



Elevator safety compliance checklist

When was the elevator installed?

The installation date determines whether the elevator complies with certain standards.

<input type="checkbox"/> Before 01/01/1958 Action: The elevator must be upgraded before the end of 2022 to comply with the latest standards. Contact a qualified elevator company.	<input type="checkbox"/> Between 01/01/1958 and 31/03/1984 Action: The elevator should already be compliant with modern standards.	<input type="checkbox"/> After 31/03/1984 Action: The elevator should already be compliant with modern standards.
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When was the latest risk analysis conducted by an EDTC?

Every 15 years, a thorough risk analysis must be conducted by an External Department for Technical Checks (EDTC) in consultation with an internal or external level 1 prevention advisor.

Previous risk analysis conducted on: ... / ... / ...	Next risk analysis scheduled for: ... / ... / ...
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Please note: Whenever construction or renovation work has been carried out inside or near the elevator, all risks must be reassessed prior to recommissioning.

Who is responsible for preventive maintenance?

Follow the manufacturer's instructions to determine the frequency of maintenance checks. Seek advice from an elevator maintenance company if no manufacturer's instructions are available. The frequency of preventive checks will depend on the elevator maintenance company you are hiring.

<input type="checkbox"/> ISO9001 certified elevator maintenance company Action: Schedule a maintenance check every six months. Latest maintenance check performed on: ... / ... / ... Next maintenance check scheduled for: ... / ... / ... Action 2: Schedule a preventive check each year and a safety compliance check every six months.	<input type="checkbox"/> Non-ISO9001 certified elevator maintenance company Action: Schedule a maintenance check every three months. Latest maintenance check performed on: ... / ... / ... Next maintenance check scheduled for: ... / ... / ... Action 2: Schedule a preventive check every three months.
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Latest checks performed on: ... / ... / ... (general) ... / ... / ... (safety compliance) Next check scheduled for: ... / ... / ... (general) ... / ... / ... (safety compliance)	Latest check performed on: ... / ... / ... Next check scheduled for: ... / ... / ...
Are your safety records up to date? A safety record with all the relevant details must be kept for every elevator on the premises. The safety record must include:	
<input type="checkbox"/> all risk analysis reports; <input type="checkbox"/> all inspection and maintenance reports from the previous ten years; <input type="checkbox"/> all information regarding any upgrades that have been completed; <input type="checkbox"/> the user manual and emergency information (manual control function and emergency control function); <input type="checkbox"/> maintenance instructions; <input type="checkbox"/> the EC declaration of conformity if CE marking has been affixed to the elevator.	
Action: Ensure that the safety record includes all the documents listed above.	
Is the necessary information displayed in a visible location? To ensure full compliance with elevator safety standards, a sign with the following information must be displayed inside each elevator:	
<input type="checkbox"/> the maximum number of people and the maximum total weight that the elevator can carry; <input type="checkbox"/> the terms and conditions of use regarding wheelchair accessibility, no children unless accompanied by an adult, suitability for transport of long objects, etc.; <input type="checkbox"/> the elevator's identification number and the year of manufacture; <input type="checkbox"/> the address details of the owner or manager of the elevator, or another contact person; <input type="checkbox"/> the name of the EDTC and the elevator maintenance company; <input type="checkbox"/> instructions on what to do in the event of problems such as electronic eye malfunctions, etc.; <input type="checkbox"/> contact details to be used in the event of elevator failure.	
Things to keep in mind: <ul style="list-style-type: none"> ➤ Located in Brussels? Make sure all information is available in Dutch and French. ➤ Visitors with special needs? Ensure easy access for wheelchair users to all operable parts of the elevator and include Braille labelling of elevator instructions. 	
Lastly The elevator management company should provide you with a copy of every risk analysis and preventive check performed on your premises. If an elevator is found to be non-compliant, then you, as the employer, are responsible for ensuring that the elevator is repaired and is safe to use.	



Mensura is here to assist you with your safety compliance and prevention efforts. Contact us on +32 2 549 71 00 with questions or for more details on elevator safety compliance.