



# PERSONAL RECORD BOOK

**Powerline Technician**

ita



This is your Record Book!

## **DO NOT SUBMIT TO THE ITA**

This is not required to achieve certification

- **It is a record of your progress towards achieving certification in the trade**
- **It provides a record of your experience**
- **It is your responsibility to keep it up-to-date**
- **Take it with you if you change employers**

*Note: Employers and supervisors are not responsible for keeping your Record Book up-to-date. They are responsible for sign-off of hours and sign-off of competencies once you have achieved the required level of skills and knowledge.*

# APPRENTICE IDENTIFICATION

**Trade: POWERLINE TECHNICIAN**

Legal First Name:		Legal Last Name:	
Suite Number:	Street Number and Name:		
City:		Province:	Postal Code:
Telephone Number:		Email Address:	

## Work Safely!

A safe work attitude contributes to an accident free environment. Accident prevention and safe working conditions are the responsibility of both employers and employees.

Wear the required personal protective equipment, follow safe work practices and follow all safety regulations applicable to specific job activities.

Employer's responsibilities:

- Provide and maintain safety equipment and protective devices
- Ensure proper safe work clothing is worn
- Enforce safe work procedures
- Provide safeguards for machinery, equipment and tools
- Observe all accident prevention regulations
- Train employees in safe use and operation of equipment

Employee's responsibilities:

- Work in accordance with the safety regulations pertaining to job environment
- Work in such a way as not to endanger themselves or fellow workers.

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# EMPLOYER INFORMATION

## Originating Employer

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyman 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journeyman 2:	TWID #:
	Phone:
	Email:

**\*TWID # – Trade Worker Identification Number**

*If you have more than one employer during your apprenticeship, record the information for subsequent employers on the following page(s).*

If your job ends or you change employers...

### **Before leaving your place of employment:**

- Update Workplace Hours through a [Work-Based Training Hours form](#) for the current reporting period and get signoff by your employer.
- Update Record of Competencies with your supervisor.
- Confirm with your employer that your workplace hours have been reported to ITA, and if possible get a copy of all Work-Based Training Hours reports submitted.
- Notify the ITA of the change in your employment by submitting an [Apprentice and Sponsor Registration form](#) with your new employer.

When re-employed...

**You must be registered with your new employer before submitting any work-based training hours to the ITA.**

## Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

## Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

# WORKPLACE HOURS

## Instructions

Make an entry in this section each time your hours are reported to the ITA.

1. Get a copy of the *Workplace Hours Report* from your employer.
2. Fill in the dates of the reporting period and the hours reported.
3. Enter your employer name, address and phone number.
4. Keep your Record Book in a safe place.

### Workplace Hours

**Workplace hours** must be submitted to the ITA by your employer on a regular basis. Your hours should be reported at least every six months; however, every three months is preferred.

At the beginning of your apprenticeship discuss the frequency of reporting with your employer.

Keeping Workplace hours up-to-date in your Record Book gives you the tools to better manage your apprenticeship. It provides you with the opportunity to:

- Follow up with your employer each reporting period to ensure your hours are reported on a regular basis.
- Discuss your progress with your direct supervisor/journeyperson on a regular basis.





# RECORD OF COMPETENCIES

## Instructions

The Record of Competencies is filled out and signed-off by the journeyperson supervising your work.

1. Know what skills are expected at each level of the program.
2. Ask the journeyperson to sign off on the competency when you have acquired the skills and are able to perform the task without supervision.
3. If the journeyperson agrees that you have the required skills, he/she will:
  - Record the date that the competency was achieved
  - Sign off on the competency
  - Enter his/her Trades Worker Identification Number (TWID #)

### What is a Record of Competencies?

The Record of Competencies lists all competencies you should be knowledgeable in prior to receiving your certification. Keeping this section up to date will allow you to track your progress towards certification and demonstrate proficiency in the skills within the scope of your trade. Completion of the entire program should result in you becoming a skilled and knowledgeable journeyperson.

- Refer to this section periodically to ensure you are getting the work experience you need.
- Use the competencies as a guide to ensure work tasks are assigned so that you acquire the skills and knowledge required to be successful in the trade.

Review the Record of Competencies on a regular basis with your direct supervisor/journeyperson to ensure they have been completed.

### Program Outline

The Program Outline provides detailed information on the scope of knowledge and skills expected at each level of the program, further defining the competencies listed in the Record Book. The Program Outline is a great resource for developing a training plan.

Download from: <https://www.itabc.ca/program/powerline-technician>

### Apprenticeship Toolkit

For general information on apprenticeship and tips for navigating the apprenticeship system in BC visit ITA's website to learn about the [apprenticeship basics](#).

# LEVEL 1

## **IMPORTANT!**

Download the Program Outline!

<https://www.itabc.ca/program/powerline-technician>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

## **THEORY**

### **LINE A: SAFETY AND SAFE WORK PRACTICES**

- ☐ DETERMINE REQUIREMENTS APPLICABLE IN THE WORKPLACE
- ☐ RECOGNIZE POTENTIAL RISKS AND IDENTIFY AND APPLY RELEVANT REGULATIONS FOR LIMITS OF APPROACH
- ☐ RECOGNIZE POTENTIAL RISKS AND IDENTIFY RELEVANT PROCEDURES WITH REFERENCE TO WORKSAFEBC REGULATION
- ☐ RECOGNIZE POTENTIAL RISKS OF GROUNDING AND EQUI-POTENTIAL BONDING
- ☐ RECOGNIZE POTENTIAL RESCUE RISKS

### **LINE C: POLICIES AND REGULATIONS**

- ☐ IDENTIFY ENVIRONMENTAL HAZARDS AND APPLY REGULATIONS COMMON TO THE TRADE

### **LINE E: ELECTRICAL THEORY**

- ☐ EXPLAIN SINGLE-PHASE TRANSFORMERS
- ☐ IDENTIFY AND DESCRIBE SELF-CONTAINED METERING

### **LINE F: EQUIPMENT**

- ☐ IDENTIFY AND DESCRIBE THE OPERATION OF VARIOUS TYPES OF MOBILE EQUIPMENT

## **LINE G: RIGGING**

- ☐ DESCRIBE PRINCIPLES OF WORK, FORCE AND MECHANICAL ADVANTAGE

## **LINE H: OVERHEAD DISTRIBUTION (OD)**

- ☐ DESCRIBE MATERIALS USED IN OVERHEAD DISTRIBUTION SYSTEMS
- ☐ DESCRIBE OVERHEAD DISTRIBUTION SYSTEMS
- ☐ DESCRIBE SAFE WORK PROCEDURES FOR LIVE LINES
- ☐ DESCRIBE THE DIFFERENCE BETWEEN A REGULATED UTILITIES SYSTEM AND UNREGULATED SYSTEM

## **LINE I: UNDERGROUND DISTRIBUTION (UD)**

- ☐ IDENTIFY AND DESCRIBE EQUIPMENT AND MATERIALS USED IN UNDERGROUND DISTRIBUTION SYSTEMS

## **LINE K: COMMUNICATION**

- ☐ DESCRIBE THE PURPOSE OF TAILBOARD MEETINGS
- ☐ DESCRIBE METHODS OF COMMUNICATION

# **PRACTICAL**

## **LINE A: SAFETY AND SAFE WORK PRACTICES**

- ☐ **APPLY APPLICABLE OCCUPATIONAL HEALTH AND SAFETY (OH&S) REGULATIONS**
- ☐ **DEMONSTRATE THE CARE AND USE OF PERSONAL PROTECTIVE EQUIPMENT**
- ☐ **APPLY SPECIFIC WORK PROCEDURES BASED ON LIMITS OF APPROACH**
- ☐ **APPLY WORKPLACE ROLES AND RESPONSIBILITIES**
- ☐ **DEMONSTRATE GROUNDING AND BONDING PRINCIPLES**
- ☐ **PERFORM RESCUE**

## **LINE B: CLIMBING**

- ☐ **DESCRIBE CARE AND USE OF CLIMBING EQUIPMENT**
- ☐ **USE CLIMBING EQUIPMENT TO CLIMB STRUCTURES**
- ☐ **DESCRIBE AND APPLY PROCEDURES FOR WORKING ON ELEVATED PLATFORMS AND LADDERS**
- ☐ **DESCRIBE AND APPLY PROCEDURES FOR TESTING THE STRUCTURAL STABILITY OF POLES**

## **LINE C: POLICIES AND REGULATIONS**

- ☐ **IDENTIFY AND APPLY INDUSTRY SAFETY REGULATIONS COMMON TO THE TRADE**

## **LINE D: TOOLS AND INSTRUMENTS**

- ☐ **DESCRIBE, USE AND CARE FOR HAND TOOLS**
- ☐ **USE AND CARE FOR POWER TOOLS**
- ☐ **DESCRIBE, USE AND CARE FOR LIVE LINE TOOLS**
- ☐ **DESCRIBE, USE AND CARE FOR TEST INSTRUMENTS**

