

SHEET METAL WORKER
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.

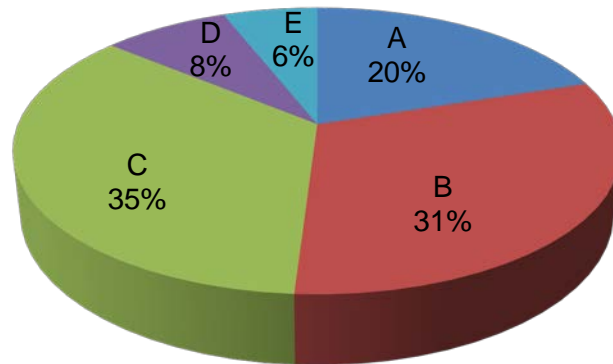
To qualify to challenge certification in this trade, individuals must have:

- worked a minimum of **9,360 hours** performing the tasks listed in Section D, and
- experience performing at least **70%** of the job tasks listed in Section D

Red Seal Exam Weighting

This pie chart represents the distribution of questions on the Red Seal Exam. The self-assessment on the next pages shows the Tasks and Sub-tasks within each Major Work Activity and the number of questions assigned to each Major Work Activity and Task.

The Red Seal Exam for this trade has **120 questions**.



	Major Work Activity / Exam Section	Exam Weightage	Number of Questions in Exam
A	Performs Common Occupational Skills	20%	24
B	Performs Fabrication	31%	38
C	Installs Air and Material Handling Systems	35%	41
D	Installs Roofing and Specialty Products	8%	10
E	Performs Maintenance and Repair	6%	7

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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	Number of questions on the Red Seal exam	SUPERVISOR DECLARATION RESPONSE
A – PERFORMS COMMON OCCUPATIONAL SKILLS (20%)		
Task-1 Performs safety-related functions - Uses personal protective equipment (PPE) and safety equipment. - Maintains safe work environment. - Performs lock-out and tag-out procedures.	5	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-2 Uses and maintains tools and equipment - Uses hand and portable power tools. - Uses shop tools and equipment. - Uses gas metal arc welding (GMAW) equipment. - Uses resistance spot welding equipment. - Uses gas tungsten arc welding (GTAW) equipment. - Uses shielded metal arc welding (SMAW) equipment. - Uses oxy-fuel and plasma arc cutting equipment. - Uses soldering and brazing equipment. - Uses measuring and layout equipment. - Uses testing and inspection devices. - Uses stationary and mobile work platforms. - Uses hoisting, rigging and positioning equipment.	9	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-3 Organizes work - Uses trade-related documentation. - Interprets drawings. - Organizes materials and equipment for project. - Performs basic design and field modifications.	7	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-4 Uses communication and mentoring techniques - Uses communication techniques.	3	<input type="checkbox"/> Yes <input type="checkbox"/> No

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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JOB TASKS	Number of questions on the Red Seal exam	SUPERVISOR DECLARATION RESPONSE
- Uses mentoring techniques.		
B – PERFORMS FABRICATION (31%)		
Task-5 Performs pattern development - Develops patterns using simple and straight line layout. - Develops patterns using parallel line method. - Develops patterns using radial line method. - Develops patterns using triangulation method - Uses computer technology for pattern development.	13	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-6 Fabricates sheet metal components for air and material handling systems - Cuts ductwork, fittings and components. - Forms ductwork, fittings and components. - Insulates ductwork, fittings and components. - Assembles ductwork, fittings and components. - Fabricates dampers. - Fabricates hanger systems, supports and bases.	16	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-7 Fabricates flashing, roofing, sheeting and cladding - Cuts metal for flashing, roofing, sheeting and cladding. - Forms flashing, roofing, sheeting and cladding.	3	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-8 Fabricates specialty products - Cuts material for specialty products. - Forms specialty products. - Assembles specialty products. - Finishes specialty products.	6	<input type="checkbox"/> Yes <input type="checkbox"/> No
C – INSTALLS AIR AND MATERIAL HANDLING SYSTEMS (35%)		
Task-9 Prepares installation site - Performs on-site measurements. - Performs demolitions for renovations. - Installs penetrations and sleeves.	7	<input type="checkbox"/> Yes <input type="checkbox"/> No

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JOB TASKS	Number of questions on the Red Seal exam	SUPERVISOR DECLARATION RESPONSE
<ul style="list-style-type: none"> - Installs supports and bases. - Installs hangers, cables, braces and brackets. 		
<p>Task-10 Installs and connects chimneys, breeching and venting to exhaust appliances and mechanical equipment</p> <ul style="list-style-type: none"> - Installs chimney. - Connects appliances or mechanical equipment to chimney and breeching. - Installs high efficiency appliances and mechanical equipment. 	6	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Task-11 Installs air handling system components</p> <ul style="list-style-type: none"> - Installs air handling equipment. - Installs sheet metal ducts and fittings. - Installs dampers. - Installs fire and fire/smoke dampers. - Installs registers, grilles, diffusers and louvers. - Installs terminal boxes. - Installs coils. - Installs system component accessories. - Installs plenums. 	16	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Task-12 Installs material handling system components</p> <ul style="list-style-type: none"> - Installs pneumatic and gravity material handling system components. - Installs mechanized material handling system components. 	5	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Task-13 Applies thermal insulation, lagging, cladding and flashing</p> <ul style="list-style-type: none"> - Applies thermal insulation to components. - Applies lagging and cladding to components. - Applies flashing to components. 	3	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Task-14 Performs leak testing, air balancing and commissioning</p> <ul style="list-style-type: none"> - Performs leak tests. - Performs testing, adjusting and balancing (TAB). - Participates in the commissioning of air and material handling systems. 	4	<input type="checkbox"/> Yes <input type="checkbox"/> No
D – INSTALLS ROOFING AND SPECIALTY PRODUCTS (8%)		

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JOB TASKS	Number of questions on the Red Seal exam	SUPERVISOR DECLARATION RESPONSE
Task-15 Installs metal roofing and cladding/siding systems - Lays out roof and walls. - Installs insulation, isolation material and building envelope components. - Installs roofing and cladding/siding system components. - Seals exposed joints. - Installs decking.	3	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-16 Installs exterior components - Prepares surface. - Fastens exterior components.	2	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-17 Installs specialty products - Installs stainless steel specialty products. - Installs non-stainless steel specialty products. - Installs marine products (Not Common Core).	5	<input type="checkbox"/> Yes <input type="checkbox"/> No
E – PERFORMS MAINTENANCE AND REPAIR (6%)		
Task-18 Performs scheduled maintenance - Performs maintenance inspections. - Services components.	3	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-19 Repairs faulty systems and components - Diagnoses system faults. - Repairs worn or faulty components.	4	<input type="checkbox"/> Yes <input type="checkbox"/> No

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