



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship
Training Standard

Turf Equipment
Technician

Trade Code: 421C

Development Date: 2004

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PREFACE

This Schedule of Training was developed by the Ministry of Training, Colleges, and Universities (MTCU), in partnership with the Industry Advisory Committee and in consultation with representatives from the industry. This document is intended to be used by apprentice, supervisor/trainer and sponsor/employer as a "blueprint" for training and as a prerequisite for completion and certification.

This training document becomes the apprentice's only record of workplace training performance.

Supervisor/trainer and apprentice are required to sign off and date the skill following each successful acquisition, unless a skill is marked shaded (optional).

The care and maintenance of this training document are the joint responsibility of the apprentice and the sponsor/employer. By signing off the skill, the supervisor/trainer and the apprentice are indicating that the apprentice has demonstrated competence of the skill. This training standard has been developed specifically for documenting the apprentices' acquisition of skills of the trade.

Please Note:

Apprenticeship Training and Curriculum Standards were developed by the Ministry of Training, Colleges and Universities (MTCU). As of April 8th, 2013, the Ontario College of Trades (College) has become responsible for the development and maintenance of these standards. The College is carrying over existing standards without any changes.

However, because the Apprenticeship Training and Curriculum Standards documents were developed under either the *Trades Qualification and Apprenticeship Act (TQAA)* or the *Apprenticeship and Certification Act, 1998 (ACA)*, the definitions contained in these documents may no longer be accurate and may not be reflective of the *Ontario College of Trades and Apprenticeship Act, 2009 (OCTAA)* as the new trades legislation in the province. The College will update these definitions in the future.

Meanwhile, please refer to the College's website (www.collegeoftrades.ca) for the most accurate and up-to-date information about the College. For information on OCTAA and its regulations, please visit: www.collegeoftrades.ca/about/legislation-and-regulations.

DEFINITIONS

ACA

Apprenticeship and Certification Act, 1998

Certificate of Apprenticeship (C of A)

Certification issued to individuals who have demonstrated that they have completed an apprenticeship in Ontario.

Certificate of Qualification (C of Q)

Certification issued to C of Q applicants who have achieved a passing grade on the certification exam for their trade.

Competence

The ability of an individual to perform a skill repeatedly and without assistance in the workplace to the standard set out in the Training Standard or Schedule of Training.

Competency Analysis Profile

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

Industry Committee (IC) - under the ACA and Provincial Advisory Committee (PAC) under the TQAA

Under the ACA and TQAA, the Minister may appoint a provincial committee in any trade or group of trades to advise the Minister in matters relating to the establishment and operation of apprenticeship training programs and trades qualifications.

Journeyman or Equivalent

A person who has acquired the knowledge and skills in a trade, occupation or craft as attested to by a provincial or territorial authority.

Mandatory

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

Optional

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

Schedule of Training

An apprenticeship training standard which includes the on-the-job performance objectives and off-the-job learning outcomes

Sign-off

Signature of the sponsor/employer of record or an individual, to whom that sponsor or employer has delegated signing authority, indicating an apprentice's achievement of competence.

Skill

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

Skill Sets

Group of individual skills found in the Training Standard (may also be called Training Unit or General Performance Objective)

Skill Set Completion Form (and Learning Outcome Completion Form)

Lists all skill sets and includes space for sign-off by sponsor/employer of record.

Sponsor/Employer

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, other occupation or skill set as part of an apprenticeship program approved by the Director.

Sponsor/Employer of Record

Refers to the sponsor or employer documented as the signatory to the current training agreement or contract. In order for an sponsor/employer to be considered for the training of apprentices, they must identify that the workplace has qualified journeypersons or equivalent on site and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by Provincial Advisory Committees (PACs) or Industry Committees (ICs) to be required for the trade.

Supervisor

An individual, who oversees the execution of a task, oversees the actions or work of others.

Trainer

A qualified trainer in a compulsory trade is a journeyperson with a Certificate of Qualification or in a voluntary trade is an individual who is considered equivalent to a journeyperson with a Certificate of Qualification.

