

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 ▼ 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 (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.



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
2	SAFETY (DOCUMENT WORK ACTIVITIES)
2.6 O P T I O N A L	<p>Verification of Other Industry Related Training i.e. Manufacturer Training, Technical Training, etc. (Attach Certificate of Qualification or Completion to Skills Passport).</p> <hr/> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date</p> <p style="text-align: right;">Certificate #: _____</p>
2.7 O P T I O N A L	<p>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).</p> <hr/> <p>Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date</p> <p style="text-align: right;">Certificate #: _____</p>



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
5	MAINTENANCE & MECHANICAL PRACTICE (DOCUMENT WORK ACTIVITIES)
5.9	<p>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:</p> <p style="margin-left: 40px;">_____ Equipment shall have a product label stamped, engraved, or otherwise permanently marked with the product label information,</p> <p style="margin-left: 40px;">_____ Load-bearing hardware shall display the mark or logo of the certification organization, and manufacturer’s name or identifying mark, and</p> <p style="margin-left: 40px;">_____ Load-bearing hardware shall display the minimum rated breaking strength.</p> <p style="margin-left: 40px;">_____</p>
	<p>_____</p> <p>Mechanic-In-Training’s Signature and Date Supervising Mechanic’s Signature and Date</p> <p style="text-align: right;">Certificate #: _____</p>
5.10	<p>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.</p> <p style="margin-left: 40px;">_____</p>
	<p>_____</p> <p>Mechanic-In-Training’s Signature and Date Supervising Mechanic’s Signature and Date</p> <p style="text-align: right;">Certificate #: _____</p>



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
6	OPERATION, TESTING, INSPECTIONS AND SET-UP (DOCUMENT WORK ACTIVITIES)
6.6	<p>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.</p> <p>_____</p> <p>Mechanic-In-Training’s Signature and Date Supervising Mechanic’s Signature and Date Certificate #: _____</p>
6.7	<p>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.</p> <p>_____</p> <p>Mechanic-In-Training’s Signature and Date Supervising Mechanic’s Signature and Date Certificate #: _____</p>
6.8	<p>Inspect Ropes – by understanding of the different types of ropes and their intended usage; retirement criteria, wear limits, inspection frequencies and methods in accordance with the manufacturer recommendations and instructions, and applicable codes and standards. This shall include but is not limited to the following: zip line, retrieval, guy wires, tension system, secondary, etc.</p> <p>_____</p> <p>Mechanic-In-Training’s Signature and Date Supervising Mechanic’s Signature and Date Certificate #: _____</p>
6.9	<p>Inspect Zip Line Assemblies and Supporting Elements – by using visual and audible cues and the sense of touch to observe line equipment; determining whether there is unacceptable performance or wear of the zip line alignment, safety line, sheave assemblies and their function, line gauge, alignment, structural integrity, support accessory components (i.e. fencing, railings, etc.), corrosion, and foundations.</p> <p>_____</p> <p>Mechanic-In-Training’s Signature and Date Supervising Mechanic’s Signature and Date Certificate #: _____</p>



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
6	OPERATION, TESTING, INSPECTIONS AND SET-UP (DOCUMENT WORK ACTIVITIES)
6.10	<p>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.</p> <hr/> <p style="display: flex; justify-content: space-between;"> Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____ </p>
6.11	<p>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..</p> <hr/> <p style="display: flex; justify-content: space-between;"> Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____ </p>
6.12	<p><u>Requirements related to Inspections of Zip Lines</u></p> <p>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. <i>Non applicable sections should be identified with an <u>N/A</u>.</i></p> <p>Maintenance Requirements may include, but are not limited to the following:</p> <ul style="list-style-type: none"> _____ 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. _____ Non Destructive Testing (NDT). _____ 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 blowers. _____ Install, inspect and maintain hydraulic systems. _____ Install, inspect and maintain pneumatic systems. _____ Perform preventative maintenance. _____ Original Equipment Manufacturer (OEM) Training. <hr/> <p style="display: flex; justify-content: space-between;"> Mechanic-In-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____ </p>



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: Device specific training may be entered here.*

A large, empty rectangular box with a black border, intended for entering general notes and observations related to the skill.