



**Skilled  
Trades**  
Ontario

**Métiers  
spécialisés**  
Ontario

Apprenticeship  
Training Standard  
Logbook

**Railway Car Technician**

268R

2010

# Apprenticeship Training Standard

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

## Training As An Apprentice

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



## Completing Your Logbook

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

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



Apprentice Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Trade: \_\_\_\_\_

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

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

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

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

# Apprenticeship Pathway to a Certificate of Qualification

Phase 1: Registration

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

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

Training agreement signed and registered by both apprentice and sponsor

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

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

Complete on-the-job training

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

Complete in-school training

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

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

Review and finalize your logbook with your sponsor

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

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

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

Certificate of Apprenticeship is issued

Trades without examination

**CofA is the final step of the program**

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

Provisional Certificate of Qualification issued for a 12 month term

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

Make payment for your Certificate of Qualification examination

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

Schedule a date to write your Examination

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

Pass Certificate of Qualification examination

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

Certificate of Qualification is issued

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

Phase 2: Apprenticeship

Phase 3: Certification

\* 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 2010 (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 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 Railway Car Technician 268R and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

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

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

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

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

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

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

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

### **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 Railway Car Technician is set out in section 113 of Ontario Regulation 875/21 under BOSTA and reads as follows:

**113.** The scope of practice for the trade of railway car technician includes inspecting, repairing, replacing and reconditioning mechanical or structural components and systems of freight cars and passenger coaches.

\*While the Logbook draws on the scope of practice regulation (Section 113 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 7280 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

8000 hours

### Journeyman to Apprentice Ratio

**Industry Recommended Ratios:** While some of the trades regulated under BOSTA are subject to Journeyman to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyman to Apprentice ratio guideline of 1 Journeyman (or individual who is deemed equivalent to a journeyman) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.



### Program Requirements

#### Compulsory and Non-compulsory Classification

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

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

#### Skills for Success Summary

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

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

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

### **Standard of Performance**

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

Industry Safety Standards which are based upon:

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

## Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

### Tips for Apprentices

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

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

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

### Tips for Sponsors

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

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

### **Tips for Trainers**

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

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

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

## Notice of Collection of Personal Information

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

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



**5570.0 Safe Working Practices and Procedures**

**General Performance Objective**

**Demonstrate safe working practices and procedures** by: identifying health and safety hazards in the workplace; wearing, adjusting, and maintaining personal protective equipment and respiratory protectors; practising safe work habits, good housekeeping, and industrial hygiene; following fire procedures; operating emergency safety equipment; conducting pre-operational check of equipment; reporting injuries and applying basic first aid; locking out mechanical equipment; handling designated substances, dangerous goods/commodities, and work site hazards; operating lifting equipment; and, observing blue flag procedures.

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**Performance Objective**

**Skills**

**5570.01 Identify health and safety hazards in the workplace**, so that the potential for personal injury, damage to equipment or the environment is prevented, and corrective action is taken as defined in Safety Legislation, American Association of Railways (AAR) regulations, or company standards/procedures, and that all hazards are reported.

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

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

**5570.02 Wear, adjust, and maintain personal protective equipment** including eye, ear, hand, and foot protectors, to ensure correct fit and optimum protection for the wearer and the task being performed, in compliance with company standards/procedures, AAR regulations, and Safety Legislation.

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

**5570.03**     **Wear, adjust, and maintain respiratory protectors** to ensure correct fit and optimum protection in compliance with company standards/procedures, AAR regulations, and Safety Legislation.

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

**5570.04**     **Practise safe work habits** by staying outside guards and barricades, wearing required clothing (not loose or torn), confining long hair, and removing jewellery in accordance with company standards/procedures, AAR regulations, and Safety Legislation.

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

**5570.05**     **Follow fire procedures** including (not limited to) locating and assessing the severity of the fire, taking appropriate action, suppressing minor fire, activating alarm, and reporting incidents, in compliance with company standards/procedures, AAR regulations, and Safety Legislation.

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



**5570.06 Operate emergency safety equipment** including (not limited to) fire extinguishers, respirators, barrier creams, and fire blankets, ensuring that procedures are carried out in a safe and efficient manner, in accordance with company standards/procedures, AAR regulations, and Safety Legislation.

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

**5570.07 Practise industrial hygiene** by wearing required clothing and using eye wash or showering to avoid contamination or injury, in compliance with company standards/procedures, AAR regulations, and Safety Legislation.

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

**5570.08 Practise good housekeeping in the workplace** by cleaning up spills or leaks, keeping work area clean and clear of obstructions, and storing tools or equipment, so that the potential for accident or injury is prevented and tools or equipment are in place and available, in compliance with company standards/procedures, AAR regulations, and Safety Legislation.

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

**5570.09**     **Conduct pre-operational check of equipment** by checking that guards and safety devices are in place, secured, and not damaged, in compliance with company standards/procedures, AAR regulations, and Safety Legislation.

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

**5570.10**     **Report injuries** to supervisor or first aid personnel promptly and clearly, ensuring that the injured person is attended to, and that information is reported precisely and accurately describing how incident occurred, so that future recurrence of similar accidents is prevented, in compliance with company standards/procedures, AAR regulations, and Safety Legislation.

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

**5570.11**     **Follow procedures for applying first aid** to treat conditions including (not limited to) sudden illness, burns, cuts, abrasions, sprains, chemical inhalations, falls, and contaminants in eyes, so that the condition of the victim is stabilized and prepared for further first aid treatment, in compliance with company standards/procedures, AAR regulations and Safety Legislation.

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

**5570.12 Lock out mechanical equipment** for repair or maintenance by shutting down and tagging machine or equipment, to ensure that no materials can enter the equipment being repaired or maintained, no damage is caused to the machine, and accidents are prevented, in compliance with company standards/procedures, AAR regulations and Safety Legislation.

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

**5570.13 Handle designated substances or dangerous goods/commodities** using specified handling and storage equipment, so that the operator is protected from injury, the environment from contamination, and safe procedures are followed, in compliance with Safety Legislation, AAR regulations, and company standards/procedures.

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

**5570.14 Operate lifting equipment** including (not limited to) hoists, overhead cranes, chain falls, lift pins, eye bolts, slings, cables, and chains, to remove, transport, and store materials, parts, or equipment, in compliance with Safety Legislation, AAR regulations, and company standards/procedures.

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

**5570.15 Handle work site hazards** including (not limited to) inadequate ventilation, confined spaces, noxious fumes, dust, high intensity light, elevated work sites, suspended loads, poor lighting, extreme temperatures, and uncontrolled power sources, by identifying hazards, identifying or activating alarms, notifying others, and determining means of emergency containment or site evacuation, so that the potential for personal injury and damage to equipment or the environment is prevented, in compliance with AAR regulations, Safety Legislation, and company standards/procedures.

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

**5570.16 Observe blue flag procedures** by placing blue flags on each end of a string of cars or at each end of the track, to indicate that workers are working under or in vicinity of the rail cars, ensuring that only approved personnel remove the blue flags, and that the switch crews are made aware of the presence of blue flags, in accordance with Safety Legislation, AAR regulations, and company standards/procedures.

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

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**5571.0 Occupational Skills**

**General Performance Objective**

**Perform occupational skills** by: interpreting drawings, reference documentation, and work orders; performing metric and imperial calculations; verifying workpiece material; using measuring and checking devices, hand tools, power tools, pneumatic tools, and hydraulic tools; using shielded metal arc welding (SMAW) equipment, gas metal arc welding (GMAW) equipment, and oxy-fuel and plasma-arc cutting equipment; use gas-fuelled equipment; and installing fasteners.

