

Amusement Device Mechanic Policies and Procedures



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1. Background

This policy describes and sets out policies and procedures related to the Amusement Device Mechanic Certification Program administered by the Technical Standards and Safety Authority (“TSSA”).

The Amusement Device Mechanic Policies and Procedures has been developed in consultation with the Amusement Devices Training and Certification Advisory Board (the “TCAB”) operating under the authority of the Director under the *Technical Standards and Safety Act, 2000* (the “Act”). The qualifications and training herein are established under section 32(1) of the Act.

The Policies and Procedures has been established to provide a set of reference points and guidelines to Amusement Device Mechanics, Amusement Device Licensees and the industry in general.

The Policies and Procedures contained herein are subject to revision and enhancement as and when required.

2. Definitions

In this policy:

- **“direct supervision”** means supervision provided by an on-site mechanic who is qualified to work on the equipment on which work is being performed and is readily available to assist in the performance of the work
- **“general supervision”** means supervision provided by a mechanic who is qualified to work on the equipment on which work is being performed and is readily available to assist in the performance of the work, but who is not in proximity to where the work is being performed
- **“mechanic”** means a person who holds a certificate referred to in Ontario Regulation 187/03 subsection 3 (1)
- **“mechanic-in-training”** means a person working under the supervision of a mechanic for the purpose of obtaining the qualifying time required for a certificate referred to in Ontario Regulation 187/03 subsection 3 (1)
- **“skills passport”** means a document that contains a record of training on work tasks that bears the signature of a supervising certificate holder
- **“supervising certificate holder”** means a mechanic who has documented experience on the class of device with respect to which he or she is providing supervision



3. Certification Categories

The following certification categories are made in *Ontario Regulations 187/03, Certification and Training of Amusement Device Mechanics* (the “Regulation”).

- Amusement Device Mechanic, Amusement Ride (an “ADM-AR certificate”)
- Amusement Device Mechanic, Go-Kart (an “ADM-GK certificate”)
- Amusement Device Mechanic, Water Slide (an “ADM-WS certificate”)
- Amusement Device Mechanic, Bungee (an “ADM-B certificate”)
- Amusement Device Mechanic, Inflatable (an “ADM-I certificate”)

More information on the detailed scope of the certification categories is available in the Regulation.

4. Certification – Rights, Privileges and Obligations

Once certified, Amusement Device Mechanics receive and are entitled to the following:

- An application for renewal before the date of expiration on the certificate, which expires on the second anniversary of the holder’s date of birth after the certificate has been issued.
- The right to use of the phrase “TSSA Certified” in any advertising and promotion materials, but only where such use is specifically associated with the scope of the certificate. This does not include the right to reproduce or use the TSSA logo in any fashion.
- Access to the Code Adoption Document, Director’s Orders, Interpretation Bulletins, Advisory Bulletins, Practical Skills/Experience Sign-Off Documents, Curriculum Documents (including future revisions and/or enhancements), etc., which will be available online at www.tssa.org.
- Access to media releases, TSSA sponsored information sessions and the *Exchange Safety Blog*.

Amusement Device Mechanics are obligated to:

- Only perform duties under the scope of their certificate, on a class of device that they have experience.
 - An Amusement Device Mechanic who does not have experience on a class of device shall not perform the functions without the direct supervision of a certificate holder who has experience on the device class.
- Notify the TSSA within 30 days after any change in his or her address.
 - TSSA is not responsible for misdirected notices or renewals resulting from the certificate holders failure to update his or her address.
- Comply with the requirements for renewal of a certificate as outlined in Ontario Regulation 187/03.
- Maintain a Practical Skills/Experience Sign-Off Document (Skills Passport) that accurately reflects their experience and training in the industry.



5. Practical Skills/Experience Sign-Off Document

The Practical Skills/Experience Sign-Off Document (the “Skills Passport”), has been developed by the Amusement Device TCAB and is considered as a mandatory requirement when applying for a certificate as an Amusement Device Mechanic (ADM).

The Skills Passport is designed to provide a visual representation of the experience and skills acquired in a number of specific areas. The Skills Passport also serves to highlight those areas in which a mechanic-in-training or a fully certified ADM may need additional experience or training.

The mechanic-in-training or ADM has the primary responsibility to ensure the Skills Passport is up-to-date, and in conjunction with their supervising mechanic(s) shall ensure the Skills Passport accurately reflects the experience and training gained during the qualifying period.

The mechanic-in-training or ADM shall maintain the original copy of the Skills Passport throughout their career, and is obligated to produce copies of the Skills Passport to TSSA upon request.

