



Practical Skills/Experience Sign-Off Documentation

with respect to certification of:

EDM-B

Construction Hoist Mechanics

(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 B (EDM-B) 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 an EDM-B Mechanic.

The Skills Passport has been designed to directly reflect the mandatory in-class/theoretical training content for the classification applied for. Where a Supervising Mechanic is unclear regarding the intent of the demonstrable skills as defined in this document they are to reference the applicable curriculum document for clarification before providing the sign-off.

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

Required In-Class/Theoretical Training:

Training Modules/Unit:	EDM-B	EDM-B BH
M1: Safety	24	24
M2: Introduction to Elevating Devices	21	21
M3: Mechanical Print Reading	15	15
M4: Ladders, Scaffolding and Work Platforms	3	2
M5: Rigging & Hoisting	14	8
M6: Introduction to applicable Code(s)	6	6
M7: Mechanical Practices	23.5	13
M8: Constriction Hoist Installation	26.5	10
M9: Basic Hydraulics	N/A	3
M10: Construction Hoist Hydraulics Systems	N/A	7.5
M11: Hydraulic Construction Hoist Installation	N/A	3.5
M12: Basic Electricity	40	5
M13: Industrial Electricity for Construction Hoists	40	14.5
M14: Motors, Generators, Controls & AC Drives	17	6



Training Modules/Unit:	EDM-B	EDM-B BH
M15: Solid State Electronics	10.5	4
M16: Circuit Tracing	22	7.5
M19: General Preventative Maintenance	4	4
M22: Hoist Car Equipment Maintenance	4	2
M23: Hoist Hoistway & Pit Equipment Maintenance	3.5	1.25
Total	274 Hours	157.25 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/Instructor must be a current (and valid) EDM-B, EDM-B (Limited Scope) BH 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-B/BH** 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.

Description/Duties:

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

- (1) A person who holds an EDM-B certificate may, without supervision, construct, install, alter, repair, maintain or test the following devices if the person has demonstrated the essential skills required to work those devices and has had that experience documented and signed by the supervising certificate holder:
 1. Construction hoists, as defined in Ontario Regulation 209/01 (Elevating Devices) made under the Act, and the equipment and accessories essential to their operation.
 2. Manlifts, as defined in Ontario Regulation 209/01, and the equipment and accessories essential to their operation if the manlifts are permanent and use rack and pinion drives.
- (2) A holder of an EDM-B certificate who does not have documented experience on construction hoists or manlifts shall not perform the functions referred to in subsection (1) on the device without supervision by a holder of an EDM-B certificate who has such experience. O. Reg. 250/08, s. 7.



A **EDM-B (Limited Scope) – BH** mechanic as defined in the Elevating Devices Policies and Procedures Document:

- (1) A person who holds an EDM-B (Limited Scope) – BH may, without supervision, construct, install, alter, repair, maintain or test construction hoists that utilize hydraulics within the meaning of Ontario Regulation 209/01 (Elevating Devices) and the equipment and accessories essential to their operation but only if the person has demonstrated the essential skills required to work on hydraulic construction hoists and has had that experience documented and signed by the supervising certificate holder.

- (2) A holder of an EDM-B (Limited Scope) – BH certificate who does not have documented experience on construction hoists shall not perform the functions referred to in subsection (1) without supervision by the holder of an EDM-B (Limited Scope) – BH certificate who has such experience.

Additional Notes:

This document shall accurately reflect the experience and training gained during the qualifying period of the Mechanic-In-Training.

'Sign-Off Not Required' means: the Mechanic-In-Training has received the applicable training during the in-class/theoretical portion of the training program.

This document outlines an area for experience on Basic Hydraulic Construction Hoist Devices for those seeking an EDM-B (Limited Scope) – BH certificate of qualification in *grey*, these sections are not mandatory for those seeking certification as an EDM-B mechanic.

The Supervising Mechanic Sign-Off Identification Form is mandatory and shall be accurately completed by all Supervising Mechanics.

