



# Policies and Procedures Ski Lift Mechanic Certification Program

(under Ontario Regulation 222/01 & Director's Order #170/02,  
Technical Standards & Safety Act, 2000)

[www.tssa.org](http://www.tssa.org)

***(Uncontrolled document if printed)***



## Policies and Procedures

### Ski Lift Mechanic (SLM) Certification Program

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# Ski Lift Mechanic Certification Policies and Procedures

## **A. Introduction:**

The Policies and Procedures Document has been developed in consultation with the Ski Lift Mechanic Training and Certification Advisory Board (TCAB) operating under the authority of the Director under the Technical Standards and Safety Act.

The policies and procedures pertaining to the Ski Lift Mechanic (SLM) certification program and the method of their application and administration are set out on the following pages. The intent is to provide a set of reference points and guidelines for the training delivery agents, examiners and the elevating devices industry in general.

The policies and procedures contained herein are subject to revision and enhancement as and when required.

The policies and procedures must be followed by all training delivery agents wishing to have their programs recognized by TSSA. Training Administrators shall not alter any of the policies or procedures set out in this document without the knowledge and prior approval of Technical Standards & Safety Authority.



## B. Certificate Categories and Scopes:

The following are the certificate classes and the scope of work that pertain to each of the respective classes:

### **SLM-A certificate**

A person who holds an SLM-A certificate may, without supervision, service, maintain, alter, install and construct any type of passenger ropeway, including detachable grip and reversible aerial lifts, if the holder of the certificate has the required and documented experience.

A holder of an SLM-A certificate who does not have the documented experience referred to above shall not perform the functions unless the holder performs them under the supervision of the employer or registered contractor of the holder.

### **SLM-B certificate**

A person who holds an SLM-B certificate may, without supervision, service, maintain, alter and install any type of fixed grip aerial lifts and surface lifts if the holder of the certificate has the required and documented experience.

A holder of an SLM-B certificate who does not have the documented experience referred to above shall not perform the functions unless the holder performs them under the supervision of the employer or registered contractor of the holder.

### **SLM-C certificate**

A person who holds an SLM-C certificate may, without supervision, service, maintain, alter and install any type of surface or conveyor lift if the holder of the certificate has the required and documented experience.

A holder of an SLM-C certificate who does not have the documented experience referred to above shall not perform the functions unless the holder performs them under the supervision of the employer or registered contractor of the holder.

### **SLM-F certificate**

A person who holds an SLM-F certificate may, without supervision, test, examine and inspect passenger ropeways if the holder of the certificate has the required and documented experience.

A holder of an SLM-F certificate who does not have the documented experience referred above shall not perform the functions unless the holder of the certificate performs them under the supervision of a holder of an SLM-A, SLM-B, SLM-C or SLM-F certificate.

A professional engineer may test, examine and inspect passenger ropeways without holding an SLM-F certificate.

### **SLM-T certificate**

A person who holds an SLM-T certificate may perform the functions that a holder of an SLM-A, SLM-B, SLM-C or SLM-F certificate holder may perform if the qualified mechanic has documented that the holder of the SLM-T certificate has the necessary skills to perform the functions and has signed the document to that effect.



The holder of an SLM-T certificate who does not have the documented skills may not perform any of the functions that the holder of any of the other certificates may perform unless the holder of the SLM-T certificate performs them under the direct supervision of a holder of the relevant certificate.

**Note: Experience gained in the Passenger Ropeway Industry prior to the issuance of an SLM-T certificate is ineligible for certification.**

### C. Certificate Requirements:

In order to obtain a certificate from the Technical Standards and Safety Authority as a Ski Lift Mechanic - Classes A through F, the new candidate will be required to meet the requirements outlined in this section.

- a) Applicants for the SLM-T certificate are required to submit a letter from the Employer verifying the person will be employed as a helper and provided an opportunity to train under a qualified Ski Lift Mechanic. Applicants must also submit a copy of the WHMIS certificate of completion (*effective August 1, 2009*).
- b) Applicants for any class of Mechanic certificate outlined in section B will be required to submit, along with the application, the application fee, a copy of their Skills Passport detailing their Ski Lift Mechanic-In-Training experience as an SLM-T.
- c) Applicants will submit a list of details of training courses completed that relate to the class of certificate being applied for. Transcripts/certificates of completion will be required.
- d) Applicants must have passed the TSSA examination(s) for the applicable class of Certificate of Qualification with a minimum of 70%.

