



Practical Skills/Experience Sign-Off Documentation

with respect to certification of:

Ski Lift Mechanics

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

Name of Applicant/Mechanic:

Address of Applicant/Mechanic:

SLM-T Date of Receipt:



Practical Skills Sign-Off Document Introduction:

The Ski Lift Mechanic Practical Skills Sign-Off Document (Skills Passport) has been developed by the Technical Standards & Safety Authority (TSSA) in conjunction with the Ski Lift Training and Certification Advisory Board (TCAB). 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.

The skills passport is designed to provide a graphic representation of the experience and skills acquired in a number of specific areas within the passenger ropeway/ski lift 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 Ski Lift Mechanics.

The following table illustrates the modules required for each of the respective certificates of qualification.

Required Work Experience Sign-off Table:

Training Modules/Unit:	SLM-A	SLM-B	SLM-C	SLM-F
M1: Operate Ski Lift/Passenger Ropeways	X	X	X	
M2: Inspect Ski Lift/Passenger Ropeways	X	X	X	X
M3: Trouble Shooting Ski Lift Systems	X	X	X	
M4: Repair, Replace & Modify Ski Lift/Passenger Ropeway Systems & Ancillary Equipment	X	X	X	
M5: Performance Test Ski Lift/Passenger Ropeway Systems	X	X	X	X
M6: Document Work Activities	X	X	X	
M7: Work Safely	X	X	X	X

How To Use The Sign-Off Document:

Each of the required skills that need to be demonstrated is listed under each of the skill areas that have been identified as essential for the specific certificate. Within each of the skills listed you will see 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 after the required skills have been 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) SLM-A, SLM-B, SLM-C or SLM-F certificate holder (as appropriate) 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.



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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 as an Ski Lift 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. verification of successful completion of the Ski Lift Phase 1 Examination (Acts, Codes and Regulations);
4. verification of successful completion of the Ski Lift Phase 2 Examination (Category Specific);
5. 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:

The **Ski Lift Mechanic** installs, inspects, repairs and maintains passenger ropeways and associated equipment to the standard required by safety regulations and to the level of operational effectiveness required by the business using them by:

- Coordinating the construction and installation of passenger ropeway systems and associated equipment, in cooperation with the passenger ropeway manufacturer, including siting, erecting towers and stations, rigging and laying out of cable and electrical/hydraulic systems
- Operating passenger ropeways
- Visually inspecting passenger ropeway systems including the drive terminal, return terminal, tensioning equipment, loading/unloading areas, line equipment, passenger carriers and safety systems
- Testing the performance of all passenger ropeway systems including the following tests: non-destructive structural tests, load tests, torque tests, slip tests, oil checks, pressure tests, voltage tests and vibration analysis
- Diagnosing passenger ropeway system performance
- Supervising and participating in repair, replacement or modification of passenger ropeway systems and equipment

A Ski Lift Mechanic demonstrates knowledge of:

- Theory of operation and maintenance of passenger ropeway drive systems, terminals, safety circuits and tensioning systems
- Maintenance of braking systems, ropes, towers, carriers and conveyor systems
- Legislation, regulations and standards of operation and maintenance for passenger ropeway systems as per manufacturer's requirements



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 is attached to this document.

When applying for certification under Ontario Regulation 222/01, those applicants with an Ontario Certificate of Qualification in a related field, and relevant trade experience may qualify for a reduction in the Practical/Demonstrated Skills Requirements as outlined in the Ski Lift Mechanic Policies and Procedures Document.

The hours shown in the table below and in each Training Module/Unit are a recommendation/guideline for the Mechanic-In-Training to follow for the specific tasks defined. The Mechanic-In-Training must abide by the required number of hours for the classification applying for, found in the Ski Lift Mechanic Policies and Procedures Document.

