



SLOVENSKI STANDARD
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Vzdrževanje dvigal (liftov) in tekočih stopnic - Pravila za navodila o vzdrževanju

Maintenance for lifts and escalators - Rules for maintenance instructions

Instandhaltung von Aufzügen und Fahrtreppen - Regeln für Instandhaltungsanweisungen

Maintenance des ascenseurs et des escaliers mécaniques - Règles pour les instructions de maintenance

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ICS:

91.140.90 Dvigala. Tekoče stopnice Lifts. Escalators

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EUROPEAN STANDARD
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English Version

Maintenance for lifts and escalators - Rules for maintenance instructions

Maintenance des ascenseurs et des escaliers
mécaniques - Règles pour les instructions de
maintenance

This draft European Standard is submitted to CEN members for enquiry. It has been drawn up by the Technical Committee CEN/TC 10.

If this draft becomes a European Standard, CEN members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving this European Standard the status of a national standard without any alteration.

This draft European Standard was established by CEN in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN member into its own language and notified to the CEN-CENELEC Management Centre has the same status as the official versions.

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Recipients of this draft are invited to submit, with their comments, notification of any relevant patent rights of which they are aware and to provide supporting documentation.

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EUROPEAN COMMITTEE FOR STANDARDIZATION
COMITÉ EUROPÉEN DE NORMALISATION
EUROPÄISCHES KOMITEE FÜR NORMUNG

CEN-CENELEC Management Centre: Avenue Marnix 17, B-1000 Brussels

Contents	Page
European foreword.....	3
Introduction	4
1 Scope.....	5
2 Normative references.....	5
3 Terms and definitions	5
4 Elaboration of maintenance instructions.....	7
4.1 General.....	7
4.2 Elements to be taken into account for the maintenance instructions	7
4.3 Information to be included in the maintenance instructions.....	8
4.3.1 General.....	8
4.3.2 Information to the owner of the installation	8
4.3.3 Information for the maintenance organization	11
5 Risk assessment.....	12
5.1 General.....	12
5.2 Information for the maintenance organization.....	13
6 Information to the owner for lift rescue operations	14
7 Markings, signs, pictograms and written warnings.....	14
8 Format of the maintenance instructions.....	14
Annex A (informative) Typical examples of checks to be taken into account in maintenance instructions	16
A.1 Electric lifts.....	16
A.2 Hydraulic lifts	18
A.3 Escalators and moving walks.....	20
Annex B (informative) Examples of elements to be taken into account in risk assessment for maintenance operations.....	21
Annex ZA (informative) Relationship between this European Standard and the Essential Requirements of EU Directive 2006/42/EC on machinery	24
Annex ZB (informative) Relationship between this European Standard and the Essential Requirements of EC Directive 95/16/EC	25
Bibliography.....	26

European foreword

This document (prEN 13015:2017) has been prepared by Technical Committee CEN/TC 10 “Lifts, escalators and moving work”, the secretariat of which is held by AFNOR.

This document is currently submitted to the CEN Enquiry.

This document will supersede EN 13915:2001+A1:2008.

This document has been prepared under a mandate given to CEN by the European Commission and the European Free Trade Association, and supports essential requirements of EU Directive(s).

For relationship with EU Directive(s), see informative Annex ZA and ZB, which is an integral part of this document.

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prEN 13015:2017 (E)

Introduction

This European Standard is a type C standard as stated in EN ISO 12100.

Only correct and preventative maintenance performed by a competent maintenance person in conformity with the maintenance instructions can ensure the safe and intended functioning of an installation.

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1 Scope

This European Standard specifies the elements necessary for the preparation of the instructions for the maintenance operations, as in 3.1, which are provided for new installed passenger lifts, goods passenger lifts, accessible goods only lifts, service lifts, escalators and moving walks.

This European Standard does not cover:

- a) instructions for the installation and the dismantling;
- b) any legal examinations and tests based on national regulations.

Existing installations are not covered by this standard, but it can be taken as a reference.

