



**Skilled
Trades**
Ontario

**Métiers
spécialisés**
Ontario

Apprenticeship
Training Standard
Logbook

Mobile Crane Operator
Branch 1

Trade Code: 339A

1998

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

** 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

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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 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.

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

**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 and 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 Mobile Crane Operator Branch 1 339A 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

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/;
- 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 Mobile Crane Operator Branch 1 is set out in section 65 of Ontario Regulation 875/21 under BOSTA and reads as follows:

65. (1) The scope of practice for the trade of hoisting engineer — mobile crane operator 1 includes maintaining and operating mobile cranes that are capable of raising, lowering or moving any material that weighs more than 16,000 pounds.
- (2) For the purposes of this section and section 66,
- “mobile crane” means a mechanical device or structure that incorporates a boom that,
- (a) is capable of moving in the vertical and horizontal plane,
 - (b) is capable of raising, lowering or moving a load suspended from the boom by a hook or rope, and
 - (c) is mounted on a mobile base or chassis,
- and includes a telescoping or articulated boom but does not include equipment that is used exclusively for fire-fighting or by automotive wreckers and tow trucks to clear wrecks and haul vehicles.

*While the Logbook draws on the scope of practice regulation (Section 65 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 5520 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 480 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

Total Training Hours

6000 hours

Journeyman to Apprentice Ratio

Ratios in Regulation:

If a trade has been prescribed as being subject to an apprentice to journeyman ratio, the number of apprentices who may be sponsored or employed by a person in the trade in relation to the number of journeymen employed or otherwise engaged by the person in the trade **shall not exceed one apprentice for each journeyman**; Further information can be found in the Apprenticeship section of the Government of Ontario website at ontario.ca/page/hire-apprentice

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 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

In general, the standard of performance for this trade 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

Other Suggested or Required Certification(s) and Training

While an apprentice receives health, safety and occupational specific training and/or certification in a variety of fields during their apprenticeship, it is important to be aware that other occupational health and safety training and certification renewal or updating may also be required during their career before performing new types of work.

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 (Please Print)	Trainer's Signature	Date of start with Trainer (day/month/year)

U5318.0 Protect Self and Others

General Performance Objective

Protect self and others by: wearing and maintaining protective clothing and equipment; maintaining a safe working environment; performing fire safety practices; operating the crane safely; operating the crane safely near high voltage; reporting contact with high voltage; performing emergency exit procedures; communicating with colleagues; servicing machinery guards; and securing unattended cranes.

Performance Objectives

Skills

U5318.1 Wear and maintain personal protective clothing and equipment, including hard hat, goggles, and hearing protectors in accordance with company policy and the Ontario Health and Safety Act.

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

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

U5318.2 **Maintain a safe work environment**, by ensuring the work site free of hazards and obstructions including overhead and embankment obstacles, in accordance with company procedures and the Occupational Health and Safety Act.

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

U5318.3 **Perform recommended fire safety procedures**, including inspecting the workplace and equipment, and using firefighting techniques in accordance with company policy and the Occupational Health and Safety Act.

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

U5318.4 **Operate the crane safely**, by ensuring safety of personnel and property, reporting accidents to appropriate workplace personnel and completing accident reports, and notifying local utility companies of crane operations, in accordance with the Occupational Health and Safety Act, and manufacturers' recommendations.

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

U5318.5 Operate crane safely near high voltage equipment, by following recommended procedures including limits of approach, designating a signaler, use of insulated materials and blankets, grounding, and bonding in accordance with the Occupational Health and Safety Act, utility regulations, and other government legislation.

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

U5318.6 Report crane contact with high voltage, to the work site supervisor, and record in log book in accordance with the Occupational Health and Safety Act, other government legislation and company policy.

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

U5318.7 Perform emergency exit procedures, by following the recommended dismounting procedures, including grounding, and bonding in case of accidental electric contact in accordance with the Occupational Health and Safety Act.

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

U5318.8 **Communicate with other workers and tradespersons**, before and during lifting operations, by using a designated signal person and other communication devices in accordance with company policy and the Occupational Health and Safety Act.

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

U5318.9 **Service machinery guards and covers**, by replacing and installing missing or damaged parts and components in accordance with manufactures' recommendations and the Occupational Health and Safety Act.

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

U5318.10 **Secure an unattended crane for short periods**, by landing load on the ground, securing controls, retracting and stowing the boom, disengaging power take-off and master switch, and removing keys, extending outrigger with jacks, and engaging axle lockouts in accordance with manufacturers' recommendations, the Occupational Health and Safety Act, and company policy.

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

U5318.11 Secure an unattended crane for extended periods, by following recommended procedures which may include landing load on the ground and disconnecting, parking crane on firm and level ground, retracting and stowing the outriggers and stabilizers, applying brakes and locks, disengaging power take-off and master clutch, removing keys and locking doors in accordance with manufacturers' recommendations, the Occupational Health and Safety Act, and company policy.

