

**COLORADO DEPARTMENT OF  
LABOR AND EMPLOYMENT**

**DIVISION OF OIL AND PUBLIC SAFETY**

**CONVEYANCE REGULATIONS**

**7 C.C.R. 1101-8**



**CONVEYANCE REGULATIONS  
COLORADO DEPARTMENT OF LABOR AND EMPLOYMENT  
DIVISION OF OIL AND PUBLIC SAFETY**

**TABLE OF CONTENTS**

<b>ARTICLE 1 GENERAL PROVISIONS .....</b>	<b>1</b>
Section 1-1 Statement of Basis and Purpose.....	1
Section 1-2 Statutory Authority .....	1
Section 1-3 Effective Date .....	1
Section 1-4 Definitions .....	1
Section 1-5 Scope .....	3
<b>ARTICLE 2 ADMINISTRATION .....</b>	<b>4</b>
Section 2-1 Registration.....	4
Section 2-2 Certificate of Operation and Inspection.....	4
Section 2-2-1 New Installation or Alteration to Existing Conveyances .....	4
Section 2-2-2 Periodic Inspections and Tests .....	5
Section 2-2-3 Automated People Movers .....	6
Section 2-3 Authority Having Jurisdiction .....	6
Section 2-4 Accident Reporting.....	7
Section 2-5 Adoption of Nationally Recognized Safety Standards .....	7
Section 2-5-1 Standard Adoption.....	7
Section 2-5-2 Alternate Materials and Methods Request .....	8
<b>ARTICLE 3 LICENSING.....</b>	<b>8</b>
Section 3-1 Licensing Qualifications.....	8
Section 3-1-1 Conveyance Mechanic .....	8
Section 3-1-2 Emergency and Temporary Conveyance Mechanic.....	10
Section 3-1-3 Conveyance Contractor .....	11
Section 3-1-4 Conveyance Inspector .....	11

## **ARTICLE 1 GENERAL PROVISIONS**

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

These regulations are promulgated to establish rules for the design, installation, registration, construction, operation, maintenance, and inspection 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 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 regulations shall be effective on January 1, 2009.

### **Section 1-4 Definitions**

Terms in these regulations shall have the same definitions as those found in Article 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 chosen by the Administrator to assist 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 these regulations.
- (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 21 Parts 1 through 4, 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) 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.
- (15) 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.
- (16) CONSTRUCTION CERTIFICATE OF OPERATION. A document issued by the Administrator or an Approved AHJ for a conveyance that allows the temporary operation of a conveyance for the support of construction activities.
- (17) CONVEYANCE OWNER. The owner of the conveyance or assigned agent responsible for maintaining the conveyance.
- (18) 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."
- (19) 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."
- (20) ESCALATOR. As defined in ASME A17.1; "a power-driven inclined, continuous stairway used for raising or lowering passengers."
- (21) 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.
- (22) 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.
- (23) LICENSED CONVEYANCE CONTRACTOR. A conveyance contractor who holds a current license issued by the Administrator.
- (24) LICENSED CONVEYANCE INSPECTOR. A conveyance inspector as described in (4), (5) or (31) of this Section who holds a current license issued by the Administrator.

- (25) LICENSED CONVEYANCE MECHANIC. A conveyance mechanic or temporary conveyance mechanic who holds a current license issued by the Administrator.
- (26) MANAGING AGENT. A person or company that is hired by the building owner or lessee to be responsible for maintenance of the conveyance(s).
- (27) 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.”
- (28) 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.
- (29) PERSONNEL HOIST. A “special purpose personnel elevator” as defined in ASME A17.1; “an 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.”
- (30) 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.”
- (31) PRIVATE CONVEYANCE INSPECTOR. A conveyance inspector who is not an Approved AHJ or Approved AHJ-appointed Conveyance 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.
- (32) STAIRWAY CHAIR LIFT. A powered hoisting and lowering mechanism designed to transport mobility impaired persons on a guided chair that travels on an incline.
- (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).
- (34) TEMPORARY CERTIFICATE OF OPERATION. A document issued by the Administrator or an Approved AHJ for a conveyance that allows the temporary operation of a conveyance for public use if life safety issues have not been identified following the inspection by a Licensed Conveyance Inspector.

**Section 1-5 Scope**

These Conveyance Regulations apply to all conveyances 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**

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

- (1) The Conveyance Owner shall register the conveyance with the Administrator, pursuant to § 9-5.5-111 C.R.S.
- (2) The registration notice shall include:
  - (a) A completed conveyance registration form provided on the Administrator's website.
  - (b) The registration fee according to the fee schedule provided on the Administrator's website.
- (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 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.
  - (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

and accurate, 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 an 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 the conveyance is in compliance with the applicable standards listed in Section 2-5-1(1), the Administrator will issue the Certificate of Operation for the conveyance.
- (4) When a conveyance undergoes an alteration, a Certificate of Operation is required pursuant to this Section to release the altered conveyance for use by the general public.
- (5) The Administrator may issue a Temporary Certificate of Operation for a conveyance valid for a period of 30 days if the temporary operation of the conveyance is necessary and life safety issues have not been identified by a Licensed Conveyance Inspector.
- (6) The Administrator may issue a Construction Certificate of Operation for a conveyance valid for a period of 90 days if the temporary operation of the conveyance is necessary to support building construction activities. The Construction Certificate of Operation can be renewed following the inspection by a Licensed Conveyance Inspector and approval of the inspection report by the Administrator.

## **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 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 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 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 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.
- (4) The Administrator may, in cooperation with an Approved AHJ, create an alternate or phase-in schedule for the implementation of the activities described in (2)(a) of this Section.

### **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 owner or managing agent where the APM system is located shall arrange for inspection of verification testing of the installed or altered APM system by a Licensed Conveyance Inspector. The owner or managing agent shall submit to the Administrator:
  - (a) Report documenting System Verification completed at the factory.
  - (b) Report documenting on-site System Verification.
  - (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.
- (4) Following the Administrator's determination that the documentation listed in (2) or (3) indicates that the conveyance conforms to standards listed in Section 2-5-1(1)(d), the Administrator will issue the Certificate of Operation for the APM system.

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

- (1) In lieu of the Administrator regulating activities as described in Section 2-2, 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 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 31<sup>st</sup> 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 territory. Fee amounts will be determined by the Approved AHJ or agreed upon by the Approved AHJ and the contracted inspection organization. Notification of any adjustment of fees shall be made a minimum of thirty (30) days prior to the effective date of the change.

## **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. An accident report form provided on the Administrator's website shall be completed by the Conveyance Owner 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) Within this regulation, the Administrator adopts 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 Parts 1, 2, 3, and 4
- (2) The Approved AHJ shall adopt the versions of standards in (1) of this Section by December 31, 2010.
- (3) Following the initial adoption of standards described in (1) of this Section, the Approved AHJ will remain current in adoption of future standard versions within the timeframe stated in the MOA or as determined by the Administrator.
- (4) The Administrator in cooperation with the Advisory Board shall review the latest edition of a standard listed in (1) of this Section 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 presents a material risk to the public safety that can be mitigated by implementing any portion of ASME A17.3.
- (7) The standards listed in (1) of this Section may be examined by contacting the Conveyance Section Program Manager at the office of the Administrator located at 633 17<sup>th</sup> Street, Suite 500 in

Denver, Colorado. These standards or materials incorporated in these standards may be examined at any state publications depository library.

### **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 standards identified in Section 2-5-1(1) unless the Administrator or the Approved AHJ expressly approve the use of alternate materials and methods.

## **ARTICLE 3 LICENSING**

### **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 Section 1-5 and as listed on the license. The Administrator may request documentation in addition to that described in the following sections to verify the accuracy of information provided with a license application.

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

- (1) The Administrator will consider issuing a conveyance mechanic license to the applicant if the applicant has provided documentation required in 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 (1)(a), (b) and (c) of this Section.
  - (e) Type 5: All conveyances listed in (1)(b) and (c) of this Section.
- (2) A person applying for a mechanic license must submit to the Administrator a completed mechanic license application provided on the Administrator's website and documentation that, as determined by the Administrator, indicates the applicant is qualified under one of the following scenarios:
  - (a) The applicant submits documentation that proves that the applicant has successfully completed a mechanic training program. This program will be subject to audit by the Administrator. Evaluation criteria for Administrator audit may include, but is not limited to,

review of course materials, required classroom and field hours, classroom activities, and test materials and procedures. Based on evaluation of the mechanic license training curriculum, the Administrator may set limitations on the license issued. To be approved, the program must:

- (i) Be registered with the United States Department of Labor Office of Apprenticeship (USDOL) under specific apprentice occupation categories assigned by the USDOL to license types listed in (1) of this Section, and must include classroom and field training according to the USDOL requirements on the actual equipment listed in the license types, or
  - (ii) Be approved by the Administrator. Applicants seeking licensure under programs approved solely by the Administrator must submit to the Administrator an executed affidavit, signed by employing Licensed Contractor on a form provided by the Administrator, stating that the applicant has completed the approved program and is qualified to perform work on the designated type of conveyance.
- (b) In lieu of qualifying pursuant to (2)(a) in this Section, the applicant may qualify if the applicant submits to the Administrator one of the following:
- (i) Documentation that the applicant holds a current and valid license from another state whose standards, as determined by the Administrator, meet or exceed those of these regulations. This documentation will consist of:
    - (A) A copy of the license; and,
    - (B) Contact name, phone number and the issuing department at the state where the license was obtained.
  - (ii) Documentation that the applicant has obtained both of the following:
    - (A) Three (3) years of work experience as a conveyance mechanic on non-residential conveyances without supervision. One year of work experience will equal 1,700 hours. Documentation of work experience will consist of:
      - (I) A statement on the employer's letterhead and signed by the personnel administrator or other person of authority, that the condition in (A) is true; and,
      - (II) Personnel records that indicate the timeframe and listing of hours for completion of the experience described in (A). These records must also indicate on what type(s) of conveyances, as defined in (1) of this Section, that the applicant performed work on.
    - (B) A passing score on 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 (1) of this Section.
- (3) The Administrator may add to the issued license an exclusion for performing work on specific conveyance equipment if the applicant has not provided to the Administrator proof that the person obtained adequate training on this equipment as included in one of the licensing methods listed in (2) of this Section.

