

December 2023

HAND-POWERED COUNTER-BALANCED MANLIFT TEST AND INSPECTION FREQUENCY DIRECTIVE

This safety directive is issued to all licensed elevating device contractors, asset owners, and agents that maintain or own hand-powered counter-balanced manlifts. The intent is to clarify inspection and testing requirements to ensure consistent application.

AUTHORIZED USE

A hand-powered counter-balanced manlift has a car frame and platform that is moved in the up and down direction, is powered by hand, and is intended for use by trained personnel. Hand tools and equipment are authorized and permitted so long as the capacity of the car is not exceeded, no equipment protrudes from the car, and the operation of the manlift is not impeded.

APPLICABLE CODE

CSA B311-02 R-2012 Safety Code for Manlifts

This bulletin is intended to guide one through requirements found within code sections 6.1 to 6.19.

ANNUAL HAND-POWERED COUNTER-BALANCED MANLIFT SAFETY TESTS

Annual Safety Tests are an important part of a preventative maintenance program for all elevators, including hand-powered counter-balanced manlifts.

In addition to regularly scheduled maintenance performed on hand-powered counter-balanced manlifts, Safety Tests shall be completed annually. Owners should consider these as additional maintenance activities that are not within the scope of their regular preventative maintenance.

A Safety Test Checklist has been included with the applicable CSA B311-02 R-2012 code clause references. Note that the required component safety tests may be completed individually over a period of scheduled visits, but all tests shall be completed within the calendar year.

The Safety Tests shall be completed by licensed elevator mechanics who are trained and knowledgeable with the maintenance, inspection and testing procedures of hand-powered counter-balanced manlifts.

The completed Safety Test Checklist shall be submitted to elevatorsafety@tsask.ca upon completion of the final component test, but no later than December 31.



Application

This inspection document is designed to indicate compliance of the CSA code B311-02 (Reaffirmed 2012) *Hand-Powered Counterbalanced Manlifts* 6.1 through to and including 6.19 at the time of the inspection.

Clauses 6.1 to 6.19 apply to manlifts in which a car frame and platform is moved in the up and down direction, is powered by hand, and is intended for use by one person at a time. Hand tools and equipment are authorized and permitted so long as the capacity of the car is not exceeded, no equipment protrudes from the car, and the operation of the manlift is not impeded.

Note: Tests outlined in this document are the minimum requirements on required testing. Maintenance contractors may perform additional maintenance, tests, procedures that are required by the manufacturer.

MAINTENANCE AND INSPECTION RECORDS

Every owner of an elevating device and every contractor shall maintain a record or log (commonly in the form of a log book) for each elevating device that they own or maintain. The record or log shall contain up-to-date data and entries on all maintenance, tests and inspection activities. The record or log shall be available at the location of the elevating device to an inspector, maintenance mechanic, and other persons designated by the owner. The record or log shall be kept for at least five years from the date of the last entry.



UNIT DETAILS	Contractor Name & Licence Number:		
	Unit Licence Number: Make Model		
	Address:		
	City:		Building Name:

CSA B311-02 R-2012	Condition/Results/Data/	Corrective Action? Y/N	Mechanic's signature & EDM Number & Date of tests/examination
Capacity 6.2.2			
Car Top Overtravel 6.4.2			
Protection of Spaces below Hoistways. 6.5 (a)			
Car Construction 6.10.7 Test & Examination			
Car Construction 6.10.8			
Safety Latch 6.11			
Floor Stop Pin 6.12 Test & Examination			



CSA B311-02 R-2012	Condition/Results/Data/	Corrective Action? Y/N	Mechanic's signature & EDM Number & Date of tests
Illumination of Cars and Hoistways 6.13			
Suspension Means 6.15.1			
Counterweights 6.16			
Hand Rope 6.18			

TSASK

Elevator and Amusement Ride Inspections

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