



ELEVATING DEVICE MECHANIC **CLASS A** PERSONAL SKILLS PASSPORT



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1. INTRODUCTION

The Personal Skills Passport is a means of verifying the workplace criteria and experience an individual acquires in a number of key areas within the elevating devices industry.

Performance sign-off on the Workplace Achievement Criteria, outlined in the Skills Passport, allows an individual to work on specific elevating devices or systems when obtaining achievement work criteria that include “constructing, installing, altering, repairing, testing and maintaining” elevating devices.

In addition to being a requirement for mechanic certification, this document also serves as a guideline for employers, licensed mechanics and Mechanics-in-Training to identify those areas where additional training or skill development may be required.

The Workplace Achievement Criteria outlined in this document represent the skills and competencies Licensed Elevator Mechanics and Mechanics-in-Training need to perform work on elevating devices.

The listing of the criteria is not intended to represent an inclusive list, but rather key achievements intended to illustrate the skill acquisition and competency.

The Skills Passport can identify areas of training or skill acquisition development for Licensed Elevator Mechanics/Mechanics-in-Training. The Passport is the property of the Licensed Elevator Mechanic/Mechanic-in-Training and represents the official record of their training. The passport holder is responsible for maintaining and updating their passport. A Technical Safety Authority of Saskatchewan representative may ask to see an individual's passport at any time.

The Licensed Elevator Mechanic or Mechanic-in-Training must retain this document throughout their career as evidence of their competence to perform work on elevating devices regulated under the Act.

2. PASSPORT HOLDER INFORMATION

LAST NAME

NAME

MIDDLE INITIAL

LICENCE EDM/MIT: _____

If found, please contact elevatorsafety@tsask.ca

3. DEFINITIONS

Act – *The Passenger and Freight Elevator Act for Saskatchewan.*

Contractor – A person, firm or corporation constructing, installing, altering, repairing, maintaining, servicing or testing elevators or parts thereof. (Act, Subsection 2(b))

Designated Signing Officer (DSO) – A person who acts on behalf of the Licensed Contractor to verify that the passport holder has successfully completed the required Workplace Achievement Criteria for a specific Scope of Work Endorsement and that the work criteria have been signed off by a supervising licensed EDM.

Direct Supervision – Supervision by a supervising elevating device mechanic who is on the same premises as the supervised person and in sufficient proximity that the EDM can readily:

- a) Observe the supervised person directly and without the aid of electronic devices;
- b) Provide verbal direction and immediate assistance to the supervised person; and
- c) Evaluate the work of the supervised person.

EDM Certification – EDM certification establishes a standard of qualification, experience and conduct required to be licensed by TSASK.

Elevating Device – Any equipment within the scope of codes adopted pursuant to the Regulations. (Reg., Section 2)

Elevating Device Mechanic (EDM) – An individual who holds a license, of a class established by TSASK Information Paper IP-ELE-2022-01, as a licensed elevating device mechanic. The EDM is responsible for constructing, installing, altering, repairing, testing and maintaining all regulated elevating devices per the legislation and the relevant codes and standards adopted in Saskatchewan.

Elevating Technician – A technical specialist who constructs, installs, alters, repairs, tests and maintains all defined types of elevating devices.

Elevator – Any apparatus, appliance or device used for lifting or lowering persons or material from one permanent level, floor or landing to another. (Act, Subsection 2(d))

Indirect Supervision – Supervision by a supervising EDM who is readily available to

the supervised person for the purpose of providing timely direction and assistance.

IP-ELE-2022-01 – Policy paper entitled Elevating Device Mechanics Certification which forms part of the requirements of this document.

Mechanic-in-Training (MIT) – An EDM’s apprentice. They shall always work under the supervision of an EDM while gaining experience and competence towards becoming a certified EDM themselves.

Regulations – The Passenger and Freight Elevator Regulations, 2017 for Saskatchewan.

Self-Declaration Form – To be completed only by licensed EDM’s prior to passport implementation. Out-of-province applicants with an EDM status may also complete self-declaration form.

Skills Passport – A document that contains a record of training pertaining to work criteria that bears the signature of a supervising EDM licence holder.

Supervising Elevating Device Mechanic – A licensed EDM responsible for supervising workers reporting to them, who may include a MIT or another tradesperson. The supervising EDM is responsible for the overall work that they perform or that is performed by workers under their supervision.

TSASK – The Technical Safety Authority of Saskatchewan, who administers the Act and Regulations.

4. ROLES AND RESPONSIBILITIES

Passport Holder

The passport holder shall be a MIT or an EDM. This individual is responsible for the following tasks:

- a) Ensuring their passport is up to date;
- b) Working within the scope of their passport; and
- c) Seeking experience in relevant areas of the workplace.

An individual shall not do regulated work in respect to elevating devices unless one of the following applies:

- a) The individual is, or is employed by, a licensed elevating device contractor;
- b) The individual is a licensed EDM acting outside the scope of the individual's skills passport, and the regulated work is:
 - i. done under the direct supervision of a licensed supervising EDM, and
 - ii. within the scope of the supervisor's certificate; or
- c) The individual is a MIT, and the regulated work is:
 - i. completed under the direct supervision of a licensed EDM if the individual is performing a skill that is not signed off in the individual's skills passport, or
 - ii. completed under the indirect supervision of a licensed EDM, if clause (A) does not apply, and within the scope of the supervisor's license.

Supervising Elevating Device Mechanic

The role of the Supervising EDM is to observe and verify an individual conducting the Workplace Achievement Criteria outlined in the Skills Passport.

The Supervising EDM has the responsibility and obligation to ensure the skill has been adequately performed and demonstrated and to sign off the Skills Passport for work criteria completed.

Designated Signing Officer

The DSO is a person who acts on behalf of the Licensed Contractor to verify that the

passport holder has successfully completed the required Workplace Achievement Criteria for a specific Scope of Work Endorsement and that the criteria have been signed off by a licensed supervising EDM.

Licensed Contractor

The Licensed Contractor is the passport holder's employer and is responsible for the following:

- a) Ensuring employees are trained and competent in the work they are assigned;
- b) Ensuring employees work within the scope of their passports; and
- c) Ensuring employees work under the appropriate level of supervision.

The Technical Safety Authority of Saskatchewan

TSASK is responsible for the following:

- a) Administering the EDM licensing program;
- b) Examining candidates for certification in Elevating Devices Mechanics;
- c) Certifying an EDM as eligible to work in the province of Saskatchewan; and
- d) Taking appropriate enforcement action as required.

Note to the Contractor

A key responsibility for the EDM and the employer/contractor under the Act and Regulations is to ensure that the EDM is employed to work only on those devices or parts of those devices on which he or she has documented experience. Bearing this in mind, a mechanic may hold a Class A licence but still be restricted in the type of work he or she may be allowed to perform.

Note to the MIT/EDM

Whether you are a MIT or a fully licensed EDM, it is important to maintain your passport to ensure it is up to date. For the same reasons as noted above, it is mandatory to maintain a record of the devices on which you have acquired experience and to have that experience verified in this passport.

