

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

**MOTORCYCLE MECHANIC**

**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**

<b><u>Note to Employer</u></b>			
By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the <b><u>Motorcycle Mechanic Occupation</u></b> .			
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 Month Day Year</i>		
Total Hours of Employment the applicant worked in the <b><u>Motorcycle Mechanic 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 Motorcycle Mechanic 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>Demonstrate Safe Working Practices and Techniques:</b>		
Demonstrate safe working practices.		
Wear, adjust and maintain personal protective equipment.		
Identify health and safety workplace hazards.		
Operate emergency safety equipment.		
Handle and store hazardous materials.		
Complete written safety and injury reports.		
Practice good housekeeping.		
<b>Work Practices:</b>		
Operate tools and equipment.		
Operate and maintain cutting/welding tools and equipment.		
Operate and maintain pneumatic and electric power tools.		
Operate and maintain dimensional measuring devices.		
Operate and maintain shop equipment.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Implement factory maintenance schedule.		
Perform periodic maintenance.		
Perform tune-ups.		
Perform storage procedures.		
Assemble new motorcycle.		
Conduct pre-delivery inspection.		
Conduct safety inspection.		
Identify personal liability.		
Identify company and manufacturers' warranty.		
Determine customer's needs.		
Explain repairs and costs.		
Resolve customer's complaints.		
Prepare customer's documents.		
<b>Troubleshooting:</b>		
Perform preliminary diagnosis.		
Identify systems for troubleshooting.		
Decide on diagnostic technique.		
Inspect chassis.		
Test frame and suspension alignment.		
Inspect after-market accessories.		
Inspect front suspension system.		
Test hydraulic and pneumatic anti-dive mechanisms.		
Inspect rear suspension components.		
Perform road test.		
Inspect and test tires.		
Inspect and test wheels.		
Inspect and test mechanical brakes.		
Inspect and test hydraulic brakes.		
Inspect and test ABS.		
Inspect engine externals.		
Inspect and test oil pressure.		
Confirm fuel delivery.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Test for spark at plug(s).		
Conduct crankcase pressure test.		
Test cylinder head decompression system.		
Inspect and test clutch.		
Inspect and test primary drive.		
Inspect clutch-activating mechanism.		
Inspect and test transmission.		
Conduct road test.		
Inspect and check battery.		
Inspect and test electrical connections and components.		
Inspect fuel quality and quantity.		
Test petcock.		
Inspect air filter and air box.		
Inspect fuel lines.		
Inspect venting systems.		
Inspect exhaust system.		
Inspect air-cooled engine.		
Inspect liquid-cooled engine.		
Inspect and test coolant.		
Perform pressure test.		
Isolate problem.		
Prepare a preliminary written estimate.		
Prepare a written work order.		
<b>Chassis:</b>		
Inspect front-end geometry.		
Adjust and test steering head bearing.		
Disassemble, inspect and assemble steering head components.		
Test and repair steering stop and steering lock.		
Disassemble and assemble steering stop and steering lock.		
Adjust/replace steering dampers.		
Disassemble and assemble chassis.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Replace chassis components.		
Repair chassis components.		
Repair fastening system.		
Inspect and test sidecar system.		
Adjust sidecar alignment.		
Assemble and disassemble sidecar components.		
Repair sidecar-braking system.		
Repair /replace sidecar components and alignment.		
<b>Suspension:</b>		
Maintain front suspension system.		
Disassemble and assemble front fork assemble components.		
Inspect and measure front fork assembly.		
Replace fork assembly components.		
Inspect and test air compressor system function.		
Replace air compressor system components.		
Disassemble and assemble rear suspension.		
Replace and/or rebuild shocks.		
Disassemble and assemble swing arm components.		
Clean or replace swing arm.		
Adjust spring and dampening preload.		
Replace linkage pivot bearings or bushings.		
Adjust leveling system.		
Repair leveling system.		
Align back wheel to front tire.		
