



JOSH DOBSON
COMMISSIONER

TOMMY PETTY
BUREAU CHIEF
ELEVATOR AND AMUSEMENT DEVICE BUREAU

MEMORANDUM

VIA EMAIL

TO: Elevator Companies

FROM: Tommy Petty
Bureau Chief

RE: Software updates and permitting

DATE: December 17, 2021

This memo replaces memos dated February 6, 2017 & December 14, 2021

Effective immediately, all elevator companies are required to submit an **application for an alteration if changes or replacement of the software is made**. The company will provide a **complete detailed description** of what the software change effects.

Software changes will be recorded in the **onsite Maintenance Control Program**. Companies that fail to follow this memo will have all equipment covered by A17.1 in question shut down and a penalty will be issued to the elevator company. The equipment will not be put back in service till an application has been approved, inspection has been done and the penalty paid. If you have made software changes or updates before the December 14, 2021 memo then the old memo applies, and you need to submit an application and get an inspection done ASAP. If you have any questions, feel free to contact me directly at (919) 868-1117. Thank you.

TP/de