

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

**SMALL EQUIPMENT SERVICE TECHNICIAN**

**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 **Small Equipment Service Technician Occupation.**

Verified By: \_\_\_\_\_  
*Company Name*

Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*P. O. Box/Street City/Town Province Postal Code*

Telephone: (\_\_\_\_) \_\_\_\_\_ \* CRA Business #: \_\_\_\_\_  
*9 Digits*

\_\_\_\_\_  
*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 the Small Equipment Service Technician Occupation: \_\_\_\_\_ Hours**

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 Small Equipment Service Technician 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>PRECISION MEASURING TOOLS</b>                             |                         |                       |
| Use precision measuring tools including dial indicators      |                         |                       |
| Use precision measuring tools including bore gauges          |                         |                       |
| Use precision measuring tools including metric micrometers   |                         |                       |
| Use precision measuring tools including standard micrometers |                         |                       |
| Use precision measuring tools including vernier calipers     |                         |                       |
| <b>OXY-FUEL WELDING</b>                                      |                         |                       |
| Set up oxy-fuel welding equipment                            |                         |                       |
| Prepare metal  |                         |                       |
| Cut metal  |                         |                       |
| Weld metal   |                         |                       |
| Shut down equipment  |                         |                       |
| Store equipment  |                         |                       |
| Braze using oxy-acetylene equipment                          |                         |                       |
| <b>GAS METAL ARC WELDING</b>                                 |                         |                       |
| Weld in flat position using gas metal arc welding equipment  |                         |                       |

| Skills Required For Certification  | Journeyperson Signature | Verified By Applicant |
|--|-------------------------|-----------------------|
| Weld in horizontal position using gas metal arc welding equipment                                    |                         |                       |
| <b>AC/DC CIRCUITS</b>  |                         |                       |
| Troubleshoot AC/DC circuit components for electrical malfunctions in starting systems                |                         |                       |
| Troubleshoot AC/DC circuit components for electrical malfunctions in charging systems                |                         |                       |
| Troubleshoot AC/DC circuit components for electrical malfunctions in electrical accessories          |                         |                       |
| <b>ENGINE SERVICE</b>  |                         |                       |
| Service engines using basic tools, and shop & test equipment   |                         |                       |
| Troubleshoot engines using basic tools, and shop & test equipment                                    |                         |                       |
| Carry out electrical tests on engines using basic tools, and shop & test equipment                   |                         |                       |
| Carry out compression tests on engines using basic tools, and shop & test equipment                  |                         |                       |
| Disassemble and assemble light duty engines including inspecting                                     |                         |                       |
| Disassemble and assemble light duty engines including testing  |                         |                       |
| Disassemble and assemble light duty engines including adjusting                                      |                         |                       |
| Disassemble and assemble light duty engines including replacing component parts                      |                         |                       |
| <b>LUBRICATION SYSTEMS</b>   |                         |                       |
| Disassemble & assemble lubrication systems including inspecting component parts.                     |                         |                       |
| Disassemble & assemble lubrication systems including replacing component parts                       |                         |                       |
| Disassemble & assemble lubrication systems including making adjustments                              |                         |                       |
| <b>GASOLINE AIR AND FUEL DELIVERY</b>  |                         |                       |
| Disassemble and assemble gasoline air and fuel delivery systems including inspecting component parts |                         |                       |
| Disassemble and assemble gasoline air and fuel delivery systems including testing component parts    |                         |                       |
| Disassemble and assemble gasoline air and fuel delivery systems including replacing component parts  |                         |                       |
| <b>CARBURETOR FUEL SYSTEMS</b>   |                         |                       |

| Skills Required For Certification   | Journeyperson Signature | Verified By Applicant |
|---|-------------------------|-----------------------|
| Disassemble and assemble carburetted fuel systems including inspecting component parts and making adjustments   |                         |                       |
| Disassemble and assemble carburetted fuel systems replacing component parts and making adjustments with an emphasis on rebuilding carburettors                      |                         |                       |
| <b>LIGHT AND MEDIUM DUTY COOLING SYSTEMS</b>  |                         |                       |
| Disassemble and assemble light and medium duty cooling systems such as heat exchangers, including inspecting component parts and making adjustments                 |                         |                       |
| Disassemble and assemble light and medium duty cooling systems such as heat exchangers, including testing component parts and making adjustments                    |                         |                       |
| Disassemble and assemble light and medium duty cooling systems such as heat exchangers, replacing component parts and making adjustments                            |                         |                       |
| Disassemble and assemble light and medium duty cooling systems such as heat exchangers, including repairing component parts and making adjustments                  |                         |                       |
| Disassemble and assemble light and medium duty cooling systems such as thermostatically controlled fans including inspecting component parts and making adjustments |                         |                       |
| Disassemble and assemble light and medium duty cooling systems such as thermostatically controlled fans including testing component parts and making adjustments    |                         |                       |
| Disassemble and assemble light and medium duty cooling systems such as thermostatically controlled fans including replacing component parts and making adjustments  |                         |                       |
| Disassemble and assemble light and medium duty cooling systems such thermostatically controlled fans including repairing component parts and making adjustments     |                         |                       |
| <b>IGNITION SYSTEMS</b>   |                         |                       |
| Disassemble and assemble ignition systems including inspecting component parts such as timing chains, timing belts, and timing gears                                |                         |                       |
| Disassemble and assemble ignition systems including testing component parts such as timing chains, timing belts, and timing gears                                   |                         |                       |
| Disassemble and assemble ignition systems including adjusting component parts such as timing chains, timing belts, and timing gears                                 |                         |                       |
| Disassemble and assemble ignition systems including replacing component parts such as timing chains, timing belts, and timing gears                                 |                         |                       |
| <b>CHARGING SYSTEMS</b>   |                         |                       |

