#### Log in screen

All owner/areas received an email with log in credentials from AEDARSA to allow access to the portal. This email included the email address and a password. If you did not receive the log in credentials, please contact Rob Eeglon <u>rob.eeglon@AEDARSA.com</u>

Steps to follow:

- 1. Enter username or email address
- 2. Enter password
- 3. Log in



#### Main Page

The main page allow access to the area physical address, site contact and portal users (if any changes are required, please contact Rob Eeglon at <a href="mailto:rob.eeglon@AEDARSA.com">rob.eeglon@AEDARSA.com</a>),

ABC Ski Resort				
ccount #11910				,
Addresses	Site Contacts	Portal Users		
Physical Address 123 Mountain Banff , Alberta, Canada A5H 5S3	Billing Address	Permit to Same As Billing	Notice & Proposal to Same As Billing	Inspection Report to

#### Portal Users

Portal users can be edited by an Administrator. Individuals can be added or deleted.

#### Steps to Follow:

- 1. Click on Portal user
- 2. Add new portal user

ABC Ski Resort			
Addresses	Site Contacts	Portal Users	
This Location of	contains no Users	Add new portal user	

Create User tab will pop up. To create a new user.

Steps to follow:

- 1. Enter first name
- 2. Enter Last name
- 3. Enter user email
- 4. Click if the new user is an admin or content editor
- 5. Admin privileges include the following:
  - I. Submitting the renewal package
  - II. Submitting the safety examination checklists
  - III. Signing off on directives
  - IV. Other additional features to be added soon
- 6. Content Editor privileges include the following:
  - I. Submitting the safety examination checklists
- 7. Enter Position/Title
- 8. Save information
- 9. This will then send an email to the new user with log in credentials to access the oNe-X Portal

	Cre	ate User		
		• First Name :	<b>—</b>	
ABC Ski Resort		* Last Name :	←	, k
		* Email :	<del>(</del>	
Addresses	Site Cont	Is Admin: 🔵 📛		
		Position/Title:	<b>(</b>	
This Location conta	ains no Users		Save Cancel	

#### Permit of Operation Renewal

Portal users (Administrators) can complete and submit the Renewal for Permit of Operation.

To start the renewal process you follow the renew now link identified below.

xcount #11910					Other Facende	1
Addresses Site Contacts	Portal Users					
Physical Address 133 Mourclan Burlt, Kluria, Canada Adri 553	Billing Address	Permit to Surve As Billing		Notice & Proposal to	Inspection Report to	
evices 3 • Mee Device						đ
C Time to renew!				с.		
Fun Lift	Device ID 522001	Type Chairlift	Sub-Type Detachable 6	Status Operating		•
Lift #2	Device ID \$220002	Type Chairlift	Sub-Type Detachable 8	Status Operating		•
123 Lift				Contra -		

The renew now link takes you to the Renewal Package Response with devices that have been previously identified to AEDARSA listed below. \*Note: New devices will not show in the renewal package

Steps to follow:

- 1. Do you still own the device check the (Yes/No) tab
- 2. Do you intend to operate the device check the (Yes/No) tab
- 3. Do you intend to operate the device with a delayed opening due to conditions, maintenance requirements ect. Check the renew later tab. \* Note Devices that are identified as renew later will not be added to the Permit of Operation

Account #119: Back	Resort º						Renewal F	Package Response
0 Dev	ices renewir	ng, intending t	to operate					
Device #	Known As	Device Type	Certification Cost	SCC Fee	Still Own?	Intend to Operate	Checklist Status	Renew Later ①
					No Data			
2 Non	-operating c	devices						
Device #	Known As	Device Type	Certification Cost	SCC Fee	Still Own?	Intend to Operate	Checklist Status	Renew Later ()
5220001	Fun Lift	Chairlift	5971.43	\$60.00	No 🔵	No	N/A	No 🔵
\$220001 \$220002	Fun Lift	Chairlift Chairlift	\$971.43	\$60.00	No No	No D	N/A N/A	No Carlo
s220001 s220002	Fun Lift Lift #2 Dn For Perm	Chairiift Chairiift	\$971.43 \$971.43	\$60.00	No C	No Mo	NJA.	No 🦳

After you have identified the devices you still own, intend to operate or renew later they move into intend to operate

S210001 has been selected as still own, intend to operate and is not identified as renew later. The checklist must be completed. This can be done by Portal Administrators and Content editors.

2 Dev	vices repev	ung intendi		<u> </u>					
Device #	Known As	Device Type	Certification Cost	SCC Fee	Still Own?	Intend to Operate	Checklist Status		Renew Later ①
S220001	Fun Lift	Chairtift	\$971.43	\$60.00	Yes	Yes	In Progress	Checklist	No 🔵
\$220002	Lift #2	Chairlift			Yes	Yes	Renew Later		Yes
0 No	n-operating	devices							
Device #	Known As	Device Typ	e Certification	Cost	SCC Fee Stil	l Own? Intend to	Operate Ch	ecklist Status	Renew Later (1)

Completing the Safety Examination Checklist (SEC) steps:

1. Click on Checklist tab

2 De	vices renew	ving, intendi	ng to operate						
Device #	Known As	Device Type	Certification Cost	SCC Fee	Still Own?	Intend to Operate	Checklist Status		Renew Later ()
5220001	Fun Lift	ChaHUR	\$972.43	\$93.00	Yes	Yes	in Progress	Checklist	No 🕥
8220002	Uft #2	Chalruft			Yes	Yes	Renew Later		Yes
0 No	n-operating	devices							
Device #	Known As	Device Typ	e Certification	Cost	SCC Fee S	itill Own? Intend to	Operate C	hecklist Status	Renew Later ①

2. This takes you to the Safety Examination Checklist page (SEC). Complete the SEC.

Back									
in Lift	eNum 82200	ber 101			Type Chairlift	Sub-Type Operating	Status Detach	able 6	
Passenger Ropeway - Above Surfa	ace lift 🌘	•							
<ul> <li>Relevant observe from the CSA 238-19 Passengler Ropeways &amp; Per Foundations and all structural, mechanical, and electrical competities the lift was isstalled</li> </ul>	neets must be exa	Code an mixed a	e included nd maintai	for reference ned in a safe	eperating condition in accord wit	R the code in force at the time REV2	Rov /18/20		Generated Mar 15, 2020
Indexect classes from the CEA 288-19 Parameter Represent & Pe Paraditions and all distructived, mechanical and electrical comper- the lith was installed Drive Terminal	energer Conveyor nents must be exe Y	Code an mined a N	e included nd maintai NA	for reference ned in a safe A	purposes operating condition in accord wit Return Term	h the code in force at the time REV2	lav /18/20 ¥	N	Generated Mar 15, 2020
Holevet cleases from the CM-288-19 Passenger Represenge R Periods and destroad energy and the initial standards and destroad energy the iteration in the standard standard standard standard standard standard standard standards and standard standards and standards	essenger Conveyor nents must be ess Y	Code an mined a N	e included nd maintai NA	for reference ned in a safe ,#	sperposes specating condition in accord wit Return Term 4,32.1.5-541 Equip	h the code is force at the Gree REV2 in al	Rev /18/20 ¥	N	Generated Mar 15, 2020
• Index of house that the CAX 28-13 Powersky & Pow	esserger Conveyor nents must be ess Y	Code en emined a N	e included nd maintail NA	for reference ned in a safe , *	eperponee eperating condition in accord with Return Term 4.32.1.5-541 Equij 4.15-542 Conditio	h the code is force at the time REV2 inal orment and Terminal Grounding n of Foundations	Nev 1/18/20 Y	N 0	Generated Mar 15, 2020
e holoach frame gran tor CAI 28-13 Possenge & Symooth important and the second second second second second second the second second second second second second second second Drive Terminal 4.32.1-80.1 Discontest Function & Condition 4.31.6-829 Demperated Switches Tested 12.4.1-828 ALI Safety & Stop Switches	exempler Conveyor nents must be easi Y	N	ni maintai NA	for references ned in a safe	purposes specifiq condition in accord with Return Term 4.32.1.6-541 Equip 4.35-542 Conditio 12.0-543 Builtwhee	h the code is force at the time RE22 inal orient and Terminal Grounding in of Foundations H Condition	Nev 1/18/20	N • •	Constant           Mar 15, 2020           O           O           O           O

