

## Instruction for preparing Examination Report (T&E) for Form LE5 and LE7 via e-Platform

Step 1:

Login as Registered Lift Contractor to prepare lift T&E report, login as Registered Escalator Contractor to prepare escalator T&E report. User will be redirected to the main page of e-Platform after clicking [Login] button.

e-Platform for Reporting Periodic Test/ Examination/ Special Maintenance Schedule/ Routine Maintenance Schedule

Vistors count: 1151  
English

Username:   
Password:   
[Create Account](#)

[Login with IAM Smart for delegation of RC/RC-AS](#)

Step 2:

Select “Examination Report for Form LE5 / Form LE7”.

e-Platform for Reporting Periodic Test/ Examination/ Special Maintenance Schedule/ Routine Maintenance Schedule

RLC Name:   
Username:

**Instruction for preparing Examination Report (T&E) for Form LE5 and LE7 via e-Platform**

**Step 3:**

Select “Create new T&E report” according to the lift type (when login with Registered Lift Contractor account).

**T&E Report Enquiry for Lifts**

[Back to Content Page](#)

[Create New T&E Report for Electric Lift](#)

[Create New T&E Report for Electric Service Lift](#)

[Create New T&E Report for Hydraulic Lift](#)

Or

Select “Create new T&E report for Escalator/Passenger Conveyors” (when login with Registered Escalator Contractor account).

**T&E Report Enquiry for Escalators/Passenger Conveyors**

[Back to Content Page](#)

[Create New T&E Report for Escalators/Passenger Conveyors](#)

**Step 4:**

Select Form LE5 (for new installation works) / Form LE7 (for major alteration works) and continue input.

[Back to Enquiry Page](#)

**Examination Report for Electric Lifts**

Form 5  Form 7

**1. Basic information and Description of Installation**

Location (Address)

Manufacturer Please select Manufacturer ▼  Type here if Manufacturer cannot be selected from pull down menu.

Model Please select Model ▼  Type here if Model cannot be selected from pull down menu.

Lift No.

Lift Location ID   Length of Travel  m

**Instruction for preparing Examination Report (T&E) for Form LE5 and LE7 via e-Platform**

Step 5:

User can click “Save Draft” if T&E report is not ready to be submitted. When completed, user can click “Submit”. Option to “Save Draft” or “Submit” the T&E report can be found when user scroll to the end of the page.

Remarks:  
Design Code means CoP on the Design and Construction of Lifts and Escalators  
Works Code means CoP for Lift Works and Escalator Works

Registration No. of Registered Lift Engineer RLE

Date

The filled data of the T&E report will be validated when “Submit” is pressed. Example of alert message for incorrect data is shown as below, summary of all alert messages will be shown at the very top, while validation messages of each section will be shown on top of each section.

[Back to Enquiry Page](#)

Status: Draft

**Section 1: Rated Load Person should be  $\leq$  Rated Load / 75**

**Examination Report for Electric Lifts**

**Section 1: Rated Load Person should be  $\leq$  Rated Load / 75**

Form 5  Form 7

**1. Basic information and Description of Installation**

Location (Address)

Manufacturer  Type here if Manufacturer cannot be selected from pull down menu.

Model  Type here if Model cannot be selected from pull down menu.

Lift No.

Lift Location ID  Length of Travel  m

Passenger Lift  Freight Lift  Vehicle Lift  Platform Lift  Stairlift

(For Freight Lift with handling device: Max. weight of handling device:  kg)

