



**CHERIE BERRY**  
COMMISSIONER

**THOMAS M. CHAMBERS**  
BUREAU CHIEF  
ELEVATOR AND AMUSEMENT DEVICE BUREAU

DATE: June 27, 2019

MEMORANDUM TO: Elevator Companies

FROM: Tommy Petty  
Deputy Bureau Chief

RE: Alteration Requirements

It has come to our attention that some elevator field personnel do not know about the requirements for an alteration inspection.

1 - All alterations must have a code data plate for each unit attached to the controller listing the code edition and code numbers that the alteration complies to. This is required in A17.1, the following sections; 8.6 Maintenance, Repair, Replacement and Testing - 8.6.1.5 Code Data Plate, 8.7 Alteration – 8.7.1.8 Code Data Plate and 8.9 Code Data Plate.

2 – The elevator company doing the alteration is required to correct all violations cited on the previous inspection report. This applies even if you do not have a service contract on the elevator.

3 – Once an elevator is removed from service for an alteration, it cannot be put back in service until it passes an inspection from NCDOL.

Failure to comply with these requirements will result in the alteration not passing and the elevator will remain shut down until it passes inspection. Please share this memo with all your staff.

Thank you.

TP/cs