**Table 1: Certification Requirements**

Requirement\Class	A	B	C	F
Practical/Demonstrated Skills (Approximate – Competency based)	6000 hours* or 36 months	4500 hours* or 30 months	2000 hours* or 12 months	2000 hours* or 12 months
Provincial Examinations/Equivalent	Required	Required	Required	Required
Documented Sign-Offs During the Qualifying Period as an SLM-T	Required	Required	Required	Required

\*Note: The TSSA practical skills sign-off document and proof of continuous work experience from the employer(s) will be used as a guide for experience duration.

### D. Upgrades:

Ski Lift Mechanics are able to upgrade their Ski Lift Mechanic Certificate providing they meet the upgrading requirements that include:

- Currently hold a valid Certificate of Qualification under Ontario Regulation 222/01. i.e. SLM-T
- Successfully completed the Phase 1 examination
- Have the appropriate pre-requisites as outlined below to apply for a higher category certificate.

The following supporting documentation must be submitted to the Elevating Devices, Training and Certification Services Advisor, at the address below:



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- A letter indicating your request. Please reference your current certificate number and a daytime phone number.
- A **COPY** of your skills passport
  - Skills Passports shall accurately reflect the experience/training gained during the qualifying period.
- Detailed documentation must include original letters from current and/ or previous employer(s) 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 the following: specific time periods where experience has been gained as demonstrated in the Ski Lift Mechanic Practical Skills/Experience Sign-Off Document (Skills Passport). The Skills Passport Document must be signed and dated by the supervising mechanic. Specific types of Ski Lifts and nature of work performed (i.e. detachable/ fixed grip/surface tows, working in service/maintenance/construction in the capacity of supervisor/ mechanic/helper).

If verification of work experience cannot be obtained from previous employer(s) the Director will review and may accept, a Notarized Statutory Declaration (by a Notary Public or Commissioner for Taking Oaths). This declaration must include the above information.

SLM-T's that hold a current/valid Ontario Certification of Qualification may be afforded a credit/reduction toward the mandatory qualifying practical experience for an SLM-A certificate, as outlined in Table 1. Below are the current recognized Ontario Certificates of Qualification and corresponding credit approved by the Ski Lift Training and Certification Advisory Board (TCAB):

**Table 2: Credit/Reduction of TCAB Approved Ontario Certificate of Qualifications**

Ontario Certificate of Qualification	Credit/Reduction
Electrician	635 hours**
Industrial Millwright	1175 hours**

\*\*Note: a credit/reduction will only be afforded to an SLM-T certificate holder that has completed the mandatory practical experience as outlined in Table 1 and are required to produce a copy of their current/valid Ontario Certificate of Qualification at the time of application.

Further information can be found on the Challenge Certificate Assessment (Higher Category) Document at [www.tssa.org](http://www.tssa.org).

## E. Ski Lift Mechanic Skills Passport:

The document entitled "Skills Passport" has been developed by the TSSA and the Ski Industry Training and Certification Advisory Board (TCAB) and is to be considered as a mandatory requirement when applying for a certificate as a Ski Lift Mechanic.

The document is designed to provide a visual representation of the experience and skills acquired in a number of specific areas. In addition to being a requirement for certification, the document also serves to highlight those areas in which a Ski Lift Mechanic-In-Training or a fully certified Ski Lift Mechanic may need additional experience.

The responsibility for ensuring that the document is kept up-to-date is that of the Ski Lift Mechanic-In-Training and not the employer's. The employer is responsible for ensuring the Ski Lift Mechanic-In-Training is assigned work appropriate for their level of training and are given opportunities to learn under supervision.



The intent of the document is to provide verification that the person, at the time of assessment, was deemed to have demonstrated a degree of competence and understanding of the function and to confirm that they have been trained by someone qualified to do so.

## F. Renewals and Reinstatement Process:

Certificate renewal policies are as follows and are so reflected in the Regulations:

(a) 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. Certificates will be cancelled after the 12 months have lapsed. Mechanics may not legally perform work within the scope of an SLM certification category with a suspended or cancelled certificate of qualification.

(b) Candidates who are requesting a re-instatement, will be required to submit the following:

- A letter indicating your request. Please reference your expired certificate number and a daytime phone number along with a valid email address.
- Detailed documentation providing proof of work experience since your expiry date, including original letters from current and/ or previous employer(s) 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 the following: specific time periods where experience has been gained as demonstrated in the Ski Lift Mechanic Practical Skills/ Experience Sign-Off Document (Skills Passport). The Skills Passport Document must be signed and dated by the supervising mechanic. Specific types of Ski Lifts and nature of work performed (i.e. detachable/ fixed grip/ surface tows, working in service/ maintenance/ construction in the capacity of supervisor/ mechanic/ helper).

