/秒

說明怎樣在裝置上測試限速器：:

*模擬/自由下落/實際超速/其他（請註明） _____

6.2 對重裝置限速器（如有裝設）

限速器類型 _____		電氣	機械
裝置動作	標示	米/秒	米/秒
速度	測量所得	米/秒	米/秒

電動升降機的檢驗報告（適用於接管保養）

說明怎樣測試限速器:

*模擬/自由下落/實際超速/其他（請註明） _____

備注：以下測試應在機廂下降時進行，且要制動器在非制動狀態下打開而曳引機則繼續操作直至纜索打滑或鬆弛為止。

7. 機廂安全鉗的測試

- 7.1 漸進式類型 *不適用 / 設有
 在機廂空載並以平層速度/檢修速度運行時啟動安全鉗，安全鉗是否夾緊及操作正常？ 是 否
 請註明速度 _____ 米/秒
- 7.2 瞬時式類型 *不適用 / 設有
 在機廂空載並以平層速度/檢修速度運行時啟動安全鉗，安全鉗是否夾緊及操作正常？ 是 否
 請註明速度 _____ 米/秒
- 7.3 測試中的停止距離是多少？ _____ 米

8. 對重裝置安全鉗的測試

備注：以下測試應在對重裝置下降時進行，且要制動器在非制動狀態下打開而曳引機則繼續操作直至纜索打滑或鬆弛為止。

- 8.1 漸進式類型 *不適用 / 設有
 在機廂空載並以平層速度/檢修速度運行時啟動安全鉗，安全鉗是否夾緊及操作正常？ 是 否
 請註明速度 _____ 米/秒
- 8.2 瞬時式類型 *不適用 / 設有
 在機廂空載並以平層速度/檢修速度運行時啟動安全鉗，安全鉗是否夾緊及操作正常？ 是 否
 請註明速度 _____ 米/秒
 注意：在完成所有動態測試之後，進行以下檢查（第 8.3 項）
- 8.3 對重裝置 是 否
 整個對重裝置上，包括框架，對重磚，支架及其固定件，是否存在可見缺陷？

9. 機廂上升限速保護裝置/功能測試

- 9.1 限速器的測試 不適用 / 設有
 (a) 機廂緩衝器

限速器類型 _____		電氣	機械
裝置動作	標示	米/秒	米/秒
速度(上升)	測量所得	米/秒	米/秒

說明怎樣測試限速器:

*模擬 / 實際超速 / 其他（請註明） _____

- (b) 對重裝置限速器（如有裝設）

限速器類型 _____		電氣	機械
裝置動作	標示	米/秒	米/秒
速度(上升)	測量所得	米/秒	米/秒

說明怎樣測試限速器:

*模擬 / 實際超速 / 其他（請註明） _____

9.2 減速元件測試

測試應在機廂上升且制動器打開的情況下進行（滑輪上的制動器除外）。

- (a) 減速元件在機廂空載並在額定速度下夾緊時，是否操作正常？ 是 否
 請註明速度 _____ 米/秒
- (b) 測試中的停止距離是多少？ _____ 米

10. 機廂非預定移動

在空載的機廂不受控制向上運行時，機廂非預定移動保護裝置是否運作正常？ *不適用/ 適用 是 否

11. 緩衝器的測試

11.1 機廂緩衝器

- (a) 機廂緩衝器是否正確安裝和垂直？ 是 否
 (b) 機廂緩衝器中是否已充滿足夠的油？ 不適用 是 否
 (c) 機廂緩衝器被壓盡後放回，是否能自動回到原位？ 不適用 是 否

11.2 對重裝置緩衝器

- (a) 對重裝置緩衝器是否正確安裝和垂直？ 是 否
 (b) 對重裝置緩衝器中是否已充滿足夠的油？ 不適用 是 否
 (c) 對重裝置緩衝器被壓盡後放回，是否能自動回到原位？ 不適用 是 否

12. 曳引力的檢查

- 12.1 空載機廂以額定速度向上時緊急停車，機廂能否被制停？ 是 否
 12.2 當對重裝置處於完全壓縮的緩衝器上，空載機廂是否不可能由牽引機升起？ 是 否
 12.3 牽引輪纜坑的磨損是否達到了製造商建議的更換標準？ 是 否

電動升降機的檢驗報告（適用於接管保養）

13. 緊急停車距離

空載機廂以額定速度向上運行時，在緊急停車情況下，其緊急停車距離是多少？ _____米

14. 一般工程（升降機工程）

- | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--------------------------|--------------------------|--------------------------|----|---------|--------|--------------------------|--------------------------|--------------------------|--------------------------|----------|--------------------------|--------------------------|--------------------------|--|-----------|--------------------------|--------------------------|--|--|-----------------|--|--------------------------|--|--|
| <p>(a) 機廂內是否展示了最高載重量，且是否符合設計守則的相關規定？ 是 <input type="checkbox"/> 否 <input type="checkbox"/></p> <p>(b) 消防升降機的操作是否正常？ 不適用 <input type="checkbox"/> 是 <input type="checkbox"/> 否 <input type="checkbox"/></p> <p>(c) 在機房內是否展示了緊急指示？ 是 <input type="checkbox"/> 否 <input type="checkbox"/></p> <p>(d) 緊急操作系統的運作是否正常？ 是 <input type="checkbox"/> 否 <input type="checkbox"/></p> <p>(e) 緊急照明設施在 <input type="checkbox"/> 機廂內及 <input type="checkbox"/> 在機房內的運作是否正常？ 是 <input type="checkbox"/> 否 <input type="checkbox"/></p> <p>(f) 有甚麼緊急警報系統？</p> | <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 12.5%;">管理處</td> <td style="width: 12.5%;">機房</td> <td style="width: 12.5%;">機廂</td> <td style="width: 12.5%;">大堂/井道底坑</td> </tr> <tr> <td>i. *警鐘</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>ii. *對講機</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>iii. *顯示燈</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>iv. *認收訊息顯示燈及告示</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> </tr> </table> | | 管理處 | 機房 | 機廂 | 大堂/井道底坑 | i. *警鐘 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ii. *對講機 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | iii. *顯示燈 | <input type="checkbox"/> | <input type="checkbox"/> | | | iv. *認收訊息顯示燈及告示 | | <input type="checkbox"/> | | |
| | 管理處 | 機房 | 機廂 | 大堂/井道底坑 | | | | | | | | | | | | | | | | | | | | | | |
| i. *警鐘 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | |
| ii. *對講機 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | |
| iii. *顯示燈 | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | |
| iv. *認收訊息顯示燈及告示 | | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | |
- (g) 超載裝置的操作是否令人滿意？ 是 否
- (h) 層站門鎖旁通操作是否正常？ 不適用 是 否
- (i) 防夾手指裝置操作是否正常？ 不適用 是 否
- (j) 無機房升降機是否設有救援設備？ 不適用 是 否

15. 一般檢查（其他工程）

- (a) 機房內是否有足夠的燈光照明，以便進行保養工作？ 是 否
- (b) 升降機井道/底坑內是否有足夠的燈光照明，以便進行保養工作？ 是 否
- (c) 機房的狀況是否令人滿意？ 是 否
- (d) 機房內通風設施是否足夠？ 是 否
- (e) 機房門或活板門是否裝上合適的鎖，以符合升降機及自動梯建築工程作業守則第 3.15.3 及 3.15.4 項的規定？ 是 否
- (f) 通往所有設備項目的安全通道，是否符合設計實務守則第一部分，以及升降機及自動梯建築工程作業守則的規定？
若否，請說明詳情 _____ 是 否
- (g) 井道緊急門（如有裝設）是否符合升降機及自動梯建築工程作業守則第 3.2 項的規定？ 不適用 是 否
- (h) 提供獲得豁免（如有）的文件（只需副本），以便參考。 不適用 是 否

- (i) 是否在升降機機廂內設有閉路電視攝錄機，並在*管理處及機房設有閉路電視顯示器？ 不適用 是 否

16. 常見異常情況

- (a) 在消防升降機層站門前是否裝上鐵閘或類似閘門，阻塞升降機入口？ 不適用 是 否
如果是，請說明樓層 _____
- (b) 在消防升降機入口以外的其他升降機入口前面，是否裝上並無按《設計守則》規定附有聯鎖的鐵閘？ 不適用 是 否
如果是，請說明樓層 _____
- (c) 升降機安裝時所裝設的層站門是否被停止使用（即升降機不會停於這些層站）？ 不適用 是 否
如果是，請說明樓層 _____
- (d) 是否裝設沒有適當調校層站門的鎖緊裝置（即當升降機機廂並非停於層站的開鎖區時，層站門可從層站一邊以手動方式打開）？ 是 否
如果是，請說明樓層 _____
- (e) 是否裝設沒有適當校用作確證層站門已有效鎖緊於關閉位置的安全掣，或該安全掣並非直接操作類型？ 是 否
如果是，請說明樓層 _____
- (f) 是否裝設沒有適當校用作確證層站門已處於關閉位置的安全掣，或該安全掣並非直接操作類型？ 不適用 是 否
如果是，請說明樓層 _____
- (g) 層站與機廂門板（關閉時）的間隙是否過大，或層站和機廂門板及企柱之間的間隙過大？ 是 否
如果是，請說明樓層 _____
- (h) 是否發現層門或機廂的關閉時動能過大？ 不適用 是 否
- (i) 驅動機器的齒輪箱是否漏出潤滑劑，影響升降機的安全運作？ 不適用 是 否
- (j) 懸吊纜索是否處於非安全操作狀態（例如纜線嚴重生銹或銹蝕，斷支數量過多，或出現其他嚴重異常情況）？ 不適用 是 否
- (k) 是否裝設沒有適當調整驅動器的制動器，或制動器襯套嚴重損耗，影響其安全運作？ 是 否
- (l) 機房內升降機機械的可接觸的活動部分是否沒有防護，可令他人受傷？ 不適用 是 否
- (m) 升降機機廂的機身或機廂吊架是否有嚴重侵蝕或銹蝕的情況？ 是 否
- (n) 是否裝設沒有妥善安裝升降機機廂頂的護欄？ 不適用 是 否
- (o) 超載感應裝置是否非故障保護類型？ 是 否

