ONTARIO COLLEGE OF TRADES

ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship Training Standard Log Book

Industrial Electrician

442A

What Is This About?

The Apprenticeship Training Standard Log Book identifies all the skills associated with your trade in Ontario. It is written in statements that describe how you, the apprentice, must perform each skill in order to be considered competent in that skill.

Training As An Apprentice

- Notify Ministry of Advanced Education and Skills Development (MAESD) staff **immediately** of any changes to contact information or training agreement, especially if you change sponsors.
- Review the Log Book regularly with your trainer and sponsor to track your progress.
- 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.
- Pay your annual membership fee to the Ontario College of Trades and keep your membership in good standing.

Completing Your Log Book

There are two types of signatures required in your Log Book:

Skill Confirmation

You and your trainer sign off each required skill to confirm that you have demonstrated competency in that skill.

Skill Set Confirmation

After you and your trainer have signed off all the required skills in a skill set, **your sponsor** signs the signature box at the end of each skill set to confirm your competency in the skill set.

Shaded boxes in your Log Book 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.

Changing Sponsors

- Contact MAESD immediately if you change sponsors as you will need to sign a new Registered Training Agreement.
- Record your original Sponsor's information in Sponsor Record #1 (the sponsor who has signed your initial Registered Training Agreement).

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.

ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Apprentice Name: _____

Address: _____

_____

Phone Number: _____

Email Address: _____

Trade: _____

Ministry of Advanced Education and Skills Development Registered Training Agreement #:

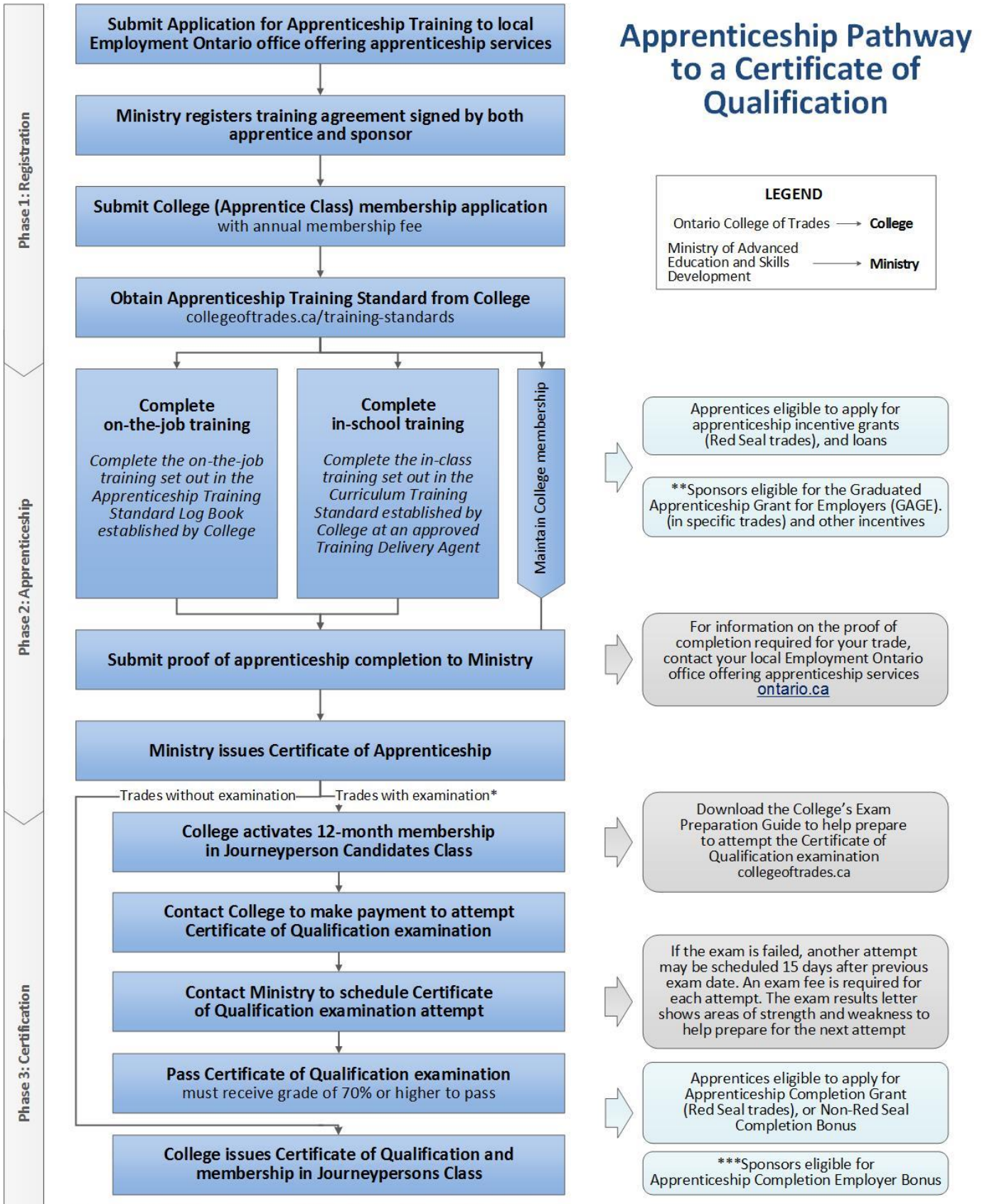
OCOT Membership #:

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 Training Standard Log Book or about your Apprenticeship program, contact your Apprenticeship office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.

You must become a member of the College of Trades Apprentices Class and maintain your membership in good standing while you complete your training. For more information on membership, please visit the College of Trades website at: collegeoftrades.ca

Apprenticeship Pathway to a Certificate of Qualification

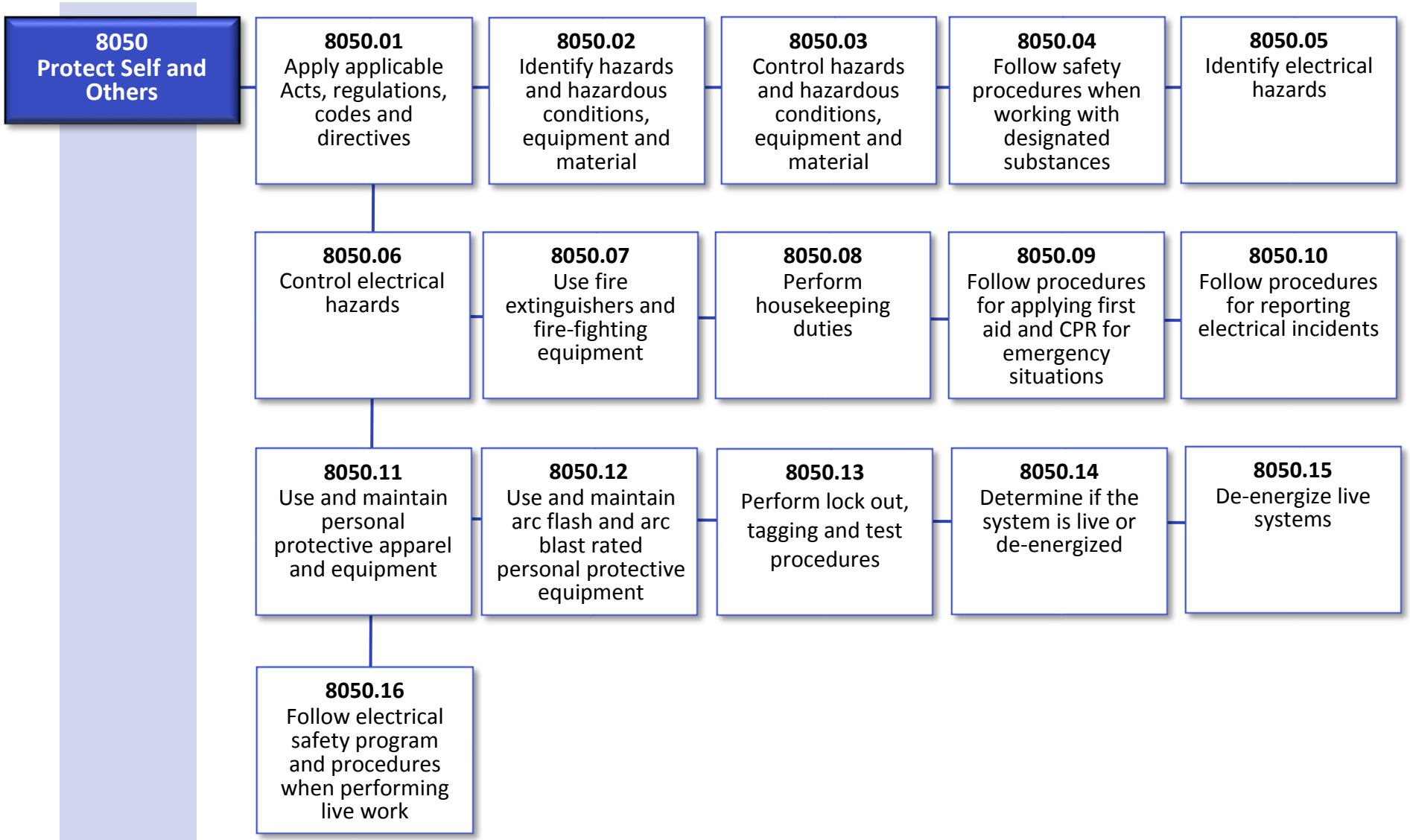


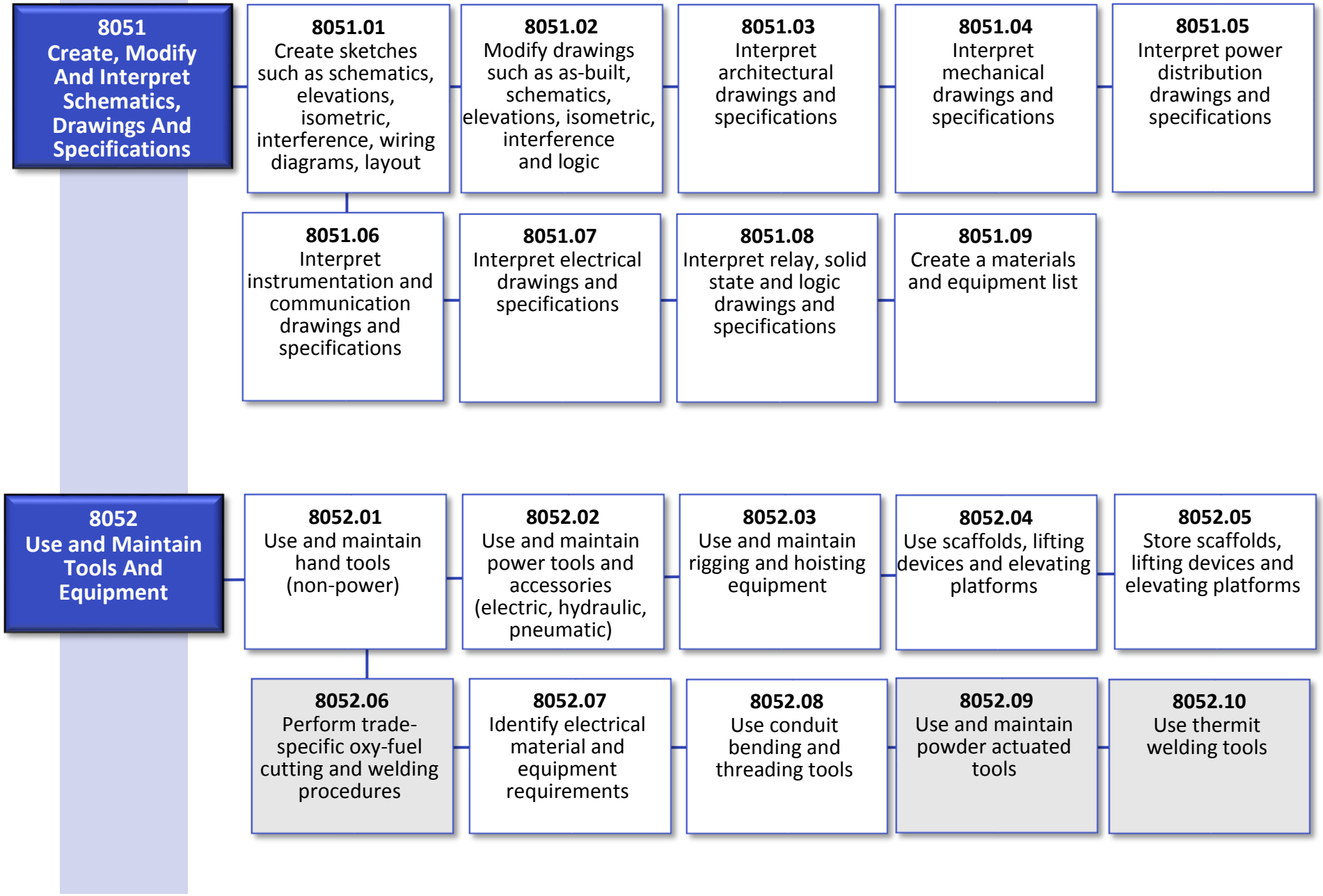
* For a list of trades subject to a certification examination, visit: collegeoftrades.ca/resources/exam-process

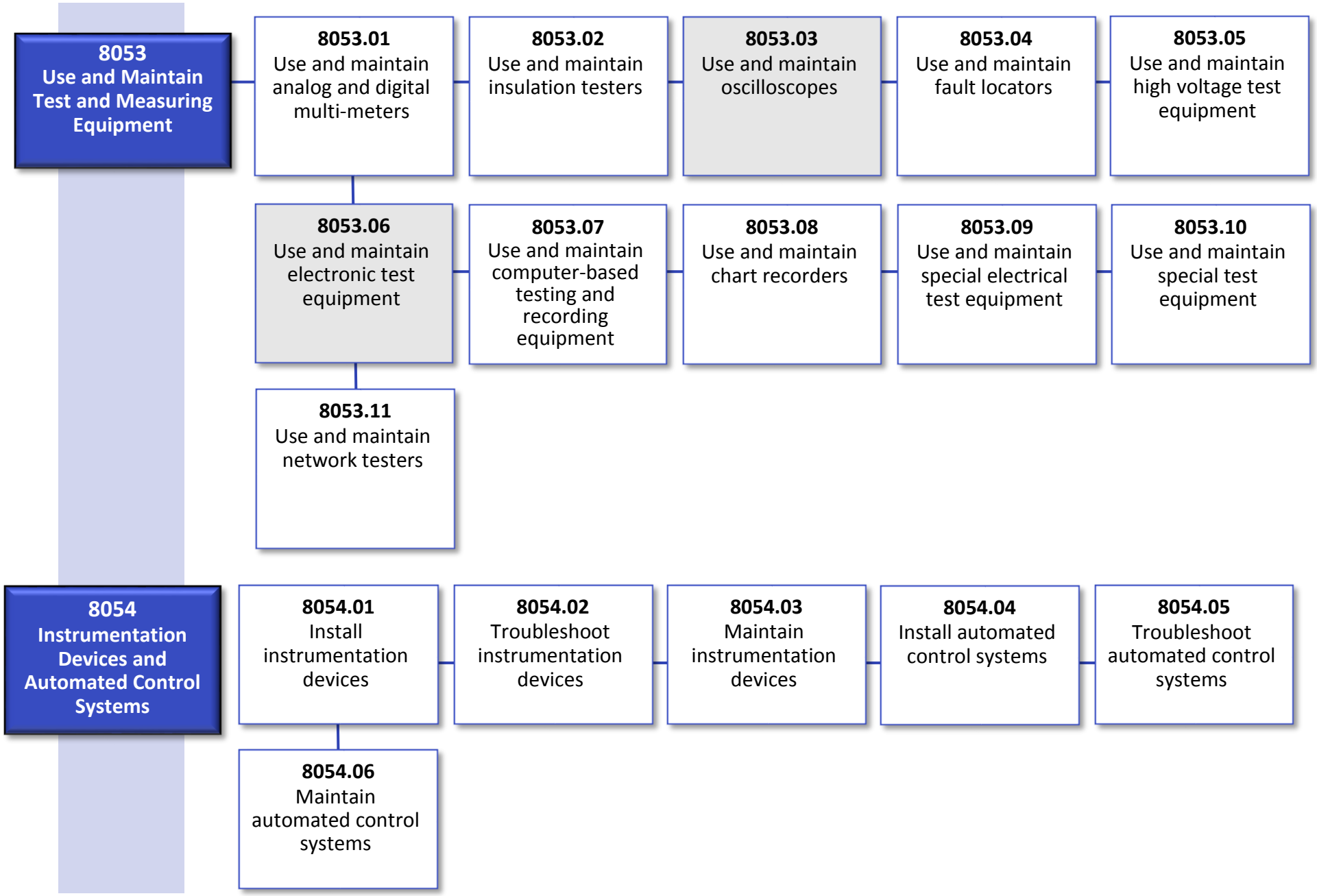
** Eligible employers with apprentices registered to training agreements with the ministry on or before November 14, 2017, continue to be eligible for the Apprenticeship Training Tax Credit (ATTC) in select trades. Effective November 15, 2017, the ATTC has been replaced with a new Graduated Apprenticeship Grant for Employers (GAGE). For more information on GAGE, visit: https://www.ontario.ca/page/hire-apprentice#section-6

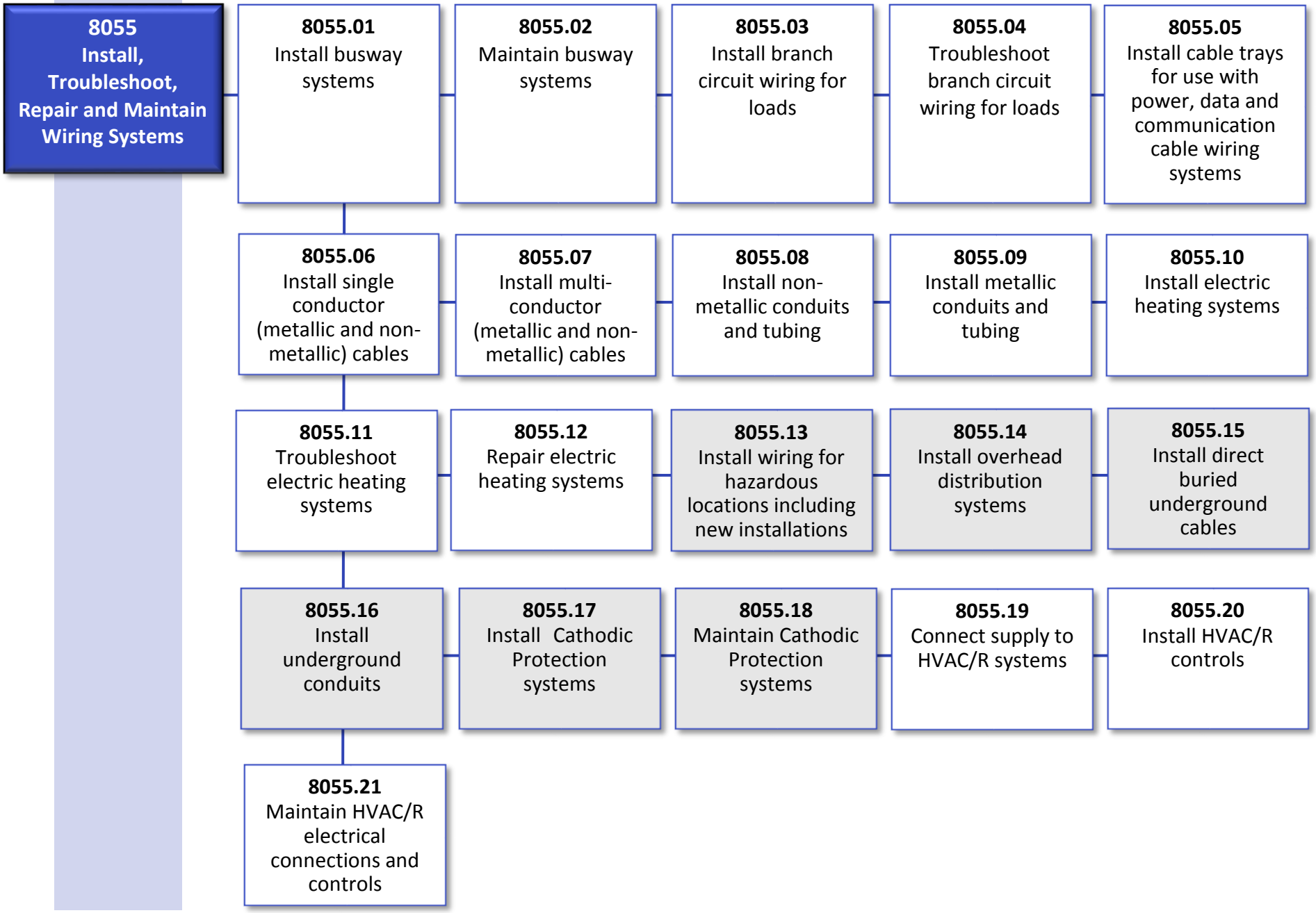
*** Effective November 15, 2017, there have been changes to the Apprenticeship Completion Employer Bonus. Employers eligible for GAGE are not eligible for the employer completion bonus. Employers in trades not eligible for GAGE are eligible for the completion bonus.

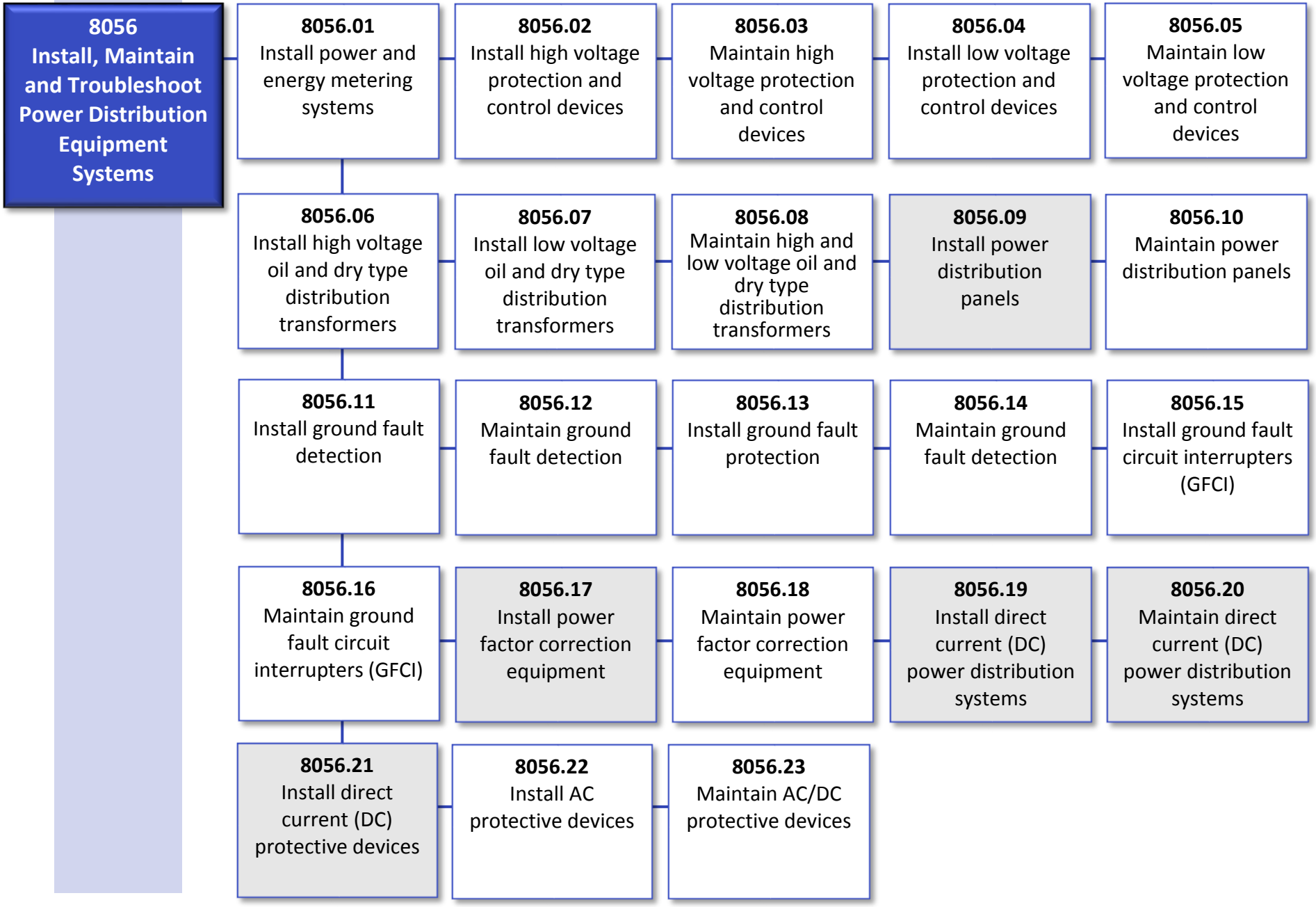
Version: 2017-12-18

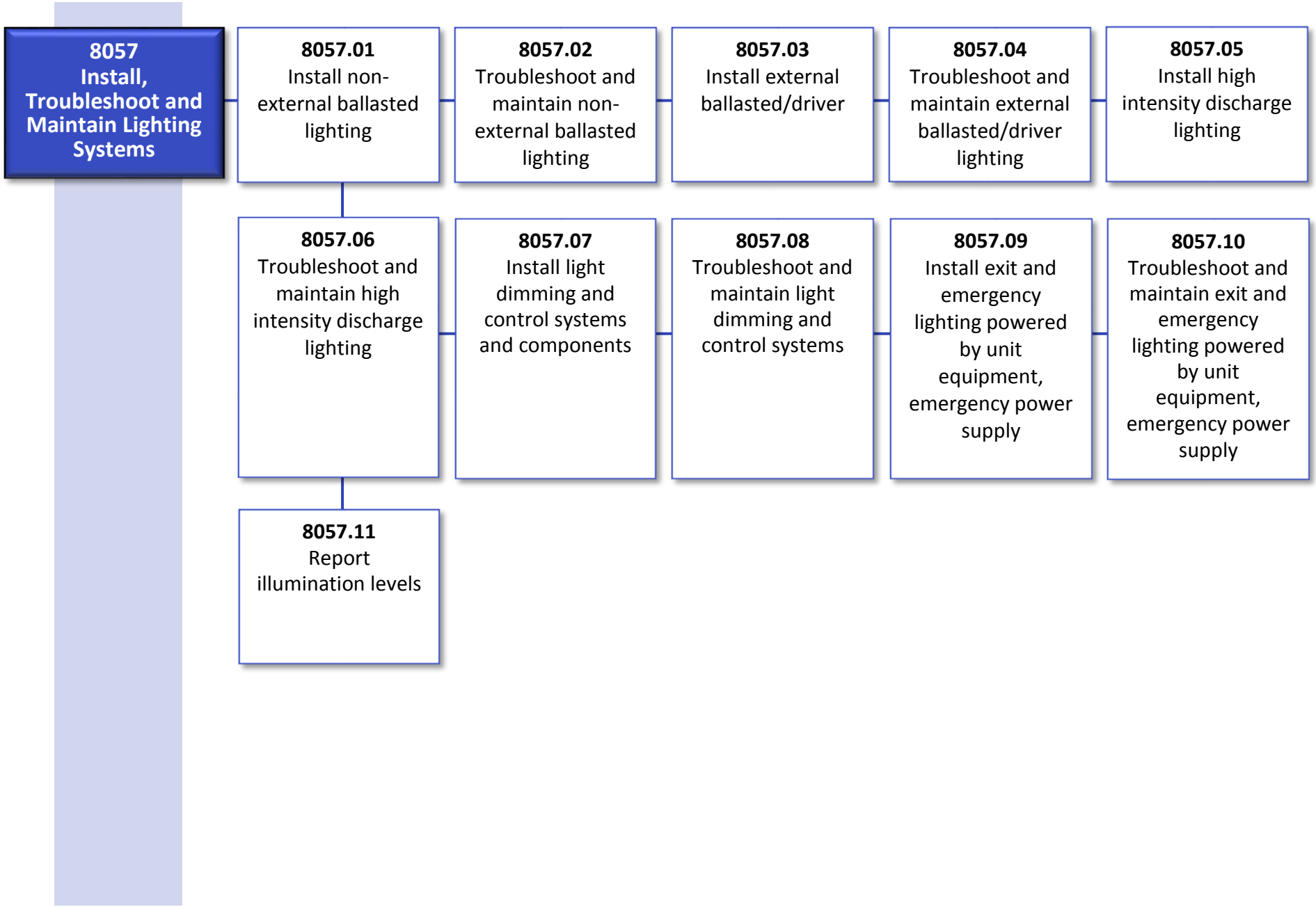






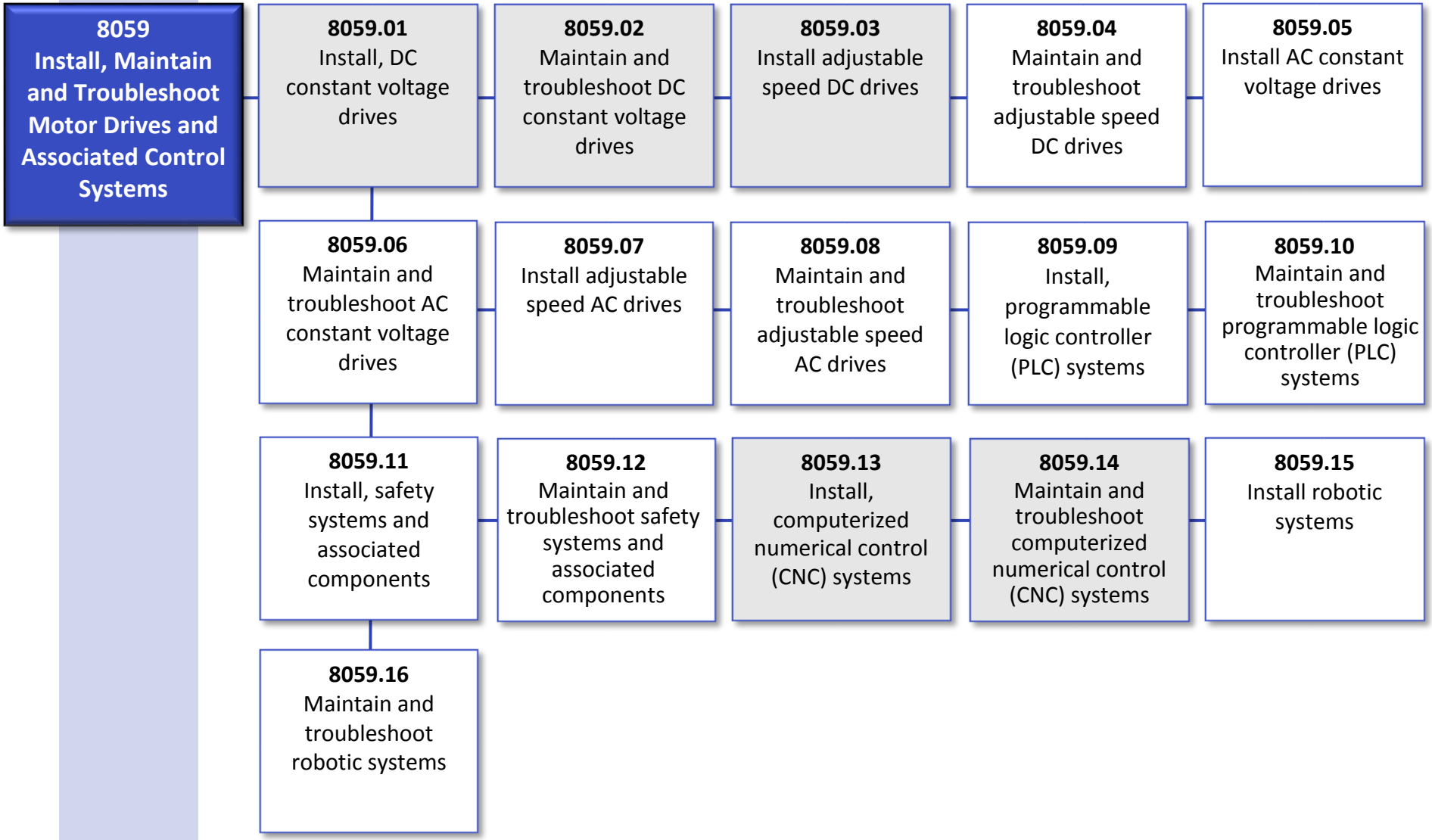


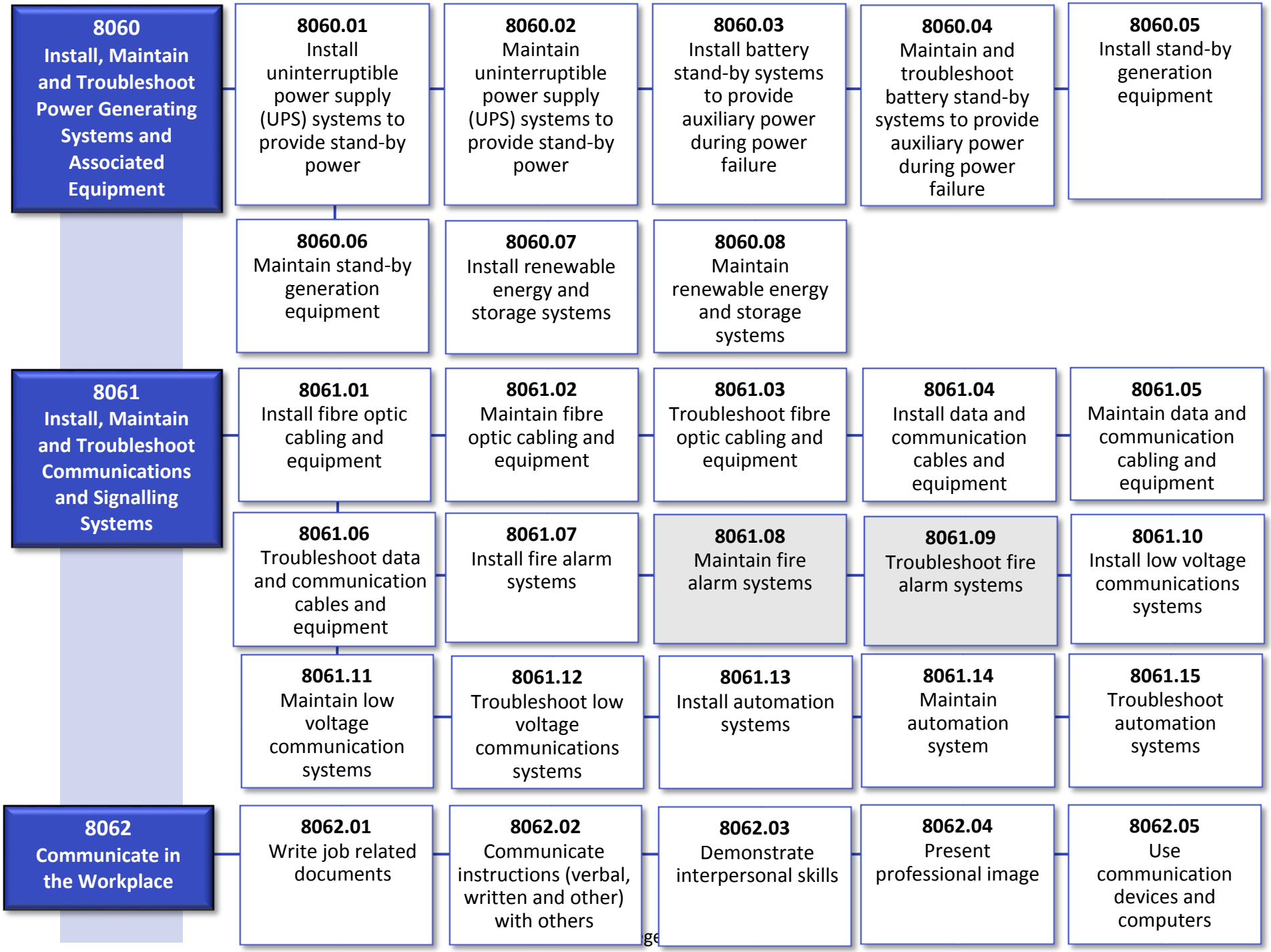




8058
Install, Maintain and Troubleshoot Rotating Equipment and Associated Control Systems

8058.01 Maintain brush assemblies, slip rings and commutators	**8058.02** Troubleshoot brush assemblies, slip rings and commutators	**8058.03** Install DC motors and generators	**8058.04** Maintain DC motors and generators	**8058.05** Troubleshoot DC motors and generators
8058.06 Install AC motors and generators	**8058.07** Maintain AC motors and generators	**8058.08** Troubleshoot AC motors and generators	**8058.09** Install mechanical, electrical and auxiliary protective equipment	**8058.10** Maintain mechanical, electrical and auxiliary protective equipment
8058.11 Troubleshoot mechanical, electrical and auxiliary protective equipment	**8058.12** Maintain lubrication systems and components	**8058.13** Troubleshoot lubrication systems and components	**8058.14** Maintain braking and clutch systems and components	**8058.15** Troubleshoot braking and clutch systems and components
8058.16 Start-up and shut-down rotating equipment	**8058.17** Install relays, solid state devices and controls	**8058.18** Maintain relays, solid state devices and controls	**8058.19** Troubleshoot relays, solid state devices and controls	**8058.20** Install protective devices
8058.21 Maintain protective devices	**8058.22** Troubleshoot protective devices	**8058.23** Install control panels and related control devices	**8058.24** Troubleshoot relays, solid state devices and controls	**8058.25** Install external mechanical/remote field devices
8058.26 Maintain external mechanical/ remote field devices	**8058.27** Troubleshoot external mechanical/remote field devices			




8060
Install, Maintain and Troubleshoot Power Generating Systems and Associated Equipment
8060.01 Install uninterruptible power supply (UPS) systems to provide stand-by power
8060.02 Maintain uninterruptible power supply (UPS) systems to provide stand-by power
8060.03 Install battery stand-by systems to provide auxiliary power during power failure
8060.04 Maintain and troubleshoot battery stand-by systems to provide auxiliary power during power failure
8060.05 Install stand-by generation equipment
8060.06 Maintain stand-by generation equipment
8060.07 Install renewable energy and storage systems
8060.08 Maintain renewable energy and storage systems
8061
Install, Maintain and Troubleshoot Communications and Signalling Systems
8061.01 Install fibre optic cabling and equipment
8061.02 Maintain fibre optic cabling and equipment
8061.03 Troubleshoot fibre optic cabling and equipment
8061.04 Install data and communication cables and equipment
8061.05 Maintain data and communication cabling and equipment
8061.06 Troubleshoot data and communication cables and equipment
8061.07 Install fire alarm systems
8061.08 Maintain fire alarm systems
8061.09 Troubleshoot fire alarm systems
8061.10 Install low voltage communications systems
8061.11 Maintain low voltage communication systems
8061.12 Troubleshoot low voltage communications systems
8061.13 Install automation systems
8061.14 Maintain automation system
8061.15 Troubleshoot automation systems
8062
Communicate in the Workplace
8062.01 Write job related documents
8062.02 Communicate instructions (verbal, written and other) with others
8062.03 Demonstrate interpersonal skills
8062.04 Present professional image
8062.05 Use communication devices and computers

Notes

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Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: collegeoftrades.ca.

