



**Skilled  
Trades**  
Ontario

**Métiers  
spécialisés**  
Ontario

Apprenticeship  
Schedule of Training  
Logbook

**Concrete Pump Operator**

637C

2008

# Apprenticeship Training Standard

The Apprenticeship Training Standard or herein after referred to as “Logbook” is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario as an official record of training. It is to be used by the Apprentice and Sponsor/trainer to guide the process of skills development in a particular trade.

## Training As An Apprentice

- ✓ Ensure you, your sponsor, and your witness sign a Training Agreement with the Ministry of Labour, Immigration, Training and Skills Development. Once it is registered, you will receive a copy of the registered Training Agreement for your records.
- ✓ Notify the local Service Delivery Office **immediately** if any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Logbook regularly with your trainer and sponsor to discuss your progress, ask questions, seek feedback and have the trainer **sign-off on competencies**
- ✓ Keep an accurate record of the hours you work.
- ✓ Attend classroom training when it is offered.
- ✓ Apply for the financial incentives for which you are eligible.



## Completing Your Logbook

- ✓ **Complete the Sponsor Record Form** – A form must be completed for each Sponsor/Trainer used during your apprenticeship.
- ✓ **Confirm Skill Sign-off is Complete**
  - **You and your trainer** sign-off each required skill to confirm that you have demonstrated competency in that skill.
  - Shaded boxes in your Logbook mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.
- ✓ **Confirm Skill Set Sign-off is Complete**
  - After you and your trainer have signed-off all the required skills in a skill set, your sponsor signs the signature box on the form in **Appendix C – “Skill Set Completion for Sponsors”** to confirm your completion of all competencies within each skill set.

This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



Apprentice Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Trade: \_\_\_\_\_

**Training Agreement # (for Compulsory and Non-Compulsory trades):**

**STO Account No. (for Compulsory trades only):**

**This document is the property of the Apprentice named herein and represents the official record of their training.**

**If you have questions about the use of this Logbook or about your Apprenticeship program, contact your local Service Delivery Office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.**

# Apprenticeship Pathway to a Certificate of Qualification

Phase 1: Registration

**Submit Application for Apprenticeship Training through the on-line portal or to local Service Delivery Office**

For on-line portal, please follow instructions for registration. You will need to create a *My Ontario* account to access online services.

**Training agreement signed and registered by both apprentice and sponsor**

**Access your Apprenticeship Training Standard Logbook\*\***  
[skilledtradesontario.ca/about-trades/trades-information](http://skilledtradesontario.ca/about-trades/trades-information)

\*\* This is the official record of your training progress. You are responsible for keeping it up-to-date.

**Complete on-the-job training**

*Demonstrate and receive sign-off on the competencies/skills in your Apprenticeship Training Standard Logbook*

**Complete in-school training**

*Attend and complete the in-class training set out in the Curriculum Training Standard*

Apprentices eligible to apply for apprenticeship incentive grants (Red Seal trades) and loans.

**Review and finalize your logbook with your sponsor**

**Submit proof of apprenticeship completion**  
via email, in-person or digital portal

Your Apprenticeship Training Standard Logbook details completion requirements. Submit the following:

- completed Apprenticeship Training Standard Logbook with signatures
- proof of hours

**Certificate of Apprenticeship is issued**

Trades without examination

**CofA is the final step of the program**

Trades with examination (compulsory and non-compulsory trades)\*

**Provisional Certificate of Qualification issued for a 12 month term**

To prepare for the CofQ examination download the Provincial and/or Red Seal Exam preparation guides.

**Make payment for your Certificate of Qualification examination**

Call to make a payment  
(647-847-3000 or 1-855-299-0028)

**Schedule a date to write your Examination**

To schedule your examination, contact your local Service Delivery Office.

**Pass Certificate of Qualification examination**

Apprentices eligible to apply for Apprenticeship Completion Grant (Red Seal trades) or Apprentice Completion Bonus (non-Red Seal)

**Certificate of Qualification is issued**

Upon completion, Sponsors may be eligible for Apprenticeship grants, incentives, bonuses or tax credits

Phase 2: Apprenticeship

Phase 3: Certification

\* For a list of trades subject to a certification examination, visit: [skilledtradesontario.ca](http://skilledtradesontario.ca)

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**Please Note:** This Standard has been revised to reflect the visual identity of Skilled Trades Ontario (STO) which replaced the Ontario College of Trades on January 1, 2022. The content of this Standard may refer to the former organization; however, all trade specific information or content remains relevant and accurate based on the original date of publishing.

Please refer to STO's website: [skilledtradesontario.ca](https://skilledtradesontario.ca) for the most accurate and up to date information. For information about BOSTA and its regulations, please visit [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#).

Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: [Skilled Trades Ontario.ca](https://skilledtradesontario.ca).

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*Maintained with transfer to Skilled Trades Ontario 2008 (V100)*

## **Foreword: Purpose, Terms and Conditions of the registered Training Agreement**

### **Purpose:**

- Prior to starting official apprenticeship activities, the apprentice, sponsor and a witness are required to sign a Training Agreement.
- The Training Agreement that you have signed is an important legal document that outlines your responsibilities as an apprentice and the responsibilities of your sponsor.
- Once registered, this training agreement (or contract) marks the start of your formal agreement between the apprentice, the sponsor and the Ministry.
- For compulsory trades, the apprenticeship registration document must be accessible when working.

### **The Apprentice agrees:**

- **To inform the local Service Delivery Office of any change to your contact information or change in sponsor within 7 days;**
- To follow the Sponsor's and Trainer's lawful instructions and make every effort to acquire the skills identified in the Logbook for the Trade which is part of the apprenticeship program established by Skilled Trades Ontario for the trade;
- To obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Logbook for the trade have been met.
- When you receive an "Offer of Classroom Training", confirm your attendance by following the instructions in the offer. Failure to do so may result in losing your opportunity to attend school which delays the completion of your apprenticeship.

### **The Sponsor agrees:**

- To ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by Skilled Trades Ontario for this trade;
- To review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party.
- Release your apprentice from work to attend in-school training without penalty to the apprentice.
- To maintain the journeyperson/apprentice ratio for your trade, if applicable.
- To monitor their apprentice(s) progress
- To ensure that the Trainer(s) verifies, in writing, when each skill identified in the Logbook for the trade has been successfully completed by the Apprentice;
- To contact the Ministry should any changes in your capacity to train, your contact information, or your apprentice's status in the program change.



## Trade Specific Resources and Links

| Trade Specific Resource  | Link   |
|--|--|
| Red Seal Program   | <a href="http://red-seal.ca">red-seal.ca</a>   |
| Apprenticeship in Ontario  | <a href="http://ontario.ca/page/apprenticeship-ontario">ontario.ca/page/apprenticeship-ontario</a>                               |
| Employment Ontario   | <a href="http://employmentontario.ca">employmentontario.ca</a>   |
| Service Canada   | <a href="http://servicecanada.gc.ca">servicecanada.gc.ca</a>   |
| <i>Building Opportunities in the Skilled Trades Act, 2021</i>    | <a href="http://ontario.ca">Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca)</a> |
| Ministry of Labour, Immigration, Training and Skills Development | <a href="http://ontario.ca">Ministry of Labour, Immigration, Training and Skills Development   ontario.ca</a>                    |
| Exam Preparation Guide   | <a href="http://ontario.ca">Exam Resources – Skilled Trades Ontario</a>  |
| Skills Zone (Ontario Skills Passport)                            | <a href="http://www.skillszone.ca/">http://www.skillszone.ca/</a>  |

*\*Please note, all website addresses are current at time of printing*

## Methodology-Standard Development

A standard is developed with a broad group of trade representatives who form the initial working group. This includes subject matter experts/ tradespeople/ instructors and employers from a cross section of the sector/industry, with varying years of work experience in the field. The working group reviews, develops and recommends revision to the content of the standard. Their role also involves harmonizing and updating other supporting content for the product.

An essential part of the standard development is the validation process. This is the opportunity to have a broader representation of the sector provide feedback on the content of draft standard. This process is conducted in various ways and may include sending out a survey or the draft document (or both) directly to the sector. The comments received are reviewed by the working group and revisions are made as required based on a consensus model.

### Introduction to the Logbook

This “on-the job” Logbook is the training standard for Concrete Pump Operator 637C and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

The Logbook is divided into skill sets, which are further divided into skills. These skill sets and skills are written in statements that describe what the Apprentice must perform and to what standard, in order to be considered competent in that skill.

The successful performance of these skills is tracked in the Logbook. Once achieved, this skills’ sign-off, along with the completion of in-school program requirements or equivalent, is how the apprenticeship program is completed and apprentices receive a Certificate of Apprenticeship.

The Sponsor/trainer and Apprentice are required to sign-off and date each skill after the Apprentice has demonstrated proficiency in these skills. However, if a skill is shaded, it is optional and does not need to be signed-off, though it has been defined as a part of the scope of practice for the trade.

All practices described in this standard must be performed by the apprentice according to the specific criteria identified. In general, the standard of performance for this trade is to be performed according to all applicable jurisdictional codes and standards and all health and safety standards must be respected and observed.

All skills within the Apprenticeship Training Standard are to be performed, as applicable, according to and in compliance with the following:

- Occupational Health and Safety Legislation and Regulations;
- Other applicable legislation, regulation, codes and standards;
- Industry best practices;
- Company policies and procedures.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application. Please refer to the Skilled Trades Ontario website for the most accurate and up-to-date information: [skilledtradesontario.ca](https://skilledtradesontario.ca)

## Roles and Responsibilities

Under the [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#)

**Skilled Trades Ontario (STO)** is responsible for:

- Establishing and maintaining qualifications;
- Establishing Apprenticeship Programs and other training programs including training Standards, curriculum standards and certifying examinations;
- Issuing certificates for the purposes of this Act such as Certificates of Qualification;
- Maintaining a Public Registry for compulsory trades [skilledtradesontario.ca/public-register/](https://skilledtradesontario.ca/public-register/);
- Determining whether the experience and qualifications obtained by applicants for a certificate of qualification who do not complete an apprenticeship are equivalent to those received through completing an apprenticeship (Trade Equivalency Assessments)
- Promoting the skilled trades and conducting research.
- Conducting research and evaluate whether a trade should be prescribed as a trade for the purposes of this Act and to make recommendations on these matters to the Minister.

