APPRENTICESHIP & CERTIFICATION

Study Guide Industrial Mechanic (Millwright)

Newfoundland Labrador APPRENTICESHIP



Newfoundland Labrador

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Department of Immigration, Population Growth and Skills

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Apprenticeship and Certification

Study Guide

Industrial Mechanic (Millwright)

(Based on Red Seal Occupational Standard – RSOS 2017)

Government of Newfoundland and Labrador Department of Immigration, Population Growth and Skills

Version 11

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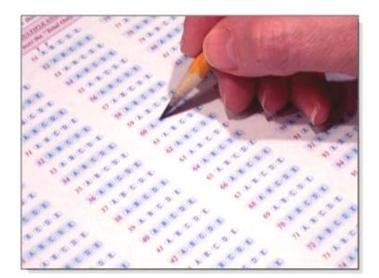
Introduction

This Study Guide has been developed by the Newfoundland and Labrador Department of Immigration, Population Growth and Skills, Apprenticeship and Trades Certification Division, to assist apprentices and trade qualifiers as they prepare to write the Inter-provincial (IP) Red Seal Exam. IP Exams are available for all Red Seal trades. For a list of Inter-provincial trades please refer to the Department of Immigration, Population Growth and Skills website: https://www.gov.nl.ca/atcd/designated-trades/list-of-designated-trades/

Some of the specific goals of this guide are:

- ⇒ to help you understand the skills and knowledge that might be covered on the exam
- ⇒ to help you identify your strengths and weaknesses
- ⇒ to provide organization and structure for a course of study
- ⇒ to provide a list of resources to help you with your study plan
- ⇒ to support and supplement the teaching and learning process

This study guide outlines the theoretical portion of the program. The intent is not to replace technical training provided under the guidance of instructors. Rather, it is a tool to be used in conjunction with formal training.



Exam Process

Before the Exam

You must contact the nearest Apprenticeship and Trades Certification Divisional office to make request to write the IP Red Seal exam (*See Appendix A for a list of regional offices*). Upon approval, the Apprenticeship Program Officer (APO) will notify you of your eligibility to write the exam, and provide you with scheduling information.

During the Exam

You must bring:

- personal identification such as a photo or signature ID or valid Newfoundland and Labrador driver's license
- □ your notification letter

The following will be provided:

- □ a calculator (see Appendix B for calculator information)
- □ all other items required such as pencils, scrap paper, etc.

Important Note:

Personal cell phones, calculators, or other electronic equipment are NOT allowed into the exam room. If you do bring them, they will be stored away and returned to you when you have completed the exam.

After the Exam

Results will be mailed to you approximately seven to ten days after completion of the exam. All necessary instructions and information will be provided in the results letter.

The percentage mark you obtained will be provided. You will also be given a section by section breakdown, showing how many questions were in each section, as well as the number of questions in each section you completed successfully.

If you are successful in obtaining a 70% or more on your exam, you will be issued a Newfoundland and Labrador Certificate of Qualification with a Red Seal endorsement.

Exam Format

All IP Red Seal exams are written in multiple-choice format. Each exam has between 100 and 150 questions. A multiple choice question consists of a stem (a complete question) followed by four options (A, B, C, D). The stem contains all the information necessary to answer the question. The options consist of the one correct answer and three "distracters." Distracters are incorrect. (*See Appendix C for a sample answer sheet*).

IP Red Seal exams contain three types of questions:

Level 1 Knowledge and Recall

Questions at this level test your ability to recall and understand definitions, facts, and principles.

Level 2 Procedural and Application

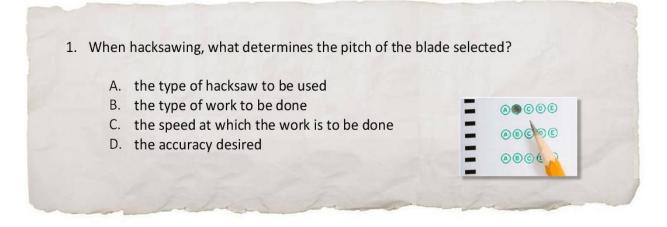
Questions at this level test your ability to apply your knowledge of procedures to a new situation.

