

NAESA International

## Training Course and QEI Test

ST. PAUL, MN

August 3<sup>rd</sup> -7<sup>th</sup>, 2009

(Please Note: QEI Test Friday)

### LOCATION and TIME:

Training Course will be held at:  
Dept of Labor and Industry  
443 Lafayette Rd  
N. St. Paul, MN 55155

The Course will be from 8:00 a.m. to 5:00 p.m., Monday through Thursday.  
The QEI Exam will be given on Friday 8:00 a.m. to 5:00

### TRAINING COURSE:

Registration fee is \$1,295.00.

Fee includes the QEI Test and a one-year membership in NAESA International (upon receiving a passing grade; for new members only).

You may pay by check (U.S. currency), money order, MasterCard, Visa, or American Express.

### CODE BOOKS REQUIRED FOR CERTIFICATION EXAM:

- \* ASME QEI-I -2007 Standard for the Qualification of Elevator Inspectors
- \* ASME A17.1-2007 / CSA B44-07 Safety Code for Elevators and Escalators
- \* ASME A17.2-2007 Guide for Inspection of Elevators, Escalators & Moving Walks
- \* ASME A17.3-2005 Safety Code for Existing Elevators & Escalators
- \* ASME A17.4-1999 Guide for Emergency Personnel
- \* CSA B44.1-04/ASME A17.5-2004 Elevator & Escalator Electrical Equipment
- \* ASME A18.1-2008 Safety Standard for Platform Lifts & Stairway Chairlifts
- \* ICC/ANSI-A117.1-2003 Accessible and Usable Buildings & Facilities
- \* NFPA 70 / NEC-2008 National Electrical Code
- \* Elevator Industry Field Employees' Safety Handbook-2005 Including the 2006 and 2007 Revisions

### TO ORDER COURSE MATERIALS CALL:

ASME: 800-843-2763

CSA: 800-463-6727

ICC/ANSI (A117.1-2003): 708-799-2300 x371

NEC: 800-344-3555

Elevator World (Safety Handbook): 800-730-5093

### CERTIFICATION:

The QEI Test will be on Friday, August 7<sup>th</sup>, 2009, 8 a.m. – 5 p.m.

If you plan to take the test, you must complete the Application for QEI Certification, Verification of Employment by Supervisor and QEI Test Registration Form.

**Applications will not be accepted after July 17<sup>th</sup>, 2009.**

*You will be notified of your eligibility to take the test.*

**ACCOMMODATIONS:**

Embassy Suites  
175 East 10<sup>th</sup> St  
St. Paul, MN 55101  
Phone: 651-224-5400

Attendees must arrange their own accommodations.

**CANCELLATION POLICY: THE SEMINAR/COURSE FEE OR TEST FEE, LESS A \$50.00 CANCELLATION FEE, WILL BE REFUNDED IF WRITTEN NOTICE IS GIVEN TO NAESA AT LEAST TWO WEEKS PRIOR TO THE START DATE OF THE SEMINAR/COURSE OR TEST. NO REFUNDS WILL BE GIVEN AFTER THIS DATE. INDIVIDUALS WILL BE ALLOWED TO ATTEND A SUBSTITUTE SEMINAR/COURSE OR TEST WITHIN THE SAME CALENDAR YEAR, WITHOUT INCURRING A CANCELLATION FEE, IF THEY SUBMIT A WRITTEN REQUEST TO NAESA PRIOR TO THE ACTUAL DAY OF THE SEMINAR/COURSE OR TEST.**

**NAESA International RESERVES THE RIGHT TO CANCEL THE COURSE**

Problems with the website? Please contact the Tumwater office at 360-292-4968

Updated 1-Apr-09



"In the Public Interest"

# NAESA International

## APPLICATION for QEI CERTIFICATION of INSPECTOR or INSPECTION SUPERVISOR

Please read the certification requirements, qualifications, and duties accompanying this application to determine your eligibility to take the test.



