Subject: Elevating Devices Mechanics Certification Process/Due Diligence

Sent to: All Elevator Devices Contractors in Scope U1, L1, F1 and Consultants

1. **INTRODUCTION**

At the request of the Elevating Devices Advisory Council (EDAC), the recommendations in the attachment to this bulletin have been developed as information for members of the elevating devices industry. The objective is to strengthen and document the communication process intended to ensure that all members of the elevating devices industry are appropriately aware of their duties, responsibilities and accountability under the Elevating Devices Act and Regulations, and are in turn, also supporting the certification process with respect to due diligence.

2. **BACKGROUND**

In support of the objective, the following key targets are identified in the enclosed recommendations (See Attachment):

- To enhance public and work place safety, by supporting the diligent use of Elevating Device Mechanics certified within the proper classifications and by creating awareness of the responsibilities of Elevating Device Mechanics and Elevating Device Contractors.

- To ensure the integrity of the training and certification process and promote a full understanding of the Elevating Devices Act and Regulations.

- To provide ways and means to communicate the requirements and responsibilities of certification under the Elevating Devices Act and Regulations.

3. **ACKNOWLEDGEMENT**

Responsibility for the development of the attached recommendations was assigned by EDAC to the Technical Standards and Safety Authority/Contractors Working Relations Committee. Council supports the recommendations and acknowledges the contributions of the Committee.

Marc Tevyaw, Regional Manager
RECOMMENDATIONS FROM THE TSSA/CONTRACTORS WORKING RELATIONS COMMITTEE

The committee identified the following items as criteria for communication by Elevator Contractors in supporting due diligence:

- A network of communicating and/or distribution of "Information Bulletins" and/or "Safety Alerts" shall be established by each employer (with an internal system for verification), to ensure receipt by all employees of registered elevating devices contractors.
- Mechanics are required to maintain a current certificate of authorization and provide proof upon request.
- Mechanics shall be employed by a contractor registered with the TSSA.
- Mechanics shall not perform work beyond the scope of his/her certificate of authority or beyond the scope of his/her experience.
- Newly installed elevators or existing elevators undergoing major alterations shall not be put into service unless inspected and licensed by an inspector under the Elevating Devices Act.
- No person shall allow the operation of an elevating device if that person has reason to believe it is in an unsafe condition or permit it to be operated in an unsafe manner and/or permit the use of a device where a seal has been affixed by an inspector.
- No person shall remove, displace, interfere with or damage any device installed in or about an elevating device for its safe operation.
- Accidents/Incidents involving death and/or serious injury shall be reported immediately and others within 24 hours by phone and in writing within 7 days (Director's Ruling #117).
- Where death or serious injury occurs, wréckage shall not be disturbed or altered except for the purpose of rescue until permission is given by an inspector under the Elevating Devices Act.
- Design Submissions are required in addition to those for major alterations, for alterations of any type identified by Director's Ruling #116 and inspections shall be carried out within the time limits permitted by the Ruling, and/or as specified by regulation for other devices not specified in the Ruling.
- Field welding of piping and fittings on an elevating device must be performed by certified persons and meet the requirements of CSA Standard B51 and current documentation must be produced upon request.
- Elevators shall not be operated where alteration work is being performed in adjacent hoistways, where the operation of the elevator may be hazardous to workers unless protected in accordance with the Section 43 of Ontario Regulation 316 and the Ontario Health and Safety Act.
- Where persons are discovered performing work on a device, not in compliance with the Act and Regulations, the contractor shall advise the regulative authority without delay.