

# Practical Skills/Experience Sign-Off Document

with respect to:

## Go Kart 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-GK 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 Go Kart 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	<b>LEGISLATION &amp; STANDARDS (DOCUMENT WORK ACTIVITIES)</b>
1.1	<p><b>Consult standards and regulations</b> 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.</p> <p>_____</p> <p><b>Mechanic-in-Training's Signature and Date</b>                      <b>Supervising Mechanic's Signature and Date</b> <b>Certificate #: _____</b></p>
1.2	<p><b>Interpret Operating Policies and Procedures</b> 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.</p> <p>_____</p> <p><b>Mechanic-in-Training's Signature and Date</b>                      <b>Supervising Mechanic's Signature and Date</b> <b>Certificate #: _____</b></p>

Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
2	<b>SAFETY (DOCUMENT WORK ACTIVITIES)</b>
2.1	<p><b>Ensure personal and public safety</b> 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 &amp; Safety Act (OHSA) and Employer safety procedures ensuring personal &amp; public safety.</p> <p>_____</p> <p><b>Mechanic-in-Training's Signature and Date</b>                      <b>Supervising Mechanic's Signature and Date</b> <b>Certificate #: _____</b></p>
2.2	<p><b>Identify safety hazards</b> by identifying and assessing all hazards before performing tasks; practicing good housekeeping; following fire safety procedures; ensuring personal &amp; 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.</p> <p>_____</p> <p><b>Mechanic-in-Training's Signature and Date</b>                      <b>Supervising Mechanic's Signature and Date</b> <b>Certificate #: _____</b></p>



2.3 O P T I O N A L	<b>Verification of Occupational Health and Safety Act Overview Training and Workplace Hazardous Materials Information System (WHMIS) Training (Attach Certificate of Completion to Skills Passport).</b>
	<p>_____ Mechanic-in-Training's Signature and Date</p> <p>_____ Supervising Mechanic's Signature and Date Certificate #: _____</p>
2.4 O P T I O N A L	<b>Verification of Other Industry Related Training i.e. Manufacturer Training, Technical Training, etc. (Attach Certificate of Qualification or Completion to Skills Passport).</b>
	<p>_____ Mechanic-in-Training's Signature and Date</p> <p>_____ Supervising Mechanic's Signature and Date Certificate #: _____</p>
2.5 O P T I O N A L	<b>Verification of Other Industry Related Safety Training i.e. Fall Arrest, Rigging &amp; Hoisting, Scaffolding &amp; Ladder Safety (Attach Certificate of Qualification or Completion to Skills Passport).</b>
	<p>_____ Mechanic-in-Training's Signature and Date</p> <p>_____ Supervising Mechanic's Signature and Date Certificate #: _____</p>

<b>Unit No.</b>	<b>PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)</b>
<b>3</b>	<b>BASIC ELECTRICITY (DOCUMENT WORK ACTIVITIES)</b>
<b>3.1</b>	<b>Inspect components of the electrical circuit and control components where applicable – using the understanding of the construction and function of electrical circuits, control components and lock-out &amp; tag-out procedures, inspect the Go Kart for proper start-up / shut down.</b>
	<p>_____ Mechanic-in-Training's Signature and Date</p> <p>_____ Supervising Mechanic's Signature and Date Certificate #: _____</p>





Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
<b>5</b>	<b>MAINTENANCE &amp; MECHANICAL PRACTICE (DOCUMENT WORK ACTIVITIES)</b>
<b>5.6</b>	<p><b>Prepare work site</b> by arranging for procurement of parts, tools and transportation; ensuring availability of required safety equipment; briefing ancillary personnel on project; and reviewing OEM maintenance / repair procedures with all affected workers so that no injuries result.</p> <p>_____</p> <p><b>Mechanic-in-Training's Signature and Date</b>                      <b>Supervising Mechanic's Signature and Date</b> <b>Certificate #: _____</b></p>
<b>5.7</b>	<p><b>Conduct repair, replacement or modification of system or parts</b> by using the technical dossier; and 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), the Technical Standards &amp; Safety Act.</p> <p>_____</p> <p><b>Mechanic-in-Training's Signature and Date</b>                      <b>Supervising Mechanic's Signature and Date</b> <b>Certificate #: _____</b></p>
<b>5.8</b>	<p><b>Update log books to identify repair, replacement or modification activities</b> by identifying repaired system / part; describing diagnosed problem; explaining what was done to rectify problem; identifying any significant difficulties; confirming kart performance and acceptance; recommending follow-up maintenance checks so that the report contains all the information necessary.</p> <p>_____</p> <p><b>Mechanic-in-Training's Signature and Date</b>                      <b>Supervising Mechanic's Signature and Date</b> <b>Certificate #: _____</b></p>

Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
<b>6</b>	<b>OPERATION, TESTING, INSPECTIONS AND SET-UP (DOCUMENT WORK ACTIVITIES)</b>
<b>6.1</b>	<p><b>Carry out pre-operational checks</b> by preparing and maintaining accurate records on the facility; assessing the safety of the facility by observing the status of the all aspects of the Go Karts, and the process of informing authorities of equipment defects and notification of authorities of operation incidents so that diagnostic checklists are followed and records and reports are filled out.</p> <p>_____</p> <p><b>Mechanic-in-Training's Signature and Date</b>                      <b>Supervising Mechanic's Signature and Date</b> <b>Certificate #: _____</b></p>



Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
6	<b>OPERATION, TESTING, INSPECTIONS AND SET-UP (DOCUMENT WORK ACTIVITIES)</b>
6.2	<p><b>Perform loading and unloading procedures</b> by ensuring loading and unloading areas are maintained as per the area's policy ensuring proper signage is in place and in accordance with the operations manual.</p> <p>_____</p> <p><b>Mechanic-in-Training's Signature and Date</b>                      <b>Supervising Mechanic's Signature and Date</b> <b>Certificate #: _____</b></p>
6.3	<p><b>Resolve unanticipated incidents</b> by recognizing and responding to incidents and problems as they happen; accurately diagnosing the cause of the problem and normalizing the operation of the track; so that injury to persons or damage to the go kart and / or track are avoided.</p> <p>_____</p> <p><b>Mechanic-in-Training's Signature and Date</b>                      <b>Supervising Mechanic's Signature and Date</b> <b>Certificate #: _____</b></p>
6.4	<p><b>Prepare operation reports</b> by completing and filing operation / incident forms so that documents are clear, concise and explain the issue with no significant unanswered questions.</p> <p>_____</p> <p><b>Mechanic-in-Training's Signature and Date</b>                      <b>Supervising Mechanic's Signature and Date</b> <b>Certificate #: _____</b></p>
6.5	<p><b>Performance test of repair, replacement or modification</b> by returning kart to proper operational state in accordance with the technical dossier.</p> <p>_____</p> <p><b>Mechanic-in-Training's Signature and Date</b>                      <b>Supervising Mechanic's Signature and Date</b> <b>Certificate #: _____</b></p>
6.6	<p><b>Perform oil checks</b> by visually inspecting motors, gearboxes and maintain oil levels to OEM specifications.</p> <p>_____</p> <p><b>Mechanic-in-Training's Signature and Date</b>                      <b>Supervising Mechanic's Signature and Date</b> <b>Certificate #: _____</b></p>





**Skills Passport Sign-Off Summary Page:**

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

<b>Training Modules \ Unit:</b>	<b>Employer</b>	<b>Supervising Mechanic Name &amp; Certificate Number</b>
<b>M1: Legislation &amp; Standards</b>		
<b>M2: Safety</b>		
<b>M3: Basic Electricity</b>		
<b>M5: Maintenance &amp; Mechanical Practice</b>		
<b>M6: Operation, Testing, Inspections and Set-Up</b>		



**GENERAL NOTES AND OBSERVATIONS:**

*\*Note: Ride 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 passport document.