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

Aim

This circular is to inform the industry that the amendments to the Building Maintenance and Strata Management (Lift and Building Maintenance) Regulations 2005 will be effected on 25 July 2016. Further, the aforementioned Regulations will now be renamed and referred to as the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016 (the “Regulations”).

Background

2 The Building and Construction Authority (“BCA”) has been reviewing the regulatory regime for lifts to ensure that lifts are safe for use. BCA has also included escalators, in its review. With inputs from the industry and the other relevant stakeholders, the recent review on the maintenance regime for lifts and escalators has been completed, and necessary legislative amendments have been made.

3 This circular comes in two parts. Part A lists the main requirements that affect all lifts (effective from 25 July 2016), and Part B lists the requirements for escalators (effective from 1 November 2016).

Part A – Lifts

Periodic Maintenance

4 Under the Regulations, all lifts must be maintained monthly in accordance with prescribed frequencies and codes/standards as shown in Annex A. In the case of a home lift, vertical platform lift or stairlift, the maintenance works must be carried out at a frequency recommended in the manufacturer’s recommendations (where available) or once every 3 months, whichever is more frequent. The maintenance must be undertaken by a lift service contractor registered with BCA.

5 In addition, the Regulations prescribes a set of 20 maintenance outcomes (see Annex B) that must be achieved by the lift service contractor during the monthly maintenance. Lift owners are required to keep all maintenance records in connection with the lift for a period of at least 5 years. The records must be made available for BCA’s audit checks whenever required.

Annual Testing and Application for Permit to Operate (“PTO”)

6 Under the Regulations, all lifts must undergo annual examination, inspection and testing by a lift service contractor in the presence of an independent Authorised Examiner.
Our Reference: APPBMSMA-2016-03

(“AE”)¹. Please refer to Annex A on the applicable codes/standards for the various types of lifts. After annual testing, the AE has to issue a certificate that states that the lift is in a fit condition for operation.

7 Every owner of a lift must apply to BCA for a Permit to Operate (“PTO”) and obtain the PTO before he may operate the lift for use. The application for PTO must be accompanied by the following.

   (a) A completed PTO application form;
   (b) A certificate from the AE that the lift is in a fit condition for operation; and
   (c) Relevant application fee.

8 BCA will assess the application and review all relevant documents submitted by the owner before issuing the PTO. Where necessary, BCA may require the lift to undergo further inspection and testing to ensure that the lift is safe for use.

9 It is the joint duty of the owner, the engaged lift contractor and the appointed AE to make sure all of the above-mentioned requirements regarding annual checks and PTO are duly complied with.

10 The standard format of the certificate to be issued by an AE after the completion of the annual examination, inspection and testing is enclosed at Appendix I and the PTO application form is enclosed at Appendix II. Both can be found on BCA’s corporate website at https://www.bca.gov.sg/LiftSafety/lift.html.

Major Alteration or Replacement Works

11 A PTO issued in respect of a lift will cease to be valid when a lift undergoes major alteration or replacement works (see Annex C for the list of works which are considered to be major alteration or replacement works). The owner must inform BCA using the form enclosed at Appendix III or found at BCA’s corporate website https://www.bca.gov.sg/LiftSafety/lift.html before the start of these works, and engage a lift service contractor to carry out the works under the supervision of an independent AE. Upon completion, the AE must examine, inspect and test the lift to ensure that the design and installation of the lift are in compliance and issue a Certificate of Supervision of Major Alteration or Replacement Works of Lift(s), which is enclosed at Appendix IV and can be found on BCA’s corporate website at https://www.bca.gov.sg/LiftSafety/lift.html. In addition, the AE must issue the certificate (refer to Appendix I) that states that the lift is fit for operation before the owner can apply to BCA for a new PTO for the lift.

Duty to report Incidents involving Lifts

12 When an incident involving any part of a lift occurs, the owner and the lift contractor who most recently carried out any servicing work on the lift must each inform BCA as soon as practicable using the form enclosed at Appendix V or found at BCA’s corporate website at https://www.bca.gov.sg/LiftSafety/lift.html. Please refer to Annex D for the list of incidents involving a lift that need to be reported. Owners and lift service contractors are reminded that upon the occurrence of any incident mentioned in Annex D, they should immediately shut down and cordon off the incident lift and inform BCA, as

¹ AE engaged to examine, inspect and test a lift must not be a partner, associate, director, officer or employee of the owner of the lift or lift service contractor carrying out the examination, inspection and testing of the lift. This requirement is to ensure independence of the AE, so that he is impartial in his professional judgment and decisions when carrying out his duties.
soon as rescue works are completed. Thereafter, there should be no interference with the incident lift.

**Duty to display PTO in Lifts**

13 BCA will be imposing a duty on lift owners to display the PTO in a prominent location within the lift car. This mandatory provision will take effect on **1 September 2017**.

**Part 2 – Escalators**

**Periodic Maintenance**

14 With the new Regulations, all escalators in Singapore must now be maintained on a monthly basis in accordance with CP 15:2004\(^2\). This work must be undertaken by an escalator service contractor registered with BCA. The Regulations also set out a list of 10 maintenance outcomes that have to be achieved during this monthly maintenance. The list of maintenance outcomes can be found in **Annex E**. Escalator owners are required to keep all maintenance records in connection with the escalator for a period of at least 5 years. The records must be made available for BCA’s audit checks whenever required.

15 The requirement on monthly maintenance for escalators will take effect on **1 November 2016**. The 3-month grace period is to allow for the registration of escalator service contractors\(^3\) with BCA before they can be engaged by owners to carry out the periodic maintenance work.

**Annual Testing and Application for Permit to Operate (“PTO”)**

16 All escalators must undergo annual examination, inspection and testing by an escalator contractor, in the presence of an independent AE\(^4\), in accordance with CP 15:2004. After annual testing, the AE must issue a certificate that states that the escalator is fit for operation.

17 Every owner of an escalator must apply to BCA for a PTO and obtain the PTO before allowing the escalator to be operated for use. An application to BCA for a PTO must be accompanied by the following.

(a) A completed PTO application form;

(b) A certificate from the AE that the escalator is in a fit condition for operation; and

(c) Relevant application fee.

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\(^3\) For information on the Specific Registration Requirements for Regulatory Workhead RW03 for escalator contractors, please refer to the link [https://www.bca.gov.sg/ContractorsRegistry/others/Registration_RW.pdf](https://www.bca.gov.sg/ContractorsRegistry/others/Registration_RW.pdf).

\(^4\) The application for registration as an escalator service contractor can be carried out at the electronic Builders Licensing And Contractors Registration Systems from 25 July 2016 at [https://www.bca.gov.sg/eBACS/](https://www.bca.gov.sg/eBACS/).

The AE engaged to examine, inspect and test an escalator must **not** be a partner, associate, director, officer or employee of the owner of the escalator or the escalator service contractor carrying out the examination, inspection and testing of the escalator. This requirement is to ensure independence of the AE, so that he is impartial in his professional judgment and decisions when carrying out his duties.
18 BCA will assess the application and review all relevant documents submitted by the owner before issuing the PTO. Where necessary, BCA may require the escalator to undergo further inspection and testing to ensure that the escalator is safe for use.

19 To allow industry sufficient time to prepare for the annual examination, inspection and testing and to apply for PTO, the requirement for escalator owners to obtain PTO will apply in phases according to Annex F. Until the relevant deadline of each phase applies, the escalators may continue to operate without a valid PTO.

20 It is the joint duty of the owner, the engaged escalator service contractor and the appointed AE to make sure all of the above-mentioned requirements regarding annual checks and PTO for an escalator are duly complied with.

21 The standard format of the certificate to be issued by the AE for the annual examination, inspection and testing is enclosed at Appendix VI and the PTO application form is enclosed at Appendix VII. Both can be found on BCA’s corporate website at https://www.bca.gov.sg/EscalatorSafety/escalator.html.

Major Alteration or Replacement Works

22 A PTO issued in respect of an escalator will cease to be valid when an escalator undergoes major alteration or replacement works (see Annex C for the list of works which are considered to be major alterations and replacement works). The owner must inform BCA using the form enclosed at Appendix VIII or found at BCA’s corporate website https://www.bca.gov.sg/EscalatorSafety/escalator.html before the works commence, and engage an escalator service contractor to carry out the works under the supervision of an independent AE. Upon completion, the AE must examine, inspect and test the escalator in accordance with the requirements specified in CP 15:2004 to ensure that the design and installation of the escalator are in compliance and issue a Certificate of Supervision of Major Alteration or Replacement Works of Escalator(s), which is enclosed at Appendix IX and can be found on BCA’s corporate website at https://www.bca.gov.sg/EscalatorSafety/escalator.html. In addition, the AE must issue the certificate (refer to Appendix VI) that states that the escalator is fit for operation before the owner can apply to BCA for a new PTO for the escalator.

Duty to report Incidents involving Escalators

23 When an incident involving any part of an escalator occurs, the owner and the escalator service contractor who most recently carried out any servicing work on the escalator must each inform BCA as soon as practicable using the form enclosed at Appendix V. Please refer to Annex D for the list of incidents involving an escalator that need to be reported. Owners and escalator service contractors are reminded that upon the occurrence of any incident mentioned in Annex D, they should immediately shut down and cordon off the incident escalator and inform BCA, as soon as rescue works are completed. Thereafter, there should be no interference with the incident escalator.

Duty to display PTO at the Escalators

24 BCA will be imposing a duty on escalator owners to display the PTO at a prominent location on the escalator. This mandatory provision will take effect on 1 March 2018.
For further information and clarification


26 For further information, you may email BCA_ELIFT@bca.gov.sg or call us at 9088 7289 or 9782 7296. Thank you.

Yours faithfully

TEO ORH HAI
GROUP DIRECTOR
BUILDING PLAN AND MANAGEMENT GROUP
for COMMISSIONER OF BUILDINGS
## ATTACHMENTS

<table>
<thead>
<tr>
<th>Annex</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annex A</td>
<td>Requirements for periodic maintenance, annual examination, inspection and testing, and major alteration and replacement works for a lift</td>
</tr>
<tr>
<td>Annex B</td>
<td>Maintenance requirements for lifts</td>
</tr>
<tr>
<td>Annex C</td>
<td>Major alteration or replacement work on a lift</td>
</tr>
<tr>
<td>Annex D</td>
<td>Lift and escalator incidents that need to be reported to BCA</td>
</tr>
<tr>
<td>Annex E</td>
<td>Maintenance requirements for escalators</td>
</tr>
<tr>
<td>Annex F</td>
<td>Timeline for compliance with application requirements for Permit to Operate with respect to escalators</td>
</tr>
<tr>
<td>Appendices I to IX</td>
<td>Forms and Certificates</td>
</tr>
</tbody>
</table>
DISTRIBUTION LIST

President
Association of Consulting Engineers, Singapore
secretariat@aces.org.sg

President
Association of Property & Facility Managers
secretariat@apfm.mygbiz.com

President
Board of Architects
boarch@singnet.com.sg

Director
Building and Infrastructure
Defence Science & Technology Agency
ong_yew_hing@dsta.gov.sg

Deputy Chief Executive Officer (Building)
Housing & Development Board
Fong_Chun_Wah@hdb.gov.sg

President
Institution of Engineers, Singapore
ies@iesnet.org.sg

Director
Facilities & Estate Management Division
JTC Corporation
mark_koh@jtc.gov.sg

Director
Technical Services Division
JTC Corporation
koh_chwee@jtc.gov.sg

Deputy Chief Executive
Infrastructure & Development
Land Transport Authority
chua_chong_kheng@lta.gov.sg

Divisional Director
Infrastructure and Facility Services Division
Ministry of Education
Choo_lee_see@moe.gov.sg

Chief
Health Infrastructure Project
MOH Holdings Pte Ltd
info@mohh.com.sg
Director
Procurement and Project Facilitation Department
National Environment Agency
tan_kok_hoe@nea.gov.sg

Senior Director
Building & Estates Management
People’s Association
foo_soon_leng@pa.gov.sg

President
Professional Engineers Board, Singapore
registrar@peb.gov.sg

Director
Engineering Development & Procurement Department
Public Utilities Board
young_joo_chye@pub.gov.sg

President
Real Estate Developers’ Association of Singapore
enquiry@redas.com

Deputy Chief Executive Officer
Sentosa Development Corporation
agencies_circulars@sentosa.com.sg

President
Singapore Contractors Association Limited
Construction House
enquiry@scal.com.sg

President
Singapore Institute of Architects
info@sia.org.sg

President
Singapore Institute of Surveyors & Valuers
sisv.info@sisv.org.sg

President
Singapore Lift & Escalator Contractors & Manufacturers Association
bstan@ctlclaw.com

Chief
Sports Facilities Group
Sport Singapore
Lim_hong_khiang@sport.gov.sg
President
Society of Project Management
sprojm@yahoo.com

Chief Planner
Urban Redevelopment Authority
lim_eng_hwee@ura.gov.sg

All CORNET e-info subscribers
All registered lift contractors with BCA RW02
All lift owners including Town Councils
## Periodic maintenance, annual examination, inspection and testing, and major alteration and replacement works for a lift

<table>
<thead>
<tr>
<th>Lifts</th>
<th>Requirements and frequency</th>
<th>Periodic maintenance program</th>
<th>Annual examination, inspection and testing program</th>
<th>Major alteration or replacement works</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home lifts</strong></td>
<td>1) Manufacturers’ recommendations; or 2) Once every three months, whichever is more frequent</td>
<td>1) Manufacturer’s recommendations; or 2) where the manufacturer’s recommendations are not available, the provisions for periodic maintenance in SS 550:2009 or the Japan Elevator Association Standards: 2014, whichever is the standard the lift was designed to</td>
<td>1) Manufacturer’s recommendations; or 2) where the manufacturer’s recommendations are not available, the relevant provisions in SS 550:2009 or the Japan Elevator Association Standards: 2014, whichever is the standard the lift was designed to</td>
<td>1) Manufacturer’s recommendations; or 2) where the manufacturer’s recommendations are not available, the requirements specified in SS 550:2009 or the Japan Elevator Association Standards: 2014, whichever is the standard the lift was designed to</td>
</tr>
<tr>
<td><strong>Vertical platform lifts</strong></td>
<td>1) Manufacturers’ recommendations; or 2) Once every three months, whichever is more frequent</td>
<td>1) Manufacturer’s recommendations; or 2) where the manufacturer’s recommendations are not available, the provisions for periodic maintenance in ASME 18.1-2014</td>
<td>1) Manufacturer’s recommendations; or 2) where the manufacturer’s recommendations are not available, the relevant provisions specified in EN 81-41:2010 or ASME 18.1-2014, whichever is the standard the lift was designed to</td>
<td>1) Manufacturer’s recommendations; or 2) where the manufacturer’s recommendations are not available, the requirements specified in EN 81-41:2010 or ASME 18.1-2014, whichever is the standard the lift was designed to</td>
</tr>
<tr>
<td><strong>Stairlifts</strong></td>
<td>1) Manufacturers’ recommendations; or 2) Once every three months, whichever is more frequent</td>
<td>1) Manufacturer’s recommendations; or 2) where the manufacturer’s recommendations are not available, the provisions for periodic maintenance in ASME 18.1-2014</td>
<td>1) Manufacturer’s recommendations; or 2) where the manufacturer’s recommendations are not available, the relevant provisions specified in ASME 18.1-2014</td>
<td>1) Manufacturer’s recommendations; or 2) where the manufacturer’s recommendations are not available, the requirements specified in ASME 18.1-2014</td>
</tr>
<tr>
<td><strong>All other lifts</strong></td>
<td>1) Manufacturers’ recommendations; or 2) <strong>Once every month</strong>, whichever is more frequent</td>
<td>The manufacturer’s recommendations for periodic maintenance and the provisions for periodic maintenance in SS 550:2009</td>
<td>The relevant provisions in SS 550:2009</td>
<td>The requirements specified in SS 550:2009</td>
</tr>
</tbody>
</table>

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1 SS 550:2009 means code of practice for installation, operation and maintenance of electric passenger and goods lifts  
2 Japan Elevator Association Standards:2014 means the technical standards for lifts issued by the Japanese Elevator Association in 2014  
3 ASME 18.1-2014 means the 2014 edition of the ASME A18.1 on Safety Standard for Platform Lifts and Stairway Chairlifts published by the American Society of Mechanical Engineers  
4 EN 81-41 means the British Standard BS EN 81-41:2010 on Safety rules for the construction and installation of lifts – Special lifts for the transport of persons and goods - Part 41: Vertical lifting platforms intended for use by persons with impaired mobility, published by the British Standards Institution on 31 January 2011
## Maintenance requirements for lifts

<table>
<thead>
<tr>
<th>Areas of maintenance</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| 1. Door open control  | *(a)* When lift car doors and lift landing doors are opened and the button controlling the opening of those doors is pressed, the opened lift car doors and lift landing doors must stay open.  
   *(b)* When lift car doors and lift landing doors are partially closed and the button controlling the opening of those doors is pressed, the partially-closed lift car doors and lift landing doors must reopen. |
| 2. Door protective devices | Lift car doors and lift landing doors must be operational at all times and reopen upon activation of door protective devices. |
| 3. Lift car doors and lift landing doors | *(a)* Lift car movement must only be allowed when lift car doors are closed and landing doors are closed and locked, and —  
   *(i)* the gap at lift car doorway is not more than 12 mm;  
   *(ii)* despite sub-paragraph (i), when there is obstruction at lift car door sill, the upthrust rollers of lift car doors are set such that the gap at lift car doorway is not more than 25 mm if lift entrance height is not more than 2.1 m (if lift entrance height is more than 2.1 m, for every 0.5 m increment in height, the gap at lift car doorway may be increased by 3 mm);  
   *(iii)* the gap at lift landing doorway is not more than 10 mm;  
   *(iv)* the clearance between lift car door panels is not more than 10 mm; and  
   *(v)* the clearance between lift car door panels and uprights, lintels or sills, is not more than 10 mm.  
   *(b)* When lift landing doors are detected to be opened or unlocked during lift car movement, an emergency stop must be initiated immediately.  
   *(c)* When lift car doors are detected to be opened during lift car movement, an emergency stop must be initiated immediately.  
   *(d)* There must be no signs of excessive wear and tear of lift car doors and lift landing doors (or any component of the lift car door or lift landing door, including doors hoes, rollers, hangers and linkages). |
| 4. Lift car emergency alarm | When lift car emergency alarm button is pressed, the alarm must be audible from —  
   *(a)* outside the lift well; and  
   *(b)* the designated floor as defined in SS 550:2009. |
<p>| 5. Lift car intercom | When lift car intercom button is pressed, the intercom system must function as intended. |
| 6. Emergency power | Emergency power supply for lift car lighting and ventilation fan |</p>
<table>
<thead>
<tr>
<th>Areas of maintenance</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>supply for lift car lighting and ventilation</td>
<td>must remain functioning when normal power supply to lift car is disrupted.</td>
</tr>
<tr>
<td>7. Movement of lift car</td>
<td>Abnormal sounds or vibrations must not occur during any movement of the lift car.</td>
</tr>
<tr>
<td>8. Housekeeping</td>
<td>Machinery, machinery space, lift pit, hoistway and lift car top must be kept clean, tidy and free from discarded items and debris.</td>
</tr>
</tbody>
</table>
| 9. Lift machine and drive (including motor, gear box, drive sheave and motor generator set) | (a) Oil leakage must not occur in lift machine and drive.  
(b) Moveable parts, joints and gear box must be sufficiently lubricated.  
(c) Lift machine and drive must be securely mounted. |
| 10. Brakes of lift machine and drive | (a) Brakes must not be contaminated with, or be at risk of being contaminated with, any oil or grease.  
(b) Brakes, when activated, must cause lift car to slow down, stop and stay at stopping position.  
(c) If lift is fitted with additional brake system for preventing uncontrolled lift car motion, the brake, when activated, must cause the lift car to stop and stay at stopping position. |
| 11. Direct current machine | (a) Carbon brush length must be within the tolerance as recommended by the manufacturer.  
(b) Insulation at carbon brush holders must not show any sign of carbon particle build-up which may cause flash-over and burning.  
(c) The commutator must be free from any foreign deposit and must not cause any sparking when in operation. |
| 12. Overspeed governor | (a) At all times when lift is in operation, overspeed governor must function as intended and be able to activate lift safety gears.  
(b) Governor ropes must not show any sign of excessive wear and tear, in accordance with manufacturer’s recommendations or, where manufacturer’s recommendations are not available, the requirements in ISO 4344:2004. |
| 13. Main rope and compensation rope | (a) Main rope must be properly and equally tensioned.  
(b) Main rope and compensation rope must not show any sign of excessive wear and tear, in accordance with manufacturer’s recommendations or, where manufacturer’s recommendations are not available, the requirements in ISO 4344:2004. |
<p>| 14. Compensation rope and compensation rope sheave tie-down and | At all times when lift is in operation, compensation rope and compensation rope sheave tie-down must be properly tensioned and guided, in accordance with manufacturer’s recommendations. |</p>
<table>
<thead>
<tr>
<th>Areas of maintenance</th>
<th>Requirements</th>
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</thead>
<tbody>
<tr>
<td>tensioning</td>
<td></td>
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</tbody>
</table>
| 15. Buffer           | (a) There must be sufficient oil in buffer, as indicated by oil level gauge, in accordance with manufacturer’s recommendations.  
                         (b) Buffer must provide effective cushioning upon impact to protect passengers in lift car at all times when lift is in operation. |
| 16. Controller and electrical system | (a) Ground and earth of controller and electrical system must be firmly secured.  
                                           (b) Controller must initiate immediate stopping of lift car and prevent lift movement under any condition that is unsafe to passengers and maintenance workers.  
                                           (c) Safety switches must function as intended at all times when lift is in operation. |
| 17. Guide shoes or rollers of lift car and counterweight | (a) Lift car and counterweight must be guided by guide shoes or rollers at all times when lift is in operation.  
                                                        (b) Guide shoes or rollers must not cause wear and tear of guide rails. |
| 18. Safety gear      | (a) Safety gear must be maintained and functioning at all times when lift is in operation.  
                                           (b) Safety gear, when activated, must be able to stop and hold the lift car and counterweight within the allowable distance in accordance with SS 550:2009. |
| 19. All lift parts   | Level of corrosion, wear and tear of all parts of a lift must not affect the safe operation of the lift. |
| 20. Stopping or level accuracy | The stopping accuracy of the lift car floor must be ± 10mm. |
Annex C

Major Alteration or Replacement Work on a lift

(1) Major alteration or replacement works on a lift includes, but is not limited to, any of the following:
   
   (a) changing, removing or adding any safety device of a lift;
   (b) changing the mass of a lift car, including lift car finishing;
   (c) changing the rated load or speed of a lift;
   (d) changing the travel distance of a lift;
   (e) changing the lift control operation (including changing the software or type of driving machine or brakes);
   (f) changing the number, type or size of the hoisting ropes supporting a lift car or its counterweight;
   (g) changing the size of the guide rails of a lift;
   (h) changing the type of safety gear;
   (i) changing the lift landing door, lift car door and lift car door drive and control.

Major Alteration or Replacement Work on an escalator

(2) Major alteration or replacement works on an escalator include, but is not limited to, changing the speed, drive, control, safety device, braking system or step band of an escalator.
Lift incidents that need to be reported to BCA:

(a) a person dies or is injured and the death or injury involves a lift, or any associated equipment or machinery of a lift;
(b) the main drive system of a lift fails due to a reason other than the failure of the main power system of the lift;
(c) a suspension rope of a lift breaks;
(d) a brake, overload device, safety component or safety equipment of a lift fails;
(e) an interlocking device for any door of the lift-way of a lift fails due to a reason other than the safety contacts not making electrical contact;
(f) an interlocking device for any door of a lift car fails due to a reason other than the safety contacts not making electrical contact.

Escalator incidents that need to be reported to BCA:

(g) a person dies or is injured and the death or injury involves an escalator, or any associated equipment or machinery of an escalator;
(h) the main drive system of an escalator fails due to a reason other than the failure of the main power system of the escalator; or
(i) a brake, overload device, safety component or safety equipment of an escalator fails.
# Annex E

## Maintenance requirements for escalators

<table>
<thead>
<tr>
<th>Areas of maintenance</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| 1. Signage and indicator | (a) Safety signage and direction indicator must be clearly and prominently displayed.  
(b) Edge of escalator step must be clearly demarcated with yellow lines.  
(c) There must be sufficient lighting in the vicinity of escalator combs. |
| 2. Anti-climbing, anti-sliding, access restriction and deflecting devices | Anti-climbing, anti-sliding, access restriction and deflecting devices must be in place and must effectively serve their intended purposes. |
| 3. Emergency stop switch | Activation of emergency stop switch must initiate emergency stopping of escalator. |
| 4. Handrail system | (a) Handrail must move in the same direction and speed (within a speed tolerance of +2%) as escalator steps.  
(b) Handrail inlet safety switch must be activated if a foreign object enters inlet and must cause escalator to initiate emergency stop. |
| 5. Housekeeping | All machinery and machinery space in driving station, return station and truss area must be kept clean, tidy and free from discarded items and debris. |
| 6. Driving machine, brakes, sprocket and auxiliary brake | (a) Machinery must not have any oil leakage.  
(b) Moveable parts, joints and gear-box must be sufficiently lubricated.  
(c) Brakes, when activated, must stop the escalator within the distance specified in SS CP 15:2004.  
(d) All machinery must be securely mounted. |
| 7. Safety switch and sensor (such as skirt panel switch, escalator comb switch, step sag switch, step up thrust switch, missing step detection device, floor plate or access cover detection switch, drive chain tension and step chain tension monitoring switch) | Activation of safety switch must cause escalator to initiate emergency stop. |
| 8. Excessive speed and unintentional reversal protection | Emergency stop must be activated when speed of escalator steps exceeds rated speed by 20%. |
| 9. Operational clearance | Clearance between escalator step and escalator skirt panel, clearance between escalator step and escalator comb, and all other clearances must comply with SS CP 15:2004 requirements. |
| 10. All escalator parts | Level of corrosion, wear and tear of all parts of an escalator must not affect the safe operation of the escalator. |
## Timeline for compliance with application requirements for Permit to Operate with respect to escalators

<table>
<thead>
<tr>
<th>TOP/CSC Date (whichever is earlier) of Building</th>
<th>Grace Period for applying for Permit to Operate (PTO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For an escalator in a building (or part of the building) that was issued with a certificate of statutory completion before 01 May 1989</td>
<td>31 January 2017</td>
</tr>
<tr>
<td>For an escalator in a building (or part of the building) that was issued with a certificate of statutory completion between 01 May 1989 and 31 December 2000 (both dates inclusive)</td>
<td>30 April 2017</td>
</tr>
<tr>
<td>For an escalator in a building (or part of the building) that was issued with a certificate of statutory completion between 1 January 2001 and 31 December 2010 (both dates inclusive)</td>
<td>31 October 2017</td>
</tr>
<tr>
<td>For an escalator in a building (or part of the building) that was issued with a certificate of statutory completion on or after 1 January 2011</td>
<td>31 January 2018</td>
</tr>
<tr>
<td>For escalator that is in any structure, or used in connection with any structure</td>
<td>31 January 2018</td>
</tr>
</tbody>
</table>
To: The Commissioner of Buildings
(Please quote file ref. where applicable: _____________________________)

☐ 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 A¹: 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, if available) or numbering 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.

Name of *Building/Structure Owner (includes individual/company) Name and NRIC/FIN of authorized representative (if Building/Structure Owner is a company)
NRIC/FIN: UEN:

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.
** Please use separate sheet if necessary
BPMG_EMED_C1_ver1 [July 2016]
Section B¹: 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 Authorised Examiner, ______________________________(name of the Authorised Examiner), 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:

<table>
<thead>
<tr>
<th>Lift ID³ or Numbering⁶</th>
<th>Type of lift⁷</th>
<th>Standard used for examination, inspection and testing of lift⁴</th>
<th>Date of examination and inspection of lift (DD/MM/YY)</th>
<th>Date of no-load test of lift’s safety equipment (DD/MM/YY)</th>
<th>Date of full load test of lift’s safety equipment (DD/MM/YY)</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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
BPMG_EMED_C1_ver1 [July 2016]
Section C¹:  Authorised Examiner [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) ID¹ (if available) or numbering⁰) at ________________________________ 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).

_________________________________________
Name and *NRIC/FIN of Authorised Examiner

_________________________________________
Signature of Authorised Examiner

_________________________________________
Stamp of Authorised Examiner

_________________________________________
Contact No.                                Date

* Delete whichever is inapplicable.
** Please use separate sheet if necessary.

BPMG_EMED_C1_ver1 [July 2016]
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:

<table>
<thead>
<tr>
<th>Section A</th>
<th>Section B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Particulars of Lift Service Contractor</td>
<td>1) Building/Structure Address</td>
</tr>
<tr>
<td>2) Lift(s) ID, numbering and location</td>
<td>2) Lift(s) ID, numbering and location</td>
</tr>
<tr>
<td>3) Name, NRIC/FIN/UEN, Signature, Stamp and Contact No. of Building/Structure Owner</td>
<td>3) Name, NRIC/FIN/UEN, Signature, Stamp, Registration Workhead and Financial Grade, and Contact No. of Lift Service Contractor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Name, NRIC/FIN, Signature, Stamp and Contact No. of Authorised Examiner</td>
</tr>
<tr>
<td>2) Lift(s) ID, numbering and location</td>
</tr>
<tr>
<td>3) Name of Life Service Contractor</td>
</tr>
</tbody>
</table>

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 eLift System at https://www.bca.gov.sg/bmsm_eservice/.

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. Codes/Standards to be used for annual examination, inspection and testing of lifts.

<table>
<thead>
<tr>
<th>Lifts</th>
<th>Annual examination, inspection and testing program</th>
</tr>
</thead>
<tbody>
<tr>
<td>All other lifts</td>
<td>The provisions in SS 550:2009¹.</td>
</tr>
<tr>
<td>Home lifts</td>
<td>1) Manufacturer’s recommendations; or 2) where the manufacturer’s recommendations are not available, the relevant provisions in SS 550:2009 or the Japan Elevator Association Standards: 2014², whichever is the standard the lift was designed to</td>
</tr>
<tr>
<td>Vertical platform lifts</td>
<td>1) Manufacturer’s recommendations; or 2) where the manufacturer’s recommendations are not available, the relevant provisions specified in EN 81-41:2010³ or ASME 18.1-2014⁴, whichever is the standard the lift was designed to</td>
</tr>
<tr>
<td>Stairlifts</td>
<td>1) Manufacturer’s recommendations; or 2) where the manufacturer’s recommendations are not available, the relevant provisions specified in ASME 18.1-2014</td>
</tr>
</tbody>
</table>

¹ SS 550:2009 means the code of practice for installation, operation and maintenance of electric passenger and goods lifts
² Japan Elevator Association Standards:2014 means the technical standards for lifts issued by the Japanese Elevator Association
³ EN 81-41 means the British Standard BS EN 81-41:2010 on Safety rules for the construction and installation of lifts – Special lifts for the transport of persons and goods Part 41: Vertical lifting platforms intended for use by persons with impaired mobility
⁴ ASME 18.1-2014 means the Safety Standard for Platform Lifts and Stairway Chairlifts published by the American Society of Mechanical Engineers

* Delete whichever is inapplicable.
** Please use separate sheet if necessary

BPMG_EMED_C1_ver1 [July 2016]
**APPLICATION FOR PERMIT TO OPERATE FOR LIFTS**

[Regulation 8 of the Building Maintenance and Strata Management (Lift, Escalator & Building Maintenance) Regulations 2016]

<table>
<thead>
<tr>
<th>Commissioners of Buildings</th>
<th>INSTRUCTIONS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building &amp; Construction Authority</td>
<td>(1) Please read the attached Explanatory Notes before completing this form.</td>
</tr>
<tr>
<td>52 Jurong Gateway Road #11-01</td>
<td>(2) Use CAPITAL LETTERS only to fill in all of the fields.</td>
</tr>
<tr>
<td>Singapore 608550</td>
<td>(3) You will need the following information to fill in the form:</td>
</tr>
<tr>
<td></td>
<td>- Particulars of Lift Owner (II)</td>
</tr>
<tr>
<td></td>
<td>- Particulars of Lift(s) (III)</td>
</tr>
<tr>
<td></td>
<td>- Particulars of Lift Service Contractor (IV)</td>
</tr>
<tr>
<td></td>
<td>- Required Documents for this Application (V)</td>
</tr>
</tbody>
</table>

*(Tick the appropriate box)*

- [ ] 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)*

**I PARTICULARS OF BUILDING/STRUCTURE**

1) Name of Building/Structure (if any):

2) Official Address (as approved by Inland Revenue Authority of Singapore):

   - *Hse/Blk No.:
   - *Road Name:
   - *Postal Code:

3) *Development Type*(D): *(Tick the appropriate box)*

   - [ ] Commercial
   - [ ] Industrial
   - [ ] Institutional (include government buildings)
   - [ ] Mixed development
   - [ ] Office buildings
   - [ ] Transport stations and terminals
   - [ ] Residential (Landed)
   - [ ] Residential (HDB)
   - [ ] Residential (Private, Non-Landed)
   - [ ] Others (Please Specify)__________________________

**For Official Use**

File Ref. No.:

Appln No.:

---

* Mandatory Field

* Use separate sheet if necessary

* Delete whichever is inapplicable

BPMG_EMED_A1_ver1 [July 2016]
## II PARTICULARS OF LIFT OWNER

1) **Name of lift owner:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2) **UEN/NRIC/FIN No.:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3) **Postal Address:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Hse/Blk No.:</td>
<td></td>
</tr>
<tr>
<td>*Road Name:</td>
<td></td>
</tr>
<tr>
<td>Building Name (if any):</td>
<td></td>
</tr>
<tr>
<td>*Level/Unit No.:</td>
<td></td>
</tr>
<tr>
<td>*Postal Code:</td>
<td></td>
</tr>
</tbody>
</table>

4) **Telephone No.:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Or **Mobile No.:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5) **Fax No.:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

6) **Email Address:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
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<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

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* Mandatory Field
* Use separate sheet if necessary
* Delete whichever is inapplicable

BPMG_EMED_A1_ver1 [July 2016]
### III PARTICULARS OF LIFT(S)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>*Size of Lift Car (LxBxH) : ______________ mm ______________ mm ______________ mm</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>*Entrance height of lift : ______________ mm</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>*Maximum Load : ______________ kg</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>*Capacity : ______________ persons</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>*Type and Lift ID(^{A3}) or numbering of the lift(s) (^{A4}) : (Tick the appropriate box and insert the corresponding lift(s) ID or numbering)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Passenger Lift / No. : __________________________</td>
<td>Goods Lift with passenger(s) / No. : ______________</td>
</tr>
<tr>
<td></td>
<td>Passenger (Handicap) Lift / No : ______________</td>
<td>Car Lift with passenger(s) / No. : ______________</td>
</tr>
<tr>
<td></td>
<td>Home Lift / No.: ____________________________</td>
<td>Fire Lift / No. : ____________________________</td>
</tr>
<tr>
<td></td>
<td>Stairlift / No.: ____________________________</td>
<td>Fire (Handicap) Lift / No : ____________________________</td>
</tr>
<tr>
<td></td>
<td>Vertical platform Lift / No : ________________</td>
<td>Observation Lift (Bubble lift) / No : ______________</td>
</tr>
<tr>
<td></td>
<td>Any other lift / No : ____________________________</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>*Manufacturer of lift(s)(^3) :</td>
<td></td>
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<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td>7</td>
<td>*Model of lift(s)(^3) :</td>
<td></td>
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</tbody>
</table>

\(^*\) Mandatory Field
\(^3\) Use separate sheet if necessary
\(^{A3}\) Delete whichever is inapplicable

BPMG_EMED_A1_ver1 [July 2016]
IV PARTICULARS OF LIFT SERVICE CONTRACTOR

We confirm that:

1) we are a lift service contractor registered with the Building and Construction Authority;
2) we are engaged by the lift owner mentioned in Part (II) of this application form to carry out maintenance works for the lift(s) listed in Part (III) of this application form;
3) we will carry out the maintenance works for the lift(s) in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulation 2016; and
4) the information provided in this Part (IV) are true and accurate to the best of my knowledge:

1) Name of Lift Service Contractor

<table>
<thead>
<tr>
<th>Name of Lift Service Contractor</th>
</tr>
</thead>
</table>

2) Frequency of periodic maintenance: *(Tick the appropriate box)*

- Weekly
- Fortnightly
- Monthly
- Others (Please specify) _______________________________________________

3) Registration Workhead and Financial Grade of Lift Service Contractor

4) UEN

<table>
<thead>
<tr>
<th>UEN</th>
</tr>
</thead>
</table>

*Name and UEN of Lift Service Contractor (company name):*

<table>
<thead>
<tr>
<th>Name and UEN of Lift Service Contractor (company name):</th>
</tr>
</thead>
</table>

*Company Stamp

<table>
<thead>
<tr>
<th>Company Stamp</th>
</tr>
</thead>
</table>

*Name and NRIC/FIN of Authorised Representative*

<table>
<thead>
<tr>
<th>Name and NRIC/FIN of Authorised Representative</th>
</tr>
</thead>
</table>

