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

**MEMORANDUM 008 (c)
MAINTENANCE CONTROL PROGRAM
Section 8.6**

Date: November 6, 2020
To: Elevator Contractors and Mechanics
From: Gus Guadamuz, Deputy Chief Elevator Inspector

Maintenance Control Program (MCP) became effective on May, 30, 2007 with the adoption of A17.1 2004. A17.1-2016 MCP requirements includes specific On-Site Documentation descriptions of what is to be included and to be kept permanently on site. Maintenance Records are to be in place and be kept on site for a minimum of 5 years. MCP is not a new requirement in the State of Missouri.

On September 16, 2020 the Elevator Safety Board approved a resolution on A17.1-2016 Maintenance Control Program requirements as follows:

Compliance of section 8.6 shall be in place on all new installations.

8.6.1.2.2 On-site Documentation is to be in compliance on all existing equipment no later than January 1, 2022 (except as stated above on all new installations). Existing on-site documentation is not to be removed and is to be kept permanently on site.

8.6.1.4 Maintenance Records shall be in place with instructions 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.

Compliance of all MCP documentation is to be in hard copy, written form. 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 comply with incomplete On-Site Documentation. Maintenance Records are to be in place and kept up to date. Digital and electronic format is to be approved. Failure to comply with 8.6 MCP requirements is a violation of State Code of Regulations 11CSR 40-5.065(G) 1.

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.