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**Performance Objective**

**Skills**

**5571.01 Interpret drawings** by following required procedures including (not limited to) to identify:

- type of drawings for job such as schematics, blueprints, sketches, or assembly;
- correct drawing orientation, view, and symbols;
- shape, size, measurements, and dimensions of components;
- assembly and disassembly sequences;
- machining requirements;
- number of components;
- workpiece material specifications;

so that all information required is identified to plan and prepare for the job in accordance with company standards/policies and job specifications.

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

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**5571.02 Perform metric and imperial calculations** to determine:

- tolerances;
- dimensions;
- angles and linear measurements;
- lever ratios;
- size of pipes and fittings;
- gauging limits;
- condemning limits;
- radius and circumference;
- volumes and weights;
- areas;

so that all required measurements and parameters are correctly determined to complete the job, in accordance with company standards/policies, job specifications, and drawings.

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

**5571.03 Use measuring and checking devices** by following required including (not limited to):

- selecting devices such as micrometers, callipers, wheel gauges, coupler gauges, vernier callipers, magnetic particle tester, dial indicator, truck gauges, air pressure gauges, bubble flowrator, depth or height gauges, restoration gauges, levels, explosive safety meters, air quality meters, thickness meters, straight edge, tapes, steel rules, and plumb bob;
- inspecting, calibrating, maintaining, and setting up the device;

so that measuring and checking devices are cleaned, calibrated, and ready for use, and are capable of measuring to obtain the required tolerances and dimensions, in accordance with the drawings, job specifications, process layouts, and AAR regulations.

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

**5571.04 Verify workpiece material** by checking for:

- correct size and type;
- material specifications;
- colour and numerical codes;
- stamps and lettering;
- quality assurance tags;

to ensure that workpiece selected conforms to drawings, job specifications, and AAR regulations.

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

**5571.05 Interpret reference documentation** by following required procedures including (not limited to) to identify:

- type of reference documents such as manufacturers’ manuals, parts bulletins, service or preventative maintenance manuals, technical bulletins, fact sheets, and AAR manuals;
- assembly and disassembly sequences;
- workpiece material;
- type of cutting fluids/lubricants;
- modifications to specifications;
- specialty tools;
- maintenance procedures and schedules;
- replacements parts;

so that all information required is identified to plan and prepare for the job in accordance with company standards/policies and job specifications.

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

**5571.06 Interpret work orders** by following required procedures including (not limited to):

- selecting work orders such as billing repair cards, wheel reporting cards, inspection records, and dangerous goods documentation
- verifying work requirements;
- determining work procedures or schedules;

so that job can be completed, in accordance with AAR regulations, company standards/policies and applicable Acts, Regulations, Legislations, and Codes.

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

**5571.07 Use hand tools** by following required procedures including (not limited to):

- selecting hand tools such as hammers, wrenches, sockets, ratchets, chisels, drifts, punches, pinch bars, screwdrivers, files, saws, pliers, pipe wrenches, and steel banding tools;
- interpreting drawings and job documentation;
- inspecting tools;
- maintaining tools;

so that the hand tools selected are the correct size and type for the application, ready for use, and available to perform the job, in accordance with Safety Legislation and company standards/policies.

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



**5571.08 Use power tools** by following required procedures including (not limited to):

- selecting powers tools such as grinders, drills, die grinders, sanders, and saws;
- interpreting drawings and job documentation;
- maintaining the power tools;
- tagging for further repair or maintenance;

so that the power tool selected is the correct one for the application, ready for use, and available to perform the job, in accordance with Safety Legislation and company standards/policies.

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

**5571.09 Use pneumatic tools** by following required procedures including (not limited to):

- selecting pneumatic tools such as jacks, grinders, drills, impact guns, reamers, drifts, punches, and rams;
- interpreting drawings and work process documentation;
- maintaining pneumatic tools;
- tagging for further repair or maintenance;

so that the pneumatic tool selected is the correct one for the application, ready for use, and available to perform the job, in accordance with Safety Legislation and company standards/policies.

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

**5571.10 Use hydraulic tools** by following required procedures including (not limited to):

- selecting hydraulic tools such as jacks, rams, stationary or portable tools, presses, wrecking equipment, and riveting guns;
- interpreting drawings and work process documentation;
- maintaining hydraulic tools;
- tagging for further repair or maintenance;

so that the hydraulic tool selected is the correct one for the application, ready for use, and available to perform the job, in accordance with Safety Legislation and company standards/policies.

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

**5571.11 Use shielded metal arc welding (SMAW) equipment** by following required procedures including (not limited to):

- interpreting drawings and work process documentation;
- identifying power source;
- assembling welding cable assemblies, electrode holder, and electrode;
- wearing PPE equipment;
- setting up welding equipment;
- pre-testing welding equipment;
- maintaining welding equipment;
- tagging for further repair or maintenance;

ensuring that the SMAW welding process and equipment is the correct one for the application, ready for use, and available to perform the job, in accordance with Safety Legislation, AAR regulations, drawings, job specifications and company standards/policies.

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

**5571.12 Use gas metal arc welding (GMAW) equipment** by following required procedures including (not limited to):

- interpreting drawings and work process documentation;
- identifying power source;
- assembling welding cable assemblies;
- selecting weld accessories such as wire feeder, welding gun, gun liners, gas distributor, gas cup and seals, contact tubes, flow meter, and purging equipment;
- wearing PPE equipment;
- setting up welding equipment;
- pre-testing welding equipment;
- maintaining welding equipment;
- tagging for further repair or maintenance;

ensuring that the GMAW welding process and equipment is the correct one for the application, ready for use, and available to perform the job, in accordance with Safety Legislation, drawings, job specifications, AAR regulations, and company standards/policies.

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

**5571.13 Use oxy-fuel and plasma-arc cutting equipment** by following required procedures including (not limited to):

- using drawings and work process documentation;
- identifying power source and pressures;
- assembling cable assemblies;
- selecting accessories such as gases, gas distributors, tips, plasma gun liners;
- using tools and equipment;
- wearing PPE equipment;
- setting up;
- pre-testing;
- maintaining;
- tagging for further repair;

ensuring that the cutting process and equipment is the correct one for the application, ready for use, and available to perform the job, in accordance with Safety Legislation, drawings, job specifications, AAR regulations, and company standards/policies.

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

**5571.14 Use gas-fuelled equipment** by following required procedures including (not limited to):

- interpreting using drawings and work process documentation;
- selecting gas-fuelled equipment such as portable welding equipment, jacks, compressors, generators;
- cleaning and refuelling gas-fuelled equipment;
- calibrating gas-fuelled equipment;
- setting up gas-fuelled equipment;
- pre-testing gas-fuelled equipment;
- tagging for further repair or maintenance

so that the gas-fuelled equipment is the correct one for the application, ready for use, and available to perform the job, in accordance with Safety Legislation, drawings, job specifications, AAR regulations, and company standards/policies.

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

**5571.15 Install fasteners** by following required procedures including (not limited to):

- interpreting drawings and work process documentation;
- determining location and type of fastening;
- selecting type and size of fastener such as nuts, bolts, screws, pins, cotter pins;
- selecting type of fastening equipment such as riveting guns;

so that the fasteners are the appropriate size, thread type, and grade, to join and secure components in accordance with Safety Legislation, drawings, job specifications, AAR regulations, and company standards/policies.

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

**5572.0 Perform Benchwork**

**General Performance Objective**

**Perform benchwork** by: chiselling, grinding, and painting workpiece; drilling or reaming holes; cutting ID and OD threads; cutting and fastening workpiece.

**Performance Objective**

**Skills**

- 5572.01 Chisel workpiece** by following required procedures including (not limited to):
- interpreting job specifications;
  - selecting required tools;
  - inspecting tools for defects such as burrs or mushroom head;
  - dressing the chisel;
  - wearing personal protective equipment;
  - documenting the job;
- so that the workpiece is chiselled in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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mm/dd/yy	Apprentice Print Name	Apprentice Signature

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**5572.02 Grind workpiece** by following required procedures including (not limited to):

- interpreting job specifications;
- using hand grinders, pedestal grinders, or air grinders;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the workpiece is ground to required shape, dimensions, and finish, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5572.03 Paint workpiece** by following required procedures including (not limited to):

- interpreting job specifications;
- using brushes, spray gun, paint, or rollers;
- preparing the workpiece by surface blasting, masking, sanding, or washing;
- wearing required personal protective equipment;
- disposing and storing paint and equipment;
- cleaning equipment and work area;
- documenting the job;

so that the workpiece is painted in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5572.04 Drill or ream holes** by following required procedures including (not limited to):

- interpreting job specifications;
- verifying the workpiece material;
- using drill presses or hand drills;
- laying out workpiece using centre punch, scribe, chalk, and measuring tools;
- finishing workpiece by grinding, chamfering, or chiseling;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the holes are drilled or reamed to required size, tolerance, fit, dimension, and finish in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5572.05 Cut internal (ID) and external (OD) threads** by following required procedures including (not limited to):

- interpreting job specifications;
- verifying the workpiece material;
- using dies, hand or power threaders, gauges, taps, and drills;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the threads are cut to the required type, depth, and size, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5572.06**     **Cut workpiece** by following required procedures including (not limited to):

- interpreting job specifications;
- verifying the workpiece material;
- using equipment such as pedestal grinders, hand grinders, band saw, hand saw, cut-off saw, reciprocating saw, and cutting torches;
- wearing personal protective equipment;
- finishing cut edges by grinding, chamfering, or chiseling;
- cleaning up the work site;
- documenting the job;

so that the workpiece is cut to the required shape, size, angles, and dimensions, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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



**5572.07 Fasten workpiece** by following required procedures including (not limited to):

- interpreting job specifications;
- using required tools such as power tools, torque wrenches, sockets, lubricants, oils, Locktight™ , Teflon™ , oxy-fuel, and welding equipment;
- wearing personal protective equipment;
- using the required grade and size of fasteners;
- torquing the fastener;
- tacking the workpiece;
- chiseling the cut surface;
- heating the workpiece;
- peening the fastener;
- chisel-checking the bolt;
- painting the workpiece area;
- cleaning up the work site;
- documenting the job;

so that the workpiece is fastened and secure, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5573.0 Perform Material Handling Procedures**

**General Performance Objective**

**Perform material handling procedures** by: calculating forces and loads; selecting, inspecting, positioning, and attaching rigging equipment; inspecting and preparing hoisting and lifting equipment; identifying and preparing work site; operating hoisting equipment; moving and setting down load; shutting down and storing equipment; and working on scaffolds, lift platforms, and ladders.

**Performance Objective**

**Skills**

**5573.01 Calculate forces and loads** by following required procedures including (not limited):

- interpreting manufacturer’s manuals, load charts, drawings, rigging manuals, material handling handbooks, job or work site specifications, and bills of lading;
- determining load weights, allowable loads, centre of gravity, vertical and horizontal forces, distribution of loads, sling patterns and configurations, gross loads on cranes, gross capacities, and working radius;

so that the pre-lift is planned for the rigging, lifting, and moving of the workpiece, in accordance with Safety Legislation, company standards/policies, AAR regulations, and applicable Acts, Regulations, Legislations, and Codes.

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

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**5573.02 Select and inspect rigging equipment** by following required procedures including (not limited to):

- interpreting pre-lift plan and prepared calculations;
- selecting equipment such as cable clamps, chain block hoists, chains, chokers, come-alongs, connectors, ropes, slings, winches, and safety lines;
- performing pre-operational check for defective rigging such as damaged links, cracks, frayed cables, kinking, cuts in slings, damaged threads on shackles;
- replacing defective components;
- making recommendations for further repair and action;
- tagging and isolating defective equipment;

so that the rigging selected is the correct one for the weight, balance, and size of the job, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5573.03 Position and attach rigging** by following required procedures including (not limited to):

- placing or attaching the rigging to the load;
- dismantling and storing the rigging equipment;
- documenting the job;

so that load is rigged for the weight, balance, and size of the job to secure, lift, or move the workpiece, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5573.04 Inspect and prepare hoisting and lifting equipment** by following required procedures including (not limited to):

- interpreting pre-lift plan and prepared calculations;
- selecting equipment such as forklift, jib-crane, portable boom crane, overhead hoist, and lifting equipment;
- performing pre-operational circle-check for defective cables and chains such as damaged links and frayed cables, and any other visual damage;
- tagging and isolating defective equipment;
- making recommendations for further repair and action;
- documenting the job;

so that the hoisting and lifting equipment is inspected and ready in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5573.05 Identify and prepare work site** by following required procedures including (not limited to):

- clearing job-site area;
- measuring and calculating the parameters of the site area to ensure that adequate load set-down space is available;
- checking that load travel pathway is clear of overhanging interference and all obstructions;
- checking that all personnel are clear of the load travel pathway;

so that work site is located and prepared, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5573.06 Operate hoisting equipment** by following required procedures including (not limited):

- selecting equipment such as forklift, jib-crane, portable boom crane, and overhead hoist;
- checking that rigging and lifting equipment are the correct ones for the application;
- final inspecting chains, slings, and hooks before rigging load;
- setting off warning alarms prior to lifts;
- correctly positioning and aligning hoist over the load;
- lifting load gradually;

so that the load is clear of the ground surface; ensuring that equipment is correctly aligned and load is balanced, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5573.07 Move the load or workpiece** by following required procedures including (not limited to):

- installing required tag lines;
- controlling speed and travel;
- turning and positioning load;
- checking that travel pathway is clear of overhanging interference and all obstructions;
- checking that all personnel are clear of load travel pathway;
- checking that all operators keep to the back end of the load;
- checking that the ground person keeps to the front to guide the load;

in accordance with Safety Legislation, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5573.08 Set down load** by following required procedures including (not limited to):

- checking that work or job site is clear of all equipment and personnel;
- checking that all supports are correctly placed and aligned;
- controlling lowering speed;
- checking for adequate spacing by stopping the descent before setting down the load;
- sounding the alarm confirming “all clear for set down”;

so that materials are correctly placed, balanced, aligned, and secured, and that no damage is caused to workpiece or material handling equipment, or injury to personnel, in accordance with Safety Legislation, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5573.09 Shut down and store material handling equipment** by unhooking all rigging equipment and returning all lifting equipment to storage positions, and making recommendations for further repair and action, so that the material handling equipment is ready for the next lifting job, in accordance with Safety Legislation, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5573.10 Work on scaffolds, lift platforms, and ladders** by following required procedures including (not limited to):

- performing visual pre-use inspection;
- erecting equipment on firm footings;
- selecting and utilizing a fall protection system;
- wearing fall-arrest protection and personal protection equipment;
- disassembling and storing scaffolds;
- storing personnel lifting equipment;

so that equipment selected is correct one for the task and is assembled/disassembled, in accordance with Safety Legislation, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

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**5574.0 Service Rail Trucks**

**General Performance Objective**

**Service rail trucks** by: inspecting wheels and roller bearings; maintaining bolsters, suspensions, side frames, and friction bearings; overhauling brake beams, levers, and rods; and, servicing brake shoes.

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**Performance Objective**

**Skills**

**5574.01 Inspect wheels** by following required procedures including (not limited to):

- interpreting job specifications;
- performing visual and manual inspections;
- identifying defects in wheels, axles, and roller bearings;
- using equipment such as simplified wheel gauges, steel wheel gauges, combination gauges, tread-worn hollow gauges, and back-to-back gauges;
- wearing personal protective equipment;
- making recommendations for further repairs or replacements;
- documenting the job;

so that wheel inspections are carried out, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

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**5574.02 Inspect roller bearings** by following required procedures including (not limited to):

- interpreting job specifications;
- performing visual and manual inspections;
- checking for overheated bearings;
- checking for defective end caps, backing rings, and cups;
- checking for loose, cracked, broken, or missing parts;
- checking for defective seals;
- checking for derailment damage;
- using temperature-indicating crayons and temperature-measuring devices;
- wearing personal protective equipment;
- making recommendations for further repairs or replacements;
- documenting the job;

so that roller bearing inspections are carried out in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5574.03 Maintain bolsters** by following required procedures including (not limited to):

- interpreting job specifications;
- performing visual and manual inspections;
- performing magnetic particle inspection;
- checking gibs, wear plates, centre plate rings, sizes, centre pins, side bearings and cages;
- using gauging devices;
- wearing personal protective equipment;
- replacing, repairing, or rebuilding defective components or parts;
- making required adjustments;
- verifying the maintenance work;

- cleaning up the work site;
  - documenting the job;
- so that the maintenance of bolsters is carried out in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5574.04 Maintain suspensions** by following required procedures including (not limited to):

- interpreting job specifications;
- performing visual and manual inspections;
- checking coil springs, friction blocks, truck side bearings, elliptical springs, shock absorbers, air spring bellows, load levelers, load snubbers, spring planks, equalizers, hangers, torsion bars, and safeties;
- using required gauges;
- replacing, repairing, or rebuilding defective components or parts;
- making required adjustments;
- verifying the maintenance work;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the suspensions maintenance is carried out, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5574.05 Maintain side frames** by following required procedures including (not limited to):

- interpreting job specifications;
- performing visual and manual inspections;
- checking side frames, column wear plates, column widths, thrust lug spacing and centring, pedestal roofs, and pairing buttons;
- checking for visible cracking indicators and deformations;
- replacing, repairing, or rebuilding defective components or parts;
- using required tools and equipment;
- verifying the maintenance work;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the side frame maintenance is carried out, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5574.06 Overhaul brake beams** by following required procedures including (not limited to):

- interpreting job specifications;
- performing visual and manual inspections;
- checking heads, guides, tension members, hangers, wear plates, and safeties;
- replacing, repairing, or rebuilding defective components or parts;
- using required gauges, tools, and equipment;
- verifying the maintenance work;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that brake beam overhaul is carried out, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5574.07 Services brake shoes** by following required procedures including (not limited to):

- interpreting job specifications;
- performing visual and manual inspections;
- checking shoes and keys;
- replacing defective components;
- verifying the service work;
- using required tools, equipment, and gauges;
- wearing personal protective equipment;
- making recommendations for further repairs or replacements;
- cleaning up the work site;
- documenting the job;

so that the brake shoes servicing is carried out in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5574.08 Overhaul levers** by following required procedures including (not limited to):

- interpreting job specifications;
- performing visual and manual inspections;
- checking pins, bushings, lever angularity, and sizes;
- checking for broken, cracked, or bent components;
- replacing, repairing, or rebuilding defective components or parts;
- using required tools, equipment, and gauges;
- wearing personal protective equipment;
- verifying the overhaul work;
- cleaning up the work site;
- documenting the job;

so that the overhaul of the levers is carried out, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5574.09 Overhaul rods** by following required procedures including (not limited to):

- interpreting job specifications and badge plates;
- performing visual and manual inspections;
- checking dimensions of rods;
- checking for broken, bent, cracked, or worn rods;
- replacing, repairing, or rebuilding defective components or parts;
- wearing personal protective equipment;
- making recommendations for further repair or replacement;
- using gauges, tape measure, and speciality tools;
- verifying the overhaul work;
- cleaning up the work site;
- documenting the job;

so that the rods are overhauled, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5574.10 Maintain friction bearings** by following required procedures including (not limited to):

- interpreting job specifications and badge plates;
- performing visual and manual inspections;
- checking brasses, wedges, lubricators, journal stops, and lubricants;
- removing or replacing bearings;
- using gauges and required tools;
- making recommendations for further repair or replacement;
- wearing personal protective equipment;
- verifying the maintenance work;
- cleaning up the work site;
- documenting the job;

so that friction bearings are maintained, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

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**5575.0 Service Underframes**

**General Performance Objective**

**Service underframes** by: maintaining coupling devices, articulated connectors, end of car draft systems, and superstructures; refurbishing floors or decking; and, reconditioning body bolsters and centre sills.

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**Performance Objective**

**Skills**

**5575.01 Maintain coupling devices** by following required procedures including (not limited to):

- interpreting job specifications;
- inspecting throwers, locking blocks and lifters, coupler bodies, knuckles, knuckle pins, top or bottom uncoupling levers, cross-key retainers, coupler wear plates, and shank wear plates;
- replacing, repairing, or rebuilding defective components or parts by welding, grinding, heating, and straightening;
- using wrenches, gauges, and required equipment;
- wearing personal protective equipment;
- cleaning up the work site;
- verifying the maintenance work;
- documenting the job;

so that the coupling devices are restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

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**5575.02 Maintain articulated connectors** by following required procedures including (not limited to):

- interpreting job specifications;
- inspecting connecting pins, locking wedges, spherical balls, spherical ball liners, shackle connectors, male and female inter-connecting castings, retaining bolts and pins, cross-keys, carrier wear plates, and shank wear plates;
- replacing, repairing, or rebuilding defective components or parts by welding, grinding, and heating;
- press-fitting with hydraulic devices;
- using required wrenches, gauges, and equipment;
- wearing personal protective equipment;
- cleaning up the work site;
- verifying the maintenance work;
- documenting the job;

so that the articulated connectors are restored to specifications, in accordance with Safety Legislation, AAR REGULATIONS, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5575.03 Maintain end of car draft systems** by following required procedures including (not limited to):

- interpreting job specifications;
- inspecting yokes, draft gears, followers, follower blocks, carriers, gas units, and draft stops;
- replacing, repairing, or rebuilding defective components or parts by welding, grinding, heating, and straightening;
- recharging or replacing gas units;
- using required tools and equipment such as welding machine, cutting torch, table lift, hydraulic ram, and plasma arc;
- wearing personal protective equipment;
- verifying the maintenance work;



- cleaning up the work site;
  - documenting the job;
- so that the car draft systems are restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5575.04 Refurbish floors or decking** by following required procedures including (not limited to):

- interpreting job specifications;
- inspecting flooring or decking;
- repairing by patching, welding, grinding, and fastening;
- replacing defective components;
- sanding or painting;
- using tools and equipment such as measuring tapes, power tools, grinders, drills, sanders, welding equipment, and painting equipment;
- wearing personal protective equipment;
- verifying the refurbishing work;
- cleaning up the work site;
- documenting the job;

so that the car floor or decking are refurbished to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5575.05 Maintain superstructure** by following required procedures including (not limited to):

- reading and interpreting job specifications;
- inspecting main beams, intermediate beams, floor stringers, and end or side sills;
- replacing defective components;
- repairing by welding, cutting, grinding, fitting, splicing, and straightening;
- using required tools and equipment such as torches, welding equipment, plasma arc equipment, sledge hammers, grinders, clamps, and drills;
- wearing personal protective equipment;
- verifying the maintenance work using measuring and checking devices;
- cleaning up the work site;
- documenting the job;

so that the car superstructure is restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5575.06 Recondition body bolsters** by following required procedures including (not limited to):

- interpreting job specifications;
- inspecting body bolsters and components;
- replacing defective components;
- repairing by grinding, welding, splicing, straightening, riveting, heating, and painting;
- performing magnetic particle tests;
- using tools and equipment such as torches, welding equipment, grinders, paint equipment, riveting machine, and personal protective equipment;
- verifying the reconditioning work using measuring and checking devices;

- cleaning up the work site;
  - documenting the job;
- so that the body bolsters are restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislation, and Codes.

mm/dd/yy	Trainer Print Name	*Trainer Signature
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**5575.07 Recondition centre sills** by following required procedures including (not limited to):

- interpreting job specifications;
- inspecting main members, stiffeners, coupler carriers, return springs, carrier springs, draft lugs, and striker castings;
- replacing or repairing defective components by welding, splicing, grinding, riveting, straightening, fitting, and painting;
- using required tools and equipment such as torches, welding equipment, grinders, paint equipment, riveting machine, and hydraulic equipment;
- wearing personal protective equipment;
- verifying the reconditioned work using measuring and checking devices;
- cleaning up the work site;
- documenting the job;

so that the centre sills are reconditioned to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5576.0      Service Brakes**

**General Performance Objective**

**Service brakes** by: conducting a single-car brake test; replacing car brake valves; and, maintaining flexible hoses, train lines hoses, piping, brake cylinder units, slack adjusters, reservoir tank, and hand brakes.

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**Performance Objective**

**Skills**

**5576.01      Conduct single-car air brake test** by following required procedures including (not limited to):

- interpreting job specifications;
- daily testing the single-car test device;
- tagging device if defective or outdated;
- inspecting brake rigging, shoes, hand brake, and release rods;
- replacing defective parts;
- coupling the air brake machine and air supply to the freight car;
- repairing by welding, straightening, grinding, and heating;
- making adjustments and modifications;
- testing valves, piping, hoses, slack adjusters, reservoirs, and cylinders;
- using tools and equipment such as welding equipment, grinders, and torches;
- wearing personal protective equipment;
- verifying the air brake test using measuring or checking equipment;
- cleaning up the work site;
- documenting the job;

so that the single-car air brake test is conducted, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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**5576.02      Replace car brake valves** by following required procedures including (not limited to):

- interpreting job specifications;
- performing a single-car test;
- identifying defective valve(s);
- tagging defective components;
- replacing defective valve(s);
- selecting the correct replacement valve;
- stenciling the car with valve replacement information;
- making recommendations for further overhaul;
- using tools and equipment such as single-car test device, sockets, ratchets, hammers, torches, pliers, and wrenches;
- verifying the replacement valves;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the car brake valve is replaced, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5576.03      Maintain flexible hoses, train line hoses, and piping** by following required procedures including (not limited to):

- interpreting job specifications;
- performing a single-car test to determine leakage;
- checking train line for deteriorated hoses, outdated hoses, and clearances;
- replacing defective components;
- repairing by welding, straightening, fastening, and tightening;
- verifying the replacement parts and maintenance work;
- using tools and equipment such as single-car test device, torches, wrenches, grinders, welding equipment, bar, hammer, and fasteners;

- wearing personal protective equipment;
  - cleaning up the work site;
  - documenting the job;
- so that the hoses and piping are maintained, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5576.04 Maintain brake cylinder units** by following required procedures including (not limited to):

- interpreting job specifications;
- performing a single-car test to identify defective or out-of-adjustment brake cylinder units;
- selecting replacement parts;
- replacing the defective components;
- tightening the fasteners;
- tagging cylinders for further repair or overhaul;
- verifying the replacements;
- using tools and equipment such as single-car test device, wrenches, fasteners, and clamps;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the brake cylinder units are maintained, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5576.05 Maintain slack adjuster** by following required procedures including (not limited to):

- interpreting job specifications;
- performing a single-car test or a slack-adjuster test to identify defective or out-of-adjustment slack adjusters;
- selecting replacement parts;
- replacing and adjusting defective components;
- repairing by straightening, adjusting, and welding;
- verifying the replacements and adjustments;
- tagging defective slack adjusters for further repair;
- using tools and equipment such as single-car test device, wrenches, sockets, hammer, pliers, and screwdrivers;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the slack adjuster is maintained, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5576.06 Maintain reservoir tank** by following required procedures including (not limited to):

- interpreting job specifications;
- performing a single-car test on the tank;
- replacing defective components;
- verifying the quality of the replacements;
- using tools and equipment such as single-car test device, ratchet, drift, pneumatic tools, air guns, and fasteners;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the reservoir tank is maintained, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5576.07 Maintain hand brakes** by following required procedures including (not limited to):

- interpreting job specifications;
- performing visual and manual inspections to identify worn or broken parts;
- replacing defective hand brake;
- lubricating hand brake;
- tagging defective brakes for further repair or rebuild;
- using tools and equipment such as torches, wrenches, pliers, and sockets;
- verifying the maintenance work;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the hand brakes are maintained, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

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**5577.0 Service Car Safety Appliances**

**General Performance Objective**

**Service car safety appliances** by: maintaining hand rails, grabs, ladders, platforms, and sill steps.

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**Performance Objective**

**Skills**

- 5577.01 Maintain hand rails and grabs** by following required procedures including (not limited to):
- interpreting job specifications;
  - performing visual and manual inspections;
  - selecting replacement parts;
  - replacing defective components;
  - repairing by heating, straightening, riveting, fastening, and peening;
  - using tools and equipment such as gauges, torches, hammers, riveting guns, fasteners, and chisels;
  - verifying the maintenance work using measuring and checking equipment;
  - wearing personal protective equipment;
  - cleaning up the work site;
  - documenting the job;
- so that the hand rails and grabs are restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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mm/dd/yy	Apprentice Print Name	Apprentice Signature

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**5577.02 Maintain ladders** by following required procedures including (not limited to):

- interpreting job specifications;
- performing visual and manual inspections of rungs, brackets, and stiles;
- replacing defective parts;
- repairing by heating, splicing, straightening, riveting, fastening, and peening;
- using tools and equipment such as torches, hammers, riveting guns, fasteners, sockets, ratchet, and pinch bars;
- verifying the maintenance work using measuring and checking devices;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the ladders are restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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mm/dd/yy	Apprentice Print Name	Apprentice Signature

**5577.03 Maintain platforms** by following required procedures including (not limited to):

- interpreting job specifications;
- performing visual and manual inspections of decks, frames, and brackets;
- replacing defective parts;
- repairing by heating, straightening, fastening, riveting, welding, and peening;
- using tools and equipment such as torches, hammers, riveting guns, fasteners, sockets, welding equipment, and ratchets;
- verifying the maintenance work using measuring and checking devices;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the platforms are restored to specifications, in accordance with Safety Legislation, AAR equipment, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5577.04 Maintain sill steps** by following required procedures including (not limited to):

- interpreting job specifications;
- performing visual and manual inspections of support brackets, steps, and treads;
- replacing defective components;
- repairing by heating, riveting, straightening, fastening, peening, and painting;
- using tools and equipment such as torches, hammers, riveting guns, fasteners, and paint equipment;
- verifying the maintenance work using measuring and checking devices;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the sill steps are restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

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**5578.0 Perform Safety and Maintenance Inspections**

**General Performance Objective**

**Perform safety and maintenance inspections** by: conducting rolling pull-by inspection on in-bound or out-bound cars; conducting a standing car/train inspection; conducting a dangerous commodity inspection; conducting an outbound #1 air brake test; conducting open-top load inspections; conducting a pre-trip inspection of auto racks; inspecting rail car for wreck damage.

**Performance Objective**

**Skills**

**5578.01 Conduct rolling pull-by inspection on in-bound or out-bound cars** by following required procedures including (not limited to):

- interpreting job specifications;
- performing visual and manual inspections on rolling cars;
- checking for abnormal sounds, burning rubber, strong chemical smells, and dragging brakes or equipment;
- checking that all hand brakes are released;
- making recommendations for further inspection, repair, or replacement;
- verifying the inspection using required checking and inspection devices;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the rolling stock is inspected, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

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**5578.02**     **Conduct a standing car/train inspection** by following required procedures including (not limited to):

- interpreting job specifications;
- checking that track is secured by blue flag procedures;
- performing visual and manual inspections on standing cars;
- checking for shifted or improper loads, strong chemical smells, overheated wheels or bearings, defective components on rail car, and leaks;
- making recommendations for further inspection, repair, or replacement;
- verifying the inspection using required checking and inspection devices;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the standing car inspection is completed, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5578.03**     **Conduct a dangerous commodity inspection** by following required procedures including (not limited to):

- checking that track is secured by blue flag procedures;
- interpreting job specifications;
- performing visual and manual inspections;
- verifying the type, quantity, and the placement of placards;
- checking safety valve and qualification dates;
- checking for leaks;
- making recommendations for further inspection and actions;
- verifying the inspection using required checking and inspection devices;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the dangerous commodity inspection is completed, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5578.04 Conduct outbound #1 air brake test** by following required procedures including (not limited to):

- checking that track is secured by blue flag procedures;
- interpreting job specifications;
- performing visual and manual inspections using verified testing devices;
- checking the air line coupling, train line continuity, brake application and release, leakage, and gaskets;
- checking piston travel, retainer valve, air-to-set brakes;
- inspecting that all brake shoes are against the wheel;
- performing required repairs;
- making adjustments;
- recommending further inspection and actions;
- verifying the air brake test;
- wearing personal protective equipment;
- cleaning up the work site;
- reporting the cut-outs and documenting the job;

so that the outbound #1 air brake test is completed, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

mm/dd/yy	Trainer Print Name	*Trainer Signature
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**5578.05 Conduct open-top load inspections** by following required procedures including (not limited to):

- checking that track is secured by blue flag procedures;
- interpreting job specifications;
- performing visual and manual inspections;
- checking the securements, blocking, banding, cables, location of load on car, load distribution, and load dimensions;
- making recommendations for further inspection and actions;
- wearing personal protective equipment;
- reporting the load dimensions;
- documenting the job;

so that the open top load inspection is completed, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5578.06 Conduct a pre-trip inspection of auto racks** by following required procedures including (not limited to):

- interpreting job specifications;
- performing visual and manual inspections;
- checking operation and functioning of mechanical parts and safety appliances;
- checking interiors, securement devices, stencils, and lubrication;
- making recommendations for further inspection and actions;
- wearing personal protective equipment;
- documenting the job;

so that the pre-trip inspection is completed, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5578.07    Inspect rail car for wreck damage** by following required procedures including (not limited to):

- interpreting job specifications;
- performing visual and manual inspections;
- checking for bent, broken, or missing components;
- checking the date and location of the defect cards;
- making recommendations for further inspection and actions;
- wearing personal protective equipment;
- reporting the level and type of the damage;
- documenting the job;

so that the inspection is completed and car is safe to move, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

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**5579.0 Service Car Bodies**

**General Performance Objective**

**Service car bodies** by: maintaining box cars, flat cars, gondola cars, hopper cars, and tank cars.

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**Performance Objective**

**Skills**

- 5579.01 Maintain box cars** following required procedures including (not limited to):
- interpreting job specifications;
  - inspecting car ends, sides, roofs, and doors;
  - checking for defects such as holes, cracks, rust, leaks, and body damage;
  - checking doors for binding, safety hangers, flush-to-frame, and lubrication;
  - replacing or repairing by welding, heating, straightening, and grinding;
  - using required hand tools, welding equipment, and power tools;
  - verifying the maintenance job;
  - wearing personal protective equipment;
  - cleaning up the work site and documenting the job;
- so that the box car structure is restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

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

**5579.02 Maintain flat cars** following required procedures including (not limited to):

- interpreting job specifications;
- inspecting car ends, sides, decking, roofs, and doors;
- checking for defects such as holes, cracks, rust, leaks, and body damage;
- identifying defective components on multi-level flats cars, bulkhead flat cars, and piggy flat-back cars such as end doors, wheel chocks, chains, ratchets, side sheeting, roof, hitches, rub bars, aprons, and flooring;
- replacing or repairing by welding, cutting, straightening, riveting, grinding, and fastening;
- using required hand tools, welding equipment, and power tools;
- verifying the flat car maintenance work;
- wearing personal protective equipment;
- cleaning up the work site and documenting the job;

so that flat cars are restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5579.03 Maintain gondola cars** by following required procedures including (not limited to):

- interpreting job specifications;
- inspecting car ends, sides, roofs, and doors;
- checking for defects such as holes, cracks, rust, leaks, and body damage;
- identifying defective components on mill-end gondolas cars such as end gate, locks, interior flooring, interior sheeting, and vertical stiffeners;
- replacing or repairing defective components on the roof covers;
- repairing bulkhead and load dividers of covered gondola bulkhead;
- repairing by welding, cutting, straightening, riveting, grinding, and fastening;
- using required hand tools, welding equipment, power tools;
- verifying the gondola car maintenance work;
- wearing personal protective equipment;

- cleaning up the work site;
  - documenting the job;
- so that the gondola car is restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5579.04 Maintain hopper cars** by following required procedures including (not limited to):

- interpreting job specifications;
  - inspecting car ends, sides, roofs, and doors;
  - checking for defects such as holes, cracks, rust, leaks, and body damage;
  - identifying defective components on covered and pressurized hoppers, open- top hopper cars, and pressure hopper cars such as top hatch covers, gaskets, locks, partitions, hinges, interior dividers, walkways, chutes, gates, top and side chords, sills, pressure hoses, gauges, and end caps;
  - replacing or repairing by welding, cutting, straightening, riveting, grinding, and fastening;
  - using required hand tools, welding equipment, and power tools;
  - verifying the hopper car maintenance work;
  - wearing personal protective equipment;
  - cleaning up the work site and documenting the job;
- so that the hopper car is restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5579.05 Maintain tank cars** following required procedures including (not limited to):

- interpreting job specifications;
- verifying that way bill matches the placards;
- inspecting tank body, top of car valve housing and safety railings;
- inspecting car valves for leakage;
- checking for defects such as holes, cracks, rust, leaks, and body damage;
- checking centre sills;
- replacing defective bottom outlet caps;
- repairing by welding, heating, straightening, grinding, and adjusting;
- using required power tools, hand tools, and welding equipment;
- verifying the tank car maintenance job;
- wearing personal protective equipment;
- cleaning up the work site and documenting the job;

so that the tank car is restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5580.0 Service Coaches (This is an optional skill track)**

**General Performance Objective**

**Service coaches** by: maintaining coach ends, coach vestibules, coach roofs, coach sides, coach underframes, coach interior sides and ends, coach ceilings and floors, window blinds and curtains, kitchen and bathroom equipment, and interior finishings.

