



Conveyance Management Portal User Guide

Inspection Reports – Proof of Corrections - Extensions *My Inspection Report Shows Deficiencies, Now What?*

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Introduction

Annual Inspection: A conveyance is inspected on a regular basis. It is to be expected annually but may vary year to year based on the elevator program staffing.

Submit Proof of Correction (POC): If an annual inspection finds one or more deficiencies, you must provide proof that each deficiency was corrected. The building owner or property manager must respond to every deficiency by the due date listed on the inspection report. You can:

- Confirm that the deficiency has been corrected.
- Request an extension.
- Request a waiver.

The owner or property manager is responsible for confirming that the corrections were completed, even if someone else did the work.

Some corrections may need to be completed by a conveyance contractor. However, **we do not accept proof of correction from conveyance contractors or service providers.**

NOTE: You must respond to every deficiency listed on the inspection report.

Request an Extension: If you cannot complete the corrections by the due date, you can request more time. Reasons may include waiting for a needed part or not being able to find an available conveyance contractor.

The Elevator Program reviews extension requests case-by-case. An extension is not guaranteed and may be less likely to be approved for safety-related deficiencies.

L&I may approve more or less time than you request. Check the portal to confirm the approved due date. Extensions are usually 90 days or less from the original due date.

If your extension request is still being reviewed, continue working to correct the deficiencies.

Request a Waiver: If you believe a deficiency does not apply to your conveyance, you can request a waiver. For example, if an inspector applies a commercial code to your residential accessibility equipment, you may request a waiver.

The Elevator Program will review your request. A waiver is not guaranteed, and the

deficiency may remain in place.

Acronyms in this user guide:

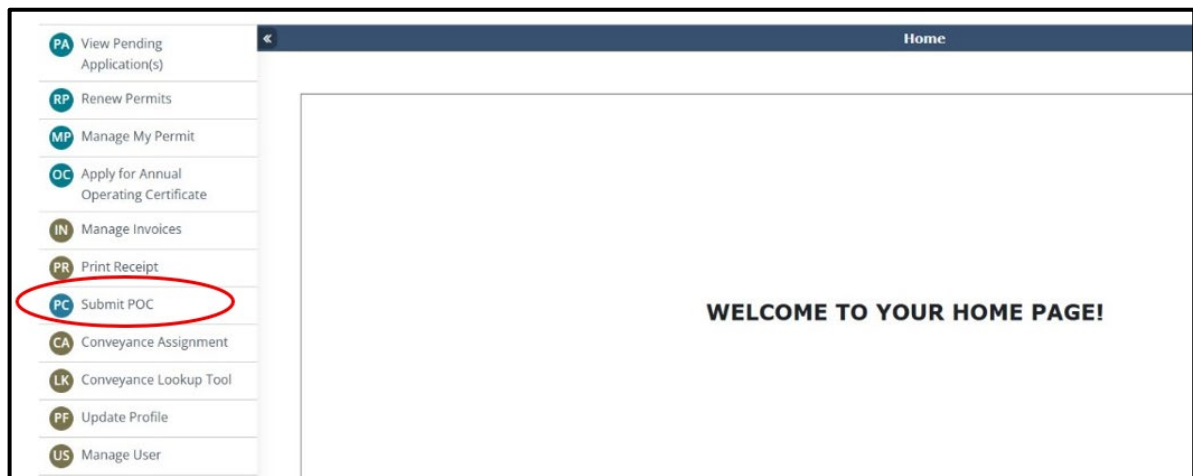
- **POC** = Proof of Correction
- **SOD** = Statement of Deficiency
- **CMP** = Conveyance Management Portal

Public Disclosure Notice

All documentation uploaded or entered into the Portal is subject to public disclosure at any time.

Submit Proof of Correction (POC)

1. **Log in as a Returning User to the CMP** using the My L&I link at the top of the L&I home page. <https://www.lni.wa.gov/>
 - If you don't yet have a user account, please see the New User Registration Guide on our CMP web page ([lni.wa.gov/cmp](https://www.lni.wa.gov/cmp)). You must have an account already set up and conveyances assigned to your user account to pay invoices.
 - If you need instructions on navigating to the portal from the My L&I dashboard, please refer to the last two pages of the New User Registration Guide found on our CMP web page ([lni.wa.gov/cmp](https://www.lni.wa.gov/cmp)).
2. Select the **Submit POC** tab from the menu on the left.

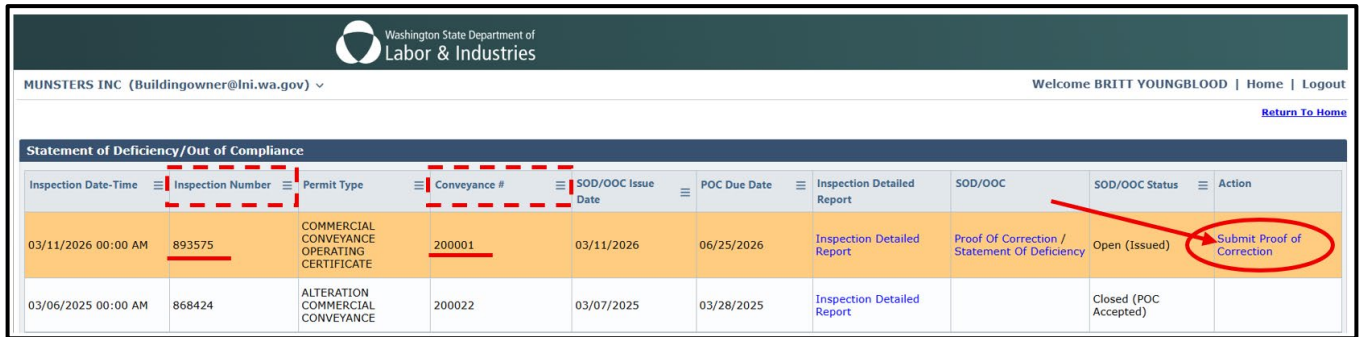


- Under the **Statement of Deficiency / Out of Compliance** header, you will see a list of all of your inspections. Inspections that require proof of corrections will have a **Submit Proof of Correction** link in the **Action** column on the right.

Statement of Deficiency/Out of Compliance									
Inspection Date-Time	Inspection Number	Permit Type	Conveyance #	SOD/OOC Issue Date	POC Due Date	Inspection Detailed Report	SOD/OOC	SOD/OOC Status	Action
03/11/2026 00:00 AM	893575	COMMERCIAL CONVEYANCE OPERATING CERTIFICATE	200001	03/11/2026	06/25/2026	Inspection Detailed Report	Proof Of Correction / Statement Of Deficiency	Open (Issued)	Submit Proof of Correction
03/06/2025 00:00 AM	868424	ALTERATION COMMERCIAL CONVEYANCE	200022	03/07/2025	03/28/2025	Inspection Detailed Report		Closed (POC Accepted)	

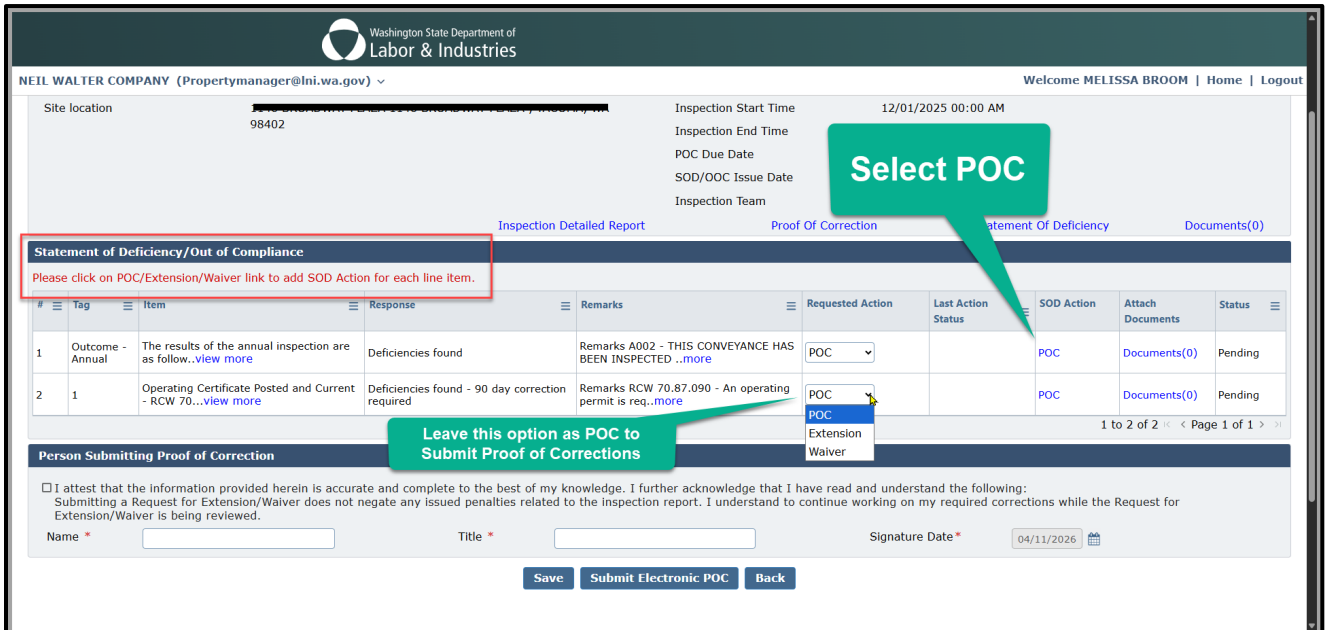
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- To submit a proof of correction for a particular inspection, locate the item in the table by inspection number or conveyance number. Select **Submit Proof of Correction**.



