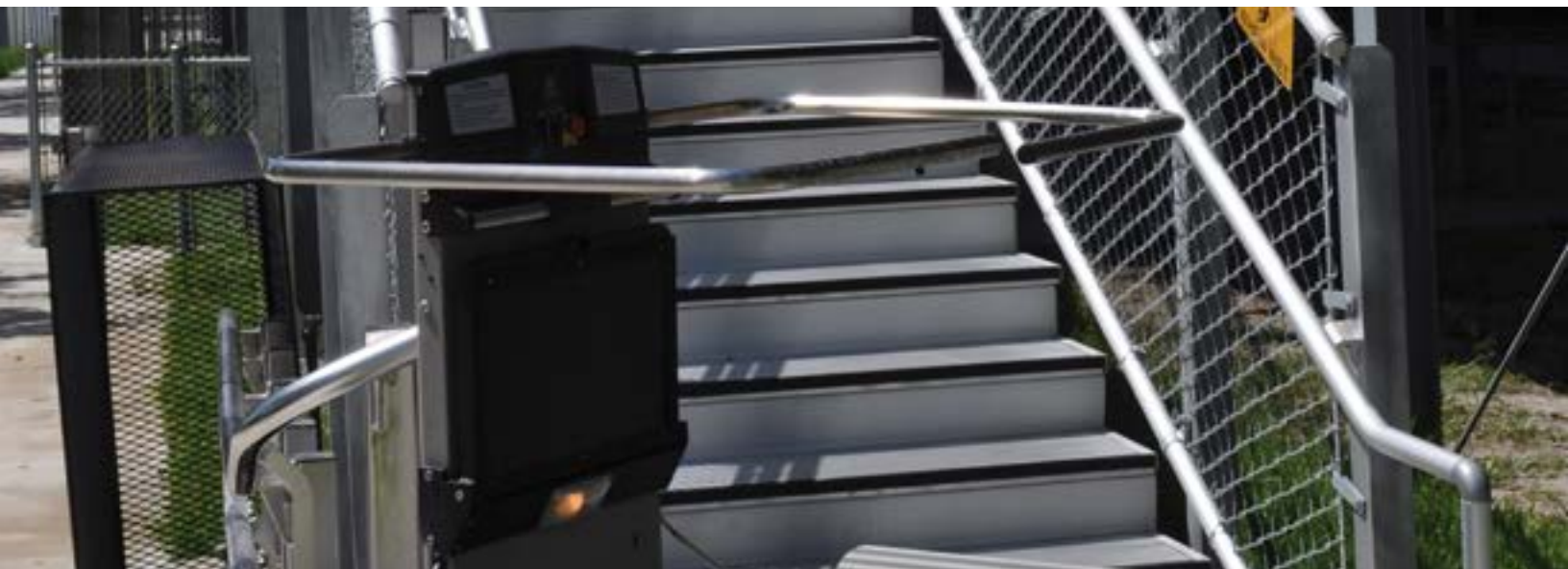




# ELEVATING DEVICE MECHANIC

# **CLASS C**

## 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](mailto: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 C 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 C 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 Barrier-free lifts, an individual needs to be signed off on each of the following competencies:  
  
B7: Use Electrical Test Equipment  
C8: Apply Troubleshooting Techniques  
G10: Maintain Elevating Device Cabs, Carriages and Platforms
- 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 C 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 C 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
- G10: Maintain Elevating Device Cabs, Carriages and Platforms

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 crite-

ria) 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 C SCOPE OF WORK ENDORSEMENT

TYPE OF ELEVATING DEVICE	INSTALLATION/ CONSTRUCTION	MAINTENANCE	REPAIR/SERVICE
Stair Chair Lifts	B7, C8, D1, D2, D5, D7, G5, M2, M3, M4	B7, C8, G10, J7	B7, C8, K7, L4
Stair Platform Lifts	B7, C8, D1, D2, D5, D7, G5, M2, M3, M4	B7, C8, G10, J7	B7, C8, K7, L4
Vertical Platform Lifts	B7, C8, D1, D2, D5, D7, D8, F2, F3, F4, G5, M2, M3, M4	B7, C8, G10, J7	B7, C8, K7, L4

