



**Skilled  
Trades**  
Ontario

**Métiers  
spécialisés**  
Ontario

Apprenticeship  
Training Standard  
Logbook

**Elevating Devices  
Mechanic**

636E

# Apprenticeship Training Standard

The Apprenticeship Training Standard or herein after referred to as “Logbook” is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario as an official record of training. It is to be used by the Apprentice and Sponsor/Trainer to guide the process of skills development in a particular trade.

## Training As An Apprentice

- ✓ Ensure you, your sponsor, and your witness sign a Training Agreement with the Ministry of Labour, Immigration, Training and Skills Development. Once it is registered, you will receive a copy of the registered Training Agreement for your records.
- ✓ Notify the local Service Delivery Office **immediately** if any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Logbook regularly with your trainer and sponsor to discuss your progress, ask questions, seek feedback and have the trainer **sign off on competencies**.
- ✓ Keep an accurate record of the hours you work.
- ✓ Attend classroom training when it is offered.
- ✓ Apply for the financial incentives for which you are eligible.



## Completing Your Logbook

- ✓ **Complete the Sponsor Record Form** – A form must be completed for each Sponsor/Trainer used during your apprenticeship.
- ✓ **Confirm Skill Sign-off is Complete**
  - **You and your trainer** sign-off each required skill to confirm that you have demonstrated competency in that skill.
  - Shaded boxes in your Logbook mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.
- ✓ **Confirm Skill Set Sign-off is Complete**
  - After you and your trainer have signed-off all the required skills in a skill set, your sponsor signs the signature box on the form in **Appendix C – “Skill Set Completion for Sponsors”** to confirm your completion of all competencies within each skill set.

This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



Apprentice Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Trade: \_\_\_\_\_

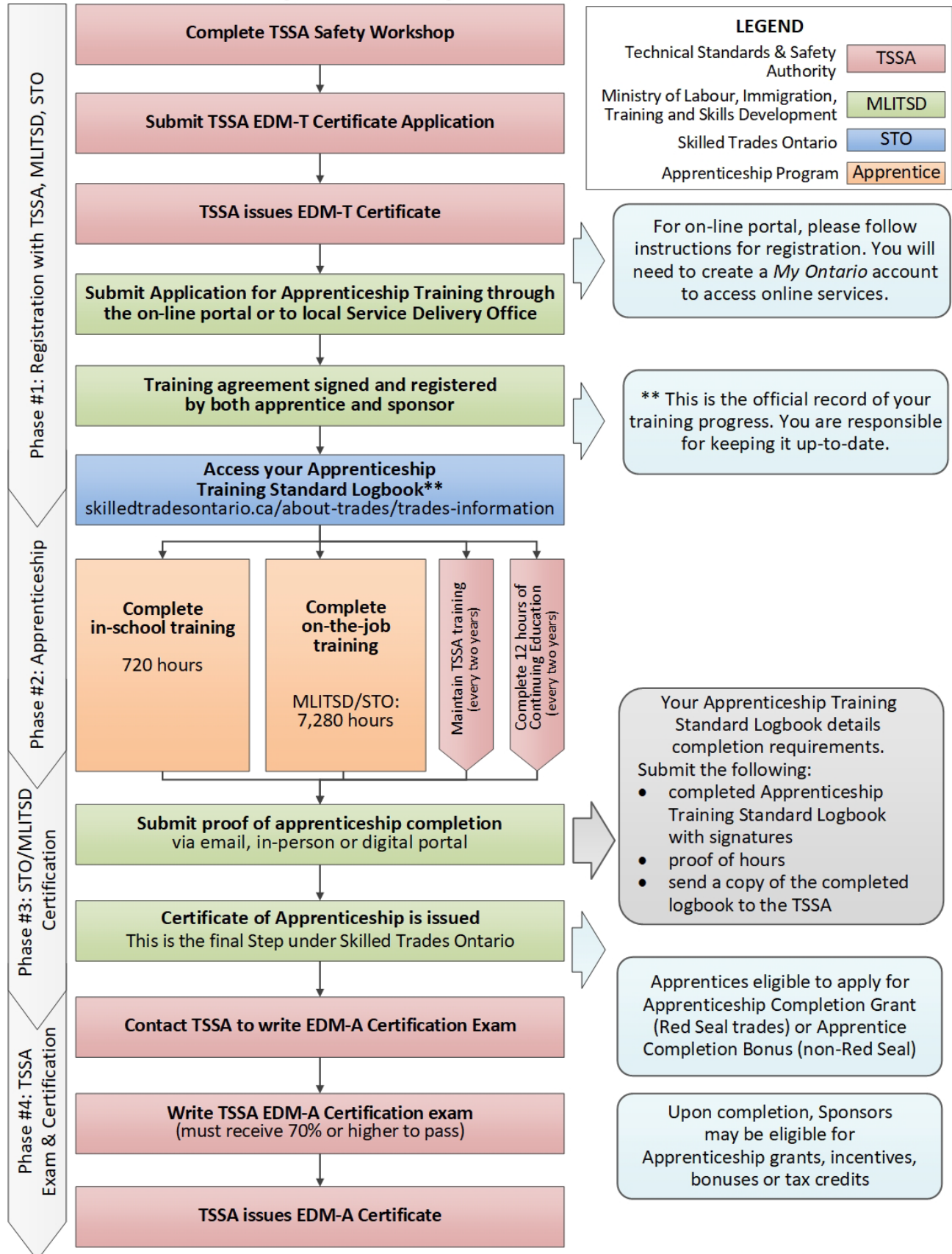
**Training Agreement # (for Compulsory and Non-Compulsory trades):**

**STO Account No. (for Compulsory trades only):**

**This document is the property of the Apprentice named herein and represents the official record of their training.**

**If you have questions about the use of this Logbook or about your Apprenticeship program, contact your local Service Delivery Office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.**

# Becoming an Elevating Devices Mechanic in Ontario



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Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: [skilledtradesontario.ca](http://skilledtradesontario.ca)

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*Revised (2022) (V300)*

## **Foreword: Purpose, Terms and Conditions of the registered Training Agreement**

### **Purpose:**

- Prior to starting official apprenticeship activities, the apprentice, sponsor and a witness are required to sign a Training Agreement.
- The Training Agreement that you have signed is an important legal document that outlines your responsibilities as an apprentice and the responsibilities of your sponsor. Once registered, this training agreement (or contract) marks the start of your formal agreement between the apprentice, the sponsor and the Ministry.
- For compulsory trades, the apprenticeship registration document must be accessible when working.

### **The Apprentice agrees:**

- **To inform the local Service Delivery Office of any change to your contact information or change in sponsor within 7 days;**
- To follow the Sponsor's and Trainer's lawful instructions and make every effort to acquire the skills identified in the Logbook for the Trade which is part of the apprenticeship program established by Skilled Trades Ontario for the trade;
- To obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Logbook for the trade have been met;
- When you receive an "Offer of Classroom Training", confirm your attendance by following the instructions in the offer. Failure to do so may result in losing your opportunity to attend school which delays the completion of your apprenticeship.

### **The Sponsor agrees:**

- To ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by Skilled Trades Ontario for this trade;
- To review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party;
- Release your apprentice from work to attend in-school training without penalty to the apprentice;
- To maintain the journeyperson/apprentice ratio for your trade, if applicable;
- To monitor their apprentice(s) progress;
- To ensure that the Trainer(s) verifies, in writing, when each skill identified in the Logbook for the trade has been successfully completed by the Apprentice;
- To contact the Ministry should any changes in your capacity to train, your contact information, or your apprentice's status in the program change

Trade Specific Resource	Link
Apprenticeship in Ontario	<a href="#">Apprenticeship in Ontario   Ontario.ca</a>
Employment Ontario	<a href="#">employmentontario.ca</a>
Service Canada	<a href="#">servicecanada.gc.ca</a>
<i>Building Opportunities in the Skilled Trades Act, 2021</i>	<a href="#">Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca)</a>
Ministry of Labour, Immigration, Training and Skills Development	<a href="#">Ministry of Labour, Immigration, Training and Skills Development   Ontario.ca</a>
Exam Preparation Guide	<a href="#">Exam Resources – Skilled Trades Ontario</a>
Skills Zone (Ontario Skills Passport)	<a href="#">SkillsZone - Ontario Skills Passport (OSP)</a>
Technical Standards and Safety Authority (TSSA)	<a href="#">tssa.org</a>

*\*Please note, all website addresses are current at time of printing*

### **Methodology-Standard Development**

A standard is developed with a broad group of trade representatives who form the initial working group. This includes subject matter experts/tradespeople/instructors and employers from a cross section of the sector/industry, with varying years of work experience in the field. The working group reviews, develops and recommends revision to the content of the standard. Their role also involves harmonizing and updating other supporting content for the product.

An essential part of the standard development is the validation process. This is the opportunity to have a broader representation of the sector provide feedback on the content of draft standard. This process is conducted in various ways and may include sending out a survey or the draft document (or both) directly to the sector. The comments received are reviewed by the working group and revisions are made as required based on a consensus model.



### Introduction

This “on-the job” Logbook is the training standard for Elevating Devices Mechanic 636E and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

The Logbook is divided into skill sets, which are further divided into skills. These skill sets and skills are written in statements that describe what the Apprentice must perform and to what standard, in order to be considered competent in that skill.

The successful performance of these skills is tracked in the Logbook. Once achieved, this skills’ sign-off, along with the completion of in-school program requirements or equivalent, is how the apprenticeship program is completed and apprentices receive a Certificate of Apprenticeship.

The Sponsor/Trainer and Apprentice are required to sign-off and date each skill after the Apprentice has demonstrated proficiency in these skills. However, if a skill is shaded, it is optional and does not need to be signed-off, though it has been defined a part of the scope of practice for the trade. Typically, Elevating Device companies focus on the “new installation” of equipment, or they primarily work on the “maintenance” of equipment. While the installation of new elevating devices may occur frequently in larger urban areas there is less, if any, in smaller communities, thus apprentices are not always able to gain experience in the full scope of the trade. For this reason, in some skills sets there is a minimum sign-off requirement as indicated on the completion chart. The apprentice must demonstrate proficiency and get signed off on either the required number of “installation skills” or all the required “maintenance skills” as relevant to the context in which they are working. Once acquired, these competencies are considered transferable skills, with the expectation that the Apprentice can apply their technical ability, knowledge and skill to perform work in various contexts, environments or be applied to similar technologies or devices.