The Chart of Experience by Type of Construction Hoist Device is mandatory and shall be accurately completed by all Supervising Mechanics.



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
1	SAFETY (DOCUMENT WORK ACTIVITIES)
1.3	<p>The EDM-T demonstrates the ability to identify and handle hazardous/toxic workplace materials and conditions including but not limited to:</p> <ul style="list-style-type: none">___ lead___ asbestos___ gases___ acids___ solvents___ paints___ thinners___ cleaners <p>The EDM-T ensures they are protected from injury, and the environment is safe from contamination in accordance with government safety regulations; manufacturer’s recommendations and approved industry standards.</p> <p>_____ Mechanic-In-Training’s Signature and Date</p> <p>_____ Supervising Mechanic’s Signature and Date Certificate #: _____</p>
1.4	<p>The EDM-T demonstrates the ability to practice fire safety procedures including but not limited to:</p> <ul style="list-style-type: none">___ determining potential for fire___ identifying the location and assessing the severity of a fire___ selecting and operating fire extinguisher equipment for specific fire types___ activating alarms___ recognizing and responding to audio-visual alarms___ following the prescribed fire evacuation procedure <p>The EDM-T performs all activities in accordance with government safety regulations; manufacturer’s recommendations and approved industry standards.</p> <p>_____ Mechanic-In-Training’s Signature and Date</p> <p>_____ Supervising Mechanic’s Signature and Date Certificate #: _____</p>



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
1	SAFETY (DOCUMENT WORK ACTIVITIES)
1.10	<p>The EDM-T has demonstrated the ability to use and maintain hand tools and associated equipment including but not limited to hammers, socket sets, chisels, wrenches, screw drivers, pliers, hack saws, oilers, etc. by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> determining the correct tool for the job <input type="checkbox"/> selecting the tool and required components <input type="checkbox"/> applying tools to the task performed <input type="checkbox"/> identifying deficiencies <p>The EDM-T ensures tools are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective in accordance with government safety regulations.</p> <hr/> <p>_____ Mechanic-In-Training's Signature and Date _____ Supervising Mechanic's Signature and Date </p> <p style="text-align: right;">Certificate #: _____</p>
1.11	<p>The EDM-T has demonstrated the ability to use and maintain power tools and associated equipment for electrical and mechanical system troubleshooting/maintenance including but not limited to: drills, saws, drivers, etc. by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> identifying appropriate power supply sources and ensuring power <input type="checkbox"/> maintaining integrity of power supply and reporting inadequate power <input type="checkbox"/> determining the correct tool for the job <input type="checkbox"/> monitoring performance <input type="checkbox"/> adjusting operation as necessary <input type="checkbox"/> identifying deficiencies <input type="checkbox"/> replacing consumables <input type="checkbox"/> repairing or replacing user maintainable parts <p>The EDM-T ensures power tools are used for their intended purpose and are maintained at a standard of good repair that is safe and functionally effective in accordance with government safety regulations.</p> <hr/> <p>_____ Mechanic-In-Training's Signature and Date _____ Supervising Mechanic's Signature and Date </p> <p style="text-align: right;">Certificate #: _____</p>



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
1	SAFETY (DOCUMENT WORK ACTIVITIES)
1.12	<p>The EDM-T has demonstrated the ability to use and maintain testing devices including but not limited to: measuring tapes, scales, dividers, markers, calipers, dial indicators, multimeters, tachometers, gauges, micrometers, levels, etc. by:</p> <ul style="list-style-type: none"> ___ determining the correct device or equipment ___ setting up the device ___ testing the device ___ adjusting operation as necessary ___ identifying deficiencies <p>The EDM-T ensures measuring and testing devices are used for their intended purpose and are maintained at a good standard of repair and accurate calibration that is safe and functionally effective in accordance with government safety regulations.</p> <p>_____ Mechanic-In-Training's Signature and Date</p> <p>_____ Supervising Mechanic's Signature and Date Certificate #: _____</p>
1.13	<p>The EDM-T identifies all hazards through a job hazard safety analysis by identifying, assessing, and controlling all hazards before performing tasks by: practicing good housekeeping; following fire safety procedures; ensuring personal and public safety on work sites; applying lock out and tag procedures (use of a meter for test and verify); handling and storing hazardous materials in accordance with OSHA and Workplace Hazardous Materials Information System (WHMIS) regulations and employer's safety procedures.</p> <p>_____ Mechanic-In-Training's Signature and Date</p> <p>_____ Supervising Mechanic's Signature and Date Certificate #: _____</p>
1.14	<p>The EDM-T demonstrates the ability to write and maintain concise, detailed, clear and accurate service documents and reports, including but 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>_____ Mechanic-In-Training's Signature and Date</p> <p>_____ Supervising Mechanic's Signature and Date Certificate #: _____</p>