2 Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

EN 81-3, *Safety rules for the construction and installation of lifts — Part 3: Electric and hydraulic service lifts*

EN 81-20:2014, *Safety rules for the construction and installation of lifts - Lifts for the transport of persons and goods - Part 20: Passenger and goods passenger lifts*

EN 81-28, *Safety rules for the construction and installation of lifts - Lifts for the transport of persons and goods - Part 28: Remote alarm on passenger and goods passenger lifts*

EN 81-31, *Safety rules for the construction and installation of lifts - Lifts for the transport of goods only - Part 31: Accessible goods only lifts*

EN 81-50, *Safety rules for the construction and installation of lifts - Examinations and tests - Part 50: Design rules, calculations, examinations and tests of lift components*

EN 115-1, *Safety rules for the construction and installation of escalators and moving walks — Part 1: Construction and Installation*

EN ISO 12100:2011, *Safety of machinery — General principles for design — Risk assessment and risk reduction*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in EN 81-20, EN 81-50, EN 81-3, EN 81-31, EN 81-28, EN 115-1, EN ISO 12100 and the following apply.

3.1

maintenance

all the necessary operations to ensure the safe and intended functioning of the installation and its components after the completion of the installation and throughout its life cycle

Note 1 to entry: For the purpose of this standard and of “maintenance”, the definition of 3.1 in EN 81-20:2014, 3.30 is clarified as follows:

Maintenance includes:

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a) lubrication, cleaning, etc.;

However, the following cleaning operations can be not considered as maintenance:

- 1) cleaning of the external parts of the well;
- 2) cleaning of the external parts of the escalator or passenger conveyor;
- 3) cleaning of the inside of the car.

b) checks;

c) rescue operations;

d) the operations of setting and adjustment;

e) repair or changing of components which may occur due to wear or tear and do not affect the characteristics of the installation.

The following are not considered as maintenance operations:

f) changing of a major component such as the machine, the car, the control panel, etc., or safety component such as safety gear, etc., even if the characteristics of the new component are the same as the original;

g) replacement of the installation;

h) modernization of the installation, including the changing of any characteristic of the installation (such as speed, load, etc.);

i) rescue operations carried out by Fire Brigades.

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3.2**maintenance organization**

company or part of company where competent maintenance person(s) carry out maintenance operations on behalf of the owner of the installation

3.3**competent person**

person, suitably trained, qualified by knowledge and practical experience, provided with necessary instructions to safely carry out the required operations for maintaining or inspecting the equipment, or rescuing users

Note 1 to entry: National Regulation may require certification of competence.

3.4**manufacturer**

natural or legal person who takes responsibility for the design, manufacture either of safety components for lifts or of machinery (accessible goods only lift, service lift, escalator and moving walk)

3.5**installer**

see EN 81-20:2014, 3.20

3.6

installation

completely installed passenger lift, good passenger lift, accessible goods only lift, service lift, escalator or moving walk

3.7

owner of the installation

natural or legal person who has the power of disposal of the installation and takes the responsibility for its operation and use

3.8

rescue operations

see EN 81-20:2014, 3.46

4 Elaboration of maintenance instructions

4.1 General

The installations covered by this European Standard shall be maintained in accordance with the installer's/mannufacturer's instructions. To this effect, regular maintenance of the installation shall be carried out, to ensure, in particular, the safety of the installation. The safety of an installation shall take into account the ability to be maintained without causing injury or damage to health.

Regular maintenance of the installation shall be carried out to ensure the reliability of the installation.

The access and the associated environment shall be maintained in good working order in accordance with the installer/mannufacturer's instructions.

In order that the aim of the maintenance instructions can be achieved, they shall be formulated so that they can be clearly and easily understood by competent maintenance persons.

The competence of the maintenance person within the maintenance organization shall be continuously updated.

The owner of the installation should be informed that the qualification of the maintenance organization is in conformity with the regulations applicable in the country in which the installation operates; if no regulations exist, the qualification can be ensured by a certified quality system in accordance with EN ISO 9001 supplemented if necessary to take into account the specific features of the installation.

The installer/mannufacturer shall provide maintenance instructions intended for the owner of the installation (see 4.3.2) including information intended for the maintenance organization (see 4.3.3).

