

ADDITIONS OR CHANGES TO THE LIST OF MAINTAINED ELEVATING DEVICES**Date of Issue: July 26, 2024****No: IB-ED 2024-02****1. General Details:**

This bulletin clarifies the reporting requirements for licensed elevating device contractors (contractors) regarding additions or changes to the list of mandatory maintenance program contracts required in section 8(1)(b) of the Elevating Devices Safety Regulation.

This bulletin applies to all contractors with Class A, RA, MR, H, M and C licences.

2. Regulatory Requirements:**Asset Owners**

The Elevating Devices Safety Regulation (EDSR) section 21(2) requires elevating device owners to engage a licensed elevating device contractor to implement a mandatory maintenance program, ensuring the device's safe working condition.

Licensed Contractors

Licensed elevating device contractors are required under EDSR section 8(1) to keep an up-to-date list of all elevating devices they service under mandatory maintenance program contracts. A copy of this list must be provided annually to the provincial safety manager, as described in Directive [D-ED 2020-02 Rev.01](#). Contractors must notify the provincial safety manager within **3 days** of any additions or changes to the list of mandatory maintenance program contracts.

3. Specific Details:**Information Required for Reporting Additions or Changes**

The following information shall be submitted to Technical Safety BC **within 3 days of the addition or change** to the current list of elevating devices maintained by the contractor under mandatory maintenance program contracts, as per section 8(1)(b) of the EDSR:

- a. contractor license number
- b. maintenance contractor name
- c. Technical Safety BC unit number
- d. elevator device civic address
- e. maintenance frequency per year

All required information can be populated by the contractor in the (optional) Excel spreadsheet included in the appendix.

All submissions shall be sent to the mandatory.maintenance@technicalsaftybc.ca inbox. **By submitting the information required under section 8(1)(b) of the EDSR, the contractor is declaring the information is correct and accurate at the time of submission.**

Note: Elevating device units that have been removed from the contractor's current list of mandatory maintenance program contracts must not be included in the [Annual Contractor Reporting](#).

Class MR Contractors

When adding a new elevating device, enter the name of the Class A contractor, along with any examinations, in the "Maintenance Contractor Name" column in the Excel spreadsheet. In the "Maintenance Frequency" column, indicate the annual examination frequency to be conducted by the Class A contractor.

Class M Contractors

Class M contractors must report additions or changes to the list of units they maintain.

Class C Contractors

Class C contractors are only required to report the B44 units they maintain.

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References:

Safety Standards Act
Elevating Devices Safety Regulation
Safety Standards General Regulation
Appendix: List of Changes to Maintaining EDs Spreadsheet