電動升降機的檢驗報告（適用於接管保養）

17. 聲明

17.1 註冊升降機工程人員或註冊升降機工程師的聲明

本人謹此聲明，於_____年_____月_____日就此檢驗報告的項目進行檢驗，
 確認報告內的資料屬實。

 註冊升降機承辦商
 名稱及編號

 註冊升降機承辦商的
 授權簽署及公司印章

 註冊升降機工程人員
 姓名及編號

 簽署

 日期

 註冊升降機工程師
 姓名及編號

 簽署

 日期

17.2 註冊升降機承辦商的聲明

- 我們在此聲明，本報告中所述的檢查工作已經由我們的員工完成，並且升降機及其所有相關設備或機械被發現沒有明顯的缺陷並且處於安全操作狀態。我們同時發現有以下不影響升降機安全運作的欠妥/未完成保養項目。
- 我們在此聲明本報告中所述的檢查工作已經由我們的員工完成，下表列出了可能影響升降機安全運作的欠妥/未完成保養項目。升降機在檢查工作後已暫停運行。

註：請在適當的位置劃上剔號。

項目	欠妥/未完成保養項目	影響升降機的安全運行？ (是/否)	預計整改完成日期 (dd / mm / yyyy)
1			
2			
3			
4			
5			

註：如果以上空間不足，請使用其他紙張。

EXAMINATION REPORT FOR ESCALATORS/ PASSENGER CONVEYORS (FOR TAKEOVER MAINTENANCE)

1. Description of Installation

Location (Address) _____
 Environment: *Outdoor/ Indoor Brand _____ Model _____
 Escalator No. _____ Escalator Location ID _____ Date of Handover _____
 Angle of Inclination _____ degree Rated Speed _____ m/s
 Vertical Rise _____ m Capacity _____ Persons/ Hour
 No. of Exposed Steps between Completes _____
 Horizontal Travel Distance of the Steps at the ends _____ mm
 Power Supply _____ Volt _____ Phase _____ Hz
 Type of Balustrade: *Opaque/ Tempered Glass/ Others _____
 Machinery Location: *Inside Truss/ Outside Truss
 Yellow band provided on *side edges/ leading/ trailing edge? Yes No
 Is sump pump provided at *upper/ lower station? Yes No
 Is remote monitoring facilities provided? Yes No

2. Static Examination

- (a) Step
 Brand _____ Model _____
 Step Width _____ mm Step Depth _____ mm
 Step Height _____ mm
- (b) Handrail
 Brand _____ Model _____
 Distance between Handrail Centrelines _____ mm
- (c) Are the combplates and terminal guides adjusted properly? Yes No
- (d) Has the brake(s) been examined and found to be in order? Yes No
- (e) Is an auxiliary brake provided? N.A. Yes No

3. Dynamic Tests

- (a) Has the operation brake been tested at no load down condition? Yes No
 The stopping distance is _____ mm
- (b) Does the auxiliary brake operate properly? N.A. Yes No
- (c) Does the overspeed device operate properly? N.A. Yes No

4. Driving Motor Current Tests

Driving Motor Manufacturer _____
 Voltage at Time of Test _____ Rated Power _____

Form of Overload Protection:

- 3-Phase circuit breaker
- Overload in each phase
- Others _____

	Running Current (A)	
	Up	Down
No Load		

Separate supply for machine compartment/ power socket? Yes No

5. Clearance

- (a) Is the clearance between consecutive steps not exceeding 6mm? Yes No
- (b) Is the clearance between step and adjacent skirting not exceeding 4mm? Yes No
- (c) Is the total clearance between step and both skirting not exceeding 7mm? Yes No
- (d) Is the clearance between the upper surface of the step and the root of the comb teeth not exceeding 4mm? Yes No
- (e) Is the distance between the floor and the lower point of the handrail into the newel within the range of 0.1m to 0.25m? Yes No

6. Insulation Resistance to Earth

Power System: _____ MΩ Safety Circuit: _____ MΩ

7. Earthing

- (a) Are all metalwork enclosing conductors bonded to earth? Yes No
- (b) Is the maximum continuity resistance to earth less than 0.5Ω? Yes No

8. General (* Escalator/ Passenger Conveyor) Work

Have the following items where fitted been checked for correct operation?

- (a) Emergency Stop Switches Yes No
- (b) Broken Step Chain Device Yes No
- (c) Broken Drive *Chain/ Belt Device N.A. Yes No
- (d) Handrail Inlet Switch N.A. Yes No
- (e) Non-reversal Device Yes No
- (f) Combplate Switch N.A. Yes No
- (g) Operation Brake Yes No
- (h) Step Sagging Device N.A. Yes No
- (i) Skirt Panel Switch N.A. Yes No
- (j) Phase Protection Device Yes No
- (k) Overspeed Device N.A. Yes No
- (l) Broken Handrail Device N.A. Yes No
- (m) Auxiliary Brake N.A. Yes No
- (n) Inspection Door and Trap Door N.A. Yes No
- (o) Handrail Speed Monitoring N.A. Yes No
- (p) Broken Step Chain Device Yes No
- (q) Missing Step or Pallet Device N.A. Yes No
- (r) Lifting of the Braking System Monitoring Device N.A. Yes No

EXAMINATION REPORT FOR ESCALATORS/ PASSENGER CONVEYORS (FOR TAKEOVER MAINTENANCE)

9. General (Other Works)

- (a) Have the following items been properly provided?
- i. Notices/pictographs for passengers Yes No
 - ii. Guards at adjacent building obstacles and criss-cross escalators N.A. Yes No
 - iii. Rigid guard adjacent to escalator handrail N.A. Yes No
 - iv. Notice on access door to machinery spaces N.A. Yes No
- (b) Do the unrestricted landing areas comply with relevant clauses in applicable Design Code? Yes No
- (c) Does the clear height above *step/ belt comply with relevant clauses in applicable Design Code? Yes No

10. Common Anomalies

- (a) Do the main drive chains of the escalator excessively worn out or unevenly elongated? N.A. Yes No
- (b) Do the combplates at the upper or lower landing excessively worn out or two or more consecutive combplate teeth broken? Yes No
- (c) Are deflector devices not provided to prevent nipping of passenger's foot? Yes No
- (d) Is there any excessive gap between two consecutive escalator steps or between the side of the escalator step and the skirting? Yes No
- (e) Do the handrail of the escalator worn out or cracked? Yes No
- (f) Is the roller shutter adjacent to the upper or lower landing of the escalator not provided with an interlocking device to automatically stop the operation of the escalator whenever the roller shutter is closed or started to close? N.A. Yes No
- (g) Are obstruction guards of correct size not provided at floor intersection? N.A. Yes No

11. Declaration

11.1 Declaration by Registered Escalator Worker or Registered Escalator Engineer

I declared that on _____ the examination works as stated in this report had been done and the information in this examination report is an accurate record.

Name & Registration No. of
Registered Escalator Worker

Signature

Name & Registration No. of
Registered Escalator Engineer

Signature

Date

11.2 Declaration by Registered Escalator Contractor

- We declared that the examination works as stated in this report had been done by our staff and the escalator and all its associated equipment or machinery were found to be free from obvious defects and in safe working order. Maintenance defect(s) not affecting safe operation of escalator had been identified as listed below.
- We declared that the examination works as stated in this report had been done by our staff. Maintenance defect(s) which may affect safe operation of escalator had been identified as listed below. The escalator was suspended from operation after examination works.

Note: Please tick where appropriate.

Item	Maintenance defect(s)	Affecting safe operation of escalator? (Y/N)	Anticipated rectification completion date (dd/mm/yyyy)
1			
2			
3			
4			
5			

Note: Please use additional sheet(s) if the above spaces are not enough.

