



# Application for New and Renewal of a Certificate of Competency as an Elevator Inspector

Completed form can be mailed or Sent electronically to:  
Email: [elevators@com.ohio.gov](mailto:elevators@com.ohio.gov) Fax: 614-644-2428

- A photo ID of your current QEI certification card must attached to the application.
- The fee for the certificate of competency is 25\$. Please make checks payable to the "Treasure of the State of Ohio"

The State of Ohio elevator inspection section is responsible for ensuring that all inspections required to be conducted by the Ohio Revised Code are completed in a timely manner. This includes inspections conducted by both general as well as special inspectors. In addition, the inspections must be performed with proper accountability as outlined in the Ohio Administrative Code. Inspections and inspectors are subject to review and monitoring.

When conducting inspections in Ohio, Insurance (Special) Inspectors must be conducting inspections on behalf of an insurance company, (self-insured does not qualify) that holds the coverage for the building where the equipment is located. Ohio law does not permit the owner of a building to have the authority to "authorize" an inspection be conducted in lieu of the State of Ohio for issuance of a Certificate of Operation. Only an insurance company can employ or utilize a Special (Insurance) Inspector. All Special (Insurance) Inspectors must have a current Ohio Certificate of Competency in order to perform inspections in the State of Ohio. \*References ORC 4105.07 and 4105.10

<b>Applicant Name:</b>	<b>Phone:</b>	<b>Email:</b>
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<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
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<b>QEI #:</b>	<b>Certifying Agent:</b>	<b>Expiration Date:</b>	<b>Current OH certification #:</b>
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<b>Employer Name:</b>	<b>Employer Phone:</b>	<b>Employer Email:</b>
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I certify that I have read and understand the requirements for State of Ohio application for new and renewal of a certificate of competency; I have received and understand the requirements for conducting and reporting inspections.

<b>Applicant Signature</b>	<b>Date:</b>
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**To: Ohio Insurance (Special) Inspectors**  
**Re: Insurance Inspections Requirements**

Page 1 of 2

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**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 5 days prior to all inspections where Special Inspectors are properly authorized as an agent of an insurance company to conduct such inspections.
- b. Information required 5 days prior to inspection(s):
  - Completed and accurate Authorization to inspect form, with the following:
    - The Inspection Location
    - Scheduled start date
    - Scheduled or anticipated start and stop times
    - State ID(s).

**II. INSPECTION NOTIFICATIONS / CANCELLATIONS**

- a. Notifications and / or cancellations of inspections shall be conducted via one of the follows:
  - EMAIL: [Elevators@com.state.oh.us](mailto:Elevators@com.state.oh.us)
  - FAX: 614-644-3580
  - PHONE: 614-644-2542

**III. CANCELLATIONS OF INSPECTION SERVICES:**

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

**IV. INSPECTION TIMEFRAME (MONTH DUE):**

- a. Inspections are to be conducted in correlation with the inspection month listed on the State of Ohio database and submitted with checklist within 5 business days.
- b. Inspections must be completed by the deadline or up to 30 days early.
- c. Inspections which are past due are subject to be inspected by the State of Ohio Elevator Inspection Section.

**V. AUTHORIZATION FORMS:**

- a. Authorization forms shall only be completed by the Insurance Company Authorizing the Inspection.



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

Page 2 of 2

**VI. INSPECTION STANDARDS AND PROCEDURES:**

- a. All inspections must be conducted using QEI standards and the Ohio Administrative Code for completeness.
- b. Mandatory is the usage of checklists, inspection tickets with start & stop times for each inspection, proper referencing of violations and violation focus codes and Inspector signature with QEI number.

**VII. CERTIFICATES OF OPERATION**

- a. All Certificates of Operation fees must be paid in full and all safety tests must be current before a Certificate of Operation is issued.
- b. Locations which do not have a current Certificate of Operation on-site are to be reported to the Elevator Section immediately. Certificates may be posed in the car, in the lobby or in an on-site office.

**VIII. SAFETY TESTS / ADDITIONAL INFORMATION**

- a. Any unit with a past due safety test is to be reported to the Elevator Inspection Section office.
- b. Any unit with a "threat to life or limb" deficiency is to be reported to the Elevator Inspection Section office immediately.
- c. Units with past due safety tests and / or threats to life and limb are subject to immediate removal from service.

**IV ESCALATORS:**

- a. The State of Ohio has a zero-violation policy pertaining to Escalators before being placed back into service.
- e. All inspection shall be conducted in accordance with the current adopted standards and safety guides.

**NOTE TO SPECIAL (INSURANCE) INSPECTORS: Any Inspection Report / Inspection Ticket sent to our office that is out-of-compliance with the above directives will be VOIDED and an Inspection by a State Inspector will be promptly conducted.**

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

Chip UpDyke

Chief of Elevator Section

Ohio Department of Commerce

Division of Industrial Compliance

6606 Tussing Rd PO Box 4009

Reynoldsburg, OH 43068-9009

Phone: 614-644 -3524

E-Mail: [cupdyke@com.state.oh.us](mailto:cupdyke@com.state.oh.us)

[www.com.ohio.gov](http://www.com.ohio.gov)