| Skills Required For Certification   | Journeyperson Signature | Verified By Applicant |
|---|-------------------------|-----------------------|
| Disassemble charging systems  |                         |                       |
| Assemble charging systems   |                         |                       |
| Service charging systems  |                         |                       |
| Troubleshooting charging systems  |                         |                       |
| Testing of batteries  |                         |                       |
| Servicing of batteries  |                         |                       |
| <b>LAWN AND GARDEN EQUIPMENT</b>  |                         |                       |
| Service, troubleshoot, and repair lawn and garden equipment including performing routine maintenance and tune-ups |                         |                       |
| Service, troubleshoot, and repair lawn and garden equipment including brakes and steering                         |                         |                       |
| Service, troubleshoot, and repair lawn and garden equipment including mower decks and attachments                 |                         |                       |
| Service, troubleshoot, and repair lawn and garden equipment including water pumps                                 |                         |                       |
| Service, troubleshoot, and repair lawn and garden equipment including valve trains                                |                         |                       |
| Service various hydrostatic drives  |                         |                       |
| Service various transmissions including chainsaws   |                         |                       |
| Service lawn & garden transmissions and differentials   |                         |                       |
| Service, troubleshoot, and repair lawn and garden equipment including hydraulics                                  |                         |                       |
| <b>SNOWMOBILES</b>  |                         |                       |
| Service, troubleshoot, and repair snowmobiles including recoil operations   |                         |                       |
| Service, troubleshoot, and repair snowmobiles including brakes  |                         |                       |
| Service, troubleshoot, and repair snowmobiles including steering  |                         |                       |
| Service, troubleshoot, and repair snowmobiles including suspensions   |                         |                       |
| Service, troubleshoot, and repair snowmobiles including frames  |                         |                       |
| Service, troubleshoot, and repair snowmobiles including carburetors   |                         |                       |
| Service, troubleshoot, and repair snowmobiles including ignition systems  |                         |                       |
| Service, troubleshoot, and repair snowmobiles including   |                         |                       |

| Skills Required For Certification  | Journeyperson Signature | Verified By Applicant |
|--|-------------------------|-----------------------|
| lighting & charging systems  |                         |                       |
| Service, troubleshoot, and repair snowmobiles including clutches                           |                         |                       |
| Service various transmissions including snowmobile chaincases                              |                         |                       |
| Service, troubleshoot, and repair snowmobiles including exhaust system                     |                         |                       |
| <b>MOTORCYCLES AND ATVS</b>  |                         |                       |
| Service, troubleshoot, and repair motorcycles and ATV's including air cleaners             |                         |                       |
| Service, troubleshoot, and repair motorcycles and ATV's including wheels and tires         |                         |                       |
| Service, troubleshoot, and repair motorcycles and ATV's including brakes                   |                         |                       |
| Service various motorcycle transmissions   |                         |                       |
| Service, troubleshoot, and repair motorcycles and ATV's including final drives             |                         |                       |
| Service, troubleshoot, and repair motorcycles and ATV's including ignition systems         |                         |                       |
| Service, troubleshoot, and repair motorcycles and ATV's including electrical malfunctions  |                         |                       |
| <b>MARINE EQUIPMENT</b>  |                         |                       |
| Service, troubleshoot, & repair marine equipment including outboard powerheads             |                         |                       |
| Service various marine equipment transmissions   |                         |                       |
| Service various transmissions including outboard motor lower units                         |                         |                       |
| Service, troubleshoot, & repair marine equipment including stern drive engines             |                         |                       |
| Service, troubleshoot, & repair marine equipment including fibreglass hulls                |                         |                       |
| Service, troubleshoot, & repair marine equipment including outboard controls & accessories |                         |                       |
| Service, troubleshoot, & repair marine equipment including bilge pumps & blowers           |                         |                       |
| Service, troubleshoot, & repair marine equipment including tilt & trim systems             |                         |                       |
| Service, troubleshoot, & repair marine equipment including propellers, & lower units       |                         |                       |



**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