

	Technical Standards and Safety Authority	Per Advisory 276 / 18-r1
	Automatic Elevator Annual Test of the Emergency Power System Elevator Emergency Power Checklist for Owners	February 1, 2021

Elevator Installation Number(s): _____ Building Name: _____

Address: _____

Number of elevators that can be simultaneously operated under Emergency Power: _____

Checklist completion By: Owner or; Owner's Representative

Name of Firm: _____

Printed Name: _____ Date: _____ Signature: _____

Test & Record (Pass = meets requirement, Fail = does not meet, NA = not applicable)		Pass	Fail	NA
Have a responsible party transfer the building over to Emergency Power. (Ensure elevators are not occupied prior to testing)				
1	Keys to operate the emergency power switch are present and operate the switch(es) as designed.			
2	During the Emergency Power System test, confirm all elevators returned to the designated level.			
3	During the Emergency Power System test, confirm that the selected elevator can travel to floors within the building and the elevators appeared to operate at normal speed.			

Notes

1. Completion of this checklist will assist in demonstrating compliance with B44 Safety Code for Elevators Category 1 test requirement 8.6.4.19.7
2. This checklist is intended to be used in conjunction with emergency power testing Option B outlined in Advisory ED-276-18r1. See TSSA Advisory ED-276-18r1 for additional details related to the use of this form.
3. Checklist Items #1 and #2 are applicable to systems not capable of operating all elevators simultaneously.
4. **The owners shall provide a copy of this report demonstrating successful emergency power testing to the elevating devices maintenance contractor and include a copy in the elevator logbook as part of maintenance control program (MCP) on-site records.**

B44 8.6.4.19.7 Category 1 Testing Options
(extract from testing Option B of Advisory 276/18-r1)

Testing OPTION	Responsibly Party & Task	Cat 1 Testing to 8.6.4.19.7		
		COLUMN A	COLUMN B	
		Emergency Power is Mandatory (as determined by OBC)	Emergency Power is Optional / Voluntary	
Option B	B1	Responsible party places elevator on emergency power	required	optional always use a responsible party & verify the elevator is not occupied
		Owner verifies Items (1), (2) and (3) and documents compliance via completion of the "Elevator Emergency Power Checklist for Owners"	required	optional
		Owner provides completed checklist to the Elevating Device Contractor	required	optional

OBC = Ontario Building Code