

Class H

Elevating Devices Mechanic



PERSONAL SKILLS PASSPORT

BC Safety Authority is an independent, self-funded organization mandated to oversee the safe installation and operation of technical systems and equipment.

In addition to issuing permits, licences and certificates, we work with industry to reduce safety risks through assessment, education and outreach, enforcement, and research.



Table of Contents

SECTION 1: Introduction	2
SECTION 2: Passport Holder Information	3
SECTION 3: Definitions	4
SECTION 4: Roles and Responsibilities	5
SECTION 5: How to Use the Skills	7
SECTION 6: Requirements for Class ‘H’ Scope of Work Endorsement	11
SECTION 7: Checklist for Class ‘H’ Scope of Work	12
SECTION 8: Verification of Experience by Type of Elevating Device	16
SECTION 9: Workplace Achievement Criteria	19
SECTION 10: BCSA Recertification Review	68

Section 1: Introduction

BC Safety Authority and the Elevating Devices Mechanic (Class H) Review Committee have jointly developed the Elevating Devices Mechanic (Class H) Personal Skills Passport as a means of verifying the skills 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 in the roles of installation/construction, maintenance, repair/service, and alterations.

In addition to being a requirement for mechanic certification, this document also serves as a guideline for employers, certified mechanics, and mechanics-in-training towards identifying those areas in which additional training may be required.

The Workplace Achievement Criteria outlined in this document represent the high-risk tasks Certified Mechanics and Mechanics-in-Training may carry out while performing work on elevating devices. That is, tasks in which there is the potential for serious injury to workers or to the general public if they are not carried out properly.

The passport holder is responsible for maintaining and updating their passport. A BCSCA Safety Officer may ask to see an individual's Skills Passport from time to time.

The Certified Mechanic or Mechanic-in-Training must retain this document throughout his or her career as evidence of their competence to perform work on elevating devices regulated by BCSCA.

Section 2: Passport Holder Information

Last Name:	First Name:	Middle Initial:	Date of Birth: (mm/dd/yy)
Mailing Address: (number/street)		City/Town:	
Province:	Postal Code:	Email:	
Home Phone:	Cellular Phone:		

Section 3: Definitions

Mechanic in Training

A “Mechanic in Training” is defined as:

“An individual with a Class IT certificate, who is employed by a licensed elevating device contractor, is receiving training, and who works under the supervision of a Certified Elevating Device Mechanic.”

Certified Elevating Devices Mechanic

A “Certified Elevating Devices Mechanic” is defined as:

“An individual with a Certified Elevating Devices Certificate of Qualification (Class A, C, H, or MR), in addition to the scope and endorsement granted by the Provincial Safety Manager.”

Section 4: Roles and Responsibilities

Passport Holder

The passport holder may be a Mechanic in Training or a Certified Elevating Devices Mechanic. This individual is responsible for the following tasks:

- Ensuring their passport is up to date.
- Working within the scope of their passport.
- Seeking experience in relevant areas of the workplace.

Certified Elevating Devices Mechanic

The role of the Certified Elevating Devices Mechanic is to *observe* and *verify* an individual carry out the Workplace Achievement Criteria outlined in the Skills Passport

Designated Signing Officer

A Designated Signing Officer (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.

Licensed Contractor

The Licensed Contractor is the passport holder's employer and is responsible for the following:

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

BC Safety Authority

The BC Safety Authority is responsible for the following:

- Administering the Elevating Devices Mechanic Certification program.
- Examining candidates for certification as an Elevating Devices Mechanics.
- Certifying an Elevating Devices Mechanic as eligible to work in the Province of BC.
- Taking appropriate enforcement action as required.

Section 5: How to Use the Skills Passport – Passport Holder

1. Review Section 6: *Requirements for Class ‘H’ 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 “Stair Chair 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 Certified Elevating Devices Mechanic within your organization when you are ready for sign off on a specific competency. The Certified Mechanic will then observe you carry out the required tasks and verify your ability to do this work by signing off in 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 criteria 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 Designated Signing Officer (DSO) once you have been signed off on all of the required competencies for a specific Scope of Work.

The DSO will then review your Skills Passport to see that you have met all of the requirements for a specific Scope of Work Endorsement and verify this by signing in the space provided in the Section 8: *Verification of Experience by Type of Elevating Device*.

How to Use the Skills Passport – Certified Elevating Devices Mechanic

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 off.

For example, *E4: Install Suspension Systems* 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 of the required tasks to a satisfactory standard, you can verify this by signing and dating the page for the Workplace Achievement Criteria being carried out.

Note

- a. Workplace Achievement Criteria must be carried out to level of competence consistent with current industry practices and procedures.
- b. The Passport Holder must complete all of the Workplace Achievement Criteria on one setup in order to be signed off on a specific competency.
- c. A Certified Mechanic must already be signed off on the same competencies that he or she is asked to sign off on.
- d. The same Certified Elevating Devices Mechanic who signs and dates at the bottom of the page must also initial the individual tasks for the Workplace Achievement Criteria.

How to Use the Skills Passport – Designated Signing Officer

1. Review Section 6: *Requirements for Class ‘A’ Scope of Endorsement* for the scope of work that you are being asked to verify.

Each scope of work has specific requirements for installation/construction, maintenance, repair/service, and alteration. For example, in order to complete the requirements for “*Stair Chair 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

2. Check the individual’s Skills Passport to verify that a Certified Elevating Devices Mechanic 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 criteria) while others such as *G5: Install Electrical Systems* have more than one criteria 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 then as the Designated Signing Officer 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.

Section 6: Requirements for Class ‘H’ Scope of Work Endorsement

This section shows the competencies an individual needs to be signed off on for each Class ‘A’ 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
Stair Platform Lifts	B7, C8, D1, D2, D5, D7, G5, M2, M3, M4	B7, C8, G10, J7	B7, C8, K7
Vertical Platform Lifts	B7, C8, D1, D2, D5, D7, D8, F2, F3, F4, G5, M2, M3, M4	B7, C8, G10, J7	B7, C8, K7

Section 7: Checklist for Class ‘H’ 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 Designated Signing Officer 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

Checklist for Class 'H' Scope of Work									
	Install/ Construct			Maintenance			Repair/Service		
	SCL	SPL	VPL	SCL	SPL	VPL	SCL	SPL	VPL
Line B: Use Tools and Equipment									
B7: Use Electrical Test Equipment									
Line C: Apply Troubleshooting Techniques									
C8: Apply Troubleshooting Techniques									
Line D: Install Traction and Hydraulic Components									
D1: Layout Hoistways									
D2: Install Guide Rails, Guide Rail Supports, and Fastenings									
D5: Install Wiring Raceways, Fixtures, and Wiring									
D7: Adjust and Commission Elevating Devices									
D8: Install Hoistway Door and Lock Assemblies									

Checklist for Class 'H' Scope of Work									
	Install/ Construct			Maintenance			Repair/Service		
	SCL	SPL	VPL	SCL	SPL	VPL	SCL	SPL	VPL
Line F: Install Hydraulic Elevators									
F2: Install Pit Structures, Jack, and Suspension Systems									
F3: Install Machine Room Equipment									
F4: Install the Hydraulic Piping System									
Line G: Apply the Principles of Electricity and Electronics									
G5: Install Electrical Systems									
G10: Maintain Electrical and Electronic Systems (Level 1)									
Line J: Maintain Elevating Systems									
J7: Maintain Elevating Device Cabs, Carriages, and Platforms									

Checklist for Class 'H' Scope of Work									
	Install/ Construct			Maintenance			Repair/Service		
	SCL	SPL	VPL	SCL	SPL	VPL	SCL	SPL	VPL
Line K: Repair Elevating Systems									
K7: Repair Elevating Systems for Handicap Lifts									
Line M: Install Incline Lifts									
M2: Install Rail Systems									
M3: Install Carriage and Seat or Platform									
M4: Adjust and Commission Incline Lifts									

Section 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 the Section 6: Requirements for Class 'H' Scope of Work.

This form is signed and dated by the Designated Signing Officer, who is a person authorized to sign documents on behalf of the Licenced Contractor.

