

**DEPARTMENT OF LABOR AND EMPLOYMENT**

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**Division of Oil and Public Safety**

**EMERGENCY CONVEYANCE REGULATIONS**

**7 CCR 1101-8**

*[Editor's Notes follow the text of the rules at the end of this CCR Document.]*

**ARTICLE 1 GENERAL PROVISIONS [Emer. Rule eff. 7/2/2008]**

**Section 1-1 Statement of Basis and Purpose**

These Emergency Conveyance Regulations are promulgated to establish rules for the design, installation, registration, construction, operation, and maintenance of conveyances, and for the licensing of conveyance mechanics, contractors, and inspectors. The purpose of these regulations is to ensure that elevators and other automated conveyances are correctly and safely installed and operated within the state.

**Section 1-2 Statutory Authority**

These Emergency Conveyance Regulations have been created pursuant to the Elevator and Escalator Certification Act, Title 9 Article 5.5 Sections 1 through 7 of the Colorado Revised Statutes (C.R.S).

**Section 1-3 Effective Date**

These Emergency Conveyance Regulations shall be effective on July 2, 2008.

**Section 1-4 Definitions**

Terms in these Emergency Conveyance Regulations shall have the same definitions as those found in Articles 5.5 of Title 9 of the C.R.S. In addition, unless the context otherwise requires:

- (1) ACCEPTANCE INSPECTION. The initial inspection and testing, conducted by a licensed conveyance inspector, of a new or altered conveyance to verify compliance with standards as defined in these regulations.
- (2) ADVISORY BOARD. A group of experts within the conveyance industry agreeing to assist the Administrator in the development of regulations and resolution of issues relating to the operation of the program.
- (3) AUTHORITY HAVING JURISDICTION (AHJ). A city, county, city and county, or any agent thereof.
- (4) AHJ CONVEYANCE INSPECTOR. A conveyance inspector who is employed by an Approved AHJ to inspect a conveyance. This inspector is not employed by or affiliated with the conveyance mechanic whose repair, alteration, or installation is being inspected.
- (5) AHJ-APPOINTED CONVEYANCE INSPECTOR. A conveyance inspector who is employed by a non-profit entity, voluntary association, or other council of governments that has been appointed or designated by an Approved AHJ to provide conveyance plan review and/or inspection services. This inspector is not employed by or affiliated with the conveyance mechanic whose repair, alteration, or installation is being inspected.

- (6) ALTERATION. As defined in American Society of Mechanical Engineers (ASME) A17.1; “any change to equipment, including its parts, components, and/or subsystems, other than maintenance, repair, or replacement” .
- (7) ALTERNATE MATERIALS AND METHODS REQUEST. The submittal of documentation to the Administrator or Approved AHJ by a conveyance owner or contractor that justifies the use of alternate methods or materials for the implementation of standards adopted pursuant to §9-5.5-112 (1), C.R.S.
- (8) APPROVED AHJ. A local AHJ, or any agent thereof, that has been approved by the Administrator pursuant to Section 2-3 of these regulations.
- (9) ASCE. American Society of Civil Engineers.
- (10) ASCE 21. Automated People Mover Standards published as “ASCE Standard Number ASCE 21-96” as amended by the ASCE.
- (11) ASME QEI-1. As published by ASME as “Standard for the Qualifications of Elevator Inspectors” .
- (12) AUTOMATED PEOPLE MOVER (APM). As defined in ASCE 21; “a guided transit mode with fully automated operation, featuring vehicles that operate on guideways with exclusive right-of-way” .
- (13) APM ALTERATION. Any change to equipment, including its parts, components, and/or subsystems, other than maintenance, repair, or replacement that does not materially affect the APM integrity, operation or control.
- (14) AUTOMATIC TRAIN PROTECTION. The subsystem within the automatic train control system that provides the primary protection for passengers, personnel, and equipment against the hazards of operations conducted under automatic control.
- (15) CERTIFICATE OF OPERATION. A document issued by the Administrator or an Approved AHJ for a conveyance that indicates that the conveyance has had the required safety inspection and tests, and fees have been paid as set forth in these regulations.
- (16) CONVEYANCE OWNER. The owner of the conveyance or assigned agent responsible for maintaining the conveyance.
- (17) DUMBWAITER. As defined in ASME A17.1; “a hoisting and lowering mechanism equipped with a car of limited size that moves in guide rails and serves two or more landings that is used exclusively for carrying materials” .
- (18) ELEVATOR. As defined in ASME A17.1; “a hoisting or lowering mechanism, equipped with a car that moves within guides and serves two or more landings” .
- (19) ESCALATOR. As defined in ASME A17.1; “a power-driven inclined, continuous stairway used for raising or lowering passengers” .
- (20) INJURY. An injury that results in death or requires medical treatment (other than first aid) administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment for one time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and any other minor injuries that do not ordinarily require medical care even though treatment is provided by a physician or by registered professional personnel.
- (21) LICENSE. A written license, duly issued by the Administrator, authorizing a sole proprietor, firm, or