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
2	INTRODUCTION TO ELEVATING DEVICES (DOCUMENT WORK ACTIVITIES)
2.1	<p>The EDM-T has demonstrated an understanding of the history and terminology of vertical transportation and the evolution to the modern elevating devices.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
2.2	<p>The EDM-T is able to identify other elevating devices covered under the Elevating Devices Regulations in accordance with manufacturer's design features.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
2.3	<p>The EDM-T has reviewed and demonstrated the ability to apply the Act, applicable Regulations, Director's Orders, codes and standards.</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	MECHANICAL PRINT READING (DOCUMENT WORK ACTIVITIES)
3.1	<p>The EDM-T is able to interpret architectural/structural prints in accordance with manufacturer's recommendations and specifications and approved industry standards.</p> <hr/> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
3.2	<p>The EDM-T is able to interpret elevating device layout prints in accordance with manufacturer's recommendations and specifications and approved industry standards.</p> <hr/> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
3.3	<p>The EDM-T has demonstrated the ability to perform elevating device mechanical print reading procedures in accordance with manufacturer's recommendations and specifications and approved industry standards.</p> <hr/> <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	LADDERS, SCAFFOLDING AND WORK PLATFORMS (DOCUMENT WORK ACTIVITIES)
4.1	<p>The EDM-T has demonstrated the ability to use ladders in accordance with government safety regulations, manufacturer's recommendations/specifications and approved industry standards.</p> <hr/> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
4.2	<p>The EDM-T has demonstrated the ability to use scaffolding and/or work platforms in accordance with government safety regulations, manufacturer's recommendations/specifications and approved industry standards.</p> <hr/> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
4.3	<p>The EDM-T has demonstrated the ability to use work platforms in accordance with government safety regulations, manufacturer's recommendations/specifications and approved industry.</p> <hr/> <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)
5	RIGGING AND HOISTING (DOCUMENT WORK ACTIVITIES)
5.1	Sign-Off Not Required
5.2	Sign-Off Not Required
5.3	<p>The EDM-T has demonstrated the ability to use rigging and hoisting equipment by choosing appropriate equipment required for the specific lift including cable clamps, chain block hoists, chains, chokers, come-alongs, connectors, ropes, slings and tuggers; performing preoperational visual checks for defects including damaged links, frayed cables, cuts in slings, damaged threads on shackles, and other physical defects and replacing or identifying for repair defective rigging in accordance with employers procedures, manufacturers specifications, CSA safety standards and applicable Ontario regulations.</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div data-bbox="228 898 828 982"> <p>Mechanic-In-Training's Signature and Date</p> </div> <div data-bbox="898 898 1492 982"> <p>Supervising Mechanic's Signature and Date Certificate #: _____</p> </div> </div>
5.4	<p>The EDM-T has received training and demonstrated the ability to position and employ rigging by: placing or attaching the rigging to a load; dismantling and storing the equipment in good condition after use; selecting equipment with the appropriate safety factors in compliance with employer's procedures, CSA safety standards, Ontario regulations and material handling guidelines.</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div data-bbox="228 1192 828 1276"> <p>Mechanic-In-Training's Signature and Date</p> </div> <div data-bbox="898 1192 1492 1276"> <p>Supervising Mechanic's Signature and Date Certificate #: _____</p> </div> </div>
5.5	Sign-Off Not Required



