BUILDING MAINTENANCE AND STRATA MANAGEMENT ACT 2004
BUILDING MAINTENANCE AND STRATA MANAGEMENT
(LIFT, ESCALATOR AND BUILDING MAINTENANCE)
REGULATIONS 2016 ("BMSM (LEBM) Regulations")

REPORT FOR ANNUAL INSPECTION
FOR APPLICATION FOR PERMIT TO OPERATE THE LIFT

Commissioner of Buildings Building and Construction Authority 52 Jurong Gateway Road #11-01 Singapore 608550 Website: https://www.bca.gov.sg/	INSTRUCTIONS: (1) *Circle accordingly. (2) If "Not Satisfactory (NS)" is selected for any item, to indicate in the remarks column the reason(s) for selecting "NS". (3) Status of all items (except those marked as "Not Applicable (NA)") should be "Satisfactory (S)" ,at the point of inspection, before submission. (4) This checklist is not exhaustive. Specialist Professional Engineers ("**SPE**") must exercise their due diligence and flag out any other safety related observations that may affect the operation of the lift, not listed in this checklist. (5) For lifts with components not fitted (e.g. ropes for direct actuated hydraulic lifts), to indicate "NA".

Address/Location:_____ (Postal Code)_____

Lift ID/Number: _____ Year of Installation/Completion: _____

Type: Hydraulic Lift, Vertical Platform Lift ("**VPL**"), Stair/Chair Lift, Others:_____ Applicable Code/Year:_____

Number of stops:_____ Rated speed (m/sec):_____

Test Date: _____; Full Load Test / No Load Test Rated Load:_____(kg)

Section A
Checks for Annual Inspection - Hydraulic Lifts (CP2/SS550)

	Hydraulic Lifts (CP2/SS550)	**Status*** Satisfactory (S); Not Satisfactory (NS); Not Applicable (NA)			**Remarks**
	Machine room / Head room				
1	Hydraulic Power Unit (HPU) condition (e.g. oil leaks)	S	NS	NA	
2	Hydraulic components condition (e.g. pressure relief valve, non-return valve, hoses, cylinder, oil seals)	S	NS	NA	
3	Controller and electrical system (e.g. PCB delamination, signs of overheating, function of ELCB/RCD)	S	NS	NA	
4	Rupture valve condition (e.g. excessive rust, proper fitting)	S	NS	NA	
5	Overspeed governor sheave condition	S	NS	NA	
	Overspeed governor tripping mechanism	S	NS	NA	
	Overspeed governor overspeed switch function	S	NS	NA	
	Flyweights condition (e.g. free/non-restricted movement of flyweights)	S	NS	NA	
	All linkages and moving parts in the overspeed governor are free of defects	S	NS	NA	
	Overspeed governor gripping jaw function (e.g. jaw is able to effectively grip the rope, pulling force of the governor effectively engages the safety gear)	S	NS	NA	
6	Safety gear switch function	S	NS	NA	
	Safety gear function (without traction machine brake activation)	S	NS	NA	
7	Unintended Car Movement Prevention (UCMP) function	S	NS	NA	
8	Emergency power supply for lighting, ventilation, alarm and intercom systems (e.g. EBOPS, ARES, UPS) function	S	NS	NA	

Hoist way / Lift Shaft					
9	Suspension rope condition (e.g. excessive broken wires of strands, excessive rouging, excessive rust; according to manufacturer's recommendations)	S	NS	NA	
10	Required Ø (mm) _____ Fill in the measured Ø of each rope (mm) in the table below: Rope 1 | Rope 2 | Rope 3 | Rope 4 | Rope 5 | Rope 6 | Rope 7 | Rope 8 | Rope 9 | Rope 10	S	NS	NA	
11	Door locks and switches (e.g. landing door, emergency access door)	S	NS	NA	
Lift Car & Lift Pit					
12	25mm car door gap test on the doorway	S	NS	NA	
13	Car door mechanical lock function	S	NS	NA	
14	10mm car & landing door gap with door frame	S	NS	NA	
15	Door protection devices function	S	NS	NA	
16	Buffer condition (e.g. proper fixing, oil level, oil leak, aging polyurethane buffer, cracked or corroded spring) Buffer type _____	S	NS	NA	
17	All emergency-stop switches (e.g. machine room, hoist way, car top, lift pit)	S	NS	NA	
18	Overspeed governor rope tension sheave condition	S	NS	NA	
19	Lift pit ladder (e.g. accessibility, condition)	S	NS	NA	
20	Lift pit cleanliness	S	NS	NA	
21	Ventilation / illumination requirements (e.g. machinery space, car top, lift pit)	S	NS	NA	

