

CHECKLIST FOR FIREFIGHTERS' EMERGENCY OPERATION - RECORD OF FINDINGS

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Form Purpose: This checklist is provided to assist authorized personnel performing the annual Firefighters' Emergency Operation inspection as required by 8.6.11.1 of the Elevating Devices Safety Regulation. This checklist provides the minimum requirements for testing FEO, more comprehensive tests may be required.

Unit no.:	Test date:
Tested by:	Last test date:

Item	Description	Pass	Fail	N/A
1	Check for availability of the key used to initiate recall of elevators. Available to only authorized, emergency and elevator personnel. A separate key shall be provided for each switch. (see note)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Recall the elevator to the recall level by use of the Phase 1 recall switch located in the lobby of the designated landing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Verify that the same key can be used to initiate Phase 2 operation in the car.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Verify that the in-car Fire Operation switch functions as follows: (Switch should be marked as either: "OFF-ON" or "OFF-HOLD-ON")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Verify that constant pressure of the car door buttons (in both the open and close directions) is required to complete a full door open or full door close sequence. Where no door close button is provided constant pressure of a floor button is permitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Verify Phase 2 operation (by use of the in-car fire operation switch) by running the elevator a minimum of one floor. (buildings with several floors should be tested over more floors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1	Upon arrival at a floor, operate the doors. Confirm operation as required in Item 5. Also verify that during closing obstruct any electronic door opening device to ensure it is rendered ineffective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Register a Call: When in the "ON" position floor selection is established by means of registering a car call and closing of the doors by means of the door close button or where no door close button is provided, constant pressure of the floor selection means.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Confirm 'security restricted' floors are overridden when running the elevator on Phase 2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4	Cancel a Call: • Cancellation of car calls is by momentary use of the "HOLD" position. • Where there is no "HOLD" position, in a two position switch, momentary use of the "OFF" position shall cancel car calls. • When provided, the 'Cancel Call' button shall cancel car calls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.5	When in the "HOLD" position with the car at a landing other than the recall level and the doors in the fully open position, a car call may not be registered and the car door shall not be able to close.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6	When in the "OFF" position and the car is at a landing other than the recall level, the doors shall close automatically and when the doors reach the fully closed position, the car shall return automatically as if on 'Phase I recall' to the designated landing or the recall level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Record of Findings	Date Resolved

•Phase 1 recall refers to the action where elevators are recalled to the recall level via the recall switch.

•Phase 2 refers to the mode of operation when control of the elevator is achieved by enabling the firefighter key switch in the elevator.

•Conformance with these requirements is the responsibility of the owner as part of elevator maintenance.

•Authorized Personnel: persons instructed in the operation of the equipment and designated by the owner to use the equipment,

Note: Sufficient keys must be available for emergency personal to operate multiple elevators at a time in an emergency or fire scene if required.

A copy of this report shall be made available to elevator personnel and the elevating devices safety officer upon request.