



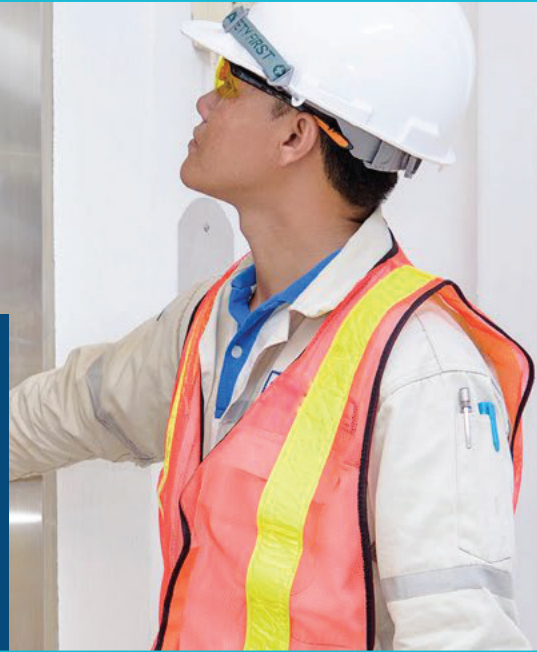
**TECHNICAL  
SAFETY BC**

Safe technical systems. Everywhere.

**ELEVATING DEVICES MECHANIC**

**CLASS A**

**PERSONAL SKILLS PASSPORT**



**TECHNICAL SAFETY BC 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 Passport	6
Section 6: Requirements for 'Class A' Scope of Work Endorsement	9
Section 7: Checklist for 'Class A' Scope of Work	11
Section 8: Verification of Experience by Type of Elevating Device	20
Section 9: Workplace Achievement Criteria	25

## SECTION 1

# INTRODUCTION

The Personal Skills Passport is 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 and construction; maintenance; repair and 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 Technical Safety BC safety officer may ask to see an individual's passport from time to time.

The Certified Mechanic or Mechanic in Training must retain this document throughout their career as evidence of their competence to perform work on elevating devices regulated by Technical Safety BC.

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

CED

If your contact information changes, please email [elevator.mechanic.certification@technicalafetybc.ca](mailto:elevator.mechanic.certification@technicalafetybc.ca)

## SECTION 3

# DEFINITIONS

**Who may do regulated work** in respect of other elevating devices

An individual must not do regulated work in respect to elevating devices unless one of the following applies:

- (a) the individual
  - (i) is a certified elevating device mechanic and the regulated work is within the scope of the individual's certificate, and
  - (ii) is, or is employed by, a licensed elevating device contractor;
- (b) the individual is a certified elevating device mechanic acting outside the scope of the individual's certificate and the regulated work is
  - (i) done under the direct supervision of a certified elevating device mechanic, and
  - (ii) within the scope of the supervisor's certificate;
- (b.1) the individual is a mechanic-in-training and the regulated work is
  - (i) done under
    - (A) the direct supervision of a certified elevating device mechanic, if the individual is performing a skill that is not signed off in the individual's skills passport, or
    - (B) the general supervision of a certified elevating device mechanic, if clause (A) does not apply, and
  - (ii) within the scope of the supervisor's certificate of qualification

**Mechanic-in-Training** is an individual who

- (a) holds a Class IT certificate of qualification as established under section 4.6,
- (b) is employed by a licensed elevating device contractor, and
- (c) is receiving training for the purpose of obtaining a certificate of qualification as a certified elevating device mechanic

**Certified Elevating Devices Mechanic** is an individual who holds a certificate of qualification, of a class established under section 4.2, as a certified elevating device mechanic.

**Direct supervision** is supervision by a certified elevating device mechanic who is on the same premises as the supervised person, in sufficient proximity that the certified elevating device mechanic can readily

- (a) observe the supervised person directly and without the aid of electronic devices,
- (b) provide verbal direction and immediate assistance to the supervised person, and
- (c) evaluate the work of the supervised person

**General supervision** is supervision by a certified elevating device mechanic who is readily available to the supervised person for the purpose of providing timely direction and assistance.

## 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 carrying 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.

### Technical Safety BC

Technical Safety BC is responsible for the following:

- Administering 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.

## SECTION 5

# HOW TO USE THE SKILLS PASSPORT

Passport Holder

1. Review Section 6: *Requirements for Class 'A' 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 *Maintaining Elevators and Moving Walks*, an individual needs to be signed off on each of the following competencies: :

*C8: Apply Troubleshooting Techniques*

*H5: Maintain Escalators and Moving Walks*

*H6: Repair Escalators and Moving Walks*

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 arrange a time and place to observe you carrying 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 'A' 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

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, *B6: Use Rigging and Hoisting Equipment* 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

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 and construction; maintenance; repair and service; and alteration. For example, in order to complete the requirements for *Maintaining Escalators and Moving Walks*, an individual needs to be signed off on each of the following competencies:

*C8: Apply Troubleshooting Techniques*

*H5: Maintain Escalators and Moving Walks*

*H6: Repair Escalators and Moving Walks*

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, 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 A’ 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	Alteration
Traction (passenger)	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 (passenger)	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

## REQUIREMENTS FOR 'CLASS A' SCOPE OF WORK ENDORSEMENT

(continued)

Type of Elevating Device	Installation/ Construction	Maintenance	Repair/Service	Alteration
Traction (freight)	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 (freight)	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
Escalator/ Moving Walks	B6, B7 C8, H2, H3, H4	C8, H5, H6	B6, B7, C8, H5, H6	N/A
Lifts For Persons With Physical Disabilities	B7, C8, D1, D2, D5, D7, G5, M2, M3, M4	B7, C8, G10*, J7	B7, C8, K7	N/A

\* Either G10: *Maintain Electrical and Electronic Systems (Level 1)* from the Class 'H' Program Outline or G6: *Maintain Electrical and Electronic Systems (Level 2)* from the Class 'A' Program Outline are acceptable for this requirement.

