

**Record of Work Experiences
Trade Qualifier or Pre-Apprenticeship Credits**

PROCESS OPERATOR

Note to Apprenticeship Applicants

The work experiences on this form are for credit only and must have been performed prior to your registration as an apprentice.

Applicant Information

Name: _____			
Surname	First	Initial	
Address: _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
Telephone: (____) _____		Cell: (____) _____ Email address: _____	

Employer Information & Verification

Note to Employer			
By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the Process Operator Trade .			
Verified By: _____	CRA* Business #: _____		
Company Name	9 digits		
Address: _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
Telephone: (____) _____		Email Address: _____	
_____		Employer or Representative	
Employer or Representative Signature		Employer or Representative (Print)	
Date of applicant's employment from: ____/____/____		to: ____/____/____	
Month Day Year		Month Day Year	
Total hours of employment the applicant worked in Process Operator Trade: _____ Hours			
* CRA - Canada Revenue Agency			

Please check the appropriate box:

Trade Qualifiers <input type="checkbox"/>	The signature of the Journeyperson following each of the required skills acknowledges the applicant has met the competencies in each of the skill areas according to the Industry Standard associated with this trade.
Pre- Apprenticeship Credits <input type="checkbox"/>	The signature of the Journeyperson following each of the required skills acknowledges the applicant has performed in each of the skill areas appropriate for this trade.

- The Advisory Committee in the **Process Operator Trade** has identified the work experiences or skills listed below as those required for the trade.
- Journeypersons must be certified in the trade stated by this document. A Journeyperson in another trade may sign certain sections if the skills are common to both trades.

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
OCCUPATIONAL SKILLS		
Uses P & ID's and other drawings.		
Plans tasks.		
Maintains safe work environment.		
Demonstrates safe work practices.		
Adheres to OH& S regulations.		
Monitors safety systems and devices.		
Uses personal protective equipment (PPE) and safety equipment.		
Performs de-energizing, lockout and tagout procedures.		
Performs systematic troubleshooting techniques on process equipment.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Performs systematic troubleshooting techniques on processes.		
Uses and maintains tools.		
Operates material handling equipment.		
Practices environmental protection management.		
Recognizes jurisdictional requirements and regulations pertaining to environmental protection.		
Communicates effectively with others.		
Uses computers and common software applications.		
RIGGING AND HOISTING		
Plans and determines a lift.		
Inspects and selects rigging and hoisting equipment.		
Stores rigging equipment properly.		
Performs rigging and hoisting techniques with an overhead crane.		
PROCESS OPERATIONS		
Starts up and shuts down process operations.		
Performs pre-start checks.		
Performs running checks.		
Uses Standard Operating Procedures.		
Monitors process equipment.		
Identifies poor equipment performance.		
Performs processes for unloading raw materials.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Loads finished products.		
Reports required maintenance of processing equipment and components.		
Performs process material sampling and demonstrates proper techniques.		
Carries out product quality and statistical process control.		
PROCESS MEASURING AND INDICATING DEVICES		
Monitors pressure, temperature, level and flow measuring and indicating devices.		
Monitors motion, speed, position and vibration measuring and indicating devices.		
Monitors mass, density and consistency measuring and indicating devices.		
Monitors process analyzers.		
HYDRAULIC, PNEUMATIC AND ELECTRICAL SYSTEMS		
Monitors hydraulic equipment.		
Monitors pneumatic equipment.		
Monitors electrical equipment.		
FINAL CONTROL ELEMENTS		
Monitors and diagnoses valves.		
Monitors and diagnoses various pumps.		
Monitors and diagnoses motors.		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
CONTROL SYSTEMS AND PROCESS CONTROL		
Demonstrates understanding of process control strategy.		
Uses Human Machine Interface for process control.		
Demonstrates basic understanding of process dynamics and effects.		

Skills based upon **2012 Provincial Plan of Training** for the **Process Operator** trade.

Note to Journeypersons

- Journeypersons who have applied their signatures to the skills required for the certification section of this document must complete the following sections.
- The Apprenticeship and Trades Certification Division, for the purpose of verification, may contact Journeypersons who have applied their signatures to skills for applicants.

Journeyperson Supervisor Verification			
Name: _____			
Surname	First	Initial	
Address: _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
Telephone: (____) _____		Cell phone: (____) _____	
Email address: _____			
Certificate Number: _____		and/or I.P. Number: _____	
Name (signature): _____			

Journeyperson Supervisor Verification			
Name: _____			
Surname	First	Initial	
Address: _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
Telephone: (____) _____		Cell phone: (____) _____	
e-mail: _____			
Certificate Number: _____		and/or I.P. Number: _____	
Name (signature): _____			

For Office Use Only

Credit: _____

Approved by: _____ Date: _____

month / day / year

Note To Trade Qualifier Applicants

If employer verification is not possible, please contact the nearest Apprenticeship and Trades Certification Office to discuss available options.

Contact Information

Avalon	Clarenville	Central	Western	Labrador
Department of Immigration, Population Growth and Skills Industrial Training Section 1170 Topsail Road P.O. Box 8700 St. John's, NL A1B 4J6 Phone: (709) 729-2729 Fax: (709) 729-5878 Toll Free: 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 45 Tilley's Road Clarenville, NL A5A 1Z4 Phone: (709) 466-3982 Fax: (709) 466-3987 Toll Free: 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 42 Harding Avenue Grand Falls-Windsor, NL A2A 2J9 Phone: (709) 292-4215 Fax: (709) 292-4502 Toll Free 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 1-3 Union Street Aylward Building, 2 nd Floor P.O. Box 2006 Corner Brook, NL A2H 6J8 Phone: (709) 637-2366 Fax: (709) 637-2519 Toll Free 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 163 Hamilton River Road Bursey Building P.O. Box 3014, Station "B" Happy Valley-Goose Bay, NL A0P 1E0 Phone: (709) 896-6348 Fax: (709) 896-6703 Toll Free 1-877-771-3737

The personal information in this form is being collected under the authority of section 61(c) of the **Access to Information and Protection of Privacy Act, 2015** for the purpose of verifying work experience for apprenticeship credit. If you have any questions about the collection, use and disclosure of your personal information, please contact an Apprenticeship Program Officer at one of ATCD's regional offices, or email app@gov.nl.ca.