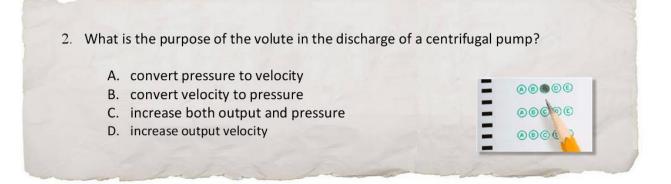
Level 3 Critical Thinking

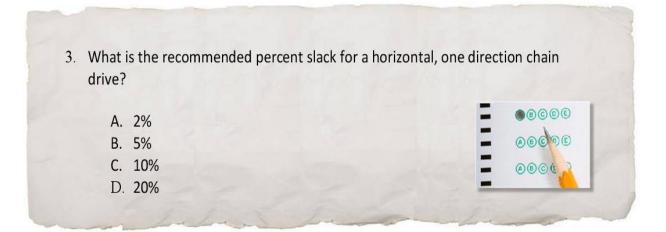
Questions at this level test your ability to interpret data, solve problems and arrive at valid conclusions.

On the following pages, examples of each of the three types of questions are provided.

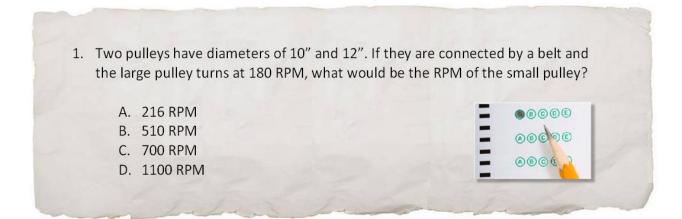
Level 1 Examples:

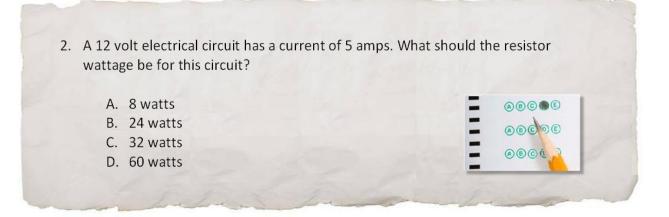






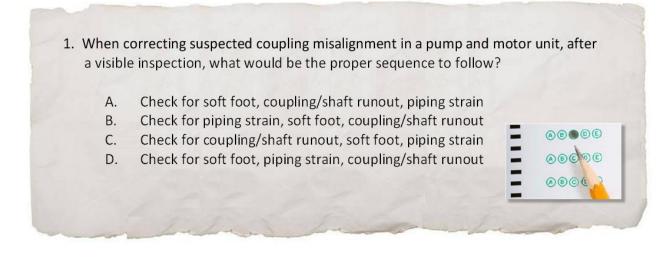
Level 2 Examples:



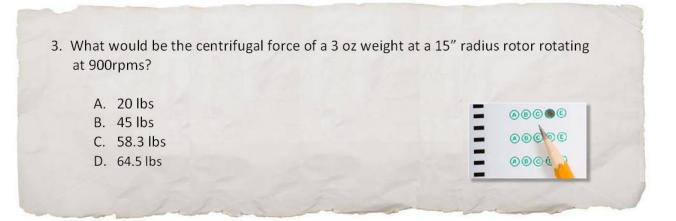


3. What is the tap drill size for a ³ / ₄ "- 10 UNC	tap?
A578"	
B650″	
C688"	
D750"	
	- @@@ @ }

Level 3 Examples:



- 2. A new motor was fitted to a centrifugal pump, aligned and put back into service. It was found then that there was no discharge pressure. What is the most likely problem?
 - A. The alignment was incorrect
 - B. The foot valve was not working
 - C. The motor was turning the wrong way
 - D. There was too much clearance on the impeller



Source of questions:

http://www.red-seal.ca/s.1mpl.2.2x.1mQ.5.2st.3.4ns-eng.html?tid=124#

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Exam Content

Understanding the Red Seal Occupational Standard (RSOS)

The Red Seal model has historically been based on the development of the National Occupational Analysis (NOA) which supports the development of multiple-choice format examinations.