Note the following:

- The Skills Passports for all ADM certification classifications are found at www.tssa.org.

Supervising Mechanics/Sign-Off Authorities:

- In each section of the Skills Passport there are two signatures/dates required.
- Each on the job performance objective may only be signed after the skills in the section of the Skills Passport have been thoroughly demonstrated.
 - Experience and training is to be documented only at the time experience has been demonstrated and validated by a fully certified Supervising Mechanic.
 - The Supervising Mechanic has the responsibility and obligation to ensure the skill has been adequately performed and to sign-off the Skills Passport.
- Skills Passports received/reviewed by TSSA that identify concurrent or inaccurate dates, signatures, etc. will be required to submit supplementary documentation attesting to the Skills Passports validity.
- Must complete the section titled *Skills Passport Sign-Off Summary Page* by providing a full name, date, signature, company, and certificate number. These sections are mandatory for certification.



6. Certificate Requirements

In order to obtain a certificate of qualification (a “certificate”) from the TSSA as an Amusement Device Mechanic, described in [Section 2: Certification Categories and Scopes](#), the mandatory requirements of this section apply. A Summary of Certificate Requirements are outlined in **Table 1**.

Table 1: Summary of Certificate Requirements:

CERTIFICATE REQUIREMENTS				
Certificate Classification	Practical/Demonstrated Skills	Declaration of Work Experience	Examination	Skills Passport
ADM-AR	8,000 hours	Required	CV	Required
ADM-GK	1,800 hours	Required	CV	Required
ADM-WS	1,800 hours	Required	CV	Required
ADM-B	3,200 hours	Required	CV	Required
ADM-I	240 hours	Required	CV	Required
ADM-Zip Line	1,100 hours	Required	CV	Required

Legend:

Practical/Demonstrated Skills – 1 year = 2000 hours, 1 month = 166 hours

CV – Class Specific Version of Provincial Knowledge Examination

Applicants for any certificate classification(s) must complete the required practical/demonstrated skills for the certificate classification, submitting the following for assessment to Amusement Devices Training and Certification Services:

- 1) A letter indicating your request.
- 2) Detailed documentation providing proof of work experience:
 - Including letters from current and/or previous employers on company letterhead signed by an authorized person of the company verifying the nature of the work experience.
 - Details must include, but are not limited to: specific periods where experience has been gained, identifying the specific types of Amusement Devices and the nature of work performed (i.e. amusement rides, waterslides, inflatable devices, etc.) working in installation/maintenance, and in what capacity).
 - If verification of work experience cannot be obtained from previous employer(s) or the applicant is the owner/contractor, the Director will review and may accept, a Notarized Statutory Declaration (by a Notary Public or Commissioner for Taking Oaths). The original declaration must be submitted, and include the above information.
- 3) Practical Skills/Experience Sign-Off Document (Skills Passport):
 - A **COPY** of the completed Skills Passport in the form published by the designated administrative authority.
 - The Skills Passport must be completed and submitted in alignment with [Section 5: Practical Skills/Experience Sign-Off Document](#)
- 4) A completed [Application for an Ontario Certificate of Qualification](#)
 - Including the \$81.00 Certification Fee.
- 5) A completed [Application for Amusement Device Mechanic Examination](#)
 - Including the \$75.00 Examination Fee.



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On receipt of a formal and complete application, TSSA will notify applicants in writing regarding the status of their application.

- If approved, the applicant will be required to complete the applicable examination.
- If denied, deficiencies will be detailed in the correspondence.

To reduce the barriers to obtain an Amusement Device Mechanic (ADM-AR) certificate, TSSA has set out various practical experience time reductions for applicants that hold a current/valid certificate of qualification, issued by the Ontario College of Trades. The recognized certificates and applicable practical time reductions have been summarized in **Table 2**. The referenced practical time reduction will be considered at the time the applicant submit for certification through the steps outlined above, and the applicant is required to provide a copy of their current/valid Ontario College of Trades certificate to TSSA for assessment. A combination of hours will not be accepted.

Table 2: Practical Time Reductions

ADM-AR PRACTICAL TIME REDUCTIONS	
Recognized Certificate	Practical Time Reduction
Automotive Service Technician	1500 hours
Heavy Equipment Technician	3300 hours
Industrial Electrician	3300 hours
Industrial Mechanic Millwright	3500 hours
Motive Power Machinist	2000 hours
Truck and Coach Technician	2000 hours

Note the following:

- An approval to write the amusement device mechanic examination is valid for a period of 12-months from the date the approval was issued.
 - An amusement device mechanic-in-training who does not complete their examination attempts (3 in total) within the 12-month period will be required to resubmit a new application in accordance with the steps outlined above.
- An amusement device mechanic-in-training must complete all practical/demonstrated skills hours under the appropriate level of supervision of a certified Amusement Device Mechanic.
 - Any experience gained in the industry that does not meet this criteria is ineligible for certification.
- An amusement device mechanic-in-training, at all times, must work under the appropriate level of supervision of a certified Amusement Device Mechanic.

