

Required Maintenance Control Program for Elevating Devices

ITS 26-005

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Purpose

With the adoption of the CSA B44-2019 and CSA B355-2019 code editions under the Technical Safety Regulation, the Maintenance Control Program (MCP) provision for elevating devices is reaffirmed as an existing requirement.

While a MCP has always been required, the updated code editions provide clearer requirements respecting maintenance intervals, testing procedures, and recordkeeping.

The MCP is essential for ensuring the continued safe operation and reliability of elevating devices. It provides a structured framework for preventative maintenance, helping owners and elevator contractors mitigate risks, reduce downtime, and meet their responsibilities under the Technical Safety Act and Regulation.

What is an MCP?

A MCP is a written maintenance program for an elevating device that is maintained within the device's logbook together with the required maintenance records.

A MCP is required for all elevating devices, including existing, new, and altered elevating devices.

The MCP is intended to ensure that your elevating device is maintained in accordance with Section 8.6 Maintenance, Repair, Replacement, and Testing of CSA B44. The MCP specifies the examinations, tests, cleaning, lubrication, and adjustments required for the specific elevating device at prescribed intervals.

Each MCP must be developed specifically for the elevating device to which it applies and reflect the equipment type, manufacturer requirements, operating conditions, and applicable code requirements.

The MCP is developed and provided by the elevator contractor responsible for servicing the equipment and implemented by licensed Elevator Mechanics performing the required maintenance activities.

Recordkeeping

The MCP records are to be kept onsite in hard copy within the logbook and be readily available to Elevator Mechanics and ITS Elevator Inspectors.

For new installations, the MCP must be established upon acceptance of the installation. Following an alteration requiring acceptance inspection, the MCP must be reviewed and updated as necessary to reflect the altered equipment.

Note: Required maintenance records belong to the equipment and shall remain on site and shall not be removed.

All activities, including testing, trouble calls, adjustments, repairs, replacements and upgrades, must be recorded in the MCP, including a description of the work completed.

Maintenance records must include, at a minimum:

- date and time,
- description of the maintenance, repair, testing, adjustment, or other work performed; and
- name and Elevator Mechanic's Licence number of the individual performing the work beside each entry.

Note: Entries such as "Maintenance Performed" are not acceptable. Logbook entries must identify the specific tasks performed.

Maintenance Intervals

Maintenance intervals depend on the elevating device type, manufacturer instructions, the code prescribed recommended minimum intervals, equipment age, and frequency of use.

The elevating device contractor will assess these factors and will develop a unique MCP appropriate for the specific elevating device.

Required Periodic Testing

ITS has issued a separate bulletin explaining the required testing. Periodic safety tests are required at prescribed intervals, including one-year, three-year, and five-year testing cycles from the date of installation acceptance.

For more information, please review Bulletin **ITS 26-006 Required Elevator Safety Testing**.

ITS Periodic Inspections

As part of ITS's Elevator Safety Inspection Program, Elevator Inspectors will conduct periodic inspections near the expiry date of the Operating Permit. During these inspections, the MCP will be reviewed to verify that required maintenance and testing activities have been properly recorded and scheduled, where applicable.

If deficiencies are found in the MCP or required documentation is missing, the Elevator Inspector may issue corrective actions. This may result in a delay in renewing the Operating Permit, the device being shut down and sealed out of service, or an administrative penalty under the Technical Safety Act and Regulation.

For more information:

If you have any questions, please contact us at, 204-945-3373 or ITSEDintake@gov.mb.ca.