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
6	INTRODUCTION TO APPLICABLE CODES AND STANDARDS (DOCUMENT WORK ACTIVITIES)
6.1	Sign-Off Not Required
6.2	Sign-Off Not Required
6.3	Sign-Off Not Required
6.4	<p>The EDM-T has demonstrated the ability to access information from the applicable codes, standards, and safety regulations.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date</p> <p>Certificate #: _____</p>



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)	
7	MECHANICAL PRACTICES (DOCUMENT WORK ACTIVITIES)	
7.1	The EDM-T has demonstrated the ability to use and understand mechanical prints and the applicable drawings as they relate to Construction Hoist Devices and their installations. _____ Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____	
7.2	The EDM-T has demonstrated a working knowledge of power transmission components. _____ Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____	
7.3	The EDM-T has demonstrated a working knowledge of bearings and seals. _____ Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____	
7.4	The EDM-T has demonstrated the ability to complete precision measurements. _____ Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____	
7.5	The EDM-T has demonstrated the correct use of installation hardware based on manufacturer's/engineer's recommendations. _____ Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____	
7.6	The EDM-T has demonstrated the correct use, storage, disposal and recording (as required) of all lubricants. _____ Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____	
7.7	The EDM-T has demonstrated the ability to use test instruments for use in pressures, speeds and torque. _____ Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____	



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
8	CONSTRUCTION HOIST INSTALLATION (DOCUMENT WORK ACTIVITIES)
8.1	<p>The EDM-T has demonstrated the abilities of site planning in accordance with government safety regulations, manufacturer's/engineer's recommendations and approved industry standards.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
8.4	<p>The EDM-T has demonstrated the fundamentals of installation procedures for machinery space and/or control equipment in accordance with government safety regulations, manufacturer's/engineer's recommendations and approved industry standards.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
8.5	<p>The EDM-T has demonstrated the fundamentals of installing pit structures in accordance with government safety regulations, manufacturer's/engineer's recommendations and approved industry standards.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
8.6	<p>The EDM-T has demonstrated the fundamentals of car, counterweight assemblies and wire rope installations in accordance with government safety regulations, manufacturer's/engineer's recommendations and approved industry standards.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
8.6.1 (a)	<p>The EDM-T has demonstrated the fundamentals of construction hoist mast extension procedures for all associated equipment of <u>non-counterweighted</u> installations in accordance with government safety regulations, manufacturer's/engineer's recommendations and approved industry standards.</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)
8	CONSTRUCTION HOIST INSTALLATION (DOCUMENT WORK ACTIVITIES)
8.6.1 (b)	<p>The EDM-T has demonstrated the fundamentals of construction hoist mast extension procedures for all associated equipment of counterweighted installations in accordance with government safety regulations, manufacturer's/engineer's recommendations and approved industry standards.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
8.6.1 (c)	<p>The EDM-T has demonstrated the fundamentals of securing mast tie-ins per the manufacturer's/engineer's approved layout, in accordance with government safety regulations and approved industry standards.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
8.6.1 (d)	<p>The EDM-T has demonstrated the fundamentals of installations where set-backs are utilized per the manufacturer's/engineer's approved layout in accordance with government safety regulations and approved industry standards.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
8.7	<p>The EDM-T has demonstrated the ability to install landing gates and electrical mechanical interlock assemblies in accordance with government safety regulations, manufacturer's/engineer's recommendations and approved industry standards.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
8.9	<p>The EDM-T has demonstrated the fundamentals of installing car assemblies (non-counterweighted) in accordance with government safety regulations, manufacturer's/engineer's recommendations and approved industry standards.</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)
9	BASIC HYDRAULICS (DOCUMENT WORK ACTIVITIES)
9.1	The EDM-T has demonstrated a working knowledge of basic hydraulic systems and components, features and applications. <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Mechanic-In-Training's Signature and Date </div> <div style="width: 45%;"> Supervising Mechanic's Signature and Date Certificate #: _____ </div> </div>
9.2	
9.3	