Breakdown of the recommended hours per unit:

Training Modules/Unit:	SLM-A	SLM-B	SLM-C	SLM-F
M1: Operate Ski Lift/Passenger Ropeways	900	850	425	
M2: Inspect Ski Lift/Passenger Ropeways	2050	1700	850	265
M3: Trouble Shooting Ski Lift Systems	1550	775	389	
M4: Repair, Replace & Modify Ski Lift/Passenger Ropeway Systems & Ancillary Equipment	650	489	164	
M5: Performance Test Ski Lift/Passenger Ropeway Systems	750	500	76	50
M6: Document Work Activities	50	50	50	
M7: Work Safely	50	50	50	5
Total Hours for Training Modules/Units:	6000	4414	1954	320



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
1	OPERATE SKI LIFT/PASSENGER ROPEWAYS/CONVEYORS
Unit 1 Hours: SLM-A 900 / SLM-B 850 / SLM-C 425 / SLM-F N/A	
1.1 Hours: A – 200 B – 200 C – 100 F – N/A	<p>Carry out pre-operational checks by preparing and maintaining accurate records on lift installations; assessing the safety of the lift installation by observing the status of the evacuation drives, low voltage control circuits, passenger ropeway operator controls, safety circuit, safety sensors and switches, communication systems, anti roll-back device, emergency brakes, service brake, tensioning systems, prime mover, belt and chain drives, evacuation drive, clearance along lift line and safety gate; process of informing authorities of lift equipment defects and notification of authorities of lift operation incidents so that diagnostic checklists are followed and records and reports are filled out.</p> <p>_____</p> <p>Mechanic-In-Training Signature and Date Supervising Mechanic Signature and Date Certificate #: _____</p>
1.2 Hours: A – 150 B – 150 C – 75 F – N/A	<p>Verify loading and unloading procedures by ensuring loading and unloading ramps are maintained as per the ski area's policy, proper signage is in place, and loading and unloading procedures are in accordance with the resort lift operations manual.</p> <p>_____</p> <p>Mechanic-In-Training Signature and Date Supervising Mechanic Signature and Date Certificate #: _____</p>
1.3 Hours: A – 150 B – 150 C – 75 F – N/A	<p>Resolve unanticipated occurrences by recognizing and responding to incidents and problems as they happen; accurately diagnosing the cause of the problem and normalizing the operation of the lift; so that injury to persons or damage to the lift are avoided or reduced to a minimum.</p> <p>_____</p> <p>Mechanic-In-Training Signature and Date Supervising Mechanic Signature and Date Certificate #: _____</p>
1.4 Hours: A – 150 B – 100 C – 50 F – N/A	<p>Prepare operation reports by completing and filing operation/incident forms so that documents are clear, concise and explain the issue with no significant unanswered questions.</p> <p>_____</p> <p>Mechanic-In-Training Signature and Date Supervising Mechanic Signature and Date Certificate #: _____</p>
1.5 Hours: A – 250 B – 250 C – 125 F – N/A	<p>Monitor lift operation by overseeing the lift, its environment and its associated staff using the senses of sight, hearing, smell and touch and comparing its operation to the standard of operation as required by regulation and area procedures; monitor operations and determine the need for additional operational assistance.</p> <p>_____</p> <p>Mechanic-In-Training Signature and Date Supervising Mechanic Signature and Date Certificate #: _____</p>



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
2	INSPECT SKI LIFT/PASSENGER ROPEWAYS/CONVEYORS
Unit 2 Hours: SLM-A 2050 / SLM-B 1700 / SLM-C 850 / SLM-F 265	
2.1 Hours: A – 50 B – 50 C – 25 F – 10	Inspect Haul Rope – using an understanding of the construction and function of wire rope, an inspection should include the markings and critical properties of the haul rope <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;"> Mechanic-In-Training Signature and Date </div> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;"> Supervising Mechanic Signature and Date Certificate #: _____ </div> </div>
2.2 Hours: A – 250 B – 250 C – 125 F – 50	Inspect Tensioning Systems (Including Counterweight and Hydraulic) – using an understanding of the construction and function of wire rope, an inspection should include the markings and critical properties of the entire counterweight rope and hydraulic components inclusive with the tensioning system. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;"> Mechanic-In-Training Signature and Date </div> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;"> Supervising Mechanic Signature and Date Certificate #: _____ </div> </div>
2.3 Hours: A – 450 B – 450 C – 225 F – 50	Inspect Sheave Assemblies and Towers – by using the senses of sight, hearing, smell and touch to observe line equipment; determining whether there is unacceptable performance or wear in one or more of the haul rope alignment, sheaves, sheave liners, sheave assemblies and their function, line gauge, tower alignment, carrier/grip interface, tower structural integrity, tower support accessory components; safety circuit and tower head components. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;"> Mechanic-In-Training Signature and Date </div> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;"> Supervising Mechanic Signature and Date Certificate #: _____ </div> </div>
2.4 Hours: A – 250 B – 250 C – 125 F – 10	Inspect Terminals by using the senses of sight, hearing, smell and touch to observe terminal equipment; determining whether there is unacceptable performance or wear in the station sheaves and equipment, anti-rollback device and overspeed device. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;"> Mechanic-In-Training Signature and Date </div> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;"> Supervising Mechanic Signature and Date Certificate #: _____ </div> </div>
2.5 Hours: A – 50 B – 50 C – 25 F – 10	Inspect Prime, Evacuation and Auxiliary Drive Units - by using the senses of sight, hearing, touch and smell to observe the condition of the prime mover, evacuation, and auxiliary drives for cleanliness, moisture, unusual noises, operating temperatures of motor, associated bearings, pressures, hydraulic components, fuel system components, and coupling devices, unacceptable vibration, fluid & grease leakage, ensure adequate ventilation, proper alignments & tensioning of drive couplings as required, check all fluid levels, filters, as well as other tests and checks required by manufacturers specifications and area practices. Ensure all documentation is completed properly and in a timely manner. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;"> Mechanic-In-Training Signature and Date </div> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;"> Supervising Mechanic Signature and Date Certificate #: _____ </div> </div>



