

# SS8.2 Service Lifts



Please provide the following information

Date

*If you need help to complete this form, consult the system provider or an IQP who is registered for the system above*

Applicant Name

Building Name

Site Address

Classified Use

Existing Compliance Schedule Number(s) (if applicable)

Risk/Purpose Group

Fire Hazard Category

Total Occupant Load

### Specified System Description (address items that apply)

Specified Systems	Existing	New	Modified	Removed
Type	Dumb waiter		Electric	or Hydraulic
	Book hoist		Electric	or Hydraulic
	Vehicle stacking systems		Electric	or Hydraulic
	Stage lifts		Electric	or Hydraulic
	Other			

Location Plan for Specified Systems and Records is attached	Yes	No
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No	Equipment Location	Make (main components)	Model
1			
2			
3			
4			
5			
6			
7			
8			

## Standards (address items that apply)

Specifically designed solutions do not apply if the system has been installed against a specific Standard(s) / document

### Performance / Installation

NZS 4334:2012 Platform lifts and low-speed lifts

BS EN 81-20:2014 Safety rules for the construction and installation of lifts. Lifts for the transport of persons and goods. Part 20: Passenger and goods passenger lifts; as modified by D2/AS1 (Second Edition, Amendment 7).

BS EN 81-20:2020 Safety rules for the construction and installation of lifts. Lifts for the transport of persons and goods. Part 20: Passenger and goods passenger lifts

Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)

Other

### Inspections

NZS 4334:2012 - Appendix A

Ministry of Transport: 1985 rules for power lifts not exceeding 750 Watts (1 H.P)

Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)

Other

### Maintenance

NZS 4334:2012 - Appendix A

Ministry of Transport: 1985 rules for power lifts not exceeding 750 Watts (1 H.P)

Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)

Other

## Inspections, Maintenance and Reporting (address items that apply)

### Minimum inspection & maintenance procedures

Regular inspection and testing and planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard/document to ensure loading and unloading provisions are safe.

### Inspection frequency and responsibility

Depending on the type of installation and its performance standard/document:

Specifically designed solutions: by IQP only

Standard / another document: Annually by IQP only

### Inspections

#### Machinery spaces

- Visual inspection of machine beams and supports
- Check security of machine room door
- Clean the machinery space and clear out any rubbish
- Check that lighting in the machinery space functions
- Check the condition of the controller
- Check the governor and any position devices
- Check for the presence of circuit diagrams, manual & log book

### Machinery

- Check sheaves, pulleys and drums with special attention to the grooves
- Check the condition and operation of the brake & the condition of the brake linings
- Check the running of the lift machinery
- Check condition of drive belts

### Lift well

- Inspect and test any safety gear
- Visual check of lift well enclosure
- Check hoisting ropes for equal tension, attachments and terminations are correct and in good condition, number of broken wires within acceptable limits, filing not being shed, all ropes of similar condition, correct length of rope
- Visual check of guide rails for integrity, straightness and security
- Check condition of guide shoes or rollers

### Lift pit

- Remove any rubbish from the lift pit
- Check that lighting in the lift pit functions
- Check dryness of pit
- Visual check of buffer condition and other lift components

### Landing stations

- Check door locks
- Check lift controls for correct operation

### Lift car

- Check car doors or safety barriers
- Check lift car lighting

### Hydraulic systems

- Visual check of the hydraulic system, including hoses, ram and cylinder
- Check caisson for moisture
- Check operation of anti-creep device
- Check the operation of control and auxiliary valves

### Operation

- Check operation of terminal stopping devices, slack rope switch and any emergency switch
- Check landing door interlocks and opening of the door when the car is away from the landing

### General

- Visual check for any repairs or modifications carried out incorrectly
- Maintain full records of maintenance and inspections

## Reporting

The owner will keep records of all inspections, maintenance and repairs undertaken in the previous 24 months. These will be recorded in the on-site log book or electronically, which will remain available with the most recent compliance schedule, and as a minimum include:

- Details of any inspection, test or preventative maintenance carried out, including dates, works under-taken, faults found, remedies applied and the person who performed the work.
- Form 12A provided annually by the IQP

