



ELEVATING DEVICE MECHANIC

CLASS B

PERSONAL SKILLS PASSPORT



TABLE OF CONTENTS

1. INTRODUCTION	3
2. PASSPORT HOLDER INFORMATION	3
3. DEFINITIONS	4
4. ROLES AND RESPONSIBILITIES	6
5. HOW TO USE THE SKILLS PASSPORT	8
6. REQUIREMENTS FOR CLASS B SCOPE OF WORK ENDORSEMENT	11
7. CHECKLIST FOR CLASS B SCOPE OF WORK	11
8. VERIFICATION OF EXPERIENCE BY TYPE OF ELEVATING DEVICE	13
9. WORKPLACE ACHIEVEMENT CRITERIA	14

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 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 B 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 B 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
- G6: Maintain Electrical and Electronic Systems (Level 2)
- G7: Troubleshoot Electrical and Electronic Systems (Level 2)
- K2: Service Braking Systems
- K6: Replace Machines and Motors

- 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 B 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 B 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 B SCOPE OF WORK ENDORSEMENT

TYPE OF ELEVATING DEVICE	INSTALLATION/ CONSTRUCTION	REPAIR/ SERVICE
Hydraulic	B6, B7, C8, D5, G5, G7, N1, N2, N3, N4, N5, N6, N7	B6, B7, C8, G6, G7, K2, K6
Electric	B6, B7, C8, D5, G5, G7, N1, N2, N3, N4, N5, N6, N7	B6, B7, C8, G6, G7, K2, K6
Manlifts	B6, B7, C8, D5, G5, G7, N1, N2, N3, N4, N5, N6, N7	B6, B7, C8, G6, G7, K2, K6

7. CHECKLIST FOR CLASS B 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.

RPH = Rack and Pinion Hydraulic

RPE = Rack and Pinion Electric

RPM = Rack and Pinion

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

CHECKLIST FOR CLASS B SCOPE OF WORK	Install/Construct			Repair/ Service		
	RPH	RPE	RPM	RPH	RPE	RPM
Line B: Use Tools and Equipment						
B6: Use Rigging and Hoisting Equipment						
B7: Use Electrical Test Equipment						
Line C: Use Fundamental Skills						
C8: Apply Troubleshooting Techniques						
Line D: Install Traction and Hydraulic Components						
D5: Install Wiring Raceways, Fixtures and Wiring						
Line G: Apply the Principles of Electricity and Electronics						
G5: Install Electrical Systems						
G6: Maintain Electrical and Electronic Systems (Level 2)						
G7: Troubleshoot Electrical and Electronic Systems (Level 2)						
Line K: Repair Elevating Systems						
K2: Service Braking Systems						
K6: Replace Machines and Motors						
Line N: Install Rack and Pinion Personnel Hoist						
N1: Lay Out the Base and Buffer Assembly						
N2: Install Masts, Braces, Anchors and Limit Cams						
N3: Install Hoist Car, Drive Assembly and Counterweight Assembly						
N4: Install Hoistway Door Wiring and Inspect Hoistway Door Assembly and Hoarding						
N5: Install Base and Car Control Panel and Wiring						
N6: Adjust and Commission Personnel Hoists						
N7: Dismantle a Personnel Hoist						

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 B 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)
Rack and Pinion Hydraulic				
Installation/Construction				
Maintenance				
Repair/Service				
Rack and Pinion Electric				
Installation/Construction				
Maintenance				
Repair/Service				
Other				
Installation/Construction				
Maintenance				
Repair/Service				
Other				
Installation/Construction				
Maintenance				
Repair/Service				
Other				
Installation/Construction				
Maintenance				
Repair/Service				

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. A Certified 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 eight competencies with repetitive criteria in the Class B Skills Passport:

B6: Use Rigging and Hoisting

K2: Service Braking Systems

K6: Replace Machines and Motors

N1: Lay Out the Base and Buffer Assembly

N2: Install Masts, Braces, Anchors and Limit Cams

N3: Install Hoist Car, Drive Assembly and Counterweight Assembly

N6: Adjust and Commission Personnel Hoists

N7: Dismantle a Personnel Hoist

Multiple Criteria

There are three competencies that have multiple achievement criteria:

G5: Install Electrical Systems

N2: Install Masts, Braces, Anchors and Limit Cams

N7: Dismantle a Personnel Hoist

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.

