

## 524 CMR: BOARD OF ELEVATOR REGULATIONS

### 524 CMR 9.00 OPERATION OF NON-AUTOMATIC ELEVATORS

#### Section

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#### 9.01: License Required

No person, owner, lessee, employer or his agent shall operate or permit to be operated any non-automatic elevator except by a person duly licensed pursuant to M.G.L. c. 143, § 71G by the Commissioner, except:

- (1) In case of emergency, such operation by a competent unlicensed person may be permitted for a period not exceeding two consecutive days, provided the Office is immediately notified. Such periods may be extended by the Office where necessary to avoid undue hardship, but no single extension shall exceed a period of more than seven consecutive days.
- (2) Licensed operators are not required for automatic operation or continuous pressure operation passenger or freight elevators or existing shipper rope elevators, when equipped with the proper safeguards. Where an operator has been designated to be in permanent charge of such elevators or where a car switch is employed, said operator shall be licensed.
- (3) An operator's license shall not be required of an elevator contractor or of a qualified mechanic engaged in the construction, maintenance, or repair of elevators or elevator hoistways, or of an inspector having authority to inspect elevators.

#### 9.02: Granting of Licenses

- (1) Whoever desires to act as operator of elevators shall make application to the Office. A license shall not be granted to a person under 18 years of age.
- (2) The applicant shall be given a practical examination as to his knowledge of the operation of elevators, particularly as to the safeguarding of passengers and the requirements of 524 CMR 9.00, by an inspector or examiner having jurisdiction, and if found competent shall be granted a license by the Office.
- (3) Pursuant to M.G.L. c. 143, § 71G, licenses shall be issued until the date of birth of the licensee occurring more than 12 months but not more than 24 months after the effective date of such license. If any such license or the renewal thereof expires in an even year, any subsequent renewal shall expire on the next anniversary of the licensee's date of birth occurring in an even

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year. If any such license or renewal thereof expires in an odd year, any subsequent renewal shall expire on the next anniversary of the licensee's date of birth occurring in an odd year. A license issued to a person born on February 29th shall, for the purposes of 524 CMR 9.02(3), expire on March 1st. If a license has not been renewed within three years from the date of issuance, a re-examination shall be required.

- (4) Should a license become lost, a duplicate thereof shall be granted upon application to the Office.
- (5) The applications and a record of the licenses issued shall be kept by the Office.

### 9.03: Display of Licenses

A licensed operator shall at all times when operating an elevator be prepared to display his or her license on demand of the owner or tenant of the building, or of any person authorized to inspect the elevator, or of any police officer.

### 9.04: Revocation and Suspension of Licenses

- (1) A willful falsification in an application shall be deemed sufficient cause for the revocation at any time of a license.
- (2) Pursuant to M.G.L. c. 143, 71G, a license may be suspended or revoked by the Commissioner if the holder is incompetent, untrustworthy or fails to comply with 524 CMR or M.G.L. c. 143, §§ 62 to 71G, as applicable.

### 9.05: Instructions to Operators

Operators are required to learn these instructions thoroughly and are advised to keep a copy available for use at all times:

- (1) Always open the service switch or lock the operating mechanism when placing the elevator out of service.
- (2) Be sure the operating mechanism is in the "STOP" position before closing the service switch.
- (3) Report any defects promptly to the person in charge.
- (4) Do not attempt to make any repairs.
- (5) Carry no passengers or freight while inspections, repairs, or adjustments are in progress, and operate the car only in response to directions from the inspector or person in charge. Do not move the car when anyone is in the pit or on top of the car except as the inspector or person in charge may direct.

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- (6) When in the opinion of the operator an excess load is to be carried, do not ride or allow others to ride on the elevator.
- (7) Hoistway doors or gates shall always be closed and locked before the car is started. The car shall be brought to a stop at the landing level before either the car door or car gate where provided or the hoistway door or hoistway gate is opened manually.
- (8) Keep car gates closed while car is running, and where no car gates are provided, keep passengers away from the open edge of the car platform.
- (9) Limit the number of passengers or load to the contract capacity of the car and do not permit crowding or overloading.
- (10) Do not reverse the operating device suddenly; stop the car before reversing.
- (11) Move operating device to the stop position on approaching the terminal landings. Do not depend on the terminal stops in the ordinary operation of the car.
- (12) Should the power go off while the car is in motion, move the operating device to the "STOP" position and start the car in the usual manner upon return of the power.
- (13) Familiarize yourself with the emergency devices, understand their function, and know how to operate them.
- (14) Should the car stop suddenly, shut off the power, call for the person in charge and operate the elevator only at his or her direction. While waiting, keep calm. Do not attempt to release any safety device; remember that it is safer to stay in the car until help arrives than to try to get out, and so instruct your passengers.
- (15) Should the car refuse to stop, do not attempt to jump off.
- (16) Before loading or unloading elevators with hand-rope type operation, lock the operating mechanism in the "STOP" position.
- (17) Never leave the car in the ordinary course of operation nor leave the operating mechanism unprotected. When going off duty for any reason, even for a few minutes, be sure that the power is disconnected or that the operating mechanism is locked and the hoistway doors are closed.
- (18) Always leave a hydraulic elevator operated by a lever at the lower landing with the lever in the position for down motion.
- (19) In running a belt-driven elevator, be sure to pull the hand-rope as far as possible when starting the car. In doing so, you throw the belt full on the tight pulley, and thus prevent it from slipping. In stopping, use the centering rope.

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- (20) Never allow anyone to scuffle or fool on the elevator. It is always dangerous.
- (21) Never, under any condition, allow anyone to get on or off the car while it is in motion.
- (22) Keep your mind on your work. Always remain at your post while the car is moving, so that you can stop it quickly in an emergency.
- (23) An operator who witnesses or has knowledge of an accident, whether it be a serious mechanical failure, serious injury or minor injury, must make a report in conformance with 524 CMR 4.00: *Accident and Injury Reporting Requirements*.

### REGULATORY AUTHORITY

524 CMR 9.00: M.G.L. c. 143, §§ 62 through 71G.