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Policy: Conveyance Inspections

Purpose: To explain procedures for scheduling and to perform conveyance inspections

Scope: AHJ (CP&D Director & CP&D Development Services Coordinator), AHJ Inspector, Conveyance Owners, and Conveyance Contractors

Definitions:

1. **Acceptance Test:** a required safety test on a new installation or alteration performed by the Conveyance Mechanic and witnessed by the AHJ Inspector.
2. **AHJ (Authority Having Jurisdiction):** The City of Black Hawk, as the Authority Having Jurisdiction, is responsible for enforcing the requirements of a code, and standards for approving equipment, materials, an installation, or a procedure. conveyance@cityofblackhawk.org
3. **AHJ Inspector:** The Conveyance Inspector hired by the AHJ, who holds a current Conveyance Inspector License issued by the Division of Oil and Public Safety within the Colorado Department of Labor and Employment, is employed by an Approved by the AHJ to inspect a conveyance and is not affiliated with the Conveyance Contractor whose Repair, Alteration or Installation is being inspected. conveyance@cityofblackhawk.org
4. **AHJ Inspector's Account Manager:** The Account Manager for the Conveyance Inspector hired by the AHJ. Responsible for all administration, scheduling, and invoicing. The point of contact and liaison between the AHJ Inspector and the AHJ.
5. **Alteration, Major:** An alteration that is extensive in scope warrants a complete witnessed Acceptance Inspection and applicable tests. Ex. controller, signal fixtures, rotating equipment, drive (multiple components), fire alarm, fire recall.
6. **Alteration, Minor:** An alteration that is minor in scope, such that it only warrants the specific components(s) being altered to be tested and inspected. Ex. cab finishes, valve work, power unit install, door operator replacement, re-rope/brake suspension, escalator handrails.
7. **Annual Safety Test:** a required safety test performed by the Conveyance Mechanic and witnessed by the AHJ Inspector.
8. **ASME:** American Society of Mechanical Engineers
9. **ASME A17.1:** Adopted Safety Code for Elevators and Escalators
10. **Bluebeam Revu:** The AHJ and AHJ Inspector use this software to review all Conveyance and Building permit submittals.
11. **Certificate, Certificate of Construction Operation (CCO):** A document issued by the AHJ that allows the temporary operation of a conveyance to support construction activities without permitting conveyance access to the public. Operating the Conveyance requires 2-way communication and a full-time operator.
12. **Certificate, Certificate of Operation (CO):** A document issued by the AHJ for each Conveyance that indicates the Conveyance has the required safety inspections and tests.

- 13. Certificate, Dormant:** An inspection by the AHJ Inspector must be performed to ensure that the OPS requirement for Conveyance Made Dormant has been met. Following this inspection, a Dormant Certificate will be issued. A Conveyance shall not be made dormant for more than 5 years. At the end of 5 years the Conveyance Owner shall obtain a valid Certificate of Operation or remove the Conveyance from Service.
- 14. Certificate, Removed from Service:** An inspection by the AHJ Inspector must be performed to ensure that the OPS requirement for Conveyance Removed from Service has been met. Following this inspection, a Removed from Service Certificate will be issued. Once a Conveyance has been Removed from Service, the only way to put it back into service is to bring it up to all currently adopted codes and a Certificate of Operation issued. No TCO may be issued when placing a Removed from Service Conveyance back into service.
- 15. Certificate, Shut Down:** A document issued by the AHJ if there are Life Safety concerns or the TCO requirements are not met within the allotted time frame. Once a Shut Down Certificate is issued, the Conveyance Owner has 6 months to bring the Conveyance into compliance. After 6 months, the Conveyance Owner must decide if they will make the Conveyance Dormant or Remove it from Service.
- 16. Certificate, Temporary Certificate of Operation (TCO):** A document issued by the AHJ that allows temporary operation of a conveyance for public use if no imminent life safety issues are not identified following the inspection of the Conveyance by the AHJ Inspector. A TCO is only valid for 60 days from the date of inspection.
- 17. CommunityCore:** AHJ's online permit and inspection portal.
- 18. Compliance Month:** The month of the year in which the Certificate of Operation expires; it will always be the month of the last Five-Year Witness Test.
- 19. Conveyance:** A mechanical device described as an elevator, platform lift, dumbwaiter, escalator, or moving walk.
- 20. Conveyance Contractor:** A Contractor licensed with the Division of Oil and Public Safety within the Colorado Department of Labor and Employment and contracted by the Conveyance Owner to perform their maintenance and repairs. Conveyance Mechanics must hold a current OPS license.
- 21. Conveyance Owner:** The Conveyance Owner (General Manager or Facilities Manager) is solely responsible for maintenance, scheduling inspections, and repairs to the Conveyances.
- 22. Conveyance Reporting Spreadsheet:** AHJ Excel spreadsheet used to track all Conveyance activity.
- 23. Dangerous Conveyance:** A conveyance that poses imminent danger to passengers or inspection/maintenance personnel or equipment.
- 24. Dumbwaiter:** As defined in ASME A17.1: a hoisting or lowering mechanism equipped with a car that moves within an electric driving machine.
- 25. 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.
- 26. Escalator:** As defined in ASME A17.1: a power-driving inclined, continuous stairway used for raising or lowering passengers.
- 27. Five-Year Witness Test:** a required complete safety test (more rigorous and thorough than the Annual Safety Test) performed every five years by the Conveyance Mechanic and witnessed by the AHJ Inspector.
- 28. Hoistway:** An opening through a building or structure for the travel of a conveyance in which car rails have been installed.
- 29. Injury:** An injury is one 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. The medical treatment does not include first aid treatment or 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.

- 30. Inspection, Emergency Life Safety:** An inspection requested due to an evacuation, dangerous Conveyance, or accident caused by a Conveyance during regular business hours or outside normal business hours.
- 31. Inspection, Outside Regular Business Hours:** Any non-emergency life safety inspection requested outside of Monday through Thursday between 7:00 a.m. and 4:00 p.m.
- 32. Inspection, Regular Business Hours:**
The AHJ Inspector conducts inspections Monday through Thursday between 7:00 a.m. and 4:00 p.m. Failure on the part of the Conveyance Owner, Conveyance Contractor to be onsite and/or ready at the specified date and time of inspection will result in the Conveyance Owner being invoiced a full charge inspection and subject to re-inspection fees.
- 33. Maintenance Control Program (MCP):** A documented set of maintenance tasks, maintenance procedures, examinations, and tests designed to ensure that equipment is maintained in compliance with the requirements of the currently adopted edition of ASME A17.1 and the Sec 2-3-3 of the OPS regulations; provided and maintained onsite by the Conveyance Contractor.
- 34. Material Lift Type B:** A powered hoisting and lowering mechanism used for carrying material and on which only the operator or the person necessary for unloading and loading the material is permitted to ride.
- 35. Memorandum of Agreement (MOA):** An agreement executed between the Colorado Department of Labor and Employment, Division of Oil and Public Safety (OPS) and the City of Black Hawk (AHJ) for local jurisdiction regulation of conveyances, renewable every five years.
- 36. 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.
- 37. NetSuite:** Business management software.
- 38. OPS:** Oil and Public Safety Division within the Colorado Department of Labor and Employment; <https://ops.colorado.gov/Conveyances>
- 39. Platform Lift:** As defined in ASME A17.1: a powered hoisting and lowering mechanism designed to transport mobility-impaired persons on a guided platform that travels vertically or on an incline.
- 40. Specified Scheduled Maintenance Intervals** are defined by the City of Black Hawk as the maintenance schedule agreed upon between the Conveyance Contractor and the Conveyance Owner.

Procedure:

I. INSPECTIONS MISCELLANEOUS

A. Outside Regular Business Hours Inspections and Re-Inspections are performed when the following applies:

- 1. The AHJ receives a written request from the Conveyance Owner or Conveyance Contractor 48 hours in advance by emailing the AHJ at conveyance@cityofblackhawk.org
- 2. The AHJ calls (303-241-8871) and emails (conveyance@cityofblackhawk.org) the AHJ Inspector with the request and confirms if the personnel are available.
- 3. The AHJ Inspector is not obligated to fulfill the request if the personnel are not readily available.