Name & Registration No. of
Registered Escalator Contractor

Authorized Signature of Registered
Escalator Contractor with Company Chop

Date

自動梯/乘客輸送機的檢驗報告（適用於接管保養）

1. 裝置詳情

地點(地址): _____
 環境: *室外/ 室內 製造商: _____ 型號: _____
 自動梯編號: _____ 自動梯識別編號: _____ 交接日期: _____
 傾斜角度: _____ 度 額定速度: _____ 米/秒
 垂直提升高度: _____ 米 載客量: _____ 人/ 小時
 上下梳齒板之間的展現梯級數量: _____
 在自動梯兩端的梯級同時以水平移動的長度: _____ 毫米
 合約所定電源: _____ 伏特 _____ 相 _____ 赫茲
 扶手板類別: *不透明 / 強化玻璃/ 其他: _____
 電動機所在位置: *在構架內/ 在構架外
 是否有黃線設於 *邊沿/ 前沿/ 後沿? 是 否
 是否有抽水泵設於*上/下檢修台? 是 否
 是否設有遙控監察設備? 是 否

2. 靜態檢驗

(a) 梯級
 製造商: _____ 型號: _____
 梯級闊度: _____ 毫米 梯級深度: _____ 毫米
 梯級高度: _____ 毫米

(b) 扶手帶
 製造商: _____ 型號: _____
 扶手帶中心線之距離: _____ 毫米

(c) 梳齒及終端導軌是否調校得宜? 是 否
 (d) 制動器是否經過檢查並證實操作正常? 是 否
 (e) 是否設有遙控監察設施? 不適用 是 否

3. 動態測試

(a) 操作制動器是否已經在空載下行的情況下作測試? 是 否
 停車距離為: _____ 毫米

(b) 輔助制動器是否運作正常? 不適用 是 否
 (c) 限速裝置是否運作正常?

4. 驅動電動機的電流測試

驅動電動機製造商: _____
 測試時電壓: _____ 額定功率: _____

過載保護方式:

- 三相斷路器
 在每一相位的過載保護
 其他 _____

機房/電插座是否獨立供電?

	運行電流 (安培)	
	上行	下行
空載		

是 否

5. 間隙

- (a) 梯級之間隙是否不超過 6 毫米? 是 否
 (b) 梯級與裙板之間隙是否不超過 4 毫米? 是 否
 (c) 梯級與兩邊裙板之間隙是否不超過 7 毫米? 是 否
 (d) 梯級上平面與梳齒腳之間隙是否不超過 4 毫米? 是 否
 (e) 地板與進入彎端的扶手帶低位的距離,是否在 0.1 米至 0.25 米之內? 是 否

6. 對地絕緣電阻值

電力系統: _____ 兆歐 安全電路: _____ 兆歐

7. 接地

- (a) 所有電線槽的金屬外殼是否已接地? 是 否
 (b) 對地最高電阻是否少於 0.5 歐? 是 否

8. 一般檢查 (*自動梯/乘客輸送機工程)

下列已裝配的裝置,是否經檢查以確定運作正常?

- (a) 緊急制動開關掣 是 否
 (b) 斷梯級鏈裝置 是 否
 (c) 驅動*鏈/帶 斷裂裝置 不適用 是 否
 (d) 扶手入口開關 不適用 是 否
 (e) 防逆轉裝置 是 否
 (f) 梳齒板開關 不適用 是 否
 (g) 操作制動器 是 否
 (h) 梯級下彎裝置 不適用 是 否
 (i) 裙板開關 不適用 是 否
 (j) 相位保護裝置 是 否
 (k) 限速裝置 不適用 是 否
 (l) 斷扶手帶裝置 不適用 是 否
 (m) 輔助制動器 不適用 是 否
 (n) 檢查門和活板門 不適用 是 否
 (o) 扶手速度監測裝置 不適用 是 否
 (p) 梯級鏈斷裂裝置 是 否
 (q) 空梯級或踏板監測裝置 不適用 是 否
 (r) 制動器監測裝置 不適用 是 否

自動梯/乘客輸送機的檢驗報告（適用於接管保養）

9. 一般檢查 (其他工程)

- (a) 是否已妥善提供以下項目？
- i. 為乘客而設的告示/圖像 是 否
 - ii. 因相鄰建築物所做成的障礙及交叉自動梯而設立的防護擋板 不適用 是 否
 - iii. 自動扶手帶旁的堅固圍欄 不適用 是 否
 - iv. 機房門上的告示 不適用 是 否
- (b) 層站無障礙區域是否符合設計守則中的相關條款？ 是 否
- (c) 梯級/運輸帶上的淨高度是否符合設計守則中的相關條款？ 是 否

10. 常見異常情況

- (a) 自動梯的主要驅動鏈是否嚴重損耗或不規則地拉長？ 不適用 是 否
- (b) 上層站及下層站的梳齒板是否嚴重損耗，或兩個或以上的相鄰梳齒腳斷裂？ 是 否
- (c) 是否沒有提供防止乘客腳部被夾的偏轉裝置？ 是 否
- (d) 兩個梯級之間間隙是否過大，或梯級邊緣與裙板的間隙過大？ 是 否
- (e) 自動梯的扶手是否嚴重損耗或破裂？ 是 否
- (f) 與自動梯上層站或下層站相鄰的捲閘，是否沒有安裝可在捲閘關閉或開始關閉時令自動梯自動停止運作的聯鎖裝置？ 不適用 是 否
- (g) 防護擋板的尺寸是否不正確，或沒有在樓板交界處安裝防護擋板？ 不適用 是 否

11. 聲明

11.1 註冊自動梯工程人員或註冊自動梯工程師的聲明

本人謹此聲明，於_____年_____月_____日就此檢驗報告的項目進行檢驗，確認報告內的資料屬實。

註冊自動梯工程人員
姓名及編號

簽署

註冊自動梯工程師
姓名及編號

簽署

日期

11.2 註冊自動梯承辦商的聲明

- 我們在此聲明，本報告中所述的檢查工作已經由我們的員工完成，並且*自動梯/乘客輸送機及其所有相關設備或機械被發現沒有明顯的缺陷並且處於安全操作狀態。我們同時發現有以下不影響*自動梯/乘客輸送機安全運作的欠妥/未完成保養項目。
- 我們在此聲明本報告中所述的檢查工作已經由我們的員工完成，下表列出了可能影響*自動梯/乘客輸送機安全運作的欠妥/未完成保養項目。*自動梯/乘客輸送機在檢查工作後已暫停運行。

註：請在適當的位置劃上剔號。

項目	欠妥/未完成保養項目	影響自動梯的安全運行？ (是/否)	預計的整改完成日期 (dd / mm / yyyy)
1			
2			
3			
4			
5			

註：如果以上空間不足，請使用其他紙張。

註冊自動梯承辦商
名稱及編號

註冊自動梯承辦商的
授權簽署及公司印章

日期

EXAMINATION REPORT FOR HYDRAULIC LIFTS (FOR TAKEOVER MAINTENANCE)

1. Basic Information and Description of Installation

Location (Address) _____
 Lift No. _____ Lift Location ID _____ Date of Handover _____
 Brand _____ Model _____ Length of Travel _____m
 Passenger Lift Freight Lift Vehicle Lift Platform Lift
 Landings Served _____
 Landings Served under Fireman Mode _____
 Rated Load _____kg _____Person Rated Speed _____m/s
 Dia. of Ram _____m Ram Action: *Direct/ Indirect
 Type of Ram: *Single/ Telescopic Control Type: _____
 Power Supply at Time of Test _____Volt _____Phase _____Hz
 Levelling tolerance± _____mm Car Floor Area _____m²
 Machine Room Location: *above lift well/ below lift well/ at side/ others _____

- Does this lift have double entrances? Yes No
- Does the lift car floor area complied with Design COP for lifts tendered on or after 15 December 1999? Yes No
- Is this a fireman's lift? Yes No
- Is this lift for persons with a disability? Yes No
- Model No. and Name of Manufacturer of the Controller _____
- Devices provided against free fall and descent with excessive speed of the car-
- (a) Safety gear tripped by overspeed governor Yes No
- (b) Safety gear tripped by failure of suspension gear or by safety rope Yes No
- (c) Rupture valve Yes No
- (d) Restrictor Yes No
- Devices/ systems provided against creeping of the car-
- (a) Safety gear tripped by downward movement of the car Yes No
- (b) Pawl device Yes No
- (c) Clamping device Yes No
- (d) Electrical anti-creep system Yes No

2. Static Examination – Mechanical

2.1 Jack

Single Jack Multi Jack Number of Jacks _____

2.2 Suspension

- (a) Suspension Ropes
 Number _____ Nominal Diameter _____mm
 Have the suspension ropes attained the criteria for replacement in accordance with Clause 5.4.8 of the Works Code? Yes No
- (b) Type of Anchorages: Car _____
 Counterweight (if provided) _____

Have the anchorages been examined and found in good working condition? Yes No

2.3 Suspension Chain

(a) Number _____ (b) Pitch _____mm
 (c) Type and Construction _____

2.4 Safety Gear

Car side: Brand _____ Model _____
 Counterweight side, if fitted: Brand _____ Model _____ *N.A. / Fitted

2.5 Energy Dissipation Buffer

(a) Car side: Brand _____ Model _____
 Number _____
 Counterweight side, if fitted: Brand _____ Model _____
 Number _____
 (b) Is/ Are the buffer switch(es) functioning properly? N.A. Yes No *N.A. / Fitted

2.6 Energy Accumulation Buffer

(a) Car side: Brand _____ Model _____
 Number _____
 Counterweight side, if fitted: Brand _____ Model _____
 Number _____
 (b) Is the buffer's condition satisfactory? (e.g. free from crack/ rust) Yes No *N.A. / Fitted

2.7 Overspeed Governor

(a) Car side: Brand _____ Model _____
 Counterweight side, if fitted: Brand _____ Model _____
 (b) Governor Rope Nominal Diameter: _____mm *N.A. / Fitted

2.8 Door Locking Device

(a) Landing: Brand _____ Model _____
 (b) Car (1): Brand _____ Model _____ *N.A. / Fitted
 (b) Car (2): Brand _____ Model _____ *N.A. / Fitted

2.9 Rupture Valve/ One-way Restrictor Brand _____ Model _____

3. Static Examination – Electrical

3.1 Insulation Resistance to Earth

(a) Pump Motor _____MΩ (b) Power System _____MΩ
 (c) Safety Circuits _____MΩ

3.2 Earthing

- (a) Is the maximum continuity resistance to earth less than 0.5Ω? Yes No
- (b) Is the car connected to controller earthing terminal by a separate Conductor with proper sizing? Yes No

3.3 Protection of Conductors

Is the fixed wiring in conduit or trunking (or fittings which ensure

EXAMINATION REPORT FOR HYDRAULIC LIFTS (FOR TAKEOVER MAINTENANCE)

- equivalent protection) throughout? Yes No
- 3.4 **Phase Reversal and Phase Failure Devices**
Do the phase reversal and phase failure devices operate/ function correctly? Yes No

4. Dynamic Tests

4.1 Safety Contacts/Circuits

- (a) Have the contacts at each landing entrance been proved to ensure that when broken there is no movement of the car? Yes No
- (b) Have the mechanical locks at each landing entrance been proved for positive locking? Yes No
- (c) Have the car door/gate contacts been proved so that when broken there is no movement of the car? Yes No
- (d) If separate terminal stopping switches are fitted, do they operate satisfactorily? N.A. Yes No
- (e) Do the final limit switches cut off the lift supply before the car or counterweight contact the buffers? Yes No
- (f) Have the stopping devices on the car top, in the pulley room and pit, been proved so that when broken no movement of the car occurs? Yes No
- (g) Have all other switches/contacts in the safety circuit been proved so that when broken no movement of the car occurs? Yes No
- (h) Does the earthing of the most remote contact (lock or push button) operates a fuse or trip a breaker without delay? Yes No
- (i) Other electromechanical interlocks? If yes, please specify _____ Yes No
- (j) Are the interlocks mentioned in (i) working properly? Yes No

4.2 Car Top Control Station

- (a) Speed Up _____m/s
- (b) Speed Down _____m/s

4.3 Clearances and Runby

- (a) Will the car and counterweight (if fitted) clear all obstacles when driven at slow speed:
- (i) with the car and rated load compressing the car buffers? Yes No
- (ii) with the counterweight (if fitted) compressing its buffer (car empty)? N.A. Yes No
- (iii) with the ram fully extended to the ram stop? Yes No
- (b) What is the distance between the car roof and the lowest parts of roof of the lift well, when the car levels with top floor? _____mm
- (c) With the car resting on its fully compressed buffers, is there

a sufficient space to accommodate the rectangular block as specified in relevant clauses in applicable Design Code with at least 0.5m between the bottom of the pit and the lowest point of the car? Yes No

- (d) Distance of bottom runby of car _____mm
- (e) Distance of bottom runby of counterweight, if fitted _____mm

4.4 Door Test

- (a) Type of sliding door _____ *Horizontal / Vertical / Swing/ Collapsible
- (b) Form of operation of door _____ *Manual / Powered
- (c) Power supply to door control circuit _____V
- (d) Maximum force at the mid-point of the travel _____N
- (e) Does the function of the door re-opening device work properly? Yes No
- (f) Do the car doors fulfil the requirements of relevant clauses in applicable Design Yes No

5. Measurements of the Hydraulic and Electrical System

Note: 1 bar = 10⁵N/m² = 10⁵Pa

- (a) When subject to 200% of full load pressure applied between the non-return valve and the jack (included) for a period of 5 minutes, is there evidence of any pressure drop or leakage of hydraulic fluid? Yes No
- (b) Current and Speed Tests (at mid-point of travel)

	Hydraulic pressure (See Note 1)	Lift Speed	Motor Input (See note 2)	
No Load Up	_____ bar	_____ m/s	_____ V	_____ A

Note 1- The pressure readings should be taken between the check valves, or down direction valve, and the supply line to the cylinder.

Note 2- The motor current readings on conductors adjacent to the motor terminal block should be taken with the motor running steadily.

- (c) Pressure relief valve operated at pressure of _____bar and is the integrity of the pipework satisfactory? Yes No
- (d) Is the relief valve secured against any unauthorized interference? Yes No
- (e) Does the check valve function correctly? Yes No
- (f) Does the rupture valve function correctly? N.A. Yes No
- (g) Does the operation of the manual lowering valve lower the car at a slow speed not exceeding 0.3m/s? Yes No

EXAMINATION REPORT FOR HYDRAULIC LIFTS (FOR TAKEOVER MAINTENANCE)

- (h) In the case of an indirect operation of the lift until pressure is re-established by the re-setting of the switch? N.A. Yes No
- (i) Are precautions against overheating of the fluid provided? Yes No

6. Overspeed Governor/ Safety Rope/ Suspension Gear Tests

6.1 (a) **Car Governor** *N.A. / Fitted

Governor Type _____		Electrical	Mechanical
Device Tripping	Marked	m/s	m/s
Speed	Measured	m/s	m/s

State how the governor on the installation was tested:

*Simulation / Free Fall / Actual Overspeed / Others (Specified) _____

6.1 (b) **Counterweight Governor** (if fitted)

Governor Type _____		Electrical	Mechanical
Device Tripping	Marked	m/s	m/s
Speed	Measured	m/s	m/s

State how the governor on the installation was tested:

*Simulation / Free Fall / Actual Overspeed / Others (please specify) _____

6.2 Safety Rope

If the safety gear*/ clamping device* is tripped by a safety rope, does the triggering mechanism operate satisfactorily? N.A. Yes No

6.3 Suspension Gear

If the safety gear*/ clamping device* is tripped by the failure of suspension gear, does the triggering mechanism operate satisfactorily? N.A. Yes No

Note: The following tests should be conducted with the car descending in inspection speed.

7. Car Safety Gear Tests

*N.A. / Fitted

7.1 Progressive Type

*N.A. / Fitted

Does the safety gear operate correctly when engaging at levelling or inspection speed with car empty? Yes No

State the speed _____m/s

7.2 Instantaneous Type

*N.A. / Fitted

Does the safety gear operate correctly when engaging at levelling or inspection speed with car empty? Yes No

State the speed _____m/s

7.3 What was the stopping distance in the test? _____m

8. Counterweight Safety Gear Tests and Counterweight Inspection

*N.A. / Fitted

Note: The following tests should be conducted with the counterweight descending.

8.1 **Progressive Type** *N.A. / Fitted

Does the safety gear operate correctly when engaging at levelling or inspection speed with the car empty? Yes No

State the speed _____m/s

8.2 **Instantaneous Type** *N.A. / Fitted

Does the safety gear operate correctly when engaging at levelling or inspection speed with the car empty? Yes No

State the speed _____m/s

Note: The following inspection (8.3) is carried out after all dynamic tests have been completed.

8.3 **Counterweight** *N.A. / Fitted

Are there any visual defects on the whole counterweight including frame, filler weights, brackets and their fixings? Yes No

9. Clamping Tests

*N.A. / Fitted

(a) Progress Type

Does the clamping device operate correctly when engaging with the car empty? Yes No

(b) Instantaneous Type

Does the clamping device operate correctly when engaging with the car empty? Yes No

10. Buffer Checks

10.1 For Car Buffers

(a) Is/ Are the car buffer(s) installed and aligned properly? Yes No

(b) Is/ Are the car buffer(s) filled with sufficient buffer oil? N.A. Yes No

(c) Does/ Do the car buffer(s) recover automatically after operation? N.A. Yes No

10.2 For Counterweight Buffers

*N.A. / Fitted

(a) Is/ Are the counterweight buffer(s) installed and aligned properly? Yes No

(b) Is/ Are the counterweight buffer(s) filled with sufficient buffer oil? N.A. Yes No

(c) Does/ Do the counterweight buffer(s) recover automatically after operation? N.A. Yes No

11. Anti-Creep

Does the anti-creep device operate in accordance with conditions stipulated in relevant clauses in applicable Design Code? N.A. Yes No

EXAMINATION REPORT FOR HYDRAULIC LIFTS (FOR TAKEOVER MAINTENANCE)

12. General (Lift Works)

- (a) Is the maximum load indicated in the car and does it comply? Yes No
- (b) with relevant clauses in applicable Design Code?
- (c) Does the fireman's lift operation function correctly? N.A. Yes No
- (d) Are the emergency instructions displayed in the machine room? Yes No
- (e) Does the emergency operation system function correctly? Yes No
- (f) Does the emergency lighting of the car and machine room function correctly? Yes No
- (g) What are the emergency alarm devices?
- | | Management office | M/C room | Lift car | Main lobby/Pit |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| (i) Alarm bell* | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) Intercom* | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| (iii) Indication light* | <input type="checkbox"/> | <input type="checkbox"/> | | |
| (iv) Indication light for acknowledgement & the notice* | | <input type="checkbox"/> | | |
- (h) Does the overload device operate satisfactorily? Yes No
- (i) Does the bridging device function correctly? N.A. Yes No
- (j) Does the anti-finger trapping device function correctly? N.A. Yes No

13. General (Other works)

- (a) Is the machine room artificial lighting adequate for maintenance purposes? Yes No
- (b) Is the artificial lighting in the lift well or lift pit adequate for maintenance purposes? Yes No
- (c) Are the machine room conditions satisfactory? Yes No
- (d) Are the provisions for ventilating the machine room adequate? Yes No
- (e) Are the machine room doors or trap doors fitted with a suitable lock to comply with Clause 3.15.3 and Clause 3.15.4 of the CoP on Building Works for Lifts and Escalators? Yes No
- (f) Are the safety means of access to all items of equipment in accordance with relevant clauses in applicable Design Code and the CoP on Building Works for Lifts and Escalators? Yes No
- If no, state details _____
- (g) Are the hoistway emergency doors (if fitted), in compliance with Clause 3.2 of the CoP on Building Works for Lifts and Escalators? N.A. Yes No
- (h) Documents (copy only) in respect of exemptions (if any) shall be provided for reference. N.A. Yes No
- (i) Are CCTV camera provided in lift car and CCTV monitors provided in management office* and machine room*? N.A. Yes No

14. Common Anomalies

- (a) Are metal gates or the like installed in front of landing doors of a Firemen's lift blocking the entrances? N.A. Yes No
- If yes, state the floor(s) _____
- (b) Are metal gates installed in front of the entrances of a lift, other than a firemen's lift, not provided with the interlock in compliance with the applicable Design Code? N.A. Yes No
- If yes, state the floor(s) _____
- (c) Have any landing doors provided at the time of installation of lift been disabled (i.e. such landings are not served by the lift)? N.A. Yes No
- If yes, state the floor(s) _____
- (d) Are the landing door locking device not properly adjusted (i.e. the landing door could be opened manually from the landing side when the lift car was not at the unlocking zone of that landing)? Yes No
- If yes, state the floor(s) _____
- (e) Are the safety switches for proving the effective locking of the landing door in the closed position not properly adjusted or not of the positively operated type? Yes No
- If yes, state the floor(s) _____
- (f) Are the safety switch for proving the closed position of the landing door not properly adjusted or not of the positively operated type? N.A. Yes No
- If yes, state the floor(s) _____
- (g) Is there any excessive clearance between the landing and car door panels (when closed) or between the landing and car door panel and the upright? Yes No
- If yes, state the floor(s) _____
- (h) Is excessive closing force or kinetic energy of the landing doors or car doors found? N.A. Yes No
- (i) Is hydraulic fluid leaked from the tank or hydraulic equipment (e.g. jack/ pipes etc) affecting the safe operation of the lift? Yes No
- (j) Are the suspension wire ropes/ chains not in safe working order (such as serious rusting or corrosion, excessive breakage of wires or other serious abnormalities)? N.A. Yes No
- (k) Is the accessible moving part of the lift machinery inside the machine room not protected against injury to persons? N.A. Yes No
- (l) Is the lift car body or the car sling seriously corroded or rusted? Yes No
- (m) Is the guard rail on lift car top not properly installed? N.A. Yes No
- (n) Is the overload sensing device not of a fail-safe type? Yes No

EXAMINATION REPORT FOR HYDRAULIC LIFTS (FOR TAKEOVER MAINTENANCE)

15. Declaration

15.1 Declaration by Registered Lift Worker or Registered Lift Engineer

I declared that on _____ the examination works as stated in this report had been done and the information in this examination report is an accurate record.

Name & Registration No. of
Registered Lift Contractor

Authorized Signature of Registered
Lift Contractor with Company Chop

Name & Registration No. of
Registered Lift Worker

Signature

Date

Name & Registration No. of
Registered Lift Engineer

Signature

Date

15.2 Declaration by Registered Lift Contractor (Please tick where appropriate)

- We declared that the examination works as stated in this report had been done by our staff and the lift and all its associated equipment or machinery were found to be free from obvious defects and in safe working order. Maintenance defect(s) not affecting safe operation of lift had been identified as listed below.

- We declared that the examination works as stated in this report had been done by our staff. Maintenance defect(s) which may affect safe operation of lift had been identified as listed below. The lift was suspended from operation after examination works.

Item	Maintenance defect(s)	Affecting safe operation of lift? (Y/N)	Anticipated rectification completion date (dd/mm/yyyy)
1			
2			
3			
4			
5			

Note: Please use additional sheet(s) if the above spaces are not enough.

液壓升降機檢查報告 (適用於接管保養)

1. 裝置詳情

地點(地址): _____
升降機編號: _____ 升降機識別編號: _____ 交接日期: _____
製造商: _____ 型號: _____ 行程距離: _____ 米
載客升降機 載貨升降機 汽車升降機 平台升降機

服務樓層: _____
消防狀態的服務樓層: _____
額定負載: _____ 千克 _____ 人 額定速度: _____ 米/秒
柱塞直徑: _____ 米 柱塞動作: *直接 / 間接
柱塞類型: *單一式/ 縮式 控制類型: _____
測試時電源: _____ 伏特 _____ 相 _____ 赫茲
平層公差: ± _____ 毫米 機廂地板面積: _____ 平方米
機房位置: *在升降機井道之上/ 在升降機井道之下/ 在旁邊/ 其他: _____
升降機是否擁有雙出入口? 是 否
升降機機廂的地板面積是否符合設計實務守則? (適用於 1999 年 12 月 15 日或之後招標的升降機) 是 否
是否消防升降機? 是 否
是否殘疾人士升降機? 是 否
控制櫃的型號及生產商名稱: _____
防止機廂自由下落及超速下降的裝置
(a) 借助限速器來動作的安全鉗 是 否
(b) 借助懸吊組件失效或借助安全纜索來動作安全鉗 是 否
(c) 限速截止閥 是 否
(d) 節流器 是 否
防止機廂蠕動的裝置/系統
(a) 借助機廂向下移動來動作的安全鉗 是 否
(b) 棘爪裝置 是 否
(c) 夾緊裝置 是 否
(d) 電動防止蠕動系統 是 否

2. 靜態檢驗 - 機械

2.1 千斤頂
單一千斤頂 多個千斤頂 千斤頂數量: _____

2.2 懸吊工具
(a) 懸吊纜索
數量: _____ 標稱直徑: _____ 毫米
懸吊纜索是否已經達到工程守則第 5.4.8 項所規定的更換標準? 是 否

(b) 纜頭的類型: _____ 機廂: _____
對重裝置: _____

纜頭組合是否已經檢驗, 並證實處於良好工作狀態? 是 否

2.3 懸吊鏈
(a) 數量: _____ (b) 節距: _____ 毫米
(c) 類型和構造: _____

2.4 安全鉗 *不適用 / 設有
機廂: 製造商: _____ 型號: _____
對重裝置, 如有: 製造商: _____ 型號: _____

2.5 耗能式緩衝器: *不適用 / 設有
(a) 機廂: 製造商: _____ 型號: _____
數量: _____
對重裝置, 如有: 製造商: _____ 型號: _____
數量: _____
(b) 緩衝器安全開關是否操作正常? 不適用 是 否

2.6 蓄能式緩衝器 *不適用 / 設有
(a) 機廂: 製造商: _____ 型號: _____
數量: _____
對重裝置, 如有: 製造商: _____ 型號: _____
數量: _____
(b) 緩衝器的狀態是否令人滿意? (例如. 沒有裂紋/ 生鏽) 是 否

2.7 限速器 *不適用 / 設有
(a) 機廂: 製造商: _____ 型號: _____
對重裝置, 如有: 製造商: _____ 型號: _____
(b) 限速器鋼纜標稱直徑: _____ 毫米

2.8 門鎖裝置
(a) 機廂: 製造商: _____ 型號: _____
(b) 外門(1): 製造商: _____ 型號: _____ *不適用/設有
(c) 外門(2): 製造商: _____ 型號: _____ *不適用/設有

2.9 限速截止閥/節流器 製造商: _____ 型號: _____

3. 靜態檢驗 - 電氣

3.1 對地絕緣電阻值
(a) 泵電動機: _____ 兆歐 (b) 電力系統: _____ 兆歐
(c) 安全電路: _____ 兆歐

3.2 接地
(a) 對地最高連續性電阻, 是否低於 0.5 歐? 是 否
(b) 機廂是否由一獨立的導體以適當的尺寸連接到控制器的接地終端? 是 否

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(e) 對重裝置(如有裝置)底部越程長度 _____ 毫米

3.3 導體的保護

固定的佈線是否全部在導管或線槽（或其他確保具同樣保護效能的配件）內？ 是 否

3.4 反相及斷相保護裝置

反相及斷相保護裝置是否操作正常？ 是 否

4. 動態測試

4.1 安全接點/電路

- (a) 每個層站入口的接點是否經測試證明在斷路時，機廂不會移動？ 是 否
- (b) 每個層站入口的機械鎖是否經測試證明，可肯定鎖緊？ 是 否
- (c) 機廂門/閘接點是否經測試在斷路時，機廂不會移動？ 是 否
- (d) 如果裝置了獨立終端制動開關掣，開關掣的運作是否符合要求？ 不適用 是 否
- (e) 在機廂或對重接觸緩衝器之前，最終限位開關是否能切斷電動機的電源？ 是 否
- (f) 在機廂頂部、滑輪房和井道底坑的緊急停止開關，是否經測試證明在斷路時，機廂不會移動？ 是 否
- (g) 在安全電路內其他所有開關/接點，是否經測試證明在斷路時，機廂不會移動？ 是 否
- (h) 最遠距離接點（鎖或按鈕）的接地能否及時觸發熔斷器或觸動斷路器？ 是 否
- (i) 是否有其他機電聯鎖
如有，請列明：_____ 是 否
- (j) 在(i)提及的其他機電聯鎖是否全部運作正常？ 是 否

