

Apprenticeship and Certification Study Guide



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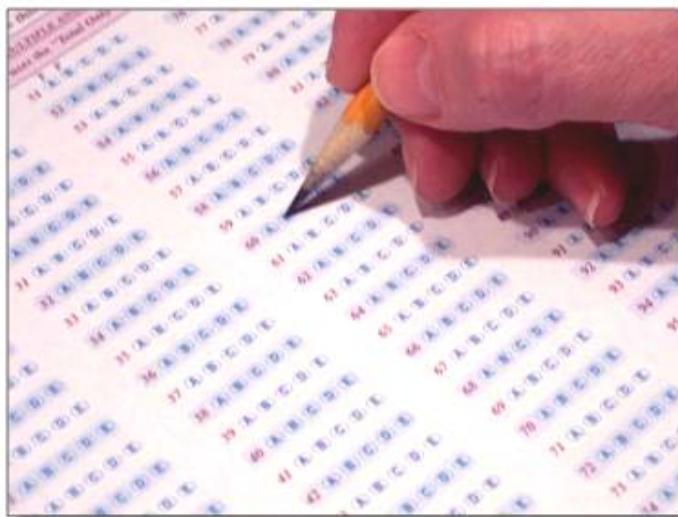
Introduction

This Study Guide has been developed by the Newfoundland and Labrador Department of Education and Early Childhood Development, Apprenticeship and Trades Certification Division, to assist apprentices and trade qualifiers as they prepare to write the Red Seal Exam. Red Seal Exams are available for all Red Seal trades. For a list of Red Seal trades please refer to the Department of Education and Early Childhood Development website: <https://www.gov.nl.ca/atcd/designated-trades/list-of-designated-trades/>

Some of the specific goals of this guide are:

- ⇒ to help you understand the skills and knowledge that might be covered on the exam
- ⇒ to help you identify your strengths and weaknesses
- ⇒ to provide organization and structure for a course of study
- ⇒ to provide a list of resources to help you with your study plan
- ⇒ to support and supplement the teaching and learning process

This study guide outlines the theoretical portion of the program. The intent is not to replace technical training provided under the guidance of instructors. Rather, it is a tool to be used in conjunction with formal training.



Exam Process

Before the Exam

You must contact the nearest Apprenticeship and Trades Certification Divisional office to make request to write the Red Seal exam (*See Appendix A for a list of regional offices*). Upon approval, the Apprenticeship Program Officer (APO) will notify you of your eligibility to write the exam, and provide you with scheduling information.

During the Exam

You must bring:

- personal identification such as a photo or signature ID or valid Newfoundland and Labrador driver's license
- your notification letter

The following will be provided:

- a calculator (*see Appendix B for calculator information*)
- all other items required such as pencils, scrap paper, etc.

Important Note:

Personal cell phones, calculators, or other electronic equipment are NOT allowed into the exam room. If you do bring them, they will be stored away and returned to you when you have completed the exam.

After the Exam

Results will be mailed to you approximately seven to ten days after completion of the exam. All necessary instructions and information will be provided in the results letter.

The percentage mark you obtained will be provided. You will also be given a section by section breakdown, showing how many questions were in each section, as well as the number of questions in each section you completed successfully.

If you are successful in obtaining a 70% or more on your exam, you will be issued a Newfoundland and Labrador Certificate of Qualification with a Red Seal endorsement.

Exam Format

All Red Seal exams are written in multiple-choice format. Each exam has between 100 and 150 questions. A multiple choice question consists of a stem (a complete question) followed by four options (A, B, C, D). The stem contains all the information necessary to answer the question. The options consist of the one correct answer and three “distracters.” Distracters are incorrect. (See Appendix C for a sample answer sheet).

Red Seal exams contain three types of questions:

Level 1 Knowledge and Recall

Questions at this level test your ability to recall and understand definitions, facts, and principles.

Level 2 Procedural and Application

Questions at this level test your ability to apply your knowledge of procedures to a new situation.

Level 3 Critical Thinking

Questions at this level test your ability to interpret data, solve problems and arrive at valid conclusions.

On the following pages, examples of each of the three types of questions are provided.

Level 1 Examples:

1. When hacksawing, what determines the pitch of the blade selected?
 - A. the type of hacksaw to be used
 - B. the type of work to be done
 - C. the speed at which the work is to be done
 - D. the accuracy desired



2. What is the purpose of the volute in the discharge of a centrifugal pump?

- A. convert pressure to velocity
- B. convert velocity to pressure
- C. increase both output and pressure
- D. increase output velocity



3. What is the recommended percent slack for a horizontal, one direction chain drive?

- A. 2%
- B. 5%
- C. 10%
- D. 20%



Level 2 Examples:

1. Two pulleys have diameters of 10" and 12". If they are connected by a belt and the large pulley turns at 180 RPM, what would be the RPM of the small pulley?

- A. 216 RPM
- B. 510 RPM
- C. 700 RPM
- D. 1100 RPM



2. A 12 volt electrical circuit has a current of 5 amps. What should the resistor wattage be for this circuit?

- A. 8 watts
- B. 24 watts
- C. 32 watts
- D. 60 watts



3. What is the tap drill size for a $\frac{3}{4}$ "- 10 UNC tap?

- A. .578"
- B. .650"
- C. .688"
- D. .750"



Level 3 Examples:

1. When correcting suspected coupling misalignment in a pump and motor unit, after a visible inspection, what would be the proper sequence to follow?

- A. Check for soft foot, coupling/shaft runout, piping strain
- B. Check for piping strain, soft foot, coupling/shaft runout
- C. Check for coupling/shaft runout, soft foot, piping strain
- D. Check for soft foot, piping strain, coupling/shaft runout



2. A new motor was fitted to a centrifugal pump, aligned and put back into service. It was found then that there was no discharge pressure. What is the most likely problem?

- A. The alignment was incorrect
- B. The foot valve was not working
- C. The motor was turning the wrong way
- D. There was too much clearance on the impeller



3. What would be the centrifugal force of a 3 oz weight at a 15" radius rotor rotating at 900rpms?

- A. 20 lbs
- B. 45 lbs
- C. 58.3 lbs
- D. 64.5 lbs



Source of questions:

<https://red-seal.ca/eng/s.1mpl.2.2x.1mQ.5.2st.3.4ns.shtml?tid=124>

Exam Content

Understanding the *Red Seal Occupational Standard (RSOS)*

The Red Seal model has historically been based on the development of the National Occupational Analysis (NOA) which supports the development of multiple-choice format examinations.

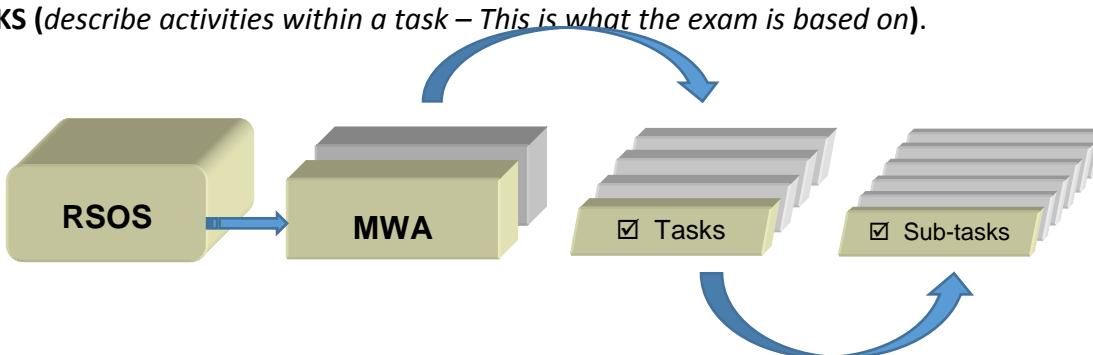
The RSOS was introduced in 2015 and is now taking the place of the NOA. Each RSOS or NOA sets the standard for a Red Seal trade. The Red Seal Examination is based on the Red Seal Standard.

