SKILLEDTRADES^{BC}

PROGRAM OUTLINE

Saw Filer Endorsement: Benchperson



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SAW FILER ENDORSEMENT: BENCHPERSON PROGRAM OUTLINE

APPROVED BY INDUSTRY

MARCH 2013

Developed by SkilledTradesBC Province of British Columbia

SkilledTradesBC



TABLE OF CONTENTS

Section 1 INTRODUCTION	4
Pre-requisites Foreword	6
Acknowledgements How to Use this Document	
Section 2 PROGRAM OVERVIEW	
Program Credentialing Model Occupational Analysis Chart Training Topics and Suggested Time Allocation	11
Section 3 PROGRAM CONTENT	19
Benchperson Endorsement	20
Section 4 TRAINING PROVIDER STANDARDS	63
Facility Requirements Tools and Equipment Reference Materials Instructor Requirements	65 70





Section 1 INTRODUCTION

Saw Filer



Pre-requisites

To register for this program you must hold a:

• Saw Filer – Certificate of Qualification

OR

• LMI Circular Sawfiler – Certificate of Qualification



Foreword

This Program Outline is for use in Saw Filer Endorsement: Benchperson apprenticeship training classes sponsored by SkilledTradesBC and will be used as a curriculum planning guide for instructors in the formal classroom portions of apprenticeship training.

Practical demonstration and student participation should always be integrated with classroom sessions.

Safe working practices, though not always specified in each of the competencies and learning tasks, are an implied part of the program and should be stressed throughout the apprenticeship.

This Program Outline includes a list of recommended reference textbooks that are available to support the learning objectives and the minimum shop requirements needed to support instruction.

Achievement Criteria set a common minimum standard for training providers to measure achievement of practical competencies. Achievement Criteria are included only for competencies that require a practical assessment. Where Achievement Criteria are specified, the apprentice must achieve the specifications, safety standards and timeframes described.

Competencies that are solely theory-based will be assessed through a multiple choice test(s) for which the apprentice must achieve a minimum score of 70%.

SAFETY ADVISORY

Be advised that references to the WorkSafe BC safety regulations contained within these materials do not/may not reflect the most recent Occupational Health and Safety Regulation (the current Standards and Regulation in BC can be obtained on the following website: <u>http://www.worksafebc.com</u>). Please note that it is always the responsibility of any person using these materials to inform him/herself about the Occupational Health and Safety Regulation pertaining to his/her work.

Introduction



Acknowledgements

This Program Outline was developed with the advice and direction of an Industry Subject Matter Expert Committee convened by the Resource Training Organization of British Columbia with funding support from SkilledTradesBC, including:

- Dave Robertson, Tolko Armstrong
- John Hebert, Gorman Brothers Lumber
- Bruce Doroshuk, Tolko
- Garry Ponipal, Tolko Lavington
- Rock Lamont, Tolko Williams Lake
- Fred Hamre, Western Forest Products
- Allan Jantz, Tolko Kelowna

Consultants retained by the Resource Training Organization of British Columbia to develop standards documentation and to facilitate the project were:

- Dan McFaull North Pacific Training & Performance Inc.
- Mike McGrath North Pacific Training & Performance Inc.

SkilledTradesBC would like to acknowledge the dedication and hard work of all the industry representatives appointed to identify the training requirements of the Saw Filer occupation.



How to Use this Document

This Program Outline has been developed for the use of individuals from several different audiences. The table below describes how each section can be used by each intended audience.

Section	Training Providers	Employers/ Sponsors	Apprentices	Challengers
Program Credentialing Model	Communicate program length and structure, and all pathways to completion	Understand the length and structure of the program	Understand the length and structure of the program, and pathway to completion	Understand challenger pathway to Certificate of Qualification
OAC	Communicate the competencies that industry has defined as representing the scope of the occupation	Understand the competencies that an apprentice is expected to demonstrate in order to achieve certification	View the competencies they will achieve as a result of program completion	Understand the competencies they must demonstrate in order to challenge the program
Training Topics and Suggested Time Allocation	Shows proportionate representation of general areas of competency (GACs) at each program level, the suggested proportion of time spent on each GAC, and percentage of time spent on theory versus practical application	Understand the scope of competencies covered in the technical training, the suggested proportion of time spent on each GAC, and the percentage of that time spent on theory versus practical application	Understand the scope of competencies covered in the technical training, the suggested proportion of time spent on each GAC, and the percentage of that time spent on theory versus practical application	Understand the relative weightings of various competencies of the occupation on which assessment is based
Program Content	Defines the objectives, learning tasks, high level content that must be covered for each competency, as well as defining observable, measureable achievement criteria for objectives with a practical component	Identifies detailed program content and performance expectations for competencies with a practical component; may be used as a checklist prior to signing a recommendation for certification (RFC) for an apprentice	Provides detailed information on program content and performance expectations for demonstrating competency	Allows individual to check program content areas against their own knowledge and performance expectations against their own skill levels
Training Provider Standards	Defines the facility requirements, tools and equipment, reference materials (if any) and instructor requirements for the program	Identifies the tools and equipment an apprentice is expected to have access to; which are supplied by the training provider and which the student is expected to own	Provides information on the training facility, tools and equipment provided by the school and the student, reference materials they may be expected to acquire, and minimum qualification levels of program instructors	Identifies the tools and equipment a tradesperson is expected to be competent in using or operating; which may be used or provided in a practical assessment



Section 2 PROGRAM OVERVIEW

Saw Filer Endorsement: Benchperson



Program Credentialing Model

Apprenticeship Pathway

This graphic provides an overview of the Saw Filer Apprenticeship pathway.

C of Q = Certificate of Qualification C of A = Certificate of Apprenticeship



* 840 hours of work-based training in the Saw Filer trade recommended prior to entering Level 1 Technical Training; 2,520 hours of work-based training in the Saw Filer trade recommended prior to entering Level 2 Technical Training

CROSS-PROGRAM CREDITS

Individuals who hold the credentials listed below are entitled to receive partial credit toward the completion requirements of this program None



Occupational Analysis Chart

SAW FILER (WITH OPTIONAL BENCHPERSON ENDORSEMENT)

Occupation Description: "Saw Filer: Benchperson Endorsement" means a person who is a qualified Saw Filer who is able to bench band saws, including the lining up of head rigs, grinding of band wheels and any other work usually performed by a Benchperson in the Lumber Manufacturing Industry.





