

**TECHNICAL INFORMATION REQUIREMENTS FOR INSTALLING OR ALTERING
PASSENGER ROPEWAYS AND PASSENGER CONVEYORS**

Date of Issue: January 26, 2026

No: IB-PR-2026-01

General Details

This information bulletin is being issued to clarify the requirements for obtaining an installation permit for the installation or alteration of passenger ropeways or passenger conveyors and outlines the timing for submission of the required technical information.

Specific Details

1. Installation Permit Requirements:

As per SSGR section 17(1), any owner or licensed contractor planning to install or alter a passenger ropeway or passenger conveyor must first obtain an installation permit before any work begins. The application for an installation permit must be submitted to and filed with a provincial safety manager in the required form: FRM-1446 Passenger Ropeway Installation Permit Application Form.

2. Technical Information Package Requirements:

A technical information package, as specified in section 25 of the EDSR, is required to be submitted and filed with the provincial safety manager before installing or altering a passenger ropeway or passenger conveyor.

- a) For situations where not all technical information is available at the time of application for new installations or installations undergoing a major alteration, the following requirements shall apply:

Note: See appendix 2 for a list of alterations considered as major alterations.

- I. All items as indicated in part 1 of the Passenger Ropeway and Passenger Conveyor Technical Information Package Document Checklist (see appendix 1) are to be submitted with the installation permit application (FRM-1446).
- II. All items as indicated in part 2 of the Passenger Ropeway and Passenger Conveyor Technical Information Package Document Checklist (see appendix 1) are required to be submitted prior to requesting an acceptance inspection.
- III. All items as indicated in part 3 of the Passenger Ropeway and Passenger Conveyor Technical Information Package Document Checklist (see appendix 1) are required to be submitted upon completion of the acceptance inspection.
- IV. The installation permit form (FRM01446) includes the technical information package document checklist. This checklist must be included at the time of application (see appendix 1).

- b) For minor alterations of passenger ropeways or passenger conveyors, the following requirements apply:

- I. All technical information must be submitted at the time of application.
- II. The seal of a professional engineer may not be required for minor alterations.
- III. As per CSA Z98-14, section 4.2.1, the alteration must be documented, verified, and certified by the designer.

Appendix 1:

Passenger Ropeway and Passenger Conveyor Technical Information Package Document Checklist

Instructions: As specified in section 4.37.2 of the CSA Z98 Code, the applicant shall indicate which documents are applicable to the new installation or alteration(s) and which documents have been provided. This form and any associated documents may be resubmitted whenever necessary throughout the project.

Project Name (or Ropeway Name):		Unit Number (optional part 1):	
Company Officer's Name:		Phone:	
Company Officer's Signature:		Date of Submission:	

Part 1: Documents Which Are Required to Be Submitted With the Installation Permit Application for All New or Relocated Devices:

Item	Applicable – y/n	Provided – y/n	Comments
Plan and profile			
Preliminary rope line calculations			
Land use permission			
Referenced standards			

Part 2: Documents Which Are Required to Be Submitted Prior to the Acceptance Inspection for All New Devices or Major Alterations:

Item	Applicable – y/n	Provided – y/n	Comments
Factors of safety			
a) ropes			
b) rope grips and sockets			
c) hangers			
d) foundations			
e) tensioning			
f) telephone and signal cables			
g) brakes			
h) cabins			
i) towing members			
j) chains			
Destructive test results			
a) haul rope			
b) track rope			
c) tensioning rope			
d) counter rope			

Drawings of			
a) towers			
b) upper and lower stations			
c) sheaves and sheave assemblies			
d) tensioning sheaves			
e) deropement equipment and switches			
f) main drive			
g) rope grips			
h) hangers and spring boxes			
i) hangers, chairs, cabins, cars, carriage			
j) brakes and/or rollback device			
k) tensioning system and details			
l) foundations of all structures			
m) electrical power and lightning protection			
n) electrical controls			
o) communications schematics			
p) hydraulic schematics			
q) haul, track, counter, tensioning rope details			
r) structures or buildings			
s) safety circuit			
t) manual evacuation equipment			
u) service and inspection platform(s)			
v) ramps, decks, stairs			
w) other			
Operations manual			
Maintenance manual			
Acceptance test procedure			
Bearing strengths of soil (assumed or tested)			
Concrete test reports			
Statement of foundation construction			
Rock anchor pull tests			
Calculations of snow creep			
CWB welding or alternative			
Non-destructive test of rope grips and numbering			
Non-destructive test of hangers			
Fatigue/endurance or strength data			

a) Rope grip			
b) Chair or cabin			
c) Hanger arm			
d) Carriage			

Part 3: Documents Which Are Required to Be Submitted Upon Completion of the Acceptance Inspection, if Applicable:

Item	Applicable – y/n	Provided – y/n	Comments
As-built profile			
As built rope line calculations			
Haul rope splice certificate			
Non-destructive test of haul rope			
Non-destructive test of track rope(s)			
As-built foundation drawings			
Concrete test reports			
Manual evacuation plan			
Professional Engineer's declaration (see section 32 of the EDSR)			

Appendix 2:

List of Major Alterations

One or more of the following changes on a passenger ropeway or passenger conveyor shall be considered a major alteration:

- (a) an increase or decrease in;
 - (1) the rated speed of the ropeway or conveyor; or
 - (2) the maximum capacity of the ropeway or conveyor, including downhill capacity;
- (b) an increase or decrease by more than 10% or an accumulated increase or decrease by more than 10% of the dead weight of the carriers or counter-weight system;
- (c) an increase or decrease in the length of the travel of the passenger ropeway or passenger conveyor;
- (d) a change;
 - (1) in the carrier design or manufacturer, including the grip or hanger;
 - (2) in the line sheaves or sheave assemblies design;
 - (3) in the type of power supply to the machine;
 - (4) in the type of drive, including the auxiliary or evacuation drives;
 - (5) in the location of a machine or tensioning system;
 - (6) in the type or design of the tensioning system;
 - (7) in the hydraulic working pressure of the tensioning system above or below 5% of the original specified tension range specified by the designer;
 - (8) in the braking system design;
 - (9) that would result in a re-classification of the passenger ropeway;
 - (10) in tower length, tower foundations or an addition or relocation of a tower;
- (e) a change in;
- (11) the method or type of motion control; and
- (12) location of the controller.
- (f) replacement of the controller;
- (g) an alteration to the controller, other than a change to the motor starters;
- (h) replacement of the drive; and
- (i) the addition of a loading or unloading conveyor.

Note: A change to the original or current design specifications of the passenger ropeway or passenger conveyor not listed as a major alteration shall be considered a minor alteration.

Provincial Safety Manager – Passenger Ropeways

References:

Safety Standards Act
Elevating Devices Safety Regulation
Safety Standards General Regulation