



## CONVEYANCE OWNER-MANAGER PROCEDURES FOR AN INJURY ACCIDENT ON A CONVEYANCE

The instructions below pertain to addressing accidents on conveyances located in the territory of the Division of Oil and Public Safety – Conveyance Section (OPS). Contact OPS if you do not know if your conveyance is located within the territory of OPS or within the territory of an authority having jurisdiction (AHJ). These accidents must be reported to the AHJ, although reporting procedures may differ from those of OPS. Following an accident that causes injury to a person, the owner or manager must:

1. **Shut down the conveyance** to prevent potential further injury to other passengers.
2. **Report the accident within 24 hours** to OPS or to the AHJ.
  - OPS contact Adam Mulford 303-318-8499 or [adam.mulford@state.co.us](mailto:adam.mulford@state.co.us)
3. **Investigate the accident** - Contact a Licensed Contractor to perform an investigation to determine if the accident was caused by equipment malfunction.
  - If the accident was not caused by equipment malfunction, complete step 7, and if the conveyance is compliant with regulations and code, place it back in service.
  - If the accident was caused by equipment malfunction, complete steps 4 through 7.
4. **Inspect the conveyance** – Contact a Licensed Inspector to inspect the conveyance prior to any repairs or alterations.
5. **Repair the conveyance** – Contact a Licensed Contractor to perform appropriate repairs or alterations to the conveyance. Any construction work that is considered an alteration will require a permit to be obtained from OPS. OPS will contact the owner/manager if the Certificate of Operation has been suspended or revoked.
6. **Re-inspect the conveyance** - Contact a Licensed Inspector to conduct an inspection of the repairs or alterations, and witness the performance of any required testing. This inspection report must be submitted to OPS to obtain a re-instated or new Certificate of Operation which is required to operate the conveyance.
7. **Complete and submit an Conveyance Accident Report** to OPS.

**NOTE:** Accidents that *could have caused* an injury should be investigated by the owner of the conveyance to ensure that the conveyance is operating properly; although a non-injury accident does not have to be reported to the Division of Oil and Public Safety Conveyance Section (OPS) or approved Authority Having Jurisdiction (AHJ).

