

# Lift Maintenance Visit

A lift maintenance visit record with asset details, service scope, manufacturer checks, fault findings, examination references and handback restrictions.

## 1. Record details and scope

### Project

Filled in from the project in SiteSurvey.

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**Site or premises address**

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**Client or organisation**

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**Record date \***

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**Person completing the record \***

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For competent lift maintainers. This is not a LOLER examination report, rescue authorisation or proof that a lift may be returned to service.

HSE distinguishes lift maintenance from thorough examination by a competent person. Servicing does not replace the applicable examination arrangements, and significant changes or exceptional circumstances can require further examination.

## 2. Equipment and work

**Lift asset ID and location \***

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**Manufacturer, model and serial number \***

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**Maintenance procedure and revision \***

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**Technician and competence reference \***

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**Planned work and exclusions \***

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**Safe isolation or permit reference \***

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### 3. Service information

Lift type, rated capacity and served floors \*

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Latest thorough examination reference and outstanding matters

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Fault codes and user reports

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Rescue arrangements and responsible contact

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### 4. Maintenance evidence

**Landing and car doors checked to approved procedure \*** (choose one)

☐ Acceptable   ☐ Action needed   ☐ Not checked   ☐ Not applicable

**Action, limitation or reason not applicable \*** (if applicable)

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**Accessible suspension or drive components checked \*** (choose one)

☐ Acceptable   ☐ Action needed   ☐ Not checked   ☐ Not applicable

**Action, limitation or reason not applicable \*** (if applicable)

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**Levelling and controls checked by the competent maintainer \*** (choose one)

☐ Acceptable   ☐ Action needed   ☐ Not checked   ☐ Not applicable

**Action, limitation or reason not applicable \*** (if applicable)

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**Alarm and communication arrangements checked \*** (choose one)

☐ Acceptable   ☐ Action needed   ☐ Not checked   ☐ Not applicable

**Action, limitation or reason not applicable \*** (if applicable)

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**Required guards and access controls restored \*** (choose one)

☐ Acceptable   ☐ Action needed   ☐ Not checked   ☐ Not applicable

**Action, limitation or reason not applicable \*** (if applicable)

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### **Specialist tests performed and separate reports**

Reference specialist test or examination reports separately from routine service observations. Identify any work not covered by this visit.

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## **5. Work and handback**

### **Work performed and parts used**

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### **Post-work tests and evidence**

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### **Equipment handback \*** (choose one)

☐ Available within recorded limits   ☐ Restricted use   ☐ Out of service

### **Restrictions, isolation and person informed \*** (if applicable)

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### **Condition and work evidence photos** (photos: attach, or note the file names)

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## **6. Actions and review**

### **Are further actions required? \*** (choose one)

☐ Yes   ☐ No

### **Further action** (copy this block for each one; if applicable)

#### **Action and evidence reference \***

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#### **Person responsible \***

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**Target date**

**Action status \*** (choose one)

☐ Open   ☐ In progress   ☐ Completed

**Completion evidence \*** (if applicable)

**Outstanding limitations and information to pass on**

**Record status \*** (choose one)

☐ Ready for review   ☐ Further work needed   ☐ Work or use stopped

**Reviewed by**

**Review date**

**Author signature \***

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.