

Elevator Section
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April 6, 2011

Re: Conveyance work must be completed by a "Qualified Person"

Dear Elevator Mechanics

To ensure the safety and integrity of conveyances in Washington State the RCW mandates that the department must be "assured" the work is correct and performed to code. As a rule, State inspectors don't witness annual examinations and tests, so one of our methods of being "assured" is the signature. The signature of the "qualified person" is the mechanism that indicates "*A qualified person performed and completed the work to code and company satisfaction*".

If you are the qualified person placing your signature on a document you are testifying that you performed the work to code and company policy and it is one hundred percent complete. If you sign for work completed by a helper/apprentice, you're stating the helper/apprentice understands how to perform the work correctly and that you had oversight and supervision of their work.

Because of licensing laws and understanding the work is to be performed by a qualified person, it is imperative that the department is able to determine by signature if a qualified person performed the maintenance, examination, repair and test. In addition it may be necessary to contact the qualified person to verify information, deal with a correction or to review a problem.

To avoid delay and ensure a prompt inspection, all documents requiring the legible signature of a "qualified person" must be signed, if an inspector does not see a signature, they will treat the item as incomplete. Please be legible, it saves everyone, including you a lot of time and energy.

Your prompt attention and cooperation will ensure that maintenance is performed by a "qualified person" and that the conveyance is inspected in an efficient and timely manner.

If you have any questions or comments concerning these requirements, please don't hesitate to contact me at 360-902-6130.

Yours in Safety;


Jack Day
Chief Elevator Inspector