The new standards provide greater consistency in learning resources and allow for increased industry involvement in the development of these standards. This new model places increases emphasis on apprenticeship training and assessing skills with industry learning objectives, outcomes and performance criteria.

The RSOS for each trade describes the tasks and sub-tasks; skills and knowledge requirements; summary of essential skills; safety information; trends affecting the trade; technical terms; names of tools and equipment; acronyms; learning objectives and outcomes; industry expected performance and essential skills related to each sub-task.

The RSOS is an excellent tool to use as you study for the Red Seal exam. RSOSs can be found at <https://red-seal.ca/eng/resources/n.4.1.shtml>

RSOS material is organized into the following categories: **MWA (Major Working Activity)**. The MWAs are further broken down into **TASKS** (*describes activities within an MWA*) and **SUB-TASKS** (*describe activities within a task – This is what the exam is based on*).

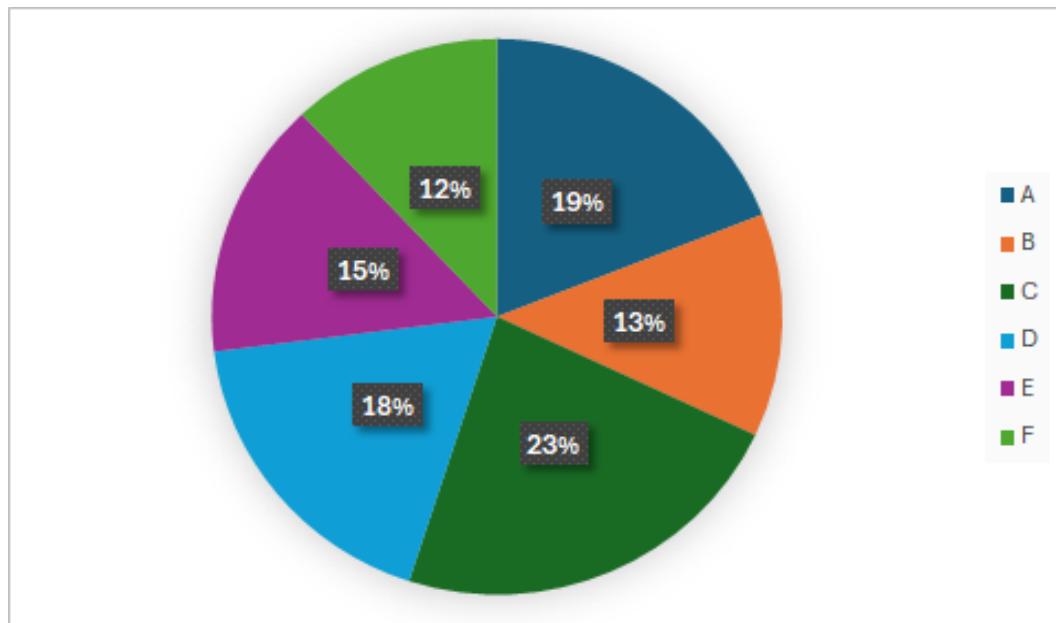


The NOA will continue to be used as the occupational standard for trades that do not yet have an RSOS developed.

RSOS Pie Chart

The RSOS Pie Chart presents the MWA percentages in the form of a pie chart which tells you the approximate number of questions from each MWA. For example, 19% of the questions on the **Industrial Mechanic (Millwright)** Exam will be based on **MWA A**.

