



**Skilled
Trades**
Ontario

**Métiers
spécialisés**
Ontario

Apprenticeship
Training Standard
Logbook

Construction Boilermaker

428A

2004

Apprenticeship Training Standard

The Apprenticeship Training Standard or herein after referred to as “Logbook” is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario as an official record of training. It is to be used by the Apprentice and Sponsor/trainer to guide the process of skills development in a particular trade.

Training As An Apprentice

- ✓ Ensure you, your sponsor, and your witness sign a Training Agreement with the Ministry of Labour, Immigration, Training and Skills Development. Once it is registered, you will receive a copy of the registered Training Agreement for your records.
- ✓ Notify the local Service Delivery Office **immediately** if any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Logbook regularly with your trainer and sponsor to discuss your progress, ask questions, seek feedback and have the trainer **sign-off on competencies**
- ✓ Keep an accurate record of the hours you work.
- ✓ Attend classroom training when it is offered.
- ✓ Apply for the financial incentives for which you are eligible.



Completing Your Logbook

- ✓ **Complete the Sponsor Record Form** – A form must be completed for each Sponsor/Trainer used during your apprenticeship.
- ✓ **Confirm Skill Sign-off is Complete**
 - **You and your trainer** sign-off each required skill to confirm that you have demonstrated competency in that skill.
 - Shaded boxes in your Logbook mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.
- ✓ **Confirm Skill Set Sign-off is Complete**
 - After you and your trainer have signed-off all the required skills in a skill set, your sponsor signs the signature box on the form in **Appendix C – “Skill Set Completion for Sponsors”** to confirm your completion of all competencies within each skill set.

This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



Apprentice Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Trade: _____

Training Agreement # (for Compulsory and Non-Compulsory trades):

STO Account No. (for Compulsory trades only):

This document is the property of the Apprentice named herein and represents the official record of their training.

If you have questions about the use of this Logbook or about your Apprenticeship program, contact your local Service Delivery Office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.

Apprenticeship Pathway to a Certificate of Qualification

Phase 1: Registration

Submit Application for Apprenticeship Training through the on-line portal or to local Service Delivery Office

For on-line portal, please follow instructions for registration. You will need to create a *My Ontario* account to access online services.

Training agreement signed and registered by both apprentice and sponsor

Access your Apprenticeship Training Standard Logbook**
skilledtradesontario.ca/about-trades/trades-information

** This is the official record of your training progress. You are responsible for keeping it up-to-date.

Complete on-the-job training

Demonstrate and receive sign-off on the competencies/skills in your Apprenticeship Training Standard Logbook

Complete in-school training

Attend and complete the in-class training set out in the Curriculum Training Standard

Apprentices eligible to apply for apprenticeship incentive grants (Red Seal trades) and loans.

Review and finalize your logbook with your sponsor

Submit proof of apprenticeship completion via email, in-person or digital portal

Your Apprenticeship Training Standard Logbook details completion requirements. Submit the following:

- completed Apprenticeship Training Standard Logbook with signatures
- proof of hours

Certificate of Apprenticeship is issued

Phase 2: Apprenticeship

Trades without examination

CofA is the final step of the program

Trades with examination (compulsory and non-compulsory trades)*

Provisional Certificate of Qualification issued for a 12 month term

To prepare for the CofQ examination download the Provincial and/or Red Seal Exam preparation guides.

Make payment for your Certificate of Qualification examination

Call to make a payment (647-847-3000 or 1-855-299-0028)

Schedule a date to write your Examination

To schedule your examination, contact your local Service Delivery Office.

Pass Certificate of Qualification examination

Apprentices eligible to apply for Apprenticeship Completion Grant (Red Seal trades) or Apprentice Completion Bonus (non-Red Seal)

Certificate of Qualification is issued

Upon completion, Sponsors may be eligible for Apprenticeship grants, incentives, bonuses or tax credits

Phase 3: Certification

* For a list of trades subject to a certification examination, visit: skilledtradesontario.ca

Table of Contents

Foreword: Purpose, Terms and Conditions of the registered Training Agreement.....	1
Trade Specific Resources and Links	2
Methodology-Standard Development	2
Introduction to the Logbook.....	3
Roles and Responsibilities	4
Roles and Responsibilities of the Apprentice	5
Roles and Responsibilities of Sponsors and Trainers	6
Health and Safety.....	7
Apprenticeship Program Summary/Guidelines.....	10
Scope of Practice	10
Program Guidelines.....	11
Program Requirements	12
Compulsory and Non-compulsory Classification	12
Skills for Success Summary	12
Standard of Performance	13
Training the Apprentice - Tips for Apprentices, Sponsors and Trainers	15
Notice of Collection of Personal Information	17
List of Trainers	18
Skill Sets	19
6000.0 Use and Maintain Tools and Equipment.....	19
6001.0 Use and Maintain Scaffolding, Work Platforms, and Fall-Arrest Equipment.....	21
6002.0 Maintain Cutting, Preheat, and Welding Equipment and Supplies....	23
6003.0 Prepare for Installation.....	25
6004.0 Set Up Job Site.....	27
6005.0 Cut and Gouge Metals.....	28
6006.0 Weld Assemblies	30
6007.0 Fit Plate Subassemblies and Assemblies	36
6008.0 Fit Tubes and Tube Assemblies	38
6009.0 Rig and Hoist	41
6010.0 Construct and Erect Plant Components and Related Equipment	43

6011.0	Remove or Demolish Plant Components and Related Equipment...	45
6012.0	Maintain Plant Systems and Ancillary Structures.....	46
6013.0	Demonstrate Safe Working Practices and Procedures.....	48
	Definitions	51
	Apprentice	51
	Ready to Write Your Exam?.....	54
	Instructions for Recording a Change in Sponsor.....	55
	Sponsor Record #1	56
	Change of Sponsor Record #2.....	57
	Change of Sponsor Record #3.....	58
	Change of Sponsor Record #4.....	59
	Appendix A — Instructions for Apprenticeship Program Completion	60
	Appendix B — Apprentice Completion Form.....	61
	Appendix C — Skill Set Completion for Sponsors.....	62
	Appendix D — Local Service Delivery Offices in Ontario	63
	Competency Analysis Profile (CAP) Chart	i

Please Note: This Standard has been revised to reflect the visual identity of Skilled Trades Ontario (STO) which replaced the Ontario College of Trades on January 1, 2022. The content of this Standard may refer to the former organization; however, all trade specific information or content remains relevant and accurate based on the original date of publishing.

Please refer to STO’s website: skilledtradesontario.ca for the most accurate and up to date information. For information about BOSTA and its regulations, please visit [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#).

Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: Skilled Trades Ontario.ca.

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Maintained with transfer to Skilled Trades Ontario 2004 (V100)

Foreword: Purpose, Terms and Conditions of the registered Training Agreement

Purpose:

- Prior to starting official apprenticeship activities, the apprentice, sponsor and a witness are required to sign a Training Agreement.
- The Training Agreement that you have signed is an important legal document that outlines your responsibilities as an apprentice and the responsibilities of your sponsor.
- Once registered, this training agreement (or contract) marks the start of your formal agreement between the apprentice, the sponsor and the Ministry.
- For compulsory trades, the apprenticeship registration document must be accessible when working.

The Apprentice agrees:

- **To inform the local Service Delivery Office of any change to your contact information or change in sponsor within 7 days;**
- To follow the Sponsor's and Trainer's lawful instructions and make every effort to acquire the skills identified in the Logbook for the Trade which is part of the apprenticeship program established by Skilled Trades Ontario for the trade;
- To obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Logbook for the trade have been met.
- When you receive an "Offer of Classroom Training", confirm your attendance by following the instructions in the offer. Failure to do so may result in losing your opportunity to attend school which delays the completion of your apprenticeship.

The Sponsor agrees:

- To ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by Skilled Trades Ontario for this trade;
- To review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party.
- Release your apprentice from work to attend in-school training without penalty to the apprentice.
- To maintain the journeyperson/apprentice ratio for your trade, if applicable.
- To monitor their apprentice(s) progress
- To ensure that the Trainer(s) verifies, in writing, when each skill identified in the Logbook for the trade has been successfully completed by the Apprentice;
- To contact the Ministry should any changes in your capacity to train, your contact information, or your apprentice's status in the program change.

