

Practical Skills/Experience Sign-Off Document

with respect to:

Inflatable Mechanics

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



April 2016

Document Uncontrolled if Printed



Inflatable Mechanic Skill Passport Document April 2016

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



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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-I 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 Inflatable 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.



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Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
1	LEGISLATION & STANDARDS (DOCUMENT WORK ACTIVITIES)
1.1	<p>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.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
1.2	<p>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.</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)
2	SAFETY (DOCUMENT WORK ACTIVITIES)
2.1	<p>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.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
2.2	<p>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.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>



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Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
2	SAFETY (DOCUMENT WORK ACTIVITIES)
2.3 O P T I O N A L	<p>Verification of Occupational Health and Safety Act Overview Training and Workplace Hazardous Materials Information System (WHMIS) Training (Attach Certificate of Completion to Skills Passport).</p> <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	<p>Verification of Other Industry Related Training i.e. Manufacturer Training, Technical Training, etc. (Attach Certificate of Completion to Skills Passport).</p> <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	<p>Verification of Other Industry Related Safety Training i.e. Fall Arrest, Rigging & Hoisting, Scaffolding & Ladder Safety (Attach Certificates of Completion to Skills Passport).</p> <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)
3	BASIC ELECTRICITY (DOCUMENT WORK ACTIVITIES)
3.1	<p>Inspect electrical - check accessibility to ensure that fans are not farther than the accepted length from the power source, that no water is near the cords or fans, and that cords are not running under rides. Inspect each blower for loose screws, bolts etc. and ensure that a protective cone or mesh is in place. Check all cords and fittings for damaged insulation and missing ground plugs. If using a generator, ensure blower is a minimum of 5 feet way from the exhaust, the gas tank is full and the oil level is correct.</p> <p>_____ Mechanic-in-Training's Signature and Date</p> <p>_____ Supervising Mechanic's Signature and Date Certificate #: _____</p>



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Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
3	BASIC ELECTRICITY (DOCUMENT WORK ACTIVITIES)
3.2	<p>Troubleshoot electrical and operating components by selecting and using applicable tools and equipment and services when necessary.</p> <p>_____</p> <p>Mechanic-in-Training’s Signature and Date Supervising Mechanic’s Signature and Date Certificate #: _____</p>
3.3	<p>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.</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)
5	MAINTENANCE & MECHANICAL PRACTICE (DOCUMENT WORK ACTIVITIES)
5.1	<p>Complete the daily inspection sheet / checklist prior to operation.</p> <p>_____</p> <p>Mechanic-in-Training’s Signature and Date Supervising Mechanic’s Signature and Date Certificate #: _____</p>
5.2	<p>Record all defects and repairs in the ride log book.</p> <p>_____</p> <p>Mechanic-in-Training’s Signature and Date Supervising Mechanic’s Signature and Date Certificate #: _____</p>



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Unit No.	PERFORMANCE OBJECTIVES (ON-THE-JOB SKILL SETS)
6	OPERATION, TESTING, INSPECTIONS AND SET-UP (DOCUMENT WORK ACTIVITIES)
6.1	<p>Inspect area by checking for debris that could damage the ride, ensuring that it is on level ground, check for height clearance restrictions such as hydro wires and tree limbs, check for obstructions such as poles and walls, site is protected from motorized traffic, and that ground conditions (i.e. underground utilities, sand, top soil, etc.) are suitable for staking.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
6.2	<p>Ride inflation – If outside, ensure temporary stake down or anchoring so that wind won't catch ride while inflating. Verify wind speed before inflating by checking flags, trees etc. Ensure that blower is connected securely to the inflation tube and that all other tubes and zippers are closed. Ensure fan switch is off before connecting to the power cord.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
6.3	<p>Stake down or anchor all tie downs as per technical dossier – high and low. Stakes or anchors are to be driven right into the ground or protected to avoid tripping. All stake down cords should be secure on the stakes or anchors.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
6.4	<p>Ensure all signage is posted and required documentation is available.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
6.5	<p>Inspect the ride for worn fabric, attachments, tears, ride firmness and non-sticking on all slide surfaces.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
6.6	<p>Record all discrepancies in the ride log book and sign-off.</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)
6.7	<p>Review operating procedures for the inflatable device and ensure all attendants and mechanics are familiar with them. This is to include weight and height restrictions, capacity, and safety and emergency procedures and number of attendants that are required on each inflatable as per technical dossier.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
6.8	<p>Monitor the inflatable device to ensure that rules are being followed, electrical and blower connections are secure, stake downs or anchors are still secure, and generators (if any) are sufficiently fuelled.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
6.9	<p>Monitor weather conditions paying close attention to wind speed as per technical dossier, rain and electrical storms and take appropriate action as required.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
6.10	<p>Ensure all patrons are off the ride and that nobody is within the area that the ride may collapse on before deflating.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
6.11	<p>Remove all stakes or anchors and place in an area where they will not cause harm.</p> <p>_____</p> <p>Mechanic-in-Training's Signature and Date Supervising Mechanic's Signature and Date Certificate #: _____</p>
6.12	<p>Check the grounds so that no equipment is left behind.</p> <p>_____</p> <p>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		
M5: Maintenance & Mechanical Practice		
M6: Operation, Testing, Inspections and Set-Up		



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.