

Annual Contractor Reporting

Date of Issue: July 22, 2024

Directive No: D-ED 2020-02 Rev.1

General Details

This directive highlights the annual reporting requirements by licensed elevating contractors as per EDSR s.8(1)(a), (b), applicable safety orders, and directives. It was developed in order to consolidate all reporting timelines to a single reporting date. Under this directive, only completion dates must be reported.

It is the responsibility of the contractor to retain maintenance and test records for audit purposes. The reporting requirements within this document include details of the following:

1. the information to report;
2. how to report this information; and
3. when to report this information.

This directive applies to all licensed elevator contractors with Classes A, RA, MR, H, M, and C licences.

Specific Details

Part 1. Information Requirements:

The following information shall be submitted annually to the safety manager in the required form:

1. A list of all regulated elevating devices that the licensed elevating device contractor currently has under mandatory maintenance contracts. This list shall include the following information with respect to each elevating device:
 - a. contractor license number;
 - b. maintenance contractor name;
 - c. Technical Safety BC unit number;
 - d. elevator device civic address;
 - e. maintenance frequency per year;
 - f. date of the annual brake test (electric elevators, as applicable);
 - g. date of the annual escalator or moving walk brake test (as applicable);
 - h. date of the last sheave jammer test (as applicable);
 - i. date of the last Category 1 test (as required by the adopted edition of the ASME A17.1/ CSA B44 Code);
 - j. date of the last Category 3 test (as applicable);
 - k. date of the last Category 5 test (as required by the adopted edition of the ASME A17.1/ CSA B44 Code); and
 - l. date of the last periodic tests (as applicable to non-B44 equipment).

Notes:

- All existing units must have the applicable fields (test dates) filled out.
 - Units in service for less than a year: test dates must be reported based on the acceptance inspection date.
 - Units in service for more than a year: test dates available in the logbooks and on-site documentation must be reported.
 - Any additions or changes to the list of the elevating devices maintained by the licensed elevating device contractor must be submitted to Technical Safety BC as per section 8(1)(b) of the Elevating Devices Safety Regulation within three days of the change, through the mandatory.maintenance@technicalsaftybc.ca inbox.
2. A list of certified elevating device mechanics and mechanics in training to which the elevator contractor employs, including:
- a. contractor license number
 - b. certified individual's certification number
 - c. certified individual's first and last name
 - d. certified individual's certification expiry date

Note: The submission of the required information noted above is a requirement for renewal of a contractor license.

For Class M Contractors Only

Class M contractors must submit the Excel spreadsheet, including the information required above, and a list of their certified individuals to the mandatory.maintenance@technicalsaftybc.ca inbox.

For Class MR Contractors Only

Class MR contractors must have a contract in place with a Class A contractor incorporating at minimum, a semi-annual examination and support for the work that is outside the scope of the MR license. In the Excel spreadsheet, provide the name of the Class A contractor in the maintenance contractor name area. For the maintenance frequency, indicate the annual examination frequency by the Class A contractor.

Class MR contractors must submit the Excel spreadsheet, including the information required above, and provide a list of their certified individuals to the mandatory.maintenance@technicalsaftybc.ca inbox.

For Class C Contractors Only

Class C contractors must report the B44 units they maintain, including the required information, and a list of their certified individuals using the Excel spreadsheet provided in the appendix. This report should be sent to the mandatory.maintenance@technicalsaftybc.ca inbox.

Part 2. Reporting Requirements

1. As per part 1, section 1 of this directive, all required information is to be populated by the licensed elevating contractor in the Excel spreadsheet (see appendix).
2. As per part 1, section 2 of this directive, the reporting of mechanics and mechanics in training employed by the licensed elevator contractor shall be completed on a separate tab within the above referenced Excel spreadsheet.

Part 3. Reporting Timelines and Submission Method

1. The annual reporting of information as specified in part 1 of this directive shall be submitted to Technical Safety BC no later than January 15 of each calendar year.
2. The spreadsheet as outlined in Part 2 of this directive is required to be submitted via the licensed contractors online services account.
 - Classes M, MR, and C must submit their spreadsheets to the mandatory.maintenance@technicalsaftybc.ca inbox.
3. The submission of the spreadsheet as outlined in Part 2 will constitute a declaration by the licensed elevating devices contractor.

This directive is being issued by a provincial safety manager pursuant to section 30 of the Safety Standards Act.

Nav Chahal
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References:

Safety Standards Act

Elevating Devices Safety Regulation

Safety Standards General Regulation

Appendix: Annual Contractor Reporting Spreadsheet

Guide: How to submit your annual reporting declaration

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