Verification of Experience by Type of Elevating Device				
Type of Elevating Device	Licensed Contractor (Please Print)	Designated Signing Officer (Please Print)	Designated Signing Officer (Please Sign)	Date (mm/dd/yy)
Stair Chair Lifts				
Installation/Construction				
Maintenance				
Repair/Service				
Stair Platform Lifts				
Installation/Construction				
Maintenance				
Repair/Service				
Vertical Platform Lifts				
Installation/Construction				
Maintenance				
Repair/Service				

Verification of Experience by Type of Elevating Device (con't)				
Type of Elevating Device	Licensed Contractor (Please Print)	Designated Signing Officer (Please Print)	Designated Signing Officer (Please Sign)	Date (mm/dd/yy)
Other				
Installation/Construction				
Maintenance				
Repair/Service				
Other				
Installation/Construction				
Maintenance				
Repair/Service				

Section 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.

A Certified Elevating Devices Mechanic 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 once setup. For example, *E4: Install Suspension Systems* requires an individual to demonstrate how to safely install a suspension system on three separate setups.

The competencies with repetitive criteria in the Class 'H' Skills Passport are as follows:

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 opportunities available to the individual.

Workplace Achievement Criteria

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:			
	Interpreted electrical schematics.			
	Selected the appropriate settings.			
	Interpreted the readings.			
	Followed test procedures.			
	Worked safely and efficiently.			
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)

Workplace Achievement Criteria

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:		
	Used a logical approach to solve the problem.		
	Selected and used the proper tools.		
	Solved the problem.		
	Documented the repair.		
	Worked safely and efficiently.		
Signature of Certified Mechanic:		Certificate Number:	Date: (mm/dd/yy)

Workplace Achievement Criteria

General Area of Competency: Install Traction And Hydraulic Common Components				
Competency D1: Layout 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:			
	Interpreted drawings and specifications.			
	Planned the work.			
	Laid out the work.			
	Solved routine problems in the layout process.			
	Worked safely and efficiently.			
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence: Install Traction And Hydraulic Common Components				
Competency D2:		Install Guide Rails, Guide Rail Supports, and Fastenings		
Achievement Criteria:	Given a hoistway, tools, materials, and layout drawings, the individual has installed guide rails, guide rail supports, and fastenings.			
	In the process of carrying out this competency, the individual has:			
	Installed a work platform.			
	Dropped rail plumb lines.			
	Installed rail supports and rails.			
	Aligned the rails.			
Worked safely and efficiently.				
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)

Workplace Achievement Criteria

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:				
	Interpreted drawings and specifications.				
	Followed entrance installation procedures.				
	Aligned doors.				
	Tested for operation.				
Worked safely and efficiently.					
Signature of Certified Mechanic:		Certificate Number:		Date:	(mm/dd/yy)

Workplace Achievement Criteria

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:				
	Interpreted drawings and specifications.				
	Planned the work.				
	Selected the appropriate materials.				
	Tested for operation.				
	Worked safely and efficiently.				
Signature of Certified Mechanic:		Certificate Number:		Date:	(mm/dd/yy)

Workplace Achievement Criteria

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 Certified Mechanic:		Certificate Number:		Date:	(mm/dd/yy)

Workplace Achievement Criteria

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 entrance installation procedures.				
	Aligned doors.				
	Tested for operation.				
	Worked safely and efficiently.				
Signature of Certified Mechanic:		Certificate Number:		Date:	(mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence: Install Traction Elevators					
Competency E4: Install Suspension Systems					
<p>Achievement Criteria:</p> <p>(Setup 1 of 3)</p> <p>Note The individual must be signed off on three separate installations to successfully complete this competency.</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>				
	Interpreted drawings and specifications.				
	Planned the work.				
	Laid out the work.				
	Used proper rigging and hoisting procedures.				
	Verified operation.				
	Worked safely and efficiently.				
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)	

Workplace Achievement Criteria

General Area of Competence: Install Traction Elevators			
Competency E4: Install Suspension Systems			
<p>Achievement Criteria:</p> <p>(Setup 2 of 3)</p> <p>Note The individual must be signed off on three separate installations to successfully complete this competency.</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>		
	Interpreted drawings and specifications.		
	Planned the work.		
	Laid out the work.		
	Used proper rigging and hoisting procedures.		
	Verified operation.		
	Worked safely and efficiently.		
Signature of Certified Mechanic:		Certificate Number:	Date: (mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence: Install Traction Elevators						
Competency E4: Install Suspension Systems						
<p>Achievement Criteria:</p> <p>(Setup 3 of 3)</p> <p>Note The individual must be signed off on three separate installations to successfully complete this competency.</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>					
	Interpreted drawings and specifications.					
	Planned the work.					
	Laid out the work.					
	Used proper rigging and hoisting procedures.					
	Verified operation.					
	Worked safely and efficiently.					
Signature of Certified Mechanic:		Certificate Number:		Date:	(mm/dd/yy)	

Workplace Achievement Criteria

General Area of Competence: Install Hydraulic Elevators			
Competency F2:		Install Pit Structures, Jack, and Suspension Systems	
Achievement Criteria:	Given an installation site, materials, tools, drawings, and installation procedures, the individual has installed pit structures, jack, and suspension system.		
	In the process of carrying out this competency, the individual has:		
	Interpreted drawings and specifications.		
	Planned the work.		
	Laid out the work.		
	Used proper rigging and hoisting procedures.		
	Verified operation.		
	Worked safely and efficiently.		
Signature of Certified Mechanic:		Certificate Number:	Date: (mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence: Install Hydraulic Elevators				
Competency F3: Install Machine Room Equipment				
Achievement Criteria:	Given an installation site, materials, tools, drawings, and installation procedures, the individual has installed machine room equipment.			
	In the process of carrying out this competency, the individual has:			
	Interpreted drawings and specifications.			
	Planned the work.			
	Laid out the work.			
	Selected and used the proper tools.			
	Verified installation.			
	Mitigated environmental impacts.			
	Worked safely and efficiently.			
Signature of Certified Mechanic:		Certificate Number:	Date:	(mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence: Install Hydraulic Elevators					
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:				
	Interpreted drawings and specifications.				
	Selected and used the proper tools.				
	Mitigated environmental concerns.				
	Verified operation.				
	Worked safely and efficiently.				
Signature of Certified Mechanic:		Certificate Number:		Date:	(mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence: Apply The Principles Of Electricity And Electronics							
Competency G5: Install Electrical Systems							
Achievement Criteria 1 of 3: Note 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: <table border="1" style="margin-left: 40px; margin-top: 10px;"> <tr> <td style="width: 80%;">Interpreted drawings and specifications.</td> <td style="width: 20%;"></td> </tr> <tr> <td>Worked safely and efficiently.</td> <td></td> </tr> </table>				Interpreted drawings and specifications.		Worked safely and efficiently.
Interpreted drawings and specifications.							
Worked safely and efficiently.							
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)			

Workplace Achievement Criteria

General Area of Competence: Apply The Principles Of Electricity And Electronics											
Competency G5: Install Electrical Systems											
<p>Achievement Criteria 2 of 3:</p> <p>Note</p> <p>The individual must be signed off on all three criteria to successfully complete this competency.</p>	<p>Given an installation site, materials, tools, drawings, and installation procedures, the individual has installed a fixture.</p>										
	<p>In the process of carrying out this competency, the individual has:</p> <table border="1" style="width: 100%;"> <tbody> <tr> <td>Interpreted drawings and specifications.</td> <td></td> </tr> <tr> <td>Followed installation procedures.</td> <td></td> </tr> <tr> <td>Tested for proper operation.</td> <td></td> </tr> <tr> <td>Worked safely and efficiently.</td> <td></td> </tr> </tbody> </table>				Interpreted drawings and specifications.		Followed installation procedures.		Tested for proper operation.		Worked safely and efficiently.
Interpreted drawings and specifications.											
Followed installation procedures.											
Tested for proper operation.											
Worked safely and efficiently.											
Signature of Certified Mechanic:		Certificate Number:	Date:	(mm/dd/yy)							

Workplace Achievement Criteria

General Area of Competence: Apply The Principles Of Electricity And Electronics									
Competency G5: Install Electrical Systems									
<p>Achievement Criteria 3 of 3:</p> <p>Note</p> <p>The individual must be signed off on all three criteria to successfully complete this competency.</p>	<p>Given an installation site, materials, tools, and a wiring diagram, the individual has installed wiring.</p>								
	<p>In the process of carrying out this competency, the individual has:</p> <table border="1" data-bbox="393 503 1279 641"> <tbody> <tr> <td>Extracted information from the wiring diagram.</td> <td></td> </tr> <tr> <td>Tested for proper operation.</td> <td></td> </tr> <tr> <td>Worked safely and efficiently.</td> <td></td> </tr> </tbody> </table>				Extracted information from the wiring diagram.		Tested for proper operation.		Worked safely and efficiently.
Extracted information from the wiring diagram.									
Tested for proper operation.									
Worked safely and efficiently.									
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)					

Workplace Achievement Criteria

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:			
	Interpreted drawings and specifications.			
	Maintained public safety.			
	Followed adjustment procedures.			
	Verified operation.			
	Worked safely and efficiently.			
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)

Workplace Achievement Criteria

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 log book, the individual has demonstrated how to maintain an electrical system.			
	In the process of carrying out this competency, the individual has:			
	Interpreted maintenance documentation.			
	Selected and used the proper tools.			
	Followed maintenance procedures.			
	Worked safely and efficiently.			
Signature of Certified Mechanic:		Certificate Number:	Date:	(mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence: Maintain Elevating Systems											
Competency J2: Apply the Requirements for Mandatory Maintenance											
<p>Achievement Criteria 1 of 2:</p> <p>Note</p> <p>The individual must be signed off on both 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 requirements for an elevating device.</p>										
	<p>In the process of carrying out this competency, the individual has:</p> <table border="1" style="width: 100%;"> <tbody> <tr> <td>Followed shutdown and startup procedures.</td> <td></td> </tr> <tr> <td>Followed maintenance requirements.</td> <td></td> </tr> <tr> <td>Followed code-testing procedures.</td> <td></td> </tr> <tr> <td>Worked safely and efficiently.</td> <td></td> </tr> </tbody> </table>				Followed shutdown and startup procedures.		Followed maintenance requirements.		Followed code-testing procedures.		Worked safely and efficiently.
Followed shutdown and startup procedures.											
Followed maintenance requirements.											
Followed code-testing procedures.											
Worked safely and efficiently.											
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)							

Workplace Achievement Criteria

General Area of Competence: Maintain Elevating Systems			
Competency J2: Apply Requirements for Mandatory Maintenance			
<p>Achievement Criteria 2 of 2:</p> <p>Note The individual must be signed off on both 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 mandatory maintenance and testing requirements for an elevating device.</p> <p>In the process of carrying out this competency the individual has:</p>		
	Followed shutdown and startup procedures.		
	Followed maintenance requirements.		
	Followed code-testing procedures.		
	Tested governor pull on/pull through		
	Maintained a log book.		
	Tested relief pressure		
	Worked safely and efficiently.		
Signature of Certified Mechanic:		Certificate Number:	Date: (mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence: Maintain Elevating Systems					
Competency J3: Evacuate Trapped Passengers					
Achievement Criteria:	Given a staged site, tools, and written procedures, the individual has extricated/removed a passenger from a simulated elevator entrapment.				
	In the process of carrying out this competency, the individual has:				
	Established communications with passenger.				
	Followed written procedures.				
	Extracted trapped passenger.				
	Completed required documentation.				
	Worked safely and efficiently.				
Signature of Certified Mechanic:		Certificate Number:		Date:	(mm/dd/yy)

Workplace Achievement Criteria

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:			
	Planned the work.			
	Followed maintenance procedures.			
	Selected and used the proper tools.			
Worked safely and efficiently.				
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence: Repair Elevating Systems															
Competency K2:	Service Braking Systems														
<p>Achievement Criteria:</p> <p>Note Different types of brakes must be signed off individually, i.e., disk and drums.</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>														
	<table border="1"> <tr> <td>Interpreted drawings and specifications.</td> <td></td> </tr> <tr> <td>Selected and used the proper tools.</td> <td></td> </tr> <tr> <td>Followed service procedures.</td> <td></td> </tr> <tr> <td>Tested and verified operation.</td> <td></td> </tr> <tr> <td>Completed required documentation.</td> <td></td> </tr> <tr> <td>Worked safely and efficiently.</td> <td></td> </tr> </table>		Interpreted drawings and specifications.		Selected and used the proper tools.		Followed service procedures.		Tested and verified operation.		Completed required documentation.		Worked safely and efficiently.		<p>Specify type: _____</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.															
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)											

Workplace Achievement Criteria

General Area of Competence: Repair Elevating Systems			
Competency K2: Service Braking Systems			
Achievement Criteria:	<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>		
Brake Type #1	Interpreted drawings and specifications.		
Setup 1 of 3	Selected and used the proper tools.		
(See note below)	Followed service procedures.		
	Tested and verified operation.		
	Completed required documentation.		
	Worked safely and efficiently.		
	Specify type of brake: _____		
Signature of Certified Mechanic:		Certificate Number:	Date: (mm/dd/yy)

Note: 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 (e.g., disc or brake). The passport holder is restricted to working on only the type of brakes for which they are signed off on.