NOTE

N2: Install Masts, Braces, Anchors and Limit Cams and *N7: Dismantle a Personnel Hoist* are a combination of both multiple and repetitive criteria.

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> <p style="text-align: right;">mechanic's initials</p>	
	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> <p style="text-align: right;">mechanic's initials</p>	
	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> <p style="text-align: right;">mechanic's initials</p>	
	<p>Selected the proper equipment</p>	
	<p>Inspected the equipment</p>	
	<p>Used proper rigging and hoisting techniques</p>	
	<p>Used proper signalling/communication protocol</p>	
	<p>Disassembled and stored the equipment</p>	
	<p>Worked safely and efficiently</p>	
	<p>Describe task performed:</p>	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Use Tools and Equipment

COMPETENCY B7 Use Electrical Test Equipment		
<p>Achievement Criteria</p>	<p>Given a multimeter and a circuit to test, the individual has measured voltage, current and resistance.</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 electrical schematics</p>	
	<p>Selected the appropriate settings</p>	
	<p>Interpreted the readings</p>	
	<p>Followed test procedures</p>	
	<p>Worked safely and efficiently</p>	

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 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:
	mechanic's initials
	Interpreted drawings and specifications
	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 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: <div style="text-align: right;">mechanic's initials</div>	
	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: <div style="text-align: right;">mechanic's initials</div>	
	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:	
	Extracted information from the wiring diagram	mechanic's initials
	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:	
	Interpreted maintenance documentation	mechanic's initials
	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: Repair Elevating Systems

COMPETENCY K2 Service Braking Systems		
Achievement Criteria SETUP 1 OF 3 NOTE Different types of brakes must be signed off individually, i.e., disc and drum.	Given a working elevator, materials, tools, documentation and service procedures, the individual has serviced the brakes on an elevator.	
	In the process of carrying out this competency, the individual has:	
	mechanic's initials	
	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															
Achievement Criteria SETUP 2 OF 3 NOTE Different types of brakes must be signed off individually, i.e., disc and drum.	Given a working elevator, materials, tools, documentation and service procedures, the individual has serviced the brakes on an elevator. In the process of carrying out this competency, the individual has: <div style="text-align: right;">mechanic's initials</div>														
	<table border="1"> <tr> <td>Interpreted drawings and specifications</td> <td></td> </tr> <tr> <td>Selected and used the proper tools</td> <td></td> </tr> <tr> <td>Followed service procedures</td> <td></td> </tr> <tr> <td>Tested and verified operation</td> <td></td> </tr> <tr> <td>Completed required documentation</td> <td></td> </tr> <tr> <td>Worked safely and efficiently</td> <td></td> </tr> <tr> <td colspan="2">Specify type of brake:</td> </tr> </table>	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:	
	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															
Achievement Criteria SETUP 3 OF 3 NOTE Different types of brakes must be signed off individually, i.e., disc and drum.	Given a working elevator, materials, tools, documentation and service procedures, the individual has serviced the brakes on an elevator. In the process of carrying out this competency, the individual has: <div style="text-align: right;">mechanic's initials</div>														
	<table border="1"> <tr> <td>Interpreted drawings and specifications</td> <td></td> </tr> <tr> <td>Selected and used the proper tools</td> <td></td> </tr> <tr> <td>Followed service procedures</td> <td></td> </tr> <tr> <td>Tested and verified operation</td> <td></td> </tr> <tr> <td>Completed required documentation</td> <td></td> </tr> <tr> <td>Worked safely and efficiently</td> <td></td> </tr> <tr> <td colspan="2">Specify type of brake:</td> </tr> </table>	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:	
	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 K6 Repair Machines and Motors		
Achievement Criteria SETUP 1 OF 3 NOTE The individual must be signed off on three separate setups to successfully complete this competency.	Given a machine, materials, tools, documentation and replacement procedures, the individual has replaced a machine.	
	In the process of carrying out this competency, the individual has:	
	mechanic's initials	
	Selected and used the proper tools	
	Followed repair procedures	
	Tested a car and controller	
	Used proper rigging and hoisting techniques	
	Verified operation	
	Completed all required documentation	
Worked safely and efficiently		