NAESA

LAST NAME:		FULL FIRST NAME:		M.I.
HOME ADDRESS:			CITY/STATE	ZIP
HOME PHONE: ( )	CELL PHONE: ( )	FAX: ( )	NAESA MEMBER: YES NO	
EMAIL ADDRESS:				
PRESENT POSITION:		LENGTH OF TIME IN PRESENT POSITION:	SELF-EMPLOYED? YES NO	
PRESENT EMPLOYER:		NAME & TITLE OF SUPERIOR:		
EMPLOYER ADDRESS:		CITY/STATE	ZIP	
WORK PHONE:		WORK FAX:		
ELEVATOR JURISDICTIONS IN YOUR AREA:		YEARS OF EXPERIENCE IN THE ELEVATOR INDUSTRY:		
CURRENT OR PREVIOUS QEI CERTIFICATIONS: YES NO		NAME OF CERTIFYING ORGANIZATION:		
CERTIFICATION NUMBER:		CERTIFICATION STATUS: ACTIVE INACTIVE SUSPENDED		
REVOKED				
REASON FOR SUSPENSION OR REVOCATION:				

"The NAESA International Certification Program contains provisions for a fair and equitable handling of disputes and provides for a detailed appeals mechanism for the resolution of disputes." Certification Program Manual Section 4.2.6

Describe in detail your experience in the areas shown below:  
All information is subject to verification

### ELEVATOR CONSTRUCTION

Years Performed:	DESCRIBE YOUR DUTIES AS AN ELEVATOR CONSTRUCTOR: (Attach separate sheet if needed)	EMPLOYER:

### ELEVATOR MAINTENANCE

Years Performed:	DESCRIBE TYPES OF ELEVATOR MAINTENANCE YOU PERFORMED: (Attach separate sheet if needed)	EMPLOYER:

### ELEVATOR EQUIPMENT

Years Performed:	DESCRIBE YOUR EXPERIENCE WITH VARIOUS ELEVATOR EQUIPMENT: (Attach separate sheet if needed)	EMPLOYER:

### ELEVATOR INSPECTION

Years Performed:	DESCRIBE TYPES OF ELEVATOR INSPECTIONS YOU HAVE PERFORMED: (Attach separate sheet if needed)	EMPLOYER:

### ELEVATOR EQUIPMENT TESTING

Years Performed:	DESCRIBE TESTS YOU HAVE PERFORMED ON ELEVATOR EQUIPMENT (Attach separate sheet if needed)	EMPLOYER:

DESCRIBE HOW YOU COMPLY WITH THE ASME QEI-1 STANDARD, SECTION 2.1 (See 2.1 – Requirements, below) WHICH STATES “An inspector shall have verifiable experience of at least one year (or equivalent) performing inspections and witnessing tests as specified in ASME A17.1 and ASME A18.1 under the direct observation of a QEI Certified Inspector and/or Inspector Supervisor.”


DESCRIBE HOW YOU COMPLY WITH THE ASME QEI-1 STANDARD, SECTION 2.2 (See 2.2 – Duties, below) PERTAINING TO THE DUTIES OF AN INSPECTOR SPECIFICALLY IN MAKING ACCEPTANCE, ROUTINE AND, PERIODIC INSPECTIONS AND WITNESSING TESTS.

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<b>I CERTIFY THAT THE ABOVE IS TRUE. SIGNATURE</b>	<b>DATE</b>
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**PLEASE INCLUDE COPIES OF ANY CERTIFICATES (INCLUDING NEIEP, CAT AND CET), LICENSES, DEGREES OR OTHER DOCUMENTATION TO SUPPORT THE EDUCATIONAL EXPERIENCES NOTED BELOW. ALSO INCLUDE COPIES OF ANY PREVIOUS OR CURRENT QEI CERTIFICATIONS. FAILURE TO PROVIDE THIS DOCUMENTATION MAY DELAY PROCESSING OF YOUR APPLICATION.**

