



Government of Newfoundland and Labrador
Apprenticeship and Trades Certification Division

Record of Work Experiences Trade Qualifier or Pre-Apprenticeship Credits

PROCESS 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

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 **Process Operator 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 **Process Operator Trade**: _____ Hours

* CRA - Canada Revenue Agency

Please check the appropriate box:

Trade Qualifiers <input type="checkbox"/>	The signature of the Journeyperson 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 signature of the Journeyperson 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 **Process Operator 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	Journeyperson Signature	Verified By Applicant
OCCUPATIONAL SKILLS		
Uses P & ID's and other drawings.		
Plans tasks.		
Maintains safe work environment.		
Demonstrates safe work practices.		
Adheres to OH& S regulations.		
Monitors safety systems and devices.		
Uses personal protective equipment (PPE) and safety equipment.		
Performs de-energizing, lockout and tagout procedures.		
Performs systematic troubleshooting techniques on process equipment.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Performs systematic troubleshooting techniques on processes.		
Uses and maintains tools.		
Operates material handling equipment.		
Practices environmental protection management.		
Recognizes jurisdictional requirements and regulations pertaining to environmental protection.		
Communicates effectively with others.		
Uses computers and common software applications.		
RIGGING AND HOISTING		
Plans and determines a lift.		
Inspects and selects rigging and hoisting equipment.		
Stores rigging equipment properly.		
Performs rigging and hoisting techniques with an overhead crane.		
PROCESS OPERATIONS		
Starts up and shuts down process operations.		
Performs pre-start checks.		
Performs running checks.		
Uses Standard Operating Procedures.		
Monitors process equipment.		
Identifies poor equipment performance.		
Performs processes for unloading raw materials.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Loads finished products.		
Reports required maintenance of processing equipment and components.		
Performs process material sampling and demonstrates proper techniques.		
Carries out product quality and statistical process control.		
PROCESS MEASURING AND INDICATING DEVICES		
Monitors pressure, temperature, level and flow measuring and indicating devices.		
Monitors motion, speed, position and vibration measuring and indicating devices.		
Monitors mass, density and consistency measuring and indicating devices.		
Monitors process analyzers.		
HYDRAULIC, PNEUMATIC AND ELECTRICAL SYSTEMS		
Monitors hydraulic equipment.		
Monitors pneumatic equipment.		
Monitors electrical equipment.		
FINAL CONTROL ELEMENTS		
Monitors and diagnoses valves.		
Monitors and diagnoses various pumps.		
Monitors and diagnoses motors.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
CONTROL SYSTEMS AND PROCESS CONTROL		
Demonstrates understanding of process control strategy.		
Uses Human Machine Interface for process control.		
Demonstrates basic understanding of process dynamics and effects.		

Skills based upon **2012 Provincial Plan of Training for the Process Operator 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: (____) _____

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

Avalon	Clarenville	Central	Western	Labrador
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 nd 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.