## SECTION 7

# CHECKLIST FOR 'CLASS A' 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.

*PT = Passenger Traction*

*PH = Passenger Hydraulic*

*FT = Freight Traction*

*FH = Freight Hydraulic*

*ES = Escalators/Moving Walks*

*HC = Lifts for Persons with Physical Disabilities*

**CHECKLIST FOR CLASS 'A'  
SCOPE OF WORK**

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

**Line D: Install Traction and Hydraulic Components**

D1: Layout Hoistways

D2: Install Guide Rails, Guide Rail Supports, and Fastenings

**CHECKLIST FOR CLASS 'A'  
SCOPE OF WORK**

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 D: Install Traction and Hydraulic Components (continued)**

D3: Install Car Frame and Counterweight Assemblies

D4: Install Door Frames, Hoistway Doors, and Lock Assemblies

D5: Install Wiring Raceways, Fixtures, and Wiring

D6: Install Car Enclosure Assemblies

D7: Adjust and Commission Elevating Devices

D9: Install Bi-Parting Freight Elevator Door Systems

D10: Install Seismic Systems

**CHECKLIST FOR CLASS 'A'  
SCOPE OF WORK**

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 E: Install Traction Elevators**

E2: Install Pit Structures

E3: Install Machine Room  
Equipment

E4: Install Suspension Systems

**Line F: Install Hydraulic Elevating Devices**

F2: Install Pit Structures, Jack,  
and Suspension Systems

F3: Install Machine Room  
Equipment

F4: Install the Hydraulic Piping  
System



**CHECKLIST FOR CLASS 'A'  
SCOPE OF WORK**

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 G: Apply the Principles of Electricity and Electronics**

G5: Install Electrical Systems

G6: Maintain Electrical and Electronic Systems (Level 2)

G7: Troubleshoot Electrical and Electronic Systems (Level2)

G8: Adjust Door Operators

G10: Maintain Electrical and Electronic Systems (Level 1)

**Line H: Install Escalators and Moving Walks**

H2: Install and Align Truss Assemblies

H3: Install Balustrades and Decking

**CHECKLIST FOR CLASS 'A'  
SCOPE OF WORK**

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 H: Install Escalators and Moving Walks (continued)**

H4: Adjust and Commission Escalators and Moving Walks

H5: Maintain Escalators and Moving Walks

H6: Repair Escalators and Moving walks

**Line J: Maintain Elevating Systems**

J2: Apply the Requirements for Mandatory Maintenance

J3: Evacuate Trapped Passengers

J4: Maintain Hoistways

J5: Maintain Machine Rooms or Control Spaces

**CHECKLIST FOR CLASS 'A'  
SCOPE OF WORK**

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 J: Maintain Elevating Systems (continued)**

J6: Maintain Car Enclosures

J7: Maintain Elevating Device  
Cabs, Carriages, and Platforms

**Line K: Repair Elevating Systems**

K1: Re-Rope Elevators

K2: Service Braking Systems

K3: Repair Machines, Motors,  
and Generators

K4: Repair Hydraulic Systems

K5: Repair Door Systems

K7: Repair Elevating Systems  
for Accessibility Lifts

**CHECKLIST FOR CLASS 'A'  
SCOPE OF WORK**

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 L: Alter Elevating Systems**

L1: Upgrade Door Systems

L2: Replace Machines

L3: Upgrade Controllers  
and Drives

L4: Replace Governors and  
Safeties

L5: Perform Seismic Upgrading

L6: Upgrade Car Enclosures

L7: Upgrade Fixtures

L8: Replace Jacks

**CHECKLIST FOR CLASS 'A'  
SCOPE OF WORK**

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 L: Alter Elevating Systems (continued)**

L9: Upgrade Hydraulic Systems

L10: Install Emergency Braking Systems

**Line M: Install Carriage and Seat or Platform**

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 'A' Scope of Work*.