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Repair Elevating Systems

COMPETENCY K6 Repair Machines and Motors		
Achievement Criteria SETUP 2 OF 3 NOTE The individual must be signed off on three separate setups to successfully complete this competency.	Given a machine, materials, tools, documentation and replacement procedures, the individual has replaced a machine.	
	In the process of carrying out this competency, the individual has:	
	mechanic's initials	
	Selected and used the proper tools	
	Followed repair procedures	
	Tested a car and controller	
	Used proper rigging and hoisting techniques	
	Verified operation	
	Completed all required documentation	
Worked safely and efficiently		

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Repair Elevating Systems

COMPETENCY K6 Repair Machines and Motors		
<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 machine, materials, tools, documentation and replacement procedures, the individual has replaced a machine.</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 repair procedures	
	Tested a car and controller	
	Used proper rigging and hoisting techniques	
	Verified operation	
	Completed all required documentation	
	Worked safely and efficiently	

 Signature of Supervising EDM

 EDM Number

 Date (mm/dd/yy)
General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N1 Lay Out the Base and Buffer Assembly		
<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 hoistway door location, a base, a foundation, a buffer assembly, car dimensions, tools, safety procedures, safety equipment, and a work platform or scaffolding, the individual has laid out a base and buffer assembly.</p>	
	<p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	Planned the work	
	Communicated with the General Contractor	
	Determined the stability of the base slab and shoring	
	Laid out and placed the base and buffer assembly	
	Solved routine problems in the process	
	Worked safely and efficiently	

 Signature of Supervising EDM

 EDM Number

 Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N1 Lay Out the Base and Buffer Assembly		
<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 hoistway door location, a base, a foundation, a buffer assembly, car dimensions, tools, safety procedures, safety equipment, and a work platform or scaffolding, the individual has laid out a base and buffer assembly.</p> <p>In the process of carrying out this competency, the individual has:</p>	
	<p>Planned the work</p>	<p>mechanic's initials</p>
	<p>Communicated with the General Contractor</p>	
	<p>Determined the stability of the base slab and shoring</p>	
	<p>Laid out and placed the base and buffer assembly</p>	
	<p>Solved routine problems in the process</p>	
	<p>Worked safely and efficiently</p>	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N1 Lay Out the Base and Buffer Assembly		
<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 hoistway door location, a base, a foundation, a buffer assembly, car dimensions, tools, safety procedures, safety equipment, and a work platform or scaffolding, the individual has laid out a base and buffer assembly.</p> <p>In the process of carrying out this competency, the individual has:</p>	
	<p>Planned the work</p>	<p>mechanic's initials</p>
	<p>Communicated with the General Contractor</p>	
	<p>Determined the stability of the base slab and shoring</p>	
	<p>Laid out and placed the base and buffer assembly</p>	
	<p>Solved routine problems in the process</p>	
	<p>Worked safely and efficiently</p>	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N2 Install Masts, Braces, Anchors and Limit Cams		
Achievement Criteria 1 OF 4 SETUP 1 OF 3 NOTE The individual must be signed off on three separate setups to successfully complete this competency.	Given an installed base, braces, anchors, materials and tools, the individual has installed mast sections, braces and anchors on a single unit.	
	In the process of carrying out this competency, the individual has:	
	mechanic's initials	
	Extracted information from documentation	
	Followed installation procedures	
	Selected and used the proper tools	
	Used proper rigging and hoisting techniques	
	Maintained public safety	
	Used proper signalling/communication protocol	
	Completed all required documentation	
Worked safely and efficiently		

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N2 Install Masts, Braces, Anchors and Limit Cams		
Achievement Criteria 2 OF 4 SETUP 1 OF 3 NOTE The individual must be signed off on three separate setups to successfully complete this competency.	Given an installed base, braces, anchors, materials and tools, the individual has installed mast sections, braces and anchors on a single unit.	
	In the process of carrying out this competency, the individual has:	
	mechanic's initials	
	Extracted information from documentation	
	Followed installation procedures	
	Selected and used the proper tools	
	Used proper rigging and hoisting techniques	
	Maintained public safety	
	Used proper signalling/communication protocol	
	Completed all required documentation	
Worked safely and efficiently		