**Ministry of Labour, Immigration, Training and Skills Development (MLITSD)**

is responsible for:

- Classifying trades as compulsory trades;
- Prescribing scopes of practice for trades;
- Approving which persons may provide in-class training for apprenticeship programs (TDAs);
- Registering Training Agreements;
- Providing those who successfully complete an apprenticeship program with a certificate of apprenticeship (CofA);
- Administering examinations, including certifying examinations;
- Promoting the skilled trades and conducting research;
- Exercising such other powers and perform such other duties and functions as are provided for in this Act or the regulations.

***For any matter related to your registered Training Agreement or completing your apprenticeship, you must contact your local Service Delivery Office.***

### Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a registered Training Agreement (refer to Foreword: *“Purpose, Terms and Conditions of TA” page 1*) with a Sponsor to receive training in a trade as part of an apprenticeship program established by Skilled Trades Ontario. As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

1. As an Apprentice, you signed the Training Agreement and have entered into a contract with the Ministry of Labour, Immigration, Training and Skills Development and your Sponsor.
2. If you are registered as an Apprentice in a compulsory trade, your name will automatically appear in the Skilled Trades Ontario Public Register.
3. You are responsible for informing the staff at your local Service Delivery Office regarding changes to the following:
  - Your Sponsor’s address;
  - Your name and address; and/or,
  - Your Sponsor, including starting employment with a new Sponsor
4. As an Apprentice, you are responsible for completing skills or skill sets in this Logbook (as detailed in the *“Eligibility for Apprenticeship Program Completion”* section of this document) and ensuring that they are dated and signed by both you and your Trainer.
5. Once you have demonstrated competency in all the mandatory skills and received a sign off on each skill by your sponsor/trainer, you must have the Skill Set Completion Form completed and signed by your current Sponsor.
6. Submit your Logbook to your local Service Delivery Office.
7. Present your Apprentice Completion Form (Please refer to Appendix B), along with your authorized Logbook to your local Service Delivery Office.

### Roles and Responsibilities of Sponsors and Trainers

**Sponsors** are responsible for ensuring all terms are met as per the registered Training Agreement. They are named on the registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the 'Signing Authority' for the Apprentice's Skill Set Completion Form and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set. Some sponsors may also act as the Trainer.

A **Trainer** is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice.

In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be registered with Skilled Trades Ontario.

In non-compulsory trades, a Trainer is an individual who holds one of the following:

- A Certificate of Qualification;
- A Certificate of Apprenticeship in the trade; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's apprenticeship program; or,
- Has workplace experience equivalent to the apprenticeship program) and has the skills outlined in the Logbook.

Competency means being able to perform to the required standard (please refer to *"Introduction to the Logbook"*). Trainers/Sponsors and Apprentices are required to sign-off and date the skills in the Logbook following each successful acquisition. The Logbook forms a record of this achievement.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

### Health and Safety

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance for apprenticeship programs in Ontario. These responsibilities are shared and require the joint efforts of government, sponsors, employers, supervisors, workers, apprentices and the public to achieve the goal of making Ontario's workplaces safe and healthy.

The [Occupational Health and Safety Act](#) (OHSA) provides us with the legal framework and the tools to do this. It sets out the rights and duties of all parties in the workplace, placing ultimate responsibility on the employer for the health and safety of workers (in this case apprentices) by ensuring procedures, controls, and training are established for dealing with workplace hazards. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury, illness or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident injury or illness.

A sponsor who is not the employer is reminded that the employer has legal responsibilities respecting health and safety over the apprentice who is their worker. The sponsor should encourage safe work habits and adherence to the employer's occupational health and safety requirements for the workplace.

It is generally recognized that a positive attitude about safety in partnership with health and safety competency contributes to an accident-free environment. Everyone will benefit as a result of a healthy attitude towards the prevention of accidents.

Workers and apprentices can be exposed to a multitude of hazards and, therefore, should be familiar with the Occupational Health and Safety Act and regulations.

### The Internal Responsibility System:

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong Internal Responsibility System (IRS) in the workplace. To this end, the OHSA lays out the duties of employers, supervisors, workers, apprentices, constructors and workplace owners.

Workplace parties' compliance with their respective statutory duties is essential to the establishment of a strong IRS in the workplace.

Simply put, the IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers and apprentices in the workplace who see a health and safety problem such as a hazard or contravention of the OHSA in the workplace have a statutory duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations and acquaint workers with any hazard in the work that they do.

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by well-defined health and safety policies and programs, including the design, control, monitoring and supervision of the work being performed.

### **Roles and Responsibilities under the Occupational Health and Safety Act**

#### **Employer's Responsibilities include but are not limited to the following:**

- Instruct, inform and supervise workers and apprentices to protect their health and safety.
- Appoint competent persons as supervisors.
- Inform a worker, apprentice, or a person in authority, about any hazard in the workplace and train them in the handling, storage, use, disposal and transport of any equipment, substances, tools, material, etc.
- Take every precaution reasonable in the circumstances for the protection of a worker/apprentice.
- In workplaces in which more than five workers are regularly employed, prepare and post a written occupational health and safety policy and set up and maintain a program to implement it.
- Prepare and post policies with respect to workplace violence and workplace harassment and develop programs supporting workplace harassment and workplace violence policies.
- Ensure knowledge of applicable legislative, regulatory, codes and standards so requirements to be followed are clear to all workers/apprentices.

#### **Trainer/Supervisor Responsibilities include but are not limited to the following:**

- Ensure that a worker or apprentice works in compliance with the Act and regulations.
- Ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker or apprentice.
- Advise a worker/apprentice of any potential or actual health or safety dangers known by the supervisor.
- Take every precaution reasonable in the circumstances for the protection of workers.

#### **Worker/Apprentice Responsibilities include but are not limited to the following:**

- Work in compliance with the Act and regulations.
- Use or wear any equipment, protective devices or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker.
- Report any hazard or contravention of the Act or regulations to the employer or supervisor.
- Not remove or make ineffective any protective device required by the employer or by the regulations.
- Not use or operate any equipment or work in a way that may endanger any worker.

### **The Three Rights of Workers/Apprentices**

The OHSA gives workers and apprentices three important rights:

1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

### **For construction projects applying to construction trades a Constructor is also identified**

On all projects, either the owner or someone hired by the owner is the constructor.

The intent of the Occupational Health and Safety Act is to have one person with overall authority for health and safety matters on a project. This person is the constructor of the project.

The constructor is the party with the greatest degree of control over health and safety at the entire project and is ultimately responsible for the health and safety of all workers and apprentices. The constructor must ensure that all the employers, apprentices and workers on the project comply with the Act and its regulations.

Constructor's duties include the following:

- To ensure that the measures and procedures in the Act and regulations are carried out.
- To ensure that every employer, apprentice and worker on the project complies with the Act and regulations.
- To ensure that the health and safety of workers/apprentices on the project are protected.

### **Ministry of Labour, Immigration, Training and Skills Development**

The Ministry of Labour, Immigration, Training and Skills Development conducts periodic inspections of workplaces to ensure that safety acts and regulations are being followed. Please direct any questions to the Occupational Health and Safety Contact Centre at 1-877-202-0008.



## Apprenticeship Program Summary/Guidelines

### Scope of Practice

The Scope of Practice for the trade of Concrete Pump Operator is set out in section 30 of Ontario Regulation 875/21 under BOSTA and reads as follows:

**30.** The scope of practice for the trade of concrete pump operator includes the following:

1. Co-ordinating the placement of ready-mix concrete through a pump at the work site.
2. Setting up the concrete delivery system.
3. Monitoring the movement of the concrete to the pour location.
4. Resolving issues related to the movement of pumpable concrete.

\*While the Logbook draws on the scope of practice regulation (Section 30 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. \*

### Program Guidelines

#### On-the-Job Training Duration

Industry has identified 2000 hours as the benchmark necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

#### In-Class Training Duration

Industry has identified 159 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

#### Total Training Hours

2159 hours

### Journeyperson to Apprentice Ratio

#### Industry Recommended Ratios:

While some of the trades regulated under BOSTA are subject to Journeyperson to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyperson to Apprentice ratio guideline of 1 Journeyperson (or individual who is deemed equivalent to a journeyperson) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.

### Program Requirements

#### Compulsory and Non-compulsory Classification

Regulations under the *Building Opportunities in the Skilled Trades Act, 2021*, classify each trade as either “compulsory” or non-compulsory.” This trade is non-compulsory.

It is the responsibility of an Apprentice to maintain a training record in the form of a Logbook. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

#### Skills for Success Summary

Skills for Success are needed in a quickly changing world for work, learning and life. They are foundational for building other skills and important for effective social interaction. Everyone benefits from having these skills as they help individuals get a job, progress at their current job and change jobs. They also help individuals become active members of their community and succeed in learning.

Through extensive research and consultations, the Government of Canada launched the new Skills for Success model renewing the previous Essential Skills framework to better reflect the needs of the current and future labour market.

The occupational specific Essential Skills profiles are available online. These will be updated over time to align with the new Skills for Success model found here: [Skills for Success model](#)

### Standard of Performance

A Concrete Pump Operator coordinates the placement of ready-mix concrete through a pump at the site, sets up the concrete delivery system, monitors the movement of the concrete to the pour location, and resolves issues related to the movement of pumpable concrete.

Concrete Pump Operators work outdoors and must often perform their jobs in conditions that may present discomfort and danger. They work in all types of weather and environmental conditions. Loud noise and dust are common working conditions. They routinely co-ordinate their work with other trades people, including ready-mix truck operators, crane operators, carpenters, concrete formers, bricklayers, ironworkers, and construction labourers.

A Concrete Pump Operator should have a mechanical aptitude, good communication skills and problem solving skills, be physically fit and capable of lifting heavy objects/materials.

Most employers require a D licence with Z endorsement or equivalent drivers licence.

A Concrete Pump Operator demonstrates competency in the following:

- Protection of self and others
- Communication in the workplace
- Use and care of tools and equipment
- Vehicle operation
- Set-up of concrete pumps and components
- Operation of concrete pumps and components
- Maintenance of equipment
- Loading and unloading of concrete pumps and attachments

In addition to the above, some Concrete Pump Operators are also competent in:

- Setting-up of high pressure pumps and placing booms

In general, the standard of performance for the trade of Concrete Pump Operator are to be performed, as applicable, according to and in compliance with the following:

Industry Safety Standards which are based upon:

- Occupational Health and Safety Legislation and Regulations;
- Jurisdictional legislation and regulations, codes and standards (municipal bylaws etc.)
- Company policies and procedures
- All applicable manufacturers specifications and engineering specifications
- Impact of environmental and site conditions on the equipment
- Effective communication and problem solving

### **Benchmark/Guideline Total Training Timeframes: (On-The-Job And Off-The-Job):**

**2000 hours**

Includes **159 hours** of in-school training.

## Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

### Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work procedures early to create good habits;
- Use your Logbook as a journal to keep track of the skills you have achieved;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Discuss your training needs with your Trainer and/or Sponsor;
- Listen to the suggestions of your Trainer;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign-off the individual skills.

***To get the most from this mentoring experience, request exposure to the full scope of the trade; meet regularly with your Sponsor/Trainer to discuss your progress, ask questions and seek feedback.***

### Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Set out clear expectations and involve both the Apprentice and Trainer in developing the training plan
- Encourage safe work habits;
- Allow time for the Trainer to train and demonstrate skills to the Apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Recognize good performance;
- Observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Logbook as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.

- The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

### **Tips for Trainers**

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Logbook with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Expose Apprentices to the full scope of the trade by providing training on the skills outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- **Meet regularly with the Apprentice to discuss the apprentice's progress**
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Logbook as a guide to evaluate competence in each skill area. By using the Logbook, Trainers will be able to guide the process to and assist Apprentices to develop skills outlined in this document.

***The best mentoring experience is when an Apprentice is given as much training/exposure to the full scope of the trade as possible. If this is not possible, help them to determine other ways this may be possible.***

## Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Logbook to the local Service Delivery Office. You will be required to submit the signed Apprenticeship Completion form to the Service Delivery Office in order to complete your program. The Service Delivery Office will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Service Delivery Office will disclose information about your program completion and your Certificate of Apprenticeship to Skilled Trades Ontario, as it is necessary for Skilled Trades Ontario to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry of Labour, Immigration, Training and Skills Development under the authority of the *Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre  
Ministry of Labour, Immigration, Training and Skills Development  
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3  
Toll-free: 1-800-387-5656; Toronto: 416-326-5656  
TTY: 1-866-533-6339 or 416-325-4084

List of Trainers

| Trainer's Name<br>(Please Print) | Trainer's Signature | Date of start with<br>Trainer<br>(day/month/year) |
|----------------------------------|---------------------|---|
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## On-The-Job Training: General Performance Objectives

### U0831.0 Protect Self and Others

#### Skills

**U0831.01 Comply with acts, regulations, codes, standards, and directives,** including *Occupational Health and Safety Act (OHSA)*, *Environmental Protection Act (EPA)*, *Workplace Safety Insurance Act (WSIA)*, *Highway Traffic Act*, Workplace Hazardous Materials Information System (WHMIS); Canadian Radio-television and Telecommunications Commission (CRTC), Construction Safety Association of Ontario (CSAO), municipal requirements, and company policies, by reading, interpreting, and following direction; according to the written content of documents and verbal direction of regulatory authorities.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

**U0831.02 Utilize personal protective equipment,** including hard hats, gloves, glasses, goggles, masks, face shields, ear protectors/plugs, coveralls, reflector vests, safety footwear, fall-protection equipment, harnesses, and radiation badges, by inspecting, selecting, wearing, and adjusting to ensure the safety of self and others; according to regulatory requirements, site conditions, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |



**U0831.03 Maintain personal protective equipment** including hard hats, gloves, glasses, goggles, masks, face shields, ear protectors/plugs, coveralls, reflector vests, safety footwear, fall-protection equipment, harnesses, and radiation badges, by inspecting and analysing performance and function, checking for wear, breaks, tears, cracks, leakage, and loose and defective components and by storing or noting/tagging deficiencies and removing devices and components from service to ensure the safety of self and others; according to regulatory requirements, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0831.04 Perform housekeeping duties** by removing and disposing of excess or unwanted materials, positioning equipment, identifying the location of first-aid supplies and equipment, erecting protective barriers and signs, and ensuring work area is free of obstructions; according to regulatory requirements, codes, job requirements, site procedures, company policies and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0831.05 Identify hazards and hazardous conditions, equipment, and materials** including worksite conditions, heavy equipment operations, overhead operations, material handling, and storage, by visually inspecting and analysing performance and function, checking for obstructions, and taking remedial action; according to regulatory requirements, codes, site conditions, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0831.06**    **Manually move equipment, supplies, and components** by utilizing safe lifting, lowering, carrying, pushing, climbing and pulling techniques to protect self and others against injury; according to regulatory requirements, codes, job requirements, site procedures, company policies and procedures, and safety requirements.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0831.07**    **Report injuries to supervisor or first-aid personnel** promptly and clearly, ensuring that the injured person is attended to and describing precisely how the incident occurred; according to regulatory requirements, company policies and procedures, site procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0831.08    Respond to audio-visual alarms** including warning signs, danger notices, alarm bells, whistles, and buzzers, by recognizing the sign/alarm and taking action; according to regulatory requirements, site conditions, and company environmental safety procedures.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0831.09    Follow company or worksite fire procedures** including assessing the type and severity of the fire, activating the alarm system, taking action to suppress a minor fire, reporting the fire, and following evacuation procedures; using extinguishers, hoses, and fire blankets to protect self and others; according to regulatory requirements, codes, site procedures, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0831.10    Handle hazardous/toxic materials** including gases, acids, solvents, fuel, concrete additives, powders, hydraulic fluids, and cleaners, by identifying, selecting, handling, transporting, and storing them to protect self and others, property and the environment; using personal protective equipment and safe lifting techniques; according to regulatory requirements, codes, site conditions, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0831.11 Assess worksite conditions** including lighting and ventilation, height clearances, floor/base conditions, environmental conditions, presence of hazards, and unsafe equipment and materials, and reporting unsafe conditions to designated supervisory personnel to ensure there is no injury to self and others, and no damage to equipment; according to regulatory requirements, codes, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0831.12 Manage personal health** by adopting strategies to recognize the signs of fatigue and taking effective measures, maintaining physical and mental fitness and alertness, and a healthy diet, managing stress and time and ensuring adequate rest, and accessing assistance as required; according to recommended standards, company policy and procedures, conditions of work and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

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**U0832.0      Communicate in the Workplace**


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**Skills**

**U0832.01      Communicate orally** by speaking clearly and concisely, listening attentively, seeking validation of the conversation to ensure understanding, conveying and summarizing information accurately, and engaging in constructive feedback; using tact and diplomacy; according to business etiquette, workplace standards, and company policies.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

**U0832.02      Communicate in writing** including work and change orders, check-off forms/sheets, damage and collision reports, and accident forms by writing clearly, concisely and in a timely manner; interpreting and verifying details, editing and verifying for language usage, completeness, and accuracy, verifying that correspondence/documentation requiring signature is completed; according to regulatory requirements, codes, job requirements, business etiquette, and company policies and procedures.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0832.03    Communicate by mechanical and electronic devices** including public address systems, telephones, pagers, radios, and wireless devices, ensuring that clear, concise, and accurate instructions and procedures are conveyed safely and efficiently; according to regulatory requirements, codes, job requirements, site conditions, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0832.04    Communicate by hand signals** so that information is given and received in full view and on a timely basis, so that self and others are protected; according to regulatory requirements, codes, job requirements, international hand signal standards, site conditions, company policies and procedures, and safety requirements.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0832.05    Build and maintain interpersonal relationships** by networking, maintaining confidentiality, respecting others, collaborating, consulting, participating at meetings, demonstrating availability, utilizing conflict resolution and problem- solving methodologies, identifying and recommending alternative solutions, and listening effectively; using verbal and non-verbal methods to convey messages/meaning, using acceptable language in the workplace, recognizing and respecting the chain of authority on the job site, explaining problems and procedures, and obtaining approvals from clients; according to business etiquette, workplace standards, and company policies.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0832.06 Practice customer relations (internal and external)** by demonstrating professionalism with customers, other trades, and the general public, following site protocol, handling enquiries, confirming delivery and installation of equipment and components, sharing information about customer requirements with company staff, keeping customer and business information confidential, advising of delays, and reporting general concerns; using oral and written communication skills, and communication devices; according to business etiquette, workplace standards, and company policies.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0832.07 Present a professional image** by wearing apparel according to location, maintaining clean clothing, and following a hygiene regimen so that personal appearance and hygiene are not offensive to clients or co-workers; according to business etiquette, workplace standards, and company policies.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0832.08 Coach and mentor co-workers** by demonstrating and/or explaining workplace practices, procedures, and requirements, promoting company policies and procedures, assessing workplace performance and progress, and ensuring timely constructive feedback is provided; using communication skills and physical demonstration; according to regulatory requirements, codes, business etiquette, workplace standards, job requirements, site conditions, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

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**U0833.0 Operate Vehicle**

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**Skills**

**U0833.01 Perform pre-operational inspection with engine off/on** including engine system, steering wheel free-play, mirrors, windshield wipers, fenders, outriggers, suspension system, brakes, belts, hoses, lights, tires, cab and components, seat belts, wheel fasteners, air pressure, warning devices, boom, accessories, fire extinguishers, first aid kits, and documentation; checking for wear, missing loose or damaged components, brake fade, damage, leaks, corrosion, fuel and fluid levels, under all weather and lighting conditions, ensuring loads and components are secured, using three-point contact when mounting and dismounting the vehicle; according to regulatory requirements, Highway Traffic Act, codes, job specifications, site conditions, manufacturers' specifications and recommendations, company policy and procedures, and safety requirements.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**