BAND SAWS	Fit Band Saw	Sharpen Band Saw	Handle Band Saws Safely	Determine Band Saw Kerf Requirements	Swage Band Saws	Shape Band Saws
E	E1	E2	E3	E4	E5	E6
	Grind Band Saw Backs	Maintain Band Saw Grinders	Troubleshoot Band Saws			
	E7	E8	E9 EN			
CIRCULAR SAWS	I Identify Types of Circular Saws	Inspect Circular Saws	Select Circular Saw Tools and Equipment	Use Circular Saw Grinders	Maintain Circular Saw Grinders	Replace Head Saw Bit and Shank
F	F1	F2	F3	F4	F5	F6
	1		1	1	1	2
	Replace Cut-off Saw Teeth and Inserted Teeth	Tip Carbide Saws	Grind Carbide Saws	Troubleshoot Carbide Saws	Tip Stellite Circular Saws	Grind Stellite Circular Saws
	F7	F8	F9	F10	F11	F12
	Troubleshoot Stellite Saws					
	F13					
GRINDING WHEELS	Use Grinding Wheels Safely	Identify Types of Grinding Wheels	Calculate Safe Operating Speeds	Shape and Dress Grinding Wheels	Identify Wheel Dressing Tools	Mount Grinding Wheels
G	G1	G2	G3	G4	G5	G6



Program Overview





SAW GUIDES	Identify Types of Band Saw Guides	Identify Types of Circular Saw Guides	Identify Types of Guide Materials	Maintain Saw Guides		
K	K1	K2	K3	K4		
SAW SHEARBOARDS, SCRAPERS, COOLING SYSTEMS AND HYDRAULICS	Identify Types of Shearboards	Identify Types of Scrapers	Maintain Band Saw and Circular Saw Cooling Systems	Describe Hydraulic Systems		
L	L1	L2	L3	L4		
	1	1	1	EN		
TENSION, LEVEL AND BENCH SAWS	Describe the Tools for Tensioning and Leveling Saws	Level Band Saws	Tension Band Saws	Level Circular Saws	Tension Circular Saws	Use Safe Saw Handling in Circular Saw Benching
м	M1	M2	M3	M4	M5	M6
	1	1 EN	1 EN	1 2	1 2	2
	Prepare Circular Saw for Benching	Select Benching Hand Tools and Equipment	Maintain Benching Hand Tools	Plumb Circular Saws	Describe Band Saw Steel Required Properties	Determine Required Tension
	M7	M8	M9	M10	M11	M12
	2	2	2	2	EN	EN
	Describe Band Saw Benches	Maintain Band Saw Back	Maintain Band Saw Tire	Repair Band Saw Twists	Heat Tension Band Saws	
	M13	M14	M15	M16	M17	
	EN	EN	EN	EN	EN	
PLANNING AND ORGANIZING WORK ACTIVITIES	Plan Project Work	Participate in Mill Shutdown Planning Procedures	Interpret LMI Technical Documents	Create / Update Technical Documents		
N	N1	N2	N3	N4		
	2	2	2	2		







QUALITY CONTROL	Describe Quality Control Systems	Identify Standards, Measuring Methods and Data
R	R1	R2
	EN	EN

Training Topics and Suggested Time Allocation

BENCHPERSON ENDORSEMENT

% of Time **Practical** Total Theory Line C **Trade Math** 9% 50% 50% 100% Calculate Strain C3 ✓ \checkmark Line E **Band Saws** 50% 50% 100% 14% E9 **Troubleshoot Band Saws** \checkmark \checkmark Line I 50% 50% 100% Saw Welding 3% I13 Butt Weld Saws \checkmark \checkmark Line L 100% 0% Saw Shearboards, Scrapers, Cooling Systems and 6% 100% Hydraulics Describe Hydraulic Systems L4 ✓ Line M **Tension**, Level and Bench Saws 13% 55% 45% 100% M2 Level Band Saws \checkmark √ **Tension Band Saws** M3 ✓ **√** M11 **Describe Band Saw Steel Required Properties** M12 **Determine Required Tension** M13 **Describe Band Saw Benches** ✓ ✓ M14 Maintain Band Saw Back Maintain Band Saw Tire M15 ✓ **Repair Band Saw Twists** ✓ M16 **√** M17 Heat Tension Band Saws \checkmark ~ 100% Line O Saw Filing Room Machines 20% 65% 35% 05 Set-up and Maintain Band Saw Bench √ 06 Maintain Filing Room Machines and Equipment \checkmark 1 07 **Describe Automatic Saw Levellers** 08 Describe Saw Control Systems 1 Line Q **Band Mills** 29% 50% 50% 100% Align Head Saw Band Mill Q1 \checkmark \checkmark Q2 Align Vertical Resaw ✓ 1 Q3 Align Horizontal Resaw ~ \checkmark Q4 Align Twin and Quad Band Mills ~ ✓ Align Other Saw Mill Machines ✓ ✓ Q5 ✓ ✓ 06 Align Band Mill Using Laser Alignment Q7 Maintain Band Mill Components ✓ ✓ ~ 08 Perform Band Mill Production Shift Inspections ✓ Q9 Maintain Strain Systems ✓ √ 010 Perform Band Mill Wheel Grinding

% of Time Allocated to:

Line R Quality Control

6%

100%

0%



% of Time Allocated to:

		% of Time	Theory	Practical	Total
R1	Describe Quality Control Systems		\checkmark		
R2	Identify Standards, Measuring Methods and Data		~		
	Total Percentage for Benchperson (Endorsement)	100%			



Section 3 PROGRAM CONTENT

Saw Filer Endorsement: Benchperson



Program Content Endorsement

Benchperson Endorsement



LINE (GAC): C TRADE MATH

Competency: C3 Calculate Strain

Objectives

3.

To be competent in this area, the individual must be able to:

• Calculate strain.

LEARNING TASKS

1. Define key number

CONTENT

- Band saws
- Circular saws

2. Calculate key number

Calculate tooth bite

- Band saws
- Circular saws
- Maximum
- Minimum
- 4. Calculate strain
 4. Conventional strain
 4. High strain
 4. Strain ratio

5. Calculate weight required

Conventional strain

Achievement Criteria

Performance Under the direction of a licensed journeyperson on the job, the learner will calculate different types of strain.

- Conditions The learner will be given:
 - Problems to be solved

Criteria The learner will score 70% or better on a rating checklist that reflects the following criteria:

- Correct answers to problems presented on:
 - Key number
 - Tooth bite
 - o Strain
 - o Weight required



LINE (GAC): E BAND SAWS

Competency: E9 Troubleshoot Band Saws

Objectives

To be competent in this area, the individual must be able to:

• Explain concepts related to troubleshooting bandsaws.