4. If the personnel are available, the AHJ provides verbal and written authorization to the AHJ Inspector to perform the Inspection with a phone call and email to conveyance@cityofblackhawk.org
5. The AHJ Inspector's Account Manager schedules the inspection in NetSuite and sends an Outlook Calendar invite with the appropriate conveyance information.
6. The AHJ places the inspection date into the Conveyance Reporting Spreadsheet.
7. Non-Emergency Inspections Outside Regular Business Hours are subject to additional inspection fees based on the Black Hawk adopted fee schedule.
8. The AHJ Account Manager emails the AHJ the inspection ticket, certificate, and invoice, as a packet, within 10 business days of the inspection date.
9. The AHJ generates and sends an invoice for the additional fees to the Conveyance Owner.

B. Emergency Life Safety Inspections are performed when the following applies:

1. When an entrapment, dangerous conveyance, or accident is caused by a conveyance, the Conveyance Owner or Conveyance Contractor notifies the AHJ by emailing ConveyanceIncidents@cityofblackhawk.org, or after hours/emergencies, calls the AHJ Inspector at (303) 241-8871.
 - a. Include the following information in the voice and email:
 - Business Name,
 - Contact Name
 - Contact Phone Number
 - Contact Email Address
 - Conveyance Address
 - Conveyance Unit Number
 - Details of the Life Safety Emergency
 - b. Follow instructions in the SOP_AHJ Conveyance Elevator Entrapment, SOP_AHJ Shut Down Dangerous Conveyance, or SOP_AHJ Conveyance Accident Reporting.
2. When the AHJ Inspector receives the message and returns the call, arrangements are finalized for the AHJ Inspector to visit the site.
3. The AHJ Inspector notifies the AHJ by phone and by emailing ConveyanceIncidents@cityofblackhawk.org regarding the Emergency Life & Safety details.
4. Emergency Inspections are conducted on an as-needed basis and are not subject to Inspection Outside of Normal Business Hours fees.
5. The AHJ Inspector must submit the inspection ticket and appropriate certificate to the AHJ within 24 hours, and the AHJ issues the certificate to the Conveyance Owner.

C. No Holiday Inspections

1. Recognized AHJ and AHJ Inspector Holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Day before Independence Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve.
2. Holidays falling on a Saturday are observed on the prior Friday. Holidays falling on a Sunday are observed on the following Monday.

II. REQUIRED INSPECTIONS FOR WITNESSED TESTING

A. Annual Safety Test and Five-Year Witness Test:

1. The Conveyance Contractor performs the Annual Safety Test, which checks the Conveyance's operation, safety functions, and code-related items. The AHJ Inspector witnesses the test and the Conveyance Owner must be onsite to observe.
2. The Conveyance Owner requests the date and time of the inspection within the compliance month by emailing conveyance@cityofblackhawk.org at least thirty (30) days before the requested date. The AHJ and AHJ Inspector prefers inspections are immediately scheduled for the following year. In the email, the Conveyance Owner includes:
 - a. Business Name
 - b. Contact Name
 - c. Contact Phone Number
 - d. Contact Email Address
 - e. Conveyance Address
 - f. Conveyance Number
 - g. Conveyance Type
 - h. Inspection Type
 - i. Requested Inspection Date
 - j. Attach a copy of the last inspection ticket
3. The AHJ Inspector's Account Manager schedules all requested testing and inspections after being contacted by the Conveyance Owner at least thirty (30) days before the requested date.
 - a. All inspections are scheduled through NetSuite and Microsoft Outlook Calendar.
 - b. Included on the Outlook Calendar invite are the conveyance number, conveyance type, inspection type, inspection date, and attach a copy of the last inspection ticket.
 - c. The Outlook Calendar invite includes a two (2)-week email reminder.
 - d. The email group includes the Conveyance Owner, Conveyance Contractor, the AHJ, the AHJ Inspector, and the AHJ Account Manager.
 - e. The AHJ Inspector must witness all inspections.
 - f. AHJ and AHJ Inspector's Account Manager reconcile inspections weekly to ensure NetSuite, Outlook Calendar and the Conveyance Tracking Spreadsheet all match. All completed and upcoming inspections should be accounted for.
4. Acceptance of the Microsoft Outlook Calendar invite by the Conveyance Owner or the Conveyance Contractor automatically provides permission to the AHJ Inspector to perform the inspection.
5. The Conveyance Owner must be on site to witness the test and to ensure the Conveyance Contractor is present and prepared to perform the scheduled inspection.
6. **If the Annual Safety Test or Five-Year Witness test is 30 days past due** (past the compliance month), the AHJ Inspector shuts down the Conveyance, and the Conveyance Owner is invoiced per the Black Hawk Adopted Fee Schedule.
7. The AHJ Inspector's Account Manager emails the AHJ the inspection ticket, certificate, and invoice, as a packet, within 10 business days.
8. The AHJ issues a CO, TCO, or Shut Down Certificate once all paperwork is received from the AHJ Account Manager.
9. If the AHJ issues a TCO, which is valid for 60 days. The Conveyance Owner emails an inspection request within 48 hours of the TCO inspection. Include all information required in #2. conveyance@cityofblackhawk.org

