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GUIDANCE NOTES FOR LIFT INSTALLERS

**Lifts Regulations, 2002 (L.N. 370 of 2002)
Inspection of Lifts Regulations, 2007 (L.N. 231 of 2007)**

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1. INTRODUCTION & SCOPE

- 1.1 The purpose of this document is to provide a set of guidelines to enable installers of lifts better understand and meet the requirements of the Lifts Directive 95/16/EC, which is the European Law regulating the safety and placing on the market of lifts.
- 1.2 The Lifts Directive has been implemented into Maltese law via Legal Notice 370 of 2002.

2. DISCLAIMER

- 2.1 This document has no legal value. All the contents of this document are being given gratuitously and without prejudice. They are purely of informational and advisory character and the Authority shall not accept any liability or claim for damages arising out of such contents.
- 2.2 Only the text of the Regulations is authentic in law. Should there be differences between the contents of this guide and the text of the Regulations, the latter shall prevail.
- 2.3 For further information please contact the Malta Standards Authority.

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3. WHAT IS A LIFT?

3.1 Lift means an appliance serving specific levels having a car moving along guides which are rigid and inclined at an angle of more than 15 degrees to the horizontal and intended for the transport of:

- Persons;
- Persons and goods;
- Goods alone if the car is accessible, that is to say, a person may enter it without difficulty, and fitted with controls situated inside the car or within reach of a person inside.

3.2 Lifts moving along a fixed course even where they do not move along guides which are rigid shall fall within the scope of these regulations (for example, scissor lifts).

3.3 These regulations shall apply to lifts permanently serving buildings and constructions.

4. APPLICABILITY & ENTRY INTO FORCE

4.1 The Lifts Regulations, 2002, apply only to lifts placed on the market and put into service as from 1st July 2002 onwards.


4.2 ***"Placing on the market"*** of a lift is defined as the moment when the lift is first made available to the user. The Regulations do not distinguish between different categories of user. This means that the lift is considered as being placed on the market as soon as it is available for use, irrespective of who the end user is.

4.3 Safety components (listed in Schedule IV of the Regulations) must also comply with these regulations if placed on the market as from 1st July 2002 onwards.

5. EXCLUSIONS FROM SCOPE

5.1 These regulations shall *not* apply to:

- Lifting appliances whose speed is not greater than 0,15 m/s;
- Construction site hoists;
- Cableways, including funicular railways;
- Lifts specially designed and constructed for military or police purposes;
- Lifting appliances from which work can be carried out;
- Mine winding gear;
- Lifting appliances intended for lifting performers during artistic performances;
- Lifting appliances fitted in means of transport;

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- Lifting appliances connected to machinery and intended exclusively for access to workstations including maintenance and inspection points on the machinery;
- Rack and pinion trains;
- Escalators and mechanical walkways.

5.2 It should be noted that the above products may still fall under other EU legislation which calls for specific requirements, including, for example, the CE-marking if falling under the Machinery Regulations, 2009.


6. WHO IS THE INSTALLER OF THE LIFT?

6.1 The "***installer of a lift***" is the person or company who assumes full responsibility for the safety and compliance of the installed lift with the Lifts Regulations, 2002, regardless of whether or not that person or Company actually carries out the design, manufacture or installation of the lift. Such responsibility normally falls on the person or company who affixes the CE-mark on the lift and places the lift on the market.

7. GENERAL RESPONSIBILITIES OF THE INSTALLER


7.1 Here is a step-by-step approach of what are the installer's main responsibilities:

- (a) Identify which Regulation/s are applicable to the lift;

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- (b) Understand and follow the requirements of the Regulation/s, in particular, the essential health and safety requirements normally found in Schedule I of the Regulation/s. If necessary, seek advice from the MSA;
- (c) Preferably, use European harmonized standards (EN standards) which give presumption of conformity to the legal requirements;
- (d) Ensure that the lift is installed in conformity to these requirements. This involves using components that are compliant to any applicable regulations;
- (e) Check whether and at what stage is an independent assessment of conformity is required from what is known as a Notified Body. A list of these approved bodies can be obtained from MSA;
- (f) Draft and maintain the technical documentation required by the Regulation/s;
- (g) Draw up the Declaration of Conformity;
- (h) Affix the CE-mark on the lift;
- (i) Register the newly installed lift with MSA.

