

**Record of Work Experiences  
Trade Qualifier or Pre-Apprenticeship Credits**

**GASFITTER – CLASS B**

**Note to Apprenticeship Applicants**

The work experiences on this form are for credit only and must have been performed prior to your registration as an apprentice.

**Applicant Information**

**Name:** \_\_\_\_\_  
Surname First Initial

**Address:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
P.O. Box/Street City/Town Province Postal Code

**Telephone:** (\_\_\_\_) \_\_\_\_\_ **Cell:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**Note to Employer**

By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the **Gasfitter – Class B** trade.

**Verified By:** \_\_\_\_\_ **\* CRA Business #:** \_\_\_\_\_  
Company Name 9 Digits

**Address:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
P.O. Box/Street City/Town Province Postal Code

**Telephone:** (\_\_\_\_) \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
Employer or Representative

\_\_\_\_\_  
Employer or Representative Signature

\_\_\_\_\_  
Employer or Representative (Print)

**Date of applicant's employment from:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **to:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year Month Day Year

Total hours of employment the applicant worked in the **Gasfitter – Class B** trade:  
\_\_\_\_\_ Hours

**\* CRA - Canadian Revenue Agency**

Please check the appropriate box:

Trade Qualifiers <input type="checkbox"/>	The <b>signature of the Journeyperson</b> following each of the required skills acknowledges the applicant has met the competencies in each of the skill areas according to the Industry Standard associated with this trade.
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- The Apprenticeship and Trades Certification Division has identified the work experiences or skills listed below as those required for the trade.
- Journeypersons must be certified in the trade stated by this document. A Journeyperson in another trade may sign certain sections if the skills are common to both trades.

Skills Required For Certification	Performed to Journeyperson Standard			TQ's Verification
	Journeyperson Signature	Date	Certificate Number	
<b>PERFORMS SAFETY-RELATED FUNCTIONS</b>				
Uses personal protective equipment (PPE) and safety equipment				
Maintains safe work environment				
<b>MAINTAINS AND USES TOOLS AND EQUIPMENT</b>				
Maintains hand, power and powder-actuated tools				
Uses technical instruments and testers				
Uses access equipment				
Operates lifting, rigging and hoisting equipment				
<b>PLANS AND PREPARES FOR INSTALLATION, SERVICE AND MAINTENANCE</b>				
Interprets drawings and codes				
Selects systems, equipment and components				
Organizes work				
<b>FITS TUBE AND TUBING FOR GAS PIPING SYSTEMS</b>				
Prepares tube and tubing for fitting				
Bends tube and tubing for gas piping systems				
Connects tube and tubing for gas piping systems				

Skills Required For Certification	Performed to Journeyperson Standard			TQ's Verification
	Journeyperson Signature	Date	Certificate Number	
<b>FITS PLASTIC PIPE FOR GAS PIPING SYSTEMS</b>				
Prepares plastic pipe for fitting				
Connects plastic pipe for gas piping systems				
<b>FITS STEEL PIPE FOR GAS PIPING SYSTEM</b>				
Prepares steel pipe for fitting				
Connects steel pipe for gas piping systems				
<b>INSTALLS VENTING</b>				
Lays out venting				
Prepares venting material for assembly				
Connects material for venting				
<b>INSTALLS AIR SUPPLY SYSTEM</b>				
Lays out air supply system				
Connects air supply systems				
<b>INSTALLS DRAFT CONTROL SYSTEMS</b>				
Installs natural draft control systems				
Installs mechanical draft control systems				
<b>SELECTS AND INSTALLS ELECTRONIC COMPONENTS</b>				
Performs selection and installation of combustion controls				
Performs selection and installation of flame safeguards				
Performs selection and installation of safety and operating controls				
<b>SELECTS AND INSTALLS ELECTRICAL COMPONENTS</b>				
Selects electrical components				
Performs assembly and connection of electrical components				

INSTALLS AUTOMATION AND INSTRUMENTATION CONTROL SYSTEMS				
Performs selection of automation and instrumentation control systems				
Performs assembly and connection of automation and instrumentation control systems				
INSTALLS GAS-FIRED SYSTEM PIPING AND EQUIPMENT				
Installs gas-fired equipment				
Installs gas piping systems				
Connects gas supply to equipment				
Connects equipment to energy distribution systems				
INSTALLS GAS-FIRED SYSTEM COMPONENTS				
Installs valve trains				
Installs accessories				
INSTALLS PROPANE STORAGE AND HANDLING SYSTEMS				
Installs propane storage systems				
Installs propane handling systems				
TESTS GAS-FIRED SYSTEMS				
Tests gas piping systems				
Performs start-up procedures				
COMMISSIONS GAS-FIRED SYSTEMS				
Performs testing, adjusting and balancing procedures				
Completes commissioning report and handover				
MAINTAINS GAS-FIRED SYSTEMS				
Inspects system components and operation				
Performs maintenance activities				
REPAIRS GAS-FIRED SYSTEMS				
Diagnoses gas-fired equipment and components				
Selects replacement components				

Replaces components				
Verifies operation				
<b>DECOMMISSIONS GAS-FIRED SYSTEMS</b>				
Disconnects appliances and accessories				
Removes gas-fired systems and components				

## Note to Journeypersons

- Journeypersons who have applied their signatures to the skills required for the certification section of this document must complete the following sections.
- The Apprenticeship and Trades Certification Division, for the purpose of verification, may contact Journeypersons who have applied their signatures to skills for applicants.

### Journeyperson Supervisor Verification

**Name:** \_\_\_\_\_  
Surname First Initial

**Address:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
P.O. Box/Street City/Town Province Postal Code

**Telephone:** (\_\_\_\_) \_\_\_\_\_ **Cell:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**Certificate Number:** \_\_\_\_\_ **and/or** **I.P. Number:** \_\_\_\_\_

**Issuing Jurisdiction:** \_\_\_\_\_

**Name (signature):** \_\_\_\_\_

### Journeyperson Supervisor Verification

**Name:** \_\_\_\_\_  
Surname First Initial

**Address:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
P.O. Box/Street City/Town Province Postal Code

**Telephone:** (\_\_\_\_) \_\_\_\_\_ **Cell:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_

**Certificate Number:** \_\_\_\_\_ **and/or** **I.P. Number:** \_\_\_\_\_

**Issuing Jurisdiction:** \_\_\_\_\_

**Name (signature):** \_\_\_\_\_

### For Office Use Only

Credit: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Month / Day / Year

### Note To Trade Qualifier Applicants

If employer verification is not possible, please contact the nearest  
Apprenticeship and Trades Certification Office to discuss available options.

### Contact Information

<b>Avalon</b>	<b>Clarenville</b>	<b>Central</b>	<b>Western</b>	<b>Labrador</b>
Apprenticeship and Trades Certification Division Industrial Training Section 1170 Topsail Road P.O. Box 8700 St. John's, NL A1B 4J6 Phone: (709) 729-2729 Fax: (709) 729-5878 Toll Free: 1-877-771-3737	Apprenticeship and Trades Certification Division Industrial Training Section 45 Tilley's Road Clarenville, NL A5A 1Z4 Phone: (709) 466-3982 Fax: (709) 466-3987 Toll Free: 1-877-771-3737	Apprenticeship and Trades Certification Division Industrial Training Section 42 Hardy Avenue Grand Falls-Windsor, NL A2A 2J9 Phone: (709) 292-4215 Fax: (709) 292-4502 Toll Free: 1-877-771-3737	Apprenticeship and Trades Certification Division Industrial Training Section 1-3 Union Street Aylward Building, 2 <sup>nd</sup> Floor P.O. Box 2006 Corner Brook, NL A2H 6J8 Phone: (709) 637-2366 Fax: (709) 637-2519 Toll Free: 1-877-771-3737	Apprenticeship and Trades Certification Division Industrial Training Section 163 Hamilton River Road Bursey Building P.O. Box 3014, Station "B" Happy Valley-Goose Bay, NL A0P 1E0 Phone: (709) 896-6348 Fax: (709) 896-6703 Toll Free: 1-877-771-3737

The personal information in this form is being collected under the authority of section 61(c) of the **Access to Information and Protection of Privacy Act, 2015** for the purpose of verifying work experience for apprenticeship credit. If you have any questions about the collection, use and disclosure of your personal information, please contact an Apprenticeship Program Officer at one of ATCD's regional offices, or email [app@gov.nl.ca](mailto:app@gov.nl.ca).