

The Ontario Aquatic Professional Competency Passport Log Sheet

This self-directed process allows an aquatic professional to continually strive toward, maintain and prove competency while proving workplace specific training has occurred.

#	Professional Development	Completed Date	Recertification Date #1	Recertification Date #2	Recertification Date #3
1.	Complete CPO Course				
2.	Complete ORFA Aquatic Regulation Test				
3.	Review all ORFA aquatic industry best practices documents found at www.orfa.com				
4.	Review all facilities equipment owner's manual				
5.	Review all facilities policy and procedures manuals				
6.	Review facilities past accident and incident reports				
7.	Review the facilities emergency evacuation plans				
8.	Participate in (1) emergency evacuation drill				
9.	Research all local governing agencies that inspect the facility (MOL, PHI, TSSA, ESA, insurance risk managers, Building Inspectors, fire department, etc.)				
10.	Complete MOL on-line health and safety training and add certificate to dossier				
11.	Complete First Aid and AED training and add certificate to dossier				
12.	Complete WHMIS training and add certificate to dossier				
13.	Review all pool and spa SDS information				
14.	Conduct WHMIS workplace specific training with in-house competent staff				
15.	Locate in-house accident/incident forms and learn how to complete them correctly				
16.	Complete Violence in the Workplace training				

#	Professional Development	Completed Date	Recertification Date #1	Recertification Date #2	Recertification Date #3
17.	Review in-house working alone policy and procedures				
18.	Identify all required PPE, how to correctly use, clean and store it				
19.	Complete confined space awareness training				
20.	Complete working safely at height awareness training				
21.	Complete electrical safety awareness training				
22.	Complete pool and spa housekeeping and spa facility training				
23.	Complete pool and spa indoor air quality awareness training				
24.	Conduct an equipment room risk and hazard assessment				
25.	Conduct a facility risk and hazard assessment				
26.	Conduct six (6) chemical addition to pool or spa under the guidance of a competent person				
27.	Conduct 30 (30) pool or spa water test and log book entry under the guidance of a competent person				
29.	Conduct two (2) water draining's from the pool and add replacement water				
30.	Conduct two (2) recirculation system daily inspections and record the findings				
31.	Locate the black disc in the pool and log the visual clarity two (2) times				
32.	Locate all pool and spa signage and review the information				
33.	Conduct two (2) emergency phone inspections				
34.	Conduct two (2) pool outlet cover inspections				
35.	Conduct two (2) inspections to confirm all required safety equipment is on site and in good repair				

36.	Review the critical incident reporting policy				
37.	Conduct two (2) pool or spa cleanings				
	OTHER				
38.	Conduct two (2) water slide inspections and log entries				
39.	Review the water slide operational manuals				
40.	Locate and review the water slide TSSA inspection and operation certificate				

Notes: