



Practical Skills / Experience Sign-Off Documentation

with respect to certification of:

EDM-F
Inspector / Consultant

**(Under Ontario Regulation 222/01,
Technical Standards & Safety Act, 2000)**

Name of Applicant / Mechanic:

Address of Applicant / Mechanic:

EDM-T Date of Receipt:



Practical Skills Sign-Off Document Introduction:

The Elevating Device Mechanic Class F (EDM-F) Practical Skills Sign-Off Document has been developed by the Technical Standards & Safety Authority (TSSA) in conjunction with the Elevating Device Training and Certification Advisory Board. TSSA has endorsed the use of the Skills Passport and it is therefore a mandatory requirement for Mechanics-in-Training as they accumulate work experience in the Elevating Device Industry.

The Skills Passport is designed to provide a graphic representation of the experience and skills acquired in a number of specific areas within the Elevating Device Industry. In addition to being a requirement for certification, the document will also serve to point supervising mechanics, inspectors, employers and Mechanics-in-Training toward those areas in which additional experience may be needed. The responsibility for ensuring that the document is kept up-to-date rests with the Mechanic-in-Training and not the employer.

The sections of the document reflect the skills and training objectives that are contained in the training requirements for EDM-F Mechanics.

The following table illustrates the required In-Class/ Theoretical Training modules required for the EDM-F certificate of qualification.

Required In-Class/Theoretical Training:

Training Modules/ Unit:	EDM-F
M1: Safety	24
M2: Introduction to Elevating Devices	21
M3: Mechanical Print Reading	15
M6: Introduction to Applicable Codes	6
M8: Traction Elevator Installation	4
M10: Elevator Hydraulic Systems	6
M14: Motors, Generators, Controls & AC Drives	4
M18: Lifts for Persons with Physical Disabilities	4
M20: ASME A17.1/CSA B44/CSA B355	15
M24: Escalator Maintenance	9
M25: Modernization/Alterations	10
Total	118 hours

How to Use the Sign-Off Document:

Each of the required skills to be demonstrated by the Mechanic-In-Training are listed under the skill areas identified as essential for the specific certificate. Within each of the skills listed there is a sign-off section for the Mechanic-in-Training and a section for the Supervising Mechanic. Both the Mechanic-in-Training and the Supervising Mechanic must sign and date each section once it has been have successfully mastered and demonstrated. This demonstration of skills must be witnessed and attested to by the Supervising Mechanic.



NOTE: The Supervising Mechanic must be a current (and valid) EDM-F or EDM-A certificate holder, and has the responsibility of ensuring they have witnessed the demonstration of the skill and that they are fully satisfied the Mechanic-in-Training has mastered the skill as specified.

Skills Audit:

By submitting this document you have made a declaration that you possess the signed-off skills. At any time during the Mechanic-in-Training period or as an **EDM-F** Mechanic, you may be audited. What this means is that a TSSA Inspector may challenge your knowledge on the skills for which you have been signed-off. You may be asked to demonstrate the skill(s) to the Inspector upon request.

Additional Requirements:

Once the skills passport has been completed (as required for the category the Mechanic-in-Training is pursuing) the Mechanic-in-Training will be required to submit, along with their application for certification to TSSA:

1. letter(s) from past and present employers attesting to the sign-off within the skills passport document;
2. a letter from the Mechanic-in-Training stating that the required hours of work experience has been achieved;
3. proof of in-class/ theoretical training from an accredited training provider for the applicable classification and;
4. include payment for the certification fee of \$75.00 and the exam fee of \$75.00 (total of \$150.00).

Once the application is approved and you have met all of the requirements, including writing and passing the TSSA exam (a minimum of 70% is required); a Certificate of Qualification will be issued.

Description/Duties:

A **EDM-F** mechanic as defined in Ontario Regulation 222/01:

- A person who holds an EDM-F certificate may, without supervision, examine and test any class of elevating Device, except that of passenger ropeways, but **may not perform physical tests** on an elevating device except under the supervision of a holder of an EDM-A certificate. O. Reg. 222/01, s. 15.

Additional Notes:

This document should accurately reflect the experience and training of the Mechanic-in-Training.

Grey shaded sections are not a mandatory sign-off however since they are mandatory under other jurisdictions it is recommended that proof of completion be attached to this document.



