

Ski Lift Mechanic Policies and Procedures



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1. Background

This policy describes and sets out policies and procedures related to the Ski Lift Mechanic Certification Program administered by the Technical Standards and Safety Authority (“TSSA”).

The Ski Lift Mechanic Policies and Procedures has been developed in consultation with the Ski Lift Training and Certification Advisory Board (the “TCAB”) operating under the authority of the Director under the *Technical Standards and Safety Act, 2000* (the “Act”). The qualifications and training herein are established under section 32(1) of the Act.

The Policies and Procedures has been established to provide a set of reference points and guidelines to Ski Lift Mechanics, Accredited Passenger Ropeway (Ski Lift) Training Providers, Contractors and the industry in general.

Accredited Ski Lift Mechanic Training Providers shall follow the Policies and Procedures in conjunction with the *Passenger Ropeway (Ski Lift) Training Provider Accreditation Policy* and shall not alter the policies herein.

The Policies and Procedures contained herein are subject to revision and enhancement as and when required.

2. Definitions

In this policy:

- “**accredited training provider**” means a training provider accredited by TSSA in accordance with the *Passenger Ropeway (Ski Lift) Training Provider Accreditation Policy* to provide an approved training program to the public.
- “**direct supervision**” means, with respect to a mechanic-in-training, that a supervising certificate holder is on site and available to assist and supervise the mechanic-in-training
- “**mechanic-in-training**” means a person who applies to be a mechanic and who works under the supervision of a mechanic.
- “**skills passport**” means a document that contains a record of training on work tasks that bears the signature of a supervising certificate holder.
- “**supervising certificate holder**” means a certificate holder who has documented experience on the class of device with respect to which he or she is providing supervision.



3. Certification Categories

The following certification categories are made in *Ontario Regulations 222/01, Certification and Training of Elevating Device Mechanics* (the “Regulation”).

- Ski Lift Mechanic Class A; known as “SLM-A”
- Ski Lift Mechanic Class B; known as “SLM-B”
- Ski Lift Mechanic Class C; known as “SLM-C”
- Ski Lift Mechanic Class F; known as “SLM-F”
- Ski Lift Mechanic Mechanic-In-Training, Class T; known as “SLM-T”

More information on the detailed scope of the certification categories is available in the Regulation.

4. Certification – Rights, Privileges and Obligations

Once certified, Ski Lift Mechanics receive and are entitled to the following:

- An application for renewal before the date of expiration on the certificate, which expires on the second anniversary of the holder’s date of birth after the certificate has been issued.
- The right to use of the phrase “TSSA Certified” in any advertising and promotion materials, but only where such use is specifically associated with the scope of the certificate. This does not include the right to reproduce or use the TSSA logo in any fashion.
- Access to the Code Adoption Document, Director’s Orders, Interpretation Bulletins, Advisory Bulletins, Practical Skills/Experience Sign-Off Documents, Curriculum Documents (including future revisions and/or enhancements), etc., which will be available online at www.tssa.org.
- Access to media releases, TSSA sponsored information sessions and the *Exchange Safety Blog*.

Ski Lift Mechanics are obligated to:

- Only perform duties under the scope of their certificate, on a class of device that they have experience.
 - A Ski Lift Mechanic who does not have experience on a class of device shall not perform the functions without the direct supervision of a certificate holder who has experience on the device class.
- Notify the TSSA within 30 days after any change in his or her address.
 - TSSA is not responsible for misdirected notices or renewals resulting from the certificate holders failure to update his or her address.
- Comply with the requirements for renewal of a certificate as outlined in Ontario Regulation 222/01 and Section 5 of this Policy.
- Maintain a Practical Skills/Experience Sign-Off Document (Skills Passport) that accurately reflects their experience and training in the industry.
- Comply with the TSS Act and its Regulations.



5. Ski Lift Mechanic Continuing Education Requirements

Under the authority of section 32(1) of the Technical Standards and Safety Act (the Act), the Director for the purposes of Ontario Regulation 222/01 (Certification and Training of Elevating Device Mechanics) hereby establishes the qualifications, training and experience required for certificate holders specified as *Ski Lift Mechanic Continuing Education Requirements*.