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

U5319.0 Conduct Pre-Operational Inspection

General Performance Objective

Conduct pre-operational inspection by: reading and interpreting documentation; performing various engine inspections; testing the carrier outrigger and stabilizer assemblies; inspecting the swing bearing and turntable; inspecting and testing the telescopic sections of the hydraulic boom, inspecting the wire rope, assemblies and components; inspecting the hydraulic boom lattice boom, counterweights, safety and hydraulic devices and components; performing preoperational cycle inspection; testing the steering drives, brakes and components; verifying crane operator aids; and completing documentation of the crane log book to ensure machine is operating condition.

Performance Objectives

Skills

U5319.1 Read and interpret manufacturers' manuals and government legislation, to identify the sequence of inspection procedures, location and function of controls, and shut down procedures to ensure that pre-operational inspections are conducted in accordance with manufacturers' recommendations, the Occupational Health and Safety Act, and company policy.

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

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

U5319.2 Perform an engine off inspection of the crane and components, by checking for leaks, damage, corrosion, abnormal wear, and checking that lubrication, fluid levels and alignment are in accordance with manufacturers' recommendations.

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

U5319.3 Perform an engine start up inspection, by checking that controls and gauges, including air and oil pressure, ampmeter, and warning devices are functioning in accordance with manufacturers' recommendations.

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

U5319.4 Perform an engine on inspection of the crane and components, by checking for leaks, damage, corrosion, lubrication, ensuring operating temperatures and pressure gauges are functioning in accordance with manufacturers' recommendations.

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

U5319.5 Perform an engine on function test of the carrier and components, including the clutch, brakes, steering, transmission and drive train by engaging the transmission, disengaging park, engaging service brakes, and turning steering left and right, checking for leaks, wear and required adjustments in accordance with manufacturers' recommendations.

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

U5319.6 Perform a function test of the outrigger and stabilizer assemblies, by fully extending and retracting outriggers beams and jacks in accordance with manufacturers' recommendations.

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

U5319.7 Inspect the swing bearing and turntable, by checking for loose bolts, adequate lubrication, structural cracks, distortions and damage in accordance with manufacturers' recommendations.

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

U5319.8 **Inspect telescopic sections of hydraulic boom**, by checking for structural damage, cracks, wear, sag, alignments, lubrication and leaks in accordance with manufacturers' recommendations.

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

U5319.9 **Test the telescopic section of the hydraulic booms**, by fully extending and retracting boom sections in accordance with manufacturers' recommendations.

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

U5319.10 **Inspect wire rope assemblies and components**, including rope guides, drums, blocks, hooks, sheaves, wedge and socket termination, by checking for structural cracks, worn bearings, lubrication, operation and installation in accordance with manufacturers' recommendations and the Occupational Health and Safety Act.

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

U5319.11 Inspect wire rope, by checking for frayed cable, excessive wear, "bird caging", and correct installation in accordance with manufacturers' recommendations and the Occupational Health and Safety Act.

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

U5319.12 Inspect the hydraulic boom and components, including cylinders, wear pads, stress points, pumps, hoses, weld joints, and attachments, by checking for structural damage, alignment, leaks, lubrication, weld joint cracks, sags and worn wear pads in accordance with manufacturers' recommendations and the Occupational Health and Safety Act

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

U5319.13 Inspect the lattice boom and components, including pins, keepers, main chords, lacing, guides, locks, hooks and sheaves, by checking for cracks, dents, alignment, corrosion and structural damage in accordance with manufacturers' recommendations and the Occupational Health and Safety Act.

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

U5319.14 Inspect counterweights, hydraulic devices and attachments, by checking for structural damage, loose bolts and pins, alignment, function and operation of warning gauges in accordance with manufacturers' recommendations.

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

U5319.15 Perform pre-operational cycle inspection, by raising and lowering the boom, raising and lowering the hoist, swinging the crane left and right, telescoping boom in and out, and articulating the boom to ensure that all operations function safely in accordance with manufacturers' recommendations.

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

U5319.16 Test steering gear box, by turning the steering wheel checking for excessive play, checking tire wear, checking for loose wheel nuts and bolts, checking for axle and wheel box leaks, and damaged parts so that steering can be performed safely and efficiently, in accordance with manufacturers' recommendations and government legislation.

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

U5319.17 Test air brake system and components, by building up drained air tanks to maximum operating pressure, and checking all low air pressure gauges, warning devices and governor cut out pressure gauges ensuring they are operational and functional, in accordance with manufacturers' recommendations and government legislation.

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

U5319.18 Test parking and service brakes, by checking that the brake system is at maximum pressure, releasing the parking brake control valves, measuring the length of each push rod, and applying full foot valve to ensure service and parking brakes function safely and efficiently in accordance with manufacturers' recommendations and government legislation.

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

U5319.19 Verify crane operator aids are available in the crane, by checking load charts and log book for legibility, visibility, and outstanding maintenance in accordance with company policy and the Occupational Health and Safety Act.

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

U5319.20 **Inspect crane and operator safety devices**, including load moment indicator (LMI), anti- two-block devices, boom angle indicators, drum feelers, leveling devices and other warning systems to ensure that the crane and operator safety aids are functioning in accordance with manufacturers' recommendations.

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

U5319.21 **Complete documentation of the crane log book**, by ensuring all entries are legible, clear and concise in accordance with company procedures and the Occupational Health and Safety Act.