7. Certification Exemptions

As defined in Ontario Regulation 187/03, section 3, subsection 2, a person is not required to obtain a certificate as an Amusement Device Mechanic if the person:

- is an employee or agent of the original equipment manufacturer of the device and the original equipment manufacturer has trained the employee or agent to perform the tasks assigned by the original equipment manufacturer;
- is licensed and qualified under the *Apprenticeship and Certification Act, 1998* or the *Trades Qualification and Apprenticeship Act* to carry out work for which the certificate would otherwise be



required, as long as the person carries out the work under the general supervision of a certified Amusement Device Mechanic; or,

- carries out work on an amusement device that is of a housekeeping nature only, and does not include removing, dismantling, replacing, adjusting or changing components of the device.

8. Remedial Training

An applicant that does not successfully score a passing grade on three Amusement Device Mechanic examination attempts shall complete, at a minimum, six (6) months of a remedial training.

Upon completion of remedial training, the applicant shall submit a new application for certification as outlined in [Section 6: Certificate Requirements](#), including proof of remedial training. On approval, the applicant will be required to register for an examination following the procedure outlined under [Section 10: Examination](#).

9. Renewals and Reinstatement Process

The requirements for the renewal of an Amusement Device Mechanic certificate are as follows; the requirements are reflected in Ontario Regulation 187/03:

- A certificate holder (any class) that fails to renew their certificate by the time specified on a renewal notice issued by TSSA, will have their certificate placed in suspension for a period of 12 months or until the requirements have been met within the 12 months.
- Suspended certificates will be terminated for non-compliance after the 12 month period has lapsed.
- Mechanics shall not perform work within the scope of an ADM certification category with a suspended or terminated certificate of qualification.

Those seeking reinstatement of an expired certificate more than 12 months after the date of expiry shown on the certificate shall following the established guidelines as appropriate:

- [Amusement Device Mechanic Reinstatement Process](#)

Amusement Device Mechanics approved for reinstatement will be required to write and pass the qualifying examination for the certificate classification before reinstatement.

10. Examination

An examination candidate is encouraged to review the TSSA Certification Examination Preparation Guide, available at www.tssa.org, for detailed information on the examination process, scheduling, examination disability accommodation requests, 'what to expect on the examination day', prohibited and non-prohibited materials, etc.



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Prior to being permitted to schedule/write an examination, an applicant must receive a formal approval issued by Amusement Device Training and Certification Services. The mandatory documentation for assessment is detailed in [Section 6: Certificate Requirements](#).

Passing Grade:

- The minimum acceptable grade to pass an Amusement Device Mechanic examination is 70%.

Examination Re-Writes:

- An applicant who did not meet the 70% requirement may re-write the examination no sooner than thirty (30) days after the previous sitting.
 - The applicant will be allowed two examination re-writes, if required.
- Applicants will be required to register for the re-write following the same procedure outlined under "Registration".
- Failure to pass the examination with at least a 70% after the third attempt (second re-write) will require the applicant who still wishes to obtain certification to enrol in remedial training where deficiencies have been found. More information can be found in [Section 8: Remedial Training](#).

11. Out of Province/Assessment

Out of Province applicants who have completed a recognized training program(s) in their home jurisdiction or those with existing qualifications in Ontario may apply for an Out of Province/Assessment, and are to be referred to the TSSA for a formal assessment of the training program(s) and related experience and qualifications.

An applicant seeking an Out of Province/Assessment shall submit an application in alignment with the [Out of Province Certificate Assessment](#) guideline. All documentation submitted must be translated to English by a certified translator, and the original certified translated documents are required to be submitted.

Based on the results of the evaluation of materials and documentation submitted, applicants will be required to:

- Successfully complete and pass the TSSA examination for the class of certificate applied, and/or;
- Obtain additional experience or training in those areas deemed deficient, in order to qualify for the class of certificate pursued.

Note the following:

- Applicants without documentation, or inadequate documentation related to their Practical/Demonstrated Skills, will be required to obtain further training/experience in Ontario as an amusement device mechanic-in-training under the supervision of a certified Amusement Device Mechanic.
- Applicants must inclusively meet or exceed the Practical/Demonstrated Skills for the class applied and certification requirements outlined [Section 6: Certificate Requirements](#).
 - General training completed by the applicant is not eligible for credit.