Industrial Mechanic (Millwright)



MWA Titles			
MWA A	Performs Common Occupational Skills	MWA D	Services Material Handling/Process Systems
MWA B	Performs Rigging, Hoisting/Lifting and Moving	MWA E	Services Fluid Power Systems
MWA C	Services Mechanical Power Transmission Components and Systems	MWA F	Performs Preventative and Predictive Maintenance, Commissioning and Decommissioning

Exam Breakdown

The **Industrial Mechanic (Millwright)** Red Seal Exam currently has 135 questions. The following table shows a breakdown of the approximate number of questions that come from each RSOS MWA. It is important to note that the number of questions can change at any time. When you are ready to write your exam you may contact your regional office to verify the number of questions (see *Appendix A* for phone numbers).

MWA	# of Questions
MWA A	Performs Common Occupational Skills
Task 1	Performs safety-related functions
Task 2	Uses tools and equipment
Task 3	Performs routine trade tasks
Task 4	Uses communication and mentoring techniques
Task 5	Performs measuring and layout
Task 6	Performs cutting and welding operations
MWA B	Performs Rigging, Hoisting/Lifting and Moving
Task 7	Plans rigging, hoisting/lifting and moving
Task 8	Rigs, hoists/lifts and moves load
MWA C	Services Mechanical Power Transmission Components and Systems
Task 9	Services prime movers
Task 10	Services shafts, bearings and seals
Task 11	Services couplings, clutches and brakes
Task 12	Services chain and belt drive systems
Task 13	Services gear systems
Task 14	Performs shaft alignment procedures
MWA D	Services Material Handling/Process Systems
Task 15	Services robotics and automated equipment
Task 16	Services fans and blowers
Task 17	Services pumps
Task 18	Services compressors
Task 19	Services process piping, tanks and containers
Task 20	Services conveying systems
MWA E	Services Fluid Power Systems
Task 21	Services hydraulic systems
Task 22	Services pneumatic and vacuum systems
MWA F	Performs Preventative & Predictive Maintenance, Commissioning & Decommissioning
Task 23	Performs preventative and predictive maintenance
Task 24	Commissions and decommissions equipment
	Total
	135

RSOS Sub-tasks

The following *RSOS Task Profile Checklist* outlines the MWAs, tasks and sub-tasks for your trade. The Red Seal exam is written to test your knowledge and abilities regarding the sub-tasks in the RSOS. This chart can be used to review your current knowledge. You can review by placing a checkmark (✓) next to those you understand fully.

Place your focus on those you do not understand and study them until you are comfortable with the material. Think of possible questions in that particular content area.

The RSOS also contains a list of “supporting knowledge and abilities” for each sub-task. They are the skills and knowledge you must have to perform a sub-task. The supporting knowledge and abilities identified under each sub-task will be very helpful as you review. The list can be found in the RSOS, on the Red Seal website, for your trade.

Task Profile Checklist
Based on 2017 RSOS
Industrial Mechanic (Millwright)

MWA A: Performs Common Occupational Skills

Task 1: Performs Safety-Related Functions

Sub-Tasks

- Uses personal protective equipment (PPE) and safety equipment
- Maintains safe work site
- Protects the environment
- Performs lock-out/tag-out and zero energy state procedures

Task 2: Uses Tools and Equipment

Sub-Tasks

- Uses hand and portable power tools
- Uses shop machines
- Uses access equipment

Task 3: Performs Routine Trade Tasks

Sub-Tasks

- Plans work
- 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 mechanical drawings and schematics

MWA A: Performs Common Occupational Skills (Cont'd)

<input type="checkbox"/> Task 4: Uses Communication and Mentoring Techniques	Sub-Tasks
<input type="checkbox"/> Uses communication techniques	
<input type="checkbox"/> Uses mentoring techniques	
<input type="checkbox"/> Task 5: Performs Measuring and Layout	Sub-Tasks
<input type="checkbox"/> Prepares work area, tools and materials	
<input type="checkbox"/> Measure material and components	
<input type="checkbox"/> Lays out components	
<input type="checkbox"/> Maintains precision measuring and layout tools	
<input type="checkbox"/> Task 6: Performs Cutting and Welding Operations	Sub-Tasks
<input type="checkbox"/> Cuts material with oxy-fuel and plasma arc equipment	
<input type="checkbox"/> Joins material using oxy-fuel welding equipment	
<input type="checkbox"/> Welds material using shielded metal arc welding (SMAW) equipment	
<input type="checkbox"/> Welds material with gas metal arc welding (GMAW) equipment	
<input type="checkbox"/> Welds material with gas tungsten arc welding (GTAW) equipment (NOT COMMON CORE)	
<input type="checkbox"/> Maintains welding equipment	

MWA B: Performs Rigging, Hoisting/Lifting and Moving

<input type="checkbox"/> Task 7: Plans Rigging, Hoisting/Lifting and Moving	Sub-Tasks
<input type="checkbox"/> Determines load	
<input type="checkbox"/> Selects rigging equipment	
<input type="checkbox"/> Selects hoisting/lifting and moving equipment	
<input type="checkbox"/> Secures area	
<input type="checkbox"/> Task 8: Rigs, Hoists/Lifts and Moves Load	Sub-Tasks
<input type="checkbox"/> Sets up rigging, hoisting/lifting and moving equipment	
<input type="checkbox"/> Performs hoist/lift and move	
<input type="checkbox"/> Maintains rigging, hoisting/lifting and moving equipment	

MWA C: Services Mechanical Power Transmission Components and Systems

Task 9: Services Prime Movers

Sub-Tasks
<input type="checkbox"/> Installs prime movers
<input type="checkbox"/> Diagnoses prime movers
<input type="checkbox"/> Maintains prime movers
<input type="checkbox"/> Repairs prime movers

Task 10: Services Shafts, Bearings and Seals

Sub-Tasks
<input type="checkbox"/> Installs shafts, bearings and seals
<input type="checkbox"/> Diagnoses shafts, bearings and seals
<input type="checkbox"/> Maintains shafts, bearings and seals
<input type="checkbox"/> Repairs shafts, bearings and seals

Task 11: Services Couplings, Clutches and Brakes

Sub-Tasks
<input type="checkbox"/> Installs couplings, clutches and brakes
<input type="checkbox"/> Diagnoses couplings, clutches and brakes
<input type="checkbox"/> Maintains couplings, clutches and brakes
<input type="checkbox"/> Repairs couplings, clutches and brakes

Task 12: Services Chain and Belt Drive Systems

Sub-Tasks
<input type="checkbox"/> Installs chain and belt drive systems
<input type="checkbox"/> Diagnoses chain and belt drive systems
<input type="checkbox"/> Maintains chain and belt drive systems
<input type="checkbox"/> Repairs chain and belt drive systems

Task 13: Services Gear Systems

Sub-Tasks
<input type="checkbox"/> Installs gear systems
<input type="checkbox"/> Diagnoses gear systems
<input type="checkbox"/> Maintains gear systems
<input type="checkbox"/> Repairs gear systems

Task 14: Performs Shaft Alignment Procedures

Sub-Tasks
<input type="checkbox"/> Performs rough alignment
<input type="checkbox"/> Performs dial alignment
<input type="checkbox"/> Performs laser alignment

MWA D: Services Material Handling/Process Systems

Task 15: Services Robotics and Automated Equipment

Sub-Tasks

- Installs robotics and automated equipment
- Diagnoses robotics and automated equipment
- Maintains robotics and automated equipment
- Repairs robotics and automated equipment

Task 16: Services Fans and Blowers

Sub-Tasks

- Installs fans and blowers
- Diagnoses fans and blowers
- Maintains fans and blowers
- Repairs fans and blowers

Task 17: Services Pumps

Sub-Tasks

- Installs pumps
- Diagnoses pumps
- Maintains pumps
- Repairs pumps

Task 18: Services Compressors

Sub-Tasks

- Installs compressors
- Diagnoses compressors
- Maintains compressors
- Repairs compressors

