

Elevator UPdate

April 2016

Volume 1, Number 3

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License Information

Elevator Permits

Elevator Licenses

Professional Licenses

Laws, Rules & Codes

Florida Statutes

Florida Administrative Code

Florida Building Code

Department's Online Services

Apply for a License
Web portal to apply for a new license or permit.

Maintain Your License
Online account to maintain or renew your license.

Customer Contact Center
Submit an email correspondence.

Due Diligence May Help Owners Avoid Fines

We've all heard about it; maybe it's even happened to you. You take over managing a building or buy a building with an elevator. The elevator is running, seems to be working just fine, and even has a license posted in the frame inside the elevator. You don't look close enough at the license to see it expired two years ago.

Then the division's elevator inspector shows up, inspects the elevator, cites some violations, and tells you your elevator is operating without a valid certificate of operation – resulting in a citation with a fine and you have to correct the violations within 90 days or face more fines.

What you didn't know when you took over is that the previous owner didn't bother to renew the license or correct violations that had been there for years. What the previous owner disclosed to you is outside of the division's authority, but now *you* are responsible for the existing problems and ensuring those violations are corrected is *our* job.

To avoid such unpleasant surprises, you can check the status of an elevator on the department's website at www.myfloridalicense.com under [Verify a License](#). You can also see what is required to renew the license by viewing the division's [List of Elevators with Delinquent Licenses](#) online at <http://www.myfloridalicense.com/dbpr/hr/elevators/elevator-renewals.html>.

The division wants to help elevator owners gain compliance with the elevator licensing laws. We will happily answer questions to help you understand what is required to renew or obtain a license.

Ultimately, though, you are responsible for taking the steps necessary to have a valid certificate of operation and that starts with knowing the status of your elevator and the license to operate the elevator. Your own due diligence will help avoid additional expenses and headaches.

Sincerely,

Michelle Comingore, MPA

Chief, Bureau of Elevator Safety

Certificate of Operation Renewal Starts in May

All elevator owners are reminded that certificate of operation renewals open in May, at which time you can renew online using the [Renew Your License](#) option on the department's main webpage. The division mails license renewal notices as a courtesy; the owner is responsible for renewing the license even if a renewal notice is not received.

To renew a certificate of operation, the elevator owner must pay the required license fee, any delinquent fees owed, and have a passing routine inspection completed within the last year or have a valid two-stop exemption for a service maintenance contract. Certificates of operation expire on August 1, 2016 and, if not renewed, may be subject to a fine up to \$1,000.

James Yohn Appointed to Advisory Council

Secretary Lawson appointed Mr. James Yohn to the Division of Hotels and Restaurants' Elevator Safety Technical Advisory Council to represent labor involved in installation, maintenance and repair of elevators, effective February 1, 2016. Mr. Yohn has been in the elevator industry for 32 years and is currently a business manager for the International Union of Elevator Constructors Local #74, located in Tampa. Please join me in welcoming Mr. Yohn to the Council!

Code Requires Specific Information on Test Tags - Are yours right?

Elevator personnel know that periodic tests are required by the law – both ASME A17.1 and Florida Administrative Code (F.A.C). You also know that a test tag is required to record the performance of the tests. But, do you know what information must be included on the test tag? To know the answer, we just have to look at the code.

ASME A17.1b, 2009 edition, adopted as law in the F.A.C., provides the information required on test tags. Specifically, section 8.6.1.7.2, A17.1b, 2009 edition, states:

“A test tag with the test date, the requirement number requiring the test, and the name of the person or firm performing the test shall be installed in the machine room for all Category 1 and 5 tests for electric elevators and Category 1, 3, and 5 tests for hydraulic elevators.”

Note that the code requires the test tag to include the “name of the person or firm performing the test”. To comply with this code, the person physically performing the test must include his name or firm name on the test tag.

