Inspection Check List for: Elevator

Disk account	
Risk assessment Frequency of the In-service inspection done by the user/owner	Each 6 month
operation manual & Maintenance Record available upon request write either(• both available, • operation manual only)	NA
Labels and decals for operation on the lift write either(• available • owner provided)	Available
Previous 3rd party certificate if any write either (•New equipment (first inspection) • present and valid • present and invalid • Not available)	Available
Operator training proof write either (• training certificate available• brief training provided by inspector• Experiences proof)	NA
Operator training proof write either (• training certificate available• brief training provided by inspector• Experiences proof)	NA
Appropriate PPE for the operator write either (• helmet • shoes , • harness, • safety reflection jacket)	ALL PPE
Is the environmental contain any hazardous conditions such as, extreme humidity, dust, sand, salt air, etc. write either (• air conditioning• periodic break• water present• supervision • safety goggles)	NA
Is the location is next foot walks or traffic workstation or public areas write either (• present, • site condition not required)	No Traffic
Isolate all area, and put sign board for inspection progress write either (• present • site condition not required)	NA
Manufacture documents matching the lift installed write either (• yes matching • verification with the manufacture after inspection)	Yes matching
Ensure the foundation/test area floor is adequate and leveled write either (• leveled, leveled with ease of facility/equipment)	NA
Housekeeping, where applicable write either (• clear • clear after rectification)	Clear
Wind speed within the limits (12.5 m/s) write either (• within the limit, • waiting to be reduced)	NA
Hazards from electrical lines write either (• obstruction provided • safe distance)	Secured
Approval from structure engineer/authority for the foundation write either(• approval available • inspector verification on the foundation (torque test for bolts & visual inspection))	Approval
Adequate lighting	Good
Preform tools box meeting	NA
Falling form height hazard write either (• safety harness worn • barrication provided)	Guarded
Is there any Mechanical hazards, Generated by machine parts or work pieces such: shape, inadequacy of mechanical strength, Crushing, impact, contact of person with machine.	NA
Elevator-Machine room	
Machine room door & label (A label showing "Access forbidden for unauthorized persons" shall be posted on machine room door, m/c room door shall be minimum 2m x 0.6m – outward opening with unlock without a key when locked	NA
Clear height of 2.10m working area, horizontal area in front of controller 0.7m width 0.5m or full width of control cabinet, clear height of movement not less than 1.8m.	NA
clear vertical height at least 0.3m above unprotected rotating parts of the machine,	NA
Ferrule projection at least 50mm above the slab of finished floor)	NA
Machine room condition (A/C, lighting, tidy) (5-40oc & 200 lux)	NA
Fire extinguisher / sprinkler system (when sprinklers are used activation shall possible, when the lift is stationary at a landing and the electrical supply of the lift and lighting circuits are automatically switched off by the fire or smoke detection system)	NA
Wire rope & termination condition(Rope end termination – wedge, ferrule secured eye or swage terminals) Rope traction (5.5.3)	Safe
a) No slip when loaded with 125% of rated load	Safe
b) Deceleration during emergency braking whether loaded or empty –to decelerate to a speed which is lower or equal than the speed for which the buffers are designed	Safe
c) Not possible to raise empty car up when counterweight is stalled (either the ropes shall slip on traction sheave or the machine shall be stopped by an electric safety device	Safe
d) Nominal diameter of ropes shall be at least 8mm (EN 12385-5 for properties(5.5.1)	Safe
e) The minimum number of ropes or chains shall be two	Safe
Sheave & pulley condition (The ratio between pitch diameter of sheave, pulleys or drums and the nominal diameter of ropes shall be at least 40mm)	Safe
Braking system: a)shall have an electro-mechanical brake (friction type), but may have in addition other braking means (electric)	Safe
Braking system: b)Capable of stopping car in downward with rated speed and load plus 25%. The average retardation of car shall not exceed that resulting from operation of safety gear or stopping on buffer	Safe
Braking system: c)All mechanical components of the brake which take part in the braking action shall be installed at least in 2 sets. If one of the	Cl. C.