5.1. Order:

1. All classes of Ski Lift Mechanics (SLMs) must successfully complete the continuing education requirements described herein as a condition of each certificate renewal.
2. The continuing education requirement referred to in clause 1 of this order includes instruction on the following topics:
 - a. 2 hours on safe work practices and related topics that may include product-specific safety applications or procedures; the Technical Standards and Safety Act (the “Act”), its regulations, Z98 Passenger ropeways and passenger conveyors safety code, director’s orders/bulletins; and
 - b. 2 hours on technical training related to the passenger ropeways and conveyors industry, which may include cross-discipline training involving curriculum that may have an impact on the passenger ropeways and conveyors industry.
3. An applicant for a certificate renewal, regardless of certificate class, must receive the continuing education training referred to in clause 1 of this order from an accredited training provider approved by the director. Only Training Providers listed on the TSSA website are to be considered accredited.
4. An application for renewal must include proof that the applicant has successfully completed the continuing education requirement referred to in clause 1 of this order.
5. Proof of completion of the continuing education requirement referred to in clause 1 of this order must be received by TSSA either prior to submitting a renewal application or as an attachment to the renewal application.
6. The proof of completion referred to in clause 3 of this order must be submitted in the format set out by TSSA and must be issued by an accredited training provider. Only certificates from accredited training providers will be accepted as proof of completion of the continuing education requirements. Training received from non-accredited training providers will not be accepted.

5.2. Background:

The Ski Lift Mechanic Advisory Council and Ski Lift Mechanic Training and Certification Advisory Board (“TCAB”) have recommended to the Director, for the purposes of Ontario Regulation 222/01 (Certification and Training of Elevating Device Mechanics), that Ski Lift Mechanics complete continuing education training as a condition of their certificate renewal. These recommendations were made as a proactive measure to ensure that all Ski Lift Mechanics are continuously trained on aspects of the industry.



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The recommendations were discussed by the TCAB, which formed a subcommittee to develop continuing education training requirements for ski lift mechanics. The subcommittee presented their proposal to TCAB and Ski Lift Advisory Council, which endorsed the requirement for 4 hours of continuing education.

5.3. Additional Requirements:

1. Continuing Education Credits are valid for one renewal cycle and cannot be used for multiple renewals.
2. Ski Lift Mechanics seeking reinstatement of an expired certificate of qualification (more than 12 months) are required to comply with these requirements. Applicants shall complete and submit proof of training for the cycle of Continuing Education Training offered at the time the reinstatement application is made.
3. Ski Lift mechanic certificate holders identified as qualified instructors by accredited passenger ropeway (ski lift) continuing education training providers and approved as qualified instructor(s) by TSSA are exempt from the continuing education requirements, so long as the complete continuing education curriculum has been delivered during the renewal cycle by the qualified instructor.

5.4. Notes:

1. The ski lift mechanic continuing education curriculum standard will be updated biennially, with the implementation of each renewal cycle (i.e. 2015, 2017 etc.), by TSSA in conjunction with the Ski Lift Mechanic TCAB. The final curriculum will be released to all accredited continuing education training providers no later than four months in advance of the implementation a renewal cycle. Accredited continuing education training providers must update their training material accordingly, as mandated by the Passenger Ropeway (Ski Lift) Training Provider Accreditation Policy.

6. Practical Skills/Experience Sign-Off Document

The Practical Skills/Experience Sign-Off Document (the “Skills Passport”), has been developed by the Ski Lift Mechanic TCAB and is considered as a mandatory requirement when applying for a certificate as a Ski Lift Mechanic (SLM).

The Skills Passport is designed to provide a visual representation of the experience and skills acquired in a number of specific areas. The Skills Passport also serves to highlight those areas in which an SLM-T or a fully certified SLM may need additional experience or training. The sections of the Skills Passport reflect the skills and training objectives that are contained in the applicable In-Class/Theoretical Training Curriculum.

The SLM-T or SLM has the primary responsibility to ensure the Skills Passport is up-to-date, and in conjunction with their supervising mechanic(s) shall ensure the Skills Passport accurately reflects the experience and training gained during the qualifying period.

The SLM-T or SLM shall maintain the original copy of the Skills Passport throughout their career and is obligated to produce copies of the Skills Passport to TSSA upon request.



Note the following:

- Those seeking an SLM-A through SLM-F certificate are required to maintain/produce a **Skills Passport** for the classification sought. The Skills Passports for the SLM-A through SLM-F classifications are found at www.tssa.org.