TQAA

Trades Qualification and Apprenticeship Act.

Training Standard

A document that has been written in concise statements, which describe how well an apprentice must perform each skill in order to become competent. In using the document, trainers will be able to ensure that the apprentice is developing skills detailed for the occupation.

IMPORTANT DIRECTIONS**Apprentice**

1. All complete skills or skill sets must be signed and dated by both the apprentice and sponsor/employer when either all terms of the contract have been completed or the apprentice leaves the employ of the employer.
2. It is the responsibility of the apprentice to inform the apprenticeship staff at the local Ministry of Training, Colleges and Universities office regarding the following changes:
 - change of sponsor/employer address;
 - change of apprentice name or address;
 - transfer to a new sponsor/employer.
3. The Skill Set Completion Form and Learning Outcome Completion Form must be completed and signed by the current sponsor/employer and presented to the local Apprenticeship Client Services Office at the fulfillment of all terms of a Training Agreement.
4. The apprentice completion form with the Completed and Authorized Schedule of Training must be presented to the local Apprenticeship Client Services Unit.

Sponsors/Employers and Supervisors/Trainers

The Schedule of Training identifies skills and supporting learning outcomes required for this trade/occupation and its related training program.

This Schedule of Training has been written in concise statements which describe how an apprentice must perform each skill/outcome in order to become competent. Competence means being able to perform the task to the required standard.

In using this training standard, supervisors/trainers will be able to ensure that the apprentice is developing the skills detailed for the trade/occupation.

Supervisors/Trainers and apprentices are required to sign off and date the skills following each successful acquisition.

Sponsors/Employers 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.

NOTICE/DECLARATION FOR COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this training standard to the Ministry of Training, Colleges and Universities (the Ministry). You will be required to disclose the signed Apprenticeship Completion form to the Ministry in order to complete your program. The Ministry 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 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 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 Training, Colleges and Universities
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.

**ROLES & RESPONSIBILITIES OF APPRENTICE, SPONSOR/EMPLOYER
AND SUPERVISOR/TRAINER**

Apprentice “Apprenticeship is Learning On-the-job”

- Practice safe work habits.
- Use your apprenticeship training standard as a journal to keep track of which skills you have achieved.
- Talk over your training plan with your Training Consultant, Employer, Union, or Sponsor.
- Know what tools are required for your trade and how to use them.
- Ask questions and keep asking.
- Talk to your employer about your training needs.
- Demonstrate enthusiasm and good work habits.
- Ensure that you and your supervisor/trainer sign off skill/skill sets upon demonstration of competency.

Sponsor/Employer “Training is an Investment”

- Demonstrate safe work habits.
- Attest to successful achievement by signing the skill/skills sets.
- Provide opportunities and time for the apprentice to learn the trade.
- Offer practical trade training experiences that cover all of the skill sets.
- Foster work ethics that support training while minimizing productivity losses.
- Set out clear expectations, then recognize or reward performance excellence.
- Involve both the apprentice and supervisor/trainer in developing the training plan.
- Use the Training Standard as a monitoring tool and part of regular performance evaluations.
- Select supervisors/trainers with good communication skills and who work well with others.
- Encourage supervisors/trainers to take upgrading courses - (e.g. Train the Trainer, Mentor Coach, etc).
- Complete the Skill Set Completion Form once the apprentice has demonstrated competency in the training.
- Ensure that the apprentice always works under the direction of or has access to a qualified supervisor/trainer.
- Vary the apprentice’s exposure to all the skills set out in the training standard.

Supervisor/Trainer

- Demonstrate safe work habits.
- Treat apprentices fairly and with respect.
- Use the Training Standard as a guide to evaluating competence in each skill area. In using the Training Standard, supervisors/trainers will be able to ensure that the apprentice is developing skills detailed for the trade/occupation.
- Review the Training Standard with the apprentice and develop a training plan.
- Respond fully to all questions.
- Be patient. Explain what is to be done then, show how it is done, and then let the apprentice demonstrate the task.
- Provide continuous feedback.
- Sign off individual skills/skill sets once the apprentice demonstrates competence in the skill.

