

Item 1.7 – Lifts & Escalators

Please name your documents in the following numbering index:-

<u>Items</u>	<u>Index No.</u>
Company profile	
- Company name, their profile and organization chart of all the related companies with the Applicant under the same holding company in accordance with the provisions in Section 13 to 15 of the Companies Ordinance (Cap. 622) of Hong Kong	1
- Year of establishment with supporting documents including copy of Business and Company Registration	2
- Manpower Resources (Direct Staff) including Engineers and Mechanics for Maintenance of Lifts and Escalators Please specify the number of Registered Lift & Escalator Maintenance Engineers	3
- Inventory and Logistic Control (e.g. storage provision, availability of spare parts, special tools & equipment, inventory and logistic control systems, source of spare parts suppliers)	4
Job reference in the past 10 years (based on Contract commencement date)	
- Proven job reference of maintenance of Lifts and Escalators in office, commercial or residential properties Please provide details of client, site location, description of contract works, contract commencement and completion date, quantity, brand name and model of lifts and escalators for each location.	5
Technical Competence	
- Copy of Registered Lift and Escalator Contractor Certificate issued by EMSD	6
- Evidence to obtain the following technical documents to show the ability to maintain different types of lifts and escalators: a) Circuit Diagrams and Wiring Diagrams b) Hand held software modification controllers c) PCB boards d) Operational Controllers e) Software Manual f) Operation Manual g) Maintenance Manual h) Spare Parts Manual i) System Fault Diagnosis Manual j) Trouble Shooting Manual	7
- Evidence to demonstrate the capability to obtain relevant technical documents and purchase all genuine spare parts for lifts and escalators from the OEMs or in the market	8
- Evidence to demonstrate the ability to modify the lift control system including the software change to fulfill the customer's need	9
- Evidence to demonstrate the agreement with original supplier and the OEM such that proprietary spare parts, technical information and computer control program backup from them are readily available	10

Quality Management	
- Copy of ISO 9001, ISO 14001, ISO 45001 and OHSAS 18001 (if any)	11
Safety Management	
- Safety Policy/Statement	12
- Safety Management Plan (e.g. Safety organization, health and safety training, in-house safety rule and regulations, program for inspection to hazardous condition, job hazards analysis and control, personal protection programme, accident/dangerous occurrence investigation and reporting, emergency preparedness, safety committee, safety promotion, health assurance programme, evaluation, selection and control of sub-contractors, review of safety management system, safety audit)	13
- Safety records of past 2 years (fatal accident, reportable accident, dangerous occurrence, safety related prosecution)	14
Environmental Management	
- Environmental Management Policy/Statement	15
- Environmental Management System with ISO accreditation	16
Prequalification Questionnaire	
- Compliance to Supplier Code of Practice	17
- Integrated Management System Policy	18
- Corporate Responsibility Questionnaire	19
- Environmental Management Questionnaire	20