



## Conveyance Maintenance Control Program (MCP) Guidance

(Effective 4/9/2015)

This guidance document was developed to provide clarification of the Maintenance Control Program (MCP) requirement as listed in Section 2-3-3 of the Colorado Conveyance Regulations (7 CCR 1101-8). Part A of this guidance document describes the MCP requirements, and Part B further clarifies these requirements through illustration.

By definition (ASME A17.1-2013), the MCP is *"a documented set of maintenance tasks, maintenance procedures, examinations, and tests to ensure that equipment is maintained in compliance with the requirements of ASME A17.1 Section 8.6 [Maintenance, Repair, Replacement, and Testing]."* The MCP is basically a conveyance "owner's manual" which describes the recommended maintenance tasks, testing procedures and unique procedures associated with the specific equipment, as applicable. It also includes documented maintenance, repairs and tests performed on the equipment. The MCP components are vital to:

- The conveyance contractor and mechanic during maintenance, repairs and testing;
- The conveyance inspector during inspections or the witnessing of tests; and
- The conveyance owner when verifying that contractual maintenance is being conducted.

### Part A: MCP Requirements

- (1) A Maintenance Control Program (MCP) shall comply with this guidance and be in place to maintain regulated conveyance equipment in compliance with currently adopted codes by July 1, 2015.
- (2) The MCP shall consist of the following components.
  - (a) General Maintenance Requirements: The General Maintenance Requirements component shall include, but not be limited to, the following:
    - (i) Specific to conveyance equipment installed or altered on or after January 1, 2000. A version applicable to the type of equipment (traction, hydraulic, etc.), will satisfy this requirement if the conveyance equipment was installed or altered before January 1, 2000, provided that the test and inspection procedures are included in ASME A17.2.
    - (ii) Required maintenance tasks, such as cleaning, lubricating and adjusting the equipment.
    - (iii) Code required examination and tests listed in ASME A17.1-2013 Sections 8.6.4 through 8.6.11.
    - (iv) Specified scheduled maintenance intervals.
    - (v) Procedures for tests, periodic inspections, maintenance, replacements, adjustments, and any other procedures included in On-site Documentation.
  - (b) On-site Documentation: The On-site Documentation component shall include items listed in ASME A17.1-2013 Section 8.6.1.2.2 and as summarized below:

- (i) Up-to-date wiring diagram detailing circuits of all electrical protective devices for conveyances installed or altered on or after January 1, 2008.
  - (ii) Written check-out procedures.
  - (iii) Unique procedures for all maintenance, inspections and tests not described in ASME A17.2; such as repairs of the detection means and related circuits for traction-loss, broken-suspension-member, residual-strength as listed ASME A17.1-2013 Section 8.6.1.2.1(f).
  - (iv) Written evacuation procedures by authorized emergency personnel.
  - (v) Written procedures for cleaning the exterior of cars and interior of hoistways which have transparent enclosures.
- (c) Maintenance Records: The Maintenance Records component shall include items listed in ASME A17.1-2013 Section 8.6.1.4 and as summarized below:
- (i) Description of maintenance tasks performed, including dates of service.
  - (ii) Description and dates of examinations, tests (completed reports), adjustments, repairs and replacements.
  - (iii) Written record of oil usage.
  - (iv) Findings of the authorized personnel firefighter's service operation check.
  - (v) Description and dates of all call backs (trouble calls) or reports that are reported to elevator personnel by any means, including corrective action taken.
  - (vi) Maintenance records shall be retained at the site for 5 years.
  - (vii) Record of acceptance tests (completed reports) and test tags, required by the Conveyance Regulations in section 2-3-2 (7), shall be retained permanently.

(3) All components of the MCP shall be:

- (a) Provided by the contractor responsible for maintenance of the conveyance or by the conveyance owner. When a maintenance contractor is no longer retained by the conveyance owner to maintain the conveyance, the contractor must leave the On-site Documentation and the Maintenance Records at the facility in the location described in Section (3)(b). If the General Maintenance Requirements component is not present, the contractor that is subsequently retained by the conveyance owner shall provide this documentation described in Section (2)(a).
- (b) Kept on-site in the machine or control room, machinery or control space, escalator or moving walk pit area, or another on-site location with signage according to ASME A17.1-2013 Section 8.6.1.2.1(d). For those conveyances listed in ASME A18.1, the MCP shall be maintained on-site at a location with signage according to ASME A17.1-2013 Section 8.6.1.2.1(d).
- (c) Presented in hard-copy or electronic form, unless specified by these regulations as written. The conveyance contractor or conveyance owner shall ensure that the mode of presentation is viewable by conveyance contractors, mechanics, inspectors, and the Administrator at all times from the time of the acceptance inspection and test or from the time of equipment installation or alteration.
- (d) Updated when any items listed in the MCP have been altered.

## Part B: Illustration of the MCP Requirements

### Conveyance Maintenance Control Program (MCP)

[ASME A17.1 Sec 8.6.1.1 – 8.6.1.4]

#### Common Requirements

- Prepared by maintenance contractor or owner. For ownership, see individual components.
- Located on-site in machine room, control room, or another location with signage identifying the location.
- Reviewable on-site by any elevator personnel in hard-copy or electronic format.
- Updated when items are altered.

#### General Requirements

[ASME A17.1, Sec 8.6.1.2.1]

- Supplied by contractor & may leave with contractor change
- Conveyances installed/altered:
  - on or after Jan 1, 2000 = Model specific
  - before Jan 1, 2000 = Type specific (i.e. traction, etc.)
- Maintenance tasks
- Required examinations & tests [8.6.4 through 8.6.11]
- Maintenance intervals
- General Procedures for:
  - Test & inspection procedures included in A17.2
  - Maintenance
  - Replacements
  - Adjustments
- Refers to onsite documentation & maintenance records

#### On-site Documentation

[ASME A17.1, Sec 8.6.1.2.2]

- Supplied by contractor and must remain on-site
- Up-to-date wiring diagrams, detailing circuits of all electrical protective devices (EPD) for conveyances installed/altered on or after Jan 1, 2008
- Procedures for inspections and tests not described in A17.2:
  - Checkout procedures for leveling, over-speed valve, reversal stop switch, etc.
  - Unique maintenance procedures for inspection, testing & replacement for:
    - SIL rated devices
    - AMMR equipment
    - A17.7 equipment (code compliance document)
  - Repairs of detection means as listed in [8.6.1.2.1(f)]:
- Written procedures for evacuation by authorized emergency personnel
- Written procedures for cleaning cars and glass hoistways

#### Maintenance Records

[ASME A17.1, Sec 8.6.1.4]

- Supplied by contractor and must remain on-site
- Maintained for 5-years
- Description & dates of the performance of [8.6.1.4.1]:
  - Maintenance tasks
  - Examinations
  - Adjustments
  - Repairs
  - Replacements
  - Written records for:
    - Oil usage
    - Findings on firefighter's service testing
    - Periodic test results (reports and tags)
- Description & dates of call-backs (trouble calls) & corrective actions [8.6.1.4.2]
- Permanent record
- Acceptance test results (reports and tags)