



Office of the State Fire Marshal

MEMORANDUM

TO: All Licensed Inspectors and Inspection Companies

FROM: Bob Capuani
Director, Elevator Safety Division

DATE: October 19, 2009

RE: REMINDER - INSPECTION REPORTS

As you know Certificates of Operation must be submitted by the conveyance owner along with a copy of their inspection report stating the conveyance has passed inspection.

I just wanted to let you know that we are sending over 200 applications back to the owners each week because the inspection report is not legible, the date can't be read, the signature can't be read, and/or Passed is not checked.

Considering the amount of conveyances under the State's jurisdiction inspectors are doing a good job overall. I just want you to be aware of the reasons why applications are returned so that you can review your reports before giving them to the conveyance owner.

Thanks and keep up the good work!