Inspection Date-Time	Inspection Number	Permit Type	Conveyance #	SOD/OOC Issue Date	POC Due Date	Inspection Detailed Report	SOD/OOC	SOD/OOC Status	Action
03/11/2026 00:00 AM	893575	COMMERCIAL CONVEYANCE OPERATING CERTIFICATE	200001	03/11/2026	06/25/2026	Inspection Detailed Report	Proof Of Correction / Statement Of Deficiency	Open (Issued)	Submit Proof of Correction
03/06/2025 00:00 AM	868424	ALTERATION COMMERCIAL CONVEYANCE	200022	03/07/2025	03/28/2025	Inspection Detailed Report		Closed (POC Accepted)	

- On the next screen, under Statement of Deficiency/Out of Compliance, you will see a table with the inspection deficiencies.
 - Leave the **Requested Action** setting as the default **POC** option.
 - In the **SOD Action** column, select the **POC** link.
 - Enter **POC Details** for every row, including row 1.
 - Attach documents only if the inspector tells you to do so.



Site location: 98402

Inspection Start Time: 12/01/2025 00:00 AM

Inspection End Time:

POC Due Date:

SOD/OOC Issue Date:

Inspection Team:

Statement of Deficiency/Out of Compliance

Please click on POC/Extension/Waiver link to add SOD Action for each line item.

#	Tag	Item	Response	Remarks	Requested Action	Last Action Status	SOD Action	Attach Documents	Status
1	Outcome - Annual	The results of the annual inspection are as follow... view more	Deficiencies found	Remarks A002 - THIS CONVEYANCE HAS BEEN INSPECTED... more	POC		POC	Documents(0)	Pending
2	1	Operating Certificate Posted and Current - RCW 70... view more	Deficiencies found - 90 day correction required	Remarks RCW 70.87.090 - An operating permit is req... more	POC		POC	Documents(0)	Pending

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Person Submitting Proof of Correction

I attest that the information provided herein is accurate and complete to the best of my knowledge. I further acknowledge that I have read and understand the following: Submitting a Request for Extension/Waiver does not negate any issued penalties related to the inspection report. I understand to continue working on my required corrections while the Request for Extension/Waiver is being reviewed.

Name *

Title *

Signature Date * 04/11/2026

Save Submit Electronic POC Back

NOTE: Instructions to request an extension or to request a waiver of deficiency are provided later in this user guide.

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5. The pop-up screen below will appear. In the **POC Details** box, enter text providing a brief description of the correction for this deficiency. When providing POC details, you can leave the pre-populated **Completion Date** or change it to the actual date of completion. Select **Save** at the bottom of the screen.

NOTE: If you don't see the Save button, zoom out or scroll down.

Response : Deficiencies found

POC | Waiver | Extension

POC

Status: In-Progress

POC Due Date: 03/01/2026

Submitted Date: 04/11/2026

Completion Date*: 04/01/2026

Accepted Date

POC Details

Person submitting POC will enter your text here.
Example: Work was completed by conveyance contractor on April 1, 2026.