HIGHEST EDUCATION LEVEL ATTAINED	GRADE SCHOOL (Circle One)	HIGH SCHOOL/TECH	COLLEGE	GRADUATE SCHOOL
	1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
COLLEGE		DATE COMPLETED	DEGREE/CERTIFICATION	
GRADUATE SCHOOL		DATE COMPLETED	DEGREE/CERTIFICATION	
TECHNICAL VOCATIONAL SCHOOL		DATE COMPLETED	DEGREE/CERTIFICATION	
OTHER CERTIFICATES OF PROFESSIONAL/VOCATIONAL COMPETENCE OR LICENSES				
MEMBERSHIP IN PROFESSIONAL VOCATIONAL ASSOCIATIONS				

NAESA OFFICE USE ONLY

TEST DATE:		TEST LOCATION:		APPLICATION ACCEPTED: Circle one: YES NO	
TEST GRADE%:	PASS FAIL	CERTIFICATION NUMBER:	DATE ISSUED	DATE EXPIRES	
VERIFICATION DATE:		SOURCE:	AUTHORIZED BY:		
COMMENTS:					

### Experience Requirements\*

1) Four (4) years' experience in the mechanical and/or electrical aspects in the elevator industry and is a person deemed to meet the A17.1 Code definition of "elevator personnel" and has documented training AND at least one year's experience performing inspections and performing or witnessing tests as specified in A17.1 Sections 8.10 or 8.11 and A18.1. This year may be concurrent with the 4 year's experience.

OR:

2) Two years of college courses in an elevator industry related engineering field (Documentation of education is required.) AND at least one year's experience performing inspections and performing or witnessing tests as specified in A17.1 Sections 8.10 or 8.11 and A18.1.

3) Four (4) years' experience in the mechanical and/or electrical aspects in the elevator industry and is a person deemed to meet the A17.1 Code definition of "elevator personnel" and has documented training AND at least one year's experience performing inspections and performing or witnessing tests as specified in A17.1

Sections 8.10 or 8.11 and A18.1. This year may be concurrent with the 4 year's experience.

OR:

4)2)Two years of college courses in an elevator industry related engineering field (Documentation of education is required.) AND at least one year's experience performing inspections and performing or witnessing tests as specified in A17.1 Sections 8.10 or 8.11 and A18.1.

OR:

5)3)Meet the definition of "elevator personnel"\*\*\* and have documented training AND at least one year's experience performing inspections and performing or witnessing tests as specified in A17.1 and A18.1 as one of the following:

- a) an Elevator Inspector performing inspections for an enforcing authority, or
- b) an Elevator Inspector trainee working under the direct supervision of an Elevator Inspector performing inspections for an enforcing authority, or
- c) an Elevator Inspector performing inspections and licensed by or under the jurisdiction of an enforcing authority, or
- d) an Elevator Inspector trainee licensed by or working under the direct supervision of a licensed Elevator Inspector performing inspections and working under the jurisdiction of an enforcing authority.

\*If the education or experience provided by the applicant cannot be verified, NAESA may administer essay questions from Part 3, (NQ-103, Appendix 3) of the NAESA Certification Manual to determine the eligibility of the applicant to take the certification test. Upon completion of administering the questions, the Executive Director shall make a final determination of the applicant's eligibility and there shall not be any further means of appeal.

\*\*A person deemed to meet the A17.1 Code definition of "elevator personnel" described as: "*Persons who have been trained in the construction, maintenance, repair, inspection, or testing of equipment.*"

### **SPECIAL ACCOMODATIONS**

NAESA is a proud supporter of the *Americans with Disabilities Act*. If you believe that you require non-standard conditions to take any NAESA certification examination, you must make a request *in writing* to Executive Director, NAESA International, 6957 Littlerock Road SW, and Ste. A, Tumwater, WA 98512. Upon receipt of a written request, NAESA will issue to the applicant Special Accommodation Petition forms. These forms must be completed by the applicant and healthcare professionals to provide details and documentation relating to a disability. They must be returned to NAESA seventy-five (75) days prior to the date of the certification examination that you wish to take. **DO NOT SEND SPECIAL ACCOMODATION REQUESTS TO ANY OTHER ADDRESS AND DO NOT MAKE ANY REQUESTS ORALLY. ALL REQUESTS MUST BE IN WRITING.**

### **CERTIFICATION REQUIREMENTS FOR INSPECTORS:** (Ref. QEI-1 Standard; latest edition)

#### 2.1 Qualifications

An inspector shall meet the definition of "Elevator Personnel" in ASME A17.1 Section 1.3 and have documented training and at least 1 year of experience performing inspections and performing or witnessing tests specified in ASME A17.1 and A18.1. Verifiable evidence of training and experience shall be documented with the application for certification to the certifying organization. An inspector shall also verify that he or she meets the following qualifications (see Non-mandatory Appendix B for the recommended qualifications and duties of inspector trainees):

- a) knowledge of personal safety practices, including, but not limited to, the safety practices contained in the Safety Handbook necessary to perform the following:
  - 1) acceptance inspections of new construction
  - 2) routine and periodic inspections of existing equipment
  - 3) inspections of equipment in hazardous environments, where applicable
- b) familiarity with industry terminology, including the following:
  - 1) terms defined and used in ASME A17.1 and ASME A18.1
  - 2) terms used in ASME 17.2
  - 3) terms defined and used in the National Electrical Code
  - 4) administrative terminology used by the jurisdictional authority
- c) ability to read architectural and installation drawings, including hoistway and machine room layouts
- d) working knowledge of electrical, electronic, and circuit construction principles, including but not limited to:
  - 1) voltage, currents, and resistance
  - 2) series and parallel circuits
  - 3) grounding
  - 4) ability to read circuit diagrams

- e) knowledge of the purpose and function of safety devices in the following locations:
  - 1) machine rooms and machinery spaces
  - 2) hoistways
  - 3) on the cars
  - 4) pits
  - 5) escalators, moving walks, and other related equipment
- f) working knowledge of mechanical principles as applied to structures, machines, mechanisms, and the effects of traction on ropes and sheaves
- g) working knowledge of hydraulic principles as applied to the operation of valves, pumps, plungers, piping, and buffers
- h) knowledge of the various types of equipment; their code requirements, uses, and limitations; and any special problems or applications as included in ASME A17.1 (past and present) and local regulations:
  - 1) classifications of usage:
    - a) passenger elevators
    - b) freight elevators (Classes A, B, C1, C2, and C3)
    - c) private residence elevators
    - d) sidewalk elevators
    - e) special purpose personnel elevators
    - f) inclined elevators
    - g) material lifts and dumbwaiters with automatic transfer devices
    - h) dumbwaiters
    - i) elevators used for construction
  - 2) classifications of driving means:
    - a) traction
    - b) winding drum
    - c) hydraulic (direct-plunger hydraulic, electro-hydraulic, maintained-pressure hydraulic, and roped hydraulic)
    - d) screw machine
    - e) rack and pinion
    - f) hand
    - g) belt and chain drives
  - 3) escalators and moving walks
  - 4) inclined and vertical wheelchair lifts and stairway chairlifts (ASME A17.1b-1998 and earlier)
- i) working knowledge of the functions and operation of elevator systems, including machines, motors, governors, and other machine room equipment; controllers; position devices; door operator systems; hoistway systems; safety system testing and functions; pit equipment; escalators; moving walks; electrical devices and hydraulics
- j) knowledge of inspection and testing procedures as described in ASME A17.2
- k) working knowledge of applicable building, fire, electrical, and accessibility codes
- l) demonstrated ability to perform the duties specified in para. 2.2
- m) working knowledge of the requirements of ASME A17.3
- n) awareness of B44.1/A17.5 to the extent that it is specified in ASME A17.1 and ASME A18.1
- o) knowledge of the various types of equipment; functions and operations; their code requirements, uses, and limitations; and any special problems or applications as included in ASME A18.1 (past and present) and local regulations
- p) must have in his or her personal possession the latest edition of QEI-1, as well as the current editions of the documents referenced in para. 1.5(a)
- q) must have workplace access to current editions of documents referenced in para. 1.5(b)

