



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship
Training Standard
Log Book

**Elevating Devices
Mechanic**

636E

What is This About?

The Apprenticeship Training Standard Log Book identifies all the skills associated with your trade in Ontario. It is written in statements that describe how you, the apprentice, must perform each skill in order to be considered competent in that skill.

Training As An Apprentice

- ✓ Notify Ministry of Training, Colleges and Universities (MTCU) staff **immediately** of any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Log Book regularly with your trainer and sponsor to track your progress.
- ✓ 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.
- ✓ Pay your annual membership fee to the Ontario College of Trades and keep your membership in good standing.



Completing Your Log Book

There are two types of signatures required in your Log Book:

Skill Confirmation

You and your trainer sign off each required skill to confirm that you have demonstrated competency in that skill.

Skill Set Confirmation

After you and your trainer have signed off all the required skills in a skill set, **your sponsor** signs the signature box at the end of each skill set to confirm your competency in the skill set.

Shaded boxes in your Log Book 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.

Changing Sponsors

- ✓ Contact MTCU immediately if you change sponsors as you will need to sign a new Registered Training Agreement.
- ✓ Record your original Sponsor's information in Sponsor Record #1 (the sponsor who has signed your initial Registered Training Agreement).



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.



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Apprentice Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Trade: _____

Ministry of Training, Colleges and Universities Registered Training Agreement #:

OCOT Membership #:

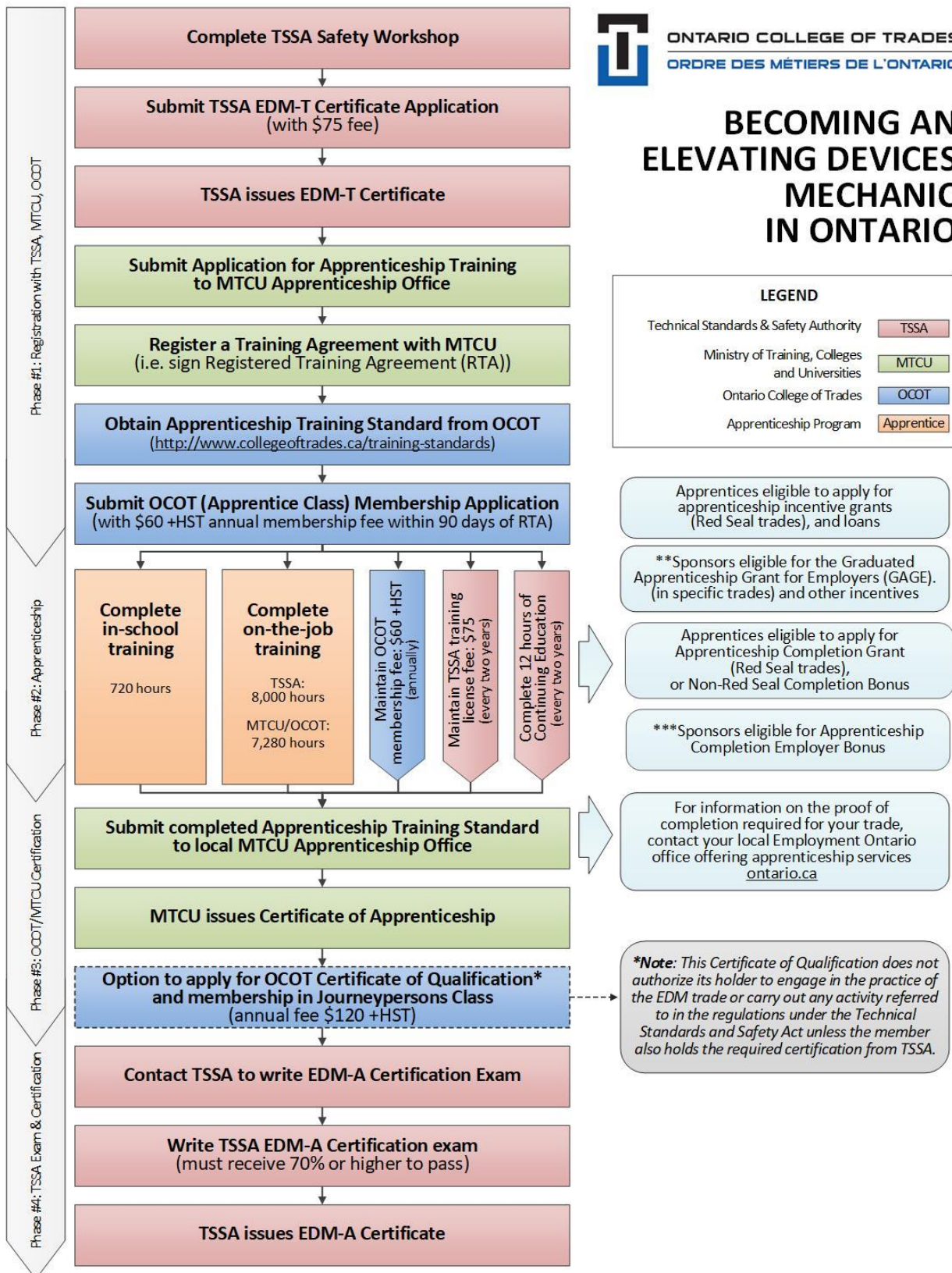
This document is the property of the Apprentice named herein and represents the official record of their training.

If you have questions about the use of this Training Standard Log Book or about your Apprenticeship program, contact your Apprenticeship office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.

You must become a member of the College of Trades Apprentices Class and maintain your membership in good standing while you complete your training. For more information on membership, please visit the College of Trades website at: collegeoftrades.ca