5. HOW TO USE THE SKILLS PASSPORT

Passport Holder

- 1) Review Section 6: Requirements for Class A Scope of Endorsement.
- 2) Identify the scope of work in which you would like to achieve an endorsement.
Each scope of work has several associated Workplace Achievement Criteria signified by a specific code. For example, in order to complete the requirements for Maintaining Elevators and Escalators, an individual needs to be signed off on each of the following competencies:

C8: Apply Troubleshooting Techniques

H5: Maintain Escalators and Moving Walks

H6: Repair Escalators and Moving Walks

- 3) Work with your employer and develop a plan that enables you to get the hands-on experience required for sign-off on each of the required competencies.
- 4) Contact a Supervising EDM within your organization when you are ready to sign off on a specific competency. The Supervising EDM will then arrange a time and place to observe you conducting the required tasks and verify your ability to do this work by signing off on your Skills Passport.
- 5) Track your progress towards the completion of your goals by using Section 7: Checklist for Class A Scope of Work.

Remember – some competencies have more than one criterion for sign-off (multiple criteria) while others require sign-off on more than one setup (repetitive criteria). See Section 9: Workplace Achievement Criteria for further details.

- 6) Contact your DSO once you have been signed off on all the required competencies for a specific Scope of Work. The DSO will then review your Skills Passport to see that you have met all the requirements for a specific Scope of Work Endorsement and verify this by signing in the space provided in Section 8: Verification of Experience by Type of Elevating Device.

Supervising EDM

- 1) Review the Workplace Achievement Criteria for the competency in which the individual is seeking sign-off. Each competency is labelled with a designated code (e.g., B7: Use Electrical Test Equipment).
- 2) Determine if the competency requires single or multiple sign-offs.

For example, B6: Use Rigging and Hoisting Equipment requires the passport holder to be signed off on three separate setups to successfully complete the competency. Further details of multiple and repetitive criteria are provided in Section 9: Workplace Achievement Criteria.

3) After you have observed the passport holder carry out all the required tasks to a satisfactory standard, you can verify this by signing and dating the page for the Workplace Achievement Criteria being conducted.

NOTE

- a) Workplace Achievement Criteria must be carried out to a level of competence consistent with current industry practices and procedures.
- b) The passport holder must complete all the Workplace Achievement Criteria in one setup in order to be signed off on a specific competency.
- c) An EDM must already be signed off on the same competencies that he or she is asked to sign off on.
- d) The same EDM who signs and dates at the bottom of the page must also initial the individual tasks for the Workplace Achievement Criteria.

Designated Signing Officer

1) Review Section 6: Requirements for Class A Scope of Endorsement for the scope of work that you are being asked to verify.

Each scope of work has specific requirements for constructing, installing, altering, repairing, maintaining, servicing or testing. For example, in order to complete the requirements for Maintaining Escalators and Moving Walks, an individual needs to be signed off on each of the following competencies:

- B7: Use Electrical Test Equipment
- C8: Apply Troubleshooting Techniques
- H5: Maintain Escalators and Moving Walks
- H6: Repair Escalators and Moving Walks

2) Check the individual's Skills Passport to verify that a Supervising EDM has signed off on all of the required competencies for the scope of work being verified.

Remember – some competencies, such as B6: Use Rigging and Hoisting Equipment, require the passport holder to be signed off on more than one setup (repetitive criteria) while others, such as G5: Install Electrical Systems have more than one criterion for sign-off (multiple criteria), in order to complete a competency in its entirety.

Further details of multiple and repetitive criteria are provided in Section 9: Workplace Achievement Criteria.

3) If the individual has met all of the criteria for a specific scope of work, you can sign and date the table in Section 8: Verification of Experience by Type of Elevating Device on the line designated for the scope of work that has been completed.

6. REQUIREMENTS FOR CLASS A SCOPE OF WORK ENDORSEMENT

TYPE OF ELEVATING DEVICE	INSTALLATION/ CONSTRUCTION	MAINTENANCE	REPAIR/SERVICE	ALTERATION
Traction (passenger)	B6, B7, B8, C8, D1, D2, D3, D4, D5, D6, D7, D9, D10, E2, E3, E4, F3, G5, G8	B7, C8, G6, G7, G8, J2, J3, J4, J5, J6, J7, K2, K5	B6, B7, C8, G8, K1, K2, K3, K5, L2, L3, L4, L5, L6, L7, L10	B6, B7, C8, D2, D5, D6, D7, D9 D10, E2, E4, G5, G7, G8, K1, K2, L1, L2, L3, L4, L5, L6, L7, L10
Hydraulic (passenger)	B6, B7, C8, D1, D2, D3, D4, D5, D6, D7, D9, D10, E2, E3, F2, F3, F4, G5, G8	B7, C8, G6, G7, G8, J2, J3, J4, J5, J6, J7, K5	B6, B7, C8, G8, K4, K5, L5, L6, L7, L8, L9	B6, B7, C8, D2, D5, D6, D7, D9 D10, E2 G5, G7, G8, L1, L5, L6, L7, L8, L9
Traction (freight)	B6, B7, B8, C8, D1, D2, D3, D4, D5, D6, D7, D9, D10, E2, E3, E4, F3, G5, G8	B7, C8, G6, G7, G8, J2, J3, J4, J5, J6, J7, K2, K5	B6, B7, C8, G8, E2, E4, K1, K2, K3, K5, L2, L3, L4, L5, L6, L7, L10	B6, B7, C8, D2, D5, D6, D7, D9 D10, E2, E4, G5, G7, G8, K1, K2, L1, L2, L3, L4, L5, L6, L7, L10
Hydraulic (freight)	B6, B7, C8, D1, D2, D3, D4, D5, D6, D7, D9, D10, E2, E3, F2, F3, F4, G5, G8	B7, C8, G6, G7, G8, J2, J3, J4, J5, J6, J7, K5	B6, B7, C8, G8, K4, K5, L5, L6, L7, L8, L9	B6, B7, C8, D2, D5, D6, D7, D9 D10, E2 G5, G7, G8, L1, L5, L6, L7, L8, L9
Escalators/ Moving Walks	B6, B7 C8, H2, H3, H4 D7 D10	B7 C8, H5, H6	B6, B7, C8, H5, H6	B6, B7 C8, H2, H3, H4, D7, D10
Barrier-Free Access	B6, B7, C8, D1, D2, D5, D6, D7, D10, E2, G5, M2, M3, M4	B7, C8, G10,* J7	B6, B7, C8, K7	B6, B7, C8, D1, D2, D5, D6, D7, D10, E2, G5, M2, M3, M4

**G6: Maintain Electrical and Electronic Systems (Level 2) from the Class A Program Outline is acceptable for this requirement.*

**G10 is referenced in Class C Passport.*

7. CHECKLIST FOR CLASS A SCOPE OF WORK

This section shows the competencies, or Workplace Achievement Criteria, an individual needs in order to be signed off on a specific Scope of Work. The passport holder can also use this as a tool to track their progress as they get signed off on specific competencies.

Once the passport holder has met the criteria for a particular scope of work the contractor's DSO can verify this by signing off in Section 8: Verification of Experience by Class and Type of Elevating Device.

The following abbreviations are used in the checklist.

PT = Passenger Traction

PH = Passenger Hydraulic

FT = Freight Traction

FH = Freight Hydraulic

ES = Escalators/Moving Walks

BF = Barrier-Free Access

Please sign off on completed criteria from Line B Through M.

[illegible]

[illegible]

[illegible]

[illegible]

8. VERIFICATION OF EXPERIENCE BY TYPE OF ELEVATING DEVICE

This section is used to verify that the passport holder has successfully completed the required Workplace Achievement Criteria for a specific Scope of Work Endorsement. The requirements for each scope of work are shown in Section 6: Requirements for Class A Scope of Work.

This form is signed and dated by the DSO, who is a person authorized to sign documents on behalf of the Licensed Contractor.

Type of Elevating Device	Licensed Contractor (Please Print)	Designated Signing Officer (Please Print)	Designated Signing Officer (please sign)	Date (mm/dd/yy)
Freight Traction				
Installation/Construction				
Maintenance				
Repair/Service				
Alteration				
Freight Hydraulic				
Installation/Construction				
Maintenance				
Repair/Service				
Alteration				
Escalators/Moving Walks				
Installation/Construction				
Maintenance				
Repair/Service				
Barrier-Free Access				
Installation/Construction				
Maintenance				
Repair/Service				
Other				
Installation/Construction				
Maintenance				
Repair/Service				
Alteration				
Other				
Installation/Construction				
Maintenance				
Repair/Service				
Alteration				

9. WORKPLACE ACHIEVEMENT CRITERIA

Workplace Achievement Criteria are the practical, hands-on skills an individual needs to demonstrate in order to be signed off on a competency within the Skills Passport. An EDM signs off on these competencies after he or she has observed the individual safely carry out the stated tasks.

Repetitive Criteria

Some achievement criteria require an individual to demonstrate his or her ability to safely carry out the work on more than one setup. For example, B6: Use Rigging and Hoisting Equipment requires an individual to demonstrate how to safely lift and lower a load on three separate setups.

There are seven competencies with repetitive criteria in the Class A Skills Passport:

B6: Use Rigging and Hoisting Equipment E4: Install Suspension Systems
K1: Re-Rope Elevators
K2: Service Braking Systems
L3: Upgrade Controllers and Drives L4: Replace Governors and Safeties
L8: Replace Jacks

Multiple Criteria

There are two competencies that have multiple achievement criteria:

G5: Install Electrical Systems
J2: Apply the requirements for Mandatory Maintenance

In these cases, an individual needs to be signed off on one or more achievement criteria for the same competency. For example, G5: Install Electrical Systems requires an individual to be signed off on 1) installing a wiring raceway, 2) installing a fixture and 3) installing wiring.

Sign-off for both repetitive and multiple criteria may occur over a period of several months, or possibly years, depending on the opportunity available to the individual.

General Area of Competence: Use Tools and Equipment

COMPETENCY B6 Use Rigging and Hoisting Equipment		
<p>Achievement Criteria</p> <p>SETUP 1 OF 3</p> <p>NOTE The individual must be signed off on three separate setups to successfully complete this competency.</p>	<p>Given a load to be lifted and a selection of rigging and hoisting equipment, the individual has demonstrated how to lift and lower a load.</p> <p>In the process of carrying out this competency, the individual has:</p>	
		mechanic's initials
	Selected the proper equipment	
	Inspected the equipment	
	Used proper rigging and hoisting techniques	
	Used proper signalling/communication protocol	
	Disassembled and stored the equipment	
	Worked safely and efficiently	
	Describe task performed:	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Use Tools and Equipment

COMPETENCY B6 Use Rigging and Hoisting Equipment		
<p>Achievement Criteria</p> <p>SETUP 2 OF 3</p> <p>NOTE The individual must be signed off on three separate setups to successfully complete this competency.</p>	<p>Given a load to be lifted and a selection of rigging and hoisting equipment, the individual has demonstrated how to lift and lower a load.</p> <p>In the process of carrying out this competency, the individual has:</p>	
		mechanic's initials
	Selected the proper equipment	
	Inspected the equipment	
	Used proper rigging and hoisting techniques	
	Used proper signalling/communication protocol	
	Disassembled and stored the equipment	
	Worked safely and efficiently	
	Describe task performed:	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Use Tools and Equipment

COMPETENCY B6 Use Rigging and Hoisting Equipment		
<p>Achievement Criteria</p> <p>SETUP 3 OF 3</p> <p>NOTE The individual must be signed off on three separate setups to successfully complete this competency.</p>	<p>Given a load to be lifted and a selection of rigging and hoisting equipment, the individual has demonstrated how to lift and lower a load.</p> <p>In the process of carrying out this competency, the individual has:</p>	
		mechanic's initials
	Selected the proper equipment	
	Inspected the equipment	
	Used proper rigging and hoisting techniques	
	Used proper signalling/communication protocol	
	Disassembled and stored the equipment	
	Worked safely and efficiently	
	Describe task performed:	

 Signature of Supervising EDM

 EDM Number

 Date (mm/dd/yy)

General Area of Competence: Use Tools and Equipment

COMPETENCY B7 Use Electrical Test Equipment		
Achievement Criteria	Given a multimeter and a circuit to test, the individual has measured voltage, current and resistance.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Interpreted electrical schematics	
	Selected the appropriate settings	
	Interpreted the readings	
	Followed test procedures	
Worked safely and efficiently		

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)**General Area of Competence:** Use Tools and Equipment

COMPETENCY B8 Use False Cars		
Achievement Criteria	Given a hoistway, false car equipment and instructions, the individual has installed and removed a false car.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Inspected the equipment	
	Followed installation procedures	
	Installed the equipment	
	Operated the equipment	
Removed a false car		
Worked safely and efficiently		

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)

General Area of Competence: Use Fundamental Skills

COMPETENCY C8 Apply Troubleshooting techniques	
Achievement Criteria	Given a non-functioning elevating device, tools, diagnostic equipment, documentation and access to parts, the individual has demonstrated how to troubleshoot a system fault.
	In the process of carrying out this competency, the individual has:
	mechanic's initials
	Used a logical approach to solve the problem
	Selected and used the proper tools
	Solved the problem
	Documented the repair
Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Traction and Hydraulic Common Components

COMPETENCY D1 Lay Out Hoistways	
Achievement Criteria	Given an empty hoistway, tools, layout drawings, safety equipment, and a work platform or scaffolding, the individual has laid out a hoistway.
	In the process of carrying out this competency, the individual has:
	mechanic's initials
	Interpreted drawings and specifications
	Planned the work
	Laid out the work
	Solved routine problems in the layout process
Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Traction and Hydraulic Common Components

COMPETENCY D2 Install Guide Rails, Guide Rail Supports and Fasteners	
Achievement Criteria	Given a hoistway, tools, materials and layout drawings, the individual has installed guide rails, guide rail supports and fasteners.
	In the process of carrying out this competency, the individual has:
	mechanic's initials
	Installed a work platform
	Dropped rail plumb lines
	Installed rail supports and rails
	Aligned the rails
Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Traction and Hydraulic Common Components

COMPETENCY D3 Install Car Frame and Counterweight Assemblies	
Achievement Criteria	Given a hoistway with rails, materials, tools and assembly drawings, the individual has built a car frame and counterweight assembly.
	In the process of carrying out this competency, the individual has:
	mechanic's initials
	Built a car frame
	Built a counterweight assembly
	Followed manufacturer's instructions
	Worked safely and efficiently

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Traction and Hydraulic Common Components

COMPETENCY D5 Install Wiring Raceway, Fixtures and Wiring		
Achievement Criteria	Given an installation site, materials, tools and installation procedures, the individual has installed wiring raceways, fixtures and wiring.	
	In the process of carrying out this competency, the individual has:	
	Interpreted drawings and specifications	mechanic's initials
	Planned the work	
	Selected the appropriate materials	
	Tested for operation	
	Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)**General Area of Competence:** Install Traction and Hydraulic Common Components