## 7. CHECKLIST FOR CLASS C 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.

*SCL = Stair Chair Lift*

*SPL = Stair Platform Lift*

*VPL = Vertical Platform Lift*

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

CHECKLIST FOR CLASS C SCOPE OF WORK	Install/Construct			Maintenance			Repair/Service		
	SCL	SPL	VPL	SCL	SPL	VPL	SCL	SPL	VPL
<b>Line B: Use Tools and Equipment</b>									
B7: Use Electrical Test Equipment									
<b>Line C: Apply Troubleshooting Techniques</b>									
C8: Apply Troubleshooting Techniques									
<b>Line D: Install Traction and Hydraulic Components</b>									
D1: Lay Out Hoistways									
D2: Install Guide Rails, Guide Rail Supports and Fasteners									
D5: Install Wiring Raceways, Fixtures and Wiring									
D7: Adjust and Commission Elevating Devices									
D8: Install Hoistway Doors and Lock Assemblies									
<b>Line F: Install Hydraulic Elevating Devices</b>									
F2: Install Pit Structures, Jack and Suspension Systems									
F3: Install Machine Room Equipment									
F4: Install the Hydraulic Piping System									
<b>Line G: Apply the Principles of Electricity and Electronics</b>									
G5: Install Electrical Systems									
G10: Maintain Electrical and Electronic Systems (Level 1)									
<b>Line J: Maintain Elevating Systems</b>									
J7: Maintain Elevating Device Cabs, Carriages and Platforms									
<b>Line K: Repair Elevating Systems</b>									
K7: Repair Elevating Systems for Accessibility Lifts									
<b>Line M: Install Carriage and Seat or Platform</b>									
M2: Install Rail Systems									
M3: Install Carriage and Seat or Platform									
M4: Adjust and Commission Incline Lifts									

## 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 C 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)
<b>Stair Chair Lifts</b>				
Installation/Construction				
Maintenance				
Repair/Service				
<b>Stair Platform Lifts</b>				
Installation/Construction				
Maintenance				
Repair/Service				
<b>Vertical Platform Lifts</b>				
Installation/Construction				
Maintenance				
Repair/Service				
<b>Other</b>				
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. 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 C Skills Passport:

*E4: Install Suspension Systems*

*K2: Service Braking Systems*

*L4: Replacer Governors and Safeties*

### **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 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		

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 Signature of Supervising EDM

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 EDM Number

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 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		

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 Signature of Supervising EDM

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 EDM Number

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 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	

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 Signature of Supervising EDM

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 EDM Number

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 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	

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 Signature of Supervising EDM

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 EDM Number

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 Date (mm/dd/yy)

**General Area of Competence:** Install Traction and Hydraulic Common Components

COMPETENCY D4   Install Door Frames, Hoistway Doors and Lock Assemblies		
Achievement Criteria	Given a hoistway opening, materials, tools, drawings and installation procedures, the individual has installed door frames, hoistway doors and lock assemblies.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Interpreted drawings and specifications.	
	Followed entrance 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 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 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:
	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 D8   Install Hoistway Doors and Lock Assemblies	
Achievement Criteria	Given a hoistway opening, materials, tools, drawings and installation procedures, the individual has installed hoistway doors and lock assemblies.
	In the process of carrying out this competency, the individual has:
	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 Elevator

COMPETENCY E4   Install Suspension Systems		
<p>Achievement Criteria</p> <p><b>SETUP 1 OF 3</b></p> <p><b>NOTE</b> The individual must be signed off on three separate set-ups to successfully complete this.</p>	<p>Given an installation site, materials, tools, drawings and installation procedures, the individual has installed a suspension system.</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	

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 Signature of Supervising EDM

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 EDM Number

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 Date (mm/dd/yy)
**General Area of Competence:** Install Traction Elevator

COMPETENCY E4   Install Suspension Systems		
<p>Achievement Criteria</p> <p><b>SETUP 2 OF 3</b></p> <p><b>NOTE</b> 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	

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 Signature of Supervising EDM

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 EDM Number

---

 Date (mm/dd/yy)

**General Area of Competence:** Install Traction Elevator

COMPETENCY E4   Install Suspension Systems		
<p>Achievement Criteria</p> <p><b>SETUP 3 OF 3</b></p> <p><b>NOTE</b> 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	

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 Signature of Supervising EDM

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 EDM Number

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 Date (mm/dd/yy)
**General Area of Competence:** Install Hydraulic Elevator