**U0833.02 Perform routine daily servicing** including inflating tires, refueling vehicle, replacing bulbs, wiper blades, adding fluids, cleaning cab interior, windows and mirrors, noting and bringing to the attention of service personnel components for servicing; using hand and power tools, replacement parts, fuels, fluids, lubricants, cleaning apparatus, oral and written communication, communication devices, and three-point contact when mounting and dismounting the vehicle; according to regulatory requirements, Highway Traffic Act, codes, job specifications, site conditions, manufacturers' specifications and recommendations, company policy and procedures, and safety requirements.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0833.03 Plan route** ensuring route is optimal with respect to time, weight and height restrictions, and accessibility; using maps and/or directional devices; according to regulatory requirements, Highway Traffic Act, codes, job specifications, site conditions, manufacturers' specifications and recommendations, company policy and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0833.04 Drive vehicle** ensuring there is a safe gap before changing lanes, passing other vehicles, merging or crossing into other traffic, monitoring traffic flow and speed of vehicle and other vehicles, checking mirrors and blind spots and judging clearances on sides of vehicle, and ensuring spatial awareness with respect to vehicles, obstacles and obstructions; according to regulatory requirements, Highway Traffic Act, codes, weather, road and lighting conditions, manufacturers' specifications and recommendations, company policy and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0833.06**    **Position vehicle** checking with security and site supervisor for location, inspecting to ensure site location is suitable for pumping of concrete and wash- out, checking for power lines, obstacles, obstructions, ground conditions, and that optimal conditions are present for equipment operation; using communication skills, communication devices, driving skills and personal protective equipment; according to regulatory requirements, permits, codes, job specifications, site conditions, manufacturers' specifications and recommendations, company policy and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0833.07**    **Engage the PTO (power take-off)** by setting parking brake, engaging the PTO, activating the hydraulics, selecting transmission/gear, feathering clutch to ensure transmission is properly engaged prior to shifting PTO switch; according to Highway Traffic Act, codes, manufacturers' specifications and recommendations, company policy and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0833.08 Disengage the PTO (power take-off)** by depressing the clutch, shifting the transmission to neutral, and disengaging the PTO switch; according to Highway Traffic Act, codes, manufacturers' specifications and recommendations, company policy and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0833.09 Shut-down vehicle at end of workday** by positioning vehicle in designated area, shutting off engine, refueling, draining condensation from air and hydraulic tanks, connecting power to block heater, inspecting site, checking for clearances, obstructions, and that vehicle is secure; using three point mounting and dismounting techniques, locks/keys, personal protective equipment, and power sources; according to regulatory requirements, Highway Traffic Act, codes, weather, road and lighting conditions, manufacturers' specifications and recommendations, company policy and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

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**U0834.0 Set-Up Concrete Pump and Components**


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**Skills**

**U0834.01 Meet with job site personnel**, including security, site supervisor, other trade representatives, to coordinate position of pump set-up area and concrete delivery, ensuring sign in with site office/superintendent; using oral communication and communication devices, and personal protective equipment; according to job requirements, site conditions, company policies, and procedures, and safety requirements.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

**U0834.02 Inspect set-up area** checking for grade, stability, ground and aerial obstacles, power lines, slope, condition of ground, proximity to pour, accessibility for concrete delivery, and discussing work area conditions and weather conditions with on-site personnel; using oral communication and communication devices, and personal protective equipment; according to job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0834.03    Inspect pour area** checking for grade, ground and aerial obstacles, power lines, slope, condition of ground, proximity to pour; discussing work area conditions and weather conditions with on-site personnel, using oral communication and communication devices, and personal protective equipment; according to job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0834.04    Position vehicle in proximity to pour** ensuring accessibility for concrete delivery, checking for grade, ground and aerial obstacles, power lines, slope, condition of ground, and proximity to pour; using oral communication and communication devices, and personal protective equipment; according to regulatory requirements, codes, job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0834.05    Activate outriggers** by engaging power take-off (PTO), clearing emergency stops, activating outrigger valves or electrical outrigger switches to the extend position, inspecting, and monitoring controls to ensuring outriggers are extended to permissible working range; using oral communication and communication devices, and personal protective equipment; according to job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0834.06 Stabilize vehicle** by installing and adjusting donnage and pads, activating outrigger valves or electrical outrigger switches to extend the outriggers to the desirable position, ensuring that each pad is level on the donnage, inspecting and monitoring controls, checking for permissible working level, stability and movement; using oral communication and communication devices, safe moving and lifting techniques, levels, and personal protective equipment; according to job requirements, ground conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0834.07 Unfold boom** including tip hose, by releasing transport straps and latches (when applicable), activating boom hand valves or electrical boom switches to activate boom select mode, clearing all emergency stops, energizing remote controls for the boom, and operating levers to extend the boom; inspecting and checking for aerial obstacles, boom to chassis clearance, noise, leaks, bearing play, loose components, obstructions, reporting deficiencies or removing from service; using remote devices, hand controls, communication devices, and personal protective equipment; according to regulatory requirements, job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0834.08**    **Verify stability of vehicle and components** including boom, by checking and adjusting donnage and outrigger pads, ensuring that outriggers are in optimum contact with outrigger pads; using remote devices, hand controls, communication devices, and personal protective equipment; according to job requirements, ground conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0834.09**    **Verify concrete pump system is ready to operate** by inspecting, checking that water box is full, trap door is closed, back-end connections are secure, agitator is operational, engaging mechanical hand pump valves or electric pump switches ensuring that the pump cycles, engaging mechanical hand pump valves or electric pump switches in the forward pump position, and monitoring pump pressure gauges; using personal protective equipment, remote control devices, and measuring devices; according to manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0834.10    Unload pipeline equipment and components** including pipes, hoses, clamps, gaskets, elbows, reducers, hooks, chokers, chain, and rope; inspecting checking for damage, and cleanliness; using personal protective equipment and safe lifting practices; according to job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0834.11    Lay-out pipeline equipment and components** including pipes, hoses, clamps, gaskets, elbows, reducers, hooks, chokers, chain, and rope, by positioning and aligning pipes and components, and installing blocking; inspecting, checking for damage and cleanliness; according to job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0834.12    Connect pipeline equipment and components** including pipes, hoses, clamps, gaskets, elbows, reducers, chain, and rope, by clamping components together, starting from the pump working to the end of the pour area; inspecting, checking for fit, stability and alignment; using hand tools, fastening devices, and personal protective equipment; according to job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.



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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

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**U0835.0      Operate Concrete Pump and Components**

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**Skills**

**U0835.01      Select priming agent** including chemical and pre-mix primers, and water; verifying the agent is suited for the application, and the quantity is sufficient; according to regulatory requirements, codes, job requirements, environmental conditions, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**\* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

**U0835.02      Mix priming agent** by stirring, agitating and mixing components and by adding water; visually inspecting, checking for desired slump, viscosity and consistency; using hand tools, personal protective equipment, water, priming additives, buckets, and hoses; according to regulatory requirements, codes, job requirements, environmental conditions, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0835.03 Prime pumps** including line pumps, boom pumps, and high pressure pumps, by adding priming mixture into the hopper or priming port; inspecting, checking slump, viscosity, consistency, and quantity; using personal protective equipment, communication devices, water, priming additives, buckets, and hoses; according to regulatory requirements, codes, job requirements, site conditions, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

**U0835.04 Confirm pumpable mix** by inspecting, checking delivery ticket, confirming aggregate size and mix consistency, slump, and admixtures, identifying and reporting quality of concrete issues; using documentation, personal protective equipment, and communication skills; according to regulatory requirements, codes, job requirements, site conditions, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

|          |                       |                      |
|----------|-----------------------|----------------------|
| mm/dd/yy | Trainer Print Name    | *Trainer Signature   |
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**U0835.05 Pump concrete** by activating manual pump hand valves, engaging mechanical hand pump valves or electric pump switches in the forward pump position, and monitoring pump pressure gauges until mix is discharged; using personal protective equipment, remote control devices, and communication devices, according to regulatory requirements, codes, job requirements, site conditions, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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**U0835.06 Operate boom** by activating manual boom hand valves, engaging mechanical boom hand valves or electric boom switches, ensuring boom is positioned so that concrete is discharged to the designated location; using personal protective equipment, remote control devices, and communication devices; inspecting, checking for power lines/limits of approach, obstructions, obstacles; according to regulatory requirements, codes, job requirements, site conditions, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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**U0835.07 Monitor concrete pour** by reviewing gauges, concrete supply and output, concrete composition, flow, and slump, interpreting information and taking corrective action such as shutting down pump and/or contacting supervisor for direction; using personal protective equipment, remote control devices, and communication devices; according to regulatory requirements, codes, job requirements, site conditions, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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**U0835.08 Locate blockages** including wedged aggregates and foreign debris; checking for sound differential in delivery lines, and erratic movement of the pipe line; engaging mechanical pump hand valves or electric pump switches in the forward/reverse position, and tapping lines to identify blockage location; using hand tools, personal protective equipment, and communication devices; according to site conditions, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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**U0835.09 Remove blockages** including wedged aggregates and foreign debris by reversing mechanical pump hand valves or electric pump switches to alleviate line pressure, lifting handle, opening clamp and separating blocked pipe/hose/reducer from delivery line, and verifying pipe is free of obstructions; using hand tools, safe lifting procedures, pressurized water, and personal protective equipment; according to manufacturers' specifications and recommendations, company policy and procedures, and safety requirements.

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**U0835.10 Reassemble delivery line** including clamps, gaskets, elbows, pipes, reducers, and hoses, safety pins, pipe supports and brackets, by connecting pipe ends and closing clamp handle, and installing safety pins; inspecting, checking for fit, alignment, stability, cleanliness, lubrication and tolerances; using hand tools, safe lifting procedures, and personal protective equipment; according to manufacturers' specifications and recommendations, company policy and procedures, and safety requirements.

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**U0836.0      Clean Concrete Pump and Components**

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**Skills**

**U0836.01      Plan clean-out process of concrete pump and components** including placing boom and delivery lines, determining the concrete consistency between hopper and delivery line, hopper concrete volume, and location for concrete disposal, by inspecting and accessing concrete viscosity, age, and type; using hand tools, and personal protective equipment; according to regulatory requirements, codes, manufacturers' specifications and recommendations, site conditions, job specifications, company policies and procedures, and safety requirements.

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**U0836.02      Alleviate line pressure** by engaging mechanical pump hand valves or electric pump switches in the reverse position for one to two strokes, checking that pump is not pressurizing the system; using personal protective equipment; according to manufacturers' specifications and recommendations, company policy and procedures, and safety requirements.

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**U0836.03 Disassemble pipeline and components** including pipes, clamps, hoses, reducers, brackets, and elbows, by lifting clamp handle, opening clamp and separating pipe from clamp, removing clamps, inspecting and identifying broken or damaged pipe and components; using hand tools, safe lifting procedures, and personal protective equipment; according to manufacturers' specifications and recommendations, company policy and procedures, and safety requirements.

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**U0836.04 Clean-out concrete placing boom and delivery lines by reverse pumping** by placing ball/sponge into discharge end of elevated delivery line, engaging mechanical pump hand valve or electric pump switches in the reverse position to alleviate line pressure, reversing pump to until ball/sponge is drawn back into the wash-out port/hinged elbow, and tapping pipe to determine when the ball has passed; inspecting, checking for cleanliness; using hand tools, personal protective equipment, communication skills, communication devices, safety barriers; according to regulatory requirements, codes, manufacturers' specifications and recommendations, site conditions, job specifications, company policies and procedures, and safety requirements.

