

Appendix E- Sign-off on Experience by Class and Type of Elevating Devices

Required by Technical Standards and Safety Authority (TSSA)

Note to the Employer/Contractor: A key responsibility for an Elevating Devices Mechanic and his or her employer /contractor under the *Technical Standards and Safety Act, 2000* and *Ontario Regulation 209/01 (Elevating Devices)* is to confirm that a mechanic is not assigned or undertakes work beyond the scope of his or her certificate, or beyond the scope of his or her documented experience or training.

Practically, an Elevating Devices Mechanic may be the holder of an EDM-A certificate but still be restricted in the scope and type of work he or she is allowed to perform. The skills, experience and training of a trainee (EDM-T) or mechanic (i.e., EDM-A, etc.) must be documented and signed off by a supervising mechanic using a document known as a training standard/passport. The signoffs required within that training standard/passport attests to the fact that the mechanic has demonstrated the full range of skills required for that device, obtained while under the supervision of a mechanic who had already obtained the requisite skills, experience and training, including documented (signed-off) proof of each.

For example, an EDM-A mechanic who holds a certificate may have 10 years' experience, all of which may be on manlifts. The contractor/employer must only assign work to that Elevating Devices Mechanic that involves the skills related to their training on manlifts until the mechanic has achieved the necessary signoffs and is able to demonstrate competency on another class of device.

When supervising mechanics sign-off on skills in the training standard (passport), once the necessary competency and experience has been achieved, they must:

- 1) print and sign their name and mechanic certificate number on the document, next to the applicable device;
- 2) write the contractor/company name;
- 3) type of work that was performed (whether the competency was for installation and/or maintenance); and
- 4) drive type of the device(s).

Note to Trainee/Mechanic: A trainee (EDM-T) or a fully certified mechanic (i.e., EDM-A, etc.), is responsible for keeping the training standard — (passport) up to date. As noted above, it is **mandatory that each mechanic** not only keep a record of the devices on which he or she has acquired experience, but also have that experience verified (signed-off) in his/her training standard/passport.

The key to accurately recording competency and skill sign-off(s) in the training standard -(passport) is to make certain the type of device is recorded in the training standard (passport) and to have that experience "signed-off" by a mechanic as a permanent record.

It is mandatory that a copy of the training standard (passport) be submitted to TSSA as part of the process to attain certification under Ontario Regulation 222/01 ("Certification and Training of Elevating Devices Mechanics"). By submitting this document, the apprentice declares that they possess the necessary signed-off skills and experience on the class or classes of devices identified in the document.

Any new skills and experience attained during a mechanic's career is to be documented and recorded in the training standard (passport).

An apprentice/trainee (EDM-T) or a fully certified mechanic (i.e., EDM-A, etc.), can be audited at any time. A TSSA inspector may request a demonstration of the competencies and skills that have been "signed-off" to be performed.

The following two pages (Appendix F) is the "*Chart of Experience by Class and Type of Elevating Devices*" a listing of the devices regulated pursuant to *Ontario Regulation 209/01*. Before any mechanic can work on any of these devices unsupervised, he or she must be "signed-off" on that device.

Appendix F -Chart of Experience by Class and Type of Elevating Devices				
Type of Elevating Device	Supervising Mechanic (Printed Name & Signature)	Company Name	Installation (I) Maintenance (M)	Drive Type (Please Specify) *
Class 1: Elevators				
Freight elevators				
Freight elevators - P				
Hand-powered freight elevators				
Observation elevators				
Passenger elevators				
Sidewalk elevators				
Temporary elevators				
Limited use/limited application elevators				
Class 2: Dumbwaiters				
Dumbwaiters (not hand-powered)				
Hand-powered dumbwaiters				
Class 3: Escalators				
Escalators				
Class 4: Moving Walkways				
Moving walkways				
Class 4.1: Shopping Cart Conveyors				
Shopping cart conveyors				
Class 5: Freight Platform Lifts				
Freight platform type - A				
Freight platform type - B				
Material lifts type - A				
Material lifts type - B				
Class 6: Lifts for persons with physical disabilities				
Stair chair lifts				
Enclosed stair platform lifts				
Unenclosed stair platform lifts				
Enclosed vertical platform lifts				

Appendix F -Chart of Experience by Class and Type of Elevating Devices				
Type of Elevating Device	Supervising Mechanic (Printed Name & Signature)	Company Name	Installation (I) Maintenance (M)	Drive Type (Please Specify) *
Unenclosed vertical platform lifts				
Class 7: Manlifts				
Counter-balanced manlifts				
Endless belt manlifts				
Power type manlifts				
Class 9: Construction Hoists				
Material construction hoists				
Workers' rail guided hoists				
Workers' rope-guided hoists				
Class 10: Incline Lifts				
Inclined elevators				
Inclined dumbwaiters				
Inclined manlifts				
Inclined construction hoists				
Inclined freight platforms				
Funicular railways				
Class 11: Stage Lifts				
Stage lifts				
Class 12: Special Elevating Devices				
Special elevating devices				
Class 13: Parking Garage Lifts				
Parking garage lifts				
Class 14: Wind Turbine Tower Elevators				
Wind turbine tower elevators				
To be classified in the Regulations				
Mast Climbing Transport Platforms				

* Drive Type examples include but are not limited to traction, hydraulic, rack and pinion, etc.