All practices described in this standard must be performed by the apprentice according to the specific criteria identified. In general, the standard of performance for the trade of Elevating Devices Mechanic 636E are to be performed according to all applicable jurisdictional codes and standards and all health and safety standards must be respected and observed, these include the following:

- *Occupational Health and Safety Legislation and Regulations*  
<https://www.ontario.ca/page/occupational-health-and-safety-act-ohsa>
- *Jurisdictional legislation and regulations, codes, and standards (municipal bylaws etc.)*
- *Company policies and procedures*
- *All applicable manufacturers specifications and engineering specifications*

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application. Please refer to the Skilled Trades Ontario website for the most accurate and up-to-date information: [skilledtradesontario.ca](http://skilledtradesontario.ca)

## Roles and Responsibilities

Under the [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#)

**Skilled Trades Ontario (STO)** is responsible for:

- Establishing and maintaining qualifications;
- Establishing Apprenticeship Programs and other training programs including Training Standards, Curriculum Standards and certifying examinations;
- Issuing certificates for the purposes of this Act such as Certificates of Qualification;
- Maintaining a Public Registry for compulsory trades [skilledtradesontario.ca/public-register/](https://skilledtradesontario.ca/public-register/);
- Determining whether the experience and qualifications obtained by applicants for a certificate of qualification who do not complete an apprenticeship are equivalent to those received through completing an apprenticeship (Trade Equivalency Assessments);
- Promoting the skilled trades and conducting research;
- Conducting research and evaluate whether a trade should be prescribed as a trade for the purposes of this Act and to make recommendations on these matters to the Minister

**Ministry of Labour, Immigration, Training and Skills Development (MLITSD)** is responsible for:

- Classifying trades as compulsory trades;
- Prescribing scopes of practice for trades;
- Approving which persons may provide in-class training for apprenticeship programs (TDAs);
- Registering Training Agreements;
- Providing those who successfully complete an apprenticeship program with a Certificate of Apprenticeship (CofA);
- Administering examinations, including certifying examinations;
- Promoting the skilled trades and conducting research;
- Exercising such other powers and perform such other duties and functions as are provided for in this Act or the regulations.

***For any matter related to your registered Training Agreement or completing your apprenticeship, you must contact your local Service Delivery Office.***

**The Technical Standards and Safety Authority (TSSA)**

- TSSA's Elevating Devices (ED) Safety Program regulates elevating devices in Ontario through the Standards and Safety Act, 2000 and applicable regulations, codes and standards.
- TSSA reviews and registers elevating devices, issues licenses, conducts inspections and performs incident investigations.

### Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a registered Training Agreement (refer to Foreword: *“Purpose, Terms and Conditions of TA” page 1*) with a Sponsor to receive training in a trade as part of an apprenticeship program established by Skilled Trades Ontario. As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

1. As an Apprentice, you signed the Training Agreement and have entered into a contract with the Ministry of Labour, Immigration, Training and Skills Development and your Sponsor.
2. If you are registered as an Apprentice in a compulsory trade, your name will automatically appear in the Skilled Trades Ontario Public Register.
3. You are responsible for informing the staff at your local Service Delivery Office regarding changes to the following:
  - Your Sponsor’s address;
  - Your name and address; and/or;
  - Your Sponsor, including starting employment with a new Sponsor
4. As an Apprentice, you are responsible for completing skills or skill sets in this Logbook (as detailed in the *“Eligibility for Apprenticeship Program Completion”* section of this document) and ensuring that they are dated and signed by both you and your Trainer.
5. Once you have demonstrated competency in all the mandatory skills and received a sign off on each skill by your sponsor/trainer, you must have the Skill Set Completion Form completed and signed by your current Sponsor.
6. Submit your Logbook to your local Service Delivery Office.
7. Present your Apprentice Completion Form (Please refer to Appendix B), along with your authorized Logbook to your local Service Delivery Office.

### Roles and Responsibilities of Sponsors and Trainers

**Sponsors** are responsible for ensuring all terms are met as per the registered Training Agreement. They are named on the registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the 'Signing Authority' for the Apprentice's Skill Set Completion Form and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set. Some sponsors may also act as the Trainer.

A **Trainer** is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice.

In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be registered with Skilled Trades Ontario.

In non-compulsory trades, a Trainer is an individual who holds one of the following:

- A Certificate of Qualification;
- A Certificate of Apprenticeship in the trade; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's apprenticeship program; or,
- Has workplace experience equivalent to the apprenticeship program and has the skills outlined in the Logbook

### **Important Requirements for Elevating Devices Mechanic Trainers and Supervisors:**

**All trainers or supervisors of an EDM-T and/or an apprentice must be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing on any performance objective/skill set/skills.**

Competency means being able to perform to the required standard (please refer to *"Introduction to the Logbook"*). Trainers/Sponsors and Apprentices are required to sign-off and date the skills in the Logbook following each successful acquisition. The Logbook forms a record of this achievement.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

**Please refer to Appendix E- Sign-off on Experience by Class and Type of Elevating Devices for notes on trade specific sign-off requirements.**

### Health and Safety

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance for apprenticeship programs in Ontario. These responsibilities are shared and require the joint efforts of government, sponsors, employers, supervisors, workers, apprentices and the public to achieve the goal of making Ontario's workplaces safe and healthy.

The [Occupational Health and Safety Act](#) (OHSA) provides us with the legal framework and the tools to do this. It sets out the rights and duties of all parties in the workplace, placing ultimate responsibility on the employer for the health and safety of workers (in this case apprentices) by ensuring procedures, controls, and training are established for dealing with workplace hazards. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury, illness or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident injury or illness.

A sponsor who is not the employer is reminded that the employer has legal responsibilities respecting health and safety over the apprentice who is their worker. The sponsor should encourage safe work habits and adherence to the employer's occupational health and safety requirements for the workplace.

It is generally recognized that a positive attitude about safety in partnership with health and safety competency contributes to an accident-free environment. Everyone will benefit as a result of a healthy attitude towards the prevention of accidents.

Workers and apprentices can be exposed to a multitude of hazards and, therefore, should be familiar with the Occupational Health and Safety Act and regulations.

#### **The Internal Responsibility System:**

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong Internal Responsibility System (IRS) in the workplace. To this end, the OHSA lays out the duties of employers, supervisors, workers, apprentices, constructors and workplace owners.

Workplace parties' compliance with their respective statutory duties is essential to the establishment of a strong IRS in the workplace.

Simply put, the IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers and apprentices in the workplace who see a health and safety problem such as a hazard or contravention of the OHSA in the workplace have a statutory duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations and acquaint workers with any hazard in the work that they do.

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by well-defined health and safety policies and programs, including the design, control, monitoring and supervision of the work being performed.

### **Roles and Responsibilities under the Occupational Health and Safety Act**

#### **Employer's Responsibilities include but are not limited to the following:**

- Instruct, inform and supervise workers and apprentices to protect their health and safety;
- Appoint competent persons as supervisors;
- Inform a worker, apprentice, or a person in authority, about any hazard in the workplace and train them in the handling, storage, use, disposal and transport of any equipment, substances, tools, material, etc.;
- Take every precaution reasonable in the circumstances for the protection of a worker/apprentice;
- In workplaces in which more than five workers are regularly employed, prepare and post a written occupational health and safety policy and set up and maintain a program to implement it;
- Prepare and post policies with respect to workplace violence and workplace harassment and develop programs supporting workplace harassment and workplace violence policies;
- Ensure knowledge of applicable legislative, regulatory, codes and standards so requirements to be followed are clear to all workers/apprentices

#### **Trainer/Supervisor Responsibilities include but are not limited to the following:**

- Ensure that a worker or apprentice works in compliance with the Act and regulations;
- Ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker or apprentice;
- Advise a worker/apprentice of any potential or actual health or safety dangers known by the supervisor;
- Take every precaution reasonable in the circumstances for the protection of workers

#### **Worker/Apprentice Responsibilities include but are not limited to the following:**

- Work in compliance with the Act and regulations;
- Use or wear any equipment, protective devices or clothing required by the employer;
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker;
- Report any hazard or contravention of the Act or regulations to the employer or supervisor;
- Not remove or make ineffective any protective device required by the employer or by the regulations;
- Not use or operate any equipment or work in a way that may endanger any worker

### **The Three Rights of Workers/Apprentices**

The OHSA gives workers and apprentices three important rights:

1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

### **Ministry of Labour, Immigration, Training and Skills Development**

The Ministry of Labour, Immigration, Training and Skills Development conducts periodic inspections of workplaces to ensure that safety acts and regulations are being followed. Please direct any questions to the Occupational Health and Safety Contact Centre at 1-877-202-0008.

## Apprenticeship Program Summary/Guidelines

### Scope of Practice

The Scope of Practice for the trade of Elevating Devices Mechanic is set out in section 48 of Ontario Regulation 875/21 under *Building Opportunities in the Skilled Trades Act, 2021* and reads as follows:

### Elevating Devices Mechanic

48. The scope of practice for the trade of elevating devices mechanic includes:

constructing, installing, altering, repairing, servicing and maintaining or testing elevating devices.

\*While the Logbook draws on the scope of practice regulation (Section 48 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. \*

### Program Guidelines

#### On-the-Job Training Duration

Industry has identified 7280 hours as the benchmark necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

#### In-Class Training Duration

Industry has identified 720 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

#### Total Apprenticeship Training Hours

8000 hours

#### Journeyman to Apprentice Ratio

##### Industry Recommended Ratios:

While some of the trades regulated under BOSTA are subject to Journeyman to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyman to Apprentice ratio guideline of 1 Journeyman (or individual who is deemed equivalent to a journeyman) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.



### Program Requirements

#### Compulsory and Non-compulsory Classification

Regulations *Building Opportunities in the Skilled Trades Act, 2021* and the classification of each trade as either “compulsory” or “non-compulsory.” Elevating Devices Mechanic is non-compulsory. However, all Apprentice entrants are required to register with the TSSA, complete the initial, required safety training and receive an EDM-T certificate prior to registering as an apprentice.

#### Eligibility for Apprenticeship Program Completion

The Apprentice must:

- Achieve competency in all mandatory (unshaded) skills as identified in the Logbook as defined by the completion chart on page 17;
- In skill sets in which there is a minimum sign-off requirement, the apprentice must demonstrate competency in the required number of skills. When there are both “installation skills” or “maintenance skills” **within a skill set**, the **minimum** number of required competencies signed off can be comprised of:
  - either all the installation skills or all the maintenance skills;
  - or a combination of installation skills and maintenance skills which **must** represent all the skills in the skillset. An installation and maintenance skill for the same system, equipment or component for example, **cannot be counted as two** competencies for the minimum completion requirement.
- Complete the in-school training as outlined in the approved Curriculum Standard

It is the responsibility of an Apprentice to maintain a training record in the form of a Logbook. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

#### Skills for Success Summary

Skills for Success are needed in a quickly changing world for work, learning and life. They are foundational for building other skills and important for effective social interaction. Everyone benefits from having these skills as they help individuals get a job, progress at their current job and change jobs. They also help individuals become active members of their community and succeed in learning.

Through extensive research and consultations, the Government of Canada launched the new Skills for Success model renewing the previous Essential Skills framework to better reflect the needs of the current and future labour market.