- Applicants submitting for an assessment will be charged a fee for the service; the applicable fees are outlined in the Fee Schedule.

12. Labour Mobility

Labour Mobility allows an individual certified for a specific occupation in one province or territory to be recognized for the same or matched certification in another province or territory without additional material training, experience, trade examinations or assessments. Encouraging recognition of matched certification across Canada benefits both workers and employers alike.

Matched Certificates/Non-Matched Equivalency:

- If certification from another jurisdiction has been deemed a match in the province of Ontario, TSSA will request that applicants fill out an application for certification as well as submit to non-material examinations.
- A summary of matched/non-matched certificates is outlined in **Table 3**.

Applicants from matched provinces may apply for Ontario certification by the following steps:

- Complete an [Application for an Ontario Certificate of Qualification](#)
- Complete an [Application for Amusement Device Mechanic Examination](#)
- Provide TSSA Amusement Device Training and Certification Services with proof of valid and current certification issued by a matched jurisdiction or regulatory authority
 - A copy of the certificate must be submitted with the application
- Provide TSSA with payment in the amount of \$314.20
 - Assessment Fee \$158.20; Certification \$81.00; Provincial Knowledge Examination \$75.00.

Once the above requirements are met, the applicant will be required to take an open book examination on Ontario's Acts and Regulations and must pass with a minimum of 70%.

- An applicant who did not meet the 70% requirement regarding the provincial knowledge exam may re-write the examination no sooner than 30 days after the previous sitting, and will be allowed up to two examination re-writes, if required. If the applicant fails the examination on three successive attempts, the applicant shall wait six months before attempting a re-write.

Upon successful completion of the examination and confirmation of matched qualification(s), the applicant will receive the applicable TSSA certificate via mail, authorizing the applicant in said profession to work in the Province of Ontario.

Note the following:

- Once a person is certified in Ontario, he/she is required to abide by the same post-certification requirements as all Ontario certified persons.



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Table 3: Matched Certificates and Non-Matched Equivalency

Ontario	Province	Matched
Amusement Devices Mechanic – AR (ADM-AR)	Alberta	
	British Columbia	
	Manitoba	
	New Brunswick	
	Newfoundland & Labrador	
	North West Territories	
	Nova Scotia	Amusement Device Mechanic
	Nunavut	
	Prince Edward Island	
	Quebec	
	Saskatchewan	
	Yukon Territory	
Amusement Devices Mechanic – Inflatable (ADM-I)	Alberta	
	British Columbia	
	Manitoba	
	New Brunswick	
	Newfoundland & Labrador	
	North West Territories	
	Nova Scotia	Amusement Device Mechanic – Restricted Inflatable
	Nunavut	
	Prince Edward Island	
	Quebec	
	Saskatchewan	
	Yukon Territory	
LEGEND:	Non-Matched	Note: The following certificates are currently not matched with other provinces under Labour Mobility: ADM-GK, ADM-WS and ADM-B
	Matched	



13. Fee Schedule

CERTIFICATION AND OTHER FEES ¹	
Certification	
Ontario certificate of qualification as an amusement devices mechanic ² (biennial)	\$81.00
Other	
Out of Province Assessment	\$158.20
Reinstatement Certificate Assessment	\$158.20
Examination & Re-Writes	\$75.00
Invigilation ³	\$536.00
Licensing, Registration and Certification notes:	
<p>1 Licensing, registration, certification and examination fees are non-refundable. Registration fees are billed annually. Examination fees are payable for all examinations and re-writes taken by the applicant, regardless of whether the outcome is a pass or a failure. An exam re-write counts as a separate examination and will be billed accordingly.</p> <p>2 Certificate holders certified as amusement device mechanics with multiple classification (i.e. ADM-AR and ADM-I) are subject to one renewal fee for all endorsements. Certificate renewals are valid for two years and non-refundable.</p> <p>3 Invigilation fees will be billed on a per invigilator per exam basis. As a result, multiple invigilation fees may be applied for one sitting if two or more examinations are administered simultaneously or two or more invigilators are required to properly administer the examination (i.e. a large number of students and/or multiple rooms are involved). Should a customer request on-site invigilation, the TSSA will determine how many invigilators are required based on the specifics of the customer request. On-site invigilation fees are charged specifically for the service of on-site invigilation, and do not replace or subsidize the regular examination fees that are charged on a per-student basis.</p>	