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

**VERIFICATION OF EXPERIENCE BY TYPE OF ELEVATING DEVICE**

Type of Elevating Device	Licensed Contractor (please print)	Designated Signing Officer (please print)	Signature of Designated Signing Officer	Date (mm/dd/yy)
<b>Passenger Traction</b>				
Installation/Construction				
Maintenance				
Repair/Service				
Alteration				
<b>Passenger Hydraulic</b>				
Installation/Construction				
Maintenance				
Repair/Service				
Alteration				

**VERIFICATION OF EXPERIENCE BY TYPE OF ELEVATING DEVICE (CON'T)**

Type of Elevating Device	Licensed Contractor (please print)	Designated Signing Officer (please print)	Signature of Designated Signing Officer	Date (mm/dd/yy)
<b>Freight Traction</b>				
Installation/Construction				
Maintenance				
Repair/Service				
Alteration				
<b>Freight Hydraulic</b>				
Installation/Construction				
Maintenance				
Repair/Service				
Alteration				



**VERIFICATION OF EXPERIENCE BY TYPE OF ELEVATING DEVICE (CON'T)**

Type of Elevating Device	Licensed Contractor (please print)	Designated Signing Officer (please print)	Signature of Designated Signing Officer	Date (mm/dd/yy)
<b>Escalators/Moving Walks</b>				
Installation/Construction				
Maintenance				
Repair/Service				
<b>Lifts for Persons with Physical Disabilities</b>				
Installation/Construction				
Maintenance				
Repair/Service				
<b>Wind Towers</b>				
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)	Signature of Designated Signing Officer	Date (mm/dd/yy)
<b>Other</b>				
Installation/Construction				
Maintenance				
Repair/Service				
Alteration				
<b>Other</b>				
Installation/Construction				
Maintenance				
Repair/Service				
Alteration				

## 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, *B6: Use Rigging and Hoisting Equipment* requires an individual to demonstrate how to safely lift and lower a load on three separate setups.

There are seven competencies with repetitive criteria in the Class 'A' Skills Passport:

*B6: Use Rigging and Hoisting Equipment*

*E4: Install Suspension Systems*

*K1: Re-Rope Elevators*

*K2: Service Braking Systems*

*L3: Upgrade Controllers and Drives*

*L4: Replacer Governors and Safeties*

*L8: Replace Jacks*

## 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.

## General Area of Competence: Use Tools And Equipment

### COMPETENCY B6 | Use Rigging and Hoisting Equipment

Achievement Criteria

**SETUP 1 OF 3**

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.

In the process of carrying out this competency, the individual has:

mechanic's initials

Selected the proper equipment	
-------------------------------	--

Inspected the equipment	
-------------------------	--

Used proper rigging and hoisting techniques	
---	--

Used proper signalling/communication protocol	
---	--

Disassembled and stored the equipment	
---------------------------------------	--

Worked safely and efficiently	
-------------------------------	--

Describe task performed	
-------------------------	--

**NOTE**

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

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Use Tools And Equipment

### COMPETENCY B6 | Use Rigging and Hoisting Equipment

Achievement Criteria

**SETUP 2 OF 3**

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.

In the process of carrying out this competency, the individual has:

mechanic's initials

Selected the proper equipment	
Inspected the equipment	
Used proper rigging and hoisting techniques	
Used proper signalling/communication protocol	
Disassembled and stored the equipment	
Worked safely and efficiently	
Describe task performed	

**NOTE**

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

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Use Tools And Equipment

### COMPETENCY B6 | Use Rigging and Hoisting Equipment

Achievement Criteria

**SETUP 3 OF 3**

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.

In the process of carrying out this competency, the individual has:

mechanic's initials

Selected the proper equipment	
Inspected the equipment	
Used proper rigging and hoisting techniques	
Used proper signalling/communication protocol	
Disassembled and stored the equipment	
Worked safely and efficiently	
Describe task performed	

**NOTE**

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

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Use Tools And Equipment

### COMPETENCY B7 | Use Electrical Test Equipment

Achievement Criteria

Given an 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:

mechanic's initials

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)



## General Area of Competence: Use Tools And Equipment

### COMPETENCY B8 | Use False Cars

Achievement Criteria

Given a hoistway, false car equipment, and instructions, the individual has installed and removed a false car.

In the process of carrying out this competency, the individual has:

mechanic's initials

Inspected the equipment	
Followed installation procedures	
Installed the equipment	
Operated the equipment	
Removed a false car	
Worked safely and efficiently	

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

**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:	
		mechanic's initials
	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)

## General Area of Competence: 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:

mechanic's initials

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)

## 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:

mechanic's initials

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)

**General Area of Competence:** Install Traction And Hydraulic Common Components

**COMPETENCY D3 | Install Car Frame and Counterweight Assemblies**

Achievement Criteria	Given a hoistway with rails, materials, tools and assembly drawings, the individual has built a car frame and counterweight assembly.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Built a car frame	
	Built a counterweight assembly	
	Followed manufacturer's instructions	
Worked safely and efficiently		

\_\_\_\_\_  
Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)

## 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:	
		mechanic's initials
	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)

## 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:	
		mechanic's initials
	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)

## General Area of Competence: Install Traction And Hydraulic Common Components

### COMPETENCY D6 | Install Car Enclosure Assemblies

Achievement Criteria

Given an installation site, materials, tools, drawings, and installation procedures, the individual has Installed car enclosure assemblies, travelling cables, and car door systems.

In the process of carrying out this competency, the individual has:

mechanic's initials

Interpreted drawings and specifications	
Planned the work	
Followed handling procedures	
Worked safely and efficiently	

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)



## 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:	
		mechanic's initials
	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)

## General Area of Competence: Install Traction And Hydraulic Common Components

### COMPETENCY D9 | Install Bi-Parting Freight Elevator Door Systems

Achievement Criteria

Given a hoistway opening, materials, tools, drawings, and installation procedures, the individual has installed bi-parting freight elevator door systems.

