



Practical Skills/Experience Sign-Off Documentation

with respect to certification of:

EDM-D **Cab Renovators**

**(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 D (EDM-D) 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-D 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-D certificate of qualification.

Required In-Class/Theoretical Training:

Training Modules/Unit:	EDM-D
M1: Safety	24
M2: Introduction to Elevating Devices	21
M3: Mechanical Print Reading	15
M4: Ladders	1
M5: Rigging & Hoisting	2
M6: Introduction to applicable Code(s)	6
M7: Mechanical Practices	6
M8: Traction Elevator Installation	28.5
M12: Basic Electricity	6
M25: Elevator Modernization/Alterations	24
Total	133.5 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 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-D 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.

EXCEPTION: Module 25.1.2 through 25.1.4, as identified, shall be only signed off by a current/valid EDM-A certificate holder.

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-D** 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-D** mechanic as defined in Ontario Regulation 222/01:

- A person who holds an EDM-D certificate may, without supervision, renovate the interior of an elevating device cab and, in so doing, may carry out electrical work with respect to lighting in the cab, but shall not do anything with respect to control circuitry or carry out any other type of electrical work. O. Reg. 222/01, s. 13.

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.

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 Elevating 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>_____</p> <p>Mechanic-In-Training's Signature and Date 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>_____</p> <p>Mechanic-In-Training's Signature and Date 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>_____</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	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> <p>_____</p> <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> <p>_____</p> <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> <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	LADDERS (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> <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)
5	RIGGING AND HOISTING (DOCUMENT WORK ACTIVITIES)
5.1	<p>The EDM-T has demonstrated the ability to define the fundamentals and types of rigging and hoisting equipment, including but not limited to pneumatic devices.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
5.3	<p>The EDM-T has demonstrated the ability to use rigging and hoisting equipment by choosing the appropriate equipment required; performing pre-operational inspections for any defects; replacing defective equipment in accordance with employers procedures, manufacturer's specifications, CSA safety standards and applicable Ontario regulations.</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)
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 Certificate #: _____</p>



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
7	MECHANICAL PRACTICES (DOCUMENT WORK ACTIVITIES)
7.1	<p>The EDM-T has demonstrated the ability to use and understand mechanical prints and the applicable drawings as they relate to elevating devices and their installations.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
7.5	<p>The EDM-T has demonstrated the correct use of installation hardware based on manufacturer's/engineer's recommendations.</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	TRACTION ELEVATOR 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>
8.5	<p>The EDM-T has demonstrated the fundamentals of identifying pit structures and associated hazards 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 cab interiors 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)
12	BASIC ELECTRICITY (DOCUMENT WORK ACTIVITIES)
12.1	Sign-Off Not Required
12.2	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>



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
25	MODERNIZATION/ALTERATIONS
25.1	<p>The EDM-T has demonstrated knowledge of the information required to complete a modernization or alteration as applicable to the device.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
25.1.1	<p>The EDM-T has demonstrated a working knowledge of Ontario Regulation 209/01 as it relates to Major and Minor Alteration Classifications, as related to the Inspection and Alteration Guidelines published by TSSA.</p> <p>_____</p> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
25.1.2 SIGNED OFF BY AN EDM-A ONLY	<p>The EDM-T has demonstrated safe working practices related to access and egress from the elevating device car top, completing electrical work with respect to lighting in the cab, 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 EDM-A Certificate #: _____</p>
25.1.3 SIGNED OFF BY AN EDM-A ONLY	<p>The EDM-T has demonstrated the safe working practices related to removing an elevating device from service and is knowledgeable on the hazards pertaining to the positioning of an elevating device in the hoistway. The EDM-T has ensured the device is safely positioned, removed from service, and the necessary preparation with respect to maintaining safe counterbalance ratios has taken place as the device is prepared for cab installation or modernization, 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 EDM-A Certificate #: _____</p>
25.1.4 SIGNED OFF BY AN EDM-A ONLY	<p>The EDM-T has demonstrated the safe working practices related to returning an elevating device to service and is knowledgeable on the hazards pertaining to device reinstatement, 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 EDM-A Certificate #: _____</p>
25.2	<p>The EDM-T has demonstrated the requirements for performing a modernization or alteration in an occupied building.</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		
M5: RIGGING & HOISTING		
M6: INTRODUCTION TO APPLICABLE CODE(S)		
M7: MECHANICAL PRACTICES		
M8: ELECTRIC ELEVATOR INSTALLATION		
M12: BASIC ELECTRICITY		
M25: MODERNIZATION/ALTERATIONS		



EDM-D
Skills Passport Document
September 2014

Name (PRINT)	Date	Signature	Company	Certificate Number



GENERAL NOTES AND OBSERVATIONS:

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