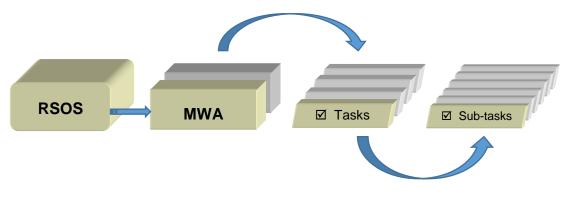
The RSOS was introduced in 2015 and is now taking the place of the NOA. Each RSOS or NOA sets the standard for a Red Seal trade. The Red Seal Inter-provincial Examination is based on the Red Seal Standard.

The new standards provide greater consistency in learning resources and allow for increased industry involvement in the development of these standards. This new model places increases emphasis on apprenticeship training and assessing skills with industry learning objectives, outcomes and performance criteria.

The RSOS for each trade describes the tasks and sub-tasks; skills and knowledge requirements; summary of essential skills; safety information; trends affecting the trade; technical terms; names of tools and equipment; acronyms; learning objectives and outcomes; industry expected performance and essential skills related to each sub-task.

The RSOS is an excellent tool to use as you study for the Red Seal exam. RSOSs can be found at http://www.red-seal.ca/resources/n.4.1-eng.html

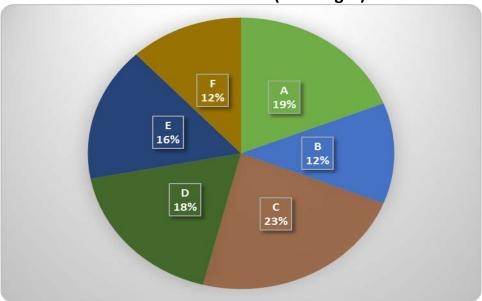
RSOS material is organized into the following categories: **MWA** (*Major Working Activity*). The MWAs are further broken down into **TASKS** (*describes activities within an MWA*) and **SUB-TASKS** (*describe activities within a task* – *This is what the exam is based on*).



The NOA will continue to be used as the occupational standard for trades that do not yet have an RSOS developed.

RSOS Pie Chart

The RSOS Pie Chart presents the MWA percentages in the form of a pie chart which tells you the approximate number of questions from each MWA. For example, 19% of the questions on the **Industrial Mechanic (Millwright)** Exam will be based on **MWA A**.



Industrial Mechanic (Millwright)

MWA Titles					
MWA A	Performs Common Occupational Skills	MWA D	Services Material Handling/Process Systems		
MWA B	Performs Rigging, Hoisting/Lifting and Moving	MWA E	Services Fluid Power Systems		
MWA C	Services Mechanical Power Transmission Components and Systems	MWA F	Performs Preventative and Predictive Maintenance, Commissioning and Decommissioning		

Exam Breakdown

The **Industrial Mechanic (Millwright)** IP Red Seal Exam currently has 135 questions. The following table shows a breakdown of the approximate number of questions that come from each RSOS MWA. It is important to note that the number of questions can change at any time. When you are ready to write your exam you may contact your regional office to verify the number of questions (*see Appendix A for phone numbers*).

		# of Questions
MWA A	Performs Common Occupational Skills	25
Task 1	Performs safety-related functions	
Task 2	Uses tools and equipment	
Task 3	Performs routine trade tasks	
Task 4	Uses communication and mentoring techniques	
Task 5	Performs measuring and layout	
Task 6	Performs cutting and welding operations	
MWA B	Performs Rigging, Hoisting/Lifting and Moving	17
Task 7	Plans rigging, hoisting/lifting and moving	
Task 8	Rigs, hoists/lifts and moves load	
MWA C	Services Mechanical Power Transmission Components and Systems	32
Task 9	Services prime movers	
Task 10	Services shafts, bearings and seals	
Task 11	Services couplings, clutches and brakes	
Task 12	Services chain and belt drive systems	
Task 13	Services gear systems	
Task 14	Performs shaft alignment procedures	
MWA D	Services Material Handling/Processing Systems	24
Task 15	Services robotics and automated equipment	
Task 16	Services fans and blowers	
Task 17	Services pumps	
Task 18	Services compressors	
Task 19	Services process piping, tanks and containers	
Task 20	Services conveying systems	
MWA E	Services Fluid Power Systems	21
Task 21	Services hydraulic systems	
Task 22	Services pneumatic and vacuum systems	
MWA F	Performs Preventative & Predictive Maintenance, Commissioning & Decommissioning	16
Task 23	Performs preventative and predictive maintenance	
Task 24	Commissions and decommissions equipment	
	Total	135

RSOS Sub-tasks

The following *RSOS Task Profile Checklist* outlines the MWAs, tasks and sub-tasks for your trade. The IP Red Seal exam is written to test your knowledge and abilities regarding the sub-tasks in the RSOS. This chart can be used to review your current knowledge. You can review by placing a checkmark (\checkmark) next to those you understand fully.