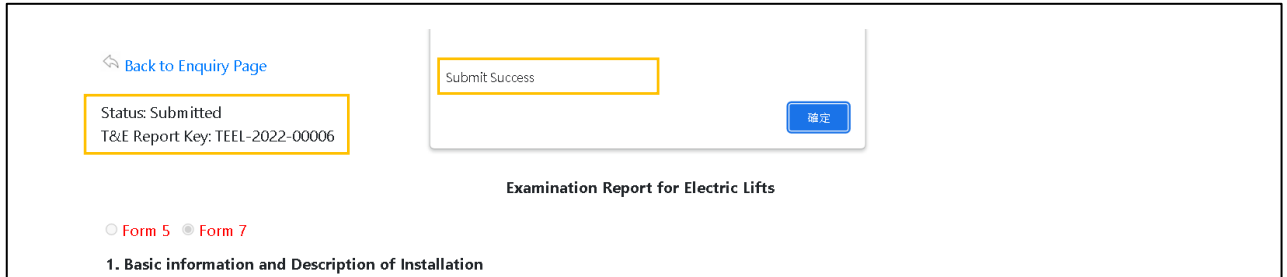
Levels Served

Rated load (Q)  1600 kg  30 Person Rated Speed  m/s

**Instruction for preparing Examination Report (T&E) for Form LE5 and LE7 via e-Platform**

Step 6:

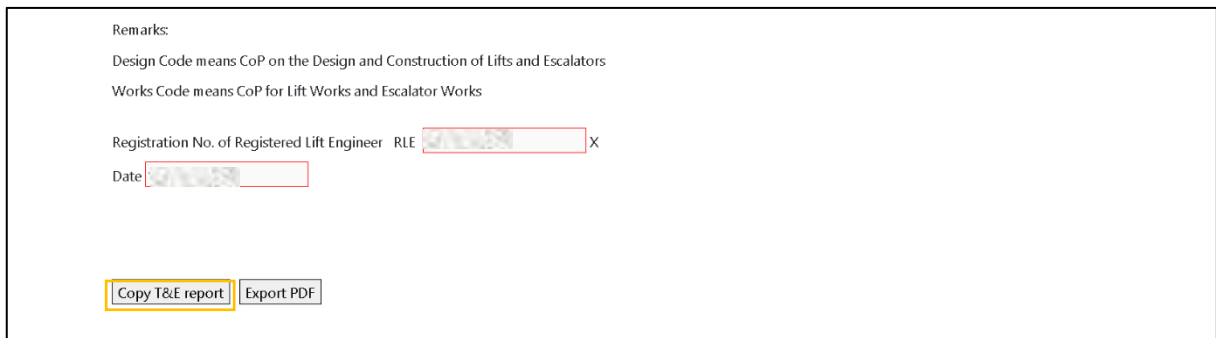
Once the T&E report is successfully submitted, a confirmation message will be shown, and a unique T&E Report Key will be generated (this key will also be stamped on the bottom right corner of each page of the T&E report when exported as PDF – see Step 9). User will be required to input this Report Key if Form LE5 / 7 is submitted digitally via WBRS for e-Submission.



The screenshot shows a web interface for submitting an Examination Report for Electric Lifts. At the top left, there is a link "Back to Enquiry Page". Below it, a box displays "Status: Submitted" and "T&E Report Key: TEEL-2022-00006". To the right, a "Submit Success" message is shown in a box, with a blue "確定" (Confirm) button below it. The main title is "Examination Report for Electric Lifts". Below the title, there are radio buttons for "Form 5" and "Form 7", with "Form 7" selected. At the bottom, the section "1. Basic information and Description of Installation" is visible.

Step 7:

To create another T&E report based on this submitted T&E report, user can select “Copy T&E report” button.



The screenshot shows the details of a submitted T&E report. It includes a "Remarks" section with text: "Design Code means CoP on the Design and Construction of Lifts and Escalators" and "Works Code means CoP for Lift Works and Escalator Works". Below this, there are input fields for "Registration No. of Registered Lift Engineer RLE" and "Date". At the bottom, there are two buttons: "Copy T&E report" (highlighted with a yellow box) and "Export PDF".

**Instruction for preparing Examination Report (T&E) for Form LE5 and LE7 via e-Platform**

Step 8:

User can then select “Export PDF” at the end of the page to sign RE Signature, followed by uploading to 1) WBRS for e-Submission or 2) print out for manual submission for Form LE5 and LE7.