3. After you complete the SEC you will have to validate and submit

6.14.7-687 Carrier Security Drive Terminal	۲		10.0.701 Terisian (Occuption and Maintenance)			
686 Return Terminal	۲		13.2-721 Training (operations and Maintenance)	۰		
6.14.3-685 Carrier Detach SwitchDrive Terminal	۲		4.34-720 All Signs Posted	۲		
684 Datum Terminal			4.35.3-719 Smoke Detectors Tested	۲		
604 Recurring minute	۲		13.6.3-718 Housekeeping	۲		
6.14.4-683 Carrier Anti Collision Drive Terminal	۲		13.20-717 Fire Extinguishers, Location & Condition	۲		
682 Return Terminal	۲		4 12/12 4 2 718 Eval Process			
12.4.1-697 All Safety and Stop Switches Tested	۲		4.13/12/4.3- (10 Fuel 30) age	•		
	۲		13.19-715 First Aid Equipment & Personnel on site	۲		
			13.16.2-714 Evac. Equipment, Location & Condition	۲		
			11.8.4-713 Condition of Anchors/Guy Lines	۲		
			12.9-712 Condition of Electrical Components	۲		
			4.39.2-729 Manufacturer's Manual	۲		
				۲		
Save Draft Cancel			$\Rightarrow$	Va	lidate	and Submit

4. After you validate and submit the status of the Checklist changes from orange to green. The SEC has been saved and will be submitted with the renewal. This will need to be completed for each device.

2 De	vices rene	ewing, inte	nding to opera	te				_	
Device #	Known As	Device Type	Certification Cost	SCC Fee	Still Own?	Intend to Operate	Checklist Status		Renew Later ④
\$220001	Fun Lift	Charlit	\$971.43	\$60.00	Yes	Yes	Completed	E Checklist	No 🕥
\$220002	Lift #2	ChairUft			Yes	Yes	Renew Later		Yes

The Renewal Application checklist now needs to be completed. The steps to follow:

1. Click on checklist tab

Face									Renewal Package Respor
2 Device	is renewing, inten	iding to operate	fartflordan fort	-	Hill Carel	istand to Geneta	Castlin Ones		barren inter C
ADD NO.	Test LPR	cars.	actures.	HEAT.	C Yes	<b>()</b> No	Transie	3 Cheverse	· • 3
111/11	(0.45	Autor 1			<b>E</b> 104	<b>C</b> 766	fear a same		Ves.
					to Infa				
Application	For Permit*		<u> </u>			-	Treat		
0++34		Birress Tabaje				Test or	erbout (e.e.		6471 43
		addamant *				Total 60			\$44.57
Disital sizes									807.03

