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Part III—Section 1(a)

**General Statutory Rules, Notifications, Orders, Regulations, etc.,
issued by Secretariat Departments.**

NOTIFICATIONS BY GOVERNMENT

ENERGY DEPARTMENT

AMENDMENTS TO THE TAMIL NADU LIFTS AND ESCALATORS RULES, 1997.

[G.O.Ms.No.13, Energy (D2), 3rd Feburary 2026, தை 20, விசுவாவசு, திருவள்ளூர் ஆண்டு-2057.]

No. SRO A-2(b)/2026.

In exercise of the powers conferred by sub-section (1) of section 22 of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997), the Governor of Tamil Nadu hereby makes the following amendments to the Tamil Nadu Lifts and Escalators Rules, 1997:-

AMENDMENTS.

In the said Rules, -

(1) in rule 2, in sub-rule (1), after clause (g), the following clauses shall be inserted, namely:

“(h) “Addition to or Alteration of” in relation to a lift or an escalator shall mean any modification involving,-

(i) replacement or modification of the control system; or

(ii) change in the rated capacity or rated load; or

(iii) change in the total travel and includes any combination of the above, but does not include routine maintenance or like-for-like replacement of parts;

(i) “Authorisation number” means the unique auto-generated number assigned on the portal for the authorisation of a competent person by the owner of a lift or an escalator for the purposes of sections 4, 5, 7 and 9 of the Act;

(j) “Indian Standard” means the standards specified by the Bureau of Indian Standards (BIS);

(k) “International Standard” means standards prescribed by International Organization for Standardization (ISO) or any other international standardization body recognized by the Chief Electrical Inspector.”;

(2) for rules 3, 4 and 5, the following rules shall be substituted, namely:-

"3. Permission to erect a Lift or an Escalator or to make additions or alterations to existing Lift or Escalator. -

(1) Every competent person who is duly authorised by the owner under sub-section (2) of section 4 and sub-section (2) of section 9 of the Act in Electronic Form 1 and holding a valid authorisation number shall before, -

- (a) erecting a lift or an escalator in any place; or
- (b) making additions or alterations to an existing lift or escalator,

submit an application on behalf of the owner through the portal in Electronic Form 2.

(2) Every such application shall include scanned copy of the drawings duly signed either by the owner or the competent person showing the following particulars, namely: -

A. For Lifts:

- (i) Make of the lift;
- (ii) Serial number, model, type and class of lift;
- (iii) Maximum nominal speed of the lift in m/s;
- (iv) The Maker's rated capacity in kg;
- (v) The maximum number of passengers which the lift can carry;
- (vi) Available car area in m²;
- (vii) Car dimensions in mm;
- (viii) The total weight of the lift car carrying the maximum load in kg;
- (ix) The weight of the counter-weight for lift in kg;
- (x) Suspension Means;
- (xi) The depth of the pit from lowest landing floor in mm;
- (xii) In case of hydraulic lift, total oil capacity and provision of temperature monitoring device;
- (xiii) Total number of landings of the lift;
- (xiv) The Indian Standard or if Indian Standard is not available, relevant International Standard to which the lift conforms;
- (xv) With machine room or without machine room;
- (xvi) Layout of the lift erection;
- (xvii) Plan;
- (xviii) Sectional elevation;
- (xix) Arrangement of car and landing doors of lifts, clearances between car and wall facing the car entrance, minimum distances between parts fixed on car roof and lowest parts fixed to ceiling of well, minimum vertical distances for car frame parts, safety gear, guide shoes and pawl devices, car roof balustrade height (if applicable), car dimensions and available floor area of the car;
- (xx) Lift well enclosures with dimensions of well and structural entrance openings;
- (xxi) Size and position of the machine relating to the lift well, and access around machinery spaces;
- (xxii) Position of hoisting machine for the lift;
- (xxiii) Sectional view showing number of floors to be served, highest level served, lowest level served, minimum and maximum distances between two successive landings, headroom height, machine room height (if applicable), and total travel by the lift;
- (xxiv) Provision of overload device both audible and visual alarm;
- (xxv) Provision of automatic rescue device;
- (xxvi) Availability of alternate power supply;

(xxvii) Provision of independent battery-operated emergency alarm and emergency light.

B. For Escalators:

- (i) Make of escalator;
- (ii) Serial number and model of escalator;
- (iii) Maximum nominal speed of escalator in m/s;
- (iv) The Indian Standard or if Indian Standard is not available, relevant International Standard to which the escalator conforms;
- (v) Location of escalator control panel whether inside the truss or in separate room;
- (vi) Location of escalator machine;
- (vii) Layout of the escalator erection;
- (viii) Plan and sectional view of the escalator showing the principal dimensions of skirting, lower inner decking, lower outer decking, interior panel, exterior panel and balustrade decking;
- (ix) Elevation showing the principal dimensions of escalator, namely, handrails, step treads, landing, comb plates, root of the comb teeth, comb intersection line, distance between supports, trusses or girders and step wheel tracks in escalator, width between balustrades in an escalator;
- (x) Angle of inclination;
- (xi) Type of balustrading;
- (xii) Rated capacity in persons per hour;
- (xiii) The factor of safety based on the static loads in escalator;
- (xiv) Details of total travel and rise of escalator;
- (xv) Arrangement of anti-misuse devices like anti-climbing device, anti-slide device, access-restriction device and vertical deflector;
- (xvi) Arrangement of steps showing principal dimensions of step treads and step risers;
- (xvii) Arrangement of steps, clearance and mesh depth;
- (xviii) Clearances between building structure and escalator.

C. For Both Lifts and Escalators:

- (i) Scanned copy of wiring diagram of lift or escalator installations with all wiring, light points, switch-fuses, control panels and other electrical apparatus, size of wires, earthing scheme with size of earth leads, method of construction of earth electrodes, laying of cables duly signed by the owner and the licenced electrical contractor to whom the electrical erection work is entrusted;
- (ii) The addition or alteration proposed to be made in the existing lift or escalator installation shall be shown by distinct colour with red for addition and green for alteration;
- (iii) Copy of the Building Plan;
- (iv) Structural Soundness Certificate.
- (3) Every applicant shall pay application fee through online in the portal as prescribed below :-
 - (a) Rs.2,500/- (Rupees Two Thousand and Five Hundred only) for a lift travelling up to five landings;
 - (b) Rs.5,000/- (Rupees Five Thousand only) for a lift travelling more than five landings;
 - (c) Rs.10,000/- (Rupees Ten Thousand only) in case of escalator.

Provided that lift or escalator installations in the buildings owned by the Government of India/State Government or the Boards/Undertakings of the Government of India/State Government shall be exempted from the payment of such fee.

- (4) On submission of the application under sub-rule (1), the permission in Electronic Form 3 for erection of lift/escalator or in Electronic Form 4 for addition or alteration of existing lift/escalator, as the case may be, shall be

auto-generated with Quick Response (QR) code in the name of the Inspector, subject to the genuineness of application, documents referred to in sub-rule (2) and the following terms and conditions:-

- (i) Every lift/escalator shall be designed, erected, maintained, inspected and tested in accordance with,-
 - (a) the relevant Indian Standards specified for lifts or escalators; or
 - (b) the relevant International Standards, where no Indian Standards exist;
- (ii) All apparatus and components of lifts or escalators shall be of sufficient ratings and of sufficient mechanical strength for the duty which they may be required to perform under the environmental conditions of installation and shall be constructed, installed, protected, worked and maintained to ensure safety of human beings and property. Further they shall conform to relevant Indian Standards or to relevant International Standards, where no Indian Standards exist;
- (iii) No person other than a competent person holding valid certificate of authorisation shall undertake erection, additions/ alterations or maintenance of any lift or escalator;
- (iv) All electrical installation works pertaining to the lift or escalator shall be carried out by a licenced electrical contractor and the electrical installations shall conform, in general, to the provisions of the Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2023 and the applicable Indian Standards or to relevant International Standards, where no Indian Standards exist;
- (v) The adequacy of load bearing capacity of building for the static and dynamic loads of lift or escalator, seismic resilience, fire resistance rating, etc., shall be verified with competent engineers before erection;
- (vi) The lift or escalator work zone shall be properly barricaded with standard safety signage and all working personnel shall be provided with personal protective equipment, fall arrester, etc.,;
- (vii) Within one month of the completion of the erection of, or any addition or alteration to, a lift or escalator, the owner shall furnish the completion report in Electronic Form 7 on the portal;
- (viii) If the erection of lift or escalator could not be completed within the six months validity period of the erection permission, an application for extension of validity can be made before the expiry of permission in the portal;
- (5) The permission so generated shall be valid for a period of six months from the date on which it is granted.
- (6) If the erection of lift or escalator could not be completed within six months from the date of issuance of the erection permission referred to in sub-rule (4), the competent person shall submit an application in Electronic Form 5 for the extension of such permission before its expiry, on behalf of the owner through the portal.
- (7) On submission of the application for extension of permission under sub-rule (6) in the portal, the permission in Electronic Form 6 shall be auto-generated with a Quick Response (QR) code in the name of the Inspector, subject to the terms and conditions as specified in sub-rule (4).
- (8) The permission so generated shall be valid for a period of six months from the date on which it is granted.
- (9) Every owner of a lift or escalator, within one month of completion of erection of lift or escalator shall furnish the completion report in Electronic Form 7 in the portal.

4. Licence to work a lift or an escalator.— (1) Every competent person who is duly authorised by the owner under sub-section (2) of section 5 of the Act in Electronic Form 1 and bearing a valid authorisation number shall inspect and test the lift or escalator in accordance with relevant standards and apply in Electronic Form 8 in the portal to obtain a licence to work a lift or an escalator, as the case may be.

- (2) The application submitted under sub-rule (1) shall be accompanied by,-
 - (a) Inspection-cum-test report in Electronic Form 9;
 - (b) A copy of valid third party insurance for the lift or escalator.
- (3) Every applicant shall pay application fee through online in the portal as prescribed below: -
 - (i) Rs.5,000/- (Rupees Five Thousand only) for lift travelling up to five landings;
 - (ii) Rs.10,000/- (Rupees Ten Thousand only) for lift travelling more than five landings;
 - (iii) Rs.10,000/- (Rupees Ten Thousand only) for escalator:

Provided that lift or escalator installations in the buildings owned by the Government of India/State Government or Boards/Undertakings of the Government of India/State Government shall be exempted from the payment of such fee;

(4) On submission of the application under sub-rule (1), the licence in Electronic Form 10 shall be auto-generated with a Quick Response (QR) code in the name of the Inspector, subject to the genuineness of the application, the documents referred to in sub-rule (2) and the following terms and conditions: -

(i) An application for renewal of licence to work a Lift or an Escalator shall be made in electronic form 11 in the portal three months prior to the date of expiry of the licence in the portal;

(ii) The licensee or the competent person shall not carry out any additions or alterations to a lift or an escalator erected without obtaining permission in that behalf from the Inspector as required under these rules;

(iii) The maintenance of a lift or an escalator shall be done by a manufacturer of lift or escalator or company of Electrical and Mechanical Engineers (competent person) approved by the Chief Electrical Inspector;

(iv) The licensee and the competent person shall be individually responsible for the safe maintenance of a lift or an escalator, so that these rules are always complied with;

(v) The licensee or the competent person shall report in the portal on any defect in the operation of a lift or an escalator;

(vi) The licensee through the competent person shall upload the inspection cum test reports in Electronic Form 9, valid third party insurance, the maintenance contract executed between the licensee and the competent person, atleast 15 days before the expiry date of preceding document;

(vii) The competent person of lift or escalator shall upload the maintenance log in Electronic Form 12 for lift/escalator as and when any preventive maintenance or repairs are carried out;

(viii) The licensee shall not use the lift or escalator which is not in a safe condition;

(ix) No person other than the competent person shall in any manner interfere with any mechanism of the lift or escalator;

(x) The lift or escalator shall be erected, maintained and tested conforming to the Bureau of Indian Standards, and wherever relevant Indian Standard does not exist, they shall conform to the relevant International Standards, and all electrical works related to erection, maintenance and testing of lift or escalator shall comply with the provisions of the Electricity Act, 2003 and the Regulations made thereunder;

(xi) All lifts shall be provided with emergency alarm and emergency light powered by independent emergency supply with battery backup for a duration of atleast 2 hours, maintained in good working condition;

(xii) The lift or escalator shall have the details of the erection or maintenance company displayed with a helpline/contact number in case of emergency;

(xiii) The copy of licence shall be displayed inside the lift car in the case of lift or near the landing entrance in the case of escalator;

(xiv) The owner of a lift or an escalator must immediately stop the operation of the lift or escalator after receiving any order of suspension or cancellation of licence for working the lift or escalator and shall resume operation of the lift or escalator only after the Inspector has served an order on the owner informing the owner that the suspension or cancellation is revoked;

(xv) The owner of a lift or an escalator who on his own motion, wishes to permanently stop the operation of the lift or escalator, must notify the Inspector before permanently stopping the operation of the lift or escalator;

(xvi) The licensee before dismantling a lift or escalator at his premises, shall notify in the portal before 15 days of such dismantling specifying the reasons for dismantling, details of competent person to whom dismantling works are entrusted, probable date of completion of dismantling and upload the risks assessment and mitigation techniques and standard operating procedures for safe dismantling. After dismantling the lift or escalator, the licensee shall intimate the fact in the portal.

(5) The licence so generated shall be valid for a period of five years from the date on which it is granted.

5. Renewal of Licence. — (1) Every application for the renewal of a licence to work a lift or an escalator shall be made by the competent person duly authorised by the owner in the portal in Electronic Form 11.

(2) Every application for renewal of the licence shall be made three months prior to the date of the expiry of such licence.

(3) The renewal application shall be accompanied by the following documents uploaded in the portal:-

(a) copy of a valid maintenance contract executed between the owner and the competent person;

- (b) inspection cum test report in Electronic Form 9;
 - (c) copy of valid third-party insurance.
- (4) Every applicant shall pay the application fee through online in the portal as prescribed below: -
- (a) Rs. 5,000/- (Rupees Five Thousand only) for lift travelling up to five landings;
 - (b) Rs.10,000/- (Rupees Ten Thousand only) for lift travelling more than five landings;
 - (c) Rs.10,000/- (Rupees Ten Thousand only) for escalator:

Provided that lift or escalator installations in the buildings owned by the Government of India/State Government or Boards/Undertakings of the Government of India/State Government shall be exempted from making such payment.

(5) If the application for renewal of licence is not submitted to the Inspector within the period referred to in sub-rule (2), an additional fee of Rs.500/- (Rupees Five hundred only) for each lift or escalator for a delay of each month or a fraction thereof up to the date of expiry of licence shall also be paid in the portal;

(6) The portal shall trigger intimation via short messaging service (SMS) and e-mail to the owner and to the competent person authorised by the owner about the expiry of the licence of the lift or escalator 120 days prior to the expiry of the licence and then at monthly intervals until the licence expires.

(7) On receipt of an application under sub-rule (1), the renewed licence in Electronic Form 10 shall be auto-generated with a Quick Response (QR) code in the name of the Inspector subject to the genuineness of documents referred to in sub-rule (3) and the terms and conditions specified in sub-rule (4) of rule 4.

(8) The renewed licence so generated shall be valid for a further period of five years.”.

(3) rules 6 and 7 shall be omitted;

(4) after rule 7, as so omitted, the following rule shall be inserted, namely: -

“7A. Suspension or cancellation of a licence.— (1) The Inspector shall, before passing an order of suspension or cancellation of a licence under section 8 of the Act, cause to be served upon the owner a notice in Electronic Form 13, requiring such owner to show cause within a period of thirty days from the date of receipt of the said notice, as to why the licence granted in his favour should not be suspended or cancelled, as the case may be;

(2) Where no explanation is furnished within the time so allowed or on examining the reply received and after giving the owner/competent person an opportunity of being heard, the Inspector may, either, -

- (i) cancel the licence in Electronic Form 14; or
- (ii) suspend the licence in Electronic Form 15 with such directions as he may deem necessary; or
- (iii) drop further action, if he is satisfied that no further action is needed.

(3) A suspended licence may be revived on application to the Inspector, if he is satisfied that the directions have been duly complied with or he may cancel the licence in Electronic Form 14, if the owner fails to submit the application for revival of licence within thirty days from the date of receipt of such suspension order or fails to comply with the directions issued by the Inspector in the suspension order:

Provided that a suspended licence shall be deemed to have been cancelled if it is not revived within sixty days.

(4) Any person aggrieved by an order of suspension or cancellation passed either under sub-rule (2) or under sub-rule (3), as the case may be, may, within thirty days from the date of receipt of such order, prefer to the Inspector an application for review in Electronic Form 16.

(5) The Inspector shall either suo motu or on receipt of an application for review under sub-rule (4), after taking into account the facts and circumstances of the case and after consideration of the documents, if any, produced by the applicant, either revoke the order of suspension or cancellation or reject the application for review and shall pass such order in Electronic Form 17 for the reasons to be recorded in such order.”.

(5) for rule 8., the following rule shall be substituted, namely:-

“8. Appeal.— (1) Any person aggrieved by an order passed by the Inspector under section 11 of the Act may, within thirty days from the date of receipt of such order prefer an appeal in Electronic Form 18 in the portal to the Chief Electrical Inspector.

(2) Every such appeal shall set forth concisely the grounds of challenge and shall be accompanied by, —

(a) a copy of the impugned order; and

(b) all relevant supporting documents;

(3) Upon online submission of the appeal an acknowledgement shall be auto generated in the portal by assigning a unique appeal number and the date of filing.

(4) If upon scrutiny, the appeal is found defective, the Chief Electrical Inspector may direct the appellant, through any electronic mode, to rectify such defects within fifteen days from the date of receipt of such direction. If the appellant fails to comply with such direction the appeal may be summarily rejected after recording reasons and the same may be communicated to the appellant through any electronic mode.

(5) The Chief Electrical Inspector shall, after giving the appellant a reasonable opportunity of being heard, either in person or through an authorised representative,—

(a) confirm the order of the Inspector; or

(b) set aside, vary or modify his order; or

(c) remand the matter to the Inspector for fresh consideration with such directions as may be specified.

(6) The decision of the Chief Electrical Inspector shall be recorded in Electronic Form 19 and shall be communicated to the appellant through any electronic mode.

(7) Every such appeal shall, as far as possible, be disposed of within sixty days from the date of its filing.

(8) An electronic register of appeals shall be maintained in the portal recording the appeal number, date of filing, date of disposal and a brief summary of the order.”

(6) for rule 10, the following rule shall be substituted, namely:-

“10. Intimation of accidents.— (1) Where any accident occurs during the erection or working of a lift or an escalator which results or is likely to result in loss of life or bodily injury, the owner or the competent person duly authorised under the Act shall forthwith intimate the Inspector of such occurrence in Electronic Form 20 through the portal.

(2) Upon receipt of the intimation under sub-rule (1), the Inspector shall issue suitable directions to carry out necessary repairs or replacements and to submit a compliance report in that regard. If the Inspector is satisfied with the compliance report, he shall permit the resumption of operation of the lift or escalator, as the case may be in Electronic Form 21.”.

(7) for rule 12, the following rules shall be substituted, namely:-

“12. Qualifications for appointment of persons to assist Inspector. — (1) No person shall be appointed to assist the Inspector under section 14 of the Act unless he possesses a degree in Electrical Engineering from a University recognized by the University Grants Commission or its equivalent thereto with an experience of not less than three years in the field of electrical engineering:

Provided that the following categories of persons shall also be eligible to be appointed to assist the Inspector, namely:—

(a) retired Inspectors from the Electrical Inspectorate;

(b) retired Electrical Engineers from the Public Works Department;

(c) retired faculty members served in the Electrical Engineering department of the Government or Government-aided Engineering Colleges, Polytechnic Institutions, Universities or institutions deemed to be Universities under section 3 of the University Grants Commission Act, 1956 (Central Act 3 of 1956).

(2) No person shall be appointed to assist the Inspector,—

(i) if he had attained the age of sixty five years;

(ii) if he has been convicted of an offence in a court of law;

(iii) if he has been blacklisted by the Government of India or any State Government or any organisation associated with such Governments.

12A. Powers and functions of the persons to assist Inspector.- (1) Any person appointed to assist the Inspector may, at any reasonable time after giving prior notice to the owner and to the competent person of the premises, through any electronic mode,-

- (a) enter any building or place where a lift or escalator is installed or is being erected, maintained or operated;
 - (b) inspect such lift or escalator and all relevant records including maintenance logs, inspection & test reports and compliance reports;
 - (c) require the production of any documents or information relevant to such inspection;
 - (d) require the presence of the competent person or any person authorised by him to assist such inspection;
- and
- (e) take photographs or make video recordings of the lift or escalator installation for official record.

(2) Every owner or occupier of such premises shall provide all reasonable facilities and assistance required for such inspection.

(3) Every person appointed to assist the Inspector shall, upon completion of any inspection conducted, shall report the condition of installation in Electronic Form 22 in the portal within two days from the date of such inspection.

(4) The Inspector shall direct the owner or competent person to carry out repairs or alterations to the lift or escalator in Electronic Form 23, if in the opinion of the Inspector that the lift or escalator, is in unsafe condition based on the inspection carried out by him or based on the inspection report submitted by the person appointed to assist the Inspector in the portal;

(5) The owner shall comply such directions issued and submit a compliance report in Electronic Form 24 within 30 days.

12B. Terms and conditions for the persons to assist the Inspector. –

(1) The persons appointed to assist the Inspectors shall have adequate knowledge in relevant Indian Standards or relevant International Standards related to lift and escalator and shall have thorough knowledge about all other statutory requirements relating to the functions of the lift and escalator.

(2) The persons appointed to assist the Inspector shall inspect the lift or escalator within fifteen days from the date of allotment of inspection work and shall upload relevant reports within the time frame.

(3) The portal shall automatically allot inspection works to the persons appointed to assist the Inspector based on the demographic details covering a minimum of ten percentage of submitted applications during the month.”;

(8) in rule 13, –

(1) for the heading “Authorisation for Erection, Maintenance, Inspection and Testing of lifts and escalators:- ” the heading “Certificate of Authorisation for Erection, Maintenance, Inspection and Testing of lifts and escalators.-” shall be substituted;

(2) for sub-rule (1), the following sub-rule shall be substituted, namely: –

“(1) No person shall be authorised to carryout erection, maintenance, inspection and testing of lift or escalator or to carry out maintenance, inspection and testing or lift or escalator, as the case may be, unless such person fulfils the following qualifications:-

- (a) the applicant must have an independent office premises within the State of Tamil Nadu;
- (b) the applicant must have adequate financial capability as specified in sub-rule (5);
- (c) the applicant must have adequate number of competent, qualified, and trained technical manpower to undertake the erection and maintenance of lifts or escalators, as specified in sub-rule (5);
- (d) the applicant for erection of lift or escalator must possess a valid contractor licence issued by the Tamil Nadu Electrical Licensing Board, Chennai to execute electrical installation works pertaining to lift or escalator;
- (e) the applicant must have sufficient number of technical teams, as specified in sub-rule (5), to ensure a minimum response time for attending to complaints;
- (f) the applicant must have a warehouse, either owned or held under a valid rental or lease agreement, equipped with the following and as specified in sub-rule (5):-
 - (i) special tools and testing instruments;
 - (ii) erection or maintenance tools, as applicable;
 - (iii) necessary spares; and

(iv) appropriate safety gadgets.

(g) the applicant must furnish details of any lift test towers or escalator testing centres in their possession;

(h) the applicant must have a valid group insurance policy covering all staff and shall furnish a copy thereof;

(i) the applicant shall furnish in the portal the type, class, and model of the lift or escalator, along with the necessary type test certificates for its components as specified in sub-rule (5); and

(j) the applicant shall furnish any other relevant documents or testimonials as may be required by the Chief Electrical Inspector.”.