Remarks:

Design Code means CoP on the Design and Construction of Lifts and Escalators

Works Code means CoP for Lift Works and Escalator Works

Registration No. of Registered Lift Engineer RLE  X

Date

The T&E report key will be stamped on bottom right of each page of the T&E report PDF when exported.

**EXAMINATION REPORT FOR ELECTRIC LIFTS**

**17. New Installation / Modernisation Related Items**

This lift consist of the following item(s):

	New / Added	Replaced	Existing	Not equipped
Double Brake system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unintended Car Movement Protection Device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ascending Car Overspeed Protection Device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car Door Mechanical Lock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door Safety Edge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intercom System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCTV System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor run time limiter (Obstruction Switch to Protect driven system / Suspension Ropes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post-Voltage-Dip-Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automatic Rescue Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving Machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Circuit (with electronic component)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift Car Sling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counterweight Frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift Car Guiderail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counterweight Guiderail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is this modernisation works consider as total replacement? Yes  No

\*The major alteration works is considered as total replacement if car sling, counterweight frame, guiderails, driving machine, control panel and all the lift associated equipment are replaced. Retaining only counterweight frame and guiderails is also considered as total replacement.

**18. Declaration**

I certify that on \_\_\_\_\_ the lift and all its associated equipment or machinery was thoroughly examined, and found to be free from obvious defects and in safe working order. I confirm also that the design and construction of the lift and all its associated equipment or machinery complied with relevant clause of the applicable Design Code, Works Code, and CoP on Building Works for Lifts and Escalators with the exception of the following items (if any, please specify).

Exceptions & Remarks:

The information in this examination report is an accurate record of the examination carried out on the aforementioned date.

Remarks:

Design Code means CoP on the Design and Construction of Lifts and Escalators  
Works Code means CoP for Lift Works and Escalator Works

\_\_\_\_\_  
Name & Registration No. of  
Registered Lift Engineer

\_\_\_\_\_  
Signature of  
Registered Lift Engineer

Date \_\_\_\_\_

8

TEEL-2021-00022

**Instruction for preparing Examination Report (T&E) for Form LE5 and LE7 via e-Platform**

**Instruction for continuing to input Examination Report (T&E) for Form LE5 and LE7 from saved draft**

Step I:

Once the T&E report is saved as draft, additional option to “Delete Draft” or “Copy T&E report” will be available for user to delete the draft or copy this draft to another T&E report.

Remarks:  
Design Code means CoP on the Design and Construction of Lifts and Escalators  
Works Code means CoP for Lift Works and Escalator Works

Registration No. of Registered Lift Engineer RLE

Date

Step II:

User can also search the desired T&E report (Submitted / Draft) by 1) Location ID, 2) Address, and 3) Date in the enquiry page for creation of another T&E report or continue editing of existing draft.

### T&E Report Enquiry for Lifts

[Back to Content Page](#)  
[Create New T&E Report for Electric Lift](#)  
[Create New T&E Report for Electric Service Lift](#)  
[Create New T&E Report for Hydraulic Lift](#)

**Enquiry Information:**

RC No.:RLC85005	
Location ID: <input type="text"/>	Lift Code: <input type="text"/>
Location (Address): <input type="text"/>	
Date of T&E Report: From (dd/mm/yyyy) <input type="text"/>	Date of T&E Report: To (dd/mm/yyyy) <input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Reset"/>

**Enquiry Result:**

Key	Location ID	Lift Code	Date of T&E Report	Location (Address)	Status (Draft / Submitted)	Uploaded to backend system	Open Report
TEEL-2022-00004					Submitted	Y	<input type="button" value="Open Report"/>
TEEL-2022-00002					Submitted	Y	<input type="button" value="Open Report"/>
TEEL-2022-00005					Submitted	Y	<input type="button" value="Open Report"/>
TEEL-2022-00006					Draft	N	<input type="button" value="Open Report"/>