HYDRAULIC ELEVATOR - PERIODIC TEST REQ. TAG			
PERSON OR FIRM PERFORMING TEST:			
TEST CATEGORY: 1			
REQ. #<2007	a-2008>	TEST ITEM	Test Date
8.11.3.2.1	8.6.5.14.1	RELIEF VALVE AND SYSTEM PRESSURE	
8.11.3.2.2	8.6.5.14.2	CYLINDER AND PRESSURE PIPING	
8.11.3.2.3(a)	8.6.5.14.3(a)	NORMAL TERMINAL STOPPING DEVICE	
8.11.3.2.3(b)	8.6.5.14.3(b)	GOVERNORS	
8.11.3.2.3(c)	8.6.5.14.3(c)	SAFETIES	
8.11.3.2.3(d)	8.6.5.14.3(d)	OIL BUFFERS	
8.11.3.2.3(e)	8.6.5.14.3(e)	EMERGENCY OPERATION FFS	
8.11.3.2.3(f)	8.6.5.14.3(f)	STANDBY POWER OPERATION	
8.11.3.2.3(g)	8.6.5.14.3(g)	POWER OPERATION OF DOORS	
8.11.3.2.3(h)	8.6.5.14.3(h)	TERMINAL SPEED REDUCING	
8.11.3.2.3(i)	8.6.5.14.3(i)	LOW OIL PROTECTION	
8.11.3.2.4	8.6.5.14.4	FLEXIBLE HOSE & FITTING	
8.11.3.2.5	8.6.5.14.5	PRESSURE SWITCH	

HYDRAULIC ELEVATOR - PERIODIC TEST REQ. TAG			
PERSON OR FIRM PERFORMING TEST:			
TEST CATEGORY: 5			
REQ. #<2007	a-2008>	TEST ITEM	Test Date
8.11.3.4.1	8.6.5.16.1	GOVERNORS	
8.11.3.4.1	8.6.5.16.1	SAFETIES	
8.11.3.4.1	8.6.5.16.1	OIL BUFFERS	
8.11.3.4.2	8.6.5.16.2	MAGNETIC FLUX TEST FOR COATED ROPED	
8.11.3.4.3	8.6.5.16.3	WIRE ROPE FASTENINGS	
8.11.3.4.4	8.6.5.16.4	PLUNGER GRIPPER	
8.11.3.4.5	8.6.5.16.5	OVERSPEED VALVES	
	8.6.5.16.6	FREIGHT LOADING (C2)	

Test and Maintenance Records Required for 2-Stop Exemption

In the January 2016 issue, we discussed the minimum requirements to qualify for the two-stop exemption from annual inspection. Now that you know what the exemption is and how to qualify, it's important to understand what is required as proof that the qualifications are being met.

WHAT THE LAW SAYS:

Rule 61C-5.013, F.A.C.

(1) A service maintenance contract as defined by Section 399.01(10), F.S., must include routine examinations and periodic safety tests and meet the following minimum requirements:

(a) Routine examinations and periodic safety tests must follow the

The division randomly inspects elevators with the two-stop exemption to ensure the minimum requirements are being met, including verifying that the periodic tests and maintenance are being performed. So what proof of tests and maintenance is required? Let's see what the law and adopted codes say.

Under Rule 61C-5.013, Florida Administrative Code, all routine examinations and periodic safety tests must be performed according to the safety codes adopted by rule. Since there are many different codes and types of elevator equipment, the division cannot tell you exactly what each elevator requires.

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procedures established by the safety standards adopted in rule 61C-5.001, F.A.C.

Section 399.01(10), F.S.

“Service maintenance contract” means a contract that provides for routine examination, lubrication, cleaning, adjustment, replacement of parts, and performance of applicable code-required safety tests ... and any other service, repair, and maintenance sufficient to ensure the safe operation of the elevator.

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However, the rule does specify that Category 1 periodic tests must be completed once a year and Category 5 periodic tests must be completed once every five years. Proof of periodic testing is provided by installing the test tags discussed on page two.

