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ELEVATING DEVICE MECHANIC CERTIFICATION

TSASK Information Paper IP-ELE-2022-01

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1. Introduction

The Technical Safety Authority of Saskatchewan (TSASK) introduced Elevating Device Mechanic Certification & Licensing effective June 2022.

1.1. Elevating Device Mechanics

To support the knowledge of provincial legislation and adopted codes for all involved in the Elevator Industry, TSASK has developed a new online course regarding the Passenger and Freight Elevator Act, Regulations and TSASK bulletins that must be completed before applying for an Elevating Device Mechanic (EDM) Licence or to be recognized as an Elevating Device Mechanic in Training (MIT). A Certificate of Completion will be issued to all who have participated.

To apply for an Elevating Device Mechanic licence, an EDM must submit their Certificate of Completion along with evidence of their qualification requirements for EDM. Once approved, the EDM will receive their Elevator Device Mechanic Licence and a Certificate of Qualification.

1.1.2 Elevating Device Mechanics

The new Certification and Elevating Device Mechanic Licence will be required to construct, install, alter, repair, test and maintain regulated Elevator Equipment in the province of Saskatchewan and must be renewed every two years.

1.1.3 Certificate of Qualification

Obtaining a Certificate of Qualification as an Elevating Device Mechanic from TSASK and working under a Contractor's licence of the appropriate class provides the public and those within the industry the assurance that EDMs have the knowledge and ability to conduct regulated work in the province. It is the responsibility of an EDM to construct, install, alter, repair, test and maintain all devices as per the adopted codes and standards that are enforced in Saskatchewan.

1.2. Elevator Contractor

Under [*The Passenger and Freight Elevator Regulations*](#), Elevator Contractors are required to obtain a licence of the appropriate class for the work they intend to do on elevating devices. The contractor shall apply to TSASK for the appropriate licence and provide evidence that the contractor or employees of the contractor have the required training and experience to perform the work entitled by the licence.

Contractors shall be required to list their qualifying EDMs, additional EDMs and MITs. The qualifying EDMs shall hold the appropriate level of certification corresponding to the class of contractor licensing. The contractor retains overall responsibility for the quality of work performed by their employees and shall ensure all EDMs are certified, licensed, and competent in the work they are performing. The contractor shall supervise EDMs and MITs where competency has not been established.

2. TSASK's Vision and Mission Statement

TSASK regulates the Elevating Device Mechanic certification and contractor licensing programs. The certification establishes a standard of qualification, experience and conduct for each certified EDM and shall be renewed every two years with evidence of continuing education.

After the certification program has been implemented, the fundamental values of TSASK's Vision and Mission Statement shall have informed the program's core values. The public may then be confident in knowing that trained, professional EDMs are keeping them safe.

3. Elevator Technician and Elevating Device Mechanic

3.1. What Is an Elevator Technician?

An elevator technician is a technical specialist who constructs, installs, alters, repairs, tests, and maintains all defined types of elevating devices.

The technician is primarily responsible for elevators, moving walkways, escalators, and Lifts for Barrier-Free Access.

3.2. Elevating Device Mechanic

An Elevating device mechanic (EDM) is a certified elevator technician 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.

TSASK administers the EDM certification and licensing. The certification and licensing establish a standard of qualification and experience for certified EDMs. Every two years, the EDM shall submit proof of continuing education to maintain their licence. Only licensed EDMs and supervised employees shall be allowed to work for contractors within Saskatchewan.

3.3. Elevating Device Mechanic-in-Training

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

3.4. Certifying EDMs

This document reflects updated standards based on the Saskatchewan elevating industry and subject matter experts and provides guidance to applicants about the process of applying for their certificates.

The program establishes that, in the province of Saskatchewan, to perform regulated work under a Contractor's Licence for Class A, B & C devices regulated by TSASK, an elevator technician must be licensed and certified as an EDM.

4. Scope for Elevating Device Mechanics

Implementation

Beginning June 2022, TSASK began issuing Certificates of Qualification to elevator technicians who met the qualifications outlined.

For all Class A, B & C Contractor licences, the certified EDM must have a Certificate of Qualification that is of the same class or higher as the Contractor's Licence.

To obtain a Certificate of Qualification, the applicant must meet the following requirements:

- Have or complete one of the **options** listed in *Qualification Requirements for EDMs A, B & C*; plus
- Completion of supplementary education in The Passenger and Freight Elevator Act, Regulations, applicable codes and TSASK bulletins and
- Attend and complete a minimum of 24 hours of safety training conducted by a recognized safety Training Provider acceptable to the Chief Inspector.