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N2 Install Masts, Braces, Anchors and Limit Cams		
<p>Achievement Criteria</p> <p>3 OF 4 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 installed base, braces, anchors, materials and tools, the individual has installed mast sections, braces and anchors on a single unit.</p> <p>In the process of carrying out this competency, the individual has:</p>	
	mechanic's initials	
	Extracted information from documentation	
	Followed installation procedures	
	Selected and used the proper tools	
	Used proper rigging and hoisting techniques	
	Maintained public safety	
	Used proper signalling/communication protocol	
	Completed all required documentation	
	Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N2 Install Masts, Braces, Anchors and Limit Cams		
<p>Achievement Criteria</p> <p>4 OF 4 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 installed base, braces, anchors, materials and tools, the individual has installed mast sections, braces and anchors on a twin unit.</p> <p>In the process of carrying out this competency, the individual has:</p>	
	mechanic's initials	
	Extracted information from documentation	
	Followed installation procedures	
	Selected and used the proper tools	
	Used proper rigging and hoisting techniques	
	Maintained public safety	
	Used proper signalling/communication protocol	
	Completed all required documentation	
	Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N2 Install Masts, Braces, Anchors and Limit Cams		
<p>Achievement Criteria</p> <p>1 OF 4 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 installed base, braces, anchors, materials and tools, the individual has installed mast sections, braces and anchors on a twin unit.</p> <p>In the process of carrying out this competency, the individual has:</p>	
	mechanic's initials	
	Extracted information from documentation	
	Followed installation procedures	
	Selected and used the proper tools	
	Used proper rigging and hoisting techniques	
	Maintained public safety	
	Used proper signalling/communication protocol	
	Completed all required documentation	
	Worked safely and efficiently	

 Signature of Supervising EDM

 EDM Number

 Date (mm/dd/yy)
General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N2 Install Masts, Braces, Anchors and Limit Cams		
<p>Achievement Criteria</p> <p>2 OF 4 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 installed base, braces, anchors, materials and tools, the individual has installed mast sections, braces and anchors on a twin unit.</p> <p>In the process of carrying out this competency, the individual has:</p>	
	mechanic's initials	
	Extracted information from documentation	
	Followed installation procedures	
	Selected and used the proper tools	
	Used proper rigging and hoisting techniques	
	Maintained public safety	
	Used proper signalling/communication protocol	
	Completed all required documentation	
	Worked safely and efficiently	

 Signature of Supervising EDM

 EDM Number

 Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N2 Install Masts, Braces, Anchors and Limit Cams		
<p>Achievement Criteria</p> <p>3 OF 4 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 cathead, a cable trolley, limit cams and tools, the individual has raised a cathead, adjusted a cable trolley and adjusted a limit cam on a single unit.</p> <p>In the process of carrying out this competency, the individual has:</p>	
	mechanic's initials	
	Extracted information from documentation	
	Followed installation procedures	
	Selected and used the proper tools	
	Used proper rigging and hoisting techniques	
	Maintained public safety	
	Used proper signalling/communication protocol	
	Completed all required documentation	
	Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N2 Install Masts, Braces, Anchors and Limit Cams		
<p>Achievement Criteria</p> <p>4 OF 4 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 cathead, a cable trolley, limit cams and tools, the individual has raised a cathead, adjusted a cable trolley and adjusted a limit cam on a single unit.</p> <p>In the process of carrying out this competency, the individual has:</p>	
	mechanic's initials	
	Extracted information from documentation	
	Followed installation procedures	
	Selected and used the proper tools	
	Used proper rigging and hoisting techniques	
	Maintained public safety	
	Used proper signalling/communication protocol	
	Completed all required documentation	
	Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N2 Install Masts, Braces, Anchors and Limit Cams		
<p>Achievement Criteria</p> <p>1 OF 4 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 cathead, a cable trolley, limit cams and tools, the individual has raised a cathead, adjusted a cable trolley and adjusted a limit cam on a single unit.</p> <p>In the process of carrying out this competency, the individual has:</p>	
	mechanic's initials	
	Extracted information from documentation	
	Followed installation procedures	
	Selected and used the proper tools	
	Used proper rigging and hoisting techniques	
	Maintained public safety	
	Used proper signalling/communication protocol	
	Completed all required documentation	
	Worked safely and efficiently	

