



# EIP STANDARDS, POLICIES & PROCEDURES

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<b>Effective Date:</b>	4/10/2018	<b>Date Revised:</b>	4/10/2018
<b>Updated By:</b>	Elevator Inspection Program (EIP)		

## FALSE SUBMISSION OF A SIGNED AFFIDAVIT - ENFORCEMENT:

Conveyance Regulations 7 C.C.R. 1101-8 Section 2-3-1-3 (3) (a) allow for a Temporary Certificate of Operation (TCO) to be satisfied by the submission of a signed Affidavit showing that the violations have been mitigated. The State of Colorado allows for such Affidavit to be signed by either the conveyance owner, conveyance contractor or a licensed conveyance mechanic. The Northwest Colorado Council of Governments (NWCCOG) only allows for a TCO to be signed by a licensed conveyance contractor or licensed conveyance mechanic.

In accordance with first quarter Bulletin 2018 issued by the Division of Oil and Public Safety – Conveyance Program (OPS), beginning April 1<sup>st</sup> 2018 the fines for a submitting a falsified affidavit have been significantly increased as shown in the Table below.

\*Offenses listed below are per company submission not per conveyance.

First offense within a one year period	\$2,500.00 - Fine must be paid before processing any additional affidavits.
Second offense within a one year period	\$5,000.00 - Fine must be paid before processing any additional affidavits. Meeting with the EIP-Director to discuss the issue.
Third offense within a one year period	\$5,000.00 - Fine must be paid before processing any additional affidavits. Matter reported to the State. Affidavit processing suspended by signing party.

If there is a continued issue with false submissions, NWCCOG will report the matter to the State of Colorado for possible License Enforcement and the NWCCOG will no longer allow the signing party to submit correction affidavits for a time to be determined by the Director of the NWCCOG Elevator Inspection Program.

## AUDIT PROCEDURE:

NWCCOG receives a correction affidavit from the contractor/mechanic – NWCCOG staff will audit a percentage of affidavits received based on the number submitted and may have more focused audits if staff feels inconsistent information is being provided.

## ADDITIONAL PROCEDURES:

Fines assessed by the NWCCOG must be paid before any additional affidavits will be processed for the purpose of issuing a Certificate of Operation.