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Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
2	INSPECT SKI LIFT/PASSENGER ROPEWAYS/CONVEYORS
Unit 2 Hours: SLM-A 2050 / SLM-B 1700 / SLM-C 850 / SLM-F 265	
2.6 Hours: A – 50 B – 50 C – 25 F – 5	Inspect Drive Line System - by using the senses of sight, hearing, touch and smell to safely observe rotating equipment and ancillary components; determining there is acceptable levels of wear, adjustment, vibration, lubrication, temperature tolerances, alignment, sounds, safety devices, integrity and that appropriate maintenance protocols are followed in accordance with safe working practices (lock-out etc.), manufacturer recommendations/ frequency and ski area procedures. All observations and actions are recorded appropriately. <div style="display: flex; justify-content: space-between;"> <div data-bbox="248 730 768 762">_____ Mechanic-In-Training Signature and Date</div> <div data-bbox="818 730 1349 789">_____ Supervising Mechanic Signature and Date Certificate #: _____</div> </div>
2.7 Hours: A – 450 B – 450 C – 225 F – 100	Inspect Braking System - by using the senses of sight, hearing, touch and smell inspect condition of the braking systems to determine if there is acceptable wear, proper adjustment, stopping rate and distance as per OEM and Code Adoption Document, inspect all electrical, hydraulic & mechanical components, all brake application and mechanical components, following the manufacturers recommendations, safe working practices and ski area protocol. Ensure all documentation is completed properly in a timely manner. <div style="display: flex; justify-content: space-between;"> <div data-bbox="248 1087 768 1119">_____ Mechanic-In-Training Signature and Date</div> <div data-bbox="818 1087 1349 1146">_____ Supervising Mechanic Signature and Date Certificate #: _____</div> </div>
2.8 Hours: A – 50 B – 50 C – 25 F – 10	Inspect Carriers by using the senses of sight, hearing, smell and touch to observe carrier equipment and performance; slip testing each carrier's performance; slip testing each carrier's grip body and grip force mechanism and checking the gooseneck hanger, bail, seat, restraining bar and foot rest for operating condition, cracks and wear ensuring that all deficiencies are found which would lead to a breach of safety regulations or manufacturer's equipment standards. <div style="display: flex; justify-content: space-between;"> <div data-bbox="248 1402 768 1434">_____ Mechanic-In-Training Signature and Date</div> <div data-bbox="818 1402 1349 1461">_____ Supervising Mechanic Signature and Date Certificate #: _____</div> </div>
2.9 Hours: A – 350 B – N/A C – N/A F – 80 (OPTIONAL)	Inspect Detachable Acceleration/Deceleration Systems - by using the senses of sight, hearing, smell and touch. Check all acceleration/deceleration mechanism components prior to operation. Check tires for pressure and condition, Power Take Off (PTO) belts and pulleys for tension alignment and condition. Drive sheave or gear box interface systems for condition alignment and tension. Compression rails for wear and alignment. With lift running, perform thorough audio and visual inspection of all components. <div style="display: flex; justify-content: space-between;"> <div data-bbox="248 1749 768 1780">_____ Mechanic-In-Training Signature and Date</div> <div data-bbox="818 1749 1349 1816">_____ Supervising Mechanic Signature and Date Certificate #: _____</div> </div>