4.2 機廂頂部的控制裝置

- (a) 上升檢修速度: _____ 米/秒
- (b) 下降檢修速度: _____ 米/秒

4.3 間距及越程

- (a) 機廂及對重裝置(如有裝設)以慢速推進時，在下列情況是否都不會碰到障礙物：
- (i) 當機廂連同額定負載擠壓機廂緩衝器時？ 是 否
- (ii) 當對重裝置(若有裝設)擠壓緩衝器時(機廂空載)？ 不適用 是 否
- (iii) 當柱塞完全伸展示至行程盡頭時？ 是 否
- (b) 當機廂在頂層平層時，機廂頂部和井道頂最底部分之間的距離是多少？ _____ 毫米
- (c) 當機廂停留於其完全壓縮的緩衝器上時，是否有足夠的空間容納規定的長形立方塊，而井道底部分最少有 0.5 米的間距？ 是 否
- (d) 機廂底部越程長度 _____ 毫米

4.4 門的測試

- (a) 滑動門類型 _____ *橫向 / 垂直 / 掩門 / 折疊門
- (b) 門的操作形式 _____ *手動 / 電動
- (c) 控門電路的電源 _____ 伏特
- (d) 行程中點最大力度 _____ 牛頓
- (e) 門重開裝置的構造及操作是否符合規定？ 是 否
- (f) 機廂門是否符合設計守則的規定？ 是 否

5. 液壓及電氣系統的測量數據

註:1 巴 = 10⁵ 牛頓/平方米 = 10⁵ 帕斯卡

- (a) 當止回閥及千斤頂之間在 5 分鐘內受到滿載重量 200% 的壓力時，有否徵狀顯示壓力下跌或洩漏液壓油？ 是 否
- (b) 電流和速度測試（在行程中點）

	液壓 (見註1)	升降機速度	發動機電力輸入量 (見註2)	
空載上升	巴	米/秒	伏特	安培

註 1 - 壓力讀數應取自止回閥或下行控制閥與液壓缸的供應管線之間的讀數。

註 2 - 發電機穩定運作時記錄發電機接線座的導體的電流讀數。

- (c) 洩壓閥在操作壓力 _____ 巴管道是否完整令人滿意？ 是 否
- (d) 洩壓閥是否能防範不受未經許可的干擾？ 是 否
- (e) 止回閥是否正常運作？ 是 否
- (f) 安全限速截止是否正常運作？ 不適用 是 否
- (g) 人手操作的下行控制閥的是否能讓機廂以不超 0.3 米 / 秒的慢速下降？ 是 否
- (h) 如果間接驅動升降機，鬆弛*鏈條/纜索開關或壓力開關 不適用 是 否
- 是否能夠防止升降機運作直至壓力已回復正常及開關或壓力被重新調定？
- (i) 是否備有安全措施預防液壓油過熱？ 是 否

6. 限速器/安全纜索/懸吊裝置的測試

6.1 (a) 限速器

限速器類型: _____		電氣	機械
裝置動作	標示	米/秒	米/秒
速度	測量所得	米/秒	米/秒

說明怎樣在裝置上測試限速器: :

*模擬/自由下墜/實際超速/其他（請註明）: _____

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6.1 (b) 對重裝置限速器（如有）

限速器類型：_____

		電氣	機械
裝置動作	標示	米/秒	米/秒
速度	測量所得	米/秒	米/秒

說明怎樣在裝置上測試限速器：

*模擬/自由下墜/實際超速/其他（請註明）：_____

6.2 安全纜索

如果安全鉗* /夾緊裝置*由安全纜索來帶動，
觸發機制的運作是否令人滿意？

不適用 是 否

6.3 懸吊裝置

如果安全鉗* /夾緊裝置*由懸吊裝置失效來帶動，
觸發機制的運作是否令人滿意？

不適用 是 否

7. 機廂安全鉗測試

註：以下測試應在機廂下降時進行。

7.1 漸進式類型

在機廂空載並以平層速度/檢修速度運行時啟動安全鉗，
安全鉗是否夾緊及操作正常？

請註明速度：_____米/秒

*不適用 / 設有

*不適用 / 設有

是 否

7.2 瞬時式類型

在機廂空載並以平層速度/檢修速度運行時啟動安全鉗，
安全鉗是否夾緊及操作正常？

請註明速度：_____米/秒

*不適用 / 設有

是 否

7.3 進行測試時，停車距離是多少？

_____毫米

8. 對重裝置安全鉗測試及對重裝置檢查

註：以下測試應在對重裝置下降時進行。

8.1 漸進式類型

在機廂空載並以平層速度/檢修速度運行時啟動安全鉗，
安全鉗是否夾緊及操作正常？

請註明速度：_____米/秒

*不適用 / 設有

*不適用 / 設有

是 否

8.2 瞬時式類型

在機廂空載並以平層速度/檢修速度運行時啟動安全鉗，
安全鉗是否夾緊及操作正常？

請註明速度：_____米/秒

*不適用 / 設有

是 否

注意：在完成所有動態測試之後，進行以下檢查（第 8.3 項）。

8.3 對重裝置

整個對重裝置上，包括框架，對重磚，支架及其固定件，
是否存在可見缺陷？

*不適用 / 設有
是 否

9. 夾緊裝置的測試

(a) 漸進式類型

夾緊裝置在機廂空載情況下夾緊，是否操作正常？

*不適用 / 設有
是 否

(b) 瞬時式類型

夾緊裝置在機廂空載情況下夾緊，是否操作正常？

*不適用 / 設有
是 否

10. 緩衝器測試

10.1 機廂緩衝器

(a) 機廂緩衝器是否正確安裝和垂直？

是 否

(b) 機廂緩衝器中是否已充滿足夠的油？

不適用 是 否

(c) 機廂緩衝器被壓盡後放回，是否能自動回到原位？

不適用 是 否

10.2 對重裝置緩衝器

*不適用 / 設有

(a) 對重裝置緩衝器是否正確安裝和垂直？

是 否

(b) 對重裝置緩衝器中是否已充滿足夠的油？

不適用 是 否

(c) 對重裝置緩衝器被壓盡後放回，是否能自動回到原位？

不適用 是 否

11. 防止蠕動

防止防蠕裝置的運作是否符合設計守則的相關條款？

不適用 是 否

12. 一般檢查 (升降機工程)

(a) 機廂內是否展示了最高載重量，且是否符合設計守則的相關規定？

是 否

(b) 消防升降機的操作是否正常？

不適用 是 否

(c) 在機房內是否展示了緊急指示？

是 否

(d) 緊急操作系統的運作是否正常？

是 否

(e) 機房及機廂應急照明燈工作正常嗎？

是 否

(f) 緊急警報裝置：

	管理處	機廂	機房	大堂 / 井道底坑
(i) 警鐘*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) 對講機*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) 顯示燈*	<input type="checkbox"/>	<input type="checkbox"/>		
(iv) 認收訊息顯示燈及告示*		<input type="checkbox"/>		

(g) 超載裝置的操作是否令人滿意？

是 否

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- (h) 層站門鎖旁通操作是否正常？ 不適用 是 否
- (i) 防夾手指裝置是否正常運行？ 不適用 是 否

13. 一般檢查 (其他工程)

- (a) 機房內是否有足夠的燈光照明，以便進行保養工作？ 是 否
- (b) 井道的人工照明設備是否足以進行保養？ 是 否
- (c) 機房的狀況是否令人滿意？ 是 否
- (d) 機房的通風設施是否足夠？ 是 否
- (e) 機房門的或活板門是否裝上合適的鎖，以符合升降機及自動梯建築工程作業守則第 3.15.3 及 3.15.4 項的規定？ 是 否
- (f) 通往所有設備項目的安全通道，是否符合設計實務守則以及升降機及自動梯建築工程作業守則的規定？ 是 否
若否，請說明詳情_____
- (g) 井道緊急門（如有裝設）是否符合升降機及自動梯建築工程作業守則第 3.2 項的規定？ 不適用 是 否
- (h) 提供獲得豁免（如有）的文件(只需副本)，以便參考。 不適用 是 否
- (i) 是否在升降機機廂內設有閉路電視攝錄機，並在*管理處及機房設有閉路電視顯示器？ 不適用 是 否

14. 常見問題

- (a) 在消防升降機層站門前是否裝上鐵閘或類似閘門，阻塞升降機入口？ 不適用 是 否
如果是，請說明樓層_____
- (b) 在消防升降機入口以外的其他升降機入口前面，是否裝上並無按《設計守則》規定附有聯鎖的鐵閘？ 不適用 是 否
如果是，請說明樓層_____
- (c) 升降機安裝時所裝設的層站門是否被停止使用（即升降機不會停於這些層站） 不適用 是 否
如果是，請說明樓層_____
- (d) 是否裝設沒有適當調校層站門的鎖緊裝置（即當升降機機廂並非停於層站的開鎖區時，層站門可從層站一邊以手動方式打開）？ 是 否
如果是，請說明樓層_____
- (e) 是否裝設沒有適當校用作確證層站門已有效鎖緊於關閉位置的安全掣，或該安全掣並非直接操作類型？ 是 否
如果是，請說明樓層_____
- (f) 是否裝設沒有適當校用作確證層站門已處於關閉位置的安全掣，或該安全掣並非直接操作類型？ 不適用 是 否
如果是，請說明樓層_____
- (g) 層站與機廂門板（關閉時）的間隙是否過大，或層站和機