Revised 2018 (V300)

Terms and Conditions as Per Registered Training Agreement

The Apprentice agrees:

- **to inform the Ministry of Advanced Education and Skills Development of any change to their 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 Apprentice Training Standard Log Book (Log Book) for the Trade which is part of the apprenticeship program established by the Ontario College of Trades for the trade;
- to obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Log Book for the trade have been met.

The Sponsor agrees:

- to ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by the College of Trades for this trade;
- to ensure that the Trainer(s) verifies, in writing, when each skill identified in the Log Book for the trade has been successfully completed by the Apprentice;
- 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.

Resource	Link
Red Seal Program	red-seal.ca
Ministry of Advanced Education and Skills Development	tcu.gov.on.ca
Employment Ontario	tcu.gov.on.ca/eng/employmentontario.ca
Service Canada	servicecanada.gc.ca
Ontario College of Trades and Apprenticeship Act, 2009	*Ontario College of Trades and Apprenticeship Act, 2009*
Ontario Ministry of Labour – Health and Safety Partners	labour.gov.on.ca
College of Trades Appointments Council	cot-appointments.ca
Essential Skills Ontario	essentialskillsontario.ca
Exam Preparation Guide	collegeoftrades.ca
Ontario College Application Service (OCAS)	http://www.ocas.ca
Electrical Safety Authority	www.esasafe.com
Electrical Contractors Association of Ontario	www.ecao.org
Canadian Standards Association	www.csagroup.org
Ontario Electrical League	www.oel.org
Infrastructure Health and Safety Association	http://www.ihsa.ca

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

Introduction to the Log Book

On April 8th, 2013, the Ontario College of Trades (College) became responsible for the development and maintenance of Log Books in the Province of Ontario.

Please refer to the College of Trades website for the most accurate and up-to-date information: collegeoftrades.ca

This Log Book is intended to be used by the Apprentice and Sponsor as an official record of training. The completion of this document is necessary to complete your apprenticeship and receive your Certificate of Apprenticeship.

The Log Book identifies skills required for this trade and its related training program. It has been written in statements which describe how you, the Apprentice, must perform each skill in order to become competent in your trade.

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

This on-the-job Log Book is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario. It is designed to record an Apprentice's acquired skills and time worked for the trade to which they are registered. This Log Book is developed by the Ontario College of Trades and used by the Ministry of Advanced Education and Skills Development.

This Apprenticeship Log Book for Industrial Electrician 442A was developed in consultation with representatives from industry and may include members from a related Trade Board/Working Committees.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application.

Roles and Responsibilities

Ontario College of Trades
Under the *Ontario College of Trades and Apprenticeship Act, 2009* (OCTAA), the College of Trades is responsible for:

- Establishing and maintaining qualifications for membership;
- Issuing Certificates of Qualification and Statements of Membership;
- Maintaining a Public Register of members;
- Receiving and investigating complaints, and determining disciplinary action;
- Establishing Apprenticeship Programs, Training Standards and Scopes of Practice for each trade;
- Conducting Trade Equivalency Assessments;
- Determining Journeyperson-to-Apprentice ratios;
- Addressing compliance with legislation (OCTAA) and regulations; and,
- Promoting the skilled trades and conducting research.

For any matters related to your membership in the Apprentices class, you must contact the College of Trades directly at: (647) 847-3000 or toll free at: 1(855) 299-0028.

Ministry of Advanced Education and Skills Development
Is responsible for:

- Registering Training Agreements;
- Approving which persons may provide apprenticeship training;
- Approving Training Delivery Agents;
- Issuing Certificates of Apprenticeship;
- Administering Certificate of Qualification examinations;
- Promoting skilled trades and apprenticeship;
- Conducting policy development, evaluation and research; and,
- Passing regulations.

For any matter related to your Registered Training Agreement or completing your apprenticeship, you must contact your Local Apprenticeship Office at the Ministry of Advanced Education and Skills Development.

Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a Registered Training Agreement with a Sponsor to receive training in a trade as part of an apprenticeship program established by the College of Trades.

As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

Steps:

1. You must become a member of the College of Trades Apprentices Class and maintain your membership in good standing while you complete your training. For more information on membership, please visit the College of Trades website at: collegeoftrades.ca

2. As an Apprentice, you are responsible for completing skills or skill sets in this Log Book and ensuring that they are dated and signed by both you and your Trainer.

3. You must also ensure your Skill Set Completion Form is completed and signed by your current Sponsor once you have demonstrated competence in all the mandatory skills in this Log Book. Once this is done, we recommend you submit the Log Book to your local Ministry of Advanced Education and Skills Development office.

4. You are responsible for informing the staff at your local Ministry of Advanced Education and Skills Development 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.

5. You must present the Apprentice Completion Form (Please refer to Appendix B), once all unshaded skills and skill sets have been completed within this document, along with your authorized Log Book to your local Ministry of Advanced Education and Skills Development office.

Roles and Responsibilities of Sponsors and Trainers

Log Books identify the on-the-job skills required for a trade and its related training program.

This Log Book has been written in concise statements which describe how well an Apprentice must perform each skill in order to become competent. Competence means being able to perform to the required standard.

By using this Log Book, Trainers will be able to ensure that the Apprentice is developing skills detailed for the trade.

Trainers and Apprentices are required to sign off and date the skills following each successful acquisition.

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.

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 work 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.

Ontario Ministry of Labour:

The Ontario Ministry of Labour 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.

Important Considerations for Electrical Work: De-energized vs Live Systems

Rules for Electrical Work
When performing work functions, individuals may be working with live or de-energized systems. The first rule of work for workers and apprentices is that systems should always be treated as live until de-energization is confirmed. When possible, work should always be completed in a de-energized state. Prior to beginning work, qualified individuals must `determine if work can be done in a de-energized environment or obtain employer rationale for not being able to de-energize.

Apprenticeship Program Summary

Scope of Practice

The Scope of Practice for the trade of **Industrial Electrician** is set out in section 20 of Ontario Regulation 276/11 under OCTAA and reads as follows:

The scope of practice for the trade of industrial electrician includes installing, maintaining, testing, troubleshooting and repairing industrial electrical equipment, and associated electrical and electronic controls, and hydraulic and pneumatic equipment in industrial, manufacturing and power plants. O. Reg. 276/11, s. 20.

*While the Log Book draws on the scope of practice regulation (Section 20 of Ontario Regulation 276/11 under OCTAA). The Log Book 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 8160 hours as the duration necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

Classroom Training Duration
Industry has identified 840 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

Journeyperson to Apprentice Ratio
While some of the trades regulated under OCTAA are subject to Journeyperson to Apprentice ratios (ratios) set out in regulation, this trade is **not** one of them. Instead, industry has recommended a Journeyperson to Apprentice ratio guideline of 1 Journeyperson (or individuals who are deemed equivalent to a journeyperson status) to 1 Apprentice.

Program Requirements
Wage Rates: Not Applicable.

Compulsory and Voluntary Classification
Regulations under OCTAA set out the regulated trades in Ontario and the classification of each trade as either “compulsory” or “voluntary.” The trade of **Industrial Electrician** is Voluntary.

Eligibility for Apprenticeship Program Completion

The Apprentice must:

- Achieve competency in the combination of skills outlined in the Industrial Electrician Completion Chart requirements
- Complete a minimum of 8160 hours on the job
- Complete the in-school training as outlined in the industry and Ministry of Advanced Education and Skills Development approved Curriculum Standard

It is the responsibility of an Apprentice to maintain a training record in the form of an Ontario College of Trades Apprenticeship Training Standard Log Book. The Sponsor and Trainer are required to sign off when competencies in the trade are achieved.

A program completion chart has been established for the trade of industrial electrician. This chart establishes a minimum standard for competency achievement in the completion process. This chart can be found on page

Academic Standard

The minimum academic standard for entry to this program is completion of Grade 12 or ministry-approved equivalent.

Essential Skills

Essential skills are needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. Through extensive research, the Government of Canada and other national and international agencies have identified and validated nine essential skills. These skills are used in nearly every occupation and throughout daily life in different ways.

A series of tools endorsed by the Canadian Council of Directors of Apprenticeship (CCDA) have been developed to support apprentices in their training and to be better prepared for a career in the trades. The tools can be used independently or with the assistance of a tradesperson, trainer, employer, teacher or mentor to:

- Understand how essential skills are used in the trades;
- Learn about individual essential skills strengths and areas for improvement; and,
- Improve essential skills and increase success in an apprenticeship program.

A link to the complete essential skills profile for Red Seal trades can be found at red-seal.ca.

Other suggested Certifications:

Though not a requirement, many Industrial Electricians choose to or may be required to complete a technician or technologist program at local College of Applied Arts and Technology (CAAT) prior to starting an apprenticeship.

Furthermore, many **Industrial Electricians** may also choose to obtain the following certifications or training depending on legislative, regulatory, industry or other employer requirements at their workplace:

- First Aid and CPR
- Workplace Hazardous Materials Information System (WHMIS)
- Working at Heights
- Lock out and tag out training
- Worker Health and Safety Awareness
- Canadian Standards Association (CSA) Z462 training
- Confined Space Awareness
- Fire alarm certification
- Asbestos
- Electrical Safety Awareness (ESA)
- Rigging and Hoisting
- Elevated Work Platforms
- Forklifts and Telehandlers
- Network Cabling

Training the Apprentice

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 habits;
- Use your Apprenticeship Log Book as a journal to keep track of the skills you have achieved;
- Listen to the suggestions of your Trainer;
- Discuss your training needs with your Sponsor;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- 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. Once a 'set of skills' have been signed off, ensure your Sponsor signs off this area as well.

Sponsor

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.

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.);
- Encourage safe work habits;
- Provide time for the Trainer to 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;
- Set out clear expectations, and recognize good performance;
- Involve both the Apprentice and Trainer in developing the training plan and observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Log Book 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.

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 a member of the College of Trades Journeypersons Class.
In voluntary trades, a Trainer is an individual who holds one of the following:

- A valid Certificate of Qualification and is a member of the College of Trades Journeypersons Class; or,
- Holds a Statement of Membership in the College of Trades Tradespersons Class; or,
- Holds a Certificate of Qualification previously issued by Ministry of Advanced Education and Skills Development; or,
- Holds 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 (eligible to apply to College membership in the Journeypersons or Tradespersons Classes) or has the skills outlined in the Log Book.

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 Log Book with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Ensure that the Apprentice receives on-the-job trade training experience as outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- Provide continuous feedback;
- Sign off skills when your Apprentice demonstrates competency, and,
- Use the Log Book as a guide to evaluate competence in each skill area. By using the Log Book, Trainers will be able to ensure that the Apprentice is developing skills outlined in this document.

Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Log Book to the Ministry of Advanced Education and Skills Development. You will be required to submit the signed Apprenticeship Completion form to the Ministry of Advanced Education and Skills Development in order to complete your program. The Ministry of Advanced Education and Skills Development 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 Ministry of Advanced Education and Skills Development will disclose information about your program completion and your Certificate of Apprenticeship to the Ontario College of Trades, as it is necessary for the College of Trades to carry out its responsibilities.

3. Your personal information is collected, used and disclosed by the Ministry under the authority of the *Ontario College of Trades and Apprenticeship Act, 2009*.

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 Advanced Education 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.

Industrial Electrician - Completion Requirements Chart

In order to ensure foundational competency development and acquisition, the Ontario College of Trade's Industrial Electrician Trade Board has established the following minimum Training Standard Log Book sign off requirements for all apprentices for the purpose of apprenticeship program completion:

Skill Set Number	Title of Skill Set	Total Number of Skills in Skill Set	Minimum Sign off Requirements (Includes shaded or unshaded skills)
8050	Protect Self and Others	16	All (16/16)
8051	Schematics, Drawings and Documentation	9	All (9/9)
8052	Tools and Equipment	7	7/10 Any 7 skills (shaded or unshaded)
8053	Test and Measuring Equipment	9	9/11 Any 9 skills (shaded or unshaded)
8054	Instrumentation Devices and Automated Control Systems	6	5/6
8055	Wiring Systems	21	15/21 Any 15 skills (shaded or unshaded)
8056	Power Distribution Equipment Systems	23	18/23 Any 18 skills (shaded or unshaded)
8057	Lighting Systems	11	All (11/11)
8058	Rotating Equipment & Associated Control Systems	27	24/27 Any 24 skills (shaded or unshaded)
8059	Motor Drives and Associated Control Systems	16	11/16 Any 11 skills (shaded or unshaded)
8060	Power Generating Systems and Associated Equipment	8	6/8
8061	Communications and Signaling Systems	15	13/15 Any 13 skills (shaded or unshaded)
8062	Communication in the Workplace	5	All (5/5)

List of Trainers

In the Industrial Electrician trade, a trainer must be competent in the skill, but it is not mandatory to be a member of the College of Trades or have a Certificate of Qualification (CofQ). A trainer can be a journeyperson, a supervisor or the competent employee designated by the apprentice's Sponsor. Industry recommends that a competent trainer should hold a Certificate of Qualification as an Industrial Electrician or equivalent.

Trainer/Journeyperson's Name (Please Print)	Trainer/Journeyperson's Signature	Trainer/Journeyperson's College Of Trades Id#

If you are interested in verifying active membership in the College's Journeypersons class, you can check the Ontario College of Trades Public Register at:
https://tmsportal.collegeoftrades.ca/web/ocot-public-services-v3/public-registry

Training Guidelines & Parameters

For Industrial Electrician there are applicable legislative, regulatory, codes and standards that outline requirements to be followed when performing tasks outlined in this standard. In most cases, these references set out the criterion against which the skill is measured. For Industrial Electricians, these may include:

- Canadian Electrical Code (CEC);
- Ontario Electrical Safety Code (OESC)
- Occupational Health and Safety Act (OHSA);
- Canadian Standards Association (CSA)
- Ontario Building Code (OBC)
- Ontario Fire Code (OFC);
- National Fire Protection Association (NFPA);
- Environmental Protection Act (EPA);
- Dangerous Goods Transportation Act (DGTA);
- Workplace Safety Insurance Act (WSIA);
- Institute of Electrical and Electronic Engineers (IEEE);
- Illumination Engineering Society Standards (IESS);
- Technical Standards and Safety Authority (TSSA) Safety Legislation
- Electrical Safety Authority (ESA) Legislation;
- Underwriters Laboratory of Canada (ULC);
- Municipal/Sector Requirements

All skills within this Standard are to be performed according to and compliance with:

- Occupational Health and Safety Legislation and Regulations
- Manufacturer's specifications
- Company and employer policies, and
- Industry best practices (where applicable)

8050.0 Protect Self and Others

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. Industrial Electricians typically work in settings where annual renewal and updating of health and safety certifications and competencies are typically part of company policies and procedures.