The occupational specific Essential Skills profiles are available online. These will be updated over time to align with the new Skills for Success model found here: [Skills for Success - Canada.ca](https://www.skillsforsuccess.ca)

### Standard of Performance

In general, the standard of performance for the trade of Elevating Devices Mechanic (636E) are to be performed, as applicable, according to and in compliance with Industry Safety Standards which are based upon:

- *Occupational Health and Safety Legislation and Regulations*  
<https://www.ontario.ca/page/occupational-health-and-safety-act-ohsa>
- *Ontario Electrical Safety Code*
- *Elevator Industry Field Employees' Safety Handbook*
- *Other applicable legislation, regulation, codes and standards:*
  - *Technical Standards and Safety Act, 2000*
  - *Active Directors Orders and Bulletins*
  - *Elevating Devices Regulation, Ontario Regulation 209/01*
  - *Certification and Training of Elevating Device Mechanics, Ontario Regulation 222/01*
  - *Elevating Devices Code Adoption Document (CAD)*
  - *A17.1/CSA B44 Safety Code for Elevators and Escalators*
  - *A17.2 Guide for Inspection of Elevators, Escalators, and Moving Walks*
  - *A17.3 Safety Code for Existing Elevators and Escalators*
  - *A17.4 Guide for Emergency Personnel*
  - *A17.5/CSA B44.1 Elevator and Escalator Electrical Equipment*
  - *A17.6 Standard for Elevator Suspension, Compensation, and Governor Systems*
  - *A17.7/CSA B44.7 Performance-Based Safety Code for Elevators and Escalators*
  - *A17.8/CSA B44.8 Standard for Wind Turbine Tower Elevators*
  - *B311-02 Safety Code for Manlifts*
  - *B355 Platform lifts and stair lifts for barrier-free access*
  - *C22.1 Canadian Electrical Code, Part I*
  - *Z185- Safety Code for Personnel Hoists*
  - *Z256- Safety Code for Material Hoists*
  - *Z432 Safeguarding of Machinery*
  - *Z460 Control of hazardous energy - Lockout and other methods*
  - *Z462 Workplace electrical safety*
  - *Z98 Passenger Ropeways and Passenger Conveyors*
  - *ANSI A10.2 Rope Guided Hoist*

### Other Suggested or Required Certification(s) and Training

The TSSA requires all persons to hold a valid EDM Certificate. Apprentices must successfully complete a 24-hour Safety Training Program provided by a TSSA Accredited Training Provider and apply for an EDM-T Certificate. The apprentice will then be required to maintain this certificate by attending a 12-hour Continuing Education Program provided by a TSSA Accredited training provider or be a registered apprentice and completed in-school training during that timeframe.

The scope of certification for an EDM-T and EDM-A certificates are as follows:

### **EDM-T certificate**

A person who holds an EDM-T certificate:

- (a) may perform the same range and scope of work allowed under the scope of the certificate of the supervising certificate holder if those skills have been documented and signed by a qualified EDM; and
- (b) may not work on any device or job function for which the EDM-T certificate holder does not have the documented skills, except under the direct supervision of the supervising elevating device mechanic.

### **EDM-A certificate**

- (1) A person who holds an EDM-A certificate may, without supervision, construct, install, alter, repair, service, maintain or test any class of elevating device as set out in Ontario Regulation 209/01 (Elevating Devices), except that of passenger ropeways and the equipment and accessories essential to their operation, but only if the person has experience on that class of device.
- (2) A holder of an EDM-A certificate who does not have experience on a class of elevating device shall not perform the functions referred to in subsection (1) without supervision by the holder of an EDM-A certificate who has experience on the class of device.

Apprentices who must use certain fall protection equipment on construction projects are required to complete Working at Heights (WAH) training approved by the Chief Prevention Officer construction projects.

## Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

### Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work procedures early to create good work habits;
- Use your Logbook as a journal to keep track of the skills you have achieved;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Discuss your training needs with your Trainer and/or Sponsor;
- Listen to the suggestions of your Trainer;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and
- Upon demonstration of competency, ensure that you and your Trainer sign-off the individual skills

***To get the most from this mentoring experience, request exposure to the full scope of the trade, meet regularly with your Sponsor/Trainer to discuss your progress, ask questions and seek feedback.***

### Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g., Train the Trainer, Mentor, Coach, etc.);
- Set out clear expectations and involve both the Apprentice and Trainer in developing the training plan;
- Encourage safe work habits;
- Allow time for the Trainer to train and demonstrate skills to the Apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Recognize good performance;
- Observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Logbook as a monitoring tool and a part of regular performance evaluations;
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills; and
- The detailed content listed for each skill is not intended to represent an inclusive list, rather, it is included to illustrate the intended direction for the skill acquisition

### Tips for Trainers

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Logbook with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Expose Apprentices to the full scope of the trade by providing training on the skills outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- **Meet regularly with the Apprentice to discuss the apprentice's progress;**
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency. *It is best to do this at regular intervals as the apprentices progresses rather than signing off skills at the end of the apprentice's program. This will help motivate the apprentice and indicate that the learning has been progressive.*
- Use the Logbook as a guide to evaluate competence in each skill area. By using the Logbook, Trainers will be able to guide the process to and assist Apprentices to develop skills outlined in this document

***The best mentoring experience is when an Apprentice is given as much training/exposure to the full scope of the trade as possible. If this is not possible, help them to determine other ways this may be possible.***

## Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Logbook to the local Service Delivery Office. You will be required to submit the signed Apprenticeship Completion form to the Service Delivery Office in order to complete your program. The Service Delivery Office will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Service Delivery Office will disclose information about your program completion and your Certificate of Apprenticeship to Skilled Trades Ontario, as it is necessary for Skilled Trades Ontario to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry of Labour, Immigration, Training and Skills Development under the authority of the *Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre  
Ministry of Labour, Immigration, Training and Skills Development  
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3  
Toll-free: 1-800-387-5656; Toronto: 416-326-5656  
TTY: 1-866-533-6339 or 416-325-4084

### Elevating Devices Mechanic - Completion Requirements Chart

To support foundational competency development and acquisition, Skilled Trades Ontario’s Elevating Devices Mechanic Industry Experts have established the following minimum Logbook sign-off requirements for all apprentices for the purpose of apprenticeship program completion.

Skill Set Number	Title of Skill Set	Total Number of Skills in Skill Set	Minimum Sign-off Requirements
9745	Perform Safe Working Practices and Procedures	7	All
9746	Use and Maintain Tools, Equipment and Devices	4	All
9747	Use Access Equipment	5	4/5
9748	Use Rigging, Hoisting and Lifting Equipment	3	3/3
9749	Plan Work Procedures	3	All
9750	Install and Maintain Hoistway Equipment	14	7/14 *As noted below
9751	Install and Maintain Hoistway Pit	4	2/4 *As noted below
9752	Install and Maintain Machine Room/Space (Control Room)	6	3/6 *As noted below
9753	Install and Maintain Car	10	5/10 *As noted below
9754	Install and Maintain Escalators and Moving Walkways	8	Optional
9755	Perform Testing and Inspection of Elevating Devices	4	(2/4)

\* For skill sets with “installation skills” and “maintenance skills” the **minimum** number of required competencies signed off can be comprised of either 1) **all the installation skills** or 2) **all the maintenance skills**; or 3) a **combination of installation and maintenance skills that represent all the skills in the skillset**. An installation or maintenance skill for the same system, equipment or component, cannot be counted as two competencies for the minimum completion requirement.

**9745 Perform Safe Working Practices and Procedures**

**Skill Set Descriptor**

Elevating Devices Mechanics use safe working practices and procedures in the performance of their work. They comply with all safety legislation requirements and focus on implementing measures that prevent injury and illness to maintain a safe work environment. This includes - using personal protective equipment (PPE) as required for each task; lifting and carrying tools, equipment, and materials safely when working on equipment in elevated positions/working at heights; as well as handling hazardous job materials. Fire safety procedures need to be practiced and lockout and tagout and de-energizing procedures must be adhered to.

**Skills**

**9745.01 Comply with acts, regulations, code adoption documents (CAD) and Director’s Orders** such as the Technical Standards and Safety Act, 2000, Ontario Regulation 222/01, Elevating Devices Regulation, Ontario Regulation 209/01, Active Directors Orders and Bulletins, Certification and Training of Elevating Device Mechanics, Elevating Devices Code Adoption Document and Canadian Electrical Code (CEC) S38 (*refer to page 12*) by:

- identifying the applicable legislation, act and or code;
- interpreting and applying the requirements to working safely in all working conditions;
- identifying the components of Workplace Hazardous Materials Information System (WHMIS)/Global Harmonization System (GHS);
- reading and interpreting labels and Safety Data Sheets (SDS); and
- confirming receipt of training in WHMIS/GHS regulations and practices

according to manufacturer’s specifications, company policies, regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

♦ *Trainer is required to be certified (EDM-A) with TSSA and have experience in the skill to sign off (This applies to all skills within the skill set)*



**9745.02 Use personal protective equipment (PPE)** such as ear, eye, hand, foot and head protection, high-visibility clothing and breathing protection (mask) by:

- determining the types of PPE and safety equipment required for specific tasks;
- identifying any workplace hazards (personal, environmental) that require the use of PPE and safety equipment;
- inspecting for any damages, deficiencies;
- adjusting for fit as required;
- identifying defective safety equipment;
- tagging defective PPE and safety equipment and removing from use;
- replacing defective safety equipment;
- reporting all damaged or expired PPE and safety equipment to supervisor; and
- storing PPE and safety equipment as required

according to manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9745.03 Maintain a safe work environment** to support efficient job performance by:

- keeping work area organized and tidy and free of obstructions;
- removing materials and obstructions;
- organizing materials and equipment;
- identifying the location of first aid equipment and supplies;
- erecting protective barriers and guards prior to commencing work; and
- contacting required agencies to locate all utilities above and below ground prior to commencing work

according to company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9745.04 Control hazards and hazard-causing conditions** by:

- identifying the hazard or hazardous condition such as noxious fumes and dust, high intensity light, elevated work sites suspended loads, poor lighting, extreme temperatures, inadequate ventilation;
- applying lock out and tag out procedures and de-energizing procedures when working on electrical, mechanical, hydraulic and/or pneumatic equipment prior to commencing work;
- communicating and signalling as required; and
- following confined space procedures as required

according to manufacturer’s specifications, company standards and policies, the Occupational Health and Safety Act (OHSA), Workplace Hazardous Materials Information System (WHMIS)/Global Harmonization System (GHS) and other relevant jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9745.05 Handle hazardous materials** such as lead, asbestos, gases, acids, solvents, paints, thinners, cleaners and oils to provide safe environment and working conditions for self and others by:

- reading and following labels and SDS sheets to identify hazardous waste;
- using PPE;
- using all materials solely for their intended purpose;
- using specified handling and storage equipment;
- preventing unauthorized release of hazardous waste to the environment and cleaning up spills immediately;
- storing hazardous waste in designated container;
- labelling materials and containers; and
- disposing of the hazardous waste

according to manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9745.06 Use safe material handling procedures** by:

- using PPE as required for job task;
- removing hazards from the worksite;
- lifting and carrying using methods to prevent injury (feet apart, bend knees, holding object close to body, pivot feet, push rather than pull); and
- transporting heavy loads and relocating light, heavy or awkward loads using mechanical devices

according to manufacturer’s specifications, company policies and procedures and industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9745.07 Follow fire safety procedures by:**

- determining the potential for fire posed;
- selecting fire suppression equipment as required by the work being performed;
- locating fire extinguishers, fire alarms, muster points, power cut-offs and emergency exits;
- identifying the type of equipment required based on fire type;
- using barrier creams and fire blankets, if required;
- activating alarms responding to audio-visual alarms;
- suppressing minor fires;
- following the prescribed fire evacuation plan; and
- reporting incidents

according to manufacturer’s specifications, company policies and procedures, the Ontario Fire Code (OFC) and other relevant jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9746 Use and Maintain Tools, Equipment and Devices**

**Skill Set Descriptor**

Elevating Devices Mechanics use tools, equipment and devices for their intended purposes. These include mechanical measuring and testing equipment and other trade specific tools required for working on various types of elevating devices. Elevating Devices Mechanics are also responsible for maintaining tools and equipment for increased longevity and functioning to perform the duties of their trade safely and effectively.

**Skills**

**9746.01 Use hand tools** such as hammers, socket sets, chisels, wrenches, screw drivers, pliers, hack saws and oilers by:

- selecting the required tool based on job requirements;
- inspecting to identify defects, unsafe conditions or deficiencies;
- testing noting their safety features;
- operating;
- tagging, replacing or repairing, worn, damaged and defective tools;
- cleaning, lubricating;
- maintaining, adjusting; and
- storing in safe operating condition

according to manufacturer’s specifications, company policies and procedures and industry standards.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

♦ *Trainer is required to be certified (EDM-A) with TSSA and have experience in the skill to sign off.  
(This applies to all skills within the skill set)*

**9746.02 Use power tools** such as drills, saws and drivers by:

- considering conditions such as weather and power sources (if required) when selecting tools;
- maintaining integrity of power supply and reporting if inadequate;
- selecting the required tool and accessory (bits, blades, disks);
- monitoring the tool’s performance;
- adjusting the tool’s operation as necessary;
- identifying tool deficiencies; and
- repairing or replacing maintainable parts (e.g. cords, batteries, chucks)

according to manufacturer’s specifications, company policies and procedures and industry standards.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9746.03 Use mechanical measuring and testing devices** such as measuring tapes, scales, dividers, callipers, dial indicators, levels, tachometers, gauges and levels by:

- determining the required device or equipment;
- using applicable PPE for the task;
- inspecting tools and equipment for defects;
- setting up;
- testing the device adjusting operation as necessary;
- tagging out defective equipment;
- operating and monitoring equipment function and performance; and
- handling and storing to maintain optimal operation

according to manufacturer’s specifications, company policies and procedures and industry standards.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9746.04 Use electrical measuring and testing devices** such as voltmeters, ammeters, megohmmeters, scales, calipers, multimeters, tachometers, oscilloscopes by:

- selecting the applicable device that matches the application;
- identifying worn, damaged, expired and defective electrical measuring and testing equipment and removing from service (locking out and tagging out defective equipment);
- calibrating the device as required;
- verifying the meter operation against a known source before and after testing confirm function;
- operating and monitoring equipment function and performance;
- replacing electrical measuring and testing equipment components; and
- handling and storing to maintain optimal operation

according to manufacturer’s specifications, company policies and procedures and industry standards.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9747 Use Access Equipment**

**Skill Set Descriptor**

Elevating Devices Mechanics use equipment such as ladders, scaffolding, work platforms and false cars to access worksites based on their job requirements. They are responsible for selecting, erecting, dismantling, maintaining and storing the access equipment.

**Skills**

**9747.01 Use fall protection equipment** such as travel restraint and fall arrest equipment, when working at heights and not protected by guard rail systems, warning barriers and signs by:

- selecting fall protection system such as travel restraint; fall restrict or fall arrest as required for the task;
- inspecting fall protection system components such as lanyards, attachment points, anchorage, belts and harnesses for any damages or deficiencies;
- reviewing fall protection procedures;
- adjusting the fit of equipment as required;
- tagging defective PPE and safety equipment and removing from use;
- reporting all damaged or expired PPE and safety equipment to supervisor; and
- storing as required

according to manufacturer’s specifications, company policies and procedures, Working at Heights protocols, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

◆ *Trainer is required to be certified (EDM-A) with TSSA and have experience in the skill to sign off.  
(This applies to all skills within the skill set)*



**9747.02 Access and egress elevated work areas by:**

- verifying site location, operation and condition;
- determining the type of equipment required for job or task;
- verifying areas are well lit, unobstructed and well maintained;
- using personal protective equipment and safety equipment including rescue systems and confined space monitoring equipment as required;
- inspecting equipment prior to use;
- taking corrective action if required to report or replace unsafe, worn or defective components;
- using methods for mounting/ascending and descending/dismounting structures based on working conditions; and
- verifying that barriers and safety notices (e.g., work overhead, open hoistway and no entry) are in place

according to manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9747.03 Use ladders** for accessing work areas when required (such as when replacing ropes, sheaves, or car is hung and access and egress is via the escape hatch) by:

- determining the installation requirements for the specified ladder;
- verifying the size and type matches the site location, operation and condition;
- determining alternatives to ladder use through risk assessment;
- using non-conductive ladders when in proximity to electrically energized systems;
- selecting and using personal protective equipment and safety equipment including rescue systems and confined space monitoring equipment as required;
- inspecting equipment prior to use, including rungs, rails, outriggers, wheels, cleats and pins, planking, platforms, braces and motorized lifts;
- taking corrective action if required to report or replace unsafe, worn or defective components; and
- installing based on requirements for specified ladder (extension, step) including erecting, levelling and securing to maintain 3-point contact

according to job specifications, manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9747.04 Use scaffolding** to access worksite by:

- determining the type of equipment required for job or task;
- verifying suitability to site location, operation and condition;
- conducting a risk assessment;
- selecting and using personal protective equipment and safety equipment including rescue systems and confined space monitoring equipment as required;
- inspecting equipment and components prior to use including rungs, rails, outriggers, wheels, cleats and pins, planking, platforms, braces and motorized lifts;
- taking corrective action to report or replace unsafe, worn or defective components; and
- assembling based on requirements

according to job specifications, manufacturer’s specifications, company policies and procedures, industry safety standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9747.05 Use work platforms and false cars by:**

- determining the type of equipment required for job or task;
- verifying suitability to site location, operation and condition;
- conducting a risk assessment;
- selecting and using personal protective equipment and safety equipment;
- inspecting equipment prior to use; and
- installing based on requirements

according to manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9748 Use Rigging, Hoisting and Lifting Equipment**

**Skill Set Descriptor**

Elevator Devices use rigging, hoisting and lifting equipment based on job requirements and work environments. Prior to operation, they prepare, position and assemble rigging, hoisting and lifting equipment. Rigging and hoisting and lifting equipment is inspected before use, maintained and stored in compliance with employer’s procedures, CSA safety standards, material handling guidelines and jurisdictional requirements.

**Skills**

**9748.01 Prepare rigging, hoisting and lifting equipment** such as cable clamps, chain block hoists, chains, chokers, come-alongs, shackles, clevises, eye bolts, ropes, slings and tuggers by:

- identifying the type of lift to be made (standard or critical) based on worksite hazards and limitations;
- selecting rigging, hoisting and lifting equipment based on task and assembling equipment if required;
- conducting pre-operational inspections to identify load bearing status, structural defects, test dates, deficiencies, stress cracks, fractures or misalignment of parts; damaged links, frayed cables, cuts in slings, damaged threads on shackles, and other physical defects;
- documenting and reporting identified defective equipment;
- calculating weight of load to be lifted using a dynamometer to measure weight of load and sag conductors;
- referencing load charts; and
- establishing a travel path considering surrounding people, load characteristics, weather conditions and operator sight line

according to manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

◊ *Trainer is required to be certified (EDM-A) with TSSA and have experience in the skill to sign off.  
(This applies to all skills within the skill set)*

**9748.02 Prepare for the lift/move using rigging, hoisting and lifting equipment by:**

- positioning equipment prior to movement;
- placing or attaching the rigging (single sling, basket) to load;
- connecting the load, splicing ropes and tying knot ropes;
- checking rigging arrangement to confirm load is secure;
- verifying sling angles; and
- performing a test lift for balance

according to manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9748.03 Operate rigging, hoisting and lifting equipment** such as portable gantries, hoisting beams, beam clamps, dollies, jacks and machine rollers to move load by:

- hoisting and repositioning equipment prior to movement;
- raising load using tag lines as the guide;
- communicating with other workers using hand and voice signals;
- responding to the directions of the signal person;
- relocating and lowering load; and
- dismantling and storing hoisting equipment

according to manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9749 Plan Work Procedures**

**Skill Set Descriptor**

Elevating Devices Mechanics prepare for the installation of equipment, to be safe and productive. Preparation includes referencing documentation, interpreting mechanical drawings and electrical schematics, determining materials, equipment and resources needed as well as preparing the work plan required for the installation.

**Skills**

**9749.01 Use mechanical drawings** to plan the installation of the equipment by:

- identifying title block/title page, symbols and revision level of prints;
- determining system and system components requirements;
- determining location and layout of equipment; and
- identifying clearances and site access

according to industry standards.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

◆ *Trainer is required to be certified (EDM-A) with TSSA and have experience in the skill to sign off.  
(This applies to all skills within the skill set)*

**9749.02 Use electrical drawings and specifications** to determine location, layout of equipment, power requirements, wiring plan and layout for the connections of system by:

- reading the drawing title block and/or title page;
- determining the logical sequence of electrical drawings;
- identifying the scale type used on drawings;
- verifying the latest revision/working document;
- confirming weight bearing capacity, rating and anticipating hazards;
- cross checking to verify the set is complete;
- identifying and interpreting the symbols used on the drawings, charts, guides and schedules; and
- identifying clearances and site access

according to industry standards.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	



**9749.03 Plan job tasks and procedures by:**

- reading and interpreting work orders to determine requirements such as scope of installation, site condition, size and type of tools and equipment and location;
- obtaining permits and authorizations;
- identifying requirements for outages and interruptions and impact to customers/public;
- communicating with site superintendents and other trades;
- conducting a risk assessment to identify site hazards and requirements for safety barriers, hazardous material protection, collection and disposal systems and confined spaces;
- determining work site layout and space requirements;
- confirming that all required components are on-site and identifying that the equipment and the job site meet the requirements;
- determining sequence of work and work method;
- estimating time to complete tasks, time to establish daily goals, taking into consideration the need for other trades/workers and their level of experience;
- arranging for materials and supplies required;
- preparing emergency plan; and
- documenting the job plan

according to company policies and procedures, industry safety practices, and jurisdictional legislation and regulations.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9750 Install and Maintain Hoistway Equipment**

**Skill Set Descriptor**

Elevating Devices Mechanics install and maintain the hoistway on all types/classes of elevating devices. The work includes installing counterweight and car guide systems such as assemblies, suspension door entrance assemblies, travelling cables hoistway wiring, electrical components and pit hydraulic components. Most of the maintenance of these components is performed from inside the hoistway and outside the elevator car. Equipment within hoistways such as buffers, corridor door hangers and locks, switches, suspension means, and safety devices are also maintained.