- (4) A person who obtains a mechanic license shall also complete eight (8) hours of continuing education that has been approved by the Administrator, every two (2) years.
- (5) If a Type 1 or 4 licensee is approved to perform work on escalators and moving walkways, the required continuing education shall also include training on this equipment in order to continue to be qualified to perform work on this equipment.
- (6) Following review of the application, the Administrator will notify the applicant 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.
- (7) 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 following:
  - (a) Completed mechanic license application form.
  - (b) License renewal fee.
  - (c) Copy of certification indicating that the applicant completed continuing education required in this Section.

### **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 1-5. Within five (5) business days after commencing work, the applicant will complete and submit the 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 (1). 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 temporary mechanic license application provided on the Administrator's website.
  - (b) The license fee.
- (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**

- (1) The Administrator will consider issuing a conveyance contractor license to a company if the applicant submits to the Administrator a completed contractor license application form provided on the Administrator's website, and:
  - (a) Documentation that one of the following conditions exists:
    - (i) The applicant employs, at a minimum, one (1) conveyance mechanic licensed with the Administrator. 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.
    - (ii) 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:
      - (A) A copy of the license; and,
      - (B) The current contact name, phone number and the issuing department at the state where the license was obtained.
  - (b) A certificate of insurance or insurance policy indicating the applying company possesses insurance coverage according to § 9-5.5-115 (1) C.R.S.
- (2) 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.
- (3) The conveyance contractor license shall be valid for one (1) year. The Administrator may renew a license, provided the company submits the completed contractor license application, documentation as described in (1) of this Section, and the license renewal fee.

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

- (1) The Administrator will consider issuing a conveyance inspector license to the applicant if the applicant has provided documentation required in this Section. The inspector license will indicate the type of conveyance for 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.
- (2) A person applying for a conveyance inspector license must submit to the Administrator a completed inspector license application and documentation that, as determined by the Administrator, indicates the applicant is qualified under one of the following scenarios:

(a) AHJ Conveyance Inspector, AHJ-appointed Conveyance Inspector, or Private Conveyance Inspector.

(i) To obtain a Type 1 conveyance inspector license, the applicant must submit to the Administrator documentation that, as determined by the Administrator, proves:

(A) 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, or

(B) The applicant qualifies as an Elevator Personnel as defined in ASME A17.1, and the applicant has been approved to take an exam for ASME QEI-1 certification by a nationally recognized conveyance association. The applicant must obtain ASME QEI-1 certification within 6 (six) months of licensure.

(ii) To obtain a Type 2 conveyance inspector license, the applicant will submit to the Administrator documentation that, as determined by the Administrator, indicates 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.

(b) AHJ Conveyance Inspector or 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 (2)(a)(i)(A) of this Section; or, upon the applicant terminating employment with the Approved AHJ, or

(ii) The applicant submits to the Administrator:

(A) Documentation the applicant intends to obtain QEI-1 certification within 1 (one) year from licensure, and

(B) Agrees to complete at least eight (8) weeks of conveyance inspection activities under the direct supervision of a Licensed Conveyance Inspector prior to conducting conveyance inspection activities without direct supervision. During this supervised period, the licensee must be trained on the inspection of any type of conveyance which the licensee will encounter in the inspection territory. Documentation must be submitted to and approved by the Administrator indicating that the applicant has received the required supervision prior to conducting unsupervised conveyance inspection activities.

(3) The Administrator may suspend or revoke a Conveyance Inspector License if the licensee fails to obtain QEI-1 certification as described in (2)(a)(i)(B) or (2)(b)(ii)(B) of this Section.

- (4) Any Private Conveyance Inspector who qualified under (2)(a) of this Section or an AHJ-appointed Conveyance Inspector applicant who qualified under (2)(a) or (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.
- (5) An 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.
- (6) If a licensee receives a Type 1 license and will be conducting inspection activities on escalators or moving walks, the licensee must complete at least eight (8) hours of inspection training on this equipment prior to conducting unsupervised inspection activities on this equipment. This training must consist of direct supervision under a Licensed Conveyance Inspector who has at least eight (8) hours of experience inspecting, installing or maintaining this type of equipment.
- (7) If the documentation sufficiently proves that the applicant possesses appropriate qualifications and abilities and the applicant 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.
- (8) The Administrator may renew a conveyance inspector license, provided the applicant submits the appropriate License Application form, documentation as described in (2) of this Section, and the license renewal fee.