*Signature of Authorised Representative

<table>
<thead>
<tr>
<th>Signature of Authorised Representative</th>
</tr>
</thead>
</table>

*Date:

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>

Contact No.:  

* Mandatory Field
* Use separate sheet if necessary
* Delete whichever is inapplicable

BPMG_EMED_A1_ver1 [July 2016]
V APPLICATION FOR A PERMIT TO OPERATE FOR LIFTS:

*I/we hereby:
(1) apply for Permit to Operate for lift(s) listed in Part IV of this application form;
(2) declare that this application is made within 3 months from the date in respect of which the lift was examined, inspected and tested;
(3) confirm that the information provided above are true and accurate to the best of my knowledge;
(4) confirm that *I/we have engaged the registered lift service contractor mentioned in Part (IV) of this application form to maintain the lift(s) listed in Part (III) of this application form in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016; and
(5) attach the following documents together with this application:

(Tick the appropriate box)
1) Certificate of Lift Examination, Inspection & Testing (BPMG_EMED_C1)  
2) Certificate of Supervision of Installation of Lift(s)/Escalator(s) (BPD_CSC04)  
3) Certificate of Supervision of Major Alteration or Replacement Works of Lift(s) (BPMG_EMED_C2)  
4) Lift Location Plan[^B]  
5) Application Fee[^C]: S$ ______________________________

Name and[^NRIC/UEN of ^Building/Structure Owner (includes individual/company):  
Name and NRIC 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.:  

[^Mandatory Field  
[^Use separate sheet if necessary  
[^Delete whichever is inapplicable  
BPMG_EMED_A1_ver1 [July 2016]
EXPLANATORY NOTES

(A) GENERAL

1. This form is to be used for new installation, re-commissioning and renewal of Permit to Operate for lift(s). Application can also be made via the eLift System at https://www.bca.gov.sg/bmsm_eservice/.
2. 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.
3. If lift ID(s) has/have been allocated, please fill in the lift ID(s) in this application form.
4. Where lift ID(s) has/have not been allocated, please fill in the lift numbering(s) in this application form. 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.
5. Please use separate forms for lift(s) of separate model(s) or by different manufacturer(s).
6. An acknowledgement of your application will be issued to you.

(B) DOCUMENTS

Please submit the following documents:

(a) Certificate of Lift Examination, Inspection and Testing (BPMG_EMED_C1);
(b) One copy of lift location plan showing the location(s) and the numbering of lift(s) in this application form.
(c) One copy of Certificate BPMG_EMED_C2 - Certificate of Supervision of Major Alteration or Replacement Works of Lift(s) (applicable for re-commissioning of lift(s) after major alternation or replacement works);

NOTE:
• All lift location plans must be in either A3 or A4 size.

(C) APPLICATION FEE

Each application of lift(s) in the same address shall be accompanied by the following fees:-

(a) where the total number of lifts to which the application relates is 10 or fewer, $20 per lift;
(b) where the total number of lifts to which the application relates is more than 10, an amount equal to —
   (i) $200; plus
   (ii) $10 per lift in excess of 10.

(D) CLASSIFICATION OF DEVELOPMENTS

(a) Developments may be classified as shown in the table below:

<table>
<thead>
<tr>
<th>S/N</th>
<th>Development Types</th>
<th>Building Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Commercial</td>
<td>Shophouse, shopping complex, hotel, boarding house, chalet, backpacker’s hotel, hotels, restaurant, eating establishment, market, hawker or food centres and etc</td>
</tr>
<tr>
<td>2</td>
<td>Industrial</td>
<td>Factory, power station, power plant, workshop, warehouse and etc</td>
</tr>
<tr>
<td>3</td>
<td>Institutions</td>
<td>Government building, sports complex, hospital, clinic, nursing home, home for the aged, welfare home, pre-school, school, college, polytechnic, university, institute of learning and etc</td>
</tr>
<tr>
<td>4</td>
<td>Residential (HDB)</td>
<td>Housing Development Board estates</td>
</tr>
<tr>
<td>5</td>
<td>Residential (Private, Non-landed)</td>
<td>Private non-landed property, dormitory and etc</td>
</tr>
<tr>
<td>6</td>
<td>Residential (Landed)</td>
<td>Landed residential property and etc</td>
</tr>
<tr>
<td>7</td>
<td>Office buildings</td>
<td>Office tower, office building and etc</td>
</tr>
<tr>
<td>8</td>
<td>Transport stations and terminals</td>
<td>Transport station, interchange, passenger terminal including airports and ferry terminal and etc</td>
</tr>
<tr>
<td>9</td>
<td>Mixed development</td>
<td>Multi-purpose complex</td>
</tr>
<tr>
<td>10</td>
<td>Others</td>
<td>Structure such as overhead bridge, vehicle parking building and etc.</td>
</tr>
</tbody>
</table>

* Mandatory Field
* Use separate sheet if necessary
* Delete whichever is inapplicable
BPMG_EMED_A1_ver1 [July 2016]
<table>
<thead>
<tr>
<th>Lifts</th>
<th>Periodic maintenance frequency</th>
<th>Periodic maintenance program</th>
</tr>
</thead>
<tbody>
<tr>
<td>All other lifts</td>
<td>1) Manufacturers’ recommendations; or 2) <strong>Once every month</strong>, whichever is more frequent</td>
<td>1) Maintenance requirements in Part 1 of the Schedule of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016; and 2) the manufacturer’s recommendations for periodic maintenance; and 3) the provisions for periodic maintenance in SS 550:2009&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>Home lifts</td>
<td>1) Manufacturers’ recommendations; or 2) Once every three months, whichever is more frequent</td>
<td>1) Maintenance requirements in Part 1 of the Schedule of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016; and 2) either a. Manufacturer’s recommendations; or b. where the manufacturer’s recommendations are not available, the provisions for periodic maintenance in SS 550:2009 or the Japan Elevator Association Standards: 2014&lt;sup&gt;2&lt;/sup&gt;, whichever is the standard the lift was designed to</td>
</tr>
<tr>
<td>Vertical platform lifts</td>
<td>1) Manufacturers’ recommendations; or 2) Once every three months, whichever is more frequent</td>
<td>1) Maintenance requirements in Part 1 of the Schedule of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016; and 2) either a. Manufacturer’s recommendations; or b. where the manufacturer’s recommendations are not available, the provisions for periodic maintenance in ASME 18.1&lt;sup&gt;3&lt;/sup&gt;-2014,</td>
</tr>
<tr>
<td>Stairlifts</td>
<td>1) Manufacturers’ recommendations; or 2) Once every three months, whichever is more frequent</td>
<td>1) Maintenance requirements in Part 1 of the Schedule of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016; and 2) either a. Manufacturer’s recommendations; or b. where the manufacturer’s recommendations are not available, the provisions for periodic maintenance in ASME 18.1-2014</td>
</tr>
</tbody>
</table>

---

<sup>1</sup> SS 550:2009 means the code of practice for installation, operation and maintenance of electric passenger and goods lifts

<sup>2</sup> Japan Elevator Association Standards:2014 means the the technical standards for lifts issued by the Japanese Elevator Association

<sup>3</sup> ASME 18.1-2014 means the Safety Standard for Platform Lifts and Stairway Chairlifts published by the American Society of Mechanical Engineers

* Mandatory Field

<sup>a</sup> Use separate sheet if necessary

<sup>2</sup> Delete whichever is inapplicable

BPMG_EMED_A1_ver1 [July 2016]
# Notification of Major Alteration or Replacement Works on Lift(s)

Not regulation 17(1) of the Building Maintenance and Strata Management (Lift, Escalator & Building Maintenance) Regulations 2016

**Commissioner of Buildings**  
Building & Construction Authority  
52 Jurong Gateway Road, #11-01  
Singapore 608550  

### INSTRUCTIONS

1. Please read the attached Explanatory Notes before completing this form.
2. One copy of this form is to be submitted.
3. If an item is not applicable it is to be indicated as “N/A”.
4. Please tick (✓) in the appropriate boxes.
5. *Delete whichever is inapplicable.
6. Please use separate forms for lift(s) of separate model(s) or by different manufacturer(s) or installed at different address(s) / location(s).
7. ^ use separate sheet if necessary

### To be completed by building/structure owner

1. *I/We hereby notify the Commissioner of the intended major alteration or replacement works that are to be carried out on the following lift(s):*

<table>
<thead>
<tr>
<th>Lift(s) ID</th>
<th>Lift(s) address / location</th>
<th>Name of lift service contractor to carry out the major alteration or replacement works</th>
<th>Name of authorised examiner to supervise the major alteration or replacement works</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

2. *Description(s) and expected date of commencement of intended major alteration or replacement works on the lift(s):*

<table>
<thead>
<tr>
<th>Lift ID</th>
<th>List of major alteration or replacement works</th>
<th>First date in respect of which major alteration or replacement works will be carried out</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Name *NRIC/FIN/UEN of *Building/Structure Owner (includes individual/company)  
Name and NRIC/FIN of authorised representative (if Building/Structure Owner is a company)

Signature of *Building/Structure Owner or authorised representative (if Building/Structure Owner is a company)  
Company Stamp (if applicable)

Office No.:  
Mobile No.:  
Email:  
Date:  

---

BPMG_EMED_N1_ver1 [July 2016]
EXPLANATORY NOTES

(1) This form is to be filled up by the lift(s) owner to notify Commissioner of the intended major alteration or replacement works that are to be carried out by the registered lift service contractor.

(2) This form shall be submitted before the date on which the major alteration or replacement works are to commence.