Skills

8050.01 Apply applicable Acts, regulations, codes and directives such as the Occupational Health and Safety Act (OHSA); Environmental Protection Act (EPA); Dangerous Goods Transportation Act (DGTA); Workplace Safety Insurance Act (WSIA); Ontario Building Code (OBC): Canadian Electrical Code (CEC); Ontario Electrical Safety Code (OESC); Ontario Fire Code (OFC); Workplace Hazardous Materials Information System (WHMIS); Infrastructure Health & Safety Association (IHSA); Canadian Welding Bureau (CWB); National Fire Protection Association (NFPA); American Society of Mechanical Engineers (ASME); Institute of Electrical and Electronic Engineers (IEEE); Illumination Engineering Society Standards (IESS); Technical Standards and Safety Authority (TSSA); Electrical Safety Authority (ESA); Canadian Standards Association (CSA); Workplace Safety & Prevention Services (WSPS); Underwriters Laboratory of Canada (ULC); municipal requirements, job specifications, company policies and procedures by:

- Identifying the act, regulation, code or directive applicable
- Interpreting the act, regulation, code or directive as it relates to the circumstances at hand
- Complying with the act, regulation, code or directive:

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

◊ **A trainer can be a journeyperson, a supervisor or the competent employee designated by the apprentice's Sponsor.**

8050.02 Identify hazards and hazardous conditions, equipment and material such as work site conditions, confined spaces, heavy equipment operations, crane hoisting and lifting operations, overhead and trenching operations, material handling and storage, and welding operations, ensuring that procedures are in compliance with Occupational Health and Safety Act (OHSA), WHMIS, applicable codes, regulations, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8050.03 Control hazards and hazardous conditions, equipment and material such as energized equipment, work site conditions, heavy equipment operations, crane hoisting and lifting operations, overhead and trenching operations, material handling and storage, and welding operations by:

- Recognizing the hazard or hazardous condition
- Assessing the situation
- conducting a risk assessment; and
- employing effective risk reduction techniques

According to OHSA, WHMIS, CSA Z460, Z462, Z463, applicable codes, regulations, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8050.04 Follow safety procedures when working with designated substances such as asbestos, lead paint, silica dust, mercury vapour by:

- reviewing list of designated substances prior to starting work
- determining temperature as required
- determining if substance contains PCBs
- selecting and wearing personal protective equipment accordingly; and
- ensuring designated substance report is completed

According to the Ministry of the Environment, Ministry of Labour, legislation, regulation, site procedures and company policy

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8050.05 **Identify electrical hazards** such as safe approach limits, clearances, voltage levels, incident energy levels, touch and step voltage, stored emergency devices, grounding and bonding ensuring that procedures are in compliance with ESA, CSA, OHSA, applicable codes, job specifications, company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8050.06 **Control electrical hazards** such as safe approach limits, clearances, voltage levels, incident energy levels, touch and step voltage, stored emergency devices, grounding and bonding ensuring that procedures are in compliance with ESA, CSA, OHSA, applicable codes, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8050.07 **Use fire extinguishers and fire-fighting equipment** such as portable Class A, B, C, D and K extinguishers by:

- identifying the applicable equipment for the situation

According to the Occupational Health and Safety Act (OHSA), Infrastructure Health and Safety Association (IHSA), Ontario Fire Code (OFC), National Fire Protection Association (NFPA), Underwriters Laboratory of Canada (ULC)

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8050.08 Perform housekeeping duties to ensure a safe working environment by:

- removing and disposing excess or unwanted materials
- positioning equipment
- identifying the location of first aid supplies and equipment
- maintaining adequate heat, light and ventilation
- storing flammable fuels
- ensuring the work site meets company's expectations of cleanliness; and
- erecting protective barriers and signs

According to OESC, OHSA, TSSA, Z432, Z462, Z463 and job specifications, company policy and procedures and expectations of cleanliness.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8050.09 Follow procedures for applying first aid and CPR for emergency situations by:

- applying the procedure applicable to the incident/emergency
  (such as treatment of burns, abrasions, bleeding, cuts, wounds, chemical inhalation, electrical shock and contamination of eyes)
- identifying designated contact persons

So that the condition of the victim is stabilized and prepared for further treatment:
According to the Occupational Health and Safety Act (OHSA), the reporting requirements of the appropriate authority having jurisdiction (AHJ), job specifications, company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8050.10 Follow procedures for reporting electrical incidents by:

- applying the procedure applicable to the incident/emergency
- identifying designated contact persons

According to the Occupational Health and Safety Act (OHSA), the reporting requirements of the Electrical Safety Authority (ESA), job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8050.11 Use and maintain personal protective apparel and equipment such as hard hats, gloves, glasses, goggles, masks, face shields, ear protectors/plugs, coveralls, reflector vests, safety footwear, fall protection equipment, respirators, harnesses, breathing apparatus, air samplers, gas detectors and radiation badges by:

- selecting the apparel and equipment applicable to the situation
- checking certifications (such as expiry dates)
- inspecting conditionings (such as worn, cracks, holes)
- adjusting for fit; and
- calibrating as required

To prevent arc flash and arc blast;
To ensure the safety of self and others:
According to OHSA, IHSA, CSA Z462, Z463, job specifications company policies and procedures and manufacturer's instructions.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8050.12 Use and maintain arc flash and arc blast rated personal protective equipment such as gloves and face shields by:

- selecting the apparel and equipment applicable to the situation
- following specified rating requirements
- checking certifications (such as expiry dates)
- inspecting conditionings (such as worn, cracks, holes)
- adjusting for fit; and
- calibrating as required

To ensure the safety of self and others:

According to CSA Z462, Occupational Health and Safety Act (OHSA), legislation, regulation, manufacturer's instructions, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8050.13 Perform lock out, tagging and test procedures by:

- advising the appropriate authorities holding jurisdiction (AHJ)
- installing lock out device and retaining the key
- attaching and dating tags
- communicating with other trades and affected parties (such as business owner)
- using energy isolating devices such as locks, spades, temporary portable grounds
- following hold off procedures as required
- repairing the problem if required; and
- removing the lockout device on completion of work

To isolate and control sources of hazardous energy:
According to OHSA, manufacturer's instructions, CEC, OESC, CSA Z460, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8050.14 Determine if the system is live or de-energized by:

- wearing personal protective equipment as required;
- testing for voltage and amperage;
- following the system looking for lock out and tags:

To prevent electrocution, electrical burns, fires, blasts or other injuries to the worker and public.
According to the Occupational Health and Safety Act (OHSA), applicable regulations, Canadian Electrical Code (CEC), Ontario Electrical Safety Code (OESC), legislation, regulation, manufacturer's instructions, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8050.15 De-energize live systems by:

- isolating source voltages
- draining existing stored energy (such as capacitors, hydraulic accumulators, air pressure tanks and
- locking out all sources of power

According to the Occupational Health and Safety Act (OHSA), Canadian Electrical Code (CEC), Ontario Electrical Safety Code (OESC), legislation, regulation, manufacturer's instructions, job specifications, company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8050.16 Follow electrical safety program and procedures when performing live work by:

- determining procedures for working live in a safe manner; and
- following safety precautions and procedures (including precautions related to hazardous atmospheres that could lead to explosions and fires)

According to the Occupational Health and Safety Act (OHSA), Canadian Electrical Code (CEC), Ontario Electrical Safety Code (OESC), legislation, regulation, manufacturer's instructions, job specifications, company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8051.0 Create, Modify and Interpret Schematics, Drawings and Specifications

Electricians create, modify and interpret schematics, drawings and specifications as part of their job. When working with schematics, drawings and specifications it is important for electricians to understand how to read and interpret electrical symbols as well as recognize and apply the different types of drawings and their uses. Electricians should use schematics, drawings and specifications to anticipate hazards on the worksite. Industrial Electricians need to understand electrical drawings and schematics for servicing and troubleshooting facility and industrial electrical systems. Industrial Electricians work with different diagrams and schematics including but not limited to; block diagrams, pictorials, one-line diagrams, wiring diagrams, terminal diagrams, schematics, electrical floor plans.

Skills

8051.01 Create sketches such as schematics, elevations, isometric, interference, wiring diagrams, layout by:

- using available tools and technology
- referencing existing drawings and specifications such as vendor drawings, cut sheets;
- relating drawings and specifications to the actual site
- visualizing completed project/system
- identifying distances, clearances, mounting heights, location of other equipment and components:

To ensure that the sketch is accurate in order to facilitate the completion of the work.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

◊ **A trainer can be a journeyperson, a supervisor or the competent employee designated by the apprentice's Sponsor.**

8051.02 Modify drawings such as as-built, schematics, elevations, isometric, interference and logic by:

- using available tools and technology
- obtain approval for changes
- recording changes, additions and substitutions on the drawings:

To ensure that the drawing set is complete and up-to-date in order to facilitate the completion of the work to the requirements of the approving authorities
According to industry standards , job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8051.03 Interpret architectural drawings and specifications including structural and site drawings and specifications by:

- reading the drawing title block and/or title page
- determining the logical sequence of the architectural and shop drawings
- cross-checking to ensure that the set is complete
- identifying and interpreting symbols used on drawings, charts, guides and schedules; and,
- verifying the latest revision/work document:

To ensure the interpretations are correct:
According to industry standards.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8051.04 Interpret mechanical drawings and specifications by:

- reading the drawing title block and/or title page
- determining the logical sequence of mechanical and shop drawings
- cross checking to ensure the set is complete
- identifying and interpreting symbols used on drawings, charts, guides and schedules; and
- verifying the latest revision/work document

To ensure the interpretations are correct:
According to industry standards.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8051.05 Interpret power distribution drawings and specifications by:

- reading the drawing title block and/or title page
- determining the logical sequence of architectural and shop drawings
- cross checking to ensure the set is complete
- identifying and interpreting the symbols used on the drawings, charts, guides and schedules; and,
- verifying the latest revision/working document

Ensuring the interpretations are correct:
According to industry standards.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8051.06 Interpret instrumentation and communication drawings and specifications by:

- reading the drawing block title and/or title page
- determining the logical sequence of the instrumentation, communication and shop drawings
- cross checking to ensure the set is complete
- identifying and interpreting symbols used on drawings, charts, guides and schedules; and,
- verifying the latest revision/working document

Ensuring the interpretations are correct:
According to industry standards.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8051.07 Interpret electrical drawings and specifications by:

- reading the drawing title block and/or title page;
- determining the logical sequence of architectural and shop drawings;
- cross checking to ensure the set is complete; and, identifying and interpreting the symbols used on the drawings, charts, guides and schedules; and,
- verifying the latest revision/working document:

Ensuring the interpretations are correct:
According to industry standards.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8051.08 Interpret relay, solid state and logic drawings and specifications by:

- determining the logical sequence of architectural and shop drawings
- cross checking to ensure the set is complete
- identifying and interpreting the symbols used on the drawings, charts, guides and schedules; and
- verifying the latest revision/working document:

Ensuring the interpretations are correct:
According to industry standards.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8051.09 Create a materials and equipment list based on drawings and specifications in order to complete the work; According to legislation, regulation, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8052.0 Use and Maintain Tools and Equipment

Electricians use various tools and equipment to perform their job. These may include; hand tools, power tools, rigging/hoisting/pulling equipment, access equipment, scaffolding and elevated work platforms and other specialty tools and equipment. Electricians must ensure that these tools are used and maintained properly for the safety of themselves, colleagues and others in their facility. Electricians may receive training and certification in the use and maintenance of these tools and equipment.

Skills

8052.01 Use and maintain hand tools (non-power) such as wrenches, pliers, fastening tools, measuring tools, cutting tools, joining tools, levelling tools, rigging tools, A-frame and other material handling equipment by:

- selecting the tool, ensuring that the hand tool and accessory matches the application
- ensuring the hand tool and accessory are in specified working condition
- cleaning and lubricating as per manufacturer's specifications
- repairing or disposing of defective tools and accessories
- ordering and replacing accessories and components as required; and
- reporting defects as required:

So that no damage is caused to the tool or injury to the operator:
According to manufacturer's recommendations, Occupational Health and Safety Act (OHSA), WHMIS, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

◊ **A trainer can be a journeyperson, a supervisor or the competent employee designated by the apprentice's Sponsor.**

8052.02 Use and maintain power tools and accessories (electric, hydraulic, pneumatic) such as drills, grinders, circular saws, drill presses, , cut-off saws, hole saws, soldering equipment, drill bits, saw blades, and grinding wheels by:

- selecting the tool and accessory
- ensuring that the power tool and accessory matches the application
- ensuring the power tool and accessories are in specified working condition including inspecting cords, connecting devices, housings, control devices
- ensuring the tool is ground fault circuit interrupted (GFCI) as required
- cleaning and lubricating as per manufacturer's specifications
- ensuring that the power tool and accessories have approval markings as required

- repairing or disposing of defective tools and accessories
- ordering and replacing accessories and components as required and
- reporting defects as required

So that no damage is caused to the power tool or injury to the operator:
According to Occupational Health and Safety Act (OHSA), Infrastructure Health and Safety Association (IHSA), manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8052.03 Use and maintain rigging and hoisting equipment by:

- selecting the applicable equipment
- ensuring that the size and type matches the site location, operation and conditions
- ensuring the equipment is in specified working order
- ensuring the operation is controlled by use of hand and/or voice signals
- ordering and replacing accessories and components as required; and
- reporting defects or problems as required:

So that no damage is caused to the equipment or injury to the operator
According to Occupational Health and Safety Act (OHSA), Infrastructure Health and Safety Association (IHSA), manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8052.04 Use scaffolds, lifting devices and elevating platforms such as personnel lifts, scissor lifts, bucket lifts, swing stages and bosun's chairs: to install and repair electrical installations by:

- selecting the applicable device or platform
- ensuring that the size and type matches the site location, operation and conditions
- ensuring the device or platform and components are in specified working order
- ensuring the operation is controlled by use of hand and/or voice signals: and
- reporting defects or problems as required

so that no damage is caused to the device/platform or injury to the operator: according to engineering drawings, site conditions, OHSA, IHSA, TSSA, manufacturer's recommendations, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8052.05 Store scaffolds, lifting devices and elevating platforms such as personnel lifts, scissor lifts, bucket lifts, swing stages and bosun's chairs: to install and repair electrical installations

- dismantling and disassembling devices, platforms and components
- storing and labelling devices, platforms and components as required; and
- reporting defects or problems as required

so that no damage is caused to the device/platform or injury to the operator: according to engineering drawings, site conditions, OHSA, IHSA, TSSA, manufacturer's recommendations, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8052.06 Perform trade-specific oxy-fuel cutting and welding procedures by:

- selecting the applicable cutting or welding device
- ensuring that the device matches the application
- ensuring the devices are in specified working condition through inspection; and
- reporting defects as required

to install brackets, hangers and struts using applicable safety equipment to ensure strength of weld in accordance with OHSA, IHSA, CWB, CSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8052.07 Identify electrical material and equipment requirements by:

- locating and sequencing the material requirements
- reviewing delivery schedules, ensuring storage space is available
- keeping a complete record of inventory materials
- ensuring all electrical equipment is approved; and
- maintaining an adequate supply on hand of frequently used items:

According to site specifications, government regulations, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8052.08 Use conduit bending and threading tools such as manual and power threaders and bender by:

- selecting the applicable tool and accessory
- ensuring that the tool and accessory matches the application
- ensuring that the tool and accessory is in specified working condition
- maintaining the tool as required including preventative and predictive maintenance
- repairing or replacing the tool and components as required; and
- reporting defects as required

So that no damage is caused to the tool or injury to the operator and the conduit for installation is finished

According to CSA, OESC and CEC, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8052.09 Use and maintain powder actuated tools by:

- selecting and wearing personal protective equipment;
- selecting the tool, ensuring that the tool and accessory matches the application;
- ensuring the powder actuated tool and accessory are in specified working condition;
- setting up the tool for the application;
- cleaning as per manufacturer's specifications;
- repairing or disposing of defective tools and accessories;
- removing failed or misfired cartridges/shots and ensuring safe disposal;
- ordering and replacing accessories and components as required; and,
- reporting defects as required; and,
- taking out of service as required:

So that no damage is caused to the tool or injury to the operator:
According to manufacturer's recommendations, Occupational Health and Safety Act (OHSA), Regulations for Industrial Establishments, WHMIS, job specifications and company policy and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8052.10 Use thermit welding tools by:

- wearing personal protective equipment such as respiratory protection and ventilation control;
- removing hazards;
- assessing environmental conditions;
- ensuring no moisture in the molds;
- ensuring fire protective devices are available;
- ensuring that the device matches the application;
- ensuring the devices are in specified working condition through inspection;
- follow operating instructions; and,
- reporting defects as required:

To bond conductors to other conductors or metallic components, or metallic components to other metallic components:
To prevent burns and the inhalation of toxic fumes:
According to the Canadian Electrical Code (CEC), Ontario Electrical Safety Code (OESC), Occupational Health and Safety Act (OHSA), Canadian Standards Association (CSA), Regulations for Industrial Establishments, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8053.0 Use and Maintain Test and Measuring Equipment

As technology evolves, the use of test and measuring equipment continue to become important for electricians to perform their job. These may include; ammeters, multi-meters, oscilloscopes, thermographic imaging devices, ultrasonic testing equipment, resistance testers and others. Electricians must ensure that these tools and devices are used and maintained properly for the safety of themselves, their colleagues and those entering their facility. Electricians may receive training and certification in the use and maintenance of these testers and measuring equipment, especially with changes in technology. Companies are continuing to manufacturing new and diverse measuring and testing equipment to meet the needs of electricians.

Skills

8053.01 Use and maintain analog and digital multi-meters by:

- wearing personal protective equipment
- selecting and setting the device that matches the application
- ensuring the item selected has the appropriate category (CAT) rating, is approved, meets the voltage, current, resistance requirements as applicable to the system being tested
- calibrating the meter as required
- verifying the meter operation against a known source before and after testing to ensure function
- ensuring the user follows all recommended test procedures; and,
- maintaining the device as required including preventative and predictive maintenance:

According to CSA Z462 and Z463, manufacturer's specifications, job specifications company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

◊ **A trainer can be a journeyperson, a supervisor or the competent employee designated by the apprentice's Sponsor**

8053.02 **Use and maintain insulation testers** such as megger™ testers by:

- wearing personal protective equipment as required
- selecting the applicable device for the task
- calibrating the device as required
- ensuring the circuit or equipment being tested is de-energized and isolated
- isolating public and other workers from the hazard or equipment as required
- ensuring the user follows all recommended test procedures; and
- maintaining the device as required

According to Canadian Electrical Code (CEC), Ontario Electrical Safety Code (OESC), manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8053.03 **Use and maintain oscilloscopes** such as analog and digital devices by:

- selecting the applicable device for the task
- calibrating the device as required
- ensuring the device is approved and matches the application; and
- maintaining the device as required including preventative and predictive maintenance

According to legislation, regulation, manufacturer's specifications, job specifications, company policies and procedures.

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8053.04 **Use and maintain fault locators** by:

- selecting the applicable device for the task;
- calibrating the device as required;
- ensuring the device is approved and matches the application; and,
- maintaining the device as required including preventative and predictive maintenance:

According to legislation, regulation, manufacturer's specifications, job specifications and company policies and procedures.

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8053.05 Use and maintain high voltage test equipment such as voltage detectors, meters by:

- wearing personal protective equipment;
- selecting the applicable device that matches the application;
- calibrating the device as required;
- ensuring the device matches the application;
- ensuring the user follows all recommended test procedures;
- obtaining recertification for the device as required; and,
- maintaining the device as required:

According to manufacturer's specifications, job specifications and company policies and procedures.

