

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

### MACHINIST

#### 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>Machinist 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	
<b>Total hours of employment the applicant worked in Machinist 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 **Machinist 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>SAFETY - RELATED TASKS</b>				
Maintains safe work environment.				
Uses personal protective equipment (PPE) and safety equipment.				
<b>ORGANIZES WORK</b>				
Interprets documentation.				
Plans sequence of operation.				
<b>WORKPIECE MATERIAL PROCESSING</b>				
Selects workpiece material.				
Marks workpiece for identification.				
Performs quality control of workpiece.				
Deburs workpiece				
Sketches parts.				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
<b>MACHINE AND TOOLING MAINTENANCE</b>				
Cleans machines.				
Lubricates machines.				
Sharpens tooling.				
Applies cutting fluids and coolants.				
Troubleshoots equipment (basic).				
Maintains machine alignment.				
Maintains measuring equipment.				
<b>HAND PROCESSES</b>				
Performs layout.				
Saws workpiece.				
Files workpiece.				
Performs hole making operations.				
Performs threading operations.				
Installs thread inserts.				
Broaches workpiece.				
Operates a Press (Hydraulic or Arbor).				
<b>COMPONENTS AND COMPONENT REFURBISHMENT</b>				
Disassembles components.				
Analyzes components.				
Assembles components.				
<b>POWER SAW SET UP AND OPERATION</b>				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Selects and uses power saws.				
<b>DRILL PRESS SET UP AND OPERATION</b>				
Selects and uses drill presses.				
<b>CONVENTIONAL LATHE SET UP AND OPERATION</b>				
Faces surfaces.				
Turns external.				
Drills.				
Bores.				
Reams holes.				
Turns tapers.				
Knurls.				
Cuts grooves.				
Cuts threads.				
Parts off workpiece.				
<b>CONVENTIONAL MILLING MACHINE SET UP AND OPERATION</b>				
Mills surfaces.				
Mills slots, grooves and keyways.				
Drills holes.				
Reams holes.				
Countersinks.				
Counterbores.				
Chamfers.				
Spot faces.				
Bores holes.				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
<b>GRINDING MACHINE SET UP AND OPERATION</b>				
Selects grinding machine types.				
Plans operation of grinding machines.				
Mounts grinding wheel.				
Grinds tools and cutters.				
<b>CNC PROGRAMMING, SET UP AND OPERATION</b>				
Creates manual input program.				
Transfers program to and from control memory.				
Optimizes program.				
Selects tooling and tool holders for CNC machines.				
Sets up tooling and tool holders on CNC machines.				
Adjusts offsets.				
Monitors machining processes.				
<b>OXY-FUEL WELDING</b>				
Sets up oxy-fuel welding equipment.				
Cuts metal.				
Shuts down equipment.				
Disassembles and stores equipment.				
<b>SHIELDED METAL ARC WELDING</b>				
Sets up shielded metal arc welding equipment.				
Welds metal.				
Shuts down equipment.				

## 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>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).