COMPETENCY D6 Install Car Enclosure Assemblies		
Achievement Criteria	Given an installation site, materials, tools, drawings and installation procedures, the individual has Installed car enclosure assemblies, travelling cables and car door systems.	
	In the process of carrying out this competency, the individual has:	
	Interpreted drawings and specifications	mechanic's initials
	Planned the work	
	Followed handling procedures	
	Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)

General Area of Competence: Install Traction and Hydraulic Common Components

COMPETENCY D7 Adjust and Commission Elevating Devices	
Achievement Criteria	Given an installation site, materials, tools, documentation and adjustment procedures, the individual has adjusted an elevating device.
	In the process of carrying out this competency, the individual has:
	mechanic's initials
	Interpreted drawings and specifications
	Planned the work
	Followed adjustment procedures
	Verified adjustments
Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)**General Area of Competence:** Install Traction and Hydraulic Common Components

COMPETENCY D9 Install Bi-Parting Freight Elevator Door Systems	
Achievement Criteria	Given a hoistway opening, materials, tools, drawings and installation procedures, the individual has installed bi-parting freight elevator door systems.
	In the process of carrying out this competency, the individual has:
	mechanic's initials
	Interpreted drawings and specifications
	Followed installation procedures
	Aligned doors
	Tested for operation
Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)

General Area of Competence: Install Traction and Hydraulic Common Components

COMPETENCY D10 Install Seismic Systems		
Achievement Criteria	Given an installation site, materials, tools and installation procedures, the individual has installed a seismic system.	
	In the process of carrying out this competency, the individual has:	
	Interpreted drawings and specifications	mechanic's initials
	Followed installation procedures	
	Completed required testing	
	Completed required documentation	
	Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)**General Area of Competence:** Install Traction Elevators

COMPETENCY E2 Install Pit Structures		
Achievement Criteria	Given an installation site, materials, tools, drawings and installation procedures, the individual has installed a pit structure.	
	In the process of carrying out this competency, the individual has:	
	Interpreted drawings and specifications	mechanic's initials
	Planned the work	
	Verified operation	
	Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)

General Area of Competence: Install Traction Elevator

COMPETENCY E3 Install Machine Room/Space Equipment		
Achievement Criteria	Given an installation site, materials, tools, drawings and installation procedures, the individual has installed machine room equipment, including governors, controllers and machines.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Interpreted drawings and specifications	
	Planned the work	
	Laid out the work	
	Verified operation	
	Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)**General Area of Competence:** Install Traction Elevator

COMPETENCY E4 Install Suspension Systems		
Achievement Criteria SETUP 1 OF 3 NOTE The individual must be signed off on three separate set-ups to successfully complete this.	Given an installation site, materials, tools, drawings and installation procedures, the individual has installed a suspension system.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Interpreted drawings and specifications	
	Planned the work	
	Laid out the work	
	Used proper rigging and hoisting procedures	
	Verified operation	
	Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)

General Area of Competence: Install Traction Elevator

COMPETENCY E4 Install Suspension Systems		
<p>Achievement Criteria</p> <p>SETUP 2 OF 3</p> <p>NOTE The individual must be signed off on three separate set-ups to successfully complete this.</p>	<p>Given an installation site, materials, tools, documentation and adjustment procedures, the individual has adjusted an elevating device.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	Interpreted drawings and specifications	
	Planned the work	
	Laid out the work	
	Used proper rigging and hoisting procedures	
	Verified operation	
	Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)**General Area of Competence:** Install Traction Elevator

COMPETENCY E4 Install Suspension Systems		
<p>Achievement Criteria</p> <p>SETUP 3 OF 3</p> <p>NOTE The individual must be signed off on three separate set-ups to successfully complete this.</p>	<p>Given an installation site, materials, tools, documentation and adjustment procedures, the individual has adjusted an elevating device.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	Interpreted drawings and specifications	
	Planned the work	
	Laid out the work	
	Used proper rigging and hoisting procedures	
	Verified operation	
	Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)

General Area of Competence: Install Hydraulic Elevator

COMPETENCY F2 Install Pit Structures, Jack and Suspension Systems		
Achievement Criteria	Given an installation site, materials, tools, drawings and installation procedures, the individual has installed pit structures, jack and suspension systems.	
	In the process of carrying out this competency, the individual has:	
	Interpreted drawings and specifications	mechanic's initials
	Planned the work	
	Laid out the work	
	Used proper rigging and hoisting procedures	
	Verified operation	
	Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Hydraulic Elevating Devices

COMPETENCY F3 Install Machine Room Equipment		
Achievement Criteria	Given an installation site, materials, tools, drawings and installation procedures, the individual has installed all components in a machine room.	
	In the process of carrying out this competency, the individual has:	
	Interpreted drawings and specifications	mechanic's initials
	Planned the work	
	Laid out the work	
	Selected and used the proper tools	
	Verified operation	
	Mitigated environmental impacts	
Worked safely and efficiently		

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Hydraulic Elevating Devices

COMPETENCY F4 Install the Hydraulic Piping System		
Achievement Criteria	Given an installation site, materials, tools, drawings and installation procedures, the individual has installed a hydraulic piping system.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Interpreted drawings and specifications	
	Selected and used the proper tools	
	Mitigated environmental concerns	
	Verified operation	
	Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)**General Area of Competence:** Install Hydraulic Elevating Devices

COMPETENCY G5 Install Electrical Systems		
Achievement Criteria 1 OF 3 NOTE The individual must be signed off on all three criteria to successfully complete this competency.	Given an installation site, materials, tools, drawings and installation procedures, the individual has installed a wiring raceway.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Interpreted drawings and specifications	
	Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)

General Area of Competence: Apply the Principles of Electricity and Electronics

COMPETENCY G5 Install Electrical Systems		
Achievement Criteria 2 OF 3 NOTE The individual must be signed off on all three criteria to successfully complete this competency.	Given an installation site, materials, tools, drawings and installation procedures, the individual has installed a fixture.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Interpreted drawings and specifications	
	Followed installation procedures	
	Tested for proper operation	
	Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Apply the Principles of Electricity and Electronics

COMPETENCY G5 Install Electrical Systems		
Achievement Criteria 3 OF 3 NOTE The individual must be signed off on all three criteria to successfully complete this competency.	Given an installation site, materials, tools, drawings and installation procedures, the individual has installed wiring.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Extracted information from the wiring diagram	
	Tested for proper operation	
	Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Apply the Principles of Electricity and Electronics

COMPETENCY G6 Maintain Electrical and Electronic Systems (Level 2)		
Achievement Criteria	Given an installation site, materials, tools, drawings, maintenance procedures/check sheets and a logbook, the individual has demonstrated how to maintain an electrical system.	
	In the process of carrying out this competency, the individual has:	
	mechanic's initials	
	Interpreted maintenance documentation	
	Selected and used the proper tools	
	Followed maintenance procedures	
Worked safely and efficiently		

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Apply the Principles of Electricity and Electronics