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

U5320.0 Prep Are and Transport Cranes

General Performance Objective

Prepare and transport cranes by: preparing equipment for transport; inspecting the transporter; loading and securing crane and components; calculating the gross vehicle weight; and obtaining required permits.

Performance Objectives

Skills

U5320.1 Prepare wheeled or crawler type cranes for transport, by removing components, boom sections and attachments, and mobilizing or demobilizing upper works, counterweights, outrigger assemblies, hooks and blocks in accordance with manufacturers' recommendations and government legislation.

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

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

U5320.2 Inspect the transporter, to ensure it is positioned on firm and level ground, and that the blocking, timber, and ramps are in place to support the weight of the crane during loading, so that the crane can be loaded for transportation safely and efficiently, in accordance with company policy.

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

U5320.3 **Load the crane and component parts on to transporter**, by following recommended procedures which may include driving crane onto transport, dismantling the crane, hoisting and rigging crane parts on to transport, so that the crane can be loaded safely and efficiently, in accordance with manufacturers' recommendations and government legislation.

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

U5320.4 **Secure the crane and components for travel**, by blocking the wheels and tracks using chains, binders or other tie down equipment, so that the crane and components do not move during travel, in accordance with manufacturers' recommendations and government legislation.

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

U5320.5 **Calculate gross vehicle weight (GVW)**, by using the registered GVW, number of axles, boom components and attachments, rigging hardware and road restrictions in accordance with manufacturers' recommendations, company policy and the HTA.

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

U5320.6 Obtain and verify required permits and documentation for transport, including logbooks, flags, flashers, warning signs, and road permits in accordance with government legislation.

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

U5321.0 Plan Lifts

General Performance Objective

Plan lifts by: reading and interpreting documentation; inspecting access to the crane site; calculating all load weights; determining crane configurations; preparing rigging; selecting the crane and attachments; and identifying a signal person, so that pre-lift planning can be conducted in an efficient manner.

Performance Objectives

Skills

U5321.1 Read and interpret documentation, including manufacturer's manuals, load charts, blue prints, engineering drawings, work site specifications, and bills of lading, to identify, select, and calculate crane, configurations and attachments, load weights, gross loads on cranes, gross capacities, working radius and hook height so that pre-lift planning can be performed efficiently.

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

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

U5321.2 Inspect access to the crane site, ensuring area is compacted, graded and free from hazards including underground and overhead obstructions, and checking for adequate distances from embankments and structures so that the crane is set up at site in accordance with the Occupational Health and Safety Act, other government legislation, manufacturers' recommendations and company policy.

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

U5321.3 Calculate all load weights and gross loads, by using the manufacturers' manuals, blue prints, engineering drawings, bills of lading, load charts, calculators and other measuring devices so that lifts can be performed in a safe and efficient manner.

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

U5321.4 Select crane configuration and attachments, required for lift, by using gross capacities chart, calculated gross loads, working radius, hook height, work site condition reports, and manufacturers' manuals so that crane and attachments are configured to perform the lift in a safe and efficient manner.

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

U5321.5 Prepare rigging, by determining the number of parts of line, and selecting slings and hardware so that rigging procedures can be performed safely and efficiently in accordance with rigging manuals, manufacturers' recommendations and company policy.

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

U5321.6 Select crane and equipment, by using manufacturers' manuals, calculated rigging requirements, and crane capacity charts, in accordance with work site requirements, manufacturers' recommendations, and company policy.

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

U5321.7 Identify signal person, by communicating with work site supervisor and crew, and determining types of communication to be used, so that lifts can be performed safely and efficiently in accordance with the Occupational Health and Safety Act and company policy.

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

U5322.0 Assemble and Dismantle the Cranes

General Performance Objective

Assemble and dismantle rubber tired, truck mounted, conventional (friction) and hydraulic cranes by: inspecting crane site; reading and interpreting assembly and dismantling procedural manuals and government legislation; unloading the crane; assembling and dismantling lattice and hydraulic (telescopic) booms and assemblies; dismantling crane and components; and inspecting the assembled crane and components.

Performance Objectives

Skills

U5322.1 Inspect the crane site, to ensure area is compacted, graded, free of hazards including electrical power lines, overhead and underground hazards, and checking for adequate distances from embankments and structures so that the crane can be set up safely and efficiently.

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

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

U5322.2 Read and interpret documentation, including manufacturers' manuals, the Occupational Health and Safety Act, government regulations, job specifications and company policy to identify and determine, lattice and hydraulic (telescopic) boom crane assembly, swing clearances, crane capacity, set up and dismantling procedures so that the crane can be assembled and dismantled safely and efficiently.

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

U5322.3 Unload the crane from the transport, by removing all tie down assemblies and apparatus, and ensuring blocking, timbers and ramps are adequate to support the weight of the crane during unloading operation in accordance with the Occupational Health and Safety Act, other government legislation, manufacturers recommendations and company policy.

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

U5322.4 Assemble lattice boom assemblies, including jibs, pendants, and boom extensions, by blocking, slinging, installing jib assemblies, and locating boom sections using hammering pins, bars, keeper pins and bolts in accordance with manufacturers' recommendations, government legislation, job specifications, and company policy.