Suggestions for Assessing the Progress of the Apprentice in the Workplace

- Use informal daily observation.
- Provide constructive feedback to build confidence.
- Allow the supervisor/trainer time to teach and demonstrate the skills.
- Take prompt action wherever problems occur.
- Conduct regular performance reviews involving the apprentice, supervisor/trainer and sponsor/employer.
- Use the Training Standard as the reference for establishing the competency of the apprentice.

SKILL SET COMPLETION FORM

SKILLS SETS	TITLE	SIGNING AUTHORITY
1.0	PROTECT SELF AND OTHERS	
2.0	SET UP AND OPERATE SHOP EQUIPMENT	
3.0	SET UP AND OPERATE TOW-BEHIND EQUIPMENT	
4.0	SET UP, SERVICE, AND MAINTAIN MOWING EQUIPMENT	
5.0	SERVICE AND MAINTAIN GOLF CARTS	
6.0	SERVICE AND MAINTAIN SPRAYER EQUIPMENT	
7.0	SERVICE AND MAINTAIN TRACTION UNITS	
8.0	SERVICE AND MAINTAIN SMALL POWERED EQUIPMENT	

NOTE ON SHADED PERFORMANCE OBJECTIVES AND SKILLS:

- Shaded performance objectives and skill sets are optional. The shaded skills do not have to be demonstrated or signed-off for completion of the on-the-job component of the apprenticeship
- The learning outcomes will cover all of the skill sets, both shaded and unshaded.

APPRENTICE COMPLETION FORM

APPRENTICE NAME	
Print	
Signature	
Client ID	

Skill Sets and Learning Outcomes when completed should be signed by the Supervisor/Trainer and presented with this completion form to your local Apprenticeship Client Services Office. Any supporting documentation should also be attached.

In-school Completed Yes () No () Not applicable ()
(Proof to be provided)

Hours completed as
Per Contract: Yes () No () Not applicable ()

SPONSOR/EMPLOYER INFORMATION	
Name	
Address	
Telephone	
E-mail Address	
Signature of Signing Authority	

A. DESCRIPTION/DUTIES

A **Turf Equipment Technician** is employed at golf clubs and course, equipment distributors and dealerships, equipment rental shops provincial parks and sod farms and performs the following:

- Diagnoses, maintains and repairs, Mowing Equipment, Golf Carts, Traction Units, Small Powered Equipment and Tow-Behind Equipment.

A **Turf Equipment Technician** demonstrates knowledge of:

- Occupational Health and Safety Act
- Workplace Hazardous Materials Information Systems (WHMIS)
- Shop Equipment
- Tools and equipment
- Vehicle protection procedures and equipment
- Documentation preparation
- Inspecting, testing, diagnosing and repairing: Tow-Behind equipment,
- Mowing equipment, Golf Carts, Traction units and Small Powered equipment.
- Industry manuals, catalogues & software regarding parts and procedures
- Customer service
- Inspecting and reporting procedures

**BENCHMARK/GUIDELINE TOTAL TRAINING TIMEFRAMES:
(ON-THE-JOB AND OFF-THE-JOB):**

5,000 hours

Includes 720 hours of in-school training

B. ON-THE-JOB PERFORMANCE OBJECTIVES

1.0 PROTECT SELF AND OTHERS

1.1 Identify and take preventative action against potential workplace health and safety hazards, including: broken glass, urethanes, dust fumes, excessive exhaust and/or explosive fumes, gas and alternate fuels, lighting, sound levels, electrical and mechanical hazards, (i.e. damaged or faulty air lines and/or inadequate ventilation); so that the potential for personal injury, damage to equipment, vehicles, and the environment are minimized, according to manufacturers’ recommendations, specifications, safety requirements and government regulations.

