

**WE ARE ALWAYS ACTIVE TO PROVIDE
TRAINING SERVICES IN THE
LIFT AND ESCALATORS SECTOR**

where?



TRAINING TECHNICAL LIFT

**COURSE
2010/2011**

- 1 QUALIFICATION IN THE MAINTENANCE,
REPAIR AND INSTALLATION OF
LIFTS AND ESCALATORS**
- 2 FINAL TESTING**
- 3 INTERNATIONAL RECOGNITION**



Organized by **ENGINEERINGLIFT GROUP**, more info: info@engineeringlift.com
www.engineeringlift.com

PRESENTATION

We are pleased to announce that ENGINEERINGLIFT GROUP is planning to present the first and only accredited course in Africa designed to formally training technical lift personnel and to qualify them in the maintenance and repair of lifts and escalators. The course will be chaired by University professors and technical experts in the relevant fields and will be divided into 5 stages:

- Mechanical*
- Technical*
- Electro-hydraulic*
- Emergency*
- Applicable Legislation and Regulations.*

On completion of the course, an accredited commission shall issue a Certificate of Competency that will be recognized internationally.

We will shortly be sending you the documentation relating to the course content with particulars of how to register and information on the dates over which the course will be run.

We would be happy if you could participate in due course.

ENGINEERINGLIFT GROUP
Eng. Giuseppe Donato



COURSE CONTENT**duration**

1.1 Fire prevention and first aid;	16 hours
1.2 Fire prevention, first aid, safety in maintenance operations, repair and assembly of lifts and escalators;	24 hours
2. Detailed study of the regulations for specialist technicians, vendors, planner draughtsmen;	40 hours
3. Supporting control boards and six monthly inspections;	24 hours
4. Client relations for technicians;	12 hours
5. Team working and team building;	16 hours
6. Number and quality of communications and relationships;	32 hours
7. Generational handing over and management certificate;	24 hours
8. Methodology for identifying the fault;	40 hours

1.1 FIRE PREVENTION AND FIRST AID

1.2 FIRE PREVENTION, FIRST AID, SAFETY IN MAINTENANCE OPERATIONS, REPAIR AND ASSEMBLY OF LIFTS AND ESCALATORS

Aim: The course is directed at employees of associated enterprises. It could possibly be integrated with another module on safety in maintenance operations repairs and mounting.

Duration: 16 hours (4 hours fire prevention, 12 hours first aid); 8 hours safety.

Programme and content:

1) Fire prevention (DM 10.03.98)

- Fire and prevention: principles of combustion, combustion products, extinguishing substances relative to the type of fire, effects of the fire on people, prohibitions and limitations of use, behavioural measures;
- Fire prevention protection and procedures to be adopted in case of fire: principal fire protection measures, evacuation in case of fire, calls for help;
- Practical exercises.

2) First Aid: see. Annexure 4dm 388

3) Safety in maintenance operations, installation and mounting:

- Italian regulations governing safety;
- Organising safety measures;
- The responsibilities of persons charged with safety measures;
- Individual means of protection;
- Lifting and transportation of loads;
- Transport vehicles;
- Operations in the work area;
- Operations on lifts and/or goods hoists;
- Operations on elevators and/or moving walkways;
- Operations on electric frames and/or cabinets;
- Safety signage.

ANNEXURE 4 DM 388

Teaching objectives and minimum content for training of workers designated to perform first aid for enterprises in groups B and C.

First day, MUDULE A - Duration: 4 hours

Activating the emergency system:

- a) Causes and circumstances of the accident (place of accident, number of persons involved, condition of injured persons, etc.);
- b) Communicating the aforesaid information in a clear and accurate manner to health and emergency Services.

Identifying a medical emergency:

- a) Scene of the accident:
 - Gathering information;
 - Forecasting obvious and possible dangers.
- b) Assessing the mental and physical condition of the injured workman:
 - Vital functions (pulse, pressure, breathing);
 - Level of consciousness;
 - Hypothermia and hyperthermia.
- c) Elementary knowledge of the anatomy and physiology of the cardiovascular and respiratory systems.
- d) Self protection techniques for first aid personnel.

Carrying our First Aid procedures:

- 1) Sustaining vital functions:
 - Positioning the injured person and manoeuvres to open the respiratory airways;
 - Artificial respiration;
 - External cardiac massage.
- 2) Identification and limits of administering first aid:
 - Lipothymia, syncope and shock;
 - Acute pulmonary oedema;
 - Asthma attack;
 - Acute steno-cardiac pain;
 - Allergic reactions;
 - Convulsions;
 - External post-traumatic haemorrhage and plugging a haemorrhage.

Knowing the specific risks of the procedures applied

Second day, MUDULE B - Duration: 4 hours

Acquiring general knowledge in respect of trauma in work places:

- a) Outline of the anatomy of the skeleton.
- b) Dislocations, fractures and complications.
- c) Cranio-encephalitic traumas and injuries to the vertebrae.
- d) Thoracic-abdominal traumas and injuries.