**Completion requirements**

To complete this skill set, the minimum sign-off requirements are as follows:

Option 1: all the install skills Option 2: all the maintain skills

Option 3: Combination of install and maintain skills that represent all the systems and/or components in this skill set

**Skills**

**9750.01 Install counterweight and car guide systems by:**

- performing a hoistway survey to assess the clearances for the completed car and counterweight;
- building and using templates to determine the location of car guide and counterweight brackets;
- using grid line references to establish working and plumb lines;
- mounting and aligning rail brackets; and
- installing and aligning car and counterweight guide rails

according to manufacturer’s specifications, company policies and procedures, industry standards, and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

♦Trainer is required to be certified (EDM-A) with TSSA and have experience in the skill to sign off.

*(This applies to all skills within the skill set)*

**9750.02 Maintain counterweight and car guide systems by:**

- inspecting the condition and alignment of the counterweight and car guide systems such as fasteners, springs, mechanical stops, slipper inserts, rollers, retainers, lubrication reservoirs, lubrication applicators, bearings, seismic devices, fishplates, rails, rail brackets, rail clips;
- cleaning, lubricating;
- adjusting, repairing or replacing components;
- verifying operation of guiding means, counterweight safety devices and car;
- reassembling and adjusting safety devices as required; and
- documenting maintenance activities

according to manufacturer’s specifications, company policies and procedures, industry standards, and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

♦Trainer is required to be certified (EDM-A) with TSSA and have experience in the skill to sign off.

**9750.03 Install car and counterweight assemblies by:**

- confirming components meet requirements;
- assembling components;
- locating attachment points;
- installing components such as car frames, platforms, counterweight frames, sheaves and suspension hitches, safety plank, crosshead and guides;
- observing load limits and balance throughout the process; and
- adjusting and verifying operation of components and safety devices

according to manufacturer’s specifications, company policies and procedures, industry safety practices, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9750.04 Maintain car and counterweight assemblies by:**

- inspecting the condition and integrity of the car and counterweight assemblies;
- checking car and counterweight runby;
- cleaning, lubricating;
- adjusting, repairing or replacing components;
- verifying operation of car top and car bottom guiding means, counterweight safety devices and car;
- reassembling and adjusting safety devices as required; and
- documenting maintenance activities

according to manufacturer’s specifications, company policies and procedures, codes, jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9750.05 Install car and counterweight suspension means** such as wire rope, elastomeric belts aramid fibre or chains by:

- inspecting for type, suitable length, size, breaking strength and condition of (damage, rust, kinks);
- unspooling suspension means and threading it over sheaves;
- terminating suspension means;
- establishing car and counterweight runby;
- installing compensating ropes and chains;
- tensioning; and
- balancing car and counterweight for temporary operation

according to the manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

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**9750.06 Maintain car and counterweight suspension means** such as wire rope, elastomeric belts aramid fibre or chains by:

- assessing type of suspension means on equipment to identify criteria and code requirements for inspection;
- inspecting the suspension means to determine condition, such as loss of diameter, broken wire and rouging;
- verifying tension of suspension means (wire rope, aramid fibre) or elastomeric belts and adjusting as required;
- inspecting the compensation means (compensating ropes and chains) to determine condition such as loss of diameter, broken wire and rouging;
- inspecting termination of suspension means and/or compensation means;
- lubricating wire ropes;
- replacing car and counterweight suspension means if code requirements are not met; and
- documenting as required

according to the manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9750.07 Install hoistway door entrance assemblies** by:

- establishing elevation of finished floors;
- building, aligning and installing door frames;
- installing hoistway doors, gates and locks; and
- installing unlocking means and hoistway mechanical access devices

according to the manufacturer’s specifications, company policies and procedures, industry standards, codes, TSSA safety directives and jurisdictional regulations and legislation.

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**9750.08 Maintain hoistway door entrance assemblies by:**

- examining and testing the mechanical operation of the hoistway door components such as hangers, rollers, closers, door guides and retainers;
- examining and testing hoistway interlocks for electrical and mechanical operation;
- repairing and/or replacing hoistway door components as required; and
- documenting maintenance activities

according to the manufacturer’s specifications, company policies and procedures, industry standards, codes, TSSA safety directives and jurisdictional regulations and legislation.

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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9750.09 Install travelling cables by:**

- determining length of travelling cables and requirements for installation using hanger suspension methods such as spool, strain gauge and wedge;
- attaching travelling cables to hoistway;
- determining size of loop;
- attaching travelling cable to car; and
- installing protection means/guiding means

according to the manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9750.10 Maintain travelling cables by:**

- inspecting travelling cables and hangers for wear and damage;
- installing replacement travelling cables or repairing as required; and
- documenting

according to the manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

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Date Completed (mm/dd/yy)			TSSA I.D.#
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**9750.11 Install hoistway wiring by:**

- determining the location and type of wire raceway required;
- selecting wire raceway, conduit and fittings, trough or conduit;
- determining sizing and number of conductors;
- selecting the size of the conduits, troughing and associated hardware;
- mounting trough and/or conduit; and
- grounding and bonding the electrical circuit

according to manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

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Date Completed (mm/dd/yy)			TSSA I.D.#
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**9750.12 Maintain hoistway wiring by:**

- inspecting the trough and conduit covers and fittings for missing screws used to secure coverings;
- inspecting the grounding and bonding points for loose wires; and
- documenting

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9750.13 Install hoistway electrical components** such as electrical wiring, raceways, cables, coaxial wiring by:

- determining location of the hoistway switches such as pit, final limit, direction limit, terminal speed monitoring, access and stop;
- pulling hoistway wiring branch circuits;
- mounting hoistway switches;
- grounding and bonding the electrical circuit; and
- wiring hoistway switches

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9750.14 Maintain hoistway electrical components** such as electrical wiring, raceways, cables, coaxial wiring by:

- inspecting operational devices such as pit, final limit, direction limit, terminal speed monitoring, access and stop switches for condition, damage or wear;
- testing through activating the hoistway switches to assess operation;
- inspecting the grounding and bonding points;
- inspecting ancillary components such as fire alarm detectors, phone systems, communication push buttons, lanterns and gongs, position indicators;
- repairing, replacing and/or adjusting hoistway switches and components as required; and
- documenting

according to manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9751 Install and Maintain Hoistway Pit**

**Skill Set Descriptor**

Elevating Devices Mechanics install and maintain the hoistway pit equipment and hydraulic components. The hoistway pit houses the car and counterweight buffers, cable pulley and tensioning devices, and limit switches. The overhead of the hoistway may contain the overspeed governor mechanism and limit switches.

**Completion requirements**

To complete this skill set, the **minimum** sign-off requirements are as follows:

Option 1: all the install skills Option 2: all the maintain skills

Option 3: Combination of install and maintain skills that represent all the systems and/or components in this skill set

**Skills**

**9751.01 Install pit hydraulic components** such as casing, jack unit and PVC by:

- using project layout documents to determine requirements such as scope of installation site condition and type of equipment;
- verifying required materials are on site;
- assembling the components;
- installing the jack units (above-ground or in-ground);
- plumbing the jack units;
- measuring and connecting the oil lines;
- installing fittings, shut-off valves; and
- installing auxiliary safety devices such as rupture valve, overspeed valve and plunger gripper

according to manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

♦Trainer is required to be certified (EDM-A) with TSSA and have experience in the skill to sign off.  
(This applies to all skills within the skill set)

**9751.02 Maintain pit hydraulic components by:**

- inspecting oil collection means (scavenger pump and overflow pail) to confirm function;
- inspecting and testing cylinder protection means (cathodic, PVC liner) to confirm integrity;
- pressure testing hydraulic system components such as cylinder and feed line, valves, couplings and silencers;
- inspecting head packing, oil lines and supports to identify leaks and corrosion;
- inspecting and testing shut-off valves;
- inspecting auxiliary safety devices such as rupture valve/overspeed valve and plunger grippers to assess operation; and
- documenting maintenance activities

according to manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
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Date Completed (mm/dd/yy)			TSSA I.D.#
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**9751.03 Install pit equipment** such as idler sheaves for the governor, counterweight guards, ladders, pit channels and compensation system by:

- using project layout to determine requirements such as scope of installation site condition, size, type and location of equipment;
- confirming required materials are on site;
- selecting tools equipment based on requirements; and
- assembling and installing the components such as sheaves and tensioning assemblies spring, elastomeric or oil buffers and stands and seismic components

according to manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
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Date Completed (mm/dd/yy)			TSSA I.D.#
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**9751.04 Maintain pit equipment** such as sheaves (compensating and governor), counterweight guards, ladders and pit channels by:

- cleaning, lubricating and adjusting sheaves and tensioning assemblies;
- checking and adjusting car counterweight runbys;
- confirming buffer oil is at required level;
- confirming operation of pit lighting and receptacle;
- inspecting spring, elastomeric or oil buffers, stands and pit channels, counterweight guards and pit ladder for damage and corrosion; and
- documenting

according to manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9752 Install and Maintain Machine Room/Space (Control Room)**

**Skill Set Descriptor**

Elevating Devices Mechanics install and maintain the elevator machine room/control room. This space contains the control room equipment including elevator hoisting machines, motor generator sets or solid-state power supply and control equipment. The control equipment is an essential part of the total operating mechanism that accelerates, decelerates, and levels the car at each floor. Routine maintenance takes place in the machine room and includes the servicing of motors, generators, switches, contacts, brakes, and controls.

**Completion requirements**

To complete this skill set, the **minimum** sign-off requirements are as follows:

Option 1: all the install skills Option 2: all the maintain skills

Option 3: Combination of install and maintain skills that represent all the systems and/or components in this skill set

**Skills**

**9752.01 Install control equipment by:**

- using project layout documents to determine requirements such as scope of installation site condition, size, type and location of equipment;
- confirming required materials are on site;
- selecting tools equipment based on requirements;
- confirming controller power ratings and clearances;
- setting and mounting equipment welding or bolting as required;
- affixing car positioning and monitoring devices (encoders and tachometers) on machines or governors based on equipment type;
- adjusting as required;
- testing equipment operation; and
- installing machine room guarding and/or component guarding

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

◆ *Trainer is required to be certified (EDM-A) with TSSA and have experience in the skill to sign off.  
(This applies to all skills within the skill set)*

**9752.02 Maintain control equipment** such as the controller, ancillary components, car positioning, monitoring devices, dispatchers and selectors by:

- inspecting components such as covers, doors, guards, for condition, wear and damage;
- cleaning;
- repairing or replacing with equivalent components or better based on code requirements;
- adjusting and testing and monitoring device operation; and
- documenting maintenance activities

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
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Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9752.03 Install governors** by:

- confirming type of governor matches requirements on drawings/specifications;
- mounting and aligning governor;
- installing governor rope and fastenings;
- spin-testing and calibrating the governor; and
- testing to verify operation of electrical switches

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
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Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9752.04 Maintain governors and components by:**

- inspecting for defective parts;
- conducting tests on trip mechanism, traction of rope and tachometers;
- tripping speed and pull through;
- cleaning and lubricating;
- adjusting, repairing and replacing governors and components as required;
- verifying operation; and
- documenting repairs

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9752.05 Install machine room/space wiring by:**

- terminating electrical connections (brake, motor, governor, travelling cable hoistway switches and encoder);
- verifying rating of electrical protection devices (fuses and circuit breakers);
- installing temporary wiring to make elevator operational while installing hoistway equipment;
- removing temporary jumpers/wiring; and
- connecting permanent wiring

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#



**9752.06 Maintain machine room/space wiring by:**

- inspecting the condition and integrity of connections, contacts, leads, relays, contactors, solid state components, electrical protective devices, and overload and overheat protection devices;
- repairing or replacing defective wiring and components;
- adjusting and testing of power circuits and control equipment; and
- documenting

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

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**9753 Install and Maintain Car**

**Skill Set Descriptor**

Elevating Devices Mechanics install and maintain the elevating device car and components which include the platform, enclosure, door operators, gates and re-opening devices, freight door operators, gates and re-opening devices, car top control devices and electrical protective devices.

**Completion requirements**

To complete this skill set, the **minimum** sign-off requirements are as follows:

Option 1: all the install skills Option 2: all the maintain skills

Option 3: Combination of install and maintain skills that represent all the systems and/or components in this skill set

**Skills**

**9753.01 Install car enclosure by:**

- constructing cab, walls, ceiling, floor, apron and car top railing;
- mounting handrails, lighting and fans;
- installing car operating panel, position indicator and direction arrows;
- installing emergency systems such as emergency lighting, communication system and annunciator; and
- observing load limits and balance throughout the process

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

∅ *Trainer is required to be certified (EDM-A) with TSSA and have experience in the skill to sign off.  
(This applies to all skills within the skill set)*

**9753.02 Maintain car enclosure by:**

- inspecting car enclosure and components (cab, walls, ceiling, floor) for deficiencies, dirt, oil and inflammables;
- inspecting apron and car top railing for integrity;
- inspecting interior components such as loose handrails and operation of lighting and fans;
- checking car operating panel, position indicator and direction arrows for function;
- testing emergency systems such as emergency lighting, communication system, and annunciator for operation;
- confirming the established car to counterweight balance ratio is maintained;
- tightening, adjusting and repairing as needed; and
- documenting

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

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Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9753.03 Install door operators, gates and re-opening devices by:**

- confirming device configuration and voltages correspond with the site plans and conditions;
- setting clutch, pick-up and restrictor assemblies;
- confirming clearances match minimum and maximum requirements;
- mounting and aligning components;
- terminating all required electrical connections; and
- confirming operation/function

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
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Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9753.04 Maintain door operators, gates and re-opening devices by:**

- checking components (door operators, gates and re-opening devices and clutch and pick-up restrictor assemblies) for wear and deficiencies such as speed/timing and operation;
- repairing or replacing components as required;
- verifying clearances match minimum and maximum requirements;
- testing all required electrical components and adjusting if required; and
- documenting

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
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Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9753.05 Install freight door operators, gates and re-opening devices by:**

- confirming that device configuration and voltages correspond with the site plans and conditions;
- confirming interlock and cam operation;
- installing gate and counterbalance;
- confirming clearances match minimum and maximum requirements;
- mounting and aligning components;
- terminating all electrical connections; and
- verifying operation/function

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9753.06 Maintain freight door operators, gates and re-opening devices by:**

- testing interlock and cam to verify operation and adjusting as required;
- verifying gate counterbalance;
- confirming clearances;
- testing all electrical components for function;
- inspecting components such as guides, door tracks, stops, door rails and door shoes, door chains, rods, sprockets, and mechanical interlocks for wear or damage;
- adjusting and repairing and replacing components as required;
- adjusting linkages and relating cables; and
- documenting completed work

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9753.07 Install car top devices by:**

- identifying locations for the car top devices;
- mounting car top inspection station and car top junction box;
- mounting and aligning car top positioning system;
- mounting and aligning terminal motion cam and switches;
- installing car top guarding/railing;
- installing car top shoring means (MRL);
- installing emergency exit components, adjust and verify operation;
- mounting and terminating car and top electrical devices; and
- verifying car top clearances

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

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**9753.08 Maintain car top devices by:**

- following access and egress procedures prior to performing maintenance;
- testing and verifying car top inspection station operation and components such as run buttons, lighting, stop switch and inspection switch;
- testing and verifying operation of emergency exit components;
- cleaning and inspecting car top;
- testing function of car top electrical devices and adjusting as necessary;
- verifying operation of car top shoring means (MRL);
- adjusting, repairing or replacing car top components as required;
- checking car top clearances; and
- documenting maintenance activities

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9753.09 Install car top electrical protective devices by:**

- mounting components such as safety operated switch, hatch switch and car top stop;
- terminating wiring for components; and
- testing and verifying operation of components

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9753.10 Maintain car top electrical protective devices by:**

- inspecting the condition and integrity of connections;
- testing and verifying operation of components;
- repairing and replacing components such as safety operated switch, hatch switch and car top stop as required; and
- documenting maintenance activities

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

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**9754 Install and Maintain Escalators and Moving Walkways**

**Skill Set Descriptor**

Elevating Devices Technicians install and maintain escalators and moving walkways. Escalators and moving walks are typically shipped to the work site prefabricated. Depending on the length of the units and access to site, the mechanical systems and components are installed or assembled on location. Elevating Devices Technicians also perform routine maintenance on the mechanical and electrical systems and components and perform adjustments and inspections on escalators and moving walkways.

**Completion requirements**

To complete this skill set, the **minimum** sign-off requirements are as follows:

Option 1: all the install skills Option 2: all the maintain skills

Option 3: Combination of install and maintain skills that represent all the systems and/or components in this skill set

**Skills**

**9754.01 Perform site assessment** to prepare for equipment delivery by:

- verifying escalator well location and dimensions match layout drawings and meets requirements for loading;
- verifying with building contractor that building structure requirements such as floor loading, clearances, load limits at bearing points and isolation surfaces meet plans and specifications;
- confirming area provided is adequate for delivery of material;
- confirming storage location capacity and is structurally sound;
- determining structural capacity for the movement of the equipment is sufficient;
- determining travel path for the movement of equipment across the site is adequate and can support the load;
- coordinating schedule with other trades for access and traffic control;
- verifying attachment points for hoisting and rigging; and
- organizing equipment delivery

according to manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

*♦Trainer is required to be certified (EDM-A) with TSSA and have experience in the skill to sign off.  
(This applies to all skills within the skill set)*



**9754.02 Install mechanical systems and components by:**

- setting up hoisting and rigging equipment;
- assembling and aligning truss;
- establishing working lines;
- setting and levelling tracks and brackets;
- setting machine, bull gear and tension carriage;
- connecting chains or belts;
- setting and testing brake tension and brake slide;
- installing steps or pallets;
- setting and testing of steps or pallets and associated mechanical components;
- assembling decking, skirting and balustrade components such as newels, tracks, handrail and handrail guide assemblies;
- aligning equipment; and
- verifying clearances between steps and skirt panels, steps and comb plates and handrail to handrail guide

according to manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

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Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	
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**9754.03 Maintain mechanical systems and components by:**

- inspecting all components such as motor, steps, chains, tracks and slides for wear, breakage, damage and alignment;
- inspecting balustrade, anti-slide devices, decking and skirting and handrail;
- inspecting tension carriage operation and adjusting and repairing as required;
- inspecting brake operation and adjusting and repairing as required;
- removing steps;
- repairing and replacing damaged components;
- cleaning and lubricating;
- replacing steps; and
- documenting work completed

according to manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
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Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9754.04 Install electrical systems and components such as inlet, upthrust, skirt, comb and stop switches by:**

- mounting, aligning and connecting electrical components;
- testing operation of all connections and components; and
- setting and testing electrical protective device switches

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9754.05 Maintain electrical systems and components by:**

- inspecting, adjusting and testing operation of components and safety devices;
- repairing and replacing damaged components; and
- documenting work completed

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9754.06 Perform initial inspection of escalator and moving walkway in the presence of authority having jurisdiction by:**

- testing all safety circuits;
- verifying contract speed, brake setting and step skirt index; and
- confirming that all temporary jumpers have been removed

according to manufacturer’s submitted testing procedures and specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9754.07 Perform mandated maintenance tests on escalators and moving walkways by:**

- removing device from public operation;
- placing signs and barriers to indicated escalator is out of service;
- executing manufacturer’s testing procedures for Category 1 tests;
- testing all safety circuits;
- verifying contract speed;
- confirming that all temporary jumpers are removed;
- testing skirt step index; and
- documenting work completed

according to manufacturer’s submitted testing procedures and specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9754.08 Perform return to service procedures for escalators and moving walkways by:**

- verifying the ratings or settings of fuses and electrical protective devices;
- confirming all temporary jumpers and wiring have been removed;
- verifying device operation;
- verifying functioning of safety circuits;
- documenting work completed; and
- removing all temporary signage and barricades

according to manufacturer’s specifications, company policies and procedures, industry standards and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9755 Perform Testing and Inspection of Elevating Devices**

**Skill Set Descriptor**

Testing and inspecting of new, existing and altered elevating devices are critical skills performed by Elevating Devices Mechanics. Testing is used to confirm the function and safe operation of the equipment.

Testing requirements of elevating devices are identified in codes as relevant to the device. The Authority Having Jurisdiction (AHJ) may witness tests on new and altered elevators, escalators and elevating devices.

**Skills**

**9755.01 Adjust elevating devices by:**

- reviewing field data reports;
- removing device from temporary operation;
- conducting manufacturer’s testing procedures;
- testing and verifying all safety and door lock circuits;
- removing all temporary jumpers;
- setting door operations such as opening and closing speeds and closing force;
- setting contract, levelling and inspection speeds for valves or drive; and
- testing and verifying all communication systems (alarm bells, annunciators and phones)

according to manufacturer’s submitted testing procedures and specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

◆ *Trainer is required to be certified (EDM-A) with TSSA and have experience in the skill to sign off.  
(This applies to all skills within the skill set)*

**9755.02 Perform initial inspection of elevating devices** under the direct supervision of an EDM-A by:

- providing completed pre-Inspection checklist;
- performing manufacturer’s submitted testing procedures;
- testing and verifying all safety and door lock circuits;
- verifying door operations such as opening and closing speeds and closing force;
- confirming contract, levelling and inspection speeds for valves or drive;
- testing and verifying all communication systems (alarm bells, annunciators and phones); and
- confirming that all temporary jumpers have been removed

according to manufacturer’s submitted testing procedures and specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#

**9755.03 Perform mandated maintenance tests on elevating devices by:**

- removing device from public operation and placing signs and barriers;
- performing tests for Category 1, 3 and 5 as required by code;
- testing all safety and door lock circuits;
- verifying door operations such as opening and closing speeds and closing force;
- verifying contract, levelling and inspection speeds for valves or drives;
- testing and verifying all communication systems (alarm bells, annunciators and phones);
- confirming that all temporary jumpers have been removed; and
- documenting work completed

according to manufacturer’s submitted testing procedures and specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

**9755.04 Perform return to service procedures on elevating devices by:**

- verifying the ratings or settings of fuses and electrical protective devices;
- removing temporary jumpers and wiring;
- confirming device operation such as checking contract, levelling, inspection speeds and doors;
- verifying functioning of safety and door lock circuits;
- documenting work completed; and
- removing all temporary signage and barricades

according to manufacturer’s specifications, company policies and procedures, industry standards, codes and jurisdictional regulations and legislation.