State Comments

Save Close

Add text here

Select save when complete

- After saving, you will automatically return to the Electronic POC screen.
- Documents are **NOT** required unless specifically requested by the inspector.
- You may choose to upload a document or photo, but please be aware anything provided is subject to public disclosure at any time and can't be deleted.
- The completed row(s) will be highlighted in the peach color and the **Action Status** will change to **In-Progress**.

6. Repeat this process for all deficiencies listed, including the generic outcome on row 1.

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Electronic POC

Fields marked with asterisk (*) are required.

Inspection Detail

Permit # 1148 BROADWAY PLAZA
 Entity Name 1148 BROADWAY PLAZA
 Site location 1148 BROADWAY PLAZA, TACOMA, WA 98402

Inspection Number 884099
 Inspection Type Annual
 Inspection Start Time 12/01/2025 00:00 AM
 Inspection End Time 12/01/2025 00:00 AM
 POC Due Date 03/01/2026
 SOD/OOC Issue Date 12/01/2025
 Inspection Team Shari Reiter-Johnson

[Proof Of Correction](#) [Statement of Deficiency](#) [Documents\(0\)](#)

Statement of Deficiency/Out of Compliance

Please click on POC/Extension/Waiver link to add SOD Action for each line item.

#	Tag	Item	Response	Remarks	Requested Action	Last Action Status	SOD Action	Attach Documents	Status
1	Outcome - Annual	The results of the annual inspection are as follow... view more	Deficiencies found	Remarks A002 - THIS CONVEYANCE HAS BEEN INSPECTED... more	POC	In-Progress	POC	Documents(0)	Pending
2	1	Operating Certificate Posted and Current - RCW 70... view more	Deficiencies found - 90 day correction required	Remarks RCW 70.87.090 - An operating permit is req... more	POC		POC	Documents(0)	Pending

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Person Submitting Proof of Correction

☐ I attest that the information provided herein is accurate and complete to the best of my knowledge. I further acknowledge that I have read and understand the following:
 Submitting a Request for Extension/Waiver does not negate any issued penalties related to the inspection report. I understand to continue working on my required corrections while the Request for Extension/Waiver is being reviewed.

Name * Title *

[Save](#) [Submit Electronic POC](#) [Back](#)

Documents are not required but may be uploaded here

7. After entering correction details for every row, scroll down to the **Person Submitting Proof of Correction** header.

8. **Check the box** to attest to the accuracy of the information you provided.

9. Add your **Name** and **Title**. The **Signature Date** will default to the date you submit the Electronic POC.

10. Choose **Submit Electronic POC** to submit all items or choose **Save** to continue work.

IMPORTANT:

- To submit your Proof of Correction, **you must respond to every open item** by indicating it has been corrected or by requesting an extension or waiver.
- You must select **Submit Electronic POC** for the corrections to be reviewed.

Unpaid Penalty Invoices Related to the Inspection

If you have any unpaid penalties related to this inspection you must select **Pay Now** and make your payment online to complete this process. You may pay by credit card or e-check.

INV-003208	Penalty Invoice	500.00	500.00	Unpaid	01/08/2025	Inspection	Print
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Attest and select Pay Now if penalties are due

Person Submitting Proof of Correction

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Name *

Title *

Signature Date *

Save

Submit Electronic POC

Pay Now

Back

Request a Due Date Extension

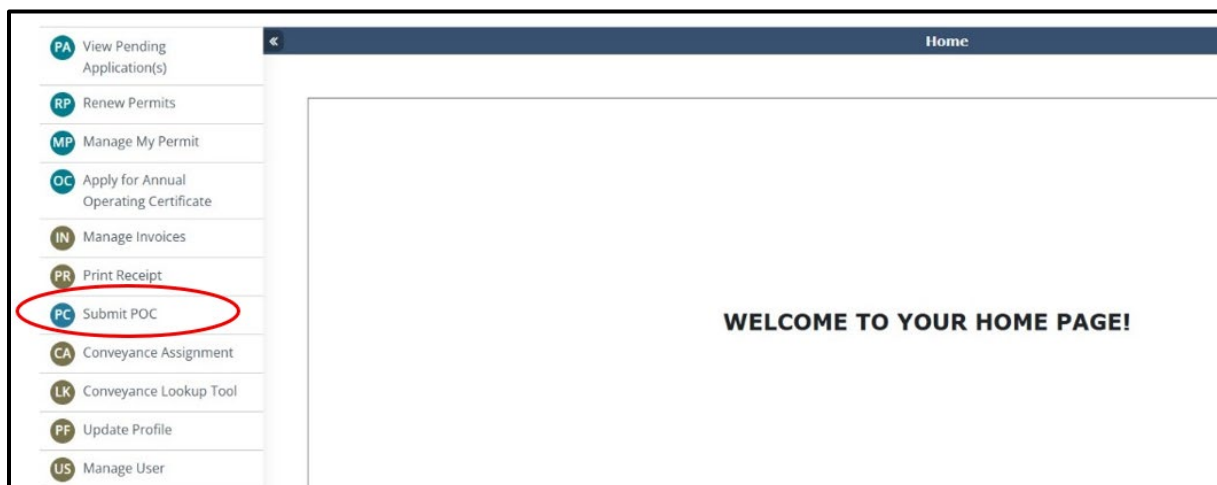
If something beyond your control prevents you from submitting your proof of corrections by the due date, you can request an extension.

