

BUILDING MAINTENANCE AND STRATA  
MANAGEMENT ACT 2004

BUILDING MAINTENANCE AND STRATA MANAGEMENT  
(LIFT, ESCALATOR AND BUILDING MAINTENANCE) REGULATIONS 2016

CERTIFICATE OF LIFT EXAMINATION, INSPECTION AND TESTING

To: The Commissioner of Buildings  
(Please quote file ref. where applicable<sup>2</sup>: \_\_\_\_\_)

NEW LIFT(S)  RE-COMMISSIONING OF LIFT(S)  RENEWAL OF PERMIT TO OPERATE FOR LIFT(S)  
(after major alteration or replacement works or other reasons)

**Section A<sup>1</sup>: Building/Structure Owner [under Regulation 7]**

\*I/We confirm that \*I/We have engaged \_\_\_\_\_ (name of lift service contractor registered with BCA) to examine, inspect and test the lift(s) \_\_\_\_\_ (lift(s) ID<sup>5</sup> (if available) or numbering<sup>6</sup>) at \_\_\_\_\_ (lift(s) address or location) mentioned in **Section B** of this certificate in accordance with the requirements of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

I/We submit all information and data in the Certificate of Lift Examination, Inspection and Testing (the “Certificate”), and all information and data in respect of and in connection with the lift(s) 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.

\* Delete whichever is inapplicable.  
\*\* Please use separate sheet if necessary  
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\_\_\_\_\_  
Name of \*Building/Structure Owner (includes individual/company)  
NRIC/FIN:  
UEN:

\_\_\_\_\_  
Name and NRIC/FIN of authorized representative (if Building/Structure Owner is a company)

\_\_\_\_\_  
Signature of \*Building/Structure Owner or authorized representative (if Building/Structure Owner is a company)

\_\_\_\_\_  
Company Stamp (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact No.

\* Delete whichever is inapplicable.  
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**Section B<sup>1</sup>: Lift Service Contractor [under Regulation 7]**

We confirm that:

- (1) we are a lift service contractor registered with the Building and Construction Authority; and
- (2) the following lift(s) \*has/have been examined, inspected and tested in the presence of the independent Specialist Professional Engineer, \_\_\_\_\_ (name and PE Reg. No. of the Specialist Professional Engineer), in **Section C** of this certificate, and in accordance with requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016:

*Building/Structure Address or location:					
**Lift ID <sup>5</sup> or Numbering <sup>6</sup>	Type of lift <sup>7</sup>	Standard used for examination, inspection and testing of lift <sup>7</sup>	Date of examination and inspection of lift (DD/MM/YY)	Date of no-load test of lift's safety equipment (DD/MM/YY)	Date of full load test of lift's safety equipment (DD/MM/YY)

*Note: For first application for the Permit to Operate for any home lift, vertical platform lift or stairlift, please attach a copy of the manufacturer's recommendations (if any) for the periodic maintenance and annual examination, inspection and testing of the lift.*

We submit all information and data in the Certificate of Lift Examination, Inspection and Testing (the "Certificate"), and all information and data in respect of and in connection with the lift(s) whether submitted now or in the future, to the Commissioner of Buildings, and 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.

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\_\_\_\_\_  
Name and UEN of Lift Service Contractor  
(company name)

\_\_\_\_\_  
Registration Workhead and Financial Grade of Lift  
Service Contractor

\_\_\_\_\_  
Name and NRIC/FIN of Authorised  
Representative

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Signature of Authorised Representative

\_\_\_\_\_  
24hrs Contact No.

\_\_\_\_\_  
Date

\* Delete whichever is inapplicable.  
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**Section C<sup>1</sup>: Specialist Professional Engineer [Under Regulation 7 and 8]**

I certify that:

- (1) the lift service contractor \_\_\_\_\_ (*name of lift service contractor registered with BCA*) in **Section B** of this certificate has carried out the examination, inspection and testing of the lift(s) \_\_\_\_\_ (*lift(s) ID<sup>5</sup> (if available) or numbering<sup>6</sup>*) at \_\_\_\_\_ (*lift(s) address or location*) in my presence in accordance with requirements of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016;
- (2) the date of the first examination, inspection and testing carried out was on \_\_\_\_\_;
- (3) the lift(s) \*is/are in a fit condition for operation; and
- (4) I am not a partner, associate, director, officer or employee of the owner of the lift(s) or the lift service contractor carrying out the examination, inspection and testing of the lift(s) under Regulation 7(1).

