

SKILLED**TRADES**^{BC}

Personal Record Book

Sheet Metal Worker

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: SHEET METAL WORKER

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 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: skilledtradesbc.ca/sheet-metal-worker

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://skilledtradesbc.ca/sheet-metal-worker>

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: PERFORM SAFETY RELATED FUNCTIONS

- ☐ Identify and describe workplace hazards
- ☐ Describe non-emergency injury reporting procedures
- ☐ Describe how worksite safety policies are established
- ☐ Locate information in regulations and standards
- ☐ Identify workplace lock-out procedures and policies
- ☐ Identify energy sources
- ☐ Describe the purpose of the Workplace Hazardous Materials Information System (WHMIS) regulations
- ☐ Explain the contents of safety data sheets (SDS)
- ☐ Explain the contents of a WHMIS label

LINE B: USE AND MAINTAIN TOOLS AND EQUIPMENT

- ☐ Describe soldering and brazing equipment and techniques
- ☐ Describe ladders, and stationary and mobile scaffolds
- ☐ Identify hoisting, lifting and rigging equipment

LINE C: ORGANIZE WORK

- ☐ Describe pictorial drawing types
- ☐ Interpret the information on an orthographic projection drawing
- ☐ Describe considerations when handling materials

LINE D: USE COMMUNICATION AND MENTORING TECHNIQUES

- ☐ Describe methods of communication

LINE F: FABRICATE SHEET METAL COMPONENTS FOR AIR AND MATERIAL HANDLING SYSTEMS

- ☐ Describe materials used in the sheet metal trade
- ☐ Describe insulation requirements, insulation types, fastener types and adhesives
- ☐ Describe types of hanger systems, equipment bases and supports and their purpose

LINE K: LINE K: INSTALL AIR HANDLING SYSTEM COMPONENTS

- ☐ Describe air handlers
- ☐ Describe the installation of air handlers
- ☐ Describe installation procedure for duct work
- ☐ Describe inlet and outlet covers
- ☐ Describe residential heating, ventilation and air conditioning systems

PRACTICAL

LINE A: PERFORM SAFETY RELATED FUNCTIONS

- ☐ Select and use personal protective equipment
- ☐ Manage workplace hazards
- ☐ Demonstrate emergency procedures
- ☐ Select correct lock-out device
- ☐ Demonstrate competency in usage of selected devices
- ☐ Apply WHMIS regulations

LINE B: USE AND MAINTAIN TOOLS AND EQUIPMENT

- ☐ Select hand and portable power tools appropriate to sheet metal processes
- ☐ Use hand and portable power tools
- ☐ Inspect and maintain tools (B1)
- ☐ Select shop equipment appropriate to sheet metal processes
- ☐ Use shop equipment
- ☐ Inspect and maintain shop equipment
- ☐ Weld using GMAW
- ☐ Weld using SMAW
- ☐ Cut using plasma and oxy-acetylene tools
- ☐ Use soldering techniques
- ☐ Select hand tools appropriate to sheet metal processes
- ☐ Use hand tools
- ☐ Inspect and maintain tools (B8)
- ☐ Use ladders and mobile and stationary scaffolds
- ☐ Tie knots, bends and hitches
- ☐ Select and use hoisting, lifting and rigging equipment

LINE C: ORGANIZE WORK

- ☐ Develop pictorial and orthographic drawings
- ☐ Select the proper procedure for handling materials
- ☐ Use mathematical formulas to solve problems relating to sheet metal work

LINE D: USE COMMUNICATION AND MENTORING TECHNIQUES

- ☐ Communicate with others

LINE E: PERFORM PATTERN DEVELOPMENT

- ☐ Develop patterns for duct fittings and sheet metal components
- ☐ Develop patterns using parallel line development
- ☐ Develop patterns using radial line development
- ☐ Develop patterns using triangulation from the plan view

LINE F: FABRICATE SHEET METAL COMPONENTS FOR AIR AND MATERIAL HANDLING SYSTEMS

- ☐ Produce a cutting list and fabricate components
- ☐ Fabricate knee bracket hanger systems, equipment bases and supports to specifications

LINE K: INSTALL AIR HANDLING SYSTEM COMPONENTS

- ☐ Install damper in duct work
- ☐ Install inlet and outlet covers
- ☐ Install residential heating, ventilation and air conditioning systems

Supervisor Signature

NOTES FROM LEVEL 1

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LEVEL 2

IMPORTANT!

Download the Program Outline!

