

**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**

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

**Employer Information & Verification**

<u><b>Note to Employer</b></u>			
By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the <u><b>Machinist Occupation.</b></u>			
Verified By: _____			
<i>Company Name</i>			
Address: _____ / _____ / _____ / _____			
<i>P. O. Box/Street</i>	<i>City/Town</i>	<i>Province</i>	<i>Postal Code</i>
Telephone: (____) _____	* CRA Business #: _____	<i>9 Digits</i>	
_____	_____		
<i>Employer or Representative Signature</i>	<i>Employer or Representative (Print)</i>		
Date of applicant's employment from: _____ / _____ / _____		to: _____ / _____ / _____	
<i>Month Day Year</i>		<i>Month Day Year</i>	
<b>Total Hours of Employment the applicant worked in the <u>Machinist Occupation:</u></b>			
_____ Hours			
* CRA - Canadian Revenue Agency			

Please check the appropriate box:

<p>Trade Qualifiers</p> <p><input type="checkbox"/></p>	<p>The <u>signature of the Journeyperson</u> 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 occupation.</p>
<p>Pre- Apprenticeship Credits</p> <p><input type="checkbox"/></p>	<p>The <u>signature of the Journeyperson</u> following each of the required skills acknowledges the applicant has performed in each of the skill areas appropriate for this occupation.</p>

- The Occupational Advisory Committee in the Machinist Occupation has identified the work experiences or skills listed below as those required for the occupation.
- Journeypersons must be certified in the occupation stated by this document. A Journeyperson in another occupation may sign certain sections if the skills are common to both occupations.

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
<b>SHOP TOOLS AND EQUIPMENT</b>		
Operate shop tools in a safe manner		
Maintain shop tools in a safe manner		
Operate shop equipment in a safe manner		
Maintain shop equipment in a safe manner		
<b>OXY-FUEL WELDING</b>		
Set up oxy-fuel welding equipment		
Prepare metal		
Cut metal		
Weld metal		
Shut down equipment		
Disassemble and store equipment		
<b>PRECISION MEASURING INSTRUMENTS</b>		
Operate precision measuring instruments		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Maintain precision measuring instruments		
Calibrate precision measuring instruments		
Store precision measuring instruments		
<b>SHIELDED METAL ARC WELDING</b>		
Set up shielded metal arc welding equipment (to be obtained in the training institution or in the workplace)		
Prepare metal (to be obtained in the training institution or in the workplace)		
Weld metal (to be obtained in the training institution or in the workplace)		
Shut down equipment (to be obtained in the training institution or in the workplace)		
Test weld (to be obtained in the training institution or in the workplace)		
<b>DRAWINGS AND SKETCHINGS</b>		
Sketch basic drawings and diagrams		
Read basic drawings and diagrams		
Interpret specifications		
<b>RIGGING</b>		
Install rigging		
Tests rigging		
Maintain rigging		
Determine safe working loads for ropes (to be obtained in the training institution or in the workplace)		
Determine safe working loads for slings (to be obtained in the training institution or in the workplace)		
Determines safe working loads for scaffolds		
Determines safe working loads for ladders		
<b>SHAPE METAL</b>		
Shape metal		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Determine heat ranges		
Apply heat		
Monitor colour		
Monitor temperature		
Quench metal		
<b>SPECIALIZED MACHINING TOOLS</b>		
Use and maintain specialized machining tools including power saws		
Use and maintain specialized machining tools including cut-off machines		
Use and maintain specialized machining tools including contour band saws		
<b>PRECISION LAYOUT</b>		
Perform precision layout of bench work		
<b>DRILL PRESSES</b>		
Use drill presses		
Maintain drill presses		
<b>MACHINING OPERATIONS</b>		
Carry out basic machining operations on an engine lathe including turning		
Carry out basic machining operations on an engine lathe including facing		
Carry out basic machining operations on an engine lathe including drilling		
Carry out basic machining operations on an engine lathe including reaming		
Carry out basic machining operations on an engine lathe including threading		
Carry out basic machining operations on an engine lathe including tapping		
Carry out basic machining operations on an engine lathe		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
including knurling		
Carry out basic machining operations on an engine lathe including parting off		
Carry out basic machining operations on an engine lathe including turning polishing		
Carry out basic machining operations on an engine lathe including boring		
<b>MILLING MACHINE</b>		
Operate milling machines		
Maintain milling machines		
<b>ADVANCED MACHINING OPERATIONS</b>		
Perform advanced machining operations including tool post grinding		
<b>GRINDERS</b>		
Operate including surface grinders (to be obtained in the training institution or in the workplace)		
Maintain grinders including surface grinders (to be obtained in the training institution or in the workplace)		
Operate grinders including cylindrical grinders (to be obtained in the training institution or in the workplace)		
Maintain grinders including cylindrical grinders (to be obtained in the training institution or in the workplace)		
<b>PLANERS AND SHAPERS</b>		
Operate shapers (to be obtained in the training institution or in the workplace)		
Maintain shapers (to be obtained in the training institution or in the workplace)		
<b>CNC LATHES AND MILLING MACHINES</b>		
Operate computerized numerical controlled lathes (to be obtained in the training institution or in the workplace)		
Maintain computerized numerical controlled lathes (to be obtained in the training institution or in the workplace)		
Operate milling machines		

Skills Required For Certification	Journey person Signature	Verified By Applicant
Maintain milling machines		
Operate lathes		
Maintain lathes		



**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 Institutional and Industrial Education Office to discuss available options.

**Contact Information**

email: [app@gov.nl.ca](mailto:app@gov.nl.ca)

Toll-Free Telephone: 1-877-771-3737