 Signature of Supervising EDM

 EDM Number

 Date (mm/dd/yy)
General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N2 Install Masts, Braces, Anchors and Limit Cams		
<p>Achievement Criteria</p> <p>2 OF 4 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 cathead, a cable trolley, limit cams and tools, the individual has raised a cathead, adjusted a cable trolley and adjusted a limit cam on a twin unit.</p> <p>In the process of carrying out this competency, the individual has:</p>	
	mechanic's initials	
	Extracted information from documentation	
	Followed installation procedures	
	Selected and used the proper tools	
	Used proper rigging and hoisting techniques	
	Maintained public safety	
	Used proper signalling/communication protocol	
	Completed all required documentation	
	Worked safely and efficiently	

 Signature of Supervising EDM

 EDM Number

 Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N2 Install Masts, Braces, Anchors and Limit Cams		
<p>Achievement Criteria</p> <p>3 OF 4 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 cathead, a cable trolley, limit cams and tools, the individual has raised a cathead, adjusted a cable trolley and adjusted a limit cam on a twin unit.</p> <p>In the process of carrying out this competency, the individual has:</p>	
	mechanic's initials	
	Extracted information from documentation	
	Followed installation procedures	
	Selected and used the proper tools	
	Used proper rigging and hoisting techniques	
	Maintained public safety	
	Used proper signalling/communication protocol	
	Completed all required documentation	
	Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N2 Install Masts, Braces, Anchors and Limit Cams		
<p>Achievement Criteria</p> <p>4 OF 4 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 cathead, a cable trolley, limit cams and tools, the individual has raised a cathead, adjusted a cable trolley and adjusted a limit cam on a twin unit.</p> <p>In the process of carrying out this competency, the individual has:</p>	
	mechanic's initials	
	Extracted information from documentation	
	Followed installation procedures	
	Selected and used the proper tools	
	Used proper rigging and hoisting techniques	
	Maintained public safety	
	Used proper signalling/communication protocol	
	Completed all required documentation	
	Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N3 Install Hoist Car, Drive Assembly and Counterweight Assembly		
<p>Achievement Criteria</p> <p>SETUP 1 OF 5</p> <p>NOTE The individual must be signed off on three separate setups to successfully complete this competency.</p>	<p>Given a site with base, mast and braces installed, a hoist car, a drive assembly, a counterweight assembly, materials, tools, and the manufacturer's installation manual, the individual has installed a hoist car, a drive assembly and a counterweight assembly.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	Installed a car enclosure	
	Installed a drive assembly	
	Installed a counterweight assembly	
	Adjusted clearances	
	Used proper signalling/communication protocol	
	Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N3 Install Hoist Car, Drive Assembly and Counterweight Assembly		
<p>Achievement Criteria</p> <p>SETUP 2 OF 5</p> <p>NOTE The individual must be signed off on three separate setups to successfully complete this competency.</p>	<p>Given a site with base, mast and braces installed, a hoist car, a drive assembly, a counterweight assembly, materials, tools, and the manufacturer's installation manual, the individual has installed a hoist car, a drive assembly and a counterweight assembly.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	Installed a car enclosure	
	Installed a drive assembly	
	Installed a counterweight assembly	
	Adjusted clearances	
	Used proper signalling/communication protocol	
	Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N3 Install Hoist Car, Drive Assembly and Counterweight Assembly		
<p>Achievement Criteria</p> <p>SETUP 3 OF 5</p> <p>NOTE The individual must be signed off on three separate setups to successfully complete this competency.</p>	<p>Given a site with base, mast and braces installed, a hoist car, a drive assembly, a counterweight assembly, materials, tools, and the manufacturer's installation manual, the individual has installed a hoist car, a drive assembly and a counterweight assembly.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	Installed a car enclosure	
	Installed a drive assembly	
	Installed a counterweight assembly	
	Adjusted clearances	
	Used proper signalling/communication protocol	
	Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N3 Install Hoist Car, Drive Assembly and Counterweight Assembly		
<p>Achievement Criteria</p> <p>SETUP 4 OF 5</p> <p>NOTE The individual must be signed off on three separate setups to successfully complete this competency.</p>	<p>Given a site with base, mast and braces installed, a hoist car, a drive assembly, a counterweight assembly, materials, tools, and the manufacturer's installation manual, the individual has installed a hoist car, a drive assembly and a counterweight assembly.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	Installed a car enclosure	
	Installed a drive assembly	
	Installed a counterweight assembly	
	Adjusted clearances	
	Used proper signalling/communication protocol	
	Worked safely and efficiently	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N3 Install Hoist Car, Drive Assembly and Counterweight Assembly		
<p>Achievement Criteria</p> <p>SETUP 5 OF 5</p> <p>NOTE The individual must be signed off on three separate setups to successfully complete this competency.</p>	<p>Given a site with base, mast and braces installed, a hoist car, a drive assembly, a counterweight assembly, materials, tools, and the manufacturer's installation manual, the individual has installed a hoist car, a drive assembly and a counterweight assembly.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	Installed a car enclosure	
	Installed a drive assembly	
	Installed a counterweight assembly	
	Adjusted clearances	
	Used proper signalling/communication protocol	
	Worked safely and efficiently	