廂門板及企柱之間的間隙過大？

如果是，請說明樓層_____

- (h) 是否發現層門或機廂的關閉時動能過大？ 不適用 是 否
- (i) 液壓機油有否從油箱或液壓元件（如千斤頂/喉管）中流出，而影響升降機的安全操作？ 是 否
- (j) 懸吊纜索是否處於非安全操作狀態（例如纜線嚴重生銹或銹蝕，斷支數量過多，或出現其他嚴重異常情況）？ 不適用 是 否
- (k) 機房內升降機機械的可接觸的活動部分是否沒有防護，可令他人受傷？ 是 否
- (l) 是否裝設沒有妥善安裝升降機機廂頂的護欄？ 不適用 是 否
- (m) 超載感應裝置是否非故障保護類型？ 是 否

15. 聲明

15.1 註冊升降機工程人員或註冊升降機工程師的聲明

本人謹此聲明，於_____年_____月_____日就此檢驗報告的項目進行檢驗，確認報告內的資料屬實。

註冊升降機工程人員
姓名及編號

簽署

註冊升降機工程師
姓名及編號

簽署

日期

15.2 註冊升降機承辦商的聲明

我們在此聲明，本報告中所述的檢查工作已經由我們的員工完成，並且升降機及其所有相關設備或機械被發現沒有明顯的缺陷並且處於安全操作狀態。我們同時發現有以下影響升降機安全運作的欠妥/未完成保養項目。

我們在此聲明本報告中所述的檢查工作已經由我們的員工完成，下表列出了可能影響升降機安全運作的欠妥/未完成保養項目。升降機在檢查工作後已暫停運行。

註：請在適當的位置劃上剔號。

液壓升降機檢查報告（適用於接管保養）

項目	欠妥/未完成保養項目	影響升降機的安全運行？ (是/否)	預計的整改完成日期 (dd / mm / yyyy)
1			
2			
3			
4			
5			

註：如果以上空間不足，請使用其他紙張。

註冊升降機承辦商
名稱及編號

註冊升降機承辦商的
授權簽署及公司印章

日期

EXAMINATION REPORT FOR ELECTRIC SERVICE LIFTS (FOR TAKEOVER MAINTENANCE)

1. Basic Information and Description of Installation

Location (Address) _____
 Lift No. _____ Lift Location ID _____ Date of Handover _____
 Brand _____ Model _____ Length of Travel _____ m
 Landings Served _____
 Rated Load _____ kg Rated Speed _____ m/s
 Power Supply at Time of Test _____ Volt _____ Phase _____ Hz
 Car Floor Area _____ m² Car Internal Height _____ m
 Machine Room Location: *above lift well / below lift well / at side
 Model No. and Name of Manufacturer of the Controller _____

2. Static Examination – Mechanical

2.1 Suspension

- (a) Suspension Ropes
 Number _____ Nominal Diameter _____ mm
 Have the suspension ropes attained the criteria for replacement in accordance with Clause 5.4.8 of the Works Code? Yes No
- (b) Type of Anchorages: Car _____ Counterweight _____
 Have the anchorages been examined and found in good working condition? Yes No *N.A. / Fitted

2.2 Safety Gear

Car side: Brand _____ Model _____
 Counterweight side, if fitted: Brand _____ Model _____

2.3 Energy Dissipation Buffer

- (a) Car side: Brand _____ Model _____
 Counterweight side: Brand _____ Model _____
- (b) Is/ Are the buffer switch(es) functioning properly? N.A. Yes No *N.A. / Fitted

2.4 Energy Accumulation Buffer

- (a) Car side: Brand _____ Model _____
 Counterweight side: Brand _____ Model _____
- (b) Is the buffer's condition satisfactory? (e.g. free from crack/ rust) Yes No

2.5 Brake

Does the brake stop the lift effectively, when empty car travelling upward in the upper part of its travel? Yes No

2.6 Overspeed Governor

Car side: Brand _____ Model _____
 Counterweight side: Brand _____ Model _____

2.7 Door Locking Device

a) Landing: Brand _____ Model _____

3. Static Examination – Electrical

- 3.1 Insulation Resistance to Earth
 (a) Lift Motor _____ MΩ (b) Power System _____ MΩ
 (c) Safety Circuits _____ MΩ

3.2 Earthing

Is the maximum continuity resistance to earth less than 0.5 Ω Yes No

4. Dynamic Tests

Safety Contacts/Circuits

- (a) Have the contacts at each landing door been proved to ensure that when broken there is no movement of the car Yes No
- (b) Have the mechanical locks at each landing door been proved for positive locking? Yes No
- (c) Have the car door/gate contacts been proved so that when broken there is no movement of the car? Yes No
- (d) Do the terminal stopping switches operate satisfactorily? Yes No
- (e) Do the stopping device in machine room and in pit operate correctly? Yes No
- (f) Does the earthing of the most remote contact (lock or push button) operates a fuse or trip a breaker? Yes No

5. Overspeed Governor Tests

5.1 Car Governor

Governor Type _____		Electrical	Mechanical
Device Tripping	Marked	m/s	m/s
Speed	Measured	m/s	m/s

State how the governor on the installation was tested:

*Simulation / Free Fall / Actual Overspeed / Others (Specified) _____

5.2 Counterweight Governor (if fitted)

Governor Type _____		Electrical	Mechanical
Device Tripping	Marked	m/s	m/s
Speed	Measured	m/s	m/s

State how the governor on the installation was tested:

*Simulation / Free Fall / Actual Overspeed / Others (please specify) _____

Note: The following tests should be conducted with the car descending in inspection speed with the brake open and the machine continuing to run till the ropes slip or become slack.

EXAMINATION REPORT FOR ELECTRIC SERVICE LIFTS (FOR TAKEOVER MAINTENANCE)

6. Car Safety Gear Tests

- 6.1 **Progressive Type** *N.A. / Fitted
 Does the safety gear operate correctly when engaging at levelling or inspection speed with car empty? Yes No
 State the speed _____m/s
- 6.2 **Instantaneous Type** *N.A. / Fitted
 Does the safety gear operate correctly when engaging at levelling or inspection speed with car empty? Yes No
 State the speed _____m/s
- 6.3 What was the stopping distance in the test? _____m

7. Counterweight Safety Gear Tests and Counterweight Inspection

Note: The following tests should be conducted with the counterweight descending, with the brake open and the machine continuing to run till the ropes slip or become slack.

- 7.1 **Progressive Type** *N.A. / Fitted
 Does the safety gear operate correctly when engaging at levelling or inspection speed with the car empty? Yes No
 State the speed _____m/s
- 7.2 **Instantaneous Type** *N.A. / Fitted
 Does the safety gear operate correctly when engaging at levelling or inspection speed with the car empty? Yes No
 State the speed _____m/s

8. Buffer Checks

- 8.1 For Car Buffers
- (a) Is/ Are the car buffer(s) installed and aligned properly? Yes No
- (b) Is/ Are the car buffer(s) filled with sufficient buffer oil? N.A. Yes No
- (c) Does/ Do the car buffer(s) recover automatically after operation? N.A. Yes No
- 8.2 For Counterweight Buffers Yes No
- (a) Is/ Are the counterweight buffer(s) installed and aligned properly?
- (b) Is/ Are the counterweight buffer(s) filled with sufficient buffer oil? N.A. Yes No
- (c) Does/ Do the counterweight buffer(s) recover automatically after operation? N.A. Yes No

9. Traction Check

- 9.1 Does the car stop under emergency conditions with the car empty when travelling upwards at rated speed? Yes No

- 9.2 With the counterweight resting on its fully compressed buffers, is it impossible for the empty car to be raised under power? Yes No
- 9.3 The wear and tear of traction groove attained criteria for replacement according to manufacturer's instruction? Yes No

10. Emergency Stopping Distance

What was the stopping distance of the empty car traveling in up direction at rated speed under emergency stopping conditions? _____m

11. General

- (a) Are the maximum load and warning notice displayed at each landing in compliance with relevant clauses in applicable Design Code? Yes No
- (b) Are the emergency instructions displayed in the machine room? Yes No
- (c) Is the machine room lighting adequate for maintenance purpose? Yes No
- (d) Are the provisions for ventilating the machine room adequate? Yes No
- (e) Is each machine room door or trap door complied with the CoP on Building Works for Lifts and Escalators? Yes No
- (f) Is the clear space in front of the controller not less than 900mm in depth? Yes No
 If no, state details _____
- (g) Is the access to machine room and to all equipment safe and convenient? Yes No
- (h) Does the overload device operate satisfactorily? N.A. Yes No

12. Declaration

12.1 Declaration by Registered Lift Worker or Registered Lift Engineer
 I declared that on _____ the examination works as stated in this report had been done and the information in this examination report is an accurate record.

