

6 May 2020

Dear Sir/Madam

ADVISORY ON BUSINESS CONTINUITY PLANS AND DAILY DECLARATION FOR CIRCUIT BREAKER PERIOD

On 3 April 2020, MTI issued guidance on the suspension of all non-essential activities at workplace premises to reduce the risk of further local transmission of COVID-19. To ensure that the lifts and escalators continue to operate safely, the maintenance of lifts (including home lifts, vertical platform lifts and stair lifts) and escalators maintenance service, including annual examination, inspection and testing for renewal of the permit to operate, fall within the scope of essential services and these activities are allowed to continue.

Maintenance Works Required during Circuit Breaker Period

2. Annual examination, inspection and testing for the purpose of Permit To Operate (PTO) renewal, as well as routine maintenance as stipulated in the Building Maintenance and Strata Management (BMSM) Regulations 2016, must continue so long as the lift or escalator continues to be in operation. Notwithstanding, owners can opt to temporarily shut down their lifts or escalator during this period if they do not want them to be maintained (refer to **Annex 1** for more details].

Precautionary Measures for COVID-19 and Business Continuity Plan

3. Lift and escalator contractors should implement a proper Business Continuity Plan, such that business operation can be sustained during this period, as well as practise safe distancing measures, ensure availability of spare stocks and sufficient manpower when full operations resume after the circuit breaker.

4. Lift and escalator contractors and Specialist Professional Engineers in the specialised branch of lift and escalator engineering (SPE(L&E)) must comply with the following safe distancing measures:

- a. All activities that can take place through telecommuting (such as backend office activities) must be done at home.
- b. Employers must implement safe distancing measures to reduce physical interactions by:
 - i. Reducing the need for and duration of physical interactions;
 - ii. Staggering work hours;
 - iii. Postponing all group events; and
 - iv. Implementing shift work and/or split team arrangements.
- c. Workers carrying out lift and escalator maintenance work (including annual examination, inspection and testing) should minimise contact with the public and must wear appropriate personal protective equipment, such as a face mask at all times.

5. In addition, contractors must take precautionary measures to ensure the safety and well-being of lift and escalator users and private lift's household. These measures include safe

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distancing measures such as wearing of mask, sanitisation, and temperature-taking that are being practised by the technicians. Contractors should also inform lift and escalator owners about these measures when they are scheduled for maintenance/inspection of lifts and escalators.

Availability of Spare Parts and Supplies

6. Lift and escalator contractors should ensure sufficient spare parts if supply from other countries are not disrupted and ensure spare parts are able to sustain the business for at least 6 months if there are disruptions to the supply from other countries. This is especially so for contractors that maintain proprietary systems that require proprietary parts. Contractors are also advised to diversify sources for spare parts and supplies, as well as reserve sufficient parts for lifts and escalators in essential buildings.

Employment of New Workers

7. Lift and escalator contractors are advised to ensure sufficient workers when full operations resume. Contractors who are looking to get new hires for your company may wish to utilise the online job posting platform at <https://www.mycareersfuture.sg>, managed by Workforce Singapore (WSG)

Daily Declaration of Workforce

8. On 18 April 2020, MOM and BCA issued an advisory that foreign employees in the Construction Sector holding Work Permits and S Passes (“Foreign Employees”) and their Dependents are put on Stay-Home Notice (SHN) effective from 20 April 2020, 0000 hrs to 4 May 2020, 2359 hrs (“SHN Period”). On 1 May, it was updated to extend the SHN Period from “5 May 2020, 0000hrs to 18 May 2020, 2359 hrs (“Extended SHN Period”). Lift and escalator contractors are reminded to comply with the following:

- a. Ensure that the Foreign Employees and their Dependents’ addresses and mobile numbers registered with MOM are updated.
- b. Submit a daily declaration on compliance to the measures [here](#).
- c. Inform your Foreign Employees and their dependants on the additional work pass conditions and additional special conditions respectively.

For more information please refer to the advisory [here](#).

Clarification

9. If your company encounters any issues with regard to L&E supplies and spare parts, or have excess workers whom you might need to terminate, please inform BCA at BCA_Lift_Escalator@bca.gov.sg

10. For further queries or clarifications, please contact BCA at <http://www.bca.gov.sg/feedbackform> or 1800-3425222

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11. Please continue to refer to MOM and MOH's websites for the latest advisories regarding safe distancing measures.

Yours faithfully

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

Annex 1 – Temporary shutdown of lifts or escalators

Owners may inform BCA of their intention to temporarily shut down their lifts or escalators through [Form A](#) if you have fulfilled the accessibility and fire safety requirements:

- a) Under Section 22E of Building Control Act, the building owner is required to facilitate the access to, and use of, a building and its facilities by persons with disabilities (PWDs). At least one accessible lift shall be in operation at all times unless there are alternate means of accessible routes within the building or alternate accessible facilities for PWDs. Owners are advised to provide at least two lifts in operation at all times if there are two or more lifts in the building to ensure one of them is available if the another one is out of service.
- b) Under the Fire Safety Act, the building owner is required to maintain and ensure that all fire safety provisions like fire lift, evacuation lift etc. is to be operative as long as the building is in operation. In the event where you decide to completely shut down the building and not allow any occupants, all fire safety provisions, including fire lifts shall still remain live and operational. Evacuation lifts can be shutdown as long as they do not also serve as fire lifts.

There are a few other points to note:

- a) For lifts/escalators which are stopped up to and including 90 days and still have valid Permit to Operate (PTO) at the time of resumption, owners shall engage a registered lift/escalator contractor to perform checks to ensure that the equipment are in a good working condition before the resumption of operations. Please also notify us of the resumption through the below [Form B](#) (to be filled in by service contractor).
- b) For lifts/escalators which are suspended for more than 90 days or no longer have a valid PTO at the time of resumption, owners are required to apply for new PTO together with the necessary forms for re-commissioning the lifts/escalators.

During the period of temporary stoppage, periodic maintenance is not required to be conducted.

Should there be further enquiries, please write to the following:

- a) regarding accessibility requirements: bca_ud@bca.gov.sg
- b) regarding fire safety requirements: SCDF_QP_Consultant@scdf.gov.sg
- c) regarding PTO matters: BCA's Online Feedback Form at <https://www.bca.gov.sg/feedbackform>