- a. If the Conveyance Owner or Conveyance Contractor provides proof that the necessary parts are on backorder and were ordered within 48 hours of the inspection date, the AHJ will issue a second TCO, valid for 30 days.
 - b. If the violations are not corrected before the 30-day TCO expires, the AHJ Inspector shuts down the Conveyance.
- 10. Failure on the part of the Conveyance Owner or Conveyance Contractor to be onsite and/or ready for the inspection at the specified date and time will result in the Conveyance Owner being invoiced for a full charge inspection and subject to re-inspection fees.
- 11. If there are any inspection changes or cancellations, the AHJ Inspector emails an Updated Outlook Calendar Invite to the Conveyance Owner, Conveyance Contractor, the AHJ, and the AHJ Account Manager.
- 12. The AHJ invoices the Conveyance Owner for inspections according to the Black Hawk Adopted Fee Schedule.

B. Acceptance Test on New Conveyance Installation, Major or Minor Alterations, and Construction Conveyances Without Public Access (Conveyance replacements/ upgrades/ repairs):

- 1. The Conveyance Permit Holder (Conveyance Owner or Conveyance Contractor) requests inspections through [CommunityCore](#).
- 2. The AHJ must receive requests at least 48 hours in advance of the requested date.
- 3. The AHJ receives the inspection request notice from [CommunityCore](#).
- 4. The AHJ forwards the inspection request notice to the AHJ Inspector and AHJ Account Manager.
- 5. If the AHJ Inspector is available and approves the inspection date, the AHJ confirms the inspection request in [CommunityCore](#).
 - a. The AHJ Account Manager scheduled the inspection in NetSuite and Microsoft Outlook Calendar.
 - b. Included on the Outlook Calendar invite are the conveyance number, conveyance type, inspection type, inspection date, and attach a copy of the last inspection ticket.
 - c. The email group includes the Conveyance Owner, Conveyance Contractor, the AHJ, the AHJ Inspector, and the AHJ Account Manager.
- 6. The AHJ places the inspection date on the Conveyance Reporting Spreadsheet.
- 7. If there are any inspection changes or cancellations, the AHJ Inspector emails an Updated Outlook Calendar Invite to the Conveyance Owner, Conveyance Contractor, the AHJ, and the AHJ Account Manager.
- 8. The AHJ updates the Conveyance Reporting Spreadsheet and [CommunityCore](#) with the new inspection date. The AHJ Account Manager updates the schedule in NetSuite.
- 9. Acceptance of the Microsoft Outlook Calendar invite by the Conveyance Owner or the Conveyance Contractor automatically provides permission to the AHJ Inspector to perform the inspection.
- 10. The Conveyance Owner must be on site to witness the test and to ensure Conveyance Contractor is present and prepared to perform the scheduled inspection.
- 11. The AHJ Inspector's Account Manager emails the AHJ the inspection ticket, certificate, and invoice, as a packet, within 10 business days.
- 12. The AHJ issues a CO, TCO, or Shut Down Certificate once all paperwork is received from the AHJ Inspector's Account Manager.

13. The AHJ “results the inspection” in [CommunityCore](#) and if a CO is issued, closes out the permit.
14. If the AHJ issues a TCO, which is valid for 60 days. The Conveyance Owner emails an inspection request within 48 hours of the TCO inspection. Include the conveyance number, conveyance type, inspection type, inspection date, and attach a copy of the last inspection ticket. conveyance@cityofblackhawk.org
 - a. If the Conveyance Owner or Conveyance Contractor provides proof that the necessary parts are on backorder and were ordered within 48 hours of the inspection date, the AHJ will issue a second TCO, valid for 30 days,
 - b. If the violations are not corrected before the 30-day TCO expires, the AHJ Inspector shuts down the Conveyance.
 - c. NO TCO MAY BE ISSUED ON NEW CONVEYANCE INSTALLATIONS
15. Failure on the part of the Conveyance Owner or Conveyance Contractor to be onsite and/or ready at the specified date and time of inspection will result in the Conveyance Owner being invoiced for a full charge inspection and subject to re-inspection fees.
16. The AHJ invoices the Conveyance Owner for inspections according to the Black Hawk Adopted Fee Schedule.

