Practical Skills/Experience Sign-Off Document

with respect to:

Zip Line 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▼	Suite/Unit No.▼	Street No.▼	Street	Name▼	
DD - MM - YYYY					
City▼		Province▼			Postal Code▼
Primary Phone ▼	Seco	ondary Phone▼		Email▼	
Current Certificate Classification (if applic	able)▼		Current Ce	ertificate No. (if applical	ble) ▼

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	х	х	Х	Х	Х	х
M2: Safety	х	Х	Х	Х	Х	Х
M3: Basic Electricity	х	Х	Х	Х	Х	Х
M4: Hydraulics & Pneumatics	х					х
M5: Maintenance & Mechanical Practice	х	х	Х	х	Х	х
M6: Operation, Testing, Inspections and Set-Up	х	х	Х	Х	х	х



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 (with documented zip line experience) or an ADM-AR (Limited Scope) – Zip Lines 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 a Zip Line 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.



Jnit 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 cor selecting the proper document and locating the appropriate procedure, criterion or standard for the 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	1.2 Interpret Operating Policies and Procedures – by identifying when individual operating probe consulted; locating the pertinent procedure, criterion or standard for the task being underta 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 authorized modification of system or parts – by using relevation blueprints, shop drawings, schematics, diagrams, standards and repair manuals; selecting and us applicable tools and equipment; planning and sequencing the work; carrying out the work; installing supervising/ monitoring others carrying out the work so that the work is done in accordance with a trade practice and correctly to the standard required by OEM specifications, the applicable codes standards and the Ontario Amusement Devices Regulations, Code Adoption Document and the T Standards & Safety Act.		
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
1.4	Mechanic-In-Training's Signature and Date Performance test, repair, replacement or authori operational state; coordinating a time for a profession	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, 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 lockout-tag out procedures and handling and storing hazardous materials in accordance with OHSA and Workplace Hazardous Materials Information System (WHMIS) regulations and employer's safety procedure		
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
2.3	 3 Prepare work site – by ensuring availability of required safety equipment; briefing ancillary personne projects; locking out equipment to be worked on and reviewing OEM maintenance/repair procedures affected workers so that no injuries result. 		
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
2.4	Identify safety implications and take action on trouble calls – by responding to the malfunction call, use of appropriate tools and equipment; requesting assistance as required; determining fault; and advising on requirements for additional supervision so that the diagnosis is carried out and preparing the required references/ documentation.		
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
2.5 0 P T I	O Materials Information System (WHMIS) Training (Attach Certificate of Completion to Skil P T		
O N A L	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)	SAFETY (DOCUMENT WORK ACTIVITIES)		
2.6 0 P T I 0	Verification of Other Industry Related Training i.e. Manufacturer Training, Technical Training, etc. (Attach Certificate of Qualification or Completion to Skills Passport).			
N A L		Supervising Mechanic's Signature and Date Certificate #:		
2.7 O P T I	Verification of Other Industry Related Safety Training i & Ladder Safety (Attach Certificate of Qualification or a			
N A L		Supervising Mechanic's Signature and Date Certificate #:		



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)		
3	BASIC ELECTRICITY (DOCUMENT WORK ACTIVITIES)		
3.1		control components – using the understanding of the ol components and lock-out & tag-out procedures, inspect	
	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, equipment and services when necessary.		
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
3.3		cement of components; incorporating the safety of the n in otherwise safely running equipment, monitoring the	
	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 hydraulic and pneumatic systems – by identifying difference between oil types; and the difference of hydraulic and pneumatic systems.		
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
4.2		pneumatic controls and components – by interpreting schematics; determine sequence of operation related to	
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
4.3	Demonstrate an understanding of basic blueprin while identifying the various components to the sym	its – by reviewing hydraulic and pneumatic schematics; bol charts as per schematics.	
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
4.4	schematics, diagrams and repair manuals; selecting	matic systems – by using relevant plans, drawings, and using applicable tools, equipment and services when ms including system pressure, oil leak/ system integrity	
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
4.5	criteria for repair or replacement of components; doe and record variances; determining the time frame for optimally effect repair; determining when an authoriz definition of "modification"; incorporating the safety of	of passengers into any decision; with an intermittent nitoring the situation and consulting with OEM, 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)		
5.1	Identify safety implications and take action on trouble calls – by responding to the zip line device malfunction call; preparing the required references/documentation, tools and equipment; requesting assistance as required; determining fault; resetting and running the zip line 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; determine when zip line device evacuation is necessary 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	Consult Original Equipment Manufacturer (OEM)/Professional Engineer & TSSA for authorized modifications – by being aware of required process for contacting OEM or alternate for an engineered solution to an alteration; retain 3 rd party Engineer or Arborist as required; coordinate solution implementation between Engineer and Technical Standards and Safety Authority (TSSA); develop modification in conjunction with Engineer to ensure compliance with applicable codes and standards.		
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
5.4	Conduct repair, replacement or authorized modification of system or parts – by using the technical dossier; 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 Ontario Amusement Devices Regulations, Code Adoption Document (CAD), and the Technical Standards & Safety Act.		
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	



