

SKILLED**TRADES**^{BC}

Personal Record Book

Saw Filer

This is your Record Book!

DO NOT SUBMIT TO SKILLEDTRADESBC

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: SAW FILER

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/Journeyperson 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 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:

- Please have your sponsor update your Work Based Training hours on their [SkilledTradesBC Portal account](#).
- Update Record of Competencies with your supervisor.
- Confirm with your employer that your workplace hours have been reported to SkilledTradesBC, and if possible, get a copy of all Work-Based Training Hours reports submitted.
- Notify SkilledTradesBC of the change in your employment by submitting an [Online Registration Request](#) with your new employer on the SkilledTradesBC Portal.

When re-employed...

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

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 SkilledTradesBC.

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 SkilledTradesBC 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.skilledtradesbc.ca/saw-filer>

Apprenticeship Toolkit

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

LEVEL 1

IMPORTANT!

Download the Program Outline!

<https://www.skilledtradesbc.ca/saw-filer>

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: SAW FILER TRADES

- ☐ Describe the work responsibilities and tasks of journeyperson circular saw filers and benchperson saw filers in a variety of plants and with a variety of saw types
- ☐ Describe the requirements of saw filer apprenticeship programs
- ☐ Describe the responsibilities of apprentices and employers within the saw filer apprenticeship programs
- ☐ Define key terms related to saw filing and saw mill equipment
- ☐ Define key terms related to metals and alloys used in saw manufacturing

LINE B: SAFE WORK PRACTICES

- ☐ Describe WorkSafeBC regulations specifically related to hazards in the lumber manufacturing industry and to saw filing in particular
- ☐ Describe work clothing appropriate to lumber manufacturing industry worksites and to saw filing tasks in particular
- ☐ Describe procedures for safe saw and knife handling in the saw filing room and on the mill floor
- ☐ Identify personal safety equipment for safe saw and knife handling

LINE D: SAW BASICS

- ☐ Describe different types of band and circular saws
- ☐ Describe different saw tooth profiles and their cutting characteristics
- ☐ Describe and identify the different types of cutting tips on band and circular saws

- ☐ Identify different types of problems with saw teeth
- ☐ Describe methods for swaging a saw
- ☐ Identify and describe the use of different types and sizes of shapers
- ☐ Describe the set-up and maintenance of shapers
- ☐ Describe various shaping problems
- ☐ Identify and describe saw tooth alignment problems
- ☐ Describe typical saw filing tools, equipment and parts
- ☐ Identify suppliers and manufacturers catalogues
- ☐ Identify and describe the safe use of various special purpose tools used in the saw filing trade

LINE E: BAND SAWS

- ☐ Describe inspection procedures for band saws
- ☐ Describe procedures for repairing band saws cracks
- ☐ Describe procedures for replacing teeth and tips in band saws
- ☐ Describe procedures for cleaning and sharpening band saws
- ☐ Describe safe band saw handling practices and safety equipment
- ☐ Describe the purpose of set and the amount required for band saws
- ☐ Explain concepts of swaging band saws
- ☐ Describe procedures for shaping band saws
- ☐ Describe shaping problems and proper maintenance of band saw shapers
- ☐ Describe procedures for grinding band saw backs
- ☐ Describe maintenance of band saw grinders

LINE F: CIRCULAR SAWS

- ☐ Describe ripping and cross cutting circular saws
- ☐ Describe the types of damage to look for in pre-grinding circular saw inspection checks
- ☐ Describe the WorkSafeBC regulations that apply to procedures for repairs, including cracks and replacing teeth and tips

- ☐ Describe the items that must be checked for in a final inspection
- ☐ Describe grinding equipment used to sharpen circular saws
- ☐ Describe the methods used to sharpen circular saws
- ☐ Describe jointing

LINE G: GRINDING WHEELS

- ☐ Describe the safety procedures and checks required when using grinding wheels
- ☐ Identify the different types and shapes of grinding wheels
- ☐ Describe grinding wheel materials
- ☐ Explain safe operating speeds for different types of grinding wheels
- ☐ Describe correct wheel profiles for various types of saws and knives
- ☐ Describe the inspection and dressing procedures for other than the correct profile
- ☐ Describe the tools used to dress wheels
- ☐ Describe how to use dressing tools safely
- ☐ Explain the various grinding wheel dressings and profiles
- ☐ Describe how to mount different grinding wheels on different equipment

LINE H: KNIVES

- ☐ Explain concepts of knife identification
- ☐ Explain concepts of knife angles
- ☐ Identify knife angles
- ☐ Describe the composition analysis of knife steel
- ☐ Describe knife components
- ☐ Describe the basic types of knife grinders and their set-ups
- ☐ Describe the process of sharpening knives, including typical knife damage and repair problems
- ☐ Describe the babbitting and balancing of knives and the tools required
- ☐ Describe typical knife and chipper problems

LINE I: SAW WELDING

- ☐ Describe oxy-acetylene safety requirements and procedures
- ☐ Describe the components and procedures associated with oxy-acetylene welding equipment
- ☐ Describe lighting procedures on an oxygen-acetylene unit
- ☐ Describe how to weld saw teeth
- ☐ Describe the tools, equipment and regulations associated with crack welding processes
- ☐ Describe MIG and TIG welding procedures
- ☐ Describe the welding procedures used on band saws
- ☐ Describe the equipment that needs to be maintained

LINE J: SAW CHAINS

- ☐ Identify and describe types of saw chain
- ☐ Describe the inspection and repair process of a saw chain
- ☐ Describe saw chain sharpening procedures
- ☐ Describe the tools used to work with saw chains
- ☐ Describe the grinding wheels and their profiles

LINE K: SAW GUIDES

- ☐ Describe band saw guides and their maintenance requirements
- ☐ Describe circular saw guides
- ☐ Describe the types and makeup of guide materials
- ☐ Describe the maintenance of guide and circular saw guide materials

LINE L: SAW SHEARBOARDS, SCRAPERS, COOLING SYSTEMS AND HYDRAULICS

- ☐ Identify types of shearboards and their materials
- ☐ Describe the wear area and shearboard adjustment
- ☐ Describe various aspects of band saw wheel scrapers
- ☐ Describe types of cooling systems and aspects of saw lubrication

LINE M: TENSION, LEVEL AND BENCH SAWS

- ☐ Describe the tools used in tensioning and leveling saws
- ☐ Describe the techniques used to level a bandsaw
- ☐ Describe the concepts of tensioning
- ☐ Explain the concepts of circular saw leveling
- ☐ Explain the concepts of tensioning circular saws

PRACTICAL

LINE B: SAFE WORK PRACTICES

- ☐ Demonstrate personal safety practices for lumber manufacturing industry worksites and for saw filing tasks in particular
- ☐ Demonstrate procedures for safe saw and knife handling

LINE C: TRADE MATH

- ☐ Demonstrate the use of measuring tools and equipment
- ☐ Apply trade formulas to solve mathematical problems
- ☐ Calculate saw speeds and tooth profiles

LINE D: SAW BASICS

- ☐ Demonstrate the use of hand swaging equipment
- ☐ Demonstrate the use of air assist swaging equipment
- ☐ Use and maintain shapers
- ☐ Use tooth alignment tools to align teeth

LINE E: BAND SAWS

- ☐ Fit band saws by repairing cracks and replacing teeth
- ☐ Use various tools and equipment to sharpen band saws
- ☐ Demonstrate safe band saw handling procedures
- ☐ Determine the speed and kerf requirements for various types of timber
- ☐ Swage band saws
- ☐ Shape various types of band saws
- ☐ Demonstrate grinding of band saw backs
- ☐ Demonstrate procedures for safe maintenance of band saw grinders

LINE F: CIRCULAR SAWS

- ☐ Inspect circular saws
- ☐ Select circular saw tools and equipment needed to maintain cutting edges on circular saws
- ☐ Demonstrate the use of circular saw grinders
- ☐ Following applicable safety procedures, maintain circular saw grinders

LINE G: GRINDING WHEELS

- ☐ Calculate safe operating speeds for different types of grinding wheels
- ☐ Using safe procedures, shape and dress grinding wheels
- ☐ Mount grinding wheels in a safe manner

LINE H: KNIVES

- ☐ Identify knife angles
- ☐ Use knife grinders safely
- ☐ Sharpen knives using proper lubrication and coolants
- ☐ Safely babbitt and balance knives
- ☐ Troubleshoot knives and chippers

LINE I: SAW WELDING

- ☐ Use safe oxy-acetylene welding practices
- ☐ Demonstrate the safe and proper use and maintenance of oxy-acetylene welding equipment
- ☐ Select oxy-acetylene tools and equipment most appropriate to the job
- ☐ Adjust all three types of flame
- ☐ Weld saw teeth using oxy-acetylene equipment
- ☐ Weld cracks using oxy-acetylene
- ☐ Weld saws using MIG and TIG procedures
- ☐ Weld and maintain a band saw

LINE J: SAW CHAINS

- ☐ Define and calculate the gauge and pitch of a saw chain at different points along the chain
- ☐ Calculate gauge and pitch of a saw chain
- ☐ Inspect and repair a saw chain
- ☐ Set up and sharpen a saw chain
- ☐ Determine the grinding wheel profile required for a saw chain

LINE K: SAW GUIDES

- ☐ Maintain guide materials
- ☐ Maintain circular saw guide materials

LINE L: SAW SHEARBOARDS, SCRAPERS, COOLING SYSTEMS AND HYDRAULICS

- ☐ Maintain circular and band saw cooling systems

LINE M: TENSION, LEVEL AND BENCH SAWS

- ☐ Level a bandsaw
- ☐ Tension a bandsaw
- ☐ Demonstrate the basic leveling of a circular saw
- ☐ Tension a circular saw

Supervisor Signature

NOTES FROM LEVEL 1

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LEVEL 2

IMPORTANT!

Download the Program Outline!