(3) sub-rule (2) shall be omitted;

(4) in sub-rule (3), for the expression, “authorisation”, the expression “certificate of authorisation” shall be substituted;

(5) for sub-rule (4), the following sub-rule shall be substituted, namely:—

“(4) Every certificate of authorisation granted under this rule shall be valid for a period of ten years and shall be renewable on its expiry, subject to the compliance of terms and conditions specified for the purpose.”;

(6) after sub-rule (4), as so amended, the following sub-rules shall be inserted namely:—

“(5) Requirements for authorisation.— A person or company or firm intends to make application under this rule shall fulfill the following criteria and upload the following documents in the portal:-

(i) proof of address of business premises (i.e.) copy of rental or lease agreement or ownership document, copy of electricity bill, GST Registration certificate, Permanent Account Number (PAN) of the firm, Registration granted under the Companies Act along with a copy of Memorandum and Articles of Association of the company or the copy of partnership deed or copy of Limited Liability Partnership deed or copy of society registration and copy of registration made under the Factories Act, if any;

(ii) For erection, maintenance, inspection and testing of lifts or escalators- shall produce a certificate with ten years validity from any nationalized bank to the effect that the person or the firm is solvent to the extent of rupees fifteen lakhs or shall produce a copy of the latest GST return exceeding a turnover of rupees fifty lakhs or shall produce a valid professional indemnity insurance for a sum of rupees fifty lakhs;

(iii) For maintenance, inspection and testing of lifts or escalators: shall produce a certificate with ten years validity from any nationalized bank to the effect that the person or the firm is solvent to the extent of rupees eight lakhs or shall produce a copy of the latest GST return exceeding a turnover of rupees twenty five lakhs or shall produce a valid professional indemnity insurance for a sum of rupees ten lakhs;

(iv) shall have adequate number of competent, qualified and trained technical manpower to undertake erection and maintenance of lift or escalator including ITI trained Technician in fitter or electrical trades, Diploma Holders and Engineers in Electrical or Mechanical or Electronics Engineering or Technology, Team Leaders, Group Leaders etc., exclusively in addition to the following minimum regular employment of staff (copies of appointment letter, proof of academic qualification and field experience shall be uploaded):-

(a) At least one engineer possessing (1) a degree in mechanical engineering or its equivalent qualification from the recognized university or institution and having an experience of at least five years in the field of lifts or escalators, as the case may be; or (2) a diploma in mechanical engineering from a recognized institute and having an experience of at least eight years in the field of lifts or escalators, as the case may be.

(b) At least one engineer possessing (1) a degree in electrical and electronics engineering or its equivalent qualification from the recognized university or institution and having an experience of at least five years in the field of lifts or escalators as the case may be or (2) a diploma in electrical engineering from a recognized institute and having an experience of at least eight years in the field of lifts or escalators as the case may be.

(c) At least one person possessing a certificate in the trade of electrical or electronics from the Industrial Training Institute or any other recognized institution and possessing Wireman competency certificate issued by the Tamil Nadu Electrical Licensing Board and having an experience of at least five years in the field of Lifts or escalators, as the case may be.

(d) Clerk/attendant round the clock having the presence in the service station for responding to the complaint calls from the owners.

(e) The staff who has secured qualification as lift and escalator mechanic by the Directorate General of Training, Ministry of Skill Development and Entrepreneurship, Government of India or its equivalent may also be designated as erection and maintenance staff.

(v) For erection, maintenance, inspection and testing of lifts or escalators.-

(a) Erection staff of one Industrial Training Institute electrician, one Industrial Training Institute fitter and one helper for erecting every ten new lifts/escalators to be erected in a year; and

(b) Maintenance staff of one Industrial Training Institute electrician, one Industrial Training Institute fitter and one helper for every fifty lifts/escalators to be maintained in a year.

(vi) For maintenance, inspection and testing of lifts or escalators- Maintenance staff of one Industrial Training Institute electrician, one Industrial Training Institute fitter and one helper for every fifty lifts/escalators to be maintained in a year.

(vii) shall have enough number of technical teams depending upon the area and number of consumers being catered so that it shall offer minimum response time to attend to any complaint. The response time within 50 km radius of the service station shall not be beyond 4 hours and it shall not be more than 12 hours for the cases between 50 to 100 km radius and 24 hours for the cases beyond 100 kms. In case of any emergency, the team must reach the site of emergency as soon as possible, leaving routine work behind. (Proof of document say register of complaints received and action taken on complaint received, standard operating procedures followed shall be uploaded);

(viii) shall have a warehouse in his own possession or on rental with valid rental agreement or on lease with valid lease agreement within the State of Tamil Nadu equipped with minimum area of 100 square meters. (proof of address of warehouse premises i.e, copy of rental agreement or lease agreement or ownership document, electricity bill, etc., shall be uploaded):

Provided that when the applicant is having his own manufacturing unit within the State of Tamil Nadu, he shall not be required to have a separate warehouse but shall be required to have the minimum machineries, tools and instruments as mentioned in items (ix), (x) and (xi):

Provided further that when the applicant applies for certificate of authorisation for both erection, maintenance, inspection and testing of lift and escalator, one common warehouse is adequate;

(ix) such warehouse shall be equipped with the special tools and testing instruments either stationary or portable including but not limited to,—

(a) For Lifts:

Industrial Dynamometer, Elevator sill installation tool, Rail Alignment gauge, Rail Alignment tool, Chain pulley block of 3 tonne capacity or hoist, Tachometer, Rope tension gauge, Test weight for overbalancing and static balancing, Physical measurement tool (PMT) for measuring speed, auxiliary jerk, distance travelled, vibration etc.

(b) For Escalators:

Alignment tools, Kit for testing brakes, Kit for testing comb plate alignment, Specialised kit for static and dynamic testing of steps, step riser, Kit for testing skirt deflection, Friction tester, Kit for testing handrail speed synchronisation, Sprocket Evaluation Tool Kit, and Door Pressure Gauge.

(c) Common for both:

Decibel meter, Crimping tool, Bending machine, Torque wrench for testing of bolts and nuts, Lathe machine, Drill machine of minimum 16mm capacity, Hammer drilling Machine of 24mm, Welding machine of 5 kVA or above, Power operated cut off machine, Hacksaw machine, Standard weight trolley, Clip-on meter for measurement of voltage, current, resistance etc., Insulation Resistance Tester and Earth Resistance Tester (list of special tools and testing instruments comprising make and serial number, test/calibration certificate in possession and distribution list shall be uploaded);

(x) For erection, maintenance, inspection and testing of lifts or escalators- warehouse shall be equipped with the erection tools including but not limited to ½" ring and double hand spanner, 3/8" ring and double hand spanner, ¼" ring and double hand spanner, spanner set 6" to 32" set spanner, hammer, hacksaw frame, flat file set, round file set, spirit level, Try Square, Plumb Arm, Screw driver set, Cutting Pliers, Nose pliers, Wire Cutter, Cutting chisel, Screw spanner, Portable drilling machine, Stone cutting chisel, Carpenter chisel, Portable Grinding machine, Rail file, Jumper kit and Soldering Iron set. (list of erection tools in possession and distribution list shall be uploaded);

(xi) For maintenance, inspection and testing of lifts or escalators- warehouse shall be equipped with the maintenance tools including but not limited to ½" Ring and double hand spanner, 3/8" Ring and double hand spanner, ¼" Ring and double hand spanner, Spanner set 6" to 32" set spanner, Hammer, Hacksaw Frame, Flat File set, Round File set, Spirit Level, Try Square, Plumb Arm, Screw driver set, Cutting Pliers, Nose pliers, Wire Cutter, Cutting chisel, Screw spanner, Portable drilling machine, Stone cutting chisel, Carpenter chisel, Portable Grinding machine, Rail file, Jumper kit and Soldering Iron set. (list of maintenance tools in possession and distribution list shall be uploaded);

(xii) such warehouse shall have necessary spares including but not limited to, —

(a) For Lifts: Car Operating Panel/hall buttons/parts/signal, Door /entrance components such as guide shoes/ lock rollers/hanger rollers/bushes/door safety system components and other parts, Lift car Illuminations, counterweight guide shoe liner, car guide shoe liner, Door Rope, Brake puncher, Gate Lock, Retiring Cam, Mother Board, Safety Board, Phase reverse relay, Light switch, Limit switch, Gate lock main contact, Gate lock auxiliary contact, Power PCB, Door open button, Door open buzzer, Retiring cam coil, Brake coil, 230/110V transformer, Relay contactors, Glass Fuse, storage batteries of safety/emergency systems, Relevant lubricants and Controller parts;

(b) For escalators: Step Chain , Step rollers, Steps, Handrail guide tracks, Handrail belt, Sprockets, Bearings, Track rollers, Landing platform, Truss, Braking system, Emergency stop switches, Comb Plates, Lubricants, Motors and gear box, Step sagging safety device, Missing step safety device, Skirt panel safety device, Skirt panel deflector device, and others. (List of spares, details of type test certificate wherever applicable, number of spares available shall be uploaded);

(xiii) shall have necessary safety gadgets including but not limited to Industrial Safety belts and harnesses, Safety shoe, Safety helmet-hard hats, Safety Goggles, Personal protective equipment against fall from a height- guide type fall arrestors, safety harness-full body harness, Independent lifeline—self retracting, Lanyards, personal alert systems, Flashlights/safety lighting for entire staff engaged in the work of erection and maintenance. (list of safety gadgets in possession and distribution list to be uploaded);

(xiv) shall maintain a staff register, work allocation register, material issue register and the relevant records related with erection, testing and maintenance work and the same shall be produced for verification as and when directed by the Chief Electrical Inspector;

(xv) For erection, maintenance, inspection and testing of lifts or escalators:-

(a) For lifts:- shall furnish the type, class and model of lift along with necessary type test certificates of the components including Safety Components, Landing and Car Door Locking Devices, Safety Gear, Over speed Governors, Buffers, counterweight, guide rail, PESSRAL, Ascending car over speed protection means, Unintended car movement protection means, Rupture valve/One way restrictor (for hydraulic lift), Motor, car door and control panel.

(b) For Escalators: - shall furnish the type of drive and model of escalator along with necessary type test certificates of the components including balustrade, steps, comb, belt, step drive, belt drive mechanism, handrail system, operational brake, safety devices, motor, control panel, truss, etc.

(6) The applicant seeking certificate of authorisation under this rule shall submit an application in Electronic Form 25 through the portal and shall pay the following fee:-

(a) Rs.1,00,000/- (Rupees one lakh only) in case of erection, maintenance, inspection and testing of the lifts.

(b) Rs.50,000/- (Rupees Fifty thousand only) in case of maintenance, inspection and testing of the lifts.

(c) Rs.1,00,000/- (Rupees One Lakh only) in case of erection, maintenance, inspection and testing of the escalators.

(d) Rs.50,000/- (Rupees Fifty thousand only) in case of maintenance, inspection and testing of the escalators.

(7) On receipt of the application under sub-rule (6), the Chief Electrical Inspector after making such inspections and inquiries as he deems necessary and being satisfied as to the competency of the applicant may either issue the certificate of authorisation to the applicant in Electronic Form 26 through the portal subject to the terms and conditions as specified in sub-rule (8) or reject the application for reasons to be recorded in writing within a period of sixty days from the date of receipt of the application.

(8) The certificate of authorisation under sub-rule (7) shall be issued subject to the following terms and conditions:-

(a) The certificate of authorisation shall be returned to Chief Electrical Inspector of Lifts and Escalators for renewal along with application for the purpose three months before the expiry of validity;

(b) The holder of the certificate of authorisation shall be in possession of the updated copy of Tamil Nadu Lifts and Escalators Act, 1997 and the Tamil Nadu Lifts and Escalators Rules, 1997 and relevant specifications and code of practices of Bureau of Indian Standards;

(c) The holder of the certificate of authorisation,—

(i) shall maintain and upload details of register of technical personnel employed by him for erection and that register shall be produced for inspection on demand by Chief Inspector of Lifts and Escalators and Inspector of Lifts and Escalators or any other person authorised by him in this behalf;

(ii) shall update continuously the authorised persons for issuing inspection cum test report in Electronic Form 9 and maintain the competency of such person in the portal;

(iii) shall maintain and upload the details of register of number of lifts or escalators for which erection permission is obtained, comprising the month and year, name and address of installation, type of lift or escalator, number of passenger/capacity, details of erection permission (no and date) date of validity and remarks and upload the details in online;

(iv) shall maintain and upload the details of register of number of lifts or escalators for which licence is obtained, comprising month and year, name and address of installation, type of lifts or escalators, details of erection permission (no and date), number of passenger/capacity, details of licence issued (number and date), licence validity and remarks and upload the details in online;

(v) shall maintain and upload the details of register of number of lifts or escalators for which maintenance contract is executed, comprising month and year, name and address of installation, type of lifts or escalators, make and serial number of lift or escalator, number of passenger/capacity, details of licence issued (number and date), licence validity, date of contract and its validity and remarks and upload the details through online; and

(vi) shall maintain and upload the details in the portal on records of two numbers of awareness training program having conducted every year to children and adults about the risks and the safe way to use lifts/escalators.

(d) Any change in address of the place of business or warehouse of the holder of this certificate of authorisation shall be communicated to the Chief Inspector of Lifts and Escalators within 2 weeks of such change;

(e) The holder of the certificate of authorisation shall upload in the portal, Inspection cum test report, maintenance contract made between the competent person and the owner of the lift or escalator and valid third party insurance covering the risk for the passengers using such lift or escalator each year during the licence period;

(f) The holder of the certificate of authorisation shall not erect lift or escalator in any premises without obtaining erection permission under rule 3(4);

(g) The holder of the certificate of authorisation shall be liable for prosecution and punishment under the act, for any accident that is attributable to such competent person;

(h) The holder of the certificate of authorisation shall have enough number of technical teams depending upon the area and number of consumers being catered to such that it shall offer minimum response time to attend to any complaint; The response time within 50 km radius of the service station shall not be beyond 4 hours and it shall not be more than 12 hours for the cases between 50 to 100 km radius and 24 hours for the cases beyond 100 kms. In case of any emergency, the team must reach the site of emergency as soon as possible, leaving routine work behind;

(i) The holder of the certificate of authorisation shall make risk assessment as per relevant standards for existing lifts or escalators which are more than 20 years old, and communicate the corrective actions to the owner for compliance. The risk assessment and the corrective actions recommended shall also be uploaded in online.

(j) The holder of the certificate of authorisation engaged to carry out maintenance works on lifts or escalator during the term of the engagement shall be present during inspections as and when required by the Inspector or by the persons appointed to assist the Inspectors;

(k) If lift or escalator maintenance agreement is terminated, the holder of this certificate of authorisation must, —

(i) within 7 days after the termination, notify the Inspector of the termination; and

(ii) within 14 days after the termination, transfer any maintenance records and credentials of the portal in connection with any lift or escalator to the owner of the lift or escalator.

(l) A record of tests carried out during initial erection and tests carried on the lift or escalator installation during the maintenance shall be maintained and details uploaded in the portal by the holder of this certificate and every such report shall be produced to the Inspector of Lifts and Escalators concerned during the inspection;

(m) If there is change in ownership or the name and style in which the approval is granted, then the holder of the certificate shall seek fresh certificate of authorisation;

(n) The holder of the certificate of authorisation shall report the occurrence of any fatal or non-fatal accident in writing to Chief Inspector of Lifts and Escalators and the Inspector of Lifts and Escalators concerned within 24 hours of the occurrence of such accident;

(o) The group insurance scheme/workman compensation policy for the employees should be kept valid;

(p) If the holder of the certificate is found to be guilty of negligence or incompetence or in case of breach of the terms and conditions of authorisation or for the malpractice or misconduct or misbehaviour or any other reason in public interest, the Chief Inspector of Lifts and Escalators may suspend or cancel the authorisation after giving show cause notice. Any applicant whose authorisation previously granted has been cancelled on grounds of malpractice shall be disqualified for authorisations in future.

(9) The Chief Electrical Inspector may after giving an opportunity to the persons authorised under section 10 of the Act of being heard, cancel the authorisation, if he has reason to believe that the competent person, –

- (i) has violated any terms and conditions specified under such authorisation; or
- (ii) has acted in a manner inconsistent with the intent or the purpose of the Act or the rules made thereunder; or
- (iii) has omitted to act as required under the Act and the rules made thereunder; or
- (iv) found to be guilty of negligence, incompetence; or
- (v) for any other valid reasons.

(10) Any applicant whose authorisation previously granted has been cancelled on grounds of malpractice shall be disqualified to apply for fresh authorisation.”;

(9) rule 14 shall be omitted;

(10) for rule 15, the following rule shall be substituted, namely:-

“15. Submission of test report by the competent person.— (1) Every lift or escalator shall be inspected and tested by a competent person in accordance with the relevant standards.

(2) The competent person shall submit an inspection and test report of the lift or escalator electronically through the designated portal in Electronic Form 9,—

- (i) once in every twelve months; and
- (ii) after any accident.”;

(11) after rule 15, as so amended, the following rules shall be inserted, namely:—

“16. Adjudication of contraventions and imposition of penalty.— (1) Where any contravention of the provisions of the Act or rules made thereunder is reported by the Inspector in Electronic Form 27 or such contravention comes to the notice of the Adjudicating Officer suo motu, the Adjudicating Officer shall issue a notice in Electronic Form 28 to the person alleged to have committed such contravention, calling upon him to show cause within fifteen days from the date of receipt of such notice, either through an electronic mode or in person, as to why penalty should not be imposed upon him.

(2) The notice under sub-rule (1) above shall, –

- (a) specify the contravention(s), relevant provisions violated and the proposed penalty;
- (b) direct the contravener to submit a reply electronically in the designated portal within fifteen days; and
- (c) require personal appearance or video conferencing for hearing on a fixed date and time.

(3) For the purpose of conducting an inquiry, the Adjudicating Officer shall have the powers to,—

- (a) summon and enforce attendance of witnesses or persons;
- (b) compel production of documents as evidence; and
- (c) receive affidavits as evidence.

(4) The alleged contravener shall have the right to present evidence in defence and be represented by an advocate;

(5) After concluding the inquiry, the adjudicating officer shall pass an order in Electronic Form 29 within thirty days by recording the summary of proceedings and by specifying the, –

- (a) evidences considered and findings of fact;
- (b) nature of contravention, if confirmed;
- (c) amount of penalty imposed as per section 15 of the Act; and
- (d) time limit for the payment of penalty:

Provided that no order prejudicial to the contravener shall be passed without granting a reasonable opportunity of being heard:

Provided further that, if the contravener fails to appear or respond, the Adjudicating Officer may proceed the inquiry ex-parte and pass orders based on available records.

(6) Where the contravener accepts the order of the Adjudicating Officer issued under sub-rule (5), he shall pay the penalty amount in full within the time limit prescribed in such order through the portal.

(7) Upon receipt of such payment, the Adjudicating Officer shall record compliance and close the proceedings and no appeal shall lie further on the penalty;

(8) All proceedings, evidence, and orders shall be preserved in a Register of adjudication cases in the portal electronically.

17. Appeal.— (1) Any person aggrieved by an order of the Adjudicating Officer under rule 16, may within sixty days from the date of receipt of such order prefer an appeal to the Chief Electrical Inspector in Electronic Form 30 through the portal:

Provided that the Chief Electrical Inspector may entertain an appeal after the expiry of sixty days if he is satisfied that the appellant was prevented by sufficient cause for not filing it within the prescribed period.

(2) The appeal under sub-rule (1) above shall include,—

- (a) name, address and contact details of the appellant;
- (b) a copy of the impugned order;
- (c) grounds of appeal;
- (d) documentary evidence, if any; and
- (e) prayer for relief sought.

(3) On submission of appeal, an acknowledgement receipt with unique appeal number shall be automatically generated in the portal.

(4) If on scrutiny the appeal is found to be defective, the Chief Electrical Inspector may direct the appellant to rectify such defects within fifteen days from the date of receipt of such direction. If the appellant fails to comply with such direction, the appeal may be summarily rejected after recording the reasons therefor and the same may be communicated to the appellant through any electronic mode.

(5) The Chief Electrical Inspector within fifteen days from the date of receipt of the appeal shall direct the respondents to file reply affidavits within fifteen days and also serve notice to the appellant for personal hearing in Electronic Form 31.

(6) Upon considering all the facts and evidences, the Chief Electrical Inspector shall dispose the appeal within sixty days from the date of its filing by a reasoned order in Electronic Form 32,—

- (a) confirming, modifying or setting aside the impugned order; or
- (b) directing the adjudicating officer for fresh enquiry:

Provided that the Chief Electrical Inspector may direct the Inspector to investigate the case and submit a report for passing final orders in the appeal.

(7) The decision of the Chief Electrical Inspector shall be final and binding the parties.

(8) An Appeal Register with appeal number, date of filing, date of disposal and summary of order shall be maintained electronically in the portal.

18. Recovery of Penalty.— (1) The penalty imposed under rule 16 shall be deposited by the contravener within the time limit prescribed in the order passed by the adjudicating officer or in the order passed by the Chief Electrical Inspector, as the case may be, through the portal.

(2) If the contravener fails to pay such penalty, the Chief Electrical

Inspector shall initiate proceedings for recovery of the same as arrears of land revenue in accordance with section 15-C of the Act.

19. Procedure for compounding of contraventions.— (1) A person who contravenes the provisions of the Act or the rules made thereunder shall make an application in Electronic Form 33 through the portal for compounding such

contravention and the Inspector may determine the compounding fee, if he decides to compound such contravention and intimate the same to the contravener within thirty days and direct him to pay the compounding amount in Electronic Form 34.

(2) The compounding amount so determined shall not exceed the maximum penalty that may be imposed under the Act for such contravention.

20. Manner of service of notices, orders or documents.— (1) Every notice, order or document required or authorised to be served under the Act shall be served in one of the following manner:—

(a) by digitally signing and uploading it on the portal referred to in section 4 of the Act and by sending the digitally signed document to the registered e-mail of the recipient; or

(b) by post to the last-known address of the recipient; or

(c) by hand delivery against a signed receipt at the premises of the recipient; or

(d) if the recipient cannot be located, by publishing a summary in one Tamil and one English daily newspaper circulating in the district where the lift/escalator is installed;

(2) The service via electronic mode referred to in clause (a) of sub-rule (1) shall be deemed to be completed on the date which email has been read by the recipient.

(3) An electronic register of all notices, orders or documents served, including the mode, date and recipient details shall be maintained in the portal.

21. Manner of withdrawal of pending applications. —

(1) An owner seeking to withdraw an application for permission to erect a lift or an escalator, or licence for working a lift or an escalator, or any renewal of licence, or any appeal against refusal or review pending on the date of commencement of the Tamil Nadu Lifts and Escalators (Amendment) Act, 2025 (Tamil Nadu Act 35 of 2025) shall submit a withdrawal request electronically through the portal against the original application.

(2) Upon acknowledgment of the withdrawal request in the portal, the original application shall be deemed to be closed and no further action shall be taken on it.

(3) The submission of a withdrawal request under sub-rule (1) shall be without prejudice to the right of the owner or competent person to file a fresh application with applicable fees under the provisions of the Act, as amended.

(4) The pending applications not withdrawn within thirty days from the date of commencement of the Tamil Nadu Lifts and Escalators (Amendment) Act, 2025 (Tamil Nadu Act 35 of 2025) shall be processed under the provisions of the Act and rules that stood before amendment.”;

(12) the Annexures I and II shall be omitted;

(13) for “Forms A to P”, the following “Forms” shall be substituted namely:—

FORM 1

AUTHORISATION OF THE COMPETENT PERSON

[See rules 3(1) and 4(1) of the Tamil Nadu Lifts and Escalators Rules, 1997]

**Authorisation
Number**

[Auto-generated]

Date of Issue

[Auto-generated]

Validity Period

From: [Date] To: [Date] (Max 1 year)

PART A: OWNER DETAILS

1. **Full Name/Legal Entity:**

[Owner's Name/Company Name as per Property Deed/Registration]

2. **Address:**

[Complete Address with PIN Code]

3. Authorised Signatory and Authorisation details in case of other than Proprietorship

Name: [Name of the Authorised Signatory] Designation: [Designation]

Authorisation Document: [Upload]

4. **Contact:**

Mobile: [Phone] | Email: [Email] |

5. TAN(for Government only)/ Aadhaar/PAN: [ID Number]

PART B: COMPETENT PERSON DETAILS

1. **Name:**

[Name of the LEM/EEM/LM/EM Company as per Certificate of Authorisation]

Certificate Number: [LEM/EEM LM/EM No.] | Valid Until: [Date]2. **Services Authorised:** (Tick applicable)

- ☐ Erection/Addition/Alteration (Sec 3)
- ☐ Licence Application (Sec 4)
- ☐ Licence Renewal (Rule 5)
- ☐ Accident Reporting (Rule 10)
- ☐ Dismantling

PART C: INSTALLATION DETAILS

Type	Location
☐ Lift ☐ Escalator	Door/Building: [...] Survey No.: [...] Street/Village: [...] Taluk: [...] District: [...] PIN: [...]

