SHEET METAL WORKER

STATUTORY DECLARATION OF WORK EXPERIENCE

SkilledTradesBC Customer Service
800 – 8100 Granville Ave
Richmond, BC V6Y 3T6
Tel: 778-328-8700
Fax: 778-328-8701
Toll Free: 1-866-660-6011
customerservice@skilledtradesbc.ca

This form is used to declare work experience for periods during which you were self-employed, or a previous employer will not complete an Employer Declaration.

Note: Unless your work experience was gained through self-employment, applications must be accompanied by at least one Employer Declaration. For more information, see Instructions for Certification Challenge.

"Sheet Metal Worker" means a person who lays out, fabricates, assembles, welds, installs, and services the following: ducting, spouting, fittings, cabinets, gutters, copings, flashings, supporting devices, wall systems, building envelope, ornamental work and integral equipment associated with the blowpipe, air pollution, heating, ventilating, air-conditioning, metal roofing, restaurant, kitchen, marine installations and hospital equipment fields.

To qualify to challenge certification in this trade, individuals must have:

- worked a minimum of **9,360 hours** performing the tasks listed in Section D, and
- experience performing at least **70%** of the job tasks listed in Section D.

A. Applicant Name

Legal First Name:	Legal Middle Name(s):	Legal Last Name:

B. Self-Employment or Employment Information of Applicant

Enter the contact information for your own business if you are self-employed or your previous employer who will not complete an Employer Declaration.

Name of Organization/Employer/Business:		Business Registration Number: (Self-Employment only)
Business Address (Street Name/Number, Building/Unit Number):		City:
Province/ State:	Country:	Postal Code/ Zip Code:
Business Phone Number: ( )	Email Address:	Website:

Enter the dates and number of hours for this period of employment or self-employment. You may combine multiple periods of self-employment on one form, but you must separate periods of employment with different employers on separate forms.

Dates of Employment (MM/DD/YYYY): From: To:	Total Number Hours of **Sheet Metal Worker** Experience Accumulated in Period:
Job Title of Applicant:	

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C. Reason for Statutory Declaration

Indicate why a Statutory Declaration is required for this period of employment:

☐ Applicant was self-employed ☐ Employer will/can not complete Employer Declaration

Applicants **must** attempt to contact current or previous employers to request an Employer Declaration to be filled out and signed.

If you have been unable to obtain an Employer Declaration for any portion of your non-self-employed work experience, **indicate the steps you have taken to try to obtain it.**

D. Statutory Declaration of Job Task Performance

By checking "Yes" or "No" in the Declaration Response column, indicate whether you have performed the job tasks listed below during the period indicated in Section B.

JOB TASKS (77)	DECLARATION RESPONSE	
PERFORMS COMMON OCCUPATIONAL SKILLS		
Performs safety-related functions		
Uses personal protective equipment (PPE) and safety equipment	☐ Yes	☐ No
Maintains safe work environment	☐ Yes	☐ No
Performs lock-out and tag-out procedures	☐ Yes	☐ No
Uses and maintains tools and equipment		
Uses hand and portable power tools	☐ Yes	☐ No
Uses shop tools and equipment	☐ Yes	☐ No
Uses gas metal arc welding (GMAW) equipment	☐ Yes	☐ No
Uses resistance spot welding equipment	☐ Yes	☐ No

Enter the applicant's initials on every page of this form

I hereby certify, that to the best of my knowledge, the information I am providing is true and accurate.	Applicant's Initials:

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JOB TASKS (77)	DECLARATION RESPONSE	
Uses gas tungsten arc welding (GTAW) equipment	☐ Yes	☐ No
Uses shielded metal arc welding (SMAW) equipment	☐ Yes	☐ No
Uses oxy-fuel and plasma arc cutting equipment	☐ Yes	☐ No
Uses soldering and brazing equipment	☐ Yes	☐ No
Uses measuring and layout equipment	☐ Yes	☐ No
Uses testing and inspection devices	☐ Yes	☐ No
Uses stationary and mobile work platforms	☐ Yes	☐ No
Uses hoisting, rigging and positioning equipment	☐ Yes	☐ No
Organizes work		
Uses trade-related documentation	☐ Yes	☐ No
Interprets drawings	☐ Yes	☐ No
Organizes materials and equipment for project	☐ Yes	☐ No
Performs basic design and field modifications	☐ Yes	☐ No
Uses communication and mentoring techniques		
Uses communication techniques	☐ Yes	☐ No
Uses mentoring techniques	☐ Yes	☐ No
PERFORMS FABRICATION		
Performs pattern development		
Develops patterns using simple and straight-line layout	☐ Yes	☐ No
Develops patterns using parallel line method	☐ Yes	☐ No
Develops patterns using radial line method	☐ Yes	☐ No
Develops patterns using triangulation method	☐ Yes	☐ No
Uses computer technology for pattern development	☐ Yes	☐ No
Fabricates sheet metal components for air and material handling systems		
Cuts ductwork, fittings and components	☐ Yes	☐ No
Forms ductwork, fittings and components	☐ Yes	☐ No
Insulates ductwork, fittings and components	☐ Yes	☐ No
Assembles ductwork, fittings and components	☐ Yes	☐ No

