



**Skilled  
Trades**  
Ontario

**Métiers  
spécialisés**  
Ontario

Apprenticeship  
Training Standard  
Logbook

**Plumber**

306A

1999

# 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):**

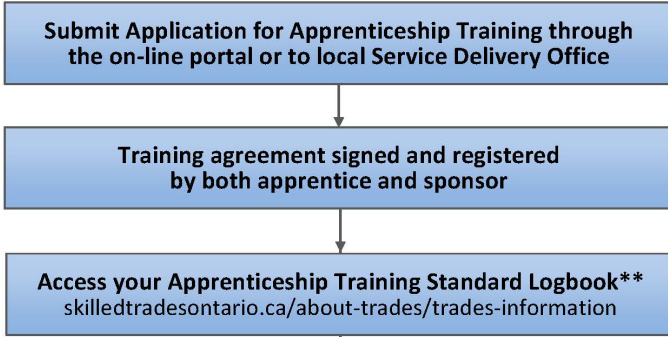
**STO Account No. (for Compulsory trades only):**

**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

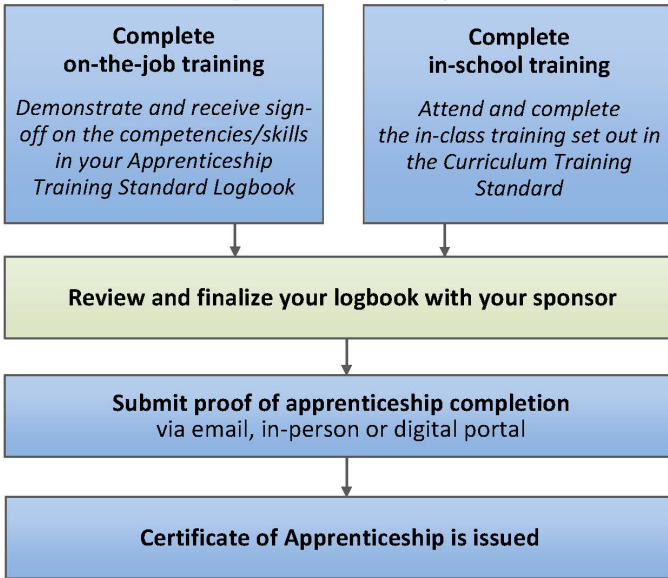
Phase 1: Registration



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

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

Phase 2: Apprenticeship

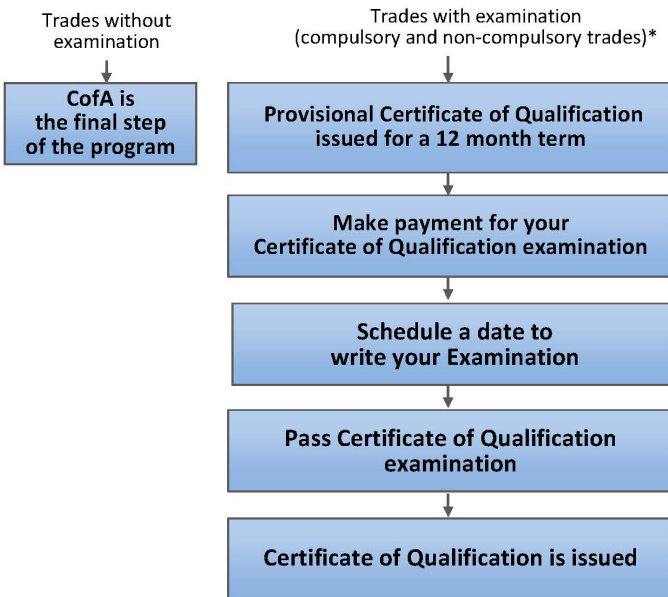


Apprentices eligible to apply for apprenticeship incentive grants (Red Seal trades) and loans.

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

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

Phase 3: Certification



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

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

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

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

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

\* For a list of trades subject to a certification examination, visit: [skilledtradesontario.ca](http://skilledtradesontario.ca)

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**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](http://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](http://Skilled Trades Ontario.ca).

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*Maintained with transfer to Skilled Trades Ontario 1999 (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	<a href="http://red-seal.ca">red-seal.ca</a>
Apprenticeship in Ontario	<a href="http://ontario.ca/page/apprenticeship-ontario">ontario.ca/page/apprenticeship-ontario</a>
Employment Ontario	<a href="http://employmentontario.ca">employmentontario.ca</a>
Service Canada	<a href="http://servicecanada.gc.ca">servicecanada.gc.ca</a>
<i>Building Opportunities in the Skilled Trades Act, 2021</i>	<a href="http://ontario.ca">Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca)</a>
Ministry of Labour, Immigration, Training and Skills Development	<a href="http://ontario.ca">Ministry of Labour, Immigration, Training and Skills Development   ontario.ca</a>
Exam Preparation Guide	<a href="http://ontario.ca">Exam Resources – Skilled Trades Ontario</a>
Skills Zone (Ontario Skills Passport)	<a href="http://www.skillszone.ca/">http://www.skillszone.ca/</a>

*\*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 and 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 **Plumber 306A** 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. These include the following:

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](http://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/](https://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 Plumber is set out in section 103 of Ontario Regulation 875/21 under BOSTA and reads as follows:

103. (1) The scope of practice for the trade of plumber includes the following:
1. Laying out, assembling, installing, maintaining or repairing in any structure, building or site, piping, fixtures and appurtenances for the supply of water for any domestic or industrial purpose or for the disposal of water that has been used for any domestic or industrial purpose.
  2. Connecting any appliance that uses water supplied to it or disposes of waste to piping.
  3. Installing piping for any process, including the conveyance of gas, or any tubing for a pneumatic or air-handling system.
  4. Making joints in piping.
  5. Reading and interpreting design drawings, manufacturers' literature and installation diagrams for piping and appliances connected to piping.
- (2) The scope of practice for the trade of plumber does not include the following:
1. Manufacturing equipment or assembling a unit prior to delivery to a building, structure or site.
  2. Laying of metallic or non-metallic pipe into trenches to form sanitary or storm sewers, drains or water mains.
  3. Repairing and maintaining installations in an operating industrial plant.

\*While the Logbook draws on the scope of practice regulation (Section 103 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 8280 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

9000 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](http://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.” The trade of Plumber is 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**

In general, the standard of performance for this trade 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

### **Other Suggested or Required Certification(s) and Training**

While an apprentice receives health, safety and occupational specific training and/or certification in a variety of fields during their apprenticeship, it is important to be aware that other occupational health and safety training and certification renewal or updating may also be required during their career before performing new types of work.

