

Conveyance Management Portal User Guide

Submit Proof of Correction (POC) or request an extension or waiver

This guide covers how to:

- Enter your Proof of Correction for deficiencies found during an inspection.
- Request a deadline extension.
- Request a waiver of deficiencies.

Introduction

This user guide is for all customers involved with a conveyance. It covers how to:

- Enter your **Proof of Correction** for deficiencies found during an inspection.
- Request a deadline **extension**.
- Request a **waiver** of deficiencies.

A Proof of Correction (POC) is required when we find a deficiency with your elevator, escalator, or other conveyance. Your maintenance contractor must fix the issue, and submit proof to us the work is complete by the due date.

NOTE: You must respond to every deficiency by indicating it has been corrected, or by requesting an extension or waiver. You can log into the Portal to respond to specific line items and save your work, but you will not be able to submit your proof to L&I until all of the items have a response.

Request an extension when you encounter circumstances beyond your control related to correcting deficiencies. Examples might include a delayed part or the lack of immediate funding for a high-cost correction. We review extensions on a case-by-case basis and approval is not guaranteed. Extensions are less likely to be approved for safety-related deficiencies.

Your extension date is also subject to change. We may approve more or less time than you request, so be sure to verify the date L&I approves. And, because your extension may not be approved, it's important to continue working to correct deficiencies during our review.

Request a waiver to flag deficiencies you believe are not valid for your conveyance. For example, if an L&I inspector applies a commercial code to your residential accessibility equipment, asking for a waiver prompts us to review the deficiency for validity. We may or may not reverse the decision.

Note: You will see several abbreviations used frequently in this user guide:

- **POC**: Proof of Correction
- **SOD**: Statement of Deficiency

NOTE: All documentation uploaded and entered is subject to public disclosure at any time.

Submit Proof of Correction (POC)

1. Log into the Portal and select **Submit POC** from WHAT DO YOU WANT TO DO? menu at the bottom left.

Washington State Department of Labor & Industries	
	Welcome HERMAN MUNSTER Home Logout
	Home
Contact Information Name: MUNSTERS INC. PO BOX 14, ENUMCLAW, WA 98022 Phone #: 555-333-3333 Email: BULLDINGOWNERBLALWA. GOV	WELCOME TO YOUR HOME PAGE!
WHAT DO YOU WANT TO DO? View Pending Application(s)	
Conveyance Assignment Apply for Annual Operating Certificate	
Print Receipt Submit POC	
Manage My Permit Update Profile	
Conveyance Lookup Tool Manage User	

Find the inspection for which you want to provide a Proof of Correction (*Inspection 775 in this example*), then select the **Submit Proof of Correction link** in the **Action** column on the right.
 HINT: Find inspection dates and numbers in emails from L&I or filter the list in the Portal.

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		Sta	tement Of D	eficiency	_		_
						Fields marked with a	asterisk (*) are requ
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nspection Date-Time = Ins	pection [▼] mber ≡	Conveyance # =	SOD/OOC Issue Date ≡	Inspection Detailed Report	SOD/OOC	SOD/OOC Status ≡	Action
8/29/2024 00:00 AM 774	Contains 77 AND O OR Contains	10043	08/29/2024	Inspection Detailed Report	Proof Of Correction / Statement Of Deficiency	Open (POC Under Review)	View Detail
8/29/2024 00:00 AM 77	5 CONVEYANCE OPERATING CERTIFICATE	200168	08/29/2024	Inspection Detailed Report	Proof Of Correction / Statement Of Deficiency	Open (Issued)	Submit Proof of Correction
8/29/2024 00:00 AM 776	6 COMMERCIAL CONVEYANCE OPERATING	200161	08/29/2024	Inspection Detailed Report	Proof Of Correction / Statement Of	Open (POC Under Review)	View Detail

- 3. The Submit Proof of Correction link opens the **Electronic POC** screen.
- 4. Scroll down to the Statement of Deficiency (SOD)/Out of Compliance header. Use the list

below to view deficient items that require Proof of Correction.