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

U5322.5 Dismantle lattice boom assemblies, including jib and boom extensions, by positioning the crane to allow for adequate swing clearance, lowering the boom to horizontal position, blocking, and removing support pins and pendants in accordance with manufacturers' recommendations, government legislation, and company policy.

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

U5322.6 Assemble hydraulic (telescopic) boom assemblies, including jibs, pendants, and boom extensions, by extending and setting outriggers and stabilizers, extending counterweights, blocking, slinging, lifting, installing, and locating boom sections in accordance with manufacturers' recommendations, government legislation, job specifications, and company policy.

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

U5322.7 Dismantle hydraulic (telescopic) boom assemblies, including jib and boom extensions, by lowering the boom to horizontal position, blocking, removing support pins and pendants, and allowing for adequate swing clearance in accordance with manufacturers' recommendations, government legislation, and company policy.

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

U5322.8 Dismantle crane and components, by ensuring integrity of components in accordance with manufacturers' recommendations. .

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

U5322.9 **Inspect assembled crane and components**, including *boom*, cable reeving, counterweights, and outriggers, by checking for loose pins, locks, cable keepers, and ensuring wedges, sockets and attachments are installed in accordance with manufacturers' recommendations, the Occupational Health and Safety Act and inspection schedules.

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

U5323.0 Perform Rigging

General Performance Objective

Perform various rigging procedures by: reading and interpreting rigging manuals and government legislation; inspecting rigging equipment; performing various rigging and slinging techniques; and maintaining and storing rigging equipment.

Performance Objectives

Skills

U5323.1 Read and interpret documentation, including supplier, manufacturer and rigging manuals, the Occupational Health and Safety Act, and company policy to identify, calculate and determine, rigging hardware and application, sling arrangements and angles, safe working loads (SWL), safety devices, and maintenance procedures so that rigging can be performed in a safe and efficient manner.

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

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

U5323.2 **Inspect rigging equipment**, by checking for frayed, cut, damaged and worn equipment, to ensure that rigging equipment is operational and ready for use in accordance with manufacturer and rigging manuals, the Occupational Health and Safety Act, and company policy.

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

U5323.3 **Perform rigging and slinging techniques**, which may include endless, eye to eye, eye to hook, multiple cables on master link to eyes to hooks, master link to master link, master link to hook, multiple chains on master link or hooks, using rigging hardware and sling arrangement types such as fibre, wire rope, alloy steel chains, shackles, saddle cable clips, eye bolts, slings, turnbuckles, come-alongs, choker hooks, spreader bars, swivels and tag lines, so that lifts can be rigged safely and efficiently, in accordance with manufacturers' and suppliers' recommendations, rigging manuals, the Occupational Health and Safety Act, other government legislation, and company policy.

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

U5323.4 Maintain and store rigging equipment, by lubricating wire rope and chain, cleaning slings and hardware, storing equipment in dry areas away from heat and corrosive chemicals, so that equipment is maintained and stored in a safe manner, in accordance with manufacturer's and supplier's recommendations, rigging manuals, the Occupational Health and Safety Act and company policy.

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

U5324.0 Set Up Cranes

General Performance Objective

Set up the crane by: inspecting crane site; verifying the gross loads, working radius, and hook height; programming the on board computer; setting the crane on blocking; extending outrigger beams; setting the pads, floats, crawlers and outriggers; setting tire clearances; leveling crane; and locking and chocking crawlers.

Performance Objectives

Skills

U5324.1 Inspect the crane site, by ensuring that the soil is compacted and graded, that there is adequate distances from embankments and structures, and the set up area is free of hazards, including electrical power lines, overhead and underground hazards, so that the crane can be set up safely and efficiently in accordance with company policy and safety regulations..

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

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

U5324.2 Verify the crane gross load, working radius and hook height, by ensuring the boom configuration and length is suitable for the lift, in accordance with crane capacity charts and manufacturers' recommendations.

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

U5324.3 Program the on board computer system, by inputting lift data including outrigger, boom and jib configurations, parts of line, reaving, and blocks so that the crane can be set up safely and efficiently in accordance with manufacturers' recommendations and company policy.

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

U5324.4 Set the crane on firm level blocking, by selecting and positioning the blocking in accordance with pre-site inspection reports, soil conditions, manufacturers' recommendations, the Occupational Health and Safety Act and company policy.

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

U5324.5 Extend outrigger beams, by engaging and disengaging controls to ensure that beams are operating and functioning in accordance with manufacturers' recommendations.

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

U5324.6 **Set the pads, floats, crawlers and outriggers,** to provide support during the crane operation, by following recommended procedures in accordance with pre-site inspection reports and manufacturers' recommendations.

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

U5324.7 **Set the correct tire clearance, for crane operation,** by raising or lowering the hydraulic jacks in accordance with manufacturers' recommendations.

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

U5324.8 **Level the crane,** by raising or lowering the outrigger jacks, and blocking, using a leveling device, in accordance with manufacturers' recommendations and the Occupational Health and Safety Act.

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

U5324.9 **Lock and chock crawlers**, to ensure against movement during lifting operations, by following recommended procedures, in accordance with safe working practices and manufacturers' recommendations.

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

U5325.0 Operate Hydraulic Cranes

General Performance Objective

Operate hydraulic cranes by: starting the engine(s); verifying weight loads and crane capacities; performing various hoisting operations; performing specialty lifts and operations; performing picking and carrying operations; operating a crane equipped with a personnel bucket; and driving equipment on work site or public highways.