In the process of carrying out this competency, the individual has:

mechanic's initials

Interpreted drawings and specifications	
Followed installation procedures	
Aligned doors	
Tested for operation	
Worked safely and efficiently	

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

**General Area of Competence:** Install Traction And Hydraulic Common Components

**COMPETENCY D10 | Install Seismic Systems**

Achievement Criteria	Given an installation site, materials, tools, and installation procedures, the individual has installed a seismic system.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Interpreted drawings and specifications	
	Followed installation procedures	
	Completed required testing	
	Completed required documentation	
Worked safely and efficiently		

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Install Traction Elevators

### COMPETENCY E2 | Install Pit Structures

Achievement Criteria

Given an installation site, materials, tools, drawings, and installation procedures, the individual has installed a pit structure.

In the process of carrying out this competency, the individual has:

mechanic's initials

Interpreted drawings and specifications	
Planned the work	
Verified operation	
Worked safely and efficiently	

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Install Traction Elevators

### COMPETENCY E3 | Install Machine Room/Space Equipment

Achievement Criteria

Given an installation site, materials, tools, drawings, and installation procedures, the individual has installed machine room equipment, including governors, controllers, and machines.

In the process of carrying out this competency, the individual has:

mechanic's initials

Interpreted drawings and specifications	
Planned the work	
Laid out the work	
Verified operation	
Worked safely and efficiently	

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Install Traction Elevators

### COMPETENCY E4 | Install Suspension Systems

Achievement Criteria

**SETUP 1 OF 3**

Given an installation site, materials, tools, drawings, and installation procedures, the individual has installed a suspension system.

In the process of carrying out this competency, the individual has:

mechanic's initials

Interpreted drawings and specifications	
---	--

Planned the work	
------------------	--

Laid out the work	
-------------------	--

Used proper rigging and hoisting procedures	
---	--

Verified operation	
--------------------	--

Worked safely and efficiently	
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**NOTE**

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

\_\_\_\_\_  
Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)

## General Area of Competence: Install Traction Elevators

### COMPETENCY E4 | Install Suspension Systems

Achievement Criteria

**SETUP 2 OF 3**

Given an installation site, materials, tools, drawings, and installation procedures, the individual has installed a suspension system.

In the process of carrying out this competency, the individual has:

mechanic's initials

Interpreted drawings and specifications	
---	--

Planned the work	
------------------	--

Laid out the work	
-------------------	--

Used proper rigging and hoisting procedures	
---	--

Verified operation	
--------------------	--

Worked safely and efficiently	
-------------------------------	--

**NOTE**

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

\_\_\_\_\_  
Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)

## General Area of Competence: Install Traction Elevators

### COMPETENCY E4 | Install Suspension Systems

Achievement Criteria

**SETUP 3 OF 3**

Given an installation site, materials, tools, drawings, and installation procedures, the individual has installed a suspension system.

In the process of carrying out this competency, the individual has:

mechanic's initials

Interpreted drawings and specifications	
---	--

Planned the work	
------------------	--

Laid out the work	
-------------------	--

Used proper rigging and hoisting procedures	
---	--

Verified operation	
--------------------	--

Worked safely and efficiently	
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**NOTE**

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

\_\_\_\_\_  
Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)



## 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 installations procedures, the individual has installed pit structures, jack, and suspension systems.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	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)

**General Area of Competence:** Install Hydraulic Elevating Devices

**COMPETENCY F3 | Install Machine Room Equipment**

Achievement Criteria	Given an installation site, materials, tools, drawings, and installations procedures, the individual has installed all components in a machine room.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Interpreted drawings and specifications	
	Planned the work	
	Laid out the work	
	Selected and used the proper tools	
	Verified operation	
	Mitigated environmental impacts	
Worked safely and efficiently		

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

**General Area of Competence:** Install Hydraulic Elevating Devices

**COMPETENCY F4 | Install the Hydraulic Piping System**

Achievement Criteria	Given an installation site, materials, tools, drawings, and installations procedures, the individual has installed a hydraulic piping system.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	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)

**General Area of Competence:** Apply the Principles of Electricity and Electronics

**COMPETENCY G5 | Install Electrical Systems**

Achievement Criteria

**1 OF 3**

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:

mechanic's initials

Interpreted drawings and specifications	
---	--

Worked safely and efficiently	
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**NOTE**

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

\_\_\_\_\_  
Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)

**General Area of Competence:** Apply the Principles of Electricity and Electronics

**COMPETENCY G5 | Install Electrical Systems**

Achievement Criteria

**2 OF 3**

Given an installation site, materials, tools, drawings, and installation procedures, the individual has installed a fixture.

In the process of carrying out this competency, the individual has:

mechanic's initials

Interpreted drawings and specifications	
---	--

Followed installation procedures	
----------------------------------	--

Tested for proper operation	
-----------------------------	--

Worked safely and efficiently	
-------------------------------	--

**NOTE**

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

\_\_\_\_\_  
Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)

## General Area of Competence: Apply the Principles of Electricity and Electronics

### COMPETENCY G5 | Install Electrical Systems

Achievement Criteria

**3 OF 3**

Given an installation site, materials, tools, drawings, and installation procedures, the individual has installed wiring.