Workplace Achievement Criteria

General Area of Competence: Repair Elevating Systems					
Competency K2:		Service Braking Systems			
Achievement Criteria:	<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>				
Brake Type #1	Interpreted drawings and specifications.				
Setup 2 of 3	Selected and used the proper tools.				
(See note below)	Followed service procedures.				
	Tested and verified operation.				
	Completed required documentation.				
	Worked safely and efficiently.				
	Specify type of brake: _____				
Signature of Certified Mechanic:		Certificate Number:		Date:	(mm/dd/yy)

Note: 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 (e.g., disc or brake). The passport holder is restricted to working on only the type of brakes for which they are signed off on.

Workplace Achievement Criteria

General Area of Competence: Repair Elevating Systems			
Competency K2: Service Braking Systems			
Achievement Criteria:	<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>		
Brake Type #1	Interpreted drawings and specifications.		
Setup 3 of 3	Selected and used the proper tools.		
(See note below)	Followed service procedures.		
	Tested and verified operation.		
	Completed required documentation.		
	Worked safely and efficiently.		
	Specify type of brake: _____		
Signature of Certified Mechanic:		Certificate Number:	Date: (mm/dd/yy)

Note: 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 (e.g., disc or brake). The passport holder is restricted to working on only the type of brakes for which they are signed off on.

Workplace Achievement Criteria

General Area of Competence: Repair Elevating Systems					
Competency K2: Service Braking Systems					
Achievement Criteria:	<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>				
Brake Type #2	Interpreted drawings and specifications.				
Setup 1 of 3	Selected and used the proper tools.				
(See note below)	Followed service procedures.				
	Tested and verified operation.				
	Completed required documentation.				
	Worked safely and efficiently.				
	Specify type of brake: _____				
Signature of Certified Mechanic:		Certificate Number:		Date:	(mm/dd/yy)

Note: 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 (e.g., disc or brake). The passport holder is restricted to working on only the type of brakes for which they are signed off on.

Workplace Achievement Criteria

General Area of Competence: Repair Elevating Systems			
Competency K2:	Service Braking Systems		
Achievement Criteria:	<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>		
Brake Type #2 Setup 2 of 3 (See note below)	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 Certified Mechanic:		Certificate Number:	Date: (mm/dd/yy)

Note: 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 (e.g., disc or brake). The passport holder is restricted to working on only the type of brakes for which they are signed off on.

Workplace Achievement Criteria

General Area of Competence: Repair Elevating Systems				
Competency K2: Service Braking Systems				
Achievement Criteria:	<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>			
Brake Type #2	Interpreted drawings and specifications.			
Setup 3 of 3	Selected and used the proper tools.			
(See note below)	Followed service procedures.			
	Tested and verified operation.			
	Completed required documentation.			
	Worked safely and efficiently.			
	Specify type of brake: _____			
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)

Note: 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 (e.g., disc or brake). The passport holder is restricted to working on only the type of brakes for which they are signed off on.

Workplace Achievement Criteria

General Area of Competence: Repair Elevating Systems				
Competency K7:		Repair Elevating Systems for Handicap Lifts		
Achievement Criteria:	Given a controller, a main contactor, tools, and documentation, the individual has replaced the main contactor on a controller.			
	In the process of carrying out this competency, the individual has:			
	Selected and used the proper tools.			
	Followed installation procedures.			
	Completed required documentation.			
Worked safely and efficiently.				
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence: Alter Elevating Systems												
Competency L4: Replace Governors and Safeties												
Achievement Criteria: (Setup 1 of 3) Note The individual must be signed off on three separate setups to successfully complete this competency.	Given an existing elevator, materials, tools, documentation, and installation procedures, the individual has replaced governors and safeties.											
	In the process of carrying out this competency, the individual has: <table border="1" data-bbox="347 522 1230 705" style="width: 100%; margin-top: 10px;"> <tbody> <tr> <td>Maintained public safety.</td> <td></td> </tr> <tr> <td>Followed installation and test procedures.</td> <td></td> </tr> <tr> <td>Completed required documentation.</td> <td></td> </tr> <tr> <td>Worked safely and efficiently.</td> <td></td> </tr> </tbody> </table>					Maintained public safety.		Followed installation and test procedures.		Completed required documentation.		Worked safely and efficiently.
Maintained public safety.												
Followed installation and test procedures.												
Completed required documentation.												
Worked safely and efficiently.												
Signature of Certified Mechanic:		Certificate Number:		Date:	(mm/dd/yy)							

Workplace Achievement Criteria

General Area of Competence: Alter Elevating Systems					
Competency L4:	Replace Governors and Safeties				
<p>Achievement Criteria:</p> <p>(Setup 2 of 3)</p> <p>Note 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>				
	Maintained public safety.				
	Followed installation and test procedures.				
	Completed required documentation.				
Worked safely and efficiently.					
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)	

Workplace Achievement Criteria

General Area of Competence: Alter Elevating Systems												
Competency L4:	Replace Governors and Safeties											
Achievement Criteria: (Setup 3 of 3) Note The individual must be signed off on three separate setups to successfully complete this competency.	<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> <table border="1"> <tbody> <tr> <td>Maintained public safety.</td> <td></td> </tr> <tr> <td>Followed installation and test procedures.</td> <td></td> </tr> <tr> <td>Completed required documentation.</td> <td></td> </tr> <tr> <td>Worked safely and efficiently.</td> <td></td> </tr> </tbody> </table>				Maintained public safety.		Followed installation and test procedures.		Completed required documentation.		Worked safely and efficiently.	
Maintained public safety.												
Followed installation and test procedures.												
Completed required documentation.												
Worked safely and efficiently.												
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)								

Workplace Achievement Criteria

General Area of Competence: Install Incline Lifts				
Competency M2: Install Rail Systems				
Achievement Criteria:	Given an existing installation site, materials, tools, and layout documentation, the individual has installed a rail system.			
	In the process of carrying out this competency, the individual has:			
	Interpreted drawings and specifications.			
	Planned the work.			
	Laid out the work.			
	Selected and used the proper tools.			
	Followed installation procedures.			
	Worked safely and efficiently.			
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)

Workplace Achievement Criteria

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.			
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)

Workplace Achievement Criteria

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.			
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence:					
Competency					
Achievement Criteria:	This section is left blank purposely.				
Signature of Certified Mechanic:		Certificate Number:		Date:	(mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence:				
Competency				
Achievement Criteria:	This section is left blank purposely.			
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence:					
Competency					
Achievement Criteria:	This section is left blank purposely.				
Signature of Certified Mechanic:		Certificate Number:		Date:	(mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence:				
Competency				
Achievement Criteria:	This section is left blank purposely.			
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence:					
Competency					
Achievement Criteria:	This section is left blank purposely.				
Signature of Certified Mechanic:		Certificate Number:		Date:	(mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence:				
Competency				
Achievement Criteria:	This section is left blank purposely.			
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence:					
Competency					
Achievement Criteria:	This section is left blank purposely.				
Signature of Certified Mechanic:		Certificate Number:		Date:	(mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence:				
Competency				
Achievement Criteria:	This section is left blank purposely.			
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence:				
Competency				
Achievement Criteria:	This section is left blank purposely.			
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)

Workplace Achievement Criteria

General Area of Competence:				
Competency				
Achievement Criteria:	This section is left blank purposely.			
Signature of Certified Mechanic:		Certificate Number:		Date: (mm/dd/yy)

Section 10: BCSA Recertification Review

(For BCSA Internal Use Only)

Review Date	Safety Officer	Signature	Comments

Skills Passport Number (Contact ID)

BCSA Recertification Review

(For BCSA Internal Use Only)

Review Date	Safety Officer	Signature	Comments

Skills Passport Number (Contact ID)



Toll free: 1.866.566.7233

Phone: 778.396.2000

Fax: 778.396.2064

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