4.2 Elements to be taken into account for the maintenance instructions

When preparing the content of the maintenance instructions the following elements shall be taken into account:

- a) the specifications and the intended use of the installation (type of installation, performance, type of goods to be transported, type of users, etc.);
- b) the environment in which the installation and its components are installed (weather conditions, vandalism, etc.);
- c) any restriction of use;
- d) the result of the risk assessment (see Clause 5) for every working area and for every task to be undertaken;

prEN 13015:2017 (E)

- e) the specific maintenance instructions provided by the manufacturer of safety components;
- f) in case of components other than safety components, where maintenance is necessary, the maintenance instructions provided by the manufacturer of these components.

4.3 Information to be included in the maintenance instructions**4.3.1 General**

The maintenance instructions shall contain information relating to the tasks of the owner and respectively the maintenance organization.

4.3.2 Information to the owner of the installation

The information relating to the tasks of the owner of the installation shall include the following:

4.3.2.1 The need for the owner to keep the installation in a safe operating condition. To fulfil this the owner shall use a maintenance organization complying with the requirements of the Standard.

It is recommended to inform the owner of the installation about the need to use a maintenance organization with adequate and proper insurance cover provided by an insurance company.

4.3.2.2 The need for the owner to take care of any National regulations and other requirements, where relevant, and their implications on maintenance.

4.3.2.3 The need for planned maintenance to be carried out by a maintenance organization, at the latest when the installation is put into service or if the installation is to remain unused for a long period of time before first being put into service.

4.3.2.4 The importance for the owner of the installation to have the same maintenance organization in the case of several installations having common well/spaces and/or machine room.

4.3.2.5 The need for the owner of a passenger-/goods passenger lift to keep, as described in EN 81-28, the two-way means of communication efficient and linked to a 24 h rescue service for the whole of the time that the installation can be used.

4.3.2.6 The need for the owner to remove the passenger-/goods passenger lift from service when the two-way means of communication is out of order.

4.3.2.7 The need for the owner to put the installation out of service in case of dangerous situations.

4.3.2.8 The need for the owner of the installation to inform the maintenance organization:

- a) immediately about any perceived abnormal operation of the installation or abnormal change in its direct environment;
- b) immediately after putting the installation out of service in the case of a dangerous situation;
- c) after any rescue intervention by their authorized and instructed person(s) (see Clause 6);
- d) before any modification related to the installation and/or its environment or use;

The owner of the installation should obtain from the company carrying out the relevant modification the maintenance instructions for the maintenance organization.

- e) before any authorized third party inspection or works other than maintenance works are carried out on the installation;
- f) before taking the installation out of service for a prolonged period of time;
- g) before putting the installation back into service after a prolonged period of non-operating time.

4.3.2.9 The need for the owner of the installation to take into consideration the consequences of the risk assessment carried out by the maintenance organization (see 4.3.3.4 and 5.1).

4.3.2.10 The need for the owner of the installation to make sure that the risk assessment for maintenance is carried out:

- a) if the maintenance organization is replaced;
- b) if the use of the building and/or the installation changes;
- c) after a major modification of the installation or of the building;
- d) if it is the case, after an accident involving the installation.

4.3.2.11 The need for the building owner to ensure, through a risk assessment, that:

- a) their premises are safe and free from risk to health as far as is practicable. This includes access to the premises and installation equipment, and articles or substances used according to national regulations;
- b) the persons using the premises are informed about any remaining risks;
- c) any action to be done as a consequence of his risk assessment is carried out.

Regarding the access ways to areas reserved to maintenance persons, the need for the owner of the installation to inform the maintenance organization, in particular about:

- 1) the access ways to be used and fire evacuating procedures from the building;
- 2) the place where the keys of the reserved areas can be found;
- 3) if necessary, the persons who shall accompany the maintenance persons to the installation;
- 4) if necessary, personal protective equipment to be used in the access ways, and, possibly, where this equipment can be found.

The information shall be made available also on site to the maintenance organization.

4.3.2.12 The need for the owner of the installation to ensure that the name and the telephone number of the maintenance organization are always available to the user of the installation, permanently affixed and clearly visible.

4.3.2.13 The need for the owner of the installation to ensure that the keys of machine and pulley room doors (trap doors) and of inspection and emergency doors (trap doors) are permanently available in the building and are used only by persons authorized to gain access.

4.3.2.14 The need for the owner of the installation to provide, in all circumstances, safe access to the building and to the installation for the maintenance organization involved in the rescue of persons.