Performance Objectives

Skills

U5325.1 Starting engine(s), by cranking starter, allowing adequate time for warm up of the engine and components, bringing air and oil pressure to correct operating levels, using required tools and equipment including glow plugs, ether injection systems, aerosols and block heaters, in accordance with manufacturer's recommendations and company policy.

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

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

U5325.2 Verify weight of load, by examining the markings on the load, reviewing information from weigh bills or bills of lading, drawings, load weighing devices or load moment indicators (LMIs), charts and calculations so that load weight is verified and can be lifted safely within the crane rated capacity.

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

U5325.3 **Verify crane capacity calculations**, for boom and boom/jib configurations and lengths, operating quadrants, working radii and job site conditions to operate crane safely and efficiently in accordance with manufacturers' rated capacities.

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

U5325.4 **Raise and lower hook, with a load**, by engaging and disengaging crane levers and controls so that the load is raised and lowered safely and efficiently in accordance with manufacturers' recommendations.

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

U5325.5 **Raise and lower boom, with a load**, by engaging and disengaging crane levers and controls so that the boom is raised and lowered safely and efficiently in accordance with manufacturers' recommendations.

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

U5325.6 **Extend and retract telescopic boom sections, with a load**, by engaging and disengaging crane levers and controls so that the boom sections are extended and retracted safely and efficiently in accordance with manufacturers' recommendations.

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

U5325.7 **Swing crane, with a load**, by engaging moving levers, releasing the swing brake and stopping the crane so that the swing is performed in a safe and efficient manner in accordance with the manufacturers' recommendations.

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

U5325.8 **Swing, boom, and hoist loads simultaneously**, by using co-ordinated motions, ensuring smooth load and crane movement, while maintaining control of the load, so that lifts are performed in a safe and efficient manner in accordance with manufacturers' recommendations.

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

U5325.9 Perform specialty lifts and operations, including multiple crane, precision, heavy and production lifts, by raising and lowering hoist, swinging the crane, raising and lowering the hook, boom and boomjib|boom extension combinations, telescoping and articulating booms, communicating with work site crew, and identifying a signal person so that specialty lifts can be performed in a safe and efficient manner in accordance with manufacturers' recommendations, the Occupational Health and Safety Act, other government legislation, work site requirements, and company policy.

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

U5325.10 Perform pick and carry operations, by securing the load using taglines, keeping the load close to the ground and the boom as short as possible, determining ground is firm and level for travel, engaging houseslock and swingbrake, extending outrigger with jacks, and engaging axle lockouts in accordance with manufacturers' recommendations, the Occupational Health and Safety Act, other government legislation, work site specifications, and company policy.

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

U5325.11 Operate a crane equipped with a personnel bucket, by following required procedures including reading and interpreting engineered drawings and an engineered rated load charts in accordance with the Occupational Health and Safety Act.

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

U5325.12 Drive the crane carrier on work site or public highways, by ensuring required permits are obtained, complying with laws and regulations, and operating equipment in accordance with manufacturers' recommendations, the Highway Traffic Act, work site requirements and company policy.

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

U5326.0 Operate Conventional Friction Cranes

General Performance Objective

Operate conventional friction cranes by: starting the engine(s); verifying weight loads and crane capacities; performing various hoisting operations; performing specialty lifts and operations; performing picking and carrying operations; operating a crane equipped with a personnel bucket; and driving equipment on work site or public highways.

Performance Objectives

Skills

U5326.1 Start engine(s), by cranking starter, allowing adequate time for warm up of the engine and components, bringing air and oil pressure to correct operating levels, using required tools and equipment including glow plugs, ether injection systems, aerosols and block heaters in accordance with manufacturers' recommendations and company policy.

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

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

U5326.2 Verify weight of load, by examining the markings on the load, reviewing information from weigh bills or bills of lading, drawings, load weighing devices or load moment indicators (LMIs), charts and calculations so that load weight is verified and can be lifted safely within the crane rated capacity.

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

U5326.3 **Verify crane capacity calculations**, for boom and boom/jib configurations and lengths, operating quadrants, working radii and job site conditions so that the crane and attachment can be configured in a safe and efficient manner in accordance with manufacturers' rated capacities.

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

U5326.4 **Raise and lower the hook, with a load**, by following recommended procedures which may include engaging the hoist lever to the power up position, engaging the clutch, releasing the brake, applying the throttle to raise the load, and disengaging the hoist lever, to the power down position and releasing the brake, so that the hook can be lowered in a safe and efficient manner in accordance with manufacturers' recommendations and safe working practices.

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

U5326.5 **Raise and lower boom, with a load**, by following recommended procedures which may include releasing the boom pawl, engaging the raising and lowering clutch, so that the boom can be raised or lowered in a safe and efficient manner in accordance with manufacturers' recommendations and safe working practices.

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

U5326.6 **Swing the crane, with a load**, by following recommended procedures which may include releasing the swing brake and house lock, engaging the swing clutch, and stopping the crane so that the swing is performed in a safe and efficient manner in accordance with manufacturers' recommendations and safe working practices.

