

SHEET METAL WORKER
STATUTORY DECLARATION
OF WORK EXPERIENCE

SkilledTradesBC Customer Service
 800 – 8100 Granville Ave
 Richmond, BC V6Y 3T6
 Tel: 778-328-8700
 Fax: 778-328-8701
 Toll Free: 1-866-660-6011
 customerservice@skilledtradesbc.ca

This form is used to declare work experience for periods during which you were self-employed or a previous employer will not complete an Employer Declaration.

Note: *Unless your work experience was gained through self-employment, applications must be accompanied by at least one Employer Declaration. For more information, see Instructions for Certification Challenge.*

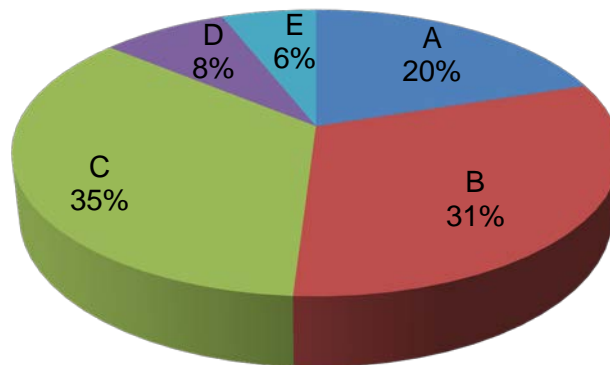
To qualify to challenge certification in this trade, individuals must have:

- 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. Section D of this form 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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A. Applicant Name

Legal First Name:	Legal Middle Name(s):	Legal Last Name:
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B. Self-Employment or Employment Information of Applicant

Enter the contact information for your own business if you are self-employed or your previous employer who will not complete an Employer Declaration.

Name of Organization/Employer/Business:		Business Registration Number: (Self-Employment only)	
Mailing Address:			City:
Province/ State:	Country:	Postal Code/ Zip Code:	
Business Phone Number: ()	Email Address:	Website:	

Enter the dates and number of hours for this period of employment or self-employment. You may combine multiple periods of self-employment on one form, but you must separate periods of employment with different employers on separate forms.

Dates of Employment (MM/DD/YYYY):		Total Number Hours of Sheet Metal Worker Experience Accumulated in that Period:
From:	To:	
Job Title of Applicant:		

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C. Reason for Statutory Declaration

Indicate why a Statutory Declaration is required for this period of employment:

- Applicant was self-employed Employer will/can not complete Employer Declaration

Applicants **must** attempt to contact current or previous employers to request an Employer Declaration to be filled out and signed.

If you have been unable to obtain an Employer Declaration for any portion of your non-self-employed work experience, **indicate the steps you have taken to try to obtain it.** If sufficient evidence of steps taken is not provided, the application may not be approved.

D. Statutory Declaration of Job Task Performance

By checking “Yes” or “No” in the Declaration Response column, indicate whether you have performed the job tasks listed below during the period indicated in Section B.

JOB TASKS	Number of questions on the Red Seal exam	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.	9	<input type="checkbox"/> Yes <input type="checkbox"/> No

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JOB TASKS	Number of questions on the Red Seal exam	DECLARATION RESPONSE
<ul style="list-style-type: none"> - 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. 		
<p>Task-3 Organizes work</p> <ul style="list-style-type: none"> - 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
<p>Task-4 Uses communication and mentoring techniques</p> <ul style="list-style-type: none"> - Uses communication techniques. - Uses mentoring techniques. 	3	<input type="checkbox"/> Yes <input type="checkbox"/> No
B – PERFORMS FABRICATION (31%)		
<p>Task-5 Performs pattern development</p> <ul style="list-style-type: none"> - 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
<p>Task-6 Fabricates sheet metal components for air and material handling systems</p> <ul style="list-style-type: none"> - Cuts ductwork, fittings and components. - Forms ductwork, fittings and components. - Insulates ductwork, fittings and components. - Assembles ductwork, fittings and components. - Fabricates dampers. 	16	<input type="checkbox"/> Yes <input type="checkbox"/> No