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						FI	ields marked with aster	isk (*) are re	quired:
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Inspection Det	ail					-		-	
Permit #		400024		Inspection Number	775				
Entity Name		MUNSTERS INC.		Inspection Type	Annual				
Site location		ADDAMS FAMILY JEWELR	Y 1 ADDAMS WAY , SEATTLE, WA	Inspection Start Time	e 08/29/2024	4 00:00 AM			
		98109		Inspection End Time	08/29/2024	4 00:00 AM	\$		
				POC Due Date	11/28/2024	4			
				SOD/OOC Issue Date	08/29/2024	4			
				Inspection Team	Paoakalani	Naipo			
			Inspection Detailed Report	Proof Of Cor	rection State	ment Of Defi	ciency Docu	uments(0)	
Statement of D	eficiency/Ou	t of Compliance					_		
Please click on PC	C/Extension/V	aiver link to add SOD Action	n for each line item.						
#	≡ Item	≡	Remarks	■ Requested Action	Last Action Status	SOD Action	Attach Documents	Status	Ξ
1 A17.2 - 9	9.2 Geometry		Inspector Comments: Fix this	POC Y		POC	Documents(0)	Pending	
2 A17.2 - 9	9.3 Handrails		Inspector Comments: Fix this	POC V		POC	Documents(0)	Pending	
3 A17.2 - 9	9.5 Lighting		Inspector Comments: Fix this	POC 🗸		POC	Documents(0)	Pending	

- There are three options in the drop-down menu of the **Requested Action** column. Choose **POC**.
 NOTE: You'll follow the same steps to request an extension or a waiver, which are covered later in this guide.
- 6. Select the POC link in the SOD Action column.

Per	mit #	400024			Inspection Number	775			
Ent	ity Name	MUNSTE	RS INC.		Inspection Type	Annual			
Site	e location	ADDAMS	FAMILY JEWELR	Y 1 ADDAMS WAY , SEATTLE, WA	Inspection Start Time	08/29/	2024 00:00 AM		
		98109			Inspection End Time	08/29/	2024 00:00 AM		
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					SOD/OOC Issue Date	08/29/	2024		
					Inspection Team	Paoaka	ani Naipo		
				Inspection Detailed Report	Proof Of Con	rection S	tatement Of Defin	iency Doc	uments(0)
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7. A pop-up screen will appear.

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Submit	ted D	ate		08	/15/20	24	1							Accept	ed Dat	e		MM/DD/YYYY					
POC D	etail												-										_
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NOTE: Three views are available in the pop-up screen – POC, Waiver, and Extension. You can only edit the screen for the action you selected in the drop-down menu. Select the other two choices to view any information previously entered. No information will be displayed on the additional screens unless you already applied for a waiver or an extension.

- **8.** When providing POC details, you can leave the pre-populated **Completion Date**, or change it to reflect when you corrected the deficiency.
- 9. Explain how you corrected the deficiency in the POC Details box. This field is required.

				Fields marked with asterisk (*) a	re req
/hen completing your Proof) How you will correct the s) You must attach all suppo AILURE TO ADDRESS THE F	of Correction you must address a specific finding(s) stated in the Sta orting documents into the system (PROOF OF CORRECTION REQUIRE!	II of the following: itement of Deficiencies (MUST (MUST INCLUDE). MENTS WILL RESULT IN A NOT	ADDRESS); ACCEPTABLE PROOF OF CORF	RECTION.	
17.2 - 9.2 : Geometry					
esponse : Fail					
POC Walvar Ev	tension				
POC Walver Ext	tension				
POC		_	_		
Status	In-Progress	,			
POC Due Date	11/28/2024		Completion Date *	12/20/2024	
Submitted Date	12/23/2024		Accepted Date	MM/DD/YYYY	
POC Details					
DOP	Add Text Here				
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10. Select **Save** at the bottom when finished.

11. After saving, you will automatically return to the Electronic POC screen, which displays your Statement of Deficiency/Out of Compliance list. The **Last Action Status** column will display any items you have confirmed as complete as **In-Progress**.

NOTE: You may also attach a file at this time. If you have a document or photo to attach, select the **Documents** link next to the line item and follow the directions to add and upload documents. Please keep in mind this is optional and once you attach an item it can't be deleted. You will repeat this process for all the deficiencies you need to correct. In the example shown above, you would repeat these steps for each deficiency.

- **12.** When all deficiencies are corrected, scroll down to the **Person Submitting Plan of Correction** header.
- **13.Check the box** to confirm you have read and understand L&I's requirements.
- **14.** Add your **Name** and **Title**. The **Signature Date** will default to the date you submit the Electronic POC.
- 15. Choose Submit Electronic POC to submit all items or choose Save to continue work.

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INV-003208	Penalty Invoice	500.00	500.00	Unpaid	01/08/2025	Inspection	Print
Attest Pro	POC		1 1			1 to 10 of 16 📧 🤇	Page 1 of 2 > >
Person 9 umi	tting Proof of Correction						
✓ I attest that Submitting a Request for	the information provided herein is ac a Request for Extension/Waiver does Extension/Waiver is being reviewed.	curate and complete to the not negate any issued penals	best of my knowledge. ties related to the insp	I further acknowledge t ection report. I understa	that I have read an and to continue wo	nd understand the following orking on my required corre): ictions while the
Name *	Name 1	Title *	Title 1		Signature Date *	12/24/2024	
		Save	t Electionic PO	C Pay Now B	ack		

REMEMBER: 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).

NOTE: If you have an unpaid fee related this inspection you must **Pay Now** to finish the process and make your payment online to complete this process.

Request an Extension

Follow steps 1-5 in this guide. At step 6, choose **Extension** in the drop-down.

Inspe	ection Detail											
Pern	nit #	400024				Inspection Number	77	5				
Entit	ty Name	MUNSTERS	INC.			Inspection Type	An	nual				
Site	location	ADDAMS FA	MILY JEWELRY	1 ADDAMS WAY , SEATTLE, WA		Inspection Start Time	08	/29/2024	00:00 AM			
		98109				Inspection End Time	08	/29/2024	00:00 AM			
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Please of	click on POC/	Extension/Walver link to ac	dd SOD Action	for each line item.								
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1	A17.2 - 9.2	Geometry		Inspector Comments: Fix this		POC ~	In-Progre	55	POC	Documents(0)	Pending	
2	A17.2 - 9.3	Handrails		Inspector Comments: Fix this		POC			POC	Documents(0)	Pending	
						POC						

Then follow the remaining steps (7-16) to submit your extension request.

NOTE: The requested POC due date defaults to the current date. Use the calendar icon to select the date you are requesting. Also the link in the SOD Action column will now display as Extension. Be sure to include the specific reason for requesting an extension in the text box provided under Requested Extension.

of Correction you must address all of the pecific finding(s) stated in the Statement rting documents into the system (MUST ROOF OF CORRECTION REQUIREMENTS ension Enter a fr request (It will def	he following: ht of Deficiencies (MUST AI FINCLUDE). S WILL RESULT IN A NOT A future date here for ted POC due date fault to current date	DDRESS); CCEPTABLE PROOF OF CORRECTIO	ON.	
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In-Progress	Ŷ	Reason *	Parts still on order	Ý
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12/23/2024		Accepted Date	MM/DD/YYYY 🛗 😡	
Description				
		∎ 🔚 📜 Default 🗸	• Arial • 5 • <u>A</u>	
Option to add text if rea	ason for			
	Description	Description Option to add text if reason for extension request is: Other	12/23/2024 Accepted Date Description Image: Constraint of the second se	12/23/2024 Accepted Date Description Option to add text if reason for extension request is: Other

Request an extension for circumstances beyond your control related to correcting deficiencies.

Suggested options are included in the drop-down menu. L&I will review all extension requests and may be granted on a case-by-case basis. Approval is not guaranteed. Extensions are less likely to be approved for safety-related deficiencies. L&I may approve more or less time than you request. And, because your extension may not be approved, it's important to continue working to correct deficiencies during the review process.

NOTE:

- Requesting an extension after receiving a penalty will not automatically remove the penalty.
- If the extension request is denied, any penalties assessed for missed due dates remain valid.
- If the extension request is approved, any penalties assessed for missed due dates after you request the extension may be voided. New penalties will be assessed if you miss your new due date.

Request a Waiver

Follow steps 1-5 in this guide. At step 6, choose **Waiver** in the drop-down, then follow the remaining steps (7-16) to submit your waiver request. **NOTE**: The link in the SOD Action column for that line item will now display **Waiver**. Be sure to include the specific reason for requesting a waiver in the POC details box.

2	A17.2 - 1.5	Car lighting and receptacles	Inspector Comments: Poor lighting	POC Y	In-Progress	POC	Documents(0)	Pending
3	A17.2 - 1.11	Car vision panels and glass car doors	Inspector Comments: Glass is broken	POC Y	In-Progress	POC	Documents(0)	Pending
4	A17.2 - 2.3	Lighting and receptacles	Inspector Comments: Two bulbs out Inside the car	Extension ~	In-Progress	Extension	Documents(0)	Pending
5	A17.2 - 2.40	Maintenance records	Inspector Comments: Records not present	POC V		POC	Documents(0)	Pending
				Extension Waiver		1 to :	5 of 5 📧 < Page	1 of 1 > >
POC	Waiver	Extension						
Sta	tus	In-Progress	~					
POO	C Due Date	11/28/2024 m 12/23/2024 m	A	ccepted Date	MM/DD/YYYY	**		
Re	quested Waive	r Description			_		_	
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L	lighting does no	apply via WAC 123456		▶				
Sta	ate Comments	Jun		_	_	-	_	

NOTE: Only request a waiver for deficiencies if you believe they are not valid for the conveyance. 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.