## 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

**List of Trainers**

<b>Trainer's Name (Please Print)</b>	<b>Trainer's Signature</b>	<b>Date of start with Trainer (day/month/year)</b>

**5455.0 Protect Self and Others****General Performance Objective**

Protect self and others by: identifying, interpreting and applying acts, codes, regulations and directives; selecting, wearing, adjusting using and maintaining personal protective equipment and apparel; recognizing and assessing hazards and hazardous conditions; controlling hazards; assembling, erecting, using and dismantling platforms and scaffolds; performing lock out and tagging procedures; operating and maintaining tools and equipment; and, performing housekeeping duties

**Skills**

**5455.01 Identify, interpret and apply applicable acts, codes, regulations and directives** including W HMIS (Workplace Hazardous Materials Information System), OSHA (Occupational Health and Safety Act), CSAO (Construction Safety Association of Ontario), OBC (Ontario Building Code), WSIB (Workers Safety Insurance Board), EPA (Environmental Protection Act), ASME (American Society of Mechanical Engineers), TSSA (Technical Standards and Safety Authority), DGTA (Dangerous Goods Transportation Act), OFC (Ontario Fire Code), NFPA (National Fire Protection Association), CEC (Canadian Electrical Code), municipal requirements, and company policies.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**



**5455.02** **Select, wear, adjust, use and maintain personal protective equipment and apparel** including safety footwear, hard hats, gloves, glasses, goggles, masks, face shields, coveralls, safety harnesses, respirators, ear protectors/plugs, harnesses, breathing apparatus, ropes, reflector vests, air samplers, gas detectors, and radiation badges to ensure the safety of self and others in accordance with company, CSAO, and OHS/A requirements, and manufacturers' instructions.

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

**5455.03** **Recognize and assess hazards and hazardous** conditions including heights, scaffolds, and lifts, work site conditions, welding operations, material handling and storage, heavy equipment operations, crane operations, hoisting and lifting operations and trenching, and others, in compliance with company procedures, OHS/A, WHMIS, and applicable codes and regulations.

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

**5455.04** **Control hazards** by taking appropriate steps to contain, eliminate and report hazards to protect self and others, in accordance with company policies, OHS/A, WHMIS, and applicable codes and regulations.

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

**5455.05 Assemble, erect, use and dismantle platforms and scaffolds** including lifting devices, swing stages, and bosun’s chairs, by following engineering drawings, manufacturers’ recommendations, company policies, and OHSA.

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

**5455.06 Perform lock out and tagging procedures** to isolate hazardous or defective equipment by advising appropriate authorities, installing lock out device and retaining key, attaching tags, repairing problem if required, and removing lock out device in accordance with OHSA, manufacturers’ instructions, CEC, and company policies.

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

**5455.07 Operate and maintain tools and equipment** including wrenches, electric hand tools, torches, pipe cutters, fastening tools, measuring tools, cutting tools, joining tools, leveling tools, grinding tools, drilling tools, rigging tools, A-frame, fork lift, and other material handling equipment, in accordance with manufacturers’ recommendations, WHMIS, OHSA, and company policies.

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



**5455.08 Perform housekeeping duties to ensure a safe working environment** by: removing and disposing excess or unwanted materials; positioning equipment; identifying the location of first aid equipment and supplies; maintaining heat, light and ventilation; ensuring job site meets customers' expectations of cleanliness; and, erecting protective barriers; in accordance with company policies, WHMIS, EPA, TSSA, OHSA, and other regulations.

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

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**5456.0 Communicate****General Performance Objective**

Communicate by: demonstrating effective interpersonal relations, recognizing human rights and equality; developing a work plan; giving instructions to others; reading and interpreting documents and specifications; writing job-related documents; and, practicing personal hygiene.

**Skills**

- 5456.01 Demonstrate effective interpersonal relations, recognizing human rights and equality** by: listening to customers and co-workers by: using verbal and non-verbal signals to convey messages; using language acceptable in the work place; recognizing the chain of command on a work site; explaining problems and procedures; identifying alternate solutions; obtaining approvals from customers; leaving a copy of the warranty; and, explaining operation, maintenance and warranties to clients clearly, politely, and completely.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

- 5456.02 Develop a work plan** by: receiving, assessing and reacting to instructions; gathering required materials and tools; communicating with others; and, determining time needed to ensure that the task is completed in accordance with specifications, codes, and company standards.

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

**5456.03 Give instructions to others** by: clearly identifying steps to be followed; setting out conditions under which instructions are to be completed; and, determining time frames; to ensure recipient can complete assigned task in accordance with the instructions given.

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

**5456.04 Read and interpret documents and/or specifications** including codes, acts, regulations, specifications, work orders, change orders, shop drawings, trade-related publications, manufacturers' instructions, office memos, and others in order to complete tasks, gather information, complete installations and ensure compliance with instructions, policies, and legislation.

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

**5456.05 Write job-related documents** including work orders, change orders, office memos, letters, accident reports, and forms, ensuring that documents are written clearly, legibly, and completely in accordance with company standards.

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

**5456.06 Practice personal hygiene** by: wearing appropriate apparel; observing personal hygiene standards; and, maintaining clean clothing, in accordance with pertinent safety regulations, clients' requirements, and company standards.

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

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**5457.0 Read, Interpret, Create And Maintain Drawings And Specifications****General Performance Objective**

Read, interpret, create and maintain drawings and specifications by: identifying, reading and interpreting drawings and specifications; identifying and selecting drawing equipment; creating drawings and sketches; following the drawing approval process; and, maintaining documentation.

**Skills**

**5457.01 Identify drawings and specifications** by: reading the drawing title block and/or title page; determining the logical sequence of site, architectural, mechanical, electrical, structural, and shop drawings; and, cross checking to ensure set is complete; so that the correct drawings and specifications are identified, to contribute to the efficient completion of the project.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**5457.02 Read and interpret drawings and specifications** by: identifying and interpreting symbols used on drawings, charts, guides, and schedules, ensuring the interpretations are correct and conform to industry standards.

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



**5457.03 Identify and select drawing equipment** including T-squares, triangles, right angles, scale rulers, Computer-Assisted Drawing (CAD) programs, and output devices, ensuring that drawing equipment selected is correct to produce drawings and/or sketches to company and client standards.

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

**5457.04 Create drawings and sketches** including schematics, drain plans, elevations, isometric, interference, spool sheets, and “as built,” using available tools and technology to ensure drawing set is complete in order to facilitate the completion of the job.

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

**5457.05 Follow the drawing approval process** by: identifying the appropriate authorities including municipalities, engineers, architects, owners, and clients and following the required steps so that drawings are approved and ready, in accordance with company standards.

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

**5457.06** **Maintain documentation** by: entering changes on “as built” drawings; revising, modifying, and updating drawings; creating a tag system, and a maintenance and equipment directory; and, using tools and technology, ensuring documents are updated and complete, in accordance with the requirements of approving authorities and company standards.

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

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**5458.0 Design Systems**

**General Performance Objective**

Design systems by: identifying the type of systems to be installed; completing a heat loss/gain calculation; determining system and installation requirements; determining equipment to be installed; selecting the fixtures to be installed; selecting the devices to be installed; laying out and illustrating the system; submitting design documentation for approval.

**Skills**

**5458.01 Identify the type of systems to be installed**, including drainage, waste, vent, storm drainage, potable water, fire protection, hydronic heating and cooling, sewage disposal, private sewage disposal, water treatment, gas and combustible fuel, process piping and medical gas, ensuring that the system listed conforms with applicable codes, acts, regulations, job specifications, drawings, client requirements, and company standards.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**5458.02 Complete a heat loss/gain calculation** so that the selection of material and equipment for the installation of hydronic heating and cooling systems complies with drawings, specifications, codes, acts and regulations.

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

**5458.03 Determine system and installation requirements** including size of openings, types of opening, fire stopping, types of materials, size of pipe supports and hangers, size of pipe, type of joining method(s), location of piping, type of fixtures, type of equipment, and the number of fixtures, by: reading, interpreting, and applying codes, acts, regulations, by-laws, job specifications, drawings, and manufacturers' catalogues, ensuring the system matches the job requirements.

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

**5458.04 Determine equipment to be installed** including hot water tanks, pumps, ejectors, interceptors, water conditioning equipment, sprinkler heads, fire hose cabinets, and specialty equipment by: reading, interpreting and applying codes, acts, regulations, by-laws, job specifications, drawings, and manufacturers' catalogues ensuring the equipment matches the job requirements.

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

**5458.05**     **Select the fixtures to be installed** including water closets, bidets, bedpan washers, urinals, lavatories, baths, showers, sinks, drinking fountains, barrier free fixtures, floor drains, hub drains, and speciality fixtures by: reading, interpreting, and applying codes, acts, regulations, by-laws, job specifications, drawings, and manufacturers' catalogues ensuring the fixtures match the job requirements.

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

**5458.06**     **Select the devices to be installed** including pressure reducing valves, pressure and temperature relief valves, backflow prevention devices, safety valves, control valves, flushometers, metering valves, water meters, balancing valves, tempering valves, aquastats, flush tanks, trap seal primers, and faucets by: reading, interpreting, and applying codes, acts, regulations, by-laws, job specifications, drawings, and manufacturers' catalogues ensuring the devices match the job requirements.

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

**5458.07**     **Layout and illustrate the system** by: creating drain plans, stack elevations, riser diagrams, schematics, spool sheets, isometric drawings, and specifications so that system layout meets the requirements of the client and/or company, codes, acts, regulations, by-laws, specifications and other governing bodies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
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mm/dd/yy	Apprentice Print Name	Apprentice Signature
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**5458.08** **Submit design documentation for approval** including drawings, sketches, specifications and all related information to ensure compliance with the requirements of governing authorities, engineers, and client or client representatives.

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

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**5459.0 Plan And Prepare For The Project****General Performance Objective**

Plan and prepare for the project by: creating material and labour take-off; completing system installation applications and documentation; determining equipment and tools required to complete the project; expediting job material; determining job scheduling; verifying deliveries; and, storing material, equipment and tools.

**Skills**

**5459.01 Create material and labour take-off** by: using project documents to identify material, amount of labour, and equipment required; and, determining the availability and delivery dates of material, to ensure the project meets drawings and job specifications.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**5459.02 Complete system installation applications and documentation** including for private drainage, drainage, waste and vent systems, storm drainage, potable water, fire protection, hydronic heating and cooling, sewage disposal, private sewage disposal, water treatment, gas and combustible fuel, process piping, and medical gas, ensuring that documentation is completed clearly, and accurately, in accordance with municipal and provincial requirements.

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

**5459.03 Determine equipment and tools required to complete the project** by: using project documents; and, confirming availability to ensure efficient and smooth workflow in accordance with company policy and procedures.

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

**5459.04 Expedite job material** by: ordering material, equipment and tools; using job specifications, catalogues, and approved shop drawings; determining the availability and delivery of material; and, confirming request with supplier; to ensure that material ordered arrives on time to fit with project schedule.

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

**5459.05 Determine job scheduling** by: preparing flow charts for project; coordinating with other trades; and, allowing for adverse weather conditions, labour requirements, and specialty equipment; to ensure efficient handling, storage, installation, and smooth workflow.

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



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**5459.06**     **Verify deliveries** including material, equipment, and tools by: checking against copy of order; calling supplier as required; and, determining that material and equipment delivered match those requested.

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

**5459.07**     **Store material, equipment and tools so that they are available for installation** by; observing any special requirements, and ensuring that materials and equipment are handled safely and are secured and protected in accordance with manufacturers' recommendations, company and site policies, OSHA, and other applicable safety regulation.

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

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**5460.0 Install Pipe, Fittings, Valves And Supports**

**General Performance Objective**

Install pipe, fittings, valves and supports by: identifying piping materials; determining pipe fittings; identifying control valves; identifying joining methods; identifying pipe supports and hangers; creating a series of openings in the structure; installing pipe supports and hangers; installing pipe and fittings; and, joining the pipe and fittings.

**Skills**

**5460.01 Identify piping materials** including cast iron, steel, copper, plastics, stainless steel, glass, aluminum, vitrified clay, and composite pipe ensuring that materials listed conform with applicable codes, acts, regulations, job specification and drawings, client and/or company standards.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**5460.02 Determine pipe fittings** including elbows; Y's, T's, TY's, double Y's, and double TY branch fittings; cross fittings; combination Y and □ fittings; and, double waste fittings, clean outs, fixture carriers, flanges, couplings, reducing bushings, adaptors, and expansion joints ensuring that listed fittings conform with applicable codes, acts, regulations, job specifications, drawings, client and/or company standards.

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

**5460.03 Identify control valves** including gate, globe, ball, check, backwater, and needle ensuring that listed control valves conform with applicable codes, acts, regulations, job specifications, drawings, client and/or company standards.

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

**5460.04 Identify joining methods used in the installation of piping systems** including caulked, mechanical joints, flanged, threaded, soldered, brazed, welded, bonded, compression, grooved, swaged, and flared ensuring that listed joining methods conform with applicable codes, acts, regulations, job specifications, drawings, client and/or company standards.

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

**5460.05 Identify pipe supports and hangers used for the installation of piping systems** including clevis, ring and roller, concrete inserts, and strut systems ensuring that listed pipe supports and hangers conform with applicable codes, acts, regulations, job specifications, drawings, client and/or company standards.

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

**5460.06 Create a series of openings in the structure** including sleeving and drilling to allow for the installation of piping systems in conformance with applicable codes, acts, regulations, job specifications, drawings, client and/or company standards.

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

**5460.07 Install pipe supports and hangers** including clevis, ring and roller, concrete inserts, and metal strut ensuring that installation is completed in conformance with applicable codes, acts, regulations, job specifications, drawings, client and/or company standards.

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

**5460.08 Install pipe and fittings** including cast iron, steel, copper, plastics, stainless steel, glass, aluminum, vitrified clay, and composite pipe materials, ensuring that installation is completed in conformance with applicable codes, acts, regulations, job specifications, drawings, client and/or company standards.

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

**5460.09**     **Join the pipe and fittings using joining methods** including caulked, mechanical joints, flanged, threaded, soldered, brazed, welded, bonded, compression, grooved, swaged, and flared ensuring that join is completed in conformance with applicable codes, acts, regulations, job specifications, drawings, client and/or company standards.

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

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**5461.0 Install Piping Systems**

**General Performance Objective**

Install piping systems by: determining and identifying piping systems to be installed; checking pipe and fitting characteristics; identifying the installation location; installing piping systems; labeling and/or tagging; and, installing fire stopping.

**Skills**

**5461.01 Determine and identify piping system to be installed** including drainage, waste, vent, storm drainage, potable water, fire protection, hydronic heating and cooling, sewage disposal, private sewage disposal, water treatment, gas and combustible fuel, process piping and medical gas systems ensuring that piping system listed is in conformance with applicable codes, acts, regulations, job specifications, conditions, drawings, client and/or company standards.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**5461.02 Check pipe and fitting characteristics** including manufacturer, type of material, size, schedule, and joining method(s) ensuring that pipe and fittings are in conformance with applicable codes, acts, regulations, job specification and drawings, client and/or company standards.

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

**5461.03 Identify the installation location of the piping systems** including drainage, waste, vent, storm drainage, potable water, fire protection, hydronic heating and cooling, sewage disposal, private sewage disposal, water treatment, gas and combustible fuel, process piping and medical gas ensuring that the location conforms with applicable codes, acts, regulations, job specifications, drawings, client and/or company standards.

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

**5461.04 Install piping systems** including drainage, waste, vent, storm drainage, potable water, fire protection, hydronic heating and cooling, sewage disposal, private sewage disposal, water treatment, gas and combustible fuel, process piping and medical gas ensuring that the installation conforms with applicable codes, acts, regulations, job specifications, drawings, client and/or company standards.

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

**5461.05 Identify piping systems** including drainage, waste, vent, storm drainage, potable water, fire protection, hydronic heating and cooling, sewage disposal, private sewage disposal, water treatment, gas and combustible fuel, process piping and medical gas, and components by labeling and/or tagging so that piping systems are correctly identified in accordance with job specifications, and client and/or company standards.

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

**5461.06 Install fire stopping** by: identifying the sections of the piping systems which require their installation; selecting fire stopping devices and material; and, installing fire stopping; so that fire stops are installed in accordance with manufacturers' recommendations, applicable codes, and by-laws.

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

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**5462.0 Install Fixtures****General Performance Objective**

Install fixtures by: identifying the fixtures; checking fixture characteristics; selecting the fixtures; assembling the fixtures and trim; identifying the installation location; installing fixture supports and hangers; installing and connecting the fixtures to piping systems; and, installing bathroom accessories.

**Skills**

**5462.01 Identify the fixtures** including water closets, bidets, bedpan washers, urinals, lavatories, baths, showers, sinks, drinking fountains, barrier free fixtures, floor drains, hub drains, and speciality fixtures for a given installation by referring to manufacture's catalogues, job specifications and drawings, acts, codes, regulations, client and/or company standards.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**5462.02 Check fixture characteristics** including manufacturer, type of material, size, weight, capacity, performance, colour, finish, type and location of connections to ensure that fixture characteristics meet the given system requirements, in accordance with manufacturer's catalogues, job specifications and drawings, acts, codes, regulations, client and/or company standards.

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

**5462.03**     **Select the fixtures** including water closets, bidets, bedpan washers, urinals, lavatories, baths, showers, sinks, drinking fountains, barrier free fixtures, floor drains, hub drains and speciality fixtures ensuring they comply with the job specifications, drawings, acts, codes, regulations, client requirements and/or company standards.

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

**5462.04**     **Assemble the fixtures and trim** including water closets, bidets, bedpan washers, urinals, lavatories, baths, showers, sinks, drinking fountains, barrier free fixtures, floor drains, hub drains and speciality fixtures ensuring that assembly conforms with manufacturer’s instructions and recommendations, applicable codes, acts, regulations, job specification and drawings, client and/or company standards..

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

**5462.05**     **Identify the installation location of the fixtures** including water closets, bidets, bedpan washers, urinals, lavatories, baths, showers, sinks, drinking fountains, barrier free fixtures, floor drains, hub drains and speciality fixtures ensuring that installation location conforms with manufacturer’s instructions and recommendations, applicable codes, acts, regulations, job specifications, drawings, client and/or company standards.

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

**5462.06 Install fixture supports and hangers** including fixture carriers and mounting brackets, so that installation can be completed in conformance to manufacturer's instructions and recommendations, applicable codes, acts, regulations, job specifications, drawings, client and/or company standards.

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

**5462.07 Install and connect the fixtures to piping systems** including drainage, waste, vent, storm drainage, potable water, fire protection, hydronic heating and cooling, sewage disposal, private sewage disposal, water treatment, gas and combustible fuel, process piping and medical gas ensuring that fixtures are connected in conformance with applicable codes, acts, regulations, job specifications, drawings, client and/or company standards.

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

**5462.08 Install bathroom accessories** including water closets, bidets, bedpan washers, urinals, baths, showers, sinks and speciality fixtures, ensuring that bathroom accessories are installed in accordance with job specifications, drawings, OBC, and company standards.

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

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**5463.0 Install Equipment****General Performance Objective**

Install equipment by: identifying equipment to be installed; checking the equipment characteristics; selecting the equipment; assembling the equipment; identifying the installation location; installing equipment supports and hangers; and, installing and connecting the equipment to piping systems.

**Skills**

**5463.01 Identify equipment to be installed** including hot water tanks, pumps, ejectors, interceptors, water conditioning equipment, fire hose cabinets, and specialty equipment using manufacturer's catalogues, job specifications, drawings, acts, codes, regulations, client requirements, and company standards.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**5463.02 Check the equipment characteristics** including manufacturer, type of material, size, weight, capacity, performance, electrical requirements, approvals, colour, finish, type and location of connections, to ensure that equipment meets the given system requirements in accordance with manufacturer's catalogues, applicable codes, acts, regulations, job specifications, drawings, client requirements, and company standards.

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

**5463.03**     **Select the equipment** including hot water tanks, pumps, ejectors, interceptors, water conditioning equipment, sprinkler heads, fire hose cabinets and specialty equipment ensuring that equipment selected complies with the job specifications, drawings, acts, codes, regulations, client requirements, and company standards.

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

**5463.04**     **Assemble the equipment** including sprinkler equipment, fire hose cabinets, pumps, ejectors, water conditioning equipment and speciality equipment ensuring that assembled equipment conforms with manufacturer’s instructions and recommendations, applicable codes, acts, regulations, job specifications, drawings, client requirements, and company standards.

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

**5463.05**     **Identify the installation location of the equipment** including sprinkler equipment, fire hose cabinets, pumps, ejectors, water conditioning equipment and speciality equipment ensuring that installation location conforms with manufacturer’s instructions and recommendations, applicable codes, acts, regulations, job specifications, drawings, client requirements, and company standards.

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

**5463.06**     **Install equipment supports and hangers** including housekeeping pads, spring hangers, job-built hangers, mounting brackets and supports, flexible connectors and expansion fittings so that installation is completed in conformance with applicable codes, acts, regulations, job specifications, drawings, client requirements, and company standards.

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

**5463.07**     **Install and connect the equipment to piping systems** including drainage, waste, vent, storm drainage, potable water, fire protection, hydronic heating and cooling, sewage disposal, private sewage disposal, water treatment, gas and combustible fuel, process piping and medical gas, ensuring that equipment is connected in conformance with applicable codes, acts, regulations, job specifications, drawings, client requirements, and company standards.

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

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**5464.0 Install Devices****General Performance Objective**

Install devices by: identifying the devices; checking the device characteristics; selecting the devices; assembling the devices; identifying the installation locations of the devices; installing device supports and hangers; and, installing and connecting the devices to equipment and piping systems.

**Skills**

**5464.01 Identify the devices** including pressure reducing valves, pressure and temperature relief valves, backflow prevention devices, safety valves, control valves, flushometers, metering valves, water meters, balancing valves, tempering valves, aquastats, flush tanks, trap seal primers and faucets for a given installation by referring to manufacturer's catalogues, job specifications and drawings, acts, codes, regulations, client requirements, and company standards.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**5464.02 Check the device characteristics** including manufacturer, type of material, size, weight, capacity performance, electrical requirements, approvals, colour, finish, type and location of connections, to ensure that device conforms to system requirements in accordance with manufacturer's catalogues, applicable codes, acts, regulations, job specifications, drawings, client requirements, and company standards.

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

**5464.03**     **Select the devices** including pressure reducing valves, pressure and temperature relief valves, backflow prevention devices, safety valves, control valves, flushometers, metering valves, water meters, balancing valves, tempering valves, aquastats, flush tanks, trap seal primers and faucets, ensuring that devices selected comply with the manufacturer’s recommendations, job specifications, drawings, acts, codes, regulations, client requirements, and company standards.

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

**5464.04**     **Assemble the devices** including backflow prevention devices, flushometers, metering valves, and faucets, ensuring that devices are assembled in accordance with manufacturer’s instructions and recommendations, applicable codes, acts, regulations, job specifications, drawings, client requirements, and company standards.

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





**5464.05 Identify the installation locations of the devices** including pressure reducing valves, pressure and temperature relief valves, backflow prevention devices, safety valves, control valves, flushometers, metering valves, water meters, balancing valves, tempering valves, aquastats, flush tanks, trap seal primers, and faucets ensuring that installation is located in accordance with manufacturer's instructions and recommendations, applicable codes, acts, regulations, job specifications, drawings, client requirements, and company standards.

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

**5464.06 Install device supports and hangers** including housekeeping pads, spring hangers, job-built hangers, mounting brackets and supports, flexible connectors, and expansion fittings so that installation can be completed in conformance with applicable codes, acts, regulations, job specifications, drawings, client requirements, and company standards.

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

**5464.07 Install and connect the devices to equipment and piping systems** including drainage, waste, vent, storm drainage, potable water, fire protection, hydronic heating and cooling, sewage disposal, private sewage disposal, water treatment, gas and combustible fuel, process piping, and medical gas ensuring that devices are connected in accordance with applicable codes, acts, regulations, job specifications, drawings, client requirements, and company standards.

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

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**5465.0 Test Systems****General Performance Objective**

Test systems by: identifying the systems to be tested; determining system set up requirements; arranging for test or a testing schedule for piping systems; performing piping system testing procedures; and, confirming the test results.

**Skills**

**5465.01 Identify the systems to be tested** including drainage, waste, vent, storm drainage, potable water, fire protection, hydronic heating and cooling, sewage disposal, private sewage disposal, water treatment, gas and combustible fuel, process piping, and medical gas ensuring that system to be tested is in accordance with manufacturer's instructions and recommendations, applicable codes, acts, regulations, job specification and drawings, client requirements, and company standards.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**5465.02 Determine system set up requirements** including type, duration, and pressures for drainage, waste, vent, storm drainage, potable water, fire protection, hydronic heating and cooling, sewage disposal, private sewage disposal, water treatment, gas and combustible fuel, process piping, and medical gas by reading and interpreting manufacturer's instructions and recommendations, applicable codes, acts, regulations, job specifications, drawings, client requirements, and company standards.

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

**5465.03 Arrange for test or a testing schedule for piping systems** by: contacting governing authorities; scheduling test; and, checking that equipment is ready and prepared for test, in accordance with manufacturer’s instructions and recommendations, applicable codes, acts, regulations, job specifications, drawings, client requirements, and company standards.

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

**5465.04 Perform piping system testing procedures** by testing the systems, and replacing defective component, device, fixture, or equipment, ensuring that system is tested and verified in compliance with applicable codes, acts, regulations, job specifications and drawings, client requirements, and company standards.

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

**5465.05 Confirm test results** by: receiving test results; preparing documentation; and, checking that test is successfully completed in accordance with applicable codes, acts, regulations, job specifications, drawings, client requirements, and company standards

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



**5466.0 Commission/Activate Systems**

**General Performance Objective**

Commission/activate systems by: identifying the piping systems that require commissioning and/or activating; performing final system inspection; commissioning the system; and, instructing end users.

**Skills**

**5466.01 Identify the piping systems that require commissioning and/or activation** including drainage, waste, vent, storm drainage, potable water, fire protection, hydronic heating and cooling, sewage disposal, private sewage disposal, water treatment, gas and combustible fuel, process piping, and medical gas by reading and interpreting manufacturer's instructions and recommendations, applicable codes, acts, regulations, job specifications, drawings, client requirements, and company standards.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**5466.02 Perform final systems inspection** by: completing piping systems and fixture installation; determining final tests required; installing appropriate test fittings; completing required tests; correcting any deficiencies; removing test; and, receiving or completing inspection reports, ensuring final test is completed in accordance with company standards, job specifications, applicable codes, and municipal by-laws.

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

**5466.03 Commission the systems** by ensuring that the system is operational and functioning in accordance with manufacturer’s instructions and recommendations, applicable codes, acts, regulations, job specifications, drawings, client requirements, and company standards.

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

**5466.04 Instruct end users** by: explaining and demonstrating how to use and operate the system; describing maintenance requirements of equipment, devices, and fixtures; and, leaving on-site equipment documentation, user manuals or procedures, manufacturer’s instructions and recommendations, ensuring that all instructions are clear, concise, and accurate so that the client’s or user’s questions are answered and they are prepared to monitor the system.

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

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**5467.0 Perform Rigging And Hoisting**

**General Performance Objective**

Perform rigging and hoisting by: reading and interpreting job specifications and shop drawings; inspecting the job site to identify potential hazards; determining the equipment required; scheduling the lift; inspecting the rigging and hoisting equipment; connecting the equipment to the rigging; securing the hoisting area; performing the lift and move; positioning and securing the load; disconnecting the load; communicating throughout the hoisting operation; and, removing and storing the rigging equipment.

**Skills**

**5467.01 Read and interpret job specifications and shop drawings** to determine the weight, size and any special rigging requirements of the material or equipment to be hoisted, so that rigging and hoisting operation is in compliance with OHSA, manufacturers' recommendations, and company procedures.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**5467.02 Inspect the job site to identify potential hazards** including proximity to hydro lines, ground conditions for outriggers, and accessibility of equipment to ensure safe rigging and hoisting operations may be carried out in compliance with OHSA and company and customer safety procedures.

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

**5467.03 Determine the equipment required** by calculating the weight of equipment or materials to be lifted, and the distance to the placement area so that the equipment selected is correct for the application in compliance with OHSA and company and customer safety procedures.

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

**5467.04 Schedule the lift** by: consulting the job schedule; checking material delivery schedule; ensuring hoisting equipment availability; coordinating the hoisting crew and crane operator; and, organizing any special requirements such as road closures; so that lift is scheduled and ready in compliance with OHSA, MOT, and company and customer safety procedures.

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

**5467.05 Inspect the rigging and hoisting equipment** to ensure that the equipment is in working order, and has sufficient capacity for the material and equipment to be hoisted, in compliance with OHSA and company and customer safety procedures.

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

**5467.06**     **Connect the equipment to the rigging** using shackles, slings, hooks, rope, and other equipment so that hoisting and moving operations can be completed in compliance with OSHA and company and customer safety procedures.

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

**5467.07**     **Secure the hoisting area** by using barrier tape, barricades or other suitable means, to prevent unauthorized personnel from entering the area when hoisting and rigging operations are being performed, in compliance with OSHA and company and client safety procedures.

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

**5467.08**     **Perform the lift and move the load**, ensuring that lift is completed in compliance with OSHA and company and client safety procedures.

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

**5467.09**     **Position and secure the load** so that personnel are not at risk from the load shifting or falling, in compliance with OSHA and company and client safety procedures.

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

**5467.10**     **Disconnect the load from the rigging devices** including eyelets, shackles, turnbuckles, hooks, and other rigging equipment ensuring that load is disconnected in compliance with OSHA and company and client safety procedures.

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

**5467.11**     **Communicate throughout the hoisting operation** using international hand signals or by contact using voice communications, in compliance with OSHA and company and client safety procedures.

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

**5467.12**     **Remove and store the rigging equipment** in a designated area in compliance with OSHA and company and client safety procedures.

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

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**5468.0 Service And Maintain Mechanical Systems****General Performance Objective**

Service and maintain mechanical systems by: troubleshooting; diagnosing problems; preparing service and/or maintenance proposals; communicating with clients; obtaining approvals; performing the required service and/or maintenance; testing the system; re-commissioning the system; and, completing service documentation.

**Skills**

**5468.01 Troubleshoot mechanical systems** by diagnosing and assessing the problem requiring repair or replacement, in accordance with applicable codes, and client and company standards.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**5468.02 Diagnose the mechanical system problems** by: reading drawings, clients directories, and manufacturers' specifications; isolating areas; and, shutting down affected systems and equipment; in accordance with applicable codes, municipal by-laws, client requirements, and company procedures.

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

**5468.03 Prepare service and/or maintenance proposals** by: outlining the problem for the client; suggesting recommended course of action; determining schedule for the repair(s); in compliance with the client requirements, and company procedures, applicable codes, and municipal by-laws.

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

**5468.04 Communicate with client's representative** in order to receive approval for the service and/or maintenance in compliance with client or company procedures.

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

**5468.05 Obtain approvals** from the client, utilities, fire departments, monitoring companies, end users, and any other party that may be affected by the proposed service and/or maintenance, in accordance with company and/or client procedures.

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

**5468.06 Perform the required service and/or maintenance in a professional manner** by ensuring that all tools, equipment and materials required are on site, and the work is performed to the client and/or company standards, and manufacturers' recommendations.

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

**5468.07 Test the system** to ensure that the service or repair has been completed in conformance with the client requirements, company standards, and manufacturers' recommendations.

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

**5468.08 Re-commission the system** after all the repairs and/or service is complete, and the system has been tested and verified, in conformance with client's requirements, company standards, and manufacturers' recommendations.

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



**5468.09 Complete service documentation** by writing up billing upon completion of the service and/or maintenance, ensuring that service documentation is completed, in accordance with client's requirements, company standards, and manufacturers' recommendations.

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

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## 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.

### Journey person

Journey person means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journey person 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 Journey person 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](http://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 Records #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](http://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](http://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](http://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](http://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](http://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](http://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 C — Skill Set Completion for Sponsors

You will find the skill set numbers and titles in the Logbook's Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice's Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

<b>Skill Set #</b>	<b>Skill Set Title</b>	<b>Signing Authority Signature</b>
<b>5455.0</b>	Protect Self and Others	
<b>5456.0</b>	Communicate	
<b>5457.0</b>	Read, Interpret, Create and Maintain Drawings and Specifications	
<b>5458.0</b>	Design System	
<b>5459.0</b>	Plan and Prepare for the Project	
<b>5460.0</b>	Install Pipe, Fittings, Valves and Supports	
<b>5461.0</b>	Install Piping Systems	
<b>5462.0</b>	Install Fixtures	
<b>5463.0</b>	Install Equipment	
<b>5464.0</b>	Install Devices	
<b>5465.0</b>	Test Systems	
<b>5466.0</b>	Commission/Activate System	
<b>5467.0</b>	Perform Rigging and Hoisting	
<b>5468.0</b>	Service and Maintain Mechanical Systems	

### **Ministry of Labour, Immigration, Training and Skills Development use only:**

Sponsor verified as most recent sponsor of record: Yes ( ) No ( )

Documentation to support completion of hours attached: Yes ( ) No ( )

Completion of classroom training verified: Yes ( ) No ( )

Staff Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix D — Local Service Delivery Offices in Ontario

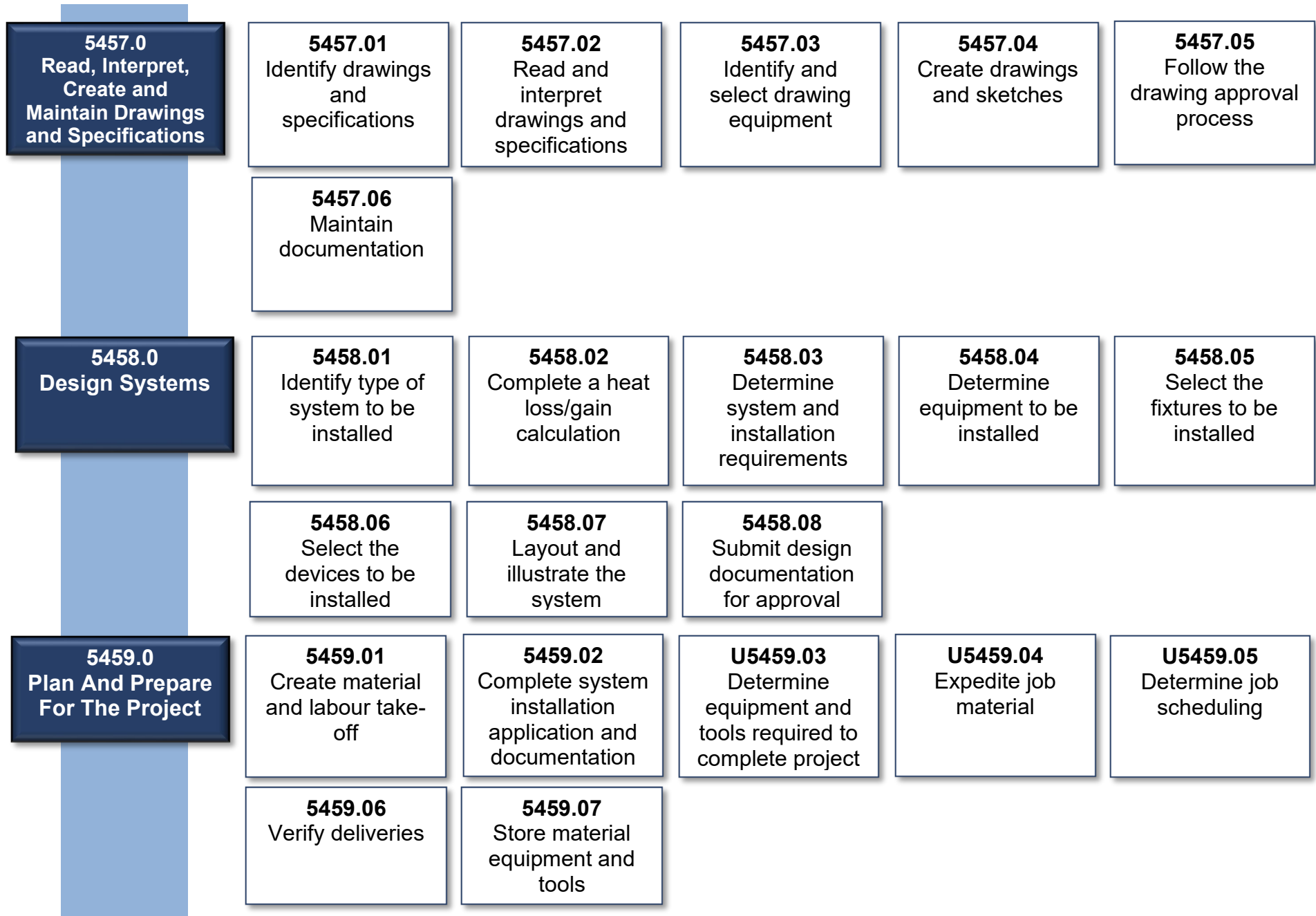
For current office listings visit: [ontario.ca/page/employment-Ontario-apprenticeship-offices](http://ontario.ca/page/employment-Ontario-apprenticeship-offices)

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

### Competency Analysis Profile (CAP) Chart

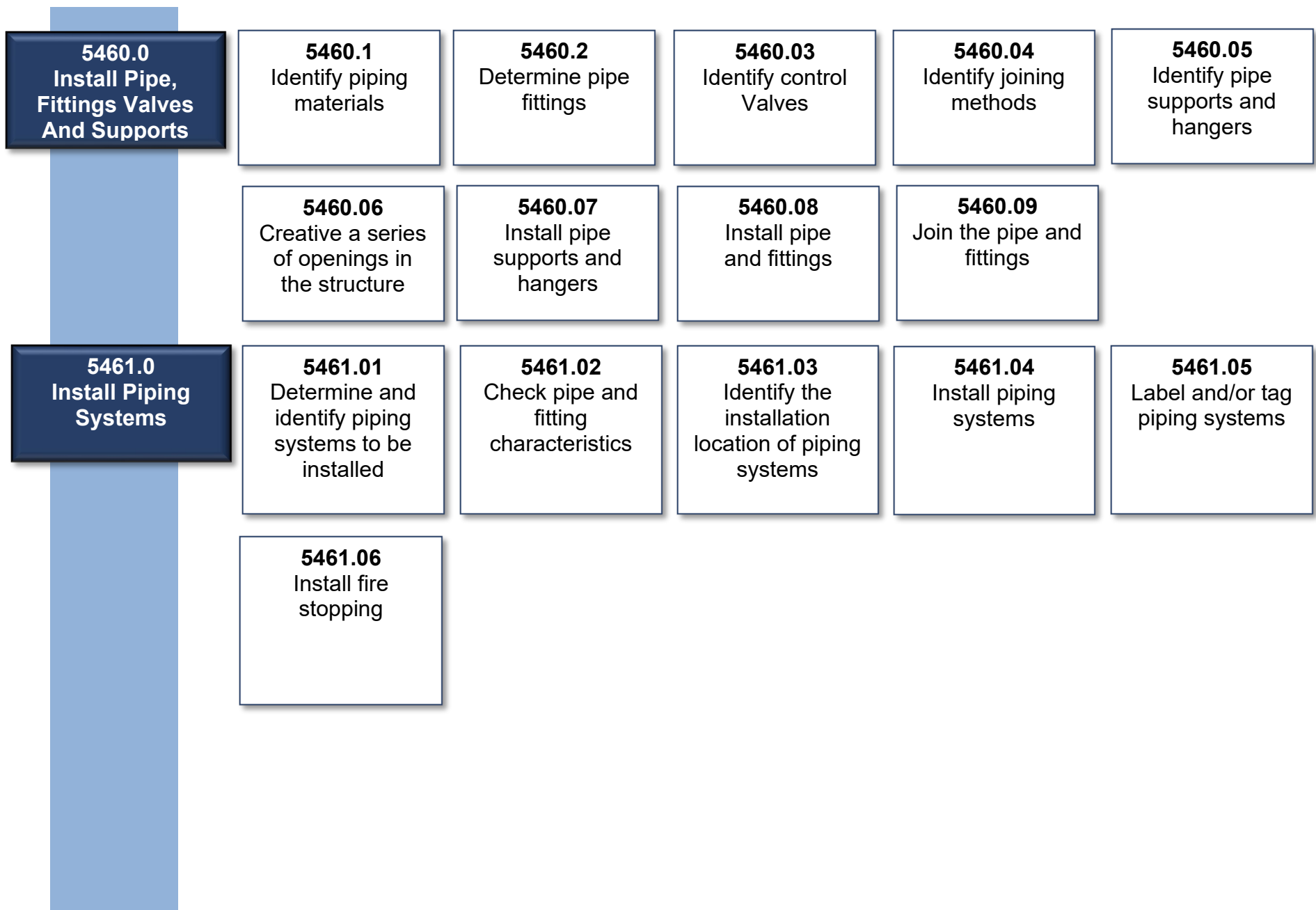
<b>5455.0 Protect Self and Others</b>	<b>5455.01</b> Identify, interpret and apply acts, codes, regulations and directives	<b>5455.02</b> Select, wear, adjust use and maintain personal protective equipment and apparel	<b>5455.03</b> Recognize and asses hazards and hazardous conditions	<b>5455.04</b> Assembles, erect use and dismantle platform and scaffolds	<b>5455.05</b> Perform lock out and tagging procedures	
	<b>5455.06</b> Operate and maintain tools and equipment	<b>5455.07</b> Operate and maintain tools and equipment	<b>5455.08</b> Perform housekeeping duties			
	<b>5456.0 Communicate</b>	<b>5456.01</b> Demonstrate effective, interpersonal relations, recognizing human rights and equality	<b>5456.02</b> Develop a work plan	<b>5456.03</b> Give instructions to others	<b>5456.04</b> Read and interpret documents and/or specifications	<b>5456.05</b> Write job-related documents
		<b>5456.06</b> Practice personal hygiene				

**Competency Analysis Profile: Plumber 306A (all unshaded skill sets must be completed)**

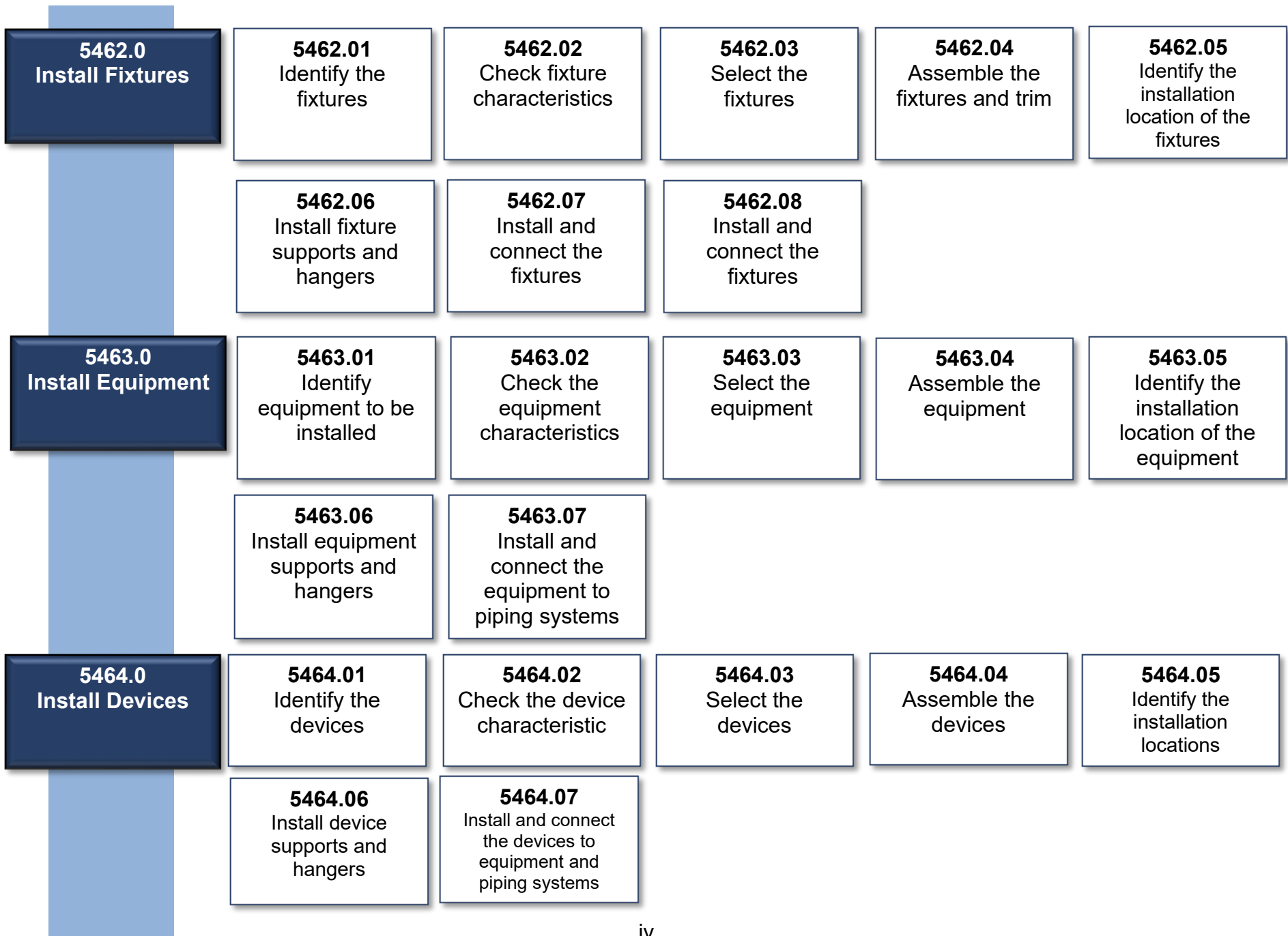




Competency Analysis Profile: Plumber 306A (all unshaded skill sets must be completed)



Competency Analysis Profile: Plumber 306A (all unshaded skill sets must be completed)



Competency Analysis Profile: Plumber 306A (all unshaded skill sets must be completed)

<p><b>5465.0</b> Test Systems</p>	<p><b>5465.01</b> Identify the systems to be tested</p>	<p><b>5465.02</b> Determine system set up required</p>	<p><b>5465.03</b> Arrange for test or a testing schedule</p>	<p><b>5465.04</b> Perform piping system procedures</p>	<p><b>5465.05</b> Confirm test results</p>
<p><b>5466.0</b> Commision Activate Systems</p>	<p><b>5466.01</b> Identify piping systems requiring commissioning and/or activation</p>	<p><b>5466.02</b> Perform final systems inspection</p>	<p><b>5466.03</b> Commission the systems</p>	<p><b>5466.04</b> Instruct end users</p>	
<p><b>5467.0</b> Perform Rigging And Hoisting</p>	<p><b>5467.01</b> Read and interpret job specifications and shop drawings</p>	<p><b>5467.02</b> Inspect the job site</p>	<p><b>5467.03</b> Determine the equipment required</p>	<p><b>5467.04</b> Schedule the lift</p>	<p><b>5467.05</b> Inspect the rigging and hoisting equipment</p>
	<p><b>5467.06</b> Connect the equipment to the rigging</p>	<p><b>5467.07</b> Secure the hoisting area</p>	<p><b>5467.08</b> Perform the lift and move the load</p>	<p><b>5467.09</b> Position and secure the load</p>	<p><b>5467.10</b> Disconnect the load from the rigging devices</p>
	<p><b>5467.11</b> Communicate throughout the operation</p>	<p><b>5467.12</b> Remove and store rigging equipment</p>			

**5468.0  
Service And  
Maintain  
Mechanical  
Systems**

**5487.01**  
Troubleshoot  
mechanical  
systems

**5468.02**  
Diagnose the  
mechanical  
system problems

**5468.03**  
Prepare service  
and/or  
maintenance  
proposals

**5468.04**  
Communicate  
with clients  
representatives

**5468.05**  
Obtain approvals  
from the client  
and others

**5468.07**  
Perform the  
required service  
and/or  
maintenance

**5468.07**  
Test the system

**5468.08**  
Recommission  
the system

**5468.09**  
Complete service  
documentation

Notes

# 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](http://red-seal.ca)



[SkilledTradesOntario.ca](http://SkilledTradesOntario.ca)



**Plumber**