COMPETENCY G7 Troubleshoot Electrical and Electronic Systems (Level 2)		
Achievement Criteria	Given a piece of equipment with an electrical or electronic fault, materials, tools, drawings and documentation, the individual has demonstrated how to troubleshoot an electrical or electronic fault	
	In the process of carrying out this competency, the individual has:	
	mechanic's initials	
	Interpreted drawings and specifications	
	Isolated the problem	
	Selected and used the proper diagnostic and repair tools	
	Followed tracing procedures	
	Solved the fault	
	Tested for proper operation	
Worked safely and efficiently		

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Apply the Principles of Electricity and Electronics

COMPETENCY G8 Adjust Door Operators		
Achievement Criteria	Given a door system, materials, tools, documentation and adjustment procedures, the individual has adjusted a door operator.	
	In the process of carrying out this competency, the individual has:	
	Interpreted drawings and specifications	mechanic's initials
	Maintained public safety	
	Followed adjustment procedures	
	Verified operation	
	Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Escalators and Moving Walks

COMPETENCY H2 Install and Align Truss Assemblies		
Achievement Criteria	Given an installation site, materials, tools, drawings, layout procedures, rigging and hoisting equipment, and installation documentation, the individual has laid out a wellway and installed and aligned a truss assembly.	
	In the process of carrying out this competency, the individual has:	
	Interpreted drawings and specifications	mechanic's initials
	Followed layout and installation procedures	
	Verified measurements	
	Selected and used the proper tools	
	Used proper rigging and hoisting procedures	
Worked safely and efficiently		

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Escalators and Moving Walks

COMPETENCY H3 Install Balustrades and Decking		
Achievement Criteria	Given an installation site, materials, tools, drawings and installation procedures, the individual has installed balustrades and decking.	
	In the process of carrying out this competency, the individual has:	
	Interpreted drawings and specifications	mechanic's initials
	Planned and laid out the work efficiently	
	Selected and used the proper tools	
	Followed installation procedures	
	Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Escalators and Moving Walks

COMPETENCY H4 Adjust and Commission Escalators and Moving Walks		
Achievement Criteria	Given an installation site, materials, tools, documentation and adjustment procedures, the individual has installed an escalator or moving walk system.	
	In the process of carrying out this competency, the individual has:	
	Interpreted drawings and specifications	mechanic's initials
	Selected and used the proper tools	
	Followed adjustment procedures	
	Verified operation	
	Worked safely and efficiently	
Followed periodic Category 1 Testing		

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Escalators and Moving Walks

COMPETENCY H5 Maintain Escalators and Moving Walks	
Achievement Criteria	Given an escalator or moving walk, materials, tools, documentation and maintenance procedures, the individual has carried out routine maintenance procedures on the specified equipment.
	In the process of carrying out this competency, the individual has:
	mechanic's initials
	Maintained public safety
	Extracted information from documentation
	Followed maintenance procedures
	Worked safely and efficiently
Followed periodic Category 1 Testing	

 Signature of Supervising EDM

 EDM Number

 Date (mm/dd/yy)
General Area of Competence: Install Escalators and Moving Walks

COMPETENCY H6 Repair Escalators and Moving Walks	
Achievement Criteria	Given an escalator or moving walk, materials, tools, documentation and repair procedures, the individual has carried out routine repairs on the specified equipment.
	In the process of carrying out this competency, the individual has:
	mechanic's initials
	Maintained public safety
	Interpreted drawings and specifications
	Selected and used the proper tools
	Followed replacement procedures
	Verified operation
	Completed required documentation
Worked safely and efficiently	

 Signature of Supervising EDM

 EDM Number

 Date (mm/dd/yy)

General Area of Competence: Maintain Elevating Systems

COMPETENCY J2 Apply the Requirements for Mandatory Maintenance		
<p>Achievement Criteria</p> <p>1 of 2</p> <p>NOTE The individual must be signed off on both achievement criteria to successfully complete this competency.</p>	<p>Given an elevating device, materials, tools, documentation and maintenance procedures, the individual has demonstrated how to comply with the monthly maintenance requirements for an elevating device.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	Followed shutdown and startup procedures	
	Followed maintenance requirements	
	Followed periodic Category 1 Testing	
	Followed periodic Category 5 Testing	
	Followed service procedures	
	Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)**General Area of Competence:** Maintain Elevating Systems

COMPETENCY J2 Apply the Requirements for Mandatory Maintenance		
<p>Achievement Criteria</p> <p>2 of 2</p> <p>NOTE The individual must be signed off on both achievement criteria to successfully complete this competency.</p>	<p>Given an elevating device, materials, tools, documentation and maintenance procedures, the individual has demonstrated how to comply with the monthly maintenance and testing requirements for an elevating device.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	Followed shutdown and startup procedures	
	Followed maintenance requirements	
	Followed code-testing procedures	
	Tested governor pull-on/pull-through	
	Maintained a logbook	
	Followed periodic Category 1 Testing	
	Followed periodic Category 5 Testing	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)

General Area of Competence: Maintain Elevating Systems

COMPETENCY J3 Evacuate Trapped Passengers		
Achievement Criteria	Given a staged site, tools and written procedures, the individual has extricated/removed a passenger from a simulated elevator entrapment.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Established communications with passenger	
	Followed written procedures	
	Extracted trapped passenger	
	Completed required documentation	
	Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Maintain Elevating Systems

COMPETENCY J4 Maintain Hoistways		
Achievement Criteria	Given a hoistway site, tools and maintenance procedures, the individual has carried out routine maintenance on a hoistway including interlocks, doors, hoisting ropes, sheaves and counterweights.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Maintained public safety	
	Gained safe access to hoistway	
	Followed maintenance procedures	
	Completed required documentation	
	Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Maintain Elevating Systems

COMPETENCY J5 Maintain Machine Rooms or Control Spaces	
Achievement Criteria	Given a machine room or control space, materials, tools, documentation and maintenance procedures, the individual has carried out routine maintenance on a machine room or control space.
	In the process of carrying out this competency, the individual has: mechanic's initials
	Maintained public safety
	Followed maintenance procedures
	Completed required documentation
Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)**General Area of Competence:** Maintain Elevating Systems

COMPETENCY J6 Maintain Car Enclosures	
Achievement Criteria	Given an elevator car, materials, tools, documentation and maintenance procedures, the individual has carried out routine maintenance on a car enclosure.
	In the process of carrying out this competency, the individual has: mechanic's initials
	Maintained public safety
	Followed maintenance procedures
	Completed required documentation
Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)

General Area of Competence: Maintain Elevating Systems

COMPETENCY J7 Maintain Elevating Device Cabs, Carriages and Platforms	
Achievement Criteria	Given an incline carriage and platform, materials, tools, documentation and maintenance procedures, the individual has carried out routine maintenance on an elevating device cab.
	In the process of carrying out this competency, the individual has:
	mechanic's initials
	Planned the work
	Followed maintenance procedures
	Selected and used the proper tools
Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Repair Elevating Systems

COMPETENCY K1 Re-Rope Elevators	
Achievement Criteria RE-ROPE TYPE #1 SETUP 1 OF 3 NOTE In order to complete this competency, the passport holder must be signed off on three separate setups for each type of re-roping they will be working on, (e.g., 1:1, 2:1 or basement traction). The passport holder is restricted to working on only the type of re-roping for which they are signed off.	Given a working elevator, materials, tools, documentation and service procedures, the individual has re-roped an elevator.
	In the process of carrying out this competency, the individual has:
	mechanic's initials
	Maintained public safety
	Followed installation procedures
	Completed required documentation
	Worked safely and efficiently
Specify type/ratio:	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Repair Elevating Systems