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

U5326.7 **Swing, boom and hoist loads simultaneously**, by using co-ordinated motions, ensuring smooth load and crane movement, while maintaining control of the load, so that lifts are performed in a safe and efficient manner in accordance with manufacturers' recommendations.

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

U5326.8 **Travel a conventional crawler friction crane**, by following recommended procedures which may include, releasing the travel brake, engaging the travel clutch, and steering the crane so that the crane can be traveled in a safe and efficient manner in accordance with manufacturers' recommendations and safe working practices.

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

U5326.9 Perform specialty lifts and operations, including multiple crane, precision, heavy and production lifts, by raising and lowering hoist with hook loaded and unloaded, swinging the crane, raising and lowering boom and *boom/jib/boom* extension combinations, telescoping and articulating booms, communicating with work site crew, and identifying a signal person so that specialty lifts can be performed in a safe and efficient manner in accordance with manufacturers' recommendations, the Occupational Health and Safety Act, other government legislation, work site requirements, and company policy.

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

U5326.10 Operate a crane equipped with a personnel bucket, by following required procedures including reading and interpreting engineered drawings and an engineered rated load charts in accordance with the Occupational Health and Safety Act.

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

U5326.11 Perform pick and carry operations, by securing the load using taglines, keeping the load close to the ground and the boom as short as possible, determining ground is firm and level for travel, engaging houselock and swingbrake, extending outrigger with jacks, and engaging axle lockouts in accordance with manufacturers' recommendations, the Occupational Health and Safety Act, other government legislation, work site specifications, and company policy.

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

U5326.12 Drive the crane carrier on work site or public highways, by ensuring required permits are obtained, complying with laws and regulations, and operating equipment in accordance with manufacturer' recommendations, Highway Traffic Act, work site requirements and company policy.

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

U5327.0 Maintain Cranes

General Performance Objective

Maintain cranes by: reading and interpreting maintenance manuals, schedules, and regulations; lubricating crane and components; performing general maintenance on engines, batteries, tires and wheels, hydraulic, and electrical systems and components; and recording results in crane log book.

Performance Objectives

Skills

U5327.1 Read and interpret documentation, including manufacturer's manuals, operations and maintenance log book, Construction Safety Association manuals, Occupational Health and Safety Act, WHMIS, and company policy to identify, determine and select, approved replacement components, safe and recommended maintenance procedures, types and methods for lubrication, and required tools, so that crane maintenance can be performed safely and efficiently.

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

*** For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

U5327.2 Lubricate the crane and components, including wire rope, grease fittings, sheaves, turntable, lower track and drive line assemblies, machinery gears and bearings, by using hand operated grease guns and oilers, pneumatic pressurized tools, wrenches and strainers in accordance with manufacturers' recommendations, the Occupational Health and Safety Act and company policy.

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

U5327.3 Maintain engine and components, including brakes, clutches, air and coolant systems, by performing recommended maintenance procedures which may include, cleaning or replacing hoses and filters, replacing oil, coolant and battery fluids, and replacing machinery guards and covers, in accordance with manufacturers' recommendations and company policy.

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

U5327.4 Maintain battery and components, by checking fluid levels, cleaning and tightening terminals, replacing damaged cables, conducting hydrometer and load cell tests, and maintaining battery hold down assembly, in accordance with manufacturers' recommendations and company policy.

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

U5327.5 **Maintain tires and wheels**, by keeping tires inflated to correct pressure, tightening wheel lugs, removing debris between tires, and inspecting tires for abnormal wear, cuts, abrasions and other visible damage, in accordance with manufacturers' recommendations and company policy.

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

U5327.6 **Maintain hydraulic system and components**, by following required maintenance procedures which may include checking hydraulic oil levels, replacing oil, filters, damaged hydraulic lines, hoses and fittings, and tightening line and hose connections in accordance with manufacturers' recommendations and company policy.

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

U5327.7 **Maintain electrical system and components**, by following required maintenance procedures which may include, cleaning and securing contacts, replacing damaged wiring, fuses and bulbs, and checking gauges, heaters and fans in accordance with manufacturers' recommendations and company policy.

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

U5327.8 **Record maintenance procedures**, by completing the crane log book concisely, completely, and legibly in accordance with the Occupational Health and Safety Act and company policy.

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

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.

Journey person

Journey person means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journey person 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.

Red Seal Program

The Interprovincial Standards Red Seal Program (also known as the Red Seal Program) was established more than 50 years ago to provide greater mobility across Canada for skilled workers and represents a standard of excellence for industry. Through the program, individuals are able to obtain a Red Seal endorsement on their provincial/territorial certificates by achieving 70% or higher on an interprovincial Red Seal examination.

The Interprovincial Standards Red Seal Program acknowledges their competence and ensures recognition of their certification throughout Canada without further examination. There are currently over 50 Red Seal designated trades. **The Red Seal Program is recognized as the interprovincial *standard of excellence* in the skilled trades.** The Interprovincial Standards Red Seal Program is a partnership between the Government of Canada, the Provinces, the Territories and various stakeholders.

