Practical Skills/Experience Sign-Off Document

with respect to:

Amusement Ride Mechanics

(Under Ontario Regulation 187/03,
Technical Standards and Safety Act, 2000)

April 2016

Document Uncontrolled if Printed

Mechanic-In-Training Information:

First Name▼		Middle Name▼	Last Name▼
Date of Birth▼ DD - MM - YYYY	Suite/Unit No.▼	Street No.▼	Street Name▼
City▼		Province▼	Postal Code▼
Primary Phone▼	Secondary Phone▼	Email▼	
Current Certificate Classification (if applicable)▼		Current Certificate No. (if applicable) ▼	

Note: All information must reflect the information as written on your government issued photo identification.

This form collects personal information for the purpose of administering certification and examination activities authorized by the Technical Standards and Safety Act, 2000, S.O. 2000, c. 16.

Practical Skills/Experience Sign-Off Document Introduction:

The Practical Skills/Experience Sign-Off Document has been developed by the Technical Standards & Safety Authority (TSSA) in conjunction with the Amusement Device Training and Certification Advisory Board. TSSA has endorsed the use of the skills passport and it is therefore a mandatory requirement for Mechanics-In-Training as they accumulate work experience.

The skills passport is designed to provide a graphic representation of the experience and skills acquired in a number of specific areas within the amusement industry. In addition to being a requirement for certification, the document will also serve to point supervising mechanics, inspectors, employers and Mechanics-In-Training toward those areas in which additional experience may be needed. The responsibility for ensuring that the document is kept up-to-date rests with the Mechanic-In-Training and not the employer.

The sections of the document reflect the skills and training objectives that are contained in the training requirements for certification, made under Ontario Regulation 187/03.

The following table illustrates the modules required for each of the respective certificates of qualification.

Required Work Experience Sign-off Table:

Training Modules/Unit:	ADM-AR	ADM-WS	ADM-GK	ADM-I	ADM-B	ADM-AR Limited Scope Zip
M1: Legislation & Standards	X	X	X	X	X	X
M2: Safety	X	X	X	X	X	X
M3: Basic Electricity	X	X	X	X	X	X
M4: Hydraulics & Pneumatics	X					X
M5: Maintenance & Mechanical Practice	X	X	X	X	X	X
M6: Operation, Testing, Inspections and Set-Up	X	X	X	X	X	X

How to use the Sign-Off Document:

Each of the required skills that need to be demonstrated is listed under each of the skill areas that have been identified as essential for the specific certificate. Within each of the skills listed you will see a sign-off section for the Mechanic-In-Training and a section for the Supervising Mechanic.

Both the Mechanic-In-Training and the Supervising Mechanic must sign and date each section after they have successfully been mastered and demonstrated. This demonstration of skills must be witnessed and attested to by the Supervising Mechanic.

Note: The Supervising Mechanic must be a current (and valid) ADM-AR certificate holder, and has the responsibility of ensuring they have witnessed the demonstration of the skill and that they are fully satisfied the Mechanic-In-Training has mastered the skill as specified.

Supervising Mechanics/Sign-Off Authorities:

In each section of the Skills Passport there are two signatures/dates required.

Each on the job performance objective may only be signed after the skills in the section of the Skills Passport have been thoroughly demonstrated.

Experience and training is to be documented only at the time experience has been demonstrated and validated by a fully certified Supervising Mechanic.

The Supervising Mechanic has the responsibility and obligation to ensure the skill has been adequately performed and to sign-off the Skills Passport.

Supervising Mechanics must complete the section titled Skills Passport Sign-Off Summary Page by providing a full name, date, signature, company, and certificate number. These sections are mandatory for certification.

Skills Passports received/reviewed by TSSA that identify concurrent or inaccurate dates, signatures, etc. will be required to submit supplementary documentation attesting to the Skills Passports validity.

Skills Audit:

By submitting this document you have made a declaration that you possess the signed-off skills. At any time during the Mechanic-In-Training period as an Amusement Ride Mechanic, you may be audited. What this means is that a TSSA Inspector may challenge your knowledge on the skills for which you have been signed-off. You may be asked to demonstrate the skill(s) to the Inspector upon request.

Additional Notes:

This document should accurately reflect the experience and training of the Mechanic-In-Training.

Grey shaded sections are not a mandatory sign off; however, since they are mandatory under other jurisdictions it is recommended that proof of completion is attached to this document.

Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
1	**LEGISLATION & STANDARDS (DOCUMENT WORK ACTIVITIES)**
1.1	**Consult standards and regulations** by identifying when standards and regulations are to be consulted; selecting the proper document and locating the appropriate procedure, criterion or standard for the task being undertaken so that the correct document is consulted and the correct reference is found. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
1.2	**Interpret Operating Policies and Procedures** by identifying when individual operating procedures are to be consulted; locating the pertinent procedure, criterion or standard for the task being undertaken; making the appropriate interpretation required by the conditions. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
1.3	**Conduct repair, replacement or modification of system or parts** by using relevant plans, blueprints, shop drawings, schematics, diagrams, standards and repair manuals; selecting and using applicable tools and equipment; planning and sequencing the work; carrying out the work; installing parts; supervising / monitoring others carrying out the work so that the work is done in accordance with accepted trade practice and correctly to the standard required by OEM specifications, the applicable codes and standards and the Ontario Amusement Devices Regulations, Code Adoption Document and the Technical Standards & Safety Act. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
1.4	**Performance test, repair, replacement or modification** by returning amusement device to operational state; coordinating a time for a professional engineer monitored test as required; load testing part and entire amusement device; recording acceptance of amusement device performance; preparing amusement device for public operation so that the test meets all applicable codes and standards. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____

Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
2	**SAFETY (DOCUMENT WORK ACTIVITIES)**
2.1	**Ensure personal and public safety** by selecting and wearing appropriate personal protective equipment (PPE) depending on hazard and maintaining PPE in good condition in accordance with manufacturer's instructions and the Occupational Health & Safety Act (OHSA) and Employer safety procedures ensuring personal & public safety. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
2.2	**Identify safety hazards** by identifying and assessing all hazards before performing tasks; practicing good housekeeping; following fire safety procedures; ensuring personal & public safety on work sites; applying lock-out and tag procedures and handling and storing hazardous materials in accordance with OHSA and Workplace Hazardous Materials Information System (WHMIS) regulations and employer's safety procedures. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
2.3	**Prepare work site** by ensuring availability of required safety equipment; briefing ancillary personnel on project; locking out equipment to be worked on and reviewing OEM maintenance / repair procedures with all affected workers so that no injuries result. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
2.4 OPTIONAL	**Verification of Occupational Health and Safety Act Overview Training and Workplace Hazardous Materials Information System (WHMIS) Training (Attach Certificate of Completion to Skills Passport).** _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
2.5 OPTIONAL	**Verification of Other Industry Related Training i.e. Manufacturer Training, Technical Training, etc. (Attach Certificate of Qualification or Completion to Skills Passport).** _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____

Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
2	**SAFETY (DOCUMENT WORK ACTIVITIES)**
2.6 OPTIONAL	**Verification of Other Industry Related Safety Training i.e. Fall Arrest, Rigging & Hoisting, Scaffolding & Ladder Safety (Attach Certificate of Qualification or Completion to Skills Passport).** _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____

Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
3	**BASIC ELECTRICITY (DOCUMENT WORK ACTIVITIES)**
3.1	**Inspect components of the electrical circuit and control components –** using the understanding of the construction and function of electrical circuits, control components and lock-out & tag-out procedures, inspect the amusement device for proper operation. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
3.2	**Troubleshoot electrical and operating components** by using schematics and manuals; selecting and using applicable tools and equipment and services when necessary. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
3.3	**Determine whether to repair or replace components with operational deficiencies** by applying manufacturer acceptance criteria for repair or replacement of components; incorporating the safety of the public into any decision; with an intermittent problem in otherwise safely running equipment, monitoring the situation and consulting with OEM and employer to determine whether the fault requires repair or replacement to be done. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____

Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
4	HYDRAULICS & PNEUMATICS **(DOCUMENT WORK ACTIVITIES)**
4.1	Demonstrate working knowledge of basic hydraulics and pneumatics; differences between oil types; difference of hydraulic systems**.** _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
4.2	Identify and describe operation of hydraulic and pneumatic controls and components; interpret and understand components through reading the schematics; determine sequence of operation related to the amusement device. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
4.3	Demonstrate an understanding of basic blueprints, hydraulic and pneumatic schematics; identify the various components to the symbol charts as per schematics. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
4.4	Troubleshoot problems with hydraulic and pneumatic systems; by using relevant plans, drawings, schematics, diagrams and repair manuals; selecting and using applicable tools and equipment and services when necessary; inspecting and testing all hydraulic systems including system pressure, oil leak / system integrity and oil filter and analysis; inspecting equipment. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
4.5	**Repair, replace or modify systems with operational deficiencies** by applying manufacturer acceptance criteria for repair or replacement of components; documenting base level of operation against which to identify and record variances; determining the time frame for the required task and assessing cost versus time to optimally effect repair; determining when modification is appropriate by applying the code definition of "modification"; incorporating the safety of passengers into any decision; with an intermittent problem in otherwise safely running equipment, monitoring the situation and consulting with OEM, engineer and employer to determine whether the fault requires repair or replacement to be done. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____

Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
5	**MAINTENANCE & MECHANICAL PRACTICE (DOCUMENT WORK ACTIVITIES)**
5.1	**Identify safety implications and take action on trouble calls** by responding to the amusement device malfunction call; preparing the required references / documentation, tools and equipment; requesting assistance as required; determining fault; resetting and running the amusement device and advising on requirement for additional supervision so that the diagnosis is carried out. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
5.2	**Troubleshoot mechanical, structural and operating systems** by using relevant plans, drawings, schematics, diagrams and repair manuals; selecting and using applicable tools and equipment and services when necessary; arranging for amusement device evacuation or unloading by auxiliary system and documenting all findings and actions. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
5.3	**Repair, replace or modify systems with operational deficiencies** by applying manufacturer acceptance criteria for repair or replacement of components; documenting base level of operation against which to identify and record variances; determining the time frame for the required task and assessing cost versus time to optimally effect repair; determining when modification is appropriate by applying the code definition of "modification"; incorporating the safety of passengers into any decision; with an intermittent problem in otherwise safely running equipment, monitoring the situation and consulting with OEM, engineer or employer to determine whether the fault requires repair or replacement to be done. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
5.4	**Consult Original Equipment Manufacturer (OEM) & TSSA for modifications** by being aware of required process for contacting OEM or alternate for an engineered solution to an alteration; retain 3rd party Engineer as required; coordinate solution implementation between Engineer and Technical Standards and Safety Authority (TSSA); develop modification in conjunction with Engineer. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____

Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
5	**MAINTENANCE & MECHANICAL PRACTICE (DOCUMENT WORK ACTIVITIES)**
5.5	**Document repairs** by identifying repaired system / part; describing diagnosed problem; explaining what was done to rectify problem; identifying any significant difficulties; confirming amusement device performance and acceptance; recommending follow-up maintenance checks so that the report contains all the information necessary. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
5.6	**Maintain audit trails** to maintain audit information; documenting all decisions; following required communication protocols; maintaining maintenance logs; raising required work orders and completing all required report forms. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____

Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
6	**OPERATION, TESTING, INSPECTIONS AND SET-UP (DOCUMENT WORK ACTIVITIES)**
6.1	**Carry out pre-operational checks** by preparing and maintaining accurate records on amusement device installations; assessing the safety of the amusement devices installation by observing the status of passenger restraint systems, passenger carrying units, structural supports and fasteners, drive systems, decorative and area lighting, sound systems, low voltage control circuits, operator controls, safety circuits, safety sensors and switches, communication systems, anti roll-back devices, emergency brakes, service brakes, belt and chain drives, evacuation equipment. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
6.2	**Perform amusement device testing** by operating the ride in automatic mode. Ensure controls panel buttons work as intended. Stop the ride normally to ensure all braking systems are functioning as intended. Ensure proper signage is in place and in accordance with the operations manual. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____

Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
6	**OPERATION, TESTING, INSPECTIONS AND SET-UP (DOCUMENT WORK ACTIVITIES)**
6.3	**Resolve unanticipated incidents** by recognizing and responding to incidents and problems as they happen; accurately diagnosing the cause of the problem and normalizing the operation of the amusement device; so that injury to persons or damage to the amusement devices are avoided or reduced to a minimum. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
6.4	**Prepare inspection and repair reports** by completing and filing log reports so that documents are clear, concise and explain the issue with no significant unanswered questions. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____
6.5	**Perform non-destructive (NDT) structural testing** - VISUALLY - by observing parts during operation including structure, passenger carrying units, fencing, lighting, signage; visually inspecting components and identifying component(s) to be tested; NDT TESTING - removing component(s) from service noting relationship to adjacent parts; cleaning and preparing for non-destructive tests so that the testing is done correctly in accordance with standard testing procedures by third party inspector. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____

Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
6	**OPERATION, TESTING, INSPECTIONS AND SET-UP (DOCUMENT WORK ACTIVITIES)**
6.6	**ASTM Requirements related to inspections** Note: Sign-off by the Supervising Mechanic requires that each of the sub-performances, indicated by an underline ____, be initialed as it is learned. When all applicable sub-performances are initialed, the performance can be signed off. Non applicable sections should be identified with an **N/A**. ____Prior to carrying passengers, the owner / operator shall conduct or cause to be conducted a daily documented and signed preopening inspection, based on provided instructions, to ensure the proper operation of the ride or device. The inspection program shall include, but not be limited to, the following: ____Inspection of all passenger-carrying devices, including restraint devices and latches. ____Visual inspection of entrances, exits, stairways, and ramps. ____Functional test of all communication equipment necessary for the operation of the ride. ____Inspection or test of all automatic and manual safety devices. ____Inspection or test of the brakes, including service brakes, emergency brakes, parking brakes, and back stops. ____Visual inspection of all fencing, guarding, and barricades. ____Visual inspection of the ride structure. ____The ride or device shall be operated for a minimum of one complete operating cycle. ____An amusement ride or device, or the specifically affected element, shall be appropriately inspected and operated, without passengers, to determine that it is functioning properly following an unscheduled cessation of operation caused by: ____Malfunction or significant adjustment, or ____Mechanical, electrical, or operational modification, or ____Environmental conditions that affected the operation, or any combination of the three. ____The owner / operator will maintain appropriate water quality within an amusement ride or device where the guest can reasonably be expected to ingest or contact water volume sufficient to pose a substantial health risk. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____

Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
6	**OPERATION, TESTING, INSPECTIONS AND SET-UP (DOCUMENT WORK ACTIVITIES)**
6.7	**ASTM Requirements related to inspections** Note: Sign-off by the Supervising Mechanic requires that each of the sub-performances, indicated by an underline ____, be initialed as it is learned. When all applicable sub-performances are initialed, the performance can be signed off. Non applicable sections should be identified with an **N/A**. *Mechanic-in-Training Responsibilities*: ▪ Perform inspections complying with all appropriate safety procedures: ____Use inspection tools, test equipment, gages, or other devices as required by the inspection. Such tools, test equipment, gages, or other devices shall be in proper working order, and if applicable, accurately calibrated. ____Notify the owner / operator of the amusement ride or device of any non-conformance identified within the scope of the inspection. ____Provide upon owner / operator's request written documentation of inspection activities. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____

Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
6	**OPERATION, TESTING, INSPECTIONS AND SET-UP (DOCUMENT WORK ACTIVITIES)**
6.8	**Requirements related to inspections** Note: Other related trades **may be** considered for a reduction in hours required. Note: Sign-off by the Supervising Mechanic requires that each of the sub-performances, indicated by an underline ____, be initialed as it is learned. When all applicable sub-performances are initialed, the performance can be signed off. Non applicable sections should be identified with an **N/A**. Maintenance Requirements may include: ____Read drawings and schematics. ____Select and use hand and power tools. ____Set up and use machine tools. ____Use and maintain precision measuring equipment. ____Select and use materials and fasteners. ____Select and apply lubricants. ____Install, inspect and maintain bearings, seals, and packing. ____Rig and hoist. ____Weld, braze, and solder. ____Install, inspect and maintain power transmission systems. ____Install, inspect and maintain compressors and pumps. ____Install, inspect and maintain pipe systems and valves. ____Install, inspect and maintain fans and blowers. ____Install, inspect and maintain pneumatic systems. ____Install, inspect and maintain hydraulic systems. ____Perform preventative maintenance. _____ _____ **Mechanic-in-Training's Signature and Date** **Supervising Mechanic's Signature and Date** **Certificate #:** _____

Skills Passport Sign-Off Summary Page:

Note: Certificate Numbers for all Supervising Mechanics must be listed per module.

Training Modules \ Unit:	Employer	Supervising Mechanic Name & Certificate Number
M1: Legislation & Standards		
M2: Safety		
M3: Basic Electricity		
M4: Hydraulics & Pneumatics		
M5: Maintenance & Mechanical Practice		
M6: Operation, Testing, Inspections and Set-Up		

GENERAL NOTES AND OBSERVATIONS:	*Note: Ride specific training may be entered here.*