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JOB TASKS	Number of questions on the Red Seal exam	DECLARATION RESPONSE
<ul style="list-style-type: none"> - Fabricates hanger systems, supports and bases. 		
<p>Task-7 Fabricates flashing, roofing, sheeting and cladding</p> <ul style="list-style-type: none"> - Cuts metal for flashing, roofing, sheeting and cladding. - Forms flashing, roofing, sheeting and cladding. 	3	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Task-8 Fabricates specialty products</p> <ul style="list-style-type: none"> - 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%)		
<p>Task-9 Prepares installation site</p> <ul style="list-style-type: none"> - Performs on-site measurements. - Performs demolitions for renovations. - Installs penetrations and sleeves. - Installs supports and bases. - Installs hangers, cables, braces and brackets. 	7	<input type="checkbox"/> Yes <input type="checkbox"/> No
<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

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JOB TASKS	Number of questions on the Red Seal exam	DECLARATION RESPONSE
Task-12 Installs material handling system components - Installs pneumatic and gravity material handling system components. - Installs mechanized material handling system components.	5	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-13 Applies thermal insulation, lagging, cladding and flashing - Applies thermal insulation to components. - Applies lagging and cladding to components. - Applies flashing to components.	3	<input type="checkbox"/> Yes <input type="checkbox"/> No
Task-14 Performs leak testing, air balancing and commissioning - 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%)		
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	4	<input type="checkbox"/> Yes <input type="checkbox"/> No

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JOB TASKS	Number of questions on the Red Seal exam	DECLARATION RESPONSE
<ul style="list-style-type: none"> - Diagnoses system faults. - Repairs worn or faulty components. 		

E. Applicant Signature

I certify that the information I 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.)

Applicant Name (please print):	Applicant Signature:	Date: (MM/DD/YYYY)
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F. References

Minimum of Three References must accompany **each Statutory Declaration form**. Include names and contact information of minimum three individuals who can attest to your hours and/or scope of trade. References listed must be related to the organization and period of employment listed in Section B of this form.

Each individual listed will be contacted by SkilledTradesBC to verify the information provided on your application.

1. Reference

Relationship to Applicant:		
<input type="checkbox"/> Former Employee	<input type="checkbox"/> Contractor	<input type="checkbox"/> Supplier
<input type="checkbox"/> Co-worker	<input type="checkbox"/> Client	<input type="checkbox"/> Other (i.e. HR; Book keeper; Accountant, Business Partner) please specify:
First and Last Name of Reference:	Language(s) that reference can communicate: (Check all that apply)	
	<input type="checkbox"/> English	<input type="checkbox"/> Other (specify):
Organization/Business Name:	Position/Title:	
Phone Number:	Email Address:	

2. Reference

Relationship to Applicant:		
<input type="checkbox"/> Former Employee	<input type="checkbox"/> Contractor	<input type="checkbox"/> Supplier
<input type="checkbox"/> Co-worker	<input type="checkbox"/> Client	<input type="checkbox"/> Other (i.e. HR; Book keeper; Accountant, Business Partner) please specify:
First and Last Name of Reference:	Language(s) that reference can communicate: (Check all that apply)	
	<input type="checkbox"/> English	<input type="checkbox"/> Other (specify):
Organization/Business Name:	Position/Title:	
Phone Number:	Email Address:	

3. Reference

Relationship to Applicant:		
<input type="checkbox"/> Former Employee	<input type="checkbox"/> Contractor	<input type="checkbox"/> Supplier
<input type="checkbox"/> Co-worker	<input type="checkbox"/> Client	<input type="checkbox"/> Other (i.e. HR; Book keeper; Accountant, Business Partner) please specify:
First and Last Name of Reference:	Language(s) that reference can communicate: (Check all that apply)	
	<input type="checkbox"/> English	<input type="checkbox"/> Other (specify):
Organization/Business Name:	Position/Title:	
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