

SAMPLE MCP

WRITTEN MAINTENANCE

CONTROL PROGRAM

ELECTRIC ELEVATOR

OWNER ID:

STATE OR GOVERNMENT ID:

DESIGNED TO ASSIST WITH COMPLIANCE WITH

ASME A17.1-2013 / CSA B44-13

REQUIREMENT 8.6.1.2.1

SAMPLE MCP (NOT PRINTABLE)

SAMPLE MCP DOCUMENT

IMPORTANT INFORMATION

This **SAMPLE MCP DOCUMENT** is provided as a guide only. It contains normal and customary maintenance and testing procedures for Electric Traction Elevators that may or may not apply to the equipment for which the actual Maintenance Control Program is created.

The information provided in the form fields of this document can be used for creating an MCP for electric traction elevators. Persons authorized to create a Maintenance Control Program are responsible for providing accurate and code compliant information and should use caution when applying information provided in this **SAMPLE DOCUMENT**.

This document can be edited and saved for future reference however, this document cannot be printed. The actual MCP Form files can be edited, saved and printed multiple times to create as many MCP documents for Electric Traction Elevators as needed.

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ABOUT THIS FORM: This form is specifically designed for use by authorized Elevator Service Providers and / or other authorized persons responsible for creating a Maintenance Control Program (MCP) as prescribed by Section 8.6, Requirement 8.6.1.2.1 of the ASME A17.1-2013 / CSA B44-13 Elevator and Escalator Safety Code. Requirements for Electric Elevators referenced in this form and have been re-printed by permission of the American Society of Mechanical Engineers, all rights reserved.

This form simplifies the process of creating a WMCP by using fill-able “form fields” that are associated with each Requirement. Page 1 of this form is designed for the user to insert the Equipment information, the Owner information, information, the Elevator Service Company information and all relevant data applicable to the elevator equipment for which this form is created. In addition to the sub-sections contained in Section 8.6, this form includes a blank task log that can be used to enter the dates that specific tasks are performed. Procedures provided by component manufacturers can be attached as an appendix. Also included is a Section that provides detailed assistance and samples of the many Data Plates and Data Tags, required for overall code compliance.

FILLABLE FORMS:

MCP REQUIREMENTS WITH BLANK FORM FIELDS. TASKS AND PROCEDURES ARE TYPED INTO THE FORM FIELDS.

SPECIFIC TASKS ARE TYPED INTO THE FORM FIELDS FOLLOWING EACH 8.6 REQUIREMENT.

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After completing this form, the entire form can be printed and kept at a specific location, as required by Requirement 8.6.1.2.1(b). As conditions change or additional information becomes applicable with this elevator equipment, individual pages can be revised, and inserted into the existing WMCP form.

Each WMCP Form is based on a specific type of equipment, i.e. the E-100 form is designed only for Electric Elevators, the H-200 Form is designed only for Hydraulic Elevators, etc. Each WMCP Form can be used an unlimited number of times to create a MCP for each elevator serviced.

For more information contact CODEDATAPLATE.COM at (281) 257-0516 or visit www.elevatormcp.com.

WRITTEN MAINTENANCE CONTROL PROGRAM
ELECTRIC ELEVATOR

DATE: FIRST REVISION DATE(S):

ELEVATOR STATE OR GOVERNMENT ID:

ELEVATOR SERIAL NUMBER:

SERVICE COMPANY ELEVATOR ID:

ELEVATOR OWNER ID:

LOCATION OF UNIT:

ELEVATOR TYPE: PASSENGER FREIGHT OTHER:

ELEVATOR SPEED: FPM ELEVATOR CAPACITY: LBS

ORIGINAL MANUFACTURER:

YEAR OF ORIGINAL INSTALL: MONTH OF ORIGINAL INSTALL: UNKNOWN

ALTERATION(S) PERFORMED: YES NO UNKNOWN

TYPE OF ALTERATION:

- 1. YEAR:
- 2. YEAR:
- 3. YEAR:

ADDITIONAL ALTERATION INFORMATION:

BUILDING NAME:

OWNER NAME:

OWNER ADDRESS (STREET):

CITY: STATE OR PROVINCE:

PRIMARY (OWNERS) CONTACT PERSON NAME:

JOB TITLE: CONTACT INFORMATION:

CURRENT ELEVATOR SERVICE CONTRACTOR INFORMATION:

SERVICE COMPANY:

BUSINESS ADDRESS:

CONTACT PHONE NUMBER(S):

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GENERAL MAINTENANCE REQUIREMENTS

Per Requirement 8.6.1.2.1 This written Maintenance Control Program is in place to maintain the equipment compliance with Section 8.6 of the ASME A17.1 2013 / CSA B44-13 Elevator and Escalator Safety Code. This MCP specifies examinations, tests, cleaning, lubrication, and adjustments to applicable components at regular intervals and it complies with the following:

Requirement 8.6.1.2.1(a) It is provided for only the unit identified on Page 1 of the MCP and by the Service Contractor identified on Page 1. This MCP is viewable on-site by elevator personnel at all times beginning with acceptance inspection and test and/or from the time of equipment installation or alteration, whichever applies.

Requirement 8.6.1.2.1 (b) This MCP includes Code required maintenance tasks, procedures and examination and tests listed with the associated requirements. If/when Code required maintenance tasks or procedures, or examinations or tests are revised in Section 8.6, the MCP will be updated accordingly.

Requirement 8.6.1.2.1(c) This MCP references on-site Equipment Documentation needed to fulfill item (b) above, and on-site Maintenance Records that record the completion of all associated maintenance tasks.

Requirement 8.6.1.2.1(d) If this MCP is maintained remotely from the machine room, machinery space, control room, or control space, instructions for viewing the MCP (hard copy or electronic format) are posted on the controller or at the means necessary for test, and the instructions are permanently legible with characters a minimum of 3mm in height.

Requirement 8.6.1.2.1(e) Specified maintenance intervals are based on:

- (1) Equipment age, condition, and accumulated wear
- (2) Design and inherent quality of the equipment
- (3) Usage
- (4) Environmental conditions
- (5) Improved technology
- (6) Manufacturers recommendations and original equipment certification for any SIL rated devices or circuits.
- (7) Manufacturers recommendations based on ASME A17.7 / CSA B44.7 approved components or functions.

Requirement 8.6.1.2.1(f) Procedures for tests; periodic inspections; maintenance; replacements; adjustments; and repairs for traction loss detection means, broken-suspension-member detection means, residual-strength detection means and related circuits are incorporated into and made part of this MCP.

ADDITIONAL INFORMATION REGARDING GENERAL MAINTENANCE REQUIREMENTS

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ON-SITE DOCUMENTATION

Requirement 8.6.1.2.2 The following documents specify are written and permanently kept on-site in the machine-room, machinery space, control room / control space, or in the means necessary for the test in hard copy for each unit for elevator personnel:

- (a) Up-to-date wiring diagrams detailing circuits of all electrical protective devices and critical operating circuits.
- (b) Procedures for inspections and tests not described in ASME 17.2 and procedures or methods required for elevator personnel to perform maintenance, repairs, replacements and adjustments, as follows:
 - (1) All procedures specifically identified in the Code as required to be written.
 - (2) Unique maintenance procedures or methods required for inspection, tests and replacement of SIL rated E/E/PES electrical protective devices and circuits.
 - (3) Unique maintenance procedures or methods required for inspection, tests, and replacement of equipment applied under alternative arrangements are provided by the manufacturer or installer.
 - (4) Unique maintenance procedures or unique methods required for inspection and test of equipment specified in an ASME A17.7 / CSA B44.7, Code Compliance Document (CCD).
- (c) Written Checkout procedures:
 - (1) To demonstrate E/E/PES function as intended
 - (2) For elevator leveling speed with doors open
- (d) Written procedures for the following:
 - (1) Evacuation procedures for elevator by authorized persons and emergency personnel are on-site.
 - (2) Procedures for cleaning of car and hoistway transparent enclosures by authorized personnel.

ADDITIONAL INFORMATION REGARDING ON-SITE DOCUMENTATION

SAMPLE

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MAINTENANCE PERSONNEL

Requirement 8.6.1.3 Maintenance, repairs, replacements, and tests will only be performed on this elevator equipment by elevator personnel.

ADDITIONAL INFORMATION REGARDING MAINTENANCE PERSONNEL

MAINTENANCE RECORDS

Requirement 8.6.1.4 Maintenance records for this elevator equipment document compliance with Section 8.6. Instructions for locating the maintenance records and for viewing records on-site are posted on the controller or at the means necessary for test. Per code requirements, the instructions are permanently legible with characters at least 3mm in height. Records are retained for the most recent 5 years or from the date of installation or adaption of the MCP code requirement, whichever is less or as specified by the authority having jurisdiction. Existing maintenance records up to 5 years are also retained.

ON-SITE MAINTENANCE RECORDS

Requirement 8.6.1.4.1(a) Maintenance Control Program Records

- (1) A record that includes the maintenance tasks listed with the associated requirements in 8.6 and identified in this MCP, and other tests, examinations and adjustments, and the specified scheduled intervals are maintained on-site.
- (2) The specified scheduled maintenance intervals are applicable as based on the criteria in 8.6.1.2.1(e) above.
- (3) This MCP is viewable on-site by elevator personnel in electronic or hard copy format.

Requirement 8.6.1.4.1(b) Repair & Replacement Records

The following repair and replacements are recorded and kept on-site (or remotely) for viewing by elevator personnel in hard copy or electronic format:

- (1) Repairs
- (2) Replacements

Requirement 8.6.1.4.1(c) Other records:

The following records are kept on-site for immediate viewing:

- (1) Oil usage record
- (2) A record of findings for firefighters' service operation with identification of persons performing the task
- (3) Periodic Test Records
- (4) A written record to document compliance with replacement criteria specified in ASME A17.6.

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Requirement 8.6.1.4.1(d) Other records (Continued):

A permanent record of the results of all acceptance tests is kept with the on-site records. Test tags are permanently attached to or adjacent to the controller.

ADDITIONAL INFORMATION REGARDING MAINTENANCE RECORDS

CALL BACKS (TROUBLE CALLS)

A record of call backs that are reported by any means to elevator personnel, is maintained and includes the description of reported trouble, dates, time(s) and corrective actions taken. The records are available to elevator personnel when performing corrective actions. For other elevator personnel, the records are available on request.