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.
- 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.
- Are required to complete the sections titled *Chart of Experience by Device Type* and the section titled *Supervising Mechanic Sign-Off Identification Form* by providing a full name, date, signature, company, and certificate number. These sections are mandatory for certification.

7. Certificate Requirements

In order to obtain a certificate of qualification (a “certificate”) from the TSSA as a Ski Lift Mechanic, described in [Section 3: Certification Categories and Scopes](#), the mandatory requirements of this section apply. A Summary of Certificate Requirements are outlined in **Table 1**.

Table 1: Summary of Certificate Requirements:

CERTIFICATE REQUIREMENTS			
Certificate Classification	Practical/Demonstrated Skills	Examination	Skills Passport
SLM-A	6000 hours* or 36 months	Required	Required
SLM-B	4500 hours* or 30 months	Required	Required
SLM-C	2000 hours* or 12 months	Required	Required
SLM-F	2000 hours* or 12 months	Required	Required

*Note: The TSSA practical skills sign-off document and proof of continuous work experience from the employer(s) will be used as a guide for experience duration.

Note the following:

- No person shall work on a ski lift device as a mechanic without first having obtained a certificate from the Director designating the person as, at a minimum, an SLM-T.
 - Any experience gained in the industry before the issuance of an SLM-T certificate is ineligible for certification.

SLM-T:

- To obtain an SLM-T certificate, an applicant shall:
 - Submit a letter from the employer verifying the person will be employed as a helper and provided an opportunity to train under a qualified Ski Lift Mechanic;
 - Submit a copy of the WHMIS certificate of completion;



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- Complete an *Application for an Ontario Certificate of Qualification*, available at www.tssa.org, as an SLM-T;
- Remit the applicable fee as outlined in the Fee Schedule, and;
- Submit the pre-requisites outlined above to TSSA Certification and Examination Services.

SLM-A – SLM-F:

- Applicants for any certificate classifications outlined in Table 1 shall meet the following criteria before submitting a formal application for an SLM-A – SLM-F certificate of qualification:
 - Successfully completed the Phase 1 examination
- Applicants, who have met the criteria outlined above, shall hold a current/valid SLM-T certificate in order to be eligible to apply, and submit the required documentation as outlined in the *Challenge Certificate Assessment for Ski Lift Mechanics* for assessment to Elevating Devices Training and Certification Services.
- TSSA will notify applicants in writing regarding the status of their application.
 - If approved, the applicant will be required to complete the applicable examination.
 - If denied, deficiencies will be detailed in the correspondence.
- Applicants must score a minimum of 70% on the examination to be considered a passing grade.

SLM-T's that hold a current/valid Ontario Certification of Qualification may be afforded a credit/reduction toward the mandatory qualifying practical experience for an SLM-A certificate, as outlined in Table 1. Below are the current recognized Ontario Certificates of Qualification and corresponding credit approved by the Ski Lift Mechanic Training and Certification Advisory Board (TCAB):

Table 2: Credit/Reduction of TCAB Approved Ontario Certificate of Qualifications

Ontario Certificate of Qualification	Credit/Reduction
Electrician	635 hours**
Industrial Millwright	1175 hours**

**Note: a credit/reduction will only be afforded to an SLM-T certificate holder that has completed the mandatory practical experience as outlined in Table 1 and are required to produce a copy of their current/valid Ontario Certificate of Qualification at the time of application.

Note the following:

- An approval to write the ski lift device mechanic examination is valid for a period of 12-months from the date the approval was issued.
 - A ski lift mechanic-in-training who does not complete their examination attempts (3 in total) within the 12-month period will be required to resubmit a new application in accordance with the steps outlined above.

8. Remedial Training

An applicant that does not successfully score a passing grade on three Ski Lift Mechanic examination attempts shall complete, at a minimum, six (6) months of a remedial training.

Upon completion of remedial training, the applicant shall submit a new application for certification as outlined in [Section 7: Certificate Requirements](#), including proof of remedial training. On approval, the applicant will be required to register for an examination following the procedure outlined under [Section 10: Examination](#).



9. Renewals and Reinstatement Process

The renewal of a Ski Lift Mechanic certificate is as follows; the requirements are so reflected in Ontario Regulation 222/01:

- A certificate holder (any class) that fails to renew their certificate by the time specified on a renewal notice issued by TSSA, will have their certificate placed in suspension for a period of 12 months or until the requirements have been met within the 12 months.
- Suspended certificates will be terminated for non-compliance after the 12 month period has lapsed.
- Mechanics shall not perform work within the scope of an SLM certification category with a suspended or terminated certificate of qualification.