<https://www.skilledtradesbc.ca/saw-filer>

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: SAW FILER TRADES

- ☐ Explain saw filer trades terminology

LINE C: TRADE MATH

- ☐ Explain trade formula concepts

LINE F: CIRCULAR SAWS

- ☐ Explain concepts surrounding the replacement of head saw bit and shank
- ☐ Explain concepts of replacing cut-off and inserted saw teeth
- ☐ Explain concepts of tip carbide saws
- ☐ Explain the concepts of carbide saw grinding
- ☐ Explain concepts of carbide saw troubleshooting
- ☐ Explain concepts of tipping stellite circular saws
- ☐ Explain concepts of stellite circular saw grinding
- ☐ Explain troubleshooting concepts for stellite saws

LINE I: SAW WELDING

- ☐ Explain safety precautions that need to be taken when using arc welding equipment
- ☐ Explain concepts of different types of arc welding machines
- ☐ Explain the concepts of electrodes
- ☐ Explain concepts of welding saw plates with manual arc welding equipment

LINE M: TENSION, LEVEL AND BENCH SAWS

- ☐ Explain concepts of leveling circular saws
- ☐ Explain concepts of tension circular saws
- ☐ Explain concepts of safe saw handling in circular saw benching
- ☐ Explain concepts of preparation of circular saws for benching
- ☐ Explain concepts of selecting benching hand tools and equipment
- ☐ Explain the concepts of benching hand tool maintenance
- ☐ Explain the concepts of plumbing a circular saw

LINE N: PLANNING AND ORGANIZING WORK ACTIVITIES

- ☐ Explain the concepts of planning project work
- ☐ Explain concepts of planning for a mill shutdown
- ☐ Read blueprints of machine centers targeted for maintenance or repair
- ☐ Explain the need for creating or updating technical documents

LINE O: SAW FILING ROOM MACHINES

- ☐ Explain the concepts of circular saw bench set up and maintenance
- ☐ Explain the concepts of circular saw stretchers
- ☐ Explain the concepts of operating and maintaining circular saw grinders
- ☐ Explain the concept of maintaining circular saw guide equipment

LINE P: CIRCULAR SAW MACHINES

- ☐ Explain the concepts of circular head rig alignment and maintenance
- ☐ Explain the concepts of aligning circular gang saws
- ☐ Explain concepts of aligning edgers
- ☐ Explain the concepts of an optimizing system
- ☐ Explain concepts of aligning cut-off, trim and slasher saws
- ☐ Explain the concepts for performing laser alignments on circular machines
- ☐ Explain the concepts of aligning a chip canter
- ☐ Explain concepts of troubleshooting circular saw machines

PRACTICAL

LINE C: TRADE MATH

- ☐ Make calculations based on trade formulas

LINE F: CIRCULAR SAWS

- ☐ Replace head saw bit and shank
- ☐ Select tools required to replace cut-off and inserted saw teeth
- ☐ Replace cut-off and inserted saw teeth
- ☐ Select correct tools and tip a carbide saw
- ☐ Grind a carbide saw
- ☐ Troubleshoot a carbide saw
- ☐ Tip a stellite circular saw
- ☐ Grind a stellite circular saw
- ☐ Troubleshoot a stellite saw

LINE I: SAW WELDING

- ☐ Apply safe arc welding practices
- ☐ Demonstrate machine settings on different types of welding machines
- ☐ Weld a saw plate using manual arc welding equipment

LINE M: TENSION, LEVEL AND BENCH SAWS

- ☐ Select supporting tools and equipment and level a circular saw
- ☐ Tension a circular saw
- ☐ Bench a circular saw using safe handling procedures
- ☐ Prepare a circular saw for benching
- ☐ Select tools appropriate to a given circular saw
- ☐ Maintain hand tools
- ☐ Plumb circular saws

LINE N: PLANNING AND ORGANIZING WORK ACTIVITIES

- ☐ Plan project work
- ☐ Participate in mill shutdown
- ☐ Interpret LMI technical documents
- ☐ Work with technical documents

LINE O: SAW FILING ROOM MACHINES

- ☐ Set up and maintain a circular saw bench
- ☐ Use a circular saw stretcher
- ☐ Maintain circular saw guide equipment

LINE P: CIRCULAR SAW MACHINES

- ☐ Perform circular head rig alignment and maintenance
- ☐ Align circular gang saws
- ☐ Align edgers
- ☐ Align cut-off, trim and slasher saws
- ☐ Align a chip canter
- ☐ Troubleshoot circular saw machines

Supervisor Signature

NOTES FROM LEVEL 2

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MISSING COMPETENCIES?

To develop the best journeyperson 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:

COMPLETION REQUIREMENTS

Instructions

Keep a record of each program completion requirement achieved.

SAW FILER

- ☐ Level 1 - Technical Training
- ☐ Level 2 - Technical Training

- ☐ 4,200 Work-Based Training Hours

- ☐ SkilledTradesBC Certificate of Qualification examination
- ☐ Recommendation for Certification signed by sponsor

Note: After all other completion requirements have been met, SkilledTradesBC 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 SkilledTradesBC
Customer Service at customerservice@skilledtradesbc.ca
778-328-8700 or toll free (within BC) at 1-800-660-6011*