Describe troubleshooting equipment problems

• Troubleshoot bandsaws.

LEARNING TASKS

1. Describe troubleshooting saw problems

CONTENT

- Saw overheats
 - o Wood
 - \circ Feedworks
 - o Saw
- Saw snakes in cut
 - Feedworks
 - o Saw
 - $\circ \quad \text{Band mill} \quad$
- Saw runs forward when entering cut
- Saw dodges when entering cut
- Saw deviates constantly
- Saw dishes
- Saw vibrates
- Saw oscillates on wheels
- Saw twist
- Related problems
- Alignment
 - Carriage
 - Set works
 - Tapers
 - Feed
 - Related equipment

2.



- 3. Identify problems that cause the saw plate to crack or break
- Tire line
- Tension
- Burnt gullets
- Bearings
- Feed speeds
- Strain
- Vibration
- Cross-line
- Steel rubbing on plate
- Starting equipment
- Worn wheel face
- Tooth profile
- Gullet profile
- Scratches across saw plate
- Metal impregnated into guide material
- Sawdust buildup on wheel

4. Troubleshoot band saws

• Demonstrate troubleshooting band saws and related equipment

Achievement Criteria

- Performance Under the direction of a licensed journeyperson on the job, the learner will troubleshoot band saws and related equipment.
- Conditions The learner will be given:
 - Band saws with a series of problems

Criteria The learner will score 70% or better on a rating checklist that reflects the following criteria:

- Safety procedures followed
- Maintenance and troubleshooting procedures are followed in accordance with manufacturer guidelines and standards
- Band saw problems are correctly identifed



LINE (GAC): I SAW WELDING

Competency: I13 Butt Weld Saws

Objectives

To be competent in this area, the individual must be able to:

- Explain concepts related to butting weld saws.
- Butt weld saws.

LEARNING TASKS

1. Describe shearing

CONTENT

- Proper length
- Required hand
- Single cut
- Double cut
- Cutting to length
- Placement in saw clamp
 - o Gap
 - Alignment
- Anvil clearance
- Penetration
- Puddles
- Forging
- Annealing
- Finishing
- Preparation
- Annealing
- Finishing
- Demonstrate shearing
- Demonstrate butt welding saws including preparation using oxy-acetylene or MIG equipment

- 2. Describe preparation of a band saw to be butt welded
- 3. Describe oxy-acetylene welding of butt weld
- 4. Describe MIG welding a butt weld
- 5. Butt weld saws



Achievement Criteria

Performance Under the direction of a licensed journeyperson on the job, the learner will demonstrate shearing. The learner will also prepare for and demonstrate butt welding a saw using oxy-acetylene or MIG equipment.

Conditions The learner will be given:

- Band saw
- Oxy-acetylene or MIG welding equipment

Criteria The learner will score 70% or better on a rating checklist that reflects the following criteria:

- Shearing is performed in accordance with accepted shearing procedures
- Correct use of tools and procedures
- Saw is butt welded to standard



LINE (GAC): L SAW SHEARBOARDS, SCRAPERS, COOLING SYSTEMS AND HYDRAULICS

Competency: L4 Describe Hydraulic Systems

Objectives

To be competent in this area, the individual must be able to:

• Explain concepts of hydraulic systems.

LEARNING TASKS

1. Describe principles of hydraulics

CONTENT

- Force
- Resistance
- Energy
- Work
- Power
- Horsepower
- Pressure
- Related principles
- Types
- Intensity
- Pressure
- Forces
- Gauges
- Transmission
- Check valves
- Cylinders
- Motors
- Flow control valves
- Directional control valves
- Simple conductors and connectors
- Related components

2. Describe hydraulic fluids

3. Describe hydraulic system components



Competency: M2 Level Band Saws

Objectives

To be competent in this area, the individual must be able to:

- Explain concepts of band saw leveling and bench maintenance.
- Level band saws.

LEARNING TASKS

1. Describe band saw leveling

CONTENT

- Removal of all
 - o Lumps
 - Ridges
 - Cross bumps

- 2. Describe maintenance of benches
- Interwoven with:
 - o Level
 - o Tension
 - Back of saw
- Gullet area
- Body
- Back
- Welded area
- Crack area
- g and reading 90 degrees to saw plate
 - Determine ridge and bump location
 - Cross leveling
 - Dishing rolls
 - Leveling jigs
 - Demonstrate leveling band saws
 - Demonstrate bench maintenance
 - Demonstrate correct method of holding and reading straight edges
 - Demonstrate leveling using stretcher rolls

- 3. Describe correct method of holding and reading straight edges
- 4. Describe leveling using stretcher rolls
- 5. Level band saws



Achievement Criteria

Performance Under the direction of a licensed journeyperson on the job, the learner will level band saws, using the correct methods of holding and reading straight edges, and using the correct method of using stretcher rolls. The learner will also maintain the bench.

Conditions The learner will be given:

- Band saw
- Straight edges and stretcher rolls
- Supporting tools, equipment and materials
- Bench

Criteria The learner will score 70% or better on a rating checklist that reflects the following criteria:

- Approved procedures followed
- Correct leveling of bandsaw in accordance with leveling standards and requirements
- Bench maintained in accordance with maintenance requirements



Competency: M3 Tension Band Saws

Objectives

2.

3.

To be competent in this area, the individual must be able to:

- Explain the concepts of tensioning band saws.
- Tension band saws.

LEARNING TASKS

1. Describe tensioning terms

Describe areas of tensioning

Describe correct method of holding and reading

CONTENT

- Fast
- Tight
- Open
- Stiff
- Dished
- Tire
- Back of saw
- 1/64" in 5 feet back
- Related terms
- Interwoven with:
 - o Level
 - o Tire
 - Back of saw
- Tire lines
 - o Front
 - o Back
- Body
- Butt weld
- Welds
- Cracked area
- 90 degrees to saw plate
- Determine tight areas
- Determine open areas
- Convex/straight edge
- Light gap
- Amount required
- Demonstrate tensioning of band saws using tension gauges

4. Tension band saws

tension gauges



Achievement Criteria

- Performance Under the direction of a licensed journeyperson on the job, the learner will tension band saws using tension gauges.
- Conditions The learner will be given:
 - Band saw in need of tensioning
 - Tension gauges
- Criteria The learner will score 70% or better on a rating checklist that reflects the following criteria:
 - Correct use of the proper gauges and equipment
 - Tension adjusted to manufacturer standard



Competency: M11 Describe Band Saw Steel Required Properties

Objectives

To be competent in this area, the individual must be able to:

• Explain concepts of saw steel required properties.

