



**ALABAMA DEPARTMENT  
OF  
LABOR**

**Jim Bennett, Commissioner**

**ELEVATOR SAFETY DIVISION**

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**ADMINISTRATIVE PROCEDURES  
FOR  
State Licensed Elevator Inspectors**

## TABLE OF CONTENTS

(1)	Inspectors Responsibilities and Duties	3
(2)	Safety on the Job	3
(3)	Jurisdiction Numbers	4
(4)	Annual Inspection Procedures	4
(5)	New Installations and Alterations	4
(6)	Fees	5
(7)	Temporary Certificate of Operation	5
(8)	Temporally Dormant Conveyances	6
(9)	Processing Inspection Reports, Violations, and Violation Notification Letters.	7
(10)	Placing Unsafe Equipment out of Service	8

## **(1) Inspectors Responsibilities and Duties:**

(a) The licensed elevator inspector here in referred to as inspector, is authorized to perform acceptance inspections for new installations and alterations, annual inspections, and special inspections in accordance with the applicable codes; and the rules and regulations developed by the licensing board.

All inspectors report directly to the Chief Inspector, Alabama Department of Labor, Safety Division.

We recognize many licensed inspectors work for an inspection agency. Please be aware, we will try to comply with your company provisions as best we can. Ultimately we work with the licensee when conflicts occur.

(b) The inspector is responsible for setting up and maintaining their file system containing copies of their inspection reports.

(c) The inspector is responsible for neat, accurate, and concise reports. The reports must be received by the Safety Division within 30 calendar days from the date of inspection.

## **(2) Safety on the Job**

(a) On the job safety is of paramount importance and is the responsibility of each inspector.

(b) The inspector should determine the necessary safety equipment required for their personal safety, and to take the necessary care to use/wear that equipment.

(c) The inspector should ensure that the owner or user has in place and uses lockout/tagout procedures and confined space entry procedures, when required.

(d) The inspector should have someone with them or in the area at all times while performing inspections. This should be maintenance personnel when available. The inspector should not enter unoccupied areas or buildings alone.

## **(3) Jurisdiction Numbers**

Jurisdiction numbers are issued by this department, and are unique identification numbers used for identifying and tracking conveyances inspected. The jurisdiction number will start with the letters "ALE" and consists of a 6

didget number. In some cases inspection agencies are issued a block of numbers that they assign to their personnel. Newly licensed inspectors should check with their employer before asking for numbers.

EXAMPLE: ALE000879

Only one jurisdiction number is assigned to an elevator at the time of its first inspection and recorded on the inspection report. It will remain with that conveyance throughout its existence even when re-inspected or altered by permit.

The jurisdiction number shall be stamped on a metal tag and permanently attached to the crosshead when possible. It can be written on the disconnecting means, crosshead, as well. Metal tags can be obtained from this department free of charge.

Special care should be taken in assigning these numbers, as duplicate numbers are time consuming to correct.

#### **(4) Annual Inspection Procedures**

(a) All conveyances requiring inspection shall be safety inspected annually. These conveyances include, but are not limited to; elevators, dumbwaiters, escalators, moving sidewalks, platform lifts, stairway chairlifts, home-made material lifts and automated people movers. The inspection criteria comes from the applicable codes and the board's rules and regulations. The annual inspection fee is \$90.00 total. No other fees such as travel etc. can be added to the fee.

#### **(5) New Installations and Alterations**

(a) All new elevator installations shall be inspected by a licensed inspector, prior to use/turnover. There must be a permit on file with the department prior to inspection. If no permit can be located at the scheduled time for turn-over, the inspector must contact this office. We will help locate it, or require the installer to take one out. No inspection is to be performed without a permit.

## **Fees**

The following fee schedule has been established by the Elevator Safety Review Board.

Acceptance Tests           \$400.00 plus \$15.00 dollars per floor. \$100.00 paid to this department along with the lay-out. The balance to the inspector at turnover.

Dumbwaiters	\$250.00.
Platform lifts	\$250.00.
Stairway Chair Lift	\$250.00.
Private Residence	\$250.00.

For each of the above \$100.00 paid to this department along with the lay-out. The balance to the inspector at turnover.

All safety tests required by the applicable codes shall be performed in the presence of a licensed Inspector before this equipment is turned over. If no permit is on the jobsite, the inspector shall contact this office for resolution before the inspection proceeds.

(b) All new conveyances shall have all violations completed before final acceptance. The inspector shall hold the report for new installations until all violations are complete.

Installers will be allowed two (2) scheduled visits per permit. Each additional visit will cost \$260.00, payable to the inspector.

(c) Inspectors should be aware that the certificate of operation fee is included in the permit fee. **It is very important to put the permit number on the inspection report for proper billing.**

### **(7) Temporary Certificate of Operation**

(a) Elevators to be operated on a Temporary Certificate of Operation, if approved by the installer, shall be inspected in accordance with ANSI/ASME A17.1 Section 5.10.

The inspector must complete a separate inspection report for a Temporary Certificate of Operation, indicating in the appropriate space on the report the permit number and that it is a temporary certificate.

A fee of \$100.00 is collected that day. This fee must be sent with the inspection report to the Safety Division. The remaining \$160.00 will be paid to the inspector. The report along with the fee must be turned in to this department within 5 business days.

The temporary certificate of operation shall be good for 90 days, and will be mailed to the location address unless special instructions apply.

### **(8) Temporally Dormant Conveyances**

When an owner/user chooses not to operate a conveyance for what ever the reason, the inspector must see that the conveyance has the power supply disconnected by removing fuses and placing a padlock on the mainline disconnect switch in the "OFF" position.

The car is parked and the hoistway doors are in the closed and latched position.

A wire seal and a red tag shall be installed on the mainline disconnect switch. These red tags can be obtained from the department of labor.

The conveyance shall not be used again until it has been restored to a safe operating condition and re-inspected.

Annual inspections shall continue for the duration of the temporally dormant status by a licensed elevator inspector. This status is renewable each year for no longer than five (5) years.

The inspector shall file a report with the chief inspector describing current conditions. The wire seal and padlock shall not be removed for any purpose without permission from the chief inspector.

After the five (5) year period the conveyance must be properly removed from service or meet all chapters of AI Code 25-13-1-25., and the rules and regulation developed by the elevator board.

### **(9) Processing Inspection Reports, Violations, and Violation Notification Letters.**

(a) An inspection report acceptable to the department must be submitted for each conveyance inspected. A copy of a blank inspection report can be obtained from our website at [www.alalabor.state.al.us](http://www.alalabor.state.al.us).

All violations must be completed within 30 days, except door restrictors. Owners have six months from date of the first violation write-up to comply.

If there are no violations or recommendations, that should be indicated on the report. "No Violations Noted" No reports with blank violation sections should be submitted.

(a) Upon receipt of the inspection report by the department, an invoice for the certificate of operation in the amount of \$75.00 will be sent to either the location address or a special billing address as indicated on the inspection report by the inspector.

Please inform the owner/user the invoice is due upon receipt and should be paid as soon as possible. The owner/user Violation Notification Letters, if any, will be mailed to the same address as the invoice.

(b) Once the invoice has been paid, and the VNL, if any, has been received, signed, and dated, the certificate of operation will be mailed according to the billing instructions provided by the inspector on the report.

## **(10) Placing Unsafe Equipment out of Service**

Before placing any conveyance deemed to be unsafe, out of service, the chief inspector should be contacted prior to shut-down if at all possible.

If you have any questions please do not hesitate to contact me.

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