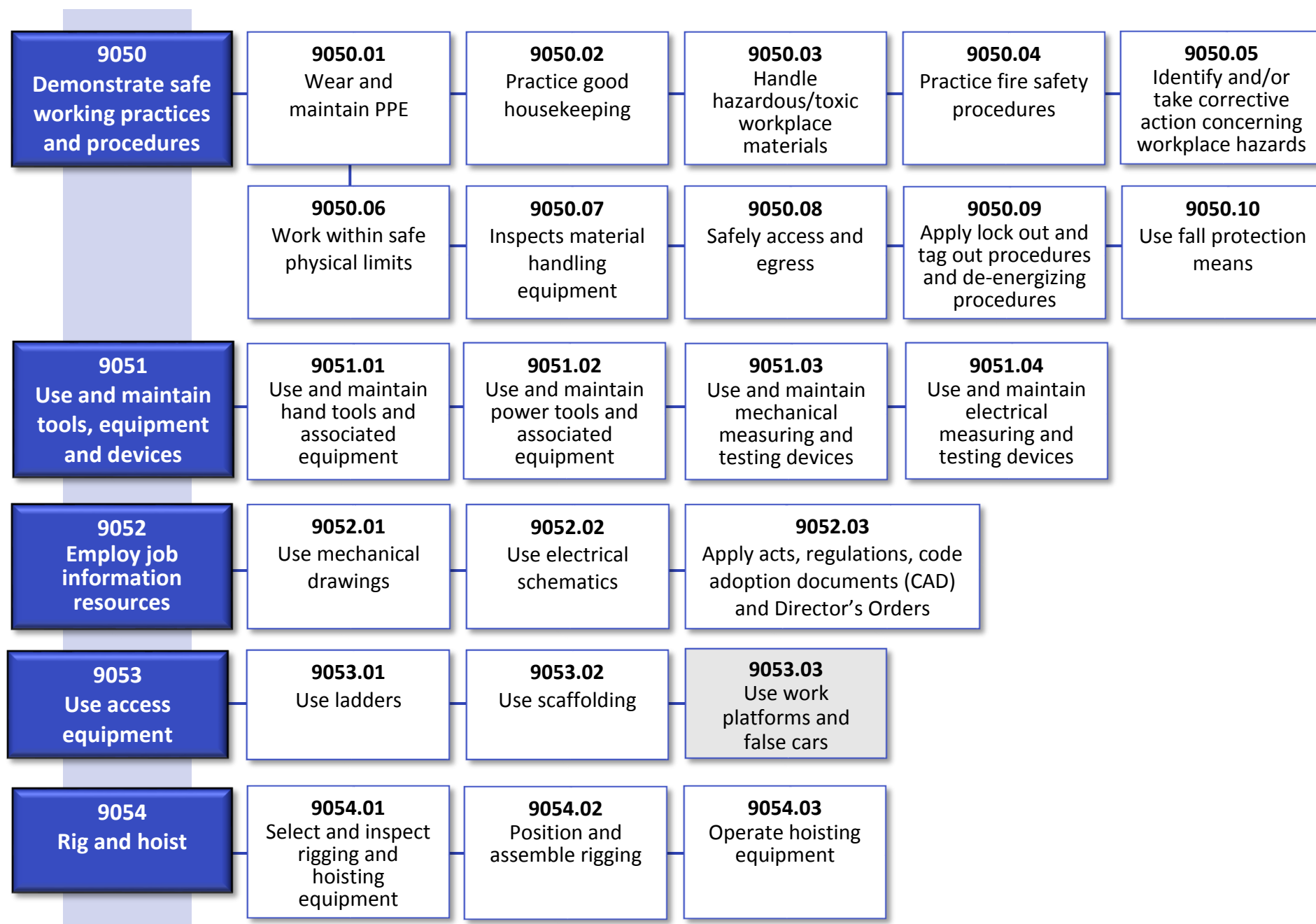
BECOMING AN ELEVATING DEVICES MECHANIC IN ONTARIO

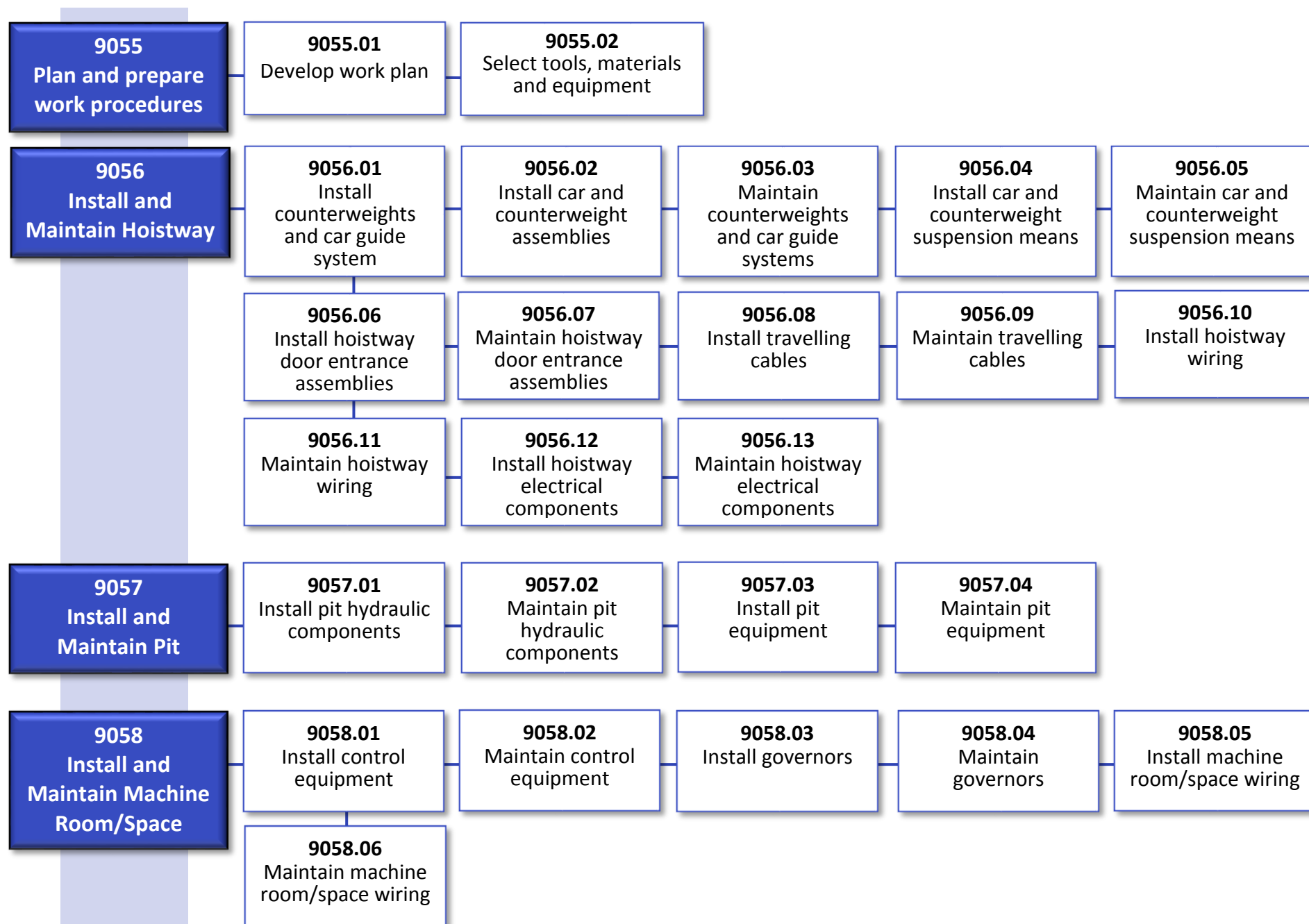


* For a list of trades subject to a certification examination, visit: collegeoftrades.ca/resources/exam-process

** Eligible employers with apprentices registered to training agreements with the ministry on or before November 14, 2017, continue to be eligible for the Apprenticeship Training Tax Credit (ATTC) in select trades. Effective November 15, 2017, the ATTC has been replaced with a new Graduated Apprenticeship Grant for Employers (GAGE). For more information on GAGE, visit: <https://www.ontario.ca/page/hire-apprentice#section-6>

*** Effective November 15, 2017, there have been changes to the Apprenticeship Completion Employer Bonus. Employers eligible for GAGE are not eligible for the employer completion bonus. Employers in trades not eligible for GAGE are eligible for the completion bonus.





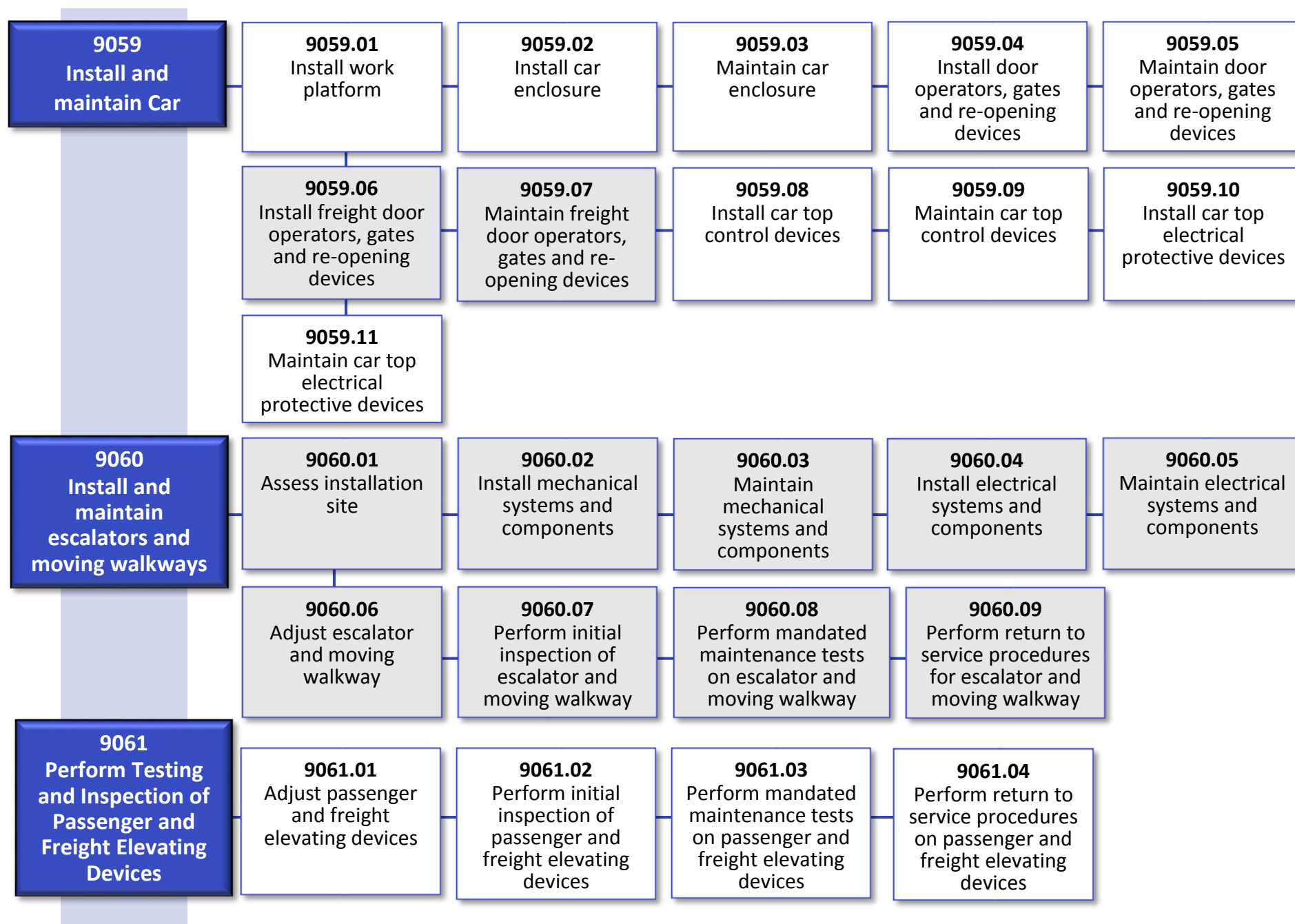


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Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: collegeoftrades.ca.

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Revised 2018 (V400)

Terms and Conditions as Per Registered Training Agreement

The Apprentice agrees:

- to inform the Ministry of Training, Colleges and Universities of any change to their 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 Apprentice Training Standard Log Book (Log Book) for the Trade which is part of the apprenticeship program established by the Ontario College of Trades for the trade;
- to obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Log Book for the trade have been met.

The Sponsor agrees:

- to ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by the College of Trades for this trade;
- to ensure that the Trainer(s) verifies, in writing, when each skill identified in the Log Book for the trade has been successfully completed by the Apprentice;
- 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.

