



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

### INDUSTRIAL MECHANIC (MILLWRIGHT)

#### 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 address: \_\_\_\_\_

#### Employer Information & Verification

#### Note to Employer

By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the **Industrial Mechanic (Millwright) 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 **Industrial Mechanic (Millwright) Trade**:  
\_\_\_\_\_  
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 Atlantic Trade Advisory Committee in the **Industrial Mechanic (Millwright) 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			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Uses personal protective equipment (PPE) and safety equipment				
Maintains safe work environment				
Protects the environment				
Performs lock-out and tag-out procedures				
Uses hand and portable power tools				
Uses shop machines				
Uses access equipment				
Fabricates work piece				
Lubricates systems and components				
Performs leveling of components and systems				
Uses fastening and retaining devices				
Performs material identification				
Performs heat treatment of metal				
Uses communication techniques				
Prepares work area, tools and materials				
Measures material and components				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Lays out components				
Maintains precision measuring and layout tools				
Cuts material with gas and/or plasma arc cutting equipment				
Joins material using oxy-fuel welding equipment				
Maintains welding equipment				
Determines load				
Selects rigging equipment				
Selects hoisting/lifting and moving equipment				
Secures lifting area				
Sets up cribbing, rigging, hoisting/lifting and moving equipment				
Performs hoist/lift and move				
Maintains rigging, hoisting/lifting and moving equipment				
Welds material using arc welding equipment (SMAW)				
Welds material with gas metal arc welding (GMAW) equipment				
Installs and Repairs shafts, bearings and seals				
Diagnose and Maintains shafts, bearings and seals				
Installs and Repairs couplings, clutches and brakes				
Diagnose and Maintains couplings, clutches and brakes				
Installs and Repairs chain and belt drive systems				
Diagnose and Maintains chain and belt drive systems				
Installs and Repairs gear systems				
Diagnoses and Maintains gear systems				
Performs rough alignment				
Performs dial alignment				
Installs and Repairs fans and blowers				

Skills Required for Certification	Performed to Journeyperson Standard			Verified by Applicant
	Journeyperson Signature	Date	Certificate Number	
Diagnoses and Maintains fans and blowers				
Installs and Repairs pumps				
Diagnoses and Maintains pumps				
Installs and Repairs compressors				
Diagnoses and Maintains compressors				
Installs and Repairs process piping				
Diagnoses and Maintains process piping				
Diagnoses and Maintains hydraulic systems				
Repairs hydraulic systems				
Diagnoses and Maintains pneumatic and vacuum systems				
Repairs pneumatic and vacuum systems				
Accepts mentoring				
Installs and Repair prime movers				
Diagnoses and Maintain prime movers				
Repair robotics or automated equipment				
Diagnoses and Maintains robotics or automated equipment				
Repairs conveying systems				
Diagnoses and Maintains conveying systems				
Performs preventative maintenance activities				
Performs fluid analysis procedures				
Performs predictive maintenance activities				

Skills based upon the **2017 Red Seal Occupational Standard for the Industrial Mechanic (Millwright) trade.**

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

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

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

Avalon	Clarenville	Central	Western	Labrador
<p><b>Avalon</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</p>	<p><b>Clarenville</b> 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</p>	<p><b>Central</b> 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</p>	<p><b>Western</b> 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</p>	<p><b>Labrador</b> 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</p>

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).