



**BUILDING CONTROL
(FIXED INSTALLATIONS)
REGULATIONS 2025**

**REPORT FOR ANNUAL INSPECTION
FOR APPLICATION FOR PERMIT TO OPERATE THE LIFT**

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. Fixed Installation Works Service Contractor ("FI Service Contractor") must exercise their due diligence and flag out any other safety related observations that may affect the operation of the lift, not listed in this checklist.
- (5) For lifts with components not fitted (e.g. ropes for direct actuated hydraulic lifts), to indicate "NA".

Address/Location: _____ (Postal Code) _____

Lift ID/Number: _____ Year of Installation/Completion: _____

Type: Hydraulic Lift, Vertical Platform Lift ("VPL"), Stair/Chair Lift, Others: _____ Applicable Code/Year: _____

Number of stops: _____ Rated speed (m/sec): _____

Test Date: _____; Full Load Test / No Load Test Rated Load: _____ (kg)

Section A

Checks for Annual Inspection - Hydraulic Lifts (CP2/SS550)

Hydraulic Lifts (CP2/SS550)		Status*			Remarks
		Satisfactory (S); Not Satisfactory (NS); Not Applicable (NA)			
Machine room / Head room					
1	Hydraulic Power Unit (HPU) condition (e.g. oil leaks)	S	NS	NA	
2	Hydraulic components condition (e.g. pressure relief valve, non-return valve, hoses, cylinder, oil seals)	S	NS	NA	
3	Controller and electrical system (e.g. PCB delamination, signs of overheating, function of ELCB/RCD)	S	NS	NA	
4	Rupture valve condition (e.g. excessive rust, proper fitting)	S	NS	NA	
5	Overspeed governor sheave condition	S	NS	NA	
	Overspeed governor tripping mechanism	S	NS	NA	
	Overspeed governor overspeed switch function	S	NS	NA	
	Flyweights condition (e.g. free/non-restricted movement of flyweights)	S	NS	NA	
	All linkages and moving parts in the overspeed governor are free of defects	S	NS	NA	
5	Overspeed governor gripping jaw function (e.g. jaw is able to effectively grip the rope, pulling force of the governor effectively engages the safety gear)	S	NS	NA	
	Safety gear switch function	S	NS	NA	
6	Safety gear function (without traction machine brake activation)	S	NS	NA	
	Unintended Car Movement Prevention (UCMP) function	S	NS	NA	
7	Emergency power supply for lighting, ventilation, alarm and intercom systems (e.g. EBOPS, ARES, UPS) function	S	NS	NA	
8					

Hoist way / Lift Shaft																									
9	Suspension rope condition (e.g. excessive broken wires of strands, excessive rouging, excessive rust; according to manufacturer's recommendations)	S	NS	NA																					
10	Required \varnothing (mm) _____ Fill in the measured \varnothing of each rope (mm) in the table below: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>Rope 1</td><td>Rope 2</td><td>Rope 3</td><td>Rope 4</td><td>Rope 5</td><td>Rope 6</td><td>Rope 7</td><td>Rope 8</td><td>Rope 9</td><td>Rope 10</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>	Rope 1	Rope 2	Rope 3	Rope 4	Rope 5	Rope 6	Rope 7	Rope 8	Rope 9	Rope 10											S	NS	NA	
Rope 1	Rope 2	Rope 3	Rope 4	Rope 5	Rope 6	Rope 7	Rope 8	Rope 9	Rope 10																
11	Door locks and switches (e.g. landing door, emergency access door)	S	NS	NA																					
Lift Car & Lift Pit																									
12	25mm car door gap test on the doorway	S	NS	NA																					
13	Car door mechanical lock function	S	NS	NA																					
14	10mm car & landing door gap with door frame	S	NS	NA																					
15	Door protection devices function	S	NS	NA																					
16	Buffer condition (e.g. proper fixing, oil level, oil leak, aging polyurethane buffer, cracked or corroded spring) Buffer type _____	S	NS	NA																					
17	All emergency-stop switches (e.g. machine room, hoist way, car top, lift pit)	S	NS	NA																					
18	Overspeed governor rope tension sheave condition	S	NS	NA																					
19	Lift pit ladder (e.g. accessibility, condition)	S	NS	NA																					
20	Lift pit cleanliness	S	NS	NA																					
21	Ventilation / illumination requirements (e.g. machinery space, car top, lift pit)	S	NS	NA																					

Section B
Checks for Annual Inspection - Vertical Platform Lifts

Vertical Platform Lifts		Status* Satisfactory (S); Not Satisfactory (NS); Not Applicable (NA)			Remarks
Machine Room / Lift Pit					
1	Condition of VPL drive (e.g. screw and nut assembly, rack and pinion assembly) Type of drive: _____	S	NS	NA	
2	Controller and electrical system (e.g. PCB delamination, signs of overheating, function of ELCB, RCD)	S	NS	NA	
3	Condition of pit prop	S	NS	NA	
4	Condition of safety devices fitted for the purpose of arresting free fall of platform (e.g. safety nut, safety gear)	S	NS	NA	
5	Buffer condition (e.g. proper fixing, oil level, oil leak, aging polyurethane buffer, cracked or corroded spring) Buffer type _____	S	NS	NA	
Platform					
6	Control devices located on the platform, which are used to control the movement of the platform are hold-to-run	S	NS	NA	
7	All open edges are fitted with edge protection devices (e.g. sensitive edge, photo cells, light curtains)	S	NS	NA	
8	All edge protection devices are functioning as intended	S	NS	NA	
9	Emergency stop switch is functioning as intended	S	NS	NA	
10	Condition of landing door lock mechanism (including electrical interlocks)	S	NS	NA	
11	Function of alarm and intercom	S	NS	NA	
Hoistway					
12	Suspension rope condition (e.g. excessive broken wires of strands, excessive rouging, excessive rust; according to manufacturer's recommendations)	S	NS	NA	

Section C
Checks for Annual Inspection - Stair/Chair Lifts

Stair/Chair Lifts		Status*			Remarks
		Satisfactory (S);	Not Satisfactory (NS);	Not Applicable (NA)	
1	Condition of lift drive (e.g. screw and nut assembly, rack and pinion assembly)	S	NS	NA	
2	Controller and electrical system (e.g. PCB delamination, signs of overheating, function of ELCB, RCD)	S	NS	NA	
3	Condition of hard stop buffer (if applicable)	S	NS	NA	
4	Condition of safety devices fitted for the purpose of arresting roll back	S	NS	NA	
5	Condition of barriers and all associated interlocks	S	NS	NA	
6	Functionality of emergency stop button	S	NS	NA	
7	Functionality of sensitive edges and surfaces	S	NS	NA	
8	Condition of stairlift connection to staircase/building structure	S	NS	NA	
9	Control devices, which are used to control the movement of the stair/chair lift are hold-to-run	S	NS	NA	

Section D
Any Other Observations & Declarations

Any other observations (to be used for both full and/or no load test):	
1	Observations:

Declaration by FI testing contractor:

I, on behalf of the FI Service Contractor engaged by the owner of the Lift to examine, inspect and test the Lift in accordance with Regulation 29(3) of the Building Control (Fixed Installations) Regulations 2025 ("FI testing contractor"), declare that:

- (1) The measurements, observations and information as stated above are true and accurate as at the date of this submission.
- (2) The FI testing contractor has carried out the examination, inspection and testing of the Lift in accordance with regulation 29(3) of the FI Regs, in the presence of the supervising SPE.

I/We submit all information and data in the Report for Annual Inspection/Load Testing for Application for Permit to Operate the Lift (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.

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 Lift, and I confirm that the FI testing contractor carried out the examination, inspection and testing of the Lift in accordance with regulation 36(2) of the FI Regs in my presence.
- (3) I am of the opinion that the Lift 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 Lift or the FI testing contractor carrying out the examination, inspection and testing of the Lift, or an associate of the above mentioned persons.
- (5) the Lift 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 Lift 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 Lift (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 FI Inspector:

FI Inspector Signature:

Date of Submission:

Declaration by supervising SPE:	
<p>I, as the supervising SPE, declare that:</p> <p>(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.</p> <p>(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 Lift, and I confirm that the FI testing contractor carried out the examination, inspection and testing of the Lift in accordance with regulation 29(3) of the FI Regs in my presence / in the presence of the appointed Fixed Installation Inspector.</p> <p>(3) I am of the opinion that the Lift is fit for operation.</p> <p>(4) I, and my nominees (if any), am not a partner, associate, director, officer or employee of the owner of the Lift or the FI testing contractor carrying out the examination, inspection and testing of the Lift, or an associate of the above mentioned persons.</p> <p>(5) the Lift 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.</p> <p>(6) the Lift complies with the maintenance outcomes in the Fourth Schedule of the FI Regs.</p> <p>I/We submit all information and data in the Report for Annual Inspection/Load Testing for Application for Permit to Operate the Lift (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.</p>	
Name of Supervising SPE:	SPE Signature:
Date of Submission:	