<b>Wheels and Tires:</b>		
Inspect wheels.		
Replace hub and rim.		
Trues wheel.		
Inspect bearings, seals, and spacers.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Replace bearings, seals, and spacers.		
Maintain speedometer drive assembly.		
Inspect cast and component wheels.		
Replace bearings, seals, and spacers.		
Maintain bearings, seals and spacers.		
Replace wheel assembly.		
Maintain speedometer drive assembly.		
Clean and inspect tire and rim components.		
Remove and replace tire/wheel assembly.		
Install tires.		
Replace inner tube and/or rim lock.		
Balance wheels.		
Repair tires.		
<b>Brakes:</b>		
Maintain mechanical braking system.		
Disassemble and assemble mechanical braking system.		
Inspect and measure braking system components.		
Rebuild and replace mechanical calipers.		
Replace friction material.		
Replace brake drums, discs and/or rotors.		
Maintain hydraulic braking system.		
Disassemble and assemble hydraulic braking system.		
Inspect and measure hydraulic braking system components.		
Replace brake disc pads and friction material.		
Rebuild and/or replace master cylinders, wheel cylinders and calipers.		
Replace brake-portioning valve.		
Replace brake lines and banjo bolts.		
Maintain ABS.		
Replace ABS components.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Inspect and measure ABS.		
<b>Four-Stroke Head:</b>		
Disassemble and assemble cylinder head.		
Inspect head assembly.		
Replace head assembly components.		
Repair head assembly components.		
Disassemble and assemble cylinder and piston assembly.		
Inspect and clean cylinder components.		
Measure cylinder components.		
Rebore and hone cylinders.		
Adjust piston ring end gap.		
Replace cylinder components.		
Check cylinder clearance.		
Inspect crankshaft assembly.		
Disassemble and assemble crankshaft assembly.		
Clean and measure crankshaft assembly components.		
Replace and rebuild crankshaft assembly components.		
Measure crankshaft main bearing clearance.		
Replace main bearings.		
Replace component parts.		
Inspect counter balancer components.		
Install counter balancer and crankshaft.		
Inspect crankcase assembly and support bearings.		
Disassemble and assemble crankcase.		
Repair crankcase.		
Replace crankcase components.		
Inspect and clean valve train components.		
Measure valve train components.		
Disassemble and assemble valve train system.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Replace valve guides and seats.		
Grind valves and valve seats.		
Replace valve-actuating components.		
Adjust valve clearances.		
Inspect and adjust camshaft drive system.		
Perform oil pressure test.		
Rebuild/replace oil pumps and related parts.		
Maintain cooling system.		
Disassemble and assemble cooling system.		
Replace cooling system components.		
<b>Two-Stroke Engine:</b>		
Inspect cylinder head.		
Remove accumulated exhaust carbon from cylinder head.		
Repair cylinder head.		
Replace head assembly components.		
Remove cylinder from crankcase.		
Inspect cylinder, pistons and rings.		
Clean and measure cylinder components.		
Repair cylinder.		
Chamfers cylinder ports.		
Adjust piston ring end gap.		
Reinstall cylinder components.		
Adjust exhaust control valves.		
Inspect and measure intake reed valve/exhaust power valve.		
Disassemble and assemble crankshaft assembly.		
Inspect and measure crankcase assembly components.		
Inspect rotary valves.		
Replace crankshaft assembly components.		
Disassemble and assemble crankcase.		
Inspect crankcase, support bearings and bushings.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Inspect counter balancer components.		
Install counter balancer and crankshaft.		
Replace intake rotary valve.		
Inspect and test oil injector pump.		
Maintain oil injection system.		
Replace injection system components.		
Rebuild injector components.		
Maintain cooling system.		
Disassemble and assemble cooling system.		
Replace cooling system components.		
Inspect exhaust control valves.		
Maintain exhaust control valves.		
Replace exhaust control valves.		
<b>Clutch and Primary Drive:</b>		
Inspect external clutch release mechanism.		
Maintain external clutch release mechanism.		
Inspect outer transmission case.		
Inspect hydraulic system.		
Maintain clutch.		
Disassemble and assemble clutch system.		
Inspect and measure clutch.		
Replace clutch assembly components.		
Maintain primary drive.		
Inspect primary drive components.		
Assemble and disassemble primary drive components.		
Replace primary drive components.		
Perform operational tests of kick-start.		
Disassemble and assemble kick-starter.		
Maintain kick-starter components.		
Replace kick-starter components.		
<b>Transmission:</b>		
Inspect external shift mechanism and		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
cases.		
Maintain external shift mechanism and cases.		
Replace external shift mechanism and cases.		
Inspect outer transmission case.		
Maintain internal shift mechanism.		
Maintain transmission components.		
Disassemble and assemble transmission components.		
Inspect inner transmission case.		
Clean and measure transmission components.		
Replace transmission components.		
Inspect final drive.		
Disassemble and assemble chains, sprockets, belts and pulleys.		
Replace sprockets, belts and pulleys.		
Replace front bevel gears.		
Replace drive shaft assembly components.		
Disassemble and reassemble final drive housing.		
Clean and inspect final drive housing components.		
Maintain final drive components.		
Replace final drive components.		
Maintain automatic transmission.		
Disassemble and assemble automatic transmission.		
Inspect and measure automatic transmission components.		
Replace automatic transmission components.		
<b>Electrical Systems:</b>		
Test power source to ignition.		
Inspect and adjust primary ignition system.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Replace primary ignition system components.		
Test capacitive discharge ignition (CDI) system.		
Inspect and get secondary ignition system components.		
Inspect and clean battery.		
Test battery.		
Charge battery.		
Replace battery.		
Inspect and test generator.		
Test regulator and rectifier.		
Repair or replace wiring and connections.		
Inspect and test alternator.		
Inspect and test rotor.		
Test starting system components.		
Disassemble and assemble starter system.		
Replace and repair switches, solenoids and starter relays.		
Disassemble and assemble starter motor components.		
Replace or repair starter motor components.		
Replace mechanical starter drive components.		
Repair electrical malfunctions.		
Replace and repair accessory operating switches.		
Replace defective accessories.		
Replace meters.		
Replace or repair wiring, harness and fuse block.		
Troubleshoot computer system.		
Replace or repair lighting components.		
Adjust headlamp and brake light switch.		
Inspect lighting system.		
<b>Fuel and Exhaust Systems:</b>		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Disassemble and assemble fuel delivery system.		
Inspect and test fuel pump.		
Repair or replace fuel pump.		
Repair or replace fuel petcock mechanism.		
Repair or replace fuel tank.		
Clean or replace filter.		
Repair or replace fuel level gauge.		
Repair fuel lines.		
Inspect and test air delivery system.		
Disassemble and assemble air delivery system.		
Repair or replace air filter.		
Repair or replace air sensor.		
Repair or replace air box.		
Repair or replace turbo charger.		
Maintain carburetor.		
Disassemble, clean and assemble carburetor.		
Inspect and test carburetor cables and control linkages.		
Replace carburetor cables and control linkages.		
Inspect and test intake manifold and fittings.		
Replace intake manifold and fittings.		
Inspect and clean float bowl.		
Replace float bowl components.		
Inspect and clean carburetor body components.		
Inspect and clean accelerator pump components.		
Inspect and clean carburetor venturi system components.		
Replace carburetor venturi system components.		
Test fuel pump operation.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Disassemble and assemble fuel injection system.		
Replace fuel pump system components.		
Replace cables.		
Inspect and test intake manifold, fittings and vacuum hoses.		
Test and inspect injectors.		
Replace injectors.		
Compare fuel injector computer codes with service manual.		
Inspect fuel injector control system components.		
Repair or replace fuel injector control system components.		
Inspect exhaust system.		
Repair exhaust system components.		
Replace exhaust system components.		



**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