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

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 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 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 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 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 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 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 <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? <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
U5318.0	Protect Self and Others	
U5319.0	Conduct Pre-Operational Inspection	
U5320.0	Prepare and Transport Cranes	
U5321.0	Plan Lifts	
U5322.0	Assemble and Dismantle the Cranes	
U5323.0	Perform Rigging	
U5324.0	Set Up Cranes	
U5325.0	Operate Hydraulic Cranes	
U5326.0	Operate Conventional Friction Cranes	
U5327.0	Maintain Cranes	

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 _____

Appendix D — Local Service Delivery Offices in Ontario

For current office listings visit: ontario.ca/page/employment-Ontario-apprenticeship-offices

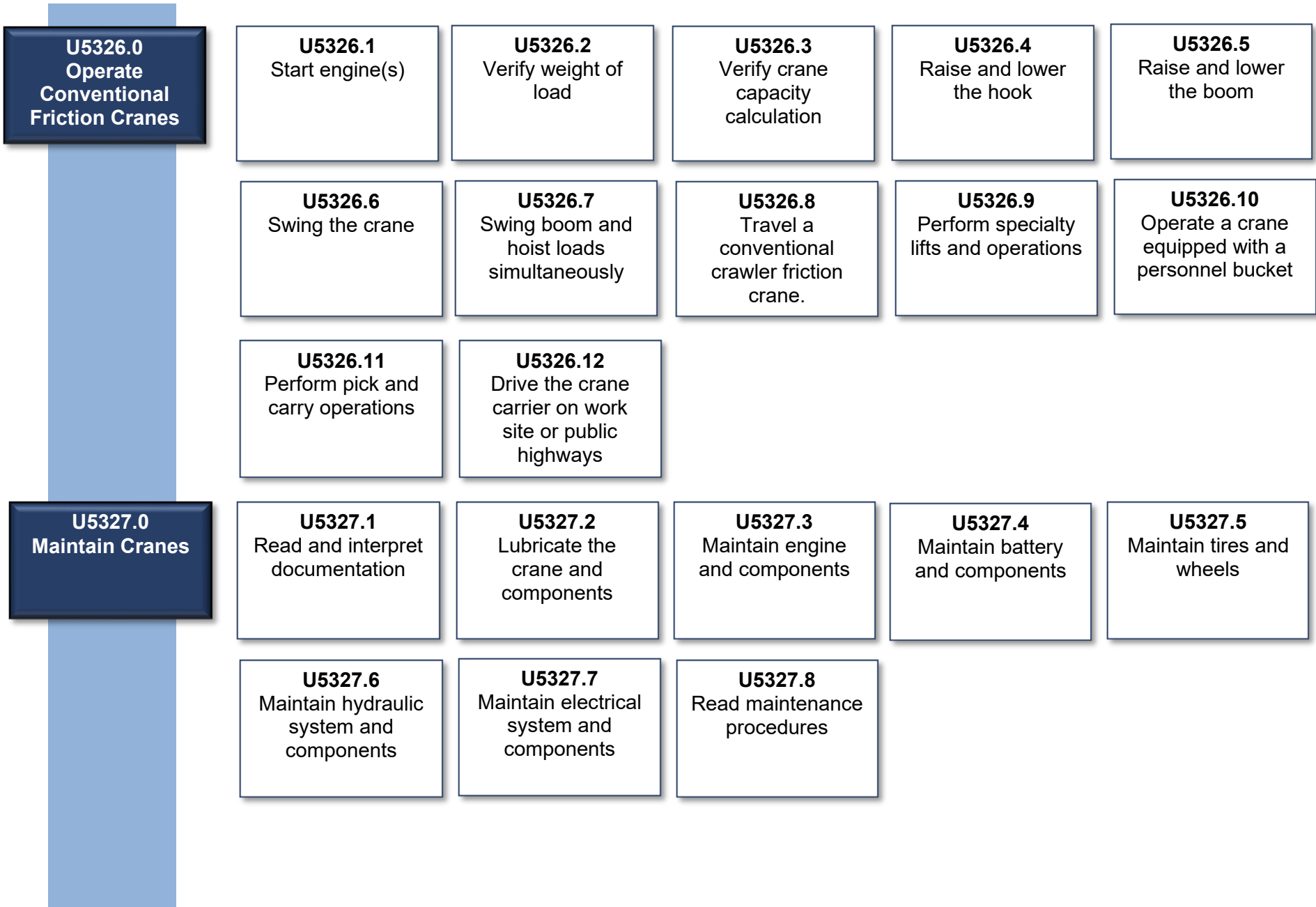
Location	Contact	Location	Contact
Barrie 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	Marathon 807-346-1550	52 Peninsula Road, Suite 103 Marathon, Ontario, P0T 2E0
Belleville 613-968-5558 1-800-953-6885	135 North Front St, Belleville, ON K8P 3B5	Markham 905-513-2695	140 Allstate Parkway,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

