

June 21, 2016

INSURANCE INFORMATION NOTICE 2016-9 (Revised)

THIS NOTICE SUPERCEDES PREVIOUS NOTICE 2015-4

SUBJECT: New Elevator Inspection Company and procedures/criteria

Announcement of new elevator company and inspection procedures/criteria

The Office of Risk Management would like to announce that National Elevator Inspection Services (NEIS), a Bureau Veritas company, has been awarded the contract to perform elevator/escalator inspections. The company was founded in 1967 and is the largest third-party elevator and escalator inspection and consulting firm in the United States. NEIS's corporate headquarters is located in St. Louis, MO.

NEIS will start contacting and scheduling elevator inspections soon. They will provide the following services for the State of Louisiana:

- One routine and one annual inspection for every operational elevator per year per ANSI 17.1, Table N.
- Category 1, 3, & 5 tests in accordance with ANSI 17.1, Table N.
- Witnessing of one (1) acceptance test and one (1) full load test for all new construction or modernization/renovation. A two (2) week notice/request is required.
- An electronic report will be sent to the agency within ten (10) days detailing all deficiencies found.
- Coordinate with the agency and/or their maintenance contractor, as needed, the correction of deficiencies. Follow-up inspections will also be on an as needed basis.

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- If a medical emergency occurs involving an elevator or escalator, please report it immediately to Kenin Lynes at the NEIS main office at (314) 620-8648. Upon notification, NEIS will notify ORM and arrive within 24 hours to conduct an investigation. The unit must be removed from operation and secured until NEIS arrives. A medical emergency is defined as an injury involving an elevator or escalator that required an E.R. visit or hospital stay that involved an elevator or escalator.

Jean Wolfe, NEIS Client Account Coordinator, will be contacting agencies to set appointments for all inspections and witnessing of tests. She can be contacted at jean.wolfe@us.bureauveritas.com or (314) 452-1506. Agencies with elevators/escalators that have not been contacted for scheduling must contact Cody Reason, Loss Prevention Supervisor at cody.reason@la.gov or (225)-342-8480.

NEIS **will not** perform any maintenance functions or procedures. If maintenance is needed during an inspection, the agency will have to ensure their maintenance contractor or in-house maintenance personnel is available to perform the necessary task.

When NEIS comes to the site, the agency is required to have available an individual who can assist the inspector in determining the building's correct name and state assigned building I.D. number.

Agencies requiring assistance regarding their elevators or escalators need to send the request(s) to either Cody Reason, ORM Loss Prevention Supervisor, cody.reason@la.gov, (225)-342-8480 or Brett Beoubay, ORM Loss Prevention Manager, brett.beoubay@la.gov, (225)-342-8532. ORM will coordinate with NEIS to schedule the appropriate services.

J.S. "Bud" Thompson, Jr.
State Risk Director