



State of Alabama

January 25, 2024

**MEMORANDUM**

TO: Elevator Contractors, Maintenance Providers

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

SUBJECT: MCP Manuals

A handwritten signature in blue ink, appearing to read "E. Wiggins", is written over the "FROM:" line of the memorandum.

It has come to the attention of this Department from email and telephone complaints that certain Elevator Companies are charging customers for the Maintenance Control Program manuals that are required to be left on site by the ASME A17.1 2019 edition.

Since this is a requirement by the code, customers who do not have the MCP in the equipment room have been issued violations, which in turn prohibits the issuance of the annual Certificate of Operation, causing the customer to operate their conveyance illegally.

This issue was presented to the Alabama Elevator Safety Review Board on January 24, 2024. After reviewing the wording of the current ASME code (below), the Board agreed the code demands the maintenance company provide the MCP to the customer and instructed the Chief Inspector to enforce the code and issue a Memorandum to all Elevator Contractors.

ASME A17.1 2019 ED.

**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).

Therefore, any company charging the customer for an MCP manual subsequent to this date shall be subject to fines and/or suspension of license as an Elevator Contractor pending Alabama Elevator Safety Review Board review.