## **LINE E: ELECTRICAL THEORY**

- ☐ DESCRIBE AND DEMONSTRATE THE FUNDAMENTALS OF ELECTRICAL THEORY AND PRINCIPLES
- ☐ INSTALL SINGLE-PHASE TRANSFORMERS
- ☐ INSTALL SELF-CONTAINED METERS

## **LINE F: EQUIPMENT**

- ☐ USE AND CARE FOR HYDRAULICALLY-EQUIPPED VEHICLES

## **LINE G: RIGGING**

- ☐ PERFORM CALCULATIONS RELATED TO RIGGING
- ☐ DESCRIBE, USE AND CARE FOR LIFTING TOOLS AND EQUIPMENT

## **LINE H: OVERHEAD DISTRIBUTION (OD)**

- ☐ DESCRIBE AND CONSTRUCT OVERHEAD DISTRIBUTION LINES
- ☐ DESCRIBE AND USE LIVE LINE MAINTENANCE PROCEDURES
- ☐ MAINTAIN SINGLE-PHASE OVERHEAD DISTRIBUTION LINES

## **LINE K: COMMUNICATION**

- ☐ PARTICIPATE IN TAILBOARD MEETINGS
- ☐ USE HAND SIGNALS TO COMMUNICATE
- ☐ COMMUNICATE USING ELECTRONIC DEVICES AND SYSTEMS
- ☐ COMMUNICATE WITH PEOPLE
- ☐ APPLY REPORTING PROCESSES

Supervisor Signature

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## NOTES FROM LEVEL 1

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## LEVEL 2

### **IMPORTANT!**

Download the Program Outline!

<https://www.itabc.ca/program/powerline-technician>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

## THEORY

### LINE E: ELECTRICAL THEORY

- ☐ DESCRIBE THE OPERATION OF THREE-PHASE MOTORS AND GENERATORS

# **PRACTICAL**

## **LINE D: TOOLS AND INSTRUMENTS**

- ☐ DESCRIBE, USE AND CARE FOR ADVANCED TEST INSTRUMENTS

## **LINE E: ELECTRICAL THEORY**

- ☐ APPLY ADVANCED ELECTRICAL THEORY
- ☐ APPLY THREE-PHASE TRANSFORMATION PRINCIPLES
- ☐ INSTALL THREE-PHASE TRANSFORMER BANKS

## **LINE G: RIGGING**

- ☐ APPLY RIGGING PRINCIPLES FOR CONSTRUCTION AND MAINTENANCE
- ☐ APPLY RIGGING TOOLS AND EQUIPMENT FOR LIVE LINE DISTRIBUTION

## **LINE H: OVERHEAD DISTRIBUTION (OD)**

- ☐ CONSTRUCT OVERHEAD DISTRIBUTION LINES USING ADVANCED METHODS
- ☐ DEMONSTRATE ADVANCED GROUNDING AND EQUI-POTENTIAL BONDING PRINCIPLES
- ☐ APPLY LIVE LINE MAINTENANCE PROCEDURES
- ☐ MAINTAIN THREE-PHASE OVERHEAD DISTRIBUTION LINES
- ☐ OPERATE OVERHEAD DISTRIBUTION ELECTRICAL APPARATUS

## **LINE I: UNDERGROUND DISTRIBUTION (UD)**

- ☐ USE EQUIPMENT AND MATERIALS USED IN UNDERGROUND DISTRIBUTION SYSTEMS
- ☐ CONSTRUCT UNDERGROUND DISTRIBUTION SYSTEMS
- ☐ ACCESS UNDERGROUND DISTRIBUTION SYSTEMS
- ☐ MAINTAIN UNDERGROUND DISTRIBUTION SYSTEMS

## LINE K: COMMUNICATION

- ☐ LEAD A BASIC TAILBOARD MEETING
- ☐ APPLY COMMUNICATION PROTOCOLS AND REQUIREMENTS

Supervisor Signature

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## NOTES FROM LEVEL 2

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## LEVEL 3

### **IMPORTANT!**

Download the Program Outline!

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Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

## THEORY

### LINE F: EQUIPMENT

- ☐ DESCRIBE CONDUCTOR STRINGING EQUIPMENT

### LINE G: RIGGING

- ☐ IDENTIFY AND DESCRIBE LIFTING EQUIPMENT, RESOURCES AND COMPONENTS FOR TRANSMISSION LINES
- ☐ DESCRIBE THE PROCEDURES AND EQUIPMENT USED IN LIVE LINE TRANSMISSION RIGGING

### LINE J: TRANSMISSION

- ☐ DESCRIBE MATERIALS USED IN TRANSMISSION
- ☐ DESCRIBE OVERHEAD MAINTENANCE PROCEDURES

# PRACTICAL

## LINE E: ELECTRICAL THEORY

- ☐ SELECT AND INSTALL THREE-PHASE METERS

## LINE G: RIGGING

- ☐ USE LIFTING COMPONENTS INVOLVED IN TRANSMISSION
- ☐ PERFORM LIVE LINE RIGGING

## LINE I: UNDERGROUND DISTRIBUTION (UD)

- ☐ OPERATE UNDERGROUND DISTRIBUTION ELECTRICAL APPARATUS

## LINE J: TRANSMISSION

- ☐ CONSTRUCT TRANSMISSION LINES
- ☐ PERFORM OVERHEAD TRANSMISSION MAINTENANCE PROCEDURES
- ☐ OPERATE TRANSMISSION ELECTRICAL APPARATUS

## LINE K: COMMUNICATION

- ☐ LEAD A COMPLEX TAILBOARD MEETING

Supervisor Signature

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## NOTES FROM LEVEL 3

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## LEVEL 4

### **IMPORTANT!**

Download the Program Outline!

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Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

## THEORY

### LINE E: ELECTRICAL THEORY

- ☐ DESCRIBE SYSTEM OPERATION AND PROTECTION

### LINE H: OVERHEAD DISTRIBUTION (OD)

- ☐ DESCRIBE HIGH-VOLTAGE RUBBER GLOVE METHODS

### LINE J: TRANSMISSION

- ☐ DESCRIBE BARE HAND METHODS

### LINE K: COMMUNICATION

- ☐ DESCRIBE MENTORING TECHNIQUES

# PRACTICAL

## LINE E: ELECTRICAL THEORY

- ☐ PERFORM SYSTEM SWITCHING
- ☐ OPERATE VOLTAGE REGULATORS
- ☐ OPERATE CAPACITORS

## LINE F: EQUIPMENT

- ☐ USE STRINGING EQUIPMENT

## LINE H: OVERHEAD DISTRIBUTION (OD)

- ☐ PERFORM HIGH-VOLTAGE RUBBER GLOVE METHODS
- ☐ OPERATE OVERHEAD DISTRIBUTION ELECTRICAL APPARATUS
- ☐ TROUBLESHOOT OVERHEAD DISTRIBUTION SYSTEM COMPONENTS

## LINE I: UNDERGROUND DISTRIBUTION (UD)

- ☐ TROUBLESHOOT OVERHEAD DISTRIBUTION SYSTEM COMPONENTS

## LINE J: TRANSMISSION

- ☐ TROUBLESHOOT OVERHEAD TRANSMISSION SYSTEM COMPONENTS

## LINE K: COMMUNICATION

- ☐ APPLY MENTORING TECHNIQUES

Supervisor Signature

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## NOTES FROM LEVEL 4

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## MISSING COMPETENCIES?

**To develop the best journey person possible employers should attempt to provide training in all competencies for the trade. This is not always possible.**

If your employer is unable to provide training in any competency required for your trade, note that competency below.

Competencies listed here will remain unsigned until your employer can provide training in that area or until you find an alternate way to gain the experience needed.

Competency:	Date:
Reason:	
Alternate plan:	

Competency:	Date:
Reason:	
Alternate plan:	

# TECHNICAL TRAINING

## Instructions

Keep a record of each level of technical training completed.

### Level 1

Date Completed:	Training Provider:
Mark:	Instructor:

### Level 2

Date Completed:	Training Provider:
Mark:	Instructor:

### Level 3

Date Completed:	Training Provider:
Mark:	Instructor:

### Level 4

Date Completed:	Training Provider:
Mark:	Instructor:

# COMPLETION REQUIREMENTS

## Instructions

Keep a record of each program completion requirement achieved.

## POWERLINE TECHNICIAN

- ☐ Level 1 - Technical Training
- ☐ Level 2 - Technical Training
- ☐ Level 3 - Technical Training
- ☐ Level 4 - Technical Training
  
- ☐ 6,720 Work-Based Training Hours
  
- ☐ ITA Interprovincial Red Seal examination
- ☐ Recommendation for Certification signed by sponsor

Note: After all other completion requirements have been met, ITA sends a Recommendation for Certification form to the sponsor requesting signoff.

# CERTIFICATIONS

## Instructions

Keep a record of the credentials and endorsements you have earned, including the certification number and date of issue.

CREDENTIAL EARNED	NUMBER	DATE OF ISSUE

***If you have any questions, please contact ITA Customer Service at [customerservice@itabc.ca](mailto:customerservice@itabc.ca) 778-328-8700 or toll free (within BC) at 1-800-660-6011***