

**Electrical and Mechanical Services Department's requirements
and advisory notes on electrical and mechanical safety**

**(1) Electrical and Mechanical Safety Requirements on Application for a
Temporary Suspension Of Liability (TSOL)/License/Exemption for
Private Columbaria**

(a) Electricity Safety

For new or renewal applications of TSOL/license/exemption, a copy of appropriate and valid certificate (i.e. Form WR1 and/or Form WR2 whichever applicable) together with the documentary proof of registered electrical contractor (REC) and registered electrical worker (REW) signing and issuing the Form **shall be submitted to the Director of Food and Environmental Hygiene (DFEH)** so as to confirm the safe working condition of the fixed electrical installation (FEI) and that the requirements of the Electricity Ordinance (Cap. 406) and its subsidiary regulations have been met with details as follows:

- (i) For newly installed FEI or FEI with modification/alteration, a Work Completion Certificate (i.e. Form WR1) issued by REC and REW upon completion of the FEI and before the FEI is energized for use shall be submitted so as to confirm that the requirements of Cap. 406 and its subsidiary regulations have been met; and/or
- (ii) For existing FEI with approved loading exceeding 100A, a valid Certificate for Periodic Inspection, Testing and Certification (i.e. Form WR2) issued by REC and REW under the Electricity (Wiring) Regulations (Cap. 406E) covering the relevant FEI shall be submitted.

(b) Lifts and Escalators Safety

For new or renewal applications of TSOL/license/exemption, a copy of valid Use Permit(s) issued by EMSD confirming the permission of the lift(s) and / or escalator(s) to be put into used and operation, together with the Notification of Commencement of Works Involving Maintenance of the Lift(s) or Escalator(s) (i.e. Form LE3) submitted by Registered Lift Contractor and/ or Registered Escalator Contractor to the Electrical and Mechanical Services Department **shall be submitted to DFEH** so as to confirm the requirements of the Lifts and Escalators Ordinance (Cap. 618) and its subsidiary regulations have been met.

(2) Proposed requirements to be added in the Application Form

The following documents shall be submitted for New or Renewal Application of TSOL/license/exemption:

- (a) Photocopy of Fixed Electrical Installation Work – Work Completion Certificate (Form WR1) for newly installed fixed electrical installation (FEI) or FEI with modification/alteration (if applicable) and/or photocopy of valid Certificate for Periodic Inspection, Testing and Certificate (Form WR2) for FEI having an approved loading exceeding 100 amperes (single or three phase at nominal low voltage) (if applicable);
- (b) Photocopy of Certificate of Registration (or other equivalent documentary proof) of the registered electrical contractor (REC) and registered electrical worker (REW) signing and issuing the Form WR1 or Form WR2;
- (c) Photocopy of valid Use Permit of Lift/ Escalator; and
- (d) Photocopy of Form LE3 – Notification of Commencement of Works Involving Maintenance of Lift(s) or Escalator(s).

(3) Advisory Notes on Electrical and Mechanical Safety for Application for a TSOL/License/Exemption for Private Columbaria

(a) Electricity Safety

All fixed electrical installations (FEI) in columbarium premises shall comply with the requirements of the Electricity Ordinance (Cap. 406) and its subsidiary regulations as follows:

- (i) The owner of the FEI shall employ a registered electrical contractor (REC) to carry out any electrical work including installation, inspection, testing, maintenance, modification, repair and certification;
- (ii) Only registered electrical worker (REW) with appropriate grade shall be employed by the REC to do the electrical work;

- (iii) Upon completion of electrical work and before the FEI is energized for use, a Work Completion Certificate (i.e. Form WR1) shall be issued by REC and REW so as to confirm that the requirements of Cap. 406 and its subsidiary regulations have been met;
- (iv) A certification for periodic inspection, testing and certification (PITC) work (i.e. Form WR2) for FEI having an approved loading exceeding 100 amperes (single or three phase at nominal low voltage) carried out by REC and REW shall be arranged at least once every five years with the Form WR2 submitted for endorsement by the Director of Electrical and Mechanical Services; and
- (v) The FEI shall be inspected and maintained regularly (e.g. in annual basis) by REC and REW so as to ensure the safe working condition of the FEI.

(b) Lifts and Escalators Safety

- (i) All lift(s) and escalator(s) installed and operated in columbarium premises shall comply with the requirements of the Lifts and Escalators Ordinance (Cap. 618) and its subsidiary regulations.
- (ii) The use permit(s) for lift(s) and escalator(s) are valid for 12 months and 6 months respectively. The expiry of use permit will result in the prohibition on the use and operation of the lift/escalator concerned while there will be no effect on the approved TSOL/license/exemption for Private Columbaria.
- (iii) A registered lift/escalator contractor who undertakes any maintenance works of a lift/escalator in columbarium premises must, not later than 7 days before the first commencement day, notify EMSD in Form LE3 of commencement of works involving maintenance of the lift/escalator.