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JOB TASKS (77)	DECLARATION RESPONSE	
Fabricates dampers	☐ Yes	☐ No
Fabricates hanger systems, supports and bases	☐ Yes	☐ No
Fabricates flashing, roofing, sheeting and cladding		
Cuts metal for flashing, roofing, sheeting and cladding	☐ Yes	☐ No
Forms flashing, roofing, sheeting and cladding	☐ Yes	☐ No
Fabricates specialty products		
Cuts material for specialty products	☐ Yes	☐ No
Forms specialty products	☐ Yes	☐ No
Assembles specialty products	☐ Yes	☐ No
Finishes specialty products	☐ Yes	☐ No
INSTALLS AIR AND MATERIAL HANDLING SYSTEMS		
Prepares installation site		
Performs on-site measurements	☐ Yes	☐ No
Performs demolitions for renovations	☐ Yes	☐ No
Installs penetrations and sleeves	☐ Yes	☐ No
Installs supports and bases	☐ Yes	☐ No
Installs hangers, cables, braces and brackets	☐ Yes	☐ No
Installs and connects chimneys, breeching and venting to exhaust appliances and mechanical equipment		
Installs chimney	☐ Yes	☐ No
Connects appliances or mechanical equipment to chimney and breeching	☐ Yes	☐ No
Installs high efficiency appliances and mechanical equipment	☐ Yes	☐ No
Installs air handling system components		
Installs air handling equipment	☐ Yes	☐ No
Installs sheet metal ducts and fittings	☐ Yes	☐ No
Installs dampers	☐ Yes	☐ No
Installs fire and fire/smoke dampers	☐ Yes	☐ No
Installs registers, grilles, diffusers and louvers	☐ Yes	☐ No

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JOB TASKS (77)	DECLARATION RESPONSE	
Installs terminal boxes	☐ Yes	☐ No
Installs coils	☐ Yes	☐ No
Installs system component accessories	☐ Yes	☐ No
Installs plenums	☐ Yes	☐ No
Installs material handling system components		
Installs pneumatic and gravity material handling system components	☐ Yes	☐ No
Installs mechanized material handling system components	☐ Yes	☐ No
Applies thermal insulation, lagging, cladding and flashing		
Applies thermal insulation to components	☐ Yes	☐ No
Applies lagging and cladding to components	☐ Yes	☐ No
Applies flashing to components	☐ Yes	☐ No
Performs leak testing, air balancing and commissioning		
Performs leak tests	☐ Yes	☐ No
Performs testing, adjusting and balancing (TAB)	☐ Yes	☐ No
Participates in the commissioning of air and material handling systems	☐ Yes	☐ No
INSTALLS ROOFING AND SPECIALTY PRODUCTS		
Installs metal roofing and cladding/siding systems		
Lays out roof and walls	☐ Yes	☐ No
Installs insulation, isolation material and building envelope components	☐ Yes	☐ No
Installs roofing and cladding/siding system components	☐ Yes	☐ No
Seals exposed joints.	☐ Yes	☐ No
Installs decking	☐ Yes	☐ No
Installs exterior components		
Prepares surface	☐ Yes	☐ No
Fastens exterior components	☐ Yes	☐ No
Installs specialty products		
Installs stainless steel specialty products.	☐ Yes	☐ No
Installs non-stainless steel specialty products	☐ Yes	☐ No

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JOB TASKS (77)	DECLARATION RESPONSE	
Installs marine products (Not Common Core)	☐ Yes	☐ No
PERFORMS MAINTENANCE AND REPAIR		
Performs scheduled maintenance		
Performs maintenance inspections	☐ Yes	☐ No
Services components	☐ Yes	☐ No
Repairs faulty systems and components		
Diagnoses system faults	☐ Yes	☐ No
Repairs worn or faulty components	☐ Yes	☐ No

E. Applicant Signature

I certify that the information I have provided is true and accurate. (Note: Collection and protection of personal information on this form is in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.)

Applicant Name (please print):	Applicant Signature:	Date: (MM/DD/YYYY)

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F. References

Minimum of Three References must accompany **each Statutory Declaration form**. Include names and contact information of minimum three individuals who can attest to your hours and/or scope of trade. References listed must be related to the organization and period of employment listed in Section B of this form.

Each individual listed will be contacted by SkilledTradesBC to verify the information provided on your application.

1. Reference

Relationship to Applicant:	☐ Former Employee	☐ Contractor	☐ Supplier
	☐ Co-worker	☐ Client	☐ Other (i.e. HR; Book keeper; Accountant, Business Partner) please specify:
First and Last Name of Reference:	Language(s) that reference can communicate: (Check all that apply) ☐ English		☐ Other (specify):
Organization/Business Name:		Position/Title:	
Phone Number:		Email Address:	

2. Reference

Relationship to Applicant:	☐ Former Employee	☐ Contractor	☐ Supplier
	☐ Co-worker	☐ Client	☐ Other (i.e. HR; Book keeper; Accountant, Business Partner) please specify:
First and Last Name of Reference:	Language(s) that reference can communicate: (Check all that apply) ☐ English		☐ Other (specify):
Organization/Business Name:		Position/Title:	
Phone Number:		Email Address:	

3. Reference

Relationship to Applicant:	☐ Former Employee	☐ Contractor	☐ Supplier
	☐ Co-worker	☐ Client	☐ Other (i.e. HR; Book keeper; Accountant, Business Partner) please specify:
First and Last Name of Reference:	Language(s) that reference can communicate: (Check all that apply) ☐ English		☐ Other (specify):
Organization/Business Name:		Position/Title:	
Phone Number:		Email Address:	

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