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
1	LEGISLATION & STANDARDS (DOCUMENT WORK ACTIVITIES)
1.1	<p>Consult standards and regulations by identifying which standards and regulations are to be consulted; selecting the proper document and locating the appropriate procedure, criterion or standard for the task being undertaken so that the correct document is consulted and the correct reference is found.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
1.2	<p>Identify which applicable requirements, codes, Director's Orders or procedures are to be consulted by locating the applicable procedure, criterion or standard for the task being undertaken or performed and making the appropriate interpretation required by the conditions.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>

Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
2	TOOLS, EQUIPMENT AND DEVICES (DOCUMENT WORK ACTIVITIES)
2.1	<p>Use and maintain measuring and testing devices by determining the correct device or equipment for the job; setting up the device; adjusting the operation as necessary, and identifying deficiencies. This includes but is not limited to: measuring tapes; scales; dividers; markers; callipers; dial indicators; tachometers, gauges; micrometers; levels, etc.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
2.2	<p>Use and maintain hand tools and associated devices by determining the correct tool for the job, and using tools for their intended purpose; ensuring all tools are maintained at a standard of repair that is safe for day to day operations.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
3	GENERAL SAFETY (DOCUMENT WORK ACTIVITIES)
3.1	<p>Ensure personal and public safety by selecting and wearing appropriate personal protective equipment (PPE) depending on hazard and maintaining PPE in safe operating condition in accordance with manufacturer's instructions; Occupational Health & Safety Act (OHSA) and Employer safety procedures to ensure personal and public safety.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
3.2	<p>Identifies safety hazards through a job hazard analysis by identifying and assessing all hazards before performing tasks; practicing good housekeeping; following fire safety procedures; ensuring personal and public safety on work sites; applying lock out and tag procedures (<u>use of a meter for test and verify</u>); handling and storing hazardous materials in accordance with OHSA and Workplace Hazardous Materials Information System (WHMIS) regulations and employer's safety procedures.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
3.3	<p>Use ladders by securing footings; using tie-offs; ensuring proper positioning and height; observing load limits and guarding area, in accordance with employer's policies and procedures, manufacturer's specifications or other regulatory requirements.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
3.4	<p>Use scaffolding by selecting scaffolding for specific job types; pre-use inspections; ensuring the adequate load limits; checking for defects; leveling; bracing and guarding area, in accordance with employer's policies and procedures, manufacturer's specifications or other regulatory requirements.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
3.5	<p>Write and maintain service documents and reports by keeping accurate documentation of on the job activities by using computer systems, ensuring reports are concise, detailed, clear, and accurate, this includes but is not limited to: time tickets; log books; health and safety reports; injury reports; quotes; etc., in accordance with company and industry practices and procedures.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
4	SITE SAFETY (DOCUMENT WORK ACTIVITIES)
4.1	<p>Site Communication</p> <p>When conducting work on-site, ensure that site management / security personnel where appropriate are made aware of the work being performed and are notified upon your arrival and departure. Fully comply with any site instructions regarding procedures or attire.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
4.2	<p>Machine Room Safety</p> <p>Locate the disconnect switches immediately upon entering the machine room and identify any auxiliary disconnects prior to beginning an inspection. Identify pinch hazards (ropes, sheaves, gear, selectors, governors, motor belts, etc.) and high voltage hazards (controller, dispatchers, commutators, etc.) by demonstrating safe work practices. The Mechanic-in-Training observes and adheres to electronic communication device protocol while in a machine room.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
4.3	<p>Car Top Communication</p> <p>Communicate all changes in personal position or movement of equipment (i.e. running the car, turning on/ off the stop switch, closing doors, moving around on the car top, etc.). Communicate before proceeding and do not proceed with action until confirmation received.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
4.4	<p>Gaining Control of the Car</p> <p>Notify the appropriate personnel and ensure the car is under your control with no passengers and is parked (via a stop switch) at a landing with the cab lights turned out and/ or a barrier across the entrance.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
4	SITE SAFETY (DOCUMENT WORK ACTIVITIES)
4.5	<p>Hoistway/ Pit Access and Egress Policy and Procedures are adhered to when performing inspections. Use appropriate door unlocking devices. Only open a hoistway entrance in accordance with appropriate policy and procedures.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
4.6	<p>Car Top Access and Egress Policy and Procedures are adhered to when performing car top and hoistway inspections. The Mechanic-in-Training demonstrates adherence to company and industry policies and procedures.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
4.7	<p>Fall protection policy and procedures are adhered to when fall protection is required by selecting and utilizing a fall protection system; wearing the appropriate fall protection equipment and following fall protection procedures as required by the employer's and industry policies and procedures.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
4.8	<p>Escalator Inspection Procedures are adhered to by the Mechanic-in-Training demonstrating correct use and knowledge of company and industry policies and procedures.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>