2. This takes you to the Renewal Checklist. Complete the Checklist validate and submit.

Monod, datase Terri Ter CM 201-20 Patenge Roeneys & Patenge Compet Cale an included for reference programs     Patendates and additional and electrocomponents multi-executed and manifold in a sub-specific conduct in a cool with the	odern kroca	i le line le lit	wise installed		Ben BEN (28,03	1		forwarded low 16, 2000	
A. General				1	B. Records				
1. CALVESH-226-22 Passenger Toperage & Convepon Code on alte	0	0	0		L. Mathematica Log on alter and up to data (Classe 12.2.4)	0	0	0	
2. Operations Itimus, ct Sta (Clause 4.38/13.4)					2. Daily impaction theodors in place and up to pase (Dause 12.4)				
3 Marchenese Processors Long followed (Classe 52.7)					3. Operational English stream up beliefs (Shara 5138)				
A. Operational Procedures and Balas are long followed (Darse 33.0)					4. Were Boyer Log one site and a peter-shife (Bassian 33.5.9)				
8 All directives previously sound by DESIRES have been completed									
C. Personnel	Y	N	NA	1	D. Signs & Notices	Ŷ	N	NA	1
1. Manual Everyol on Training Provided (Classe 13.18)	0	•	0		1. Selving Procedures Pested (Classe 12. S	0	0	0	
2. Operating Neuronal During Provided (Datases 12.2, 12.00.2, 13.11 and 13.10)					2. Procedures for Unusual Decomprose Prailed (Classe 13.10.3)				
3. Mantananza Paranyna, Indining Provided (Causa 23.2)					3. Execution Providums Forced (Classe 13.16)				
					-Utraine Text procedures Posted (Classe 12.12)				
E. Test and Documents (Chair lifts, Gondolas, Reversible Trams)	Y	N	NA	$\mathcal{F}_{i}$	F. Certificate on Site	Ŷ	N	NA	, f
L. a. Novitre Non-Destructive Tests Up to Gate for Heal Rope and/or Tests Rope (Clause 11.8 & 11.13) rotations represent to tested before according for the particle.	0	•	<u> </u>		1. Latent Havi Rose Splice (Cause 11.5 & 11.14) (Not regularized for rose town)	0	0	0	
1. a 1 Ann the Max Personnelse Party link in Ania for View exeminations control out Places 11.6.4 and Constitute.					2. Repetition and Hangers Repaired (Davin 15.38.5)				
Rativization (Timore 33, 37), 38, 55 and 55 820					3. Rope Brips and Hargers Replaced (Baster 4283 8 5 28.8)				
1. is Westing New Hestingtone (reds. H) in their for Chair/Hesting/Team Galor Wargers (Flavor 12-10)					4. Had, Toole Hape or Dimeters weight Replaced (Dimeter 13.8.4.12. Known Enthere's test to destruction)				
<ol> <li>In a Bardier New Yestern (we be both the Information Versial Improduces Combinited and Condition Materializing (Caroo- 12.14)</li> </ol>					. A stope theorem, they beam factor for $M$ and $\sigma$ to $\sigma$ 's bedrawforms (theorem $12,0.01$				
L. 6. Routine non Destructive Texts Up to Case for Rope Grips (Clause 12.10)									
L. c. 1. Fourthe Non Bertructus Team Up to Date for: Visual Inspections Conducted (Clause 12.18.2)									
2. N.D. Texts on Perge Network and Nucleo's used or researd (Classer 12.8)									
2. a. N.D. hols on Pape Shevers and Bashels used or record, Condition Scholarboy									
<ol> <li>Precyser load fasts up to data (Bause 12.13) MOTE if your answer to "ne", attache details on which lifts are not up to data actions release for consisting one (had been</li> </ol>									

3. After you validate and submit the status of the Checklist changes from orange to green. The Application for Permit Checklist has been saved and will be submitted with the renewal.

Tere P									Renewal Package Respo
Device #	Kowa As	Device Type	Certification Cost	300 Fee	Still Cwith	irrand to Operate	Condities Status		Roome Later @
122236		Charth.	887(+7)	441.10	<b>()</b> 166	1005	11.16000	B Cherterer	No CID
						<b>C</b> 344	Name and		<b>C</b> 144
Application	For Permit								
Participa		C Second Parkage				lota per	Paulo cast		10.14
Digital signs	ature and acknow	viedgement *				76.64 (A)			96.07
		ung sorted within application for	free and persent.			1042 803			PROTE

4. To submit now complete the digital signature. Submit Renewal Package will light up once the digital signature is completed.

2005									Renewal Package Respons
2 Device	s renewing, inten	ding to operate	Continuation Cont	ADD Nor	NIE David	Infered To Operate	Chevalita Matua		Receive Labor (1)
423910	Perc 41	Coul-D	818-43	445.95	<b>()</b> 114	<b>105</b>	12-24(4)	ff Chickler	No (30)
102000	UL N	Uwill.			<b>() 14</b>	•	April 120		<b>() 1</b>
					No De				
Application	For Permit *								
		C Terrent Perrogs				Total and			8/2-0
Digital sign:	ature and acknowl					744.07			60.9°
						New LCC	54		463.00

5. Submit! This sends an e-mail to AEDARSA identifying that ABC Ski Resort has submitted a renewal package.

Renewing later? Easy following these steps:

1. Follow the complete renewal link identified below

					(à naire	-
Addresses Site Contacts	Portal Users					
Physical Address 213 March 2 - 12 Kilong 2 and 45 - 551	Billing Address	Parril to		Restice & Program) to	induced by Report to $\label{eq:response} (h_{R}) = h_{R} (h_{R}) + h_{R} (h_$	
evices 3			D.			
perating (2)						
C Devices Remaining						
C Devices Remaining				0		
C Devices Remaining	Desider (0 9624095	7104 Chairtft	lis do Tyre. Describele é	Srovis Operating		-
C Devices Remaining	784494-18 8129995 00449-15 8129993	7yen Ghalester Tassi Chainster	Sub-Type Deschafte 9 Sub-Type Deschafte 9	C Marka Rewalling Decking		

2. The complete renewal link allows you to change the state of the device from renew later to renew now. This prompts the portal user to complete the SEC



3. Complete the SEC the same way from previous steps.



4. Digital signature will be required again prior to submitting. Submit after completion. An e-mail will be sent to AEDARSA identifying that ABC Ski Resort has submitted a SEC for a device that was renewed later. \* Note After this step is completed the device will be added to the Permit of Operation



#### **Closing off on Directives**

Portal users (Administrators) can sign off on directives once completed.

To sign off on directives follow the step below:

1. Identify the device you want to close directives off. Open this tab



2. From this tab click directives

d ration
uff 55

3. Previous inspection directives show up with submit directives tab

Physical Address	. Consta (de 123	Billing Address	Permit to		Notice & Proposal to		Inspection Report 1	
Devices 3	O new Denice							×.
Puin Lift		Dedce 12 \$220001	<sup>5ype</sup> Charon	Sub-Type Detachable 6	tites Operating			
Lift #2		Device II \$225602	lype Chairith	Sub-"ypo Detachable 8	Status Operating			*
Device Details	Gaeratian Cada	tradition				teventy	Respired by	Galati Hod Dri
Renewala	2218	Desure exercises of state is non-participation of t	en www.men.nens.rencenutes.wo.neg.vo	EVENT:		6.04	Complete Before Use	
	2011-	ALTER OF ALTER AND ALTER INVESTIGATION				No. of Concession, Name	Complete Before das	
	2011	KENNERPLACENSIVE AND ALL DEGRED OF DAY				(%21.7	Complete Before Use	
	241	FROM THE STOLEN AND THE PROPERTY AND THE STOLEN				tan.	Conjuste Boline Lise	Address Streetweet
123 LIR		Device ID 8230008	7/pe Chairtin	Sub-Type Detachable B	ST20-5 PendingConstruction			÷

4. Enter the completion details and upload any required documents

			Submit	t Directives					×			
Physical Address Billing Address 201 Wouthan Servic Generals (MI 1913		Initial (January 2022							inspection Report to Survey McMarg			
			Lift #2	Device ID Task been completed and group relate Device ID Type 8220302 Chain	Dub-T Detac B	ype Stat. hable Oper	ating					
Devices 3	-		Directive Code	Description		Required By	Security	Completed?	Submitted On			
	O Reed Davidue		10.04	INFORM CARRIERON DELANS AN TONQUE THIS INFORMATION PROCEEDINGS AND REQUINE	CELAD, PER DMDATE	Complete Bafore Unit	1000		10000 B			
Operating (2)			1000	164940604(402)1023103200733104113		Complete Bafore Une	WARAN .		televitate ()			
Fun Lift			Jan.		cy akana.	Complete Before une	Velue		Start Area (1)			<b>⊳</b>
		Davice ID 5220003	103	DVDURD AUKU KRY DRVIE IS WERECTED AND INTEL KODU HEMBINS	ores into via ren	Complete Before Use	(144)		Silari (Ala M			•
			5947	TERMINELACE TERMINETENNIA, ETROPIC	nt.	Complete Bafore Dea	1000		Sent All B			
Lift #2			Document	5								
		8230002			B							
Device Details	Dimense Date	Inceptor		Ongi	a file or click here t	te aplicad				fair and g	Support Dy	Surrinai (x
Renewald	. 393								_		Compute Balancias	
Oirectives	3610			is certify that all directions tabled be one base lies	1 + + + + + (+ (+ + + + + + + + + + + +						Complete Ballane Line	
	(384) (										Containing Before Live	
			-								Complete Ballyin Live	
	047								_		Complete Ballyon Day	
523 Lift		Devce (D 8123003		Type Charlen	Site Ty Detacl	or able t		P R	endingConstruction			*

