

Use of Elevator Safety Program Forms

Rev. 5/2018



	Form Number	Name	Equipment Type	Use of DSPS Form	Use Frequency	To Be Completed By (1)	Filing Location
Test Forms	SBD 2E-E	Elevator, Platform Lift and Stairway Chairlift Safety & Governor Test Report – Acceptance and Category 5	Elevators, Platform Lifts, Stairway Chairlifts, Dumbwaiters and Type B Material Lifts with Type A, B or C safety device (2)(4)	Required	Acceptance and 5-years	LM	Send to district inspector and place copy in maint. record (4)
	SBD 3E-E	Hydraulic In-Ground Jack or Piping Pre-January 1, 1994, Not Protected by PVC or Equivalent – Category 1	Hydraulic Elevators with jack or piping in-ground and not visible for inspection (2)(3)(5)	Required (5)	Annual	LM	Send to district inspector and place copy in maint. record
	SBD 6E	Escalator and Moving Walk Test Report – Acceptance and Category 1	Escalators and Moving Walks	Required	Acceptance and Annual	LM	Send to district inspector and place copy in maint. record
	SBD 10872/ Cat 5E	Elevator, Dumbwaiter and Material Lift (except Safety Device and Governor) – Acceptance and Category 5	Elevators, Dumbwaiters and Type B Material Lifts (2)(3)	Required	Acceptance and 5-years	LM	Send to district inspector and place copy in maint. record
	SBD Cat 1-E (6)	Elevator, Dumbwaiter and Material Lift Test Record - Category 1	Elevators, Dumbwaiters and Type B Material Lifts (2)(3)	Optional	Annual	LM	Place copy in maint. record – Do not send
Other Forms	SBD 22	Application for Review Elevators Escalators and Related Conveyances	All conveyances	Required	As needed	LC	Send by mail or SharePoint
	SBD 10663	Regulated Object Inspection Report	All conveyances (2)	Required	Annual	LI	Send by EDI to Dept.
	SBD 4341	Regulated Object Inspection Report page 2	All conveyances	Required	As needed	LI	Send by EDI to Dept.
	SBD 10782	Elevator / Escalator Accident Report	All conveyances	Required	As needed	O	E-mail or fax to Dept.

- (1) LM- Licensed Elevator Mechanic or Elevator Mechanic-Restricted (all types of conveyances) or Lift Mechanic (lifts, dumbwaiters and Part V, residential and LULA elevators).
 LC- Licensed Elevator Contractor. For most projects a licensed elevator contractor will submit the application form and other required materials. A licensed mechanic, mechanic restricted or other license holder employed directly by the building owner may apply to perform work only on conveyances owned by the employer.
 LI- Licensed Elevator Inspector
 O- Conveyance Owner or Owner's Representative
- (2) A conveyance serving an individual dwelling is exempt from periodic testing and annual inspection requirements. These forms may be useful in documenting the acceptance inspection and tests.
- (3) Vertical and inclined platform lifts, stairway chair lifts, Part V and residential elevators serving commercial buildings are exempt from these tests unless an inspection reveals the need for such a test according to SPS 318.1810(5) and (6), or if the approval to install the conveyance included a requirement for such tests.
- (4) SBD-2E is not to be used for annual no-load tests. Also, maintenance record requirements do not apply to vertical or inclined platform lifts or stairway chairlifts.
- (5) SBD-3E tests are required for a hydraulic elevator with an in-ground jack or piping having installation contract date before January 1, 1994 per SPS 318.1708(2)(h) or where loss of oil is occurring that is not known to be above ground. In-ground jack and piping are exempt from the testing requirement if completely protected by PVC or equivalent and there is no loss of oil. Equivalent protection may be approved HDPE or an *approved* flexible jack protection that does not leak and completely surrounds the bottom and sides of the jack.
- (6) SBD Cat 1-E is an optional form. Other forms containing the same information may be substituted for this form in the maintenance record. The tests on SBD Cat 1-E must be performed in the years the Cat 5 tests are performed except the annual oil buffer, *no-load* safety device test and governor test.