Date Completed Apprentice Supervisor/Trainer

1.2 Handle, store and recycle hazardous workplace materials, including: glass, urethane, epoxy, primers, solvents, automotive fluids; using personal protective equipment, specified handling, storage and recycling procedures; so that individuals are protected from injury and the environment from contamination, according to manufacturers’ recommendations, specifications, safety requirements and government regulations.

Date Completed Apprentice Supervisor/Trainer

1.3 Wear and maintain personal protective equipment, including: eye, ear, head,hand, respiratory, body, and foot protection; ensuring that correct fit and optimum protection is provided to the wearer for the specific task performed, according to Workplace Joint Health and Safety Committee, manufacturers’ recommendations, specifications, safety requirements and government regulations.

Date Completed Apprentice Supervisor/Trainer

- 1.4 Comply with first aid and workplace-related legislation relating to Occupational Health and Safety Act and the Environmental Protection Act;** by identifying the personal and legal liabilities of technicians and employer when performing and/or conducting vehicle safety and structural inspections, vehicle testing, work estimates, repairing and/or replacing damaged parts, according to manufacturers' recommendations, specifications, safety requirements, and government regulations

Date Completed

Apprentice

Supervisor/Trainer

- 1.5 Practice good housekeeping in the workplace by applying fire hazard prevention methods,** including: maintaining a clean and orderly work area; identifying, removing and disposing of potential fire hazards; preventing and cleaning up spills and/or leaks; ensuring work area is free of obstructions; and safely using, storing and maintaining equipment, tools and shop safety equipment, to minimize accident or injury to self and others, according to manufacturers' recommendations, specifications, safety requirements and government regulations.

Date Completed

Apprentice

Supervisor/Trainer

- 1.6 Comply with Workplace Hazardous Materials Information System (WHMIS) guidelines,** including: reading and interpreting labels and Material Safety Data Sheets (MSDS), ensuring receipt of training in WHMIS regulations and practices, according to the Occupational Health and Safety Act.

Date Completed

Apprentice

Supervisor/Trainer

- 1.7 Identify and locate safety devices on turf maintenance machinery,** including shields, safety and warning decals, interlocks, guards audible warning devices, and roll-over protection systems and check to ensure correct operation for the safety of self and others and to protect the machinery from damage.

Date Completed

Apprentice

Supervisor/Trainer

- 1.8 Demonstrate required care when working on or around power take-off systems** by ensuring that traction unit is shut down, protective shielding is in place and functional, all locking devices are operational, and PTO shaft is in correct alignment and free from any interference to prevent injury to self and others and to protect traction unit and driven implement from damage.

Date Completed

Apprentice

Supervisor/Trainer

- 1.9 Conduct inspection by using vision and sense of smell to locate leaks** in hydraulic, fuel, coolant, and exhaust systems, using flow meters and pressure gauges, ensuring proper use of meters and gauges and disposal procedures using recommended tools, replacement parts, and components to protect self and others and to restore operational performance of turf equipment to manufacturers' specifications.

Date Completed

Apprentice

Supervisor/Trainer

- 1.10 Locate, service, and maintain batteries and electrical connections** by removing corrosion from terminals, maintaining correct electrolyte levels, and by conducting charging operations in a well-ventilated area following equipment manufacturers' recommended procedures to prevent damage to battery and electrical system and to prevent injury to self and others and damage to property.

Date Completed

Apprentice

Supervisor/Trainer

- 1.11 Set up and operate grinding equipment and related accessories** demonstrating required care by following equipment manufacturers instructions and wearing all required eye, ear, and respiratory safety equipment.

- 1.12 Demonstrate required care when operating or servicing hand-held power cutting devices**, including cut-off saws, chain saws, hedge trimmers, grinders, drills, line trimmers, and brush cutters, by following manufacturers' operating manuals for the protection of self and others.

Date Completed

Apprentice

Supervisor/Trainer

- 1.13 Check equipment protective devices** including back-up alarms, safety switches and warning instrumentation by sight, sound, feel and odor and to protect the operator from injury and to ensure effective operation of the equipment.