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**U0836.05 Clean-out concrete placing boom and delivery lines by compressed air** by placing ball/sponge into blow-out head/cannon, connecting compressed air line to blow-out head/cannon and air compressor, attaching ball/sponge catcher to discharge end of delivery line, releasing compressed air, turning mechanical hand valve to put compressed air into the delivery line, tapping pipe to determine speed of the ball/sponge in the pipe in order to regulate air pressure and volume of discharge; ensuring that the discharge area is clear of personnel; inspecting, checking for the expelling of the ball/sponge into the ball/sponge catcher, and cleanliness; using hand tools, communication skills, communication devices, safety barriers, personal protective equipment, and compressed air; according to regulatory requirements, codes, manufacturers' specifications and recommendations, site conditions, job specifications, company policies and procedures, and safety requirements.

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**U0836.06 Clean-out concrete delivery lines by high pressure water** by placing ball/sponge into blow-out head/cannon, connecting high-pressure water source to blow-out head/cannon, attaching ball/sponge/clean-out pig to end of delivery line, turning mechanical hand valve to put pressurized water into the delivery line; inspecting, checking for the expelling of the ball/sponge/clean-out pig and cleanliness; using hand tools, communication skills, communication devices, safety barriers, personal protective equipment, and pressurized water source; according to regulatory requirements, codes, manufacturers' specifications and recommendations, site conditions, job specifications, company policies and procedures, and safety requirements.

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**U0836.07 Clean-out concrete delivery lines** by nitrogen gas by placing ball/sponge/clean-out pig into blow-out head/cannon, connecting nitrogen gas line to blow-out head/cannon and nitrogen cylinders, attaching ball/sponge catcher to delivery line, releasing nitrogen gas, turning cylinder mechanical hand valve to put nitrogen gas into the delivery line, tapping pipe to determine speed of the ball/sponge/clean-out pig in the pipe in order to regulate nitrogen gas pressure and volume of discharge; ensuring that the discharge area is clear of personnel; inspecting, checking for the expelling of the ball/sponge and cleanliness; using hand tools, communication skills, communication devices, safety barriers, personal protective equipment, and nitrogen gas cylinders; according to regulatory requirements, codes, manufacturers' specifications and recommendations, site conditions, job specifications, company policies and procedures, and safety

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**U0836.08 Empty concrete from pipe** by lifting the pipe to drain concrete, inspecting, checking for damage, and excess concrete; using hand tools, safe lifting procedures, and personal protective equipment; according to manufacturers' specifications and recommendations, site location, company policy and procedures, and safety requirements.

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**U0836.09 Wash pipe and components** including clamps, gaskets, hoses, reducers, brackets, and elbows; inspecting, checking for wear, cleanliness, damaged or missing components, corrosion, breaks, and tagging/removing defective equipment from service; using hand and power tools, using pressurized water source, clean out rakes, scrub brushes, personal protective equipment, safe lifting techniques, lubricants; according to regulatory requirements, site conditions, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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**U0836.10 Stow pipe and components** including clamps, gaskets, hoses, reducers, brackets, and elbows; verifying items have not been left on site, securing items in designated storage locations; using fastening apparatus, personal protective equipment, safe moving of equipment techniques, and lubricants; according to regulatory requirements, site conditions, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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**U0836.11 Fold boom and tip hose for transport** by activating boom hand valves or electrical boom switches to activate boom select mode, clearing all emergency stops, energizing remote controls for the boom, operating levers to retract the boom, and securing boom to transport position; inspecting and checking for aerial obstacles, power lines, boom to chassis clearance, noise, leaks, bearing play, loose components, and obstructions; reporting deficiencies or removing from service, using remote devices, hand controls, fastening devices, communication devices, and personal protective equipment, according to job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0836.12 Retract outriggers** by clearing emergency stops, activating outrigger hand valves or electrical outrigger switches to the retracted transport position; inspecting and monitoring controls; ensuring latches, mechanical locks, donnage and pads are stowed, secure and pads are free of debris, and clear access is present for the retraction of the outriggers; using hand tools, safe moving and lifting techniques, and personal protective equipment; according to job requirements, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0836.13 Wash hopper and pump kit** including agitator, pumping cylinders, valve assembly, water box, grill, trap door, and back of vehicle assembly; inspecting, checking for obstructions, wear, cleanliness, damaged or missing components, corrosion, breaks, tagging/removing defective equipment for servicing, and lubricating equipment so that it ready for the next job; using hand tools, lubricants, high pressure water, scrapers, brooms, chipping bars, personal protective equipment, safe moving techniques; according to site conditions, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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**U0836.14 Perform circle check** including vehicle, pipeline, trap door, and back of vehicle assembly; inspecting, checking that all external operative components are present, clean in preparation for transport, and secured in designated areas; using personal protective equipment; according to site conditions, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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**U0837.0      Maintain Equipment**


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**Skills**

**U0837.01      Inspect hydraulic systems (PTO running)** including pumps, lines, tanks, site levels, indicators, gauges, filters, cylinders, valves, fittings, accumulators, lubrication, caps, checking for leaks, contamination, scoring, missing, damaged or loose components, distortion, routing of pipes, noise, odour, volume flow, fluid and lubricant levels; using personal protective equipment, sight glass indicators, and measuring devices; according to regulatory requirements, codes, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0837.02      Service hydraulic systems** including pumps, lines, tanks, site levels, indicators, gauges, filters, cylinders, valves, fittings, accumulators, lubrication, caps, by selecting, inspecting, testing, and analysing performance and function, and by exchanging, aligning, tightening, cleaning, lubricating, and storing or removing vehicle/equipment from service; using oral and written communication skills, hand and power tools, measuring devices, fluids, lubricants, sight glass indicators, measuring devices, cleaning equipment and cleaners, drain pans, and personal protective equipment; according to regulatory requirements, codes, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0837.03 Inspect concrete delivery systems (PTO running)** including hopper, agitator, valve system, pumping pistons, water box, piping, gaskets, seals, o-rings, clamps, brackets, end hose, and safety restraints, checking for fit, alignment, leaks, contamination, scoring, missing, damaged or loose components, distortion, fraying, routing of pipes, noise, volume flow, fluid and lubricant levels; using personal protective equipment, sight glass indicators, and measuring devices; according to regulatory requirements, codes, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0837.04 Service concrete delivery systems** including hopper, agitator, valve system, pumping pistons, water box, piping, gaskets, seals, o-rings, clamps, brackets, end hose, safety restraints, by selecting, inspecting, testing, and analysing performance and function, and by exchanging, aligning, tightening, cleaning, lubricating, and storing or removing vehicle/equipment from service; using oral and written communication skills, hand and power tools, measuring devices, fluids, lubricants, measuring devices, cleaning equipment and cleaners, and personal protective equipment; according to regulatory requirements, codes, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0837.05 Inspect superstructure (PTO running)** including frame mounting, outrigger leg supports, pedestal, boom arm assembly, links, levers, pin keepers, pins, clamps, brackets, safety restraints, checking for fit, alignment, cracks, leaks, corrosion, scoring, missing, damaged or loose components, distortion, routing of pipes, noise; using personal protective equipment, sight glass indicators, and measuring devices; according to regulatory requirements, codes, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0837.06 Service superstructure** including frame mounting, outrigger leg supports, pedestal, boom arm assembly, links, levers, pin keepers, pins, clamps, brackets, safety restraints, by selecting, inspecting, testing, and analysing performance and function, and by exchanging, aligning, tightening, cleaning, lubricating, and storing or removing vehicle/equipment from service; using oral and written communication skills, hand and power tools, measuring devices, fluids, lubricants, cleaning equipment and cleaners, and personal protective equipment; according to regulatory requirements, codes, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0837.07    Inspect electrical systems (PTO running)** including alternators, starters, regulators, batteries, wiring, gauges, fuses, circuit breakers, relays, coils, solenoids, wiring harnesses, fasteners, mounting brackets, mounting, switches, gauges, indicator lights, plugs and connectors, checking for wear, fit, cracks, leaks, corrosion, chafing, fraying, discolouration, odour, missing, damaged or loose components, distortion, routing of wiring harness, noise; using hand tools, measuring devices, personal protective equipment; according to regulatory requirements, codes, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0837. 08    Service electrical systems** including alternators, starters, regulators, batteries, wiring, gauges, fuses, circuit breakers, relays, coils, solenoids, wiring harnesses, fasteners, mounting brackets, mounting, switches, gauges, indicator lights, plugs and connectors, by selecting, inspecting, testing, and analysing performance and function, and by exchanging, aligning, tightening, cleaning, lubricating, and storing or removing vehicle/equipment from service; using oral and written communication skills, hand and power tools, measuring devices, fluids, lubricants, cleaning equipment and cleaners, charging equipment and personal protective equipment; according to regulatory requirements, codes, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0838.0 Set-Up High Pressure Pumps and Separate Placing Booms****Skills**

**U0838.01 Meet with job site personnel** including security, site supervisor, and other trade representatives, to coordinate position of pump set-up area and concrete delivery, and to discuss lifting procedures, weights and dimensions; using oral communication and communication devices, and personal protective equipment; according to job requirements, site conditions, , manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0838.02 Inspect set-up area** checking for grade, stability, clearances, ground obstacles, slope, condition of ground, proximity to pour, accessibility for concrete delivery, and discussing work area conditions and weather conditions with on- site personnel; using oral communication and communication devices, and personal protective equipment; according to job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0838.03 Position high pressure pumps and separate placing booms** by coordinating delivery, positioning equipment for optimal pipe routing and to ensure access for concrete delivery; using oral communication and communication devices, personal protective equipment; according to job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0838.04 Stabilize pumps** by extending support jacks manually or hydraulically or by coordinating positioning with other workers; inspecting and verifying jacks are in contact with ground/pads, stable and level; using oral communication and communication devices, personal protective equipment; according to job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0838.05 Erect tower** by selecting and assembling vertical tower sections, aligning, wedging, pinning bolting, and tightening to torque specifications, checking for level, damage, torque, lubrication; using hand and power tools, measuring devices oral communication and communication devices, lubricants, and personal protective equipment; according to regulatory requirements, codes, job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0838.06 Attach separate placing boom** including pedestal power pack, by coordinating the hoisting of the boom to the top of the tower, aligning, pinning boom to the tower, inspecting, checking for damage, lubrication, using hand tools, oral communication and communication devices, lubricants, and personal protective equipment; according to regulatory requirements, codes, job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0838.07 Install pipe line** including pipe, diversion valves, clean out pipe, shut-offs, positioning thrust blocks, brackets, heavy duty bolt clamps, gaskets, mounting brackets, and lubrication, by blocking, aligning and fastening sections of pipe, inspecting, checking for fit, alignment, damage, and removing and replacing damaged components; using hand tools, lubricants, oral communication and communication devices, and personal protective equipment; according to job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0838.08    Verify pumping system operation** including pump, separate placing boom, and pipeline, by energizing pump and placing boom, activating diversion valve and monitoring the purging of the pipe system and boom, inspecting, testing and analyzing performance and function, checking for obstructions, hydraulic leaks, damage, noise; using hand tools, oral communication and communication devices, lubricants, and personal protective equipment; according to job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0838.09    Jack tower and separate placing boom** by installing jacking system on the desired floor of the structure, coordinating the installation and activation of the power source, activating the jacking system and extending the lift cylinders, adding piping, clamps, and brackets and installing pins or bolts; inspecting, checking for alignment, fit, tilting, lubrication, obstructions, clearances, damage, loose or missing components and ensuring all guard rails are at floor openings; using hand and power tools, lifting devices, remote control devices, oral communication and communication devices, lubricants, and personal protective equipment; according to job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0839.0 Load and Unload Concrete Pump and Attachments**