7.2 Only lifts that comply to the above requirements can be placed on the market as from 1st July 2002 onwards.

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8. DOCUMENTATION ACCOMPANYING LIFTS

8.1 Each lift must be accompanied by documentation drawn up in Maltese or English. The documentation must contain at least:

- An instruction manual containing the plans and diagrams necessary for normal use and relating to maintenance, inspection, repair, periodic checks and the rescue operations referred to in section 4.4 of Schedule I to the Legal Notice;
- A logbook in which repairs and, where appropriate, periodic checks can be noted.

8.2 The documentation must be supplied by the installer of the lift to the owner of the lift when the lift is placed on the market and before the lift is put into service. In cases where the person responsible for the design and construction of the lift is different from the person responsible for the installation, the designer and constructor must supply all the necessary documents to the installer so that they can be included in the documentation supplied to the owner. However it should be stressed that the installer of the lift has the entire responsibility for ensuring that the documentation is supplied to the owner when the lift is placed on the market.

8.3 Since part of the information included in the documentation relates to the in-service inspection and maintenance of the lift and to the means provided for the release and evacuation of trapped persons in case of a breakdown, the relevant parts of the documentation must be made available to the people in charge of the inspection


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and maintenance of the lift and to the rescue service. Whilst this is the responsibility of the owner of the lift, it is useful for the lift installer as well to provide a convenient place on the lift installation for the storage of the instruction manual and the logbook.

- 8.4 The lift installers' instructions must provide the information necessary to alert the owner of the lift about the need for adequate maintenance. In particular, they must include information relating to the foreseeable lifetime of critical components and criteria for their inspection and replacement.
- 8.5 The lift installer's instructions must provide the information on the use of any special equipment, such as special tools or software, necessary for the safe and effective maintenance of the lift or for rescue operations.
- 8.6 The documentation mentioned in Schedule I section 6.2 shall also include the EC Declarations of conformity for the safety components (issued by their respective manufacturers) incorporated into the lift installation.

9. EC DECLARATION OF CONFORMITY FOR LIFTS

- 9.1 The EC Declaration of Conformity (DoC) must accompany the lift, in other words, the installer must provide the original DoC to the lift owner when the lift is placed on the market, before it is put into service.

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9.2 The installer must keep a copy of the DoC for 10 years from the date on which the lift was placed on the market and make it available, on request, to the European Commission, the Member States and Notified Bodies, together with the reports of the tests carried out in the final inspection. A copy of the DoC will also be required for registration purposes.

9.3 When more than one Regulation is applicable to the same product (for example, the Lifts Regulations and the Electro-magnetic Compatibility Regulations) it is possible to draw up a single DoC attesting conformity to all the applicable Regulations, providing that the information required by each Regulation is included.

10. CONTENT OF THE DECLARATION OF CONFORMITY FOR INSTALLED LIFTS

10.1 The EC declaration of conformity **must** contain the following information:

- Name and address of the installer of the lift;
- Description of the lift, details of the type or series, serial number and address where the lift is fitted;
- Year of installation of the lift;
- All relevant provisions and regulations to which the lift conforms;
- Reference to harmonized standards used;


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- Name, address and identification number of the notified body which carried out independent assessment of conformity;
- Reference to any certificates issued by the Notified Body (such as the EC type-examination certificate);
- Signature and identification of the signatory having been empowered to act on behalf of the lift installer;
- Date.

11. INTERFACE BETWEEN THE LIFT AND THE BUILDING OR CONSTRUCTION

11.1 Since a lift installation has an interface with the building or construction in which it is installed, it is important to ensure an adequate exchange of information between the lift installer and the person responsible for the work on the building or construction:

- The person responsible for work on the building or construction must provide the lift installer with all the necessary information relating to the structure of the building, such as the dimensions of the shaft and the machinery space and the materials used, in order to ensure that the lift design is compatible with the building where it is to be installed. He must also inform the lift installer of any particular requirements the lift must satisfy in view of its intended use, such as a particular degree of stopping accuracy, accessibility for people with special needs or fire-resistance of the landing doors;
- The lift installer must provide the person responsible for the work on the building or construction with the information


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necessary to ensure that the relevant structural elements of the construction have the necessary dimensions and load-bearing characteristics to support the elements of the lift that must be fixed to or supported by them. He must also specify the facilities that must be provided before the lift is put into service in order to ensure the safe operation of the lift, including the necessary lighting on the landings and the means of operating the two-way communication system for contact with a rescue service.

11.2 It is important that the information provided by the person responsible for work on the building is passed on to the person responsible for the design phase of the lift if he is different from the installer of the lift, although it should be noted that the installer of the lift, has sole responsibility for the conformity of the lift installation.