Instructions on how to report any need for corrective action (trouble calls) to the responsible party are posted on the controller or at the means necessary for test.

ADDITIONAL INFORMATION REGARDING CALL BACK (TROUBLE CALLS)

CODE DATA PLATE

(Reference Page 48 of this MCP for additional information on Data Plates and Data Tags)

Per Requirement 8.6.1.5.1 The **Code Data Plate** on this elevator complies with Section 8.9

ADDITIONAL INFORMATION REGARDING CODE DATA PLATE

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:
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GENERAL MAINTENANCE METHODS AND PROCEDURES

Per Requirement 8.6.1.6.1 Making Safety Devices Inoperative or Ineffective. No person will at any time make inoperative or ineffective any device on which the safety of users of this elevator is dependent, including any electrical protective devices, except where necessary during tests, inspections, maintenance, repair and replacement, provided that this elevator equipment is first removed from normal operation. Devices made inoperative during tests, inspections, maintenance repair and replacement will be restored to their normal operating condition in conformity with the applicable requirements prior to returning the equipment to service.

Per Requirement 8.6.1.6.2 Lubrication. All parts of the machinery and equipment requiring lubrication will be lubricated with lubricants equivalent to the type and grade recommended by the manufacturer. Alternate lubricants may be used when the intended lubrication effects are achieved. All excess lubricants will be cleaned from the equipment and containers used to catch lubricant leakage will not be allowed to overflow.

Per Requirement 8.6.1.6.3 (a) The interior of the controller(s) and their components are cleaned when necessary to minimize the accumulation of foreign matter that can interfere with the operation of the equipment.

Per Requirement 8.6.1.6.3 (b) Temporary wiring and insulators or blocks in the armatures or poles of magnetically operated switches, contactors, or relays are not installed when this elevator is in service.

Per Requirement 8.6.1.6.3 (c) When jumpers are used during maintenance, repair or testing all jumpers will be removed prior to returning this elevator to normal operation. Jumpers are not stored in machine rooms, control rooms, hoistways, machinery spaces, control spaces, escalator / moving walk wellways or pits.

Per Requirement 8.6.1.6.3 (d) Control and operating circuits and devices are maintained in compliance with the applicable code requirements for this elevator equipment.

Per Requirement 8.6.1.6.3 (e) No substitution will take place for any wire or current-carrying device for the correct fuse or circuit breaker in any circuit on this elevator.

Per Requirement 8.6.1.6.4 Painting. Care will be used in the painting of this equipment to make certain that it does not interfere with the proper functioning of any component.

Painted components will be tested for proper operation after painting.

Per Requirement 8.6.1.6.5 Fire Extinguishers. A Class "ABC" fire extinguisher is located in:

Elevator Electrical Machine Room	Control Room	Control Space	Walk-in Machinery Room
Control Room for escalators and moving walks	Fire extinguishes are located convenient to the access door.		

Per Requirement 8.6.1.6.6 Workmanship. When torquing, drilling, cutting and welding, care will be taken to ensure that no component of the assembly is damaged or weakened. Rotating parts will be properly aligned.

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Per Requirement 8.6.1.6.7 Signs and Data Plates Signs and data plates on this elevator equipment that are damaged or missing will be repaired or replaced.

Per Requirement 8.6.1.7 Periodic Tests The frequency of periodic test will be performed on this elevator equipment as established by the authority having jurisdiction and as required by Requirement 8.11.1.3

Per Requirement 8.6.1.7.1 Periodic tests on this elevator equipment will be witnessed by an inspector and / or as required by the authority having jurisdiction.

Per Requirement 8.6.1.7.2 A test record for all periodic tests, containing the applicable Code requirement and dates performed, and the name of the person or company performing the test will be installed and readily visible and adjacent to or securely attached to the controller, in the form of a metal tag, or other format designated by and acceptable to the AHJ. If any alternative test methods are performed the tag will indicate that alternative test was utilized for the applicable requirement.

Per Requirement 8.6.1.7.3 Except where necessary when performing tests, no person will, at any time, make any required safety device or electrical protective device ineffective. Such devices will be restored to their normal operating condition in conformity with the applicable requirements prior to returning this elevator to normal service.

Per Requirement 8.6.1.7.4 All references to "Items" and "Parts" in this document are to Items in ASME A17.2.

ADDITIONAL INFORMATION REGARDING GENERAL MAINTENANCE AND PROCEDURES

SAMPLE

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:
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REPAIRS (TO THIS ELEVATOR EQUIPMENT)

Per Requirement 8.6.2.1 Repair Parts Repairs to this elevator equipment will be made with parts of at least equivalent material, strength and design.

Per Requirement 8.6.2.2 Welding and Design Welding and design of welding will conform to Requirement 8.7.1.4 and Requirement 8.7.1.5.

Per Requirement 8.6.2.3 Repair of Speed Governors. Where applicable, if a repair is made to the speed governor(s) of this elevator that affects the tripping linkage or speed adjustment mechanism, the governor will be examined and tested according to Requirement 8.6.4.19.2. If a repair is made to the governor jaws or associated parts that affects the pull-through force, the governor pull-through force will be checked in conformance with Requirement 8.6.4.19.2(b) will be attached, indicating the date the pull-through test was performed.

Per Requirement 8.6.2.4 Repair of Releasing Carrier. Where applicable, if a repair is made to the releasing carrier of this elevator, the governor rope pull-out and pull-through forces will be verified.

Per Requirement 8.6.2.5 Repair of Suspension and Compensating Means and Governor Ropes. Suspension and compensating members and governor ropes will not be lengthened or repaired by splicing.

Per Requirement 8.6.2.6 Repairs involving SIL Rated Device(s) SIL rated device(s) used to satisfy:

- Electrical Equipment & Wiring
 - Release and Application of Driving Machine Brakes
 - Software Systems for Protection Against Failures
 - E/E/PES to remove power from Driving Machine Motor from AC Sources
 - E/E/PES to remove power from Driving Machine Motor from DC Sources
- (a) Will not be repaired in the field
(b) May be repaired in accordance with the provisions for repair where included in the listing/certification
(c) Will not be affected by other repairs to the extent that the listing/certification is invalidated

ADDITIONAL INFORMATION REGARDING REPAIRS

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REPLACEMENTS (TO THIS ELEVATOR EQUIPMENT)

Per Requirement 8.6.3.1 Replacement Parts. Replacements to this elevator equipment will be made with parts of at least equivalent material, strength, and design.

Per Requirement 8.6.3.2 Replacement Suspension Means. Suspension means, compensating means, and governor ropes on this elevator equipment will be replaced when they no longer conform to the requirements of ASME A17.6. Replacement of suspension means, compensating means, and governor ropes will conform to the requirements of ASME A17.6 as stated in 8.6.3.2.1 through 9.6.3.2.3.

Per Requirement 8.6.3.2.1 For steel wire rope, ASME A17.6 Section 1.10 will apply.

Per Requirement 8.6.3.2.2 For aramid fiber ropes, ASME A17.6 Section 2.9 will apply.

Per Requirement 8.6.3.2.3 For noncircular elastomeric-coated steel suspension members, ASME A17.6, Section 3.7 will apply.

Per Requirement 8.6.3.3 Replacement of Suspension-Means Fastenings and Hitch Plates. Replacement of suspension-means fastenings and hitch plates will conform to the requirements of 8.6.3.3.1 through 8.6.3.3.5.

Per Requirement 8.6.3.3.1 If the suspension-means fastenings on this elevator equipment are replaced with an alternate means that conforms to ASME A17.1 2013 Requirement 2.20.9, load-carrying ropes will be in line with the shackle rod.

Per Requirement 8.6.3.3.2 If the existing hitch plates on this elevator equipment do not permit the load-carrying ropes to remain in line with the shackle rods, replacement fastenings will be staggered in the direction of travel of the elevator and counterweight or the hitch plates will be replaced.

Per Requirement 8.6.3.3.3 Replacement hitch plates (if installed) will conform to ASME A17.1 2013 Requirement 2.15.13, and they will provide proper alignment of the load-carrying ropes and shackle rods.

Per Requirement 8.6.3.3.4 Replacement fastenings will only be installed on the car, the counterweight, at either of the dead-end hitches, or at both attachment points.

Per Requirement 8.6.3.3.5 Rope fastenings at the drum connection of winding-drum machines will comply with 8.6.4.10.2 (resocketing and refastening).

Per Requirement 8.6.3.4.1 The governor rope(s) on this elevator equipment will be of the same size, material, and construction as the governor rope specified by the governor manufacturer.

If a rope of the same size but of a different manufacturer or construction is used, it will be installed in conformance with Requirement 8.7.2.19 (alterations).

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Per Requirement 8.6.3.4.2 Replacement governor ropes on this elevator equipment will conform to the requirements of Requirement 2.18.5

Per Requirement 8.6.3.4.3 If a governor rope on this elevator equipment is replaced the governor pull-through force will be checked as specified in Requirement 8.11.2.3.2(b), (examination and testing).

Per Requirement 8.6.3.4.4 A test tag indicating the date that the pull-through test was performed will be attached.

Per Requirement 8.6.3.4.5 The safety rope on this elevator equipment will comply with ASME A17.1 2013 Requirements 2.17.12.4 and 2.17.12.5.

Per Requirement 8.6.3.4.6 A new rope data tag conforming to 2.18.5.3 will be installed with each rope replacement, and the date of the rope replacement will be recorded in the Maintenance Task Log.

Per Requirement 8.6.3.5 Belts and Chains If one belt or chain of a set on this elevator equipment is worn or stretched beyond that specified in the manufacturers recommendations, or is damaged so as to require replacement, the entire set will be replaced. Sprockets and toothed sheaves will also be replaced if worn beyond that specified in the manufacturers recommendations.

Per Requirement 8.6.3.6 Replacement of Speed Governor If the speed governor on this elevator equipment is replaced it will conform to Requirement 2.18 (Speed Governors). The releasing carrier will conform to Requirement 2.17.15 (Governor Rope Releasing Carriers) and, the governor rope will be of the type & size specified by the governor mfg. If a speed governor on this elevator equipment is replaced, the governor will be checked in conformance Requirement 8.11.2.3.2.

Drum operated safeties that require continuous tension in the governor rope to achieve full safety application, will be checked as specified in Requirements 8.11.2.3.1 and 8.7.2.19.