Task 19: Services Process Piping, Tanks and Containers

Sub-Tasks

- Installs process tanks and containers
- Installs process piping
- Diagnoses process tanks and containers
- Diagnoses process piping
- Maintains process tanks and containers
- Maintains process piping
- Repairs process tanks and containers
- Repairs process piping

Task 20: Services Conveying Systems

Sub-Tasks

- Installs conveying systems
- Diagnoses conveying systems
- Maintains conveying systems
- Repairs conveying systems

MWA E: Services Fluid Power Systems

Task 21: Services Hydraulic Systems

Sub-Tasks

- Installs hydraulic systems
- Diagnoses hydraulic systems
- Maintains hydraulic systems
- Repairs hydraulic systems

Task 22: Services Pneumatic and Vacuum Systems

Sub-Tasks

- Installs pneumatic and vacuum systems
- Diagnoses pneumatic and vacuum systems
- Maintains pneumatic and vacuum systems
- Repairs pneumatic and vacuum systems

MWA F: Performs Preventative and Predictive Maintenance, Commissioning and decommissioning

Task 23: Performs Preventative and Predictive Maintenance

Sub-Tasks

- Performs preventative maintenance activities
- Performs vibration analysis procedures
- Performs balancing procedures
- Performs non-destructive testing (NDT) procedures
- Performs fluid analysis procedures
- Performs predictive maintenance activities

Task 24: Commissions and Decommissions Equipment

Sub-Tasks

- Commissions systems and components
- Decommissions systems and components

Create a Study Plan

As you prepare for your exam, it is important to plan a schedule. The following two tables will help you stay on track.

The first table is a “**Weekly Study Plan.**” In this table list the areas you will focus your study for each day. You should include items you need to review as well as items you need to study. Remember, more time will be needed for study in areas you find difficult, whereas you may only require review in areas you are more familiar with. As you work through the RSOS sub-task list you can start to fill in this table.

The second table is a “**Study Time Table.**” It is important to create a study schedule where you determine the best days of the week and times of day for you to study.

Print several copies of these tables and fill out for each week of study. It is important to stick to your study schedule.

Weekly Study Plan for Week of: _____

	Area of Study 1	Area of Study 2	Area of Study 3	Area of Study 4	Area of Study 5	Area of Study 6
Mon.						
Tues.						
Wed.						
Thu.						
Fri.						
Sat.						
Sun.						

Study Time Table for Week of: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 AM - 9:00 AM							
9:00 AM - 10:00 AM							
10:00 AM - 11:00 AM							
11:00 AM - 12:00 Noon							
12:00 Noon - 1:00 PM							
1:00 PM - 2:00 PM							
2:00 PM - 3:00 PM							
3:00 PM - 4:00 PM							
4:00 PM - 5:00 PM							
5:00 PM - 6:00 PM							
6:00 PM - 7:00 PM							
7:00 PM - 8:00 PM							

Resources - Websites

Study information can be drawn from a variety of sources. A sample list of study materials (websites and books) is provided below. These and other helpful resources may be found in a local college bookstore, on the internet, or at your place of employment. You may also be able to borrow them from an apprentice or journeyperson in your trade.

Study Strategies and Exam Preparation Guide

The *Study Strategies & Exam Preparation Guide* is meant to be used in conjunction with this study guide. It provides direction and information on such areas as study habits, test preparation and test taking techniques.

<https://www.gov.nl.ca/atcd/files/Study-Strategies-and-Exam-Prep-Guide-October-2023.pdf>

Plan of Training (POT)

A *Provincial Plan of Training* details the full scope of learning for a particular occupation, including both technical training competencies and industry experiences necessary to write a Red Seal exam (and complete the requirements for Red Seal Certification), or to write a provincial examination. The Plan of Training is based on the RSOS.

<https://www.gov.nl.ca/atcd/designated-trades/pots-aacs/>

Red Seal Website

Red Seal is a program that sets common standards to evaluate the skills of tradespeople across Canada. It is a partnership between the Federal Government and the provinces/territories.

