

# Product Upgrade Instruction (Compulsory)



*Subject: Pit Stop Switch/Access Alert Wiring*

**Florence**

*Product: G2O, G2S, HYD, MOD, Skyrise and HVS*

**No.:** PUI 16-20-004

**Date:** September 18, 2020  
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**+TO:** All Construction Superintendents  
All Construction Field Associates (Supt. To Ensure Distribution)  
RFOMs, RFEs, Safety, NAES, Field Support Staff

**FROM:** Paul Cornett – G2S Field Support, Mgr.  
Carrie Bunch – Mgr., PUI & Quality Compliance

**DEADLINE DATE:** April 6, 2021

## GENERAL

Prior to commencement of work, read the entire procedure and complete a Job Hazard Analysis (JHA). If you are unsure about the work task at hand, immediately stop work and consult with your supervisor.

### 1. AFFECTED UNITS/SHIPMENTS

This PUI affects some Gen 2 Underslung (G2S) Gen 2 Overslung (G2O) and HydroFit (HYD) units shipped between May 2017 and October 2018. This PUI also affects some MOD, HVS and Skyrise units shipped between May 2017 and June 2020. This PUI affects the foregoing units equipped with access alert AAA27076HF7 and HF8, the non-integrated type.

### 2. ISSUE

#### 2.1 Description

The traditional/modernization Access Alert for the elevator pit can present a safety hazard if wired improperly. If the safety chain circuit and the alarm box circuit are landed on the same set of contacts, the alarm box circuit can hold the safety circuit closed when the pit switch contact is in the open position.

**This work will be completed by one person.**

### 3. CORRECTIVE ACTION(S)

#### 3.1 At Supplier and/or Component

The factory started shipping an integrated Access Alert / Pit Switch for G2S, G2O and HYD products that contains two contacts in October 2018. The supplier to the factory started shipping dual contacts in the switches for the HVS, MOD and Skyrise products in June 2020.

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## 3.4 Field Implementation

### Elevator Cardinal Rules

- ALWAYS** use fall protection when a fall hazard exists.
  - ALWAYS** lock and tag out equipment when power is not required.
  - ALWAYS** control live electricity and rotating equipment when working within close proximity of the hazard.
  - ALWAYS** establish and maintain control of the elevator prior to accessing/egressing the hoistway, working on the car top and in the pit.
  - ALWAYS** follow proper jumper procedures.
  - ALWAYS** use certified and inspected hoisting and rigging equipment.
- 
- NEVER** ride the car top with the elevator in normal operation.
  - NEVER** work above or below others when working in the hoistway.

**For details, refer to the field instructions, Field Instructions 16-20-004 Pit Stop Switch / Access Alert Wiring.**

## 4. REQUIRED MATERIAL

### 4.2 In Field

The local offices will be responsible both financially and for ordering material for this PUI. **Listed below are the suggested parts to have on hand for this PUI.** This material will cover 4 standard pits and 1 walk in pit corrections if needed.

Part Number	Description	Suggested QTY
AAA635L17	Pit Stop Switch Contact	5
AAA635L12	Square D Stop Switch	1
AAA22800AZ1	AccessAlert Alarm Box Standard Pit	4
AAA22800AZ2	AccessAlert Alarm Box Walk in Pit	1
AAA27076HF100	Replacement Battery Pit Buzzer Box Qty 2 -	10

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All parts are lined up at OSC, there are no kits for this PUI. Orders should flow like any order for any part.

## 5. COST SETTLEMENT ACCORDING TO WHQ POLICY Q-9

### Material & Shipping Cost.

All material costs will be covered by the local office.

**Labor:** The work in this PUI is to be completed by a Single person.

A total of 0 hours per unit will be applied upon completion. Please refer to this PUI, and the appropriate part number listed in the AUL. Please use charge number 99116.

**Please Note:** In order to receive credit for completion, the completion information **must be entered at the WHQ PUI Online website.** If the completion certification is not entered into the WHQ system within 30 days of the PUI expiration date, labor credit may not be provided. See the following Certificate of Completion instructions on page 5 of this document.