Per Requirement 8.6.3.7.1 Listed / Certified Devices. If a listed / certified device on this elevator equipment is replaced, the replacement will be subject to the applicable engineering or type test as specified in Section 8.3 or the requirements of CSA B44.1 / ASME A17.5.

Hoistway door interlocks, hoistway door combination mechanical lock and electric contact, and door or gate electrical contacts, will conform to the type tests specified in Requirement 2.14.2.1. The device will be labeled by the certifying organization.

In jurisdictions not enforcing NBCC, door panels, frames and entrance hardware will be provided with the instructions required by Requirement 2.11.18.

Per Requirement 8.6.3.7.2 If a component in a listed / certified device on this elevator equipment is replaced, the replacement component will be subject to the requirements of the applicable edition of CSA B44.1 /ASME A 17.5 and / or the engineering or type test in Requirement 8.3.

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Per Requirement 8.6.3.7.2 (Continued)

Hoistway door interlocks, hoistway door combination mechanical lock and electric contacts, and door or gate electric contacts, will conform to the type tests specified in ASME A17.1 2013 Requirement 2.12.4.1 and the component will be included in the original manufacturers listed / certified device documentation or as a listed / certified replacement component. Each replacement component shall be plainly marked for identification in accordance with the certifying organizations procedures.

In jurisdictions not enforcing NBCC, door panels, frames, and entrances hardware on this elevator equipment will be provided with the instructions required by ASME A17.1 Requirement 2.11.18.

Per Requirement 8.6.3.8 Replacement of Door Reopening Device. If a reopening device for the power-operated car door(s) or gate(s) on this elevator equipment is replaced, the following will apply:

- (a) The door closing force will comply with the code in effect at the time of installation or alteration.
- (b) The kinetic energy will comply with the Code in effect at the time of installation or alteration.
- (c) Door reopening devices and door closing on Phase I and Phase II will comply with the requirements applicable at the time of installation of the firefighters emergency operation (where applicable).

Per Requirement 8.6.3.9 Replacement of Releasing Carrier. Where applicable, if a replacement is made to the releasing carrier on this elevator equipment, the governor rope pull-out and pull-through forces will be verified.

Per Requirement 8.6.3.12 Runby and Clearances After Reroping or Shortening. The minimum car and counterweight clearances will be maintained when / if new suspension means are installed or when the existing suspension means are shortened. The minimum clearances will be maintained.

Per Requirement 8.6.3.12.1 The length that the suspension means are shortened will be limited.

Per Requirement 8.6.3.12.2 Blocking at the car or counterweight, if provided (and the blocking means) will be of sufficient strength and secured in place to withstand the reactions of buffer engagement.

If wood blocks are used to directly engage the buffer, a steel plate will be fastened to the engaging surface or will be located between that block and the next block to distribute the load upon buffer engagement.

Per Requirement 8.6.3.12.3 Blocking will be provided under the car or counterweight buffer or both of sufficient secured in place to withstand the reactions of buffer engagement as described in Requirement 8.2.3.

Per Requirement 8.6.3.12.4 The month and year (appropriate data) that the suspension means is first shortened will be recorded on the data tag.

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Per Requirement 8.6.3.14 Replacements Involving SIL Rated Device(s)

Per Requirement 8.6.3.14(a) A SIL rated device used to satisfy:

- Electrical Equipment & Wiring
- Release and Application of Driving Machine Brakes
- Software Systems for Protection Against Failures
- E/E/PES to remove power from Driving Machine Motor from AC Sources
- E/E/PES to remove power from Driving Machine Motor from DC Sources

Will not be affected by other replacement(s) to the extent that the listing/certification is invalidated.

Per Requirement 8.6.3.14(b) Where a SIL rated device is replaced that is used to satisfy:

- Electrical Equipment & Wiring
- Release and Application of Driving Machine Brakes
- Software Systems for Protection Against Failures
- E/E/PES to remove power from Driving Machine Motor from AC Sources
- E/E/PES to remove power from Driving Machine Motor from DC Sources

It shall be considered a replacement only when the replacement device is the original manufacturers listed/certified SIL rated device or the original manufacturers listed/certified SIL rated replacement device, otherwise it will be considered as an Alteration.

Per Requirement 8.6.3.14(c) Where a non-SIL rated device is replaced that is used to satisfy:

- Electrical Equipment & Wiring
- Release and Application of Driving Machine Brakes
- Software Systems for Protection Against Failures
- E/E/PES to remove power from Driving Machine Motor from AC Sources
- E/E/PES to remove power from Driving Machine Motor from DC Sources

It will be considered as an Alteration.

ADDITIONAL INFORMATION REGARDING REPLACEMENTS

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:
STATE OR GOVERNMENT ID:
OWNER ID:

MAINTENANCE AND TESTING (TO THIS ELEVATOR EQUIPMENT)

Per Requirement 8.6.4.1.1 The suspension (and compensating means) on this elevator equipment will be kept sufficiently clean so that they can be visually inspected.

MAINTENANCE FREQUENCY:

SUSPENSION & COMPENSATING ROPES CLEANING, MAINTENANCE PROCEDURE:

Per Requirement 8.6.4.1.2 The steel wire ropes on this elevator equipment will be lightly lubricated and precautions will be taken in lubricating the suspension steel wire ropes to prevent the loss of traction. Lubrication will be in accordance with the instructions on the rope data tag (if provided).

MAINTENANCE FREQUENCY:

STEEL WIRE ROPE LUBRICATION, MAINTENANCE PROCEDURE:

Per Requirement 8.6.4.1.3 Equal tension will be maintained between individual suspension members in each set of hoist set of ropes on this elevator equipment. Tension will be maintained at not more than a 10% difference between the smallest measured tension and the highest measured tension.

When suspension-member tension is checked or adjusted, an anti-rotation device will be installed.

MAINTENANCE FREQUENCY:

EQUAL TENSION, MAINTENANCE PROCEDURE:

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.2.1 The Governor Wire Ropes will be kept clean.

MAINTENANCE FREQUENCY:

GOVERNOR WIRE ROPE CLEANING, MAINTENANCE PROCEDURE:

Per Requirement 8.6.4.2.2 Where applicable, the Governor Wire Ropes will not be lubricated after installation. If lubricants are applied to the governor ropes they will be replaced or the lubricant removed and the governor and safety will be tested.

Per Requirement 8.6.4.3.1 The lubrication of guide rails on this elevator equipment will be in accordance with the requirements on the crosshead data plate. N/A, Roller guides installed. Rails are not lubricated.

MAINTENANCE FREQUENCY:

GUIDE RAIL LUBRICATION, MAINTENANCE PROCEDURE:

Per Requirement 8.6.4.3.2 If no crosshead data plate exists, lubrication of the guide rails will conform to the following:
N/A because a crosshead data plate is provided.

Per Requirement 8.6.4.3.2(a) Guide rails, except those of elevators equipped with roller or other types of guiding members not requiring lubrication, will be kept lubricated.

Per Requirement 8.6.4.3.2(b) Where sliding-type safeties are installed, the guide-rail lubricants, or pre-lubricated or impregnated guide shoe gibs, (when installed), will be of a type recommended by the manufacturer of the safety.
N/A Sliding type safeties are not installed on this elevator equipment.

Per Requirement 8.6.4.3.3 If lubricants, other than those recommended by the manufacturer are used a safety test conforming to Requirement 8.6.4.20.1 will be made to demonstrate that the safety will function as required.

Per Requirement 8.6.4.3.4 The guide rails will be kept clean and free of lint, dirt and accumulation of excessive lubricant. Where applicable, a means is provided at the base of the rails to collect excess lubricant.

MAINTENANCE FREQUENCY:

GUIDE RAIL CLEANING, MAINTENANCE PROCEDURE:

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.3.5 Rust-preventive compounds, such as paint, mixtures of graphite and oil, and similar coatings will not be applied to the guide rail guiding surfaces, unless recommended by the manufacturer of the safety. If such compounds are applied, the safety will be checked as specified in Requirement 8.6.4.20.1.

Per Requirement 8.6.4.4.1 The oil level in the oil buffer(s) will be maintained at the level indicated by the manufacturer and the grade of oil used will be as indicated on the buffer marking plate, where required.

N/A, Oil Buffers are not installed.

MAINTENANCE FREQUENCY:

BUFFER OIL LEVEL, MAINTENANCE PROCEDURE:

Per Requirement 8.6.4.4.2 The buffer plungers will be kept clean and not coated or painted with a substance that will interfere with their operation. N/A, Oil Buffers are not installed.

MAINTENANCE FREQUENCY:

OIL BUFFER CLEANING/PAINTING, MAINTENANCE PROCEDURE:

Per Requirement 8.6.4.4.3 Buffer oil will not be stored in the pit or hoistway or on top of the car.

Per Requirement 8.6.4.5.1 Safety mechanisms on this elevator equipment will be kept lubricated and free of rust, corrosion, and dirt that can interfere with the operation of the safety.

MAINTENANCE FREQUENCY:

SAFETY MECHANISMS CLEANING / LUBRICATION, MAINTENANCE PROCEDURE:

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.5.2 The required clearances between the safety jaws and the rail will be maintained.

MAINTENANCE FREQUENCY:

SAFETY MECHANISMS CLEARANCES, MAINTENANCE PROCEDURE:

Per Requirement 8.6.4.6.1 The driving machine brake will be maintained to ensure proper operations, including but not limited to the following:

Residual pads (antimagnetic pads)

Lining and running clearances.

Pins and levers.

Springs

Sleeves and guide bushings

Discs and drums

Brake coil and plunger

MAINTENANCE FREQUENCY:

DRIVE MACHINE BRAKE, MAINTENANCE PROCEDURE:

SAMPLE

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.6.2 If any part of the driving machine brake is changed or adjusted that can affect the holding capacity or decelerating capacity of the brake when required it will be adjusted and checked by means that will verify its proper function and holding capacity. A test complying with 8.6.4.20.4 will be performed.

Per Requirement 8.6.4.6.3 If any part of the emergency brake is changed or adjusted that can affect the holding capacity or decelerating capacity of the emergency brake when required, it will be adjusted and checked by means that will verify its proper function and holding capacity. An Emergency Brake is not installed.

MAINTENANCE FREQUENCY:

EMERGENCY BRAKE, MAINTENANCE PROCEDURE:

Per Requirement 8.6.4.7.1 Hoistways and pits of this elevator equipment will be kept free of dirt and rubbish and will be used for storage purposes.

MAINTENANCE FREQUENCY:

HOISTWAY AND PIT, MAINTENANCE PROCEDURE:

Per Requirement 8.6.4.7.2 Landing blocks and pipe stands may be stored in the pit, however they will not interfere with the operation of this elevator equipment and will not present a hazard for persons working in the pit.

Per Requirement 8.6.4.7.3 Where applicable, pit access doors will be kept closed and locked. N/A

MAINTENANCE FREQUENCY:

PIT ACCESS DOOR, MAINTENANCE PROCEDURE:

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.7.4 Water and oil will not be allowed to accumulate on the pit floor of this elevator equipment.

MAINTENANCE FREQUENCY:

PIT CONDITION, MAINTENANCE PROCEDURE:

Per Requirement 8.6.4.8.1 The floor(s) of machinery and control spaces of this elevator equipment will be kept free of water, dirt, rubbish, oil and grease.

MAINTENANCE FREQUENCY:

CONDITION OF FLOORS, MAINTENANCE PROCEDURE:

Per Requirement 8.6.4.8.2 Articles or materials not necessary for the maintenance or operation of this elevator equipment will not be stored in the machinery spaces, machine rooms, control spaces and control rooms.

Per Requirement 8.6.4.8.3 Flammable liquids having a flashpoint of less than 44 degrees C (110 degrees F) will not be in the machinery spaces, machine rooms, control spaces and control rooms of this elevator equipment.

Per Requirement 8.6.4.8.4 Access door to the machinery spaces, machine rooms, control spaces and control rooms of this elevator equipment will be kept closed and locked.

MAINTENANCE FREQUENCY:

MACH. ROOM, MACH. SPACE ACCESS DOOR(S), MAINTENANCE PROCEDURE:

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.8.5 Machinery spaces and control spaces located in the hoistway of this elevator equipment will not be used for storage purposes.

MAINTENANCE FREQUENCY:

MACH. SPACE/CONTROL SPACE IN HOISTWAY, MAINTENANCE PROCEDURE:

Per Requirement 8.6.4.9 Cleaning of Tops of Cars. The top of this elevator equipment will be kept free of oil, water, dirt, and rubbish and will not be used for storing lubricants, spare parts, tools or other items.

MAINTENANCE FREQUENCY:

CONDITION OF FLOORS, MAINTENANCE PROCEDURE:

Requirement 8.6.4.10.1 Refastening or Resocketing of Car-Hoisting Ropes on Winding Drum Machines:

Does not apply because this elevator equipment is not equipped with a Winding Drum Machine

The hoist machine is located: Over the hoistway Below or at the side of the hoistway

Per Requirement 8.6.4.10.1 Where applicable, the hoisting ropes of this Winding-Drum Elevator will be resocketed or replaced or on the rope to a point above the existing fastening at the car ends at intervals no longer than:

1 year (Machine located over the hoistway)

2 years (Machine is located at the side of or below the hoistway).

If auxiliary rope fastenings are installed, refastening at the periods specified above are not required, however auxiliary rope fastenings on this elevator equipment will be refastened on failure or indication of failure of any rope fastening.

The fastening on the drum counterweight will be examined for fatigue or damage at the socket.

If fatigue or damage is detected at the fastenings of the drum counterweight on this elevator equipment, the ropes will be refastened.

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.10.2 N/A This elevator equipment does not have a winding drum machine.

Per Requirement 8.6.4.10.2(a) Where Applicable: In resocketing babbitted rope sockets on this elevator equipment, or replacing other types of fastenings, a sufficient length will be cut from the end of the rope to remove damaged or fatigued portions and the fastenings.

The fastenings will conform to 2.20.9.

If the drum ends of the ropes extend beyond their clamps or sockets, means will be provided to prevent the rope ends from coming out of the inside of the drum and to prevent interference with other parts of the machine.

Per Requirement 8.6.4.10.2(b) The suspension wire ropes will conform to 2.20.7.

Per Requirement 8.6.4.10.3 N/A

A legible metal tag will be securely attached to one of the wire rope fastenings after each resocketing or changing to another type of fastening and it will bear the following:

- (a) The name of the person or firm that performed the resocketing or changing of other types of fastenings
- (b) The date on which the rope was resocketed or other types of fastenings changed

The material and marking of the tags will conform to 2.16.3.3, except that the height of the letters and figures will not be less than 1.5mm (0.0625 in.)

REFASTENING / RESOCKETING MAINTENANCE FREQUENCY:

REFASTENING OR RESOCKETING, OTHER OR ADDITIONAL MAINTENANCE PROCEDURE(S):

Per Requirement 8.6.4.11.1 The car and counterweight runby may be reduced however the car or counterweight will not strike the buffer(s).The car and counterweight runby may be reduced however the top of car clearances will not be reduced below that required at the time of installation or alteration.

The car and counterweight runby may be reduced however the final terminal stopping devices will remain operational.

RUNBY MAINTENANCE FREQUENCY:

CAR OR COUNTERWEIGHT RUNBY AND CLEARANCES MAINTENANCE PROCEDURE(S):

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.11.2 The compression of the spring return oil buffers, (permitted with the car at the terminals) not exceed 25% of the buffer stroke. N/A, Spring return oil buffers are not installed on this elevator equipment.

Per Requirement 8.6.4.12.1 The governor(s) on this elevator equipment will be examined to ensure that all seals are intact and the governor(s) will be manually operated to determine that all moving parts, including rope-grip jaws and switches operate freely.

GOVERNOR EXAMINATION FREQUENCY:

GOVERNOR EXAMINATION PROCEDURE(S):

Per Requirement 8.6.4.12.2 The governors, governor ropes and all sheaves will be kept free from contaminants or obstructions, or both that will interfere with the operation or function, including the accumulation of rope lubricant or materials, or both, in the grooves of the governors or sheaves.

GOVERNOR MAINTENANCE FREQUENCY:

GOVERNOR MAINTENANCE PROCEDURE(S):

Per Requirement 8.6.4.13.1 All landing and car-door or gate mechanical and electrical components will be maintained to ensure safe and proper operation including but not limited to the following:

- (a) Hoistway door interlocks or mechanical locks and electric contacts. N/A
- (b) Car door electric contacts or car door interlocks N/A

DOOR COMPONENTS MAINTENANCE FREQUENCY:

DOOR COMPONENTS MAINTENANCE PROCEDURE(S):

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.13.1 (Continued) All landing and car-door or gate mechanical and electrical components will be maintained to ensure safe and proper operation including but not limited to the following:

- | | |
|---|-----|
| (c) Door reopening devices. | N/A |
| (d) Vision panels and grills | N/A |
| (e) Hoistway door unlocking devices and escutcheons | N/A |
| (f) Hangers, tracks, door rollers, up-thrusts, and door safety retainers. | N/A |
| (g) Astragals and resilient members, door space guards, and sight guards. | N/A |
| (h) Sills and bottom guides, fastenings, condition and engagement. | N/A |

DOOR COMPONENTS MAINTENANCE FREQUENCY:

DOOR COMPONENTS MAINTENANCE PROCEDURE(S):

SAMPLE

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.13.1 (Continued) All landing and car-door or gate mechanical and electrical components will be maintained to ensure safe and proper operation including but not limited to the following:

- | | |
|--|-----|
| (i) Clutches, engaging vanes, retiring cams, and engaging rollers. | N/A |
| (j) Interconnecting means. | N/A |
| (k) Door closers | N/A |
| (l) Means to restrict hoistway or car door opening and | N/A |

DOOR COMPONENTS MAINTENANCE FREQUENCY:

DOOR COMPONENTS MAINTENANCE PROCEDURE(S):

SAMPLE

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Requirement 8.6.4.13.2 Kinetic Energy and Force Limitations for Automatic Closing, Horizontal Sliding Car and Doors and Gates. Power-operated horizontally sliding door(s), closed by momentary pressure or by automatic means will have the kinetic energy and closing force maintained.

MAINTENANCE FREQUENCY:

MAINTENANCE PROCEDURE(S):

Per Requirement 8.6.4.14 Hoistway Access Switches. Hoistway access switches on this elevator equipment will be maintained. N/A, Hoistway Access Switches are not installed on this elevator equipment.

H.W. ACCESS SWITCH(ES) MAINTENANCE FREQUENCY:

H.W. ACCESS SWITCH(ES) MAINTENANCE PROCEDURE(S):

Per Requirement 8.6.4.15 Car Emergency System. Emergency operation of signaling devices on this elevator equipment, lighting equipment, communications equipment, and ventilation equipment will be maintained.

CAR EMERGENCY SYSTEM MAINTENANCE FREQUENCY:

CAR EMERGENCY SYSTEM MAINTENANCE PROCEDURE(S):

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.16 Stopping Accuracy. This elevator will be maintained to provide a stopping accuracy at the during normal operation as appropriate for the type of control and in accordance with the applicable Code requirements.

Applicable Code:

Type of Control:

STOPPING ACCURACY MAINTENANCE FREQUENCY:

STOPPING ACCURACY MAINTENANCE PROCEDURE(S):

Per Requirement 8.6.4.17 The devices for ascending car over-speed and unintended car movement protection for this elevator equipment will be maintained.

N/A, Ascending car over-speed and unintended car movement protective devices not installed.

ASCENDING CAR OVER-SPEED & UNINTENDED CAR MOVEMENT MAINT. FREQUENCY:

ASCENDING CAR OVER-SPEED & UNINTENDED CAR MOVEMENT MAINTENANCE PROCEDURE(S):

Per Requirement 8.6.4.18.1 The suspension and compensating means will be maintained to prevent the compensating sheave from reaching the upper or lower limit of travel and to prevent the unintended actuation of compensating sheave switches during normal operation. Compensating means are NOT installed on this elevator equipment.

MAINTENANCE FREQUENCY:

MAINTENANCE PROCEDURE(S):

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:
STATE OR GOVERNMENT ID:
OWNER ID:

ADDITIONAL INFORMATION REGARDING MAINTENANCE AND TESTING

SAMPLE

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

CATEGORY 1 PERIODIC TESTING

Per Requirement 8.6.4.19.1 Oil Buffers The car and counterweight oil buffers will be tested to determine the conformance with the applicable plunger return requirements. N/A, Oil buffers are not installed.

TEST PROCEDURES:

Per Requirement 8.6.4.19.2 (a) All working part of the car and counterweight safeties will be examined to determine they are in satisfactory operating condition and that they conform to the applicable requirements.

Counterweight safeties are not installed on this elevator equipment.

The oil level and operation of the oil buffer compression switch on the Type C safeties will also be checked.

Type C safeties are not installed on this elevator equipment.

TEST PROCEDURES:

Per Requirement 8.6.4.19.2 (b) Safeties / Tests This Elevator equipment has type:

A B C Safeties

The safeties will be subjected to the following tests with no load in the car.

Governor operated safeties will be operated by manually tripping the governor with the car operating at the slowest operating speed in the down direction. Safeties will bring the car to rest promptly.

For Type C oil buffers, full compression is not required.

For type A, B or C safeties employing rollers or dogs for application of the safety, the rollers or dogs are not required to operate their full travel.

ADDITIONAL CAT. 1 SAFETY TEST PROCEDURES:

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.19.2 (b) Safeties / Tests (Continued)

This elevator equipment; does does not have wood guide rails.

Governor operated wood guide-rail safeties will be tested by manually tripping the governor with the car at rest and moving the car in the down direction until it is brought to rest by the safety and the hoisting ropes slip on traction sheaves or become slack on winding drum sheaves.

Type A and wood guide-rail safeties without governors which are operated as a result of the breaking or slackening of the hoisting ropes will be tested by obtaining the necessary slack rope to cause it to function.

ADDITIONAL SAFETY TEST PROCEDURES WITH WOOD GUIDE RAILS:

Per Requirement 8.6.4.19.3 Governors The governor on this elevator equipment will be operated manually to determine that all parts, including those which impart the governor pull-through tension to the governor rope, operate freely.

GOVERNOR TEST PROCEDURES:

Per Requirement 8.6.4.19.4 Slack Rope Device and Stop Motion Switches on Winding Drum Machines

Where applicable the slack-rope device(s) on winding drum machines will be operated manually and tested to determine conformance with the applicable requirements. The final terminal stopping device and the machine final (stop motion switch) will be examined and tested by disabling the normal stopping device, normal terminal stopping device, and final terminal stopping device located in the hoistway and operating the unit to verify proper operation.

N/A, This elevator equipment does not have a Winding Drum Machine.

WINDING DRUM, SLACK ROPE DEVICE TEST PROCEDURES:

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.19.5 Normal and Final Terminal Stopping Devices The normal and final terminal stopping devices on this elevator equipment will be examined and tested to determine conformance with the applicable requirements.

TERMINAL STOPPING DEVICE TEST PROCEDURES:

Per Requirement 8.6.4.19.6 Firefighters Emergency Operation N/A, Firefighters Service is not installed.

Firefighters Service Operation will be tested to determine conformance with the applicable requirements.

Phase I recall will be tested by individually activating fire alarm initiating device inputs to the elevator control, the three-position key switch at the designated landing and, where provided, the two position switch at the building fire control station.

A two-position switch is not provided.

FIREFIGHTERS EMERG. OPER. TEST PROCEDURES:

Per Requirement 8.6.4.19.7 Standby or Emergency Power Operation. Standby or emergency power will be tested to determine conformance with the applicable requirements. Tests will be performed with no load in the car.

N/A, Standby or emergency power is not provided with this elevator equipment.

STANDBY OR EMERG POWER OPER. TEST PROCEDURES:

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.19.8 Power Operation of Door System The closing forces and speed of the power-operated hoistway door systems will be tested to determine conformance with the applicable requirements.

This elevator equipment is is not required to comply with time in door code zone Requirement.

The time in the door code zone distance will be measured and compared with the time specified on the data plate.

POWER OPER. DOOR SYSTEMS, TEST PROCEDURES:

Per Requirement 8.6.4.19.9 Broken Rope, or Chain Switch The rope, tape or chain used to connect the motion of the car to the machine room normal limit, the switch that senses failure of this connection shall be tested.

N/A, No rope, tape or chain is used to connect the motion of the car to the machine room.

ROPE, TAPE OR CHAIN, TEST PROCEDURES:

Per Requirement 8.6.4.19.10 SIL rated devices used to satisfy:

- Electrical Equipment & Wiring
- Release and Application of Driving Machine Brakes
- Software Systems for Protection Against Failures
- E/E/PES to remove power from Driving Machine Motor from AC Sources
- E/E/PES to remove power from Driving Machine Motor from DC Sources

will be identified on wiring diagrams with part identification, SIL, and certification identification information.

A written checkout procedure will be provided that will demonstrate that the SIL rated devices, safety functions, and related circuits operate as intended.

SIL RATED DEVICE(S) TEST PROCEDURES:

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.19.11 Ascending Car Over-speed Protection and Unintended Car Movement Devices

N/A Ascending Car Over-speed Protection and Unintended Car Movement Devices is not installed.

Per Requirement 8.6.4.19.11(a) Examinations All working parts of ascending car over-speed protection and unintended car movement devices will be examined to determine that they are in satisfactory condition and that they conform to applicable requirements.

Per Requirement 8.6.4.19.11(b) Tests Ascending car over-speed protection will be subjected to tests with no load in the car at the slowest operating speed in the up direction.

Per Requirement 8.6.4.19.11(c) Unintended car movement will be subjected to tests with no load in the car at the slowest operating speed in the up direction.

ASCENDING CAR OVER-SPEED / UNINTENDED CAR MOVEMENT TEST PROCEDURES:

Per Requirement 8.6.4.19.12 Traction Loss Detection Means

N/A Traction Loss Detection Means is not installed.

Traction-loss detection means will be demonstrated by:

(a) Causing relative motion between the drive sheave and the suspension means by bottoming the car or Counterweight.

(b) An alternate test. Procedures are provided below:

TRACTION-LOSS DETECTION MEANS TEST PROCEDURES:

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.19.13 Broken-Suspension-Member and Residual-Strength Detection Means

N/A, No broken-suspension and residual-strength detection means is installed on this elevator equipment.

Testing of the broken-suspension and residual-strength detection means will comply with the following:

The broken-suspension-member detection means will be tested by simulating a slack suspension member or a loss of a suspension member as appropriate (see Requirement 2.20.8.2). Suspension-member residual-strength detection means will be tested to simulate a reduction of residual strength.

ADDITIONAL BROKEN SUSPENSION MEMBER / RESIDUAL STRENGTH DETECTION TEST PROCEDURES:

Per Requirement 8.6.4.19.14 Occupant Evacuation Operation

N/A

Occupant Evacuation Operation will be tested to determine conformance with applicable requirements.

Deficiencies, if any, will be corrected. A record of test findings will be available to the building owner and AHJ.

OCCUPANT EVACUATION OPERATION TEST PROCEDURES:

Per Requirement 8.6.4.19.15 Emergency Communications

Emergency communications will be tested to determine conformance with applicable requirements.

EMERGENCY COMMUNICATION TEST PROCEDURES:

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.19.16 Means to Restrict Hoistway or Car Door Opening

Means to restrict hoistway or car door opening will be tested to determine conformance with applicable requirements.

MEANS TO RESTRICT DOOR OPENING TEST PROCEDURES:

ADDITIONAL CATEGORY 1 PERIODIC TEST PROCEDURES

SAMPLE

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

CATEGORY 5 PERIODIC TESTING

Per Requirement 8.6.4.20.1 Car and Counterweight Safeties

This elevator has type: A B C ...safeties.

(a) Rated Load, Rated Speed. Car safeties and governors will be tested with rated load in the car. Counterweigh safety tests will be made with no load in the car. The governor will be tripped by hand at rated speed.

The following operational conditions will be checked:

(1) Type B safeties will stop the car with rated load within the required range of stopping distances for which The governor is tripped. The level of the platform will be checked for conformance with applicable requirements.

(2) For Type A safeties and Type A safety parts of Type C safeties, there will be sufficient travel of the safety rollers or dogs remaining after the test to bring the car and its rated load to rest on safety application at governor tripping speed. The level of the platform will be checked for conformance with applicable requirements.

(b) If an alternate test method applies, it will conform with 8.6.11.10 and the following: N/A

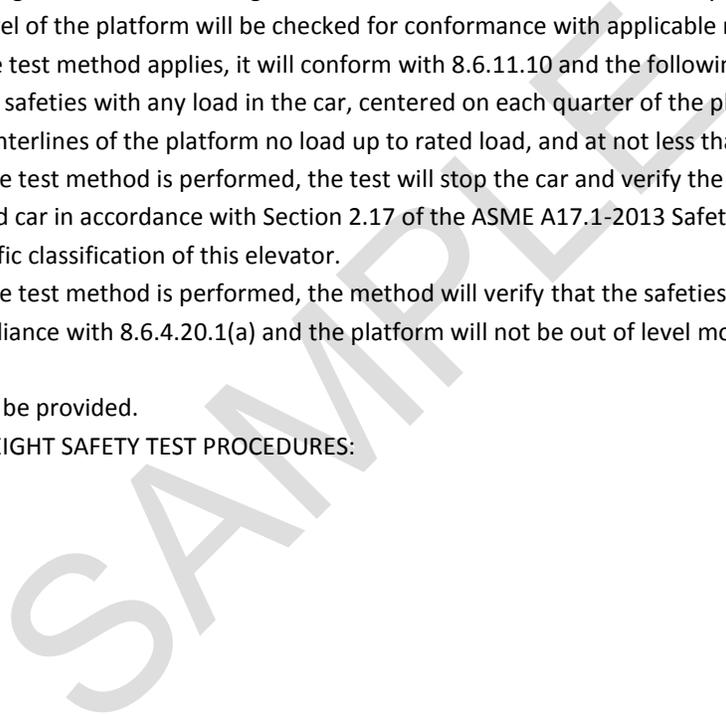
(1) The testing of safeties with any load in the car, centered on each quarter of the platform symmetrically with relation to the centerlines of the platform no load up to rated load, and at not less than rated speed.

(a) If the alternate test method is performed, the test will stop the car and verify the safeties will be capable of stopping an over-speed car in accordance with Section 2.17 of the ASME A17.1-2013 Safety Code, and as applicable to the specific classification of this elevator.

(b) If the alternate test method is performed, the method will verify that the safeties perform or are capable of performing in compliance with 8.6.4.20.1(a) and the platform will not be out of level more than 30mm in any direction.

(2) A test tag will be provided.

CAR AND COUNTERWEIGHT SAFETY TEST PROCEDURES:



SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.20.2 Governors

(a) The tripping speed of the governor and the speed at which the governor over-speed switch operates will be tested to determine conformance with the applicable requirements. The adjustable means will be sealed.

(b) The governor rope pull-through and pull-out forces will be tested to determine conformance with the applicable requirements. The adjustable means will be sealed.

(c) In jurisdictions enforcing NBCC: N/A

A metal tag indicating the date of the governor tests will be attached to the governor in a permanent manner.

GOVERNOR TEST PROCEDURES:

Per Requirement 8.6.4.20.3 Oil Buffers

N/A Oil buffers are not installed on this elevator equipment.

(a) Car oil buffers will be tested to determine conformance with the applicable requirements by:

(1) Running the car onto the buffers with rated load at rated speed.

(2) By either of the following means, subject to the approval of the AHJ:

(a) Run the car with any load, from no load to rated load onto the buffer at rated speed when the requirements of 8.6.11.10 are complied with, provided that when applied the method verifies that the buffer performs or is capable of performing in compliance with 8.6.4.20.3(a), except as specified in 8.6.4.20.3(b) and (c). Counterweight oil buffers will be tested by running the counterweight onto its buffers at rated speed with no load in the car Except as specified in 8.6.4.20.3(b) and (c).

(b) Alternate Method. Run the car onto the buffer with any load, from no load to rated load at less than rated speed, when the requirements of 8.6.11.10 are complied with, provided that when applied the method verifies that the buffer performs or is capable of performing in compliance with 8.6.4.20.3(a).

8.6.4.20.3(b) For reduced stroke buffers, the test will be made at the reduced striking speed permitted.

(c) Not required when Type C safeties are installed.

(d) When making these tests, the normal and emergency terminal stopping devices will be made inoperative. The final terminal stopping device will remain operative and be temporarily relocated to permit compression of the buffer.

(e) A metal buffer test tag will be provided after the completion of the test.

(f) Counterweight oil buffers will be tested by running the counterweight onto it buffer at rated speed with no-load in the car, except as specified in 8.6.4.20.3(b) and (c), or at reduced speed if the requirements of 8.6.11.10 are met.

(g) Following the test, a test tag as required in 8.6.1.7.2 will be installed.

(Continued on next page)

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.20.3 Oil Buffers

N/A Oil buffers are not installed on this elevator equipment.

ADDITIONAL OIL BUFFER TEST PROCEDURES:

Per Requirement 8.6.4.20.4 Driving- Machine Brake (Passenger Elevators and Freight Elevators)

Not applicable to this elevator equipment.

The driving-machine brake will be tested for compliance with applicable requirements, in accordance with 8.6.4.20.4(a) or subject to the AHJ with 8.6.4.20.4(b).

Elevators installed under ASME A17.1-2000 and later editions will have the brake setting verified in accordance with the data on the brake marking plate.

Upon completion of the test, the means of adjusting the holding capacity will be sealed to prevent changing the Adjustment without breaking the seal. The seal will bear or otherwise attach the identification of the person or firm that installed it.

Per Requirement 8.6.4.20.4(a) Test the brake with load per Table 8.6.4.20.4 of A17.1-2013. Place the load as shown in Table 8.6.4.20.4 in the car. The driving machine brake, on its own, will hold the car with this load. With no load in the car, the driving machine brake will hold the empty car at rest, and will decelerate an empty car traveling in the up direction from governor tripping speed. The driving machine brake on Class 2 Freight Elevators, loaded to their maximum design load, will hold the car at rest. N/A This is not a Class 2 Freight Elevator.

Per Requirement 8.6.4.20.4(b) Alternate test method for driving-machine brake:

The alternate test method will comply with 8.6.11.10 and the following:

(1) Any method of verifying conformity of the driving-machine brake with the applicable code requirements and Table 8.6.4.20.4 is permitted, including the testing method of the brakes with or without any load in the car, provided that when applied the method verifies that the brake performs or is capable of performing in compliance.

(2) A test tag as required by 8.6.1.7.2 will be provided.

DRIVING MACHINE TEST PROCEDURES:

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.20.8 Power Opening of Doors.

Test will be performed to determine that power opening of car and hoistway doors only occurs as permitted by the applicable requirements.

POWER OPENING OF DOORS, TEST PROCEDURES:

Per Requirement 8.6.4.20.8 Landing Zone and Leveling Speed. The leveling zone on this elevator equipment will be The leveling speed on this elevator equipment will be checked to determine it does not exceed 0.75 m/s (150 ft/min). For static control elevators, a written checkout procedure demonstrating that the leveling speed with the doors open does not exceed 0.75 m/s (150 ft/min and the speed-limiting (or speed monitoring) means is independent of the normal means of controlling the speed is provided. This is not a Static Control Elevator

ADDITIONAL LANDING ZONE AND LEVELING SPEED TEST PROCEDURES:

Per Requirement 8.6.4.20.9 Inner Landing Zone. For elevators with static control, the zone in which the car can move with the doors open is not more than 3 inches. N/A

Per Requirement 8.6.4.20.10 Braking System, Traction and Traction Limits N/A

Traction and traction limits on traction elevators will be verified for compliance with 2.24.2.3 in accordance with 8.6.4.20.10(a) or subject to the approval of the AHJ.

Per Requirement 8.6.4.20.10(a) Dynamic Stopping Test N/A

During an emergency stop initiated by any of the electrical protective devices (except 2.26.2.13) and except buffer switches for oil buffers used with Type C safeties, at the rated speed in the down direction, with passenger elevators and freight elevators permitted to carry passengers carrying 125% of their rated load, or with freight elevators carrying their rated load, the elevator will safely stop and hold the load.

(2) If either the car or counterweight bottoms on its buffers or becomes otherwise immovable, one of the following will occur:

(Continued on next page)

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.20.10(a) Dynamic Stopping Test (Continued) N/A

(a) The suspension means will lose traction with respect to the drive sheave and not allow the car or counterweight to be raised, or

(b) The driving machine will stall and not allow the car or counterweight to be raised.

Per Requirement 8.6.4.20.10(a)(3) With a load in the car in accordance with Table 8.6.4.20.4, the braking system and Traction relation will be tested to show the system can safely stop and hold the car, and where required by 2.16.2.2.4(c), will re-level the car.

Per Requirement 8.6.4.20.10(b) Alternate test method for Braking System, Traction and Traction Limits

Alternate test methods will comply with 8.6.11.10 and the following:

(1) Other methods for verifying traction for compliance with 2.24.2.3, and traction limits in compliance with 2.24.2.3.4, will be permitted, provided the test method complies with the following:

(a) When the alternate test method is applied, the method will verify that the elevator traction system performs, or is capable of performing with the performance requirements of 8.6.4.20.10(a).

(b) The braking system and traction relation will be tested to show the system can safely stop and hold the car, and, where required by 2.16.2.2.4(c), will re-level the car without load in the car.

(2) A test tag as required by 8.6.1.7.2 will be provided.

DYNAMIC STOPPING TEST PROCEDURES:

Per Requirement 8.6.4.20.11 Emergency Brake. The emergency brake will be tested for compliance.

N/A, This elevator equipment does not have an emergency brake.

ADDITIONAL EMERGENCY BRAKE TEST PROCEDURES:

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.4.21 Drive Sheaves With Nonmetallic Groove Surfaces and Steel Wire Ropes. If the steel wire ropes wear through the nonmetallic drive- sheave groove surface and have not damaged the supporting sheave surface beneath the nonmetallic sheave groove surface, the groove surfaces will be replaced and the steel wire ropes will be inspected for conformance to the criteria of ASME A17.6, Section 1.10 and replaced if necessary. If the sheave supporting surfaces have been damaged, the drive sheave will also be replaced or repaired and the groove surfaces will be replaced. N/A, This elevator does not have nonmetallic drive sheave groove surfaces.
SHEAVE GROOVE AND WIRE ROPE EXAMINATION PROCEDURES:

Per Requirement 8.6.4.22 Maintenance of Seismic Devices N/A Seismic Devices are not installed

Per Requirement 8.6.4.22.1 The seismic switch will be maintained in accordance with the manufacturers recommendations.

Per Requirement 8.6.4.22.2 The counterweight displacement switch components will be:

- (a) Maintained in accordance with the manufacturers recommendations
- (b) Properly aligned and tensioned and kept free of dirt, debris, and other contaminants that may interfere with their proper operation.

ADDITIONAL INFORMATION REGARDING SEISMIC DEVICES

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:
STATE OR GOVERNMENT ID:
OWNER ID:

ADDITIONAL CATEGORY 5 PERIODIC TEST PROCEDURES

SAMPLE

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

SPECIAL PROVISIONS

Per Require Requirement 8.6.11.1 Firefighters Emergency Operation

N/A Firefighters Emergency Operation is not installed on this elevator equipment.

This elevator equipment is subjected to a monthly Phase I recall by use of the key switch and a minimum of one-floor operation on Phase II.

Deficiencies discovered during testing of Firefighters Emergency Operation testing will be corrected.

A record of the testing is available to elevator personnel and the authority having jurisdiction.

ADDITIONAL INFORMATION:

Per Requirement 8.6.11.2 Two-Way Communication

N/A. Two-way communication is not installed on this elevator equipment.

The two-way communication means on this elevator equipment will be checked annually by authorized personnel in accordance with the following:

- (a) It will be checked to verify that two-way communication is established, or
- (b) It will be checked by pressing the "HELP" button to verify that the visual indicator is functional and that the answering authorized personnel can receive the building location and elevator number.
- Item (c) is not applicable if the elevator was installed prior to ASME A17.1a – 2002 / CSA B44-00 update 1.
- (c) Communication from the building is is not provided.

Two-way communication from the building to each car is provided. N/A

ADDITIONAL INFORMATION:

Per Requirement 8.6.11.3 Access Keys. The keys required for access, operation, inspection, maintenance, repair, and emergency access are made available only to personnel in the assigned security level.

ADDITIONAL INFORMATION:

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.11.4.1 Cleaning of the exterior of transparent car or transparent hoistway enclosure(s) from inside the hoistway will be performed only by authorized and trained personnel.

This elevator does not have a transparent car or transparent hoistway.

ADDITIONAL INFORMATION:

Per Requirement 8.6.11.4.2 A written cleaning procedure is kept on the premises where this elevator is located and is available to the authority having jurisdiction.

Per Requirement 8.6.11.4.3 The procedure for cleaning identifies the hazards and details the safety precautions to be utilized.

Per Requirement 8.6.11.4.4 All the personnel assigned to cleaning will be given a copy of these procedures and all necessary training to assure that they understand and comply with the same.

Per Requirement 8.6.11.4.5 A record of the authorized personnel trained as specified in Requirement 8.6.11.4.4 will be kept on the premises where this elevator equipment is located and will be available to the authority having jurisdiction.

Requirement 8.6.11.5 .1 The evacuation of passengers from stalled elevators will be performed only by authorized elevator and emergency personnel in compliance with the procedures specified in Requirements 8.6.11.5.2 through 8.6.11.5.6.

ADDITIONAL INFORMATION:

Per Requirement 8.6.11.5.2 A written emergency evacuation procedure is kept on the premises where this elevator equipment is located.

ADDITIONAL INFORMATION, LOCATION OF PROCEDURE:

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.11.5.3 The procedure identifies the hazards and details the safety precautions utilized in evacuating passengers from a stalled elevator.

ADDITIONAL INFORMATION:

Per Requirement 8.6.11.5.4 All authorized personnel who are assigned to assist in evacuation passengers from a stalled elevator, and all persons who use special purpose personnel elevators, and wind turbine tower elevators, will be given a copy of these procedures and all necessary training to assure that they understand and comply with the procedures.

Per Requirement 8.6.11.5.5 These procedures are available to authorized elevator and emergency personnel.

ADDITIONAL INFORMATION:

Per Requirement 8.6.11.5.6 A record of authorized personnel trained, and all persons who use special purpose personnel elevators, will be kept on the premises where the elevator is located and will be available to the AHJ.

ADDITIONAL INFORMATION:

SAMPLE

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.11.10 Category 5 Tests Without Load Via Alternative Test Methodologies

Per Requirement 8.6.11.10.1 Alternative test methods without load are permitted for Cat. 5 testing subject to approval of the AHJ of the following:

- (a) Car and counterweight safeties per 8.6.4.20.1
- (b) Oil Buffers
- (c) Driving Machine Brakes per 8.6.4.20.4
- (d) Braking System, Traction, and traction limits per 8.6.4.20.10

Per Requirement 8.6.11.10.2 Alternative Test Method and Tools

- (a) An alternative test method shall be
 - (1) Based on sound engineering principals
 - (2) Validated and documented via engineering tests
- (b) The method, measuring devices, and tools will be capable of producing reliable and consistent measurements suitable for the intended measurement. The monitoring and calibration of the measuring devices or tools will be in accordance with the providers guidelines.

ADDITIONAL INFORMATION:

Per Requirement 8.6.11.10.3 Alternative Test Method Procedure N/A

Where applicable: The alternative test procedure will:

- (a) Include requirements to obtain and verify car and counterweight masses (if necessary) for the test.
- (b) Have a procedure document that:
 - (1) Defines the permissible equipment range and limitations regarding use.
 - (2) Establishes monitoring and calibration criteria for tools or measuring devices as appropriate
 - (3) Defines test set up procedures.
 - (4) Provides instructions on how to interpret results and correlate the results to pass-fail criteria
- (c) Describe how to correlate no load results
- (d) Be included in this MCP
- (e) Include the information required by 8.6.1.2.1(f) where applicable, and;
- (f) Require a report conforming to 8.6.11.10.4

ADDITIONAL INFORMATION:

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.11.10.4 Alternative Test Method Report N/A

Where applicable, the alternative test method report will:

- (a) Identify the alternative test tool use to perform the test
- (b) Identify the company performing the tests, names of personnel conducting and witnessing the tests, and testing dates.
- (c) Contain all required printouts or records of the tests required to demonstrate compliance to the testing Requirement that were gathered during an acceptance test.
- (d) Identify which results from the baseline test are to be used for future compliance evaluation
- (e) Record the car and counterweight masses that were obtained per 8.6.11.10.3(a) during the acceptance test And during and subsequent Category 5 test if required by the test method.
- (f) Contain all subsequent Category 5 results with pass-fail conclusions regarding Code compliance
- (g) Remain on site or will be available to elevator personnel and the AHJ

ADDITIONAL INFORMATION

Per Requirement 8.6.11.11 Examination After Shutdown Due To Traction Loss N/A

If a traction loss detection means has been actuated the elevator will not be returned to normal service until a physical Examination of the drive sheave and suspension means has been conducted. The elevator will not be moved until all passengers are out of the elevator and the elevator is posted "out-of-service". In addition to the suspension means Evaluation criteria, any suspension means or drive-sheave condition that would adversely affect the traction Capability of the system will be corrected before returning the elevator to service.

Per Requirement 8.6.11.12 Examination After Safety Application N/A

After any safety application on a traction elevator has occurred, whether due to testing or during normal service The driving machine sheave, all other sheaves where furnished, and retainers and suspension members will be Examined throughout their complete length to ensure that all suspension members are properly seated in their Respective sheaves, and that no damage has occurred to the sheaves, suspension members, or retainers. The elevator Will not be returned to normal service until this physical examination has been conducted and any repairs made.

ADDITIONAL INFORMATION

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

Per Requirement 8.6.11.13 Occupant Evacuation Operation **N/A**

The elevator will be subjected by authorized personnel to a check of the operation in conjunction with the fire alarm system testing in accordance with the requirements of NFPA 72. Deficiencies, if any, will be corrected. A record of the findings will be available to elevator personnel and the AJH.

ADDITIONAL INFORMATION:

Per Requirement 8.6.11.14 Examination After Shutdown Due to Broken-Suspension-Member Detection Means

After any application of the broken-suspension-member detection means, whether due to testing or during normal operation, the driving –machine sheave, all other sheaves, and retainers and suspension members will be examined throughout their complete length to ensure that all suspension members are properly seated in their respective sheave, and that no damage has occurred to the sheaves, suspension members, or retainers. The elevator will not be returned to normal service until this physical examination has been conducted and any repairs made.

Where a single suspension member has been damaged or broken, the entire suspension means will be replaced.

ADDITIONAL INFORMATION

ADDITIONAL INFORMATION REGARDING SPECIAL PROVISIONS

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:
STATE OR GOVERNMENT ID:
OWNER ID:

ADDITIONAL INFORMATION REGARDING SPECIAL PROVISIONS

SAMPLE

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:
STATE OR GOVERNMENT ID:
OWNER ID:

ADDITIONAL MCP INFORMATION

SAMPLE

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

CodeDataPlate.com

CODE DATA PLATE

8.6.1.5.1 / 8.9.1
Code Data Plate

CODE DATA PLATE

INSTALLATION CODE: **A17.1b-2009**

codeplate.com

Installed:

YES NO N/A

CodeDataPlate.com

CROSSHEAD DATA PLATE

2.16.3/8.6.4.3.1
Crosshead Data Plate

CROSSHEAD DATA PLATE

COMPLETE CAR WEIGHT: POUNDS

RATED LOAD: POUNDS RATED SPEED: F.P.M.

NUMBER OF ROPES: DIAMETER: IN.

RATED BREAKING STRENGTH: POUNDS

MANUFACTURED: BY:

RAIL LUBRICATION INSTRUCTIONS:

Installed:

YES NO N/A

CodeDataPlate.com

PERIODIC TEST TAG

8.6.1.7.2
Periodic Test Tag

Traction Elevator - Periodic Test REQ. Tag		
Person or Firm Performing Test:		
Test Category: 1		
REQ. # (2007) a-2008>	Test Item	Test Date
8.11.2.2.1	8.6.4.10.1	Car Oil Buffer
8.11.2.2.1	8.6.4.10.1	Counterweight Oil Buffer
8.11.2.2.2	8.6.4.10.2	Car Safety
8.11.2.2.2	8.6.4.10.2	Counterweight Safety
8.11.2.2.3	8.6.4.10.3	Car Governor
8.11.2.2.3	8.6.4.10.3	Counterweight Governor
8.11.2.2.4	8.6.4.10.4	Slack Rope Device (WD only)
8.11.2.2.5	8.6.4.10.5	Terminal Stopping Devices
8.11.2.2.6	8.6.4.10.6	Firefighters Ingress Cuts
8.11.2.2.7	8.6.4.10.7	Standby/Alarm Power Cycle
8.11.2.2.8	8.6.4.10.8	Door Closing Force & KE
8.11.2.2.9	8.6.4.10.9	Broken Rope or Tape Switch
8.11.2.2.10	8.6.4.10.10	EEPROMs checkout
8.11.2.2.11	8.6.4.10.11	ACCOMPLISH Tests
(2010 ~)	8.6.4.10.12	Traction Loss Detection
(2010 ~)	8.6.4.10.13	BSM & RB Detection Means

edp

Installed:

YES NO N/A

CodeDataPlate.com

LOCATION OF MCP TAG

8.6.1.2.1(b)
Instructions For Locating
MCP & RECORDS

MAINTENANCE CONTROL PROGRAM LOCATION

Machine Room: Contact Information for the Responsible Party to Report any Corrective Action:

Building Office:

At:

LOCATION OF MAINTENANCE RECORDS

Machine Room

Building Office

At:

Installed:

YES NO N/A

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:
OWNER ID:

CodeDataPlate.com
ROPE DATA TAG

2.20.2.2.1
Rope Data Tag

Suspension Means Data Tag	
Suspension Type:	Steel Wire Rope
Rope Diameter:	
Mfg. Min. Breaking Force:	
Mfg. Residual Strength:	
Grade of Steel:	
Construction Classification:	
Preformed or Non-Preformed:	
Finish Coating:	
Compacted Strands:	
Manufactured By:	
Installation Date (mm/yyyy):	
Installed By:	
1st Shortening Date (mm/yyyy):	
Lubrication Information:	

Installed:
YES NO N/A

CodeDataPlate.com
TEMPERATURE AND HUMIDITY TAG

2.7.9.2
Temperature and Humidity Tag

Ambient Air Requirements	
Temperature	0°C (32°F) Min. 40°C (104°F) Max.
Relative Humidity	95% Max.

