

Department of Industrial Relations
Division of Occupational Safety and Health
ELEVATOR UNIT HQS
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June 20, 2011

MEMORANDUM

**TO: Installers, Manufacturers of Conveyances Related Equipment and,
Other Interested Parties**

SUBJECT: New Forms Available on DOSH Elevator Web Site

The Elevator Unit has developed several new forms which can be found in the Publications and Forms link of the DOSH Elevator web site which can be found at <http://www.dir.ca.gov/dosh/Elevator.html>.

The new forms include:

- Intent to Alter
- Intent to Install
- Annual Testing
- Load Test
- Compliance
- Change in Responsible Party
- Test Notification

After August 1st, 2011 the Elevator Unit will only accept correspondence proffered on the provided forms. Please check our web page periodically for revised forms.

These new documents have been developed in an effort to make it easier for conveyance companies and other interested parties to fill, save, and send uniform correspondence to our District Offices.

We welcome any suggestions for how to improve these forms. If you have suggestions, they can be forwarded through our District Offices.

The Test Notification form will be used when the Division begins requiring notification as to the date and time that one, three and five year testing will be performed.

Debra Tudor
Principal Engineer
DOSH-Elevator Unit HQS