Enforcement Procedure Bulletin

Subject: Signing of Logbooks for Completed Maintenance Tasks
Applicable to: Elevating Device Mechanics, Contractors, Consultants, and Owners

1. INTRODUCTION & INTERPRETATION

1.1. “Complete and Compliant”

A mechanic’s signature and date, for a log book entry that is used to denote that a specific maintenance; task, test, examination, inspection or check has been completed, shall only be signed off once the action is complete and the status of the device or component associated with that task is in compliance with the applicable code and regulatory requirements.

Where a log book signature applies to a group of tasks, no mechanic shall sign off unless the group of tasks is fully complete and the devices or components associated with that group are in compliance with the applicable code and regulatory requirements.

A signed off task on a log book entry shall only be used to denote a “Complete and Compliant” state.

Note: The use of a log book notes section to record findings, corrective actions or planned corrective actions is not prohibited. See 8.6.1.4 of B44 for information related to documenting tasks, call backs and other maintenance records. Where corrective actions are in progress, refer to B44 8.6.12.2.3 for requirements related to parts affecting safe operation. These devices may require shut-down until remedial activities are complete.

1“Applicable code” generally refers to the code under which the component or device was installed or altered.

1.2. Maintenance and Maintenance Tasks

Every elevating device is required to be maintained by a registered contractor.

By definition, maintenance includes the actions associated with inspection, examination, testing, cleaning, lubricating, repairing and adjusting of parts and components at regular intervals to prevent the elevating device from becoming unsafe or in non-compliance with the applicable codes and regulatory requirements.

Per B44 (8.6.12.2.3 see also 8.6.1.2.2) ., “Where a part directly affecting the safety of the operation is found to be defective, it shall be immediately adjusted, repaired, or replaced.” If this is not possible the device must be removed from service.

Compliance with the applicable code and regulatory requirement means that the device or component is functioning properly. Additionally, maintenance mechanics must apply a standard of care as shown below;

O.Reg 209/01 s32.4

A person who carries out an inspection … shall ensure that the elevating device is in a safe operating condition and shall take all steps and reasonable precautions in the circumstances to ensure that the parts and functions will remain in a safe operating condition until the next scheduled inspection and examination. O. Reg. 209/01, s. 32 (4).
1.3. Log Books

Pursuant to Ontario Regulation 209/01 (Elevating Devices)

34. (1) Every owner of an elevating device and every contractor shall maintain a log book for each elevating device that they own or maintain, and the log book shall contain up-to-date data on,
(a) all maintenance functions required to be recorded in the log book by the applicable code, standard or requirement referred to in the code adoption document or any applicable director’s order; and
(b) such other data as are required to be kept in the log book by this Regulation. O. Reg. 209/01, s. 34 (1); O. Reg. 252/08, s. 20.

For additional log book requirements related to B44 elevating devices refer to; O.Reg 209/01 (Elevating Devices), 8.6.12 of B44, CAD amendment 225/07-r3 and Directors Order 99/92.

For additional log book requirements related to B355 devices refer to; O.Reg 209/01 (Elevating Devices), Appendix B of B355, CAD amendment 238/09, Bulletin 197/06-r1 and Directors Order 183/03.

2. SUPPORTING DOCUMENTATION

- Ontario Regulation 209/01 Elevating Devices
- Elevating Devices Code Adoption Document including amendments; 238/09 and 225/07-r3
- Rulings, Orders and Bulletins 99/92, 183/03 and 197/06
- A17.1/B44 Code – 8.6.12.2 General Maintenance Requirements
- B44.2 Maintenance requirements and intervals for elevators, dumbwaiters, escalators, and moving walks
- B355 Lifts for persons with physical disabilities – Appendix B

3. BACKGROUND

Based on inconsistent practices observed in the field related to the signing off of maintenance tasks in a log book, this bulletin intends to clarify that log book entries shall not be signed off unless the related task is completed in full and the respective part or component is in a regulatory and code compliant state.

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This Bulletin has been developed in consultation with the Elevating Devices Advisory Council.