



State of Alabama

February 15, 2024

MEMORANDUM

TO: Elevator Contractors, Elevator Inspectors

FROM: Edward Wiggins, Director/Chief Inspector
Inspection Division: Elevators

SUBJECT: Acceptance Test Tags/MCP Manuals

It has come to the attention of this Department that certain Elevator Contractors are not in compliance with the Alabama/ASME code on Acceptance Test Tags and/or the Maintenance Control Program manuals that are required to be left on site by the ASME A17.1 2019 edition.

As stated in the previous Memorandum dated 1/25/24, MCP's are required to be in the equipment room to pass inspection on either an Acceptance or Annual Inspection. If the MCP is not in the equipment room, the inspection will fail.

8.6.1.2.1 General Maintenance Requirements

(A) An MCP for each unit (see 8.6.1.1.1) shall be provided by the person(s) and/or firm maintaining the equipment and shall be viewable on-site by elevator personnel at all times from the time of Acceptance Inspection and test or from the time of equipment installation or alteration (see 8.10.1.5).

Inspectors have also reported finding blank Acceptance Test Tags on new installations. If an inspector finds a blank or improperly filled Acceptance Test Tag, a violation shall be issued, and the inspection will fail. These units will not receive operating certificates until the Acceptance Test Tag has been properly completed and verified by the Licensed Inspector.

8.10.1.1.4 Acceptance Test Tags.

A metal tag with the applicable Code requirement(s) and date(s) performed and the names of the person or firm performing the test and of the inspector witnessing the test, including their inspector's ID number and certifying organization shall be installed to be readily visible and shall be permanently attached to the controller of each unit.

Office of the Governor

**Kay Ivey
Governor**



Department of Labor

**Fitzgerald Washington
Secretary of Labor**

State of Alabama

Therefore, any Elevator Contractor installing elevators in Alabama shall comply with the codes regarding Acceptance Test Tags and MCP's. Any Elevator Contractor failing to comply after this date may be subject to fines and/or suspension of their Elevator Contractor license pending an Alabama Elevator Safety Review Board hearing.

Any inspector who performs an Acceptance Inspection and finds a conveyance without an MCP or properly completed Acceptance Test Tags will not approve the unit for use and issue violations.