

Responsible Person/Administrator Obligations in Relation to Lifts

The Technical Regulations Division within the Malta Competition and Consumer Affairs Authority (MCCAA) would like to remind the responsible person/administrators about their obligations as per [Inspection of Lifts Regulations 2007, S.L. 427.63](#).

For every lift, irrespective of where it is installed (condominium /or in a workplace), a responsible person/ administrator must be appointed and subsequently notified to MCCAA.

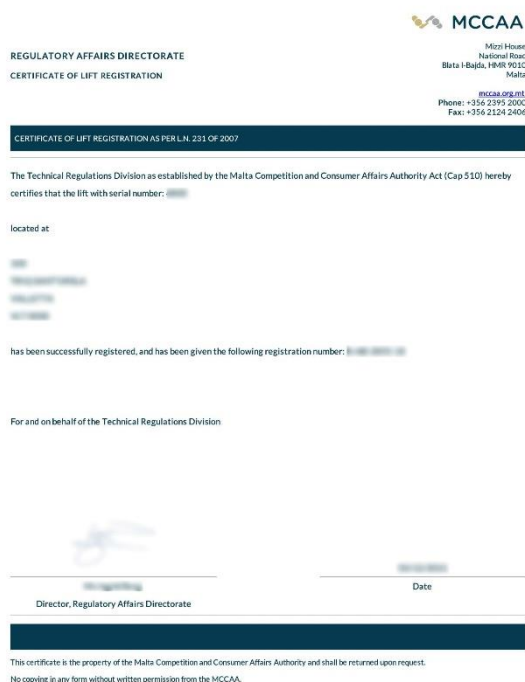
Lifts Registration

Lifts installed either in a condominium or in a workplace shall be registered with MCCAA as required by the Inspection of Lifts Regulations 2007. If a lift was made available for use before 1st July 2002, it must be registered by the responsible person. If the lift was made available for use from 1st July 2002 onwards, the obligation to register the lift is on the installer.

You can find the designated forms by clicking on the link below:

<https://mccaa.org.mt/Section/Content?contentId=36>
[15](#)

On a successful registration, MCCAA shall issue a registration certificate containing a unique registration number for every lift.



Preventive Inspection & Thorough Examination

The responsible person/administrator is legally obliged to make sure that a preventive inspection in a condominium is carried out at least every year while a thorough examination every 10 years. In case of a serious risk, a copy of the inspection report shall be submitted to the MCCA by post '[Attention TRD Lifts, MCCA, Mizzi House, National Road, Blata I-Bajda, HMR9010](#)' or by email on 'lifts.registrations@mccaa.org.mt'.

For a lift installed in a workplace, a preventive inspection needs to be carried out at least every six months while a thorough examination every six years. The inspection reports shall be sent to the OHSA.

The report may indicate certain repairs that need to be carried out within specified timeframes and the administrator/responsible person shall ensure that the necessary works are carried out within such timeframes.

The preventive inspection/thorough examination shall be carried out by an Authorised Conformity Assessment Body (ACAB). The official list of ACABs is available on MCCA's website <https://mccaa.org.mt/media/1129/acabs-list.pdf>. The ACAB shall be chosen by the administrator and not by the maintenance company.

Lifts Cabin Markings

Every responsible person/administrator must make sure that when a lift is made available to users, (after the Installer switches ON the lift) the lift is marked legibly and indelibly with the following details:

- name and address of the installer,
- the CE marking (for new lifts),
- the designation of series or type,
- serial number (if any),
- the year of construction,
- the particulars of the responsible person to be contacted in case of a problem,

- the rated load in kilograms,
- the maximum number of passengers which may be carried,
- the date of the last preventive inspection,
- the date of the next preventive inspection, and
- any other relevant instructions.

It is important to note that legally, only the Installer shall switch ON a new lift to the users.

The installer can only switch ON the lift after he has verified that the lift is safe, abide with the latest applicable regulations and that all the above cabin markings are clearly displayed in the lift cabin.

In case of doubt, or if the lift has been switched on without the above markings, please contact the MCCA by email on 'lifts.registrations@mccaa.org.mt'.

Lifts Safety File

The responsible person/administrator shall ensure that the following records are contained in a safety file:

- the Declaration of Conformity of the lift installer, (required for all new lifts placed on the market from 1st July 2002 onwards),
- an instruction manual for the safety components of the lift, so that the necessary maintenance can be carried out effectively and without danger and for use by the ACAB during thorough,
- examinations and preventive inspection reports of the lift,
- containing the plans and diagrams necessary for normal use and relating to maintenance, inspection, repair, and periodic checks,
- the certificate of registration of the lift,

The responsible person shall keep the safety file at the disposal of the ACAB, upon request.

The responsible person shall ensure that the report made by the ACAB following a thorough

examination or preventive inspection, are kept in the safety file.

Furthermore, records of upgrades and/or repairs resulting from thorough examinations and/or preventive maintenance should be kept in the Lift's Safety File.

These records should include but not limited to, the dates of when such repairs or maintenance was carried out, and details of the person who carried out the repairs or maintenance.

Should any person have any queries, or require further information one can contact the TRD or look up information on the website '<https://mccaa.org.mt/Section/Content?contentId=1141>'

The Technical Regulations Division can be contacted on info@mccaa.org.mt or 23952000.
