



Date March 2025

TSASK INFORMATION PAPER

# SKILLS PASSPORT

Effective **September 1, 2022**, anyone who performs regulated work on Elevating Devices must hold an Elevating Device Mechanic Licence or be under the supervision of a licensed Elevating Device Mechanic. See [Elevating Device Mechanic Certification Information Paper](#).

## SKILLS PASSPORT INTRODUCTION

An Elevating Device Mechanic (EDM) or Elevating Device Mechanic-in-Training (MIT) Skills Passport is being introduced as a means of demonstrating the skills, competency, and experience an individual acquires in several key areas within the elevating device industry. Along with the Skills Passport, EDM Certification & Licensing ensures Elevating Device Technicians have the knowledge, skills and abilities to perform elevating device work to better manage safety outcomes.

Enforcement of the Skills Passport will begin on September 1<sup>st</sup>, 2025. After this time no EDM nor MIT shall perform work independently on any workplace criteria that has not been signed off by a supervising EDM unless under direct supervision.

## WHAT IS THE SKILLS PASSPORT

The Skills Passport outlines Workplace Achievement Criteria required to demonstrate competency with the skills necessary to work independently within a specific scope of work endorsements. The listing of the criteria is not intended to represent an inclusive list, rather key achievements intended to illustrate the skill acquisition and competency. The Skills Passport can identify areas of training or skill acquisition development for EDMs and MITs.

Performance sign-off on the Workplace Achievement Criteria outlined in the Skills Passport allows an EDM or MIT to work on defined types of elevating devices or systems in the roles of “constructs, installs, alters, repairs, tests, and/or maintains”.

In demonstrating the skills and work that an EDM or MIT can perform independently, the Skills Passport provides information to Elevating Device Contractors in managing and allotting independent or supervised work assignments.

The Skills Passport is the property of the EDM/MIT and represents the official record of their training.



## EDM AND MIT RESPONSIBILITIES WITH THE SKILLS PASSPORT

The licensed EDM or MIT must retain their Skills Passport throughout their career as evidence of their competence to perform work on elevating devices regulated under *The Passenger and Freight Elevator Act*.

Whether you are an EDM or MIT, your Skills Passport must be kept up-to-date. As noted above, it is mandatory that each EDM and MIT not only keep a record of the workplace achievements they have gained experience with, but also have that experience and competency verified (performance “signed-off”) by a supervising EDM in their Skills Passport.

## SKILLS PASSPORT FORMAT

The Skills Passport is available as a printable format or fillable pdf. This allows multiple updates for workplace criteria.

The Skills Passport is subject to review or verification by TSASK at any time. You are encouraged to scan a copy for reference as a back-up record or to more easily produce if requested for verification by TSASK.

## SKILLS PASSPORT IMPLEMENTATION

Licensed EDMs shall complete a self-declaration of skill competencies that aligns with the Skills Passport Workplace Achievement Criteria. MITs are not eligible for self-declaration of skills and must fully complete their Skills Passport with performance sign-off by their supervising EDMs.

## EDM SKILLS PASSPORT SELF-DECLARATION

The self-declaration shall be reviewed with a Company Designated Signing Officer. Completed self-declaration forms shall be submitted to TSASK at [elevatorsafety@tsask.ca](mailto:elevatorsafety@tsask.ca) and kept with your Skills Passport. The Skills Passport shall additionally be completed to show past skills completed, and shall continue to be used to identify new workplace achievements and skills acquisition.

## TSASK

### Elevator and Amusement Ride Inspections

Phone: 1-866-530-8599 | Email: [elevatorsafety@tsask.ca](mailto:elevatorsafety@tsask.ca)