Qualification Requirements for EDMs A, B & C – Saskatchewan

4.1. Description of Qualifications

EDM A

A person who holds an EDM-A certificate and licence may, without supervision, construct, install, alter, repair, service, maintain or test any class of elevating device.

A holder of an EDM-A licence who does not have experience in a class of elevating device shall not perform any work associated with an elevating device without supervision by the holder of an EDM-A certificate who has experience in the class of device.

All require the Supplemental Education in The Passenger and Freight Elevator Act, Regulations, applicable codes and TSASK bulletins, and Safety Training Courses with a minimum of 24 hours of safety training.

- 8,000 hours or more of hands-on experience
- An accepted educational program including:
 - Canadian Elevator Industry Education Program (CEIEP).
 - Canadian Elevator Technician (CET) Education Program.
 - Another equivalent Elevating Device educational program acceptable to the Chief Inspector.
- Applicants must apply to TSASK for review and approval of their education.
 - Identifying the specific types of Elevating Devices and the nature of work performed (i.e. elevators/escalators, working in maintenance/construction, and in what capacity).

EDM B

A person who holds an EDM-B certificate and licence may, without supervision, construct, install, alter, repair, service, maintain or test the following elevating devices:

- Construction hoists and the equipment and accessories essential to their operation.
- Manlifts and the equipment and accessories essential to their operation if the manlifts are permanent and use rack and pinion drives.

A holder of an EDM-B licence who does not have experience in a class of elevating device shall not perform any work associated with an elevating device without supervision by the holder of an EDM-B certificate who has experience in the class of device.

All require the Supplemental Education in The Passenger and Freight Elevator Act, Regulations, applicable codes and TSASK bulletins, and Safety Training Courses with a minimum of 24 hours of safety training.

- 4,000 hours or more of hands-on experience
- An accepted educational program including:
 - Canadian Elevator Industry Education Program (CEIEP).
 - Certified Elevator Technician (CET) Education Program.
 - Another equivalent Elevating Device educational program acceptable to the Chief Inspector.
- Applicants must apply to TSASK for review and approval of their education.

EDM C

A person who holds an EDM-C may, without supervision, construct, install, rebuild, alter, repair, service, or test Lifts for Barrier-Free Access.

A holder of an EDM-C certificate who does not have experience in a class of elevating device shall not perform the functions without supervision by the holder of an EDM-C certificate who has experience in the class of device.

All require the Supplemental Education in The Passenger and Freight Elevator Act, Regulations, applicable codes and TSASK bulletins, and Safety Training Courses with a minimum of 24 hours of safety training.

- 6,000 hours or more of hands-on experience
- An accepted educational program including:
 - Canadian Elevator Industry Education Program (CEIEP).
 - Certified Accessibility Technician (CAT) Education Program.
 - Another equivalent Elevating Device educational program acceptable to the Chief Inspector.
- Applicants must apply to TSASK for review and approval of their education.

5. Responsibilities of the EDM

5.1. Responsibilities of the EDM

A licensed EDM is responsible for carrying out work on elevating devices safely and in accordance with the Act, the regulations, codes, and contractor or designer instructions. They shall only perform work they are competent to perform based on past experience or training or shall be under the supervision of another licensed EDM in a training capacity when exposed to new equipment or components. An EDM is responsible for the quality of their own work.

A licensed EDM must meet any additional requirements established by the Chief Inspector or a licence regarding elevating devices' safe operation.

An EDM may additionally have the role of a "qualifying" or "supervising" EDM.

5.2. Qualifying EDM

A "qualifying" EDM is a licensed EDM associated with a Contractor's Licence. The qualifying EDM is responsible for understanding the Act, regulations, codes and TSASK bulletins and having knowledge of and providing acceptance of the contractor's overall quality and management or supervision system. While an EDM remains responsible for the quality of their own work, the qualifying EDM has a general responsibility of the quality and safety of a contractor's work based on the corporate supervision, management, and quality practices of the company. A qualifying EDM may additionally be a "supervising" EDM.

5.3. Supervising EDM

A "supervising" EDM is a licensed EDM responsible for supervising workers reporting to them that, may include an 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. The supervising EDM shall be available to assist and develop the competency of persons under their supervision.