PART D: DECLARATIONS

1. Owner confirmation:

"I authorise the Competent Person to act on my behalf for selected services under the Tamil Nadu Lifts & Escalators Act, 1997. I understand this authorisation may be revoked anytime through the portal or by written notice to the Inspector."

SIGNATURES

Party	Signature	Date
Owner	[e-Signature]	[Date]

2. Competent Person Acknowledgment:

"I accept responsibility for compliance with the Act and Rules. I will notify the Owner and Inspector within 48 hours if my authorisation certificate expires/revoked."

Party	Signature	Date
Competent Person	[e-Signature]	[Date]

FORM 2

APPLICATION FOR PERMISSION TO ERECT/TO MAKE ADDITIONS OR ALTERATIONS* TO A LIFT/ESCALATOR*

[See rule 3(1) of the Tamil Nadu Lifts and Escalators Rules, 1997]

I. CHOOSE ONE OF THE FOLLOWING:

☐ ERECTION☐ ADDITIONS/ALTERATIONS

FOR ERECTION*

SECTION A: OWNER & BUILDING DETAILS

1. Owner Type

State Government | Central Government | Local Authority | Board or Undertaking of State Government | Board or Undertaking of Central Government | University | Proprietorship | Partnership | LLP | Private Limited | Public Limited | Trust | Society | Other _____

2. Building Category

Individual Home | Other Residential | Business | Educational | Healthcare | Mercantile | Industrial | Assembly (Mall/Multiplex/Community Hall/Religious) | Storage | Other _____

3. Owner Details	
-Full Name / Legal Entity	
-Communication Address	
-Contact Details	Mobile _____ Email _____

SECTION B: INSTALLATION SITE

4. Premises Address

Door/Plot Number : _____

Survey Number: _____

Street : _____

Area : _____

Village / Town /City : _____

PIN _____

Taluk : _____

District: _____

Name of the Building (if any) : _____

Height of the building _____ (m)

Map Coordinates:

Latitude: Longitude:

Or

[Use current location/Select on map]

5. Building Plan

- CMDA/DTCP/Local Authority Approval Reference (if any) _____

- Upload building plan

PDF (Max 10MB)

- Upload building Drawings

PDF (Max 20MB)

SECTION C: TECHNICAL SPECIFICATIONS

II. CHOOSE ONE OF THE FOLLOWING:

☐ LIFT☐ ESCALATOR

(ERECTION OF LIFT)*

6. Lift Type & Class	☐ Traction ☐ Hydraulic ☐ Home Lift ☐ Class I (Passenger) ☐ Class II (Passenger cum Goods) ☐ Class III (Healthcare) ☐ Class IV (Goods) ☐ Class V (Service) ☐ Class VI (High Speed $\geq 2.5\text{m/s}$) ☐ Fire evacuation lift	
7. Standards Conformity	☐ IS 14665 ☐ IS 17900 ☐ IS 14671 ☐ IS 15259 ☐ IS 15330	
8. Key Specifications		
Make : Model: S.No.:		
Speed: m/s Total Travel: m Capacity: kg / Persons Number of landings		
Machine Room	☐ Yes ☐ No	
Car Dimensions & Pit Depth	Width: mm x Depth: mm x Height: mm Available Car Area: m ² Pit Depth: m	
Weight Details	Total Weight of Car with full load: kg Weight of the Counter-weight: kg	
Suspension Means	☐ Steel Wire Ropes Numbers: Diameter: mm Tensile strength of rope: N/mm ²	☐ Elastomeric Coated Steel Wire/Belt Numbers: Width: mm Thickness: mm Number of Cords: Diameter of Cord: mm Tensile strength of Cord: N/mm ²
Type of car and landing door: ☐ Power operated ☐ Manually operated		
Car door material: ☐ Stainless steel ☐ Glass ☐ Others		
Landing door material: ☐ Stainless steel ☐ Glass ☐ Others		
If type of lift is hydraulic	Total oil capacity ☐ Rupture valve ☐ Restrictor valve ☐ Pawl device ☐ Temperature monitoring device	
Location of the machine room:	☐ Above well ☐ Below well ☐ At side of well ☐ Others	
Motor details:		
Capacity of Motor: kW		
Voltage: V ☐ Three phase ☐ Single phase		
Duty type of Motor:		
Type of control: ☐ MCB ☐ MCCB ☐ FSU ☐ MPCB ☐ Others		
Rating of control: A		
Any other features: ☐ CCTV ☐ Others		

9. Mandatory Safety Features

☐ Emergency Alarm & Light (2-hr backup)	☐ Overload Device (Audible/Visual)
☐ Automatic Rescue Device	☐ Alternate Power Supply/UPS
☐ Intercom (if the lift travel exceeds 15 m)	

SECTION D: DOCUMENT UPLOADS

Document	Signatures Required	
10. Wiring Diagram	Owner + Licenced Electrical Contractor	[Upload Drawings]
11. Structural Stability Certificate	Registered Structural Engineer	[Upload Drawings]
12. General Arrangement & Design Drawings:	Owner/Competent Person	
- Lift Layout Plan Sectional Elevation	[Upload Drawings]	
- Lift Car Clearances Well Enclosures	[Upload Drawings]	
- Lift Machine & Pulley Room Hoisting Machine	[Upload Drawings]	
- Complete Technical Specifications	[Upload document]	

SECTION C: TECHNICAL SPECIFICATIONS

(ERECTION OF ESCALATOR)*

6. Installation configuration :	☐ Single unit ☐ Parallel unit ☐ Cris-cross unit ☐ Successive unit
7. Standards Conformity	☐ IS:4591 ☐ Others: _____
8. Key Specifications	
Make : _____ Model: _____ S.No.: _____	
Speed: _____ m/s Total Travel: _____ m Capacity: _____ persons/hour	
Angle of inclination _____ degree Type of balustrade _____ Factor of safety _____ Rise _____ m Vertical distance between the upper and lower finished levels _____ m	
step treads _____ mm step risers _____ mm mesh depth _____ mm Step height _____ m Step depth _____ m Nominal width for load carrying area _____ m	
Vertical distance between the top of hand rail and step nose or pallet surface _____ m Distance between the handrail center lines _____ m Horizontal distance between the outer edge of the hand rail and a continuous obstruction _____ mm Horizontal distance between the hand rails of adjacent escalator _____ mm Horizontal distance between outer edges of interior panels on adjacent escalators _____ mm	
Location of escalator control panel and location of machinery	
Location of the machine : ☐ Inside truss ☐ outside truss Location of the machine control panel : ☐ Inside truss ☐ separate room ☐ Others _____	

Drive, Motor and Brake details:Capacity of Motor: kWVoltage: V ☐ Three phase ☐ Single phase

Duty type of Motor: _____

Type of control: ☐ MCB ☐ MCCB ☐ FSU ☐ MPCB ☐ Others _____Rating of control: AType of drive: ☐ Chain ☐ OTHER _____Type of drive control : ☐ Direct on line ☐ Variable speed drive☐ Soft starter ☐ Others _____Type of operational brake: ☐ Electro-mechanical ☐ Others _____Number of Auxiliary brakes: **9. Other features:** ☐ Hand rail lighting ☐ Comb lighting ☐ Skirt lighting☐ Hand winding device ☐ On-demand start ☐ Remote start☐ RCD/RCBO for lighting and power sockets☐ Anti-slide devices☐ Anti-climbing device☐ Access restriction device☐ Deflectors☐ Others _____

SECTION D: DOCUMENT UPLOADS

Document	Signatures Required	
10. Wiring Diagram	Owner + Licenced Electrical Contractor	[Upload Drawings]
11. Structural Stability Certificate	Registered Structural Engineer	[Upload Drawings]
12. General Arrangement & Design Drawings:	Owner/Competent Person	
- Escalator Layout Plan Sectional Elevation	[Upload Drawings]	
- Arrangement of anti-misuse devices	[Upload Drawings]	
- Arrangement of steps	[Upload Drawings]	
- Arrangement of steps, clearance and mesh depth	[Upload Drawings]	
- Complete Technical Specifications	[Upload Drawings]	

FOR ADDITIONS AND ALTERATIONS*

1. Details of licence previously granted

-Licence no:

-Date of Expiry: (to be auto generated)

-Name of the Licensee: (to be auto generated)

2. Nature of additions/alterations in Lift installation☐ Replacement of existing lift/escalator ☐ Change of rated speed ☐ Change of rated load☐ Change of mass of the car ☐ Change of travel ☐ Change of control system☐ Change of location ☐ others

3. Building Plan

- CMDA/DTCP/Local Authority Approval Reference (if any) _____

- Upload Approval letter

PDF (Max 10MB)

- Upload Approved Drawings

PDF (Max 20MB)

FOR ADDITIONS /ALTERATIONS TO LIFTS***TECHNICAL SPECIFICATIONS**

4. Lift Type & Class	☐ Traction ☐ Hydraulic ☐ Home Lift ☐ Class I (Passenger) ☐ Class II (Passenger cum Goods) ☐ Class III (Healthcare) ☐ Class IV (Goods) ☐ Class V (Service) ☐ Class VI (High Speed $\geq 2.5\text{m/s}$) ☐ Fire evacuation lift	
5. Standards Conformity	☐ IS:14665 ☐ IS 17900 ☐ IS 14671 ☐ IS 15259 ☐ IS 15330 ☐ Others: _____	
6. Key Specifications		
Make : _____ Model: _____ S.No.: _____		
Speed: _____ m/s _____ Total Travel: _____ m Capacity: _____ kg / _____ Persons Number of landings _____		
Machine Room	☐ Yes ☐ No	
Car Dimensions & Pit Depth	Width: _____ mm x Depth: _____ mm x Height: _____ mm Available Car Area: _____ m ² Pit Depth: _____ m	
Weight Details	Total Weight of Car with full load: _____ kg Weight of the Counter-weight: _____ kg	
Suspension Means	☐ Steel Wire Ropes Numbers: _____ Diameter: _____ mm Tensile strength of rope: _____ N/mm ²	☐ Elastomeric Coated Steel Wire/Belt Numbers: _____ Width: _____ mm Thickness: _____ mm Number of Cords: _____ Diameter of Cord: _____ mm Tensile strength of Cord: _____ N/mm ²
Type of car and landing door: ☐ Power operated ☐ Manually operated		
Car door material: ☐ Stainless steel ☐ Glass ☐ Others _____		
Landing door material: ☐ Stainless steel ☐ Glass ☐ Others _____		
If type of lift is hydraulic	Total oil capacity _____ ☐ Rupture valve ☐ Restrictor valve ☐ Pawl device	
Location of the machine room:	☐ Above well ☐ Below well ☐ At side of well ☐ Others _____	
Motor details: Capacity of Motor: _____ kW Voltage: _____ V ☐ Three phase ☐ Single phase Duty type of Motor: _____ Type of control: ☐ MCB ☐ MCCB ☐ FSU ☐ MPCB ☐ Others _____ Rating of control: _____ A		

Any other features:	☐ CCTV ☐ Others _____
7. Mandatory Safety Features	
☐ Emergency Alarm & Light (2-hr backup)	☐ Overload Device (Audible/Visual)
☐ Automatic Rescue Device	☐ Alternate Power Supply
☐ Intercom (If the lift travel exceeds 15 m)	

FOR ADDITION/ALTERATION OF ESCALATORS*

TECHNICAL SPECIFICATIONS

4. Installation configuration:	☐ Single unit ☐ Parallel unit ☐ Cris-cross unit ☐ Successive unit	
5. Standards Conformity	☐ IS:4591 ☐ Other Standard _____	
6. Key Specifications		
Make : _____	Model: _____	S.No.: _____
Speed: _____ m/s	Total Travel: _____ m	Capacity: _____ persons/hour
Angle of inclination _____ degree	Type of balustrade _____	
Factor of safety _____	Rise _____ m	
Vertical distance between the upper and lower finished levels _____ m		
step treads _____ mm	step risers _____ mm	mesh depth _____ mm
Step height _____ m	Step depth _____ m	
Nominal width for load carrying area _____ m		
Vertical distance between the top of hand rail and step nose or pallet surface _____ m		
Distance between the handrail center lines _____ m		
Horizontal distance between the outer edge of the hand rail and a continuous obstruction _____ mm		
Horizontal distance between the hand rails of adjacent escalator _____ mm		
Horizontal distance between outer edges of interior panels on adjacent escalators _____ mm		
Location of escalator control panel and location of machinery		
Location of the machine :		
☐ Inside truss ☐ outside truss		
Location of the machine control panel :		
☐ Inside truss ☐ separate room ☐ Others _____		
Drive, Motor and Brake details:		
Capacity of Motor: _____ kW		
Voltage: _____ V ☐ Three phase ☐ Single phase		
Duty type of Motor: _____		
Type of control: ☐ MCB ☐ MCCB ☐ FSU ☐ MPCB ☐ Others _____		
Rating of control: _____ A		
Type of drive: ☐ Chain ☐ OTHER _____		
Type of drive control : ☐ Direct on line ☐ Variable speed drive		
☐ Soft starter ☐ Others _____		
Type of operational brake: ☐ Electro-mechanical ☐ Others _____		
Number of Auxiliary brakes: _____		

- 7. Other features:** ☐ Hand rail lighting ☐ Comb lighting ☐ Skirt lighting
☐ Hand winding device ☐ On-demand start ☐ Remote start
☐ RCD/RCBO for lighting and power sockets
☐ Anti-slide devices ☐ Anti-climbing device
☐ Access restriction device ☐ Deflectors
☐ Others _____

DOCUMENT UPLOADS

Document	Signatures Required	
8. Wiring Diagram	Owner + Licenced Electrical Contractor	[Upload Drawings]
9. Structural Stability Certificate	Registered Structural Engineer	[Upload Drawings]
10. General Arrangement & Design Drawings: (For lifts)*	Owner / Competent Person	
- Lift Layout Plan Sectional Elevation	[Upload Drawings]	
- Lift Car Clearances Well Enclosures	[Upload Drawings]	
- Lift Machine & Pulley Room Hoisting Machine	[Upload Drawings]	
- Complete Technical Specifications	[Upload document]	
10. General Arrangement & Design Drawings: (For escalators)*	Owner / Competent Person	
- Escalator Layout Plan Sectional Elevation	[Upload Drawings]	
- Arrangement of anti-misuse devices	[Upload Drawings]	
- Arrangement of steps	[Upload Drawings]	
- Arrangement of pallets, clearance and mesh depth	[Upload Drawings]	
- Complete Technical Specifications	[Upload document]	

SECTION E: COMPETENT PERSON DETAILS

13. Authorisation number:(Form 1)**14. Certificate of Authorisation**

- Certificate of Authorisation number:
- Validity

[To be auto-filled]

[To be auto-filled]

SECTION F: ELECTRICAL CONTRACTOR DETAILS

15. Electrical Contractor

-Name

-Address

16. Licence Details

- Licence category ☐ Electrical Super "A" Grade ☐ Electrical "A" Grade ☐ Electrical Super "B" Grade
☐ Electrical "B" Grade
- licence Number _____
- Validity [To be auto-filled]

SECTION G: DECLARATION & PAYMENT**17. Declarations:**

- [] We do hereby declare that the above information furnished by us is true and correct and the lift / escalator installation will be erected conforming to the Tamil Nadu Lifts and Escalators Act and Rules, 1997 and relevant Standards.

18. Fee Payment:

- ₹2,500 (≤5 landings) / ₹5,000 (>5 landings) (in case of lifts)
- ₹10,000 (per escalator) (in case of escalator)
- [Payment link] (Integrated payment gateway)

e-Signature / Signature

Competent Person: [Name Auto-filled]

Date: [Auto-generated]

***Strike out whichever is not applicable**



FORM 3

PERMISSION TO ERECT A LIFT/ESCALATOR*

[See rule 3(4) of the Tamil Nadu Lifts and Escalators Rules, 1997]

Permission Number: [To be auto-generated]

Dated [To be auto-filled]

To

[Name and address of the owner-To be auto-filled]

Sub: Permission for erection of Lift/escalator* at the [.....address of the installation -To be auto-filled.....]
Granted.

Under sub-section (4) of section 4 of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997), permission is hereby granted to erect lift/escalator* at the premises [.....address of the installation -To be auto-filled.....] owned by [.....Name of the owner-To be auto-filled.....] subject to the provisions of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997) and the Tamil Nadu Lifts and Escalators Rules, 1997

2. The permission shall be valid for a period of six months from the date on which it is granted and subject to the terms and conditions set out below:—

- (i) The genuineness of the documents uploaded; and
- (ii) The genuineness of details furnished with the application;
- (iii) Every lift/escalator* shall be designed, erected, maintained, inspected and tested in accordance with;—
 - (a) the relevant Indian Standard specified for lift/escalator*; or
 - (b) where no Indian Standard exists, such International Standard as may be approved by the Chief Electrical Inspector.

(iv) All apparatus and components of lift/escalator* shall be of sufficient ratings and of sufficient mechanical strength for the duty which they may be required to perform under the environmental conditions of installation and shall be constructed, installed, protected, worked and maintained to ensure safety of human beings and property. Further they shall conform to relevant Indian Standards or to relevant International Standard if Indian Standard is not available.

(v) No person other than a Competent Person holding valid certificate of authorisation shall undertake erection, additions/ alterations or maintenance of any lift/escalator*.

(vi) All electrical installation works pertaining to the lift/escalator* shall be carried out by a licenced electrical contractor and the electrical installations shall conform, in general, to the provisions of the Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2023 and the applicable Indian Standards or to relevant International Standard if Indian Standard is not available;

(vii) The adequacy of load bearing capacity of building for the static and dynamic loads of lift or escalator, seismic resilience, fire resistance rating, etc., shall be verified with competent engineers before erection;

(viii) The lift/escalator* work zone shall be properly barricaded with standard safety signage and all working personnel shall be provided with personal protective equipment, fall arrester, etc.,;

(ix) Within one month of completion of erection or additions or alterations of lift/escalator*, the owner shall, through the competent person authorised by him upload the report of completion in electronic Form 7 in the portal.

(x) If the erection of lift/escalator* could not be completed within the six months validity period of the erection permission, an application for extension of validity can be made before the expiry of permission in the portal.

3. The lift/escalator* shall not be operated until a licence is granted by the Inspector of Lifts and Escalators for working of the lift in accordance with rule 4 of the Tamil Nadu Lifts and Escalators Rules, 1997.

Inspector of Lifts and Escalators

Government of Tamil Nadu

[Division name – To be auto-filled]

This permission is computer generated and does not require any seal/ signature. The authenticity of this permission can be verified by scanning the QR code.

QR Code
[To be auto-generated]

* Strikeout whichever is not applicable



FORM 4

PERMISSION TO MAKE ADDITION OR ALTERATION TO A LIFT/ESCALATOR*

[See rule 3(4) of the Tamil Nadu Lifts and Escalators Rules, 1997]

Permission Number: [To be auto-generated]

Dated [To be auto-filled]

To

[Name and address of the owner-To be auto-filled]

Sub: Permission to make addition or alteration of a lift/escalator* at [.....address of the installation -To be auto-filled.....] Granted.

Under sub-section (2) of section 9 of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997) permission is hereby granted to make addition or alteration of the lift/escalator* at the premises [.....address of the installation -To be auto-filled.....] owned by [.....Name of the owner-To be auto-filled.....] subject to the provisions of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997) and the Tamil Nadu Lifts and Escalators Rules, 1997.

2. The permission shall be valid for a period of six months from the date on which it is granted and subject to the terms and conditions set out below:-

- I) The genuineness of the documents uploaded; and
- II) The genuineness of details furnished with the application;
- III) Every lift/escalator* shall be designed, erected, maintained, inspected and tested in accordance with;-
 - (a) the relevant Indian Standard specified for lift/escalator*; or
 - (b) where no Indian Standard exists, such International Standard as may be approved by the Chief Electrical Inspector.

IV) All apparatus and components of lift/escalator* shall be of sufficient ratings and of sufficient mechanical strength for the duty which they may be required to perform under the environmental conditions of installation and shall be constructed, installed, protected, worked and maintained to ensure safety of human beings and property. Further they shall conform to relevant Indian Standards or to relevant International Standard if Indian Standard is not available.

V) No person other than a Competent Person holding valid certificate of authorisation shall undertake erection, additions/ alterations or maintenance of any lift/escalator*.

VI) All electrical installation works pertaining to the lift/escalator* shall be carried out by a licenced electrical contractor and the electrical installations shall conform, in general, to the provisions of the Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2023 and the applicable Indian Standards or to relevant International Standard if Indian Standard is not available;

VII) The adequacy of load bearing capacity of building for the static and dynamic loads of lift/escalator*, seismic resilience, fire resistance rating, etc., shall be verified with competent engineers before erection;

VIII) The lift/escalator* work zone shall be properly barricaded with standard safety signage and all working personnel shall be provided with personal protective equipment, fall arrester, etc.,;

IX) within one month of completion of erection or additions or alterations of lift/escalator*, the owner shall, through the competent person authorised by him upload the report of completion in electronic Form 7 in the portal.

X) If the erection of lift/escalator* could not be completed within the six months validity period of the erection permission, an application for extension of validity can be made before the expiry of permission in the portal.

3. The lift/escalator* shall not be operated until a licence is granted by the Inspector of Lifts and Escalators for working of the lift/escalator* in accordance with rule 4 of the Tamil Nadu Lifts and Escalators Rules, 1997.

Inspector of Lifts and Escalators
Government of Tamil Nadu

This permission is computer generated and does not require any seal/ signature. The authenticity of this permission verified by scanning the QR code.

QR Code
[To be auto-generated]

*Strikeout whichever is not applicable

FORM 5**APPLICATION FOR EXTENSION OF PERMISSION TO ERECT LIFT/ESCALATOR***

[See rule 3(6) of the Tamil Nadu Lifts and Escalators Rules, 1997]

1. Permission Number

2. Permission date

3. Full name of the owner(s)

[To be auto-filled]

4. (a) Contact details

Mobile [To be auto-filled]

Email [To be auto-filled]

5. Reasons/need for extension of permission

e-Signature / Signature

Competent Person: *[Name Auto-filled]*

Date: *[Auto-generated]*

***Strikeout whichever is not applicable**

**FORM 6****EXTENSION OF PERMISSION TO ERECT A LIFT/ESCALATOR***

[See rule 3(7) of Tamil Nadu Lifts and Escalators Rules, 1997]

Permission Number: [To be auto-generated]

Dated [To be auto-filled]

Extension Number: [To be auto-generated]

Dated [To be auto-filled]

To

[Name and address of the owner-To be auto-filled]

Sub: Extension of Permission for erection of Lift/escalator* at the [.....address of the installation -To be auto-filled.....] - granted.

Under sub-section (5) of section 4 of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997), permission granted vide Permission Number [.....To be auto-generated.....] dated [.....To be auto-filled.....] is hereby extended for a further period of six months for the premises [.....address of the installation - To be auto-filled.....] owned by [.....Name of the owner-To be auto-filled.....] subject to the provisions of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997) and the Tamil Nadu Lifts and Escalators Rules, 1997.

QR Code**[To be auto-generated]**

Inspector of Lifts and Escalators

Government of Tamil Nadu

[Division name – To be auto-filled]

This permission is computer generated and does not require any seal/ signature.

The authenticity of this permission can be verified by scanning the QR code.

***Strikeout whichever is not applicable**

FORM 7

COMPLETION REPORT

[See rules 3 (4)(vii) and 3 (9) of the Tamil Nadu Lifts and Escalators Rules, 1997]

To

The Inspector of Lifts and Escalators

[Division name]

Sir,

Sub: Erection of lift/escalator* at the [.....address of the installation]

With reference to the Permission Number [.....] dated [.....] by which permission has been granted to erect to a lift/escalator* at the above mentioned premises, I/We* state that the work of erection was completed on [.....Date of completion.....] by Thiru / Tvl [.....Name of the competent person].