brake sets is not working due to failure of a component a sufficient braking effort to decelerate, stop and hold the car, travelling downwards at rated speed and with rated load in the car and upward with empty car shall continue to be exercised.	Safe
Braking system: d)The machine shall be capable of having the brake released by a continuous manual operation (electrical or mechanical)	Safe
Braking system: : e)It shall be possible to test each brake set independently from outside of the well	Safe
Braking system: : f) Manual rescue instruction shall be displayed near brake release area.	Safe
Governor system: A)The aim of the test before putting into service is to check mounting, correct setting and the soundness of the complete assembly, comprising car and decorative finishes, safety gear, guide rail and their fixing to the building.	Safe
Governor system: B)The test shall be made while the car is descending with the required load uniformly distributed over the car area with machine running until the rope slip or become slack and under the following condition.	Safe
Governor system: C) Instantaneous safety gear: the car shall travel at rated speed and be loaded either 1. With rated load when the rated load corresponds with table-6 (5.4.2.1) 2. For hydraulic lift with 125% of the rated load except that the load shall not exceed the corresponding table-6 load when the rated load is smaller than the value given by table-6 (5.4.2.1)	Safe

Governor system: D. Progressive safety gear: for traction drive lift the car shall be loaded with 125% of the rated load and travel at rated speed or lower 1. For positive drive lift and hydraulic lift when the rated load corresponds with table-6 (5.4.2.1) the car shall be loaded with rated load and travel at rated speed or lower 2. For hydraulic lift when the rated load is smaller than the value given by table-6 (5.4.2.1) the car be loaded with 125% of the rated load except that the load shall not exceed the corresponding table-6 load and travel at rated speed or lower. 3. When the test is made with lower then rated speed the manufacturer shall be provided curve to illustrate the behavior of the type tested progressive safety gear when dynamic ally tested with the suspension attached. 4. After the test it shall be ascertained that no deterioration. Which could adversely affect the normal use of the lift has occurred if necessary friction components may be replaced visual check is considered to be sufficient. 5. In order to facilitate disengagement of the safety gear it is recommended that the test be carried out opposite a door in order to be able to unload the car.	Safe
	Safe
	Safe
	Safe
	Safe
Governor system: I. 1.25 V + (0.25/V) expressed in m/s – for progressive safety gear with rated speed exceeding 1 m/s.	Safe
Governor system: J. Direction of rotation, corresponding to action of safety gear shall be marked on governor	Safe
Governor system: K. Verify the type of safety year and clearance between safety year and guide rail below the car bottom as per manufacture	Safe
safety gear or 2.) 300 N (5.6.2.2.1)	Safe
tripping points on the governor shall not exceed 250mm related to the movement of the governor rope	Safe
	Safe
pressure) Flexible hoses shall be marked with (name of manufacturer, test pressure, date of test)	NA
m/s. (average retardation shall be 0.2 g - 1 g) – retardation of more than 2.5 g shall not last longer than 0.04s.	NA
·	Safe
	NA
, , , , , , , , , , , , , , , , , , , ,	NA
	NA
valve without overloading the car (5.6.3.7)	NA
	Safe
	NA
	NA NA
, , , , , , , , , , , , , , , , , , , ,	NA
without overloading the car	NA NA
	NA
movement exceeding the rated speed downwards by more than 0.3 m/s	NA
	NA
any similar smooth round parts shall be painted yellow at least in part	Safe
	Safe Safe
	Safe Safe
Motor runtima limitar (Motor run tima limitar For traction drive lifts, causing the de apargizing of the machine and keep it de apargized if	Safe
	Safe
· ·	Safe
3) Motor run time limiter shall function in a time which does not exceed the smaller of following values, a) 45 s. b) time for travelling the full	
travel in normal, plus 10s, with a minimum of 20s if the full travel time is less than 10s. 4.) The motor run time limiter shall not affect the movement of the car under either the inspection operation or the emergency electrical operation.	Safe Safe
Elevator-Electrical	Saic
	Safe
a) This switch shall not cut the circuits feeding - car lighting and ventilation, socket outlet on car roof, lighting of machinery spaces and nulley	
rooms, lighting of the well. b) The switch shall be located in the machine room in the control cabinet where no machine room exists, at the emergency test panel when	Safe
control cabinet is mounted in the well.	Safe
	Safe Safe
Electrical layout & its termination	Safe