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8053.06 Use and maintain electronic test equipment such as logic probes, milliamp loop calibrators, resistance temperature detector (RTD), thermocouple calibrators, signal generators and oscilloscopes by:

- wearing personal protective equipment as required
- selecting the applicable equipment for the task
- calibrating the equipment as required
- ensuring the equipment is approved when required; and
- maintaining the equipment as required including preventative and predictive maintenance

According to the Occupational Health and Safety Act, manufacturer's specifications, job specifications and company policies and procedures.

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U8053.07 Use and maintain computer-based testing and recording equipment such as human machine interface (HMI), programmable logic controller (PLC) troubleshooting software, data collection software by:

- wearing personal protective equipment as required;
- selecting the applicable equipment that matches application;
- programming the equipment as required; and,
- maintaining the equipment as required:

According to manufacturer's specifications, job specifications and company policies and procedures.

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8053.08 Use and maintain chart recorders such as network, power quality, logic, thermal and vibration analyzers by:

- selecting the applicable device for the task
- calibrating the device as required
- ensuring the device is approved and matches the application; and
- maintaining the device:

According to manufacturer's specifications, job specifications and company policies and procedures.

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8053.09 Use and maintain special electrical test equipment such as phase rotation meters, power meters, energy recorders and power quality analysers by:

- wearing personal protective equipment such as arc flash gear as required
- selecting the applicable equipment for the task
- calibrating the equipment as required
- ensuring the item selected has the appropriate CAT rating, is approved, meets the voltage, current, resistance and impedance requirements as applicable to the system being tested
- assessing hazardous conditions
- ensuring the user follows all recommended test procedures; and
- maintaining the equipment as required

According to manufacturer's specifications, job specifications and company policies and procedures.

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8053.10 **Use and maintain special test equipment** such as infrared thermography (IRT), non-contact sensing devices (such as temperature and voltage), illumination testers and vibration analyzers, ultrasound test equipment by:

- wearing personal protective equipment as required
- selecting the applicable equipment that matches application
- calibrating or configuring the equipment as required; and
- maintaining the equipment as required

According to legislation, regulation, manufacturer's specifications, job specifications and company policies and procedures.

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8053.11 **Use and maintain network testers** for communication networks such as Ethernet, Device Net, Modbus and supervisory control and data acquisition (SCADA) by:

- selecting the applicable equipment for the task;
- calibrating the equipment as required;
- ensuring the device matches the application; and,
- maintaining the equipment as required:

According to CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

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8054.0 Instrumentation Devices and Automated Control Systems

An instrumentation system is collection of instruments used to measure, monitor, and control a process. This is particularly relevant for industrial electrician working in a production or manufacturing environment. This skill set refers to work done by electricians on instrumentation devices such as proportional-integral-derivative (PID) devices, automated control systems such as distributed control systems, PLCs, Human Machine Interfaces (HMI). When working with some of these systems, electricians should be mindful of health and safety requirements such as guarding and lockout requirements.

Skills

8054.01 Install instrumentation devices such as 4 to 20 milliamp and 1 to 5 volt control devices (loop and output), proportional-integral-derivative (PID) devices by:

- selecting cabling, equipment and components that match application
- reading and interpreting job reference material and drawings
- mounting system and components
- determining shielding cable requirements
- bonding and grounding system and components
- configuring system and device parameters
- calibrating devices
- selecting and verifying cable pathway
- selecting and verifying cable installation
- splicing and terminating
- verifying the operation and proofing the performance
- testing operation; and
- completing documentation as required

According to Canadian Electrical Code (CEC), Ontario Electrical Safety Code (OESC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, job specifications and company policies and procedures.

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8054.02 Troubleshoot instrumentation devices such as 4 to 20 milliamp and 1 to 5 volt control devices (loop and output), proportional-integral-derivative (PID) devices by:

- completing lock out and tag out requirements as required
- conducting functionality tests as required
- checking status
- checking for faults
- checking for performance
- conducting field assessments using diagnostic and test equipment to determine source of malfunction
- referencing installation specifications and drawings
- checking connections and terminations
- determining root cause
- replacing components as required
- recalibrating devices as required
- confirming operational requirements
- returning the system to operational status; and
- completing documentation as required

According to Canadian Electrical Code (CEC), Ontario Electrical Safety Code (OESC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, job specifications and company policies and procedures.

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8054.03 Maintain instrumentation devices such as 4 to 20 milliamp and 1 to 5 volt control devices (loop and output), proportional integral-derivative (PID) devices by:

- conducting visual inspection of the system
- conducting operational and functional tests
- cleaning components
- completing documentation as required; and
- calibrating devices

According to Canadian Electrical Code (CEC), Ontario Electrical Safety Code (OESC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, job specifications and company policies and procedures.

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8054.04 Install automated control systems such as distributed control systems, PLCs, Human Machine Interfaces (HMI) by:

- selecting cabling, equipment and components that match application and meet the environmental condition
- selecting input/output (I/O) devices to match the application and meet the environmental condition
- identifying software and determining compatibility with other process control systems i.e. AC drives
- reading and interpreting job reference material and drawings
- mounting system and components
- determining shielding cable requirements
- bonding and grounding system and components
- identifying communication networks and protocols
- installing operating software
- connecting communication links
- configuring system and device parameters
- programming devices and systems
- selecting and verifying cable pathway
- selecting and verifying cable installation
- splicing and terminating
- verifying the operation and proofing the performance
- conducting I/O verification
- testing operation; and
- completing documentation as required

According to Canadian Electrical Code (CEC), Ontario Electrical Safety Code (OESC), Canadian Standards Association (CSA), manufacturer's specifications, job specifications and company policies and procedures.

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8054.05 **Troubleshoot automated control systems** such as distributed control systems, PLCs, Human Machine Interfaces (HMI) by:

- completing lock out and tag out requirements as required
- conducting functionality tests as required
- checking status
- checking for faults
- checking for performance
- conducting field assessments using diagnostic and test equipment to determine source of malfunction
- referencing installation specifications and drawings
- checking connections and terminations
- determining root cause
- replacing components as required
- recalibrating devices as required
- using software to ensure functionality
- bypassing non-safety devices by installing jumpers or isolating as required
- using diagnostic procedures and software
- reloading or downloading software as required
- confirming operational requirements
- returning the system to operational status; and
- completing documentation as required

According to Canadian Electrical Code (CEC), Ontario Electrical Safety Code (OESC), Canadian Standards Association (CSA), manufacturer's specifications, job specifications and company policies and procedures.

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8054.06 **Maintain automated control systems** such as distributed control systems, PLCs, Human Machine Interfaces (HMI) by:

- conducting visual inspection of the system
- conducting operational and functional tests
- cleaning components
- replacing filters
- optimizing software and system
- updating and backing up programs and systems; and
- completing documentation as required

According to Canadian Electrical Code (CEC), Ontario Electrical Safety Code (OESC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, job specifications and company policies and procedures.

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8055.0 Install, Troubleshoot, Repair and Maintain Wiring Systems

When working with wiring installations, electricians should always determine the system status (live or de-energized) and follow applicable safety protocols. Electricians should also consider using mechanical equipment and tools (i.e. pullers, benders) to reduce the physical demands associated with the installation, troubleshooting, repair and maintenance of wiring installations.

Skills

8055.01 Install busway systems such as feeder duct (bus duct), plug-in devices, supports, mechanical protection and fire stops by:

- selecting and using components that match the application
- torqueing the electrical connections as required
- mounting and supporting (horizontally and vertically)
- terminating; and
- conducting tests to ensure free from shorts and grounds

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), plans and specifications, environmental conditions, manufacturer's specifications, job specifications and company policies and procedures.

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8055.02 **Maintain busway systems** such as feeder duct (bus ducts), plug-in devices, supports, mechanical protection and fire stops by:

- inspecting to identify and correct deficiencies
- ensuring there is no connection deterioration (i.e. thermal and visual)
- cleaning the interior and exterior surfaces as required
- conducting tests to ensure insulation integrity (no shorts or grounds)

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), plans and specifications, environmental conditions, manufacturer's specifications, job specifications and company policies and procedures.

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8055.03 **Install branch circuit wiring for loads** such as lighting, receptacles, heating and motors by:

- selecting and using components that match the application
- laying out branch circuit wiring
- providing bonding to ground
- selecting overcurrent protection, and
- selecting conductor size, voltage rating, type and material (i.e. insulation, copper aluminium):

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8055.04 **Troubleshoot branch circuit wiring for loads** such as lighting, receptacles, heating and motors by:

- completing lock out and tag out requirements as required
- conducting functionality tests as required
- inspecting and investigating to determine root cause of any faults
- correcting and repairing problem

- testing operation to ensure functionality is restored
- returning to operational service

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8055.05 Install cable trays for use with power, data and communication cable wiring systems by:

- selecting cable trays and components that match the application (considering cable size, weight and application type)
- completing layout
- installing supports (vertical and horizontal) as required
- bonding cable trays to ground as required
- ensuring clearance requirements are met
- ensuring ventilation requirements are met
- ensuring fire stops are installed where required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8055.06 Install single conductor (metallic and non-metallic) cables by:

- selecting cables and components that match the application (considering cable size, weight and application type)
- completing layout
- installing supports (vertical, horizontal, non-ferrous) as required
- bonding metallic jackets to ground as required
- ensuring clearance requirements between cables are met

- ensuring configuration of phases when running cables in parallel
- ensuring fire stops are installed where required
- selecting termination fittings as required to match enclosure designation and cable type; and
- terminating as required to limit sheath and eddy currents

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8055.07 Install multi-conductor (metallic and non-metallic) cables by:

- selecting cables and components that match the application (considering cable size, weight and application type)
- completing layout
- installing supports (vertical, horizontal) as required
- bonding metallic jackets to ground as required
- ensuring clearance requirements between cables are met
- ensuring fire stops are installed where required
- selecting termination fittings as required to match enclosure designation and cable type
- terminating as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8055.08 Install non-metallic conduits and tubing such as Poly Vinyl Chloride (PVC), Reinforced Thermosetting Resin Conduit (RTRC) and Electrical Non-metallic tubing (ENT) by:

- selecting conduit and tubing that match the application (considering conductor size, expansion and contraction, flame spreading requirements, exposure to sunlight and application type);
- completing layout
- installing supports (vertical, horizontal, expansion and contraction) as required
- installing bonding conductors as required
- ensuring penetration of fire separations meet industry requirements as required
- providing sealing to prevent the ingress of moisture and gas as required; and
- matching fittings as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8055.09 Install metallic conduits and tubing such as rigid, flexible, liquid-tight and Electrical Metallic Tubing (EMT) by:

- selecting conduit and tubing that match the application (considering conductor size, vibration, expansion and contraction, and application type)
- completing layout
- installing supports (vertical, horizontal, expansion and contraction) as required
- installing bonding conductors as required
- ensuring penetration of fire separations meet industry requirements as required
- providing sealing to prevent the ingress of moisture and gas as required; and
- matching fittings as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8055.10 Install electric heating systems such as electric forced air furnace, electric boiler, convection heaters, radiant heaters, heat tracing cables, duct heater, heating cables, inline heaters (circulation and immersion), exchangers, thermostats, high and operating limit safeties by:

- selecting systems, equipment and components that match application
- completing layout
- connecting equipment and controls; and
- monitoring for ground faults as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8055.11 Troubleshoot electric heating systems such as electric forced air furnace, electric boiler, convection heaters, radiant heaters, heat tracing cables, duct heater, heating cables, inline heaters (circulation and immersion), exchangers, thermostats, high and operating limit safeties by:

- conducting field assessments using diagnostic and test equipment to determine source of malfunction
- checking for continuity
- checking for faults
- checking voltage
- checking for current
- checking control systems (i.e. high/low systems)
- checking connections and terminations; and
- referencing installation specifications and drawings

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8055.12 Repair electric heating systems such as electric forced air furnace, electric boiler, convection heaters, radiant heaters, heat tracing cables, duct heater, heating cables, inline heaters (circulation and immersion), exchangers, thermostats, high and operating limit safeties by:

- identifying and removing defective heating components and controls
- replacing heating components and controls as required
- resetting controls
- repairing identified faults
- cleaning and adjusting components
- conduct tests of systems and controls after repair; and
- recording tests and repairs as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8055.13 Install wiring for hazardous locations including new installations and modifications by:

- following safety precautions and procedures (including precautions related to hazardous atmospheres that could lead to explosions and fires)
- selecting systems, equipment, tools and components that match application
- identifying zones and divisions as per the area classification
- selecting wiring methods that match the application
- completing layout
- completing connections
- sealing components as required; and
- testing operation of the system

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), Technical Safety and Standards Association (TSSA), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8055.14 Install overhead distribution systems such as single-phase and three-phase power, communication, data and fibre optic systems, by:

- selecting systems, equipment and components that match application
- completing layout
- determining clearances from ground and buildings and existing electrical installations
- selecting and installing conductor supports (i.e. polls, racks)
- checking maximum span
- determining bonding and grounding requirements
- installing bonding to ground
- installing overcurrent protection, and
- guying

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), Infrastructure Health and Safety Association (IHSA), environmental conditions, utility specifications, manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8055.15 Install direct buried underground cables for single-phase and three-phase power, data, communication and fibre optic systems by:

- selecting cables, equipment and components that match application
- completing layout
- selecting depth of coverage, mechanical protection, spacing in trench, and backfill;
- selecting and installing locating/marking tape
- determining bonding and grounding requirements
- determining expansion and contraction such movement and settlement caused by environmental conditions; and
- installing overcurrent protection as required:

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), Infrastructure Health and Safety Association (IHSA), environmental conditions, utility specifications, manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8055.16 Install underground conduits for single-phase and three-phase power, data, communication and fibre optic systems by:

- selecting conduits, equipment and components that match application
- completing layout
- selecting depth of coverage, mechanical protection, spacing in trench, backfill, and supports,
- selecting and installing locating/marking tape
- determining bonding and grounding requirements
- determining expansion and contraction such movement and settlement caused by environmental conditions
- installing overcurrent protection as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), Infrastructure Health and Safety Association (IHSA), environmental conditions, utility specifications, manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8055.17 Install Cathodic Protection systems such as rectifiers, sacrificial anodes and equipment connections by:

- selecting cabling, equipment and components that match application
- reading and interpreting job reference material and drawings
- mounting system and components
- bonding and grounding system and components
- selecting and verifying cable pathway
- selecting and verifying cable installation
- terminating
- verifying the operation and proofing the performance
- testing operation; and
- completing documentation as required:

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Occupational Health and Safety Act (OHSA), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8055.18 Maintain Cathodic Protection systems such as rectifiers, sacrificial anodes and equipment connections by:

- conducting visual inspection of the system
- conducting operational and functional tests
- cleaning components
- installing bypass jumpers as required; and
- completing documentation as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Occupational Health and Safety Act (OHSA), manufacturer's specifications, industry standards, company policies and client specifications.

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8055.19 Connect supply to HVAC/R systems by:

- determining connected load requirements
- selecting and installing branch circuit wiring
- terminating and labelling conductors
- mounting isolation switches
- bonding and grounding system and components
- testing operation; and
- completing documentation as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Occupational Health and Safety Act (OHSA), manufacturer's specifications, industry standards, job specifications, company policies and procedures.

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8055.20 Install HVAC/R controls by:

- selecting cabling, equipment and components that match application and meet the environmental condition;
- selecting input/output (I/O) devices to match the application and meet the environmental condition;
- reading and interpreting job reference material and drawings
- selecting, locating and mounting control devices
- selecting and verifying cable pathway
- selecting and verifying cable installation
- labelling and terminating conductors
- verifying operation; and
- completing documentation as required:

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Occupational Health and Safety Act (OHSA), manufacturer's specifications, industry standards, job specifications, company policies and procedures.

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8055.21 Maintain HVAC/R electrical connections and controls by:

- locking out and tagging out
- conducting visual inspection of the system
- conducting operational and functional tests
- cleaning components; and
- completing documentation as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Occupational Health and Safety Act (OHSA), manufacturer's specifications, industry standards, job specifications, company policies and procedures.

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8056.0 Install, Maintain and Troubleshoot Power Distribution Equipment Systems

Distribution equipment provides and facilitates the efficient distribution of power to electrical systems and equipment, thereby allowing for the safe use of electricity.

Skills

8056.01 Install power and energy metering systems such as revenue billing devices, energy monitoring systems, current transformers, potential transformers, metering equipment by:

- selecting the equipment that matches the system;
- completing layout
- installing system, equipment and components
- complete connections; and
- testing system operation

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), local distribution companies (LDCs), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.02 Install high voltage protection and control devices such as disconnects, lightening arresters, fuses and circuit breakers by:

- selecting devices, equipment and components to match design drawings and specifications
- completing layout of equipment and components
- installing and completing connections such as stress cones and potheads
- setting overcurrent devices as per design and coordination requirements; and,
- testing to verify functionality and commissioning

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Infrastructure Health and Safety Association (IHSA), Institute of Electrical and Electronics Engineers (IEEE), local distribution companies (LDCs), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

(mm/dd/yy)		
	Trainer Print Name	◊ Trainer Signature
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8056.03 Maintain high voltage protection and control devices such as disconnects, lightening arresters, fuses and circuit breakers by:

- completing lock out and tag out requirements as required
- installing temporary protective grounds as required
- communicating with affected parties including the utility and company management
- conducting tests such as visual, thermographic imaging, insulation resistance
- troubleshooting reported defects or faults
- making repairs and replacing components as required
- verifying test results

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Infrastructure Health and Safety Association (IHSA), Institute of Electrical and Electronics Engineers (IEEE), local distribution companies (LDCs), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.04 Install low voltage protection and control devices such as disconnects, lightening arresters, fuses and circuit breakers by:

- selecting devices, equipment and components to match calculations, design drawings and specifications
- completing layout of equipment and components
- installing and completing connections such as conductors and buses
- setting overcurrent devices as per design and coordination requirements; and
- testing to verify functionality and commissioning

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Infrastructure Health and Safety Association (IHSA), Institute of Electrical and Electronics Engineers (IEEE), local distribution companies (LDCs), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.05 Maintain low voltage protection and control devices such as disconnects, lightening arresters, fuses and circuit breakers by:

- completing lock out and tag out requirements as required
- installing temporary protective grounds as required
- communicating with affected parties including company management
- conducting tests such as visual, thermographic imaging, insulation resistance
- troubleshooting reported defects or faults
- making repairs and replacing components as required
- verifying test results

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Infrastructure Health and Safety Association (IHSA), Institute of Electrical and Electronics Engineers (IEEE), local distribution companies (LDCs), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.06 Install high voltage oil and dry type distribution transformers by:

- Selecting transformers based on size and type to match design drawings and specifications;
- completing layout
- configuring and terminating primary and secondary conductors such as busbars, delta, wye, stress cones and potheads
- selecting primary and secondary voltage taps
- installing and terminating grounding as required
- following manufacturer energization procedures such as soaking
- testing to verify primary and secondary voltage; and
- testing to verify functionality of auxiliary equipment such as ventilation, oil pump, temperature and level sensors

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Infrastructure Health and Safety Association (IHSA), Ontario Building Code (OBC), local distribution companies (LDCs), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.07 Install low voltage oil and dry type distribution transformers by:

- Selecting transformers based on load, size and type to match calculations, design drawings and specifications
- determining mounting requirements, including suitability to support the size of the selected transformer, such as ceiling, pole, wall, pad or floor
- completing layout
- configuring and terminating primary and secondary conductors such as busbars, delta, wye, autotransformers, zigzag
- selecting primary and secondary voltage taps
- installing and terminating grounding as required
- following manufacturer energization procedures such as soaking
- testing to verify primary and secondary voltage; and
- testing to verify functionality of auxiliary equipment such as ventilation, oil pump, temperature and level sensors

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Infrastructure Health and Safety Association (IHSA), Ontario Building Code (OBC), local distribution companies (LDCs), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.08 Maintain high and low voltage oil and dry type distribution transformers by:

- determine if transformer oil contains PCBs and select and wear personal protective equipment accordingly
- determine oil temperature
- conducting tests such as visual, thermographic imaging, insulation resistance, turn ratio, oil sampling
- communicating with affected parties including the utility and company management
- completing lock out and tag out requirements as required
- cleaning components such as insulators, ventilation louvers, filters as required
- troubleshooting reported defects or faults
- making repairs and replacing components as required
- verifying test results; and
- completing documentation (including designated substance report) as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Infrastructure Health and Safety Association (IHSA), Ontario Building Code (OBC), local distribution companies (LDCs), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.09 Install power distribution panels by:

- selecting panels by determining loads, size, and type to match the calculations, design drawings and specifications
- selecting panel enclosures to match the application or environment
- determining mounting requirements
- completing layout by determining required clearances
- terminating conductors including high and low voltage types
- installing and terminating bonding and grounding as required
- setting overcurrent devices as per design and coordination requirements
- testing to verify functionality such as key interlocking, trip settings and coordination; and,
- energizing the systems as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.10 Maintain power distribution panels by:

- conducting tests such as visual, thermographic imaging
- communicating with affected parties including company management
- completing lock out and tag out requirements as required
- cleaning components as required
- troubleshooting reported defects or faults
- making repairs and replacing components as required such as circuit breakers;
- verifying test results; and
- completing documentation as required.

