

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

**HEAVY EQUIPMENT OPERATOR**

**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**

<b>Name:</b> _____			
Surname	First	Initial	
<b>Address:</b> _____/_____/_____/_____			
P. O. Box/Street	City/Town	Province	Postal Code
<b>Telephone:</b> (____) _____ <b>Cell:</b> (____) _____ <b>Email address:</b> _____			

**Employer Information & Verification**

<b>Note to Employer</b>	
By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the <b>HEO Trade</b> .	
<b>Verified By:</b> _____	<b>CRA* Business #:</b> _____
Company Name	9 digits
<b>Address:</b> _____/_____/_____/_____	
P. O. Box/Street	City/Town Province Postal Code
<b>Telephone:</b> (____) _____	<b>Email Address:</b> _____
Employer or Representative	
_____ Employer or Representative Signature	_____ Employer or Representative (Print)
<b>Date of applicant's employment from:</b> ____/____/____ <b>to:</b> ____/____/____	
Month Day Year	Month Day Year
Total hours of employment the applicant worked in the <b>HEO Trade:</b> _____ Hours	
* CRA - Canada 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.
Pre- Apprenticeship Credits <input type="checkbox"/>	The <b>signature of the Journeyperson</b> following each of the required skills acknowledges the applicant has performed in each of the skill areas appropriate for this trade.

- The Advisory Committee in the **HEO Trade** 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			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
<b>TOOLS AND EQUIPMENT</b>				
Maintain hand and power tools				
Maintain measuring and testing equipment				
Use grade checking and tracking instruments				
Use riggings equipment				
Use personal protective equipment (PPE) and safety equipment				
<b>SAFE WORK ENVIRONMENT</b>				
Assess potential hazards				
Plan worksite safety strategies				
Secure unattended heavy equipment				
Communicate with others				
Perform spill control procedures				
Perform sediment control procedures				
Handle construction material (ie: place, load, unload, store)				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
<b>ORGANIZES WORK</b>				
Check grades				
Use documentation				
Interpret survey indicators and data				
Determine methods of approach				
<b>SCHEDULED MAINTENANCE</b>				
Maintain heavy equipment operator station				
Maintain drive train systems				
Perform preventative maintenance				
Perform basic maintenance on attachments				
<b>INSPECTION</b>				
Perform pre-operational inspections				
Perform post-operational inspections				
Complete daily equipment logbook				
<b>BASIC HEAVY EQUIPMENT OPERATOR SKILLS</b>				
Maintain control of equipment				
Position equipment for task				
Monitor performance of equipment				
Troubleshoot equipment problems				
Install attachments				
Perform emergency procedures				
Compact material (with attachments) – if applicable to piece of equipment				
Perform cut and fill operations				
<b>TRANSPORTS EQUIPMENT</b>				
Prepare equipment for transportation				
Load equipment and attachments for transportation				
Unload equipment and attachments				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Drive equipment on roads – if applicable to piece of equipment				
Assist in securing equipment for transportation				
<b>OPERATES DOZER</b>				
Inspect machine				
Start up				
Move material				
Strip surface material				
Create slopes and ditches				
Spread material				
Clear land				
Backfill trenches and excavations				
Level materials				
Maintain dumpsite area				
Shut down machine				
<b>OPERATES EXCAVATOR</b>				
Inspect machine				
Start up				
Excavate trenches and ditches				
Backfill trenches and excavations				
Clear land				
Create slopes				
Create excavations				
Strip surface material				
Stockpile material				
Place material				
Lift material				
Load trucks				
Shut down machine				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
<b>OPERATES TRACTOR-LOADER-BACKHOE (TLB)</b>				
Inspect machine				
Start up				
Place material				
Excavate trenches and ditches				
Backfill trenches and excavations				
Load trucks				
Lift material				
Stockpile material				
Perform clean-up operations				
Shut down machine				
<b>OPERATES GRADER</b>				
Inspect machine				
Start up				
Grade				
Scarify				
Spread materials				
Ditch				
Shoulder materials				
Shut down machine				
<b>OPERATES FRONT-END LOADER</b>				
Inspect machine				
Start up				
Backfill trenches				
Stockpile materials				
Dig and dump				
Lift materials				
Load trucks				
Doze/Grade				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Shut down machine				
<b>OPERATES TANDEM DUMP TRUCK</b>				
Inspect machine				
Start up				
Change gears				
Position				
Haul/Dump				
Shut down machine				
<b>OPERATES OFF-HIGHWAY DUMP TRUCK</b>				
Inspect machine				
Start up				
Change gears				
Position				
Haul/Dump				
Shut down machine				

## 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 phone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

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

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

### Journeyperson Supervisor Verification

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

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

Telephone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_

e-mail: \_\_\_\_\_

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

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>Clareville</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 Clareville, 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 Burse 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).