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Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)	
2	INSPECT SKI LIFT/PASSENGER ROPEWAYS/CONVEYORS	
Unit 2 Hours: SLM-A 2050 / SLM-B 1700 / SLM-C 850 / SLM-F 265		
2.10 Hours: A – 100 B – 100 C – 50 F – 20	Inspect Drive Control Systems, Communications Systems and Safety Systems - by using the senses of sight, hearing, smell and touch to observe safety systems and complete reports on their performance. Ensure proper function (electrical contact and mechanical operation) of electrical systems as per OEM specifications. Clean and/or lubricate and/or torque all electrical components and connections. Manage inventory of spare parts and fuses; identify and replace any worn components.	
	_____ Mechanic-In-Training Signature and Date	_____ Supervising Mechanic Signature and Date Certificate #: _____



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
3	TROUBLE SHOOTING SKI LIFT SYSTEMS
Unit 3 Hours: SLM-A 1550 / SLM-B 775 / SLM-C 389/ SLM-F N/A	
3.1 Hours: A – 450 B – 225 C – 113 F – N/A	<p>Identify safety implications and take action on trouble calls by responding to the lift malfunction call; preparing the required references/documentation, tools and equipment; requesting assistance as required; determining fault; resetting and running the lift and advising on requirement for additional supervision so that the diagnosis is carried out.</p> <p>_____ Mechanic-In-Training Signature and Date</p> <p>_____ Supervising Mechanic Signature and Date Certificate #:</p>
3.2 Hours: A – 450 B – 225 C – 113 F – N/A	<p>Troubleshoot electrical, mechanical, hydraulic, structural and operating systems by using relevant plans, shop drawings, schematics, diagrams and repair manuals; selecting and using applicable tools and equipment and services when necessary; inspecting low voltage systems; carrying out basic inspection of high voltage systems; inspecting gearbox, bearings, shafts and braking systems; inspecting and testing all hydraulic systems (brakes and tensioning systems) including system pressure, oil leak/ system integrity and oil filter and analysis; inspecting line equipment (haul rope, towers, sheaves and communication line) including visual inspection, vibration analysis and acceleration tests; inspecting operation systems for use and function including ramps and signals; determining whether lift can be restarted within a pre-determined time frame; or unloading by evacuation drive and documenting all findings and actions, demonstrating an understanding of a rope evacuation.</p> <p>_____ Mechanic-In-Training Signature and Date</p> <p>_____ Supervising Mechanic Signature and Date Certificate #:</p>
3.3 Hours: A – 350 B – 175 C – 88 F – N/A	<p>Determine whether to repair, replace or modify systems with operational deficiencies during operating season and in the off season by applying manufacturer acceptance criteria for repair or replacement of components; documenting base level of operation against which to identify and record variances; determining the time frame for the required task and assessing cost versus time to optimally effect repair; determining when modification is appropriate by applying the code definition of “modification”; incorporating the safety of passengers into any decision; with an intermittent problem in otherwise safely running equipment, monitoring the situation and consulting with OEM, engineer and employer to determine whether the fault requires repair or replacement to be done.</p> <p>_____ Mechanic-In-Training Signature and Date</p> <p>_____ Supervising Mechanic Signature and Date Certificate #:</p>
3.4 Hours: A – 100 B – 50 C – 25 F – N/A	<p>Estimate time and evaluate cost and equipment required to effect repairs by consulting with OEM on availability of parts, costs and procedures or service updates; estimating labour, material and incidental costs and time required for repairs and obtaining supervisory approval for repair, replacement or modification of systems.</p> <p>_____ Mechanic-In-Training Signature and Date</p> <p>_____ Supervising Mechanic Signature and Date Certificate #:</p>



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Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)	
3	TROUBLE SHOOTING SKI LIFT SYSTEMS	
Unit 3 Hours: SLM-A 1550 / SLM-B 775 / SLM-C 389/ SLM-F N/A		
3.5 Hours: A – 200 B – 100 C – 50 F – N/A	Maintain audit trails to maintain audit information; documenting all decisions; following required communication protocols; maintaining maintenance logs; raising required work orders and completing all required lift-related diagnostic and report forms.	
	_____ Mechanic-In-Training Signature and Date	_____ Supervising Mechanic Signature and Date Certificate #: _____