Yours faithfully,

e-signature of the owner of the lift

***Strikeout whichever is not applicable**

FORM 8

APPLICATION FOR LICENCE TO WORK A LIFT/ESCALATOR*

[See rule 4 (1) of the Tamil Nadu Lifts and Escalators Rules, 1997]

To

The Inspector of Lifts and Escalators

[Division name]

Sir,

Sub: Erection of Lift/escalator* at the [.....address of the installation.....] – Application for Licence- Reg.

I/We* [.....Name of the competent person] having undertaken the work of erection of the Lift/escalator* at the premises of [.....address of the installation.....] and having completed the erection of the said lift/escalator* hereby certify that the work of erection of the lift/escalator* complies with the provisions of the Tamil Nadu Lifts and Escalators Rules, 1997. We further certify that the erection and testing of the lift/escalator* has been carried out in accordance with the provisions of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997) and the Tamil Nadu Lifts and Escalators Rules, 1997 and confirm that the lift/escalator* have been tested conforming to the Bureau of Indian Standards or relevant International Standards and have enclosed the inspection cum test report in Form 9 signed by the authorised person.

It is certified that the building in which the lift/escalator* is erected is structurally sound and stable. I/We* further certify that the lift/escalator installation is ready for inspection which is required to be made for the purpose of issuing a licence under the said Act and the Rules, for working the same.

I/We* report that the electrical installation detailed below has been installed by us and tested and that to the best of our knowledge and belief it complies with the Central Electricity Authority (Measures Relating to Safety and Electric Supply) Regulations, 2023 as well as the Bureau of Indian Standard code of practices for electrical installations.

I/We* undertake the full responsibility of the installation to be handed over duly to the owner after inspection and compliance of the provisions of the said Act and Rules.

I/we* request you to grant a licence to work the lift/escalator*, the details of which are furnished hereunder:–

1. Details of Lift Installation: (in case of lifts)*

- Make and Serial no of lift:
- Type of lift:
- Type of control:
- Capacity: kg / passengers

2. Voltage and System supply:

3. Validity Period of Third-Party Insurance: From [dd/mm/yyyy] To [dd/mm/yyyy]

4. Validity Period of the Inspection cum test report issued by the competent person: From [dd/mm/yyyy] To [dd/mm/yyyy]

5. Particulars of works:

(a) MV installation:

Sl. No.	Equipment	Capacity in kW	Voltage	Fed from Distribution Board/ Switch Board
(1)	(2)	(3)	(4)	(5)

(b) Lighting load: _____ kW

(c) Test results:

I.	a) Insulation resistance for the whole Installation	
	b) Between Phases.	
	c) Between each phase and earth	
II.	a) Resistance of earth electrode for earthing system	
	b) Maximum earthing resistance of Installation	

1. Details of escalator Installation: (In case of escalators)*

- Make and Serial no of escalator:
 - Angle of inclination of escalator:
 - Vertical distance between the upper and lower finished levels:
 - Width of the escalator
 - Rated speed of escalator
 - Rated capacity
- Voltage and System supply:
 - Particulars of works:

(a) MV installation:

Sl. No.	Equipment	Capacity in KW	Voltage	Fed from Distribution Board/Switch Board
(1)	(2)	(3)	(4)	(5)

(b) Lighting load: _____

(c) Test results:

I.	a) Insulation resistance for the whole Installation	
	b) Between Phases.	
	c) Between each phase and earth	
II.	a) Resistance of earth electrode for earthing system	
	b) Maximum earthing resistance of Installation	

Documents to be uploaded:

- Copy of third-party Insurance. [To be uploaded]
- Inspection cum test report issued by the competent person [To be uploaded]

e-Signature of the competent person

*Strikeout whichever is not applicable

FORM 9

INSPECTION CUM TEST REPORT

[See rules 4(2), 4(4)(vi), 5(3) and 15(2) of the Tamil Nadu Lifts and Escalators Rules, 1997]

Date: Valid Upto:

SECTION A: GENERAL DETAILS

1. Licence/erection permission details

SECTION B: TECHNICAL SPECIFICATIONS

I. CHOOSE ONE OF THE FOLLOWING:—

☐ NEW LIFTS/ESCALATORS☐ EXISTING LIFTS/ESCALATORS

II. CHOOSE ONE OF THE FOLLOWING:—

☐ LIFTS☐ ESCALATORS(FOR NEW LIFTS)*
(To be auto-generated)

2. Lift Details:

Make : Model: S.No.: Number of Floors served: Total travel: mVoltage: VFrequency: Hz Number of phases: Rated load: KgNumber of persons: Rated speed: (m/s)

3. Location of the machine room:

☐ Above well ☐ Below well ☐ At side of well ☐ Others

4. Standards Conformity:

☐ IS:14665 ☐ IS 17900 part 1 ☐ IS 14671 ☐ IS 15259 ☐ IS 17900 part 2 ☐ IS 15330 ☐ Fire evacuation lift☐ Other Standard

5. Well, Machinery spaces and pulley rooms:

(i) Access door to machine rooms (if applicable)

Height: m Width: m

(ii) Access doors to the well (if applicable)

Height: m Width: m

(iii) Access doors to pulley rooms (if applicable)

Height: m Width: m

(iv) Dimensions of access trap doors for persons to machine and pulley rooms

 m x m

(v) Emergency landing door if applicable

Height: m Width: m

(vi) Emergency Door to the Lift Well if available

Height: m Width: m

(vii) Inspection door if available

Maximum height: m

Maximum width: m

(viii) Type of door provided

Access door: Car Door :

Landing door :

(ix) Illumination of lighting in the well:

lux above the car roof:

lux above the pit floor:

(x) Number of socket outlets:

Depth of the pit: m

Number of stop switches in the pit:

(xi) Dimension of machine room:

a) Height of the machine room at working areas: m

b) Depth measured from external surface of control panel enclosure: m

c) Width of the control panel: m

d) Horizontal area for maintenance and inspection of moving parts: m x m

e) Clear vertical distance above the unprotected rotating parts of the machine: m

(xii) The following provisions/features are confirmed: –

☐ The well, machine and pulley rooms does not contain duct, cable or devices other than for the lift.

☐ Access, emergency and inspection door does not open towards inside the well or machine or pulley room.

☐ Access, emergency and inspection door is provided with key operated lock.

☐ All openings into the well from the machine room been provided with means to prevent objects falling.

☐ Lifting points installed in the machine room been marked with their safe working load.

☐ Stopping device provided in the lift pulley room, car roof, inspection control devices, at the lift machine if the main switch is not directly accessible within 1 meter, at the test panel if the main switch is not directly accessible within 1 meter

☐ The well, machinery spaces and pulley rooms should not be used to provide ventilation of rooms other than those belonging to the lift.

☐ Ventilation is provided such that motors and equipment as well as electric cables etc., are protected from dust, harmful fumes and humidity.

For lift without conventional machine room:

☐ The Over speed governor is installed without hindrance to the movement of the car and accessible and reachable from outside the well.

☐ The main switch is provided in the control cabinet which is outside the well.

(or)

☐ The main switch is provided at the emergency and test panel since the control cabinet is mounted inside the well and the control cabinet is provided with isolating switch.

(or)

☐ The emergency panel is separate from the test panel and the main switch is provided at the emergency panel and the control cabinet is provided with isolating switch.

6. Landing doors and car doors:

- a) Height of the landing and car door entrance: m
Clear width of entrance : m
Horizontal distance between the sill of the car and the sill of the landing doors: mm
Horizontal distance giving access to the well between the leading edges of car and landing doors during the whole of their opening : m
Light intensity on the landing sill: lux
Factory of safety of ropes / chains:
Height of the unlocking triangle from the floor: mm
- b) Clearance between the closed doors if, –
(i) There are combination of hinged landing door and folding car door: mm
(ii) Clearance between hinged landing door and horizontal sliding car door: mm
(iii) Clearance between horizontal sliding car and landing doors which are not mechanically coupled: mm
- c) The following provisions/features are confirmed:–
☐ No recess or projection on the face of the sliding door panels exceeds 3 mm.
☐ The car door lock functions correctly.
☐ The mechanical locks at each landing entrance proved for positive locking.
☐ The contacts at each landing entrance stop and prevent movement of the car outside the unlocking zone when broken.
☐ Each set of landing doors be unlocked from outside the well with an emergency key.
☐ The positive operation of electric safety device proving the locked condition of the door panel.

7. Car, Counter weight and balancing weight:

- a) i) Interior clear height of the car : m
ii) The available floor area related to the rated load and maximum number of passenger:
Specified: m² Actual: m²
- b) **If the car walls is made of glass:**
i) Type of glass : Thickness: mm
ii) Position of glass wall in the car m from the floor
Location of the Handrail - Handrail provided between m and m.
- c) Details of apron with regard to dimensions and strength:
Width: m Height: m Positioned at :
- d) Dimension of toe guard and its position:
Width: m Height: m Positioned at :

e) Provision of balustrades:

- i) Height of balustrade free distance in a horizontal plane : m
- ii) Height of the balustrade: m
- iii) Horizontal distance beyond the inner edge of the handrail of the balustrade and well wall : m

f) Location of controls, stopping device and socket outlets:

- i) Control device positioned at m from refuge space.
- ii) Stopping device positioned at m from entry point for inspection.

g) Effective area of Ventilation aperture in the car:

Actual area : m² Specified area : m²

h) Details of light fittings in the car:

Actual light intensity : lux Specified light intensity : lux

i) Details of emergency lights with an automatically rechargeable emergency supply provided in car roof, inside the car, at each alarm initiation device in the car:

Actual light intensity : lux Specified light intensity : lux

j) The following provisions/features are confirmed:-

- ☐ The type of car door, floor, wall, ceiling and decorative material confirms to class II product as per IS 12777

8. Suspension means:

- ☐ **Rope**
- Number of ropes: [To be auto-filled]
- Nominal Diameter : mm [To be auto-filled]
- Rope Termination: ☐ Satisfactory ☐ Not satisfactory
- Thickness : mm [To be auto-filled]
- Width : mm [To be auto-filled]
- ☐ **Belt**
- Number of CSBs : [To be auto-filled]
- Belt Monitoring device ☐ Provided ☐ Not Provided

If Rated speed exceeds 3m/s

☐ Provided ☐ Not Provided

Compensation ropes

9. Linear speed load test:

The lift shall be tested for contract load and the linear speed of the lift and the motor current when the lift car is loaded with full contract load in up and down direction. The motor draws the current as follows in up and down direction:

Up direction:

R Phase: A

Y Phase: A

B Phase: A

Down direction:

R Phase: A

Y Phase: A

B Phase: A

10. Overload function test:

Whether the overload function is detected at the latest when the rated load is exceeded by 10 percent, with a minimum of 68 kg.

- ☐ Found OK
☐ Not-OK

11. Electromechanical Braking system:

- a) Supply interrupted with 125 percent of rated load and at rated speed
- b) With one brake set disabled at rated speed in down direction

- ☐ Brake stops the car
☐ Continues to move
☐ Brake decelerates the car
☐ Not-satisfactory

12. Electric Installation:

- a) Insulation Resistance:

- *SELV- Safety extra-low voltage
 **PELV-Protective extra-low voltage
 ***FELV-Functional extra-low voltage

Nominal Circuit Voltage (V)	Test Voltage (d.c.,) V	Insulation Resistance (Mohm)	Verification of insulation Resistance
SELV* and PELV** >100 VA	250		☐ Satisfactory ☐ Not satisfactory
<=500 including FELV***	500		☐ Satisfactory ☐ Not satisfactory
>500	1000		☐ Satisfactory ☐ Not satisfactory

- b) Earth loop impedance at the control panel: Ohms

- c) Rating of main switch : A

Rating of switch for car lighting circuit : A

Rating of switch for well light & dependent circuit : A

- d) The operation of main switch do not cut the circuits feeding car lighting and ventilation, socket outlets on car roof, lighting of machinery spaces and pulley room, lighting in the well, socket outlet in machinery spaces, pulley room and in lift pit

☐ Yes ☐ No

e) Degree of protection for electrical component

Name of component	Degree of protection	Verification of IP
Component in the well, pulley, machine spaces	IP2X	☐ Provided ☐ Not provided
Equipment accessible to non-authorised persons	IP2XD	☐ Provided ☐ Not provided
Enclosure contains hazardous live parts	IPXXB	☐ Provided ☐ Not provided

f) Rating of Residual Current Device: mA

Type of protection against over-heating for lift motor:

k) The following provisions/features are confirmed:

- ☐ Protection of motors against overheating is provided for each motor.
- ☐ A main switch capable of breaking the supply to the lift on all the live conductors is provided.
- ☐ Each incoming source of supply to the lift shall have a supply disconnecting device according located close to the main switch.
- ☐ When the main switch has disconnected the supply to the lift , any automatic operated movement of the lift (for example, automatic battery powered operation) shall be prevented.
- ☐ Earth fault is simulated by a tester and driving machine stopped the lift.
- ☐ The lift is provided with temperature detecting device allowing the car to stop directly and return to the bottom landing when the designed temperature of the electrical equipment exceeds the preset limit.
- ☐ The Motor runtime limiter de-energizes the machine supply within 20/45 seconds for the following conditions (for traction lift).
- Machine does not rotate when a start is initiated.
 - When car/counterweight is stopped in downward movement by an obstacle.

13. Car and counterweight safety gear:

☐ Traction lifts	Progressive safety gear			Instantaneous safety gear		Remarks	
	% of Rated load	% of Rated speed		% of Rated load	% of Rated speed		
Car safety gear	125	100		100	100	☐ Machine continues to run until the rope slip or become slack ☐ Not satisfactory	
Counter weight safety gear	Empty car	100		Empty car	100	☐ Machine continues to run until the rope slip or become slack ☐ Not satisfactory	
☐ Hydraulic lifts	Progressive safety gear				Instantaneous safety gear		Remarks
	% of Rated load	% of Rated speed	% of Rated load	% of Rated speed	% of Rated speed	% of Rated speed	
Car safety gear	125	100	100	Less than rated speed	100	100	☐ Machine continues to run until the rope slip or become slack ☐ Not satisfactory

14. Pawl device (Applicable for Hydraulic):

Lift provided with restrictor/ one-way restrictor

For a speed of $v_d + 0.30$ m/s

☐ The pawl stopped the car and maintained in stationary at the fixed stops

For other lifts

For a speed equal to 115 percent of the downward rated speed v_d

☐ The pawl stopped the car and maintained in stationary at the fixed stops

The following provisions/features are confirmed:

- ☐ The pawl device stop the car travelling down at rated speed with 125% load uniformly distributed.
- ☐ No deterioration that could adversely affect normal use of the lift has occurred.
- ☐ The buffer stroke corrected for the pawl device and is not less than 0.42 m.
- ☐ At least one electrically retractable pawl is provided, designed in its extended position to stop the downward moving car against fixed supports.
- ☐ For each landing, supports were provided and arranged at two levels to prevent the car from sinking below the landing level by more than 0.12 m and to stop the car at the lower end of the unlocking zone.
- ☐ The movement of the pawl(s) to the extended position is effected by guided compression springs(s) and/or gravity.
- ☐ An electric safety device is provided to prevent any downward movement of the car when a pawl is not in the retracted position.
- ☐ The lift is provided with manually operated emergency lowering valve allowing the car to be lowered to a level where the passenger can leave the car in case of power failure.
- ☐ The lift is provided with hand pump which causes the car to move in the upward direction in emergency situation.
- ☐ The lift is provided with temperature detecting device allowing the car to stop directly and return to the bottom landing when the oil temperature exceeds the preset limit.

15. Buffers:**The following provisions/features are confirmed:-**

- ☐ There is no deterioration to the lift or buffer.

16. Rupture valve and Restrictor/One way restrictor (If applicable):**The following provisions/features are confirmed:-**

- ☐ The maximum speed V_{max} of rupture valve does not exceed rated speed downwards(V_d) i.e. +0.30 m/s
- ☐ Restrictor valve is integral with cylinder directly and rigidly flange mounted placed close to the cylinder and connected to it by means of short rigid pipes having welded, flanged or threaded connections.

17. Pressure test: (Applicable for hydraulic)

A pressure of 200 percent full load pressure is applied to the hydraulic system between the non-return valve and the jack included. The system is then observed for evidence of pressure drop and leakage during a period of 5 minutes (taking into account the possible effects of temperature change in the hydraulic lift.

- ☐ Integrity of the hydraulic system is maintained

18. Ascending car over speed protection means(If applicable):

i) The speed at which it is tested : m/s

- ii) Does the device function correctly with the empty car ascending at least at rated speed ☐ Yes ☐ No

19. Stopping accuracy:

Car loading condition		Stopping accuracy
Empty	Up	
	Down	
Balanced	Up	
	Down	
Rated	Up	
	Down	

20. Unintended car Movement Protection:

% of rated load	Direction of travel	Remarks
Empty car	Upwards	☐ The distance between the car sill and lowest part of the well wall facing the car entrance is within 200 mm
		☐ Not satisfactory
		☐ The vertical distance between the car sill to the landing door lintel is within 1.0 m
Fully loaded	Downwards	☐ Not satisfactory
		☐ When Unintended car movement is detected the lift stop at a distance of 1.20 m from the landing
		☐ Not satisfactory
		☐ The vertical distance between the landing sill and lowest part of the car apron is within 20 mm
		☐ Not satisfactory

21. Protection against falling / shearing:**i) Position of car above and below the landing level**

☐ Unlocking zone does not exceed more than 0.2m

☐ Exceed 0.2 m

ii) Car outside the unlocking zone and landing door opened with a gap of 100 mm

☐ Landing door closed and locked

☐ Not satisfactory

22. The following provisions/features are confirmed:—

☐ The emergency lighting of car stays illuminated for 2 hours on battery.

SECTION C: DOCUMENT UPLOADS:**1. Provision of Safety components:**

Safety Components	Make	Upload Type/RoutineTest Certificate
a. Landing and car door locking devices		[Upload]
b. Safety gear		[Upload]
c. Over speed governor		[Upload]
d. Buffer		[Upload]
e. Counterweight		[Upload]

f. Guide rail	[Upload]
g. PESSRAL (If applicable)	[Upload]
h. Ascending car overspeed protection means (If applicable)	[Upload]
i. Unintended car movement protection means (If applicable)	[Upload]
j. Rupture valve/one way restrictor (in case of hydraulic lift)	[Upload]
k. Motor	[Upload]
l. Car door	[Upload]
m. Control panel	[Upload]
n. Glass door - Hard pendulum shock test certificate(Applicable for glass door)	[Upload]
o. Glass door- Soft pendulum shock test certificate (Applicable for glass door)	[Upload]

[FOR EXISTING LIFTS]***2. Lift Details:**

Make : Model:

S.No.: Number of Floors served: Total travel: m

Voltage: V Frequency: Hz Number of phases:

Rated load: kg Number of persons: Rated speed: (m/s)

3. Location of the machine room:

☐ Above well ☐ Below well ☐ At side of well ☐ Others _____

4. Standards Conformity

☐ IS:14665 ☐ IS 17900 part 1 ☐ IS 14671 ☐ IS 15259 ☐ IS 17900 part 2 ☐ IS 15330 ☐ IS 17900 part 6 ☐ Fire evacuation lift

☐ Other Standard _____

5. Pit area

Oil leakage, Cleanliness

- ☐ Satisfactory
☐ Oil leakage noticed

6. Buffers

Oil leakage, Corrosion and physical appearance.

- ☐ No oil leakage,
☐ No corrosion
☐ No bent/Oil leakage
☐ Buffer deformation

7. Drive motor(Only T)

Smooth operation

- ☐ Operated without noise
☐ Not Satisfactory

8.	Gear box(Only T)	Oil leakage and smooth operation	☐ No oil leakage and Operated satisfactory without noise ☐ Oil leakage, Not satisfactory
9.	Traction sheave(Only T)	Provision of guarding and smooth operation	☐ Operated without noise ☐ Guarding provided ☐ Not satisfactory
10.	Brake(Only T)	The free movement of mechanical components	☐ Operated smoothly without noise ☐ Not satisfactory
11.	Controller	Cleanliness of the control panel	☐ No loose wire hanging ☐ Not satisfactory
12.	Over speed governor and tension pulley	Provision of guarding and functionality of OSG	☐ Guarding provided tested for its functionality and found satisfactory ☐ Not satisfactory
13.	Main rope divertor pulley(Only T)	Provision of guarding and smooth operation	☐ Operated without noise, Guarding provided ☐ Not satisfactory
14.	Car/Counter weight guide and guide shoes(Only T)	Lubrication, misalignment, oil film and physical verification of wear and tear.	☐ The guide rail and shoes is free from wear and tear ☐ Not satisfactory
15.	Electric wiring	insulation and earth resistance value and the functioning of RCD	☐ Insulation and earth resistance value found within the permissible limit ☐ RCD functioning satisfactory ☐ Not satisfactory
16.	Lift Car	Emergency light ,car button and key switch	☐ Satisfactory ☐ Not satisfactory
17.	Safety gear(s)/ Ascending car over speed protection means	Effective operation of safety gear	☐ Satisfactory ☐ Not satisfactory
18.	Suspension ropes/ chains and its terminations	Wea, elongation, tension, lubrication and termination of rope and ensure the proper functioning of belt monitoring device.	☐ Rope is free from wear tear elongation without any deterioration and securely connected ☐ satisfactory operation of belt monitoring device ☐ Not satisfactory
19.	Landing entrances	Operation of landing locks	☐ Unlocking triangle provided at each landing door is functioning ☐ Not functioning.
20.	Car door	Door closure contact for positive locking	☐ Effective operation of door closure contact ☐ Not satisfactory
21.	Floor level	Landing level accuracy	☐ The stopping accuracy is within the permissible limit ☐ Beyond the permissible limit
22.	Final limit switches	Operation of final limit switch	☐ Satisfactory ☐ Not satisfactory
23.	Motor run time limiter	Operation of motor run time limiter	☐ Satisfactory ☐ Not satisfactory

24.	Electric safety devices	Operation of safety devices.	☐ The electric safety device stopped the lift when one of them is activated ☐ Not satisfactory
25.	Emergency alarm device	Functioning of emergency push button	☐ The push button is pressed and function found satisfactory ☐ Not satisfactory
26.	Landing controls and indicators	Operation of floor display and operating buttons	☐ The floor display and operating button in lift car and in each car function normally ☐ Not satisfactory
27.	Automatic rescue device	Battery voltage and effective operation of ARD.	☐ Battery voltage is adequate and Operation of ARD found satisfactory ☐ Not satisfactory.
28.	Tank unit(Only H)	Oil leakage and level of fluid	☐ No leakage and level of the fluid in the tank is sufficient ☐ Not satisfactory.
29.	Telescopic jack(Only H)	Oil leakage and synchronous operation	☐ No oil leakage ☐ The jack was extended and retracted and synchronous operation noticed.
30.	Pressure release valve(Only H)	Operation of Pressure release valve	☐ Satisfactory ☐ Not satisfactory
31.	Manual lowering valve(Only H)	Operation of Manual lowering valve	☐ Satisfactory ☐ Not satisfactory
32.	Hand Pump(Only H)	Operation of Hand Pump	☐ No leakage ☐ No Heat generated ☐ Not satisfactory

*T- Traction Lift

*H - Hydraulic lift

(FOR NEW ESCALATORS)***2. Escalator Details:**Make : Model FROM : FLOOR TO FLOORSerial Number:

DIRECTION OF TRAVEL : UPWARD DOWNWARD

Vertical raise: mAngle of inclination of escalator degreeNominal step width : mmVoltage: VFrequency : Hz Number of phases : Capacity : PPHRated speed : (m/s)Installation configuration : ☐ Single unit ☐ Parallel unit ☐ Cris-cross unit ☐ Successive unit**3. Location of the machine :**☐ Inside truss☐ outside truss**Location of the machine control panel :**☐ Inside truss☐ separate room☐ Others _____**4. Standards Conformity:**☐ IS 4591☐ Other Standard _____**5. Drive, Motor and Brake Details:**Type of drive : ☐ Chain☐ OTHER _____Type of drive control : ☐ Direct on line☐ Variable speed drive☐ Soft starter☐ Others _____