**Performance Objective**

**Skills**

**5580.01 Maintain coach ends** by following required procedures including (not limited to):

- interpreting job specifications;
- inspecting components such as end sills and posts, corner posts, end sheets, tops sills, bellows and diaphragms, headers, stay rods and brackets, side rods, guides, and springs, bellows springs, curtain and gates, and threshold plates;
- replacing or repairing by welding, riveting, fitting, grinding, cutting, and painting;
- using tools and equipment such as welding equipment, painting equipment, cutting torch, pneumatic or electric tools;
- verifying the maintenance job;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the coach ends are restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

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

**5580.02 Maintain coach vestibules** by following required procedures including (not limited to):

- interpreting job specifications;
- inspecting components such as steps, doors and hardware, window frames and seals, trap door hardware and seals, platforms, ceilings, filter frames, and fixed end doors;
- repairing by welding, riveting, fitting, grinding, cutting, and painting;
- using tools and equipment such as welding equipment, painting equipment, cutting torch, pneumatic or electric tools, ladders and rigging equipment;
- verifying the maintenance job;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the coach vestibule is restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5580.03 Maintain coach roofs** by following required procedures including (not limited to):

- interpreting job specifications;
- inspecting components such as roof sheeting, caps, hatches, hatch frames, rain gutters, shrouds, and cover;
- repairing by welding, riveting, fitting, grinding, cutting, and painting;
- using tools and equipment such as welding equipment, painting equipment, cutting torch, pneumatic or electric tools, and hoisting or rigging equipment;
- verifying the maintenance job;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the coach roof is restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5580.04 Maintain coach sides** by following required procedures including (not limited to):

- interpreting job specifications;
- inspecting components such as side posts, sheeting, sills, top sills, window frames, skirts, name plates, and vent covers;
- repairing by welding, riveting, fitting, grinding, cutting, and painting;
- using tools and equipment such as welding equipment, painting equipment, cutting torch, pneumatic or electric tools, and hoisting or rigging equipment;
- verifying the maintenance job;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the coach sides are restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5580.05 Maintain coach underframes** by following required procedures including (not limited to):

- interpreting job specifications;
- inspecting components such as securements, air conditioning units, raceways, waste tanks, battery boxes, water tanks, battery chargers, floor deafening and insulation;
- repairing by welding, riveting, fitting, grinding, cutting, and painting;
- using tools and equipment such as welding equipment, painting equipment, cutting torch, pneumatic or electric tools, and hoisting or rigging equipment;
- verifying the maintenance job;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the coach underframe is restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5580.06 Maintain coach interior sides and ends** by following required procedures including (not limited to):

- interpreting job specifications;
- inspecting components such as deafening, insulation, side sheeting, sidewall coverings, inside window frames, luggage racks, fixture supports, end sheeting, end wall coverings, end doors, door tracks and seals, partitions, windows and seals, service lockers, doors and hardware, and grills;
- replacing or repairing defective components by welding, riveting, fitting, grinding, cutting, and painting;
- using tools and equipment such as welding equipment, painting equipment, cutting torch, pneumatic or electric tools, and hoisting or rigging equipment;
- verifying the maintenance job;



- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the coach interior sides and ends are restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5580.07 Maintain coach ceilings and floors** by following required procedures including (not limited to):

- interpreting job specifications;
- inspecting components such as floor coverings, fixture supports, carpet, feature strip, baseboards, access hatches and covers, inserts, deafening, insulation, coverings, frames, filter frames, bulkheads, and grills;
- replacing or repairing defective components;
- using tools and equipment such as hand, pneumatic or electric power tools, and upholstery maintenance equipment;
- verifying the maintenance job;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the coach ceilings and floors are restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5580.08 Maintain window blinds and curtains** by following required procedures including (not limited to):

- interpreting job specifications;
- inspecting components such as fabric, rollers, guides, tension devices, valences, rods, brackets, tie backs, and hardware;
- replacing or repairing defective components;
- using required electric power tools and hand tools;
- verifying the maintenance;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the coach blinds and curtains are restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5580.09 Maintain kitchen and bathroom equipment and accessories** by following required procedures including (not limited to):

- interpreting job specifications;
- inspecting components such as range securements, griddles, range hoods, fire suppression system, fridges, dishwashers, small appliances, microwave ovens, dish racks, cash registers, dispensers, rails, waste receptacles, and mirrors;
- replacing defective accessories and equipment;
- fastening the securements;
- using required electric power tools and hand tools;
- verifying the replacements;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the accessories are restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

**5580.10 Maintain interior furnishings** by following required procedures including (not limited to):

- interpreting job specifications;
- inspecting components such as tables, seats, benches, cupboards, counters, beds, platforms, drawers, hardware, brackets, and shelving;
- repairing or replacing defective furnishings;
- fastening the securements;
- using required electric power tools, pneumatic, and hand tools;
- verifying the maintenance job;
- wearing personal protective equipment;
- cleaning up the work site;
- documenting the job;

so that the interior furnishings are restored to specifications, in accordance with Safety Legislation, AAR regulations, company standards/policies, and applicable Acts, Regulations, Legislations, and Codes.

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

## Definitions

### Apprentice

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

### BOSTA

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

### Certificate of Apprenticeship (C of A)

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

### Certificate of Qualification (C of Q)

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

### Competence

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

### Competency Analysis Profile (CAP Chart)

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

### Journeyman

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

### Mandatory Skill

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

### Optional Skill

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

### **Provisional Certificates of Qualification**

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

### **Ratios**

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

### **Sign-off**

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

### **Skill**

Individual competency/task described in the Logbook.

### **Skill Sets**

Group or selection of individual skills found in the Logbook.

### **Skill Set Completion for Sponsors**

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

### **Sponsor**

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

### **Sponsor of Record**

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

### **Trainer**

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

## Ready to Write Your Exam?

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

There are two types of trade certification examinations in Ontario:

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

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination. To access the Red Seal preparation guide please visit: [red-seal.ca](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 Record #1**

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

<b>Summary of Training</b>	
<b>Employment Start Date</b>	
<b>Employment End Date</b>	
<b>Total hours of training &amp; instruction between dates of employment.</b>	
<b>Skill Sets Completed</b>	

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**

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

<b>Summary of Training</b>	
<b>Employment Start Date</b>	
<b>Employment End Date</b>	
<b>Total hours of training &amp; instruction between dates of employment.</b>	
<b>Skill Sets Completed</b>	

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 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