I submit all information and data in the Certificate of Lift Examination, Inspection and Testing (the “Certificate”), and all information and data in respect of and in connection with the lift(s) whether submitted now or in the future, to the Commissioner of Buildings, and I 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 and \*NRIC/FIN of Specialist Professional Engineer

\_\_\_\_\_  
Signature of Specialist Professional Engineer

\_\_\_\_\_  
Stamp of Specialist Professional Engineer

\_\_\_\_\_  
Contact No.

\_\_\_\_\_  
Date

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**Explanatory Notes**

**(A) GENERAL**

1. This certificate may take you 10 minutes to fill in. You will need the following information to fill in the certificate:

<ul style="list-style-type: none"> <li>• <b>Section A</b></li> <li>1) Particulars of Lift Service Contractor</li> <li>2) Lift(s) ID, numbering and location</li> <li>3) Name, NRIC/FIN/UEN, Signature, Stamp and Contact No. of Building/Structure Owner</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Section B</b></li> <li>1) Building/Structure Address</li> <li>2) Lift(s) ID, numbering and location</li> <li>3) Name, NRIC/FIN/UEN, Signature, Stamp, Registration Workhead and Financial Grade, and Contact No. of Lift Service Contractor</li> <li>4) Name and PE Reg. No. of Specialist Professional Engineer</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Section C</b></li> <li>1) Name, NRIC/FIN, Signature, Stamp and Contact No. of Specialist Professional Engineer</li> <li>2) Lift(s) ID, numbering and location</li> <li>3) Name of Lift Service Contractor</li> </ul>	

2. Applicable file reference may include structural plan submission reference number, A&A project reference number, or any project reference number pertaining to the lift(s) in relation to this certificate.
3. This certificate is to be used for new installation, re-commissioning and renewal of Permit to Operate for lift(s). This certification can also be made via the Lifts and Escalators Application (LEAP) Portal at <https://www2.bca.gov.sg/leap/LandingPage/Index>.
4. For application of a Permit to Operate for more than one lift, only lifts in the same address will be considered in a single form.
5. If lift ID(s) has/have been allocated, please fill in the lift ID(s) in this certificate.
6. Where lift ID(s) has/have not been allocated, please fill in the lift numbering(s) in this certificate. The lift numbering(s) of the lift(s) should be numerical eg 1, 2, 3, etc or alphabetical eg A, B, C, etc or alpha-numerical eg P1, P2, P3, etc.

**(B) Annual examination, inspection and testing of lifts**

7. Requirements for annual examination, inspection and testing of lifts:

Lifts	Requirements
Any other lift	(i) The requirements in the standard (see table B1 below) the lift was designed to; and/or (ii) the alternative standard or a modification of requirements as accepted by the Commissioner under Regulation 17(4B)(a) for major alternation or replacement works.
Home lifts, vertical platform lifts and stairlifts	(i) Manufacturer's recommendations; or (ii) where the (i) is not available, the requirements in the standard (see table B1 below) the lift was designed to; or (iii) where (i) and (ii) are not available, the requirements proposed by the Specialist Professional Engineer and accepted by the Commissioner in writing; and/or (iv) the alternative standard or a modification of requirements as accepted by the Commissioner under Regulation 17(4B)(a) for major alternation or replacement works.

