



**REPORT FOR ANNUAL INSPECTION
FOR APPLICATION FOR PERMIT TO OPERATE THE FIXED INSTALLATION (ESCALATOR(S))**

Commissioner of Buildings
Building and Construction Authority
52 Jurong Gateway Road
#11-01
Singapore 608550
Website: <https://www.bca.gov.sg/>

INSTRUCTIONS:

- (1) *Circle accordingly.
- (2) If "Not Satisfactory (NS)" is selected for any item, to indicate in the remarks column the reason(s) for selecting "NS".
- (3) Status of all items (except those marked as "Not Applicable (NA)") should be "Satisfactory (S)", at the point of inspection, before submission.
- (4) This checklist is not exhaustive. SPE must exercise their due diligence and flag out any other safety related observations that may affect the operation of the escalator, not listed in this checklist.

Address/Location: _____ (Postal Code) _____

Escalator Number: _____ Year of Installation/Completion: _____

Rise: _____ Step Width: _____ (mm) Type of Equipment: *Escalator/Moving Walk/Others

Applicable Code/Year: _____ Rated Speed: _____ (m/sec) Test Date: _____

Upper Landing Machinery Space (Drive Station)		Status*			Remarks
		Satisfactory (S);	Not Satisfactory (NS);	Not Applicable (NA)	
1	Escalator motor condition (e.g. cleanliness, proper lubrication, good operating condition, excessive noise, vibrations)	S	NS	NA	
2	Overspeed detection device condition (e.g. governor, encoder)	S	NS	NA	
3	Gearbox condition (e.g. noise, vibration, excessive heat, sufficient oil)	S	NS	NA	
4	Step chain condition (e.g. step chain tension device excessive elongation, smoothness of operation, sufficient lubrication)	S	NS	NA	
5	Main drive elements (i.e. chains, belts, sprockets) condition (e.g. visible wear and tear, excessive elongation)	S	NS	NA	
6	Handrail drive system condition (e.g. pressure roller, guide rollers, handrail chain)	S	NS	NA	
7	Controller and electrical system (e.g. PCB delamination, signs of overheating, function of RCD, MCCB)	S	NS	NA	
8	Escalator Motor Brake system Condition (e.g. brake switch, brake lining, brake sensors, brake arm movement)	S	NS	NA	
9	Escalator stopping distance (mm) _____ (as per code requirements at no load)	S	NS	NA	
10	Auxiliary Brake Condition and Functionality (e.g. smooth engagement of brakes and movable components)	S	NS	NA	
11	Housekeeping	S	NS	NA	
12	Safety zone out of upper landing is clear of obstructions (for upriding escalator)	S	NS	NA	
13	Upper landing comb condition (e.g. missing teeth, tightness of screws, misalignment)	S	NS	NA	
14	Upper floor plate secured and in good condition (e.g. floor plate secured flushed with surrounding floor)	S	NS	NA	

Inclines and transitions		Status* Satisfactory (S); Not Satisfactory (NS); Not Applicable (NA)			Remarks
15	Balustrade Condition (e.g. no sharp protrusions, cracked glass, loose/missing screws, etc)	S	NS	NA	
16	Escalator step/pallet condition (e.g. excessive warping, missing, chip, sharp teeth tread, etc)	S	NS	NA	
17	Escalator handrail condition (including handrail slippage) (i.e. handrail speed to be within +2% synchronisation with steps)	S	NS	NA	
18	Condition of anti-climbing, anti-sliding, access restriction and deflecting devices	S	NS	NA	
19	Skirt Deflector Condition	S	NS	NA	
20	All operational clearances (average measurement) - Clearance between step/pallet and side skirt: Right ___(mm), Left ___(mm) - Clearance between step/pallet and comb: ___(mm) - Clearance between 2 consecutive steps/pallets: ___(mm)	S	NS	NA	
21	Abnormal vibration	S	NS	NA	

Condition and Functionality of Safety Switches (indicate NA if switch/device is not installed)		Status* Satisfactory (S); Not Satisfactory (NS); Not Applicable (NA)			Remarks
22	Emergency stop switch/device	S	NS	NA	
23	Pit safety stop switch (both upper and lower landing pits)	S	NS	NA	
24	Handrail inlet safety switch/device	S	NS	NA	
25	Skirt panel switch/device	S	NS	NA	
26	Escalator comb switch/device	S	NS	NA	
27	Step sag switch/device	S	NS	NA	
28	Step upthrust switch/device	S	NS	NA	
29	Missing step detection switch/device	S	NS	NA	
30	Drive chain tension switch/device	S	NS	NA	
31	Step chain tension / Carriage Tension monitoring switch/device	S	NS	NA	
32	Floor plate or access cover detection switch/device	S	NS	NA	
33	Handrail speed monitoring switch/device (including handrail broken switch if fitted)	S	NS	NA	
34	Auxiliary brake activation switch	S	NS	NA	
35	Unintentional reversal switch/device (tested to manufacturer's recommendation)	S	NS	NA	

Lower Landing Machinery Space (Return Station)		Status* Satisfactory (S); Not Satisfactory (NS); Not Applicable (NA)			Remarks
36	Escalator steps return sprocket condition	S	NS	NA	
37	Carriage tension spring settings and condition	S	NS	NA	
38	Lower floor plate secured and in good condition	S	NS	NA	
39	Safety zone out of lower landing is clear of obstructions (for down riding escalator)	S	NS	NA	
40	Lower landing comb condition (e.g. missing teeth, misalignment, movement of comb plate for switch activation)	S	NS	NA	
41	Housekeeping	S	NS	NA	