company to carry on the business of erecting, constructing, installing, altering, servicing, repairing, maintaining or performing inspections of conveyances covered by these regulations.

- (22) LICENSED CONVEYANCE CONTRACTOR. A conveyance contractor who holds a current license issued by the Administrator.
- (23) LICENSED CONVEYANCE INSPECTOR. A conveyance inspector as described in (4), (5) or (29) of this Section who holds a current license issued by the Administrator.
- (24) LICENSED CONVEYANCE MECHANIC. A conveyance mechanic who holds a current license issued by the Administrator.
- (25) MANAGING AGENT. A person or company that is hired by the building owner or lessee to maintain the building including the conveyance(s) located in it.
- (26) MOVING WALK. As defined in ASME A17.1; "a type of passenger-carrying device on which passengers stand or walk, and in which the passenger-carrying surface remains parallel to its direction of motion and is uninterrupted" .
- (27) PERIODIC INSPECTION. The inspection and testing, conducted by a licensed conveyance inspector, of an existing conveyance to verify compliance with standards as defined in these regulations.
- (28) PERSONNEL HOIST. As defined in ASME A17.1; "a special purpose personnel elevator that is limited in size, capacity, and speed, and permanently installed in structures, such as grain elevators, radio antennae, bridge towers, underground facilities, power plants, and similar structures to provide vertical transportation of authorized personnel and their tools and equipment only" .
- (29) PLATFORM LIFT. As defined in ASME A18.1; "a powered hoisting and lowering mechanism designed to transport mobility impaired persons on a guided platform that travels vertically or on an incline" .
- (30) PRIVATE CONVEYANCE INSPECTOR. A conveyance inspector who is not a government or government-appointed inspector but is retained by the conveyance owner to inspect a conveyance. This inspector is not employed by or affiliated with the conveyance mechanic whose repair, alteration, or installation is being inspected.
- (31) STAIRWAY CHAIR LIFT. A powered hoisting and lowering mechanism designed to transport mobility impaired persons on a guided chair that travels on an incline.
- (32) CERTIFICATE OF SUBSTANTIAL COMPLETION. Certificate issued by the owner of an APM system stating that work relating to a product has progressed to the point that the Owner can beneficially occupy or utilize the product for the purpose for which it is intended, and the work and product comply with all applicable codes and regulations.
- (33) SYSTEM VERIFICATION. Activities with a set of minimum standards by which an APM system application shall be verified to meet the ASCE 21 Parts 1, 2, and 3. This method shall include the elements of design review, analysis, qualification test, acceptance test, inspection, demonstration, and previous experience as listed in ASCE 21 Part 4 Section 14 (System Verification and Demonstration).

### **Section 1-5 Scope**

These Emergency Conveyance Regulations apply to all owners/operators of a conveyance listed below, as defined in Section 1-4, and except as provided in § 9-5.5-104 (2) C.R.S.

- (1) Hoisting and lowering mechanisms equipped with a car or platform that moves between two or more landings. Such equipment includes, but is not limited to:
  - (a) Elevator
  - (b) Platform lift
  - (c) Personnel hoist
  - (d) Stairway chair lift
  - (e) Dumbwaiter
- (2) Power-driven stairways and walkways for carrying persons between landings. Such equipment includes, but is not limited to:
  - (a) Escalator
  - (b) Moving walk

(3) Automated People Movers (APM) as defined in ASCE 21.

## **ARTICLE 2 ADMINISTRATION [Emer. Rule eff. 7/2/2008]**

### **Section 2-1 Registration**

- (1) The Conveyance Owner shall register the conveyance with the Administrator, pursuant to § 9-5.5-111 C.R.S. The registration must be submitted on the Conveyance Registration Notice form provided on the Administrator's website.
- (2) The registration notice shall include:
  - (a) A completed Conveyance Registration Notice form.
  - (b) Fee determined by the Administrator.
- (3) Upon the Administrator's approval of the registration, the Administrator will assign a unique number to the conveyance and to the facility at which the conveyance is located. The Administrator will provide a registration data plate to the conveyance owner that shall be affixed near the upper right hand corner of the controller or if a controller is not present, near the serial number of the conveyance.
- (4) Pursuant to § 9-5.5-111 (1) C.R.S., conveyances installed after July 1, 2008 shall be registered with the Administrator before they are placed into service.
- (5) The Conveyance Owner shall be responsible to notify the Administrator of any change in registration information.

### **Section 2-2 Certificate of Operation and Inspection**

#### **Section 2-2-1 New Installation or Alteration to Existing Conveyances**

- (1) Pursuant to § 9-5.5-113 (2) C.R.S., the Licensed Conveyance Contractor who intends to install a conveyance or to complete an Alteration on an existing conveyance shall submit a notice to the Administrator at least thirty (30) days prior to commencing construction. This notice will include

the following:

- (a) A completed Conveyance Installation or Alteration Permit Application form provided on the Administrator's website.
  - (b) One set of specifications and accurately-scaled and fully-dimensioned construction plans that clearly indicate items listed on the Conveyance Installation or Alteration Permit Application form.
  - (c) Fee according to the fee schedule provided on the form and on the Administrator's website.
- (2) Prior to installation or alteration of the conveyance, the construction plans must be reviewed and documentation approved by the Administrator. If all documentation in Section (1) is not complete, the application will not be approved and the applicant will be notified of the deficiencies.
  - (3) The Conveyance Owner shall arrange for an Acceptance Inspection of the installed or altered conveyance by a Licensed Conveyance Inspector. The inspector shall submit to the Administrator a Acceptance/Periodic Inspection Report form provided on the Administrator's website, describing the results, passing or failing, of the acceptance inspection. Following the Administrator's determination that information on the Conveyance Installation or Alteration Permit Application form, construction plans and Acceptance/Periodic Inspection Report form, indicate that the conveyance conforms to standards listed in Section 2-5, the Administrator will issue the Certificate of Operation for the conveyance.
  - (4) When a conveyance with a valid Certificate of Operation undergoes an alteration, a new Certificate of Operation is required pursuant to this Section to release the altered conveyance for use by the general public.

## **Section 2-2-2 Periodic Inspections and Tests**

### **Section 2-2-2-1 Periodic Inspections**

- (1) Pursuant to § 9-5.5-114 (3) C.R.S., the Conveyance Owner shall arrange for a Periodic Inspection of an existing conveyance on, at least, an annual frequency. This Periodic Inspection must be conducted by a Licensed Conveyance Inspector. Following the Periodic Inspection, the inspector shall submit to the Administrator a completed Conveyance Acceptance/Periodic Inspection Report form provided on the Administrator's website. This report will indicate the results of the periodic inspection.
- (2) All applicable parts of the Conveyance Acceptance/Periodic Inspection Report form must be completed. Incomplete forms will not be reviewed and a Certificate of Operation will not be issued.
- (3) Following the Administrator's approval of the Conveyance Acceptance/Periodic Inspection Report and determination that the report review fee has been paid, the Administrator will issue a Certificate of Operation for the conveyance.

### **Section 2-2-2-2 Tests**

- (1) Tests referred to as Category 1 and Category 5 in ASME A17.1 and ASME A18.1 shall be performed by a Licensed Conveyance Contractor on all existing conveyances, except for APM, at frequencies of no greater than 1 year for Category 1 and no greater than 5 years for Category 5.
- (2) A Licensed Conveyance Inspector shall witness the performance of the following tests:

- (a) Category 1 for conveyances listed in Section 1-5(1)(a) through (d) at least once every 5 years
  - (b) All Category 5 tests for conveyances listed in Section 1-5(1)(a) through (d)
  - (c) Category 1 test for conveyances listed in Section 1-5(2)
- (3) The Licensed Conveyance Inspector that witnesses a conveyance test shall submit to the Administrator the results of the test on the appropriate conveyance test report form provided on the Administrator's website.