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Read the competency tables

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THEORY

LINE B: USE AND MAINTAIN TOOLS AND EQUIPMENT

- ☐ Describe soldering and brazing equipment and techniques

LINE C: ORGANIZE WORK

- ☐ Describe drawings and specifications
- ☐ Extract information from drawings and specifications

LINE F: FABRICATE SHEET METAL COMPONENTS FOR AIR AND MATERIAL HANDLING SYSTEMS

- ☐ Describe material handling system components and their fabrication

LINE G: FABRICATE ARCHITECTURAL SHEET METAL PRODUCTS

- ☐ Describe materials and applications of these materials used in architectural sheet metal
- ☐ Describe roofing, decking and cladding and its purpose
- ☐ Describe wall panel systems

LINE I: PREPARE INSTALLATION SITE

- ☐ Describe preparing removal plan
- ☐ Describe dismantling and removing materials

LINE J: INSTALL AND CONNECT CHIMNEYS, BREECHING AND VENTING TO EXHAUST APPLIANCES AND MECHANICAL EQUIPMENT

- ☐ Describe venting and its purpose
- ☐ Describe the connection of venting and breeching to appliances
- ☐ Describe the installation of high efficiency appliances and mechanical equipment

LINE K: INSTALL AIR HANDLING SYSTEM COMPONENTS

- ☐ Describe built-up units and roof-top units
- ☐ Describe the installation of an exhaust fan
- ☐ Describe the installation of hangers, cables, braces and brackets
- ☐ Describe fire dampers and the installation of fire dampers
- ☐ Describe system component accessories and their installation

LINE O: INSTALL METAL ROOFING AND CLADDING/SIDING SYSTEMS

- ☐ Describe roofing, decking and cladding and their purposes
- ☐ Describe the layout of roofing, decking and cladding
- ☐ Describe the installation of roof and wall subsurface systems and their purposes
- ☐ Describe the installation of roofing, cladding/siding and components
- ☐ Describe sealants
- ☐ Describe the installation of decking

LINE P: INSTALL EXTERIOR COMPONENTS

- ☐ Describe the preparation of a site for installation of external components
- ☐ Describe the installation of exterior components

PRACTICAL

LINE B: USE AND MAINTAIN TOOLS AND EQUIPMENT

- ☐ Select shop equipment appropriate to architectural sheet metal processes
- ☐ Use shop equipment
- ☐ Inspect and maintain shop equipment
- ☐ Weld using GMAW
- ☐ Weld using SMAW
- ☐ Use soldering techniques

LINE C: ORGANIZE WORK

- ☐ Develop a shop drawing using manufacturer's drawings and technical reference material
- ☐ Perform field measurements
- ☐ Alter duct design to accommodate site conditions
- ☐ Order duct fittings to accommodate changes

LINE E: PERFORM PATTERN DEVELOPMENT

- ☐ Develop patterns for advanced sheet metal components and duct fittings
- ☐ Develop patterns using parallel line development
- ☐ Develop patterns for oblique cones using radial line development
- ☐ Develop patterns using triangulation from elevation view

LINE F: FABRICATE SHEET METAL COMPONENTS FOR AIR AND MATERIAL HANDLING SYSTEMS

- ☐ Fabricate ductwork and assemble fittings with components
- ☐ Fabricate material handling system components

LINE G: FABRICATE ARCHITECTURAL SHEET METAL PRODUCTS

- ☐ Fabricate roofing, decking and cladding flashings

- ☐ Fabricate architectural sheet metal components

LINE I: PREPARE INSTALLATION SITE

- ☐ Use construction drawings, specifications and codes to measure and position components

LINE O: INSTALL METAL ROOFING AND CLADDING/SIDING SYSTEMS

- ☐ Install roofing, cladding/siding and components
- ☐ Use sealants

Supervisor Signature

NOTES FROM LEVEL 2

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LEVEL 3

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/sheet-metal-worker>

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: FABRICATE SHEET METAL COMPONENTS FOR AIR AND MATERIAL HANDLING SYSTEMS

- ☐ Describe types of basic industrial components and their purpose

LINE K: INSTALL AIR HANDLING SYSTEM COMPONENTS

- ☐ Describe air handling systems and their purposes
- ☐ Describe the installation of air handling systems
- ☐ Describe terminal boxes and their installation
- ☐ Describe coils and their installation
- ☐ Describe system components and their installation
- ☐ Describe commercial, industrial and institutional plenums and their installation

LINE N: PERFORM LEAK TESTING, AIR BALANCING AND COMMISSIONING

- ☐ Describe the purpose and application of leak testing
- ☐ Describe the purpose and application of air balancing
- ☐ Describe knowledge of commissioning and its purpose

LINE Q: INSTALL SPECIALTY PRODUCTS

- ☐ Describe the installation of stainless steel specialty products
- ☐ Describe the installation of specialty products