## 2.2 Duties

The duties of an inspector include the following:

- a) making acceptance inspections and witnessing tests to determine whether all parts of the installation conform to the requirements of the applicable code or regulations and whether the required safety devices function as required therein
- b) making routine or periodic inspections and witnessing tests of existing installations to determine that the equipment is in apparent safe operating condition, has not been altered except in conformity to the applicable code or regulations, and performs in accordance with test requirements
- c) reporting the results of the inspection and testing in accordance with the appropriate administrative procedures and the following:
  - 1) the certified inspector's report shall include a clear description of the scope of the inspection performed, including the type of inspection (acceptance, periodic, or routine) and whether or not the inspection was performed in accordance with the applicable requirements of ASME A17.1, Section

8.10 or 8.11, or ASME A18.1, Section 10. If any other type of inspection was performed, the report shall include a complete description of the scope of the inspection. The ASME checklist forms as published by ASME for electric elevators, hydraulic elevators, and escalators and moving walks shall only be used when the inspection complies with the requirements in ASME A17.1, Section 8.10 or 8.11.

- 2) the report shall be signed by the certified inspector, and shall include his or her certification number and certifying agency.
  - 3) all Code deficiencies noted in the report shall include a reference to the applicable code and rule number(s).
  - 4) the report shall include the date and time that the inspection was conducted.
- d) maintain his or her personal copy of QEI-1 to be the latest edition, as well as the current edition of documents referenced in para. 1.5(a)

## **CERTIFICATION REQUIREMENTS OF INSPECTION SUPERVISORS**

### 3.1 Qualifications

An Inspection Supervisor shall have the qualifications of para. 2.1 and the following:

- a) demonstrated aptitude for leadership, administration, and management (should acquire management training within the first year).
- b) demonstrated in-depth knowledge of the applicable codes.
- c) demonstrated ability to perform the administrative and technical duties in para.3.2. An inspection supervisor shall also meet one of the following experience requirements:
  - 1) five years' experience as an elevator inspector or in a job in an equivalent field at an equivalent level, 2 years of which must have been spent dealing directly with elevator inspections.
  - 2) four years' experience as an elevator inspector and a diploma or certificate of successful completion from a technical/vocational school (including high school) in an equivalent field.
  - 3) three years' experience as an elevator inspector and a bachelor's degree in an equivalent field.
  - 4) two years' experience as an elevator inspector and a bachelor's degree in engineering from an accredited school in an equivalent field.
- d) must have in his or her personal possession the latest edition of QEI-1, as well as the current editions of the documents referenced in para. 1.5(a)
- e) must have workplace access to current editions of documents referenced in para. 1.5(b)

### 3.2 Duties

3.2.1 Administrative. The administrative duties of an inspection supervisor include, but are not limited to, the following:

- a) scheduling of inspections and assignments
- b) training of inspectors and, where appropriate, others requiring elevator safety familiarity
- c) development of budget
- d) selection of new inspectors and trainees
- e) maintenance and analysis of records that include records of inspections, accident reports, and inspector performance, including inspector compliance with the requirements of para. 2.2
- f) personnel matters, such as performance appraisals and disciplinary actions
- g) handling public relations matters and serving as a liaison to concerned parties
- h) mediation of disputes
- i) assuring that inspectors under his or her supervision perform their duties in compliance with the requirements of para. 2.2
- j) maintain his or her personal copy of QEI-1 to be the latest edition, as well as the current edition of documents referenced in para. 1.5(a)

3.2.2 Technical. The technical duties of an inspection supervisor include, but are not limited to, the following:

- a) reviewing inspection reports and ensuring enforcement of legally adopted requirements
- b) reviewing applications for waivers and variances and making recommendations to proper authorities as required
- c) mediating disputes
- d) answering questions on Code, and obtaining formal interpretations from code-developing organizations
- e) actively participating in relevant code-developing committees on national, regional, or local levels
- f) assuring review of elevator plans and drawings
- g) investigating complaints and accidents
- h) helping to develop local policies and laws, and advocating adoption of the latest national codes