### **Section 2-2-3 Automated People Movers**

- (1) The Licensed Conveyance Contractor who intends to install an APM or perform an APM Alteration shall conform to Section 2-2-1 (1)(2) with the exception that the form described in Section 2-2-1 (1)(a) will be replaced with the APM Installation and Alteration Permit Application form.
- (2) The Conveyance Owner or managing agent where the conveyance is located shall arrange for inspection of verification testing of the installed or altered conveyance by a Licensed Conveyance Inspector. The inspector shall submit to the Administrator:
- (a) Report of the review of manufacturer System Verification completed at the factory.
  - (b) Report documenting the inspection of on-site System Verification during installation.
  - (c) Certificate of Substantial Completion.
- (3) A Licensed Conveyance Inspector shall witness the testing of the APM system as defined in ASCE 21 Part 4 Section 16.2 (Annual Internal Audit Responsibilities) on an annual frequency. The results of the testing shall be submitted to the Administrator on APM Audit form provided on the Administrator's website.
- (4) Following the Administrator's determination that the documentation listed in (2) or (3) indicates that the conveyance conforms to standards listed in Section 2-5, the Administrator will issue the Certificate of Operation for the APM.

### **Section 2-3 Authority Having Jurisdiction**

- (1) In lieu of the Administrator conducting activities as described in Section 2-2 of these regulations, a municipality or county (an authority having jurisdiction [AHJ]), or any agent thereof, may enter into a Memorandum of Agreement (MOA) with the Administrator under which the AHJ will operate a local program of conveyance regulation, provided that the local program has standards that are equal to or greater than those adopted in § 9-5.5-112 (1) C.R.S.
- (2) If an MOA as described above is executed, the AHJ will become an Approved AHJ and will be responsible for reviewing and approving construction plans and inspection documents, periodic inspection, witnessing of tests, issuing the Certificate of Operation, and enforcing the applicable provisions of The Elevator and Escalator Certification Act, § 9-5.5-101 through § 9-5.5-120 C.R.S.
- (3) The Approved AHJ will submit to the Administrator general information regarding new or existing conveyances as determined by the Administrator and listed in the MOA. This information will be reported annually no later than January 31st following the previous twelve-month reporting period.
- (4) Pursuant to §9-5.5-111 (2)(a), C.R.S., the Approved AHJ may set fees and collect or contract the

collection of these fees to offset the cost of conducting activities described in Section 2-2 for conveyances located within the Approved AHJ area. Fee amounts will be determined by the Approved AHJ or agreed upon by the Approved AHJ and the contracted inspection company or organization. Notification of any adjustment of fees shall be made a minimum of thirty (30) days prior to the effective date of the change.

- (5) A local AHJ with an existing conveyance program prior to the effective date of these regulations is delegated by the Administrator to regulate conveyances located in their territory provided that the rules of the AHJ meet the minimum requirements of § 9-5.5-101 through § 9-5.5-120. This delegation assumes that an MOA will be submitted to the Administrator for approval and execution by October 1, 2008.

#### **Section 2-4 Accident Reporting**

- (1) Any accident involving a conveyance that causes injury to an employee or passenger shall be reported to the Administrator or Approved AHJ within 24 hours after the accident by the owner or managing agent of the conveyance. A Conveyance Accident Report form provided on the Administrator's website shall be completed by the owner or agent and be filed with the Administrator or Approved AHJ within 72 hours of the accident.
- (2) If following review of the accident information, the Administrator determines that the continued operation of the conveyance poses a risk to the public, the Administrator may require that the conveyance be rendered non-operational until repairs and testing have been completed to eliminate the risk.
- (3) As the Approved AHJ becomes aware of accidents associated with a conveyance, the Approved AHJ will immediately report this accident to the Administrator.

