



DIRECTIVE



Safety Directive Number: **00012**

Issued March 9, 2026 by Peter McClare, Chief Inspector, Elevators and Lifts
Department of Labour, Skills and Immigration

Nova Scotia Elevator Maintenance Control Program (MCP) Maintenance Records and Witnessing of Tests

Directive

In Nova Scotia, all MCP documents must be maintained in hard copy and kept on site. Electronic documents are not acceptable. Documents must clearly specify the examinations, tests, cleaning, lubrication and adjustments to applicable components and frequency of all maintenance activities. The following Nova Scotia amendments apply.

Legal information

ASME 17.1 / CSA B44 Safety Code for Elevators and Escalators, Section 8.6 Maintenance, Repair, Replacement, and Testing

[Section 8.6](#) applies to maintenance, repairs, replacements, and testing. Maintenance, repair, and replacement shall be performed to provide compliance with the Code applicable at the time of installation or alteration.

Nova Scotia Amendments to ASME 17.1/CSA B44 section 8.6 8.6.1.2(d), 8.6.1.4.1(a)(3), and 8.6.1.4.1(b)

8.6.1.2 General Maintenance Requirements

8.6.1.2.1

(d) Where the MCP is maintained remotely from the machine room, machinery space, control room, or control space (see [8.11.1.8](#)), instructions for on-site locating or viewing the MCP in hard copy shall be posted on the controller or at the means necessary for test (see [2.7.6.4](#)). The instructions shall be permanently legible, with characters a minimum 3 mm (0.125 in.) high.

8.6.1.4.1 On-Site Maintenance Records

(a) Maintenance Control Program Records

(3) MCP records shall be viewable on-site by elevator personnel in hard copy acceptable to the authority having jurisdiction and shall include, but are not limited to, the following:

- (-a) site name and address
- (-b) service provider name

- (-c) conveyance identification (I.D.) and type
- (-d) date of record
- (-e) a description of the maintenance task, interval, and associated requirements of [Section 8.6](#)
- (-f) indication of completion of maintenance task

(b) Repair and Replacement Records. The following repairs and replacements shall be recorded and shall be kept on-site for viewing by elevator personnel in hard copy. Instructions for locating the records of each unit for immediate viewing shall be posted on the controller or at the means necessary for test

ASME A17.1/ B44 Safety Code for Elevators and Lifts

8.11 Periodic Inspections and Witnessing of tests

8.11.1.1.2 Periodic Tests

(a) Periodic tests as required in [Section 8.6](#) shall be performed by elevator personnel that are qualified to perform such tests. These tests shall be witnessed by an inspector (see [8.11.1.1](#)) employed by the authority having jurisdiction or by persons authorized by the authority having jurisdiction.

Nova Scotia requirement

Nova Scotia's Technical Safety branch monitors compliance through:

- Declaration documents and condition reports
- Audits of in-service elevating devices
- Review of on-site documentation

An inspector employed by the jurisdiction is not required to be present for periodic MCP testing unless specifically requested by Technical Safety.

Issue

Reviews of MCP inspections have identified that off-site maintenance records are difficult to access and that posted directions to records are not compliant with Section 8.6.1.4.

To ensure records are available to elevator personnel in a timely and consistent manner:

All maintenance records must be kept on site in hard copy.

This requirement was previously communicated at the industry meeting held in March 2025.

Contact us

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