

This advisory is provided in response to inquiries and is not intended as legal advice. While we have taken care to ensure its accuracy, the actual statute, code or administrative rule will prevail in the event of any conflict. This information was approved by members of the Elevator Safety Technical Advisory Council (ESTAC) during their meeting on December 8, 2009

New Source for Elevator Inspection Reports

Elevator inspectors can now purchase [DBPR Form HR 5023-003](#), Elevator Inspection Report, from [Scantron](#) <https://store.scantron.com> - click-on Forms. The three-part form has been updated to include extended dates and a 6 digit serial number. Inspectors should use a leading zero when entering serial numbers with less than six digits in length. Inspectors should order and submit new forms – copies and faxes will not be accepted.

Standard For Sump Pump Installation

Effective for any permit issued after July 1, 2009, new elevator installations required to have Firefighter's Emergency Operation must provide a sump pump to comply with ASME A17.1, 2.2.2.5 design criteria. The division provides additional information with the approved elevator Permit to Install.

State of Florida Certificate of Competency Exam

Effective July 1, 2009, the State of Florida Bureau of Elevator Safety (BES) announced Elevator World as the new provider for the Certificate of Competency Exam available online at http://www.elevator-world.com/FLA_info/FloridaExam.html

Each candidate must attain a score 75% to pass and must submit a Certificate of Competency application along with 4 years documented work experience and meet the requirements to receive their license, in accordance with section 399.01(17), Florida Statute.

For information regarding requirements and approval: E-mail - dhr.elevators@dbpr.state.fl.us -or- call the customer contact center at (850) 487-1395.

Design Alteration on Hydraulic Oil Line Valve Poses a Safety Risk

Shut-off valves in the hydraulic oil supply line may pose a safety hazard. If the design alteration of a shut-off valve is not a code approved installation, replacement is recommended in accordance with ASME A17.1:3.19.

The valve in its altered state cannot operate as designed and may pose a significant risk.

When replacing line valves and working in the pit, follow safety precautions to secure elevators and equipment

from falling and minimize personal risk when performing repair and replacement of parts that may contribute to a sudden loss of pressure in the line.

NO Active License or Posted Permit

Bureau inspectors periodically conduct compliance visits at elevator construction sites to verify active licenses and permits. Firms that perform work without a license or a posted Alteration or Installation Permit are subject to fines and penalties under Chapter 399, F.S.

Owner to submit Accident Report

The Bureau issues administrative complaints and fines to owners who do not forward a completed Elevator Owner Accident Report within 5 working days to the bureau. This applies to any accident that occurs in or upon an elevator or vertical conveyance. Please advise your customers.

Service Maintenance Agreements

The elevator service maintenance company must make a written record indicating the date or dates of routine examinations and required testing. This record must be maintained in the elevator machine room, available for review by the division or its contractual designees.

Inspection Report Follow-up Issues All inspection reports must contain the owner or delegate signature and be submitted within 5 working days, record the time of inspection, and bubble the 'comply with' emergency generator and uniform fire key sections on the inspection form. A supervisor of construction signature is required for initial inspections. They must be submitted in hard copy only.

Restricted Opening of Car Doors - Rule 2.7.4, A17.3 (1996)

Where a device is installed to restrict the opening of the car or hoistway door a permit to alter must be obtained from the Division and an alteration inspection performed when the work is completed. ASME Rule 2.7.4 states, (a) When a car is outside the unlocking zone, the hoistway doors or car doors cannot be opened more than 4 in. from inside the car; (b) When the car is outside the unlocking zone, the car doors shall be openable from outside the car without the use of special tools.

See Elevators web site for additional information <http://www.myflorida.com/dbpr/hr/elevators.html>