"In the Public Interest"

# NAESA International

Executive Offices  
6957 Littlerock RD SW, Ste. A  
Tumwater, WA 98512

Phone: 360-292-4968 FAX: 360-292-4973



Dear Applicant,

Changes in the 2004 ASME QEI-1 Standard Section 2.1 (shown below) now require additional qualifications for applicants to become Certified Elevator Inspectors. NAESA International requires the applicant's supervisor or another QEI Inspector or Inspection Supervisor to certify in writing the applicant meets this requirement. Applicants will be disqualified from taking the QEI test without this completed certified approval letter.

## 2.1 Qualifications

An applicant seeking to take the QEI exam shall meet the definition of "Elevator Personnel" in ASME A17.1 Section 1.3 and have documented training and at least 1 year of experience performing inspections and performing or witnessing tests specified in ASME A17.1 and A18.1. Verifiable evidence of training and experience shall be documented with the application for certification to the certifying organization.

I, \_\_\_\_\_, (Please circle one) Supervisor or Certified Inspector/ Inspection Supervisor\* certify that \_\_\_\_\_, employee of \_\_\_\_\_, meets the requirements of ASME QEI-1 Standard Section 2.1 as described above.

Signature: \_\_\_\_\_

\*Certification number: \_\_\_\_\_ Date: \_\_\_\_\_

Employment relationship to applicant: \_\_\_\_\_

Yours in Elevator Safety

Executive Director



"In the Public Interest"

# NAESA International

(National Association of Elevator Safety Authorities International)

Executive Offices  
6957 Littlerock Rd SW Ste A  
Tumwater, WA 98512

Email: felicity@naesai.org Website: www.naesai.org

Phone: 360-292-4968 FAX: 360-292-4973



NAESA

Dotty Stanlaske  
Executive Director

## TRAINING COURSE & QEI TEST REGISTRATION FORM

Personal Information		Employer Information	
Name:		Company:	
Address:		Address:	
City/ State/Zip:		City/State/Zip:	
Home Phone:	Cell:	Work Phone:	Fax:
Email:		Website:	
Title/Job Duties:			
TRAINING COURSE & QEI TEST LOCATION SELECTION			
TRAINING COURSE LOCATION:			
TRAINING COURSE TEST DATE:			
PAYMENT METHOD			
<b>FEE: \$1,295</b>		<i>*Send registration forms to address or fax number provided above. Registration forms will be accepted up to three (3) weeks prior to Training Course and not after.</i>	
NO REFUNDS ON NO SHOWS			
<input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> MO		TOTAL AMOUNT:	
Credit Card #		Exp Date:	
Credit Card Billing Zip Code:		3 or 4 digit Security Code:	
Name as it appears on card:			
I hereby certify that the above information is true, accurate, and complete. <b>SIGNATURE:</b>			<b>DATE:</b>

### PLEASE NOTE:

**APPLICATIONS WILL NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED.**

**CANCELLATION POLICY: THE SEMINAR/COURSE FEE OR TEST FEE, LESS A \$50.00 CANCELLATION FEE, WILL BE REFUNDED IF WRITTEN NOTICE IS GIVEN TO NAESA AT LEAST TWO WEEKS PRIOR TO THE START DATE OF THE SEMINAR/COURSE OR TEST. NO REFUNDS WILL BE GIVEN AFTER THIS DATE. INDIVIDUALS WILL BE ALLOWED TO ATTEND A SUBSTITUTE SEMINAR/COURSE OR TEST, WITHOUT INCURRING A CANCELLATION FEE, IF THEY SUBMIT A WRITTEN REQUEST TO NAESA PRIOR TO THE ACTUAL DAY OF THE SEMINAR/COURSE OR TEST.**

**NAESA International RESERVES THE RIGHT TO CANCEL THE COURSE**