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**DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE SAFETY**

**MEMORANDUM 008 (b)
MAINTENANCE CONTROL PROGRAM
(MCP)**

Date: November 6, 2020
To: Elevator Inspectors and Inspection Companies
From: Gus Guadamuz, Deputy Chief Elevator Inspector
Re: On-Site Documentation and Maintenance Records

With the adoption of A17.1-2016, a more detailed description of unique and product specific procedures, "On-Site Documentation" and "Maintenance Records" is incorporated. Written Maintenance Control Program (MCP) has been a requirement in Missouri since May, 30 2007 with the adoption of A17.1-2004.

On November 4, 2020 the Elevator Safety Board approved a resolution on Maintenance Control Program as follows:

A17.1-2016 Section 8.6 Maintenance Control Program shall be in place to maintain the equipment in compliance with the requirements on all new installations.

Section 8.6.1.2.2 On-site Documentation is to be fully complied with on all existing equipment no later than January 1, 2022. (Except as stated above for all new installations). Existing on-site documentation is not to be removed and kept for a minimum of 5 years.

8.6.1.4 Maintenance Records shall be in place on all installations with instruction for locating the maintenance records for viewing on site and shall be posted on the controller or at the means necessary for test. Existing Maintenance Records are not to be removed and kept on site for a minimum of 5 years.

The QEI licensed inspector is required to review this documentation and is to verify they are available to the elevator personnel, that they are legible, and are up to date. Any missing documentation is to be reported as a violation.

Compliance of all MCP documentation is to be in hard copy, written format. Digital and electronic documentation is to be reviewed and approved by the Deputy Chief Elevator Inspector.

To Clarify, MCP documentation is not a new requirement. Existing installations will be granted an allowance of time to fully comply with On-Site Documentation. Failure to inspect and report violations on MCP will have an adverse effect on the Inspectors State License

Questions regarding these requirements may be directed to Gus Guadamuz, Deputy Chief Elevator Inspector at Gus.Guadamuz@dfs.dps.mo.gov or 573-526-3660.