protection by means of RCD with residual operating current not exceeding 30mA shall be provided for socket outlets, control circuits & safety chain having more than 50 V AC and circuits on the car having higher voltage than 50 V AC	Safe
Insulation test (Insulation resistance shall be measured between all live conductors and earth (for nominal circuit voltage ? 500 V, test voltage 500 V and the insulation resistance value shall be ? 1 Mega Ohms) Earthling value shall be less than 0.5 ohms	Safe
Earthing test (loop impedance method)	Safe
No continuity between earthing (PE) and phase	Safe
continuity test between earthing and metallic parts (0-5 ohms)	Safe
conditions of electrical wire , loose ,security	Safe
	Safe
	Safe
Elevator-Cabin	
Cabin condition(check cabin condition, SWL, No of persons, serial number and take measurement of cabin size)	Safe
Emergency lights – 5 lux for 1 hour at (should come on automatically upon failure of normal lighting)	Safe
Each alarm initiation device in the car and on the car roof	Safe
Emergency light: In the center of the car 1m above the floor	Safe
Capacity instruction plate as per cabin area (Available car area – measured wall to wall car body inner body dimensions – (area behind car door if not deeper than 100mm is not required to be counted if more it shall be counted) (5.3)	Safe
Car door operation 1) The effort need to prevent the door closing shall not exceed 150N excluding the first third of the travel of the door	
(Prevention shall initiate a reopening of the door and it does not imply that the door shall not open fully) 2) Non automatic power operated door: when the closing of the door is carried out under the continuous control and supervision of the user by continuous pressure on a button or similar	Safe
Reopening door device (safety edge / sensor) Protective device to initiate automatic reopening of the door(light curtain shall cover opening over the distance between at least 25 mm and 1600mm above the car door sill).	Safe
Car operating panel condition	Safe
Car toe guard (at least half of un locking zone +50mm & width al leased clear opening +25mm, 300n on 5 sq. cm no permanent deformation 15mm)	Safe
Run-by clearance	Safe
Car door mechanism: Clear Height of entrance 2 m.	Safe
Leveling between the sill's at all floor (Car sill to landing sill ? 35mm - The levelling accuracy shall not exceed 20mm)	Safe
	Safe
Elevator-Car top, hoist way	
	Safe
	Safe Safe
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Top & run-by clearance (When the car is at its highest position at least 1 clear area where a refuge space can be accommodated shall be provided on car roof (Postures - Upright – 0.4 X 0.5 X 2 m, Crouching – 0.5 X 0.7 X 1 m	Safe
	Safe
Sign on or near counterweight screen – may allowed clearances between the counterweight and counterweight huffer when car is at its unmost	Safe
	Safe
When the car is at its highest position – lowest part of ceiling and the highest part of guide shoes or rollers, rope termination, header or parts of	
vertically sliding doors shall be at least $-0.1+0.035$ (V) ²	Safe
	Safe
+ 0.035 (V) ²	Safe
	Safe
	Safe
	Safe
	Safe
Elevator-Pit	
floor (Postures - Upright – 0.4 X 0.5 X 2 m, Crouching – 0.5 X 0.7 X 1 m, Laying -0.7 X1.0 X 0.5 m)	Safe
	Safe
When the car is at the lowest position (completely compressed buffer)- vertical distance between highest parts fixed in the pit (e.g.;- tensioning device for compensating ropes being in its highest position, jack support, pipes and other fittings, and the lowest parts of the car except for the above case shall be at least 0.3m)	Safe
Pit light, ladder & stop switch (?1.6m - 1 stop switch 0.4m from lowest landing & 0.75m horizontal from door frame inner edge, >1.6 - 2 stop switch shall be provided)	Safe
Run-by clearance for counter weight (at least run by clearance should be 250mm)	Safe
Safety gear clutch Safety gear a) Data plate (name of manufacturer, type test certificate number, type of safety gear, if adjustable shall be marked with permissible load range or the adjustment parameter)	Safe
Safety gear clutch Safety gear b) Car safety gear shall be of progressive type	Safe
	Safe
Safety gear clutch Safety gear d) For counterweight- progressive type shall be used if rated speed exceeds 1m/s and other it may be of instantaneous type	Safe
Safety gear clutch Safety gear e) Retardation – for progressive safety gear – free fall with rated load in car the average retardation shall lie in between 0.2g and 1g.	Safe
	Safe
	Safe
Electric switch monitoring the tension on governor wire rope is not installed.	Safe
·	Safe
shall be at least 0.5 m. This may be reduced to a minimum of 0.1m for any part of the apron or parts of the vertically sliding car door	Safe
Elevator-documents	G 0
	Safe
Elevator-Load Test	
unloading phase, it shall be corrected to +/- 10 mm.	Safe
warning – doors should be brought into fully open position.)	Safe
Elevator-Description	
Tivne of Lift	Electrical Elevator
	10873363-L4
Type of Doors	Central opening