6. Parameters/functionality/condition of the components:

S.No	Components	Parameters/functionality/ condition of the component to be checked	Remarks
			☐ The brake stopped the escalator
1.	Auxiliary brake	Functioning of auxiliary brake before the speed exceeds 1.4 times the nominal speed / steps or belt changes from present direction of motion	☐ Did not function ☐ Starting prevented and restart operation done only after the failure lock is reset ☐ Not satisfactory
		a) Breakage or undue elongation	☐ Safety device is activated and escalator stops and starting prevented. Restart operation done only after the failure lock is reset
2.	Drive mechanism of steps	b) Provision of safety device to detect Unintended extension or reduction of the distance between the driving and tensioning devices to stop the escalator and prevent starting.	☐ Not satisfactory ☐ Safety device is activated and escalator stops and starting prevented. Restart operation done only after the failure lock is reset.
			☐ Not satisfactory
3.	Comb safety device and hand rail entry safety device	Presence of foreign bodies	☐ Safety device is activated and escalator stops
			☐ Not satisfactory
4.	Steps	a) Steps sagging safety device is positioned before each transition curve at a sufficient distance before the comb intersection line to ensure the sagged steps does not reach the comb intersection line.	☐ Safety device is activated and escalator stops and starting prevented. Restart operation done only after the failure lock is reset. ☐ Not satisfactory
		b) Missing steps protection device provided at both driving and return station.	☐ Safety device is activated and escalator stops and starting prevented. Restart operation done only after the failure lock is reset ☐ Not satisfactory
5.	Hand Rail speed deviation device	Hand rail speed is deviated by more than -15% to the actual speed for more than 15 sec while the escalator is in motion	☐ Safety device is activated and escalator stops and starting prevented. Restart operation done only after the failure lock is reset. ☐ Not satisfactory
		Inspection cover in the area of truss removed /opened floor plate.	☐ Safety device is activated when the inspection cover/floor plate is opened/ removed and escalator stops.
6.	Inspection cover	Inspection cover and floor plate imperforate and openable only by key.	☐ Not satisfactory

7.	Brake system	When the brake system is applied for the unloaded and download moving loaded escalators, the stopping distance exceeds by more than 20 % of the specified maximum stopping distance within the deceleration of 1m/s ²	☐ Safety device is activated and escalator stops and starting prevented. Restart operation done only after the failure lock is reset ☐ Not satisfactory
		i. Availability of operating instructions in the vicinity	☐ Available ☐ Not Available
8.	Hand winding device if available	ii. Marking of direction of travel of escalator	☐ Marked ☐ Not marked
		iii. If removable type hand winding device is provided, necessary electrical device fitted	☐ Electrical device fitted ☐ Electrical device not fitted
9.	Protection against electrostatic phenomena	Means to discharge static electricity to be specified	☐ Provided ☐ Not provided
10.	Dimension of balustrade	The vertical height from step nose to the top of the hand rail to be measured	
11.	Emergency Stop Device	Provision of Emergency Stop Device in conspicuous and easily reachable positions at least at or near each landing of the escalator	☐ Provided ☐ Not provided
12.	Electric Installation		☐ Circuit breaker provided ☐ Circuit breaker not provided ☐ Supply cut OFF to the motor by circuit breaker ☐ Not satisfactory ☐ Starting prevented and restart operation done only after the failure lock is reset ☐ Not satisfactory
a) Motor		Overload protection by circuit breaker	☐ Not satisfactory ☐ Safety device stopped the escalator ☐ Not satisfactory operation
		Functioning of motor overload device	☐ Speed control device actuated the escalator and stopped ☐ Not satisfactory
		Excessive speed (for speed exceeding 1.2 times the nominal speed) or unintentional reversal of the direction of travel	☐ Not satisfactory

g) Insulation Resistance:

*SELV- Safety extra-low voltage

**PELV-Protective extra-low voltage

***FELV-Functional extra-low voltage

Nominal Circuit Voltage (V)	Test Voltage (d.c.,) V	Insulation Resistance (Mohm)	Verification of insulation Resistance
SELV* and PELV** >100 VA	250		☐ Satisfactory ☐ Not satisfactory
<=500 including FELV***	500		☐ Satisfactory ☐ Not satisfactory
>500	1000		☐ Satisfactory ☐ Not satisfactory

h) Earth loop impedance of the escalator circuit: Ohms

i) Rating of escalator main circuit breaker: A

j) Rating of circuit breaker for escalator lighting circuit: A

k) The operation of main switch do not cut the circuits feeding lighting and ventilation, lighting of machinery spaces, socket outlet in machinery spaces. ☐ Yes ☐ No

l) Degree of protection for electrical component:

Name of component	Degree of protection	Verification of IP
Component in the machinery spaces	IP2X	☐ Provided ☐ Not provided
Equipment accessible to non- authorised persons	IP2XD	☐ Provided ☐ Not provided
Enclosure contains hazardous live parts	IPXXB	☐ Provided ☐ Not provided

m) Rating of Residual Current Device: mA

n) Type of protection against overheating for escalator motor:

o) The following provisions/features are confirmed:

- ☐ A main circuit breaker capable of breaking the supply to the escalator on all the live conductors is provided.
- ☐ Each incoming source of supply to the escalator shall have a supply disconnecting device according located close to the main circuit breaker.
- ☐ Earth fault shall be simulated by a tester and driving machine shall stop the escalator.

SECTION C: DOCUMENT UPLOADS:**7. Provision of Escalator Safety Components:**

<u>Safety Components</u>	<u>Make</u>	<u>Upload Type/Routine Test Certificate</u>
Balustrade		[Upload]
Steps/Pallets		[Upload]
Comb		[Upload]
Belt		[Upload]
Step and Pallet Drive		[Upload]
Belt Drive Mechanism		[Upload]
Handrail System		[Upload]
Operation Brake		[Upload]
Safety Devices		[Upload]
Motor		[Upload]
Control Panel		[Upload]
Truss		[Upload]

(FOR EXISTING ESCALATOR)***1. Controller****Vermin proof**☐ Yes ☐ No**2. Drive motor****Excessive speed (for speed exceeding 1.2 times the nominal speed) or unintentional reversal of the direction of travel**
☐ Speed control device actuated the escalator and stopped
☐ Not-satisfactory
3. Electric installation**i. Live terminal exposure**
☐ Live terminal exposed
☐ covered with insulating material
ii. Earth loop impedance

_____ ohms

iii. Insulation Resistance:

^SELV - Safety extra-low voltage

^^PELV - Protective extra-low voltage

^^^FELV - Functional extra-low voltage

Nominal Circuit Voltage (V)	Test Voltage (d.c.,) V	Insulation Resistance (Mohm)	Verification of insulation Resistance
SELV^ and PELV^^ >100 VA	250		☐ Satisfactory ☐ Not satisfactory
<=500 including FELV^^^	500		☐ Satisfactory ☐ Not satisfactory
>500	1000		☐ Satisfactory ☐ Not satisfactory

iv. General condition of the electrical installations inspected and tested as per IS 732	☐ Satisfactory ☐ Not satisfactory
4. Brake	
Detecting over speed and reversal of direction of travel, opening of safety circuit	☐ Escalator is stopped when any of safety switch is opened and prevented from starting due to faulty condition ☐ Not functioning
5. Auxiliary brake	
Functioning of auxiliary brake before the speed exceeds 1.4 times the nominal speed or when steps or belt changes from present direction of motion	☐ The brake stopped the escalator ☐ Did not function
6. Main drive system	
Tension and wear	☐ No crack or breakage of pin roller or link, no excessive elongation of chain ☐ chain with elongation approaching 3 % in length. chain under tension and to be replaced
7. Step chain	
Tension and wear	☐ No crack or breakage of step chain ☐ Not satisfactory
8. Step	
i. Missing steps protection device provided at each driving and return station.	☐ The escalator stopped before the gap (resulting from the missing step/pallet) emerges from the comb
ii. Lateral displacement	☐ Not satisfactory and did not stop
9. Drive belt	
Tension and wear	☐ No wear and tear of drive belt ,link between belt drive and operational brake found satisfactory ☐ Not satisfactory
10. Clearance	
Visual inspection	☐ The clearance between consecutive steps and with skirt panels is in accordance in relevant code of practise of BIS ☐ Beyond the value
11. Combs	
Visual inspection	☐ The combs adjusted and maintained in mesh with slots in the step surface so that points of teeth are always below the upper surface of treads ☐ Not aligned properly
12. Comb plate	
Functional test and visual inspection of Comb plate safety device	☐ Comb plate safety device functioned satisfactory. ☐ Comb plate at upper or lower landing is excessively worn out and two or more consecutive comb plate broken. safety device functioning ☐ not satisfactory

13. Handrails**Free and synchronous movement with steps**

- ☐ The hand rails freely run. The hand rail moving speed is the same speed as the steps. Both the speed are equal
- ☐ No synchronisation in speed with handrail and steps

14. Safety device**Functioning of safety switches of each component**

- ☐ Escalator is prevented from starting or stopped when any of safety switch is opened due to faulty condition
- ☐ Not functioning

15. Deflector device**Visual inspection**

- ☐ Skirt panel is prevented from trapping of foreign bodies while moving of escalator by means of Deflector means
- ☐ Not Satisfactory

16. Lighting**Adequate provision of lighting**

- ☐ Minimum of 200 lux provided in the driving and returning mechanism
- ☐ Not sufficient

17. Signs / Pictograms**Visual inspection**

- ☐ Danger signs/inscriptions made of durable material, placed in a conspicuous position, written in one local language
- ☐ Not satisfactory

18. Protection against electrostatic loading**Means to discharge static electricity to be specified**

- ☐ Provided
- ☐ Not provided

19. Risk Assessment**Risk analysis for all the safety component to be evaluated and remedial action taken**

- ☐ Conducted
- ☐ Not conducted

20. Functioning Emergency Stop Device**Provision of Emergency Stop Device in conspicuous and easily reachable positions at least at or near each landing of the escalator**

- ☐ Provided
- ☐ Not provided

e-Signature*Competent Person:*

Date:

*Strikeout whichever is not applicable

**FORM 10****LICENCE FOR WORKING A LIFT/ESCALATOR***

[See rules 4(4) and 5(7) of the Tamil Nadu Lifts and Escalators Rules, 1997]

(This licence is not transferable or assignable to any person, company, body of individuals or firm. This licence is to be renewed once in five years and must be produced to the Licencing Authority when called for.)

Licence Number [To be auto-generated]

Under sub-section (4) of section 5 of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997), the licence to work the lift/escalator* erected and inspected on [.....Inspection Date.....] by the competent person holding certificate of authorisation number [.....authorisation number] valid upto [..... validity of the authorisation.....] at the premises of [.....address of the premises.....] is granted / renewed* to Thiru/Tvl* [.....name of the owner.....] subject to the provisions of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997) and the Tamil Nadu Lifts and Escalators Rules, 1997, the particulars of which are given below:-

**PARTICULARS
(FOR LIFTS)***

- i. Make and Serial No of lift:
- ii. Type of lift:
- iii. Type of control:
- iv. Capacity: kg / passengers
- v. Number of landings:

The licence shall remain valid from [.....To be auto-generated.....] to [.....To be auto-generated.....] and is issued / renewed*, subject to the following terms and conditions:-

TERMS AND CONDITIONS

- (i) An application for renewal of licence to work a Lift shall be made in electronic form 11 in the portal three months prior to the date of expiry of the licence in the portal;
- (ii) The licensee or the competent person shall not carry out any additions or alterations to a lift erected without obtaining permission in that behalf from the Inspector as required under these rules;
- (iii) The maintenance of a lift shall be done by a manufacturer of lift or company of Electrical and Mechanical Engineers (competent person) approved by the Chief Electrical Inspector;
- (iv) The licensee and the competent person shall be individually responsible for the safe maintenance of a lift, so that these rules are always complied with;
- (v) The licensee or the competent person shall report in the portal on any defect in the operation of a lift;
- (vi) The licensee through the competent person shall upload the inspection cum test reports in Electronic Form 9, valid third party insurance, the maintenance contract executed between the licensee and the competent person, atleast 15 days before the expiry date of preceding document;
- (vii) The competent person of lift shall upload the maintenance log in Electronic Form 12 for lift as and when any preventive maintenance or repairs are carried out;
- (viii) The licensee shall not use the lift which is not in a safe condition;

- (ix) No person other than the competent person shall in any manner interfere with any mechanism of the lift;
- (x) The lift shall be erected, maintained and tested conforming to the Bureau of Indian Standards, and wherever relevant Indian Standard does not exist, they shall conform to the relevant International Standards, and all electrical works related to erection, maintenance and testing of lift shall comply with the provisions of the Electricity Act, 2003 and the Regulations made thereunder;
- (xi) All lifts shall be provided with emergency alarm and emergency light powered by independent emergency supply with battery backup for a duration of atleast 2 hours, maintained in good working condition;
- (xii) The lift shall have the details of the erection or maintenance company displayed with a helpline/contact number in case of emergency;
- (xiii) The copy of licence shall be displayed inside the lift car;
- (xiv) The owner of a lift must immediately stop the operation of the lift after receiving any order of suspension or cancellation of licence for working the lift and shall resume operation of the lift only after the Inspector has served an order on the owner informing the owner that the suspension or cancellation is revoked;
- (xv) The owner of a lift who on his own motion, wishes to permanently stop the operation of the lift must notify the Inspector before permanently stopping the operation of the lift;
- (xvi) The licensee before dismantling a lift at his premises, shall notify in the portal before 15 days of such dismantling specifying the reasons for dismantling, details of competent person to whom dismantling works are entrusted, probable date of completion of dismantling and upload the risks assessment and mitigation techniques and standard operating procedures for safe dismantling. After dismantling the lift, the licensee shall intimate the fact in the portal.

(FOR ESCALATORS)*

- (i) Make and Serial no of escalator:
- (ii) Angle of inclination of escalator:
- (iii) Vertical distance between the upper and lower finished levels:
- (iv) Width of the escalator:
- (v) Rated speed of escalator:
- (vi) Rated capacity:

The licence shall remain valid from [.....To be auto-generated.....] to [.....To be auto-generated.....] and is issued/renewed*, subject to the following terms and conditions:-

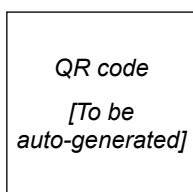
TERMS AND CONDITIONS

- (i) An application for renewal of licence to work an Escalator shall be made in electronic form 11 in the portal three months prior to the date of expiry of the licence in the portal;
- (ii) The licensee or the competent person shall not carry out any additions or alterations to an escalator erected without obtaining permission in that behalf from the Inspector as required under these rules;
- (iii) The maintenance of an escalator shall be done by a manufacturer of escalator or company of Electrical and Mechanical Engineers (competent person) approved by the Chief Electrical Inspector;
- (iv) The licensee and the competent person shall be individually responsible for the safe maintenance of an escalator, so that these rules are always complied with;
- (v) The licensee or the competent person shall report in the portal on any defect in the operation of an escalator;
- (vi) The licensee through the competent person shall upload the inspection cum test reports in Electronic Form 9, valid third party insurance, the maintenance contract executed between the licensee and the competent person, atleast 15 days before the expiry date of preceding document;
- (vii) The competent person of escalator shall upload the maintenance log in Electronic Form 12 for escalator as and when any preventive maintenance or repairs are carried out;
- (viii) The licensee shall not use the escalator which is not in a safe condition;
- (ix) No person other than the competent person shall in any manner interfere with any mechanism of the escalator;

- (x) The escalator shall be erected, maintained and tested conforming to the Bureau of Indian Standards, and wherever relevant Indian Standard does not exist, they shall conform to the relevant International Standards, and all electrical works related to erection, maintenance and testing of escalator shall comply with the provisions of the Electricity Act, 2003 and the Regulations made thereunder;
- (xi) The escalator shall have the details of the erection or maintenance company displayed with a helpline/contact number in case of emergency;
- (xii) The copy of licence shall be displayed near the landing entrance;
- (xiii) The owner of an escalator must immediately stop the operation of the escalator after receiving any order of suspension or cancellation of licence for working the escalator and shall resume operation of the escalator only after the Inspector has served an order on the owner informing the owner that the suspension or cancellation is revoked;
- (xiv) The owner of an escalator who on his own motion, wishes to permanently stop the operation of the escalator, must notify the Inspector before permanently stopping the operation of the escalator;
- (xv) The licensee before dismantling a escalator at his premises, shall notify in the portal before 15 days of such dismantling specifying the reasons for dismantling, details of competent person to whom dismantling works are entrusted, probable date of completion of dismantling and upload the risks assessment and mitigation techniques and standard operating procedures for safe dismantling. After dismantling the escalator, the licensee shall intimate the fact in the portal.

Inspector of Lifts and Escalators
Government of Tamil Nadu
[Division name – To be auto-filled]

This licence is computer generated and does not require any seal/ signature. The authenticity of this licence can be verified by scanning the QR code.



*Strikeout whichever is not applicable

FORM 11

APPLICATION FOR RENEWAL OF LICENCE FOR WORKING A LIFT/ESCALATOR*

[See rules 4 (4)(i) and 5(1) of the Tamil Nadu Lifts and Escalators Rules, 1997]

SECTION A: LICENCE DETAILS

1. Licence Number

2. Licence validity

SECTION B: OWNER DETAILS

3. Full name of the owner(s)

1. (a) Contact details

Email _____

Mobile _____

2. Validity Period of Third-Party Insurance: From [dd/mm/yyyy]
To [dd/mm/yyyy]3. Validity Period of the Inspection cum test report issued by
the competent person: From [dd/mm/yyyy] To [dd/mm/yyyy]

SECTION C: DOCUMENT UPLOADS

(a) Copy of a valid maintenance contract executed
between the owner and the competent person [Upload]

(b) Inspection cum test report in Form 9 [Upload]

(c) Copy of valid third party insurance [Upload]

SECTION D: PAYMENT

5. Fee Payment:

- ₹5,000 (≤5 landings) / ₹10,000 (>5 landings) (in case of lifts)*

- ₹10,000/- (in case of escalators)*

- [Payment link] (Integrated payment gateway)

e-Signature

Competent Person: [Name Auto-filled]

Date: [Auto-generated]

*Strikeout whichever is not applicable

FORM 12
MAINTENANCE LOG

[See rule 4(4)(vii) of the Tamil Nadu Lifts and Escalators Rules, 1997]

SECTION A: OWNER DETAILS**1. Full name of the owner****2. Address of the owner****3. Contact details**

Mobile _____

Email _____

SECTION B: INSTALLATION SITE**4. Premises Address:**

Door/Plot Number: _____

Survey Number: _____

Street : _____

Area : _____

Village / Town /City : _____

PIN _____

Taluk : _____

District: _____

Name of the Building (if any) : _____

SECTION C:**I. CHOOSE ONE OF THE FOLLOWING:****☐ LIFTS****☐ ESCALATORS****[FOR LIFT]*****DETAILS OF LIFT**

- i. Make and Serial No of lift:
- ii. Type of lift:
- iii. Type of control:
- iv. Capacity: kg / passengers

SECTION D: OTHER DETAILS**6. Name of the Technician****7. Date:** _____

Time: _____

SECTION E: MONTHLY MAINTENANCE CHECKLIST

	Observation	Corrective action proposed	Corrective Action Taken
(i) General Inspection:			
any signs of damage	☐ Yes ☐ No		
cleanliness	☐ Yes ☐ No		
overall condition of the lift car, machine room, and surrounding areas	☐ OK ☐ Not OK		
(ii) Door Operation:			
Opening and closing of doors	☐ Smooth ☐ Rough		
Functioning of interlocks	☐ OK ☐ Not OK		
Functioning of Sensor	☐ OK ☐ Not OK		
(iii) Control Panel:			
Functionality of buttons and controls, including emergency stop and alarm buttons	☐ OK ☐ Not OK		
(iv) Mechanical Components:			
wear and tear, lubrication, and tension of cables, pulleys, and other mechanical components	☐ OK ☐ Not OK		
(v) Electrical Components:			
Operation and safety compliance of electrical wiring, connections, and safety devices	☐ OK ☐ Not OK		
(vi) Safety Systems:			
Functioning of emergency alarms, communication systems, and other safety mechanisms.	☐ OK ☐ Not OK		
(vii) Lighting and Ventilation:			
Confirm that all lights are functioning correctly and that the car has adequate ventilation	☐ Yes ☐ No		
(viii) Others (As per manufacturer's recommendations):			

SECTION F: CALL BACKS AND SERVICE REQUESTS

Date	Issue	Corrective Action proposed	Corrective Action taken	Signature of the Technician

[FOR ESCALATOR]*

SECTION C: DETAILS OF ESCALATOR

- i. Make and Serial No. of escalator:
- ii. Angle of inclination of escalator:
- iii. Vertical distance between the upper and lower finished levels:
- iv. Width of the escalator
- v. Rated speed of escalator
- vi. Rated capacity

SECTION D: OTHER DETAILS**6. Name of the Technician****7. Date:** _____

Time: _____

SECTION E: MONTHLY MAINTENANCE CHECKLIST

(Check for operational issues, wear, damage and lubrication, abnormal operation, functionality, noise, alignment, etc)

	Observation	Corrective action proposed	Corrective Action Taken
(i) Visual Inspection:			
• Steps and Treads	☐ OK ☐ Not OK		
• Handrails	☐ OK ☐ Not OK		
• Skirt Panels	☐ OK ☐ Not OK		
• Floor Plates	☐ OK ☐ Not OK		
• Safety Signage	☐ OK ☐ Not OK		
(ii) Electrical System Inspection:			
• Control Panels	☐ OK ☐ Not OK		
• Wiring and Connections	☐ OK ☐ Not OK		
• Lighting Systems	☐ OK ☐ Not OK		
• Emergency Stop Buttons	☐ OK ☐ Not OK		
• Grounding Systems	☐ OK ☐ Not OK		
(iii) Safety system inspection:			
• Safety Sensors	☐ OK ☐ Not OK		
• Emergency Stop Buttons	☐ OK ☐ Not OK		
• Skirt Deflectors	☐ OK ☐ Not OK		
• Handrail Speed Sensors	☐ OK ☐ Not OK		
• Safety Signage	☐ OK ☐ Not OK		

(iv) Mechanical system inspection:

- Drive Chains ☐OK ☐Not OK
- Motors ☐OK ☐Not OK
- Bearings ☐OK ☐Not OK
- Gear ☐OK ☐Not OK
- Brake Systems ☐OK ☐Not OK

(v) Lubrication and cleaning inspection:

- Step Chains ☐OK ☐Not OK
- Handrails ☐OK ☐Not OK
- Bearings ☐OK ☐Not OK
- Drive Systems ☐OK ☐Not OK

(vi) Others (As per manufacturer's recommendations):

SECTION F: CALL BACKS AND SERVICE REQUESTS

Date	Issue	Corrective Action proposed	Corrective Action taken	Signature of the Technician

Signature of the Technician

Signature of the Owner/Authorised Signatory*

*Strikeout whichever is not applicable



FORM 13

SHOW CAUSE NOTICE FOR SUSPENSION/CANCELLATION* OF LICENCE

[See rule 7A(1) of the Tamil Nadu Lifts and Escalators Rules, 1997]

Notice Number [To be auto-generated]

Dated: [To be auto-filled]

To

[Name and address of the owner-To be auto-filled]

Ref: Licence Number [To be auto-filled] dated [To be auto-filled]

Sub: Show Cause Notice for Suspension/Cancellation of licence for working at [.....address of the installation -To be auto-filled.....] – Issued

On scrutiny of records / during the inspection of the lift/escalator* at [.....address of the installation.....], the following violations of provisions of sub-section (1) of section 8 of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997)/rules of the Tamil Nadu Lifts and Escalators Rules, 1997/ Terms and Conditions of the licence issued were observed:–

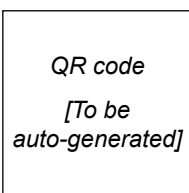
S. No	Violation observed	Rule / Section/Terms and Condition violated

You are, therefore, show cause within a period of 30 (thirty) days from the date of receipt of this notice, as to why the licence for working lift/escalator* at the above premises be suspended/cancelled* as per the provisions of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997) and the Tamil Nadu Lifts and Escalators Rules, 1997.

Please note that no further notice will be given to you in this regard.

Inspector of Lifts and Escalators
Government of Tamil Nadu
[Division name – To be auto-filled]

This show cause notice is computer generated and does not require any seal/ signature. The authenticity of this show cause notice can be verified by scanning the QR code.