Name & Registration No. of Registered Lift Worker	Signature
Name & Registration No. of Registered Lift Engineer	Signature
	Date

EXAMINATION REPORT FOR ELECTRIC SERVICE LIFTS (FOR TAKEOVER MAINTENANCE)

12.2 Declaration by Registered Lift Contractor

- We declared that the examination works as stated in this report had been done by our staff and the lift and all its associated equipment or machinery were found to be free from obvious defects and in safe working order. Maintenance defect(s) not affecting safe operation of lift had been identified as listed below.
- We declared that the examination works as stated in this report had been done by our staff. Maintenance defect(s) which may affect safe operation of lift had been identified as listed below. The lift was suspended from operation after examination works.

Note: Please tick where appropriate.

Item	Maintenance defect(s)	Affecting safe operation of lift? (Y/N)	Anticipated rectification completion date (dd/mm/yyyy)
1			
2			
3			
4			
5			

Note: Please use additional sheet(s) if the above spaces are not enough.

Name & Registration No. of
Registered Lift Contractor

Authorized Signature of Registered
Lift Contractor with Company Chop

Date

電動送貨升降機的檢驗報告 (適用於接管保養)

1. 裝置詳情

地點(地址): _____
 升降機編號: _____ 升降機識別編號: _____ 交接日期: _____
 製造商: _____ 型號: _____ 行程距離: _____ 米
 服務樓層: _____
 額定負載: _____ 千克 _____ 人 額定速度: _____ 米/秒
 測試時電源: _____ 伏特 _____ 相 _____ 赫茲
 機廂地板面積: _____ 平方米 機廂內高度 _____ 米
 機房位置: *在升降機井道之上/ 在升降機井道之下/ 在旁邊
 控制柜的型號及生產商名稱 _____

2. 靜態檢驗 - 機械

2.1 懸吊工具

(a) 懸吊纜索

數量: _____ 標稱直徑: _____ 毫米
 懸吊纜索是否已經達到工程實務守則第 5.4.8 項所規定的更換標準? 是 否

(b) 纜頭的類型: 機廂 _____ 對重裝置 _____ 纜頭組合是否已經檢驗, 並證實處於良好工作狀態? 是 否

2.2 安全鉗

(a) 機廂: 製造商 _____ 型號 _____
 (b) 對重裝置, 如有 製造商 _____ 型號 _____

2.3 耗能式緩衝器

(a) 機廂: 製造商 _____ 型號 _____
 對重裝置: 製造商 _____ 型號 _____
 (b) 緩衝器安全開關是否操作正常? 不適用 是 否

2.4 蓄能式緩衝器

(a) 機廂: 製造商 _____ 型號 _____
 對重裝置: 製造商 _____ 型號 _____
 (b) 緩衝器的狀態是否令人滿意? (例如: 沒有裂紋/ 生鏽) 是 否

2.5 制動器

當空車在其行程的上部向上以額定速度行駛時急停, 制動器能否有效地停止升降機? 是 否

2.6 限速器

機廂: 製造商 _____ 型號 _____
 對重裝置: 製造商 _____ 型號 _____

2.7 門鎖裝置

a) 機廂: 製造商 _____ 型號 _____

3. 靜態檢驗 - 電氣

3.1 對地絕緣電阻值
 (a) 升降機發動機 _____ 兆歐 (b) 電力系統 _____ 兆歐
 (c) 安全電路 _____ 兆歐

3.2 接地
 對地最高連續性電阻, 是否低於 0.5 歐? 是 否

4. 動態測試

安全接點/電路

(a) 每個層站入口的接點是否經測試證明在斷路時, 機廂不會移動? 是 否
 (b) 每個層站入口的機械鎖是否經測試證明, 可肯定鎖緊? 是 否
 (c) 機廂門/閘接點是否經測試在斷路時, 機廂不會移動? 是 否
 (d) 如果裝置了獨立終端制動開關掣, 開關掣的運作是否符合要求? 是 否
 (e) 在機廂頂部, 滑輪房和井道底坑的緊急停止開關, 是否經測試證明在斷路時, 機廂不會移動? 是 否
 (f) 最遠距離接點 (鎖或按鈕) 的接地能否及時觸發熔斷器或觸動斷路器? 是 否

5. 限速器的測試

5.1 機廂限速器

限速器類型 _____		電氣	機械
裝置動作	標示	米/秒	米/秒
速度	測量所得	米/秒	米/秒

說明怎樣在裝置上測試限速器

*模擬/自由下落/實際超速/其他 (請註明) _____

5.2 對重裝置限速器 (如有裝設)

限速器類型 _____		電氣	機械
裝置動作	標示	米/秒	米/秒
速度	測量所得	米/秒	米/秒

說明怎樣測試限速器:

模擬/自由下落/實際超速/其他 (請註明) _____

備註: 以下測試應在機廂下降時進行, 且要制動器在非制動狀態下打開而曳引機則繼續操作直至纜索打滑或鬆弛為止。

6. 機廂安全鉗的測試

6.1 漸進式類型 _____ *不適用 / 設有
 在機廂空載並以平層速度/檢修速度運行時啟動安全鉗, 安全鉗是否夾緊及操作正常? 是 否
 請註明速度 _____ 米/秒

電動送貨升降機的檢驗報告（適用於接管保養）

- 6.2 瞬時式類型 *不適用 / 設有
在機廂空載並以平層速度/檢修速度運行時啟動安全鉗，
安全鉗是否夾緊及操作正常？ 是 否
請註明速度_____米/秒
- 6.3 測試中的停止距離是多少？ _____米

7. 對重裝置安全鉗的測試

備注：以下測試應在對重裝置下降時進行，且要制動器在非制動狀態下打開而曳引機則繼續操作直至纜索打滑或鬆弛為止。

- 7.1 漸進式類型 *不適用 / 設有
在機廂空載並以平層速度/檢修速度運行時啟動安全鉗，
安全鉗是否夾緊及操作正常？ 是 否
請註明速度_____米/秒
- 7.2 瞬時式類型 *不適用 / 設有
在機廂空載並以平層速度/檢修速度運行時啟動安全鉗，
安全鉗是否夾緊及操作正常？ 是 否
請註明速度_____米/秒

8. 緩衝器的測試

- 8.1 機廂緩衝器
- (a) 機廂緩衝器是否正確安裝和垂直？ 是 否
- (b) 機廂緩衝器中是否已充滿足夠的油？ 不適用 是 否
- (c) 機廂緩衝器被壓盡後放回，是否能自動回到原位？ 不適用 是 否
- 8.2 對重裝置緩衝器
- (a) 對重裝置緩衝器是否正確安裝和垂直？ 是 否
- (b) 對重裝置緩衝器中是否已充滿足夠的油？ 不適用 是 否
- (c) 對重裝置緩衝器被壓盡後放回，是否能自動回到原位？ 不適用 是 否

9. 曳引力的檢查

- 9.1 空載機廂以額定速度向上運行時緊急制停時，機廂會否停頓？ 是 否
- 9.2 當對重裝置處於完全受壓縮的緩衝器上，空載機廂是否不可能由牽引機升起？ 是 否
- 9.3 牽引輪纜坑的磨損是否達到了製造商建議的更換標準？ 是 否

10. 緊急停車距離

空載機廂以額定速度向上運行時，在緊急停車情況下，其緊急停車距離是多少？ _____米

11. 一般檢查

- (a) 機廂內是否展示了最高載重量，且是否符合設計守則的相關規定？ 是 否
- (b) 在機房內是否展示了緊急指示？ 是 否
- (c) 機房內是否有足夠的燈光照明，以便進行保養工作？ 是 否
- (d) 機房內通風設施是否足夠？ 是 否
- (e) 每道機房門或活板門是否符合升降機及自動梯建築工程作業守則的規定？ 是 否
- (f) 在控制器前，是否有不小於 900 毫米深度的淨空間？ 是 否
若否，請說明詳細：

- (g) 前往機房和所有設備是否安全和方便？ 是 否
- (h) 超載裝置的操作是否令人滿意？ 不適用 是 否

12. 聲明

- 12.1 註冊升降機工程人員或註冊升降機工程師的聲明
本人謹此聲明，於_____年_____月_____日就此檢驗報告的項目進行檢驗，
確認報告內的資料屬實。

註冊升降機工程人員
姓名及編號

簽署

註冊升降機工程師
姓名及編號

簽署

日期

12.2 註冊升降機承辦商的聲明

- 我們在此聲明，本報告中所述的檢查工作已經由我們的員工完成，並且升降機及其所有相關設備或機械被發現沒有明顯的缺陷並且處於安全操作狀態。我們同時發現有以下不影響升降機安全運作的欠妥/未完成保養項目。
- 我們在此聲明本報告中所述的檢查工作已經由我們的員工完成，下表列出了可能影響升降機安全運作的欠妥/未完成保養項目。升降機在檢查工作後已暫停運行。

註：請在適當的位置劃上剔號。

電動送貨升降機的檢驗報告（適用於接管保養）

項目	欠妥/未完成保養項目	影響升降機的安全運行？ (是/否)	預計的整改完成日期 (dd / mm / yyyy)
1			
2			
3			
4			
5			

註：如果以上空間不足，請使用其他紙張。

註冊升降機承辦商
名稱及編號

註冊升降機承辦商的
授權簽署及公司印章

日期