 Signature of Supervising EDM

 EDM Number

 Date (mm/dd/yy)
General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N4 Install Hoistway Door Wiring and Inspect Hoistway Door Assembly and Hoarding		
<p>Achievement Criteria</p>	<p>Given a completed assembly with hoarding, tools and code references, the individual has inspected the installation of a hoistway door assembly and associated hoarding.</p> <p>In the process of carrying out this competency, the individual has:</p> <p style="text-align: right;">mechanic's initials</p>	
	Assessed a completed installation	
	Tested for proper operation	
	Worked safely and efficiently	

 Signature of Supervising EDM

 EDM Number

 Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N5 Install Base and Car Control Panel Wiring		
Achievement Criteria	Given an installation site, materials, tools, drawings and installation procedures, the individual has installed a base and car control panel and wired a final terminal stopping device.	
	In the process of carrying out this competency, the individual has: mechanic's initials	
	Interpreted installation drawings	
	Installed a base and car control panel	
	Wired a final terminal stopping device	
	Followed installation procedures	
	Completed required testing and documentation	
	Used proper signalling/communication protocol	
	Worked safely and efficiently	

 Signature of Supervising EDM

 EDM Number

 Date (mm/dd/yy)
General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N6 Adjust and Commission Personnel Hoists		
Achievement Criteria SETUP 1 OF 3 NOTE The individual must be signed off on three separate setups to successfully complete this competency.	Given an installed working car, tools, documentation and adjustment procedures, the individual has adjusted and commissioned a rack and pinion personnel hoist.	
	In the process of carrying out this competency, the individual has: mechanic's initials	
	Selected and used the proper tools	
	Adjusted a car	
	Tested a car and controller	
	Tested safety and reset drop	
	Verified operation	
	Used proper signalling/communication protocol	
	Worked safely and efficiently	

 Signature of Supervising EDM

 EDM Number

 Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N6 Adjust and Commission Personnel Hoists		
<p>Achievement Criteria 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 installed working car, tools, documentation and adjustment procedures, the individual has adjusted and commissioned a rack and pinion personnel hoist.</p> <p>In the process of carrying out this competency, the individual has: mechanic's initials</p>	
	<p>Selected and used the proper tools</p>	
	<p>Adjusted a car</p>	
	<p>Tested a car and controller</p>	
	<p>Tested safety and reset drop</p>	
	<p>Verified operation</p>	
	<p>Used proper signalling/communication protocol</p>	
	<p>Worked safely and efficiently</p>	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N6 Adjust and Commission Personnel Hoists		
<p>Achievement Criteria 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 installed working car, tools, documentation and adjustment procedures, the individual has adjusted and commissioned a rack and pinion personnel hoist.</p> <p>In the process of carrying out this competency, the individual has: mechanic's initials</p>	
	<p>Selected and used the proper tools</p>	
	<p>Adjusted a car</p>	
	<p>Tested a car and controller</p>	
	<p>Tested safety and reset drop</p>	
	<p>Verified operation</p>	
	<p>Used proper signalling/communication protocol</p>	
	<p>Worked safely and efficiently</p>	

Signature of Supervising EDM

EDM Number

Date (mm/dd/yy)