#### **Section 2-5 Adoption of Nationally Recognized Safety Standards**

##### **Section 2-5-1 Standard Adoption**

- (1) The Administrator shall adopt standards pursuant to § 9-5.5-112 C.R.S. and as listed below:
- (a) ASME A17.1 - 2007
  - (b) ASME A18.1 - 2005
  - (c) ASME A17.3 - 2005
  - (d) ASCE 21
- (2) The Approved AHJ shall adopt the versions of standards in Section (1) by December 31, 2010.
- (3) If the Approved AHJ is not able to adopt the standards according to (2), the Approved AHJ shall timely submit to the OPS a justification for a timeframe extension and proposed schedule for adoption of the standards.
- (4) The Administrator in cooperation with the Advisory Board shall review the latest edition of a standard listed in Section 2-5-1(1) and shall determine whether all or any portion of the edition of the standard will be modified or deleted.
- (5) The Administrator in cooperation with the Advisory Board shall review addendums and supplements to the most recently adopted standard and shall determine whether to adopt the addendum or supplement within a stated time frame or to adopt the addendum or supplement when the next

edition of the standard becomes effective.

- (6) All conveyances installed prior to July 1, 2008 are exempt from complying with ASME A17.3 unless one of the following conditions exists:
  - (a) Substantial alteration of a conveyance.
  - (b) An elevator that presents a material risk to the public safety that will be mitigated by implementing any portion of ASME A17.3.

### **Section 2-5-2 Alternate Materials and Methods Request**

- (1) The Administrator or Approved AHJ may grant the use of alternate materials and methods on a case-specific basis, for the implementation requirements of the standards identified in Section 2-5-1(1).
- (2) Requests for the use of alternate materials and methods where a conveyance is not located within the area of an Approved AHJ must be submitted to the Administrator and be completed on the Alternate Materials and Methods Request form provided on the Administrator's website. This request will not be reviewed unless the appropriate form and required documentation are complete.
- (3) A submitted Alternate Materials and Methods Request shall not relieve a person from complying with the code identified in Section 2-5-1(1) unless the Administrator or the Approved AHJ expressly approves the use of alternate materials and methods.

## **ARTICLE 3 LICENSING [Emer. Rule eff. 7/2/2008]**

### **Section 3-1 Licensing Qualifications**

This section describes the requirements for the licensing of contractors, mechanics and inspectors pursuant to § 9-5.5-106 through § 9-5.5-109 C.R.S. This license allows the licensee to perform installation, alteration, replacement, maintenance, removal, dismantling, or inspection activities of conveyances as identified in § 9-5.5-104 (1)(a) through (c) C.R.S. and as listed on the license.

#### **Section 3-1-1 Conveyance Mechanic**

- (1) The Administrator will consider issuing a conveyance mechanic license to an applicant under one of the following scenarios:
  - (a) The applicant submits a completed application and documentation that proves that the applicant has completed and successfully passed the mechanic examination of an Administrator approved training program for the elevator industry.
    - (i) This training program will:
      - (A) Have standards substantially equal to those listed in § 9-5.5-112 (1) C.R.S.
      - (B) Be approved by the Administrator
      - (C) Be registered with the Office of Apprenticeship, U.S. Department of Labor (USDOL). The contact information for the USDOL, Office of Apprenticeship as provided on the Administrator's website.
    - (ii) Documentation required in paragraph (1)(a)(i) will consist of the following:



- (A) A copy of the applicant's certificate of completion of the company or organization training program, and a copy of the company registration certificate with the USDOL, Office of Apprenticeship; or
    - (B) A copy of the applicant's individual certification with the USDOL, Office of Apprenticeship.
  - (b) In lieu of qualifying pursuant to (1)(a) in this Section, the applicant may qualify if the applicant submits to the Administrator a completed application and one of the following:
    - (i) Documentation that the applicant holds a current and valid license from another state whose standards meet or exceed those of these regulations. This documentation will consist of:
      - (A) A copy of the license; and,
      - (B) Contact name and phone number, for the issuing department at the state where the license was obtained.
    - (ii) Documentation that the applicant has completed both of the following:
      - (A) Worked as a conveyance mechanic without supervision for three (3) years on non-residential conveyances. This documentation must:
        - (I) Consist of a statement on the employer's letterhead and signed by the personnel administrator or other person of authority, that the requirement in (A) is true. This statement must also include specific dates that the experience in (A) was performed.
        - (II) Indicate what type of conveyances the applicant performed work on, such as elevators, escalators, and personnel hoists per ASME A17.1, or platform lifts and chair lifts per ASME A18.1, or APM per ASCE 21, or all of the above.
      - (B) Passed an examination provided by the Administrator, or a contractor thereof, on the codes and standards that relate to the type of conveyance mechanic license applied for, as described in (2) of this Section.
- (2) The Administrator will consider issuing a conveyance mechanic license to the applicant if the applicant has provided sufficient information pursuant to (1)(a) or (b) of this Section. The mechanic license will indicate the type of conveyance on which the licensee is allowed to conduct work per these regulations. The types of mechanic licenses are as follows:
- (a) Type 1: All conveyances with the exception of APM, which would include elevators, escalators, personnel hoists, moving walkways, platform lifts, stairway chairlifts and dumbwaiters, as described in ASME A17.1 and A18.1.
  - (b) Type 2: Platform lifts and stairway chairlifts only, as defined in ASME A18.1.
  - (c) Type 3: APM as defined in ASCE 21.
  - (d) Type 4: All conveyances listed in (a), (b) and (c) of this Section.
  - (e) Type 5: All conveyances listed in (b) and (c) of this Section.