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
10	CONSTRUCTION HOIST HYDRAULIC SYSTEMS (DOCUMENT WORK ACTIVITIES)
10.1	<p>The EDM-T has demonstrated a working knowledge of construction features and applications of typical hydraulic pumping systems and components.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
10.4	<p>The EDM-T has demonstrated the ability to inspect, test and troubleshoot construction hoist hydraulic systems.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
10.5	<p>The EDM-T has demonstrated the ability to perform adjustment procedures for construction hoist hydraulic systems.</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)		
11	HYDRAULIC ELEVATOR INSTALLATION (DOCUMENT WORK ACTIVITIES)		
11.1	Sign-Off Not Required		
11.3	The EDM-T has demonstrated the ability to install oil lines and pumping units.		
11.4	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-top: 1px solid black;"> Mechanic-In-Training's Signature and Date </td> <td style="width: 50%; border-top: 1px solid black;"> Supervising Mechanic's Signature and Date Certificate #: _____ </td> </tr> </table>	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #: _____
Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #: _____		
11.6	The EDM-T has demonstrated the ability to adjust control valves and establish working and relief pressures.		
11.6	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-top: 1px solid black;"> Mechanic-In-Training's Signature and Date </td> <td style="width: 50%; border-top: 1px solid black;"> Supervising Mechanic's Signature and Date Certificate #: _____ </td> </tr> </table>	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #: _____
Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #: _____		
11.8	The EDM-T has demonstrated an understanding and ability to perform all tests and inspections as required by manufacturer's/engineer's recommendations, and as required by the authority having jurisdiction.		
11.8	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-top: 1px solid black;"> Mechanic-In-Training's Signature and Date </td> <td style="width: 50%; border-top: 1px solid black;"> Supervising Mechanic's Signature and Date Certificate #: _____ </td> </tr> </table>	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #: _____
Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #: _____		



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
12	BASIC ELECTRICITY (DOCUMENT WORK ACTIVITIES)
12.2	Sign-Off Not Required
12.3	Sign-Off Not Required
12.4	Sign-Off Not Required
12.5	<p>The EDM-T understands and has demonstrated the ability to safely use a meter when testing voltage, current, continuity and resistance.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date</p> <p>Certificate #: _____</p>
12.6	Sign-Off Not Required
12.7	Sign-Off Not Required



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
13	INDUSTRIAL ELECTRICITY FOR CONSTRUCTION HOISTS (DOCUMENT WORK ACTIVITIES)
13.1	<p>The EDM-T has demonstrated the ability to identify electrical system control devices and their corresponding schematic symbols.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
13.2	<p>The EDM-T has an understanding and can define the fundamentals, construction features, and principles of operation related to electrical transformers.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
13.3 13.4 13.5	<p>The EDM-T has demonstrated the ability to locate and/or install devices in compliance with the applicable Electrical Code from the applicable electrical diagrams.</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)
14	MOTORS, GENERATORS, CONTROLS AND AC DRIVES (DOCUMENT WORK ACTIVITIES)
14.2 14.4	<p>The EDM-T has demonstrated the ability to identify motor types and test for proper operation by applying learned fundamentals, construction features, and operating principles of motors, generator controls and AC drives as they pertain to the device type.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date</p> <p>Certificate #: _____</p>



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
15	SOLID STATE ELECTRONICS (DOCUMENT WORK ACTIVITIES)
15.1 15.2 15.3 15.4 15.7	<p>The EDM-T has demonstrated a working knowledge in the fundamentals of solid state electronic devices as they apply to construction hoists.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date</p> <p>Certificate #: _____</p>