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N7 Dismantle a Personnel Hoist		
<p>Achievement Criteria</p> <p>1 OF 2 SETUP 1 OF 3</p> <p>NOTE The individual must be signed off on three separate setups to successfully complete this competency.</p>	Given an installed working car, tools, documentation and dismantling procedures, the individual has developed a site-specific plan and dismantled a personnel hoist without a counterweight.	
	In the process of carrying out this competency, the individual has: mechanic's initials	
	Extracted information from documentation	
	Selected and used the proper tools	
	Followed dismantling procedures	
	Used proper rigging and hoisting techniques	
	Maintained public safety	
	Used proper signalling/communication protocol	
	Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)**General Area of Competence:** Install Rack and Pinion Personnel Hoist

COMPETENCY N7 Dismantle a Personnel Hoist		
<p>Achievement Criteria</p> <p>2 OF 2 SETUP 1 OF 3</p> <p>NOTE The individual must be signed off on three separate setups to successfully complete this competency.</p>	Given an installed working car, tools, documentation and dismantling procedures, the individual has developed a site-specific plan and dismantled a personnel hoist without a counterweight.	
	In the process of carrying out this competency, the individual has: mechanic's initials	
	Extracted information from documentation	
	Selected and used the proper tools	
	Followed dismantling procedures	
	Used proper rigging and hoisting techniques	
	Maintained public safety	
	Used proper signalling/communication protocol	
	Worked safely and efficiently	

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

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N7 Dismantle a Personnel Hoist		
<p>Achievement Criteria</p> <p>1 OF 2 SETUP 2 OF 3</p> <p>NOTE The individual must be signed off on three separate setups to successfully complete this competency.</p>	Given an installed working car, tools, documentation and dismantling procedures, the individual has developed a site-specific plan and dismantled a personnel hoist without a counterweight.	
	In the process of carrying out this competency, the individual has: mechanic's initials	
	Extracted information from documentation	
	Selected and used the proper tools	
	Followed dismantling procedures	
	Used proper rigging and hoisting techniques	
	Maintained public safety	
	Used proper signalling/communication protocol	
	Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)**General Area of Competence:** Install Rack and Pinion Personnel Hoist

COMPETENCY N7 Dismantle a Personnel Hoist		
<p>Achievement Criteria</p> <p>2 OF 2 SETUP 2 OF 3</p> <p>NOTE The individual must be signed off on three separate setups to successfully complete this competency.</p>	Given an installed working car, tools, documentation and dismantling procedures, the individual has developed a site-specific plan and dismantled a personnel hoist with a counterweight.	
	In the process of carrying out this competency, the individual has: mechanic's initials	
	Extracted information from documentation	
	Selected and used the proper tools	
	Followed dismantling procedures	
	Used proper rigging and hoisting techniques	
	Maintained public safety	
	Used proper signalling/communication protocol	
	Worked safely and efficiently	

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

General Area of Competence: Install Rack and Pinion Personnel Hoist

COMPETENCY N7 Dismantle a Personnel Hoist		
<p>Achievement Criteria</p> <p>1 OF 2 SETUP 3 OF 3</p> <p>NOTE The individual must be signed off on three separate setups to successfully complete this competency.</p>	Given an installed working car, tools, documentation and dismantling procedures, the individual has developed a site-specific plan and dismantled a personnel hoist with a counterweight.	
	In the process of carrying out this competency, the individual has: mechanic's initials	
	Extracted information from documentation	
	Selected and used the proper tools	
	Followed dismantling procedures	
	Used proper rigging and hoisting techniques	
	Maintained public safety	
	Used proper signalling/communication protocol	
	Worked safely and efficiently	

Signature of Supervising EDM_____
EDM Number_____
Date (mm/dd/yy)**General Area of Competence:** Install Rack and Pinion Personnel Hoist

COMPETENCY N7 Dismantle a Personnel Hoist		
<p>Achievement Criteria</p> <p>2 OF 2 SETUP 3 OF 3</p> <p>NOTE The individual must be signed off on three separate setups to successfully complete this competency.</p>	Given an installed working car, tools, documentation and dismantling procedures, the individual has developed a site-specific plan and dismantled a personnel hoist with a counterweight.	
	In the process of carrying out this competency, the individual has: mechanic's initials	
	Extracted information from documentation	
	Selected and used the proper tools	
	Followed dismantling procedures	
	Used proper rigging and hoisting techniques	
	Maintained public safety	
	Used proper signalling/communication protocol	
	Worked safely and efficiently	

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)**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