Structure/Surroundings		Status* Satisfactory (S); Not Satisfactory (NS); Not Applicable (NA)			Remarks
42	Condition of truss structure and connections, wherever accessible (e.g. rusty bolts and nuts, etc)	S	NS	NA	
43	Escalator safety usage signages	S	NS	NA	

Section B
Any Other Observations & Declarations

Any other observations (to be used for both full and/or no load test):	
44	<p>Observations*: <i>*[Escalators located outdoors may require more checks due to exposure to elements, additional observations may be recorded here]</i></p>

Declaration by FI testing contractor:
<p>I, on behalf of the FI Service Contractor engaged by the owner of the Escalator to examine, inspect and test the Escalator in accordance with Regulation 29(3) of the Building Control (Fixed Installations) Regulations 2025 ("FI testing contractor"), declare that:</p> <p>(1) The measurements, observations and information as stated above are true and accurate as at the date of this submission.</p> <p>(2) The FI testing contractor has carried out the examination, inspection and testing of the Escalator in accordance with regulation 29(3) of the FI Regs, in the presence of the supervising SPE.</p> <p>I/We submit all information and data in the Report for Annual Inspection/Load Testing for Application for Permit to Operate the Escalator(the "Report"), and all information and data in respect of and in connection with the Escalator whether submitted now or in the future, to the Commissioner of Building Control, and I/we consent for the Commissioner of Building Control to disclose any or all such information and data to the Building and Construction Authority, and all other public sector agencies and authorities in Singapore, who may use such information and data for: (a) exercising their powers; (b) discharging their functions; and/or (c) developing and/or promoting the built environment in Singapore and persons in the built environment sector.</p>
FI Testing Contractor:
Name of Representative:
Designation of Representative:
Date of Submission:

Declaration by FI Inspector:

I, as the FI Inspector, declare that:

- (1) I have checked and verified the measurements, observations and information, and I confirm that the measurements, observations and information as stated above are true and accurate as at the date of this submission.
- (2) I have witnessed the FI testing contractor carrying out the examination, inspection and testing of the Escalator and I confirm that the FI testing contractor carried out the examination, inspection and testing of the Escalator in accordance with regulaton 29(3) of the FI Regs in my presence.
- (3) I am of the opinion that the Escalator is fit for operation.
- (4) I, and my nominees (if any), am not a partner, associate, director, officer or employee of the owner of the Escalator or the FI testing contractor carrying out the examination, inspection and testing of the Escalator or an associate of the above mentioned persons.
- (5) the Escalator complies with (a) the objectives and performance requirements set out in the Third Schedule of the FI Regs, (b) the relevant plans approved by the Commissioner of Building Control, if any, and (c) any terms and conditions in the approved plans imposed by the Commissioner of Building Control.
- (6) the Escalator complies with the maintenance outcomes in the Fourth Schedule of the FI Regs.

I/We submit all information and data in the Report for Annual Inspection/Load Testing for Application for Permit to Operate the Escalator (the "Report"), and all information and data in respect of and in connection with the Escalator whether submitted now or in the future, to the Commissioner of Building Control, and I/we consent for the Commissioner of Building Control to disclose any or all such information and data to the Building and Construction Authority, and all other public sector agencies and authorities in Singapore, who may use such information and data for: (a) exercising their powers; (b) discharging their functions; and/or (c) developing and/or promoting the built environment in Singapore and persons in the built environment sector.

Name of FI Inspector:

FI Inspector Signature:

Date of Submission:

Declaration by supervising SPE:

I, as the supervising SPE, declare that:

- (1) I have checked and verified the measurements, observations and information, and I confirm that the measurements, observations and information as stated above are true and accurate as at the date of this submission.
- (2) I have witnessed / I have appointed a Fixed Installation Inspector to witness the FI testing contractor carrying out the examination, inspection and testing of the Escalator, and I confirm that the FI testing contractor carried out the examination, inspection and testing of the Escalator in accordance with regulaton 29(3) of the FI Regs in my presence / in the presence of the appointed Fixed Installation Inspector.
- (3) I am of the opinion that the Escalator is fit for operation.
- (4) I, and my nominees (if any), am not a partner, associate, director, officer or employee of the owner of the Escalator or the FI testing contractor carrying out the examination, inspection and testing of the Escalator or an associate of the above mentioned persons.
- (5) the Escalator complies with (a) the objectives and performance requirements set out in the Third Schedule of the FI Regs, (b) the relevant plans approved by the Commissioner of Building Control, if any, and (c) any terms and conditions in the approved plans imposed by the Commissioner of Building Control.
- (6) the Escalator complies with the maintenance outcomes in the Fourth Schedule of the FI Regs.

I/We submit all information and data in the Report for Annual Inspection/Load Testing for Application for Permit to Operate the Escalator (the "Report"), and all information and data in respect of and in connection with the lift whether submitted now or in the future, to the Commissioner of Building Control, and I/we consent for the Commissioner of Building Control to disclose any or all such information and data to the Building and Construction Authority, and all other public sector agencies and authorities in Singapore, who may use such information and data for: (a) exercising their powers; (b) discharging their functions; and/or (c) developing and/or promoting the built environment in Singapore and persons in the built environment sector.

Name of Supervising SPE:

SPE Signature:

Date of Submission: