



Alberta Elevating Devices
& Amusement Rides
Safety Association

Information Bulletin No. IBE20-003 ISSUED January 31, 2020

Subject: On Site Unique Procedures for MRL Elevators

Issue:

When is “Unique Procedures” on site documentation required for Machine-Room-Less Elevators?

Background:

1. Machine-Room-Less (MRL) elevators installed to meet ASME A17.1/CSA B44 Safety Code for Elevators and Escalators are required to have written on-site documentation detailing how to test elevator brakes and related equipment.
2. The term “Unique Procedures” is applied to the group of tests for MRL elevators.
3. Effective September 1, 2017, the *Elevating Devices Codes Regulation AR 192/2015* adopts the ASME A17.1-2013/CSA B44-13 requiring all elevators to have a Maintenance Control Plan (MCP). The MCP reinforces the requirement that every MRL must have “Unique Procedures” onsite.
4. During AEDARSA’s reviews to accept elevator service provider’s MCP it was noted that there are some installations that do not have “Unique Procedures” on site, especially when the owner of an elevator changes service providers. Therefore, the service provider would not be able to perform the required testing as outlined in the MCP.
5. It is believed that many of the original elevator installers were unaware of the requirements for on-site documentation and did not leave the required “Unique Procedures” on site, or, they inadvertently removed the “Unique Procedures” from site when the maintenance contract expired.

Requirements:

1. All new installations are required to have “Unique Procedures” on site at the time of the initial acceptance inspection.

Conclusions:

1. It is imperative that the required “Unique Procedures” be on site in a written form as per code requirements.

Implementation:

This information bulletin comes into effect Immediately.

Signed:

Dean McKernon
AEDARSA VP of Operations

TYPE: Information	MCP Unique Procedures Documents	REGULATION: Elevating Devices Code
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