

Inspection, licensing and registration of new and existing elevating devices

Whether you are a new tenant or building owner, properly registering and licensing your new or existing elevating device with the Technical Standards and Safety Authority (TSSA) is required by law and a vital step in ensuring its safe daily operation. Registering your device is simple and straightforward, and to make it even easier, TSSA has created the below step-by-step guide to help you through the process. Below are the steps necessary for registering an **EXISTING** and a **NEW** device.

Registration and Licensing of an EXISTING DEVICE

STEP 1 – Choose a certified contractor

To begin the process, a new building owner or tenant needs to select a contractor to inspect or repair an existing device. If you require assistance with this step, you may contact the TSSA customer service department, M-F, 8 a.m. to 5p.m., (excluding major holidays) at 1-877-682-TSSA (8772) or by emailing customerservices@tssa.org.

STEP 2 – Contractor survey and device repairs

Your contractor should book a time to visit your location and conduct a thorough survey on the elevator to identify any issues. The contractor will run the elevator to ensure there are no issues. If there are issues with the device, the contractor will advise you of them and fix them. The contractor will also preform all outstanding maintenance tasks, complete all category 1 and 5 tests and any outstanding director's orders that may apply to the device.

STEP 3 – TSSA review

Once the contractor has completed their work to the device, they will contact TSSA to book an inspection. This inspection will ensure the elevator complies with the regulations. The inspector will check the equipment, the log book for the device to ensure it is up to date, inspect the license is up to date and background check the contractor. This cost will be incurred by the building owner.

STEP 4 – License issuance and inspections scheduled

Once the TSSA has inspected the device and is satisfied that it meets all safety requirements as outlined in the [TSS Act](#), a license will be issued to the owner of that device (whether the tenant or the owner). The device status is updated in TSSA's records and assigned an inspection frequency for the periodic inspection of the device.

Registration of a NEW DEVICE

STEP 1 – Choose a certified contractor

To begin the process, a new building owner or tenant needs to select a contractor to install a new device. If you require assistance with this step, you may contact the TSSA customer service department, M-F, 8 a.m. to 5p.m., (excluding major holidays) at 1-877-682-TSSA (8772) or by emailing customerservices@tssa.org.

STEP 2 – Contractor Installation and Design Submission

The chosen contractor will install your device and complete a Design Submission for TSSA. Once this is complete, TSSA and the contractor will meet to conduct an acceptance test of the device. If the device passes the device will be issued a new license.

If you have further questions about the registration or inspection of an elevating device, [please contact TSSA today here](#).