Acquiring general knowledge on pathologies specific to work places:

- 1) Injuries from cold and heat.
- 2) Injuries caused by electricity.
- 3) Injuries caused by chemical agents.
- 4) Poisonings.
- 5) Wounds with lacerations and bruising.
- 6) External haemorrhaging.

Third day, MUDULE C - Duration: 4 hours

Acquiring knowledge for practical intervention:

- 1) Principal techniques for communicating with the S.S.N emergency system.
- 2) Principal techniques for administering first aid in acute cerebral syndromes.
- 3) Principal techniques for administering first aid in acute respiratory failure syndromes.
- 4) Principal techniques of cardio-pulmonary resuscitation.
- 5) Principal techniques to stem bleeding.
- 6) Principal techniques to lift, move and transport the trauma victim.
- 7) Principal techniques for administering first aid in cases of accidental exposure to chemical and biological substances.

2. DETAILED STUDY OF THE REGULATIONS GOVERNING THE LIFTS AND ESCALATOR SECTORS

Aim: The course is aimed at specialist technicians, vendors, planner draughtsmen.

Duration: 40 hours

Programme and content:

- a) New Approach Directives
- b) 2006/42/CE Machine Directive:
 - The advisements;
 - The articles;

- The annexures to the Directive;
- Innovations in respect of Directive 98/37/CE.

c) Lift Directive 95/16/CE:

- The advisements;
- The articles;
- The annexures to the Directive;
- The amendments introduced by Directive 2006/42/CE.

d) Regulations for series UNI EN 81 (UNI 81-1&2, UNI EN 81-28, UNI EN 81-58, UNI EN 81-70, UNI EN 81-72, UNI EN 81-73, UNI EN 81-80) and for UNI 10411-1&2:

- Approach to the regulation;
- Application of the regulation;
- Significant dangers;
- Adjusting existing installations.

e) USTIF Regulations

3. SUPPORTING CONTROL BOARDS AND SIX-MONTHLY INSPECTIONS

Aim: The course is directed at maintenance personnel who support structures tasked to carry out periodic inspections.

Duration: 24 hours

Programme and content:

a) Development of the regulations:

- DL 600 sec. 90;
- DPR 1415 sec. 5;
- DPR 1497 sec. 19;
- DM 162/99 sec. 15;
- EN 13015/02.

a.1) Adjustments required to update installations.

b) The service engineer and prefectorial validation.

b.1) Responsibility towards the user.

c) The components to be inspected:

- Parachute and mechanism that limits speed, valve that regulates the fall;
- Security systems;
- Ropes;
- Hydraulic components;
- Insulation (earth – mass);

- Telephone helpline;
 - Audibility of alarm:
- What they are required for*
- How they function*
- How to assess proper functioning*
- d) Dealing with the client.
 - e) Instrumentation (use and knowledge).

4. CLIENT RELATIONS FOR TECHNICIANS

Aim: The course is directed at operating technicians.

Duration: 12 hours

Programme and content:

The number of communications and the information to which we are subjected may be considered positive in exchanging information and in reciprocal affirmation; often, however, the quality of the interaction is not addressed, that is, the relationship of trust and the possibility of joint planning. Communicating and establishing relationships with people and clients that are “external” and “internal” to the organization implies knowing how to nurture relationships before even transmitting information. The course provides directions on points of reference which can be consulted in the communication process and shows how to initiate communications that are able to overcome any possible relational problems in order to generate and maintain continuity in relationships.

- a) Introduction.
- b) Context and interactive communications.
- c) Relational responses.
- d) Conflict and incisive communication.
- e) Conclusions.

5. TEAM WORKING AND TEAM BUILDING

Aim: The course is directed at owners of enterprises and all those who manage directly a group of employees and who wish to build up and strengthen their team. But is also directed at those who, when participating in team work, wish to improve their own efficacy in the team.

Duration: 16 hours

Programme and content:

Associations constitute social structures which people turn to for security, strategic prospects, continuity of traditions and innovative planning. In this sense, they can be compared to teams in the workplace.

As is the case in a team, associations are influenced by a series factors in their environment, context and proceedings which determine the efficacy and efficiency of their operations.

The proposed training can therefore be seen from two different dimensions: that of the person who manages the team work and that of the person who plays an active role in the team work.

In team work people are taught to give preference to two factors that play a role: the contents and thus their own competence system, abilities, attitudes, alternatively, the processes, namely, internal relations within the group. In order to succeed, the team needs to manage both factors.

The course provides particulars of a practical nature on how to manage a team through understanding the mechanisms and the factors that influence its efficacy and performance as a whole.

Knowledge of how groups function places the person in a position to identify and manage problems before they arise. Such knowledge increases the value of such a person to the group and places that person in a position to be an effective component / facilitator.

- a) Introduction.
- b) Group typologies.
- c) External factors that can influence the effectiveness of team work.
- d) Level of processes.
- e) Training.
- f) Observation chart: participation, atmosphere, being part of the group, feelings, leadership.
- g) The overall performance of the team.
- h) Life cycles.
- i) Conclusions.

6. NUMBER AND QUALITY OF COMMUNICATIONS AND RELATIONSHIPS

Aim: The course is directed at vendors and at all those who wish to build, improve and give continuity to their relationships, keeping them open to reciprocal exchanges and enrichment.

Duration: 32 hours

Programme and content:

The number of communications and information to which we are subjected may be considered positive in the exchange process and in the process of reciprocal contacts: often, however, they tend to neglect the quality of interactions, namely trust and the possibility of creating common goals. Communicating and creating relationships with people and clients “external” and “internal” to the enterprise implies knowing how to manage relations before even communicating information.

The course provides pointers in regard to useful signs which may be looked at in the communication process and demonstrates that it is possible to institute means of communication which can overcome possible relational problems because they generate and maintain continuity in relationships.

- a) Introduction.
- b) Context and interactive communications.
- c) Sales techniques.
- d) Relational responses.
- e) Conflict and incisive communications.
- f) Transactional Analyses.
- g) Conclusions.

7. GENERATIONAL HANDING OVER AND MANAGEMENT CERTIFICATE

A managerial approach to the problems of handing over of enterprises.

Aim: The course is directed at business entrepreneurs and their successors in the lifts market.

Duration: 24 hours

Programme and content:

a) Generational change : 8 hours

- Family, Property, Management;
- Civic / legal issues, fiscal; social security, patrimonial: a “tantum” for specialists;
- Management, organizational, managerial, cultural issues: a daily task;
- Expectations and reality: clear and explicit programming;
- Delegation or passing on responsibility: mechanisms to control the results;
- Transition without change and change without transition;
- Industrial culture and the culture of craftsmen, business vision and operational management;
- Planning: it would be great but there is no time;
- The grass is not always greener on the other side: competition and new markets;
- Urgency and priorities: defining them and monitoring how they change with time;
- Saving or efficient reduction of costs;
- Profitability and productivity: efficacy and efficiency;
- The numbers - which ones and how many.

The meeting point to be arrived at: Generational agreement on the objectives and on the strategies.

Practical handing over of management methods to the new generation that is taking over.

b) Management certificate: 12 hours

- Management Control: complement to navigate by sight;
- Typical management styles in the Italian lifts market;
- Lift products and services: two different management logics;
- Analysis of strengths and weaknesses, opportunities and risks;
- The role of accounting: final balancing-off of the enterprises' past. How to open up the future;
- The right software at the right time: organizational improvement and efficiency;
- Breaking even and covering fixed costs;
- Reclassifying the balance sheets: operating margin and operating profit;
- The budget: an instrument to maintain control and to generate consensus;
- The monthly report on revenue, costs and profitability per product line;
- Monetary fluctuations: financing daily requirements with appropriate funds.

c) Conclusions and discussion: 4 hours

8. METHODOLOGY FOR IDENTIFYING THE FAULT

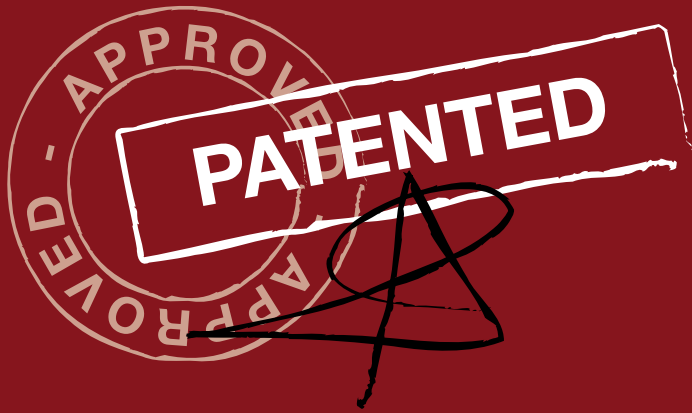
Aim: The course is directed at operating technicians.

Duration: 40 hours

Programme and content:

- a) Interviewing the user - understanding the signals
- b) First inspection of the installation
- c) Where the installation has stopped
 - c.1) What fault does it show...
- d) Ensuring the safety of the installation in relation to the users
- e) Reading the diagram to identify the area concerned (CEI symbols - instrumentation...)
- f) What not to do
- g) How to work safely
- h) Simulating the fault to compare the fault with what is perceived by the user
- i) Electrical / mechanical fault - identification of the component/device concerned
- l) Repairing the fault with/without replacing the device
- m) Testing that the system is operative
- n) Finalizing the operation with the user and preparing written report
- o) Approaching the client
- p) Final questions

THE END



YOU ARE WELCOME!

ENGINEERLIFT is advaced team with
23 YEARS of
experience in the lift and escalators sector

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