RESOURCE	LINK
Technical Standards and Safety Authority (TSSA)	tssa.org
Red Seal Program	red-seal.ca
Ministry of Training, Colleges and Universities	tcu.gov.on.ca
Employment Ontario	tcu.gov.on.ca/eng/employmentontario.ca
Service Canada	servicecanada.gc.ca
Ontario College of Trades and Apprenticeship Act, 2009	<i>Ontario College of Trades and Apprenticeship Act, 2009</i>
Ontario Ministry of Labour – Health and Safety Partners	labour.gov.on.ca
College of Trades Appointments Council	cot-appointments.ca
Essential Skills Ontario	essentialskillsontario.ca

Introduction to the Log Book

On April 8th, 2013, the Ontario College of Trades (College) became responsible for the development and maintenance of Log Books in the Province of Ontario.

Please refer to the College of Trades website for the most accurate and up-to-date information: collegeoftrades.ca

This Log Book is intended to be used by the Apprentice and Sponsor as an official record of training. The completion of this document is necessary to complete your apprenticeship and receive your Certification of Apprenticeship.

The Log Book identifies skills required for this trade and its related training program. It has been written in statements which describe how you, the Apprentice, must perform each skill in order to become competent in your trade.

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

This on-the-job Log Book is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario. It is designed to record an Apprentice's acquired skills and time worked for the trade to which they are registered. This Log Book is developed by the Ontario College of Trades and used by the Ministry of Training, Colleges and Universities.

This Apprenticeship Log Book for Elevating Devices Mechanic 636E was developed in consultation with representatives from industry and may include members from a related Trade Board/Working Committees.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application.

Roles and Responsibilities

Ontario College of Trades

Under the [Ontario College of Trades and Apprenticeship Act, 2009 \(OCTAA\)](#), the College of Trades is responsible for:

- Establishing and maintaining qualifications for membership;
- Issuing Certificates of Qualification and Statements of Membership;
- Maintaining a [Public Register](#) of members;
- Receiving and investigating complaints, and determining disciplinary action;
- Establishing Apprenticeship Programs, Training Standards and Scopes of Practice for each trade;
- Conducting Trade Equivalency Assessments;
- Determining Journeyman-to-Apprentice ratios;
- Addressing compliance with legislation (OCTAA) and regulations; and,
- Promoting the skilled trades and conducting research.

For any matters related to your membership in the Apprentices class, you must contact the College of Trades directly at: (647) 847-3000 or toll free at: 1(855) 299-0028.

Ministry of Training, Colleges and Universities

Is responsible for:

- Registering Training Agreements;
- Approving which persons may provide apprenticeship training;
- Approving Training Delivery Agents;
- Issuing Certificates of Apprenticeship;
- Administering Certificate of Qualification examinations;
- Promoting skilled trades and apprenticeship;
- Conducting policy development, evaluation and research; and,
- Passing regulations.

For any matter related to your Registered Training Agreement or completing your apprenticeship, you must contact your Local Apprenticeship Office at the Ministry of Training, Colleges and Universities.

Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into an Registered Training Agreement with a Sponsor to receive training in a trade as part of an apprenticeship program established by the College of Trades.

As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

Steps:

1. You must become a member of the College of Trades Apprentices Class and maintain your membership in good standing while you complete your training. For more information on membership, please visit the College of Trades website at: collegeoftrades.ca
2. As an Apprentice, you are responsible for completing skills or skill sets in this Log Book and ensuring that they are dated and signed by both you and your Trainer.
3. You must also ensure your Skill Set Completion Form is completed and signed by your current Sponsor once you have demonstrated competence in all the mandatory skills in this Log Book. Once this is done, we recommend you submit the Log Book to your local Ministry of Training, Colleges and Universities office.
4. You are responsible for informing the staff at your local Ministry of Training, Colleges and Universities 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.
5. You must present the Apprentice Completion Form (Please refer to Appendix B), once all unshaded skills and skill sets have been completed within this document, along with your authorized Log Book to your local Ministry of Training, Colleges and Universities office.

Roles and Responsibilities of Sponsors and Trainers

Log Books identify the on-the-job skills required for a trade and its related training program.

This Log Book has been written in concise statements which describe how well an Apprentice must perform each skill in order to become competent. Competence means being able to perform to the required standard.

By using this Log Book, Trainers will be able to ensure that the Apprentice is developing skills detailed for the trade.

Trainers and Apprentices are required to sign-off and date the skills following each successful acquisition.

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.

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 found under change of sponsor on page 59.

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 work 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.

Ontario Ministry of Labour:

The Ontario Ministry of Labour 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

Scope of Practice

The Scope of Practice for the trade of Elevating Devices Mechanic is set out in section 13 of Ontario Regulation 276/11 under OCTAA and reads as follows:

Elevating Devices Mechanic

13. The scope of practice for the trade of elevating devices mechanic includes constructing, installing, altering, repairing, servicing and maintaining or testing elevating devices. O. Reg. 276/11, s. 13.

While the Log Book draws on the scope of practice regulation (Section 13 of Ontario Regulation 276/11 under OCTAA). The Log Book 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 duration necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

Classroom 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.

Journeyman to Apprentice Ratio

While some of the trades regulated under OCTAA are subject to Journeyman to Apprentice ratios (ratios) set out in regulation, this trade is **not** one of them.

Program Requirements

Compulsory and Voluntary Classification

Regulations under OCTAA set out the regulated trades in Ontario and the classification of each trade as either “compulsory” or “voluntary.” The trade of Elevating Devices Mechanic is Voluntary. 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 Log Book
- Complete the in-school training as outlined by the industry and Ministry of Training, Colleges and Universities approved Curriculum Standard

It is the responsibility of an Apprentice to maintain a training record in the form of an Ontario College of Trades Apprenticeship Training Standard Log Book. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

Other Required Certification:

Apprentice entrant is required to register with the TSSA, complete the initial, required safety training and receive an EDM-T certificate prior to registering as an apprentice. Apprenticeship registration is required for all Elevating Device Mechanics except those who may be exempted by TSSA. The apprentice must hold and maintain a valid EDM-T certificate during their apprenticeship.

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 a performance objective/skill set.

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.

Training The Apprentice

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 habits;
- Use your Apprenticeship Log Book as a journal to keep track of the skills you have achieved;
- Listen to the suggestions of your Trainer;
- Discuss your training needs with your Sponsor;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- 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. Once a 'set of skills' have been signed off, ensure your Sponsor signs off this area as well.

Sponsor

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.

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.);
- Encourage safe work habits;
- Provide time for the Trainer to 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;
- Set out clear expectations, and recognize good performance;
- Involve both the Apprentice and Trainer in developing the training plan and observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Log Book as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.

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 a member of the College of Trades Journeypersons Class. In this voluntary trade the trainer shall be certified as an Elevating Device Mechanic Class A with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set. If the trainer holds a valid EDM-A certificate from TSSA, they may also hold one of the following:

- A valid Certificate of Qualification and is a member of the College of Trades Journeypersons Class; or,
- Holds a Statement of Membership in the College of Trades Tradespersons Class; or,
- Holds a Certificate of Qualification previously issued by Ministry of Training, Colleges and Universities; or,
- Holds 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 (eligible to apply to College membership in the Journeypersons or Tradespersons Classes) or has the skills outlined in the Log Book.

A classroom instructor is not permitted to sign-off the skills contained within this Log Book.

VOLUNTARY TRADES

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 Log Book with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Ensure that the Apprentice receives on-the-job trade training experience as outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Log Book as a guide to evaluate competence in each skill area. By using the Log Book, Trainers will be able to ensure that the Apprentice is developing skills outlined in this document.

Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Log Book to the Ministry of Training, Colleges and Universities. You will be required to disclose the signed Apprenticeship Completion form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry of Training, Colleges and Universities 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 Ministry of Training, Colleges and Universities will disclose information about your program completion and your Certificate of Apprenticeship to the Ontario College of Trades, as it is necessary for the College of Trades to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry under the authority of the *Ontario College of Trades and Apprenticeship Act, 2009*.
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 Training, Colleges and Universities
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.

9050.0 Demonstrate Safe Working Practices and Procedures

General Performance Objective

Demonstrate safe working practices and procedures by wearing and maintaining personal protective equipment; practising good housekeeping; handling hazardous/ toxic workplace materials; practising fire safety procedures; identifying and taking corrective action concerning workplace hazards; working within safe physical limits; inspecting elevating devices and material handling equipment; working on equipment in elevated positions and applying lock out and tag procedures and de-energizing procedures in accordance with OHSA, WHMIS, EPA, DGTA, other relevant legislation, manufacturer's instructions and company procedures and policy.

Skills

9050.01 Wear and maintain personal protective equipment including any or all of the following:

- eye
- ear
- hand
- respiratory
- body
- skin
- head
- foot protection

ensuring that correct fit and optimum protection is provided to the wearer for the specific task in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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

◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9050.02 Practice good housekeeping by:

- ensuring the workplace is clean, organized and free of obstructions
- identifying the location of first aid equipment and supplies
- cleaning and storing materials and equipment in designated areas after use
- erecting protective barriers and guards

in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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

◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9050.03 Handle hazardous/toxic workplace materials, such as:

- lead
- asbestos
- gases
- acids
- solvents
- paints
- thinners
- cleaners
- oils

so that individuals are protected from injury and the environment from contamination, and safety practices are in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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

◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9050.04 Practise fire safety procedures, such as:

- determining the potential for fire posed by the work being performed
- identifying the location of and assessing the severity of a fire
- selecting and operating fire extinguishing equipment for specific fire types
- activating alarms
- recognizing and responding to audio-visual alarms and
- following the prescribed fire evacuation plan

in accordance with government safety regulations, manufacturer's recommendations and approved industry standards. Ontario Fire Code (OFC), company procedures and directives.

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

◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9050.05 Identify and/or take corrective action concerning workplace hazards in the machine room/space, hoistway and pit, such as:

- noxious fumes and dust
- high intensity light
- elevated work sites
- suspended loads
- poor lighting
- extreme temperatures
- inadequate ventilation
- established confined spaces
- untidy work sites and
- uncontrolled power sources
- pinch points
- moving equipment

so that the potential for personal injury and damage to equipment and the environment are minimized in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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			College of Trades I.D.#

- ◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9050.06 **Work within safe physical limits** by applying correct body mechanics when:

- bending
- lifting
- transporting
- climbing

with heavy loads in accordance with government safety regulations, manufacturer's recommendations and approved industry standards so that probability of personal injury is minimized.

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			College of Trades I.D.#

- ◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9050.07 Inspect material handling equipment for proper condition and operation by:

- checking associated equipment and personal protection devices
- reviewing the prescribed hoisting procedures
- ensuring the work area is free of obstructions and hazards
- ensuring sufficient clearance and headroom is available
- ensuring all equipment is secure, correctly positioned, clean and free of defects and stored in a designated location when not in use

in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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			TSSA I.D.#
Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	
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- ◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9050.08 Safely access and egress elevated work areas by:

- mounting/ascending and descending/dismounting
- using required fall protection means
- verifying appropriate safety notices (for example work overhead, open hoistway and no entry)

in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	
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- ◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9050.09 Apply lock out and tag out procedures and de-energizing procedures prior to commencing work on:

- electrical
- mechanical
- hydraulic
- pneumatic equipment

in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9050.10 Use fall protection means when in an elevated position by:

- determining fall protection requirements
- identifying the appropriate fall protection system, for example travel restraint or fall arrest
- inspecting fall protection system components, for example lanyards, attachment points, anchorage, belts and harnesses
- reviewing fall protection procedures

in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9051.0 Use and Maintain Tools, Equipment and Devices

General Performance Objective

Use and maintain tools, equipment and devices by using and maintaining trade specific hand tools and associated equipment; power tools and associated equipment and supplies; using and maintaining mechanical measuring and testing devices and using and maintaining electrical measuring and testing devices so that tools, equipment and devices are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective.

SKILLS

9051.01 Use and maintain hand tools and associated equipment, for example hammers, socket sets, chisels, wrenches, screw drivers, pliers, hack saws and oilers by:

- selecting the required tool for the job
- using the tool correctly
- identifying tool deficiencies

so that tools are used for their intended purpose and are maintained in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9051.02 Use and maintain power tools and associated equipment, for example drills, saws, and drivers by:

- identifying appropriate power supply sources and ensuring power
- maintaining integrity of power supply and reporting inadequate power supply
- selecting the required tool and accessory (bits, blades, disks)
- monitoring the tool's performance
- adjusting the tool's operation as necessary
- identifying tool deficiencies
- repairing or replacing maintainable parts (cords, batteries, chucks)

so that tools are used for their intended purpose and are maintained in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#
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◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9051.03 Use and maintain mechanical measuring and testing devices, for example measuring tapes, scales, dividers, callipers, dial indicators, tachometers, gauges, micrometers and levels by:

- determining the required device or equipment
- setting up the device
- testing the device
- adjusting device operation as necessary
- identifying device deficiencies

so that devices are used for their intended purposes and are maintained in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#
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◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9051.04 Use and maintain electrical measuring and testing devices, for example voltmeter, ammeter, megohmmeter, scales, callipers, multimeters, tachometers, oscilloscope by:

- determining the required device or equipment
- setting up the device
- testing the device
- adjusting device operation as necessary
- identifying device deficiencies

so that devices are used for their intended purposes and are maintained in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

Date Completed (mm/dd/yy)			
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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	
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- ◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9052.0 Employ Job Information Resources

General Performance Objective

Employ job information resources by using and interpreting mechanical drawings and electrical schematics; and by applying acts regulations, code adoption documents and Director's Orders documents and reports to ensure installation and maintenance is performed to the requirements established by the authority having jurisdiction.

Skills

9052.01 Use mechanical drawings to identify:

- the title block/title page
- system components
- location and layout of equipment
- clearances
- symbols
- revision level of prints

to plan the installation of the equipment in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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- ◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9052.02 Use electrical schematics to identify:

- system components
- location and layout of equipment
- power requirements
- symbols
- revision level of prints

to determine wiring plan and layout for the connections of system components in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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- ◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9052.03 Apply acts, regulations, code adoption documents (CAD) and Director's Orders including:

- Ontario College of Trades and Apprenticeship Act, 2009
- O. Reg 276/11 Scope of Practice – Trades in the Industrial Sector
- Technical Standards and Safety Act, 2000
- Ontario Regulation 209/01, Elevating Devices
- Occupational Health and Safety Act
- Ontario Regulation 222/01, Certification and Training of Elevating Device Mechanics
- Elevating Devices Code Adoption Document (CAD)
- Active Directors Orders and Bulletins
- Canadian Electrical Code S38
- ASME A17 / Canadian Standards Association (CSA) B44 codes
- CSA B355 – Code for Persons with Physical Disabilities

And all other applicable adopted ANSI, ASME, Canadian Standards Association (CSA), EN codes and standards to ensure installation and maintenance is performed to the requirements established by the authority having jurisdiction.

NOTE to Supervisor/ Trainer: This performance requirement (9052.03) is in place for each of the performances in this document and forms a part of the sign off requirement for them. The listed documents constitute the “governing regulations” referred to in each performance.

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- ◇ in this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9053.0 Use Access Equipment

General Performance Objective

Use and maintain access and fall arrest equipment by securing and positioning ladders; selecting, inspecting and erecting scaffolding and work platforms; selecting, inspecting and operating work platforms and false cars so that ladders, scaffolding and work platforms are erected, used, dismantled and stored properly in accordance with employer's procedures and CSA safety standards or Ontario regulation requirements.

SKILLS

9053.01 Use ladders by:

- performing pre-use inspection
- securing footing
- using tie-offs
- ensuring height and positioning
- observing load limits
- guarding area

in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#
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◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9053.02 Use scaffolding by:

- selecting scaffolding for the specific job
- performing pre-use inspection
- observing load limits
- erecting scaffolding
- guarding area
- disassembling and storing scaffolding

in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#
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◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9053.03 Use work platforms and false cars by:

- selecting the workplatform for the specific job
- performing pre-use inspection and safety testing
- operating the work platform or false car

ensuring it is sufficient for the task, has no visual defects in accordance with employer's procedures, manufacturer's specifications, CSA safety standards or Ontario regulation requirements.

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◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9054.0 Rig And Hoist

General Performance Objective

Rig and hoist by selecting and inspecting rigging; positioning and employing rigging; and selecting, inspecting and operating hoisting equipment so that the rigging is appropriate to the job and is used and stored correctly, lifting and hoisting equipment is adequate for the job and the lift is correctly carried out in compliance with employer's procedures, CSA safety standards, Ontario regulations and material handling guidelines.

Skills

9054.01 Select and inspect rigging and hoisting equipment by:

- estimating the weight, balance and size of work piece to be moved or lifted
- choosing appropriate equipment, for example cable clamps, chain block hoists, chains, chokers, come-alongs, shackles, clevises, eye bolts, ropes, slings and tuggers
- visually checking for defects, for example damaged links, frayed cables, cuts in slings, damaged threads on shackles, and other physical defects
- identifying defective equipment and removing from service

so that equipment is correct for the move or lift in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#
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- ◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9054.02 Position and assemble rigging by:

- placing or attaching the rigging to the load, for example single sling, basket
- verifying sling angles
- performing a test lift for balance

so that the lift is conducted safely in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#
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- ◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9054.03 Operate hoisting equipment by:

- lifting and moving work pieces using material handling tools and equipment, for example portable gantries, hoisting beams, beam clamps, dollies, jacks and machine rollers
- communicating with other workers using hand and voice signals
- dismantling and storing hoisting equipment

so that correct lifting and moving procedures are conducted in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#
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◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9055.0 Plan and Prepare Work Procedures

General Performance Objective

Prepare for installation by developing a work plan and selecting the tools, materials and equipment required for the installation and determining the required personnel so that the requirements for the installation are anticipated and planned for and the plan is comprehensive and practical.

SKILLS

9055.01 Develop work plan by:

- communicating with site superintendents and other trades
- reading and interpreting related documents, for example drawings, schematic and work orders
- identifying site relevant safety concerns and other variables, for example hazardous material protection, collection and disposal systems and confined spaces
- determining work site layout and space requirements
- ensuring all required components are on-site and identified

to ensure that the equipment and the job site meet the requirements and that work may proceed in a safe and orderly manner in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	
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- ◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9055.02 **Select tools, materials and equipment** required for the work as determined by the work plan so that all standard and special tools, materials and equipment are available at the site or acquisition is planned for them as required, in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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

- ◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

An apprentice is required to have one of the below skills signed off by their Trainer.

9056.0 Install and Maintain Hoistway

9056.01 Trainer's Initial _____	9056.03 Trainer's Initial _____
Install counterweight and car guide system by: <ul style="list-style-type: none"> performing a hoistway survey building and using templates using grid line references establishing working and plumb lines installing and aligning rail brackets installing and aligning car and counterweight guide rails <p>so that system is installed and aligned in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>	Maintain counterweights and car guide systems by: <ul style="list-style-type: none"> inspecting car and counterweight assemblies checking car and counterweight runby cleaning, lubricating and verifying operation of car top and car bottom guiding means cleaning, lubricating and verifying operation of car and counterweight safety devices reassembling and adjusting of safety devices <p>so that car and counterweights are maintained in accordance with manufacturer's recommendations and governing regulations.</p>



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

- ◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

9056.02 Install car and counterweight assemblies by:

- assembling safety plank and crosshead
- assembling and installing car frames and platforms
- assembling and installing counter weight frames
- installing sheaves and suspension hitches
- installing and adjusting safety devices
- balancing car and counterweight for temporary operation
- establishing car and counterweight runby

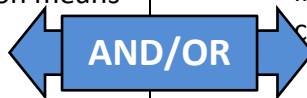
so that assemblies are installed and aligned in accordance with manufacturer's recommendations and governing regulations

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

- ◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

An apprentice is required to have one of the below skills signed off by their Trainer.

9056.04 Trainer's Initial _____	9056.05 Trainer's Initial _____
Install car and counterweight suspension means by: <ul style="list-style-type: none"> • inspecting, installing and tensioning wire rope, elastomeric belts and aramid fibre • establishing runby clearances • installing compensating ropes and chains • installing terminating suspension means <p>so that car and counterweight suspension means are installed in accordance with manufacturer's recommendations and governing regulations.</p>	Maintain car and counterweight suspension means by: <ul style="list-style-type: none"> • inspecting for condition, for example loss of diameter, broken wire and rouging • inspecting, installing and tensioning wire rope, elastomeric belts and aramid fibre <ul style="list-style-type: none"> • inspecting compensating ropes and chains • inspecting terminating suspension means • lubricating wire ropes • replacing car and counterweight suspension means <p>so that car and counterweight suspension means are maintained in accordance with manufacturer's recommendations and governing regulations.</p>

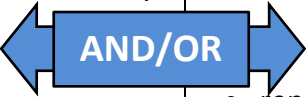


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- ◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

An apprentice is required to have one of the below skills signed off by their Trainer.

9056.06 Trainer's Initial	9056.07 Trainer's Initial
Install hoistway door entrance assemblies by: <ul style="list-style-type: none"> establishing elevation of finished floors building, aligning and installing door frames installing hoistway doors, gates and locks installing unlocking means and hoistway mechanical access devices <p>so that hoistway door entrance assemblies are installed and aligned in accordance with manufacturer's recommendations and governing regulations.</p>	Maintain hoistway door entrance assemblies by: <ul style="list-style-type: none"> examining and testing the mechanical operation of the hoistway door components (for example hangers, rollers, closers, door guides and retainers) examining and testing hoistway interlocks repairing and/or replacing hoistway door components <p>so that hoistway door entrance assemblies are maintained in accordance with manufacturer's recommendations and governing regulations.</p>

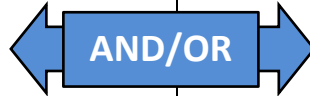


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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#
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- ◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

An apprentice is required to have one of the below skills signed off by their Trainer.

9056.08 Trainer's Initial _____	9056.09 Trainer's Initial _____
Install travelling cables by: <ul style="list-style-type: none"> determining length of travelling cables determining and installing hanger suspension methods (for example spool, strain gauge and wedge) determining size of loop installing travelling cable protection means hanging the travelling cables <p>so that travelling cables are installed and aligned in accordance with government safety regulations, manufacturer's recommendations and governing regulations.</p>	Maintain travelling cables by: <ul style="list-style-type: none"> inspecting travelling cables' suspension means inspecting travelling cables for wear and damage installing replacement travelling cables <p>so that travelling cables are maintained in accordance with manufacturer's recommendations and governing regulations.</p>

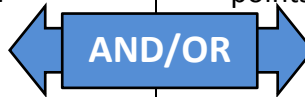


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- ◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

An apprentice is required to have one of the below skills signed off by their Trainer.

9056.10 Trainer's Initial	9056.11 Trainer's Initial
Install hoistway wiring by: <ul style="list-style-type: none"> determining the location and method for wire raceways (for example, trough or conduit) determining sizing and number of conductors selecting the size and material planning wire raceway, conduit and fittings mounting trough and/or conduit grounding and bonding the electrical circuit so that hoistway wiring is installed in accordance with manufacturer's recommendations and governing regulations.	Maintain hoistway wiring by: <ul style="list-style-type: none"> inspecting the trough and conduit covers and fittings inspecting the grounding and bonding points so that hoistway wiring is maintained in accordance with manufacturer's recommendations and governing regulations.

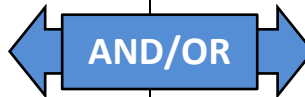


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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	College of Trades I.D.#

- ◇ In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

An apprentice is required to have one of the below skills signed off by their Trainer.

9056.12 Trainer's Initial _____	9056.13 Trainer's Initial _____
Install hoistway electrical components by: <ul style="list-style-type: none"> determining location of the hoistway switches (for example 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 wiring hoistway switches <p>so that hoistway electrical components are installed in accordance with manufacturer's recommendations and governing regulations.</p>	Maintain hoistway electrical components by: <ul style="list-style-type: none"> inspecting and testing the hoistway switches (for example pit, final limit, direction limit, terminal speed monitoring, access and stop) inspecting the grounding and bonding points repairing, replacing and/or adjusting hoistway switches <p>so that hoistway electrical components are maintained in accordance manufacturer's recommendations and governing regulations.</p>



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An apprentice is required to have one of the below skills signed off by their Trainer.

9057.0 Install and Maintain Pit

9057.01 Trainer's Initial	9057.02 Trainer's Initial
<p>Install pit hydraulic components by:</p> <ul style="list-style-type: none"> • verifying the bore hole • assembling the required components (for example casing, ram and PVC) • installing the jack units (for example above-ground or in-ground) • plumbing the jack units • measuring and connecting the oil lines • installing fittings, valves and auxiliary safety devices (for example flow control and plunger grippers) <p>so that the pit hydraulic components are installed and aligned in accordance with manufacturer's recommendations and governing regulations.</p>	<p>Maintain pit hydraulic components by:</p> <ul style="list-style-type: none"> • inspecting oil collection means (for example scavenger pump and overflow pail) • examining PVC encapsulation • examining cylinder protection means (for example cathodic) • verifying integrity of the cylinder head packing • examining the integrity of the oil lines and the supports • inspecting and testing fittings, valves and auxiliary safety devices (for example flow control and plunger grippers) • guarding against mechanical stored energy <p>so that the pit hydraulic components are maintained in accordance with manufacturer's recommendations and governing regulations.</p>

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9057.03 Trainer's Initial	9057.04 Trainer's Initial
Install pit equipment by: <ul style="list-style-type: none"> installing sheaves (for example compensating and governor) installing counterweight guards installing ladders installing pit channels adjusting sheaves and tensioning assemblies installing spring, elastomeric or oil buffers and stands verifying seismic components so that the pit equipment is installed and aligned in accordance with manufacturer's recommendations and governing regulations. 	Maintain pit equipment by: <ul style="list-style-type: none"> cleaning, lubricating and adjusting sheaves and tensioning assemblies checking and adjusting car counterweight runbys verifying buffer oil level verifying pit lighting and receptacle inspecting spring, elastomeric or oil buffers and stands and pit channels for damage verifying the integrity of the counterweight guards and ladders verifying seismic components <p>so that the pit equipment is maintained in accordance with manufacturer's recommendations and governing regulations.</p>

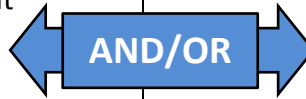
Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#
			College of Trades I.D.#

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9058.0 INSTALL AND MAINTAIN MACHINE ROOM/SPACE

9058.01 Trainer's Initial _____	9058.02 Trainer's Initial _____
Install control equipment by: <ul style="list-style-type: none"> • verifying controller ratings and clearances • setting and mounting equipment • installing car positioning and monitoring devices (for example, encoders and tachs) • adjusting and testing equipment operation <p>so that control equipment is installed in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>	Maintain control equipment by: <ul style="list-style-type: none"> • inspecting and cleaning controller components, ancillary components (for example, dispatchers and selectors) and car positioning and monitoring devices <ul style="list-style-type: none"> • repairing or replacing controller components, ancillary components and car positioning and monitoring devices • adjusting and testing controller components, ancillary components and car positioning and monitoring device operation <p>so that control equipment is maintained in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>



