

INSTRUMENTATION AND CONTROL TECHNICIAN

EMPLOYER DECLARATION OF WORK EXPERIENCE

This form is used to declare work experience for periods of employment and must be completed by a **direct supervisor of the applicant**, who will be contacted by SkilledTradesBC.

Note: An Employer Declaration of Work Experience form must be completed for each period of employment.

This form is not to be used for periods of self-employment. For more information, see Instructions for Certification Challenge or Supervision and Sign-Off Authority.

To qualify to challenge certification in this trade or be granted authority to supervise and sign-off on apprentices in this trade, individuals must have:

- worked a minimum of **9,000 hours** performing the tasks listed in Section D, and
- experience performing at least **70%** of the job tasks listed in Section D

A. Applicant Name

Enter the name of the individual for whom this form is being completed.

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

B. Employment Information of Applicant

Enter the business information for the applicant's period of employment declared for this trade.

Name of Organization/Employer/Business:		
Mailing Address:		City:
Province/ State:	Country:	Postal Code/ Zip Code:
Business Phone Number: ()	Website:	

Enter the dates and number of hours for this period of employment.

Dates of Applicant's Employment (MM/DD/YYYY):		Total Number Hours of Instrumentation and Control Technician Experience Accumulated in that Period:
From:	To:	
Job Title of Applicant:		

Enter the supervisor and applicant names (repeat on every page of this form)

Supervisor First and Last Name:	Applicant First and Last Name:

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C. Supervisor Contact Information

Enter the name and contact information for the person who directly supervised the applicant during this employment period. Ensure the information given is current as the application will be denied if this person cannot be contacted by SkilledTradesBC.

First and Last Name of Applicant’s Direct Supervisor:	Supervisor Position or Title:
Supervisor’s Phone Number: ()	Supervisor E-Mail Address:
Language(s) that the employer/supervisor can communicate: (check all that apply)	
<input type="checkbox"/> English <input type="checkbox"/> Other (please specify): _____	

D. Supervisor Declaration of Job Task Performance of Applicant

By checking “Yes” or “No” in the Declaration Response column, indicate whether you, as the direct supervisor of the applicant, have personally witnessed the applicant performing the job tasks listed.

Job Tasks (99)	Declaration Response
PERFORMS SAFETY-RELATED FUNCTIONS Maintains safe work environment	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Uses personal protective equipment (PPE) and safety equipment	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Performs de-energizing, lock-out and tag-out procedures	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
USES TOOLS AND EQUIPMENT Uses calibration, configuration and test equipment	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Uses hand and power tools	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Uses access equipment	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Uses rigging, hoisting and lifting equipment	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
ORGANIZES WORK Uses documentation	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Job Tasks (99)	Declaration Response
Interprets drawings and schematics	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Plans tasks	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
USES COMMUNICATION AND MENTORING TECHNIQUES Uses communication techniques	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Uses mentoring techniques	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES PRESSURE, TEMPERATURE, LEVEL AND FLOW DEVICES Installs pressure, temperature, level and flow devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Maintains pressure, temperature, level and flow devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses pressure, temperature, level and flow devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Repairs pressure, temperature, level and flow devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES SIGNAL TRANSDUCERS Performs installation and configuration of signal transducers	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses signal transducers	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Performs maintenance and repairs on signal transducers	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES MOTION, SPEED, POSITION AND VIBRATION DEVICES Installs motion, speed, position and vibration devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Maintains motion, speed, position and vibration devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses motion, speed, position and vibration devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Repairs motion, speed, position and vibration devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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INSTALLS AND SERVICES MASS, DENSITY AND CONSISTENCY DEVICES Installs mass, density and consistency devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Maintains mass, density and consistency devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses mass, density and consistency devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Repairs mass, density and consistency devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES PROCESS ANALYZERS Installs process analyzers	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Maintains process analyzers	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses process analyzers	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Repairs process analyzers	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES MULTIPLE VARIABLE COMPUTING DEVICES Installs multiple variable computing devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Maintains multiple variable computing devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses multiple variable computing devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Repairs multiple variable computing devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES SAFETY SYSTEMS AND DEVICES Installs safety systems and devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Maintains safety systems and devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses safety systems and devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Job Tasks (99)	Declaration Response
Repairs safety systems and devices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES FACILITY SECURITY SYSTEMS Installs facility security systems	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Maintains facility security systems	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses facility security systems	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Repairs facility security systems	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES SAFETY INSTRUMENTED SYSTEMS (SIS) Installs SIS	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Configures SIS	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Maintains SIS	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses SIS	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Repairs SIS	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES CONTROL DEVICES FOR HYDRAULIC SYSTEMS Installs control devices for hydraulic systems	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses control devices for hydraulic systems	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Performs maintenance and repairs on control devices for hydraulic systems	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES PNEUMATIC EQUIPMENT Installs pneumatic equipment	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses pneumatic equipment	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Job Tasks (99)	Declaration Response
Performs maintenance and repairs on pneumatic equipment	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES ELECTRICAL AND ELECTRONIC EQUIPMENT Installs electrical and electronic equipment	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses electrical and electronic equipment	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Performs maintenance and repairs for electrical and electronic equipment	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES VALVES Installs valves	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Maintains valves	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses valves	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Repairs valves	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES ACTUATORS Installs actuators	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Maintains actuators	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses actuators	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Repairs actuators	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES POSITIONERS Installs positioners	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Maintains positioners	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses positioners	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Job Tasks (99)	Declaration Response
Repairs positioners	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
CONFIGURES AND SERVICES VARIABLE SPEED DRIVES (VSD) Configures VSD	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Maintains VSD	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses VSD	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Repairs VSD	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES CONTROL NETWORK SYSTEMS Performs installation and configuration on control network systems	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses control network systems	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Performs maintenance and repairs on control network systems	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES SIGNAL CONVERTERS Performs installation and configuration of signal converters	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses signal converters	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Performs maintenance and repairs on signal converters	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES GATEWAYS, BRIDGES AND MEDIA CONVERTERS Performs installation and configuration of gateways, bridges and media converters	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Diagnoses gateways, bridges and media converters	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Performs maintenance and repairs on gateways, bridges and media converters	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
ESTABLISHES AND OPTIMIZES PROCESS CONTROL STRATEGIES Determines process control strategy	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Job Tasks (99)	Declaration Response
Optimizes process control	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES STAND-ALONE CONTROLLERS (SAC) Installs SAC	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Configures SAC	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Performs maintenance, diagnostics and repairs on SAC	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES PROGRAMMABLE LOGIC CONTROLLERS (PLC) Installs PLC	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Configures PLC	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Performs maintenance, diagnostics and repairs on PLC	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES DISTRIBUTED CONTROL SYSTEMS (DCS) Installs DCS	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Configures DCS	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Performs maintenance, diagnostics and repairs on DCS	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES HUMAN MACHINE INTERFACE (HMI) Installs HMI	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Configures HMI	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Performs maintenance, diagnostics and repairs on HMI	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
INSTALLS AND SERVICES SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEMS Installs SCADA systems	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Configures SCADA systems	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Toll Free: 1-866-660-6011
customerservice@skilledtradesbc.ca

Job Tasks (99)	Declaration Response
Performs maintenance, diagnostics and repairs on SCADA systems	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

E. Supervisor Signature

I certify that the information I, as the current or former direct supervisor of the applicant, have provided is accurate. (Note: Collection and protection of personal information on this form is in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.)

Supervisor name (Please Print):	Supervisor Signature:	Date Signed: (MM/DD/YYYY)
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