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.11 Install ground fault detection by:

- selecting type of ground fault detection to match design drawings and specifications, voltage levels;
- determining mounting requirements
- completing layout
- terminating conductors
- installing and terminating bonding and grounding as required
- setting trip settings as required; and
- testing to verify functionality

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.12 Maintain ground fault detection by:

- conducting testing as required including leakage current testing
- completing lock out and tag out requirements as required
- troubleshooting reported defects or faults such as indicator failure and incorrect trip settings
- making repairs and replacing components as required
- verifying test results; and
- completing documentation as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.13 Install ground fault protection by:

- Selecting type of ground fault protection such as zero sequencing or ground return path to match design drawings and specifications, current and voltage levels
- determining mounting requirements
- completing layout
- terminating conductors
- installing and terminating bonding and grounding as required
- setting trip settings such as leakage current settings; and
- testing to verify functionality

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.14 Maintain ground fault detection by:

- conducting testing as required including leakage current testing
- communicating with affected parties including company management
- troubleshooting reported defects or faults such as indicator failure and incorrect trip settings
- making repairs and replacing components as required
- verifying test results; and
- completing documentation as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.15 Install ground fault circuit interrupters (GFCI) including circuit breakers and other integrated devices (non-class A) by:

- selecting type of GFCI to match design drawings and specifications, current and voltage levels
- determining mounting requirements
- completing layout
- terminating conductors
- installing and terminating bonding and grounding as required
- setting trip settings as required; and
- testing to verify functionality

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.16 Maintain ground fault circuit interrupters (GFCI) including circuit breakers and other integrated devices (non-class A) by:

- conducting leakage current testing
- communicating with affected parties including company management
- troubleshooting reported defects or faults
- making repairs and replacing components as required
- verifying test results; and
- completing documentation as required:

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.17 Install power factor correction equipment such as capacitors, zigzag transformers, synchronous motors by:

- selecting type, size of equipment based on power correction calculation
- completing layout
- determining mounting requirements
- completing connections
- testing functionality as required; and
- validating the correction as per the calculations:

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), local supply authority, manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.18 Maintain power factor correction equipment such as capacitors, zigzag transformers, synchronous motors by:

- taking power factor readings
- discharging as required
- conducting tests such as thermographic imaging, dielectric strength
- making repairs and replacing components as required
- verifying functionality
- disposing of components as per environmental requirements and regulations; and
- completing documentation as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), local supply authority, manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.19 Install direct current (DC) power distribution systems such as emergency equipment, renewable energy systems, data centre systems, energy storage systems, process based systems by:

- selecting the system and equipment by determining loads, size, and type to match the calculations, design drawings and specifications
- selecting panel enclosures to match the application or environment
- determining mounting requirements
- completing layout by determining required clearances
- terminating conductors
- installing and terminating bonding and grounding as required
- setting overcurrent devices
- testing to verify functionality; and
- energizing the systems as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.20 Maintain direct current (DC) power distribution systems such as emergency equipment, renewable energy systems, data centre systems, energy storage systems, process based systems by:

- conducting tests such as visual, thermographic imaging, insulation resistance, ventilation requirements
- communicating with affected parties including company management
- completing lock out and tag out requirements as required
- cleaning components as required
- troubleshooting reported defects or faults
- making repairs and replacing components as required such as circuit breakers, power supplies, rectifiers, ventilation
- verifying test results; and
- completing documentation as required:

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.21 Install direct current (DC) protective devices such as arc fault circuit interrupters, lightening arresters, surge arresters, primary and secondary protectors, supplementary protectors, and ground fault protective devices by:

- selecting the device by determining loads, size, and type to match the calculations, design drawings and specifications
- determining mounting requirements
- completing layout
- terminating conductors
- installing and terminating bonding and grounding as required
- testing to verify functionality; and
- energizing the device as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.22 Install AC protective devices such as such as arc fault circuit interrupters, lightening arresters, surge arresters, supplementary protectors, and GFCI devices (class A) by:

- selecting the device by determining loads, size, and type to match the calculations, design drawings and specifications
- determining mounting requirements
- completing layout
- terminating conductors
- installing and terminating bonding and grounding as required
- testing to verify functionality as required
- energizing the device as required:

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8056.23 Maintain AC/DC protective devices such as such as arc fault circuit interrupters, lightening arresters, surge arresters, primary and secondary protectors, supplementary protectors, and ground fault protective devices, GFCI devices (class A) by:

- conducting tests such as visual, thermographic imaging, insulation resistance
- communicating with affected parties including company management
- completing lock out and tag out requirements as required
- troubleshooting reported defects or faults
- making repairs and replacing components as required
- verifying test results; and
- completing documentation as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8057.0 Install, Troubleshoot and Maintain Lighting Systems

Electricians who work on lighting systems typically work at heights. The selection and use of ladders, lifting devices and work platforms to provide access to lighting systems is critical for the safety of the electrician and the public. Electricians should ensure they have the appropriate fall protection and/or guarding in place. De-energization is also important when working with lighting systems.

Skills

8057.01 Install non-external ballasted lighting such as incandescent, compact florescent, LED by:

- selecting components that match application
- determining quantity, type and wiring requirements
- completing layout
- terminating conductors
- performing installation; and
- testing operation

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
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◊ **A trainer can be a journeyperson, a supervisor or the competent employee designated by the apprentice's Sponsor.**

8057.02 Troubleshoot and maintain non-external ballasted lighting such as incandescent, compact florescent, LED by:

- conducting tests such as voltage and illumination levels
- communicating with affected parties as required
- completing lock out and tag out requirements as required
- troubleshooting reported defects or faults such as reduced lighting levels, premature bulb failure, wiring connections
- cleaning components such as reflectors, globes, lenses
- repairing and replacing components such as lamps, sockets, holders as required
- verifying operation; and
- completing documentation as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8057.03 Install external ballasted/driver lighting such as florescent, compact fluorescent, neon, LED by:

- selecting units/systems such that match design drawings and specifications
- determining quantity, type and wiring requirements
- completing layout
- terminating conductors
- performing installation; and
- testing operation

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8057.04 Troubleshoot and maintain external ballasted/driver lighting such as florescent, compact fluorescent, neon, LED by:

- conducting tests such as voltage and illumination levels
- communicating with affected parties as required
- completing lock out and tag out requirements as required
- troubleshooting reported defects or faults such as reduced lighting levels, premature bulb failure, noise level, wiring connections
- cleaning components such as reflectors, globes, lenses
- repairing, replacing or retrofitting (using approved kit) components such as lamps, sockets, holders, ballasts, drivers, power supply rectifiers as required
- matching components between ballast and lamps as required
- verifying operation; and,
- completing documentation as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8057.05 Install high intensity discharge lighting such as mercury vapour, metal halide and high/low pressure sodium by:

- selecting units/systems that match design drawings and specifications
- determining quantity, type and wiring requirements
- completing layout
- terminating conductors
- performing installation; and
- testing operation

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8057.06 Troubleshoot and maintain high intensity discharge lighting such as mercury vapour, metal halide and high/low pressure sodium by:

- conducting tests such as maintenance log check (lamp life), voltage, illumination levels;
- communicating with affected parties as required
- completing lock out and tag out requirements as required
- troubleshooting reported defects or faults such as reduced lighting levels, premature bulb failure, wiring connections, lamp cycling
- cleaning components such as reflectors, globes, lenses
- repairing, replacing or retrofitting (using approved kit) components such as lamps, sockets, holders, ballasts as required
- matching components between ballast and lamps as required;
- verifying operation; and
- completing documentation as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8057.07 Install light dimming and control systems and components such as dimmers, switching devices, timers, occupancy/vacancy sensors, daylight harvesting, building monitoring systems by:

- selecting components and systems that match design drawings and specifications
- determining quantity, type and wiring requirements
- configuring components as required
- completing layout
- terminating conductors
- performing installation; and
- testing operation

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8057.08 Troubleshoot and maintain light dimming and control systems such as dimmers, switching devices, timers, occupancy/vacancy sensors, daylight harvesting, building monitoring systems by**:**

- conducting tests for functionality of system and components
- communicating with affected parties as required
- completing lock out and tag out requirements as required
- troubleshooting reported defects or faults
- repairing, replacing or retrofitting components as required
- matching components between ballast and control systems
- verifying operation; and
- completing documentation as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8057.09 Install exit and emergency lighting powered by unit equipment, emergency power supply by:

- selecting components and systems that match design drawings and specifications
- determining quantity, type and wiring requirements
- making load calculations based on the voltage and wattage requirements with consideration of voltage drop
- completing layout
- mounting equipment and components
- terminating conductors; and
- testing operation:

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8057.10 Troubleshoot and maintain exit and emergency lighting powered by unit equipment, emergency power supply by:

- conducting tests for functionality of system and components as required
- troubleshooting reported defects or faults
- repairing, replacing or retrofitting components as required
- matching components as required
- verifying operation; and
- completing documentation as required

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8057.11 Report illumination levels by:

- measuring
- recording; and
- completing documentation as required

To maintain lighting quality: in support of health and safety.

According to the Ontario Electrical Safety Code (OESC), Canadian Electrical Code (CEC), Canadian Standards Association (CSA), Ontario Building Code (OBC), manufacturer's specifications, industry standards, job specifications and company policies and procedures.

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8058.0 Install, Maintain and Troubleshoot Rotating Equipment and Associated Control Systems

Electricians install and maintain rotating equipment and their associated control systems. For safety reasons, especially during the troubleshooting, maintenance and testing stages of a job, de-energization is important in preventing the inadvertent starting of equipment that could injure workers and others.

Skills

8058.01 Maintain brush assemblies, slip rings and commutators by:

- completing lock out and tag out requirements as required
- conducting visual tests
- troubleshooting defects or faults
- making repairs and replacing components such as brushes, brush holders, springs as required
- adjusting position
- cleaning commutators, slip rings and brush holders
- resurfacing commutators and slip rings as required
- testing operation; and
- completing documentation as required

According to manufacturer's specifications and instructions, job specifications and company policies and procedures.

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◊ **A trainer can be a journeyperson, a supervisor or the competent employee designated by the apprentice's Sponsor.**

8058.02 Troubleshoot brush assemblies, slip rings and commutators:

- completing lock out and tag out requirements as required
- conducting functionality tests as required
- diagnosing and determining root cause of problems
- repairing or replacing components as required
- testing operation; and
- completing documentation as required:

According to manufacturer's specifications and instructions, job specifications and company policies and procedures.

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8058.03 Install DC motors and generators by:

- selecting motors, generators, equipment and components that match design drawings and specifications
- determining location, type and wiring requirements
- calculating conductor size
- terminating conductors; and
- testing operation:

According to the manufacturer's specifications, CEC, OESC, CSA, job specifications and company policies and procedures.

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8058.04 Maintain DC motors and generators by:

- completing lock out and tag out requirements as required;
- conducting tests such as insulation resistance, visual, vibration analysis, thermographic imaging, physical inspection
- troubleshooting defects or faults
- making repairs and replacing components as required
- cleaning surfaces, ventilation, openings
- testing operation; and
- completing documentation as required

According to the CEC, OESC, CSA, manufacturer's specifications and instructions, job specifications and company policies and procedures.

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8058.05 Troubleshoot DC motors and generators by:

- completing lock out and tag out requirements as required
- conducting functionality tests as required
- diagnosing and determining root cause; and
- repairing or replacing components as required
- testing operation; and
- completing documentation as required:

According to the CEC, OESC, CSA, manufacturer's specifications and instructions, job specifications and company policies and procedures.

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8058.06 Install AC motors and generators by:

- selecting motors, generators, equipment and components that match design drawings and specifications
- determining location, type and wiring requirements
- meeting cable shielding requirements (variable frequency AC motors)
- calculating conductor size
- terminating conductors; and
- testing operation:

According to the manufacturer's specifications, CEC, OESC, CSA, job specifications and company policies and procedures.

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8058.07 Maintain AC motors and generators by:

- completing lock out and tag out requirements as required
- conducting tests such as insulation resistance, visual, vibration analysis, thermographic imaging, physical inspection
- troubleshooting defects or faults
- making repairs and replacing components such as couplings, bearings, capacitors, centrifugal switches as required
- cleaning surfaces, ventilation, openings

- testing operation; and
- completing documentation as required

According to the manufacturer's specifications and instructions, job specifications and company policies and procedures.

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8058.08 Troubleshoot AC motors and generators by:

- completing lock out and tag out requirements as required
- conducting functionality tests as required
- diagnosing and determining root cause of problem
- repairing or replacing components as required
- testing operation; and
- completing documentation as required

According to the CEC, OESC, CSA, manufacturer's specifications and instructions, job specifications and company policies and procedures.

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8058.09 Install mechanical, electrical and auxiliary protective equipment such as proximity switches, limit switches, speed switches, encoders, over-temperature devices by:

- selecting equipment and components that match design drawings and specifications
- determining location, type and wiring requirements
- terminating conductors; and
- testing operation

According to the CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

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8058.10 Maintain mechanical, electrical and auxiliary protective equipment such as proximity switches, limit switches, speed switches, encoders, over-temperature devices by:

- completing lock out and tag out requirements as required
- conducting functionality tests as required
- making repairs and replacing components as required
- cleaning and lubricating as required
- testing operation; and
- completing documentation as required

According to the CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

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8058.11 Troubleshoot mechanical, electrical and auxiliary protective equipment such as proximity switches, limit switches, speed switches, encoders, over-temperature devices by:

- completing lock out and tag out requirements as required
- conducting functionality tests as required
- diagnosing and determining root cause
- troubleshooting defects or faults
- repairing or replacing components as required
- testing operation; and
- completing documentation as required:

According to the CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

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8058.12 Maintain lubrication systems and components by;

- completing lock out and tag out requirements as required
- conducting functionality tests as required
- performing preventative and predictive maintenance as required
- making repairs and replacing components as required
- selecting and applying lubricant that matches the application

- ensuring applicable grease levels and that grease is cavity is not overfilled or underfilled
- regreasing as required
- testing and verifying operation; and
- completing documentation as required

According to the CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

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8058.13 Troubleshoot lubrication systems and components by:

- completing lock out and tag out requirements as required
- conducting functionality tests as required
- diagnosing and determining root cause of problem
- troubleshooting defects or faults
- repairing and/ or replacing components as required
- testing and verifying operation; and
- completing documentation as required

According to the CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

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8058.14 Maintain braking and clutch systems and components by:

- completing lock out and tag out requirements as required
- conducting functionality tests as required
- performing preventative and predictive maintenance as required
- checking for overheating, torque loss or coil failure
- ensuring alignment of bearings and shafts
- checking for worn components
- checking friction surfaces
- making repairs and replacing components as required
- cleaning as required
- testing and verifying operation; and
- completing documentation as required

According to the CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
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8058.15 Troubleshoot braking and clutch systems and components by:

- completing lock out and tag out requirements as required
- conducting functionality tests as required
- diagnosing and determining root cause of problem
- troubleshooting defects or faults
- repairing or replacing components as required
- cleaning as required
- testing and verifying operation; and
- completing documentation as required

According to the CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8058.16 Start-up and shut-down rotating equipment by:

- identifying requirements for start-up and shut down
- notifying affected parties as required
- following sequencing as required
- using associated control systems
- completing lock out and tag out requirements as required

According to the OHSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8058.17 Install relays, solid state devices and controls by:

- selecting devices and components that match design drawings and specifications
- determining location, type and wiring requirements
- mounting devices and components
- terminating conductors
- configuring operation as required; and
- testing operation

According to CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8058.18 Maintain relays, solid state devices and controls by:

- completing lock out and tag out requirements as required
- conducting functionality and visual tests as required
- making repairs and replacing components as required
- testing operation; and
- completing documentation as required

According to the CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8058.19 Troubleshoot relays, solid state devices and controls by:

- completing lock out and tag out requirements as required
- conducting functionality and visual tests as required
- diagnosing and determining root cause of problem
- troubleshooting defects or faults
- repairing and replacing components as required
- testing and verifying operation; and
- completing documentation as required

According to the CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8058.20 Install protective devices such as overloads, relays, fuses, phase loss and voltage monitoring relays, and circuit breakers by:

- selecting devices and components that match design drawings and specifications and application such as fuse classifications, circuit breaker settings, self-protected combination motor controls
- determining location, type and wiring requirements
- mounting devices and components
- terminating conductors
- configuring operation as required; and
- testing operation:

According to CEC, OESC, CSA, manufacturer's specifications, job specifications, company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8058.21 Maintain protective devices such as overloads, relays, fuses, phase loss and voltage monitoring relays, and circuit breakers by:

- completing lock out and tag out requirements as required
- conducting functionality tests as required
- troubleshooting defects or faults
- making repairs and replacing components as required
- testing operation; and
- completing documentation as required:

According to the CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8058.22 Troubleshoot protective devices such as overloads, relays, fuses and circuit breakers control systems by:

- completing lock out and tag out requirements as required
- conducting functionality tests as required
- diagnosing and determining root cause of problem
- troubleshooting defects or faults
- repairing or replacing components as required
- testing and verifying operation; and
- completing documentation as required

According to the CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8058.23 Install control panels and related control devices such as start stop stations, equipment control stations by:

- selecting components that match application
- determining location, type and wiring requirements
- installing and wiring components within the enclosure as required
- mounting panels and components
- terminating conductors; and
- testing operation:

According to CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8058.24 Troubleshoot control panels and related control devices by:

- completing lock out and tag out requirements as required
- conducting functionality tests as required
- diagnosing and determining root cause of problem
- troubleshooting defects or faults
- repairing or replacing components as required
- testing and verifying operation; and

- completing documentation as required

According to the CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8058.25 Install external mechanical/remote field devices such as analog I/O, digital I/O by:

- determining the control requirements; and
- selecting, laying out and installing field devices; and
- testing to confirm operation and connections
- selecting devices and components that match application
- determining location, type and wiring requirements
- mounting panels and components
- terminating conductors; and
- testing operation

According to CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8058.26 Maintain external mechanical/remote field devices such as analog I/O, digital I/O by:

- completing lock out and tag out requirements as required;
- conducting functionality tests as required;
- performing preventative and predictive maintenance as required;
- cleaning components such as limit switches, push buttons, optical detectors as required;
- making repairs and replacing components as required;
- testing and verifying operation and connections; and,
- completing documentation as required:

According to the CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8058.27 Troubleshoot external mechanical/remote field devices such as analog I/O, digital I/O by:

- completing lock out and tag out requirements as required
- conducting functionality tests as required
- diagnosing and determining root cause
- troubleshooting defects or faults
- cleaning components such as limit switches, push buttons, optical detectors as required
- repairing or replacing components as required
- testing and verifying operation and connections; and
- completing documentation as required

According to the CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8059.0 Install, Maintain and Troubleshoot Motor Drives and Associated Control Systems

Electricians install and maintain motor drives and their associated control systems. Drives and associated controls provide speed, frequency, torque, current, time and braking control to motors. Industrial electricians must be able to install, service, troubleshoot and repair these systems in order to ensure efficient operation and reduce unscheduled disruptions. For safety reasons, especially during the troubleshooting, maintenance and testing stages of a job, de-energization is important in preventing consequential movement and cycling that could injure workers and others.

Skills

8059.01 Install DC constant voltage drives by:

- selecting drives and components that match the motor
- determining location, type and wiring requirements
- calculating conductor size
- mounting drives and components
- terminating conductors
- configuring operation as required; and
- testing operation

According to CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

◊ A trainer can be a journeyperson, a supervisor or the competent employee designated by the apprentice's Sponsor.

8059.02 Maintain and troubleshoot DC constant voltage drives by:

- completing lock out and tag out requirements as required
- conducting operational tests as required
- troubleshooting defects or faults
- making repairs and replacing components as required
- testing operation; and
- completing documentation as required

According to manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8059.03 Install adjustable speed DC drives by:

- selecting drives and components that match the motor
- determining location, type and wiring requirements
- calculating conductor size
- mounting drives and components
- terminating conductors
- configuring operating parameters as required; and
- testing operation

According to CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8059.04 Maintain and troubleshoot adjustable speed DC drives by:

- completing lock out and tag out requirements as required
- conducting operational tests as required
- troubleshooting defects or faults
- repairing and replacing components as required
- reconfigure operating parameters as required
- testing operation; and
- completing documentation as required

According to manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8059.05 Install AC constant voltage drives by:

- selecting drives and components that match the motor
- determining location, type and wiring requirements
- calculating conductor size
- mounting drives and components
- terminating conductors
- configuring operation as required; and
- testing operation:

According to CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8059.06 Maintain and troubleshoot AC constant voltage drives by:

- completing lock out and tag out requirements as required
- conducting operational tests as required
- troubleshooting defects or faults
- repairing and replacing components as required
- testing operation; and
- completing documentation as required

According to manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8059.07 Install adjustable speed AC drives by:

- selecting drives and components that match the motor
- determining location, type and wiring requirements
- meeting cable shielding requirements
- calculating conductor size
- mounting drives and components
- terminating conductors
- configuring operating parameters as required; and
- testing operation:

According to CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8059.08 Maintain and troubleshoot adjustable speed AC drives by:

- completing lock out and tag out requirements as required;
- conducting operational tests as required
- troubleshooting defects or faults
- repairing and replacing components as required
- reconfiguring operating parameters as required
- testing operation; and
- completing documentation as required

According to manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8059.09 Install, programmable logic controller (PLC) systems by:

- selecting systems that match the design, specifications and application
- determining location, quality, type and wiring requirements
- considering the operation and surrounding conditions
- determining the requirements and programming parameters
- selecting, and installing hardware, cables, devices and controls
- mounting system and components
- ensuring adequate ventilation for cooling
- ensuring access for maintenance
- terminating conductors
- configuring and programming as required; and
- testing operation:

According to CEC, OESC, CSA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8059.10 Maintain and troubleshoot programmable logic controller (PLC) systems by:

- conducting operational and functional tests as required
- checking power supply
- performing preventative and predictive maintenance as required
- determining root cause of problems
- troubleshooting defects or faults
- repairing and replacing components as required such as I/O module, power supplies, controllers
- reconfiguring or reprogramming as required
- testing and confirming operation and connections; and
- completing documentation as required

According to manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8059.11 Install, safety systems and associated components such as light curtains, safety mats, proximity sensors, safety PLCs and associated guarding, relays and controls:

- selecting systems and components that match the design, specifications and application
- determining location, quality, type and wiring requirements
- determining the requirements and programming parameters
- identifying hazards and determining separation or safety distance
- mounting system and components
- terminating conductors
- configuring and programming as required; and
- testing operation and function (ensuring safety of tester(s) in a failure):

According to CEC, OESC, CSA manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8059.12 Maintain and troubleshoot safety systems and associated components such as light curtains, safety mats, proximity sensors, safety PLCs and associated guarding, relays and controls by:

- completing lock out and tag out requirements as required
- conducting operational and functional tests as required
- checking power supply
- performing preventative and predictive maintenance as required
- determining root cause of problems
- troubleshooting defects or faults
- repairing and replacing components as required
- reconfiguring or reprogramming as required
- testing and confirming operation and connections
- testing operation and function (ensuring safety of tester(s) in a failure); and,
- completing documentation as required

According to manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8059.13 Install, computerized numerical control (CNC) systems:

- selecting systems and components that match the design, specifications and application
- determining location, quality, type and wiring requirements
- determining the requirements and programming parameters
- mounting system and components
- terminating conductors
- configuring and programming as required; and
- testing operation and function (ensuring safety of tester(s) in a failure)

According to CEC, OESC, CSA manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8059.14 Maintain and troubleshoot computerized numerical control (CNC) systems by:

- completing lock out and tag out requirements as required
- conducting operational and functional tests as required
- checking power supply
- performing preventative and predictive maintenance as required
- determining root cause of problems
- troubleshooting defects or faults
- repairing and replacing components as required
- reconfiguring or reprogramming as required
- testing and confirming operation and connections
- testing operation and function (ensuring safety of tester(s) in a failure); and
- completing documentation as required

According to manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8059.15 Install robotic systems by:

- selecting systems and components that match the design, specifications and application
- determining location, quality, type and wiring requirements
- mounting system and components
- terminating conductors
- configuring, calibrating and programming as required; and
- testing operation and function (ensuring safety of tester(s) in a failure)

According to CEC, OESC, CSA manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8059.16 Maintain and troubleshoot robotic systems by:

- completing lock out and tag out requirements as required
- conducting operational and functional tests as required
- interpreting event logs
- checking power supply
- performing preventative and predictive maintenance as required
- determining root cause of problems as required
- troubleshooting defects or faults
- repairing and replacing components as required
- reconfiguring recalibrate or reprogramming as required
- performing fine calibration and calibration offset
- testing and confirming operation and connections
- testing operation and function (ensuring safety of tester(s) in a failure); and
- completing documentation as required

According to manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8060.0 Install, Maintain and Troubleshoot Power Generating Systems and Associated Equipment

Power generating systems convert different types of energy into electricity. These may include battery and other stand-by systems that provide auxiliary power used during power failures, UPS systems as well as renewable and alternate energy and storage systems such as fuel cells, wind turbines, photovoltaic modules and others. When working with these different systems, it is important for electricians to understand their unique health and safety needs such as eye wash stations and showers for battery systems and fall protection requirements for renewable energy systems (i.e. wind turbines). In the case of some renewable energy systems that cannot be de-energized, electricians need to ensure they take health and safety precautions.

Skills

8060.01 Install uninterruptible power supply (UPS) systems to provide stand-by power by:

- selecting systems and components that match the design, specifications and application;
- determining layout, location, type and wiring requirements
- mounting system and components
- terminating conductors
- connect stand-by energy source (batteries, fuel cells)
- configuring and programming as required; and
- testing operation

According to CEC, OESC, OBC, CSA manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

◊ **A trainer can be a journeyperson, a supervisor or the competent employee designated by the apprentice's Sponsor.**

8060.02 Maintain uninterruptible power supply (UPS) systems to provide stand-by power by:

- completing lock out and tag out requirements as required
- conducting operational and functional tests as required
- troubleshooting defects or faults
- repairing and replacing components as required
- testing operation; and
- completing documentation as required:

According to manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8060.03 Install battery stand-by systems to provide auxiliary power during power failure by:

- selecting systems and components that match the design, specifications and application such as transfer switches, power supplies, rectifiers, battery chargers, disconnects
- determining location, type, wiring and ventilation requirements
- mounting system and components
- terminating conductors
- connect batteries
- configuring system as required such as depth of discharge and charging, transfer rates;
- testing operation

According to CEC, OESC, CSA manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8060.04 Maintain and troubleshoot battery stand-by systems to provide auxiliary power during power failure by:

- completing lock out and tag out requirements as required
- performing preventative and predictive maintenance as required
- determining root cause of problem as required
- checking power supply
- confirming electrolyte levels, battery charger performance, connections as required
- conducting operational and functional tests as required
- troubleshooting defects or faults
- repairing and replacing components as required
- cleaning components such as the ventilator fan, terminal posts
- testing and confirming operation and connections; and
- completing documentation as required

According to manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)		
	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)		
	Apprentice Signature	College of Trades ID

8060.05 Install stand-by generation equipment by:

- selecting systems and components that match the design, specifications and application such as life safety, off-grid power, mandatory and non-mandatory emergency loads
- determining location, type, size, wiring and ventilation requirements
- mounting system and components
- terminating conductors
- configuring system as required; and
- testing operation

According to CEC, OESC, CSA, OBC, Ministry of the Environment, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8060.06 Maintain stand-by generation equipment by:

- completing lock out and tag out requirements as required
- conducting operational and functional tests as required
- troubleshooting defects or faults
- repairing and replacing components as required
- cleaning components as required
- testing operation; and
- completing documentation as required

According to manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8060.07 Install renewable energy and storage systems such as fuel cells, wind turbines, photovoltaic modules, hydrokinetic, geothermal, hydraulic turbine, tidal, compressed air storage, flow batteries by:

- selecting systems and components that match the design, specifications and application
- determining location, type, size, wiring requirements;
- mounting system and components;
- terminating conductors;
- bonding and grounding system and components;
- configuring system as required; and,
- testing operation:

According to CEC, OESC, CSA, OBC, Ministry of the Environment, Ministry of Labour, LDC, specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8060.08 Maintain renewable energy and storage systems such as fuel cells, wind turbines, photovoltaic modules, hydrokinetic, geothermal, hydraulic turbine, tidal, compressed air storage, flow batteries by:

- completing lock out and tag out requirements as required;
- conducting operational and functional tests as required;
- troubleshooting defects or faults;
- repairing and replacing components as required;
- cleaning components as required;
- testing operation; and,
- completing documentation as required:

According to the Ministry of Labour, manufacturers' specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8061.0 Install, Maintain and Troubleshoot Communications and Signalling Systems

Electricians may work with a variety of communication and signalling systems including but not limited to voice, video, sound, phone and data systems. Examples of these systems include but are not limited to fire alarm systems, low voltage communication systems such as audio-visual systems, patient care systems, security systems, paging systems, and clock system and automation systems.

Skills

8061.01 Install fibre optic cabling and equipment by:

- selecting cabling, equipment and components that match application;
- reading and interpreting job reference material and drawings;
- mounting system and components;
- bonding and grounding system and components;
- configuring system and device parameters;
- selecting and verifying cable pathway;
- selecting and verifying cable installation;
- splicing and terminating;
- certifying the operation and proofing the performance;
- testing operation;
- completing documentation as required:

According to CEC, OESC, CSA, OBC, TIA (Telecommunication Industry Association), manufacturer's specifications, job specifications, company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

◊ **A trainer can be a journeyperson, a supervisor or the competent employee designated by the apprentice's Sponsor.**

8061.02 Maintain fibre optic cabling and equipment by:

- conducting visual inspection of the system;
- conducting operational and functional tests;
- cleaning components;
- completing documentation as required:

According to CEC, OESC, CSA, OBC, TIA, manufacturer's specifications, job specifications, company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8061.03 Troubleshoot fibre optic cabling and equipment by:

- conducting functionality tests as required;
- checking status;
- checking for faults;
- checking for performance;
- conducting field assessments using diagnostic and test equipment to determine source of malfunction;
- referencing installation specifications and drawings;
- checking connections and terminations;
- determining root cause;
- repairing or replacing components as required;
- confirming operational requirements;
- returning the system to operational status; and,
- completing documentation as required:

According to CEC, OESC, CSA, OBC, TIA, manufacturer's specifications, job specifications, company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8061.04 Install data and communication cables and equipment by:

- selecting cabling, equipment and components that match application;
- reading and interpreting job reference material and drawings;
- mounting system and components;
- bonding and grounding system and components;
- configuring system and device parameters;
- selecting and verifying cable pathway;
- selecting and verifying cable installation;
- splicing and terminating;
- certifying the operation and proofing the performance;
- testing operation; and,
- completing documentation as required:

According to CEC, OESC, CSA, OBC, TIA, manufacturer's specifications, job specifications, company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8061.05 Maintain data and communication cabling and equipment by:

- conducting visual inspection of the system;
- conducting operational and functional tests;
- cleaning components;
- completing documentation as required:

According to CEC, OESC, CSA, OBC, TIA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8061.06 Troubleshoot data and communication cables and equipment by:

- conducting functionality tests as required;
- checking status;
- checking for faults;
- checking for performance;
- conducting field assessments using diagnostic and test equipment to determine source of malfunction;
- referencing installation specifications and drawings;
- checking connections and terminations;
- determining root cause;
- repairing or replacing components as required;
- confirming operational requirements;
- returning the system to operational status; and,
- completing documentation as required:

According to CEC, OESC, CSA, OBC, TIA, manufacturer's specifications, job specifications, company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8061.07 Install fire alarm systems by:

- reading and interpreting job reference material and drawings;
- mounting system and components;
- selecting and using components that match the application;
- laying out signalling, annunciation and auxiliary wiring;
- bonding and grounding system and components;
- selecting overcurrent protection;
- selecting conductor size, type and material:
- configuring system and device parameters;
- terminating;
- verifying the operation and proofing the performance;
- testing operation;
- working with manufacturer to ensure system certification; and,
- completing documentation as required:

According to CEC, OESC, CSA, NBC, OBC, OFC, NFPA, ULC (Underwriters Laboratory of Canada), manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8061.08 Maintain fire alarm systems by:

- notifying all affected parties;
- conducting tests such as visual, physical inspection;
- checking signalling devices for compliance such as sound levels, visual display, vibration;
- checking activation and detecting devices such as heat, smoke, pull station, flow switches;
- checking remote and local annunciators;
- checking ancillary devices such as door holders, fan shut down, elevator recall, external notification devices, pumps;
- setting the sensitivity;
- replacing components as required;
- cleaning surfaces, openings;
- testing operation; and,

- ensuring system verification with manufacturer as required; and,
- completing documentation as required:

According to CEC, OESC, CSA, OBC, OFC, ULC, NFPA, NBC manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8061.09 Troubleshoot fire alarm systems by:

- conducting functionality tests as required;
- checking status;
- checking for faults;
- checking for performance;
- conducting field assessments using diagnostic and test equipment to determine source of malfunction;
- referencing installation specifications and drawings;
- checking connections and terminations;
- determining root cause;
- replacing components as required;
- confirming operational requirements;
- returning the system to operational status;
- ensuring system verification with manufacturer as required; and,
- completing documentation as required:

According to CEC, OESC, CSA, OBC, OFC, NFPA, ULC, NBC manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8061.10 **Install low voltage communications systems** such as audio-visual systems, patient care systems, security systems, paging systems, and clock system by:

- selecting cabling, equipment and components that match application;
- reading and interpreting job reference material and drawings;
- mounting system and components;
- bonding and grounding system and components;
- configuring system and device parameters;
- selecting and verifying cable pathway;
- selecting and verifying cable installation;
- splicing and terminating;
- verifying the operation and proofing the performance;
- testing operation; and,
- completing documentation as required:

According to CEC, OESC, CSA, OBC, TIA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8061.11 **Maintain low voltage communication systems** such as audio-visual systems, patient care systems, security systems, paging systems, and clock system by:

- conducting visual inspection of the system;
- conducting operational and functional tests;
- cleaning components; and,
- completing documentation as required:

According to CEC, OESC, CSA, OBC, TIA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8061.12 **Troubleshoot low voltage communications systems** such as audio-visual systems, patient care systems, security systems, paging systems, and clock system by:

- checking status;
- checking for faults;
- checking for performance;
- conducting field assessments using diagnostic and test equipment to determine source of malfunction;
- referencing installation specifications and drawings;
- checking connections and terminations;
- determining root cause;
- repairing or replacing components as required;
- confirming operational requirements;
- returning the system to operational status; and,
- completing documentation as required:

According to CEC, OESC, CSA, OBC, TIA, manufacturer's specifications, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8061.13 **Install automation systems** such as building automation systems, control automation systems, campus systems, enterprise platforms, energy management systems, environmental management systems by:

- using communication protocols such as Ethernet, DeviceNet, Modbus
- monitoring energy systems such as SCADA
- selecting cabling, equipment and components that match application;
- reading and interpreting job reference material and drawings;
- mounting system and components;
- bonding and grounding system and components;
- configuring system and device parameters;
- selecting and verifying cable pathway;
- selecting and verifying cable installation;
- splicing and terminating;
- verifying the operation and proofing the performance;
- testing operation; and,
- completing documentation as required:

According to CEC, OESC, CSA, OBC/NBC, TIA, specifications, and instructions, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8061.14 Maintain automation system such as building automation systems, control automation systems, campus systems, enterprise platforms, energy management systems, environmental management systems by:

- conducting visual inspection of the system;
- conducting operational and functional tests;
- cleaning components; and,
- completing documentation as required:

According to CEC, OESC, CSA, OBC/NBC, TIA, specifications, and instructions, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8061.15 Troubleshoot automation systems such as building automation systems, control automation systems, campus systems, enterprise platforms, energy management systems, environmental management systems by:

- completing lock out and tag out requirements as required;
- conducting functionality tests as required;
- using communication protocols such as Ethernet, DeviceNet, Modbus
- monitoring energy systems such as SCADA
- checking status;
- checking for faults;
- checking for performance;
- conducting field assessments using diagnostic and test equipment to determine source of malfunction;
- referencing installation specifications and drawings;
- checking connections and terminations;
- determining root cause;
- repairing or replacing components as required;
- confirming operational requirements;
- returning the system to operational status; and,
- completing documentation as required:

According to CEC, OESC, CSA, OBC/NBC, TIA, specifications, and instructions, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8062 Communicate in the Workplace

While working in the field, it is important for electricians to develop a vast array of communication skills in order to successfully interact and inter-relate with different individuals such as co-workers, other tradespeople, vendors and manufacturers. In Ontario, workplace violence and harassment policies are set out in legislation.