8. Parts of the same lift may be subject to different requirements.

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Table B1

Type of Lift	Applicable Standards for Examination, Inspection and Testing
Any other lift	<ul style="list-style-type: none"> <li>• SS 550:2020</li> <li>• SS 550:2009</li> <li>• SS 550:2009 as amended by Amendment No. 1 published in December 2014</li> <li>• SS 550:2009 as amended by Amendment No. 1, Amendment No. 2 published in January 2017</li> <li>• SS CP 2:2000</li> <li>• SS CP 2:2000 as amended by Amendment No. 1 published in January 2004</li> <li>• SS CP 2:1979</li> <li>• SS CP 2:1979 as amended by Amendment No. 1 published in July 1980</li> <li>• SS CP 2:1979 as amended by Amendment No. 1, Amendment No. 2 published in April 1982</li> <li>• SS CP 2:1979 as amended by Amendment No. 1, Amendment No. 2, Amendment No. 3 published in October 1983</li> <li>• SS CP 2:1979 as amended by Amendment No. 1, Amendment No. 2, Amendment No. 3, Amendment No. 4 published in June 1984</li> <li>• SS CP 2:1979 as amended by Amendment No. 1, Amendment No. 2, Amendment No. 3, Amendment No. 4, Amendment No. 5 published in December 1987</li> <li>• SS CP 2:1979 as amended by Amendment No. 1, Amendment No. 2, Amendment No. 3, Amendment No. 4, Amendment No. 5, Supplement No. 1 published in December 1987</li> <li>• SS CP 2:1979 as amended by Amendment No. 1, Amendment No. 2, Amendment No. 3, Amendment No. 4, Amendment No. 5, Supplement No. 1, Amendment No. 6 published in May 1990</li> </ul>
Home lift	<ul style="list-style-type: none"> <li>• SS 550:2020</li> <li>• SS 550:2009</li> <li>• SS 550:2009 as amended by Amendment No. 1 published in December 2014</li> <li>• SS 550:2009 as amended by Amendment No. 1, Amendment No. 2 published in January 2017</li> <li>• SS CP 2:2000</li> <li>• SS CP 2:2000 as amended by Amendment No. 1 published in January 2004</li> <li>• SS CP 2:1979</li> <li>• SS CP 2:1979 as amended by Amendment No. 1 published in July 1980</li> <li>• SS CP 2:1979 as amended by Amendment No. 1, Amendment No. 2 published in April 1982</li> <li>• SS CP 2:1979 as amended by Amendment No. 1, Amendment No. 2, Amendment No. 3 published in October 1983</li> <li>• SS CP 2:1979 as amended by Amendment No. 1, Amendment No. 2, Amendment No. 3, Amendment No. 4 published in June 1984</li> <li>• SS CP 2:1979 as amended by Amendment No. 1, Amendment No. 2, Amendment No. 3, Amendment No. 4, Amendment No. 5 published in December 1987</li> <li>• SS CP 2:1979 as amended by Amendment No. 1, Amendment No. 2, Amendment No. 3, Amendment No. 4, Amendment No. 5, Supplement No. 1 published in December 1987</li> <li>• SS CP 2:1979 as amended by Amendment No. 1, Amendment No. 2, Amendment No. 3, Amendment No. 4, Amendment No. 5, Supplement No. 1, Amendment No. 6 published in May 1990</li> <li>• Directive 2006/42/EC</li> <li>• Directive 98/37/EC</li> <li>• Directive 98/37/EC as amended by Directive 98/79/EC of the European Parliament and of the Council of 27 October 1998</li> <li>• Directive 89/392/EEC</li> <li>• Directive 89/392/EEC as amended by Council Directive 91/368/EEC of 20 June 1991</li> <li>• Directive 89/392/EEC as amended by Council Directive 91/368/EEC, Council Directive 93/44/EEC of 14 June 1993</li> <li>• Directive 89/392/EEC as amended by Council Directive 91/368/EEC, Council Directive 93/44/EEC, Council Directive 93/68/EEC of 22 July 1993</li> </ul>

\* Delete whichever is inapplicable.

\*\* Please use separate sheet if necessary

Type of Lift	Applicable Codes/Standards for Examination, Inspection and Testing
Vertical platform lift	<ul style="list-style-type: none"> <li>• EN 81-41:2010</li> <li>• ASME 18.1-2014</li> <li>• Directive 2006/42/EC</li> <li>• Directive 98/37/EC</li> <li>• Directive 98/37/EC as amended by Directive 98/79/EC of the European Parliament and of the Council of 27 October 1998</li> <li>• Directive 89/392/EEC</li> <li>• Directive 89/392/EEC as amended by Council Directive 91/368/EEC of 20 June 1991</li> <li>• Directive 89/392/EEC as amended by Council Directive 91/368/EEC, Council Directive 93/44/EEC of 14 June 1993</li> <li>• Directive 89/392/EEC as amended by Council Directive 91/368/EEC, Council Directive 93/44/EEC, Council Directive 93/68/EEC of 22 July 1993</li> </ul>
Stairlift	<ul style="list-style-type: none"> <li>• EN 81-40:2008</li> <li>• EN 81-40:2008 as amended on 31 December 2009</li> <li>• ASME 18.1-2014</li> <li>• Directive 2006/42/EC</li> <li>• Directive 98/37/EC</li> <li>• Directive 98/37/EC as amended by Directive 98/79/EC of the European Parliament and of the Council of 27 October 1998</li> <li>• Directive 89/392/EEC</li> <li>• Directive 89/392/EEC as amended by Council Directive 91/368/EEC of 20 June 1991</li> <li>• Directive 89/392/EEC as amended by Council Directive 91/368/EEC, Council Directive 93/44/EEC of 14 June 1993</li> <li>• Directive 89/392/EEC as amended by Council Directive 91/368/EEC, Council Directive 93/44/EEC, Council Directive 93/68/EEC of 22 July 1993</li> </ul>

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