If verification of work experience cannot be obtained from previous employer(s) the Director will review and may accept, a Notarized Statutory Declaration (by a Notary Public or Commissioner for Taking Oaths). This declaration must include the above information.

- A completed skills passport in the form published by the designated administrative authority.
- Non-refundable assessment fee in the amount of \$135.60 (\$120.00 + HST).

(c) Candidates approved for reinstatement will be required to write the qualifying examination.

## G. Training Standards:

The Ski Lift Mechanic Training Standard (Skills Passport) has been developed by the Training and Certification Advisory Board (TCAB) and has been adopted as the minimum standard for the training and certification of the said occupation in the Province of Ontario.

## H. Examination/Evaluation:

The TSSA examination for Certificate of Qualification will be made up of questions focused on safe work practices specific to the industry and on the Act, Code and Regulations.



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All questions are of the multiple choice variety, providing between 2 and 4 possible answers. There will be questions accompanied by diagrams that may simulate practical situations. Examinees will be required to answer the question(s) as they relate to the diagram(s).

**Passing Grade:** In order to meet the certification requirements, an examinee must successfully pass the safety training examination set out by the TSSA. The minimum acceptable grade for meeting this requirement is 70%.

**Examination Schedules:** Examination dates will not be set out in advance. Dates and locations may be arranged by contacting the TSSA Examination Services at 416-734-3590 or 1-877-682-8772.

**Examination Day:** On the day of the examination, a TSSA or authorized delegate will preside.

Applicants will be required to produce identification bearing their full name and photograph. Failure to produce the required identification will result in the applicant being denied access to the examination.

The applicant will be allowed to bring with them a copy of the Z98 Code Book and copies of the Technical Standards and Safety Act, Regulations and Code Adoption Document. This information will not be provided at the examination centre. Personal reference material of any kind is not permitted.

**Notification:** The Examination Administrator will ensure that notification of the results of the examination are prepared and sent to the examinee no later than thirty (30) days after the date of examination.

### I. Out-of-Province:

**Out-of-Province** applicants who have completed recognized training programs in their home jurisdiction are to be referred to TSSA where:

- The training programs in the home jurisdiction will be evaluated. The applicant will be required to submit official transcripts, course descriptions and proof of successful completion and/ or certificates from their home jurisdiction;
- Experience requirements will be evaluated. The applicant will be required to submit original letters from past and/or present employers detailing and verifying the length and type of experience and skills that have been accumulated;
- The applicant will be required to complete and submit a Declaration of Work Experience/ Skills Passport.
- The applicant will be required to provide proof of certification, if any, in their home jurisdiction.

Based on the results of the evaluation of the material and documents submitted, Out-of-Province applicants will be required to:

- Successfully complete the approved TSSA examination for the class of certificate being applied for, and/or;
- Obtain additional experience or training in those areas deemed lacking, or as required, in order to qualify for the classification of certificate being sought.

Candidates without documentation, or inadequate documentation related to their practical field experience,





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will be required to obtain further experience in Ontario as an SLM-T.

Candidates requiring an assessment will be charged a non-refundable assessment fee of \$135.60 (\$120.00 + HST) payable to TSSA and submitted with the above documentation.

Further information can be found on the Out of Province Certificate Assessment process at [www.tssa.org](http://www.tssa.org).

## J. Fee Schedule:

### Ski Lift Mechanic Certification Fee Schedule:

<b>Examination Fees:</b> <ul style="list-style-type: none"><li>• Examination Scheduling, Creation &amp; Scoring: \$75.00</li><li>• Re-write: \$75.00</li><li>• Application Fee: \$75.00</li></ul>
<b>Examination Invigilation (TSSA Staff):</b> <ul style="list-style-type: none"><li>• \$500.00 (flat rate)</li></ul>
<b>Out of Province Candidate Assessment:</b> <ul style="list-style-type: none"><li>• \$135.60 (\$120.00 + HST)</li></ul>
<b>Ski Lift Mechanic Practical Skills/ Experience Sign-Off Document:</b> <ul style="list-style-type: none"><li>• SLM-A through SLM-F – Free (available at <a href="http://www.tssa.org">www.tssa.org</a>)</li></ul>
<b>Reinstatement Assessment:</b> <ul style="list-style-type: none"><li>• Up to 12 months from expiry: \$75.00 renewal fee</li><li>• Over 12 months from expiry: \$135.60 (\$120.00 + HST) + Examination fees as applicable</li></ul>