

Ref: BA 14/1 Vol 4

31 Mar 05

Building Plan and Management Division  
Building Management Department  
Fax: 63254437

*All Building Owners,  
MCSTs,  
Lift Contractors &  
Associations*

Dear Sir

**BUILDING MAINTENANCE AND STRATA MANAGEMENT (LIFT AND BUILDING MAINTENANCE) REGULATIONS 2005**

The abovementioned regulations will come into force on 1 Apr 05. It will supersede the lift rules made under the Buildings and Common Property (Maintenance and Management) Act, which will be repealed.

2 The regulations lay out the duties and responsibilities of the building owner, lift contractor and Approved Person in ensuring the safe operation of lifts. It also prescribes the inspection and tests to be carried out and the documentation to be submitted to BCA. A summary of the main features of the regulations is provided below.

**Building Owner**

3 The building owner is required to engage a lift contractor to maintain and test the lift in the prescribed manner. After the test and inspection of the lift, he is required to submit to BCA a Certificate of Lift Maintenance and Testing jointly signed by the contractor and Approved Person together with the appropriate fee. The submission process is called "lodgement of the Certificate of Lift Maintenance and Testing". Unlike the existing system, no certificate will be issued by BCA for the lodgement. BCA will, however, acknowledge receipt of the lodgement. The owner must ensure that there is a valid lodgement with BCA to cover the operation of any lift at all times. A lodgement will be valid for 12 months. It is to be noted that the Certificate of Lift Maintenance and Testing is not required to be displayed in the lift car.

### **Lift Contractor**

4 The lift contractor is required to maintain and test the lifts in accordance with the requirements in SS CP 2:2000. For lifts that do not comply with SS CP 2:2000 such as home lifts or lifts for persons with physical disability, the maintenance and testing should follow the manufacturer's recommendation. The testing and inspection is to be witnessed by an Approved Person. After the test, the lift contractor will jointly sign on the Certificate of Lift Maintenance and Testing with the Approved Person. Lift contractors currently registered with BCA under Grade L1 will be allowed to maintain lifts up to 1 Apr 2008. After this date, only lift contractors registered in financial grade L2 and above will be permitted to maintain lifts.

### **Approved Person**

5 The Approved Person is required to witness the inspection and testing carried out by the lift contractor and certify on the Certificate of Lift Maintenance and Testing. He is required to be registered for the inspection of hoists and lifts under the Factories Act (Cap. 104) administered by Ministry of Manpower. In the interim period up to 1 Apr 08, a professional engineer in the mechanical or electrical discipline will be allowed to carry out the duties of the Approved Person under this regulation.

### **Lift Lodgement Fee**

6 In a single lodgement relating to all lifts in the same address, the fee chargeable is \$20 per lift for the first 10 lifts and \$10 per lift for each lift in excess of 10.

### **Penalty**

7 Any party who contravenes any of the applicable regulations will be liable to a fine up to \$5000.

### **Use of Existing Forms**

8 During the transitional period existing forms and test certificates endorsed by the professional engineer and contractor before 31 Mar 05 will be accepted. Any endorsements to be done after 1 Apr 05 should be on the new forms. The new forms for lodgement including the Certificate of Lift Maintenance and Testing will be available on our website from 1 Apr 05.

### **Clarification**

9 For any clarification you may call:

- (a) Koh Ngiak Kwang at 63257390 (Central Area)
- (b) Rahim Jantan at 63258669 (East Area)
- (c) Koh Ai Lan at 63258647 (West Area)

Yours faithfully

BOK CHEE MENG  
for COMMISSIONER OF BUILDINGS  
BUILDING AND CONSTRUCTION AUTHORITY