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June 24, 2008

MEMO TO: All Elevator Bureau Inspectors

FROM: Tom Chambers  
Assistant Bureau Chief

RE: Outside Workman's Hoist

In an effort to clarify the correct procedures involving outside hoists, the following procedures will be followed:

1. All outside hoists will be installed according to ANSI A10.4
2. After the hoist has been found to be in compliance with the code, a certificate will be issued and will remain current until the date of the acceptance the following year.
3. If the hoist is jumped (additional floors added), a permit must be applied for and inspections conducted. The test will not require a full load test. All additional openings will be checked for conformance and certified. Fees will be applied.
4. If the hoist has remained in operation for more than one year, a full load test inspection must be conducted. Fees will be applied.
5. At any point during the use of the unit where repairs have been made to the safeties, cab structures or gates, an inspection will be conducted.

Note: Consult your manuals at each inspection. A copy of this correspondence will be sent to all companies who install this type equipment. A copy of this memo will also be added to the bureau website.

Respectfully,

Tom Chambers