Date Completed

Apprentice

Supervisor/Trainer

- 1.14 Drive, move, park, and operate heavy equipment** to load and unload materials and equipment safely and effectively within the equipment capacities and limitations, by following company safety procedures and the Occupational, Health and Safety Act (OHSA) to ensure the protection of self, others and property.

Date Completed

Apprentice

Supervisor/Trainer

- 1.15 Use and maintain emergency safety equipment** including fire extinguishers, blankets to perform work in a safe and effective manner in accordance with the OHSA for the protection self, others and property

Date Completed

Apprentice

Supervisor/Trainer

- 1.16 Demonstrate knowledge of safety features and accessories** on equipment and communicate to operators and customers.

Date Completed

Apprentice

Supervisor/Trainer

2.0 SET UP AND OPERATE SHOP EQUIPMENT

- 2.1 Set up and operate reel, bed knife, and rotary blade grinders** by preparing the reel for grinding and following correct mounting procedures to perform single blade and/or spin grinding, correct mounting procedures to perform bed knife sharpening, to perform rotary blade sharpening and balancing using recommended coolants, where required, to restore their optimum cutting performance according to manufacturer's specifications and maintenance schedules.

Date Completed

Apprentice

Supervisor/Trainer

- 2.2 Demonstrate basic (PC terminal) computer skills** by selecting programs and applications, inputting data, retrieving and interpreting data for purposes of inventory control, budgeting, maintenance scheduling and reporting and irrigation control, and by ensuring the accuracy of the information.

Date Completed

Apprentice

Supervisor/Trainer

- 2.3 Operate and maintain lift equipment** including hoists, front end loaders, fork lift, skid steer, floor jacks and stands according to manufacturer's specs, maintenance schedules and government regulations.

Date Completed

Apprentice

Supervisor/Trainer

- 2.4 Set up and operate pressure washer** according to manufacturer's specifications

Date Completed

Apprentice

Supervisor/Trainer

2.5 Read and interpret blueprints, schematics and drawings in hardcopy and electronic format according to manufacturer's specifications.

Date Completed

Apprentice

Supervisor/Trainer

2.6 Maintain and interpret a parts inventory using a computerized or manual system to determine asset evaluation.

Date Completed

Apprentice

Supervisor/Trainer

3.0 SET UP AND OPERATE TOW-BEHIND EQUIPMENT

- 3.1 Attach tow-behind implements to drive unit** by securing trailer hitches, three-point hitches, chains, draw bars, pins, and electrical or hydraulic connections following manufacturers' directions to ensure safe and effective operation within equipment limitations and capacities.

Date Completed

Apprentice

Supervisor/Trainer

- 3.2 Service, maintain, set up and attach power take-off (PTO) assemblies**, ensuring positive connection between coupler and input/output shafts, correct alignment, required shielding and safety devices, matching PTO *to* engine rpm according *to* manufacturers' specifications and maintenance schedules.

Date Completed

Apprentice

Supervisor/Trainer

- 3.3 Service and maintain trailer hitches**, including ball, pintle, fifth wheel, and drop pin types, inspect and repair suspension components, bolts, bushings, springs, shock absorbers, and tires, using required tools, grease guns, lubricants, and required lifting equipment *to ensure safe and effective operation of* off-road equipment in accordance with manufacturers' recommendations and maintenance schedules.

Date Completed

Apprentice

Supervisor/Trainer

- 3.4 Service and maintain brake systems**, including electric brake and hydraulic types, by removal and inspection *of* components, by replacing worn or damaged parts using calipers, brake tool pliers, electrical testing instruments, hand tools, and lifting devices *to* restore operational performance *of* off-road equipment *to* manufacturers' specifications and maintenance schedules.

Date Completed

Apprentice

Supervisor/Trainer

5.0 SERVICE AND MAINTAIN GOLF CARTS

- 5.1 Service and maintain deep cycle batteries, chargers and charging systems** by inspecting, testing, repairing, and replacing defective parts using electrical test equipment, distilled water, hydrometers, and hand tools, wearing required safety clothing and equipment and performing work in a well-ventilated area to restore operational performance to manufacturers' specifications and maintenance schedules.

Date Completed

Apprentice

Supervisor/Trainer

- 5.2 Service and test speed directional control systems on electric golf carts** by conducting electrical checks on system components and connections, by replacing defective or worn parts, and by running operational checks according to manufacturer's specifications and maintenance schedules.

Date Completed

Apprentice

Supervisor/Trainer

- 5.3 Service and maintain belts, clutches, air and fuel filters and drive line components on gasoline and electric powered carts** by inspecting belt condition, clutch faces, bushings, cables, oil levels, seals and tire pressure replacing worn or defective parts using micrometers, dial indicators, spring compressors, pulling devices, lifting equipment, grease guns, and recommended hand tools to restore operational performance to manufacturers' specifications and maintenance schedules.

Date Completed

Apprentice

Supervisor/Trainer

- 5.4 Maintain and repair car bodies, including metal, fiberglass, plastics, and flexible body parts**, by refinishing damaged areas using filling and repairing compounds, materials, and primers recommended by the manufacturer, and by replacing damaged panels or flexible parts to restore the condition and appearance of the golf cart body.

Date Completed

Apprentice

Supervisor/Trainer

- 5.5 Maintain and repair brakes** by adjusting, inspecting and replacing parts, including cables, hydraulic components, linkages, shoes, pedals, pads, drums, parking brake and floor mats using hand and electric power tools and measuring devices according to manufacturers specifications and maintenance schedules.

Date Completed

Apprentice

Supervisor/Trainer

- 5.6 Store golf carts for winter by complete washing of the cart, cleaning batteries and terminals**, checking electrolyte levels, lubricating cables, king pins, wheel bearings, clutches, and differentials, and by periodic checks of the battery voltage levels, recharging when required to protect the condition and performance life of the batteries.

Date Completed

Apprentice

Supervisor/Trainer

6.0 SERVICE AND MAINTAIN SPRAYER EQUIPMENT

- 6.1 Service and maintain pumps and couplers** by inspecting, aligning, measuring, testing, and replacing components by using flow meter, stop watch, dial indicators, calibrated container, distance measuring device, pressure gauge, recommended hand tools, oil, and grease to maintain pumping efficiency according to recommended manufacturers' specifications and maintenance schedules.

Date Completed

Apprentice

Supervisor/Trainer

- 6.2 Service and maintain hoses, fittings, agitators, tanks, lids and filters** by inspecting, cleaning, and replacing damaged or defective parts following a visual assessment of their condition to maintain sprayer dependability and for the protection of self and others in compliance with the Occupational Health and Safety Act.

Date Completed

Apprentice

Supervisor/Trainer

- 6.3 Service and calibrate speed control systems, including speedometer sensor, radar, and magnetic wheel sensor**, by using electrical testing equipment, distance (linear) measuring device, and a stop watch to identify and replace defective component(s) and to confirm that the system is operating accurately according to manufacturers' specifications.

Date Completed

Apprentice

Supervisor/Trainer

- 6.4 Prepare sprayer for winter storage** by cleaning machine, draining systems of water, adding glycol-based antifreeze, operating system to prevent freeze-up, and removing and storing components sensitive to low temperature to protect the performance life of sprayer.

Date Completed

Apprentice

Supervisor/Trainer

7.0 SERVICE AND MAINTAIN TRACTION UNITS

- 7.1 Conduct visual inspection of fuel system** checking for leaks, damage, restriction in supply, gaskets, routing of lines and hoses, using recommended tools replace worn or damaged components and perform a running check to ensure performance adheres to manufacturers' specifications.

Date Completed

Apprentice

Supervisor/Trainer

- 7.2 Repair and maintain fuel injection systems** on diesel and gasoline engines by using hand tools, specific tools, feeler gauges, dial indicators, timing devices, pressure gauges, injector testing equipment, and torque wrenches to identify worn or defective parts and replace and repair following manufacturers' specifications to ensure maximum performance and efficiency.

