



CHERIE BERRY
COMMISSIONER

THOMAS M. CHAMBERS
BUREAU CHIEF
ELEVATOR AND AMUSEMENT DEVICE BUREAU

February 7, 2017

MEMO TO: All Elevator Companies

FROM: Jeff Cole 
Supervisor of Inspections

RE: Amended: Software updates and permitting

Effective immediately, all elevator contractors are required to submit an application for alteration if changes are made to equipment software on units that have been placed into public operation that affects any required electrical protective device or product specific testing procedure. Along with the application for alteration, the company performing the change shall provide a detailed description of which electrical protective device(s) or product specific testing procedure(s) are affected by the software change.

Clarification/revision

Any software changes made after equipment has been certified for public use, regardless of the change, shall be shared with this bureau. If the change affects electrical protective devices, or product specific testing, an application for alteration is required.

Thank you for your cooperation.

JC

cc: inspection staff