*Strikeout whichever is not applicable



FORM 14

CANCELLATION OF LICENCE

[See rules 7A(2)(i) and 7A(3) of the Tamil Nadu Lifts and Escalators Rules, 1997]

Cancellation Order Number [To be auto-generated]

Dated: [To be auto-filled]

To

[Name and address of the owner-To be auto-filled]

Ref: 1. Licence Number [To be auto-filled] dated [To be auto-filled]

2. * This office order Number [To be auto-filled] dated [To be auto-filled]

3. * Order of Suspension Number [To be auto-filled] dated [To be auto-filled]

4. * Show Cause Notice Number [To be auto-filled] dated [To be auto-filled]

Sub: Order of Cancellation of licence for working of a lift/escalator* at [.....address of the installation -To be auto-filled.....]-Issued

Under sub-section (1) of section 8 of the Tamil Nadu Lifts and Escalators Act,1997 (Tamil Nadu Act 35 of 1997) the licence for working of a lift/escalator* at the premises [.....address of the installation -To be auto-filled.....] owned by [.....Name of the owner-To be auto-filled.....] is hereby cancelled as per the provisions of the Tamil Nadu Lifts and Escalators Act,1997 (Tamil Nadu Act 35 of 1997) and the Tamil Nadu Lifts and Escalators Rules, 1997 for the following reasons:-

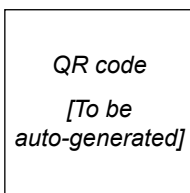
1. Licence has been obtained by misrepresentation or fraud.*
2. Licensee has contravened or failed to comply with any of the provisions of the said Act or the Rules made thereunder.*
3. Licensee has contravened or failed to comply with an order passed under the said Act or the Rules made thereunder.*
4. Lift/escalator can no longer be safely worked for the purpose for which the licence was granted.*

The operation of the lift/escalator* shall be stopped until the cancellation is revoked by the Inspector of Lifts and Escalators.

The failure to stop the operation of the lift/escalator* or resumption without valid licence from the Inspector of Lifts and Escalators is punishable under sections 15 and 16 of the Tamil Nadu Lifts and Escalators Act,1997 (Tamil Nadu Act 35 of 1997).

Inspector of Lifts and Escalators
Government of Tamil Nadu
[Division name – To be auto-filled]

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*Strikeout whichever is not applicable



FORM 15

SUSPENSION OF LICENCE

[See rule 7A(2)(ii) of the Tamil Nadu Lifts and Escalators Rules, 1997]

Order Number [To be auto-generated]

Dated: [To be auto-filled]

To

[Name and address of the owner-To be auto-filled]

Ref: 1. Licence Number [To be auto-filled] dated [To be auto-filled]

2. Show Cause Notice No. [To be auto-filled] dated [To be auto-filled]

Sub: Suspension of licence for working of a lift/escalator*at

[.....address of the installation -To be auto-filled.....]- Order Issued

Under sub-section (1)/sub-section (2)* of section 8 of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997), the licence for working of a lift/escalator* at the premises [.....address of the installation -To be auto-filled.....] owned by [.....Name of the owner-To be auto-filled.....] is hereby suspended subject to the provisions of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997) and the Tamil Nadu Lifts and Escalators Rules, 1997 for the following reasons:-

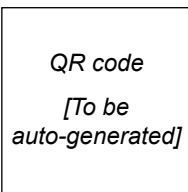
- (i) Licence has been obtained by misrepresentation or fraud.*
- (ii) Licensee has contravened or failed to comply with any of the provisions of the said Act or the Rules made thereunder.*
- (iii) Licensee has contravened or failed to comply with an order passed under the said Act or the Rules made thereunder.*
- (iv) Lift/escalator can no longer be safely worked for the purpose for which the licence was granted.*

The operation of the lift/escalator* shall be stopped until the suspension is revoked by the Inspector of Lifts and Escalators.

The failure to stop the operation of the lift/escalator* or resumption of operation of the lift/escalator* without getting the suspension revoked by the Inspector of Lifts and Escalators is punishable under sections 15 and 16 of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997).

Inspector of Lifts and Escalators
Government of Tamil Nadu
[Division name – To be auto-filled]

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*Strikeout whichever is not applicable

FORM 16

APPLICATION FOR REVIEW OF ORDER OF SUSPENSION OR CANCELLATION* OF LICENCE

[See rule 7A(4) of the Tamil Nadu Lifts and Escalators Rules, 1997]

Order Number : -----

1. Full name of the owner(s) [To be auto-filled]
2. Address of the owner(s)
(Registered office address in case of business) [To be auto-filled]
3. (a) Contact details
Mobile _____ [To be auto-filled]
Email _____ [To be auto-filled]
4. Grounds for Review of the suspension or
cancellation* order passed
6. Attach supportive documents [To be uploaded]

e-Signature

Applicant: [Name Auto-filled]

Date: [Auto-generated]

*Strikeout whichever is not applicable



FORM 17

REVIEW ORDER

[See rule 7A(5) of the Lifts and Escalators Rules, 1997]

Review Order Number [To be auto-generated]

Dated: [To be auto-filled]

To

[Name and address of the owner-To be auto-filled]

Ref: 1. Order of Suspension No. [To be auto-filled] dated [To be auto-filled]/ Order of Cancellation No. [To be auto-filled] dated [To be auto-filled]*

2. Review application submitted by, dated

Sub: Suspension or Cancellation* of licence for working of a lift/escalator* at [.....address of the installation -To be auto-filled.....] – Review Order-Issued.

Under sub-section (1) or sub-section (2)* of section 8 of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997) the licence for working of the lift/escalator* at the premises [.....address of the installation -To be auto-filled.....] owned by [.....Name of the owner-To be auto-filled.....] has been suspended/ cancelled* in this office order number [.....To be auto-filled.....] dated [.....To be auto-filled.....] vide the reference first cited. In the reference second cited a review application has been filed against the said order.

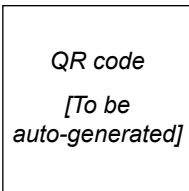
2. The Inspector after careful examination of the review application, the materials available on record and after giving a reasonable opportunity of making representations, hereby passes the following order:-

The operation of lift/escalator* shall be resumed. /The operation of the lift/escalator* shall be suspended/ cancelled* for the following reasons:-

[hereby specify the reasons for the decision in brief]

Inspector of Lifts and Escalators
Government of Tamil Nadu
[Division name – To be auto-filled]

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*Strikeout whichever is not applicable

FORM 18**APPEAL**

[See rule 8(1) of the Lifts and Escalators Rules, 1997]

1. Appeal Number: [Portal-generated]
2. Date of Filing: [Auto-filled]
3. Particulars of the Appellant:
 - (a) Full Name of Owner: _____
 - (b) Postal Address: _____
 - (c) E-mail ID: _____
 - (d) Mobile Number: _____
4. Particulars of the Lift Installation:
 - (a) Location / Address of Lift/Escalator*: _____
 - (b) Licence Number (if any): _____
 - (c) Erection Permission Number (if relevant): _____
5. Particulars of Impugned Order:
 - (a) Order Number: [Text Input _____]
 - (b) Date of Order: ____ / ____ / 20__
 - (c) Name & Designation of Issuing Inspector: [From Drop-down list]
6. Grounds of Appeal:

(To be stated concisely in numbered paragraphs, each ground separately without argument or narrative)

7. Reliefs Sought:

(Specify clearly the relief or direction requested from the Chief Electrical Inspector)
8. List of Enclosures:
 - (a) Copy of impugned order. [Upload Order]
 - (b) Supporting documents. [Upload]
 - (c) Authorisation letter of Competent Person (if appeal filed through authorised person).

Declaration:

I hereby declare that the statements made above are true to my knowledge and belief and that I am entitled to prefer this appeal under section 11(3) of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997).

Place: _____

e-Signature of Appellant / Authorised Representative
(Full Name in BLOCK LETTERS)

*Strikeout whichever is not applicable



FORM 19

ORDER ON APPEAL

[See rule 8(6) of the Tamil Nadu Lifts and Escalators Rules, 1997]

1. Appeal Number: [Auto-filled]
2. Date of Filing: [Auto-filled]
3. Name of Appellant: [Auto-filled]
4. Installation Details: [Auto-filled]
5. Impugned Order Number & Date: [Auto-filled]
6. Date(s) of Hearing: _____
7. Appearances: For Appellant – _____ ; Inspector – _____
8. Order:

Upon consideration of the appeal, the records and the submissions made by the parties, it is hereby ordered that,—
(Select one and strike out the others):

- (a) The order of the Inspector is confirmed.*
- (b) The order of the Inspector is set aside/revoked/varied/modified *as follows:
_____.
- (c) The matter is remanded to the Inspector for fresh consideration with the following directions:—*
_____.

9. Reasons:

(Concise statement of reasons for decision)

--

Given under my hand and seal on this ____ day of _____, 20.

Place: Chennai.

[e- Signature]
Chief Electrical Inspector

*Strikeout whichever is not applicable

FORM 20

NOTICE OF ACCIDENT

[See rule 10(1) of the Lifts and Escalators Rules, 1997]

To

The Inspector of Lifts and Escalators

[Division and address of the Inspector of Lifts and Escalator-To be auto-filled]

Under Section 13 of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997), I/We* hereby inform you that an accident has occurred in the operation of lift/escalator* at the place owned by me/us* on [.....Date of accident.....], the details of which are given below:-

1) Date of accident: _____ Time of accident: _____

2) Place of accident: _____

3) Name of the owner of the escalator: _____

4) Details of Victim:

Name: _____

Father's name: _____

Sex of victim: _____

Full postal address: _____

Age: _____

Fatal/Non fatal: _____

5) In case the victim is an employee of the competent person,

a. Designation of such person: _____

b. Brief description of the job undertaken if any: _____

c. Whether such person was allowed to work on the job: _____

d. What safety equipment/gadget were given to or used by the person(s) who met with this accident? _____

6) Serial Number of lift/escalator*:

Type of lift/escalator*:

Licence number:

Validity: [To be auto-filled]

7) Details of Competent person:

Name: [To be auto-filled]

Certificate of Authorisation Number of lift/escalator or Erection and Maintenance company i.e. the competent person by whom the escalator is erected/ maintained*: [To be auto-filled]

Address: [To be auto-filled]

LEM/LM/EEM/EM* Number

8) Describe fully the nature and extent of injuries e.g fatal/disablement (permanent or temporary) of any portion of the body or other injuries:

9) In case of a fatal accident, was the post-mortem performed?

☐ Yes ☐ No

10) Detailed causes leading to the accident (detailed report of the competent person shall be enclosed):

11) Action taken regarding first-aid, medical attendance etc., immediately after the occurrence of the accident (give details):

12) Whether the District Magistrate and the police station concerned have been notified of the accident (if, so give details):

13) Steps taken to preserve the evidence in connection with the accident to the extent possible:

14) Details of person (s) assisting, supervising the person (s) injured or met with fatal accident:

Name: _____

Designation: _____

15) Name of the persons present and witnessed the accident:

16) Any other information / remarks:

I/We* have discontinued the working of the lift/escalator, pending permission of the Inspector to resume the operation of the lift/escalator*.

Yours faithfully,

e-Signature of the Competent Person

Name: [To be auto-filled]

Date: [To be auto-filled]

e-Signature of the owner

Name: [To be auto-filled]

Date: [To be auto-filled]

Documents to be uploaded:

- | | |
|---|------------------|
| 1) Report of the Competent Person | [To be uploaded] |
| 2) Post-mortem report (If available) | [To be uploaded] |
| 3) Photographs / CCTV footages (If available) | [To be uploaded] |
| 4) Detailed report on the cause of accident | [To be uploaded] |

*Strikeout whichever is not applicable



FORM 21

ORDER OF RESUMPTION OF WORKING AFTER AN ACCIDENT

[See rule 10(2) of the Tamil Nadu Lifts and Escalators Rules, 1997]

Order Number [To be auto-generated] Date: [To be auto-filled]

To

[Name and address of the owner-To be auto-filled]

Ref: 1. Notice of Accidents, dated [To be auto-filled]

2. Directions issued by the Inspector, dated

3. Compliance report submitted by the owner/competent person*, dated

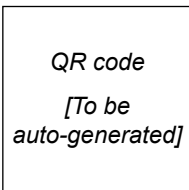
Sub: Resumption of working of the lift/escalator* at

[.....address of the installation -To be auto-filled.....] – Order Issued.

Under Section 13 of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997), permission is hereby granted to resume the erection/working* of the lift/escalator* at the premises [.....address of the installation -To be auto-filled.....] owned by [.....Name of the owner-To be auto-filled.....], subject to the provisions of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997) and the Tamil Nadu Lifts and Escalators Rules, 1997.

Inspector of Lifts and Escalators
Government of Tamil Nadu
[Division name – To be auto-filled]

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*Strikeout whichever is not applicable

FORM 22

INSPECTION REPORT BY THE OFFICER APPOINTED TO ASSIST THE INSPECTOR OF LIFTS AND ESCALATORS

[See rule 12A(3) of the Tamil Nadu Lifts and Escalators Rules, 1997]

SECTION A: GENERAL DETAILS

1. Licence/Erection permission details

[To be filled]

SECTION B: TECHNICAL SPECIFICATIONS

I. CHOOSE ONE OF THE FOLLOWING:

O LIFTS

O ESCALATORS

(FOR LIFTS)*

2. Lift Details:

[To be auto-filled]

Make :

Model:

Serial Number:

Number of Floors served:

Total travel:

m

Voltage:

V

Frequency:

Hz

Number of phases:

Rated load:

Kg

Number of persons:

Rated speed:

(m/s)

3. Location of the machine room:

[To be auto-filled]

☐ Above well☐ Below well☐ At side of well☐ Others _____

4. Standards Conformity

[To be auto-filled]

☐ IS:14665 ☐ IS 17900 part 1 ☐ IS 14671 ☐ IS 15259 ☐ IS 17900 part 2 ☐ IS 15330 ☐ Fire evacuation lift☐ Other Standard _____

5. Well, Machinery Spaces and Pulley rooms

The physical dimensions of door, trap door, lift pit, access to pit, provision of pit switch, emergency door(if any), ventilation, lighting arrangement in machine room , pulley room

☐ Conforms to relevant code of practice of BIS☐
(Remarks to be furnished on non-compliance)

		☐ Conforms to relevant code of practice of BIS.
6.	Landing doors and car doors	The physical dimension for landing , car door, horizontal distance between the sill of the car , landing edges of car and landing door. Ensure for positive operation of safety device ☐ Positive operation of safety device ensured ☐ (Remarks to be furnished on non-compliance)
		☐ Conforms to relevant code of practice of BIS.
7.	Car , counter weight and balancing weight	The dimensions and materials used in lift car, provision of lighting and emergency lighting arrangement , dimensions/ location of apron/toe guard as per relevant standards ☐ Apron/Toe guard provided as per standard ☐ (Remarks to be furnished on non-compliance)
		☐ Conforms to relevant code of practice of BIS
8.	Suspension means, compensation means and related protection means	The number and size of the suspension rope, coated seat belt, rope terminations and provision of compensation means (if any) ☐ The termination found satisfactory ☐ (Remarks to be furnished on non-compliance)
		☐ The level is up the required level and the characteristic of hydraulic fluid identified in a permanent manner
9.	Hydraulic fluid	Level , characteristic of hydraulic fluid visual inspection ☐ Not identified
		☐ Speed not exceeded 1m.sec
10.	Speed of hydraulic lift	Rated speed upwards and downwards ☐ Exceeded
		☐ The speed not exceed 8 %
11.	Deviation of speed in hydraulic lift	Speed of empty car in upwards and speed of car with rated load downwards ☐ Exceeded
		☐ Found satisfactory
12.	General	Any other test performed by the lift erection company ☐ (Remarks to be furnished on non-compliance)
13.	Any other remarks	

(FOR NEW ESCALATORS)*

SECTION B: TECHNICAL SPECIFICATIONS

2. Escalator Details:

[To be auto-filled]

Make :

Model

FROM :

FLOOR TO

FLOOR

Serial Number:

DIRECTION OF TRAVEL : UPWARD DOWNWARD

Vertical raise:

m

Angle of inclination of escalator

degree

Nominal step width :

mm

Voltage:

V

Frequency :

Hz

Number of phases :

Capacity :

PPH

Rated speed :

(m/s)

Installation configuration :

☐ Single unit☐ Parallel unit☐ Cris-cross unit☐ Successive unit

3. Location of the machine :

[To be auto-filled]

☐ Inside truss☐ outside truss

Location of the machine control panel :

☐ Inside truss☐ separate room☐ Others _____

4. Standards Conformity:

☐ IS 4591☐ Other Standard _____

5. Drive, Motor and Brake Details:

Type of drive :

☐ Chain☐ OTHER _____

Type of drive control :

☐ Direct on line☐ Variable speed drive☐ Soft starter☐ Others _____

6. Parameters/functionality/condition of the components:

Components	Parameters/functionality/ condition of the component to be checked	Remarks
		☐ Circuit breaker provided ☐ Circuit breaker not provided ☐ Supply cut OFF to the motor by circuit breaker ☐ Not satisfactory
1. Motor	Overload protection by circuit breaker	☐ Starting prevented and restart operation done only after the failure lock is reset ☐ Not satisfactory
2. Motor	Functioning of motor overload device	☐ Safety device stopped the escalator ☐ Not satisfactory operation ☐ Speed control device actuated the escalator and stopped
3. Motor	Excessive speed (for speed exceeding 1.2 times the nominal speed) or unintentional reversal of the direction of travel	☐ Not satisfactory ☐ Starting prevented and restart operation done only after the failure lock is reset ☐ Not satisfactory
4. Auxiliary brake	Functioning of auxiliary brake before the speed exceeds 1.4 times the nominal speed / steps or belt changes from present direction of motion	☐ The brake stopped the escalator ☐ Did not function ☐ Starting prevented and restart operation done only after the failure lock is reset ☐ Not satisfactory
	c) Breakage or undue elongation	☐ Safety device is activated and escalator stops and starting prevented. Restart operation done only after the failure lock is reset
5. Drive mechanism of steps	d) Provision of safety device to detect Unintended extension or reduction of the distance between the driving and tensioning devices to stop the escalator and prevent starting.	☐ Not satisfactory ☐ Safety device is activated and escalator stops and starting prevented. Restart operation done only after the failure lock is reset. ☐ Not satisfactory
6. Comb safety device and hand rail entry safety device	Presence of foreign bodies	☐ Safety device is activated and escalator stops ☐ Not satisfactory

7. Steps	c) Steps sagging safety device is positioned before each transition curve at a sufficient distance before the comb intersection line to ensure the sagged steps does not reach the comb intersection line. d) Missing steps protection device provided at both driving and return station.	☐ Safety device is activated and escalator stops and starting prevented. Restart operation done only after the failure lock is reset. ☐ Not satisfactory ☐ Safety device is activated and escalator stops and starting prevented. Restart operation done only after the failure lock is reset ☐ Not satisfactory
14. Hand Rail speed deviation device	Hand rail speed is deviated by more than -15% to the actual speed for more than 15 sec while the escalator is in motion	☐ Safety device is activated and escalator stops and starting prevented. Restart operation done only after the failure lock is reset. ☐ Not satisfactory
15. Inspection cover	Inspection cover in the area of truss removed /opened floor plate. Inspection cover and floor plate imperforate and openable only by key.	☐ Safety device is activated when the inspection cover/floor plate is opened/ removed and escalator stops. ☐ Not satisfactory
16. Brake system	When the brake system is applied for the unloaded and download moving loaded escalators, the stopping distance exceeds by more than 20 % of the specified maximum stopping distance within the deceleration of 1m/s ²	☐ Safety device is activated and escalator stops and starting prevented. Restart operation done only after the failure lock is reset ☐ Not satisfactory
17. Hand winding device if available	iv. Availability of operating instructions in the vicinity v. Marking of direction of travel of escalator vi. If removable type hand wing device is provided, necessary electrical device fitted	☐ Available ☐ Not Available ☐ Marked ☐ Not marked ☐ Electrical device fitted ☐ Electrical device not fitted
18. Protection against electrostatic phenomena	Means to discharge static electricity to be specified	☐ Provided ☐ Not provided
19. Emergency Stop Device	Provision of Emergency Stop Device in conspicuous and easily reachable positions at least at or near each landing of the escalator	☐ Provided ☐ Not provided
20. Any other remarks		

e-Signature of person appointed to assist the Inspector
[Division name – To be auto-filled]

*Strikeout whichever is not applicable

FORM 23

DIRECTION TO OWNER TO CARRY OUT REPAIRS OR ALTERATIONS TO THE LIFT/ESCALATOR*

[See rule 12A(4) of the Tamil Nadu Lifts and Escalators Rules, 1997]

To

[Name and address of the owner-
To be auto-filled]

Order Number [To be auto-generated] EI/[Name of the Division] dated [To be auto-filled]

Sir,

Sub: Electricity – Lift/escalator* installation at the premises ----- Inspection under **section 11** of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997) on [.....Inspection date -To be auto-filled.....] – Defects communicated for rectification – Reg.

Ref: 1. Erection Permission/Licence* No. [To be auto-filled] dated [To be auto-filled]
2. Inspection done on [Date of Inspection]

WHEREAS the installation at the **[address]** was inspected on [date] under section 11 of the Tamil Nadu Lifts and Escalators Act, 1997;

WHEREAS, upon inspection the following defects were found out in the erection/working* of the lift/escalator* located at the above premises:–

[specify the defects]

NOW, THEREFORE, in exercise of the powers conferred under rule 12A(4) of the Tamil Nadu Lifts and Escalators Rules, 1997, you are hereby called upon to carry out the repairs/alterations* to the lift/escalator*, as detailed below and to report compliance in Form 24 in the portal on or before **[date]**:–

[specify here the repairs/alterations to be carried out]

As the Lift/Escalator* is in unsafe condition, it is necessary that the working of Lift/Escalator* be discontinued until such repairs or alterations made. Hence you are hereby called upon to disconnect the supply to the Lift/Escalator* till completion of the repair/alteration* work and submission of compliance report.

e-signature of Inspector

*Strikeout whichever is not applicable

FORM 24**COMPLIANCE REPORT TO BE SUBMITTED BY THE OWNER**

[See rule 12A(5) of the Tamil Nadu Lifts and Escalators Rules, 1997]

From

To

[Name and address of the owner]

The Inspector of Lifts and Escalators
[Division name – To be auto-filled]

Sir,

Sub: Electricity – Escalator installation at [.....address of the installation -To be auto-filled.....] – Inspection under section 11 of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997) – Defects communicated for rectification – Compliance report submitted-Reg.

Ref: 1. Erection Permission/Licence No. [To be auto-filled] dated [To be auto-filled]
2. Inspection report of person appointed to assist the Inspector No. [To be auto-filled] dated [To be auto-filled]
3. Your Order No. [To be auto-filled] dated [To be auto-filled]

In accordance with the directions issued by the Inspector in the reference third cited necessary repairs/alterations* in respect of the lift/escalator* located at..... [Licence No.....] have been duly carried out. The item wise compliance reports for the defects communicated in the order third cited duly signed by the licensed electrical contractor and the manufacturer/Annual maintenance provider, are enclosed herewith.