Unit No.	MAINTENANCE & MECHANICAL PRACTICE (DOCUMENT WORK ACTIVITIES)		
5			
5.5	5.5 Performance test of repair, replacement or authorized modification – by returning device operational state in accordance with the technical dossier		
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
5.6	.6 Repair, replace or modify systems with operational deficiencies – by applying manufacturer ac criteria for repair or replacement of components; documenting base level of operation against which identify and record variances; determining the time frame for the required task and assessing cost v to optimally effect repair; determining when an authorized modification is appropriate by applying the definition of "modification"; incorporating the safety of passengers into any decision; with an intermit problem in otherwise safely running equipment, monitoring the situation and consulting with OEM, e employer to determine whether the fault requires repair or replacement.		
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
5.7	practices which includes but is not limited to the unc correct rigging equipment for the intended job. Ensu employer's procedures, CSA safety standards, Onta Mechanic/ Mechanic-In-Training demonstrates an u	Training shall have a working knowledge of safe rigging derstanding of loads and tensions, the selection of the uring rigging and hoisting is carried out in compliance with ario regulations and material handling guidelines. The nderstanding of construction and function of rigging and ed to the markings and critical properties of the entire applicable means.	
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
5.8	done to rectify problem; updating the log book acco	/part; describing diagnosed problem; explaining what was rdingly, identifying any significant difficulties; confirming mending follow-up maintenance checks so that the report	
	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)		
5.9	Hardware – The following requirements apply to all equipment used in a safety application (i.e. connectors, pulleys, and shackles), as a Mechanic/Mechanic-In-Training verify you have ensured all hardware abides by the following:		
	Equipment shall have a product label stamped, engraved, or otherwise permanently marked with the product label information,		
	Load-bearing hardware shall display the mar manufacturer's name or identifying mark, and	k or logo of the certification organization, and d	
	Load-bearing hardware shall display the min	mum rated breaking strength.	
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
5.10	Maintain audit trails – to maintain audit information; de communication protocols; maintaining maintenance log 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 the facility; assess the safety of the facility by observing the status of the all aspects of the zip lines, and the process of inform authorities of equipment defects and notification of authorities of operation incidents so that diagnostic checklists are followed and records and reports are filled out.		
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
6.2	Perform Zip Line testing – by performing daily tests as outlined by the manufacturer's instructions and technical dossier to ensure the device is operating in accordance with the applicable codes and standards, Ontario Amusement Device Regulations, Code Adoption Document and the Technical Standards & Safety Act.		
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
6.3	Resolve unanticipated incidents – by recognizing happen; accurately diagnosing the cause of the probinjury to persons or damage to the zip line are avoid reported via the appropriate means provided by the a	elem and normalizing the operation of the zip line; so that ed or reduced to a minimum, ensuring incidents are	
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
6.4	Prepare inspection and repair reports – by complect concise and explain the issue with no significant una	eting and filing log reports so that documents are clear, inswered questions.	
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
6.5	Perform non-destructive (NDT) structural testing including structure, Personal Protective Equipment, t and identifying critical component(s) to be tested; NE service noting relationship to adjacent parts; cleaning testing is done correctly in accordance with standard	fencing, lighting, signage; visually inspecting components DT TESTING – removing critical component(s) from g and preparing for non-destructive tests so that the	
	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	Inspect Tensioning Systems – using an understanding of the construction and function of wire rope, an inspection should include the markings and critical properties of the entire counterweight rope, hydraulic components inclusive with the tensioning system, and any other applicable means.		
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
6.7	Inspect Zip Line System – by using visual and audible cues and the sense of touch to safely observe equipment and ancillary components; determining there is acceptable levels of wear, adjustment, vibration, lubrication, temperature tolerances, alignment, sounds, safety devices, integrity and that appropriate maintenance protocols are followed in accordance with safe working practices (lock-out etc.), manufacturer recommendations and test frequency. All observations and actions are recorded appropriately.		
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
6.8	Inspect Ropes – by understanding of the different ty criteria, wear limits, inspection frequencies and meth recommendations and instructions, and applicable co to the following: zip line, retrieval, guy wires, tension	ods in accordance with the manufacturer odes and standards. This shall include but is not limited	
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:	
6.9			
	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)				
6.10	Inspect Braking System – by using visual and audible cues and the sense of touch to inspect the condition of the braking systems to determine if there is acceptable wear, proper adjustment, stopping rate and distance as per OEM and Code Adoption Document, inspect all mechanical components, following the manufacturers recommendations. Ensure all documentation is completed properly in a timely manner.					
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:				
6.11	Inspect Personal Protective Equipment (Carriers, Pulleys, Lanyards, Carabineers, etc.) – by using visual and audible cues and the sense of touch to inspect the condition to observe carrier equipment and performance to ensure manufacturer equipment standards are met; identifying there are no deficiencies such as cracks, rips, wear, etc. which would lead to an unsafe condition					
	Mechanic-In-Training's Signature and Date	Supervising Mechanic's Signature and Date Certificate #:				
6.12	Requirements related to Inspections of Zip Lines 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, but are not limited to the following:					



Zip Line Mechanic Skill Passport Document April 2016

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		



Zip Line Mechanic Skill Passport Document April 2016

Supervising Mechanic Sign-Off Identification Form:

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

PLEASE PRINT

Name (PRINT)	Date	Signature	Company	Certificate Number
		5		



GENERAL NOTES AND OBSERVATIONS:

*Note: Device specific training may be entered here.