**5570.0**  
Safe Working  
Practices and  
Procedures

**5570.1**  
Identify health  
and safety  
hazards in the  
workplace

**5570.2**  
Wear, adjust,  
and maintain  
personal  
protective  
equipment.

**5570.3**  
Wear, adjust,  
and maintain  
respiratory  
protectors.

**5570.4**  
Practice safe  
work habits

**5570.5**  
Follow fire safety  
procedures

**5570.6**  
Operate  
emergency  
safety equipment

**5570.7**  
Practice  
industrial  
hygiene

**5570.8**  
Practise good  
housekeeping in  
the workplace

**5570.9**  
Conduct pre-  
operational  
check of  
equipment

**5570.10**  
Report injuries

**5570.11**  
Apply first aid

**5570.12**  
Lock out  
mechanical  
equipment

**5570.13**  
Handle  
designated  
substances or  
dangerous  
goods/  
commodities

**5570.14**  
Operate lifting  
equipment

**5570.15**  
Handle work site  
hazards

**5570.16**  
Observe blue  
flag procedures

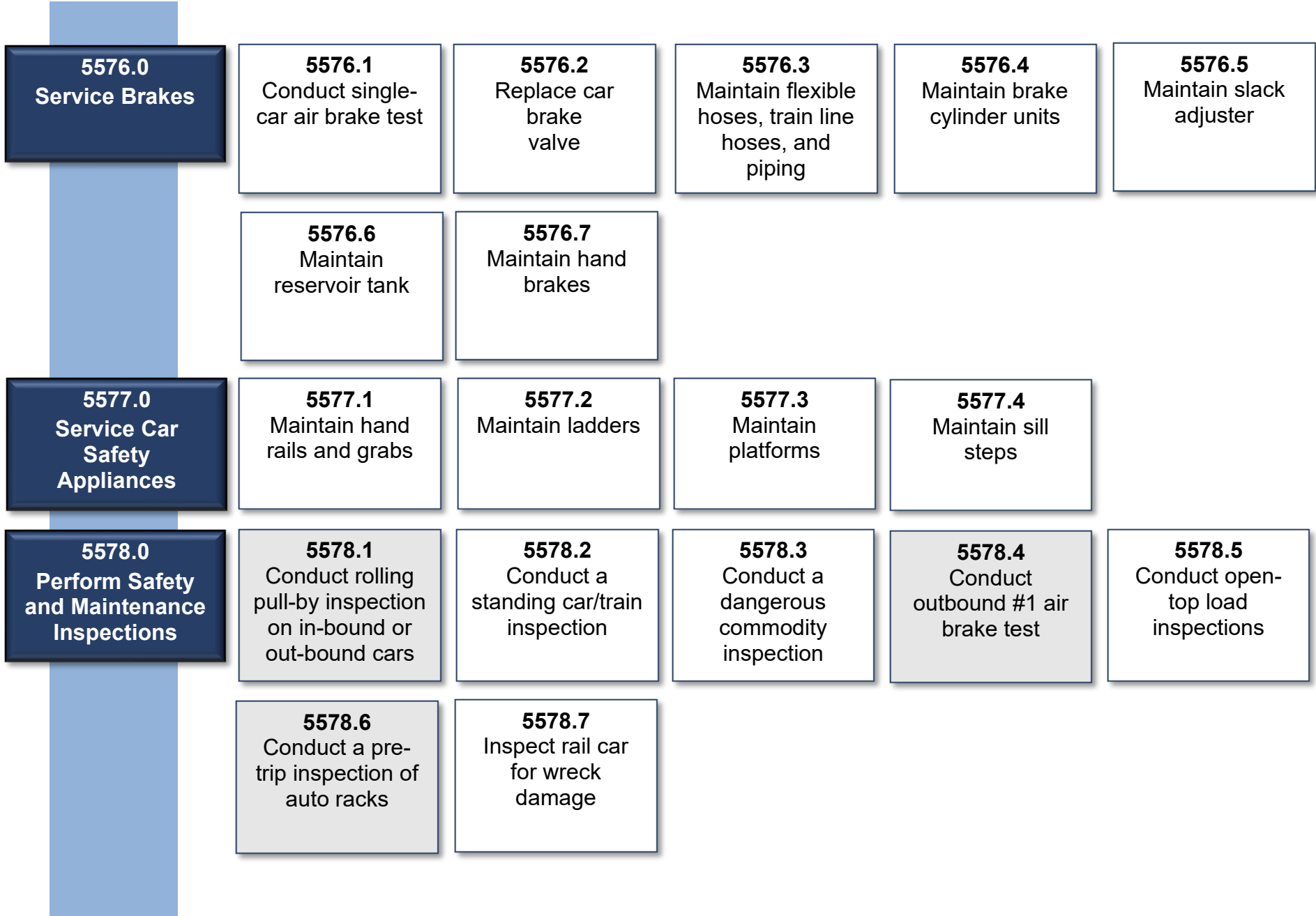
**Competency Analysis Profile: Railway Car Technician 268R** *(all unshaded skill sets must be completed)*

<b>5571.0 Occupational Skills</b>	<b>5571.1</b> Interpret drawings	<b>5571.2</b> Perform metric and imperial calculations	<b>5571.3</b> Use measuring and checking devices	<b>5571.4</b> Verify workpiece material	<b>5571.5</b> Interpret reference documentation	
	<b>5571.6</b> Interpret work orders	<b>5571.7</b> Use hand tools	<b>5571.8</b> Use power tools	<b>5571.9</b> Use pneumatic tools	<b>5571.10</b> Use hydraulic tools	
	<b>5571.11</b> Use SMAW equipment	<b>5571.12</b> Use GMAW equipment	<b>5571.13</b> Use oxy-fuel and plasma-arc cutting equipment	<b>5571.14</b> Use gas-fuelled equipment	<b>5571.15</b> Install fasteners	
	<b>5572.0 Perform Benchwork</b>	<b>5572.1</b> Chisel workpiece.	<b>5572.2</b> Grind workpiece	<b>5572.3</b> Paint workpiece	<b>5572.4</b> Drill or ream holes	<b>5572.5</b> Cut internal (ID) or external (OD) threads
		<b>5572.6</b> Cut workpiece	<b>5572.7</b> Fasten workpiece			

**Competency Analysis Profile: Railway Car Technician 268R** *(all unshaded skill sets must be completed)*

<b>5573.0</b> Perform Material Handling Procedures	<b>5573.1</b> Calculate forces and loads	<b>5573.2</b> Select and inspect rigging equipment	<b>5573.3</b> Position and attach rigging	<b>5573.4</b> Inspect and prepare hoisting and lifting equipment	<b>5573.5</b> Identify and prepare work site
	<b>5573.6</b> Operate hoisting equipment	<b>5573.7</b> Move the load or workpiece	<b>5573.8</b> Set down load	<b>5573.9</b> Shut down and store material handling equipment	<b>5573.10</b> Work on scaffolds, lift platforms, and ladders
<b>5574.0</b> Service Rail Trucks	<b>5574.1</b> Inspect wheels	<b>5574.2</b> Inspect roller bearings	<b>5574.3</b> Maintain bolsters	<b>5574.4</b> Maintain suspensions	<b>5574.5</b> Maintain side frames
	<b>5574.6</b> Overhaul brake beams	<b>5574.7</b> Service brake shoes	<b>5574.8</b> Overhaul levers	<b>5574.9</b> Overhaul rods	<b>5574.10</b> Maintain friction bearings
<b>5575.0</b> Service Underframes	<b>5575.1</b> Maintain coupling devices	<b>5575.2</b> Maintain articulated connectors	<b>5575.3</b> Maintain end of car draft systems	<b>5575.4</b> Refurbish floors or decking	<b>5575.5</b> Maintain superstructure
	<b>5575.6</b> Recondition body bolsters	<b>5575.7</b> Recondition centre sills			

**Competency Analysis Profile: Railway Car Technician 268R** (all unshaded skill sets must be completed)



**Competency Analysis Profile: Railway Car Technician 268R** *(all unshaded skill sets must be completed)*

<b>5579.0</b> Service Car Bodies	<b>5579.1</b> Maintain box cars	<b>5579.2</b> Maintain flat cars	<b>5579.3</b> Maintain gondola cars	<b>5579.4</b> Maintain hopper cars	<b>5579.5</b> Maintain tank cars
<b>5580.0</b> Service Coaches (optional skill track)	<b>5580.1</b> Maintain coach ends	<b>5580.2</b> Maintain coach vestibules	<b>5580.3</b> Maintain coach roofs	<b>5580.4</b> Maintain coach sides	<b>5580.5</b> Maintain coach underframes
	<b>5580.6</b> Maintain coach interior sides and ends	<b>5580.7</b> Maintain coach ceilings and floors	<b>5580.8</b> Maintain window blinds and curtains	<b>5580.9</b> Maintain kitchen and bathroom equipment and accessories	<b>5580.10</b> Maintain interior furnishings

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](https://www.skilledtradesontario.ca)