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
4	REPAIR, REPLACE AND MODIFY SKI LIFT/PASSENGER ROPEWAY SYSTEMS AND ANCILLARY EQUIPMENT
Unit 4 Hours: SLM-A 650 / SLM-B 489 / SLM-C 164 / SLM-F N/A	
4.1 Hours: A – 120 B – 90 C – 30 F – N/A	Determine requirement for repair/replacement/modification by examining in-house/ external repair resource capability; determining the need for and availability of replacement or alternate parts; assessing the requirement for modification of an existing system and identifying follow up requirements to ensure certification is maintained for the replaced or modified systems or parts to ensure compliance with all applicable codes, standards and regulations. <div style="display: flex; justify-content: space-between;"> <div data-bbox="248 741 768 779">_____ Mechanic-In-Training Signature and Date</div> <div data-bbox="818 741 1349 806">_____ Supervising Mechanic Signature and Date Certificate #: _____</div> </div>
4.2 Hours: A – 130 B – 98 C – 33 F – N/A	Develop work plan for repairs/replacement by identifying parts for repair/ replacement; locating materials and/or equipment to effect repair or replacement; selecting internal or external repair or replacement facility; identifying cost and delivery date for repair or replacement and scheduling and sequencing of task elements to coordinate personnel, resources and equipment ensuring that the work plan can be carried out. <div style="display: flex; justify-content: space-between;"> <div data-bbox="248 1050 768 1087">_____ Mechanic-In-Training Signature and Date</div> <div data-bbox="818 1050 1349 1115">_____ Supervising Mechanic Signature and Date Certificate #: _____</div> </div>
4.3 Hours: A – 20 B – 15 C – 5 F – N/A	Consult Original Equipment Manufacturer (OEM) & TSSA for modifications by being aware of required process for contacting OEM for an engineered solution to an alteration; retain 3 rd party Engineer; coordinate solution implementation between Engineer and Technical Standards and Safety Authority (TSSA); develop modification in conjunction with Engineer. <div style="display: flex; justify-content: space-between;"> <div data-bbox="248 1325 768 1362">_____ Mechanic-In-Training Signature and Date</div> <div data-bbox="818 1325 1349 1390">_____ Supervising Mechanic Signature and Date Certificate #: _____</div> </div>
4.4 Hours: A – 120 B – 90 C – 30 F – N/A	Prepare work site by arranging for procurement of parts, tools and transportation; ensuring availability of required safety equipment; briefing ancillary personnel on project; locking out equipment to be worked on and reviewing OEM maintenance/ repair procedures with all affected workers so that no injuries result. <div style="display: flex; justify-content: space-between;"> <div data-bbox="248 1602 768 1640">_____ Mechanic-In-Training Signature and Date</div> <div data-bbox="818 1602 1349 1665">_____ Supervising Mechanic Signature and Date Certificate #: _____</div> </div>



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
4	REPAIR, REPLACE AND MODIFY SKI LIFT/PASSENGER ROPEWAY SYSTEMS AND ANCILLARY EQUIPMENT
Unit 4 Hours: SLM-A 650 / SLM-B 489 / SLM-C 164 / SLM-F N/A	
4.5 Hours: A – 130 B – 98 C – 33 F – N/A	Conduct repair, replacement or modification of system or parts by using relevant plans, blueprints, shop drawings, schematics, diagrams, standards and repair manuals; selecting and using applicable tools and equipment; planning and sequencing the work; carrying out the work; installing parts; supervising/ monitoring others carrying out the work so that the work is done in accordance with accepted trade practice and correctly to the standard required by OEM specifications, the CAN/CSA Z-98 Ski Lift Code and the Ontario Elevating Devices Regulations, Code Adoption Document (CAD) and the Technical Standards & Safety Act.
	<p style="text-align: center;">_____</p> Mechanic-In-Training Signature and Date
	<p style="text-align: center;">_____</p> Supervising Mechanic Signature and Date Certificate #: _____
4.6 Hours: A – 120 B – 90 C – 30 F – N/A	Performance test repair, replacement or modification by returning lift to operational state; coordinating a time for a professional engineer monitored test; load testing part and entire lift; recording acceptance of lift performance; preparing lift for public operation so that the test meets all applicable CAN/CSA - Z98 standards.
	<p style="text-align: center;">_____</p> Mechanic-In-Training Signature and Date
	<p style="text-align: center;">_____</p> Supervising Mechanic Signature and Date Certificate #: _____
4.7 Hours: A – 10 B – 8 C – 3 F – N/A	Document repairs by identifying repaired system/part; describing diagnosed problem; explaining what was done to rectify problem; identifying any significant difficulties; confirming lift performance and acceptance; recommending follow-up maintenance checks so that the report contains all the information necessary.
	<p style="text-align: center;">_____</p> Mechanic-In-Training Signature and Date
	<p style="text-align: center;">_____</p> Supervising Mechanic Signature and Date Certificate #: _____



