



To: Ohio Special (Insurance) Inspectors
Re: Requirements for Insurance Inspections

The Division of Industrial Compliance's ("Division") Elevator Section is responsible for ensuring that all inspections required to be conducted by the Ohio Revised Code are completed in a timely and thorough manner. This includes inspections conducted by both general as well as special inspectors. As such, inspectors and inspections are subject to review and monitoring to ensure conveyances subject to the Division's jurisdiction are maintained and operated in accordance with both the Ohio Revised Code and the Ohio Administrative Code.

A special inspector may be used to perform inspections required by Chapter 4105. of the Revised Code, in lieu of the Division's general inspectors, only if the elevator is insured by a company authorized to insure elevators in this state and the inspector has been designated as a Special Inspector in accordance with section 4105.04 of the Revised Code *by the insurance company* to perform such inspections. Whereas an insurance company has the authority to designate an individual as a Special Inspector, neither self-insured entities nor owners of conveyances have such authority. In order to be designated as a Special (Insurance) Inspector, an individual must have a current Ohio Certificate of Competency issued by the Division of Industrial Compliance. See R.C. 4105.04; 4105.07; and 4105.10.

Inspections performed by Special Inspectors are to be conducted as follows:

I. Scheduling

- a. The Elevator Scheduling Office must be notified in writing at least five days prior to the date an inspection is to be conducted where Special Inspectors have been designated by an insurance company to conduct such inspections, and a completed Authorization to Perform Elevator Inspections form must be provided to the Division.
- b. The Authorization to Perform Elevator Inspections form shall contain the following information:
 - The inspection location
 - Scheduled start date
 - Scheduled or anticipated start and stop times that the inspection will be conducted
 - State ID(s) of the elevators or escalators that are to be inspected

II. Inspection Notifications or Cancellations

- a. Notifications or cancellations of inspections shall be submitted through one of the following means:
 - Email: Elevators@com.state.oh.us
 - Fax: 614-644-3580
 - Phone: 614-644-2542

III. Cancellations of Inspection Services

- a. You must inform the Elevator Section **in writing** when you are no longer authorized by the insurance company to conduct inspections at a specific location.

IV. Inspection Timeframe (Month Due)

- a. Inspections are to be conducted within the month listed on the State of Ohio database or during the immediately preceding month listed in the database, and the inspection report and checklist must be submitted to the Division within five business days of the date the inspection is completed.
- b. Conveyances that are past due for inspection may be inspected by the Division of Industrial Compliance's general inspectors.

V. Authorization to Perform Elevator Inspections Forms

- a. Authorization forms shall only be completed by the insurance company that is designating the inspector as a Special Inspector; thereby, authorizing an inspection required by Chapter 4105. of the Revised Code to be conducted by an individual other than the Division's general inspectors.

VI. Inspection Standards and Procedures

- a. All inspections must be conducted in compliance with QEI standards and in accordance with the procedures set forth in the Ohio Revised Code and rules promulgated thereunder.
- b. Inspection checklists and inspection tickets documenting the start and stop time of the inspection shall be completed for each inspection conducted by a special inspector. Special inspectors are required to properly reference all violations and violation focus codes when completing an inspection report and shall sign the inspection report and include their QEI number.

VII. Certificates of Operation

- a. All Certificate of Operation fees must be paid in full and all required safety tests must be current with the Division before a Certificate of Operation will be issued.
- b. Locations that do not have a current Certificate of Operation on-site are to be reported to the Elevator Section immediately. Certificates of Operation must be posted in one of the following locations: in the elevator car, in the elevator lobby, or in another location on-site.

VIII. Safety Tests / Additional Information

- a. Any conveyance with an expired safety test is to be reported to the Elevator Section.
- b. Any conveyance with a "threat to life or limb" deficiency is to be reported to the Elevator Section immediately.
- c. Conveyances with either expired safety tests or "threat to life or limb" deficiencies are subject to immediate removal from service.

IV. Escalators

- a. The State of Ohio has a zero-violation policy as it pertains to escalators. Any escalator found with any violation(s) must immediately be taken out of service until the violation(s) has/have been corrected.
- b. All inspections shall be conducted in accordance with the currently adopted standards and safety guidelines.

Note to Special (Insurance) Inspectors: Any inspection report or inspection ticket sent to our office that does not comply with the above directives will be *voided* and an inspection by a general inspector of the Division will promptly be conducted.

If you have any questions, please contact me directly at 614-644-3524 or the Scheduling Office at 614-644-2542.

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