The details of the compliance are furnished below:–

[specify compliance details]

e-signature of the Owner of the Lift

Documents to be uploaded:**Document****Signatures Required**

Compliance Reports of defects pointed out

the licensed electrical contractor and the
manufacturer/Annual maintenance provider

[To be
uploaded]

FORM 25

APPLICATION FOR OBTAINING CERTIFICATE OF AUTHORISATION FOR ERECTION, MAINTENANCE, INSPECTION AND TESTING/ MAINTENANCE, INSPECTION AND TESTING* OF LIFTS/ESCALATORS*

[See rule 13(6) of the Tamil Nadu Lifts and Escalators Rules, 1997]

SECTION A: DETAILS OF APPLICANT AND AUTHORISED PERSON:**1. Name of the applicant:****2. Details of Authorised person:**

Name: _____

Designation: _____

Contact details: _____

Mobile: _____

Email: _____

SECTION B: DETAILS OF FIRM:

3. Permanent Account Number of the applicant firm: _____

[Upload
PAN copy]**4. Legal status:**☐ Proprietorship ☐ Partnership☐ Limited Liability Partnership☐ Private Limited ☐ Limited☐ Others _____

[Upload Documental evidence such as GST No., and names of Partners or Directors to be given in case of firm or company, as the case may be., trade licence, MOA, AOA etc., whichever is applicable]

5. Address of the principal place of business: _____

[Upload proof of ownership or
lease or rental documents]

6. TNPDCCL service connection Number : _____

[Upload metering card copy]

7. Contact details:

Mobile: _____

Email: _____

SECTION C: AUTHORISATION DETAILS:

8. Whether certificate of authorisation was issued in the past in the same name:

☐ Yes☐ No

[Upload]

Registration Number [To be auto-filled] Date of issue: [To be auto-filled]

SECTION D: WORKSHOP DETAILS:

Address:

[Upload proof of ownership or lease or rental agreements]

TNPDCCL Service Connection Number

[Upload metering card copy]

Area:

Square feet

Contact details:

Mobile: _____

Email: _____

SECTION E: ADDITIONAL SERVICE STATION WAREHOUSE DETAILS:**9. Additional service station details:**

Address

[Upload proof of ownership or lease or rental agreements]

TNPDCCL Service Connection Number

[Upload metering card copy]

Number of Erection Staff:

Number of Maintenance staff:

10. Warehouse details:

Address

[Upload proof of ownership or lease or rental agreements]

SECTION F: TESTING CENTER DETAILS:

Address:

[Upload proof of ownership or lease or rental agreements]

TNPDCCL Service Connection Number

[Upload metering card copy]

Number of Testing Staff:

Name of Testing Staff:

SECTION G: DETAILS OF SOLVENCY CERTIFICATE OR GST RETURN OR PROFESSIONAL INDEMNITY:☐ **Solvency Certificate**

[Upload]

Name of the Bank: Amount Solvent to: Date of issue: Valid upto: ☐ **GST Return**

[Upload]

GSTIN: Period of Return: Type of Return: Date of Filing: Turnover: ☐ **Professional Indemnity**

[Upload]

Name of the Insurer: Policy Number: Amount Insured: Date of Issue: Valid upto: **SECTION H: ERECTION AND MAINTENANCE STAFF DETAILS:****I. CHOOSE ONE OF THE FOLLOWING:**☐ **ERECTION**☐ **NON-ERECTION****(Applicable only in the cases of Erection)*****11. Erection Staff details:**

Staff Employed for Erection	Name	Academic Qualification	Name of the Institute/ University	Passed out Year	Period of Experience	Worked at	Copies of Appointment letter, Proof of academic qualification certificate, consent letter, Experience certificate, ESI, PF detail separately
Mechanical Engineer		B.E./Diploma (Mech. Eng.)					[Upload]
Electrical Engineer		B.E./Diploma (EEE/ECE)					[Upload]
ITI Wireman		ITI –Wireman, Electrician, B.E./Diploma (EEE/ECE)					[Upload]

ITI Electrician	ITI –Wireman, Electrician, B.E./Diploma (EEE/ECE)	[Upload]
ITI Fitter	ITI –Fitter, B.E./Diploma (Mech. Eng.)	[Upload]
Helper	8 th , SSLC, HSC, Degree	[Upload]
Additional Staff if any required as per norms		[Upload]

(Applicable in the cases of Erection and Non-erection)*

12. Maintenance staff details:

Staff Employed for Maintenance	Name	Academic Qualification	Name of the Institute/ University	Passed out Year	Period of Experience	Worked at	Copies of Appointment letter, Proof of academic qualification certificate, consent letter, Experience certificate, ESI, PF detail seperately
Mechanical Engineer		B.E./Diploma (Mech. Eng.)					[Upload]
Electrical Engineer		B.E./Diploma (EEE/ECE)					[Upload]
ITI Wireman		ITI –Wireman, Electrician, B.E./Diploma (EEE/ECE)					[Upload]
ITI Electrician		ITI –Wireman, Electrician, B.E./Diploma (EEE/ECE)					[Upload]
ITI Fitter		ITI –Fitter, B.E./Diploma (Mech. Eng.)					[Upload]
Helper		8 th , SSLC, HSC, Degree					[Upload]
Additional Staff if any required as per norms							[Upload]

SECTION I: DETAILS OF PERSONS AUTHORISED TO SIGN INSPECTION CUM TEST REPORTS

<u>Name</u>	<u>Phone Number</u>	<u>E-Mail Id</u>	<u>Designation</u>	<u>Academic Qualification</u>	<u>Period of Experience</u>	<u>Upload Specimen Signature</u>
						[Upload]

SECTION J: DETAILS OF TOOLS AND INSTRUMENTS**II. CHOOSE ONE OF THE FOLLOWING:****O LIFT****O ESCALATOR****(FOR LIFTS)*****13. Special Tools and Testing Instruments:**

S.No.	Special Tools and Testing Instruments	Number of equipment available	Capacity	Make	Sl.No
1.	Industrial Dynamometer				
2.	Elevator sill installation tool				
3.	Rail Alignment gauge				
4.	Rail Alignment tool				
5.	Chain pulley block of 3 tonne capacity or hoist				
6.	Tachometer				
7.	Rope tension gauge				
8.	Test weight for overbalancing and static balancing				
9.	Physical measurement tool (PMT) for measuring speed, auxiliary jerk, distance travelled, vibration etc				
10.	Decibel meter				
11.	Crimping tool				
12.	Bending machine				
13.	Torque wrench for testing of bolts and nuts				
14.	Lathe machine				
15.	Drill machine of minimum 16mm capacity				
16.	Hammer drilling Machine of 24mm				
17.	Welding machine of 5 kVA or above				
18.	Power operated cut off machine				
19.	Hacksaw machine				
20.	Standard weight trolley				
21.	Windlass				
22.	Clip-on meter for measurement of voltage, current, resistance etc.				
23.	Insulation Resistance Tester				
24.	Earth Resistance Tester				
	Others if any				

14. Erection and Maintenance tools:

S.No.	Erection and Maintenance Tools	Quantity available
1.	1/2" Ring and double hand spanner	
2.	3/8" Ring and double hand spanner	
3.	1/4" Ring and double hand spanne	
4.	Spanner set 6" to 32" set spanner	
5.	Hammer	
6.	Hacksaw Frame	
7.	Flat File set	
8.	Round File set	
9.	Spirit Level	
10.	Try Square	
11.	Plumb Arm	
12.	Screw driver set	
13.	Cutting Pliers	
14.	Nose pliers	
15.	Wire Cutter	
16.	Cutting chisel	
17.	Screw spanner	
18.	Portable drilling machine	
19.	Stone cutting chisel	
20.	Carpenter chisel	
21.	Portable Grinding machine	
22.	Rail file	
23.	Jumper kit and Soldering Iron set	
24.	Any other tools	

15. Maintenance Spares:

S.No.	Maintenance Spares	Quantity available
1.	COP/hall buttons/parts/signal	
2.	Door /entrance components such as guide shoes/ lock rollers/hanger rollers/bushes/door safety system components and other parts	
3.	Lift car Illuminations	
4.	counterweight guide shoe liner	
5.	car guide shoe liner	
6.	Door Rope	

S.No.	Maintenance Spares	Quantity available
7.	Brake puncher	
8.	Gate Lock	
9.	Retiring Cam	
10.	Mother Board	
11.	Safety Board	
12.	Phase reverse relay	
13.	Light switch	
14.	Limit switch	
15.	Gate lock main contact	
16.	Gate lock auxiliary contact	
17.	Power PCB	
18.	Door open button	
19.	Door open buzzer	
20.	Retiring cam coil	
21.	Brake coil	
22.	230/110V transformer	
23.	Relay contactors	
24.	Glass Fuse	
25.	Storage batteries of safety/emergency systems	
26.	Relevant lubricants and Controller parts	

16. Safety gadgets / tools:

S.No.	Safety gadgets/ tools	Quantity available
1.	Industrial Safety belts and harnesses	
2.	Safety shoe	
3.	Safety helmet-hard hats	
4.	Safety Goggles	
5.	Personnel protective equipment against fall from a height- guide type fall arrestors	
6.	Safety harness-full body harness	
7.	Independent lifeline—self retracting	
8.	Lanyards	
9.	personnel alert systems	
10.	Flashlights/safety lighting	

(FOR ESCALATORS)*

13. Special Tools and Testing Instruments:

S.No.	Special Tools and Testing Instruments	Number of equipment available	Capacity	Make	Sl.No
1.	Alignment tools				
2.	Kit for testing brakes				
3.	Kit for testing comb plate alignment				
4.	Specialised kit for static and dynamic testing of steps, step riser, pallets and belts				
5.	Kit for testing skirt deflection				
6.	Friction tester				
7.	Kit for testing handrail speed synchronisation				
8.	Sprocket Evaluation Tool Kit				
9.	Door Pressure Gauge				
10.	Decibel meter				
11.	Crimping tool				
12.	Bending machine				
13.	Torque wrench for testing of bolts and nuts				
14.	Lathe machine				
15.	Drill machine of minimum 16mm capacity				
16.	Hammer drilling Machine of 24mm				
17.	Welding machine of 5 kVA or above				
18.	Power operated cut off machine				
19.	Hacksaw machine				
20.	Standard weight trolley				
21.	Clip-on meter for measurement of voltage, current, resistance etc.				
22.	Insulation Resistance Tester				
23.	Earth Resistance Tester				
24.	Others if any				

14. Erection and Maintenance tools:

S.No.	Erection and Maintenance Tools	Quantity available
1.	½" Ring and double hand spanner	
2.	3/8" Ring and double hand spanner	
3.	¼" Ring and double hand spanner	

S.No.	Erection and Maintenance Tools	Quantity available
4.	Spanner set 6" to 32" set spanner	
5.	Hammer	
6.	Hacksaw Frame	
7.	Flat File set	
8.	Round File set	
9.	Spirit Level	
10.	Try Square	
11.	Plumb Arm	
12.	Screw driver set	
13.	Cutting Pliers	
14.	Nose pliers	
15.	Wire Cutter	
16.	Cutting chisel	
17.	Screw spanner	
18.	Portable drilling machine	
19.	Stone cutting chisel	
20.	Carpenter chisel	
21.	Portable Grinding machine	
22.	Rail file	
23.	Jumper kit and Soldering Iron set	
24.	Any other tools	

15. Maintenance Spares:

S.No.	Maintenance Spares	Quantity available
1.	Step Chain	
2.	Step rollers	
3.	Steps	
4.	Handrail guide tracks	
5.	Handrail belt	
6.	Sprockets	
7.	Bearings	
8.	Track rollers	
9.	Landing platform	
10.	Truss	
11.	Braking system	
12.	Emergency stop switches	

S.No.	Maintenance Spares	Quantity available
13.	Comb Plates	
14.	Lubricants	
15.	Motors and gear box	
16.	Step sagging safety device	
17.	Missing step safety device	
18.	Skirt panel safety device	
19.	Skirt panel deflector device	
20.	And others	

16. Safety gadgets / tools:

S.No.	Safety gadgets/ tools	Quantity available
1.	Industrial Safety belts and harnesses	
2.	Safety shoe	
3.	Safety helmet-hard hats	
4.	Safety Goggles	
5.	Personal protective equipment against fall from a height-guide type fall arrestors	
6.	safety harness-full body harness	
7.	Independent lifeline-self retracting	
8.	Lanyards	
9.	personal alert systems	
10.	Flashlights/safety lighting	

SECTION K: OTHER DETAILS:**17. Details of vehicle in possession for transportation of materials:**☐ Own☐ Rental

[Upload Rental agreement]

<u>S.No.</u>	<u>Type of Vehicle</u>	<u>Registration No.</u>	<u>Registration Certificate of Vehicles</u>
1.			[Upload]
2.			[Upload]

18. Group insurance policy:

[Upload]

Name of Insurer:

Policy Number:

Number of members covered:

Date of Issue:

Valid Upto:

19. Provision of Lift Safety Components:**(FOR ERECTION, MAINTENANCE, INSPECTION AND TESTING OF LIFTS)***

<u>Safety Components</u>	<u>Make</u>	<u>Model No.</u>	<u>Upload Type Test Certificate</u>
Landing and car door locking devices			[Upload]
Safety gear			[Upload]
Over speed governor			[Upload]
Buffer			[Upload]
Counterweight			[Upload]
Guide rail			[Upload]
PESSRAL			[Upload]
Ascending car overspeed protection means			[Upload]
Unintended car movement protection means			[Upload]
rupture valve/one way restrictor (in case of hydraulic lift)			[Upload]
Motor			[Upload]
car door			[Upload]
control panel			[Upload]

(FOR ERECTION, MAINTENANCE, INSPECTION AND TESTING OF ESCALATORS)*

<u>Safety Components</u>	<u>Make</u>	<u>Model No.</u>	<u>Upload Type Test Certificate</u>
Balustrade			[Upload]
Steps/Pallets			[Upload]
Comb			[Upload]
Belt			[Upload]
Step and Pallet Drive			[Upload]
Belt Drive Mechanism			[Upload]
Handrail System			[Upload]

Operation Brake	[Upload]
Safety Devices	[Upload]
Motor	[Upload]
Control Panel	[Upload]
Truss	[Upload]
	[Upload]

SECTION L: DOCUMENT UPLOADS

1. Details of lifts/escalators* erected* and maintained to be furnished along with licence details erected in the last financial year	[To be Uploaded]
2. Calibration certificates of Testing instruments	[To be Uploaded]
3. Training plan and certificate	[To be Uploaded]
4. Record for awareness program conducted	[To be Uploaded]
5. Technical Specification sheets of various models of Lifts/escalators*	[To be Uploaded]
6. Customer feedback obtained along with corrective and preventive action measures taken	[To be Uploaded]
7. Other document if any	[To be Uploaded]

SECTION M: DECLARATION & PAYMENT:**18. Declarations:**

- ☐ Particulars stated above are correct to the best of my/our knowledge.
- ☐ Training provided to erection staff and maintenance staff.
- ☐ Awareness training program conducted in the last financial year to children and adults about the risks and the safe way to use lifts.
- ☐ The firm posses updated copies of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997) and the Tamil Nadu Lifts and Escalators Rules, 1997 relevant codes of practices prescribed by the Bureau of Indian Standards or International Standards for installation and maintenance of lifts.

19. Fee Payment:

- [Payment link] (Integrated payment gateway)

e-Signature / Signature

Name: [Name Auto-filled]

Date: [Auto-generated]

*Strikeout whichever is not applicable



FORM 26

**CERTIFICATE OF AUTHORISATION FOR ERECTION, MAINTENANCE, INSPECTION AND TESTING/
MAINTENANCE, INSPECTION AND TESTING* OF LIFTS/ESCALATORS***

[See rule 13(7) of the Tamil Nadu Lifts and Escalators Rules, 1997]

Certificate of Authorisation Number: [To be auto-generated]

Date of Issue: [To be auto-filled]

Under section 10 of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997) Thiru/Tmt/Tvl* [.....Name of the owner-To be auto-filled.....] is/are* hereby authorised to carry out erection, maintenance, inspection and testing/ maintenance, inspection and testing * of lifts/escalators* installation within the State of Tamil Nadu, subject to the terms and conditions stipulated below.

The Certificate of Authorisation for erection, maintenance, inspection and testing/ maintenance, inspection and testing* of lifts/escalators* shall remain valid from [.....To be auto-filled.....] to [.....To be auto-filled.....].

Principal place of business: [To be auto-filled]

Place of warehouse:[To be auto-filled]

e-signature of the Chief Electrical Inspector

Terms and Conditions of Certificate of Authorisation

[FOR ERECTION, MAINTENANCE, INSPECTION AND TESTING OF LIFTS]*

[To be auto-generated]

- (a) The certificate of authorisation shall be returned to Chief Electrical Inspector of Lifts and Escalators for renewal along with application for the purpose three months before the expiry of validity;
- (b) The holder of the certificate of authorisation shall be in possession of the updated copy of Tamil Nadu Lifts and Escalators Act, 1997 and the Tamil Nadu Lifts and Escalators Rules, 1997 and relevant specifications and code of practices of Bureau of Indian Standards;
- (c) The holder of the certificate of authorisation,—
 - (i) shall maintain and upload details of register of technical personnel employed by him for erection and that register shall be produced for inspection on demand by Chief Inspector of Lifts and Escalators and Inspector of Lifts and Escalators or any other person authorised by him in this behalf;
 - (ii) shall update continuously the authorised persons for issuing inspection cum test report in Electronic Form 9 and maintain the competency of such person in the portal;
 - (iii) shall maintain and upload the details of register of number of lifts for which erection permission is obtained, comprising the month and year, name and address of installation, type of lift, number of passenger /capacity, details of erection permission (number and date) date of validity and remarks and upload the details in online;

- (iv) shall maintain and upload the details of register of number of lifts for which licence is obtained, comprising month and year, name and address of installation, type of lifts, details of erection permission (number and date), number of passenger/capacity, details of licence issued (number and date), licence validity and remarks and upload the details in online;
 - (v) shall maintain and upload the details of register of number of lifts for which maintenance contract is executed, comprising month and year, name and address of installation, type of lifts, make and serial number of lift, number of passenger/capacity, details of licence issued (number and date), licence validity, date of contract and its validity and remarks and upload the details through online; and
 - (vi) shall maintain and upload the details in the portal on records of two numbers of awareness training program having conducted every year to children and adults about the risks and the safe way to use lifts.
- (d) Any change in address of the place of business or warehouse of the holder of this certificate of authorisation shall be communicated to the Chief Inspector of Lifts and Escalators within 2 weeks of such change;
 - (e) The holder of the certificate of authorisation shall upload in the portal, Inspection cum test report, maintenance contract made between the competent person and the owner of the lift and valid third party insurance covering the risk for the passengers using such lift each year during the licence period ;
 - (f) The holder of the certificate of authorisation shall not erect lift in any premises without obtaining erection permission under rule 3(4);
 - (g) The holder of the certificate of authorisation shall be liable for prosecution and punishment under the act, for any accident that is attributable to such competent person;
 - (h) The holder of the certificate of authorisation shall have enough number of technical teams depending upon the area and number of consumers being catered to such that it shall offer minimum response time to attend to any complaint; The response time within 50 km radius of the service station shall not be beyond 4 hours and it shall not be more than 12 hours for the cases between 50 to 100 km radius and 24 hours for the cases beyond 100 kms. In case of any emergency, the team must reach the site of emergency as soon as possible, leaving routine work behind;
 - (i) The holder of the certificate of authorisation shall make risk assessment as per relevant standards for existing lifts which are more than 20 years old, and communicate the corrective actions to the owner for compliance. The risk assessment and the corrective actions recommended shall also be uploaded in online.
 - (j) The holder of the certificate of authorisation engaged to carry out maintenance works on lifts during the term of the engagement shall be present during inspections as and when required by the Inspector or by the persons appointed to assist the Inspectors;
 - (k) If lift maintenance agreement is terminated, the holder of this certificate of authorisation must, —
 - (i) within 7 days after the termination, notify the Inspector of the termination; and
 - (ii) within 14 days after the termination, transfer any maintenance records and credentials of the portal in connection with any lift to the owner of the lift.
 - (l) A record of tests carried out during initial erection and tests carried on the lift installation during the maintenance shall be maintained and details uploaded in the portal by the holder of this certificate and every such report shall be produced to the Inspector of Lifts and Escalators concerned during the inspection;
 - (m) If there is change in ownership or the name and style in which the approval is granted, then the holder of the certificate shall seek fresh certificate of authorisation;
 - (n) The holder of the certificate of authorisation shall report the occurrence of any fatal or non-fatal accident in writing to Chief Inspector of Lifts and Escalators and the Inspector of Lifts and Escalators concerned within 24 hours of the occurrence of such accident;
 - (o) The group insurance scheme/workman compensation policy for the employees should be kept valid;
 - (p) If the holder of the certificate is found to be guilty of negligence or incompetence or in case of breach of the terms and conditions of authorisation or for the malpractice or misconduct or misbehaviour or any other reason in public interest, the Chief Inspector of Lifts and Escalators may suspend or cancel the authorisation after giving show cause notice. Any applicant whose authorisation previously granted has been cancelled on grounds of malpractice shall be disqualified for authorisations in future.

[ERECTION, MAINTENANCE, INSPECTION AND TESTING OF ESCALATORS]*

[To be auto-generated]

- (a) The certificate of authorisation shall be returned to Chief Electrical Inspector of Lifts and Escalators for renewal along with application for the purpose three months before the expiry of validity;
- (b) The holder of the certificate of authorisation shall be in possession of the updated copy of Tamil Nadu Lifts and Escalators Act, 1997 and the Tamil Nadu Lifts and Escalators Rules, 1997 and relevant specifications and code of practices of Bureau of Indian Standards;
- (c) The holder of the certificate of authorisation,—
 - (i) shall maintain and upload details of register of technical personnel employed by him for erection and that register shall be produced for inspection on demand by Chief Inspector of Lifts and Escalators and Inspector of Lifts and Escalators or any other person authorised by him in this behalf;
 - (ii) shall update continuously the authorised persons for issuing inspection cum test report in Electronic Form 9 and maintain the competency of such person in the portal;
 - (iii) shall maintain and upload the details of register of number of escalators for which erection permission is obtained, comprising the month and year, name and address of installation, type of escalator, capacity, details of erection permission (number and date) date of validity and remarks and upload the details in online;
 - (iv) shall maintain and upload the details of register of number of escalators for which licence is obtained, comprising month and year, name and address of installation, type of escalators, details of erection permission (number and date), capacity, details of licence issued (number and date), licence validity and remarks and upload the details in online;
 - (v) shall maintain and upload the details of register of number of escalators for which maintenance contract is executed, comprising month and year, name and address of installation, type of escalators, make and serial number of escalator, capacity, details of licence issued (number and date), licence validity, date of contract and its validity and remarks and upload the details through online; and
 - (vi) shall maintain and upload the details in the portal on records of two numbers of awareness training program having conducted every year to children and adults about the risks and the safe way to use escalators.
- (d) Any change in address of the place of business or warehouse of the holder of this certificate of authorisation shall be communicated to the Chief Inspector of Lifts and Escalators within 2 weeks of such change;
- (e) The holder of the certificate of authorisation shall upload in the portal, Inspection cum test report, maintenance contract made between the competent person and the owner of the escalator and valid third party insurance covering the risk for the passengers using such escalator each year during the licence period ;
- (f) The holder of the certificate of authorisation shall not erect escalator in any premises without obtaining erection permission under rule 3(4);
- (g) The holder of the certificate of authorisation shall be liable for prosecution and punishment under the act, for any accident that is attributable to such competent person;
- (h) The holder of the certificate of authorisation shall have enough number of technical teams depending upon the area and number of consumers being catered to such that it shall offer minimum response time to attend to any complaint; The response time within 50 km radius of the service station shall not be beyond 4 hours and it shall not be more than 12 hours for the cases between 50 to 100 km radius and 24 hours for the cases beyond 100 kms. In case of any emergency, the team must reach the site of emergency as soon as possible, leaving routine work behind;
- (i) The holder of the certificate of authorisation shall make risk assessment as per relevant standards for existing escalators which are more than 20 years old, and communicate the corrective actions to the owner for compliance. The risk assessment and the corrective actions recommended shall also be uploaded in online.
- (j) The holder of the certificate of authorisation engaged to carry out maintenance works on escalator during the term of the engagement shall be present during inspections as and when required by the Inspector or by the persons appointed to assist the Inspectors;

- (k) If escalator maintenance agreement is terminated, the holder of this certificate of authorisation must, —
 - (i) within 7 days after the termination, notify the Inspector of the termination; and
 - (ii) within 14 days after the termination, transfer any maintenance records and credentials of the portal in connection with any lift or escalator to the owner of the escalator.
- (l) A record of tests carried out during initial erection and tests carried on the escalator installation during the maintenance shall be maintained and details uploaded in the portal by the holder of this certificate and every such report shall be produced to the Inspector of Lifts and Escalators concerned during the inspection;
- (m) If there is change in ownership or the name and style in which the approval is granted, then the holder of the certificate shall seek fresh certificate of authorisation;
- (n) The holder of the certificate of authorisation shall report the occurrence of any fatal or non-fatal accident in writing to Chief Inspector of Lifts and Escalators and the Inspector of Lifts and Escalators concerned within 24 hours of the occurrence of such accident;
- (o) The group insurance scheme/workman compensation policy for the employees should be kept valid;
- (p) If the holder of the certificate is found to be guilty of negligence or incompetence or in case of breach of the terms and conditions of authorisation or for the malpractice or misconduct or misbehaviour or any other reason in public interest, the Chief Inspector of Lifts and Escalators may suspend or cancel the authorisation after giving show cause notice. Any applicant whose authorisation previously granted has been cancelled on grounds of malpractice shall be disqualified for authorisations in future.