The Red Seal model has been based on the National Occupational Analyses (NOA) which supports the development of multiple-choice examinations. A new Red Seal Occupational Standard (RSOS) was introduced in 2015 and is taking the place of the NOA.

<http://www.red-seal.ca/>

Millwright PRACTICE Exam

This is **NOT** a Red Seal exam. This is a practice exam provided by the Red Seal Standards program. It was developed using similar question types to that of a Red Seal exam. The exam is intended to be used for self-assessment in preparation for writing a Red Seal Exam.

<http://www.red-seal.ca/s.1mpl.2.2x.1mQ.5.2st.3.4ns-eng.html?tid=124>

Red Seal Exam Self-Assessment Guide

Use this self-assessment tool to rate your own understanding and experience with the tasks of the trade that are on the Red Seal examination:

https://www.red-seal.ca/_conf/assets/custom/docms/indust-mech-mill/self-assessment.pdf

Acronyms

The Red Seal website lists Acronyms which will be helpful in preparing for your Red Seal exam:

<https://www.red-seal.ca/eng/trades/industrialmech/app-a.shtml>

Tools and Equipment

The Red Seal website lists Tools and Equipment which will be helpful in preparing for your Red Seal exam:

<https://www.red-seal.ca/eng/trades/industrialmech/app-b.shtml>

Glossary

The Red Seal website shows a Glossary list which will be helpful in preparing for your Red Seal exam:

<https://www.red-seal.ca/eng/trades/industrialmech/app-c.shtml>

Resources – Book List

The books listed below can help you obtain information on specific topics. It is not necessary to use these books specifically, as you may find others that will be equally beneficial.

If you wish to obtain any of the resources listed above, here is the reference information:

- Blueprint Reading Basics*, Hammer, Warren, ISBN 978-0-8311-3125-8
- IPT's Crane and Rigging Handbook*, 4th Edition, Garby, Roland G, ISBN 0920855016
- IPT's Rotating Equipment, Machinery Reliability and Conditioning Monitoring*, Basaraba, Bruce, ISBN 0-920855-261
- IPT's Industrial Trades Handbook, Power Transmission Systems*, Basaraba, Bruce ISBN 0-920855-040
- Metalwork Technology and Practice*, 9th Edition, Tepp, Victor, ISBN 0-02-676486-9
- Metalwork Technology and Practice, Student Workbook*, Tepp, Victor, ISBN 0-02-676486-5
- Millwright Manual*, Province of BC Ministry of Labor, ISBN 0-7718-9473-2

Disclaimer

Various external resources (websites, textbooks) have been listed in this study guide to assist an individual in preparing to write a Red Seal Exam. This does not mean the Department of Education and Early Childhood Development, Newfoundland and Labrador endorses the material or that these are recommended as the best resources. There may be other resources of equal or greater value to an individual preparing for a Red Seal exam. The Department of Education and Early Childhood Development has no control over the content of external textbooks and websites listed, and no responsibility is assumed for the accuracy of the material.

Conclusion

We hope this guide has provided you with some useful tools as you prepare for your Red Seal exam. If you have any questions regarding your Red Seal exam please contact your regional office (*see Appendix A for a list of regional offices*).

We appreciate your comments and feedback regarding the usefulness of this study guide. If you have any comments or suggestions, we welcome your feedback. The feedback form at the end of this guide can be used for this purpose.

Appendix A: Regional Offices

If you have any questions regarding your Red Seal exam, please contact one of the following regional offices:

Department of Education and Early Childhood Development
Apprenticeship and Trades Certification Division
Toll Free: 1-877-771-3737

<https://www.gov.nl.ca/atcd/contact-us/staff-listing-and-office-locations/>

Corner Brook
1-3 Union Street Aylward Building, 2 nd Floor Corner Brook, NL A2H 5M7 Telephone: (709) 637-2366 Facsimile: (709) 637-2519

Grand Falls-Windsor
42 Hardy Avenue Grand Falls-Windsor, NL A2A 2J9 Telephone: (709) 292-4215 Facsimile: (709) 292-4502

Clarenville
45 Tilley's Road Clarenville, NL A5A 1Z4 Telephone: (709) 466-3982 Facsimile: (709) 466-3987

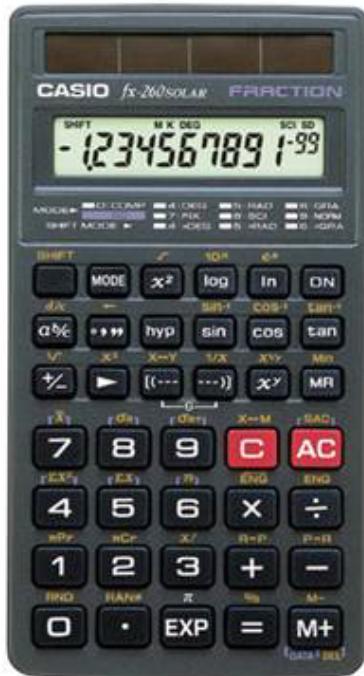
St. John's
P.O. Box 8700 1170 Topsail Road Mount Pearl, NL A1B 4J6 Telephone: (709) 729-2729 Facsimile: (709) 729-5878

Happy Valley – Goose Bay
163 Hamilton River Road Bursey Building Happy Valley – Goose Bay, NL A0P 1E0 Telephone: (709) 896-6348 Facsimile: (709) 896-3733

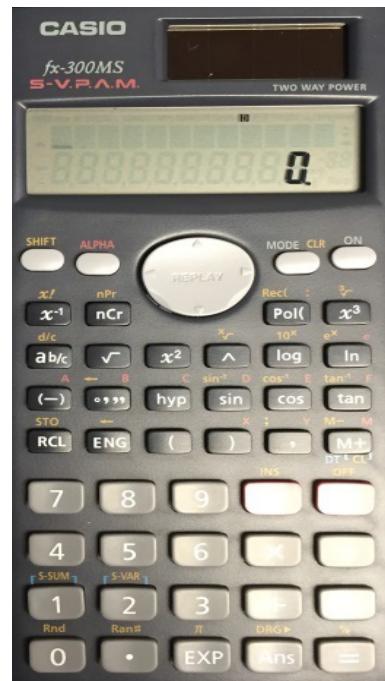
Appendix B: Calculator Use

The picture below shows a calculator with the same functions as the one you will be provided with during your exam. It is advisable to borrow or purchase one with similar functions so that you can familiarize yourself with it before you write your exam.

Casio FX-260



Casio FX-300 MS



Appendix C: Answer Sheet Example

With your exam you will be given an answer sheet like the one below. When answering multiple choice questions be sure to fill the circle completely and fill the circle that corresponds to the question on the exam.

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KEY ID Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ	SCORING & PRINTING OPTIONS: <input type="checkbox"/> RESCORE <input type="checkbox"/> MULTIPLE ANSWER SCORING This sheet always uses the "Total Only" scoring option.																																																																																																																																																								
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Feedback Form

Study Guide - Industrial Mechanic (Millwright)

Please answer the following:

- (1) This Study Guide is a useful tool for exam preparation.
 strongly agree agree disagree strongly disagree

- (2) The topics contained in the guide are arranged in a logical order.
 strongly agree agree disagree strongly disagree

- (3) The design and format of the guide caught my attention.
 strongly agree agree disagree strongly disagree

- (4) The instructions throughout the guide are clear and to the point.
 strongly agree agree disagree strongly disagree

- (5) The resources listed in this guide are suitable and valuable.
 strongly agree agree disagree strongly disagree

- (6) The guide should contain more information.
 strongly agree agree disagree strongly disagree

Suggested information/resources to include:

Additional Comments:

Please complete this form and return via fax or mail to the following:

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Apprenticeship and Trades Certification Division
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