L&I reviews extension requests on a case-by-case basis. An extension is not guaranteed and is less likely to be approved for safety-related deficiencies. L&I may approve more or less time than you request.

Because your request may not be approved, continue working to correct the deficiencies while L&I reviews your request.

Request an Extension in the Portal

1. **Log in as a Returning User to the CMP** using the My L&I link at the top of the L&I home page. <https://www.lni.wa.gov/>
 - If you don't yet have a user account, please see the New User Registration Guide on our CMP web page ([lni.wa.gov/cmp](https://www.lni.wa.gov/cmp)). You must have an account already set up and conveyances assigned to your user account to pay invoices.
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2. Select the **Submit POC** tab from the menu on the left.



- Under the **Statement of Deficiency / Out of Compliance** header, you will see a list of all of your inspections. Inspections that require proof of corrections will have a **Submit Proof of Correction** link in the **Action** column on the right.

Washington State Department of Labor & Industries

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Statement of Deficiency/Out of Compliance

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- To submit proof of correction for a particular inspection, locate the item in the table by inspection number or conveyance number. Select **Submit Proof of Correction**.

Washington State Department of Labor & Industries

MUNSTERS INC (Buildingowner@lni.wa.gov) ▾

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Statement of Deficiency/Out of Compliance

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11. On the next screen, under Statement of Deficiency/Out of Compliance, you will see a table with the inspection deficiencies. For each item needing an extension:

- Change the **Requested Action** selection to the **Extension** option.
- In the **SOD Action** column, select the **Extension link** and enter details.
- Enter **Extension Details** for every row needing an extension.
- Attach documents only the inspector tells you to do so.

Change the Requested Action to **Extension**.

Statement of Deficiency/Out of Compliance

Please click on POC/Extension/Waiver link to add SOD Action for each line item.

#	Tag	Item	Response	Remarks	Requested Action	Last Action Status	SOD Action	Attach Documents	Status
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2	1	Operating Certificate Posted and Current - RCW 70.. view more	Deficiencies found - 90 day correction required	Remarks RCW 70.87.090 - An operating permit is req.. more	POC		POC	Documents(0)	Pending
3	5a	Make alarm bell operable - 8.11.3.1.1(f)1	Deficiencies found - 90 day correction required	Remarks Req. 8.6.4.15: The audible alarm is inoper.. more	POC		POC	Documents(0)	Pending
4	11	Have extinguisher adjacent to access door to contr.. view more	Deficiencies found - 90 day correction required	Remarks Req. 8.6.1.6.5: Provide a type ABC fire ex.. more	POC		POC	Documents(0)	Pending
5	14	Must provide current test tag/plate/chart for all .. view more	Deficiencies found - 90 day correction required	Remarks Hydraulic - Req. 8.6.5.16: Perform all ove.. more	POC POC Extension Waiver		POC	Documents(0)	Pending

Person Submitting Proof of Correction

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In the SOD Action column, select **Extension**.

Statement of Deficiency/Out of Compliance

Please click on POC/Extension/Waiver link to add SOD Action for each line item.

#	Tag	Item	Response	Remarks	Requested Action	Last Action Status	SOD Action	Attach Documents	Status
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5	14	Must provide current test tag/plate/chart for all .. view more	Deficiencies found - 90 day correction required	Remarks Hydraulic - Req. 8.6.5.16: Perform all ove.. more	Extension		Extension	Documents(0)	Pending

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12. The pop-up screen shown below will appear. Select your requested due date, reason, and enter a description.