- (3) Following review of the application, the Administrator will notify the applicant by email or U.S. Mail of the approval or disapproval of the application. If approved, the notification will include the mechanic license number, the type of conveyance on which the mechanic may perform work, a license card, and a payment receipt. If not approved, the notification will include a description of the deficiencies in the application.
- (4) The conveyance mechanic license issued by the Administrator shall be valid for one (1) year. The Administrator may renew a license, provided the applicant submits the appropriate License Application form, the license renewal fee, and a copy of certification indicating that the applicant completed at least eight (8) hours of continued education over the previous two (2) years.

### **Section 3-1-2 Emergency and Temporary Conveyance Mechanic**

- (1) When an emergency exists, as defined in § 9-5.5-108 (2) C.R.S., the Administrator may issue an emergency conveyance mechanic license. This license will be issued to a person who, based on the judgment of a Licensed Conveyance Contractor, has acceptable documented experience and education to perform work on specific types of conveyances identified in Section 3-1-1 (2). Within five (5) business days after commencing work, the applicant will complete and submit the Conveyance Mechanic License Application to the Administrator. There will be no license fee for an emergency mechanic license.
- (2) Upon notification to the Administrator from a licensed conveyance contractor that there are no licensed conveyance mechanics available to perform conveyance work, the Administrator may issue a temporary conveyance mechanic license [ § 9-5.5-108 (3) C.R.S.]. This license will be issued to a person who, based on the judgment of a Licensed Conveyance Contractor, has acceptable documented experience and education to perform work on specific types of conveyances identified in Section 3-1-1(2). Prior to commencing work, the Licensed Conveyance Contractor who will employ the temporary mechanic must submit the following documentation to the Administrator at least 5 working days prior to the first day of work:
  - (a) A completed Conveyance Mechanic License Application provided on the Administrator's website.
  - (b) The license fee.
  - (c) A statement on the letterhead of the Licensed Conveyance Contractor that the applicant is qualified as described in paragraph (2) of this Section. This letter will also include:
    - (i) The specific date ranges of completed education in a training program registered with the USDOL
    - (ii) The USDOL apprentice registration number.
    - (iii) Documentation that the applicant has acceptable experience and education to perform work on specific types of conveyances identified in Section 3-1-1 (2).
- (3) Following review of the application, the Administrator will notify the licensed contractor and temporary mechanic applicant of the approval or disapproval of the application. If approved, the notification will include the temporary mechanic license number and the type of conveyance on which the temporary mechanic may perform work. If not approved, the notification will describe the deficiencies in the application.
- (4) The emergency conveyance mechanic license will be valid for sixty (60) days and the temporary conveyance mechanic license will be valid for thirty (30) days. The Administrator may renew a license, provided the licensed contractor submits the license fee and notification to the

Administrator that renewal is requested for a license issued the prior month. This documentation may include multiple license renewal requests.