Those seeking reinstatement of an expired certificate more than 12 months after the date of expiry shown on the certificate shall following the established guideline, published at www.tssa.org.

- *Reinstatement Certificate Assessment for Ski Lift Mechanics Expired or Lapsed more than 12 Months*

Ski Lift Mechanics approved for reinstatement will be required to write and pass the qualifying examination for the certificate classification before reinstatement.

10. Examination

An examination candidate is encouraged to review the TSSA Certification Examination Preparation Guide, available at www.tssa.org, for detailed information on the examination process, scheduling, examination disability accommodation requests, 'what to expect on the examination day', prohibited and non-prohibited materials, etc.

Prior to being permitted to schedule/write an examination, an applicant must receive a formal approval issued by Elevating Devices Training and Certification Services. The mandatory documentation for assessment is detailed in [Section 7: Certificate Requirements](#).

Passing Grade:

- The minimum acceptable grade to pass and Ski Lift Mechanic examination is 70%.

Examination Re-Writes:

- An applicant who did not meet the 70% requirement may re-write the examination no sooner than thirty (30) days after the previous sitting.
 - The applicant will be allowed two examination re-writes, if required.
- Failure to pass the examination with at least a 70% after the third attempt (second re-write) will require the applicant who still wishes to obtain certification to enrol in remedial training where deficiencies have been found. More information can be found in [Section 8: Remedial Training](#).



11. Out of Province/Assessment

Out of Province applicants who have completed a recognized training program(s) in their home jurisdiction or those with existing qualifications in Ontario may apply for an Out of Province/Assessment, and are to be referred to the TSSA for a formal assessment of the training program(s) and related experience and qualifications.

An applicant seeking an Out of Province/Assessment shall submit an application in alignment with the *Out of Province Certificate Assessment guideline*, published at www.tssa.org. All documentation submitted must be translated to English by a certified translator, and the original certified translated documents are required to be submitted.

Based on the results of the evaluation of materials and documentation submitted, applicants will be required to:

- Successfully complete and pass the TSSA examination for the class of certificate applied, and/or;
- Obtain additional experience or training in those areas deemed deficient, in order to qualify for the class of certificate pursued.

Note the following:

- Practical experience gained in the passenger ropeway industry/related industry is not eligible to replace the formal In-Class/Theoretical training requirements for the class applied.
- Applicants without documentation, or inadequate documentation related to their In-Class/Theoretical training or Practical/Demonstrated Skills, will be required to obtain further training/experience in Ontario as an SLM-T.
- Applicants must inclusively meet or exceed the In-Class/Theoretical Training and Practical/Demonstrated Skills for the class applied.
 - Credit for partial curriculum modules will not be granted.
 - General training completed by the applicant is not eligible for credit.
- Applicants submitting for an assessment will be charged a fee for the service; the applicable fees are outlined in the Fee Schedule.

12. Fee Schedule

CERTIFICATION AND OTHER FEES ¹	
Certification	
Ontario certificate of qualification as a ski lift devices mechanic ⁴ (biennial)	\$81.00
Other	
Out of Province Assessment	\$158.20
Reinstatement Certificate Assessment	\$158.20
Examination & Re-Writes	\$75.00
Invigilation ⁵	\$536.00 + HST (\$605.68)



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Licensing, Registration and Certification notes:

- 1 Licensing, registration, certification and examination fees are non-refundable. Registration fees are billed annually. Examination fees are payable for all examinations and re-writes taken by the applicant, regardless of whether the outcome is a pass or a failure. An exam re-write counts as a separate examination and will be billed accordingly.
- 4 Certificate holders certified as elevating device mechanics and ski lift mechanics are subject to one renewal fee for both endorsements. Certificate renewals are valid for two years and non-refundable.
- 5 Invigilation fees will be billed on a per invigilator per exam basis and are subject to HST. As a result, multiple invigilation fees may be applied for one sitting if two or more examinations are administered simultaneously or two or more invigilators are required to properly administer the examination (i.e. a large number of students and/or multiple rooms are involved). Should a customer request on-site invigilation, the TSSA will determine how many invigilators are required based on the specifics of the customer request. On-site invigilation fees are charged specifically for the service of on-site invigilation, and do not replace or subsidize the regular examination fees that are charged on a per-student basis.