In the process of carrying out this competency, the individual has:

mechanic's initials

Extracted information from the wiring diagram	
---	--

Tested for proper operation	
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Worked safely and efficiently	
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**NOTE**

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

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

**General Area of Competence:** Apply the Principles of Electricity and Electronics

**COMPETENCY G6 | Maintain Electrical and Electronic Systems (Level 2)**

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:	
		mechanic's initials
	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)

**General Area of Competence:** Apply the Principles of Electricity and Electronics

**COMPETENCY G7 | Troubleshoot Electrical and Electronic Systems (Level 2)**

Achievement Criteria	Given a piece of equipment with an electrical or electronic fault, materials, tools, drawings, and documentation, the individual has demonstrated how to troubleshoot an electrical or electronic fault.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Interpreted drawings and specifications	
	Isolated the problem	
	Selected and used the proper diagnostic and repair tools	
	Followed tracing procedures	
	Solved the fault	
	Tested for proper operation	
Worked safely and efficiently		

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)



**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:	
		mechanic's initials
	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)

## General Area of Competence: Install Escalators and Moving Walks

### COMPETENCY H2 | Install and Align Truss Assemblies

Achievement Criteria

Given an installation site, materials, tools, drawings, layout procedures, rigging and hoisting equipment, and installation documentation, the individual has laid out a wellway, and installed and aligned a truss assembly.

In the process of carrying out this competency, the individual has:

mechanic's initials

Interpreted drawings and specifications	
Followed layout and installation procedures	
Verified measurements	
Selected and used the proper tools	
Used proper rigging and hoisting procedures	
Worked safely and efficiently	

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Install Escalators and Moving Walks

### COMPETENCY H3 | Install Balustrades and Decking

Achievement Criteria

Given an installation site, materials, tools, drawings, and installation procedures, the individual has installed balustrades and decking.

In the process of carrying out this competency, the individual has:

mechanic's initials

Interpreted drawings and specifications	
Planned and laid out the work efficiently	
Selected and used the proper tools	
Followed installation procedures	
Worked safely and efficiently	

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Install Escalators and Moving Walks

### COMPETENCY H4 | Adjust and Commission Escalators and Moving Walks

Achievement Criteria	Given an installation site, materials, tools, documentation, and adjustment procedures, the individual has installed an escalator or moving walk system.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Interpreted drawings and specifications	
	Selected and used the proper tools	
	Followed adjustment procedures	
	Verified operation	
Worked safely and efficiently		

\_\_\_\_\_  
Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)

## General Area of Competence: Install Escalators and Moving Walks

### COMPETENCY H5 | Maintain Escalators and Moving Walks

Achievement Criteria

Given an escalator or moving walk, materials, tools, documentation, and maintenance procedures, the individual has carried out routine maintenance procedures on the specified equipment.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Extracted information from documentation	
Followed maintenance procedures	
Worked safely and efficiently	

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Install Escalators and Moving Walks

### COMPETENCY H6 | Repair Escalators and Moving Walks

Achievement Criteria	Given an escalator or moving walk, materials, tools, documentation, and repair procedures, the individual has carried out routine repairs on the specified equipment. In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Maintained public safety	
	Interpreted drawings and specifications	
	Selected and used the proper tools	
	Followed replacement procedures	
	Verified operation	
	Completed required documentation	
Worked safely and efficiently		

\_\_\_\_\_  
Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)

## General Area of Competence: Maintain Elevating Systems

### COMPETENCY J2 | Apply the Requirements for Mandatory Maintenance

Achievement Criteria

**1 OF 2**

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.

In the process of carrying out this competency, the individual has:

mechanic's initials

Followed shutdown and startup procedures	
--	--

Followed maintenance requirements	
-----------------------------------	--

Followed service procedures	
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Worked safely and efficiently	
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**NOTE**

The individual must be signed off on both achievement criteria to successfully complete this competency.

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Maintain Elevating Systems

### COMPETENCY J2 | Apply the Requirements for Mandatory Maintenance

Achievement Criteria

**2 OF 2**

Given an elevating device, materials, tools, documentation, and maintenance procedures, the individual has demonstrated how to comply with the monthly maintenance and testing requirements for an elevating device.

In the process of carrying out this competency, the individual has:

mechanic's initials

Followed shutdown and startup procedures	
--	--

Followed maintenance requirements	
-----------------------------------	--

Followed code-testing procedures	
----------------------------------	--

Tested governor pull on/pull through	
--------------------------------------	--

Maintained a log book	
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Tested relief pressure	
------------------------	--

Worked safely and efficiently	
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**NOTE**

The individual must be signed off on both achievement criteria to successfully complete this competency.

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)



## 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:	
		mechanic's initials
	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)

## General Area of Competence: Maintain Elevating Systems

### COMPETENCY J4 | Maintain Hoistways

Achievement Criteria

Given a hoistway site, tools, and maintenance procedures, the individual has carried out routine maintenance on a hoistway including interlocks, doors, hoisting ropes, sheaves, and counterweights.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Gained safe access to hoistway	
Followed maintenance procedures	
Completed required documentation	
Worked safely and efficiently	

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Maintain Elevating Systems

### COMPETENCY J5 | Maintain Machine Rooms or Control Spaces

Achievement Criteria	Given a machine room or control space, materials, tools, documentation, and maintenance procedures, the individual has carried out routine maintenance on a machine room or control space.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Maintained public safety	
	Followed maintenance procedures	
	Completed required documentation	
	Worked safely and efficiently	

\_\_\_\_\_  
Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)

## General Area of Competence: Maintain Elevating Systems

### COMPETENCY J6 | Maintain Car Enclosures

Achievement Criteria

Given an elevator car, materials, tools, documentation, and maintenance procedures, the individual has carried out routine maintenance on a car enclosure.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Followed maintenance procedures	
Completed required documentation	
Worked safely and efficiently	

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## 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, documentations, 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:	
		mechanic's initials
	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)

## General Area of Competence: Repair Elevating Systems

### COMPETENCY K1 | Re-Rope Elevators

Achievement Criteria

**RE-ROPE TYPE #1**  
**SETUP 1 OF 3**

**NOTE**

In order to complete this competency the passport holder must be signed off on three separate setups for each type of re-roping they will be working on, (e.g., 1:1, 2:1, or basement traction). The passport holder is restricted to working on only the type of re-roping for which they are signed off on.

Given a working elevator, materials, tools, documentation, and service procedures, the individual has re-roped an elevator.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Followed installation procedures	
Completed required documentation	
Worked safely and efficiently	
Specify type/ratio:	

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Repair Elevating Systems

### COMPETENCY K1 | Re-Rope Elevators

Achievement Criteria

**RE-ROPE TYPE #1**  
**SETUP 2 OF 3**

Given a working elevator, materials, tools, documentation, and service procedures, the individual has re-roped an elevator.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Followed installation procedures	
Completed required documentation	
Worked safely and efficiently	
Specify type/ratio:	

**NOTE**

In order to complete this competency the passport holder must be signed off on three separate setups for each type of re-roping they will be working on, (e.g., 1:1, 2:1, or basement traction). The passport holder is restricted to working on only the type of re-roping for which they are signed off on.

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Repair Elevating Systems

### COMPETENCY K1 | Re-Rope Elevators

Achievement Criteria

**RE-ROPE TYPE #1**  
**SETUP 3 OF 3**

**NOTE**

In order to complete this competency the passport holder must be signed off on three separate setups for each type of re-roping they will be working on, (e.g., 1:1, 2:1, or basement traction). The passport holder is restricted to working on only the type of re-roping for which they are signed off on.

Given a working elevator, materials, tools, documentation, and service procedures, the individual has re-roped an elevator.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Followed installation procedures	
Completed required documentation	
Worked safely and efficiently	
Specify type/ratio:	

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)



## General Area of Competence: Repair Elevating Systems

### COMPETENCY K1 | Re-Rope Elevators

Achievement Criteria

**RE-ROPE TYPE #2**  
**SETUP 1 OF 3**

Given a working elevator, materials, tools, documentation, and service procedures, the individual has re-roped an elevator.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Followed installation procedures	
Completed required documentation	
Worked safely and efficiently	
Specify type/ratio:	

**NOTE**

In order to complete this competency the passport holder must be signed off on three separate setups for each type of re-roping they will be working on, (e.g., 1:1, 2:1, or basement traction). The passport holder is restricted to working on only the type of re-roping for which they are signed off on.

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Repair Elevating Systems

### COMPETENCY K1 | Re-Rope Elevators

Achievement Criteria

**RE-ROPE TYPE #2**

**SETUP 2 OF 3**

Given a working elevator, materials, tools, documentation, and service procedures, the individual has re-roped an elevator.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Followed installation procedures	
Completed required documentation	
Worked safely and efficiently	
Specify type/ratio:	

**NOTE**

In order to complete this competency the passport holder must be signed off on three separate setups for each type of re-roping they will be working on, (e.g., 1:1, 2:1, or basement traction). The passport holder is restricted to working on only the type of re-roping for which they are signed off on.

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Repair Elevating Systems

### COMPETENCY K1 | Re-Rope Elevators

Achievement Criteria

**RE-ROPE TYPE #2**  
**SETUP 3 OF 3**

**NOTE**

In order to complete this competency the passport holder must be signed off on three separate setups for each type of re-roping they will be working on, (e.g., 1:1, 2:1, or basement traction). The passport holder is restricted to working on only the type of re-roping for which they are signed off on.

Given a working elevator, materials, tools, documentation, and service procedures, the individual has re-roped an elevator.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Followed installation procedures	
Completed required documentation	
Worked safely and efficiently	
Specify type/ratio:	

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Repair Elevating Systems

### COMPETENCY K2 | Service Braking Systems

Achievement Criteria

**BRAKE TYPE #1  
SETUP 1 OF 3**

**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.

Given a working elevator, materials, tools, documentation, and service procedures, the individual has serviced the brakes on an elevator.

In the process of carrying out this competency, the individual has:

mechanic's initials

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)

## General Area of Competence: Repair Elevating Systems

### COMPETENCY K2 | Service Braking Systems

Achievement Criteria

**BRAKE TYPE #1  
SETUP 2 OF 3**

**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.

Given a working elevator, materials, tools, documentation, and service procedures, the individual has serviced the brakes on an elevator.

In the process of carrying out this competency, the individual has:

mechanic's initials

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)

## General Area of Competence: Repair Elevating Systems

### COMPETENCY K2 | Service Braking Systems

Achievement Criteria

**BRAKE TYPE #1**  
**SETUP 3 OF 3**

**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.

Given a working elevator, materials, tools, documentation, and service procedures, the individual has serviced the brakes on an elevator.

In the process of carrying out this competency, the individual has:

mechanic's initials

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)

## General Area of Competence: Repair Elevating Systems

### COMPETENCY K2 | Service Braking Systems

Achievement Criteria

**BRAKE TYPE #2**  
**SETUP 1 OF 3**

Given a working elevator, materials, tools, documentation, and service procedures, the individual has serviced the brakes on an elevator.

In the process of carrying out this competency, the individual has:

mechanic's initials

Interpreted drawings and specifications	
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Selected and used the proper tools	
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Followed service procedures	
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Tested and verified operation	
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Completed required documentation	
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Worked safely and efficiently	
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Specify type of brake:

**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.

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Repair Elevating Systems

### COMPETENCY K2 | Service Braking Systems

Achievement Criteria

**BRAKE TYPE #2  
SETUP 2 OF 3**

**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.

Given a working elevator, materials, tools, documentation, and service procedures, the individual has serviced the brakes on an elevator.

In the process of carrying out this competency, the individual has:

mechanic's initials

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)



## General Area of Competence: Repair Elevating Systems

### COMPETENCY K2 | Service Braking Systems

Achievement Criteria

**BRAKE TYPE #2**  
**SETUP 3 OF 3**

Given a working elevator, materials, tools, documentation, and service procedures, the individual has serviced the brakes on an elevator.

In the process of carrying out this competency, the individual has:

mechanic's initials

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:

**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.

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Repair Elevating Systems

### COMPETENCY K3 | Repair Machines, Motors, or Generators

Achievement Criteria	Given tools, documentation, and repair procedures, the individual has replaced a bearing on a machine, motor, or generator.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Selected and used the proper tools	
	Followed installation procedures	
	Verified operation	
	Completed required documentation	
Worked safely and efficiently		

\_\_\_\_\_  
Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)

## General Area of Competence: Repair Elevating Systems

### COMPETENCY K4 | Repair Hydraulic Systems

Achievement Criteria

Given a hydraulic jack unit, materials, tools, documentation, and replacement procedures, the individual has replaced the packing on a hydraulic jack.

In the process of carrying out this competency, the individual has:

mechanic's initials

Selected and used the proper tools	
Followed installation procedures	
Mitigated environmental concerns	
Completed required documentation	
Worked safely and efficiently	

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Repair Elevating Systems

### COMPETENCY K5 | Repair Door Systems

Achievement Criteria

Given an elevator door system, materials, tools, documentation, and repair procedures, the individual has replaced a hall or car door hanger roller.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Completed required documentation	
Worked safely and efficiently	

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Repair Elevating Systems

### COMPETENCY K7 | Repair Elevating Systems for Accessibility 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:	
		mechanic's initials
	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)

## General Area of Competence: Alter Elevating Systems

### COMPETENCY L1 | Upgrade Door Systems

Achievement Criteria	Given an existing elevator, materials, tools, documentation, and installation procedures, the individual has carried out upgrades to a door system.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Maintained public safety	
	Extracted information from documentation	
	Followed installation procedures	
	Verified operation	
	Completed required testing and documentation	
Worked safely and efficiently		

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Alter Elevating Systems

### COMPETENCY L2 | Replace Machines

Achievement Criteria

Given an existing elevator, materials, tools, documentation, and installation procedures, the individual has replaced a machine.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Extracted information from documentation	
Followed installation procedures	
Verified operation	
Completed required testing and documentation	
Worked safely and efficiently	

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Alter Elevating Systems

### COMPETENCY L3 | Upgrade Controllers and Drives

Achievement Criteria

**SETUP 1 OF 3**

Given an existing elevator, materials, tools, documentation, and installation procedures, the individual has carried out upgrades to a controller.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Extracted information from documentation	
Followed installation procedures	
Completed required testing and documentation	
Worked safely and efficiently	

**NOTE**

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

\_\_\_\_\_  
Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)



## General Area of Competence: Alter Elevating Systems

### COMPETENCY L3 | Upgrade Controllers and Drives

Achievement Criteria

**SETUP 2 OF 3**

Given an existing elevator, materials, tools, documentation, and installation procedures, the individual has carried out upgrades to a controller.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Extracted information from documentation	
Followed installation procedures	
Completed required testing and documentation	
Worked safely and efficiently	

**NOTE**

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

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Alter Elevating Systems

### COMPETENCY L3 | Upgrade Controllers and Drives

Achievement Criteria

**SETUP 3 OF 3**

Given an existing elevator, materials, tools, documentation, and installation procedures, the individual has carried out upgrades to a controller.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Extracted information from documentation	
Followed installation procedures	
Completed required testing and documentation	
Worked safely and efficiently	

**NOTE**

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

\_\_\_\_\_  
Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)

## General Area of Competence: Alter Elevating Systems

### COMPETENCY L4 | Replace Governors and Safeties

Achievement Criteria

**SETUP 1 OF 3**

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:

mechanic's initials

Maintained public safety	
Followed installation procedures	
Completed required documentation	
Worked safely and efficiently	

**NOTE**

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

\_\_\_\_\_  
Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)

## General Area of Competence: Alter Elevating Systems

### COMPETENCY L4 | Replace Governors and Safeties

Achievement Criteria

**SETUP 2 OF 3**

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:

mechanic's initials

Maintained public safety	
Followed installation procedures	
Completed required documentation	
Worked safely and efficiently	
<p><b>NOTE</b> The individual must be signed off on three separate setups to successfully complete this competency.</p>	

**NOTE**

\_\_\_\_\_  
Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)

## General Area of Competence: Alter Elevating Systems

### COMPETENCY L4 | Replace Governors and Safeties

Achievement Criteria

**SETUP 3 OF 3**

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:

mechanic's initials

Maintained public safety	
Followed installation procedures	
Completed required documentation	
Worked safely and efficiently	

**NOTE**

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

\_\_\_\_\_  
Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)

## General Area of Competence: Alter Elevating Systems

### COMPETENCY L5 | Perform Seismic Upgrading

Achievement Criteria

Given an existing elevator, materials, tools, documentation, and code requirements, the individual has carried out seismic upgrades to an elevating device.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Followed installation and test procedures	
Completed required documentation	
Worked safely and efficiently	

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Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Alter Elevating Systems

### COMPETENCY L6 | Upgrade Car Enclosures

Achievement Criteria

Given an existing elevator car, materials, tools, code requirements, and installation procedures, the individual has carried out upgrades to a car enclosure.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Followed installation procedures	
Completed required documentation and testing	
Worked safely and efficiently	

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Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Alter Elevating Systems

### COMPETENCY L7 | Upgrade Fixtures

Achievement Criteria

Given an existing elevator, materials, tools, installation procedures, and code requirements, the individual has carried out upgrades to a car-operating panel.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Followed installation procedures	
Completed required documentation	
Worked safely and efficiently	

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)



## General Area of Competence: Alter Elevating Systems

### COMPETENCY L8 | Replace Jacks

Achievement Criteria

**SETUP 1 OF 3**

Given an existing hydraulic elevator, materials, tools, code requirements, and installation procedures, the individual has replaced a jack unit.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety

Interpreted drawings and specifications

Used safe rigging and hoisting procedures

Mitigated environmental impacts

Completed required testing and documentation

Followed removal and installation procedures

Worked safely and efficiently

**NOTE**

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

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Alter Elevating Systems

### COMPETENCY L8 | Replace Jacks

Achievement Criteria

**SETUP 2 OF 3**

Given an existing hydraulic elevator, materials, tools, code requirements, and installation procedures, the individual has replaced a jack unit.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety

Interpreted drawings and specifications

Used safe rigging and hoisting procedures

Mitigated environmental impacts

Completed required testing and documentation

Followed removal and installation procedures

Worked safely and efficiently

**NOTE**

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

\_\_\_\_\_  
Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)

## General Area of Competence: Alter Elevating Systems

### COMPETENCY L8 | Replace Jacks

Achievement Criteria

**SETUP 3 OF 3**

Given an existing hydraulic elevator, materials, tools, code requirements, and installation procedures, the individual has replaced a jack unit.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Interpreted drawings and specifications	
Used safe rigging and hoisting procedures	
Mitigated environmental impacts	
Completed required testing and documentation	
Followed removal and installation procedures	
Worked safely and efficiently	

**NOTE**

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

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Alter Elevating Systems

### COMPETENCY L9 | Upgrade Hydraulic Systems

Achievement Criteria	Given an existing hydraulic elevator, materials, tools, code requirements, and installation procedures, the individual has carried out upgrades to an elevator hydraulic system.	
	In the process of carrying out this competency, the individual has:	
		mechanic's initials
	Maintained public safety	
	Interpreted drawings and specifications	
	Followed installation procedures	
	Mitigated environmental impacts	
	Completed required testing and documentation	
Worked safely and efficiently		

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence: Alter Elevating Systems

### COMPETENCY L10 | Install Emergency Braking Systems

Achievement Criteria

Given an elevating device, materials, tools, code requirements, and installation procedures, the individual has installed an emergency braking system on an elevating device.

In the process of carrying out this competency, the individual has:

mechanic's initials

Maintained public safety	
Followed removal and installation procedures	
Completed required documentation	
Worked safely and efficiently	

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Signature of Certified Mechanic

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Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)

## 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:

mechanic's initials

Interpreted drawings and specifications	
Planned the work	
Laid out the work	
Selected and used the proper tools	
Followed installation procedures	
Worked safely and efficiently	

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Certificate Number

Date (mm/dd/yy)

## 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:

mechanic's initials

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)

## 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:

mechanic's initials

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)



## General Area of Competence:

### COMPETENCY

Achievement Criteria

This section is reserved for supplementary GACs

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Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)

## General Area of Competence:

COMPETENCY	
Achievement Criteria	This section is reserved for supplementary GACs

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence:

COMPETENCY	
Achievement Criteria	This section is reserved for supplementary GACs

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Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)

## General Area of Competence:

COMPETENCY	
Achievement Criteria	This section is reserved for supplementary GACs

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Signature of Certified Mechanic

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Date (mm/dd/yy)

## General Area of Competence:

### COMPETENCY

Achievement Criteria

This section is reserved for supplementary GACs

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence:

### COMPETENCY

Achievement Criteria

This section is reserved for supplementary GACs

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

## General Area of Competence:

COMPETENCY	
Achievement Criteria	This section is reserved for supplementary GACs

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Signature of Certified Mechanic

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