Date Completed (mm/dd/yy)			TSSA I.D. #
	Apprentice Print Name	Apprentice (Signature)	
Date Completed (mm/dd/yy)			TSSA I.D.#
	Trainer Print Name	Trainer (Signature)	

<b>Acronyms</b>	
AHJ	Authority Having Jurisdiction
BOSTA	Building Opportunities in the Skilled Trades Act, 2021
CAD	Code adoption document
CAP (chart)	Competency analysis profile
CEC	Canadian Electrical Code
CSA	Canadian Standards Association
EDM	Elevating devices mechanic
GHS	Global Harmonization System (GHS)
IRS	Internal responsibility system
MCP	Maintenance Control Program
MRL	Machine room-less
MLITSD	Ministry of Labour, Immigration, Training and Skills Development
OHSA	Occupational Health and Safety Act
OFC	Ontario Fire Code
PPE	Personal Protective Equipment
STO	Skilled Trades Ontario
SDS	Safety Data Sheets
TDA	Training Delivery Agent
TSSA	Technical Standards and Safety Authority
WHMIS	Workplace Hazardous Materials Information System



## Definitions

### Apprentice

- An individual who, pursuant to a registered Training Agreement, is receiving or is to receive training in a trade that is required as part of an apprenticeship program;
- Holds a Training Agreement in either a compulsory or non-compulsory trade;
- Are subject to any ratios that have been set out in regulation and or recommended by industry for their trade(s); and
- Remain as an Apprentice until they receive their Certificate of Apprenticeship

### BOSTA

*Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*

### Certificate of Apprenticeship (CofA)

A certificate issued to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

### Certificate of Qualification (CofQ)

A certificate issued to an individual who has completed an apprenticeship or equivalent AND passed the Certificate of Qualification examination.

### Competence

The ability of an individual to perform a skill, consistently without assistance, in the workplace as set out in the Logbook.

### Competency Analysis Profile (CAP Chart)

A chart that identifies the training needs of an individual trade and details the Skills/Skill Sets that must be demonstrated during an apprenticeship program.

### Journeyman

Journeyman means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journeyman in a non-compulsory trade who does not hold a certificate of qualification and has equivalent experience in that trade.

### Mandatory Skill

Status assigned to unshaded individual Skills, Skill Sets or general performance objectives which must be signed-off for the Apprentice to complete their program.

### Optional Skill

Status assigned to shaded individual Skills, Skills Sets or general performance objectives for which sign-off is not required for the Apprentice to complete the program.

### **Provisional Certificates of Qualification**

- A Provisional Certificate of Qualification is issued to an individual who has obtained a Certificate of Apprenticeship (in both compulsory and non-compulsory trades) in a program that has a Certificate of Qualification examination, to which the individual has not yet passed the Certificate of Qualification examination.
- A Provisional Certificate of Qualification shall have the prescribed term or, if no term is prescribed, a term of one year.
- In a compulsory trade, the Provisional Certificate of Qualification allows a person to continue working legally in the trade for up to 12 months while they work to pass the certifying exam.
- Individuals with a Provisional Certificate of Qualification are subject to any ratios that have been set out for their trade(s).

### **Ratios**

For the purpose of an Apprenticeship program, a ratio is the maximum number of Journeypersons to Apprentices. The purpose of ratios is to provide consistent supervision, training and continuity of work.

### **Sign-off**

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g., Trainer) indicating an Apprentice's demonstration of competence.

### **Skill**

Individual competency/task described in the Logbook.

### **Skill Sets**

Group or selection of individual skills found in the Logbook.

### **Skill Set Completion for Sponsors**

Listing for all skill sets and includes space for sign-off by Sponsor of record.

### **Sponsor**

Means a person that has entered into a registered Training Agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade as part of an apprenticeship program.

### **Sponsor of Record**

Refers to the Sponsor documented as being signatory to the registered Training Agreement or Contract of Apprenticeship. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified persons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

### **Trainer**

An individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. For a compulsory trade, a qualified Trainer is an individual who holds a Certificate of Qualification. In a non-compulsory trade, a Trainer is an individual who either holds a CofQ, CofA, or is considered equivalent.

### **Ready to Write Your Exam?**

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to hold yourself out as a Journeyperson and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

### **Ontario's Exam Preparation Guide**

[Exam Resources – Skilled Trades Ontario](#)

#### **Basic Examination Details for You to Know**

- You will have **up to four hours to write your examination.**
- Accommodations must be requested and approved prior to scheduling your examination.
- You can leave the examination centre if you complete the examination in less than four hours.
- Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.
- You need a mark of 70% to pass.

#### **Scheduling Your Examination**

Contact TSSA: [Register for an Exam - TSSA](#)

<https://www.tssa.org/en/ski-lifts/register-for-an-exam.aspx>

### **Instructions for Recording a Change in Sponsor**

1. Record your first sponsor's information in Sponsor Record #1 – this would be the sponsor who has signed your initial apprenticeship Training Agreement for this trade.
2. If you change sponsors prior to completing this apprenticeship, please contact your local Service Delivery Office immediately to update your sponsor record.
3. Please make sure you record all the information regarding any additional sponsors of record towards your apprenticeship using the Sponsor Records on the following pages (if applicable).

**You must fill out a Change of Sponsor Record each time you change your sponsor.**

**Change of Sponsor Record #1**

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

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

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [skilledtradesontario.ca](http://skilledtradesontario.ca) and search Sponsor Record Form.**

### Change of Sponsor Record #2

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

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

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [skilledtradesontario.ca](http://skilledtradesontario.ca) and search Sponsor Record Form.**

### Change of Sponsor Record #3

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

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

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [skilledtradesontario.ca](http://skilledtradesontario.ca) and search Sponsor Record Form.**

**Change of Sponsor Record #4**

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

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

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [skilledtradesontario.ca](http://skilledtradesontario.ca) and search Sponsor Record Form.**



## Appendix A — Instructions for Apprenticeship Program Completion

**Once an Apprentice has completed all the classroom training and benchmark on-the-job hours specified for the trade and has acquired all the mandatory skills included in this Logbook.**

The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.

1. They sign the forms and submit them to their local Service Delivery Office. To find the closest office, check the contact information at [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices) or call the Employment Ontario toll free number at (1-800-387-5656).
2. For All Trades: All mandatory skills (or the combination indicated in the completion requirements for the trade) in the Logbook must be signed-off. The recommended hours are a benchmark. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Service Delivery Office by mail, fax, or email (as a scanned document), they should not include their Logbook; if they are presenting this form in person at the local Service Delivery Office, they should bring their Logbook with them.

After staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the local Service Delivery Office will issue a Certificate of Apprenticeship to the Apprentice.

Skilled Trades Ontario will receive notification of this completion.

- If the Apprentice has completed a program in a **compulsory trade**, Skilled Trades Ontario will automatically register the Apprentice for a Provisional Certificate of Qualification to continue to work legally for one year while preparing for the certification examination.
- If an Apprentice completes their apprenticeship in a **non-compulsory trade** and there is a Certificate of Qualification exam, they must write and pass the exam to receive a Certificate of Qualification from Skilled Trades Ontario.

For permission to schedule an exam once completion is confirmed, the individual must first contact TSSA

## Appendix B - Apprenticeship Completion Form

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Service Delivery Office (find contact information at [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices) or by calling Employment Ontario at (1-800-387-5656).

Apprentice Information	
Name (print)	
Client ID # Issued by Ministry	
Telephone Number(s)	

Sponsor Information	
Legal Name	
Address	
Telephone Number(s)	
Sponsor's Signing Authority ( <i>print name</i> )	
E-mail Address	

Program Information	
Trade Name	
Number of hours required as per Training Agreement ( <i>for hours-based trades only</i> )	
Hours completed? ( <i>documentation attached</i> )	Yes ( )      No ( )      Not applicable ( )
Classroom training completed or exempt?	Yes ( )      No ( )      Not applicable ( )

I hereby confirm that the information submitted on both sides of this form is true and accurate.

**X** \_\_\_\_\_  
Apprentice's Signature                      Date

**X** \_\_\_\_\_  
Signature of Sponsor's Signing Authority                      Date

## Appendix C - Skill Set Completion for Sponsors

You will find the skill set numbers and titles in the Logbook's Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice's Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

Skill Set #	Skill Set Title	Signing Authority Signature
9745	Perform Safe Working Practices and Procedures	
9746	Use and Maintain Tools, Equipment and Devices	
9747	Use Access Equipment	
9748	Use Rigging, Hoisting and Lifting Equipment	
9749	Plan Work Procedures	
9750	Install and Maintain Hoistway Equipment	
9751	Install and Maintain Hoistway Pit	
9752	Install and Maintain Machine Room/Space (Control Room)	
9753	Install and Maintain Car	
9754	Install and Maintain Escalators and Moving Walkways	
9755	Perform Testing and Inspection of Elevating Devices	

**Ministry of Labour, Immigration, Training and Skills Development use only:**

Sponsor verified as most recent sponsor of record:                      Yes ( )                      No ( )  
 Documentation to support completion of hours attached:                      Yes ( )                      No ( )  
 Completion of classroom training verified:                      Yes ( )                      No ( )

Staff Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix D - Local Service Delivery Offices in Ontario

For current office listings visit: [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices)

Location	Contact	Location	Contact
<b>Barrie</b> 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	<b>Marathon</b> 807-346-1550	52 Peninsula Road, Suite 103 Marathon, Ontario, P0T 2E0
<b>Belleville</b> 613-968-5558 1-800-953-6885	135 North Front St, Belleville, ON K8P 3B5	<b>Markham</b> 905-513-2695	140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8
<b>Brantford</b> 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	<b>North Bay</b> 705-495-8515 1-800-236-0744	200 First Ave West, North Bay, ON P1B 3B9
<b>Chatham</b> 519-354-2766 1-800-214-8284	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	<b>Ottawa</b> 613-731-7100 1-877-221-1220	Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8
<b>Cornwall</b> 613-938-9702 1-877-668-6604	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	<b>Owen Sound</b> 519-376-5790 1-800-838-9468	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
<b>Dryden</b> 807-456-2665 1-800-734-9572	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	<b>Peel</b> 905-279-7333 1-800-736-5520	The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6
<b>Durham</b> 905-433-0595 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1	<b>Pembroke</b> 613-735-3911 1-800-807-0227	615 Pembroke St East, Pembroke, ON K8A 3L7
<b>Elliot Lake</b> 1-800-236-8817	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	<b>Peterborough</b> 705-745-1918 1-877-433-6555	901 Lansdowne St West, Peterborough, ON K9J 1Z5
<b>Fort Frances</b> 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	<b>Sarnia</b> 519-542-7705 1-800-363-8453	Bayside Mall, 150 Christina St North, Sarnia, ON N7T 7W5
<b>Geraldton</b> 807-854-1966	208 Beamish Avenue West Geraldton, Ontario P0T 1M0	<b>Sault Ste. Marie</b> 705-945-6815 1-800-236-8817	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
<b>Halton</b> 905-842-5105 1-844-901-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3	<b>St Catharines</b> 905-704-2991 1-800-263-4475	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
<b>Hamilton</b> 905-521-7764 1-800-668-4479	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	<b>Sudbury</b> 705-564-3030 1-800-603-5999	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
<b>Kapuskasing</b> 705-465-5785 705-235-1950	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	<b>Thunder Bay</b> 807-346-1550 1-800-439-5493	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
<b>Kenora</b> 807-468-2879 1-800-734-9572	227 1/2 Second St South, Kenora, ON P9N 1G4	<b>Timmins</b> 705-235-1950 1-877-275-5139	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
<b>Kingston</b> 613-548-1151 1-866-973-4043	Alliance Business Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	<b>Toronto Centre</b> 416-927-7366 1-800-387-5656	2 St Clair West, 11 <sup>th</sup> floor Toronto, ON M4A 1L5
<b>Kitchener</b> 519-653-5758 1-866-877-0099	4275 King St East, Kitchener, ON N2P 2E9	<b>Toronto South</b> 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
<b>London</b> 519-675-7788 1-800-265-1050	1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3	<b>Windsor</b> 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Suite 200, Windsor, ON N8X 4Y8