11.3 This is particularly important when the elements of the lift are supplied to the lift installer in the form of a kit ready to install. On the one hand, the installer of the lift must provide the kit supplier with the necessary information relating to the structure of the building and the intended use of the lift. On the other hand, the kit supplier must provide the installer of the lift with the necessary information relating to the required characteristics of the building.

11.4 Moreover shafts intended for lifts should not contain any piping or wiring or fittings other than that necessary for the operation and safety of the lift. The main reason for forbidding the location in the

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lift shaft of fittings other than those necessary for the operation and safety of the lift is that people may require access to such fittings for inspection or maintenance purposes. The people dealing with plumbing or informatics equipment, for example, cannot be expected to have the necessary knowledge and training to intervene safely in a lift shaft.


11.5 It is advised that installers also check for any other regulations regarding buildings that fall outside the remit of MSA.

12 ACCESS TO LIFT MACHINERY

12.1 The installer of the lift must ensure that the lift machinery and the associated devices of a lift are not accessible except for maintenance and in emergencies.

12.2 The purpose of this requirement is to prevent accidents due to contact between users or other persons and hazardous elements of the lift machinery. The requirement applies to the machine room or to the machinery spaces (in the case of machine room-less lifts) and to any other spaces in which hazardous machinery elements are located.

12.3 At the same time, the necessary means must be provided to enable authorised persons responsible for the inspection and maintenance

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of the lift or for the rescue of trapped persons to access the parts of the machinery necessary for these operations.

12.4 Specifications to prevent access to the lift machinery by persons other than those for whom access is required for inspection, maintenance or rescue purposes are given in clause 6 of standards EN 81, parts 1 and 2.

12.5 It should be noted that the specifications of EN 81, parts 1 and 2 relating to access to lift machinery and pulley spaces have been amended to take account of the development of machine room-less lifts.


13. LIFTS WITH LOW-PIT OR LOW-HEAD ROOM

13.1 Paragraph 2 of Schedule I of Legal Notice 370 of 2002: Lifts Regulations, 2002, specifically prescribes that:

"2.1. The lift must be designed and constructed to ensure that the space in which the car travels is inaccessible except for maintenance or in emergencies. Before a person enters that space, normal use of the lift must be made impossible.


2.2. The lift must be designed and constructed to prevent the risk of crushing when the car is in one of its extreme positions.

The objective will be achieved by means of free space or refuge beyond the extreme positions.

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*However, in specific cases, in affording Member States the possibility of **giving prior approval**, particularly in existing buildings, where this solution is impossible to fulfill, other appropriate means may be provided to avoid this risk."*

- 13.2 In this regard, for safety reasons, the installation of lifts with low pit/headroom space must be subjected to prior approval by the Malta Standards Authority.
- 13.3 This means that all Periti, Engineers, Notified Bodies and Installers are legally obliged to seek written approval from MSA prior to, respectively, commission, specify, certify and install any new lift with reduced pit/headroom space. MSA will assess the impossibility (or otherwise) of installing a "normal" lift with free space or refuge beyond the extreme positions.
- 13.4 An application form for such evaluation can be obtained from MSA. In addition to this form, MSA requires the following documentation to carry out such evaluations:
- Copy of the Evaluation Report from an entity approved by MSA to act as a Notified Body under the Lifts Regulations, 2002;
 - Copy of MEPA Development permit;
 - Declaration of Conformity of Lift Components;
 - Any other relevant documentation such as architect's plan of building/building site, architect's recommendations regarding lift shaft, any other relevant information.

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13.5 It is necessary to clarify that once the lift is installed, it must still comply to all the relevant requirements of the Lifts Regulations, 2002, (except obviously to section 2.2 of Schedule I) when duly installed and put into service.

14. REGISTRATION OF LIFTS


14.1 Lifts placed on the market as from 1st July 2002 onwards must be registered by the installer with MSA in accordance with the Inspection of Lifts Regulations, 2007.

14.2 The registration form must contain certain minimum information. The registration form to be used for such lifts can be obtained from MSA (form CIG-108). A copy of the Declaration of Conformity issued by the installer must also accompany the registration form.

14.3 An administration fee of €10 is applicable for each lift registered.

14.4 A certificate of registration shall be issued by MSA on successful registration of the lift. This certificate will contain a unique registration number designated by MSA.

14.5 The certificate must be collected by hand by the lift installer from MSA offices who must then sign upon collection of the certificates.

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The installer should keep a copy of this certificate, whilst the original certificate must be handed over to the owner/responsible person of the lift.

15. USEFUL LINKS:

- <http://www.msa.org.mt/rad/lifts/index.htm>

- http://ec.europa.eu/enterprise/sectors/mechanical/lifts/index_en.htm

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