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9058.03 Trainer's Initial _____	9058.04 Trainer's Initial _____
Install governors by: <ul style="list-style-type: none"> • verifying equipment rating • mounting and aligning governor • installing governor rope and fastenings • spin-testing and calibrating for on-site condition • testing and verifying operation <p>so that governors are installed in accordance</p>	Maintain governors by: <ul style="list-style-type: none"> • cleaning and lubricating • governors and components • repairing and replacing governors and components • adjusting and testing governors and components <p>so that governors are maintained in accordance</p>

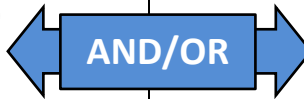


with government safety regulations, manufacturer's recommendations and approved industry standards.	with government safety regulations, manufacturer's recommendations and approved industry standards.
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9058.05 Trainer's Initial _____	9058.06 Trainer's Initial _____
Install machine room/space wiring by: <ul style="list-style-type: none"> • verifying and terminating all required electrical connections (for example, brake, motor, governor, travelling cable, hoistway switches and encoder) • verifying rated electrical protection devices (for example, fuses and circuit breakers) • adding/removing temporary jumpers • completing wiring to permanent devices (for example, safety, door lock and ascending car overspeed device circuits) <p>so that machine room/space wiring is installed in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>	Maintain machine room/space wiring by: <ul style="list-style-type: none"> • 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 power and control equipment <p>so that machine room/space wiring is maintained in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>



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9059.0 Install and Maintain Car

Skills

9059.01 Install work platform by:

- verifying device for the specific job
- verifying attachment points
- erecting car sling
- verifying operation of safeties
- observing load limits and balance

so that the work platform is installed in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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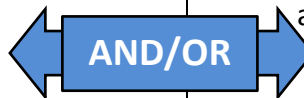
9059.02 Trainer's Initial _____	9059.03 Trainer's Initial _____
Install car enclosure by: <ul style="list-style-type: none"> • constructing cab, walls, ceiling, floor, apron and car top railing • mounting hand rails, lighting and fans • installing car operating panel, position indicator and direction arrows • install emergency systems (for example, emergency lighting, communication system and annunciator) • ensuring car to counterweight balance ratio <p>so that the car enclosure is installed in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>	Maintain car enclosure by: <ul style="list-style-type: none"> • inspecting and repairing cab, walls, ceiling, floor, apron and car top railing • inspecting and repairing hand rails, lighting and fans • inspecting, testing and repairing car operating panel, position indicator and direction arrows • inspecting, testing and repairing emergency systems (for example, emergency lighting, communication system and annunciator) • ensuring established car to counterweight balance ratio is maintained <p>so that the car enclosure is maintained in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>



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9059.04 Trainer's Initial	9059.05 Trainer's Initial
Install door operators, gates and re-opening devices by: <ul style="list-style-type: none"> • verifying device configuration and voltages • setting clutch, pick-up and restrictor assemblies • verifying clearances • mounting and aligning components • terminating all required electrical connections <p>so that the door operators, gates and re-opening devices are installed in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>	Maintain door operators, gates and re-opening devices by: <ul style="list-style-type: none"> • repairing and replacing clutch, pick-up and restrictor assemblies • adjusting and testing clutch, pick-up restrictor assemblies <ul style="list-style-type: none"> • verifying clearances • adjusting and testing all required electrical components <p>so that the door operators, gates and re-opening devices are maintained in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>



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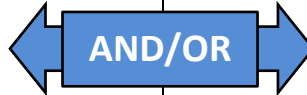
9059.06 Trainer's Initial	9059.07 Trainer's Initial
Install freight door operators, gates and re-opening devices by: <ul style="list-style-type: none"> • verifying device configuration and voltages • verifying interlock and cam operation • establishing gate counterbalance • verifying clearances • mounting and aligning components • verifying and terminating all required electrical connections <p>so that the freight door operators, gates and re-opening devices are installed in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>	Maintain freight door operators, gates and re-opening devices by: <ul style="list-style-type: none"> • adjusting and testing interlock and cam operation • verifying and adjusting gate counterbalance • verifying clearances • repairing and replacing components • adjusting and testing all required electrical components • adjusting linkages and relating cables <p>so that the freight door operators, gates and re-opening devices are maintained in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>



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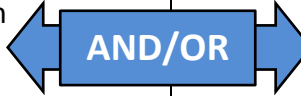
9059.08 Trainer's Initial _____	9059.09 Trainer's Initial _____
Install car top control devices by: <ul style="list-style-type: none"> • mounting car top inspection station • mounting car top junction box • mounting and aligning car top positioning system • mounting and aligning terminal motion cam and switches • mounting and terminating car top electrical devices • verifying car top clearances <p>so that the car top control devices are installed in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>	Maintain car top control devices by: <ul style="list-style-type: none"> • testing and verifying car top inspection station • cleaning and inspecting car top • adjusting and testing car top electrical devices • repairing and replacing car top components • verifying car top clearances <p>so that the car top control devices are maintained in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>



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9059.10 Trainer's Initial _____	9059.11 Trainer's Initial _____
Install car top electrical protective devices by: <ul style="list-style-type: none"> • mounting components (for example, safety operated switch, hatch switch and car top stop) • terminating wiring for components • testing and verifying operation of components <p>so that the electrical protective devices are installed in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>	Maintain car top electrical protective devices by: <ul style="list-style-type: none"> • repairing and replacing components (for example, safety operated switch, hatch switch and car top stop) • inspecting the condition and integrity of connections • testing and verifying operation of components <p>so that the electrical protective devices are maintained in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>



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9060.0 Install and Maintain Escalators and Moving Walkways

Skills

9060.01 Assess installation site by:

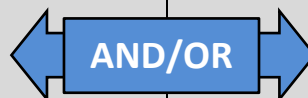
- verifying device for the specific job
- verifying attachment points
- erecting car sling
- verifying operation of safeties
- observing load limits and balance
- verifying location and well dimensions
- verifying bearing and isolation surfaces
- assessing and verifying site and storage conditions (for example, floor loading and clearances)
- organizing equipment delivery

so that the installation site is assessed in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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9060.02 Trainer's Initial _____	9060.03 Trainer's Initial _____
Install mechanical systems and components by: <ul style="list-style-type: none"> • establishing working lines • assembling and aligning truss • setting and levelling tracks and brackets • setting machine, bull gear and tension carriage • connecting chains or belts • installing steps or pallets • assembling and aligning decking and skirting • assembling balustrade components (for example, newels, tracks, handrail and handrail guide assemblies) <p>so that the mechanical systems and components</p>	Maintain mechanical systems and components by: <ul style="list-style-type: none"> • cleaning, lubricating and inspecting all components (for example, motor, steps, chains, tracks and slides) • inspecting balustrade and anti-slide devices • inspecting decking and skirting • inspecting and adjusting handrail • inspecting and verifying tension carriage operation • inspecting, adjusting and testing brake operation



are installed in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.		<ul style="list-style-type: none"> removing and replacing steps repairing and replacing damaged components <p>so that the mechanical systems and components are maintained in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>	
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9060.04 Trainer's Initial _____		9060.05 Trainer's Initial _____	
Install electrical systems and components by: <ul style="list-style-type: none"> mounting, aligning and connecting electrical components (for example, inlet, upthrust, skirt, comb and stop switches) verifying and testing all connections and component operation <p>so that the electrical systems and components are installed in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>		Maintain electrical systems and components by: <ul style="list-style-type: none"> repairing and replacing damaged components inspecting, adjusting and testing operation of components inspecting, adjusting and testing all safety devices <p>so that the electrical systems and components are maintained in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>	
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Date Completed (mm/dd/yy)	Trainer Print Name	Trainer (Signature)	TSSA I.D.#
			College of Trades I.D.#

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- 9060.06 Adjust escalator and moving walkway by:**
- verifying clearances (for example, step to skirt, step to comb and handrail to guide)
 - setting and testing steps and mechanical components
 - setting and testing electrical protective device switches
 - setting and testing brake tension and brake slide
 - testing skirt step index
- so that the equipment is adjusted in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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9060.07 Trainer's Initial		9060.08 Trainer's Initial	
Perform initial inspection of escalator and moving walkway by: <ul style="list-style-type: none"> • demonstrating manufacturer's submitted testing procedures • testing all safety circuits • verifying contract speed • verifying brake settings • verifying step skirt index • verifying removal of all temporary jumpers <p>to/in the presence of authority having jurisdiction so that initial inspection is performed in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>		Perform mandated maintenance tests on escalator and moving walkway by: <ul style="list-style-type: none"> • removing device from public operation • executing manufacturer's testing procedures for Category 1 tests • testing all safety circuits • verifying contract speed • verifying removal of all temporary jumpers <p>so that mandated maintenance tests are performed in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>	
			
Date Completed (mm/dd/yy)	Apprentice Print Name	Apprentice (Signature)	TSSA I.D. #
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9060.09 Perform return to service procedures for escalator and moving walkway by:

- verifying fusing and electrical protective devices
- verifying removal of all temporary jumpers and wiring
- verifying device operation
- verifying safety circuits
- record data in maintenance log
- removing all temporary signage and barricades

so that device is returned to service in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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9061.0 Perform Testing and Inspection Of Passenger and Freight Elevating Devices

Skills

9061.01 Adjust passenger and freight elevating devices by:

- completing Passenger and Freight Elevator Pre-Inspection Checklist and field data reports
- executing manufacturer's testing procedures
- removing device from temporary operation
- removing all temporary jumpers
- testing and verifying all safety and door lock circuits
- setting door operations (for example, opening and closing speeds and closing force)
- setting contract, levelling and inspection speeds (for example, valves and drives)
- testing and verifying all communication systems (for example, alarm bells, annunciators and phones)

so that the passenger and freight elevating devices are adjusted in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

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

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9061.02 Trainer's Initial _____	9061.03 Trainer's Initial _____
<p>Perform initial inspection of passenger and freight elevating devices by:</p> <ul style="list-style-type: none"> • providing completed <i>Passenger and Freight Elevator Pre-Inspection Checklist</i> • demonstrating manufacturer's submitted testing procedures • testing all safety and door lock circuits • verifying door operations (for example, opening and closing speeds and closing force) • verifying contract, levelling and inspection speeds (for example, valves and drives) • testing and verifying all communication systems (for example, alarm bells, annunciators and phones) • verifying removal of all temporary jumpers <p>to/in the presence of authority having jurisdiction so that initial inspection is performed in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>	<p>Perform mandated maintenance tests on passenger and freight elevating devices by:</p> <ul style="list-style-type: none"> • removing device from public operation • executing manufacturer's testing procedures for Category 1, 3 and 5 tests • testing all safety and door lock circuits <ul style="list-style-type: none"> • verifying door operations (for example, opening and closing speeds and closing force) • verifying contract, levelling and inspection speeds (for example, valves and drives) • testing and verifying all communication systems (for example, alarm bells, annunciators and phones) • verifying removal of all temporary jumpers <p>so that mandated maintenance tests are performed in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.</p>



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9061.04 Perform return to service procedures on passenger and freight elevating devices by:

- verifying fusing and electrical protective devices
- verifying removal of all temporary jumpers and wiring
- verifying device operation (for example, contract, levelling, inspection speeds and doors)
- verifying safety and door lock circuits
- record data in maintenance log
- removing all temporary signage and barricades

so that devices are returned to service in accordance with government safety regulations, manufacturer's recommendations and approved industry standards.

Date Completed (mm/dd/yy)			TSSA I.D. #
			College of Trades I.D.#
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Definitions

Apprentices Class

Individuals in this class:

- Hold one or more valid Registered Training Agreements with the Ministry of Training, Colleges and Universities in either compulsory or voluntary trades;
- Hold a valid statement of membership with the Ontario College of Trades in the Apprenticeship class;
- Are subject to any ratios or wage rates that have been set out in regulation for their trade;
- Can remain in this class until they receive their Certificate of Apprenticeship;
- Can hold themselves out as Apprentices.

Certificate of Apprenticeship (C of A)

A certificate issued by the Ministry of Training, Colleges and Universities to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

Certificate of Qualification (C of Q)

A certificate issued by the Registrar on behalf of the College of Trades to a Journeyperson. A Certificate of Qualification will serve as proof of having met any testing/program requirements and membership in the College's Journeypersons Class. *Note: The College of Trades Certificate of Qualification does not authorize its holder to engage in the the practice of the Elevating Devices Mechanic trade or carry out any activity referred to in the regulations under the Technical Standards and Safety Act unless the member also holds the required certification from TSSA.*

Competence

The ability of an individual to perform a skill repeatedly and without assistance in the workplace as set out in the Log Book.

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.

Competent Person

A competent person is defined by the *Occupational Health and Safety Act* as being a person who:

- Is qualified because of their knowledge, training and experience to organize the work and its performance;
- Is familiar with the *Occupational Health and Safety Act* and its regulations that apply to the work; and has knowledge of any potential or actual danger to health or safety in the workplace.

Competent Worker

A competent worker is defined by the *Occupational Health and Safety Act* as being a person who:

- Is qualified because of knowledge, training and experience to perform the work;
- Is familiar with the *Occupational Health and Safety Act* and with the provisions of the regulations that apply to the work; and
- Has knowledge of all potential or actual danger to health or safety in the work.

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 established by the College of Trades.

Sponsor of Record

Refers to the Sponsor documented as being signatory to the current training agreement or contract. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified Journeypersons 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.

Incompetence

According to the *Ontario College of Trades and Apprenticeship Act, 2009*, a member of the College of Trades may be found to be incompetent by the College Of Trades Discipline Committee if the Committee feels that the member has displayed a lack of knowledge, skill or disregard for another person's welfare while practising their trade. If this happens, the individual may be found unfit to practise their trade and their Statement of Membership/Certificate of Qualification may be revoked, suspended, or be subject to terms, conditions or limitations.

Journeyperson

Compulsory Trades Journeyperson:

- Someone who holds a valid Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade; or
- Someone who holds a valid Provisional Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade.

Voluntary Trades Journeyperson:

- Someone who holds a valid Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade; or
- Someone who holds a Certificate of Qualification in the trade that was issued by the Ministry of Training, Colleges and Universities prior to April 8, 2013 (membership in the College of Trades is not required in this scenario).

Journeyperson Candidates Class

An individual who has completed an Ontario apprenticeship program (Certificate of Apprenticeship) in a voluntary or compulsory trade that has a Certificate of Qualification examination, but has not passed the Certificate of Qualification examination for their trade. There is a maximum time limit of one year to remain in the Journeyperson Candidates Class.

Are subject to any ratios and/or wage rates that have been set out for their trade(s), if they practise a compulsory trade.

Can continue to work legally in their trade if they are in a compulsory trade, as they prepare to write their examination (individuals in voluntary trades do not have to be members of the College of Trades to work legally); and can hold themselves out as Journeyperson Candidates (they are neither Apprentices nor Journeypersons).

Can remain in this class for a maximum of one year or until they pass the Certificate of Qualification exam and become members of the Journeypersons class. However, they can only remain in this class for a maximum of one year. After one year they can move into the Tradespersons Class if they are in a voluntary 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.

OCTAA

Ontario College of Trades and Apprenticeship Act, 2009

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.

Ratios

For up to date information regarding Journeyperson to Apprentice ratios, please visit: collegeoftrades.ca

Red Seal Program

The Interprovincial Standards Red Seal Program (also known as the Red Seal Program) was established more than 50 years ago to provide greater mobility across Canada for skilled workers and represents a standard of excellence for industry. Through the program, individuals are able to obtain a Red Seal endorsement on their provincial/territorial certificates by successfully completing an interprovincial Red Seal examination. The Interprovincial Standards Red Seal Program acknowledges their competence and ensures recognition of their certification throughout Canada without further examination. There are currently over 50 Red Seal designated trades. The Red Seal Program is recognized as the interprovincial *standard of excellence* in the skilled trades. The Interprovincial Standards Red Seal Program is a partnership between the Government of Canada, the Provinces, the Territories and various stakeholders.

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 skill described in the Log Book (note: does not mean the larger skill groups referred to in the Log Book as Skill Sets, Training Units, or General Performance Objectives, but the individual skills that make up those groups).

Skill Sets

Group of individual skills found in the Log Book (may also be called Training Unit or General Performance Objective).

Skill Set Completion for Sponsors

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

Supervisor

An individual who oversees the performance of a task and oversees the actions or work of others.

Trade Board

Under the *Ontario College of Trades and Apprenticeship Act, 2009*, the [College of Trades Appointments Council](#) (COTAC) may appoint a Trade Board for each designated trade, composed of Employee and Employer representatives from the industry. Trade Boards are responsible for advising and making recommendations to the College of Trades Divisional Boards on issues relating to their trade. When there is no appointed trade board for a trade, the respective sector Divisional Board will act as the default Trade Board for the trade.

Tradespersons Class

A Class of Membership for individuals who practise in a voluntary trade which may or may not have a Certificate of Qualification examination.

Individuals in this class:

Have been members of the Journeyperson Candidates Class or are not eligible for Journeyperson Candidates Class and have been assessed to have experience and/or qualifications that are equivalent to a Certificate of Apprenticeship in that trade

- Are preparing to write/have no plans to write/have not passed the available Certificate of Qualification exam for their trade(s);
- Can remain in this class indefinitely or until they pass the available Certificate of Qualification exam for their trade(s); and
- Can hold themselves out as tradespersons (they are neither apprentices nor journeypersons).

Note: Individuals in the Tradespersons Class are considered Journeypersons for the purpose of determining ratios for that trade.

Trainer

A qualified Trainer in a compulsory trade is a Journeyperson with a Certificate of Qualification. In a voluntary trade, a Trainer is an individual who is considered equivalent to a Journeyperson with a Certificate of Qualification.

In this trade the trainer shall be certified as an Elevating Device Mechanic Class A (EDM-A) with the Technical Standards and Safety Authority and have such experience before signing a performance objective/skill set.

In this trade a trainer must be competent in the skill, but it is not mandatory to be a member of the College of Trades.

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 do change sponsors prior to completing this apprenticeship, please contact your local Ministry of Training, Colleges and Universities Apprenticeship Office immediately to update your sponsor record.
3. Please make sure you do record all of 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.