C. Maintenance Control Program (MCP) The State Regulated MCP has been adopted by the City of Black and is hereby amended by the City of Black Hawk as follows:

1. Section 2-3-3 (2) (v) **Specified scheduled maintenance intervals** shall be defined by the City of Black Hawk as the maintenance schedule agreed upon between the Conveyance Contractor and the Conveyance Owner.
2. All components regarding maintenance listed in the MCP regulations must be met and followed.
3. An MCP that is missing or incomplete will result in a TCO violation per the City of Black Hawk amendments and Table 2-3-1-3b of the State of Colorado Conveyance Regulations.

VIOLATIONS WARRANTING TCO SHUTDOWN OF ELEVATORS AND ESCALATORS:

Table 2-3-1-3a: Violations Warranting TCO or Shutdown for Elevators		
Deficiency Identified	TCO	Shutdown
Failure of witnessed Acceptance Tests for a new Installation or alteration.		X
Failure of components tested with full load (or via alternative testing) during a witnessed Category 5 test (see Section 2-3-2 of these regulations), such as, brakes, car and counterweight safeties, governor, buffer, or overspeed valve.		X
Required electrical protective safety device missing or inoperable (stop switch, door interlock, final terminal stop, car top exit device, etc.).		X
Any past due safety tests as listed in Table 2-3-2 of these regulations.	X	
Violations (other than those listed in this table) that are not mitigated prior to the next annual Periodic Inspection.	X	
Maintenance Control Program (MCP) is missing or is not complete.	X	
Failure of Category 1 (see Section 2-3-2 of these regulations) test items listed on the Administrator's test form except for the items listed in rows below which may warrant a TCO instead of a shutdown.		X
Governor rope nominal size is: <ul style="list-style-type: none"> Less than 8mm and is undersized, the wire break criteria is not met, or there is evidence of rouging. Greater than 8mm and is undersized or the wire break criteria is not met. 	X	
Wire suspension means are undersized or have breaks not meeting code requirements.	X	
Suspension means monitoring devices are missing or inoperable.	X	
Door restrictors are missing or inoperable for elevators: <ul style="list-style-type: none"> Installed between January 1, 1990 to present Altered between January 1, 1990 and present, where the Alteration required the installation of door restrictors (i.e., Alteration of hoistway openings or change in Type of Service) Where there is evidence that door restrictors have been previously installed on the elevator 	X	
Top and/or bottom hoistway door retainers are missing. (NOTE: Required hoistway door bottom guides that are missing requires shutdown.)	X	
Door closing force exceeds 30 foot-pounds (lbf).	X	
Firefighters' emergency operation components are inoperable (not including signage).	X	
Two-way communication is missing or inoperable.	X	
Keys described in Section 2-3-1-1(3) of these regulations are not made available.	X	

Table 2-3-1-3b: Violations Warranting TCO or Shutdown for Escalators and Moving Walks		
Deficiency Identified	TCO	Shutdown
Failure of witnessed Acceptance Test (new or altered).		X
Required electrical protective safety device missing or inoperable (stop switches, broken chain switch or floor access plate switch).		X
Any past due safety tests as listed in Table 2-3-2 of these regulations.	X	
Violations (other than those listed in this table) that are not mitigated prior to the next annual Periodic Inspection.	X	
MCP is missing or is not complete.	X	
Failure of Category 1 test items listed on the Administrator's test form except for the items listed in rows below which may warrant a TCO.		X
Comb plates with two or more adjacent broken teeth.		X
Comb plates with one broken tooth not adjacent to another broken tooth.	X	
Failure of a step-skirt indexing test.		X

Related Documents:

Conveyance / SOP_AHJ Conveyance Permits

References:

[Black Hawk, CO | \(cityofblackhawk.org\)](http://cityofblackhawk.org)

Quality Records

Title	Location Kept	Duration Kept	Disposal Method
Adopted Fee Schedule			