### **Section 3-1-3 Conveyance Contractor**

The Administrator will consider issuing a conveyance contractor license to a company if the applicant submits to the OPS the following:

- (1) Documentation that one of the following conditions exists:
  - (a) The applicant employs, at a minimum, one (1) conveyance mechanic licensed with the OPS. The employment of temporary or emergency mechanics does not satisfy this requirement. This documentation must consist of a statement on the employer's letterhead and signed by the personnel administrator or other person of authority, that this requirement has been met, or
  - (b) The applicant holds a current and valid license from another state whose standards are substantially similar to those of these regulations. This documentation will consist of:
    - (i) A copy of the license; and,
    - (ii) Contact name, phone number and the issuing department at the state where the license was obtained.
- (3) The applying company must also submit to the OPS a certificate of insurance or insurance policy indicating the applying company possesses insurance coverage according to § 9-5.5-115 (1) C.R.S.
- (4) If the documentation sufficiently proves that the company possesses appropriate qualifications and abilities and the company has submitted the license fee amount, the Administrator will post the name, phone number and license number of the licensed contractor on the Administrator's website and issue a payment receipt.
- (5) The conveyance contractor license shall be valid for one (1) year. The Administrator may renew a license, provided the company submits the appropriate license application form, documentation as described in Section 3-1-3, and the license renewal fee.

### **Section 3-1-4 Conveyance Inspector**

- (1) The Administrator will consider issuing a conveyance inspector license to an applicant under one of the following scenarios:
  - (a) Private conveyance inspector.
    - (i) To qualify for inspection of all conveyances except APM, the applicant will submit to the Administrator documentation that the applicant is certified to inspect conveyances by a nationally recognized conveyance association, which will consist of a copy of the front and back of a current ASME QEI-1 certification card from the issuing organization.
    - (ii) To qualify for inspection of APM, the applicant will submit to the Administrator documentation that the applicant:
      - (A) Possesses a current Professional Engineer license, or

(B) Has, at a minimum, three (3) years of experience participating in APM inspections and audits.

(C) As approved by the Administrator in the interest of public safety.

(b) Approved AHJ or Approved AHJ-appointed Conveyance Inspector.

(i) The applicant submits documentation to the Administrator that the applicant was employed, appointed or designated by an Approved AHJ as a conveyance inspector prior to January 1, 2008. This documentation will consist of a statement on the Approved AHJ's letterhead and signed by the personnel administrator or other person of authority, attesting to the above fact. The licensee who is issued a conveyance inspector license by qualifications in this paragraph will expire on July 1, 2010, unless the applicant qualifies to be licensed according to (1)(a)(i) of this Section; or, upon the applicant terminating employment with the AHJ.

(ii) The applicant submits documentation to the Administrator that the applicant is eligible to and intends to obtain a conveyance inspector certification according to (1)(a)(i) of this Section within one year of licensure with the Administrator. This documentation will consist of a statement on the Approved AHJ's letterhead and signed by the personnel administrator or other person of authority, attesting to the above fact. A license issued according to qualifications in this paragraph shall expire if the licensee fails to obtain certification at the earliest opportunity following licensure with the Administrator or upon the applicant terminating employment with the AHJ.

(2) Any Private Conveyance Inspector who qualified under (1)(a) of this Section or an AHJ-appointed conveyance inspector applicant who qualified under (1)(b) of this Section shall also submit to the Administrator a certificate of insurance or insurance policy indicating the applicant possesses insurance coverage according to § 9-5.5-115 (2) C.R.S.

(3) An Approved AHJ Conveyance Inspector applicant is exempt from the requirement to provide insurance, pursuant to § 9-5.5-115 (2) C.R.S., while performing Approved AHJ official duties.

(4) The conveyance inspector license will indicate the type of conveyance on which the licensee is allowed to inspect per these regulations. The types of inspector licenses are as follows:

(a) Type 1: All conveyances with the exception of APM, which would include elevators, escalators, personnel hoists, moving walkways, platform lifts, stairway chairlifts and dumbwaiters, as described in ASME A17.1 and A18.1.

(b) Type 2: APM as defined in ASCE 21.

(c) Type 3: All conveyances listed in (a) and (b) of this Section.

(5) If the documentation sufficiently proves that the person or company possesses appropriate qualifications and abilities and the person or company has submitted the fee amount pursuant to § 9-5.5-108 (5) C.R.S., the Administrator will post the name, phone number and license number of the licensed inspector on the Administrator's website and issue a license card and payment receipt.

(6) The Administrator may renew a conveyance inspector license, provided the applicant submits the appropriate License Application form, documentation as described in Section 3-1-4(1) and (2), and the license renewal fee.

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**Editor's Notes****History**

New Emergency Rule eff. 4/3/2008. Entire Emergency Rule eff. 7/2/2008.