



ELEVATOR MECHANIC SKILLS PASSPORT

Verifying Workplace Competency



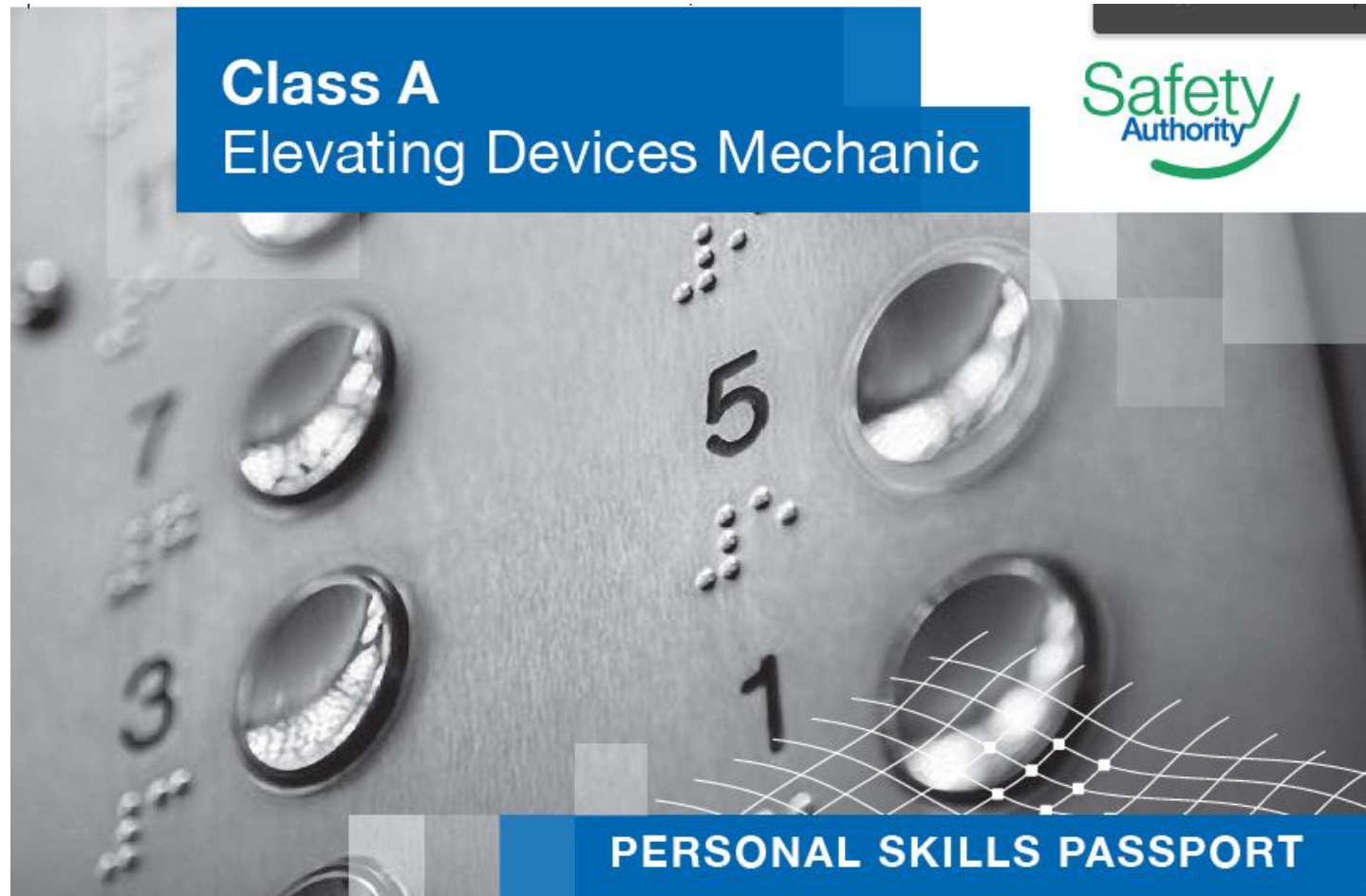
Overview of Skills Passport

Assessing Competency

Scope of work

How to Use your Skills Passport

Skills Passport (Class A, C, H)



Purpose of Skills Passport

- ❖ Verify an individual's competence
- ❖ Identify training needs
- ❖ Ensure the safety of workers and general public

Determining Passport Content



Painting a Machine Room



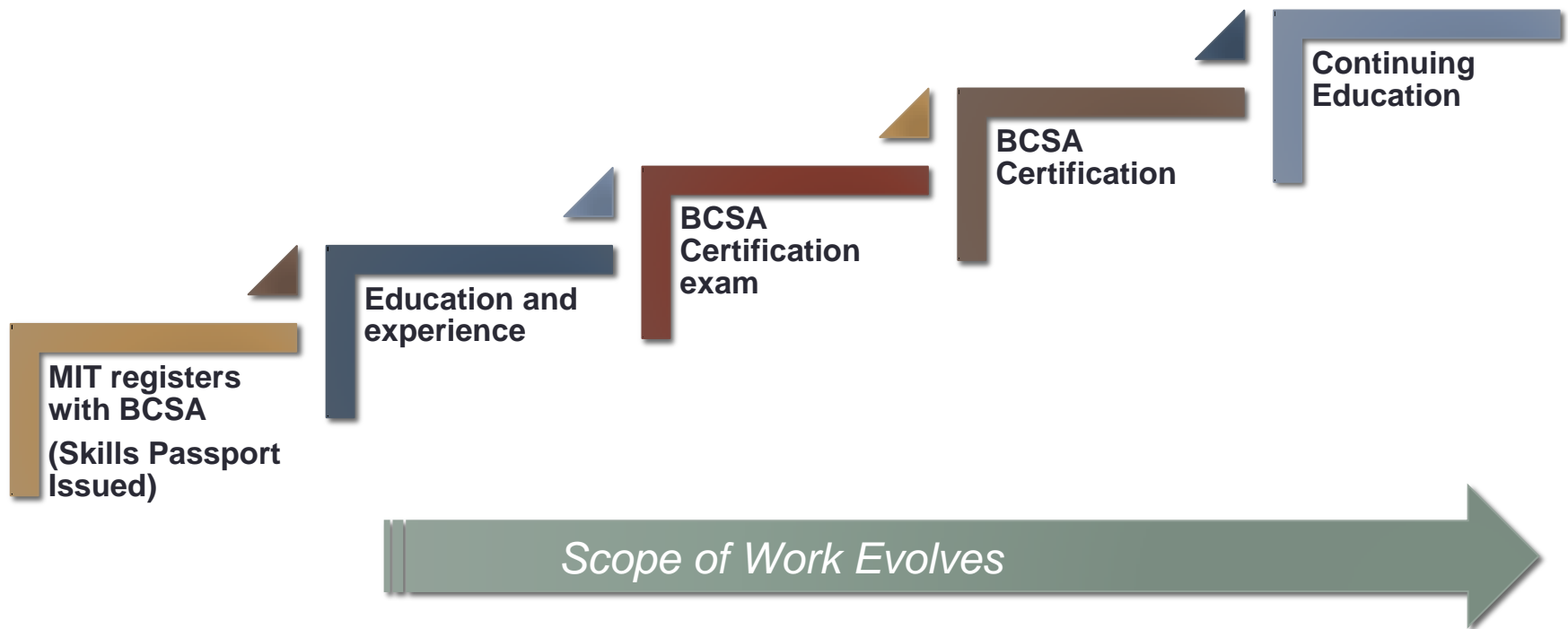
Lockout / Tagout



← Level of Risk →

Scope of work requiring sign off in the Skills Passport focuses on **HIGH** risk tasks, not low risk tasks.

Skills Passport in a Typical Career Path



Roles

- ❖ Passport Holder
- ❖ Certified Mechanic
- ❖ Designated Signing Officer
- ❖ BCSA

Passport Holder

Roles and Responsibilities

- ❖ Ensures passport is up to date
- ❖ Works within the scope of their passport
- ❖ Sees experience in the relevant areas of the workplace

Mechanic in Training

Roles and Responsibilities

- ❖ Seek knowledge/identify opportunities
- ❖ Gain experience
- ❖ Keep passport up to date
- ❖ Work closely with Certified Mechanic

Certified Mechanic

Roles and Responsibilities

- ❖ Instruct the Passport Holder (PH)
- ❖ Observe PH complete task to a satisfactory standard
- ❖ Verify the completed the task by signing the skills passport.

Designated Signing Officer

Roles and Responsibilities

- ❖ Acts on behalf of the Licensed Contractor to verify that the passport holder as successfully completed the required Workplace Achievement Criteria tasks for a specific Scope of Work Endorsement.

BCSA

Roles and Responsibilities

- ❖ Administers the Elevating Devices Mechanic Certification Program
- ❖ Examining candidates for certification as Elevating Devices Mechanics
- ❖ Certifying an Elevating Devices Mechanic as eligible to work in the province of BC
- ❖ Taking appropriate enforcement action as required

Licensed Contractor

Roles and Responsibilities

- ❖ Ensures employees are trained and competent in the work they are assigned.
- ❖ Ensures employees work within the scope of their passport
- ❖ Ensures that employees work under the appropriate supervision.

General Supervision

For the purpose of doing regulated work on elevating equipment, a contractor must designate a Certified Elevating Devices Mechanic to provide supervision, within the scope of their endorsement, to each of the following individuals:

- MITs who possess signed skills competency within their Elevating Devices Skills Passport.
- MITs who do not possess signed skill competency within their Skills Passport, but are working within the same elevating device unit as the supervising Certified Elevator Mechanic.
- The holder of a Elevating Devices Mechanic Certificate of Qualification who does not possess the same endorsement granted by the Provincial Safety Manager.

Onsite Supervision

A Certified Elevator Mechanic must be physically present at all times to oversee the work and provide direction to a Mechanic-in-Training or a Certified Elevator Devices Mechanic who will be working within the same elevating device but does not possess the required signed skills competency for the work they will be undertaking.

Scenario #1 – Supervision

Bob, a Certified Mechanic, is having coffee at Starbucks in New Westminster while Harry (a MIT) is installing rails on a construction site in downtown Vancouver.

Harry has a question about the spacing of brackets so he phones Bob who is able to answer his questions by phone.

Question

Is this an example of *direct supervision*?

Answer

No.

Scenario #2 – Supervision

Harry, a MIT, is working on a construction site in downtown Vancouver and encounters some problems isolating a controller. So ... he phones Bob (a Certified Mechanic) who is also working in downtown Vancouver.

Luckily, Bob is able to provide some solutions over the phone. He tells Harry to phone back if he needs him to come to the worksite

Question

Would this be considered *general supervision*?

Answer

Yes.

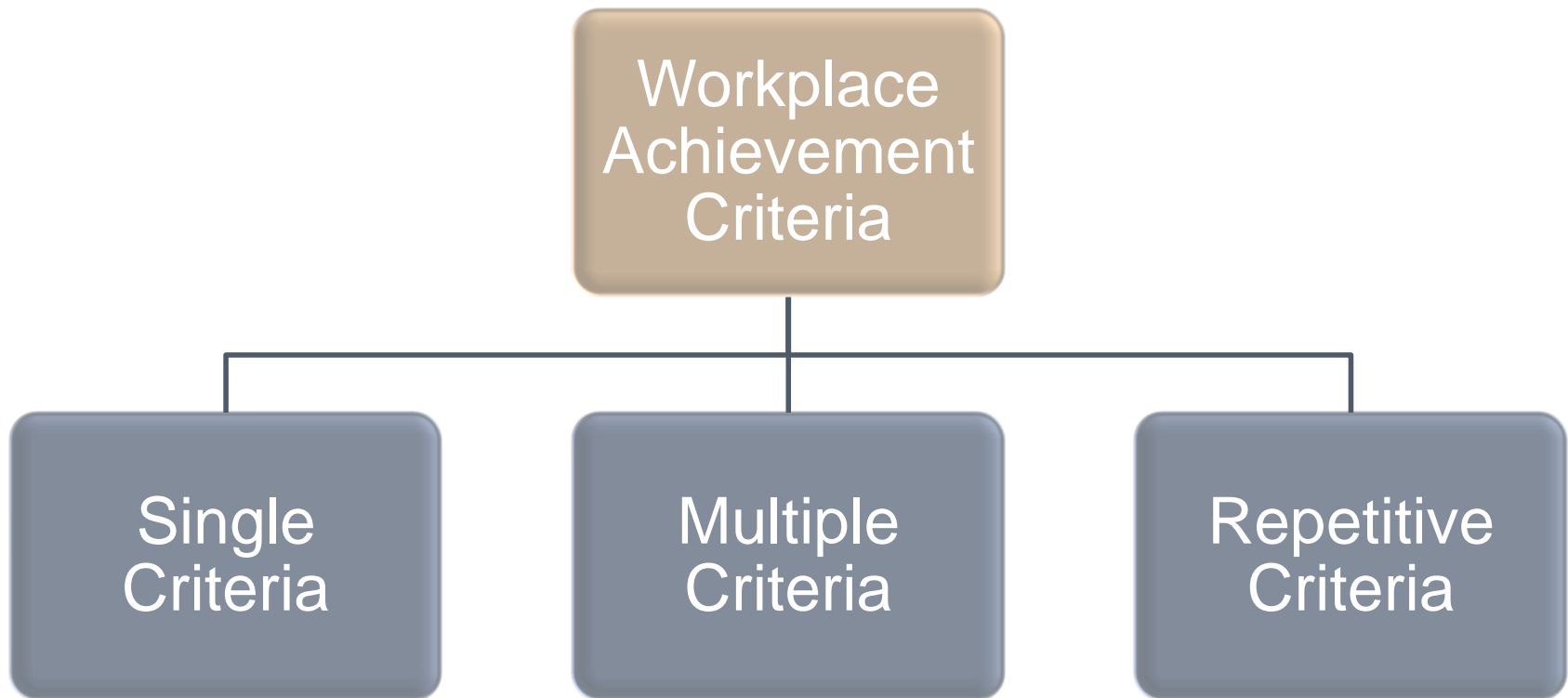
Assessing Competency (A, C, H)

Class C
Elevating Devices Mechanic



PERSONAL SKILLS PASSPORT

3 Types of Workplace Achievement Criteria



Example #1 – Single Criteria

Workplace Achievement Criteria

General Area of Competence: Install Traction And Hydraulic Common Components					
Competency D5:	Install Wiring Raceway, Fixtures, and Wiring				
Achievement Criteria:	<p>Given an installation site, materials, tools, and installation procedures, the individual has installed wiring raceways, fixtures, and wiring.</p> <p>In the process of carrying out this competency, the individual has:</p> <ul style="list-style-type: none">• Interpreted drawings and specifications.• Planned the work.• Selected the appropriate materials.• Tested for operation.• Worked safely and efficiently. <div style="text-align: right;"><div><u>JD</u></div><div><u>JD</u></div><div><u>JD</u></div><div><u>JD</u></div><div><u>JD</u></div></div>				
Signature of Mechanic:	<i>John Doe</i>	Certificate Number:	<i>0007</i>	Date:	<i>October 22, 2013</i>

Example #2 – Multiple Criteria

G5 – Install Electrical Systems



#1 - Install a wiring raceway



#2 - Install a fixture



#3 - Install wiring

Example of Multiple Criteria

G5 – Install Electrical Equipment

Achievement
Criteria 1 of 3

Note:

The individual must be signed off on all three achievement criteria in order to successfully complete this competency.

Given an installation site, materials, tools

Sign off on all achievement criteria required to complete this competency.

Example of Repetitive Criteria

B6 – Use Rigging and Hoisting Equipment

Achievement Criteria

Setup 1 of 3

Note:

The individual must be signed off on three separate setups in order to successfully complete this competency.

Given a load to be lifted, and a selection of rigging and hoisting equipment, the individual has

Sign off on three separate setups required to complete this competency.

Workplace Achievement 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><u>Note:</u></p> <p>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> <ul style="list-style-type: none"> • Selected the proper equipment _____ • Inspected the equipment. _____ • Used proper rigging and hoisting techniques. _____ • Used proper signaling/communication protocol. _____ • Disassembled and stored the equipment. _____ • Worked safely and efficiently. _____ <p>Describe task performed: _____</p>			
Signature of Mechanic:			Certificate Number:		Date:

Scope of Work (Class A, C, H)

Class H

Elevating Devices Mechanic



PERSONAL SKILLS PASSPORT

Scope of Work

Definition

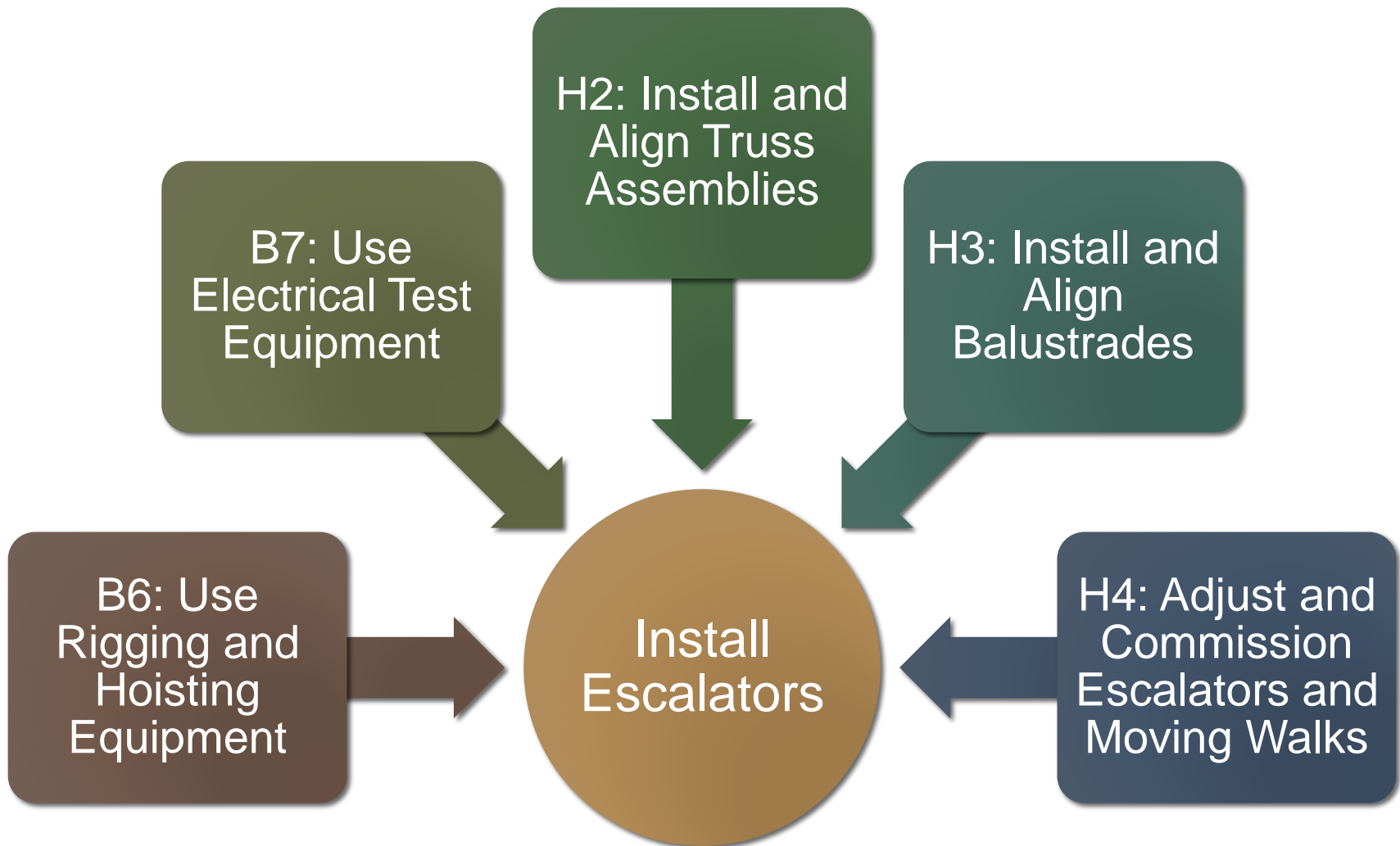
- ❖ Outlines what an individual can do or cannot do.

Importance

- ❖ Helps ensure the safety of the worker, co-workers, and the general public.

Remember ... an individual is still competent and certified as an Elevating Devices Mechanic – however, there may be restrictions on their scope of work.

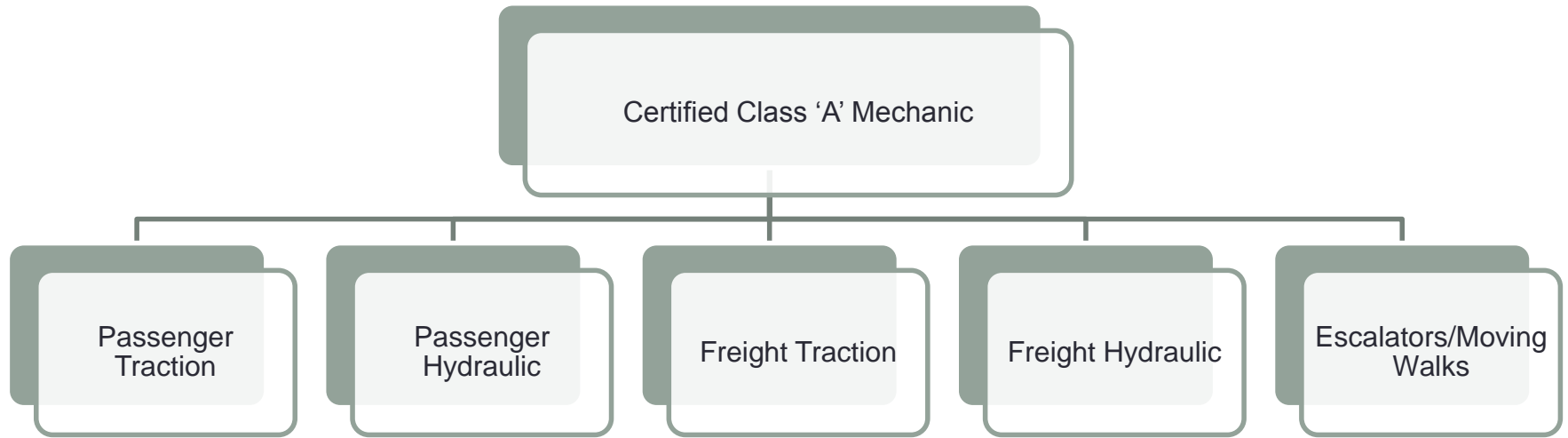
Example of Scope of Work



Scope of Work

- ❖ Each class of mechanic (A, C, H or MR) will have several scope of work areas that they may be signed off on (ex. Escalators/Moving Walks)
- ❖ Each scope of work area may have endorsements in one or more categories such as Installation/Construction, Maintenance, Repairs/Service or Alterations.

Class 'A' Scope of Work



Endorsements in each category for:

- Installation/Construction
- Maintenance
- Repair/Service
- Alterations

Determining Initial Scope of Work

BCSA will:

- ❖ Verify applicant's experience
- ❖ Determine Scope of Work
- ❖ Sign off/stamp in Skills Passports
- ❖ Issue Skills Passport to certified mechanic or
MIT

How to Use Your Skills Passport

Class H
Elevating Devices Mechanic



PERSONAL SKILLS PASSPORT

How to Use the Skills Passport

Step 1: Review Scope of Work Requirements.

Step 2: Identify your goal.

Step 3: Develop a plan to achieve experience.

Step 4: Track your progress (checklist in passport).

Step 5: Have Designated Signing Officer verify and sign off on your Scope of Work.

Passport Holder Tool #1

“Requirements for Class [A,C or H] Scope of Work Endorsement” Chart

Elevating Device	Installation/ Construction	Maintenance	Repair/Service	Alteration
Freight Elevators				
Traction	B6, B7, B8, C8, D1, D2, D3, D4, D5, D6, D7, D9, D10, E2, E3, E4, F3, G5, G8	B7, C8, G6, G7, G8, J2, J3, J4, J5, J6, J7, K2, K5	B6, B7, C8, G8, K1, K2, K3, K5, L2, L3, L4, L5, L6, L7, L10	B6, B7, C8, D5, D7, D10, G5, G7, G8, K1, K2, L1, L2, L3, L4, L5, L6, L7, L10
Hydraulic	B6, B7, C8, D1, D2, D3, D4, D5, D6, D7, D9, D10, E2, E3, F2, F3, F4, G5, G8	B7, C8, G6, G7, G8, J2, J3, J4, J5, J6, J7, K5	B6, B7, C8, G8, K4, K5, L5, L6, L7, L8, L9	B6, B7, C8, D5, D7, D10, G5, G7, G8, L1, L5, L6, L7, L8, L9



Determine what “workplace achievement criteria” you need in order to be signed off on a scope of work area.

What would you need to be signed off on maintenance for Traction Freight Elevators?

Passport Holder Tool #2

“Checklist for Class [A,C,H] Scope of Work”

Checklist for Class A Scope of Work Endorsement																							
	Install/Construct						Maintenance						Repair/Service						Alteration				
	PT	PH	FT	FH	ES	HC	PT	PH	FT	FH	ES	HC	PT	PH	FT	FH	ES	HC	PT	PH	FT	FH	
Line B: Use Tools and Equipment																							
B6: Use Rigging and Hoisting Equipment	✓		✓	✓	✓																		
B7: Use Electrical Test Equipment	✓																						
B8: Use False Cars																							
Line C: Apply Troubleshooting Techniques																							
C8: Apply Troubleshooting Techniques																							



Check off the boxes on the checklist as you move toward completing a scope of work area.

Employer Tracking: Scope of Work

“Verification of Experience by Type of Elevating Device” Chart

Type of Elevating Device	Employer/Signing Officer (Please Print)	Licensed Contractor (Please Print)	Signing Officer (Please Sign)	Date (mm/dd/yy)
Escalators/Moving Walks				
• Installation	Jason Brown	XYZ Elevator	Jason Brown	09/19/2013
• Maintenance				
• Repair/Service				
• Alteration				

How does it appear on your Certificate?



Certificate Number: ED00001

Certificate of Qualification

Certificate Holder: Johnny Elevator

Class of Certificate: "A" Mechanic

Scope and Endorsement

Elevating Device	Construction	Maintenance	Service	Alterations
Passenger Elevator				
• Traction	✓			✓
• Hydraulic	✓			✓
Escalator/Moving Walk				

Key Information and Forms

Item	Purpose	Who Uses	Who Signs
<i>Workplace Achievement Criteria</i>	Outlines the skills an individual must demonstrate for competency sign off.	<ul style="list-style-type: none">• Passport Holder	Certified Mechanic
<i>Requirements for Scope of Work Endorsement</i>	Shows the competencies for each scope of work endorsement.	<ul style="list-style-type: none">• Passport Holder	None required
<i>Verification of Experience</i>	Documents that an individual has completed the requirements for a specific Scope of Work Endorsement	<ul style="list-style-type: none">• Licensed Contractor• Potential Employers	Designated Signing Officer