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5.1	<p data-bbox="228 432 764 464">Inspection Experience by Equipment Type</p> <p data-bbox="228 491 1511 611">Mechanics-in-Training may encounter devices as listed below. This list is not limited to the devices shown; however identified are devices/ types of equipment a Mechanic-in-Training should have experience on. Upon encountering a device listed, the Supervising Mechanic may sign-off the Mechanic-in-Training as competent on those devices.</p> <table border="0" data-bbox="331 638 1474 1646"> <thead> <tr> <th data-bbox="331 638 932 674"><i>Area of Training</i></th> <th data-bbox="932 638 1230 674"><i>Date</i></th> <th data-bbox="1230 638 1474 674"><i>Sign-off</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="331 701 932 737">1. Electric Elevators</td> <td data-bbox="932 701 1230 737">_____</td> <td data-bbox="1230 701 1474 737">_____</td> </tr> <tr> <td data-bbox="380 764 932 800">- Relay-based</td> <td data-bbox="932 764 1230 800">_____</td> <td data-bbox="1230 764 1474 800">_____</td> </tr> <tr> <td data-bbox="380 827 932 863">- Microprocessors</td> <td data-bbox="932 827 1230 863">_____</td> <td data-bbox="1230 827 1474 863">_____</td> </tr> <tr> <td data-bbox="331 890 932 926">2. MRL Elevator</td> <td data-bbox="932 890 1230 926">_____</td> <td data-bbox="1230 890 1474 926">_____</td> </tr> <tr> <td data-bbox="331 953 932 989">3. Freight Elevator</td> <td data-bbox="932 953 1230 989">_____</td> <td data-bbox="1230 953 1474 989">_____</td> </tr> <tr> <td data-bbox="331 1016 932 1052">4. Hydraulic</td> <td data-bbox="932 1016 1230 1052">_____</td> <td data-bbox="1230 1016 1474 1052">_____</td> </tr> <tr> <td data-bbox="331 1079 932 1115">5. Escalator</td> <td data-bbox="932 1079 1230 1115">_____</td> <td data-bbox="1230 1079 1474 1115">_____</td> </tr> <tr> <td data-bbox="331 1142 932 1178">6. Moving Walk</td> <td data-bbox="932 1142 1230 1178">_____</td> <td data-bbox="1230 1142 1474 1178">_____</td> </tr> <tr> <td data-bbox="331 1205 932 1241">7. Dumbwaiter</td> <td data-bbox="932 1205 1230 1241">_____</td> <td data-bbox="1230 1205 1474 1241">_____</td> </tr> <tr> <td data-bbox="331 1268 932 1304">8. Lifts for Persons with Physical Disabilities</td> <td data-bbox="932 1268 1230 1304">_____</td> <td data-bbox="1230 1268 1474 1304">_____</td> </tr> <tr> <td data-bbox="331 1331 932 1367">9. LULA Elevators</td> <td data-bbox="932 1331 1230 1367">_____</td> <td data-bbox="1230 1331 1474 1367">_____</td> </tr> <tr> <td data-bbox="331 1394 932 1430">10. Emergency Lowering Units</td> <td data-bbox="932 1394 1230 1430">_____</td> <td data-bbox="1230 1394 1474 1430">_____</td> </tr> <tr> <td data-bbox="331 1457 932 1493">11. Emergency Braking Units</td> <td data-bbox="932 1457 1230 1493">_____</td> <td data-bbox="1230 1457 1474 1493">_____</td> </tr> <tr> <td data-bbox="331 1520 932 1556">12. _____</td> <td data-bbox="932 1520 1230 1556">_____</td> <td data-bbox="1230 1520 1474 1556">_____</td> </tr> <tr> <td data-bbox="331 1583 932 1619">13. _____</td> <td data-bbox="932 1583 1230 1619">_____</td> <td data-bbox="1230 1583 1474 1619">_____</td> </tr> <tr> <td data-bbox="331 1646 932 1682">14. _____</td> <td data-bbox="932 1646 1230 1682">_____</td> <td data-bbox="1230 1646 1474 1682">_____</td> </tr> </tbody> </table> <p data-bbox="228 1688 1487 1766">Note: If the Mechanic-in-Training has not received training for the above equipment by an EDM-A, EDM-C, EDM-F or manufacturers' trainer, inspections must be performed under direct supervision of an EDM-A, EDM-C or EDM-F.