COMPETENCY F2   Install Pit Structures, Jack and Suspension Systems		
<p>Achievement Criteria</p>	<p>Given an installation site, materials, tools, drawings and installation procedures, the individual has installed pit structures, jack and suspension systems.</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	

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 Signature of Supervising EDM

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 EDM Number

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 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:	
		mechanic's initials
	Interpreted drawings and specifications	
	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  <b>1 OF 3</b>  <b>NOTE</b> 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	

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 Signature of Supervising EDM

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 EDM Number

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 Date (mm/dd/yy)
**General Area of Competence:** Apply the Principles of Electricity and Electronics

COMPETENCY G5   Install Electrical Systems		
Achievement Criteria  <b>2 OF 3</b>  <b>NOTE</b> 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	

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 Signature of Supervising EDM

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 EDM Number

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 Date (mm/dd/yy)

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

COMPETENCY G5   Install Electrical Systems		
Achievement Criteria  <b>3 OF 3</b>  <b>NOTE</b> 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: <div style="text-align: right;">mechanic's initials</div>	
	Extracted information from the wiring diagram	
	Tested for proper operation	
	Worked safely and efficiently	

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 Signature of Supervising EDM

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 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: <div style="text-align: right;">mechanic's initials</div>	
	Interpreted drawings and specifications	
	Maintained public safety	
	Followed adjustment procedures	
	Verified operation	
	Worked safely and efficiently	

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 Signature of Supervising EDM

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 EDM Number

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 Date (mm/dd/yy)

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

COMPETENCY G10   Maintain Electrical and Electronic Systems (Level 1)		
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:** Maintain Elevating Systems

COMPETENCY J2   Apply the Requirements for Mandatory Maintenance		
Achievement Criteria  <b>1 of 2</b>  <b>NOTE</b> The individual must be signed off on both achievement criteria to successfully complete this competency.	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.	
	In the process of carrying out this competency, the individual has:	
	mechanic's initials	
	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><b>2 of 2</b></p> <p><b>NOTE</b> 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	

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 Signature of Supervising EDM

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 EDM Number

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

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

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 Signature of Supervising EDM

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 EDM Number

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 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 K2   Service Braking Systems	
Achievement Criteria  <b>BRAKE TYPE #1 SETUP 1 OF 3</b>  <b>NOTE</b> 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.	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		
<p>Achievement Criteria</p> <p><b>BRAKE TYPE #1 SETUP 2 OF 3</b></p> <p><b>NOTE</b> 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><b>BRAKE TYPE #1 SETUP 3 OF 3</b></p> <p><b>NOTE</b> 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><b>BRAKE TYPE #2 SETUP 1 OF 3</b></p> <p><b>NOTE</b> 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><b>BRAKE TYPE #2 SETUP 2 OF 3</b></p> <p><b>NOTE</b> 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><b>BRAKE TYPE #2 SETUP 3 OF 3</b></p> <p><b>NOTE</b> 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 K7   Repair Elevating Systems for Accessibility Lifts		
<p>Achievement Criteria</p>	<p>Given a controller, a main contractor, tools and documentation, the individual has replaced the main contractor on a controller.</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	
	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 L4   Replace Governors and Safeties		
<p>Achievement Criteria</p> <p><b>SETUP 1 OF 3</b></p> <p><b>NOTE</b> 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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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><b>SETUP 2 OF 3</b></p> <p><b>NOTE</b> 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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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><b>SETUP 3 OF 3</b></p> <p><b>NOTE</b> 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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Signature of Supervising EDM\_\_\_\_\_  
EDM Number\_\_\_\_\_  
Date (mm/dd/yy)**General Area of Competence:** Install Incline Lifts

COMPETENCY M2   Install Rail Systems		
<p>Achievement Criteria</p>	<p>Given an existing installation site, materials, tools and layout documentation, the individual has installed a rail system.</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>Planned the work</p>	
	<p>Laid out the work</p>	
	<p>Selected and used the proper tools</p>	
	<p>Followed installation procedures</p>	
	<p>Worked safely and efficiently</p>	

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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>	

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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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Signature of Supervising EDM\_\_\_\_\_  
EDM Number\_\_\_\_\_  
Date (mm/dd/yy)



**TSASK**

**Elevator and Amusement Ride Inspections**

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