(3) Submission is to be done via one of the following means:
   (i) Email a scanned copy of the form to BCA_ELIFT@bca.gov.sg;
   (ii) Fax to (65) 6334 4031, followed by a confirmation phone call to (65) 6334 2527 or confirmation email to BCA_ELIFT@bca.gov.sg; or
   (iii) Hardcopy submission by hand or by post. If by post, to be followed by a confirmation phone call to (65) 6334 2527 or confirmation email to BCA_ELIFT@bca.gov.sg.

(4) According to Regulation 17(2) of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016, major alteration or replacement works on a lift includes, but is not limited to, any of the following:
   (a) changing, removing or adding any safety device of a lift;
   (b) changing the mass of a lift car, including lift car finishing;
   (c) changing the rated load or speed of a lift;
   (d) changing the travel distance of a lift;
   (e) changing the lift control operation (including changing the software or type of driving machine or brakes);
   (f) changing the number, type or size of the hoisting ropes supporting a lift car or its counterweight;
   (g) changing the size of the guide rails of a lift;
   (h) changing the type of safety gear;
   (i) changing the lift landing door, lift car door and lift car door drive and control.

(5) There are no fees associated with this notification of major alteration or replacement works on a lift.
BUILDING MAINTENANCE AND STRATA MANAGEMENT ACT 2004 (ACT 47 OF 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 applicable: _____________________________)

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) ID (if available) or numbering) at _________ _____________________________ (lift(s) address or location) as specified in Section B of this certificate under the supervision of an Authorised Examiner, _____________________________ (name of Authorised Examiner), in accordance with the requirements of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

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.

* Delete whichever is inapplicable.
** Please use separate sheet if necessary

BPMG_EMED_C2_ver1 [July 2016]
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 Authorised Examiner,_____________________

____________________________(name of Authorised Examiner), 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:

<table>
<thead>
<tr>
<th>**Lift ID² or Numbering⁶</th>
<th>List of major alteration or replacement works</th>
<th>First date in respect of which major alteration or replacement works were carried out</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

BPMG_EMED_C2_ver1 [July 2016]
Section C¹: Authorised Examiner [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 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.

____________________________________  ______________________________________
Name and NRIC/FIN of Authorised Examiner  Signature of Authorised Examiner

____________________________________
Stamp of Authorised Examiner

____________________________________  _________________
Contact No.  Date

* Delete whichever is inapplicable.
** Please use separate sheet if necessary

BPMG_EMED_C2_ver1 [July 2016]
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:

<table>
<thead>
<tr>
<th>Section A</th>
<th>Section B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Particulars of Lift Service Contractor</td>
<td>1) Building/Structure Address</td>
</tr>
<tr>
<td>2) Lift(s) ID, numbering and location</td>
<td>2) Lift(s) ID, numbering and location</td>
</tr>
<tr>
<td>3) Name, NRIC/FIN/UEN, Signature, Stamp and Contact No. of Building/Structure Owner</td>
<td>3) Name, NRIC/FIN/UEN, Signature, Stamp, Registration Workhead and Financial Grade, and Contact No. of Lift Service Contractor</td>
</tr>
<tr>
<td>4) Name of Authorised Examiner</td>
<td>4) Name of Authorised Examiner</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Name, NRIC/FIN, Signature, Stamp and Contact No. of Authorised Examiner</td>
</tr>
<tr>
<td>2) Lift(s) ID, numbering and location</td>
</tr>
<tr>
<td>3) Name of Lift Service Contractor</td>
</tr>
</tbody>
</table>

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 eLift System at https://www.bca.gov.sg/bmsm_eservice/.

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
BPMG_EMED_C2_ver1 [July 2016]
(B) MAJOR ALTERATION AND REPLACEMENT OF LIFT(S) REQUIREMENTS

7. Codes/Standards to be adopted for major alteration and replacement of lift(s)

<table>
<thead>
<tr>
<th>Lifts</th>
<th>Major alteration and replacement works</th>
</tr>
</thead>
<tbody>
<tr>
<td>All other lifts</td>
<td>The requirements specified in SS 550:2009(^1)</td>
</tr>
</tbody>
</table>
| Home lifts             | 1) Manufacturer’s recommendations; or  
                        | 2) where the manufacturer’s recommendations are not available, the requirements specified in SS 550:2009 or the Japan Elevator Association Standards: 2014\(^\text{II}\), whichever is the standard the lift was designed to |
| Vertical platform lifts| 1) Manufacturer’s recommendations; or  
                        | 2) where the manufacturer’s recommendations are not available, the requirements specified in EN 81-41:2010\(^\text{III}\) or ASME 18.1-2014\(^\text{IV}\), whichever is the standard the lift was designed to |
| Stairlifts             | 1) Manufacturer’s recommendations; or  
                        | 2) where the manufacturer’s recommendations are not available, the requirements specified in ASME 18.1-2014                                                                 |

\(^1\) SS 550:2009 means the code of practice for installation, operation and maintenance of electric passenger and goods lifts  
\(^\text{II}\) Japan Elevator Association Standards:2014 means the technical standards for lifts issued by the Japanese Elevator Association  
\(^\text{III}\) EN 81-41 means means the British Standard BS EN 81-41:2010 on Safety rules for the construction and installation of lifts – Special lifts for the transport of persons and goods Part 41: Vertical lifting platforms intended for use by persons with impaired mobility  
\(^\text{IV}\) ASME 18.1-2014 means the Safety Standard for Platform Lifts and Stairway Chairlifts published by the American Society of Mechanical Engineers  
* Delete whichever is inapplicable.  
** Please use separate sheet if necessary
Incident Reporting Form for Lift and Escalator Incidents
[Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016]

<table>
<thead>
<tr>
<th>Commissioner of Buildings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building &amp; Construction Authority</td>
</tr>
<tr>
<td>52 Jurong Gateway Road, #11-01</td>
</tr>
<tr>
<td>Singapore 608550</td>
</tr>
<tr>
<td>Website: <a href="http://www.bca.gov.sg/">http://www.bca.gov.sg/</a></td>
</tr>
</tbody>
</table>

**PLEASE NOTE**

1. If an item is not applicable it is to be indicated as "N/A".
2. Please tick (✓) in the appropriate boxes.

### (1) Occurrence Type and Details

**Lift:**
- [ ] Fatality
- [ ] Suspension Rope Failure
- [ ] Others _________________

**Escalator:**
- [ ] Fatality
- [ ] Safety Critical Devices Failure
- [ ] Others _________________

### (2) Description of Incident

**Address of Lift / Escalator:**

**Lift / Escalator ID:**

**Occurrence Date / Time:**

### (3) Current Status

- Has the operation of the lift / escalator been suspended after the incident?  [ ] Yes  [ ] No
- Has any component of the lift / escalator been modified after the incident?  [ ] Yes  [ ] No

If yes, please specify: ________________

1. Failure of brake, overload device, safety component or safety equipment of lift
2. Failure of brake, overload device, safety component or safety equipment of escalator
3. Lift/escalator owners and service contractors are reminded to immediately shut down and cordon off the incident lift/escalator and inform BCA, as soon as practicable. Thereafter, there should be no interference with the incident lift.
(4) Causes

Describe cause of incident (if known):

(5) Particulars of Injured Person(s) (Use one form per each injured person)

Injured Person:  Yes (Please fill up details below)  No

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRIC / Passport No.:</td>
<td>Contact No.:</td>
</tr>
<tr>
<td>Gender:</td>
<td>Nationality:</td>
</tr>
<tr>
<td>□ Male</td>
<td>□ Female</td>
</tr>
<tr>
<td>Description of injury:</td>
<td></td>
</tr>
</tbody>
</table>

(6) Completed by

<table>
<thead>
<tr>
<th>□ Lift / Escalator Owner</th>
<th>□ Lift / Escalator Service Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Office Address*:</td>
</tr>
<tr>
<td>NRIC / Passport No.:</td>
<td>Office No.:</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Mobile No.:</td>
</tr>
<tr>
<td>Date of Report:</td>
<td>Fax No.:</td>
</tr>
</tbody>
</table>

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*For lift / escalator owner, please provide home address if office address is not applicable.
CERTIFICATE OF ESCALATOR EXAMINATION, INSPECTION AND TESTING

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

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

Section A1: Building/Structure Owner [under Regulation 19]

*I/We confirm that *I/We have engaged _____________________________ (name of escalator service contractor registered with BCA) to examine, inspect and test the escalator(s) _____________________________ (escalator(s) ID5 (if available) or numbering6) at _____________________________ (escalator(s) address or location) in accordance with the requirements of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

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.
** Please use separate sheet if necessary
BPMG_EMED_C3_ver1 [July 2016]
Section B\(^1\): Escalator Service Contractor [under Regulation 7]

We confirm that:

1. we are an escalator service contractor registered with the Building and Construction Authority; and
2. the following escalator(s) *has/have been examined, inspected and tested in the presence of the independent Authorised Examiner, ____________________________(name of the Authorised Examiner), in Section C of this certificate, and in accordance with relevant provisions specified in SS CP 15:2004 as required under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016:

*Building/Structure Address or location:

<table>
<thead>
<tr>
<th>**Escalator ID(^7) or Numbering(^6)</th>
<th>Date of examination, inspection and testing of escalator (DD/MM/YY)</th>
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</thead>
<tbody>
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</tbody>
</table>

Name and UEN of Escalator Service Contractor (company name)  
Registration Workhead and Financial Grade of Escalator 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