[FOR MAINTENANCE, INSPECTION AND TESTING OF LIFTS]*

[To be auto-generated]

- (a) The certificate of authorisation shall be returned to Chief Electrical Inspector of Lifts and Escalators for renewal along with application for the purpose three months before the expiry of validity;
- (b) The holder of the certificate of authorisation shall be in possession of the updated copy of Tamil Nadu Lifts and Escalators Act, 1997 and the Tamil Nadu Lifts and Escalators Rules, 1997 and relevant specifications and code of practices of Bureau of Indian Standards;
- (c) The holder of the certificate of authorisation,—
 - (i) shall maintain and upload details of register of technical personnel employed by him for erection and that register shall be produced for inspection on demand by Chief Inspector of Lifts and Escalators and Inspector of Lifts and Escalators or any other person authorised by him in this behalf;
 - (ii) shall update continuously the authorised persons for issuing inspection cum test report in Electronic Form 9 and maintain the competency of such person in the portal;
 - (iii) shall maintain and upload the details of register of number of lifts for which maintenance contract is executed, comprising month and year, name and address of installation, type of lifts, make and serial number of lift, number of passenger/capacity, details of licence issued (number and date), licence validity, date of contract and its validity and remarks and upload the details through online; and
- (iv) shall maintain and upload the details in the portal on records of two numbers of awareness training program having conducted every year to children and adults about the risks and the safe way to use lifts.
- (d) Any change in address of the place of business or warehouse of the holder of this certificate of authorisation shall be communicated to the Chief Inspector of Lifts and Escalators within 2 weeks of such change;
- (e) The holder of the certificate of authorisation shall upload in the portal, Inspection cum test report, maintenance contract made between the competent person and the owner of the lift and valid third party insurance covering the risk for the passengers using such lift each year during the licence period ;
- (f) The holder of the certificate of authorisation shall be liable for prosecution and punishment under the act, for any accident that is attributable to such competent person;
- (g) The holder of the certificate of authorisation shall have enough number of technical teams depending upon the area and number of consumers being catered to such that it shall offer minimum response time to attend to any complaint; The response time within 50 km radius of the service station shall not be beyond 4 hours and it shall not be more than 12 hours for the cases between 50 to 100 km radius and 24 hours for the cases beyond 100 kms. In case of any emergency, the team must reach the site of emergency as soon as possible, leaving routine work behind;

- (h) The holder of the certificate of authorisation shall make risk assessment as per relevant standards for existing lifts which are more than 20 years old, and communicate the corrective actions to the owner for compliance. The risk assessment and the corrective actions recommended shall also be uploaded in online.
- (j) The holder of the certificate of authorisation engaged to carry out maintenance works on lifts during the term of the engagement shall be present during inspections as and when required by the Inspector or by the persons appointed to assist the Inspectors;
- (j) If lift maintenance agreement is terminated, the holder of this certificate of authorisation must, —
 - (i) within 7 days after the termination, notify the Inspector of the termination; and
 - (ii) within 14 days after the termination, transfer any maintenance records and credentials of the portal in connection with any lift to the owner of the lift.
- (k) A record of tests carried out on the lift installation during the maintenance shall be maintained and details uploaded in the portal by the holder of this certificate and every such report shall be produced to the Inspector of Lifts and Escalators concerned during the inspection;
- (l) If there is change in ownership or the name and style in which the approval is granted, then the holder of the certificate shall seek fresh certificate of authorisation;
- (m) The holder of the certificate of authorisation shall report the occurrence of any fatal or non-fatal accident in writing to Chief Inspector of Lifts and Escalators and the Inspector of Lifts and Escalators concerned within 24 hours of the occurrence of such accident;
- (n) The group insurance scheme/workman compensation policy for the employees should be kept valid;
- (o) If the holder of the certificate is found to be guilty of negligence or incompetence or in case of breach of the terms and conditions of authorisation or for the malpractice or misconduct or misbehaviour or any other reason in public interest, the Chief Inspector of Lifts and Escalators may suspend or cancel the authorisation after giving show cause notice. Any applicant whose authorisation previously granted has been cancelled on grounds of malpractice shall be disqualified for authorisations in future.

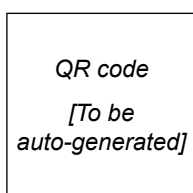
[FOR MAINTENANCE, INSPECTION AND TESTING OF ESCALATORS]*

[To be auto-generated]

- (a) The certificate of authorisation shall be returned to Chief Electrical Inspector of Lifts and Escalators for renewal along with application for the purpose three months before the expiry of validity;
- (b) The holder of the certificate of authorisation shall be in possession of the updated copy of Tamil Nadu Lifts and Escalators Act, 1997 and the Tamil Nadu Lifts and Escalators Rules, 1997 and relevant specifications and code of practices of Bureau of Indian Standards;
- (c) The holder of the certificate of authorisation,—
 - (i) shall maintain and upload details of register of technical personnel employed by him for erection and that register shall be produced for inspection on demand by Chief Inspector of Lifts and Escalators and Inspector of Lifts and Escalators or any other person authorised by him in this behalf;
 - (ii) shall update continuously the authorised persons for issuing inspection cum test report in Electronic Form 9 and maintain the competency of such person in the portal;
 - (iii) shall maintain and upload the details of register of number of escalators for which maintenance contract is executed, comprising month and year, name and address of installation, type of escalators, make and serial number of escalator, capacity, details of licence issued (number and date), licence validity, date of contract and its validity and remarks and upload the details through online; and
 - (iv) shall maintain and upload the details in the portal on records of two numbers of awareness training program having conducted every year to children and adults about the risks and the safe way to use escalators.
- (d) Any change in address of the place of business or warehouse of the holder of this certificate of authorisation shall be communicated to the Chief Inspector of Lifts and Escalators within 2 weeks of such change;
- (e) The holder of the certificate of authorisation shall upload in the portal, Inspection cum test report, maintenance contract made between the competent person and the owner of the escalator and valid third party insurance covering the risk for the passengers using such escalator each year during the licence period ;

- (f) The holder of the certificate of authorisation shall be liable for prosecution and punishment under the act, for any accident that is attributable to such competent person;
- (g) The holder of the certificate of authorisation shall have enough number of technical teams depending upon the area and number of consumers being catered to such that it shall offer minimum response time to attend to any complaint; The response time within 50 km radius of the service station shall not be beyond 4 hours and it shall not be more than 12 hours for the cases between 50 to 100 km radius and 24 hours for the cases beyond 100 kms. In case of any emergency, the team must reach the site of emergency as soon as possible, leaving routine work behind;
- (h) The holder of the certificate of authorisation shall make risk assessment as per relevant standards for existing escalators which are more than 20 years old, and communicate the corrective actions to the owner for compliance. The risk assessment and the corrective actions recommended shall also be uploaded in online.
- (i) The holder of the certificate of authorisation engaged to carry out maintenance works on escalator during the term of the engagement shall be present during inspections as and when required by the Inspector or by the persons appointed to assist the Inspectors;
- (j) If escalator maintenance agreement is terminated, the holder of this certificate of authorisation must, —
 - (i) within 7 days after the termination, notify the Inspector of the termination; and
 - (ii) within 14 days after the termination, transfer any maintenance records and credentials of the portal in connection with any lift or escalator to the owner of the escalator.
- (k) A record of tests carried out on the escalator installation during the maintenance shall be maintained and details uploaded in the portal by the holder of this certificate and every such report shall be produced to the Inspector of Lifts and Escalators concerned during the inspection;
- (l) If there is change in ownership or the name and style in which the approval is granted, then the holder of the certificate shall seek fresh certificate of authorisation;
- (m) The holder of the certificate of authorisation shall report the occurrence of any fatal or non-fatal accident in writing to Chief Inspector of Lifts and Escalators and the Inspector of Lifts and Escalators concerned within 24 hours of the occurrence of such accident;
- (n) The group insurance scheme/workman compensation policy for the employees should be kept valid;
- (o) If the holder of the certificate is found to be guilty of negligence or incompetence or in case of breach of the terms and conditions of authorisation or for the malpractice or misconduct or misbehaviour or any other reason in public interest, the Chief Inspector of Lifts and Escalators may suspend or cancel the authorisation after giving show cause notice. Any applicant whose authorisation previously granted has been cancelled on grounds of malpractice shall be disqualified for authorisations in future.

e-signature of the Chief Electrical Inspector



*Strikeout whichever is not applicable

FORM 27

REPORT TO ADJUDICATING OFFICER

[See rule 16(1) of the Tamil Nadu Lifts and Escalators Rules, 1997]

Application Number: [To be auto-generated]**Date of filing:** [To be auto-filled]

To

**The Adjudicating Officer,
Address**

Between

The Inspector of Lifts and Escalators,

[Division name – To be auto-filled]

Address..... **Applicant**

And

Name of the Person or company,

Address **Respondent****1. Particulars of the applicant(s):**

(i) Name and Designation of the applicant:

(ii) Address of the office:

2. Particulars of the respondents:

(i) Name(s) of respondent:

(ii) Address of the respondent:

(iii) Address for service of all notices:

4. Facts of the case and details of the contraventions: (Concise statement of the facts and ground)

The following contraventions of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997)/ Tamil Nadu Lifts and Escalators Rules, 1997/ Terms and Conditions of the licence issued in Licence No..... in respect of a lift/escalator* located at the(address) are brought to the notice of the Adjudicating Officer:–

[specify the details of the contraventions]

In view of the facts mentioned in paragraph 3 above, the applicant prays for the imposition of penalty to the respondent for the offence or contravention observed:—

Sl.No.	Offence or Contravention observed	Rule / Section violated

5. **List of enclosures:** [Specify the details of enclosures with the application]

Verification

I (name in full block letters) son / daughter of the do hereby verify that the contents of paragraphs [1 to 5] are true to my personal knowledge and belief and that I have not suppressed any material fact(s).

Place: [To be auto-filled]

Date: [To be auto-filled]

eSignature of the Inspector of Lifts and Escalators (Applicant)

[Division name – To be auto-filled]

*Strikeout whichever is not applicable



GOVERNMENT OF TAMIL NADU

ELECTRICAL INSPECTORTATE

FORM 28

SHOW CAUSE NOTICE

[See rule 16(1) of the Tamil Nadu Lifts and Escalators Rules, 1997]

Office of the Adjudicating Officer,

Address

Notice/Summons Number [To be auto-filled]

Dated. [To be auto-filled]

To

[Name and address of the owner-To be auto-filled]

Ref: 1. Licence No.

2. Report by the Inspector, dated -----.*

.....

You are hereby summoned to appear for hearing before the Adjudicating Officer of the Electrical Inspectorate at the office located at [Address] / through video conference* on [Date] at [Time] to provide information and documents related to specifics of the case detailed below.

Specifics of the case:

- Called upon to show cause within fifteen days from the date of receipt of this notice either through on electronic mode or in person as to why penalty should not be imposed upon you for the following contraventions of the provisions of the Tamil Nadu Lifts and Escalators Act,1997 (Tamil Nadu Act 35 of 1997)/the Tamil Nadu Lifts and Escalators Rules,1997/ Terms and Conditions of the licence granted:–

Sl. No	Offence or Contravention observed	Rule / Section violated
(1)	(2)	(3)

- Contravention of the provisions of the Tamil Nadu Lifts and Escalators Act,1997 (Tamil Nadu Act 35 of 1997) and the Tamil Nadu Lifts and Escalators Rules,1997 as detailed below at the premises [.....address of the premises – To be auto filled.....]:

S. No	Offence or Contravention observed	Rule / Section violated	Compounding fee Imposed by Inspector of Lifts and Escalators (if applicable)
(1)	(2)	(3)	(4)

You are also required to respond to this notice or summons within 15 days from the date of receipt, stating your explanation for violating the provisions of the Tamil Nadu Lifts and Escalators Act,1997 (Tamil Nadu Act 35 of 1997) and Rules made thereunder or present evidence in defence along with information and documents related to specifics of the case.

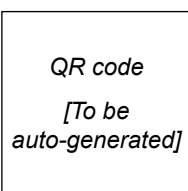
Failure to comply with this notice or summons may result in imposition of penalty as follows:

S.No.	Nature of Contravention	Contravention of Section / Rule	Penalty to be imposed
(1)	(2)	(3)	(4)

Adjudicating Officer

Copy to: The Inspector of Lifts and Escalators, Address (to appear for hearing on the said date and time along with relevant documents)

This notice is computer generated and does not require any seal/ signature. The authenticity of this notice can be verified by scanning the QR code.



*Strikeout whichever is not applicable



GOVERNMENT OF TAMIL NADU

ELECTRICAL INSPECTORTATE

FORM 29

ORDER OF ADJUDICATING OFFICER FOR IMPOSING PENALTY FOR AN OFFENCE OR CONTRAVENTION

[See rule 16(5) of the Lifts and Escalators Rules, 1997]

Office of the Adjudicating Officer,

Address

Order Number [To be auto-generated]

Dated [To be auto-filled]

Present:

Name of the Adjudicating Officer & Address..... Adjudicating officer

Between

The Inspector of Lifts and Escalators,

Address..... Applicant

(Represented By)

And

Name of the Person or company,

Address Respondent

(Represented By)

The following provisions of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997)/ Tamil Nadu Lifts and Escalators Rules, 1997/ Terms and Conditions of the permission/licence were *observed/informed/reported* to be violated:—

Sl. no	Offence or Contravention observed	Rule / Section violated
(1)	(2)	(3)
(2)		
(3)		

A report under rule 16(1) of the Tamil Nadu Lifts and Escalators Rules, 1997 was filed to the adjudicating officer by the Inspector of lifts and escalators for adjudication of the offence for violation of section / rule* of the Tamil Nadu Lifts and Escalators Act, 1997/ Tamil Nadu Lifts and Escalators Rules, 1997/ Terms and Conditions of the permission/licence*.

Allegations: (Concise statement of the case)

A show cause notice was issued by the Inspector of Lifts and Escalators *vide* show cause notice number [To be auto-filled] dated [To be auto-filled] to the respondent.

The respondent in the letter dated [To be auto-filled] had accepted/ not accepted* the contravention and made/ not made* an application for compounding the contravention / or no response has been received* for the show cause notice issued.

Upon information/observation/report of the violation of the provisions of the Tamil Nadu Lifts and Escalators Act, 1997 (Tamil Nadu Act 35 of 1997) and the Tamil Nadu Lifts and Escalators Rules, 1997, a show cause notice for imposing penalty for an offence or contravention was issued as per rule 16(1) & (2) of the Tamil Nadu Lifts and Escalators Rules, 1997.

Response: (Concise statement of the respondent)

The respondent in the letter or affidavit filed dated [To be auto-filled] had accepted/ not accepted* the offence or contravention and accepted to pay the penalty / submitted the evidence in defence as follows: (brief description of evidence submitted) or / no response has been received* for the show cause notice issued.

From the above facts and circumstances and documents placed on record during the hearing conducted on [..... Date of hearing.....], * it is proved that the respondent has committed the offence (Nature of Offence) and has violated (violated sections or rules) the provisions of the Act and Rules made thereunder. Therefore, the following penalties are imposed under section 15-A of the Tamil Nadu Lifts and Escalators Act, 1997:—

S.No.	Nature of Contravention	Contravention of section / rule/terms and conditions	Penalty
(1)	(2)	(3)	(4)

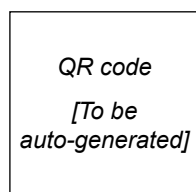
*The respondent is hereby directed to pay the aforesaid penalty by [To be auto-filled] (date) in the Government Treasury through e-chalan. If the penalty is not paid within the allowed time, then amount due will be recovered as an arrear of land revenue as per section 15-C of the said Act.

*It is proved that the respondent has not committed the offence (Nature of Offence) and has not violated the provisions of the Act and Rules made thereunder. Hence, the application made by the petitioner stands dismissed.

If aggrieved by this order, an appeal may be filed in Form 31 as per rule 17(1) of the Tamil Nadu Lifts and Escalators Rules, 1997 before the Chief Electrical Inspector within sixty days from the date of receipt of this order.

Adjudicating Officer

This order is computer generated and does not require any seal/ signature.



*Strikeout whichever is not applicable

FORM 30**APPEAL TO THE CHIEF ELECTRICAL INSPECTOR**

[See rule 17(1) of the Lifts and Escalators Rules, 1997]

SECTION A: APPLICANT DETAILS:**1. Full name of the applicant:****2. Address of the applicant:****3. Contact details:**

Mobile _____ [To be auto-filled]

Email _____ [To be auto-filled]

SECTION B: DETAILS OF OFFICER AGAINST WHOM THE APPEAL IS PREFERRED:**4. Full name of the Officer:****5. Designation of the Officer:****6. Address:****7. Particulars of orders of the Adjudicating Officer:**

Order Number: _____ [To be auto-filled]

Date: _____ [To be auto-filled]

SECTION C: REASON FOR APPEAL:**8. Brief facts leading to appeal:****9. Prayer / Relief sought:****10. Appeal grounds for the prayer / relief:****SECTION D: DOCUMENT UPLOADS****11. Attach supportive documents** [To be uploaded]**SECTION E: DECLARATION**

- ☐ [] The above contents are true to my personal knowledge and belief and that I have not suppressed any material fact(s).

e-Signature / Signature

Applicant: [Name Auto-filled]

Date: [Auto-generated]



GOVERNMENT OF TAMIL NADU

ELECTRICAL INSPECTORTATE

FORM 31

NOTICE OF HEARING

[See rule 17(5) of the Lifts and Escalators Rules, 1997]

Office of the Chief Electrical Inspector,
[Address-To be auto-filled]

Notice Number [To-be auto-generated]

Dated [To be auto-filled]

Ref: Appeal No. [To be auto-filled] dated [To be auto-filled]

You are hereby summoned to appear for hearing before the Chief Electrical Inspector at the office located at [.....Address- To be auto-filled.....] on [Date] at [Time] to provide information and documents related to specifics of the case detailed below.

Specifics of the case:

Contravention of the provisions of the Tamil Nadu Lifts and Escalators Act,1997 (Tamil Nadu Act 35 of 1997)/Tamil Nadu Lifts and Escalators Rules,1997/ Terms and Conditions of the permission/licence* as detailed below at the premises [.....address of the premises – To be auto-filled.....]:

S. no	Offence or Contravention observed	Rule / Section violated	Penalty Imposed by the Adjudicating Officer

You are required to present necessary evidence in defence along with information and documents related to specifics of the case on the date of hearing.

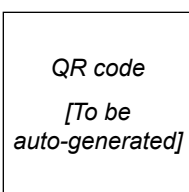
Failure to comply with this summons may result in imposition of penalty as follows to the contravener (if appeal made by the Owner of the Lift or escalator / Company) or dismissal of the appeal:

S.No.	Nature of Contravention	Contravention of Section / Rule	Penalty to be imposed
(1)	(2)	(3)	(4)

Chief Electrical Inspector

To: [Name and address of the owner – To be auto-filled]

This notice is computer generated and does not require any seal/ signature. The authenticity of this notice can be verified by scanning the QR code.



*Strikeout whichever is not applicable



**GOVERNMENT OF TAMIL NADU
ELECTRICAL INSPECTORTATE
FORM 32**

ORDER OF THE CHIEF ELECTRICAL INSPECTOR ON APPEAL

[See rule 17(6) of the Lifts and Escalators Rules, 1997]

Office of the Chief Electrical Inspector,
[Address – To be auto-filled]

Order Number [To be auto-generated]

Dated [To be auto-filled]

Appeal Number [To be auto-filled] dated [To be auto-filled] received on [To be auto-filled]

[Name and Address of the Appellant – To be auto-filled]

And

[Name and Address of the Respondent – To be auto-filled]

Order

The order is passed pursuant to the appeal cited above received in this office on [.....Date – To be auto-filled.....]

Notice of Summon for hearing was issued by this office Vide Notice Number [To be auto-filled] dated [To be auto-filled].

On the date of hearing, the following were present:–

1. Representatives of Appellant
2. Representatives of Respondent

Brief Description of the Arguments presented by the Appellant and the Respondent and supportive documents submitted: (Concise statements of the appellant and the respondent)

From the above facts and circumstances and documents placed on record during the hearing * it is proved that the appellant has committed the offence (Nature of Offence) and has violated (Violated sections/rules/terms and conditions) the provisions of the Tamil Nadu Lifts and Escalators Act/ the Tamil Nadu Lifts and Escalators Rules, 1997/ Terms and Conditions* of the permission/licence* granted made thereunder.

Therefore, the appellant is hereby directed to comply with the orders of the Adjudicating Officer vide Order Number [To be auto-filled] dated [To be auto-filled]*

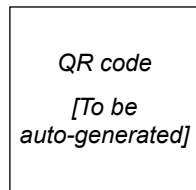
/ it is proved that the appellant has not committed the offence (Nature of Offence) and has not violated the provisions of the Act and Rules made thereunder and hence the order of the Adjudicating officer vide Order No..... dated is hereby set aside.*

Therefore, the order of the Adjudicating Officer vide Order Number [To be auto-filled] dated [To be auto-filled] is modified as follows:– [specify the modification details]*

/ The Adjudicating Officer is directed to start a fresh enquiry.*

Chief Electrical Inspector

This order is computer generated and does not require any seal/ signature.



*Strikeout whichever is not applicable

FORM 33**APPLICATION FOR COMPOUNDING AN OFFENCE OR CONTRAVENTION**

[See rule 19(1) of the Tamil Nadu Lifts and Escalators Rules, 1997]

From

Name and Address of the Contravener

To

The Inspector of Lifts and Escalators,

[Division name – To be auto-filled]

Sir,

I/We* am/are* willing to accept any order of the Inspector in connection with compounding of the offence or contravention and pay the compounding fee for the following offence or contravention made:–

[specify the contravention details]

Dated: [To be auto-filled]

Signature of the Contravener

*Strikeout whichever is not applicable



**GOVERNMENT OF TAMIL NADU
ELECTRICAL INSPECTORTATE
FORM 34**

ORDER OF COMPOUNDING AN OFFENCE OF CONTRAVENTION

[See rule 19(1) of the Lifts and Escalators Rules, 1997]

Order Number [To be auto-generated]

Dated [To be auto-filled]

To

[Name and address – To be auto-filled]

Reference: Your Application No. [To be auto-filled] for Compounding of Contravention dated
[To be auto-filled]

This has reference to your application referred to above. Your application has been examined and the findings are as recorded below: –

I am satisfied that you fulfil the requirements to be allowed to compound the offences in respect of the offences stated in column (2) of the table below on payment of compounding fee indicated in column (3): –

Sr. No	Description of Contravention or Offence	Compounding Amount	Contravention of Section/ Rule
(1)	(2)	(3)	(4)

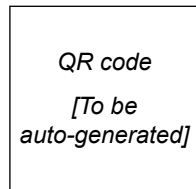
You are hereby directed to pay the aforesaid compounding fee by (date) and on payment of the compounding fee, no further proceedings will be initiated under this Act and Rules for the offences listed in column (2) of the aforesaid table.

If the compounding fee is not paid within the allowed time, then penalty proceedings for the offence will be initiated to the Adjudicating Officer under rule 16(1) of the Tamil Nadu Lifts and Escalators Rules, 1997.

It is informed that compounding does not automatically absolve the offender from certain obligations, such as obtaining licence for working of lift or escalator, submission of required documents and other compliances to be followed as per the Act and Rules made thereunder.

Inspector of Lifts and Escalators
Government of Tamil Nadu
[Division name – To be auto-filled]

This order is computer generated and does not require any seal/ signature. The authenticity of this order can be verified by scanning the QR code.



*Strikeout whichever is not applicable

MANGAT RAM SHARMA,
Additional Chief Secretary to Government (FAC).