Date Completed

Apprentice

Supervisor/Trainer

- 7.3 Repair and perform preventative maintenance on diesel and gasoline engines** by using filter wrenches, torque wrenches, feeler gauges, recommended hand tools, coolant tester, hydrometer, compression tester, electric testing equipment, and fluid collection system to inspect and/or adjust valves, cooling systems, belt alignment and tension, linkages, timing to manufacturers' specifications and to replace filters and fluids, at recommended intervals to ensure maximum performance and reliability.

Date Completed

Apprentice

Supervisor/Trainer

- 7.4 Repair and maintain electric and electronic components and instrumentation** by using electric testing equipment, service manuals, computer, hand tools, connectors, and sealants to inspect, diagnose, and repair components to ensure operation within manufacturers' specifications and maintenance schedules.

Date Completed

Apprentice

Supervisor/Trainer

- 7.5 Repair and maintain hydraulic system** by visual inspection and by using pressure gauges, flow meters, thermometers, hand tools, torque wrenches, and feeler gauges to identify leaks, worn or defective parts and check and repair hoses, sheathing, pumps, cylinders, motors, valves, and reservoirs to ensure hydraulic system is operating safely and within the system's design specifications

Date Completed

Apprentice

Supervisor/Trainer

- 7.6 Repair and maintain hydrostatic, hydraulic and mechanical drive train systems** including: valves banks, pumps, clutches, transmissions, drive shaft, differentials, universal joints, identifying worn or defective components using hand and power tools according to manufacturers' specifications and maintenance schedules.

Date Completed

Apprentice

Supervisor/Trainer

- 7.7 Inspect wheels, tires and mounting hardware and remove, repair or replace damaged or defective parts** using the prescribed tools, materials and equipment and re-install carefully following manufacturers instructions and the OHSA to avoid tire and wheel damage and to prevent injury to self and others.

Date Completed

Apprentice

Supervisor/Trainer

- 7.8 Inspect brake systems on off-road vehicles** including band, drum, disc and parking brake, electric brake, manual brake and hydraulic brake types, removing damaged or worn out components: using special tools and attachments and prescribed replacement parts and materials, adjust brake system, re-assemble the brake system following manufacturers directions, bleeding and replenishing the brake fluid when required ;and, perform pre-operation checks to ensure safe and effective performance in accordance with manufacturers specifications and maintenance schedules.

Date Completed

Apprentice

Supervisor/Trainer

- 8.5 Tune two cycle engines** by performing a compression test; inspecting ignition components, fuel filters, air filters and flame arresters, battery connections, replacing parts where required and by setting engine systems to manufacturers specifications.

Date Completed

Apprentice

Supervisor/Trainer

- 8.6 Tune four cycle engines** by performing a leak down test; inspecting ignition components, fuel filters, air filters and flame arresters, battery connections, replacing parts where required and by setting engine systems to manufacturers specifications.

Date Completed

Apprentice

Supervisor/Trainer

- 8.7 Assemble new small powered equipment and related components**, using prescribed tools and following manufacturers directions, making adjustments to controls and attachments where required; and, run a performance check to ensure effective operation in accordance with manufacturers specifications.

Date Completed

Apprentice

Supervisor/Trainer

APPRENTICE RECORD

You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system.

For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.

APPRENTICE NAME (Print):

SPONSOR/EMPLOYER INFORMATION

Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING

Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

Date Completed

Apprentice

Supervisor/Trainer

APPRENTICE RECORD

APPRENTICE NAME (Print):

SPONSOR/EMPLOYER INFORMATION	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

Date Completed

Apprentice

Supervisor/Trainer

APPRENTICE RECORD

APPRENTICE NAME (Print):

SPONSOR/EMPLOYER INFORMATION	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

Date Completed

Apprentice

Supervisor/Trainer