

# Cab Encloser Forms User Guide

This guide provides clear direction to elevator owners, contractors, consultants, and AEDARSA Staff on the consistent and predictable use of the two Cab Enclosure forms developed through stakeholder engagement.

This guide explains when and how to use each form, typical scenarios, and the outcomes stakeholders can expect.

## Overview of Cab Enclosure Forms

### Form #1 Repairs and Replacements to Cab Enclosures

**Form Name:** *Scope-of-Work Review Form*

*Elevator Cab Enclosure Repair-Replacement Review Form EDA.045.ECERR.2025*

**Purpose:**

Used when repairing or directly replacing damaged cab enclosure components, and the stakeholder believes the work may *not* constitute an alteration.

This form allows AEDARSA to review proposed work before it begins and provide direction on the appropriate compliance path.

### Form #2 Alterations to Cab Enclosures

**Form Name:** *Elevator Cab Enclosure Alteration Permit Application EDA.045.ECE.2025*

**Purpose:**

Used whenever work to a cab enclosure meets the definition of an alteration, whether:

- The cab enclosure work is the sole alteration, or
- The cab enclosure work is part of a larger alteration project

This form contains three distinct parts, each serving a specific function.

---

## Form Use Case Scenarios

### Form 1 – Repair / Replacement Review

#### When This Form Is Required

Submit the Repair-Replacement Review Form when:

- A cab enclosure component is damaged, and
- The work is believed to be a repair or direct replacement, and
- The stakeholder requires confirmation that the work does not constitute an alteration

 Alberta Elevating Devices & Amusement Rides Safety Association	<b>Scope of Work Review Form</b> Repair or Replacement of Elevator Cab Enclosure Components <small>Please read and familiarize yourself with Section 5 - "Definitions and Clarification of Terms" before filling out this submission form.</small> <small>Please print all fields and attach additional information as required.</small> AEDARSA assigned E# <input type="text"/>
-------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## What Happens After Submission

When this form is submitted:

- A no-charge Special Inspection is created for tracking purposes
- A Safety Codes Officer reviews the submission
- One of the following outcomes will be issued

## Possible Outcomes

### 1. Determined to be an alteration

The submitter will be advised that they need to apply using the *Cab Enclosure Alteration Permit Application Form*

### 2. No follow-up required

The submitter will be notified that they may proceed with the work as described

### 3. Site visit required

- The submitter may proceed with the work
- A post-work chargeable site inspection will be required to verify code compliance

---

## Form 2 – Cab Enclosure Alteration Permit Application

**Form Structure:** This application consists of **three parts**, each on a separate page.

### Page 1 – Cab Enclosure Permit Application

 Alberta Elevating Devices & Amusement Rides Safety Association	<p><b>Elevator Car Enclosure Certificate of Alteration Permit Application</b></p> <p><b>Applicant:</b> For additional information regarding fees and mailing address, please refer to: <a href="http://aedarsa.com">aedarsa.com</a></p> <p><b>Please Print All Information</b></p> <p><i>All sections of this form must be fully completed with accurate information. Incomplete applications will not be processed, and inspections will not be scheduled.</i></p> <p><b>AEDARSA assigned E#</b> <input type="text"/></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

#### When Required:

✓ Required only when the cab enclosure alteration is the sole alteration being performed on the elevating device

✗ Not required when the cab enclosure alteration is part of a larger alteration project

### Part A (Page 2) – Cab Enclosure Data Collection

#### Elevator Car Enclosure: Part A Data Sheet

**Purpose:** Collects detailed information related to the cab enclosure alteration.

**Key Rule:** Part A (Page 2) is required for every cab enclosure alteration, regardless of project size.

#### Scenario 1 – The Cab Enclosure is the Sole Alteration

- **Submit**
  - Page 1 (of the Cab Enclosure Alteration Permit Application)
  - Part A (Page 2), along with all other supporting documentation

## Scenario 2 – Cab Enclosure Alteration is Part of a Larger Alteration Project

- **Submit:**
  - Part A (Page 2), along with all other supporting documentation
- The cab enclosure work must be clearly identified within the overall scope of work submitted with the ***Construction and Major Alteration Permit Application***

## Part B (page 3) – Verification and Testing

### Elevator Car Enclosure: Part B Data Sheet

Complete and Submit to AEDARSA Prior to Booking an Acceptance Inspection

**Purpose:** Used for inspection verification and testing.

#### When Required:

✓ Required for all projects involving a cab enclosure alteration, whether:

- The sole alteration, or
- Part of a larger alteration project

#### Submission Timing:

- Must be submitted as part of the document package when requesting an acceptance inspection.