LEARNING TASKS

1. Describe the required properties of circular and band saw steel

CONTENT

- Impact strength
- Good metal flow
- Hardness and wear resistance
- Elasticity and structural uniformity
- Fatigue resistance
- Ability to take high temperature
- Iron
 - Softness
- Carbon
 - Hardness
 - Nickel

•

- Toughness
- Phosphorous
 - Impurities
- Temper (manganese, sulphur, silicon, chrome, molybdenum)
 - o Stresses

2. Describe saw steel composition



Competency: M12 Determine Required Tension

Objectives

2.

To be competent in this area, the individual must be able to:

- Explain concepts of band saw tension requirements.
- Determine correct amount of tension.

LEARNING TASKS

1. Describe reasons for band saw tension

Determine correct amount of tension

CONTENT

- Counteract expansion during cutting
- Stiffen cutting edge to cut straight
- Ensure saw runs in a constant position on band mill wheels.
- Width and thickness of saw plate
- Diameter and crown of band mill wheels
- Flat wheels
- Grooved wheels
- Amount of strain
- Feed speed
- Type of wood sawed

Achievement Criteria

Criteria

- Performance Under the direction of a licensed journeyperson on the job, the learner will determine the correct amount of tension on a band saw.
- Conditions The learner will be given:
 - Band saw
 - Different tensioning requirements
 - The learner will score 70% or better on a rating checklist that reflects the following criteria:
 - Correct use of the proper gauges and equipment
 - Tension adjusted to manufacturer standard



Competency: M13 Describe Band Saw Benches

Objectives

2.

To be competent in this area, the individual must be able to:

• Explain concepts of band saw benches.

LEARNING TASKS

1. Describe components of band saw benches

CONTENT

- Moveable end wheels
- Air cylinder strain mechanism
- Stretcher rolls
- Leveling slabs
 - o Upper
 - Lower
- Welding clamp
- UMHW conveyor rolls
- Inspection lift assembly
- Hard anvil
- Lights
- Describe maintenance of benches
- Lubrications
- Set-up
- Alignment



Competency: M14 Maintain Band Saw Back

Objectives

To be competent in this area, the individual must be able to:

- Explain concepts of band saw back maintenance.
- Maintain band saw backs.

LEARNING TASKS

1. Describe purpose of back curvature on band saws

CONTENT

- Single cut
 - Head rig
 - Standard
 - Silver tooth
 - Resaws
 - Twins
 - Quads
- Types of band mill wheels
 - Crowned
 - Straight
 - Grooved
- Dial
- 3 point
- Solid steel
- Straight
- Sliver tooth
- On the grinder
- On the bench
- Demonstrate use of back gauges
- Demonstrate grinding of band saw backs
- Demonstrate maintaining band saw backs

- 2. Describe the use of back gauges
- 3. Describe types of band saw backs
- 4. Describe grinding of band saw backs
- 5. Maintain band saw back



Achievement Criteria

- Performance Under the direction of a licensed journeyperson on the job, the learner will use different types of back gauges and grinders to maintain band saw backs.
- Conditions The learner will be given:
 - Band saw backs
 - Required tools, equipment and materials
- Criteria The learner will score 70% or better on a rating checklist that reflects the following criteria:
 - Correct use of the proper gauges and equipment
 - Maintenance completed to manufacturer standard


LINE (GAC): M TENSION, LEVEL AND BENCH SAWS

Competency: M15 Maintain Band Saw Tire

Objectives

To be competent in this area, the individual must be able to:

- Explain concepts of band saw tire maintenance.
- Maintain band saw tires.

LEARNING TASKS

1. Describe the tire of band saws

CONTENT

• Purpose

.

- Area of tire
 - Front
 - Back
- Interwoven
 - o Tension
 - o Level
 - Back of saw
- Peening
- Proctor roll
- Even and uniform
- Loose cutting edge
- Cracks
- Oscillation

3. Maintain band saw tire

Describe lack of tire

• Demonstrate maintaining band saw tire

Achievement Criteria

Performance	Under the direction of a licensed journeyperson on the job, the learner will maintain a band saw tire.
Conditions	The learner will be given:
	• Band saw tire
	Required tools, equipment and materials
Criteria	The learner will score 70% or better on a rating checklist that reflects the following criteria:
	Correct use of the tools and equipment

• Maintenance completed to manufacturer standard

2.



LINE (GAC): M TENSION, LEVEL AND BENCH SAWS

Competency: M16 Repair Band Saw Twists

Objectives

2.

3.

To be competent in this area, the individual must be able to:

- Explain concepts of band saw twists repair.
- Repair band saw twists.

LEARNING TASKS

1. Describe band saw twist removal

Describe causes of twists

CONTENT

- Manual
- Stretcher roll
- Hammer
- Helical twists
 - Overloading during sawing
 - Oscillation
 - Band saw wheels out of line
 - Guides set wrong
 - Careless leveling
 - Hammer face not parallel
 - Demonstrate removal of band saw twists
 - Demonstrate repair of band saw twists

Repair band saw twists

Achievement Criteria

Performance Under the direction of a licensed journeyperson on the job, the learner will remove and repair band saw twists, demonstrating all three methods of removal.

Conditions The learner will be given:

- Band saws with twists
- Required tools, materials and equipment

Criteria The learner will score 70% or better on a rating checklist that reflects the following criteria:

- Determine best removal and repair method for each twist.
- Correct use of the proper tools and equipment
- Twists removed to manufacturer standard



LINE (GAC): M TENSION, LEVEL AND BENCH SAWS

Competency: M17 Heat Tension Band Saws

Objectives

To be competent in this area, the individual must be able to:

- Explain concepts of tension band saw heating.
- Heat tension band saws.

LEARNING TASKS

1. Describe heat tensioning of band saws

CONTENT

- Purpose
- Area
- Applications
- Crawler

2. Heat tension band saws

• Demonstrate heat tensioning of band saws

Achievement Criteria

Performance Under the direction of a licensed journeyperson on the job, the learner will heat tension band saws.

The learner will score 70% or better on a rating checklist that reflects the following criteria:

- Conditions The learner will be given:
 - Band saws
 - Required tools, equipment and materials

Criteria

- Correct use of tools and equipment
- Tensioning attained to manufacturer standard



LINE (GAC): O SAW FILING ROOM MACHINES

Competency: O5 Set-up and Maintain Band Saw Bench

Objectives

2.