Competency Analysis Profile (CAP) Chart

<p>U5318.0 Protect Self and Others</p>	<p>U5318.1 Wear and maintain personal protective clothing and equipment.</p>	<p>U5318.2 Maintain a safe work environment.</p>	<p>U5318.3 Perform recommended fire safety procedure</p>	<p>U5318.4 Operate the crane safely.</p>	<p>U5318.5 Operate crane safely near high voltage equipment.</p>	
	<p>U5318.6 Report crane contact with high voltage.</p>	<p>U5318.7 Perform emergency exit procedures.</p>	<p>U5318.8 Communicate with other workers and tradesperson.</p>	<p>U5318.9 Service machinery guards and covers.</p>	<p>U5318.10 Secure an unattended crane for short periods.</p>	
	<p>U5318.11 Secure an unattended crane for short periods.</p>					
	<p>U5319.0 Conduct Pre-Operational Inspection</p>	<p>U5319.1 Read and interpret manufacturers' manuals and government legislation</p>	<p>U5319.2 Perform an engine off inspection of the crane and components</p>	<p>U5319.3 Perform an engine start up inspection.</p>	<p>U5319.4 Perform an engine on inspection of the crane and components</p>	<p>U5319.5 Perform an engine on function test of the carrier and components</p>
		<p>U5319.6 Perform a function test of the outrigger and stabilizer assemblies</p>	<p>U5319.7 Inspect the swing bearing and turntable</p>	<p>U5319.8 Skill description Inspect telescopic sections of hydraulic boom</p>	<p>U5319.9 Test the telescopic section of the hydraulic devices and attachment</p>	<p>U5319.10 Inspect wire rope assemblies and components</p>
		<p>U5319.11 Inspect wire rope</p>	<p>U5319.12 Inspect the hydraulic boom and components</p>	<p>U5319.13 Inspect the lattice boom and components</p>	<p>U5319.14 Inspect counter-weights hydraulic devices and attachments</p>	<p>U5319.15 Perform pre-operational cycle inspection</p>

	<p>U5319.16 Test steering gear box</p>	<p>U5319.17 Test air brake system and components</p>	<p>U5319.18 Test parking and service brakes</p>	<p>U5319.19 Verify crane operator aids are available in the crane</p>	<p>U5319.20 Inspect crane and operator safety devices</p>
	<p>U5319.21 Complete documentation of the crane log books</p>				
<p>U5320.0 Prepare and Transport Cranes</p>	<p>U5320.1 Prepare wheeled or crawler type cranes for transport</p>	<p>U5320.2 Inspect the transporter</p>	<p>U5320.3 Load the crane and component parts on to transporter</p>	<p>U5320.4 Secure the crane and components for travel</p>	<p>U5320.5 Calculate gross vehicle weight(GVW).</p>
	<p>U5320.6 Obtain and verify required permits and document for transport</p>				
<p>U5321.0 Plan Lifts</p>	<p>U5321.1 Read and interpret documentation</p>	<p>U5321.2 Inspect access to the crane file</p>	<p>U5321.3 Calculate all load weights and gross loads</p>	<p>U5321.4 Select crane configuration and attachments</p>	<p>U5321.5 Prepare rigging</p>
	<p>U5321.6 Select crane and equipment</p>	<p>U5321.7 Identify signal person</p>			
<p>U5322.0 Assemble and Dismantle The Cranes</p>	<p>U5322.1 Inspect the crane site</p>	<p>U5322.2 Read and interpret documentation</p>	<p>U5322.3 Unload the crane from the transport</p>	<p>U5322.4 Assemble lattice boom assemblies</p>	<p>U5322.5 Dismantle lattice boom assemblies</p>

	<p>U5322.6 Assemble hydraulic (telescopic) boom assemblies</p>	<p>U5322.7 Dismantle hydraulic(telescopic) boom assemblies</p>	<p>U5322.8 Dismantle crane and components</p>	<p>U5322.9 Inspect assembled crane and components</p>	
<p>U5323.0 Perform Rigging</p>	<p>U5323.1 Read and interpret documentation</p>	<p>U5323.2 Inspect rigging equipment</p>	<p>U5323.3 Perform rigging and slinging techniques</p>	<p>U5323.4 Maintain and store rigging equipment</p>	
<p>U5324.0 Set up Cranes</p>	<p>U5324.1 Inspect the crane site</p>	<p>U5324.2 Verify the crane gross load, working radius and hook height</p>	<p>U5324.3 Program the on board computer system</p>	<p>U5324.4 Set the crane on firm level blocking</p>	<p>U5324.5 Extend outrigger beams</p>
	<p>U5324.6 Set the pads, floats, crawlers and outriggers</p>	<p>U5324.7 Set the correct tire clearance</p>	<p>U5324.8 Level the crane</p>	<p>U5324.9 Lock and chock crawlers</p>	
<p>U5325.0 Operate Hydraulic Cranes</p>	<p>U5325.1 Starting engine(s)</p>	<p>U5325.2 Verify weight of load</p>	<p>U5325.3 Verify crane capacity calculations</p>	<p>U5325.4 Raise and lower hook</p>	<p>U5325.5 Raise and lower boom</p>
	<p>U5325.6 Extend and retract telescopic boom</p>	<p>U5325.7 Swing crane</p>	<p>U5325.8 Swing, boom, and hoist load simultaneously</p>	<p>U5325.9 Perform specialty lifts and operations.</p>	<p>U5325.10 Perform pick and carry operations</p>
	<p>U5325.11 Operate a crane equipped with personnel bucket</p>	<p>U5325.12 Drive the crane carrier on work site or public highway</p>			



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



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Mobile Crane Operator 1