

BUILDING MAINTENANCE AND STRATA MANAGEMENT ACT 2004

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

CERTIFICATE OF SUPERVISION OF MAJOR ALTERATION OR REPLACEMENT WORKS OF LIFT(S)

To: The Commissioner of Buildings
(Please quote file ref. where applicable²: _____)

Section A¹: Building/Structure Owner [under Regulation 17]

*I/We confirm that *I/We have engaged _____ (*name of lift service contractor registered with BCA*) to carry out major alteration or replacement works for lift(s) _____
_____ (*lift(s) ID⁵ (if available) or numbering⁶*) at _____
_____ (*lift(s) address or location*)
as specified in **Section B** of this certificate under the supervision of a Specialist Professional Engineer,
_____ (*name and PE Reg. No. of Specialist Professional Engineer*), 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 Supervision of Major Alteration or Replacement Works of Lift(s) (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
EMEG_C2_ver3 [Nov 2024]

Name *NRIC/FIN/UEN of *Building/Structure
Owner (includes individual/company)

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.

Section B¹: Lift Service Contractor [under Regulation 17]

We confirm that:

- (1) we are a registered lift service contractor with the Building and Construction Authority; and
- (2) the major alteration or replacement works in respect of the following lift(s) *has/have been carried out under the supervision of the independent Specialist Professional Engineer,

_____ (*name and PE Reg. No. of 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 ⁵ or Numbering ⁶	List of major alteration or replacement works	Commencement date of major alteration or replacement works

We submit all information and data in the Certificate of Supervision of Major Alteration or Replacement Works of Lift(s) (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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 ** Please use separate sheet if necessary
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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.

** Please use separate sheet if necessary

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Section C¹: Specialist Professional Engineer [Under Regulation 17]

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 major alteration or replacement works of the lift(s) _____
 _____ (*lift(s) ID⁵ (if available) or numbering⁶*) at
 _____ (*lift(s) address or location*) mentioned in **Section B** of this certificate under my supervision in accordance with the requirements of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016;
- (2) I have examined, inspected and tested the lift(s) and confirm that the design and installation is in accordance with the requirements of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016; and
- (3) I am not a partner, associate, director, officer or employee of the owner of the lift or the lift service contractor carrying out the major alteration or replacement works.

I submit all information and data in the Certificate of Supervision of Major Alteration or Replacement Works of Lift(s) (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

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

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 application of Permit to Operate for lift(s) following the completion of major alteration and replacement of 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.

* Delete whichever is inapplicable.

** Please use separate sheet if necessary

(B) REQUIREMENTS FOR MAJOR ALTERATION OR REPLACEMENT OF LIFT(S)

7. Requirements for lift part(s) which had undergone major alteration or replacement works:

Type of lift	Requirements
Any part of any other lift	The requirements specified in the latest version of the applicable standards in Table B1 below.
Any part of a home lift, vertical platform lift or stairlift	(i) Manufacturer’s recommendations; or (ii) where the manufacturer’s recommendations are not available, the latest version of the applicable standards in Table B1 below.

8. Replacing a part of a lift with a part of the same design and specifications does not constitute major alteration or replacement works on the lift.

Table B1

Type of lift	Applicable standards for major alteration or replacement
Any other lift	<ul style="list-style-type: none"> • SS 550:2020
Home lift	<ul style="list-style-type: none"> • SS 550:2020 • Directive 2006/42/EC
Vertical platform lift	<ul style="list-style-type: none"> • EN 81-41:2010 • ASME 18.1-2014 • Directive 2006/42/EC
Stairlift	<ul style="list-style-type: none"> • EN 81-40:2008 • ASME 18.1-2014 • Directive 2006/42/EC

* Delete whichever is inapplicable.

** Please use separate sheet if necessary