

**FORM – E2**  
**[See sub-rule (2) of rule 9]**  
**REPORT OF COMMENCEMENT OF WORK OF INSTALLATION or**  
**ADDITION/ALTERATION**

Sl. No.

Date .....

To,  
The Inspector of Lifts, Escalators and Passenger Conveyors,

.....

I/We have undertaken the Lift or Escalator or Passenger conveyor installation work as detailed below

- (1) Name and Address of the owner of lift(s)/escalator(s)/passenger conveyor(s)
- (2) Location and Address of lift(s)/escalator(s)/passenger conveyor(s) installation
- (3) Nature of Installation (see note 1)
- (4) Details of work
- (5) Date of Commencement (see note 2)
- (6) Date of Completion as per agreement
- (7) Name of authorized technicians: assigned for the above job.
  1. Electrical
  2. Fitter
  3. Electronic Mechanic/equivalent
- (8) Name of apprentices (s) assigned if any
- (9) Name of the authorized supervising engineers :
  1. Electrical Engineer
  2. Mechanical Engineer

Signature of Owner

Signature of the Registered person with seal of  
the firm and Registration No.

**Note. 1:** State whether Extra High, High, Medium or Low Voltage installation and whether domestic (Light, Power, etc.), residential, commercial, Industrial, commercial cum residential etc.

**2:** Full details as to number of lift/(s), escalator /(s) and passenger conveyor (s), erection, addition or alteration to existing and any other accessories to be given.

**FORM – E3**

**[See sub-rule (3) of rule 9]**

**Details of bill board to be displayed at the entrance of the lift(s)/escalator(s)/passenger conveyor(s) installation by the registered person:**

The installation/erection, addition/alteration works of the lift(s)/escalator(s)/passenger conveyor(s) owned by M/s . . . . . is/are undertaken by the following registered person.

(1) Name and address of registered person with the firm name:-

(2) Registration Number with validity:-

(3) Name of the authorized supervising engineers:-

1.

2.

(4) Name of the Authorized technicians:-

1.

2.

3.

(5) Name of Apprentice technician's:-

1.

2.

3....

# FORM-H1

## [see clause (ii) of sub-rule (4) of rule 12] Maintenance Log Book

Building Name:		City/Town:	
Product Type	<input type="checkbox"/> Elevator	<input type="checkbox"/> Escalator	<input type="checkbox"/> Passenger conveyer
Type of visit	<input type="checkbox"/> Preventive Maintenance	<input type="checkbox"/> call out	<input type="checkbox"/> Repair <input type="checkbox"/> Audit
Date /Time of call out		Job status <input type="checkbox"/> closed <input type="checkbox"/> not closed	

Technician Name	Arrival Date	Arrival time	Restored date	Restored time

Status on arrival:	
<input type="checkbox"/>	Running correctly
<input type="checkbox"/>	Not Running -on level
<input type="checkbox"/>	Not-Running -Escalator/passenger conveyer
<input type="checkbox"/>	Running with problem
<input type="checkbox"/>	Not-Running -out of level
<input type="checkbox"/>	Entrapment
Maintenance Module	completed
Basic Inspection	<input type="checkbox"/>
Cleaning & Lubricating the Guides	<input type="checkbox"/>
Examining the ropes and their attachments	<input type="checkbox"/>
Examining the safety Devices	<input type="checkbox"/>
Examining and lubricating the door locks	<input type="checkbox"/>
Lubricating all moving parts	<input type="checkbox"/>
Control panel module	<input type="checkbox"/>
Machine module	<input type="checkbox"/>
Signalization module	<input type="checkbox"/>
Drive module (Escalator/passenger conveyer)	<input type="checkbox"/>
Brake module (Escalator/passenger conveyer)	<input type="checkbox"/>
Handrail module (Escalator/passenger conveyer)	<input type="checkbox"/>
Comb plate module (Escalator/passenger conveyer)	<input type="checkbox"/>
Guide Module (Escalator/passenger conveyer)	<input type="checkbox"/>
Step Module (Escalator/passenger conveyer)	<input type="checkbox"/>

Rectification Result:		
<input type="checkbox"/>	Equipment running	
<input type="checkbox"/>	Equipment running, not yet fixed	
<input type="checkbox"/>	Equipment not running, not yet fixed	
<input type="checkbox"/>	others; (specify)	
Rectification Area		
Elevator	Escalator (Passenger conveyer)	completed
Guide Rails	Drive station	<input type="checkbox"/>
Doors & Entrances	Track system	<input type="checkbox"/>
Machine room equipments	Truss	<input type="checkbox"/>
Shaft equipments	safety signs/cladding	<input type="checkbox"/>
car	Skirting	<input type="checkbox"/>
car sling	Handrail system	<input type="checkbox"/>
counter weight	Step Band	<input type="checkbox"/>
Rope assemblies	Floor plate	<input type="checkbox"/>
control system	comb carrier	<input type="checkbox"/>
Drive system	Electrical system	<input type="checkbox"/>
Signalization	Deckings	<input type="checkbox"/>
Peripheral Devices	Balustrades	<input type="checkbox"/>
Power supply	Power supply	<input type="checkbox"/>
Others	Others	<input type="checkbox"/>

Technician's Remarks	

Additional works/parts replaced	

Customer comments	

Technician name/Employee No.		Technician Signature	
Customer Name	Date	Customer Signature	Date