BPMG_EMED_C3_ver1 [July 2016]
Section C\textsuperscript{1}: Authorised Examiner [Under Regulation 19 and 20]

I certify that:

(1) the escalator service contractor \(\ldots\) (name of escalator service contractor registered with BCA) in Section B of this certificate has carried out the examination, inspection and testing of the escalator(s) \(\ldots\) (Escalator(s) ID\textsuperscript{5} (if available) or numbering\textsuperscript{6}) at \(\ldots\) (Escalator(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 \(\ldots\);

(3) the escalator(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 escalator(s) or the escalator service contractor carrying out the examination, inspection and testing of the escalator(s) under Regulation 19(1).

\[\begin{array}{ll}
\text{Name and *NRIC/FIN of Authorised Examiner} & \text{Signature of Authorised Examiner} \\
\end{array}\]

\[\begin{array}{ll}
\text{Stamp of Authorised Examiner} & \text{Contact No.} & \text{Date} \\
\end{array}\]

\* Delete whichever is inapplicable.
\*\* Please use separate sheet if necessary

BPMG\_EMED\_C3\_ver1 [July 2016]
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:

<table>
<thead>
<tr>
<th>Section A</th>
<th>Section B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Particulars of Escalator Service Contractor</td>
<td>1) Building/Structure Address</td>
</tr>
<tr>
<td>2) Escalator(s) ID, numbering and location</td>
<td>2) Escalator(s) ID, numbering and location</td>
</tr>
<tr>
<td>3) Name, NRIC/FIN/UEN, Signature, Stamp and Contact No. of Building/Structure Owner</td>
<td>3) Name, NRIC/FIN/UEN, Signature, Stamp, Registration Workhead and Financial Grade, and Contact No. of Escalator Service Contractor</td>
</tr>
<tr>
<td>4) Name of Authorised Examiner</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Name, NRIC/FIN, Signature, Stamp and Contact No. of Authorised Examiner</td>
</tr>
<tr>
<td>2) Escalator(s) ID, numbering and location</td>
</tr>
<tr>
<td>3) Name of Escalator Service Contractor</td>
</tr>
</tbody>
</table>

2. Applicable file reference may include structural plan submission reference number, A&A project reference number, or any project reference number pertaining to the escalator(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 escalator(s).

4. For application of a Permit to Operate for more than one escalator, only escalators in the same address will be considered in a single form.

5. If escalator ID(s) has/have been allocated, please fill in the escalator ID(s) in this application form.

6. Where escalator ID(s) has/have not been allocated, please fill in the escalator numbering(s) in this application form. The escalator numbering(s) of the escalator(s) should be numerical eg 1, 2, 3, etc or alphabetical eg A, B, C, etc or alpha-numerical eg E1, E2, E3, etc.

* Delete whichever is inapplicable.
** Please use separate sheet if necessary
## APPLICATION FOR PERMIT TO OPERATE FOR ESCALATORS

[Regulation 20 of the Building Maintenance and Strata Management (Lift, Escalator & Building Maintenance) Regulations 2016]

**INSTRUCTIONS:**
1. Please read the attached Explanatory Notes before completing this form.
2. Use CAPITAL LETTERS only to fill in all of the fields.
3. You will need the following information to fill in the form:
   - Particulars of Building/Structure (I)
   - Particulars of Escalator Owner (II)
   - Particulars of Escalator(s) (III)
   - Particulars of Escalator Service Contractor (IV)
   - Required Documents for this Application (V)

(Tick the appropriate box)

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

### I. PARTICULARS OF BUILDING/STRUCTURE

1) Name of Building/Structure (if any):

2) Official Address (as approved by Inland Revenue Authority of Singapore):
   - *Hse/Blk No. : *
   - *Road Name : *
   - *Postal Code : *

3) *Development Type(0) : (Tick the appropriate box)
   - Commercial
   - Industrial
   - Institutional (include government buildings)
   - Mixed development
   - Office buildings
   - Transport stations and terminals
   - Residential (Landed)
   - Residential (HDB)
   - Residential (Private, Non-Landed)
   - Others (Please Specify)__________________________

For Office Use

File Ref. No. : ____________ Appln No. : ________

---

* Mandatory Field
* Use separate sheet if necessary
* Delete whichever is inapplicable

BPMG_EMED_A2_ver1 [July 2016]
### II PARTICULARS OF ESCALATOR OWNER

1) *Name of escalator owner:

2) ^UEN/NRIC/FIN No.:

3) Postal Address:
   - *Hse/Blk No.:
   - *Road Name:
   - Building/Structure Name (if any):
   - *Level/Unit No.:
   - *Postal Code:

4) *Telephone No.:
   - Or Mobile No.:

5) Fax No.:

6) *Email Address:

### III PARTICULARS OF ESCALATOR(S)*

1) *Size of Escalator (Length of Travel x Width x Vertical Displacement): ___________ mm ___________ mm ___________ mm

2) *Type and Escalator ID^A3 or numbering of the escalator(s)^A4: (Tick the appropriate box and insert the corresponding escalator(s) ID or numbering)
   - Escalator that is not a passenger conveyor / No.:
   - Passenger Conveyor / No.:

3) *Manufacturer of escalator(s)^5:

4) *Model of escalator(s)^5:

---

* Mandatory Field
^ Use separate sheet if necessary
^ Delete whichever is inapplicable

BPMG_EMED_A2_ver1 [July 2016]
## IV PARTICULARS OF ESCALATOR SERVICE CONTRACTOR

We confirm that:

1. we are an escalator service contractor registered with the Building and Construction Authority;
2. we are engaged by the escalator owner mentioned in Part (II) of this application form to carry out maintenance works for the escalator(s) listed in Part (III) of this application form;
3. we will carry out the maintenance works for the escalator(s) in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulation 2016; and
4. the information provided in this Part (IV) are true and accurate to the best of my knowledge:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>*Name of Escalator Service Contractor</td>
</tr>
</tbody>
</table>
| 2) | *Frequency of periodic maintenance: *(Tick the appropriate box)*
|   | □ Weekly  □ Fortnightly  □ Monthly  □ Others (Please specify) ____________________________ |
| 3) | *Registration Workhead and Financial Grade of Escalator Service Contractor |
| 4) | *UEN |

* Mandatory Field
^ Use separate sheet if necessary
\ Delete whichever is inapplicable

BPMG_EMED_A2_ver1 [July 2016]
V APPLICATION FOR A PERMIT TO OPERATE FOR ESCALATORS:

I/we hereby:
(1) apply for Permit to Operate for escalator(s) listed in Part IV of this application form;
(2) declare that this application is made within 3 months from the date in respect of which the escalator was examined, inspected and tested;
(3) confirm that the information provided above are true and accurate to the best of my knowledge;
(4) confirm that I/we have engaged the registered escalator service contractor mentioned in Part (IV) of this application form to maintain the escalator(s) listed in Part (III) of this application form in accordance with the requirements under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016; and
(5) attach the following documents together with this application:

(Tick the appropriate box)
1) Certificate of Escalator Examination, Inspection & Testing (BPMG_EMED_C3)
2) Certificate of Supervision of Installation of Lift(s)/Escalator(s) (BPD_CSC04)
3) Certificate of Supervision of Major Alteration or Replacement Works of Escalator(s) (BPMG_EMED_C4)
4) Escalator Location Plan(B)
5) Application Fee(C): S$ __________________________

Name and ^NRIC/UEN of ^Building/Structure Owner (includes individual/company):

Name and NRIC 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. :

* Mandatory Field
^ Use separate sheet if necessary
^ Delete whichever is inapplicable
^ Delete whichever is inapplicable
BPMG_EMED_A2_ver1 [July 2016]
EXPLANATORY NOTES

(A) GENERAL
1. This form is to be used for new installation, re-commissioning and renewal of Permit to Operate for escalator(s).
2. For application of a Permit to Operate for more than one escalator, only escalators in the same address will be considered in a single form.
3. If escalator ID(s) has/have been allocated, please fill in the escalator ID(s) in this application form.
4. Where escalator ID(s) has/have not been allocated, please fill in the escalator numbering(s) in this application form. The escalator numbering(s) of the escalator(s) should be numerical eg 1, 2, 3, etc or alphabetical eg A, B, C, etc or alphanumeric eg E1, E2, E3, etc.
5. Please use separate forms for escalator(s) of separate model(s) or by different manufacturer(s).
6. An acknowledgement of your application will be issued to you.

(B) DOCUMENTS
Please submit the following documents:
(a) Certificate of Escalator Examination, Inspection and Testing (BPMG_EMED_C2);
(b) One copy of escalator location plan showing the location(s) and the numbering of escalator(s) (applicable to new application);
(c) One copy of Certificate BPD_CSC04 - Certificate of Supervision of Installation of Lift(s)/Escalator(s) (applicable for new application);
(d) One copy of Certificate BPMG_EMED_C4 - Certificate of Supervision of Major Alteration or Replacement Works of Escalator(s) (applicable for re-commissioning of escalator(s) after major alternation and replacement works);

NOTE:
• All escalator location plans must be in either A3 or A4 size.

(C) APPLICATION FEE
Each application of escalator(s) in the same address shall be accompanied by the following fees:-
(a) where the total number of escalators to which the application relates is 10 or fewer, $20 per escalator;
(b) where the total number of escalators to which the application relates is more than 10, an amount equal to —
   (i) $200; plus
   (ii) $10 per escalator in excess of 10.

