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Electrical and Mechanical Engineering Group

01 September 2022

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Dear Sir/Madam

## **IMPLEMENTATION OF ANNUAL INSPECTION AND TESTING REPORTS FOR PTO RENEWAL OF ESCALATORS, HYDRAULIC LIFTS, VERTICAL PLATFORM LIFTS AND STAIR/CHAIR LIFTS**

### **Objectives**

This circular serves to inform the industry on the implementation of the Annual Testing Report, for the purpose of Permit-to-Operate ("PTO") renewals, for Escalators, Hydraulic Lifts, Vertical Platform Lifts ("VPL") and Stair/Chair Lifts.

### **Background**

2. Since 01 April 2022, the Annual Inspection and Testing Reports for traction lifts has to be submitted as part of documents required for PTO renewals for Lifts. Following the implementation for the Annual Inspection and Testing Reports for traction lifts, BCA has similarly developed similar reports for Escalators, Hydraulic Lifts, VPLs and Stair/Chair Lifts.

### **Implementation of Annual Inspection and Testing Reports for Escalators, Hydraulic Lifts, Vertical Platform Lifts and Stair/Chair Lifts and update on Annual Inspection and Testing Reports for Traction Lifts**

3. The Annual Testing Reports for Escalators, Hydraulic Lifts, VPLs and Stair/Chair Lifts are similarly developed to ensure consistent practice during annual testing, and that records of the annual inspection and testing for these fixed installations are kept.

**4. *BCA would be implementing the Annual Inspection and Testing Reports for Escalators, Hydraulic Lifts, VPLs and Stair/Chair Lifts ("Reports"), for equipment with PTOs expiring on/after 31 January 2023.***



5. As required under Regulation 16(1)(a) and Regulation 28(1)(a) of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016, fixed installation owners must keep maintenance records in connection with the fixed installation for a period of at least five years after the making of the records, and make available such records to be inspected by the Commissioner of Buildings, when requested.

6. With immediate effect, fixed installation maintenance contractors are encouraged to use the Reports, when carrying out annual testing of fixed installations, to familiarise themselves with the Reports.

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

### **Feedback and Clarification**

8. 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).

9. With regard to the Annual Testing Reports for traction lifts, which was implemented in 2022, BCA would like to thank all parties who provided their feedback. We had taken into account these feedback and made improvements to the Report. The latest version can be found at the link stated in **Annex A**. Please use of the updated Annual Testing Report for Traction Lifts as soon as practicable.

Yours faithfully



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

## Annex A

<b>Annual Testing Report for Escalators</b>	<a href="https://www1.bca.gov.sg/docs/default-source/docs-corp-regulatory/lifts-and-escalators-legislation/emeg-h2-september-2022.pdf?sfvrsn=b3ad3188_0">https://www1.bca.gov.sg/docs/default-source/docs-corp-regulatory/lifts-and-escalators-legislation/emeg-h2-september-2022.pdf?sfvrsn=b3ad3188_0</a>
<b>Annual Testing Report for Other Lifts (Hydraulic Lifts, VPLs and Stair/Chair lifts)</b>	<a href="https://www1.bca.gov.sg/docs/default-source/docs-corp-regulatory/lifts-and-escalators-legislation/emeg-h3-september-2022efe0fd1af63145afa82f7d85f669cc84.pdf?sfvrsn=64d1b831_0">https://www1.bca.gov.sg/docs/default-source/docs-corp-regulatory/lifts-and-escalators-legislation/emeg-h3-september-2022efe0fd1af63145afa82f7d85f669cc84.pdf?sfvrsn=64d1b831_0</a>
<b>Updated Annual Testing Report for Traction Lifts</b>	<a href="https://www1.bca.gov.sg/docs/default-source/docs-corp-regulatory/lifts-and-escalators-legislation/emeg-h1-september-2022.pdf?sfvrsn=20d4788d_0">https://www1.bca.gov.sg/docs/default-source/docs-corp-regulatory/lifts-and-escalators-legislation/emeg-h1-september-2022.pdf?sfvrsn=20d4788d_0</a>

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