Measurement of Car Area	2.6sqm
ICanacity and no of Person	1150kg- 15persons
No of Floors Served	G+1-8/9stops
Type of Buffer	Hydraulic
Model & Year of installation	KDM-2007
I vpes of Governor and Wire rope Diameter	Over speed- 6mm
IMotor Rating	11.7kw- 139rpm
Rated Speed	1.75m/sec

Type of Machine	Gearless MRL
Machine Serial number	170398
Date and Proof Load Test	1437.5kg
Wire rope Diameter & No of falls	8mm-6falls
Make and types of interlock safety device	Electro mechanical
	Lock
Type of Inspection	Periodic
Date of Last inspection	16-07-2020
Installer and Maintenance Company	KONE
Calibrated Test Equipment's	Dc12-Ldm17- Dmm02
Environmental Conditions	Good
Next Proof Load Test	16-07-2024
Major Repairs (if any)	NA
manufacture	KONE
Sub-contractor parts	KONE
Accredited standard and procedure	BS En 81 20:2014
details of supplementary test e.g NDT	NA
last inspection done by (company name)	B safe
Elevator- Checklist summery	
Machine room door & Label	NA
Machine room condition (A/C, lighting, tidy) (5 – 40OC & 200 lux)	NA
Isolator / Main Breaker	Safe
Wire rope & termination condition	Safe
Sheave & pulley condition	Safe
Brake system	Safe
Governor system	Safe
Hydraulic hoses	NA
Emergency landing device (ELD	Safe
car upper & lower limit switches from control panel	Safe
Floor condition	Safe
Manual lowering rescue instruction board	Safe
Car Cabin condition	Safe
Car door operation	Safe
Car operating panel condition	Safe
Car door mechanism	Safe
Car top Emergency device	Safe
Wire rope termination	Safe
Landing door condition	Safe
Top & Run-by clearance	Safe
Counter weight condition	Safe
Pit condition Pit condition	Safe
Safety Gear clutch	Safe
Over load system	Safe
Elevator- Car & Counterweight buffer	
condition (check the car and buffer condition though buffering the car/counter weight) (5.8.2)	Safe
Positive drive lift shall be provided with buffers on the car top to function at the upper limit of travel	Safe
For hydraulic lifts, when buffers are fully compressed the ram shall not hit the base of cylinder	Safe
Energy accumulation type buffers, with linear (spring) and nonlinear (polyurethane) characteristics shall only be used if the rated speed of the lift does not exceed 1m/s.	Safe
Energy dissipation (oil type) type buffers can be used whatever the rated speed of the lift.	Safe
Type test shall be done for nonlinear type and dissipation type buffers.	Safe
Other than linear type buffers a data plate showing – name of manufacturer, type test certificate no., type of buffer, type designation of liquid in case of hydraulic buffer.	Safe
Energy accumulation type with linear characteristics (spring type) – total stroke of buffers shall be at least equal to twice the gravity stopping distance corresponding to 115% of rated speed (0.135 v²) in meters (i.e, 2 (1.15 v) ²/ (2 g)). However, the stroke shall not be less than 65mm.	Safe
(design should be to take a static load of between 2.5 times and 4 times the sum of mass of car and its rated load (or the mass of counterweight)) Buffers with non-linear characteristics (polyurethane type) – when hitting the buffer with the mass of the car and its rated load or of the counterweight, in case of free fall with a speed of 115% of the rated speed 1.) Retardation shall not be more than 1 g. 2.) Retardation of more than 2.5 g shall not be longer than 0.04s. 3.) The return speed of car or counterweight shall not exceed 1 m/s. 4.) There shall not be any permanent deformation after actuation.	Safe

When the slowdown of lift at the ends of its travel is monitored rated speeds above 2.50 m/s the speed at which the car or the counter weight comes into contact with the buffers may be used instead of 115% of the rated speed. When calculated the buffer stroke shall not be less than 0.42 m.	Safe
Energy dissipation type buffer –the total possible stroke of the buffers shall be at least equal to gravity stopping distance corresponding to 115% of rated speed (0.0674 v²), stroke being expressed in meters. (5.8.2.2) 1.) Hitting the buffer with mass of the car with its rated load, in case of free fall with a speed of 115% of rated speed or reduced speed, the average retardation shall not be more than 1g. 2.) Retardation of more than 2.5 g shall not be longer than 0.04s. 3.) There shall not be any permanent deformation after actuation. 4.) Electric switch to monitor normal extended position 5.) Fluid level checking provision for hydraulic buffer.	Safe
Buffer Type for rated speed Specified buffer type	Safe
Measurement of Pit depth, run-by clearance, buffer stock length, after fully compressed buffer level between landing level to car level accordingly find out the clearance between car toe guard to pit clearance, buffer compressed length. • ? 1.0 m/s Spring • ? 1.6 m/s Spring with buffered return	Safe
Defects	
defect description	

Inspector Name:
Inspector Signature:
Date:
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