(D) CLASSIFICATION OF DEVELOPMENTS
(a) Developments may be classified as shown in the table below:

<table>
<thead>
<tr>
<th>S/N</th>
<th>Development Types</th>
<th>Building Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Commercial</td>
<td>Shop house, shopping complex, hotel, boarding house, chalet, backpacker’s hotel, hotels, restaurant, eating establishment, market, hawker or food centres and etc</td>
</tr>
<tr>
<td>2</td>
<td>Industrial</td>
<td>Factory, power station, power plant, workshop, warehouse and etc</td>
</tr>
<tr>
<td>3</td>
<td>Institutions</td>
<td>Government building, sports complex, hospital, clinic, nursing home, home for the aged, welfare home, pre-school, school, college, polytechnic, university, institute of learning and etc</td>
</tr>
<tr>
<td>4</td>
<td>Residential (HDB)</td>
<td>Housing Development Board estates</td>
</tr>
<tr>
<td>5</td>
<td>Residential (Private, Non-landed)</td>
<td>Private non-landed property, dormitory and etc</td>
</tr>
<tr>
<td>6</td>
<td>Residential (Landed)</td>
<td>Landed residential property and etc</td>
</tr>
<tr>
<td>7</td>
<td>Office buildings</td>
<td>Office tower, office building and etc</td>
</tr>
<tr>
<td>8</td>
<td>Transport stations and terminals</td>
<td>Transport station, interchange, passenger terminal including airports and ferry terminal and etc</td>
</tr>
<tr>
<td>9</td>
<td>Mixed development</td>
<td>Multi-purpose complex</td>
</tr>
<tr>
<td>10</td>
<td>Others</td>
<td>Structure such as overhead bridge, vehicle parking building and etc.</td>
</tr>
</tbody>
</table>

(E) PERIODIC MAINTENANCE OF ESCALATORS
(a) Escalator service contractors have to maintain the escalator(s) in accordance with requirements as stated below:

<table>
<thead>
<tr>
<th>Requirements Escalators</th>
<th>Periodic maintenance frequency</th>
<th>Periodic maintenance program</th>
</tr>
</thead>
<tbody>
<tr>
<td>All escalators</td>
<td>Once every month</td>
<td>The provisions for periodic maintenance in SS CP15:2004(^1)</td>
</tr>
</tbody>
</table>

\(^1\) SS CP 15:2004 means the Code of Practice for the Installation, Operation and Maintenance of Escalators and Passenger Conveyors
\(^*\) Mandatory Field
\(^*\) Use separate sheet if necessary
Delete whichever is inapplicable
BPMG_EMED_A2_ver1 [July 2016]
## Notification of Major Alteration or Replacement Works on Escalator(s)

[Regulation 29(1) of the Building Maintenance and Strata Management (Lift, Escalator & Building Maintenance) Regulations 2016]

### INSTRUCTIONS

1. Please read the attached Explanatory Notes before completing this form.
2. One copy of this form is to be submitted.
3. If an item is not applicable it is to be indicated as “N/A”.
4. Please tick (✓) in the appropriate boxes.
5. *Delete whichever is inapplicable.
6. Please use separate forms for escalator(s) of separate model(s) or by different manufacturer(s) or installed at different address(s) / location(s).
7. *Use separate sheet if necessary

### To be completed by building/structure owner

(1) *I/We hereby notify the Commissioner of the intended major alteration or replacement works that are to be carried out on the following escalator(s):

<table>
<thead>
<tr>
<th>Escalator(s) ID</th>
<th>Escalator(s) address / location</th>
<th>Name of escalator service contractor to carry out the major alteration or replacement works</th>
<th>Name of authorised examiner to supervise the major alteration or replacement works</th>
</tr>
</thead>
</table>

(2) *Description(s) and expected date of commencement of intended major alteration or replacement works on the escalator(s):

<table>
<thead>
<tr>
<th>Escalator ID</th>
<th>List of major alteration or replacement works</th>
<th>First date in respect of which major alteration or replacement works will be carried out</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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

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

Signature of *Building/Structure Owner or authorised representative (if Building/Structure Owner is a company)

Company Stamp (if applicable)

Office No. : Mobile No. : Email : Date :

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BPMG_EMED_N2_ver1 [July 2016]  
VIII-1
EXPLANATORY NOTES

(1) This form is to be filled up by the escalator(s) owner to notify Commissioner of the intended major alteration or replacement works that are to be carried out by the registered escalator service contractor.

(2) This form shall be submitted before the date on which the major alteration or replacement works are to commence.

(3) Submission is to be done via one of the following means:
   (i) Email a scanned copy of the form to BCA_ELIFT@bca.gov.sg;
   (ii) Fax to (65) 6334 4031, followed by a confirmation phone call to (65) 6334 2527 or confirmation email to BCA_ELIFT@bca.gov.sg; or
   (iii) Hardcopy submission by hand or by post. If by post, to be followed by a confirmation phone call to (65) 6334 2527 or confirmation email to BCA_ELIFT@bca.gov.sg.

(4) According to Regulation 29(2) of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016, major alteration or replacement works on an escalator include, but is not limited to, changing the speed, drive, control, safety device, braking system or step band of an escalator.

(5) There are no fees associated with this notification of major alteration or replacement works on an escalator.
BUILDING MAINTENANCE AND STRATA
MANAGEMENT ACT 2004
(ACT 47 OF 2004)

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

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

To: The Commissioner of Buildings
(Please quote file ref. where applicable: _____________________________)

Section A¹: Building/Structure Owner [under Regulation 29]

*I/We confirm that *I/We have engaged ____________________________ (name of escalator service contractor registered with BCA) to carry out major alteration or replacement works for escalator(s) ____________________________ (escalator(s) ID) (if available) or numbering
(escalator(s) address or location) as specified in Section B of this certificate under the supervision of an Authorised Examiner, ____________________________ (name of Authorised Examiner), in accordance with the requirements of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016.

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.

* Delete whichever is inapplicable.
** Please use separate sheet if necessary
BPMG_EMED_C4_ver1 [July 2016]
Section B¹: Escalator Service Contractor [under the Regulation 29]

We confirm that:
(1) we are a registered escalator service contractor with the Building and Construction Authority; and
(2) the major alteration or replacement works in respect of the following escalator(s) *has/have been carried out under the supervision of the independent Authorised Examiner, ______________________

____________________ (name of Authorised Examiner), 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:

<table>
<thead>
<tr>
<th>**Escalator ID⁵ or Numbering⁶</th>
<th>List of major alteration or replacement works</th>
<th>First date in respect of which major alteration or replacement works were carried out</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Name and UEN of Escalator Service Contractor (company name)  
Registration Workhead and Financial Grade of Escalator 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
BPMG_EMED_C4_ver1 [July 2016]
Section C:\ Authorised Examiner [Under Regulation 29]

I certify that:

(1) the escalator service contractor, ________________________________ (name of escalator service contractor registered with BCA), in Section B of this certificate has carried out the major alteration or replacement works of the escalator(s) _____________________________ ___________ (escalator(s) ID\(^2\) (if available) or numbering\(^6\)) at _____________________________ _____________________________ (escalator(s) address or location) mentioned in Section B of this certificate under my supervision in accordance with the requirements specified in SS CP 15:2004;

(2) I have examined, inspected and tested the escalator(s) and confirm that the design and installation is in accordance with the requirements specified in SS CP 15:2004; and

(3) I am not a partner, associate, director, officer or employee of the owner of the escalator or the escalator service contractor carrying out the major alteration or replacement works.

____________________________________
Name and NRIC/FIN of Authorised Examiner

____________________________________
Signature of Authorised Examiner

______________________________
Stamp of Authorised Examiner

_________________       _________________
Contact No.                      Date
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:

<table>
<thead>
<tr>
<th>Section A</th>
<th>Section B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Particulars of Escalator Service Contractor</td>
<td>1) Building/Structure Address</td>
</tr>
<tr>
<td>2) Escalator(s) ID, numbering and location</td>
<td>2) Escalator(s) ID, numbering and location</td>
</tr>
<tr>
<td>3) Name, NRIC/FIN/UEN, Signature, Stamp and Contact No. of Building/Structure Owner</td>
<td>3) Name, NRIC/FIN/UEN, Signature, Stamp, Registration Workhead and Financial Grade, and Contact No. of Escalator Service Contractor</td>
</tr>
<tr>
<td>4) Name of Authorised Examiner</td>
<td>4) Name of Authorised Examiner</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Name, NRIC/FIN, Signature, Stamp and Contact No. of Authorised Examiner</td>
</tr>
<tr>
<td>2) Escalator(s) ID, numbering and location</td>
</tr>
<tr>
<td>3) Name of Escalator Service Contractor</td>
</tr>
</tbody>
</table>

2. Applicable file reference may include structural plan submission reference number, A&A project reference number, or any project reference number pertaining to the escalator(s) in relation to this certificate.

3. This certificate is to be used for application of Permit to Operate for escalator(s) following the completion of major alteration and replacement of escalator(s).

4. For application of a Permit to Operate for more than one escalator, only escalators in the same address will be considered in a single form.

5. If escalator ID(s) has/have been allocated, please fill in the escalator ID(s) in this certificate.

6. Where escalator ID(s) has/have not been allocated, please fill in the escalator numbering in this certificate. The escalator numbering of the escalator(s) should be numerical eg 1, 2, 3, etc or alphabetical eg A, B, C, etc or alpha-numerical eg E1, E2, E3, etc.

* Delete whichever is inapplicable.
** Please use separate sheet if necessary

BPMG_EMED_C4_ver1 [July 2016]