</p> <table border="0" data-bbox="228 1814 1487 1911"> <tr> <td data-bbox="228 1814 894 1911"> <p>_____</p> <p>Mechanic-in-Training's Signature and Date</p> </td> <td data-bbox="894 1814 1487 1911"> <p>_____</p> <p>Supervising Mechanic's Signature and Date Certificate #: _____</p> </td> </tr> </table>	<i>Area of Training</i>	<i>Date</i>	<i>Sign-off</i>	1. Electric Elevators	_____	_____	- Relay-based	_____	_____	- Microprocessors	_____	_____	2. MRL Elevator	_____	_____	3. Freight Elevator	_____	_____	4. Hydraulic	_____	_____	5. Escalator	_____	_____	6. Moving Walk	_____	_____	7. Dumbwaiter	_____	_____	8. Lifts for Persons with Physical Disabilities	_____	_____	9. LULA Elevators	_____	_____	10. Emergency Lowering Units	_____	_____	11. Emergency Braking Units	_____	_____	12. _____	_____	_____	13. _____	_____	_____	14. _____	_____	_____	<p>_____</p> <p>Mechanic-in-Training's Signature and Date</p>	<p>_____</p> <p>Supervising Mechanic's Signature and Date Certificate #: _____</p>
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6	OTHER AREAS OF INSPECTION EXPERIENCE (DOCUMENT WORK ACTIVITIES)																																			
6.1	<p>Other Areas of Experience</p> <p>The list below includes, but is not limited to the following areas of experience that outline specific components or unusual equipment designs. These components or equipment types may be unusual or present special challenges to the Mechanic-In-Training. Sign-off by a Supervising Mechanic is not required for this section, however is recommended.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Area of Experience</th> <th style="text-align: left;">Confirmation of Experience</th> </tr> </thead> <tbody> <tr> <td>1. Floor selectors</td> <td>_____</td> </tr> <tr> <td>2. Geared Machines</td> <td>_____</td> </tr> <tr> <td>3. Gearless Machines</td> <td>_____</td> </tr> <tr> <td>4. Drum Hoist Machines</td> <td>_____</td> </tr> <tr> <td>5. Relay Logic Controllers (pre-1990)</td> <td>_____</td> </tr> <tr> <td>6. Otis MRVF Installations</td> <td>_____</td> </tr> <tr> <td>7. Vintage Escalators (pre-1990)</td> <td>_____</td> </tr> <tr> <td>8. Freight Door Equipment</td> <td>_____</td> </tr> <tr> <td>9. Manufacturer Specific Landing and Car Door Interlocks</td> <td>_____</td> </tr> <tr> <td>10. _____</td> <td>_____</td> </tr> <tr> <td>11. _____</td> <td>_____</td> </tr> <tr> <td>12. _____</td> <td>_____</td> </tr> <tr> <td>13. _____</td> <td>_____</td> </tr> <tr> <td>14. _____</td> <td>_____</td> </tr> </tbody> </table> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Mechanic-in-Training's Signature and Date</td> <td style="width: 50%;">Supervising Mechanic's Signature and Date</td> </tr> <tr> <td>_____</td> <td>Certificate #: _____</td> </tr> </table>		Area of Experience	Confirmation of Experience	1. Floor selectors	_____	2. Geared Machines	_____	3. Gearless Machines	_____	4. Drum Hoist Machines	_____	5. Relay Logic Controllers (pre-1990)	_____	6. Otis MRVF Installations	_____	7. Vintage Escalators (pre-1990)	_____	8. Freight Door Equipment	_____	9. Manufacturer Specific Landing and Car Door Interlocks	_____	10. _____	_____	11. _____	_____	12. _____	_____	13. _____	_____	14. _____	_____	Mechanic-in-Training's Signature and Date	Supervising Mechanic's Signature and Date	_____	Certificate #: _____
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Skills Passport Sign-Off Summary Page:

Note: Certificate Numbers for all Supervising Mechanics must be listed per module.

PLEASE PRINT

Training Modules \ Unit:	Employer	Supervising Mechanic Name & Certificate Number
M1: Legislation and Standards		
M2: Tools, Equipment and Devices		
M3: General Safety		
M4: Site Safety		
M5: Inspection Experience		
M6: Other Areas of Inspection Experience		



Supervising Mechanic Sign-Off Identification Form:

Note: Certificate Numbers for all Supervising Mechanics must be listed.

PLEASE PRINT

Name (PRINT)	Date	Signature	Company	Certificate Number



GENERAL NOTES AND OBSERVATIONS:

**Note: Device specific training may be entered here*

A large, empty rectangular box with a thin black border, intended for entering general notes and observations.