To be competent in this area, the individual must be able to:

- Explain the concepts of setting up and maintaining a band saw bench.
- Set up and maintain a band saw bench.

LEARNING TASKS

maintenance

1. Describe band saw bench set-ups

Describe bench component set-up and

CONTENT

- Hand (right or left)
- Planer mill resaws
- Resaws
- Twins
- Quads

•

- 38' to 60'
- Wide thin plates
 - Stretcher rolls
 - Roll radius
 - o Alignment to leveling slabs
 - o Level
 - o Lubrication of gears and bearings
 - Plate dishing
 - \circ Twist removal
 - Handle pressureHandle position (equal both edges)
- Leveling slabs (single and double cut)
 - o Solid
 - With core holes
 - Hard faced
 - o Double cuts
 - Trunnions
 - o Length
 - Thickness
 - o Width
- Elevating assembly
- Saw leveling stretchers
- Leveling weights
- Peening anvils
- Weld clamp set-up
- Lighting systems
- Demonstrate set-up of band saw bench

3. Set-up band saw bench



4. Maintain band saw bench

• Demonstrate maintenance of band saw bench

Achievement Criteria

PerformanceUnder the direction of a licensed journeyperson on the job, the learner will set-up and
maintain a band saw bench.ConditionsThe learner will be given:

- Band saw bench
- Required tools, materials and equipment

Criteria The learner will score 70% or better on a rating checklist that reflects the following criteria:

- Correct use of the proper tools and equipment
- Bench set up and maintained to manufacturer standard



LINE (GAC): O SAW FILING ROOM MACHINES

Competency: O6 Maintain Filing Room Machines and Equipment

Objectives

To be competent in this area, the individual must be able to:

- Explain concepts of filling room machines and equipment maintenance.
- Maintain filling room machines and equipment.

LEARNING TASKS

1. Describe set-up and maintenance of gauge grinder

CONTENT

- Safety procedures
- Straight edge
- Convex
- Concave
- Measuring devices
- Grinding wheel
- 2. Describe set-up and maintenance of uniplane
- 3. Describe maintenance of saw transportation systems
- 4. Describe maintenance of back gauges
- 5. Maintain filing room machines and equipment

- Safety procedures
- Cutterd
- Guide jigs
- Saw dollies
- Saw carts
- Related equipment
- Dial
- Solid steel
- 3 point
- Demonstrate maintenance of filing room machines and equipment
 - Gauge grinder
 - o Uniplane
 - $\circ \quad \text{Saw transportation systems} \\$
 - Back gauges



Achievement Criteria

- Performance Under the direction of a licensed journeyperson on the job, the learner will maintain gauge grinders, uniplanes, saw transportation systems and back gauges.
- Conditions The learner will be given:
 - Gauge grinders
 - Uniplanes
 - Saw transportation systems
 - Back gauges
 - Required tools, equipment and materials

Criteria The learner will score 70% or better on a rating checklist that reflects the following criteria:

- Correct use of the proper tools and equipment
- Machines and equipment maintained to manufacturer standard



LINE (GAC): O SAW FILING ROOM MACHINES

Competency: 07 Describe Automatic Saw Levellers

Objectives

To be competent in this area, the individual must be able to:

• Explain concepts of automatic saw levellers.

LEARNING TASKS

1. Describe automatic levelers

CONTENT

- Safety procedures
- Purpose
 - o Improved level of saw plate
 - Filers time
 - Improve sawing accuracy
 - Reduce guide friction
 - Help attain target sizes
 - Eliminate down time
- Set-up
 - Saw size
 - o Width
 - o Diameter
- Operation
- Electronics
- Maintenance
- Related components



LINE (GAC): O SAW FILING ROOM MACHINES

Competency: O8 Describe Saw Control Systems

Objectives

To be competent in this area, the individual must be able to:

• Explain concepts of saw control systems.

LEARNING TASKS

1. Describe saw control systems

CONTENT

- Sensor
 - o Monitors saw blade
 - o Lateral movement
 - Vibration
 - \circ Displacement/offset
 - Oscilloscope
 - Saw movement
 - Counters

- 2. Describe basic systems operation
- 3. Describe purpose of system

• Sensor

•

- Oscilloscope
- Alarms
- Print outs
- Screens
- Increased production
- Recovery
- Crack detection
- End snipes
- Feed speeds
- Dull saws
- Bearing failure
- Guide wear
- Guide rail misalignment
- Track or line bar misalignment



LINE (GAC): Q BAND MILLS Competency: Q1 Align Head Saw Band Mill

Objectives

2.

To be competent in this area, the individual must be able to:

- Explain the concepts of head saw band mill alignment.
- Align a head saw band mill.

LEARNING TASKS

1. Describe safety procedures

Describe tools used in alignment

CONTENT

- Personal safety equipment
- Lock-out
- Steel tapes
- Straight edges
- Key steel
- Machinist squares
- Machinist levels
- Plum bobs
- Dial indicators
- Callipers
 - o Inside
 - Outside
- Track jig
- "V" rail
- Flat rail
- Square
- Plumb
- Straight
- Level
- Track jig

3. Describe track alignment



4. Describe band mill alignment

- Plumb
- Square
- Straight
- Level
- Bottom wheel to "V" rail
- Plumb bottom wheel
- Crossline top wheel to bottom wheel
- Top wheel and bottom wheel end alignment
- Plumb saw from top wheel to bottom wheel
- Square bed skids of carriage to saw
- Set guides
 - Conventional
 - Pressure
- Related system components
- Demonstrate track alignment
- Demonstrate alignment of head saw band mill

Achievement Criteria

- Performance Under the direction of a licensed journeyperson on the job, the learner will track alignment and align a head saw band mill.
- Conditions The learner will be given:
 - Head saw band mill
 - Required tools, equipment and materials

Criteria The learner will score 70% or better on a rating checklist that reflects the following criteria:

- Safety requirements followed
- Correct use of the proper tools and equipment
- Head saw band mill tracked and aligned to manufacturer standard

5. Align head saw band mill



Competency: Q2 Align Vertical Resaw

Objectives

To be competent in this area, the individual must be able to:

- Explain concepts of vertical resaw alignment.
- Align a vertical resaw.