Installed:
YES NO N/A

CodeDataPlate.com
BUFFER TAG

2.22.3.3
Buffer Marking Plate

BUFFER MARKING PLATE	
LOAD RATING:	10,200 POUNDS
STROKE:	2 1/2 INCHES
NUMBER OF SPRINGS:	1

Installed:
YES NO N/A

CodeDataPlate.com
COUNTERWEIGHT RUNBY TAG

2.4.5
Counterweight Runby Data Plate

MAXIMUM COUNTERWEIGHT RUNBY 12 "

Installed:
YES NO N/A

Note 1: Sample plates shown do not represent all Plates, Tags and Signage that may be required.

Note 2: Sample plates shown may or may not be required. Current adopted code edition and local jurisdiction requirements apply.

SAMPLE MCP (NOT PRINTABLE)

WRITTEN MAINTENANCE CONTROL PROGRAM FOR ELEVATOR:

STATE OR GOVERNMENT ID:

OWNER ID:

CodeDataPlate.com

WINDING DRUM RESOCKETING TAG

8.6.4.10.3
Winding-Drum
Resocketing Tag



Installed:

YES NO N/A

CodeDataPlate.com

CAPACITY PLATE

2.16.3.1
Capacity Plate



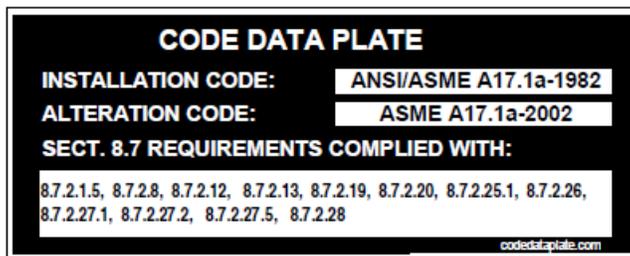
Installed:

YES NO N/A

CodeDataPlate.com

ALTERATION TAG

8.7.1.8 / 8.6.1.5.1 / 8.9.1
Alteration Data Tag



Installed:

YES NO N/A

Note 1: Sample plates shown do not represent all Plates, Tags and Signage that may be required.

Note 2: Sample plates shown may or may not be required. Current adopted code edition and local jurisdiction requirements apply.

Additional Information or Comments Regarding Data Plates, Signage or Data Tags:

SAMPLE MCP (NOT PRINTABLE)

MCP MAINTENANCE TASK LOG FOR ELECTRIC ELEVATORS

STATE OR GOVERNMENT ID:

OWNER ID:

FOR YEAR:	NOT APPLICABLE	JANUARY	FEBUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
CAR													
8.6.4.13 (b) car door electric contacts or car door interlocks													
8.6.4.13 (c) door reopening devices													
8.6.4.13.2 Kinetic Energy and Closing Force													
8.6.4.15 Car Emergency System													
8.6.4.16 Stopping Accuracy													
Other:													
Other:													
Other:													
Other:													
CAR TOP													
8.6.4.9 Cleaning of Top of Cars.													
8.6.4.1 Suspension and Compensating Wire Ropes													
8.6.4.2 Governor Wire Ropes													
8.6.4.3 Lubrication of Guide Rails													
8.6.4.5 Safety Mechanisms													
8.6.4.7 Cleaning of Hoistways													
8.6.4.13 (a) HW door interlocks or mechanical locks & elec. contacts													
8.6.4.13(e) HW door unlocking devices and escutcheons													
8.6.4.13 (f) hangers, tracks, rollers, up-thrusts & door safety retainers													
8.6.4.13 (j) interconnecting means													

SAMPLE MCP (NOT PRINTABLE)

MCP MAINTENANCE TASK LOG FOR ELECTRIC ELEVATORS

STATE OR GOVERNMENT ID:

OWNER ID:

FOR YEAR:	NOT APPLICABLE	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
CAR TOP, CONTINUED													
8.6.4.13 (k) door closers													
8.6.4.13 (l) door restrictors													
Other:													
Other:													
Other:													
Other:													
MACHINE ROOM/CONTROL SPACE													
8.6.4.6 Brakes													
8.6.4.8 cleaning and condition of Machine/control Rooms													
8.6.4.12 Governors													
8.6.4.17 Ascending Over-speed and Unintended Movement													
Other:													
Other:													
Other:													
OUTSIDE HOISTWAY													
8.6.4.13 (d) vision panels and grilles													
8.6.4.13 (g) astragals, resilient members, space guards, & sight guards													
8.6.4.13 (i) clutches, engaging vanes, retiring cams, and engaging rollers													
8.6.4.14 Hoistway Access Switches													

SAMPLE MCP (NOT PRINTABLE)

MCP MAINTENANCE TASK LOG FOR ELECTRIC ELEVATORS

STATE OR GOVERNMENT ID:

OWNER ID:

FOR YEAR:	NOT	JANUARY	FEBUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
OUTSIDE HOISTWAY, CONTINUED													
Other:													
Other:													
Other:													
Other:													
PIT													
8.6.4.4 Oil Buffers													
8.6.4.7 Cleaning of Pits													
8.6.4.10 Refastening or Resocketing of Drum Machines													
8.6.4.11 Runby													
8.6.4.13 (h) sills, bottom guides, fastenings condition & engagement													
8.6.4.18 Compensation Sheaves and Switches													
Other:													
Other:													
Other:													
Other:													
SPECIAL PROVISIONS													
8.6.11.1 Firefighters' Emergency Operation key log													
8.6.11.2 Two-way communication													
8.6.11.3 Access keys													
8.6.11.4 Cleaning, Car and Hoistway Transparent Enclosure													

SAMPLE MCP (NOT PRINTABLE)

MCP MAINTENANCE TASK LOG FOR ELECTRIC ELEVATORS

STATE OR GOVERNMENT ID:

OWNER ID:

FOR YEAR:	NOT APPLICABLE	JANUARY	FEBUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
SPECIAL PROVISIONS, CONTINUED													
8.6.11.5 Emergency Evacuation Procedures for Elevator													
8.6.11.7 Operating Instructions for car top work platform													
8.6.11.8 Egress and Reentry Procedure From Working Areas													
Other:													
Other:													
Other:													
Other:													

Additional Comments or Information Regarding Maintenance Tasks / Dates Performed:

SAMPLE MCP (NOT PRINTABLE)

MCP CATEGORY 1 TEST LOG FOR ELECTRIC ELEVATORS

STATE OR GOVERNMENT ID:

OWNER ID:

FOR YEAR:	NOT APPLICABLE	JANUARY	FEBUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
CATEGORY 1 (1-YEAR) TESTS													
8.6.4.19.1 Oil Buffers													
8.6.4.19.3 Governors													
8.6.4.19.2 Safeties													
8.6.4.19.4 Slack-Rope Devices on Drum Machines													
8.6.4.19.5 Normal & Final Terminal Devices													
8.6.4.19.6 Firefighters' Emergency Operation													
8.6.4.19.7 Standby or Emergency Power Operation													
8.6.4.19.8 Power Operation of Door System													
8.6.4.19.9 Broken Rope, Tape, or Chain Switch													
8.6.4.19.11 Ascending Overspeed													
8.6.4.19.11 Unintended Car Movement													
Other:													
Other:													
Other:													
Other:													

Additional Comments or Information Regarding Category 1 Tests / Dates Performed:

SAMPLE MCP (NOT PRINTABLE)

MCP CATEGORY 5 TEST LOG FOR ELECTRIC ELEVATORS

STATE OR GOVERNMENT ID:

OWNER ID:

FOR YEAR:

	NOT	JANUARY	FEBUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
CATEGORY 5 (5-YEAR) TESTS													
8.6.4.20.1 Car and Counterweight Safeties													
8.6.4.20.2 Governors													
8.6.4.20.3 Oil Buffers													
8.6.4.20.4 Braking System													
8.6.4.20.5 Emergency and Standby Power Operation													
8.6.4.20.6 Emergency Terminal and Speed-Limiting Devices													
8.6.4.20.7 Power Opening of Doors													
8.6.4.20.8 Leveling Zone and Leveling Speed													
8.6.4.20.9 Inner Landing Zone													
8.6.4.20.10 Emergency Stopping Distance													
8.6.4.20.11 Emergency Brake													
Other:													
Other:													
Other:													
Other:													

Additional Comments or Information Regarding Category 5 Tests / Dates Performed:

SAMPLE MCP (NOT PRINTABLE)

CALL-BACK (TROUBLE CALL) LOG

STATE OR GOVERNMENT ID:

OWNER ID:

DATE	COMMENTS:	PERFORMED BY:
MONTH:	TROUBLE REPORTED:	TEAM
DAY:		TECHNICIAN
YR:		TECHNICIAN INITIALS:
ACTIONS TAKEN:		
ALSO DOCUMENTED IN: MAINTENANCE LOG EXAMINATION LOG TESTING LOG		

Time Technician was Notified:	(Example: 05:30PM)	Time Arrived on Location:	Time Departed Location:
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DATE	COMMENTS:	PERFORMED BY:
MONTH:	REASON FOR CALL-BACK SERVICE:	TEAM
DAY:		TECHNICIAN
YR:		TECHNICIAN INITIALS:
ACTIONS TAKEN:		
ALSO DOCUMENTED IN: MAINTENANCE LOG EXAMINATION LOG TESTING LOG		

Time Technician was Notified:	Time Arrived on Location:	Time Departed Location:
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DATE	COMMENTS:	PERFORMED BY:
MONTH:	REASON FOR CALL-BACK SERVICE:	TEAM
DAY:		TECHNICIAN
YR:		TECHNICIAN INITIALS:
ACTIONS TAKEN:		
ALSO DOCUMENTED IN: MAINTENANCE LOG EXAMINATION LOG TESTING LOG		

Time Technician was Notified:	Time Arrived on Location:	Time Departed Location:
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CALL-BACK (TROUBLE CALL) LOG IS PART OF MAINTENANCE CONTROL PROGRAM

SAMPLE MCP (NOT PRINTABLE)

APPENDIX A
BRAKE MFG DOCUMENTS

APPENDIX B
EMERGENCY BRAKE MFG DOCUMENTS

APPENDIX C
DOOR OPERATOR MFG DOCUMENTS

APPENDIX D
SIL RATED E/E/PES DEVICE DOCUMENTS