Generally speaking, maintenance must be performed to keep the elevator operating safely (see the definition of a service maintenance contract in the sidebar). The elevator safety codes adopted by rule provide the minimum maintenance and test requirements for elevators and specify the maintenance records that must be kept. The maintenance records need to include specific information about the activities performed and be available to elevator personnel, including the division's inspectors (see s. 8.6.1.4, ASME A17.1b-2009 edition, for the specifics).

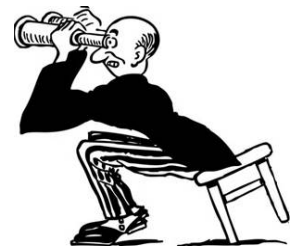
The required test and maintenance records provide proof that the elevator is being maintained to code. This proof is necessary to maintain the two-stop exemption.

The division monitors elevators with the two-stop exemption to ensure that they are being maintained properly, are safe to operate, and to ensure any noted violations are corrected. The division may cancel a two-stop exemption if it finds an elevator does not meet the minimum requirements.

Hot Topic Q&A

Q. What is Direct Supervision?

A. Florida law defines direct supervision as “a certificate of competency holder supervising an elevator helper as set forth in section 399.01(15), Florida Statutes, is ***within physical proximity of the person being directly supervised such that timely observation and evaluation of the work being performed is facilitated*** to ensure the work is completed in accordance with applicable statutory and administrative code requirements.”



License Renewal Requires Division-Approved Continuing Education

Both the certificate of competency (CC) and the certified elevator inspector (CEI) licenses require eight hours continuing education in order to renew. Only courses approved by the division can be accepted toward meeting the continuing education requirement. Some renewal applicants discovered this the hard way during the last renewal cycle and were unable to renew until completing an approved course, often scrambling to locate and complete a course before their license expired.

The division recommends all CC and CEI licensees verify the status of a continuing education course with the State of Florida before completing the course. Continuing education providers and courses can be verified on the Division's website at www.myfloridalicense.com/dbpr/hr/elevators/CE-Providers.html.

What to do if Your Certificate of Competency is Null & Void

If you did not renew your certificate of competency by March 1, 2016, your license is now set to Null & Void and you are not licensed to work on an elevator, sign permit applications, or teach continuing education courses. The first thing you should do is stop doing any work that requires that license! Anyone found performing any work under a null & void license will be cited for unlicensed activity and subject to fines up to \$1,000.

If you want to regain licensure, you must apply for a new certificate of competency. The application must include all the documentation required for an initial license. Florida law sets out the following application requirements for an initial certificate of competency:

1. DBPR HR-7014, Application for Certificate of Competency and Certified Elevator Technician Registration, which is available on the Department's website;
2. \$50 license fee; and
3. Proof of either (a) qualifying engineer license or (b) education and experience, as required by Chapter 399, Florida Statutes:
 - a) Mechanical engineer license in good standing; *OR*
 - b) Four years work experience in the construction, maintenance, service, and repair of licensed elevators as verified by a current or previous registered elevator company and one of the following:
 - i. Proof of successful passage within the last two years of the certificate of competency exam, mechanics exam, or elevator technician exam from an approved provider; *or*
 - ii. Proof of completion of an apprenticeship program for elevator mechanics with standards substantially equivalent to those found in a national training program for elevator mechanics and registered with the Bureau of Apprenticeship and Training of the U.S. Department of Labor or a state apprenticeship authority; *or*
 - iii. Proof of licensure or certification by a state or local jurisdiction in the U.S. having standards substantially equal to or more stringent than Florida.

Contact the division if you have questions about the qualifications required to obtain a certificate of competency, your existing application, or the status of your license.

Upcoming Meetings & Important Dates

April 2016

TBD – Rule workshop on sump pumps (*Contact division for more information*)

May 2016

TBD – Certificate of Operation renewals open
 10 – Elevator Safety Technical Advisory Council
 30 – Memorial Day (*Division offices closed*)

June 2016

No planned meetings or events.

July 2016

4 – Independence Day (*Division offices closed*)
 31 – Certificates of Operation expire at midnight (8/1)



The division is updating the inspection report to remove the department name and address. The new form should be available within the next few months.

Stay tuned for more information!