Section B

Checks for Annual Inspection - Vertical Platform Lifts

Vertical Platform Lifts		**Status*** Satisfactory (S); Not Satisfactory (NS); Not Applicable (NA)			**Remarks**
Machine Room / Lift Pit					
1	Condition of VPL drive (e.g. screw and nut assembly, rack and pinion assembly) Type of drive:_____	S	NS	NA	
2	Controller and electrical system (e.g. PCB delamination, signs of overheating, function of ELCB, RCD)	S	NS	NA	
3	Condition of pit prop	S	NS	NA	
4	Condition of safety devices fitted for the purpose of arresting free fall of platform (e.g. safety nut, safety gear)	S	NS	NA	
5	Buffer condition (e.g. proper fixing, oil level, oil leak, aging polyurethane buffer, cracked or corroded spring) Buffer type _____	S	NS	NA	
Platform					
6	Control devices located on the platform, which are used to control the movement of the platform are hold-to-run	S	NS	NA	
7	All open edges are fitted with edge protection devices (e.g. sensitive edge, photo cells, light curtains)	S	NS	NA	
8	All edge protection devices are functioning as intended	S	NS	NA	
9	Emergency stop switch is functioning as intended	S	NS	NA	
10	Condition of landing door lock mechanism (including electrical interlocks)	S	NS	NA	
11	Function of alarm and intercom	S	NS	NA	
Hoistway					
12	Suspension rope condition (e.g. excessive broken wires of strands, excessive rouging, excessive rust; according to manufacturer's recommendations)	S	NS	NA	

Section C

Checks for Annual Inspection - Stair/Chair Lifts

Stair/Chair Lifts		**Status*** Satisfactory (S); Not Satisfactory (NS); Not Applicable (NA)			**Remarks**
1	Condition of lift drive (e.g. screw and nut assembly, rack and pinion assembly)	S	NS	NA	
2	Controller and electrical system (e.g. PCB delamination, signs of overheating, function of ELCB, RCD)	S	NS	NA	
3	Condition of hard stop buffer (if applicable)	S	NS	NA	
4	Condition of safety devices fitted for the purpose of arresting roll back	S	NS	NA	
5	Condition of barriers and all associated interlocks	S	NS	NA	
6	Functionality of emergency stop button	S	NS	NA	
7	Functionality of sensitive edges and surfaces	S	NS	NA	
8	Condition of stairlift connection to staircase/building structure	S	NS	NA	
9	Control devices, which are used to control the movement of the stair/chair lift are hold-to-run	S	NS	NA	

Section D

Any Other Observations & Declarations

Any other observations (to be used for both full and/or no load test):	
1	Observations:

Declaration by lift testing contractor:
I, on behalf of the lift service contractor engaged by the owner of the lift to examine, inspect and test the lift in accordance with Regulation 7(1) of the BMSM (LEBM) Regulations ("**lift testing contractor**"), declare that: (1) The measurements, observations and information as stated above are true and accurate as at the date of this submission. (2) The lift testing contractor has carried out the examination, inspection and testing of the lift, in the presence of the supervising SPE. (3) The supervising SPE is not a partner, associate, director, officer or employee of the lift testing contractor carrying out the examination, inspection and testing of the lift. I/We submit all information and data in the Report for Annual Inspection/Load Testing for Application for Permit to Operate the Lift (the "Report"), and all information and data in respect of and in connection with the lift whether submitted now or in the future, to the Commissioner of Buildings, and I/we consent for the Commissioner of Buildings to disclose any or all such information and data to the Building and Construction Authority, and all other public sector agencies and authorities in Singapore, who may use such information and data for: (a) exercising their powers; (b) discharging their functions; and/or (c) developing and/or promoting the built environment in Singapore and persons in the built environment sector.
Lift Testing Contractor:
Name of Representative:
Designation of Representative:
Date of Submission:

Declaration by supervising SPE:	
I, as the supervising SPE appointed in respect of the examination, inspection and testing of the lift for purposes of renewing the permit to operate for the lift, certify and declare that: (1) I have checked and verified the measurements, observations and information as set out above in respect of the lift, and I confirm that such measurements, observations and information as stated above are true and accurate. (2) The lift testing contractor carried out the examination, inspection and testing of the lift in my presence. (3) The lift is fit and safe for operation and use. (4) I am not a partner, associate, director, officer or employee of the owner of the lift or the lift testing contractor carrying out the examination, inspection and testing of the lift. (5) The lift was tested in accordance with the code(s) identified above and the lift has been verified to be compliant with the code(s) identified above. I/We submit all information and data in the Report for Annual Inspection/Load Testing for Application for Permit to Operate the Lift (the "Report"), and all information and data in respect of and in connection with the lift whether submitted now or in the future, to the Commissioner of Buildings, and I/we consent for the Commissioner of Buildings to disclose any or all such information and data to the Building and Construction Authority, and all other public sector agencies and authorities in Singapore, who may use such information and data for: (a) exercising their powers; (b) discharging their functions; and/or (c) developing and/or promoting the built environment in Singapore and persons in the built environment sector.	
Name of Supervising SPE:	SPE Signature:
Date of Submission:	