Trade Specific Resources and Links

Trade Specific Resource	Link
Red Seal Program	red-seal.ca
Apprenticeship in Ontario	ontario.ca/page/apprenticeship-ontario
Employment Ontario	employmentontario.ca
Service Canada	servicecanada.gc.ca
<i>Building Opportunities in the Skilled Trades Act, 2021</i>	Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca)
Ministry of Labour, Immigration, Training and Skills Development	Ministry of Labour, Immigration, Training and Skills Development ontario.ca
Exam Preparation Guide	Exam Resources – Skilled Trades Ontario
Skills Zone (Ontario Skills Passport)	http://www.skillszone.ca/

**Please note, all website addresses are current at time of printing*

Methodology-Standard Development

A standard is developed with a broad group of trade representatives who form the initial working group. This includes subject matter experts/ tradespeople/ instructors and employers from a cross section of the sector/industry, with varying years of work experience in the field. The working group reviews, develops and recommends revision to the content of the standard. Their role also involves harmonizing and updating other supporting content for the product.

An essential part of the standard development is the validation process. This is the opportunity to have a broader representation of the sector provide feedback on the content of draft standard. This process is conducted in various ways and may include sending out a survey or the draft document (or both) directly to the sector. The comments received are reviewed by the working group and revisions are made as required based on a consensus model.

Introduction to the Logbook

This “on-the job” Logbook is the training standard for Construction Boilermaker 428A and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

The Logbook is divided into skill sets, which are further divided into skills. These skill sets and skills are written in statements that describe what the Apprentice must perform and to what standard, in order to be considered competent in that skill.

The successful performance of these skills is tracked in the Logbook. Once achieved, this skills’ sign-off, along with the completion of in-school program requirements or equivalent, is how the apprenticeship program is completed and apprentices receive a Certificate of Apprenticeship.

The Sponsor/trainer and Apprentice are required to sign-off and date each skill after the Apprentice has demonstrated proficiency in these skills. However, if a skill is shaded, it is optional and does not need to be signed-off, though it has been defined as a part of the scope of practice for the trade.

All practices described in this standard must be performed by the apprentice according to the specific criteria identified. In general, the standard of performance for this trade is to be performed according to all applicable jurisdictional codes and standards and all health and safety standards must be respected and observed.

All skills within the Apprenticeship Training Standard are to be performed, as applicable, according to and in compliance with the following:

- Occupational Health and Safety Legislation and Regulations;
- Other applicable legislation, regulation, codes and standards;
- Industry best practices;
- Company policies and procedures.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application. Please refer to the Skilled Trades Ontario website for the most accurate and up-to-date information: skilledtradesontario.ca

Roles and Responsibilities

Under the [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#)

Skilled Trades Ontario (STO) is responsible for:

- Establishing and maintaining qualifications;
- Establishing Apprenticeship Programs and other training programs including training Standards, curriculum standards and certifying examinations;
- Issuing certificates for the purposes of this Act such as Certificates of Qualification;
- Maintaining a Public Registry for compulsory trades skilledtradesontario.ca/public-register/;
- Determining whether the experience and qualifications obtained by applicants for a certificate of qualification who do not complete an apprenticeship are equivalent to those received through completing an apprenticeship (Trade Equivalency Assessments)
- Promoting the skilled trades and conducting research.
- Conducting research and evaluate whether a trade should be prescribed as a trade for the purposes of this Act and to make recommendations on these matters to the Minister.

Ministry of Labour, Immigration, Training and Skills Development (MLITSD)

is responsible for:

- Classifying trades as compulsory trades;
- Prescribing scopes of practice for trades;
- Approving which persons may provide in-class training for apprenticeship programs (TDAs);
- Registering Training Agreements;
- Providing those who successfully complete an apprenticeship program with a certificate of apprenticeship (CofA);
- Administering examinations, including certifying examinations;
- Promoting the skilled trades and conducting research;
- Exercising such other powers and perform such other duties and functions as are provided for in this Act or the regulations.

For any matter related to your registered Training Agreement or completing your apprenticeship, you must contact your local Service Delivery Office.

Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a registered Training Agreement (refer to Foreword: *“Purpose, Terms and Conditions of TA” page 1*) with a Sponsor to receive training in a trade as part of an apprenticeship program established by Skilled Trades Ontario. As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

1. As an Apprentice, you signed the Training Agreement and have entered into a contract with the Ministry of Labour, Immigration, Training and Skills Development and your Sponsor.
2. If you are registered as an Apprentice in a compulsory trade, your name will automatically appear in the Skilled Trades Ontario Public Register.
3. You are responsible for informing the staff at your local Service Delivery Office regarding changes to the following:
 - Your Sponsor’s address;
 - Your name and address; and/or,
 - Your Sponsor, including starting employment with a new Sponsor
4. As an Apprentice, you are responsible for completing skills or skill sets in this Logbook (as detailed in the *“Eligibility for Apprenticeship Program Completion”* section of this document) and ensuring that they are dated and signed by both you and your Trainer.
5. Once you have demonstrated competency in all the mandatory skills and received a sign off on each skill by your sponsor/trainer, you must have the Skill Set Completion Form completed and signed by your current Sponsor.
6. Submit your Logbook to your local Service Delivery Office.
7. Present your Apprentice Completion Form (Please refer to Appendix B), along with your authorized Logbook to your local Service Delivery Office.

Roles and Responsibilities of Sponsors and Trainers

Sponsors are responsible for ensuring all terms are met as per the registered Training Agreement. They are named on the registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the 'Signing Authority' for the Apprentice's Skill Set Completion Form and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set. Some sponsors may also act as the Trainer.

A **Trainer** is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice.

In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be registered with Skilled Trades Ontario.

In non-compulsory trades, a Trainer is an individual who holds one of the following:

- A Certificate of Qualification;
- A Certificate of Apprenticeship in the trade; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's apprenticeship program; or,
- Has workplace experience equivalent to the apprenticeship program) and has the skills outlined in the Logbook.

Competency means being able to perform to the required standard (please refer to "*Introduction to the Logbook*"). Trainers/Sponsors and Apprentices are required to sign-off and date the skills in the Logbook following each successful acquisition. The Logbook forms a record of this achievement.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

Health and Safety

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance for apprenticeship programs in Ontario. These responsibilities are shared and require the joint efforts of government, sponsors, employers, supervisors, workers, apprentices and the public to achieve the goal of making Ontario's workplaces safe and healthy.

The [Occupational Health and Safety Act](#) (OHSA) provides us with the legal framework and the tools to do this. It sets out the rights and duties of all parties in the workplace, placing ultimate responsibility on the employer for the health and safety of workers (in this case apprentices) by ensuring procedures, controls, and training are established for dealing with workplace hazards. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury, illness or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident injury or illness.

A sponsor who is not the employer is reminded that the employer has legal responsibilities respecting health and safety over the apprentice who is their worker. The sponsor should encourage safe work habits and adherence to the employer's occupational health and safety requirements for the workplace.

It is generally recognized that a positive attitude about safety in partnership with health and safety competency contributes to an accident-free environment. Everyone will benefit as a result of a healthy attitude towards the prevention of accidents.

Workers and apprentices can be exposed to a multitude of hazards and, therefore, should be familiar with the Occupational Health and Safety Act and regulations.

The Internal Responsibility System:

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong Internal Responsibility System (IRS) in the workplace. To this end, the OHSA lays out the duties of employers, supervisors, workers, apprentices, constructors and workplace owners.

Workplace parties' compliance with their respective statutory duties is essential to the establishment of a strong IRS in the workplace.

Simply put, the IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers and apprentices in the workplace who see a health and safety problem such as a hazard or contravention of the OHSA in the workplace have a statutory duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations and acquaint workers with any hazard in the work that they do.

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by well-defined health and safety policies and programs, including the design, control, monitoring and supervision of the work being performed.

Roles and Responsibilities under the Occupational Health and Safety Act

Employer's Responsibilities include but are not limited to the following:

- Instruct, inform and supervise workers and apprentices to protect their health and safety.
- Appoint competent persons as supervisors.
- Inform a worker, apprentice, or a person in authority, about any hazard in the workplace and train them in the handling, storage, use, disposal and transport of any equipment, substances, tools, material, etc.
- Take every precaution reasonable in the circumstances for the protection of a worker/apprentice.
- In workplaces in which more than five workers are regularly employed, prepare and post a written occupational health and safety policy and set up and maintain a program to implement it.
- Prepare and post policies with respect to workplace violence and workplace harassment and develop programs supporting workplace harassment and workplace violence policies.
- Ensure knowledge of applicable legislative, regulatory, codes and standards so requirements to be followed are clear to all workers/apprentices.

Trainer/Supervisor Responsibilities include but are not limited to the following:

- Ensure that a worker or apprentice works in compliance with the Act and regulations.
- Ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker or apprentice.
- Advise a worker/apprentice of any potential or actual health or safety dangers known by the supervisor.
- Take every precaution reasonable in the circumstances for the protection of workers.

Worker/Apprentice Responsibilities include but are not limited to the following:

- Work in compliance with the Act and regulations.
- Use or wear any equipment, protective devices or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker.
- Report any hazard or contravention of the Act or regulations to the employer or supervisor.
- Not remove or make ineffective any protective device required by the employer or by the regulations.
- Not use or operate any equipment or work in a way that may endanger any worker.

The Three Rights of Workers/Apprentices

The OHSA gives workers and apprentices three important rights:

1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

For construction projects applying to construction trades a Constructor is also identified

On all projects, either the owner or someone hired by the owner is the constructor.

The intent of the Occupational Health and Safety Act is to have one person with overall authority for health and safety matters on a project. This person is the constructor of the project.

The constructor is the party with the greatest degree of control over health and safety at the entire project and is ultimately responsible for the health and safety of all workers and apprentices. The constructor must ensure that all the employers, apprentices and workers on the project comply with the Act and its regulations.

Constructor's duties include the following:

- To ensure that the measures and procedures in the Act and regulations are carried out.
- To ensure that every employer, apprentice and worker on the project complies with the Act and regulations.
- To ensure that the health and safety of workers/apprentices on the project are protected.

Ministry of Labour, Immigration, Training and Skills Development

The Ministry of Labour, Immigration, Training and Skills Development conducts periodic inspections of workplaces to ensure that safety acts and regulations are being followed. Please direct any questions to the Occupational Health and Safety Contact Centre at 1-877-202-0008.

Apprenticeship Program Summary/Guidelines

Scope of Practice

The Scope of Practice for the trade of Construction Boilermaker is set out in section 31 of Ontario Regulation 875/21 under BOSTA and reads as follows:

31. The scope of practice for the trade of construction boilermaker includes fabricating, assembling, installing, constructing, erecting, altering, maintaining, repairing, disassembling, demolishing or testing any of the following systems or equipment, or any of their component parts or access assemblies, that are intended for industrial purposes and that are made of plate metal, structural metal or fibreglass:

1. Boilers.
2. Economizers.
3. Air heaters.
4. Downcomers.
5. Process equipment.
6. Tanks, bins, hoppers and vats.
7. Pressure vessels.
8. Heat exchangers.
9. Condensers.
10. Permanently situated industrial fans.
11. Calandria.
12. Containment structures.
13. Pollution control systems.
14. Duct systems.
15. Furnaces.
16. Water towers and reservoirs.
17. Penstocks.
18. Scroll casings.
19. Flue gas stacks.

*While the Logbook draws on the scope of practice regulation (Section 31 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. *

Program Guidelines

On-the-Job Training Duration

Industry has identified 5880 hours as the benchmark necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

In-Class Training Duration

Industry has identified 720 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

Total Training Hours

6600 hours

Journeyman to Apprentice Ratio

Ratios in Regulation:

If a trade has been prescribed as being subject to an apprentice to journeyman ratio, the number of apprentices who may be sponsored or employed by a person in the trade in relation to the number of journeymen employed or otherwise engaged by the person in the trade **shall not exceed one apprentice for each journeyman**; Further information can be found in the Apprenticeship section of the Government of Ontario website at ontario.ca/page/hire-apprentice

Program Requirements

Compulsory and Non-compulsory Classification

Regulations under the *Building Opportunities in the Skilled Trades Act, 2021*, classify each trade as either “compulsory” or non-compulsory.” This trade is non-compulsory.

It is the responsibility of an Apprentice to maintain a training record in the form of a Logbook. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

Skills for Success Summary

Skills for Success are needed in a quickly changing world for work, learning and life. They are foundational for building other skills and important for effective social interaction. Everyone benefits from having these skills as they help individuals get a job, progress at their current job and change jobs. They also help individuals become active members of their community and succeed in learning.

Through extensive research and consultations, the Government of Canada launched the new Skills for Success model renewing the previous Essential Skills framework to better reflect the needs of the current and future labour market.

The occupational specific Essential Skills profiles are available online. These will be updated over time to align with the new Skills for Success model found here: [Skills for Success model](#)

Standard of Performance

1. Program Definition: Construction Boilermaker is defined as a person who:
 - fabricates, assembles, installs, constructs, erects, alters, maintains, repairs, disassembles, tests, and demolishes boilers, process equipment, tanks, pressure vessels, heat exchangers, calandria, pollution control systems, furnaces, water towers, penstocks, scroll casing, exhaust stacks, and vats and related ducting, parts, and access assemblies.

Eligibility for Exam Challenge (for Non-apprentice C of Q Applicants)

The challenger must:

- provide Training Standard or Schedule of Training sign off;
- demonstrate that he or she has acquired 6600 hours of on-the-job training.

Eligibility for Program Completion (for Apprentices)

The apprentice must:

- complete 5880 hours of experience in the skills identified in the Training Standard or Schedule of Training;
- complete the in-school training as outlined in the industry and ministry- approved Curriculum Standard.

In general, the standard of performance for the trade of Construction Boilermaker are to be performed, as applicable, according to and in compliance with the following:

Industry Safety Standards which are based upon:

- Occupational Health and Safety Legislation and Regulations;
- Jurisdictional legislation and regulations, codes and standards (municipal bylaws etc.)
- Company policies and procedures
- All applicable manufacturers specifications and engineering specifications

Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work procedures early to create good habits;
- Use your Logbook as a journal to keep track of the skills you have achieved;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Discuss your training needs with your Trainer and/or Sponsor;
- Listen to the suggestions of your Trainer;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign-off the individual skills.

To get the most from this mentoring experience, request exposure to the full scope of the trade; meet regularly with your Sponsor/Trainer to discuss your progress, ask questions and seek feedback.

Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Set out clear expectations and involve both the Apprentice and Trainer in developing the training plan
- Encourage safe work habits;
- Allow time for the Trainer to train and demonstrate skills to the Apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Recognize good performance;
- Observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Logbook as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.

- The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

Tips for Trainers

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Logbook with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Expose Apprentices to the full scope of the trade by providing training on the skills outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- **Meet regularly with the Apprentice to discuss the apprentice's progress**
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Logbook as a guide to evaluate competence in each skill area. By using the Logbook, Trainers will be able to guide the process to and assist Apprentices to develop skills outlined in this document.

The best mentoring experience is when an Apprentice is given as much training/exposure to the full scope of the trade as possible. If this is not possible, help them to determine other ways this may be possible.

Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Logbook to the local Service Delivery Office. You will be required to submit the signed Apprenticeship Completion form to the Service Delivery Office in order to complete your program. The Service Delivery Office will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Service Delivery Office will disclose information about your program completion and your Certificate of Apprenticeship to Skilled Trades Ontario, as it is necessary for Skilled Trades Ontario to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry of Labour, Immigration, Training and Skills Development under the authority of the *Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Labour, Immigration, Training and Skills Development
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
TTY: 1-866-533-6339 or 416-325-4084

6000.0 Use and Maintain Tools and Equipment

General Performance Objective

Use and maintain hand tools, power tools, and measuring devices by using and maintaining metal-working and trade-specific hand tools and associated equipment; using and maintaining electrical, pneumatic, and hydraulic power tools and associated equipment and supplies; and using and maintaining measuring devices and layout equipment so that tools and equipment are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective.

Performance Objectives

Skills

6000.01 Use and maintain metal-working and trade-specific hand tools and associated equipment, including cutting, filing, grinding, fitting, scaling, and weld inspection tools, by determining the correct tool for the job, selecting the tool and required components, documenting use in a tool control system, setting up the tool, testing it, applying it to the job, monitoring its performance, adjusting its operation as necessary, identifying deficiencies, replacing consumables, and repairing or replacing user-maintainable parts so that tools are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice’s Sponsor.**

6000.02 Confirm metal shapes by using precision measuring instruments and checking devices, including (but not limited to) radius gauges, surface comparator, and verniers, to ensure that the profile and finish of the cut shape conform to engineering drawing and job specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6000.03 Use and maintain electrical, pneumatic, hydraulic and explosive actuated power tools and associated equipment and supplies including drills, saws and grinders by identifying appropriate power supply sources, ensuring sufficient power, maintaining integrity of power supply, reporting inadequate power supply, determining the correct tool for the job, selecting the tool and required components, setting up the tool, actuating and testing it, applying it to the job, monitoring its performance, adjusting its operation as necessary, identifying operational deficiencies, replacing consumables and repairing or replacing user maintainable parts so that tools are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6000.04 Use and maintain measuring devices and layout equipment, including measuring tapes, scales, dividers, and markers, by determining the correct device or equipment for the job, selecting the device and required components, setting up the device, testing it, applying it to the job, monitoring its performance, adjusting its operation as necessary, identifying deficiencies, replacing consumables, and repairing or replacing user-maintainable parts so that tools are used for their intended purposes and are maintained at a standard of repair that is safe and functionally effective.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6001.0 Use and Maintain Scaffolding, Work Platforms, and Fall-Arrest Equipment

General Performance Objective

Use and maintain scaffolding and safety equipment by selecting, inspecting, and erecting scaffolding and work platforms; working on scaffolding and at heights using fall-arrest equipment; and dismantling scaffolds and material handling equipment so that scaffolding is erected, used, dismantled, and stored properly in accordance with employer’s procedures and Canadian Standards Association (CSA) safety standards or Ontario regulation requirements.

Performance Objectives

Skills

6001.01 Select, inspect, and erect scaffolding by selecting scaffolding for the specific job; performing pre-use inspection by visually checking all the components for defects; erecting scaffolding; and ensuring that it is sufficient for the task, has no visual defects, and is placed on a firm footing in accordance with employer’s procedures, manufacturers’ specifications, and CSA safety standards or Ontario regulation requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice’s Sponsor.**

6001.02 **Select, inspect, and operate work platforms, swing stages, and boatswain’s chairs** by selecting the work lift for the specific job; performing pre-use inspection by visually checking all of the components for defects; operating the work lift; and ensuring it is sufficient for the task, has no visual defects, and is placed on a secure lifting point in accordance with employer’s procedures, manufacturers’ specifications, and CSA safety standards or Ontario regulation requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6001.03 **Work on scaffolding and work platforms and at heights** by selecting and utilizing a fall-protection system, wearing the appropriate equipment, and following fall-protection procedures as required by employer’s procedures, CSA safety standards, and Ontario regulation requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6001.04 **Dismantle scaffolds** by disassembling scaffolding and storing it correctly and in good repair as per employer procedures and/or Ontario regulation requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6002.0 Maintain Cutting, Preheat, and Welding Equipment and Supplies

General Performance Objective

Maintain cutting, preheat, and welding equipment and supplies by maintaining oxyfuel cutting and heating equipment, maintaining arc welding equipment, and storing welding consumables so that equipment and materials are maintained at a standard of repair that is safe and functionally effective within CSA, American Society of Mechanical Engineers (ASME), manufacturers', or workplace standards.

Performance Objectives

Skills

6002.01 Maintain oxyfuel cutting and heating equipment by inspecting, testing, and identifying and reporting deficiencies; and adjusting, repairing, and replacing user- maintainable defective components associated with oxyfuel equipment, including cylinders, gauges, hoses, tips, torches, and flashback arresters, using leak-detection solutions, oil and grease removers, wrenches, tip cleaners, and hose clamps so that oxyfuel equipment is maintained at a standard of repair that is safe and functionally effective within manufacturers' and workplace standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

6002.02 Maintain arc welding equipment by inspecting, testing, calibrating, adjusting, and replacing defective components associated with arc welding equipment, including welding cables, electrode holders, ground clamps, feeders and guns, flow meters, and shielding gas hoses, using pliers, wrenches, and leak-detection solutions so that welding equipment is maintained at a standard of repair that is safe and functionally effective within manufacturers' and workplace standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6002.03 Store welding consumables by inspecting, storing, maintaining storage conditions, protecting, and replacing defective items associated with consumables for welding, including ovens, quivers, flux storage containers, cylinders, electrodes, and wire, using knowledge of manufacturers' recommendations, so that welding consumables are stored and maintained free from contamination and damage, in accordance with CSA, ASME, or an equivalent recognized quality performance standard.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6003.0 Prepare for Installation

General Performance Objective

Prepare for installation by preparing for job layout; developing an installation plan; surveying the site; selecting the required tools, materials, and equipment; and determining work sequence and required workforce so that the requirements for the installation are anticipated and planned for and the installation plan is comprehensive and practical.

Performance Objectives

Skills

6003.01 Prepare for job layout by reading and interpreting installation documents, blue prints, and specifications; transferring data to an installation plan; and ensuring all required components to begin installation are on site and identified so that installation requirements are clear and layout meets practical requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

6003.02 Develop an installation plan by identifying worksite variables; extracting site- relevant details from information sheets, drawings, and specifications; taking into account effects of concurrent operations on installation procedure; and determining worksite layout and space usage requirements so that work can proceed in a safe and orderly manner.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6003.03 **Survey site** by examining site layout and establishing lines and grades, including reference points for the installation, so that relationships among the components of the installation are clear and installation is feasible.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6003.04 **Select tools, materials, and equipment required for the installation** as determined by the installation plan so that all standard and special tools, materials, and equipment are available at the site or acquisition of them is planned, as required.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6003.05 **Determine work sequence and required workforce** by reviewing site accessibility, order of assembly, size and weight of components, and method of assembly so that major problems are identified and work sequence is clear and manpower is available when required.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6004.0 Set Up Job Site

General Performance Objective

Set up the job site by locating and setting up equipment, blocking out the job site, and consulting with supervisors so that site is safe, efficient, and practical for the planned installation.

Performance Objectives

Skills

6004.01 Locate and set up equipment, including temporary construction facilities and equipment trailers, so that optimum placement is found for the site, equipment is properly located and oriented, and preoperational checks are conducted to ensure effective operation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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6004.02 Block out job site by identifying site-relevant safety concerns, removing or avoiding hazards, and occupying available laydown area and space so that interference from competing work activities is reduced, movement in the workspace is safe and efficient, and sequence of operations is effective and non-productive activities are minimized.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6004.03 **Consult with supervisors** and other workers to ensure that the equipment and the job site meet the installation or removal requirements and that hazardous material protection, collection, and disposal systems are in place and workable.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6005.0 Cut and Gouge Metals

General Performance Objective

Cut and gouge metals using oxyfuel, air carbon arc, and plasma arc equipment so that all equipment is set up, used, and maintained in accordance with manufacturers’ instructions for the intended application and that the cut or gouge is made to specification.

Performance Objectives

Skills

6005.01 **Cut metal with oxyfuel equipment** by selecting and assembling regulators, torches, fuel gases, tips, required pressures, personal equipment, and tools; activating the equipment; making the required cut; and shutting down the equipment so that equipment is set up and used in accordance with manufacturers’ instructions for the intended application and the cut is made to specification.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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6005.02 **Cut and gouge metal with arc air-gouging equipment** by selecting and assembling power source, electrodes, pressurized air, personal equipment, and tools; activating the equipment; making the required cut; and shutting down the equipment so that equipment is set up and used in accordance with manufacturers' instructions for the intended application and the cut is made to specification.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6005.03 **Cut metal with plasma arc equipment** by selecting orifice size, gas, gas pressure, and heat settings based on thickness of metal, personal equipment, and tools; activating the equipment; making the required cut; and shutting down the equipment so that equipment is set up and used in accordance with manufacturers' instructions for the intended application and the cut is made to specification.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6005.04 **Cut metal and concrete with high-pressure water and oxygen cutting lances** by selecting power source, pressurized air, and tools; assembling personal equipment; activating the equipment; making the required cut; and shutting down the equipment so that equipment is set up and used in accordance with manufacturers' instructions for the intended application and the cut is made to specification.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6006.0 Weld Assemblies

General Performance Objective

Weld assemblies by selecting and setting up welding equipment, installing consumables, adjusting and verifying welding parameters, preheating components, welding using appropriate processes, cleaning and measuring welds, visually inspecting welds, and performing post-weld product control of the weldment, including correcting excessive welding distortion, so that the weld meets the weld- inspection requirements of the applicable fabrication standards, such as CSA, ASME, or equivalent recognized quality performance standard.

Performance Objectives

Skills

6006.01 Select and set up welding equipment by choosing power source, welding cable assemblies, welding electrode holder, any electrode or wire, any associated shielding system, associated materials and equipment, and personal equipment and tools, and then assembling them so that all the equipment necessary to weld using such processes as shielded metal arc welding (SMAW), gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), stud welding, plastic welding, and orbital or overlay welding is available and is correctly set up in accordance with manufacturers' instructions for the intended application.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

6006.02 Install consumables by extracting requirements from the applicable welding procedure or following the directions of a supervisor; identifying the type and size of any filler metal for the welding position and joint type, and the composition and thickness of the base material; mounting any filler metals; and installing any required shielding gas or purging equipment and any other consumables so that the correct materials are installed in accordance with manufacturers' instructions for the intended application.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6006.03 Adjust and verify welding process parameters by choosing the equipment configuration that meets the specified requirements for size and quality of the weld; testing the settings; and adjusting the operation of the equipment so that the correct balance of penetration, fusion, profile, and weld size is achieved for the welding application and that it meets the weld-inspection requirements of the applicable fabrication standards, such as CSA, ASME, or equivalent recognized quality performance standard.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6006.04 Preheat components or assembly by selecting preheat equipment and measuring devices, planning preheat sequence and procedure, applying heat so that work is prepared for assembly, and maintaining interpass temperatures without causing distortion or excessive residual stresses.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6006.05 Fillet weld using the SMAW, GMAW, and GTAW processes on lap, corner, and tee joints; and in the flat, horizontal, vertical, and overhead (except for GMAW) positions; using plate, tube, or pipe to plate assemblies; with any one of mild steel, stainless steel, aluminum, or other alloys in the work environment identified by the employer so that passes are done in the correct sequence and each pass of the weld meets the weld-inspection requirements of the applicable fabrication standards, such as CSA, ASME, or equivalent recognized quality performance standard.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6006.06 Groove weld using the SMAW and GMAW processes on either flare and single-bevel joints or square and single-vee joints; and in the flat, horizontal, vertical, and overhead (except for GMAW) positions; using plate, tube, or pipe to plate assemblies; with any one of mild steel, stainless steel, aluminum, or other alloys in the work environment identified by the employer so that passes are done in the correct sequence and each pass of the weld meets the weld-inspection requirements of the applicable fabrication standards, such as CSA, ASME, or equivalent recognized quality performance standard. Note: Joints without solid backing may be substituted for joints with solid backing.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6006.07 Weld using orbital and overlay welding techniques with any one of mild steel, stainless steel, aluminum, or other alloys in the work environment identified by the employer so that passes are done in the correct sequence and each pass of the weld meets the weld-inspection requirements of the applicable fabrication standards, such as CSA, ASME, or equivalent recognized quality performance standard.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6006.08 Weld using the stud welding process by choosing the equipment configuration that meets the requirements for the size of stud specified; choosing machine setting and ferrule size; testing the setting; adjusting the operation of the equipment; removing ferrules from work; inspecting and testing welds; and repairing failed welds so that the process operations are correctly performed in accordance with the weld procedure, the equipment used, the stud manufacturer’s recommendations, and the requirement of the applicable standard.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6006.09 Weld using the plastic welding process with thermoplastic material in the work environment identified by the employer so that the weld meets a recognized quality performance standard.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6006.10 Clean welds using a wire brush, descaler, grinder, or other appropriate abrasive process so that welds are free of slag and scale surface irregularities and meet the weld-inspection requirements of the applicable fabrication standards, such as CSA, ASME, or equivalent recognized quality performance standard.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6006.11 Measure welds for completeness using fillet gauges, measuring tape, or other devices so that welds meet the requirements specified by the engineering drawings or company procedures and the applicable fabrication standards, such as CSA, ASME, or equivalent recognized quality performance standard.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6006.12 Visually inspect welds by identifying common welding discontinuities, such as cracks, inadequate penetration, incomplete fusion, porosity, unfilled craters, slag inclusions, incorrect weld size, undercut, arc strikes, and distortion, and detecting them using appropriate inspection tools and methods so that discontinuities are detected without error, in accordance with the weld-inspection requirements of the applicable fabrication standards, such as CSA, ASME, or equivalent recognized quality performance standard.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6006.13 **Perform post-weld product control of weldment temperature** by using temperature-indicating devices in accordance with the applicable weld procedure or manufacturers' guidelines.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6006.14 **Correct excessive welding distortion** by using a combination of thermal stress relief or mechanical methods to restore the weldment to meet design requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6007.0 Fit Plate Subassemblies and Assemblies

General Performance Objective

Fit plate subassemblies and assemblies by fabricating or modifying plate-fitting devices, preparing welding joints, fitting components, preheating components or assemblies, planning for control of distortion, and performing tack welding so that measurements are within tolerances allowed, assemblies are dimensionally stable, and fitting/tacking facilitates welding.

Performance Objectives

Skills

6007.01 Fabricate or modify plate-fitting devices, including fitting dogs, finger bars, strong backs, clamps, wedges, key plates, fitting bars, lugs, clips, and shims, by identifying requirements from drawings or plans and selecting or making fitting devices to ensure materials are aligned and held in position for welding so they can be connected to the tolerances required by drawings and specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice’s Sponsor.**

6007.02 Prepare welding joints by using such equipment as grinders, gougers, oxyfuel equipment, and bevelling machines so that plate edges meet the requirements of the welding specification.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6007.03 Fit components by performing trial fit of assemblies, checking measurements and fit, and applying plate-fitting devices to correct errors in alignment and measurement so that linear and geometric measurements are within the tolerances required by drawings, specifications, or standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6007.04 Preheat components or assembly by selecting preheat equipment and temperature measuring devices, planning preheat sequence and procedure, and applying heat so that work is prepared for assembly and interpass temperatures are maintained without causing distortion or excessive residual stresses.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6007.05 Plan for the control of distortion by applying stiffeners, presetting parts, using back-to-back (neutral axis) assembly of similar components, and flame straightening or cold straightening before tacking so that distortion is limited.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6007.06 Perform tack welding by applying the correct tacking sequence so that intended root openings are maintained and do not impede the weld process.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6008.0 Fit Tubes and Tube Assemblies

General Performance Objective

Fit tube subassemblies and assemblies by preparing tubes and tube sheets for installation, fabricating or modifying tube-fitting devices; preparing welding joints, fitting components, expanding tubes, preheating components or assemblies, planning for control of distortion, and performing tack welding so that measurements are within tolerances allowed, assemblies are dimensionally stable, and fitting/tacking facilitates welding.

Performance Objectives

Skills

6008.01 Prepare tubes and tube sheets for installation by cleaning and grinding mill tube ends and preparing tube sheet surfaces so that sizes, contour, and conformation meet the standard identified in the installation drawings and specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

6008.02 Fabricate or modify tube-fitting devices, including wall bangers, tube clamps, wedges, fitting bars, lugs, clips, and shims, by identifying requirements from drawings or plans and selecting or making fitting devices to ensure that materials are aligned and held in position for welding so they can be fixed in place to the tolerances required by drawings and specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6008.03 Prepare welding joints by using such equipment as grinders and bevelling machines so that tube edges meet the requirements of the welding specification.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6008.04 Fit components by performing trial fit of assemblies, checking measurements and fit, and applying tube-fitting devices to correct errors in alignment and measurement so that linear and geometric measurements are within the tolerances required by drawings, specifications, or standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6008.05 Expand tubes by ensuring that tube specification is correct, preparing tubes and materials for connection, expanding tubes, and confirming correct size and connection so that tubes are installed in accordance with specifications and so that linear and geometric measurements are within the tolerances required by drawings, specifications, or standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6008.06 Preheat components or assemblies by selecting preheat equipment and temperature-measuring devices, planning preheat sequence and procedure, and applying heat so that work is prepared for assembly and interpass temperatures are maintained without causing distortion or excessive residual stresses.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6008.07 Control distortion by applying correct weld sequences, presetting parts, and flame straightening or cold straightening so that distortion is limited.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6008.08 Perform tack welding by applying the correct tacking sequence so that intended root openings are maintained and do not impede the weld process.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6009.0 Rig and Hoist

General Performance Objective

Rig and hoist by selecting and inspecting rigging, positioning and employing rigging, selecting and inspecting hoisting equipment, and operating hoisting equipment so that the rigging is appropriate to the job and is used and stored correctly, the lifting and hoisting equipment is adequate for the job, and the lift is correctly carried out in compliance with employer’s procedures, CSA safety standards, Ontario regulations, and material-handling guidelines.

Performance Objectives

Skills

6009.01 Select and inspect rigging equipment by choosing appropriate equipment required for the specific lift, including cable clamps, chain block hoists, chains, chokers, come-alongs, connectors, ropes, slings, and tuggers; performing preoperational check of rigging through visual checks for defects, including damaged links, frayed cables, cuts in slings, stripped threads on shackles, and other physical defects; and replacing or identifying for repair defective rigging so that rigging is correct for the job per Ontario regulation requirements and defective rigging is replaced or identified for repair in accordance with employer’s procedures and CSA safety standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice’s Sponsor.**

6009.02 Position and employ rigging by determining the weight, balance, and size of work piece to be moved or lifted; placing or attaching the rigging to the load; and dismantling and storing the rigging equipment after use so that correct rigging is selected, placed, and used to move and/or lift the work piece, and it is stored correctly and in good repair in compliance with employer’s procedures, CSA safety standards, Ontario regulations, and material handling guidelines.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6009.03 Select and inspect hoisting and lifting equipment by selecting equipment required, including gin poles, stiff leg and guy derricks, forklifts, jib-cranes, overhead hoists, portable booms, and spreader bars; performing preoperational inspection of hoisting and lifting equipment by visually checking the cables and chains for defects, including damaged links and frayed cables; and identifying defective equipment so that the equipment is adequate for the job, as per Ontario regulation requirements, and defective hoisting and lifting equipment is identified for repair or replacement in accordance with CSA safety standards, Ontario regulations, and manufacturers’ procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6009.04 Operate hoisting equipment by moving and lifting work pieces using material- handling tools and equipment, communicating with other workers using hand and voice signals, and storing hoisting equipment so that correct lifting and moving procedures are used in accordance with employer’s procedures, manufacturers’ specifications, CSA safety standards, or Ontario regulation requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6010.0 Construct and Erect Plant Components and Related Equipment

General Performance Objective

Construct plant subcomponents and related equipment, such as boilers, tanks, pressure vessels, heat exchangers, and calandria; and erect components and related equipment for such operations as heating, power generation, refining, fluid transfer, storage, and pollution-control systems so that subcomponents are constructed in accordance with plans and specifications and system components meet industry construction and erection criteria within specified tolerances.

Performance Objectives

Skills

6010.01 Construct plant subcomponents and related equipment on site, including boilers, tanks, pressure vessels, heat exchangers, calandria, pollution-control systems, metal-processing furnaces, evaporators, duct work, condensers, digesters, chemical-processing furnaces, water spheres and towers, penstocks and scroll casings, and cogeneration equipment, such as steam generators, by assembling materials; fitting them; and fastening them using welding, bolting, and fibreglassing processes so that subcomponents are constructed in accordance with plans and specifications and with a view to ease of movement, handling, and siting at their final location.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

6010.02 Erect plant components and related equipment on site, including heating, power-generation, refining, fluid transfer, storage, pollution-control, material- processing, and manufacturing systems, by transferring system subcomponents to the erection site, positioning and securing subcomponents in appropriate association, aligning subcomponents, and connecting them through welding or bolting processes so that system components meet industry construction and erection criteria within specified tolerances.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6011.0 Remove or Demolish Plant Components and Related Equipment

General Performance Objective

Remove or demolish plant components and related equipment, including boilers, tanks, pressure vessels, heat exchangers, calandria, pollution-control systems, metal-processing furnaces, evaporators, duct work, condensers, digesters, chemical-processing furnaces, water spheres and towers, penstocks, scroll casings, and ancillary structures, by dismantling or demolishing plant components and related equipment and removing dismantled or demolished materials and equipment so that the procedure is done safely and efficiently.

Performance Objectives

Skills

6011.01 Dismantle or demolish plant components and related equipment, including boilers, tanks, pressure vessels, heat exchangers, calandria, pollution-control systems, metal-processing furnaces, evaporators, condensers, digesters, chemical- processing furnaces, water spheres and towers, penstocks, and scroll casings, by identifying and planning the sequence of demolition, identifying safety and health concerns relating to exposure to container contents, choosing rigging and hoisting procedures, and cutting apart or unbolting component elements so that the procedure is done safely and efficiently.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice’s Sponsor.**

6011.02 Remove dismantled or demolished materials and equipment, including boilers, tanks, pressure vessels, heat exchangers, calandria, pollution-control systems, metal-processing furnaces, evaporators, condensers, digesters, chemical- processing furnaces, water spheres and towers, penstocks, and scroll casings, by developing a removal plan complete with precautions, determining scrap or equipment unit weights for transport, and ensuring the loading of removal transportation so that the procedure is completed in accordance with safety regulations.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6012.0 Maintain Plant Systems and Ancillary Structures

General Performance Objective

Maintain plant components and related equipment, including boilers, tanks, pressure vessels, heat exchangers, calandria, pollution-control systems, metal- processing furnaces, evaporators, duct work, condensers, digesters, chemical- processing furnaces, water spheres and towers, penstocks, scroll casings, co-gen systems, and ancillary structures, by accommodating the local maintenance environment; following local communication protocols; obtaining permits; determining scope of work; organizing tools, equipment, and materials; repairing and replacing plant systems and ancillary equipment; monitoring progress; and troubleshooting the process so that the appropriate repair and replacement procedures are followed and the operation of the system or equipment is confirmed as being within specifications.

Performance Objectives

Skills

6012.01 Accommodate the local maintenance environment by interpreting plant procedures, following local communication protocols, and obtaining required permits or ensuring that they are obtained so that all parties are aware of the maintenance to be done and accommodation can be made in local schedules and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

6012.02 Determine the scope of work by inspecting the work requirement, ensuring the site is prepared and safety issues are addressed, and organizing required tools, equipment, and materials so that work requirements are clear; space, time, and local resources are made available; and appropriate materials, tools, and equipment are acquired and on site.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6012.03 Repair plant systems and ancillary equipment by confirming the status of system or equipment operation, selecting a repair procedure, carrying out the repair, and confirming that system or equipment operation is within specifications so that system or equipment fault is clear, the system or equipment is taken off line, and lockout/tag-out procedures are followed, an appropriate repair procedure is followed, and operation of repaired system or equipment is confirmed as being within specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6012.04 Replace plant systems and ancillary equipment by confirming the extent of system or equipment replacement, removing existing system or equipment, installing replacement, and confirming system or equipment operation is within specifications so that correct system or equipment is removed and replaced and operation of repaired system or equipment is confirmed as being within specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6013.0 Demonstrate Safe Working Practices and Procedures

General Performance Objective

Demonstrate safe working practices and procedures by identifying and taking corrective action against potential workplace health and safety hazards; handling, storing, and disposing of hazardous workplace materials; complying with workplace legislation relating to health and safety; wearing and maintaining personal protective equipment; and practising good housekeeping in the workplace in accordance with relevant legislation, manufacturers’ recommendations, and company policies.

Performance Objectives

Skills

6013.01 Identify and take corrective action against potential workplace health and safety hazards, including noxious fumes and dust, high-intensity light, fires, elevated worksites, suspended loads, poor lighting, extreme temperatures, inadequate ventilation, confined spaces, untidy work sites, and uncontrolled power sources, by identifying specific client processes and their hazards, identifying or activating alarm signals, notifying others, and determining the appropriate means of emergency containment or site evacuation so that the potential for personal injury and damage to equipment and the environment are minimized in accordance with applicable manufacturers’ instructions, government regulations, and company policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice’s Sponsor.**

6013.02 Handle, store, and dispose of hazardous workplace materials, including lead, gases, acids, and solvents, so that individuals are protected from injury and the environment from contamination, and safety practices are followed in accordance with the Workplace Hazardous Materials Information System (WHMIS), the *Occupational Health and Safety Act* (OHSA), manufacturers' instructions, and company procedures and policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6013.03 Comply with workplace legislation relating to health and safety, including the WHMIS guidelines and the OHSA.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6013.04 Wear and maintain personal protective equipment, including head, eye, ear, hand, respiratory, body, and foot protection, ensuring that correct fit and protection is provided to the wearer for the specific task performed, in accordance with applicable government regulations, manufacturers' specifications, and company policy.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6013.05 Practise good housekeeping in the workplace by ensuring that the workplace is clean, organized, and free of obstructions, spills, or fire hazards; that materials and equipment are cleaned and stored in designated areas after use ;and that protective barriers, UV shields, and guards are erected so that accident or injury potential is minimized.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

Definitions

Apprentice

- An individual who, pursuant to a registered Training Agreement, is receiving or is to receive training in a trade that is required as part of an apprenticeship program
- Holds a Training Agreement in either a compulsory or non-compulsory trade;
- Are subject to any ratios that have been set out in regulation and or recommended by industry for their trade(s);
- Remain as an Apprentice until they receive their Certificate of Apprenticeship

BOSTA

Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)

Certificate of Apprenticeship (C of A)

A certificate issued to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

Certificate of Qualification (C of Q)

A certificate issued to an individual who has completed an apprenticeship or equivalent AND passed the Certificate of Qualification examination.

Competence

The ability of an individual to perform a skill, consistently without assistance, in the workplace as set out in the Logbook.

Competency Analysis Profile (CAP Chart)

A chart that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated during an apprenticeship program.

Journeyman

Journeyman means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journeyman in a non-compulsory trade who does not hold a certificate of qualification and has equivalent experience in that trade.

Mandatory Skill

Status assigned to unshaded individual skills, skill sets or general performance objectives which must be signed-off for the Apprentice to complete their program.

Optional Skill

Status assigned to shaded individual skills, skills sets or general performance objectives for which sign-off is not required for the Apprentice to complete the program.

Provisional Certificates of Qualification

- A Provisional Certificate of Qualification is issued to an individual who has obtained a Certificate of Apprenticeship (in both compulsory and non-compulsory trades) in a program that has a Certificate of Qualification examination, to which the individual has not yet passed the Certificate of Qualification examination.
- A Provisional Certificate of Qualification shall have the prescribed term or, if no term is prescribed, a term of one year.
- In a compulsory trade, the Provisional Certificate of Qualification allows a person to continue working legally in the trade for up to 12 months while they work to pass the certifying exam.
- Individuals with a Provisional Certificate of Qualification are subject to any ratios that have been set out for their trade(s).

Ratios

For the purpose of an Apprenticeship program, a ratio is the maximum number of Journeypersons to Apprentices. The purpose of ratios is to provide consistent supervision, training and continuity of work.

Red Seal Program

The Interprovincial Standards Red Seal Program (also known as the Red Seal Program) was established more than 50 years ago to provide greater mobility across Canada for skilled workers and represents a standard of excellence for industry. Through the program, individuals are able to obtain a Red Seal endorsement on their provincial/territorial certificates by achieving 70% or higher on an interprovincial Red Seal examination.

The Interprovincial Standards Red Seal Program acknowledges their competence and ensures recognition of their certification throughout Canada without further examination. There are currently over 50 Red Seal designated trades. **The Red Seal Program is recognized as the interprovincial *standard of excellence* in the skilled trades.** The Interprovincial Standards Red Seal Program is a partnership between the Government of Canada, the Provinces, the Territories and various stakeholders.

Sign-off

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g. Trainer) indicating an Apprentice's demonstration of competence.

Skill

Individual competency/task described in the Logbook.

Skill Sets

Group or selection of individual skills found in the Logbook.

Skill Set Completion for Sponsors

Listing for all skill sets and includes space for sign-off by Sponsor of record.

Sponsor

Means a person that has entered into a registered Training Agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade as part of an apprenticeship program.

Sponsor of Record

Refers to the Sponsor documented as being signatory to the registered Training Agreement or Contract of Apprenticeship. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified persons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

Trainer

An individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. For a compulsory trade, a qualified Trainer is an individual who holds a Certificate of Qualification. In a non-compulsory trade, a Trainer is an individual who either holds a CofQ, CofA, or is considered equivalent.

Ready to Write Your Exam?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to hold yourself out as a Journeyman and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination. To access the Red Seal preparation guide please visit: red-seal.ca

Ontario's Exam Preparation Guide

[Exam Resources – Skilled Trades Ontario](#)

Basic Examination Details for You to Know

- You will have **up to four hours to write your examination.**
- Accommodations must be requested and approved prior to scheduling your examination.
- You can leave the examination centre if you complete the examination in less than four hours.
- Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.
- You need a mark of 70% to pass.

Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the Skilled Trades Ontario website: [Exam Scheduling – Skilled Trades Ontario](#)

Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with Skilled Trades Ontario.
2. Contact Client Services at Skilled Trades Ontario to pay your examination fee.
3. Contact the local Service Delivery Office to schedule your examination in their examination centre: <https://www.ontario.ca/page/employment-ontario-apprenticeship-offices>

Instructions for Recording a Change in Sponsor

1. Record your first sponsor's information in Sponsor Record #1 – this would be the sponsor who has signed your initial apprenticeship Training Agreement for this trade.
2. If you do change sponsors prior to completing this apprenticeship, please contact your local Service Delivery Office immediately to update your sponsor record.
3. Please make sure you record all the information regarding any additional sponsors of record towards your apprenticeship using the Sponsor Records on the following pages (if applicable).

You must fill out a Change of Sponsor Record each time you change your sponsor.

Sponsor Record #1

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #2

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #3

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #4

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Appendix A — Instructions for Apprenticeship Program Completion

Once an Apprentice has completed all the classroom training and benchmark on-the-job hours specified for the trade and has acquired all the mandatory skills included in this Logbook.

The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.

1. They sign the forms and submit them to their local Service Delivery Office. To find the closest office, check the contact information at ontario.ca/page/employment-ontario-apprenticeship-offices or call the Employment Ontario toll free number at (1-800-387-5656).
2. For All Trades: All mandatory skills (or the combination indicated in the completion requirements for the trade) in the Logbook must be signed-off. The recommended hours are a benchmark. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Service Delivery Office by mail, fax, or email (as a scanned document), they should not include their Logbook; if they are presenting this form in person at the local Service Delivery Office, they should bring their Logbook with them.

After staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the local Service Delivery Office will issue a Certificate of Apprenticeship to the Apprentice.

Skilled Trades Ontario will receive notification of this completion.

- If the Apprentice has completed a program in a **compulsory trade**, Skilled Trades Ontario will automatically register the Apprentice for a Provisional Certificate of Qualification to continue to work legally for one year while preparing for the certification examination.
- If an Apprentice completes their apprenticeship in a **non-compulsory trade** and there is a Certificate of Qualification exam, they must write and pass the exam to receive a Certificate of Qualification from Skilled Trades Ontario.

For permission to schedule an exam once completion is confirmed, the individual must first contact the Skilled Trades Ontario Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee. Once you have paid your exam fee with Skilled Trades Ontario, book your exam by contacting your nearest Employment Ontario local Service Delivery Office.

Appendix B — Apprentice Completion Form

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Service Delivery Office (find contact information at ontario.ca/page/employment-ontario-apprenticeship-offices or by calling Employment Ontario at (1-800-387-5656).

Apprentice Information	
Name (print)	
Client ID # Issued by Ministry	
Telephone Number(s)	

Sponsor Information	
Legal Name	
Address	
Telephone Number(s)	
Sponsor's Signing Authority <i>(print name)</i>	
E-mail Address	

Program Information	
Trade Name	
Number of hours required as per Training Agreement <i>(hours-based trades only)</i>	
Hours completed? <i>(documentation attached)</i>	Yes () No () Not applicable ()
Classroom training completed or exempt?	Yes () No () Not applicable ()

I hereby confirm that the information submitted on both sides of this form is true and accurate.

X _____
Apprentice's Signature Date

X _____
Signature of Sponsor's Signing Authority Date

Appendix D — Local Service Delivery Offices in Ontario

For current office listings visit: ontario.ca/page/employment-Ontario-apprenticeship-offices

Location	Contact	Location	Contact
Barrie 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	Marathon 807-346-1550	52 Peninsula Road, Suite 103 Marathon, Ontario, P0T 2E0
Belleville 613-968-5558 1-800-953-6885	135 North Front St, Belleville, ON K8P 3B5	Markham 905-513-2695	140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8
Brantford 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	North Bay 705-495-8515 1-800-236-0744	200 First Ave West, North Bay, ON P1B 3B9
Chatham 519-354-2766 1-800-214-8284	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	Ottawa 613-731-7100 1-877-221-1220	Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8
Cornwall 613-938-9702 1-877-668-6604	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	Owen Sound 519-376-5790 1-800-838-9468	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
Dryden 807-456-2665 1-800-734-9572	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	Peel 905-279-7333 1-800-736-5520	The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6
Durham 905-433-0595 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1	Pembroke 613-735-3911 1-800-807-0227	615 Pembroke St East, Pembroke, ON K8A 3L7
Elliot Lake 1-800-236-8817	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	Peterborough 705-745-1918 1-877-433-6555	901 Lansdowne St West, Peterborough, ON K9J 1Z5
Fort Frances 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	Sarnia 519-542-7705 1-800-363-8453	162 Lochiel Street, Suite 101, Sarnia, ON N7T 7W5
Geraldton 807-854-1966	208 Beamish Avenue West Geraldton, Ontario P0T 1M0	Sault Ste. Marie 705-945-6815 1-800-236-8817	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
Halton 905-842-5105 1-844-901-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3	St Catharines 905-704-2991 1-800-263-4475	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
Hamilton 905-521-7764 1-800-668-4479	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	Sudbury 705-564-3030 1-800-603-5999	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
Kapuskasing 705-465-5785 705-235-1950	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	Thunder Bay 807-346-1550 1-800-439-5493	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
Kenora 807-468-2879 1-800-734-9572	227 1/2 Second St South, Kenora, ON P9N 1G4	Timmins 705-235-1950 1-877-275-5139	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
Kingston 613-548-1151 1-866-973-4043	Alliance Business Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	Toronto Centre 416-927-7366 1-800-387-5656	2 St Clair West, 11 th floor Toronto, ON M4A 1L5
Kitchener 519-653-5758 1-866-877-0099	4275 King St East, Kitchener, ON N2P 2E9	Toronto South 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
London 519-675-7788 1-800-265-1050	1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3	Windsor 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Suite 200, Windsor, ON N8X 4Y8

Competency Analysis Profile (CAP) Chart

<p>6000.0 Use and Maintain Tools and Equipment</p>	<p>6000.01 Use and maintain metal-working and trade-specific hand tools and associated equipment</p>	<p>6000.02 Confirm metal shapes</p>	<p>6000.03 Use and maintain electrical, pneumatic, hydraulic and explosive actuated power tools</p>	<p>6000.04 Use and maintain measuring devices and layout equipment</p>	
<p>6001.0 Use and Maintain Scaffolding, Work Platforms, and Fall-Arrest Equipment</p>	<p>6001.01 Select, inspect, and erect scaffolding</p>	<p>6001.02 Select, inspect, and operate work platforms, swing, stages, and boatswain's chairs</p>	<p>6001.03 Work on scaffolding and work platforms and at heights</p>	<p>6001.04 Dismantle scaffolds</p>	
<p>6002.0 Maintain Cutting, Preheat, and Welding Equipment and Supplies</p>	<p>6002.01 Maintain oxyfuel cutting and heating equipment</p>	<p>6002.02 Maintain arc welding equipment</p>	<p>6002.03 Store welding consumables</p>		
<p>6003.0 Prepare for Installation</p>	<p>6003.01 Prepare for job layout</p>	<p>6003.02 Develop an installation plan</p>	<p>6003.03 Survey site</p>	<p>6003.04 Select tools, materials, and equipment required for the installation</p>	<p>6003.05 Determine work sequence and required workforce</p>

Competency Analysis Profile: Construction Boilermaker 428A *(all unshaded skill sets must be completed)*

<p>6004.0 Set Up Job Site</p>	<p>6004.01 Locate and set up equipment</p>	<p>6004.02 Block out job site</p>	<p>6004.03 Consult with supervisors</p>		
<p>6005.0 Cut and Gouge Metals</p>	<p>6005.01 Cut metal with oxyfuel equipment</p>	<p>6005.02 Cut and gouge metal with arc air-gouging equipment</p>	<p>6005.03 Cut metal with plasma arc equipment</p>	<p>6005.04 Cut metal and concrete with high- pressure water and oxygen cutting lances</p>	
<p>6006.0 Weld Assemblies</p>	<p>6006.01 Select and set up welding equipment</p>	<p>6006.02 Install consumables</p>	<p>6006.03 Adjust and verify welding process parameters</p>	<p>6006.04 Preheat components or assembly</p>	<p>6006.05 Fillet weld using the SMAW, GMAW, and GTAW processes</p>
	<p>6006.06 Groove weld using the SMAW and GMAW processes</p>	<p>6006.07 Weld using orbital and overlay welding techniques</p>	<p>6006.08 Weld using the stud welding process</p>	<p>6006.09 Weld using the plastic welding process</p>	<p>6006.10 Clean welds</p>
	<p>6006.11 Measure welds for completeness</p>	<p>6006.12 Visually inspect welds</p>	<p>6006.13 Perform post-weld product control of weldment temperature</p>	<p>6006.14 Correct excessive welding distortion</p>	

Competency Analysis Profile: Construction Boilermaker 428A *(all unshaded skill sets must be completed)*

6007.0 Fit Plate Subassemblies and Assemblies	6007.01 Fabricate or modify plate-fitting devices	6007.02 Prepare welding joints	6007.03 Fit components	6007.04 Preheat components or assembly	6007.05 Plan for the control of distortion
	6007.06 Perform tack welding				
6008.0 Fit Tubes and Tube Assemblies	6008.01 Prepare tubes and tube sheets for installation	6008.02 Fabricate or modify tube-fitting devices	6008.03 Prepare welding joints	6008.04 Fit components	6008.05 Expand tubes
	6008.06 Preheat components or assemblies	6008.07 Control distortion	6008.08 Perform tack welding		
6009.0 Rig and Hoist	6009.01 Select and inspect rigging equipment	6009.02 Position and employ rigging	6009.03 Select and inspect hoisting and lifting equipment	6009.04 Operate hoisting equipment	
6010.0 Construct and Erect Plant Components and Related Equipment	6010.01 Construct plant subcomponents and related equipment on site	6010.02 Erect plant components and related equipment on site			

Competency Analysis Profile: Construction Boilermaker 428A *(all unshaded skill sets must be completed)*

6011.0 Remove or Demolish Plant Components and Related Equipment	6011.01 Dismantle or demolish plant components and related equipment	6011.02 Remove dismantled or demolished materials and equipment			
6012.0 Maintain Plant Systems and Ancillary Structures	6012.01 Accommodate the local maintenance environment	6012.02 Determine the scope of work	6012.03 Repair plant systems and ancillary equipment	6012.04 Replace plant systems and ancillary equipment	
6013.0 Demonstrate Safe Working Practices and Procedures	6013.01 Identify and take corrective action against potential workplace health and safety hazards	6013.02 Handle, store, and dispose of hazardous workplace materials	6013.03 Comply with workplace legislation relating to health and safety	6013.04 Wear and maintain personal protective equipment	6013.05 Practise good housekeeping in the workplace

Completing Your Apprenticeship Program

Once your sponsor agrees you are competent in the required skills, your hours are complete and you have completed all the levels of classroom training required for your trade:

- ✓ Follow the completion instructions on the Completion Form (Appendix A) in the Logbook.
- ✓ Answer any questions that MLITSD staff may have and provide any additional completion documentation that may be required.
- ✓ Once completion is confirmed, MLITSD will issue you a Certificate of Apprenticeship and notify Skilled Trades Ontario.

After Your Apprenticeship

If you are in a trade with a certification exam, Skilled Trades Ontario will receive notice of your completion.

For compulsory trades, you will be issued a Provisional Certificate of Qualification which will allow you to work legally for up to 12 months until you write and pass your examination.

For a non-compulsory trade, once you pass your examination, you will be issued a Certificate of Qualification for your trade.

Preparing For Your Exam

- **To pay for a Certificate of Qualification examination, contact Skilled Trades Ontario** Client Services Department at: 647-847-3000 or toll free at 1-855-299-0028
- **To schedule your exam:** Once you have paid, contact your local Service Delivery Office to book your exam.
- **Download Skilled Trades Ontario exam preparation guide at:** [Exam Resources – Skilled Trades Ontario](#) and/or view the exam preparation guide for Red Seal trades at: red-seal.ca



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