



**REPORT FOR ANNUAL INSPECTION/LOAD TESTING
FOR APPLICATION FOR PERMIT TO OPERATE THE FIXED INSTALLATION (TRACTION LIFT(S))**

Commissioner of Building Control
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. Specialist Professional Engineers ("SPE") 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.

Address/Location: _____ (Postal Code) _____

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

Type: Machine Room / Machine Roomless(MRL) ; Home / Passenger / Goods / 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 Testing of Traction Lifts (both Full and/or No-Load Test)

Machine room/head room	Description	Status			Remarks
		Satisfactory (S);	Not Satisfactory (NS);	Not Applicable (NA)	
1	Traction motor condition (e.g. coupling condition)	S	NS	NA	
2	Drive & traction and deflector sheaves (e.g. groove profile and condition)	S	NS	NA	
3	Gearbox (e.g. oil condition and level, excessive backlash, bearings condition)	S	NS	NA	
4	Effectiveness of brakes (checks include: free moving plunger, plunger lever movement, brake drum surface contamination, verification of air gap)	S	NS	NA	
5	Overspeed governor sheave condition	S	NS	NA	
6	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	
	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	
7	Ascending Car Over speed Protection (ACOP): Detection means used _____ Stopping means used _____	S	NS	NA	
8	Unintended Car Movement Prevention (UCMP) function	S	NS	NA	
9	Terminal speed reduction system function	S	NS	NA	
10	Emergency power supply for lighting, ventilation, alarm and intercom systems (e.g. EBOPS, ARES, UPS) function	S	NS	NA	
11	Controller and electrical system (e.g. PCB delamination, signs of overheating, function of ELCB)	S	NS	NA	Previously only for full load test
12	Governor rope ϕ - Required (mm) _____ Measured(mm): _____	S	NS	NA	Previously only for full load test
13	Automatic Rescue Device (ARD) function	S	NS	NA	

Hoist way		Status Satisfactory (S); Not Satisfactory (NS); Not Applicable (NA)			Remarks																			
13	Door locks and switches (e.g. landing door, emergency access door)	S	NS	NA																				
14	Suspension rope condition (e.g. excessive broken wires of strands, excessive rouging, excessive rust; according to manufacturer's recommendations)	S	NS	NA	Previously only for full load test																			
15	Required \varnothing (mm) _____ Fill in the measured \varnothing of each rope (mm) in the table below:	S	NS	NA	Previously only for full load test																			
	<table border="1"> <thead> <tr> <th>Rope 1</th> <th>Rope 2</th> <th>Rope 3</th> <th>Rope 4</th> <th>Rope 5</th> <th>Rope 6</th> <th>Rope 7</th> <th>Rope 8</th> <th>Rope 9</th> <th>Rope 10</th> <th>Rope 11</th> <th>Rope 12</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Rope 1	Rope 2	Rope 3	Rope 4	Rope 5	Rope 6	Rope 7	Rope 8	Rope 9	Rope 10	Rope 11	Rope 12							
Rope 1	Rope 2	Rope 3	Rope 4	Rope 5	Rope 6	Rope 7	Rope 8	Rope 9	Rope 10	Rope 11	Rope 12													

Lift car and pit		Status Satisfactory (S); Not Satisfactory (NS); Not Applicable (NA)			Remarks
16	25mm car door gap test on the doorway	S	NS	NA	
17	Car door mechanical lock function	S	NS	NA	
18	10mm car & landing door gap with door frame	S	NS	NA	
19	Door protection devices function	S	NS	NA	
20	Counterweight runby signage	S	NS	NA	
21	Design Counterweight runby: _____ Measured Car top clearance (mm) _____ Measured Counterweight Runby (mm) _____	S	NS	NA	
22	Buffer condition (e.g. proper fixing, oil level, oil leak, aging polyurethane buffer, cracked or corroded spring) Buffer type _____	S	NS	NA	
23	All emergency-stop switches (e.g. machine room, hoist way, car top, lift pit)	S	NS	NA	
24	Overspeed governor rope tension sheave condition	S	NS	NA	
25	Lift pit ladder (e.g. accessibility, condition)	S	NS	NA	
26	Lift pit cleanliness	S	NS	NA	
27	Ventilation / illumination requirements (e.g. machinery space, car top, lift pit)	S	NS	NA	

Section B
Full Load Test of Traction Lifts Only

Additional checks/tests for full load		Status Satisfactory (S); Not Satisfactory (NS); Not Applicable (NA)			Remarks
Machine room / Head room					
28	Emergency brake stopping distance (mm) _____	S	NS	NA	
29	Manual rescue function (electrical / mechanical)	S	NS	NA	
30	Load balance point (%) _____	S	NS	NA	
Hoist way					
31	Overspeed governor and safety gear function at full load (refer to item 6)	S	NS	NA	To align to SS550
Lift Car and Pit					
32	Function of over-load weighing device, its alarm and indicator	S	NS	NA	

Section C
Any Other Observations & Declarations

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

33	Observations:
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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 29(3) 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 Supervisor QP:

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 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.
- (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 Supervising SPE:

SPE Signature:

Date of Submission: