



**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.



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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@technicalsafetymc.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.

Certified Elevating Devices Mechanic

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.

Designated Signing Officer

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)
Passenger Traction				
Installation/Construction				
Maintenance				
Repair/Service				
Alteration				
Passenger Hydraulic				
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)
Freight Traction				
Installation/Construction				
Maintenance				
Repair/Service				
Alteration				
Freight Hydraulic				
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)
Escalators/Moving Walks				
Installation/Construction				
Maintenance				
Repair/Service				
Lifts for Persons with Physical Disabilities				
Installation/Construction				
Maintenance				
Repair/Service				
Wind Towers				
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)
Other				
Installation/Construction				
Maintenance				
Repair/Service				
Alteration				
Other				
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

<div>Achievement Criteria</div> <div>SETUP 2 OF 3</div> <div>NOTE</div> <div>The individual must be signed off on three separate setups to successfully complete this competency.</div>	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		

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

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

NOTE

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

Worked safely and efficiently

Describe task performed

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	<p>Given a hoistway, tools, materials, and layout drawings, the individual has installed guide rails, guide rail supports, and fastenings.</p> <p>In the process of carrying out this competency, the individual has:</p>	
		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)

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		

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)
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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

mechanic's initials

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

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

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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	

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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	

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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

NOTE

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

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 2 OF 3 NOTE The individual must be signed off on three separate setups to successfully complete this competency.	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	

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

NOTE

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

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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	

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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	

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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	

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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:
	Interpreted drawings and specifications
	Worked safely and efficiently
NOTE The individual must be signed off on all three criteria to successfully complete this competency.	

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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

Worked safely and efficiently

NOTE

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

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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	

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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	

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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	

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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	
NOTE The individual must be signed off on both achievement criteria to successfully complete this competency.	Worked safely and efficiently	

Signature of Certified Mechanic	Certificate Number	Date (mm/dd/yy)
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General Area of Competence: Maintain Elevating Systems

COMPETENCY J2 Apply the Requirements for Mandatory Maintenance		
Achievement Criteria 2 OF 2 NOTE The individual must be signed off on both achievement criteria to successfully complete this competency.	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	
	Tested relief pressure	
	Worked safely and efficiently	

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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	

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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	

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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

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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

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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-rope 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-rope 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:	

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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

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 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

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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

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 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-rope 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-rope 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

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 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	

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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:
	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:
	Maintained public safety
	Completed required documentation
	Worked safely and efficiently

mechanic's initials

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	

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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

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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	
NOTE The individual must be signed off on three separate setups to successfully complete this competency.	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 2 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 carried out upgrades to a controller. In the process of carrying out this competency, the individual has:
	Maintained public safety
	Extracted information from documentation
	Followed installation procedures
	Completed required testing and documentation
	Worked safely and efficiently

mechanic's initials

Signature of Certified Mechanic

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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:
	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)
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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:
	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)
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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	
NOTE The individual must be signed off on three separate setups to successfully complete this competency.	Worked safely and efficiently	

Signature of Certified Mechanic	Certificate Number	Date (mm/dd/yy)
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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:
	Maintained public safety
	Followed installation and test procedures
	Completed required documentation
	Worked safely and efficiently

mechanic's initials

Signature of Certified Mechanic	Certificate Number	Date (mm/dd/yy)
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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:
	Maintained public safety
	Followed installation procedures
	Completed required documentation and testing
	Worked safely and efficiently

mechanic's initials

Signature of Certified Mechanic

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

mechanic's initials

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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

NOTE

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

Followed removal and installation procedures

Worked safely and efficiently

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General Area of Competence: Alter Elevating Systems

COMPETENCY L8 | Replace Jacks

<div>Achievement Criteria</div> <div>SETUP 2 OF 3</div> <div>NOTE</div> <div>The individual must be signed off on three separate setups to successfully complete this competency.</div>	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	

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General Area of Competence: Alter Elevating Systems

COMPETENCY L8 Replace Jacks		
Achievement Criteria SETUP 3 OF 3 NOTE The individual must be signed off on three separate setups to successfully complete this competency.	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		

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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	

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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		

Signature of Certified Mechanic	Certificate Number	Date (mm/dd/yy)
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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)
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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)
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General Area of Competence:

COMPETENCY	
Achievement Criteria	<p>This section is reserved for supplementary GACs</p>

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General Area of Competence:

COMPETENCY	
Achievement Criteria	<div>This section is reserved for supplementary GACs</div>

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General Area of Competence:

COMPETENCY	
Achievement Criteria	<div>This section is reserved for supplementary GACs</div>

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General Area of Competence:

COMPETENCY	
Achievement Criteria	<div>This section is reserved for supplementary GACs</div>

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Date (mm/dd/yy)

General Area of Competence:

COMPETENCY	
Achievement Criteria	<p>This section is reserved for supplementary GACs</p>

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General Area of Competence:

COMPETENCY	
Achievement Criteria	<div>This section is reserved for supplementary GACs</div>

Signature of Certified Mechanic

Certificate Number

Date (mm/dd/yy)

General Area of Competence:

COMPETENCY	
Achievement Criteria	<div>This section is reserved for supplementary GACs</div>

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