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
5	TROUBLE SHOOTING SKI LIFT SYSTEMS
Unit 3 Hours: SLM-A 1550 / SLM-B 775 / SLM-C 389/ SLM-F N/A	
5.1 Hours: A – 500 B – 330 C – 50 F – 25	Perform non-destructive structural testing VISUALLY - by observing parts during operation including all rope, clamps and clips, tension systems, tower bolts and fasteners, axles, sheaves, liners, footings, welds, grips and carriers; visually inspecting components and identifying component(s) to be tested; NDT TESTING - removing component(s) from service noting relationship to adjacent parts; cleaning and preparing for non-destructive tests; assisting qualified personnel in procedure; arranging for testing by certified testing company for assessment methods other than visual inspection; ensuring any special equipment or code requirements for fluorescent or magnetic particle testing to be done by certified technician at intervals dictated by codes, regulations or OEMs; identifying problems and consulting with manufacturer on repair or replacement procedure so that the testing is done correctly in accordance with standard testing procedures. <hr/> Mechanic-In-Training Signature and Date Supervising Mechanic Signature and Date Certificate #: _____
5.2 Hours: A – 30 B – 20 C – 3 F – 10	Perform Load Tests by performing system tests to required specifications; comparing result to previous data where applicable; calculating load required to test lift; organizing load materials, support staff and test site; performing a load test; making adjustments where necessary during the load test procedure and following OEM's testing procedure; completing load test documentation and putting it on file or submitting it to TSSA, as required and ensuring the availability of operating/maintenance policies, procedures and training for any new equipment so that the procedures are done correctly and within the tolerances specified by OEM and TSSA procedures. <hr/> Mechanic-In-Training Signature and Date Supervising Mechanic Signature and Date Certificate #: _____
5.3 Hours: A – 60 B – 40 C – 6 F – 6	Perform Brake Tests by identifying component to be tested; performing test in accordance with OEM procedures; recording result data; assessing data against OEM standard values; adjusting to meet OEM specifications so that all torque values are within the range specified by OEM standards. <hr/> Mechanic-In-Training Signature and Date Supervising Mechanic Signature and Date Certificate #: _____
5.4 Hours: A – 60 B – 40 C – 6 F – 6	Perform slip tests on carrier grips by identifying carrier grip type and locating relevant OEM specifications for slip tests; performing tests using specialized tools and in accordance with OEM procedures; recording result data; assessing data against OEM standard values; determining requirement for repair/ replacement/modification so that carrier grip performance in accordance with OEM standards and specifications. <hr/> Mechanic-In-Training Signature and Date Supervising Mechanic Signature and Date Certificate #: _____



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Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
5	TROUBLE SHOOTING SKI LIFT SYSTEMS
Unit 3 Hours: SLM-A 1550 / SLM-B 775 / SLM-C 389/ SLM-F N/A	
5.5 Hours: A – 25 B – 18 C – 3 F – 0	Perform oil checks on gearboxes by visually inspecting gearbox and oil level; replacing filters as required; obtaining oil analysis sample; submitting oil sample to lab for analysis and documenting outcome so that oil checks are in accordance with OEM procedures. <hr/> Mechanic-In-Training Signature and Date Supervising Mechanic Signature and Date Certificate #: _____
5.6 Hours: A – 25 B – 18 C – 3 F – 3	Perform hydraulic tests by consulting manufacturer documentation for proper operating pressures; carry out tests in accordance with under pressure and over pressure safety limits; locate any system leaks; document test results so that testing procedure is carried out in accordance with OEM procedures. <hr/> Mechanic-In-Training Signature and Date Supervising Mechanic Signature and Date Certificate #: _____
5.7 Hours: A – 50 B – 34 C – 5 F – N/A	Perform vibration analysis on motors and bearings by using senses of sight, hearing, touch, smell and/or proper equipment to establish an acceptable baseline vibration for each new motor and bearing; testing components for vibration level; comparing vibration level with acceptable standard (previously established) documenting any result that is not within tolerance so that testing procedure is carried out in accordance with OEM procedures. <hr/> Mechanic-In-Training Signature and Date Supervising Mechanic Signature and Date Certificate #: _____



