

BCA BC 15.0.3

Building Plan and Management Group

Date: 16 July 2012

See Distribution

Dear Sir/Madam

INSTALLATION AND OPERATION OF LIFTS

This circular is to remind the industry of the regulatory requirements with regard to the installation and operation of lifts including platform lifts, chair lifts and stair lifts.

Approval for Lift Installation

2 Under the Building Control Act, the installation of any new lift (including platform lift, chair lift and stair lift) and all building works related to lift installation such as shafts must be approved by the BCA. Qualified Persons (QPs) must be engaged to supervise the carrying out of these works. No person shall be permitted to occupy the lift unless it has been granted with a Temporary Occupation Permit/Certificate of Statutory Completion by BCA.

Use and Operation of Lifts

3 A building owner shall not commence the operation or permit the use of the lift, unless the **Certificate of Lift Maintenance and Testing** has been lodged with BCA. The lodgement of the Certificate of Lift Maintenance and Testing is a mandatory requirement under the Building Maintenance and Strata Management (Lift and Building Maintenance) Regulations 2005. With immediate effect, the lodgement of the **Certificate of Lift Maintenance and Testing must be submitted together with the application for Temporary Occupation Permit/Certificate of Statutory Completion**. The Certificate of Lift Maintenance and Testing is valid for a period of 12 months.

4 The owner must appoint an approved lift contractor to examine, inspect and test the lift in the presence of an Authorised Examiner. An Authorised Examiner is a person registered with the Ministry of Manpower for inspection of hoists and lifts.

5 The lift owner shall ensure that the following are carried out as part of the maintenance regime of the lift:

- a) **Monthly Maintenance** - The owner shall subject the lifts to monthly maintenance by the approved lift contractor to ensure safe operation of the lifts.

- b) Annual Testing - The owner shall subject the lifts to annual inspection and testing by the approved lift contractor, in the presence of the Authorised Examiner. Thereafter, the owner is required to lodge another Certificate of Lift Maintenance and Testing with BCA before the expiry of the previous lodgement.
- c) Major Alteration or Replacement Work - Likewise, where any major alteration or replacement work has been carried out on the lift, the owner must appoint an approved lift contractor to examine, inspect and test the lift in the presence of an Authorised Examiner and re-lodge the Certificate of Lift Maintenance and Testing with BCA before resuming the operation of the lift.

Duties of Approved Lift Contractors

6 Any person who wishes to carry out the installation/maintenance of lifts must be **registered under the regulatory workhead RW02 with BCA as an approved lift contractor.**

7 The approved lift contractor is required to maintain and test the lifts in accordance with the requirements under Building Maintenance and Strata Management (Lift and Building Maintenance) Regulations 2005 (BMSM Regulations 2005). We wish to reiterate that any person who carries out the monthly maintenance or annual testing must be an approved lift contractor.

8 It is also a responsibility of the approved lift contractor under the BMSM Regulations 2005 to notify BCA of any lift that is found to be unsafe for operation.

Penalty for non-compliance

9 Any lift owner or approved lift contractor who contravenes the BMSM Regulations 2005 will be liable on conviction to a fine not exceeding \$5,000.

Follow -up

10 We would appreciate it if you could convey the contents of this circular to the members of your organisation. For further clarification, you may email to bca-elift@bca.gov.sg or call us at our hotline at 6325 7159.

Yours faithfully



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