COMPETENCY K1 Re-Rope Elevators		
<p>Achievement Criteria</p> <p>RE-ROPE TYPE #1 SETUP 2 OF 3</p> <p>NOTE In order to complete this competency, the passport holder must be signed off on three separate setups for each type of re-roping they will be working on, (e.g., 1:1, 2:1 or basement traction). The passport holder is restricted to working on only the type of re-roping for which they are signed off.</p>	<p>Given a working elevator, materials, tools, documentation and service procedures, the individual has re-roped an elevator.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	<p>Maintained public safety</p>	
	<p>Followed installation procedures</p>	
	<p>Completed required documentation</p>	
	<p>Worked safely and efficiently</p>	
	<p>Specify type/ratio:</p>	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Repair Elevating Systems

COMPETENCY K1 Re-Rope Elevators		
<p>Achievement Criteria</p> <p>RE-ROPE TYPE #1 SETUP 3 OF 3</p> <p>NOTE In order to complete this competency, the passport holder must be signed off on three separate setups for each type of re-roping they will be working on, (e.g., 1:1, 2:1 or basement traction). The passport holder is restricted to working on only the type of re-roping for which they are signed off.</p>	<p>Given a working elevator, materials, tools, documentation and service procedures, the individual has re-roped an elevator.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	<p>Maintained public safety</p>	
	<p>Followed installation procedures</p>	
	<p>Completed required documentation</p>	
	<p>Worked safely and efficiently</p>	
	<p>Specify type/ratio:</p>	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Repair Elevating Systems

COMPETENCY K1 Re-Rope Elevators		
<p>Achievement Criteria</p> <p>RE-ROPE TYPE #2 SETUP 1 OF 3</p> <p>NOTE In order to complete this competency, the passport holder must be signed off on three separate setups for each type of re-roping they will be working on, (e.g., 1:1, 2:1 or basement traction). The passport holder is restricted to working on only the type of re-roping for which they are signed off.</p>	<p>Given a working elevator, materials, tools, documentation and service procedures, the individual has re-roped an elevator.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	<p>Maintained public safety</p>	
	<p>Followed installation procedures</p>	
	<p>Completed required documentation</p>	
	<p>Worked safely and efficiently</p>	
	<p>Specify type/ratio:</p>	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Repair Elevating Systems

COMPETENCY K1 Re-Rope Elevators		
<p>Achievement Criteria</p> <p>RE-ROPE TYPE #2 SETUP 2 OF 3</p> <p>NOTE In order to complete this competency, the passport holder must be signed off on three separate setups for each type of re-roping they will be working on, (e.g., 1:1, 2:1 or basement traction). The passport holder is restricted to working on only the type of re-roping for which they are signed off.</p>	<p>Given a working elevator, materials, tools, documentation and service procedures, the individual has re-roped an elevator.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	<p>Maintained public safety</p>	
	<p>Followed installation procedures</p>	
	<p>Completed required documentation</p>	
	<p>Worked safely and efficiently</p>	
	<p>Specify type/ratio:</p>	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Repair Elevating Systems

COMPETENCY K1 Re-Rope Elevators		
<p>Achievement Criteria</p> <p>RE-ROPE TYPE #2 SETUP 3 OF 3</p> <p>NOTE In order to complete this competency, the passport holder must be signed off on three separate setups for each type of re-roping they will be working on, (e.g., 1:1, 2:1 or basement traction). The passport holder is restricted to working on only the type of re-roping for which they are signed off.</p>	<p>Given a working elevator, materials, tools, documentation and service procedures, the individual has re-roped an elevator.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	<p>Maintained public safety</p>	
	<p>Followed installation procedures</p>	
	<p>Completed required documentation</p>	
	<p>Worked safely and efficiently</p>	
	<p>Specify type/ratio:</p>	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Repair Elevating Systems

COMPETENCY K2 Service Braking Systems		
<p>Achievement Criteria</p> <p>BRAKE TYPE #1 SETUP 1 OF 3</p> <p>NOTE In order to complete this competency, the passport holder must be signed off on three separate setups for each type of brake they will be working on (i.e., disc or drum). The passport holder is restricted to working on only the type of brakes for which they are signed off.</p>	<p>Given a working elevator, materials, tools, documentation and service procedures, the individual has serviced the brakes on an elevator.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	<p>Interpreted drawings and specifications</p>	
	<p>Selected and used the proper tools</p>	
	<p>Followed service procedures</p>	
	<p>Tested and verified operation</p>	
	<p>Completed required documentation</p>	
	<p>Worked safely and efficiently</p>	
	<p>Specify type of brake:</p>	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Repair Elevating Systems

COMPETENCY K2 Service Braking Systems		
<p>Achievement Criteria</p> <p>BRAKE TYPE #1 SETUP 2 OF 3</p> <p>NOTE In order to complete this competency, the passport holder must be signed off on three separate setups for each type of brake they will be working on (i.e., disc or drum). The passport holder is restricted to working on only the type of brakes for which they are signed off.</p>	<p>Given a working elevator, materials, tools, documentation and service procedures, the individual has serviced the brakes on an elevator.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	Interpreted drawings and specifications	
	Selected and used the proper tools	
	Followed service procedures	
	Tested and verified operation	
	Completed required documentation	
	Worked safely and efficiently	
	Specify type of brake:	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Repair Elevating Systems

COMPETENCY K2 Service Braking Systems		
<p>Achievement Criteria</p> <p>BRAKE TYPE #1 SETUP 3 OF 3</p> <p>NOTE In order to complete this competency, the passport holder must be signed off on three separate setups for each type of brake they will be working on (i.e., disc or drum). The passport holder is restricted to working on only the type of brakes for which they are signed off.</p>	<p>Given a working elevator, materials, tools, documentation and service procedures, the individual has serviced the brakes on an elevator.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	Interpreted drawings and specifications	
	Selected and used the proper tools	
	Followed service procedures	
	Tested and verified operation	
	Completed required documentation	
	Worked safely and efficiently	
	Specify type of brake:	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Repair Elevating Systems

COMPETENCY K2 Service Braking Systems		
<p>Achievement Criteria</p> <p>BRAKE TYPE #2 SETUP 1 OF 3</p> <p>NOTE In order to complete this competency, the passport holder must be signed off on three separate setups for each type of brake they will be working on (i.e., disc or drum). The passport holder is restricted to working on only the type of brakes for which they are signed off.</p>	<p>Given a working elevator, materials, tools, documentation and service procedures, the individual has serviced the brakes on an elevator.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	Interpreted drawings and specifications	
	Selected and used the proper tools	
	Followed service procedures	
	Tested and verified operation	
	Completed required documentation	
	Worked safely and efficiently	
	Specify type of brake:	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Repair Elevating Systems

COMPETENCY K2 Service Braking Systems		
<p>Achievement Criteria</p> <p>BRAKE TYPE #2 SETUP 2 OF 3</p> <p>NOTE In order to complete this competency, the passport holder must be signed off on three separate setups for each type of brake they will be working on (i.e., disc or drum). The passport holder is restricted to working on only the type of brakes for which they are signed off.</p>	<p>Given a working elevator, materials, tools, documentation and service procedures, the individual has serviced the brakes on an elevator.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	Interpreted drawings and specifications	
	Selected and used the proper tools	
	Followed service procedures	
	Tested and verified operation	
	Completed required documentation	
	Worked safely and efficiently	
	Specify type of brake:	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Repair Elevating Systems