### Off Portfolio Units:

For any unit that is turned over, but not currently under an Otis maintenance contract, the local sales representative will contact the building owner. The building owner maintenance will perform the test and inspection. If there is an issue, the building owner should then contact Otis to do the work. If the customer agrees to have work completed by Otis, the sales representative should email the branch maintenance manager in charge of coordinating PUIs. For off portfolio units to be "closed out" under this PUI, the local maintenance manager must certify that they have in fact completed the required work. For all units proper documentation of correspondence must be uploaded to PUI online by the sales representative

### Affected Units List (AUL):

Please reference PUI Online for AUL.

### Shipping Costs

Shipping costs are not covered, standard costs will apply.

**Attachments:** 1) Approval Form

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## APPROVAL FORM

Signatures with an (\*) are required.

Name	Signature	Date
Carrie Bunch / Paul Cornett Originator*	Carrie Bunch	7/29/2020
Robert Gokey Exec Director, Mfg. & Supply Chain NAA*	Robert Gokey	9/29/2020
Dot Mynahan Dir, Field Svc, NHQ, LAR Headquarters*	Dot Mynahan	9/25/2020
Kristina Ciaffi Dir, Gen Legal, NHQ, Legal-Com*	Kristina Ciaffi	9/16/2020
Alcides Lima Sr Dir, Controller, Americas, NHQ *	Alcides Lima	9/23/2020
Doug Taylor Dir, Qlty Assurance, NHQ,Quality	Doug Taylor	7/29/2020
Ken Litteral Assoc Dir, NewEquip/Mod, TFP,Field Support	Ken Litteral	7/29/2020
Gonzalo Gonzalez Dir, Gen Engrg, TFP,New Prod - Mechanical Eng		
Doug LaBrecque Assoc Dir, NAA Service Engineering	Doug LaBrecque	8/4/2020
Esteban Perez Assoc Dir, Qlty Assurance, TFP,Quality Admin		
Amy Kesmodel Assoc Dir, Acctg&Ctrlshp, TFP,Finance	Amy Kesmodel	8/4/2020
Russ Larson Assoc Dir, Govt Rel NHQ,Quality	Russ Larson	7/30/2020
Brian Walencik Sr. Dir, EH&S Gnrlst, NHQ,Safety & Environ Control	Sharon Feeney for Brian Walencik	9/2/2020

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## CERTIFICATE OF COMPLETION

To record completion, access the WHQ PUI Online site at URL:  
<http://as6.whq.otis.com/CI/login.aspx>

Use your Otis E-mail address and network password to enter WHQ PUI Online.

Next, click on the **View PUI** menu at the top of the page. From the **PUI Number** drop down menu, select this PUI number from the list of active PUIs.

The screenshot shows the WHQ PUI Online interface. At the top, there is a navigation bar with 'View' highlighted. Below it is a search criteria section with various dropdown menus. The main content area displays a table of active PUIs. The table has columns for S.No, Number, Description, Product, SubSystem, Source, Type, Issue Date, Deadline Date, Units/Company, Document, Material Total (\$), Field Hrs, and Comp.%. Two rows are visible, with the first row having 3,267 units and the second row having 475 units. Red arrows point from the text above to the 'View' menu item and the 'Units/Company' column in the table.

S.No	Number	Description	Product	SubSystem	Source	Type	Issue Date	Deadline Date	Units /Company	Document	Material Total (\$)	Field Hrs	Comp.%
1	73-14-M02	Key Switch Compliance	Multiple	Car Door	Madrid	Compulsory PUI	13 Jan 2014	13 Sep 2014	3,267	View	0	3,287	0%
2	73-14-M03	Protection ceiling light wiring	Gen 2	CAR	Madrid	Compulsory PUI	09 Jan 2014	09 Sep 2014	475	View	0	0	0%

**To enter PUI completions:** click on the “Units/Company” number that displays the total number of affected units for that PUI (in this example, **click on the number 3267**).

This will bring up the affected units list; find the correct unit on the affected units list (AUL) and then enter the date of the PUI Completion.

**To view a PUI Document:** Simply click on the PUI Document link to **View**

**Please Note:** In order to receive credit; the completion information **must be entered at the WHQ PUI Online website**. **Faxing is no longer permitted**. If the completion certification is not recorded within 30 days of the PUI expiration date, labor credit may not be provided.

***At the WHQ PUI Online Site, you can also check the completion status of a specific PUI by Machine or Branch. You can also Export completion reports to MS Excel. Refer to the Help menu for further details***