- **Requested POC Due Date** – Defaults to the current date. Use the calendar icon to select your requested due date or type it in.
- **Reason** – Select one of the options from the drop-down menu.
- **Requested Extension Description** – Include relevant details for staff review.

The screenshot shows a web application interface for requesting an extension. At the top, it says "Response : Deficiencies found - 90 day correction required". Below this are three tabs: "POC", "Waiver", and "Extension", with "Extension" being the active tab. The form is divided into several sections:

- Extension**: This section contains a "Status" dropdown menu set to "In-Progress". To its right is a "Reason*" dropdown menu. Below "Status" are two date fields: "Requested POC Due Date*" (showing 06/26/2026 with a calendar icon) and "Submitted Date" (showing 04/11/2026 with a calendar icon). To the right of these is a "Reason*" dropdown menu with a list of options: "Parts still on order", "Service company too busy", "Problem coordinating multiple service companies", "Currently switching/re negotiating service company", "Waiting for Building Demolition", "Waiting for Conveyance Removal", "Waiting for Conveyance Modernization", and "Other". A green callout box with a white border points to the "Reason*" dropdown and contains the text: "Add requested due date Enter text if reason is: Other".
- Requested Extension Description**: This section features a rich text editor with various formatting tools (bold, italic, underline, link, etc.) and a text area. An example text is provided: "EXAMPLE: Conveyance Contractor doing the work let me know they are waiting on parts and all work is expected to be complete in 90 days."
- State Comments**: This section is a large, empty text area for additional comments.

At the bottom of the form are two buttons: "Save" and "Close".

13. Select **Save**. If you don't see the Save button, zoom out or scroll down.

14. Repeat the process for each deficiency needing an extension.

15. After entering extension/correction details for every row, scroll down to the **Person Submitting Proof of Correction** header.

16. **Check the box** to attest to the accuracy of the information you provided.

17. Add your **Name** and **Title**. The **Signature Date** will default to the date you submit the Electronic POC.

18. Choose **Submit Electronic POC** to submit all items or choose **Save** to continue work.

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Please click on POC/Extension/Waiver link to add SOD Action for each line item.

#	Tag	Item	Response	Remarks	Requested Action	Last Action Status	SOD Action	Attach Documents	Status
1	Outcome - Annual	The results of the annual inspection are as follow.. view more	Deficiencies found	Remarks A002 - THIS CONVEYANCE HAS BEEN INSPECTED.. more	POC	In-Progress	POC	Documents(0)	Pending
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5	14	Must provide current test tag/plate/chart for all.. view more	Deficiencies found - 90 day correction required	Remarks Hydraulic - Req. 8.6.5.16: Perform all ove.. more	Extension	In-Progress	Extension	Documents(0)	Pending

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Person Submitting Proof of Correction

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Name * Title * Signature Date *

[Save](#) [Submit Electronic POC](#) [Back](#)

Save your work to continue later.

Submit Electronic POC to send to staff for review.

NOTE:

- Requesting an extension after receiving a penalty will not remove the penalty.
- If the extension request is denied, any penalties assessed for missed due dates remain valid.

If you believe a deficiency is not valid for the conveyance, you may request a waiver of the deficiency. For example, if an L&I inspector applies commercial code to your accessibility equipment, asking for a waiver prompts a review of the deficiency for validity. L&I may or may not reverse the decision.

1. For the deficiency you request to be waived, choose **Waiver** in the **Requested Action** drop-down menu.

2. In the **SOD Action** column, select the **Waiver link** and enter details in the pop-up Waiver box. Select **Save** at the bottom of the pop-up box.

[illegible]

3. After entering Waiver details, scroll down to the **Person Submitting Proof of Correction** header.
4. **Check the box** to attest to the accuracy of the information you provided.
5. Add your **Name** and **Title**. The **Signature Date** will default to the date you submit the Electronic POC.
6. Choose **Submit Electronic POC** to submit all items or choose **Save** to continue work.

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Submitting a Request for Extension/Waiver does not negate any issued penalties related to the inspection report. I understand to continue working on my required corrections while the Request for Extension/Waiver is being reviewed.

Name * Title * Signature Date *

Save your work to continue later.

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