5.4. Definition of Supervision

To provide "supervision" is to oversee, instruct and monitor persons who assist with or perform work on elevating devices to ensure those persons carry out their activities or fulfill their responsibilities safely and in accordance with the Act, regulations, codes, and contractor or designer instructions. Supervision may include direct or indirect supervision, dependent on the task and level of competence for those activities of the supervised workers. However, the supervising EDM maintains a shared responsibility for the overall work of those being supervised.

6. Mechanic-in-Training Requirements and Information

6.1. Registration with TSASK Required

All MITs shall be registered with TSASK (no fee) in order for their experience time to be recognized towards becoming a certified and licensed EDM. They shall always work under the supervision of an EDM. Contractors shall provide a listing of all MITs to TSASK.

An MIT can sign off work within equipment log books and indicate completion of an order to correct issued by TSASK for work they performed.

6.2. Description of Qualifications

A person who is registered as an MIT may, with supervision, construct, install, alter, repair, service, maintain or test any class of elevating device that the supervising EDM is licensed and has experience in the class of device being worked on.

All require the Supplemental Education in The Passenger and Freight Elevator Act, Regulations, applicable codes and TSASK bulletins, and Safety Training Courses with a minimum of 24 hours of safety training.

6.3. Pathway to Becoming an EDM

A person who is registered as an MIT must gain their qualifying experience to become an EDM within the following timeframes:

- Seven (7) years to complete the necessary 8,000 hours towards an EDM-A certification.
- Five (5) years to complete the necessary 4,000 hours towards an EDM-B certification.
- Six (6) years to complete the necessary 6,000 hours towards an EDM-C certification.

7. Application for EDM Certificate of Qualification

7.1. In Province Applicants for EDMs A, B & C

Applicants who wish to have their qualifications recognized in Saskatchewan must complete a training program and:

- Have completed supplementary education in The Passenger and Freight Elevator Act, Regulations, applicable codes and TSASK bulletins.
- Attend and complete Safety Training Courses conducted by a recognized Elevating Device Safety Training Provider acceptable to the Chief Inspector.

All documentation submitted for assessment must be translated to English by a certified translator, and the original documents must also be submitted.

To ensure all mandatory documents are submitted, a detailed list has been provided. All documents listed must be submitted for the application to be considered.

At a minimum, the following documentation must be submitted to TSASK:

- Detailed documentation providing proof of work experience, 8,000 hours or more of hands-on experience.
 - This may include letters from current and/or previous employers on company letterhead signed by an authorized person of the company verifying the nature of the work experience. If verification of work experience cannot be obtained from the previous employer(s) or the applicant is the owner/contractor, TSASK may accept a Notarized Statutory Declaration (by a Notary Public or Commissioner for Taking Oaths) detailing the work experience of the applicant. The original declaration must be submitted and shall include the information outlined in this section.
 - Details must include but are not limited to specific periods where experience has been gained and identifying the specific types of Elevating Devices and the nature of work performed (i.e. elevators/escalators, working in maintenance/construction, and in what capacity).
- Proof that the applicant has attended the full safety training courses related to the elevating device industry or has attended and completed Safety Training Courses conducted by a recognized Elevating Device Safety Training Provider.
- A list of detailed training programs/courses completed that relate to the applied for class of certification classification (EDM-A, B & C).
- Applicants must submit detailed course outlines as they relate to the completed training programs/courses.
- Transcripts are mandatory.
- Copies of Out of Province certifications as appropriate.

7.2. Out of Province Applicants for EDMs A, B & C

If you have qualifications and experience as an Elevating Device Mechanic from outside Saskatchewan, you will require a certificate of qualification in order to work as an Elevating Device Mechanic in this province.

If you are already certified in an eligible Canadian province, you will need to:

- Apply for an out of province evaluation by filling out a form for the certification class you're interested in; since you have obtained certification in another jurisdiction, you do not need to provide hours of work experience or proof of education.
- All documentation submitted for assessment must be translated to English by a certified translator, and to assist in ensuring all mandatory documents are submitted, a detailed list has been provided.
- All documents listed must be submitted for the application to be considered.

Out of province applicants who wish to have their qualifications recognized in Saskatchewan shall:

- Have completed a training program(s) in their home jurisdiction; and
- Have completed supplementary education in The Passenger and Freight Elevator Act, Regulations, applicable codes and TSASK bulletins.
- Copies of Out of Province certifications as appropriate.

8. Continuing Education Requirements

Continuing education requirements must be met every two years. Every EDM shall acquire 1.5 days (12 hours) of approved continuing education over the two-year period to renew their certificate of qualification.

Continuing education is a mandatory requirement to maintain your certification. It is put in place to ensure that all elevator mechanics stay current with the latest technology, safety practices, and regulations relating to their work.

8.1. What material will TSASK accept as Continuing Education?

All classes of Elevating Device Mechanics (EDMs A, B & C) must complete the continuing education requirements described as a condition of the renewal of their certificate.

For the continuing education requirements, 1.5 days (12 hours) must be completed. The 1.5 days (12 hours) should be equally divided between Part 1 and Part 2 topics which include:

- Part 1:
 - Safe work practices and related topics that may include product-specific safety applications or procedures.
 - The Act, Regulations, applicable codes, TSASK bulletins, related topics; and
- Part 2:
 - Technical training related to the elevator industry may include cross discipline training involving curriculum that may impact the elevator trade.

Continuing education shall only be accepted if the training was delivered by persons or organizations recognized as a training provider for Saskatchewan.

8.2. Recognized Educational Organizations

In Appendix C, links have been provided for the organizations listed as options.

9. Renewal Application Requirements

An application for renewal must include proof that the applicant has completed the continuing education requirements outlined in section 6. Proof of completion of continuing education must be submitted to TSASK.

Proof of completion must be submitted in the format set out by TSASK and must be issued by a recognized training provider. Only certificates from recognized training providers will be accepted as proof of completion of the continuing education requirements. Training received from non-recognized training providers will not be accepted.

10. Saskatchewan Contractor Licence Classes

10.1. Scope and Requirements for Contractor Licences

The contractor licences have been established in The Passenger and Freight Elevator Act & Regulations. The Certificate of Qualification for the classes of licences will match the EDM if applicable.

Class A

Authorizes the holder to construct, rebuild, alter, repair, service or conduct periodic inspections and tests on all elevators or parts of elevators:

- For all Class A contractor licences, the certified EDM must have a Certificate of Qualification that is of the same class or higher as the contractor's licence.
- Restrictions as per scope on licence.
- All Contractor Licence applicants require the Supplemental Education in The Passenger and Freight Elevator Act & Regulations, applicable codes and TSASK bulletins, as well as Safety Training Courses with a minimum of 24 hours of safety training.

Class B

Authorizes the holder to alter, repair, maintain, service, inspect, examine, and test all categories of elevating devices that are designated on the Contractors' Licence:

- For all Class B Contractor Licences, the certified EDM must have a Certificate of Qualification that is of the same class or higher as the Contractor's Licence.
- Designated elevating devices only.
- May not construct or install.
- Restrictions as per scope on licence.
- All Contractor Licence applicants require the Supplemental Education in The Passenger and Freight Elevator Act, Regulations, applicable codes and TSASK bulletins, and Safety Training Courses with a minimum of 24 hours of safety training.

Class C

Authorizes the holder to construct, install, rebuild, alter, repair, service, or test Lifts for Barrier-Free access:

- For Class C Contractors Licences, the certified EDM must have a Certificate of Qualification that is of the same class or higher as the Contractor's Licence.
- Lifts for Barrier-Free Access.
- Supplemental Education in The Passenger and Freight Elevator Act, Regulations, applicable codes and TSASK bulletins, and Safety Training Courses with a minimum of 24 hours of safety training.

Class D

Authorizes the holder to provide elevator safety training programs and instruction to elevator emergency personnel, including those persons licensed as a Class B - Owner; or authorizes the holder to access the elevator equipment areas such as the hoistway, top of car, pit areas, machine rooms and control rooms for the purpose of conducting a survey, audit, or developing elevator specifications on behalf of the elevator owner.

Before completing the licence application, please ensure the following information has been

provided to TSASK to verify the qualifications necessary to obtain a Class D licence:

- Number of years the company has previously been engaged in the field as an elevator consultant firm in other jurisdictions.
- Number of years in which the company has provided elevator consulting services for installations in Saskatchewan.
- List of employees, training and experience relating to the elevator industry safe work practices and procedures for accessing all elevator areas for the purpose of inspection and survey.
- Supplemental Education in The Passenger and Freight Elevator Act, Regulations, applicable codes and TSASK bulletins, and Safety Training Courses with a minimum of 24 hours of safety training.

Class E

Authorizes the holder, without supervision, to renovate the interior of an elevating device cab and, in so doing, may carry out electrical work with respect to lighting in the cab but shall not do anything with respect to control circuitry or carry out any other type of electrical work.

Before completing the licence application, please ensure the following information has been provided to TSASK to verify the qualifications necessary to obtain a Class E licence:

- Number of years the company has previously been engaged in providing interior elevator car alterations in other jurisdictions.
- List of employees, training, and experience.
- All scope of work and documentation of materials to be submitted for approval prior to installation.
- All scope of work shall be limited to a maximum of 5% increase in the deadweight and rated load of the car as originally installed.
- Supplemental Education in The Passenger and Freight Elevator Act, Regulations, applicable codes and TSASK bulletins, and Safety Training Courses with a minimum of 24-hour safety training.

11. Division of Responsibilities for the Certification of EDMs in Saskatchewan

The success of the Certificate of Qualification for EDMs is dependent on all stakeholders participating in the program. Understanding their responsibilities is key to success.

11.1. TSASK's Responsibilities

TSASK is responsible for:

- Administering the EDM certification and licensing program.
- Examining candidates for certification.
- Establishing continuing education requirements, safety training courses and recognized persons or organizations who may deliver that training.
- Verifying that an out of province EDM is eligible to work in Saskatchewan.
- Taking appropriate enforcement action as required.

11.2. Certified EDM

The certified EDM is responsible for:

- Only working on equipment they are qualified to work on.
- Ensuring they meet the continuing education requirements.
- Remaining compliant and current with TSASK requirements.

11.3. Licensed Contractors

Licensed Contractors shall ensure:

- Employees are trained and are competent in the work they are assigned.
- Employees work within the scope of their Certificate of Qualification.
- Employees work under the appropriate level of supervision by a certified EDM when completing achievement criteria.
- Contractors shall ensure all employees as MITs in training are registered as required by the contractor's licensing requirements.
- MIT training applicants working under the supervision of an EDM require the Supplemental Education in The Passenger and Freight Elevator Act & Regulations, applicable codes and TSASK bulletins, and Safety Training Courses with a minimum of 24 hours of safety training.
- Responsible for the quality of work assigned to an EDM and an MIT.

12. Fees

TSASK shall publish a fee for the issuing of the Certificate of Qualification or Licence of Contractor and EDM:

- Class A, B, C, D or E Licence.
- Certificate of Qualification Review.
- Elevator Device Mechanic Licence, A, B & C.
- Elevator Device Mechanic Licence Renewal.

Appendix A Additional Clauses from the Legislation

From The Passenger and Freight Elevator Regulations:

A.1 Definitions

2 In these regulations:

"training and experience" means qualifications of contractors and their employees, established by bylaw pursuant to **sections 7 and 30** of *The Technical Safety Authority of Saskatchewan Act* and published by the Technical Safety Authority of Saskatchewan with respect to the installation, operation, repair or maintenance of an elevating device.

Appendix B Elevating Devices

Elevating Devices as defined in the applicable code:

- Elevators
- Dumbwaiters
- Escalators
- Moving walks
- Freight platform lifts and material lifts
- Lifts for Barrier Free Access
- Manlifts
- Personnel hoists
- Incline elevators

Appendix C Recognized Educational Organizations

Please note this list may not accurately reflect the most recent information available. If you have any questions regarding any of the information contained on this page, please contact TSASK.

Canadian Elevator Industry Educational Program

<http://www.ceiep-program.com/>

National Association of Elevator Contractors

CET Program: <https://www.naec.org/education/cet.html>

CAT Program: <https://www.naec.org/education/cat.html>

Ontario College of Trades

<http://www.collegeoftrades.ca/trades-in-ontario>

Elevating Device Training Academy

<https://elevatingdevicesacademy.ca>

Durham College

<https://guides.library.durhamcollege.ca/trades/elevating>

<https://durhamcollege.ca/programs/mechanical-technician-elevating-devices>

Mohawk College

<https://www.mohawkcollege.ca/programs/skilled-trades/elevating-devices-mechanic-636e>

Elevating Devices Training Academy Inc. (EDTA)

www.elevatingdevicesacademy.com

Norm Benn Training Centre Inc.

<https://www.normbenntraining.ca/>

Recognized Training Providers

Another equivalent educational program or sections of a program acceptable to the Chief Inspector. Applicants must apply to TSASK for review and approval of their education.

Safety Training Courses

Courses for elevating devices shall be familiar with the risks and hazards related to working in, on and around elevating devices, for example:

- Controlling workplace hazards
- Complying with Occupational Health and Safety (OHS) regulations
- Using the Workplace Hazardous Materials Information System (WHMIS)
- Using personal protective equipment (PPE)
- Applying fire protection practices
- Using hand, power, and alignment tools
- Fall Protection
- Arc Flash Awareness
- Confined Space
- H2S Alive