

RE-CERTIFICATION PROCEDURES FOR NON-CERTIFIED ITEMS

After completing all repairs and/or replacement of parts as indicated on your Certificate of Compliance form, please complete the Re-certification Request Form (see opposite side) and fax or email back.

This is the only documentation you should send to our attention to re-certify. In order to avoid any delay, please complete the document in full. This re-certification program is designed to be compatible with ISO requirements. You will need to keep your repair/replacement records and receipts for proof of compliance with our recommendations as The Ministry of Labour will ask for verification, should they perform an audit at your facility. As per the OHSA regulations, only competent personnel are qualified to perform repairs. If you need any clarification about this requirement please contact your customer service representative.

You will receive a letter acknowledging your repairs or replacement of parts. An acknowledgement of your repairs/replacement can also be faxed at your request. Units which are repaired by complete replacement of the device will not receive re-certification.

Our re-certification form is designed to accommodate as many as five different repair companies or individuals on one form. If multiple repairs are required, multiple copies of our form will be necessary. If you require individual certificates for each device, please indicate on your fax cover or on the re-certification form.

This document is also available as a download on our website:
www.technicalloadarm.com under the heading Recertification Documentation.

Please do not hesitate to call if you have any questions regarding this procedure.

YOUR COMPANY NAME: _____

TLL RE-CERTIFICATION REQUEST FORM					
Company or Individual who performed the repair.					
Type of work Company performs or Certification of Individual					
Date of Inspection:					
Certificate # (s)					
I have kept all the necessary documentation that was completed by competent personnel to comply with the re-certification requirements for the above certificate numbers.					
NAME:		Date:		Signature:	
Your title or designation as a competent person:					

Fax to Technical Loadarm (519) 767-2341 or email recertification@technicalloadarm.com

It typically takes 5-10 business days for mailed recertification certificates to be received. If you require documentation urgently, please indicate on this form and we will fax copies to you as soon as possible.