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
6	DOCUMENT WORK ACTIVITIES
	Unit 6 Hours: SLM-A 50 / SLM-B 50 / SLM-C 50 / SLM-F N/A
6.1 Hours: A – 40 B – 40 C – 40 F –N/A	<p>Consult standards and regulations by identifying when 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 Signature and Date Supervising Mechanic Signature and Date Certificate #: _____</p>
6.2 Hours: A – 10 B – 10 C – 10 F –N/A	<p>Interpret Operating Policies and Procedures by identifying when individual ski area operating procedures are to be consulted; locating the pertinent procedure, criterion or standard for the task being undertaken; making the appropriate interpretation required by the conditions.</p> <p>_____</p> <p>Mechanic-In-Training Signature and Date Supervising Mechanic Signature and Date Certificate #: _____</p>



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)	
7	WORK SAFELY <i>Note: All Ski Lift Mechanics and SLM-T's climbing over 3 meters require Fall Arrest Training</i>	
Unit 7 Hours: SLM-A 50 / SLM-B 50 / SLM-C 50 / SLM-F 5		
7.1 Hours: A –N/A B –N/A C –N/A F –N/A	Ensure personal and public safety by selecting and wearing appropriate personal protective equipment (PPE) depending on hazard and maintaining PPE in good condition in accordance with manufacturer's instructions and the Occupational Health & Safety Act (OHSA) and Employer safety procedures ensuring personal & public security/safety.	
	_____ Mechanic-In-Training Signature and Date	_____ Supervising Mechanic Signature and Date Certificate #: _____
7.2 Hours: A –N/A B –N/A C –N/A F –N/A	Identify safety hazards by identifying and assessing all hazards before performing tasks; practicing good housekeeping; following fire safety procedures; applying first aid; ensuring personal & public safety on work sites; applying lock-out and tag procedures and handling and storing hazardous materials in accordance with OHSA and Workplace Hazardous Materials Information System (WHMIS) regulations and employer's safety procedures.	
	_____ Mechanic-In-Training Signature and Date	_____ Supervising Mechanic Signature and Date Certificate #: _____
7.3 Hours: A – 50 B – 50 C – 50 F – 5	Verification of Other Industry Related Safety Training such as Rigging & Hoisting, Scaffolding & Ladder Safety (Attach Certificates of Completion to Skills Passport).	
	_____ Mechanic-In-Training Signature and Date	_____ Supervising Mechanic Signature and Date Certificate #: _____
ADDITIONAL RELEVANT TRAINING THAT CAN BE INCLUDED:		
7.4	Verification of Occupational Health and Safety Act Overview Training and Workplace Hazardous Materials Information System (WHMIS) Training (Attach Certificate of Completion to Skills Passport).	
	_____ Mechanic-In-Training Signature and Date	_____ Supervising Mechanic Signature and Date Certificate #: _____
7.5	Verification of Other Industry Related Training i.e. Manufacturer Training, Technical Training, etc. (Attach Certificate of Completion to Skills Passport).	
	_____ Mechanic-In-Training Signature and Date	_____ Supervising Mechanic Signature and Date Certificate #: _____



Skills Passport Sign-Off Summary Page:

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

Training Modules \ Unit:	Employer	Supervising Mechanic Name & Certificate Number
M1: Operate Ski Lift/Passenger Ropeways/Conveyors		
M2: Inspect Ski Lift/Passenger Ropeways/Conveyors		
M3: Trouble Shooting Ski Lift Systems		
M4: Repair, Replace & Modify Ski Lift/Passenger Ropeway Systems & Ancillary Equipment		
M5: Performance Test Ski Lift/Passenger Ropeway Systems		
M6: Document Work Activities		
M7: Work Safely		

<p>GENERAL NOTES AND OBSERVATIONS:</p> <p><i>*Note: Ski Lift specific training may be entered here.</i></p>