Skills

8062.01 Write job related documents such as work orders, change orders, office memoranda, letters, accident reports and forms, logbook entries, risk assessments for workplace hazards: ensuring that documents are written clearly, legibly and completely: according to legislation, regulation, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

◊ **A trainer can be a journeyperson, a supervisor or the competent employee designated by the apprentice's Sponsor.**

8062.02 Communicate instructions (verbal, written and other) with others such as co-workers, vendors, manufacturers, and other trades by:

- giving, receiving and conveying instructions;
- identifying steps to be followed;
- setting out conditions under which the instructions are to be completed;
- determining time frames; and,
- documenting and recording as required:

Ensuring that the recipient can complete the assigned task and understands the instructions given:

According to industry standards, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8062.03 Demonstrate interpersonal skills by:

- listening attentively;
- using verbal and non-verbal signals to convey messages;
- using language acceptable in the work place;
- recognizing the chain of command on a work site;
- explaining problems and procedures;
- identifying alternate solutions and obtaining approvals; and,
- obtaining verification feedback:

According to legislation, regulation, job specifications, company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8062.04 Present professional image by:

- wearing appropriate apparel;
- observing personal hygiene standards;
- maintaining clean clothing; and,
- following a hygiene regimen:

According to legislation, regulation, industry, job specifications, company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

8062.05 Use communication devices and computers such as public address systems, telephones, radios and wireless devices: to ensure that correct and accurate instruction and procedures are conveyed safely and efficiently: According to government regulations, job specifications and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◊ Trainer Signature
(mm/dd/yy)	Apprentice Signature	College of Trades ID

ACRONYMS FOR INDUSTRIAL ELECTRICIANS

AC:	Alternating Current
AHJ:	Authorities having jurisdiction
ASME:	American Society of Mechanical Engineers
CEC:	Canadian Electrical Code
CNC:	Computerized Numerical Control
CSA:	Canadian Standards Association
CWB:	Canadian Welding Bureau
DC:	Direct Current
DCS:	Distributed Control Systems
DGTA:	Dangerous Goods Transportation Act
EMT:	Electrical Metallic Tubing
ESA:	Electrical Safety Authority
EPA:	Environmental Protection Act
GFCI:	Ground Fault Circuit Interrupters
HMI:	Human Machine Interface
HVAC/R:	Heating, ventilation and air conditioning/refrigeration
IEEE:	Institute of Electrical and Electronics Engineers
IESS:	Illumination Engineering Society Standards
IHSA:	Infrastructure Health and Safety Association
IRT:	Infrared Thermography
LDC:	Local Distribution Companies
LED:	Light emitting diode
NBC:	National Building Code
NFPA:	National Fire Protection Association
OBC:	Ontario Building Code
OESC:	Ontario Electrical Safety Code
OFC:	Ontario Fire Code
OHSA:	Occupational Health and Safety Act
PID:	Proportional-integral-derivative
PLC:	Programmable Logic Controller
PVC:	Poly Vinyl Chloride
RTD:	Resistance Temperature Detector
SCADA:	Supervisory Control and Data Acquisition
TIA:	Telecommunications Industry Association
TSSA:	Technical Safety and Standards Association
UPS:	Uninterruptable Power Supply
ULC:	Underwriters Laboratories of Canada
WHMIS:	Workplace Hazardous Materials Information System
WSIA:	Workplace Safety Insurance Act
WSPA:	Workplace Safety & Prevention Services

Definitions

Apprentices Class
Individuals in this class:

- Hold one or more valid Registered Training Agreements with the Ministry of Advanced Education and Skills Development in either compulsory or voluntary trades;
- Hold a valid statement of membership with the Ontario College of Trades in the Apprenticeship class;
- Are subject to any ratios or wage rates that have been set out in regulation for their trade(s);
- Can remain in this class until they receive their Certificate of Apprenticeship;
- Can hold themselves out as Apprentices.

Certificate of Apprenticeship (C of A)
A certificate issued by the Ministry of Advanced Education and Skills Development to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

Certificate of Qualification (C of Q)
A certificate issued by the Registrar on behalf of the College of Trades to a Journeyperson. A Certificate of Qualification will serve as proof of having met any testing/program requirements and membership in the College's Journeypersons Class.

Competence
The ability of an individual to perform a skill repeatedly and without assistance in the workplace as set out in the Log Book.

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.

Competent Person
A competent person is defined by the *Occupational Health and Safety Act* as being a person who:

- Is qualified because of their knowledge, training and experience to organize the work and its performance;
- Is familiar with the *Occupational Health and Safety Act* and its regulations that apply to the work; and has knowledge of any potential or actual danger to health or safety in the workplace.

Competent Worker
A competent worker is defined by the *Occupational Health and Safety Act* as being a person who:

- Is qualified because of knowledge, training and experience to perform the work;
- Is familiar with the *Occupational Health and Safety Act* and with the provisions of the regulations that apply to the work; and
- Has knowledge of all potential or actual danger to health or safety in the work.

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 established by the College of Trades.

Sponsor of Record
Refers to the Sponsor documented as being signatory to the current training agreement or contract. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified Journeypersons 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.

Incompetence
According to the *Ontario College of Trades and Apprenticeship Act, 2009*, a member of the College of Trades may be found to be incompetent by the College Of Trades Discipline Committee if the Committee feels that the member has displayed a lack of knowledge, skill or disregard for another person's welfare while practising their trade. If this happens, the individual may be found unfit to practise their trade and their Statement of Membership/Certificate of Qualification may be revoked, suspended, or be subject to terms, conditions or limitations.

Journeyperson
Compulsory Trades Journeyperson:

- Someone who holds a valid Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade; or
- Someone who holds a valid Provisional Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade.

Voluntary Trades Journeyperson:

- Someone who holds a valid Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade; or
- Someone who holds a Certificate of Qualification in the trade that was issued by the Ministry of Advanced Education and Skills Development prior to April 8, 2013 (membership in the College of Trades is not required in this scenario).

Journeyperson Candidates Class
An individual who has completed an Ontario apprenticeship program (Certificate of Apprenticeship) in a voluntary or compulsory trade that has a Certificate of Qualification examination, but has not passed the Certificate of Qualification examination for their trade. There is a maximum time limit of one year to remain in the Journeyperson Candidates Class. Individuals in this class:

- are subject to any ratios and/or wage rates that have been set out for their trade(s), if they practise a compulsory trade.

- can continue to work legally in their trade if they are in a compulsory trade, as they prepare to write their examination (individuals in voluntary trades do not have to be members of the College of Trades to work legally); and can hold themselves out as Journeyperson Candidates (they are neither Apprentices nor Journeypersons).

- can remain in this class for a maximum of one year or until they pass the Certificate of Qualification exam and become members of the Journeypersons class. However, they can only remain in this class for a maximum of one year. After one year they can move into the Tradespersons Class if they are in a voluntary trade. If they are in a compulsory trade and have been in the Journeyperson Candidates Class for one year, they can no longer work legally in that trade until they pass the Certificate of Qualification examination.

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.

OCTAA
Ontario College of Trades and Apprenticeship Act, 2009

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.

Ratios
For up to date information regarding Journeyperson to Apprentice ratios, please visit: collegeoftrades.ca

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 skill described in the Log Book (note: does not mean the larger skill groups referred to in the Log Book as Skill Sets, Training Units, or General Performance Objectives, but the individual skills that make up those groups).

Skill Sets
Group of individual skills found in the Log Book (may also be called Training Unit or General Performance Objective).

Skill Set Completion for Sponsors
Listing for all skill sets and includes space for sign off by Sponsor of record.

Supervisor
An individual who oversees the performance of a task and oversees the actions or work of others.

Trade Board
Under the *Ontario College of Trades and Apprenticeship Act, 2009*, the College of Trades Appointments Council (COTAC) may appoint a Trade Board for each designated trade, composed of Employee and Employer representatives from the industry. Trade Boards are responsible for advising and making recommendations to the College of Trades Divisional Boards on issues relating to their trade. When there is no appointed trade board for a trade, the respective sector Divisional Board will act as the default Trade Board for the trade.

Tradespersons Class
A Class of Membership for individuals who practise in a voluntary trade which may or may not have a Certificate of Qualification examination.

Individuals in this class:
Have been members of the Journeyperson Candidates Class or are not eligible for Journeyperson Candidates Class and have been assessed to have experience and/or qualifications that are equivalent to a Certificate of Apprenticeship in that trade

- Are preparing to write/have no plans to write/have not passed the available Certificate of Qualification exam for their trade(s);
- Can remain in this class indefinitely or until they pass the available Certificate of Qualification exam for their trade(s); and
- Can hold themselves out as tradespersons (they are neither apprentices nor journeypersons).

Note: Individuals in the Tradespersons Class are considered Journeypersons for the purpose of determining ratios for that trade.

Trainer
A qualified Trainer in a compulsory trade is a Journeyperson with a Certificate of Qualification. In a voluntary trade, a Trainer is an individual who is considered equivalent to a Journeyperson with a Certificate of Qualification.

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 join the Journeypersons class of members at the Ontario College of Trades 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

You will write an Ontario-only examination when your trade is not designated as Red Seal trade in Ontario.

Ontario's Exam Preparation Guide
collegeoftrades.ca/resources/exam-process

Basic Examination Details for You to Know
You will have **up to four hours to write your examination.** If you need more time, you must ask for it when you schedule the examination, not on the day of your examination. You can leave the examination centre if you complete the examination in less than four hours.
You need a mark of 70% to pass.

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.

Scheduling Your Examination
The examination scheduling process is currently outlined in detail on the College of Trades website: collegeoftrades.ca

Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with the College of Trades.
2. Contact Client Services at the College of Trades to pay your examination fee.
3. Contact the local Ministry apprenticeship 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 Ministry of Advanced Education and Skills Development Apprenticeship Office immediately to update your sponsor record.

3. Please make sure you do record all of 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		
Registered 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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.

Sponsor Record #2

Sponsor Information		
Apprentice Name		
Registered 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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.

Sponsor Record #3

Sponsor Information		
Apprentice Name		
Registered 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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.

Sponsor Record #4

Sponsor Information		
Apprentice Name		
Registered 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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.

Sponsor Record #5

Sponsor Information		
Apprentice Name		
Registered 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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form

Instructions for Apprenticeship Program Completion (Appendix A)

Once an Apprentice has completed all the classroom training and on-the-job hours specified for the trade, and has acquired all the mandatory skills included in this Log Book:

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

2. They sign the forms and submit them to their local Ministry of Advanced Education and Skills Development apprenticeship office. To find the closest office, check the contact information at https://www.ontario.ca/page/employment-ontario-apprenticeship-offices
   or call the Employment Ontario toll free number at (1-800-387-5656).

Since this trade is competency based, all mandatory skills in the Log Book must be signed off. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, Ministry 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 Ministry of Advanced Education and Skills Development apprenticeship office by mail, fax, or email (as a scanned document), they should not include their Log Book; if they are presenting this form in person at the local apprenticeship office, they should bring their Log Book with them.

After Ministry 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 Ministry will issue a Certificate of Apprenticeship to the Apprentice.

The Ontario College of Trades will receive notification of this completion, and complete the individual's membership in the Apprentices class for the trade. If the Apprentice has completed a program in a compulsory trade, the College of Trades will automatically register the Apprentice as a member of the Journeyperson Candidates class so the Apprentice can continue to work legally for one year while preparing for the certification examination. If an apprentice completes their apprenticeship in a voluntary trade **and** there is no Certificate of Qualification exam, they can apply for membership in the Journeypersons Class at the Ontario College of Trades. If there is a Certificate of Qualification exam, they must write and pass the exam in order to enter the Journeypersons Class at the Ontario College of Trades.

For permission to schedule an exam once completion is confirmed by the Ministry, the individual must first contact the College of Trades Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee.

Apprentice Completion Form (Appendix B)

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 Ministry of Advanced Education and Skills Development apprenticeship office (find contact information at https://www.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 *(print name)*	
E-mail Address	

Program Information			
Trade Name			
Number of hours required as per Training Agreement *(for hours-based trades only)*			
Hours completed? *(documentation attached)*	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

Skill Set Completion for Sponsors (Appendix C)

You will find the skill set numbers and titles in the Log Book'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
8050	Protect Self and Others	
8051	Create, Modify and Interpret Schematics, Drawings and Specifications	
8052	Use and Maintain Tools and Equipment	
8053	Use and Maintain Test and Measuring Equipment	
8054	Instrumentation Devices and Automated Control Systems	
8055	Install, Troubleshoot, Repair and Maintain Wiring Systems	
8056	Install, Maintain and Troubleshoot Power Distribution Equipment Systems	
8057	Install, Troubleshoot and Maintain Lighting Systems	
8058	Install, Maintain and Troubleshoot Rotating Equipment & Associated Control Systems	
8059	Install, Maintain and Troubleshoot Motor Drives and Associated Control Systems	
8060	Install, Maintain and Troubleshoot Power Generating Systems & Associated Equipment	
8061	Install, Maintain and Troubleshoot Communications and Signalling Systems	
8062	Communication in the Workplace	

Ministry of Advanced Education 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 _____

Ministry of Advanced Education and Skills Development
Apprenticeship Offices in Ontario (Appendix D)

Location	Contact	Location	Contact
Barrie 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	**North Bay** 705-495-8515	200 First Ave West, North Bay, ON P1B 3B9
Belleville 613-968-5558	135 North Front St, Belleville, ON K8P 3B5	**Oakville** 905-842-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3
Brantford 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	**Oshawa** 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1
Chatham 519-354-2766	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	**Ottawa** 613-731-7100	Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8
Cornwall 613-938-9702	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	**Owen Sound** 519-376-5790	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
Dryden 807-223-4632	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	**Peel** 905-279-7333	The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6
Durham 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1	**Pembroke** 613-735-3911	615 Pembroke St East, Pembroke, ON K8A 3L7
Elliot Lake 705-848-4661	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	**Peterborough** 705-745-1918	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	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	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
Halton 905-842-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3	**St Catharines** 905-704-2991	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
Hamilton 905-521-7764	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	**Sudbury** 705-564-3030	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
Kapuskasing 705-337-4381	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	**Thunder Bay** 807-346-1550	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
Kenora 807-468-2879	227 1/2 Second St South, Kenora, ON P9N 1G4	**Timmins** 705-235-1950	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
Kingston 613-548-1151	Cornell Corporate Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	**Toronto Centre** 416-927-7366	2 St Clair West, 11th floor Toronto, ON M4A 1L5
Kitchener 519-653-5758	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	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
Markham 905-513-2695	140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8		

For current office listings, please visit: *https://www.ontario.ca/page/employment-ontario-apprenticeship-offices*

Completing Your Apprenticeship Program

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

- Check the Ontario College of Trades Public Register to make sure your Apprentices class membership is still active: collegeoftrades.ca
- Follow the completion instructions on the Completion Form (Appendix A) in the Log Book.
- Answer any questions that MAESD staff may have, and provide any additional completion documentation they may require.
- Once they confirm completion, MAESD will issue you a Certificate of Apprenticeship and notify the Ontario College of Trades of your completion.

After Your Apprenticeship

If you are in a trade with a certification exam, the College of Trades will **automatically** complete your membership in the Apprentices class and activate your 12-month membership in the Journeyperson Candidates class. This change will be reflected on your account with the College as well as on the College's Public Register.

Membership in the Journeyperson Candidates class will allow you to continue practising in a compulsory trade for 12 months while you prepare for and write your exam; if you are in a voluntary trade, it is your automatic approval to challenge the certification exam.

The College will send you a Journeyperson Candidates class welcome letter within 3 weeks of completion that outlines any/all of your future requirements for membership and examination as appropriate (different situations for voluntary and compulsory trades).

If you complete an apprenticeship program for which there is no exam, you can submit an application to become a member of the College's Journeypersons class on the basis of having earned a Certificate of Apprenticeship in the trade.

Preparing For Your Exam

Find out if your trade has a Certificate of Qualification exam at: collegeoftrades.ca

For permission to schedule an exam once completion is confirmed by MAESD, you must first contact the College's Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification exam fee. Once you have paid, contact your local MAESD Apprenticeship office to book your exam.

Download Ontario College of Trades exam preparation guide at: collegeoftrades.ca/resources/exam-process **and/or view the exam preparation guide for Red Seal trades at:** red-seal.ca

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