Sponsor Record #1

SPONSOR INFORMATION		
Apprentice Name		
Registered 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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

Sponsor Record #2

SPONSOR INFORMATION		
Apprentice Name		
Registered 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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

Sponsor Record #3

SPONSOR INFORMATION		
Apprentice Name		
Registered 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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

Sponsor Record #4

SPONSOR INFORMATION		
Apprentice Name		
Registered 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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

Sponsor Record #5

SPONSOR INFORMATION		
Apprentice Name		
Registered 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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

Sponsor Record #6

SPONSOR INFORMATION		
Apprentice Name		
Registered 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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

Sponsor Record #7

SPONSOR INFORMATION		
Apprentice Name		
Registered 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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

Sponsor Record #8

SPONSOR INFORMATION		
Apprentice Name		
Registered 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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

Sponsor Record #9

SPONSOR INFORMATION		
Apprentice Name		
Registered 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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

Sponsor Record #10

SPONSOR INFORMATION		
Apprentice Name		
Registered 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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

Sponsor Record #11

SPONSOR INFORMATION		
Apprentice Name		
Registered 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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

Sign-off on Experience by Class and Type of Elevating Devices:

Note to the Employer/Contractor:

A key responsibility for an elevating device mechanic and his or her employer/contractor under the *Technical Standards and Safety Act, 2000* and *Ontario Regulation 209/01 (Elevating Devices)* is to ensure that a mechanic not be assigned or undertake work beyond the scope of his or her certificate, or beyond the scope of his or her documented experience or training. Practically, an elevating device 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 sign-offs 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 device mechanic that involves manlifts, until the mechanic has achieved the necessary sign-offs and is able to demonstrate competency on another class of device.

Note to the Trainee/Mechanic:

Whether you are a trainee (EDM-T) or a fully certified mechanic (i.e. EDM-A, etc.), your training standard/passport must be kept 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 your 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. The following two pages provide a list of the devices that are 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, as follows:

When supervising mechanics sign-off on training, skills and/or experience in the training standard/passport, they must:

- 1) Once the necessary competency and experience has been achieved, print and sign their name and mechanic certificate number on the document, next to the applicable device, and;
- 2) Write the contractor/company name, type of work that was performed (including whether the competency and experience was for installation and/or maintenance) and drive type of the device(s).

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 Device Mechanics")*. By submitting this document, you declare that you possess the necessary signed-off skills and experience on the class or classes of devices identified in the document. It is the expectation that any new skills and experience attained during your career as a mechanic's career be documented and recorded in your training standard/passport.

Please note that at any time during your period as a trainee (EDM-T) or as a fully certified mechanic (i.e. EDM-A, etc.), you may be audited. What this means is that a TSSA Inspector may challenge your knowledge of the competencies and skills for which you have been "signed-off" you may be asked to demonstrate the skill(s) to the Inspector upon request.

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

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

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

Supervisor / Trainer Sign-off Identification Form

Name [print]	Date	Signature for Sign-off	Sign-off Initials	Company	EDMA Certificate #

[illegible]

Instructions For Apprenticeship Program Completion (Appendix A)

Once an Apprentice has completed all the classroom training and hours specified for the trade, and have acquired all the mandatory skills included in this Log Book:

1. The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.
2. They sign the forms and submit them to their local Ministry of Training, Colleges and Universities apprenticeship office. To find the closest office, check the contact information at <http://services.findhelp.ca/eo/tcu/appoff> or call the *Employment Ontario* toll free number at (1-800-387-5656).
3. Since this trade is competency based, all mandatory skills in the Log Book must be signed off. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, Ministry 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 Ministry of Training, Colleges and Universities apprenticeship office by mail, fax, or email (as a scanned document), they should not include their Log Book; if they are presenting this form in person at the local apprenticeship office, they should bring their Log Book with them.

After Ministry 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 Ministry will issue a Certificate of Apprenticeship to the Apprentice.

The Ontario College of Trades will receive notification of this completion, and complete the individual's membership in the Apprentices class for the trade. If the Apprentice has completed a program in a compulsory trade, the College of Trades will automatically register the Apprentice as a member of the Journeyperson Candidates class so the Apprentice can continue to work legally for one year while preparing for the certification examination. If an apprentice completes their apprenticeship in a voluntary trade **and** there is no Certificate of Qualification exam, they can apply for membership in the Journeypersons Class at the Ontario College of Trades. If there is a Certificate of Qualification exam, they must write and pass the exam in order to enter the Journeypersons Class at the Ontario College of Trades.

For permission to schedule an exam once completion is confirmed by the Ministry, the individual must first contact the College of Trades Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee.

Apprentice Completion Form (Appendix B)

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

Ministry of Training, Colleges and Universities apprenticeship office (find contact information at

<https://www.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

Skill Set Completion For Sponsors (Appendix C)

You will find the skill set numbers and titles in the Log Book'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
9050	Demonstrate Safe Working Practices and Procedures	
9051	Use and Maintain Tools, Equipment And Devices	
9052	Employ Job Information Resources	
9053	Use Access Equipment	
9054	Rig And Hoist	
9055	Plan and Prepare Work Procedures	
9056	Install and Maintain Hoistway	
9057	Install and Maintain Pit	
9058	Install and Maintain Machine Room/Space	
9059	Install and Maintain Car	
9060	Install and Maintain Escalators and Moving Walkways	
9061	Perform Testing and Inspection of Passenger and Freight Elevating Devices	

MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES 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 _____

Ministry of Training, Colleges and Universities
Apprenticeship Offices in Ontario (Appendix D)

Location	Contact	Location	Contact
Barrie 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	North Bay 705-495-8515	200 First Ave West, North Bay, ON P1B 3B9
Belleville 613-968-5558	135 North Front St, Belleville, ON K8P 3B5	Oakville 905-842-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3
Brantford 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	Oshawa 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1
Chatham 519-354-2766	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	Ottawa 613-731-7100	Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8
Cornwall 613-938-9702	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	Owen Sound 519-376-5790	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
Dryden 807-223-4632	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	Peel 905-279-7333	The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6
Durham 1-800-461- 4608	78 Richmond Street West, Oshawa, ON L1G 1E1	Pembroke 613-735-3911	615 Pembroke St East, Pembroke, ON K8A 3L7
Elliot Lake 705-848-4661	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	Peterborough 705-745-1918	901 Lansdowne St West, Peterborough, ON K9J 1Z5
Fort Frances 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	Sarnia 519-542-7705	Bayside Mall, 150 Christina St North, Sarnia, ON N7T 7W5
Geraldton 807-854-1966	208 Beamish Avenue West Geraldton, Ontario P0T 1M0	Sault Ste. Marie 705-945-6815	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
Halton 905-842-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3	St Catharines 905-704-2991	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
Hamilton 905-521-7764	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	Sudbury 705-564-3030	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
Kapuskasing 705-337-4381	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	Thunder Bay 807-346-1550	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
Kenora 807-468-2879	227 1/2 Second St South, Kenora, ON P9N 1G4	Timmins 705-235-1950	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
Kingston 613-548-1151	Cornell Corporate Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	Toronto Centre 416-927-7366	2 St Clair West, 11 th floor Toronto, ON M4A 1L5
Kitchener 519-653-5758	4275 King St East, Kitchener, ON N2P 2E9	Toronto South 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
London 519-675-7788	1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3	Windsor 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Suite 200, Windsor, ON N8X 4Y8
Markham 905-513-2695	140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8		

For current office listings, please visit: <https://www.ontario.ca/page/employment-ontario-apprenticeship-offices>

Completing Your Apprenticeship Program

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

- ✔ Check the Ontario College of Trades Public Register to make sure your Apprentices class membership is still active:
<https://tmsportal.collegeoftrades.ca/web/ocot-public-services-v3/public-registry>
- ✔ Follow the completion instructions on the Completion Form (Appendix A) in the Log Book.
- ✔ Answer any questions that MTCU staff may have, and provide any additional completion documentation they may require.
- ✔ Once they confirm completion, MTCU will issue you a Certificate of Apprenticeship and notify the Ontario College of Trades of your completion.

After Your Apprenticeship

If you are in a trade with a certification exam, the College of Trades will **automatically** complete your membership in the Apprentices class and activate your 12-month membership in the Journeyperson Candidates class. This change will be reflected on your account with the College as well as on the College's Public Register.

Membership in the Journeyperson Candidates class will allow you to continue practising in a compulsory trade for 12 months while you prepare for and write your exam; if you are in a voluntary trade, it is your automatic approval to challenge the certification exam.

The College will send you a Journeyperson Candidates class welcome letter within 3 weeks of completion that outlines any/all of your future requirements for membership and examination as appropriate (different situations for voluntary and compulsory trades).

If you complete an apprenticeship program for which there is no exam, you can submit an application to become a member of the College's Journeypersons class on the basis of having earned a Certificate of Apprenticeship in the trade.

Preparing For Your Exam

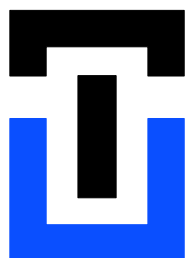
Find out if your trade has a Certificate of Qualification exam at:

www.collegeoftrades.ca/wp-content/uploads/tradesOntarioTradesCodes_En.pdf

For permission to schedule an exam once completion is confirmed by MTCU, you must first contact the College's Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification exam fee. Once you have paid, contact your local MTCU Apprenticeship office to book your exam.

Download Ontario College of Trades exam preparation guide at:

www.collegeoftrades.ca/resources/exam-process and/or view the exam preparation guide for Red Seal trades at: www.red-seal.ca/w.2lc.4m.2@-eng.jsp



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