COMPETENCY K2 Service Braking Systems		
<p>Achievement Criteria</p> <p>BRAKE TYPE #2 SETUP 3 OF 3</p> <p>NOTE In order to complete this competency, the passport holder must be signed off on three separate setups for each type of brake they will be working on (i.e., disc or drum). The passport holder is restricted to working on only the type of brakes for which they are signed off.</p>	<p>Given a working elevator, materials, tools, documentation and service procedures, the individual has serviced the brakes on an elevator.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	Interpreted drawings and specifications	
	Selected and used the proper tools	
	Followed service procedures	
	Tested and verified operation	
	Completed required documentation	
	Worked safely and efficiently	
	Specify type of brake:	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Repair Elevating Systems

COMPETENCY K3 Repair Machines, Motors or Generators		
<p>Achievement Criteria</p>	<p>Given tools, documentation and repair procedures, the individual has replaced a bearing on a machine, motor or generator.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	Selected and used the proper tools	
	Followed installation procedures	
	Verified operation	
	Completed required documentation	
	Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Repair Elevating Systems

COMPETENCY K4 Repair Hydraulic Systems		
Achievement Criteria	Given a hydraulic jack unit, materials, tools, documentation and replacement procedures, the individual has replaced the packing on a hydraulic jack.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Selected and used the proper tools	
	Followed installation procedures	
	Mitigated environmental concerns	
	Completed required documentation	
Worked safely and efficiently		

 Signature of Supervising EDM

 EDM Number

 Date (mm/dd/yy)
General Area of Competence: Repair Elevating Systems

COMPETENCY K5 Repair Door Systems		
Achievement Criteria	Given an elevator door system, materials, tools, documentation and repair procedures, the individual has replaced a hall or car door hanger roller.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Maintained public safety	
	Completed required documentation	
Worked safely and efficiently		

 Signature of Supervising EDM

 EDM Number

 Date (mm/dd/yy)

General Area of Competence: Repair Elevating Systems

COMPETENCY K7 Repair Elevating Systems for Accessibility Lifts		
Achievement Criteria	Given a controller, a main contractor, tools and documentation, the individual has replaced the main contractor on a controller.	
	In the process of carrying out this competency, the individual has:	
	Selected and used the proper tools	mechanic's initials
	Followed installation procedures	
	Completed required documentation	
	Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)**General Area of Competence:** Alter Elevating Systems

COMPETENCY L1 Upgrade Door Systems		
Achievement Criteria	Given an existing elevator, materials, tools, documentation and installation procedures, the individual has carried out upgrades to a door system.	
	In the process of carrying out this competency, the individual has:	
	Maintained public safety	mechanic's initials
	Extracted information from documentation	
	Followed installation procedures	
	Verified operation	
	Completed required testing and documentation	
	Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)

General Area of Competence: Alter Elevating Systems

COMPETENCY L2 Replace Machines	
Achievement Criteria	Given an existing elevator, materials, tools, documentation and installation procedures, the individual has replaced a machine.
	In the process of carrying out this competency, the individual has:
	mechanic's initials
	Maintained public safety
	Extracted information from documentation
	Followed installation procedures
	Verified operation
	Completed required testing and documentation
Worked safely and efficiently	

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Date (mm/dd/yy)

General Area of Competence: Alter Elevating Systems

COMPETENCY L3 Upgrade Controllers and Drives	
Achievement Criteria SETUP 1 OF 3 NOTE The individual must be signed off on three separate setups to successfully complete this competency.	Given an existing elevator, materials, tools, documentation and installation procedures, the individual has carried out upgrades to a controller.
	In the process of carrying out this competency, the individual has:
	mechanic's initials
	Maintained public safety
	Extracted information from documentation
	Followed installation procedures
	Completed required testing and documentation
	Worked safely and efficiently

Signature of Supervising EDM

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Date (mm/dd/yy)

General Area of Competence: Alter Elevating Systems

COMPETENCY L3 Upgrade Controllers and Drives		
Achievement Criteria SETUP 2 OF 3	Given an existing elevator, materials, tools, documentation and installation procedures, the individual has carried out upgrades to a controller.	
	In the process of carrying out this competency, the individual has:	
NOTE The individual must be signed off on three separate setups to successfully complete this competency.		mechanic's initials
	Maintained public safety	
	Extracted information from documentation	
	Followed installation procedures	
	Completed required testing and documentation	
	Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)**General Area of Competence:** Alter Elevating Systems

COMPETENCY L3 Upgrade Controllers and Drives		
Achievement Criteria SETUP 3 OF 3	Given an existing elevator, materials, tools, documentation and installation procedures, the individual has carried out upgrades to a controller.	
	In the process of carrying out this competency, the individual has:	
NOTE The individual must be signed off on three separate setups to successfully complete this competency.		mechanic's initials
	Maintained public safety	
	Extracted information from documentation	
	Followed installation procedures	
	Completed required testing and documentation	
	Worked safely and efficiently	

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General Area of Competence: Alter Elevating Systems

COMPETENCY L4 Replace Governors and Safeties		
<p>Achievement Criteria</p> <p>SETUP 1 OF 3</p> <p>NOTE The individual must be signed off on three separate setups to successfully complete this competency.</p>	<p>Given an existing elevator, materials, tools, documentation and installation procedures, the individual has replaced governors and safeties.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	<p>Maintained public safety</p>	
	<p>Followed installation procedures</p>	
	<p>Completed required documentation</p>	
	<p>Worked safely and efficiently</p>	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)**General Area of Competence:** Alter Elevating Systems

COMPETENCY L4 Replace Governors and Safeties		
<p>Achievement Criteria</p> <p>SETUP 2 OF 3</p> <p>NOTE The individual must be signed off on three separate setups to successfully complete this competency.</p>	<p>Given an existing elevator, materials, tools, documentation and installation procedures, the individual has replaced governors and safeties.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	<p>Maintained public safety</p>	
	<p>Followed installation procedures</p>	
	<p>Completed required documentation</p>	
	<p>Worked safely and efficiently</p>	

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General Area of Competence: Alter Elevating Systems

COMPETENCY L4 Replace Governors and Safeties		
<p>Achievement Criteria</p> <p>SETUP 3 OF 3</p> <p>NOTE The individual must be signed off on three separate setups to successfully complete this competency.</p>	<p>Given an existing elevator, materials, tools, documentation and installation procedures, the individual has replaced governors and safeties.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	<p>Maintained public safety</p>	
	<p>Followed installation procedures</p>	
	<p>Completed required documentation</p>	
	<p>Worked safely and efficiently</p>	

Signature of Supervising EDM_____
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Date (mm/dd/yy)**General Area of Competence:** Alter Elevating Systems

COMPETENCY L5 Perform Seismic Upgrading		
<p>Achievement Criteria</p>	<p>Given an existing elevator, materials, tools, documentation and code requirements, the individual has carried out seismic upgrades to an elevating device.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	<p>Maintained public safety</p>	
	<p>Followed installation procedures</p>	
	<p>Completed required documentation</p>	
	<p>Worked safely and efficiently</p>	

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General Area of Competence: Alter Elevating Systems

COMPETENCY L6 Upgrade Car Enclosures	
Achievement Criteria	Given an existing elevator car, materials, tools, code requirements and installation procedures, the individual has carried out upgrades to a car enclosure.
	In the process of carrying out this competency, the individual has:
	mechanic's initials
	Maintained public safety
	Followed installation procedures
	Completed required documentation
Worked safely and efficiently	

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COMPETENCY L7 Upgrade Fixtures	
Achievement Criteria	Given an existing elevator, materials, tools, installation procedures and code requirements, the individual has carried out upgrades to a car operating panel.
	In the process of carrying out this competency, the individual has:
	mechanic's initials
	Maintained public safety
	Followed installation procedures
	Completed required documentation
Worked safely and efficiently	

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EDM Number_____
Date (mm/dd/yy)

General Area of Competence: Alter Elevating Systems

COMPETENCY L8 Replace Jacks	
Achievement Criteria SETUP 1 OF 3 NOTE The individual must be signed off on three separate setups to successfully complete this competency.	Given an existing hydraulic elevator, materials, tools, code requirements and installation procedures, the individual has replaced a jack unit. In the process of carrying out this competency, the individual has: <div style="text-align: right;">mechanic's initials</div>
	Maintained public safety
	Interpreted drawings and specifications
	Used safe rigging and hoisting procedures
	Mitigated environmental impacts
	Completed required testing and documentation
	Followed removal and installation procedures
	Worked safely and efficiently

 Signature of Supervising EDM

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 Date (mm/dd/yy)
General Area of Competence: Alter Elevating Systems

COMPETENCY L8 Replace Jacks	
Achievement Criteria SETUP 2 OF 3 NOTE The individual must be signed off on three separate setups to successfully complete this competency.	Given an existing hydraulic elevator, materials, tools, code requirements and installation procedures, the individual has replaced a jack unit. In the process of carrying out this competency, the individual has: <div style="text-align: right;">mechanic's initials</div>
	Maintained public safety
	Interpreted drawings and specifications
	Used safe rigging and hoisting procedures
	Mitigated environmental impacts
	Completed required testing and documentation
	Followed removal and installation procedures
	Worked safely and efficiently

 Signature of Supervising EDM

 EDM Number

 Date (mm/dd/yy)

General Area of Competence: Alter Elevating Systems

COMPETENCY L8 Replace Jacks															
Achievement Criteria SETUP 3 OF 3 NOTE The individual must be signed off on three separate setups to successfully complete this competency.	Given an existing hydraulic elevator, materials, tools, code requirements and installation procedures, the individual has replaced a jack unit. In the process of carrying out this competency, the individual has: <div style="text-align: right;">mechanic's initials</div>														
	<table border="1" style="width: 100%;"> <tr> <td>Maintained public safety</td> <td></td> </tr> <tr> <td>Interpreted drawings and specifications</td> <td></td> </tr> <tr> <td>Used safe rigging and hoisting procedures</td> <td></td> </tr> <tr> <td>Mitigated environmental impacts</td> <td></td> </tr> <tr> <td>Completed required testing and documentation</td> <td></td> </tr> <tr> <td>Followed removal and installation procedures</td> <td></td> </tr> <tr> <td>Worked safely and efficiently</td> <td></td> </tr> </table>	Maintained public safety		Interpreted drawings and specifications		Used safe rigging and hoisting procedures		Mitigated environmental impacts		Completed required testing and documentation		Followed removal and installation procedures		Worked safely and efficiently	
	Maintained public safety														
	Interpreted drawings and specifications														
	Used safe rigging and hoisting procedures														
	Mitigated environmental impacts														
	Completed required testing and documentation														
	Followed removal and installation procedures														
	Worked safely and efficiently														

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General Area of Competence: Alter Elevating Systems

COMPETENCY L9 Upgrade Hydraulic Systems													
Achievement Criteria	Given an existing hydraulic elevator, materials, tools, code requirements and installation procedures, the individual has carried out upgrades to an elevator hydraulic system. In the process of carrying out this competency, the individual has: <div style="text-align: right;">mechanic's initials</div>												
	<table border="1" style="width: 100%;"> <tr> <td>Maintained public safety</td> <td></td> </tr> <tr> <td>Interpreted drawings and specifications</td> <td></td> </tr> <tr> <td>Followed installation procedures</td> <td></td> </tr> <tr> <td>Mitigated environmental impacts</td> <td></td> </tr> <tr> <td>Completed required testing and documentation</td> <td></td> </tr> <tr> <td>Worked safely and efficiently</td> <td></td> </tr> </table>	Maintained public safety		Interpreted drawings and specifications		Followed installation procedures		Mitigated environmental impacts		Completed required testing and documentation		Worked safely and efficiently	
	Maintained public safety												
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General Area of Competence: Alter Elevating Systems

COMPETENCY L10 Install Emergency Braking Systems		
Achievement Criteria	Given an elevating device, materials, tools, code requirements and installation procedures, the individual has installed an emergency braking system on an elevating device.	
	In the process of carrying out this competency, the individual has:	
	Maintained public safety	mechanic's initials
	Followed installation procedures	
	Completed required documentation	
	Worked safely and efficiently	

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 EDM Number

 Date (mm/dd/yy)
General Area of Competence: Install Incline Lifts

COMPETENCY M2 Install Rail Systems		
Achievement Criteria	Given an existing installation site, materials, tools and layout documentation, the individual has installed a rail system.	
	In the process of carrying out this competency, the individual has:	
	Interpreted drawings and specifications	mechanic's initials
	Planned the work	
	Laid out the work	
	Selected and used the proper tools	
	Followed installation procedures	
	Worked safely and efficiently	

 Signature of Supervising EDM

 EDM Number

 Date (mm/dd/yy)

General Area of Competence: Install Incline Lifts

COMPETENCY M3 Install Carriage and Seat or Platform	
Achievement Criteria	Given an existing installation site, materials, tools and documentation, the individual has installed a carriage and seat or a platform.
	In the process of carrying out this competency, the individual has:
	Interpreted drawings and specifications
	Selected and used the proper tools
	Followed installation procedures
	Worked safely and efficiently

mechanic's initials

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Incline Lifts

COMPETENCY M4 Adjust and Commission Incline Lifts	
Achievement Criteria	Given an existing installation site, materials, tools and documentation, the individual has adjusted and commissioned an inclined lift..
	In the process of carrying out this competency, the individual has:
	Interpreted drawings and specifications
	Selected and used the proper tools
	Followed adjustment and testing procedures
	Worked safely and efficiently

mechanic's initials

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence:

COMPETENCY:	
Achievement Criteria	
<i>This section is reserved for supplementary GACs</i>	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)**General Area of Competence:**

COMPETENCY:	
Achievement Criteria	
<i>This section is reserved for supplementary GACs</i>	

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EDM Number_____
Date (mm/dd/yy)

General Area of Competence:

COMPETENCY:	
Achievement Criteria	
<i>This section is reserved for supplementary GACs</i>	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)**General Area of Competence:**

COMPETENCY:	
Achievement Criteria	
<i>This section is reserved for supplementary GACs</i>	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)

General Area of Competence:

COMPETENCY:	
Achievement Criteria	
<i>This section is reserved for supplementary GACs</i>	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)**General Area of Competence:**

COMPETENCY:	
Achievement Criteria	
<i>This section is reserved for supplementary GACs</i>	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)



TSASK

Elevator and Amusement Ride Inspections

Phone: 1-866-530-8599 | Email: elevatorsafety@tsask.ca