



## Subject: Clarification Signing of Logbooks for Completed Maintenance Tasks

### Issue:

When should Elevator Logbooks Tasks be signed off as complete?

### Background:

1. Elevator Safety Codes Officers have noted that elevator mechanics signed off maintenance tasks in the logbooks that are not complete.
2. Elevator service providers and Mechanic's are looking for clarification and direction on when a signature is needed on what type of tasks requires a signature.
3. There is confusion by the elevator mechanics as to what is covered when they sign the logbook in their MCP's, does it cover one item or a whole series of items?
4. Elevator mechanic express concern that there is not a place in the logbook to indicate that they have only completed a portion of the task.
5. The Elevating Devices Code Regulation – AR 192/2015 Section “17” lists requirements for signatures in log books.
6. The ASME A17.1-2013/CSA B44-13 Section 8.6 covers maintenance, repairs and testing requirements and the signatures required.

### Findings:

- There is a need to clarify the requirements surrounding how logbooks are to be signed for the completion of tasks as outlined in *Elevating Devices Codes Regulation AR 192/2015* and the adopted ASME A17.1/CSA B44 Safety Code for Elevator and Escalators.

### Clarification: (Log Books)

1. Every owner of an elevating device and every elevator service provider shall maintain a log book for each elevating device that they own or maintain, and the log book shall contain up-to-date data on all maintenance functions required to be recorded in the log book by the applicable code, standard or requirement referred to in the code (ASME A17.1/CSA B44 Section 8.6.1)
2. A signed off task on a log book entry shall only be used to denote a “Complete and Compliant” state
  - a. A mechanic's signature and date, for a log book entry that is used to denote that each individual maintenance; task, test, examination, inspection or check has been completed, shall only be signed off once the action is complete and the status of the device or component associated with that task is in compliance with the applicable code and regulatory requirements.
  - b. A mechanic's signature and date, for a log book entry applies to a group of tasks, no mechanic shall sign off unless the group of tasks is fully complete, and the devices or components associated with that group are in compliance with the applicable code and regulatory requirements.



3. The logbook notes section can be used for extra clarification to record findings, corrective actions or planned corrective actions
4. Where corrective actions are in progress, refer to requirements related to parts affecting safe operation. These devices may require shut-down until remedial activities are complete.
5. The code that is generally applies refers to the code under which the component or device was installed or altered.

### **Clarification (Maintenance and Maintenance Tasks)**

1. Every elevating device listed ASME A17.1/CSA B44 in Alberta is required to have a Maintenance Control Plan MCP.
2. By definition; **maintenance** includes the actions associated with inspection, examination, testing, cleaning, lubricating, repairing and adjusting of parts and components at regular intervals to prevent the elevating device from becoming unsafe or in non-compliance with the applicable codes and regulatory requirements.
3. Where a part **directly affecting the safety** of the operation is found to be defective, it shall be immediately adjusted, repaired, or replaced.” If this is not possible the device must be removed from service. (see ASME A17.1/CSAB44 8.6.1.2.2)
4. Compliance with the applicable code and regulatory requirement means that the device or component is functioning properly

### **Implementation:**

This information bulletin is effective immediately

*Original signed by;*

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