5. Complete the digital signature and submit the directives

Physical Address Olling Address 2010 Petrotation (Pr. 1997), Carpin (Pr. 1997)		Initial January 2022	-		impaction Report to						
			Un #2	Characteric transferrer and upward stand showned Device ID Type 8220002 Charatith	sub-Type Stat Dotachable Open 8	s Ning					
Devices R			Directive per	alpios	Required by	Severity	Gampleted?	Submitted On			2
	O New Device		atus Did	eles successivos deves la torque testas va rer la estudios recessoria ves reguladaria	Compliate abeliare Use	Lov		2012-01-11.D			
Operating (2)			0104 NO	GENERAL METAL MOUNT SCHOOL BRAVE	Complete Before Use	Shellor:		3022-04-02.02			
Fun Lift			104 10	and a subsection of the subsec	Complete metions Use	Netwo	8	2022-04-0313			
		Device (D \$220991	9534 DH	NING ANALIJAHY DRIVE IG HEATEETED AND OMERATED IG REQUIREMENTS	AS FER Complete Before Use	here		2012-04-03-0			•
			nair err	interest of the second second second	Georgiate Bators Use	Low		3414 64-2713			
Lift #2		Device (D	Documents								
		\$220902		E.	2						
Device Details	Discon Loss	Amorphise		Ong a flar or of	ck here to upliced				Sec. 14	Augusted by	Garrenne St
Renewats	(true	Definit Calledor Mart & Kinger Wort	<b>P</b>					_		Complete Bafare Ver	
Directives	1515	REPORT CONTRACTOR AND ADDRESS OF	2 main cart	ly that all liter two littlet below how here complete	÷.					Construite Bollons Uwa	
	3024	REAL & REPLACEMENT AND A ST ENERGIES	675							Congrate Boture Lear	
	1977A	DIDATE ALVELIARY DAVID IN HEREITEE AND S	610					· ·		Companie Bolice Sea	
	: Het	ADH-ARROWED RETAIN TOWNER STRUCTU	81,8 535 61,8							Corgonia Bellevicas	TACHT CONTRACT
123 Lift		Devices (D) 8390001	653 1.111 654 1.111	uk atar ya kuta atar kuta kuta kuta kuta kuta kuta kuta kuta		•					
				failed the state	n ke Congietion	<					

6. After submission you will get a pop up indicating that directives for the device have been submitted. AEDARSA is notified that ABC Ski Resort submitted directives.

Physical Address		Billing Address	Permit to		Notice & Proposal to		Inspection Report to	
123 Moontain Barff, Albert					Same As Miling		face is biing	
Devices 3								
	O New Device							í an the second s
Operating (2)								
Fun Lift		Busine 18						
		5220001	Chairlift	Detachable 6	Operating			
Lift #2		Dev/ce ID \$220002	Type Chairith	Sub-Type Detachable 8	Status Operating			•
Device Details Benevals	Directive Code	Description		¢.		Severity	Required By	Submitted On
Directives						Low .	Company Balance Unio	4013,307
	53.4	REMINISTRACCINETAL/NOUVET ENERGENCY BRAIL				Vellars	Complete Balane Use	Apr 13, 2022
	6535	DIGORE AUNUARY DRIVE IS INSPECTED AND OPERATED A	A FER CODE REQUIREMENTS			Low	Complete Before Use	Apr 13, 2022
	8547	REPARTERIALS RETURN TORYINAL STRUCTURE				Low	Complete Before Use	Apr 13, 2022
								Scheit Skeitlich
123 Lift		Device ID	Тура	Sub-Type	Status			•
		6220003	ChalrUft	Detachable 8	PendingConstruction			

#### **Activities**

Portal users have access to activates that are filtered by year. The activity tab includes previous inspection reports, the renewal checklists (including the SEC), invoice information.



#### Printing off a Permit of Operation

Portal users can print off Permit of Operations. This is done by clicking on the Print Permit tab. \*Note Permit of Operation will need to be released by AEDARSA prior to having this feature