LINE R: PERFORM SCHEDULED MAINTENANCE

- ☐ Describe the normal operation of systems
- ☐ Identify signs of abnormality
- ☐ Describe the servicing and repair of components

PRACTICAL

LINE B: USE AND MAINTAIN TOOLS AND EQUIPMENT

- ☐ Select shop equipment appropriate to sheet metal processes
- ☐ Use shop equipment
- ☐ Inspect and maintain shop equipment
- ☐ Weld using GMAW
- ☐ Weld using GTAW

LINE E: PERFORM PATTERN DEVELOPMENT

- ☐ Develop advanced patterns using parallel line development
- ☐ Develop patterns for advanced fittings using radial line development
- ☐ Develop complex patterns using triangulation

LINE F: FABRICATE SHEET METAL COMPONENTS FOR AIR AND MATERIAL HANDLING SYSTEMS

- ☐ Fabricate ductwork and fittings
- ☐ Fabricate basic industrial components to specifications

LINE H: FABRICATE PRODUCTS FROM SPECIALTY MATERIALS

- ☐ Select materials and fastenings for specialty products
- ☐ Select shop equipment for specialty products
- ☐ Fabricate specialty products

LINE N: PERFORM LEAK TESTING, AIR BALANCING AND COMMISSIONING

- ☐ Calculate air flow system variables

LINE Q: INSTALL SPECIALTY PRODUCTS

- ☐ Install marine products

Supervisor Signature

NOTES FROM LEVEL 3

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LEVEL 4

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/sheet-metal-worker>

Read the competency tables

Some competencies are taught in many levels

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

THEORY

LINE B: USE AND MAINTAIN TOOLS AND EQUIPMENT

- ☐ Describe specialized welding processes
- ☐ Describe hoisting, lifting and rigging equipment

LINE D: USE COMMUNICATION AND MENTORING TECHNIQUES

- ☐ Describe mentoring

LINE F: FABRICATE SHEET METAL COMPONENTS FOR AIR AND MATERIAL HANDLING SYSTEMS

- ☐ Describe types of advanced industrial components and their purposes
- ☐ Describe types of dampers

LINE K: INSTALL AIR HANDLING SYSTEM COMPONENTS

- ☐ Describe air handling systems and their purposes
- ☐ Describe the installation of air handling systems
- ☐ Describe system component accessories and their installation

LINE L: INSTALL MATERIAL HANDLING SYSTEM COMPONENTS

- ☐ Describe pneumatic material and dust handling systems and their purpose
- ☐ Describe the installation of pneumatic material and dust handling systems
- ☐ Describe gravity material handling systems and their purpose
- ☐ Describe the installation of gravity material handling systems
- ☐ Describe mechanized material handling systems and their purpose
- ☐ Describe the installation of mechanized material handling systems

LINE M: APPLY THERMAL INSULATION, LAGGING, CLADDING AND FLASHING

- ☐ Describe the purpose of cladding and lagging
- ☐ Describe the installation of cladding and lagging
- ☐ Describe the purpose of lagging flashings
- ☐ Describe the installation of lagging flashings

LINE N: PERFORM LEAK TESTING, AIR BALANCING AND COMMISSIONING

- ☐ Describe leak testing

PRACTICAL

LINE B: USE AND MAINTAIN TOOLS AND EQUIPMENT

- ☐ Tie knots, bends and hitches
- ☐ Select and use hoisting, lifting and rigging equipment
- ☐ Calculate working load limits

LINE D: USE COMMUNICATION AND MENTORING TECHNIQUES

- ☐ Mentoring others

LINE E: PERFORM PATTERN DEVELOPMENT

- ☐ Develop complex patterns using triangulation
- ☐ Develop patterns using computer technology

LINE F: FABRICATE SHEET METAL COMPONENTS FOR AIR AND

- ☐ Fabricate complex ductwork and fittings
- ☐ Fabricate advanced industrial components to specifications
- ☐ Fabricate dampers to specifications

LINE N: PERFORM LEAK TESTING, AIR BALANCING AND COMMISSIONING

- ☐ Perform and calculate leak testing
- ☐ Apply air balancing techniques
- ☐ Calculate required system adjustments
- ☐ Complete commissioning report

Supervisor Signature

NOTES FROM LEVEL 4

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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:

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.

SHEET METAL WORKER

- ☐ Level 1 - Technical Training
- ☐ Level 2 - Technical Training
- ☐ Level 3 - Technical Training
- ☐ Level 4 - Technical Training

- ☐ 6,240 Work-Based Training Hours

- ☐ Interprovincial Red Seal 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*