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
16	CIRCUIT TRACING (DOCUMENT WORK ACTIVITIES)
16.1 16.2 16.3	<p>The EDM-T demonstrates the ability to trace and diagnose electrical circuits and components using appropriate test equipment.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
16.4	<p>The EDM-T has demonstrated the ability to perform troubleshooting procedures of electrical/electronic circuits using the appropriate test equipment in accordance with government safety regulations, manufacturer's/engineer's recommendations and approved industry standards.</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)
22	HOIST CAR EQUIPMENT MAINTENANCE (DOCUMENT WORK ACTIVITIES)
22.1	<p>The EDM-T has demonstrated the ability to identify and perform maintenance procedures for Construction Hoist car doors and gates, including but not limited to: gate switches, guide tracks/shoes, guide rollers, suspension cables, lubrication, etc.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
22.2	<p>The EDM-T has demonstrated the ability to identify and perform maintenance procedures for Construction Hoist enclosures, including but not limited to: operator controls, communication systems, car electronics/interiors, etc.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
22.3	<p>The EDM-T has demonstrated the ability to identify and perform maintenance procedures for Construction Hoist car tops, as defined by the manufacturer's/engineer's and regulatory requirements.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
22.4	<p>The EDM-T has demonstrated the ability to identify and perform maintenance procedures for Construction Hoist car bottoms, as defined by the manufacturer's/engineer's and regulatory requirements.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
22.5	<p>The EDM-T has demonstrated the ability to identify and perform maintenance procedures for Construction Hoist car safeties, as defined by the manufacturer's/engineer's and regulatory requirements.</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)
23	HOIST HOISTWAY AND PIT EQUIPMENT MAINTENANCE (DOCUMENT WORK ACTIVITIES)
23.1	<p>The EDM-T has demonstrated safe work practices while performing hoistway maintenance.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
23.3	<p>The EDM-T has demonstrated the required maintenance procedures of counterweight assemblies.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
23.4	<p>The EDM-T has demonstrated the required maintenance procedures for hoistway vanes, cams and switches.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
23.7	<p>The EDM-T has demonstrated the required maintenance procedures for car travelling cable suspension, guiding means and tensioning systems.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
23.8	<p>The EDM-T has demonstrated the required maintenance procedures for cathead assemblies.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
23.9	<p>The EDM-T has demonstrated the required maintenance procedures for hoistway pit equipment.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>



Skills Passport Sign-Off Summary Page:

Note: This section is mandatory. Certificate numbers for all Supervising Mechanics must be listed per module.

PLEASE PRINT

Training Modules/Unit:	Employer	Supervising Mechanic Name & Certificate Number
M1: SAFETY		
M2: INTRODUCTION TO ELEVATING DEVICES		
M3: MECHANICAL PRINT READING		
M4: LADDERS, SCAFFOLDING AND WORK PLATFORMS		
M5: RIGGING & HOISTING		
M6: INTRODUCTION TO APPLICABLE CODE(S)		
M7: MECHANICAL PRACTICES		
M8: CONSTRUCTION HOIST INSTALLATION		
M9: BASIC HYDRAULICS		



Training Modules/Unit:	Employer	Supervising Mechanic Name & Certificate Number
M10: CONSTRUCTION HOIST HYDRAULICS SYSTEMS		
M11: HYDRAULIC CONSTRUCTION HOIST INSTALLATION		
M12: BASIC ELECTRICITY		
M13: INDUSTRIAL ELECTRICITY FOR CONSTRUCTION HOISTS		
M14: MOTORS, GENERATORS, CONTROLS & AC DRIVES		
M15: SOLID STATE ELECTRONICS		
M16: CIRCUIT TRACING		
M19: GENERAL PREVENTATIVE MAINTENANCE		
M22: HOIST CAR EQUIPMENT MAINTENANCE		
M23: HOIST HOISTWAY & PIT EQUIPMENT MAINTENANCE		



Chart of Experience by Type of Construction Hoist Device:

Note: This section is mandatory. Certificate Numbers for all Supervising Mechanics must be listed.

PLEASE PRINT

Type of Elevating Device	Supervising Mechanic Name	Signature	Company	Installation. Maintenance



GENERAL NOTES AND OBSERVATIONS:

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

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