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

### Required by Technical Standards and Safety Authority (TSSA)

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

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

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

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

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

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

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

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

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

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

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



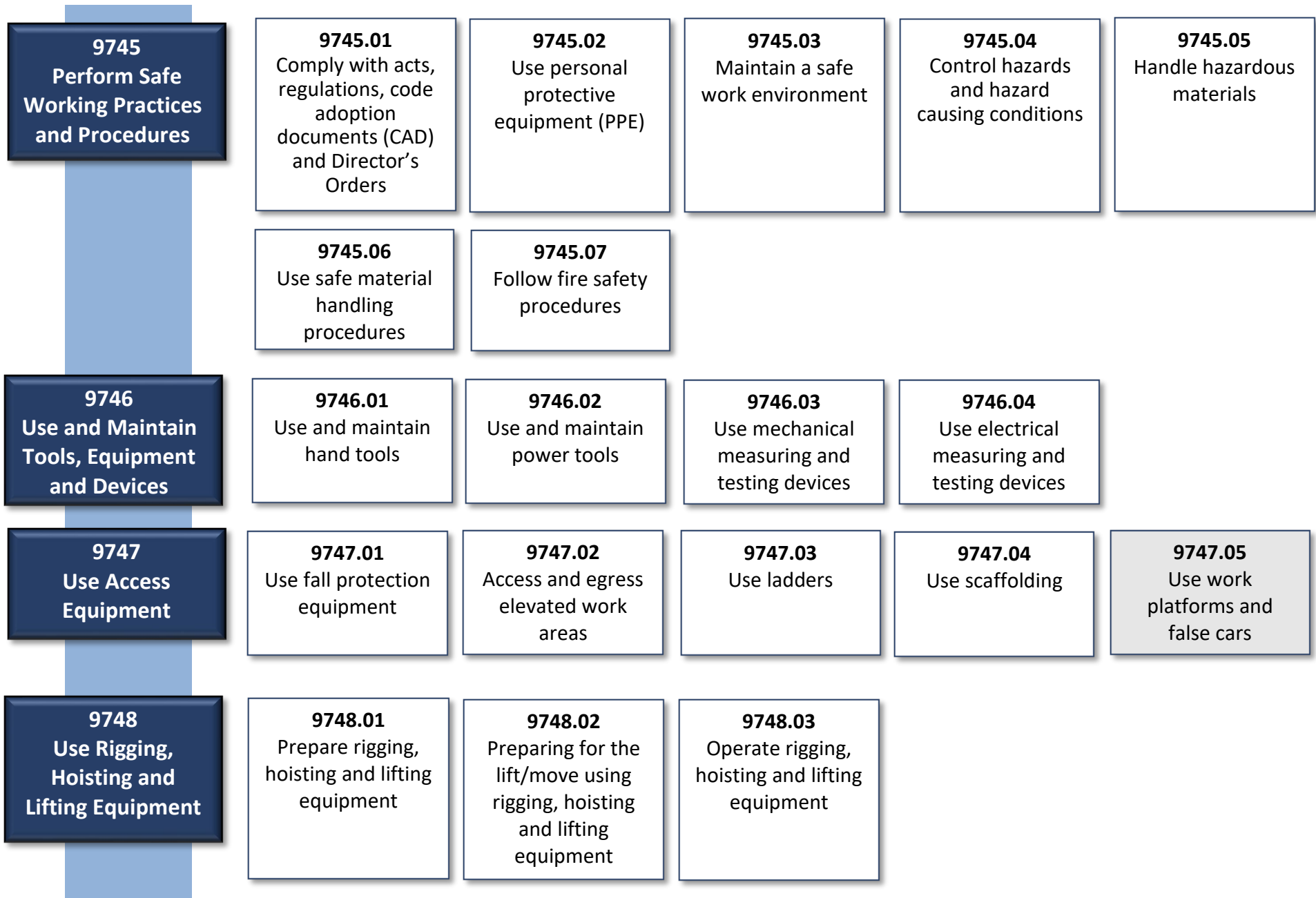
<b>Appendix F -Chart of Experience by Class and Type of Elevating Devices</b>				
<b>Type of Elevating Device</b>	<b>Supervising Mechanic (Printed Name &amp; Signature)</b>	<b>Company Name</b>	<b>Installation (I) Maintenance (M)</b>	<b>Drive Type (Please Specify) *</b>
<b>Class 1: Elevators</b>				
Freight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

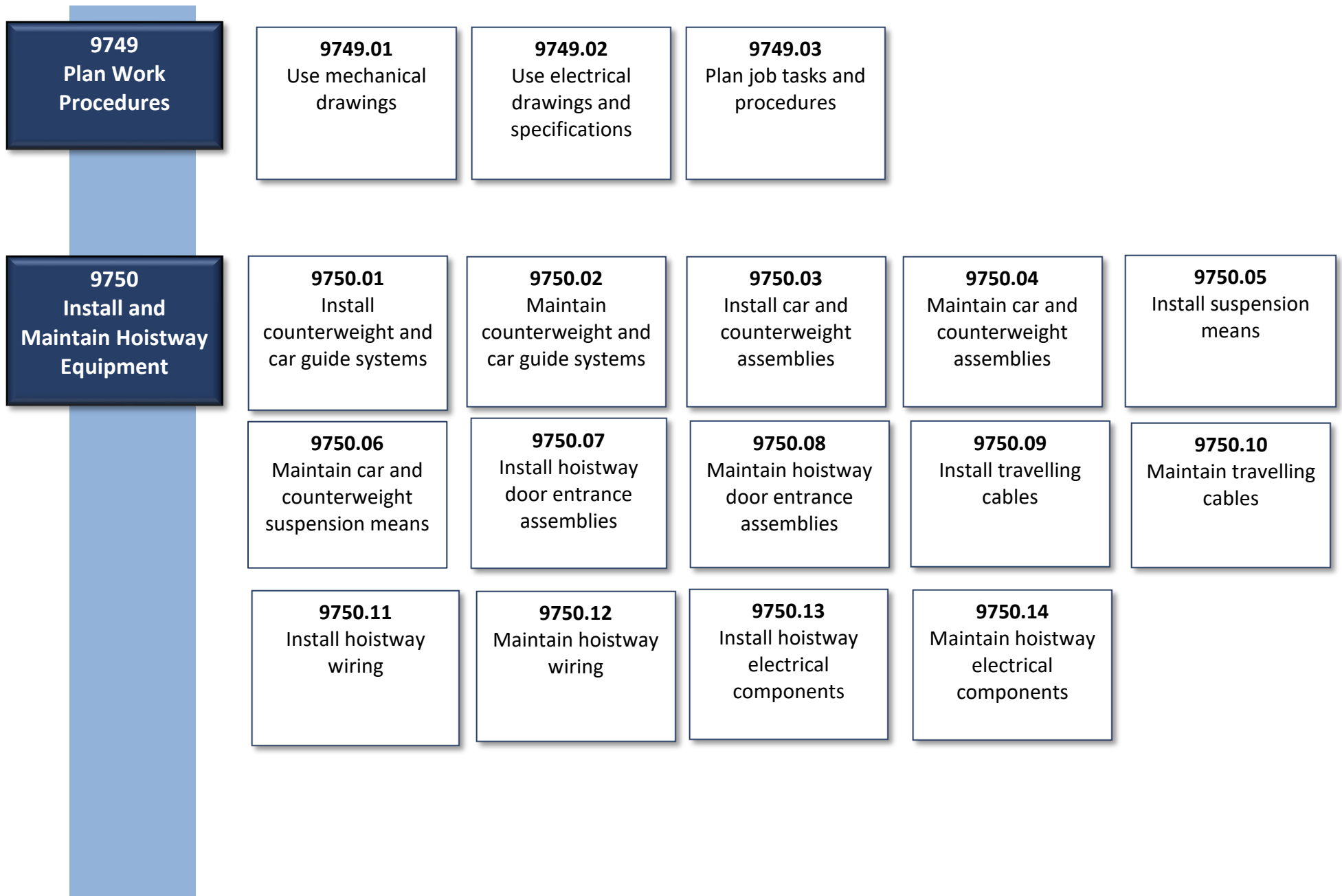
<b>Appendix F -Chart of Experience by Class and Type of Elevating Devices</b>				
<b>Type of Elevating Device</b>	<b>Supervising Mechanic (Printed Name &amp; Signature)</b>	<b>Company Name</b>	<b>Installation (I) Maintenance (M)</b>	<b>Drive Type (Please Specify) *</b>
Unenclosed vertical platform lifts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

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



Competency Analysis Profile: Elevating Devices Mechanic 636E (all unshaded skill sets must be completed)





Competency Analysis Profile: Elevating Devices Mechanic 636E (all unshaded skill sets must be completed)





## Completing Your Apprenticeship Program

Once your sponsor agrees you are competent in the required skills, your hours are complete and you have completed all the levels of classroom training required for your trade:

- ✓ Follow the completion instructions on the Completion Form (Appendix A) in the Logbook.
- ✓ Answer any questions that MLITSD staff may have and provide any additional completion documentation that may be required.
- ✓ Once completion is confirmed, MLITSD will issue you a Certificate of Apprenticeship and notify Skilled Trades Ontario.

## After Your Apprenticeship

If you are in a trade with a certification exam, Skilled Trades Ontario will receive notice of your completion.

For compulsory trades, you will be issued a Provisional Certificate of Qualification which will allow you to work legally for up to 12 months until you write and pass your examination.

For a non-compulsory trade, once you pass your examination, you will be issued a Certificate of Qualification for your trade.

## Preparing For Your Exam

- **To pay for a Certificate of Qualification examination, contact Skilled Trades Ontario Client Services Department at: 647-847-3000 or toll free at 1-855-299-0028**
- **To schedule your exam:** Once you have paid, contact your local Service Delivery Office to book your exam.
- **Download Skilled Trades Ontario exam preparation guide at:**  
[Exam Resources – Skilled Trades Ontario](#) and/or view the exam preparation guide for Red Seal trades at: [red-seal.ca](http://red-seal.ca)



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