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**Skills**

**U0839.01 Select components for transport** including pump, placing boom, tower/mast sections, pipes, clamps, hoses, reducers, brackets, elbows, lubricants, and donnage, inspecting and identifying broken or defective components, and replacing/removing from service; using hand tools, measuring devices, safe lifting procedures, personal protective equipment; according to job requirements, manufacturers' specifications and recommendations, company policy and procedures, and safety requirements.

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**U0839.02 Load components for transport** including pump, placing boom, tower, pipes, clamps, hoses, reducers, brackets, elbows, lubricants, and donnage, identifying locations for storage or positioning components in designated locations; using straps, chains and binders, personal protective equipment, measuring devices, hoisting and lifting devices, warning/signalling devices and safe lifting and loading techniques; according to regulatory requirements, job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0839.03 Secure components for transport**, including pump, placing boom, tower, pipes, clamps, hoses, reducers, brackets, elbows, lubricants, and donnage, by inspecting, and adjusting fastening devices and positioning of components, ensuring load is securely fastened, checking straps, chains, binders, stability of load, and signage is in place; using hand tools, personal protective equipment, safe lifting and loading techniques; according to regulatory requirements, job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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**U0839.04 Unload components from transport vehicles**, including pump, placing boom, tower, pipes, clamps, hoses, reducers, brackets, elbows, lubricants, and donnage, inspecting, checking for site hazards, site conditions, power lines, aerial obstacles and damage, replacing/removing damaged components from service, ensuring components are unloaded with care so that damage does not occur during handling, and that components are organized for access on site; using hand tools, personal protective equipment, safe lifting and unloading techniques, and communication skills and devices; according to regulatory requirements, job requirements, site conditions, manufacturers' specifications and recommendations, company policies and procedures, and safety requirements.

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## Curriculum Learning Outcomes

### **S0831      Protect self and others (9 hrs)**

Upon completion the apprentice is able to:

- interpret regulations, codes, standards and directives, and manufacturers' recommendations and specifications
- describe the effect of work-site conditions on the transport, set-up and operation of equipment and components and delivery of concrete
- select, wear and maintain personal protective equipment
- handle and dispose of materials safely
- recognize workplace hazards and take corrective action
- apply basic first aid
- manage personal health

### **S0832      Communicate in the workplace (9 hrs.)**

Upon completion the apprentice is able to:

- communicate effectively and in a timely manner using various methods, equipment and devices
- complete reports, forms and logs
- demonstrate effective customer relations, and present a professional image
- coach and mentor others

### **S0833      Operate vehicle (18 hrs.)**

Upon completion the apprentice is able to:

- inspect vehicle prior to operation and perform daily servicing
- plan most effective route to work-site taking into consideration multiple factors
- drive vehicle in a professional manner
- position vehicle safely and strategically
- perform daily vehicle shut down procedures

### **S0834      Set-up concrete pump and components (39 hrs.)**

Upon completion the apprentice is able to:

- describe work-site protocol
- perform job site and pour area inspection
- determine set-up position for concrete delivery
- stabilize vehicle using outriggers
- unfold and operate boom
- perform set-up of pipeline and components
- prepare pump for pumping concrete

**S0835      Operate concrete pump and components (42 hrs.)**

Upon completion the apprentice is able to:

- select and mix priming agents
- prime pumps
- identify pumpable concrete application and composition
- operate the concrete pump
- interpret equipment performance and take corrective measures
- describe how to locate and remove blockages
- disassemble and reassemble delivery lines
- describe the placing and lay-out of high pressure pumps and separate placing booms
- describe how to erect and jack towers and separate placing booms
- describe how to install pipe line

**S0836      Clean concrete pump and components (12 hrs.)**

Upon completion the apprentice is able to:

- describe the clean-out process of concrete pump and components
- disassemble and clean pipe and components
- describe cleaning processes for placing boom and delivery lines (reverse pumping, compressed air, high pressure water, and nitrogen gas)
- clean placing boom, delivery lines and components using reverse pumping and compressed air
- describe process for washing hopper and pump kit
- describe the pack-up process for leaving the site

**S0837      Maintain equipment (24hrs.)**

Upon completion the apprentice is able to:

- perform routine daily servicing
- inspect vehicle mechanical systems
- inspect and service hydraulic systems
- inspect and service concrete delivery systems
- inspect and service superstructure
- inspect and service electrical systems

**S0838      Load and unload concrete pump and components (6 hrs.)**

Upon completion the apprentice is able to:

- describe components required for the job
- load components for transport
- secure components for transport
- unload components from transport vehicle

## Definitions

### Apprentice

- An individual who, pursuant to a registered Training Agreement, is receiving or is to receive training in a trade that is required as part of an apprenticeship program
- Holds a Training Agreement in either a compulsory or non-compulsory trade;
- Are subject to any ratios that have been set out in regulation and or recommended by industry for their trade(s);
- Remain as an Apprentice until they receive their Certificate of Apprenticeship

### BOSTA

*Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*

### Certificate of Apprenticeship (C of A)

A certificate issued to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

### Certificate of Qualification (C of Q)

A certificate issued to an individual who has completed an apprenticeship or equivalent AND passed the Certificate of Qualification examination.

### Competence

The ability of an individual to perform a skill, consistently without assistance, in the workplace as set out in the Logbook.

### Competency Analysis Profile (CAP Chart)

A chart that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated during an apprenticeship program.

### Journeyperson

Journeyperson means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journeyperson in a non-compulsory trade who does not hold a certificate of qualification and has equivalent experience in that trade.

### Mandatory Skill

Status assigned to unshaded individual skills, skill sets or general performance objectives which must be signed-off for the Apprentice to complete their program.

### Optional Skill

Status assigned to shaded individual skills, skills sets or general performance objectives for which sign-off is not required for the Apprentice to complete the program.



### **Provisional Certificates of Qualification**

- A Provisional Certificate of Qualification is issued to an individual who has obtained a Certificate of Apprenticeship (in both compulsory and non-compulsory trades) in a program that has a Certificate of Qualification examination, to which the individual has not yet passed the Certificate of Qualification examination.
- A Provisional Certificate of Qualification shall have the prescribed term or, if no term is prescribed, a term of one year.
- In a compulsory trade, the Provisional Certificate of Qualification allows a person to continue working legally in the trade for up to 12 months while they work to pass the certifying exam.
- Individuals with a Provisional Certificate of Qualification are subject to any ratios that have been set out for their trade(s).

### **Ratios**

For the purpose of an Apprenticeship program, a ratio is the maximum number of Journeypersons to Apprentices. The purpose of ratios is to provide consistent supervision, training and continuity of work.

### **Sign-off**

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g. Trainer) indicating an Apprentice's demonstration of competence.

### **Skill**

Individual competency/task described in the Logbook.

### **Skill Sets**

Group or selection of individual skills found in the Logbook.

### **Skill Set Completion for Sponsors**

Listing for all skill sets and includes space for sign-off by Sponsor of record.

### **Sponsor**

Means a person that has entered into a registered Training Agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade as part of an apprenticeship program.

### **Sponsor of Record**

Refers to the Sponsor documented as being signatory to the registered Training Agreement or Contract of Apprenticeship. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified persons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

### **Trainer**

An individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. For a compulsory trade, a qualified Trainer is an individual who holds a Certificate of Qualification. In a non-compulsory trade, a Trainer is an individual who either holds a CofQ, CofA, or is considered equivalent.

## Ready to Write Your Exam?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to hold yourself out as a Journeyperson and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination. To access the Red Seal preparation guide please visit: [red-seal.ca](http://red-seal.ca)

## Ontario's Exam Preparation Guide

[Exam Resources – Skilled Trades Ontario](#)

### Basic Examination Details for You to Know

- You will have **up to four hours to write your examination.**
- Accommodations must be requested and approved prior to scheduling your examination.
- You can leave the examination centre if you complete the examination in less than four hours.
- Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.
- You need a mark of 70% to pass.

### Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the Skilled Trades Ontario website: [Exam Scheduling – Skilled Trades Ontario](#)

### Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with Skilled Trades Ontario.
2. Contact Client Services at Skilled Trades Ontario to pay your examination fee.
3. Contact the local Service Delivery Office to schedule your examination in their examination centre: <https://www.ontario.ca/page/employment-ontario-apprenticeship-offices>

## **Instructions for Recording a Change in Sponsor**

1. Record your first sponsor's information in Sponsor Record #1 – this would be the sponsor who has signed your initial apprenticeship Training Agreement for this trade.
2. If you do change sponsors prior to completing this apprenticeship, please contact your local Service Delivery Office immediately to update your sponsor record.
3. Please make sure you record all the information regarding any additional sponsors of record towards your apprenticeship using the Sponsor Records on the following pages (if applicable).

**You must fill out a Change of Sponsor Record each time you change your sponsor.**

**Sponsor Record #1**

| Sponsor Information  |  |                 |
|----------------------|--|-----------------|
| Apprentice Name      |  |                 |
| Training Agreement # |  | Date (mm/dd/yy) |
| Sponsor Name         |  |                 |
| Address              |  |                 |
| Telephone            |  |                 |
| E-mail Address       |  |                 |

| Summary of Training  |  |
|--|--|
| Employment Start Date  |  |
| Employment End Date  |  |
| Total hours of training & instruction between dates of employment. |  |
| Skill Sets Completed   |  |

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

## Change of Sponsor Record #2

| Sponsor Information  |  |                 |
|----------------------|--|-----------------|
| Apprentice Name      |  |                 |
| Training Agreement # |  | Date (mm/dd/yy) |
| Sponsor Name         |  |                 |
| Address              |  |                 |
| Telephone            |  |                 |
| E-mail Address       |  |                 |

| Summary of Training  |  |
|--|--|
| Employment Start Date  |  |
| Employment End Date  |  |
| Total hours of training & instruction between dates of employment. |  |
| Skill Sets Completed   |  |

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

### Change of Sponsor Record #3

| Sponsor Information  |  |                 |
|----------------------|--|-----------------|
| Apprentice Name      |  |                 |
| Training Agreement # |  | Date (mm/dd/yy) |
| Sponsor Name         |  |                 |
| Address              |  |                 |
| Telephone            |  |                 |
| E-mail Address       |  |                 |

| Summary of Training  |  |
|--|--|
| Employment Start Date  |  |
| Employment End Date  |  |
| Total hours of training & instruction between dates of employment. |  |
| Skill Sets Completed   |  |

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

**Change of Sponsor Record #4**

| Sponsor Information  |  |                 |
|----------------------|--|-----------------|
| Apprentice Name      |  |                 |
| Training Agreement # |  | Date (mm/dd/yy) |
| Sponsor Name         |  |                 |
| Address              |  |                 |
| Telephone            |  |                 |
| E-mail Address       |  |                 |

| Summary of Training  |  |
|--|--|
| Employment Start Date  |  |
| Employment End Date  |  |
| Total hours of training & instruction between dates of employment. |  |
| Skill Sets Completed   |  |

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**



## Appendix A — Instructions for Apprenticeship Program Completion

Once an Apprentice has completed all the classroom training and benchmark on-the-job hours specified for the trade and has acquired all the mandatory skills included in this Logbook.

The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.

1. They sign the forms and submit them to their local Service Delivery Office. To find the closest office, check the contact information at [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices) or call the *Employment Ontario* toll free number at (1-800-387-5656).
2. For All Trades: All mandatory skills (or the combination indicated in the completion requirements for the trade) in the Logbook must be signed-off. The recommended hours are a benchmark. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Service Delivery Office by mail, fax, or email (as a scanned document), they should not include their Logbook; if they are presenting this form in person at the local Service Delivery Office, they should bring their Logbook with them.

After staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the local Service Delivery Office will issue a Certificate of Apprenticeship to the Apprentice.

Skilled Trades Ontario will receive notification of this completion.

- If the Apprentice has completed a program in a **compulsory trade**, Skilled Trades Ontario will automatically register the Apprentice for a Provisional Certificate of Qualification to continue to work legally for one year while preparing for the certification examination.
- If an Apprentice completes their apprenticeship in a **non-compulsory trade** and there is a Certificate of Qualification exam, they must write and pass the exam to receive a Certificate of Qualification from Skilled Trades Ontario.

For permission to schedule an exam once completion is confirmed, the individual must first contact the Skilled Trades Ontario Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee. Once you have paid your exam fee with Skilled Trades Ontario, book your exam by contacting your nearest Employment Ontario local Service Delivery Office.

## Appendix B — Apprentice Completion Form

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Service Delivery Office (find contact information at [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices) or by calling Employment Ontario at (1-800-387-5656).

| Apprentice Information         |  |
|--------------------------------|--|
| Name (print)                   |  |
| Client ID # Issued by Ministry |  |
| Telephone Number(s)            |  |

| Sponsor Information                                  |  |
|--|--|
| Legal Name   |  |
| Address  |  |
| Telephone Number(s)                                  |  |
| Sponsor's Signing Authority<br>( <i>print name</i> ) |  |
| E-mail Address                                       |  |

| Program Information   |   |
|---|---|
| Trade Name  |   |
| Number of hours required as per Training Agreement ( <i>hours-based trades only</i> ) |   |
| Hours completed?<br>( <i>documentation attached</i> )                                 | Yes ( )    No ( )    Not applicable ( ) |
| Classroom training completed or exempt?   | Yes ( )    No ( )    Not applicable ( ) |

I hereby confirm that the information submitted on both sides of this form is true and accurate.

X \_\_\_\_\_  
Apprentice's Signature                      Date

X \_\_\_\_\_  
Signature of Sponsor's Signing Authority                      Date

## Appendix C — Skill Set Completion for Sponsors

You will find the skill set numbers and titles in the Logbook's Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice's Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

| Skill Set # | Skill Set Title                                       | Signing Authority Signature |
|-------------|---|-----------------------------|
| UU0831.0    | Protect Self and Others                               |                             |
| UU0832.0    | Communicate in the Workplace                          |                             |
| UU0833.0    | Operate Vehicle                                       |                             |
| UU0834.0    | Set-Up Concrete Pumps and Components                  |                             |
| UU0835.0    | Operate Concrete Pumps and Components                 |                             |
| UU0836.0    | Clean Concrete Pumps and Components                   |                             |
| UU0837.0    | Maintain Equipment                                    |                             |
| UU0838.0    | Set-Up High Pressure Pumps and Separate Placing Booms |                             |
| UU0839.0    | Load and Unload Concrete Pump and Attachments         |                             |

### Ministry of Labour, Immigration, Training and Skills Development use only:

Sponsor verified as most recent sponsor of record: Yes ( ) No ( )

Documentation to support completion of hours attached: Yes ( ) No ( )

Completion of classroom training verified: Yes ( ) No ( )

Staff Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

### Learning Outcomes Completion Form

| Date of Completion | Organization Name(s) | Signing Authority Signature |
|--------------------|----------------------|-----------------------------|
|                    |                      |                             |

## Appendix D — Local Service Delivery Offices in Ontario

For current office listings visit: [ontario.ca/page/employment-Ontario-apprenticeship-offices](http://ontario.ca/page/employment-Ontario-apprenticeship-offices)

| Location  | Contact   | Location  | Contact   |
|---|---|---|---|
| <b>Barrie</b><br>705-737-1431                       | 55 Cedar Pointe Dr Unit 609,<br>Barrie, ON L4N 5R7                                | <b>Marathon</b><br>807-346-1550                           | 52 Peninsula Road, Suite 103<br>Marathon, Ontario, P0T 2E0                                    |
| <b>Belleville</b><br>613-968-5558<br>1-800-953-6885 | 135 North Front St, Belleville,<br>ON K8P 3B5                                     | <b>Markham</b><br>905-513-2695                            | 140 Allstate Parkway, Suite<br>505, Markham, Ontario L3R<br>5Y8                               |
| <b>Brantford</b><br>519-756-5197                    | 505 Park Rd North Suite 201,<br>Brantford, ON N3R 7K8                             | <b>North Bay</b><br>705-495-8515<br>1-800-236-0744        | 200 First Ave West, North Bay,<br>ON P1B 3B9  |
| <b>Chatham</b><br>519-354-2766<br>1-800-214-8284    | 870 Richmond St West 1st<br>Floor, Chatham, ON N7M 5J5                            | <b>Ottawa</b><br>613-731-7100<br>1-877-221-1220           | Preston Square, 347 Preston<br>Street, Suite 310, Ottawa, ON<br>K1S 3H8                       |
| <b>Cornwall</b><br>613-938-9702<br>1-877-668-6604   | 132 Second St East Ste 202,<br>Cornwall, ON K6H 1Y4                               | <b>Owen Sound</b><br>519-376-5790<br>1-800-838-9468       | 1450 1st Ave West, Suite 100,<br>Owen Sound, ON N4K 6W2                                       |
| <b>Dryden</b><br>807-456-2665<br>1-800-734-9572     | Provincial Government Building,<br>479 Government St, Dryden,<br>ON P8N 3K9       | <b>Peel</b><br>905-279-7333<br>1-800-736-5520             | The Emerald Centre, 10<br>Kingsbridge Garden Circle,<br>Suite 404, Mississauga, ON<br>L5R 3K6 |
| <b>Durham</b><br>905-433-0595<br>1-800-461-4608     | 78 Richmond Street West,<br>Oshawa, ON L1G 1E1                                    | <b>Pembroke</b><br>613-735-3911<br>1-800-807-0227         | 615 Pembroke St East,<br>Pembroke, ON K8A 3L7   |
| <b>Elliot Lake</b><br>1-800-236-8817                | 50 Hillside Dr North, Elliot Lake,<br>ON P5A 1X4                                  | <b>Peterborough</b><br>705-745-1918<br>1-877-433-6555     | 901 Lansdowne St West,<br>Peterborough, ON K9J 1Z5  |
| <b>Fort Frances</b><br>807-274-8634                 | 922 Scott St 2nd Flr, Fort<br>Frances, ON P9A 1J4                                 | <b>Sarnia</b><br>519-542-7705<br>1-800-363-8453           | Bayside Mall, 150 Christina St<br>North, Sarnia, ON N7T 7W5                                   |
| <b>Geraldton</b><br>807-854-1966                    | 208 Beamish Avenue West<br>Geraldton, Ontario<br>P0T 1M0                          | <b>Sault Ste. Marie</b><br>705-945-6815<br>1-800-236-8817 | 477 Queen St East 4th Flr,<br>Sault Ste Marie, ON P6A 1Z5                                     |
| <b>Halton</b><br>905-842-5105<br>1-844-901-5105     | 700 Dorval Dr., Suite 201,<br>Oakville, ON L6K 3V3                                | <b>St Catharines</b><br>905-704-2991<br>1-800-263-4475    | Garden City Tower, 301 St Paul<br>St East, 10th Flr, St Catharines,<br>ON L2R 7R4             |
| <b>Hamilton</b><br>905-521-7764<br>1-800-668-4479   | Ellen Fairclough Bldg, 119 King<br>St West 8th Flr, Hamilton, ON<br>L8P 4Y7       | <b>Sudbury</b><br>705-564-3030<br>1-800-603-5999          | 159 Cedar St Ste 506, Sudbury,<br>ON P3E 6A5  |
| <b>Kapuskasing</b><br>705-465-5785<br>705-235-1950  | Ontario Government Complex,<br>122 Government Rd West,<br>Kapuskasing, ON P5N 2X8 | <b>Thunder Bay</b><br>807-346-1550<br>1-800-439-5493      | 189 Red River Rd Suite 103,<br>Thunder Bay, ON P7B 1A2  |
| <b>Kenora</b><br>807-468-2879<br>1-800-734-9572     | 227 1/2 Second St South,<br>Kenora, ON P9N 1G4                                    | <b>Timmins</b><br>705-235-1950<br>1-877-275-5139          | Ontario Government Complex,<br>5520 Highway 101 East Wing B,<br>South Porcupine, ON P0N 1H0   |
| <b>Kingston</b><br>613-548-1151<br>1-866-973-4043   | Alliance Business Centre, 299<br>Concession St Ste 201,<br>Kingston, ON K7K 2B9   | <b>Toronto Centre</b><br>416-927-7366<br>1-800-387-5656   | 2 St Clair West, 11 <sup>th</sup> floor<br>Toronto, ON M4A 1L5                                |
| <b>Kitchener</b><br>519-653-5758<br>1-866-877-0099  | 4275 King St East, Kitchener,<br>ON N2P 2E9                                       | <b>Toronto South</b><br>416-326-5800                      | 625 Church St 1st Fl, Toronto,<br>ON M7A 2B5  |
| <b>London</b><br>519-675-7788<br>1-800-265-1050     | 1200 Commissioners Rd E, Unit<br>72, London, ON N5Z 4R3                           | <b>Windsor</b><br>519-973-1441                            | Roundhouse Centre, 3155<br>Howard Ave 2nd Fl, Suite 200,<br>Windsor, ON N8X 4Y8               |

### Competency Analysis Profile (CAP) Chart

|  |  |  |  |   |  |
|--|--|--|--|---|--|
| <b>U0831.0</b><br>Protect Self<br>and Others | <b>U0831.01</b><br>Comply with<br>acts, regulations,<br>codes,<br>standards, and<br>directives | <b>U0831.02</b><br>Utilize personal<br>protective<br>equipment                   | <b>U0831.03</b><br>Maintain<br>personal<br>protective<br>equipment           | <b>U0831.04</b><br>Perform<br>housekeeping<br>duties                | <b>U0831.05</b><br>Identify hazards<br>and hazardous<br>conditions,<br>equipment, and<br>materials |
|  | <b>U0831.06</b><br>Manually move<br>equipment,<br>supplies, and<br>components                  | <b>U0831.07</b><br>Report injuries to<br>supervisor or<br>first-aid<br>personnel | <b>U0831.08</b><br>Respond to<br>audio-visual<br>alarms                      | <b>U0831.09</b><br>Follow company<br>or worksite fire<br>procedures | <b>U0831.10</b><br>Handle<br>hazardous/toxic<br>materials  |
|  | <b>U0831.11</b><br>Assess worksite<br>conditions   | <b>U0831.12</b><br>Manage personal<br>health                                     |  |   |  |
|  | <b>U0832.01</b><br>Communicate<br>orally   | <b>U0832.02</b><br>Communicate in<br>writing                                     | <b>U0832.03</b><br>Communicate by<br>mechanical and<br>electronic<br>devices | <b>U0832.04</b><br>Communicate by<br>hand signals                   | <b>U0832.05</b><br>Build and<br>maintain<br>interpersonal<br>relationships                         |
|  | <b>U0832.06</b><br>Practice<br>customer<br>relations (internal<br>and external)                | <b>U0832.07</b><br>Present a<br>professional<br>image                            | <b>U0832.08</b><br>Coach and<br>mentor<br>co-workers                         |   |  |
|  |  |  |  |   |  |
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**Competency Analysis Profile: Concrete Pump Operator 637C** *(all unshaded skill sets must be completed)*

|   |  |  |   |  |   |
|---|--|--|---|--|---|
| <b>U0833.0</b><br>Operate Vehicle                     | <b>U0833.01</b><br>Perform pre-operational inspection with engine off/on | <b>U0833.02</b><br>Perform routine daily servicing           | <b>U0833.03</b><br>Plan route                                 | <b>U0833.04</b><br>Drive vehicle                                   | <b>U0833.05</b><br>N/A                                      |
|   | <b>U0833.06</b><br>Position vehicle                                      | <b>U0833.07</b><br>Engage the PTO (power take-off)           | <b>U0833.08</b><br>Disengage the PTO (power take-off)         | <b>U0833.09</b><br>Shut-down vehicle at end of workday             |   |
| <b>U0834.0</b><br>Set-Up Concrete Pump and Components | <b>U0834.01</b><br>Meet with job site personnel                          | <b>U0834.02</b><br>Inspect set-up area                       | <b>U0834.03</b><br>Inspect pour area                          | <b>U0834.04</b><br>Position vehicle in proximity to pour           | <b>U0834.05</b><br>Activate outriggers                      |
|   | <b>U0834.06</b><br>Stabilize vehicle                                     | <b>U0834.07</b><br>Unfold boom                               | <b>U0834.08</b><br>Verify stability of vehicle and components | <b>U0834.09</b><br>Verify concrete pump system is ready to operate | <b>U0834.10</b><br>Unload pipeline equipment and components |
|   | <b>U0834.11</b><br>Lay-out pipeline equipment and components             | <b>U0834.12</b><br>Connect pipeline equipment and components |   |  |   |
|   |  |  |   |  |   |
|   |  |  |   |  |   |

**Competency Analysis Profile: Concrete Pump Operator 637C** *(all unshaded skill sets must be completed)*

|   |   |  |  |  |   |
|---|---|--|--|--|---|
| <b>U0835.0</b><br><b>Operate Concrete Pump and Components</b> | <b>U0835.01</b><br>Select priming agent                                     | <b>U0835.02</b><br>Mix priming agent                 | <b>U0835.03</b><br>Prime pumps                         | <b>U0835.04</b><br>Confirm pumpable mix  | <b>U0835.05</b><br>Pump concrete  |
|   | <b>U0835.06</b><br>Operate boom   | <b>U0835.07</b><br>Monitor concrete pour             | <b>U0835.08</b><br>Locate blockages                    | <b>U0835.09</b><br>Remove blockages  | <b>U0835.10</b><br>Reassemble delivery line   |
| <b>U0836.0</b><br><b>Clean Concrete Pump and Components</b>   | <b>U0836.01</b><br>Plan clean-out process of concrete pump and components   | <b>U0836.02</b><br>Alleviate line pressure           | <b>U0836.03</b><br>Disassemble pipeline and components | <b>U0836.04</b><br>Clean-out concrete placing boom and delivery lines by reverse pumping | <b>U0836.05</b><br>Clean-out concrete placing boom and delivery lines by compressed air |
|   | <b>U0836.06</b><br>Clean-out concrete delivery lines by high pressure water | <b>U0836.07</b><br>Clean-out concrete delivery lines | <b>U0836.08</b><br>Empty concrete from pipe            | <b>U0836.09</b><br>Wash pipe and components  | <b>U0836.10</b><br>Stow pipe and components   |
|   | <b>U0836.11</b><br>Fold boom and tip hose for transport                     | <b>U0836.12</b><br>Retract outriggers                | <b>U0836.13</b><br>Wash hopper and pump kit            | <b>U0836.14</b><br>Perform circle check  |   |
|   |   |  |  |  |   |

**Competency Analysis Profile: Concrete Pump Operator 637C** *(all unshaded skill sets must be completed)*

|  |   |  |  |  |  |
|--|---|--|--|--|--|
| <b>U0837.0</b><br><b>Maintain Equipment</b>                                    | <b>U0837.01</b><br>Inspect hydraulic systems<br>(PTO running) | <b>U0837.02</b><br>Service hydraulic systems                   | <b>U0837.03</b><br>Inspect concrete delivery systems<br>(PTO running)      | <b>U0837.04</b><br>Service concrete delivery systems         | <b>U0837.05</b><br>Inspect superstructure<br>(PTO running) |
|  | <b>U0837.06</b><br>Service superstructure                     | <b>U0837.07</b><br>Inspect electrical systems<br>(PTO running) | <b>U0837.08</b><br>Service electrical systems                              |  |  |
| <b>U0838.0</b><br><b>Set-Up High Pressure Pumps and Separate Placing Booms</b> | <b>U0838.01</b><br>Meet with job site personnel               | <b>U0838.02</b><br>Inspect set-up area                         | <b>U0838.03</b><br>Position high pressure pumps and separate placing booms | <b>U0838.04</b><br>Stabilize pumps                           | <b>U0838.05</b><br>Erect tower                             |
|  | <b>U0838.06</b><br>Attach separate placing boom               | <b>U0838.07</b><br>Install pipe line                           | <b>U0838.08</b><br>Verify pumping system operation                         | <b>U0838.09</b><br>Jack tower and separate placing boom      |  |
|  |   |  |  |  |  |
| <b>U0839.0</b><br><b>Load and Unload Concrete Pump and Attachments</b>         | <b>U0839.01</b><br>Select components for transport            | <b>U0839.02</b><br>Load components for transport               | <b>U0839.03</b><br>Secure components for transport                         | <b>U0839.04</b><br>Unload components from transport vehicles |  |



**Notes**

[illegible]

# Completing Your Apprenticeship Program

Once your sponsor agrees you are competent in the required skills, your hours are complete and you have completed all the levels of classroom training required for your trade:

- ✓ Follow the completion instructions on the Completion Form (Appendix A) in the Logbook.
- ✓ Answer any questions that MLITSD staff may have and provide any additional completion documentation that may be required.
- ✓ Once completion is confirmed, MLITSD will issue you a Certificate of Apprenticeship and notify Skilled Trades Ontario.

## After Your Apprenticeship

If you are in a trade with a certification exam, Skilled Trades Ontario will receive notice of your completion.

For compulsory trades, you will be issued a Provisional Certificate of Qualification which will allow you to work legally for up to 12 months until you write and pass your examination.

For a non-compulsory trade, once you pass your examination, you will be issued a Certificate of Qualification for your trade.

## Preparing For Your Exam

- **To pay for a Certificate of Qualification examination, contact Skilled Trades Ontario** Client Services Department at: 647-847-3000 or toll free at 1-855-299-0028
- **To schedule your exam:** Once you have paid, contact your local Service Delivery Office to book your exam.
- **Download Skilled Trades Ontario exam preparation guide at:** [Exam Resources – Skilled Trades Ontario](#) and/or view the exam preparation guide for Red Seal trades at: [red-seal.ca](http://red-seal.ca)



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