LEARNING TASKS

1. Describe safety procedures

CONTENT

- Personal
- Machine
- Lock-out

2. Describe alignment

- Plumb
- Square
- Straight
- Level
- Plumb bottom wheel
- Cross-line top wheel to bottom wheel
- Top wheel and bottom wheel end alignment
- Plumb saw from top wheel to bottom wheel
- Extend saw lines
- Set rolls

•

- Set line bar
- Set guides

3. Align vertical resaw

• Demonstrate alignment of vertical resaw

Achievement Criteria

- Performance Under the direction of a licensed journeyperson on the job, the learner will align a vertical resaw.
- Conditions The learner will be given:
 - Vertical resaw
 - Required tools, equipment and materials

Criteria The learner will score 70% or better on a rating checklist that reflects the following criteria:

- Correct use of the proper tools and equipment
- Alignment is within manufacturer standards



Competency: Q3 Align Horizontal Resaw

Objectives

To be competent in this area, the individual must be able to:

- Explain concepts of horizontal resaw alignment.
- Align horizontal resaw.

LEARNING TASKS

1. Describe safety procedures

CONTENT

- Personal
- Machine
- Lock-out

2. Describe alignment

- Plumb
- Square
- Straight
- Level
- Plumb bottom wheel
- Cross-line top wheel to bottom wheel
- Top wheel and bottom wheel end alignment
- Plumb saw from top wheel to bottom wheel
- Extend saw lines
- Feed table (slat bed
- Infeed table
- Tail table
- Related systems

3. Align horizontal resaw

• Demonstrate alignment of horizontal resaw

Achievement Criteria

Performance	Under the direction of a licensed journeyperson on the job, the learner will align a horizontal resaw.
Conditions	The learner will be given:Horizontal resawRequired tools, equipment and materials
Criteria	 The learner will score 70% or better on a rating checklist that reflects the following criteria: Safety requirements followed Correct use of the proper tools and equipment Saw is aligned within manufacturer standards



Competency: Q4 Align Twin and Quad Band Mills

Objectives

2.

3.

To be competent in this area, the individual must be able to:

- Explain twin and quad band mill alignment.
- Align twin and quad band mills.

LEARNING TASKS

1. Describe safety procedures

Describe alignment

CONTENT

- Personal
- Machine
- Lock-out

Plumb

- Square

•

- Straight
- Level
- Level Band Mill
- Bottom wheels in line with each other
- Plumb the top wheels to the bottom wheels
- Cross-line
- Set guide pressure
- Slack in dovetail slides
- Infeed system
- Outfeed system

4. Align twin and quad band mills

Describe system alignment

• Demonstrate alignment of twin and quad band mills

Achievement Criteria

- PerformanceUnder the direction of a licensed journeyperson on the job, the learner will align twin and
quad band mills.ConditionsThe learner will be given:
• Twin and quad band mills
• Required tools, equipment and materialsCriteriaThe learner will score 70% or better on a rating checklist that reflects the following criteria:
• Safety requirements followed
• Correct use of the proper tools and equipment
 - Band mills aligned to manufacturer standards



Competency: Q5 Align Other Saw Mill Machines

Objectives

To be competent in this area, the individual must be able to:

- Explain concepts of alignment on other saw mill machines.
- Align other saw mill machines.

LEARNING TASKS

1. Describe other benchperson alignment responsibilities

Align other saw mill machines

CONTENT

- Gang saws
 - Circular
- Trimmers
 - Arbours
 - \circ Feed chains
 - $\circ \quad \text{Depth of cut} \\$
- Edgers
 - o Arbour
 - Press rols
 - Feed roll systems
 - o Straight edge
- Cut offs
 - Circular
 - Chains
- Chip canter
 - o Feed systems
 - Sawing systems
- Related equipment
- Demonstrate aligning othe saw mill machines including:
 - Gang saw
 - o Trimmer
 - o Edger
 - Cut-off
 - Chip canter

2.



Achievement Criteria

- Performance Under the direction of a licensed journeyperson on the job, the learner will align gang saws, trimmers, edgers, cut-offs and chip canters.
- Conditions The learner will be given:
 - Gang saw
 - Trimmer
 - Edger
 - Cut-off
 - Chip canter
 - Required tools, equipment and materials

Criteria

- The learner will score 70% or better on a rating checklist that reflects the following criteria:
 - Safety requirements followed
 - Correct use of the proper tools and equipment
 - Machines aligned to their respective manufacturer standards



Competency: Q6 Align Band Mill Using Laser Alignment

Objectives

To be competent in this area, the individual must be able to:

- Explain the concepts of aligning a band mill using laser alignment.
- Align a band mill using laser alignment.

LEARNING TASKS

CONTENT

- 1. Describe the procedure for alignment of all band saw machines using laser alignment equipment
- Safety procedures
- Laser components
- Set-up procedures
- Alignment procedures
- 2. Align band mill using laser alignment
- Demonstrate aligning band mill using laser alignment equipment

Achievement Criteria

- Performance Under the direction of a licensed journeyperson on the job, the learner will align a band mill using laser alignment equipment.
- Conditions The learner will be given:
 - Band mill
 - Required tools, equipment and materials

Criteria The learner will score 70% or better on a rating checklist that reflects the following criteria:

- Safety requirements followed
- Correct use of the proper tools and equipment
- Band mill aligned to manufacturer standards



Competency: Q7 Maintain Band Mill Components

Objectives

2.

To be competent in this area, the individual must be able to:

- Explain concepts of band mill component maintenance.
- Maintain band mill components.

LEARNING TASKS

1. Describe safety procedures

Describe parts of a band mill

CONTENT

- Personal safety equipment
- Machinery safety equipment
- Lock-out procedures
- Shift inspection
- Regular maintenance
- Follow WorkSafe BC regs
- Foundation
 - Top wheel

.

- o Solid
- Spokes
- Balanced
- Bottom wheel
 - o Driver
 - o Belts
 - Motors (AC/DC)
- Wheel arbours
 - \circ Bearings
 - Rotating
 - Non-rotating
- Strain system
- Wheel tilt
 - Strain gauge
- Guides

•

•

- ConventionalPressure
- Controls
- Husk
- Shearboards
- Scrapers
- Cooling system
- Related components

Saw Filer

07/15



4.

5.

6.

Program Content Endorsement

3. Describe track and carriage parts

Describe bearing inspection

Check wheel balance

Inspect guides and ways

- Foundation
- Tracks
 - o Flat rail
 - "V" rail
- Carriage
 - Bed skids
 - Knees
 - o Dogs
 - Tapers
- Set works
- Carriage wheels
 - Scrapers
- Related parts
- Adjustment
 - Clearance
- Lubrication
- Assembly and installation
- Types
- Static
- Dynamic
- Alignment
 - Crossline guides
- Ways
- Types
 - Conventional
 - o Pressure
 - Cartridge type
- 7. Perform maintenance of band mill components
- Demonstrate maintenance of band mill components
- Demonstrate inspection of bearings
- Demonstrate checking wheel balance
- Demonstrate inspection of guides and ways



Achievement Criteria

Performance Under the direction of a licensed journeyperson on the job, the learner will maintain band mill components, inspect bearings, check wheel balance and inspect guides and ways.

Conditions The learner will be given:

- Band mill components
- Required tools, equipment and materials

Criteria The learner will score 70% or better on a rating checklist that reflects the following criteria:

- Safety requirements followed
- Correct use of the proper tools and equipment
- Maintenance, inspection and checks of band mill components are to manufacturers' standards



LINE (GAC): Q **BAND MILLS Competency:** Q8 **Perform Band Mill Production Shift Inspections**

Objectives

To be competent in this area, the individual must be able to:

- Explain the concepts of band mill production shift inspections.
- Carry out band mill production shift inspections. •

LEARNING TASKS

Describe guide care and maintenance 1.

CONTENT

- Purpose •
- Materials .
- Replacement •
- Set-up ٠
- Resurfacing •
- Tools and equipment •
- Describe coolant systems care and maintenance 2.
- Describe shearboard care and maintenance 3.
- Describe wheel scrapers care and maintenance 4.

- Purpose • Types •
- Nozzles

.

- Purpose Material •
- Wear and maintenance •
- Adjustment ٠
- Purpose •
- Material •
- Angles .
- Counterweights •
- Wheel cleanliness •
- Materials
- Shape .
- Size •
- 6. Perform band mill production shift inspections

Describe rim cleaners

5.

Demonstrate band mill production shift ٠ inspections



Achievement Criteria

Performance	Under the direction of a licensed journeyperson on the job, the learner will conduct band mill production shift inspections.
Conditions	The learner will be given:Required tools, equipment and materials
Criteria	The learner will score 70% or better on a rating checklist that reflects the following criteria:Safety requirements followed

- Correct use of the proper tools and equipment
- Inspection and maintenance of procedures are to mill standards



Competency: Q9 Maintain Strain Systems

Objectives

2.

To be competent in this area, the individual must be able to:

- Explain concepts of strain system maintenance. •
- Maintain strain systems.

LEARNING TASKS

1. Describe types of strain systems

CONTENT

- Weight and lever
- Hydraulic and accumulator •
- Air diaphragm •
- Air spring ٠
- Air spring and levers •
- Steel spring ٠
- Rubber spring/block
- Angles •
- Hardness
- Maintenance

Check list

3. Describe maintenance points

Describe strain points and sockets

- Manufacturers' recommendations •
- Calculate required strain on conventional systems 4. ٠
 - Hydraulic
 - Mechanical •
 - Air diaphragm ٠
 - Rubber spring/block ٠

5. Maintain strain systems

Demonstrate maintenance of strain systems •

Achievement Criteria

- Under the direction of a licensed journeyperson on the job, the learner will maintain strain Performance systems. Conditions The learner will be given: • Variety of strain systems Required tools, equipment and materials ٠ Criteria The learner will score 70% or better on a rating checklist that reflects the following criteria: Safety requirements followed ٠
 - Correct use of the proper tools and equipment ٠
 - Maintenance procedures are to manufacturers' standards ٠



Competency: Q10 Perform Band Mill Wheel Grinding

Objectives

To be competent in this area, the individual must be able to:

- Explain concepts of band mill wheel grinding.
- Grind band mill wheels.

LEARNING TASKS

1. Describe safety procedures for grinding band mill wheels

CONTENT

- Follow live lock-out procedures
- Personal safety equipment
- Machine safety equipment
- Working on live machinery
- Determine wheel thickness for grinding (WorkSafe BC)

2. Describe band mill preparation

Describe grinder preparation

- Lock-out
- Blowdown
- Removal of guides
- Removal of shearboards
- Removal of scrapers
- Locked strain
- Locked tilt
- Power head or ribbons
- Solid installation
- Clean
- Square end brackets
- Screws
- Barrel screw
- Head
- Power head
- Remote control unit
- Bearnings
- Grinding wheel
 - o Resinoid

 \circ Ceramic

3.



- 4. Describe grinding band mill wheels
- Tape wheels (Pi Tape)
- Determine wear •
- Scribe line
- Mount grinder
 - Secure 0
 - Free of vibration 0
- Align barrel with wheel •
- Precision square .
- Mount grinding head or power head •
- Adjust as necessary •
- Recheck all measurements •
- Recheck all installations
- Grind •
- Retape (Pi tape) •
- Brick edges .
- Flat
- Crowned
 - Position
 - Edge measurements
 - o 1 in. from all edges
- Log all measurements
- Demonstrate band mill preparation •
- Demonstrate grinder preparation ٠
- Demonstrate grinding band mill wheels •

Achievement Criteria

6.

Under the direction of a licensed journeyperson on the job, the learner will prepare band Performance mills and grinders, and then grind band mill wheels.

- Conditions The learner will be given:
 - Various band mills •
 - Various grinders ٠
 - Other required tools, equipment, materials •

Criteria The learner will score 70% or better on a rating checklist that reflects the following criteria:

- Safety requirements followed •
- Correct use of the proper tools and equipment •
- Preparation and grinding are to manufacturer standards ٠

Describe wheel face 5.

Perform band mill wheel grinding

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LINE (GAC): R QUALITY CONTROL

Competency: R1 Describe Quality Control Systems

Objectives

To be competent in this area, the individual must be able to:

• Explain concepts of quality control systems.

LEARNING TASKS

1. Describe systematic objectives and the importance of quality control

CONTENT

- Establish sizing targets
- Ensure that size targets are being met
- Aid in correcting size and sawing problems
- Provide a decision making tool
- Recognize machine induce lumber defects
- Measure sawing variance for each machine
- Prevent operating "out of control"
- Aid in effective maintenance
- Provide feedback to the filing room
- Reduce lumber processing costs
- Improve lumber recovery

2. Identify size control program



LINE (GAC): R QUALITY CONTROL

Competency: R2 Identify Standards, Measuring Methods and Data

Objectives

To be competent in this area, the individual must be able to:

• Explain concepts of standards, measuring methods and data identification.

LEARNING TASKS

1. Describe main elements of an optimizing system

CONTENT

- Method to accurately locate and measure board geometry
- Computer
- Servo or other positioner
- Transport system
- Cutting system
- Piece-count
- 2. Describe operating, calibrating and maintaining saw control systems
- Sensor
- Oscilloscope
- Alarms
- Print outs
- Screens
- Amp draw systems

Section 4 TRAINING PROVIDER STANDARDS



Facility Requirements

Classroom Area

- 900 sq. ft. for a class size of 12 16 students, with moveable tables and chairs
- Instructional media to include multimedia projector, projection screen, DVD player and whiteboard

Shop Area

- 50 sq. ft. per student
- Well heated and ventilated
- 12 ft. high ceilings
- Lighting appropriate to detailed work

Lab Requirements

• N/A

Student Facilities

• N/A

Instructor's Office Space

• 150 sq. ft. per instructor, with desk and chairs and materials storage/filing cabinet



Tools and Equipment

Shop Equipment

Required

- Knives:
 - Chipper canter
 - o Hog
 - Profile
 - o Face mounted
 - Enclosed
 - o Clamp type
 - o Drum
 - \circ Lily pad
 - $\circ \quad \text{Slabbing head rig} \\$
 - \circ Veneer chipper
 - o Planer
 - o Molders
 - Waferizer
 - Straight thick knives
 - Straight thin knives
 - Bent knives
 - Dome tops
 - Counter knives
 - Key knives
- Power Tools:
 - Hand grinders
 - o Uniplanes
 - o Jockey grinders
- Hand Tools:
 Wre
 - Wrenches:
 - Set
 - Bit and shank wrenches
 - Saw wrenches
 - Collar wrenches
 - o Dolly
 - o Hammers
 - Ball peen
 - Welding
 - Dog head
 - Cross face
 - Twist face
 - Forging
 - Forging tools
 - o Upsets

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o Grinding jigs (dies and anvils)



- o Files
 - Flat -
 - _ Mill bastard
 - Halfround _
 - Round _
 - Quadrangular _
 - Circular _
 - _ Triangular
- Drift 0
- Punches 0
- Positioning tool 0
- Brass brushes 0 Wire brush
- 0
- Tweezers 0
- Portable Oxy-Acetylene Equipment: ٠
 - **Oxy-Acetylene Unit** 0
 - Welding clamp 0
 - 0 Tips
 - Torch 0
 - Gauges 0
 - Upset and forging tool 0
 - Welding rod 0
 - Tip cleaner and striker 0
 - Flux 0
 - Welding curtain 0
- Saw Blades (examples with different tips and requiring maintenance): ٠
 - Circular 0
 - 0 Band
 - Chain 0
- Swages: ٠
 - o Band saw
 - Hand and air 0
 - Circular saw 0
 - $\circ \quad \text{Hand and air} \quad$
 - Shingle 0
- Anvils: •
 - Steel 0
 - 0 Soft
 - Hard faces 0
 - Crowned 0



- Measuring Tools and Gauges:
 - o Protractor
 - Micrometer
 - Vernier calipers
 - o Outside and inside calipers
 - o Dial indicator
 - Alignment gauges
 - Straight edges
 - $\circ \quad Circular \ convex \ / \ concave$
 - o Bandsaw tension gauge
 - Circular saw tension gauges
 - o Back gauges
 - Solid steel
 - 3 point
 - Depth gauges
 - Wire gauges
 - Anvil setting gauges
 - V gauge
 - Steel tapes
 - Key steel
 - Machinist squares
 - Machinist levels
 - Plum bobs
 - Track jig
- Swage Maintenance Tools:
 - o Anvils
 - o Carbide
 - o Carbon steel
 - o Dies
 - o Long bite
 - Short bite
 - Extra short bite
 - o Clamp screws
 - Carbon steel
 - Carbide
- Shapers:
 - o Band saw
 - Hand and air
 - Circular saw
 - Hand and air
 - о #5700-С
 - о #6900-С
 - o #5500-S
- Saw Filing Tools and Equipment:
 - Gauge grinder
 - Filing clamps
 - Hand sharpeners
 - Stretcher rolls (36 in.)
 - \circ Work benches
 - o Bandmill wheel grinder



- Wheel Dressers:
 - o Dressing brick
 - Vitrified and resinoid
 - Diamond stick
 - Metcalfe dresser
 - Desmond dresser
 - Universal dresser
 - Star dresser
 - Diamond profile dresser
 - Diamond wheel dressing jigs
 - CBN wheel dressing jigs
- Saw sets:
 - o Hand
 - o Hammer
 - o Power
 - Swage and shaper
- Grinding Wheels:
 - Vitrified
 - o Resinoid
 - o Diamond
 - o CBN
 - Ceramic
 - Knife grinding wheels
 - o Cup
 - Cylinder
 - o Straight
 - Profile
 - Segments
- Chain Saw Tools:
 - o Files
 - Raker gauge
 - Chain breakers
 - Rivet punch
 - o Special wrenches
- Leveling Slabs:
 - o Circular slabs

Student Equipment (supplied by school)

Required

- Face shield
- Leather aprons
- Dust masks



Student Tools (supplied by student)

Required

- Safety toe workboots
- Hard hat
- Gloves
- Safety goggles and glasses
- Ear protection

Recommended

• Close-fitting pants, shirts and jackets



Reference Materials

Required Reference Materials

• Instructional materials for the Saw Fitter, Saw Filer and Benchperson trades (4 manuals) published by ITAC, 2002

Recommended Resources

- Saws Design, Selection, Operation and Maintenance; ED M. Williston, Miller Freeman, ISBN 0-87930-221-6
- Sawmill Machinery Alignments; Julien Pleau, Forintek Canada Corp.; January 1997, ISBN 0-86488-522-1
- Wood Bandsaw Balde Manual; Uddenholm Strip Steel AB, 2001

NOTE:

This list of Reference Materials is for training providers. Apprentices should contact their preferred training provider for a list of recommended or required texts for this program.



Instructor Requirements

Occupation Qualification

The instructor must possess:

- Lumber Manufacturing Industry (LMI) Benchperson Certificate of Qualification Or
- Saw Filer Certificate of Qualification with Benchperson Endorsement

Work Experience

A minimum of ten years experience working in the industry as a Lumber Manufacturing – Benchperson, and/or Saw Filer.

Instructional Experience and Education

It is preferred that the instructor also possesses one of the following:

- Provincial (BC) Instructor Diploma or completion of a similar trainer training or instructional methods program
- Two years of supervisory or administrative experience
- Demonstrated effectiveness of communication skills instructional and interpersonal
- Experienced user of relevant software programs for:
 - Word processing
 - Spreadsheets
 - o Presentations
 - o CAD