Place your focus on those you do not understand and study them until you are comfortable with the material. Think of possible questions in that particular content area.

The RSOS also contains a list of "supporting knowledge and abilities" for each sub-task. They are the skills and knowledge you must have to perform a sub-task. The supporting knowledge and abilities identified under each sub-task will be very helpful as you review. The list can be found in the RSOS, on the Red Seal website, for your trade.

Task Profile Checklist Based on 2017 RSOS

Industrial Mechanic (Millwright)

M	NA	A A:	Performs Common Occupational Skills
		Teel	1.4. Deufennes Cafete Deleted Excettere
		Tas	k 1: Performs Safety-Related Functions
		Sub-Tasks	 Uses personal protective equipment (PPE) and safety equipment Maintains safe work site Protects the environment Performs lock-out/tag-out and zero energy state procedures
		Tas	k 2: Uses Tools and Equipment
		sks	Uses hand and portable power tools
		Sub-Tasks	Uses shop machines
		Sut	Uses access equipment
		Tas	k 3: Performs Routine Trade Tasks
			Plans work
			Fabricates work piece
			Lubricates systems and components
		asks	Performs leveling of components and systems
		Sub-Tasks	Uses fastening and retaining devices
		SL	Performs material identification
			Performs heat treatment of metal
			Uses mechanical drawings and schematics

M\	NA	A A:	Per	forms Common Occupational Skills (Cont'd)
		Task	k 4: U	Ises Communication and Mentoring Techniques
		sks		Uses communication techniques
		Sub-Tasks		Uses mentoring techniques
		Tasł	k 5: P	erforms Measuring and Layout
				Prepares work area, tools and materials
		sks		Measure material and components
		Sub-Tasks		Lays out components
		Sub		Maintains precision measuring and layout tools
		Tasł	k 6: P	Performs Cutting and Welding Operations
				Cuts material with oxy-fuel and plasma arc equipment
				Joins material using oxy-fuel welding equipment
		S		Welds material using shielded metal arc welding (SMAW) equipment
		Task		Welds material with gas metal arc welding (GMAW) equipment
		Sub-Tasks		Welds material with gas tungsten arc welding (GTAW) equipment (NOT COMMON
		S		CORE)
				Maintains welding equipment

M\	NA	A B	: Per	forms Rigging, Hoisting/Lifting and Moving
		Та	isk 7: F	Plans Rigging, Hoisting/Lifting and Moving
		Sub-Tasks		Determines load Selects rigging equipment Selects hoisting/lifting and moving equipment
		Su		Secures area
		Та	isk 8: F	Rigs, Hoists/Lifts and Moves Load
		Sub-Tasks		Sets up rigging, hoisting/lifting and moving equipment Performs hoist/lift and move
		Sub-		Maintains rigging, hoisting/lifting and moving equipment

MW	Ά	C: 9	Serv	vices Mechanical Power Transmission Components and Systems
	ב	Task	9:	Services Prime Movers
		Sub-Tasks		Installs prime movers Diagnoses prime movers Maintains prime movers Repairs prime movers
1		Task	10:	Services Shafts, Bearings and Seals
		Sub-Tasks		Installs shafts, bearings and seals Diagnoses shafts, bearings and seals Maintains shafts, bearings and seals Repairs shafts, bearings and seals
[Task	11:	Services Couplings, Clutches and Brakes
		Sub-Tasks		Installs couplings, clutches and brakes Diagnoses couplings, clutches and brakes Maintains couplings, clutches and brakes Repairs couplings, clutches and brakes
0		Task	12:	Services Chain and Belt Drive Systems
		Sub-Tasks		Installs chain and belt drive systems Diagnoses chain and belt drive systems Maintains chain and belt drive systems Repairs chain and belt drive systems
	ב	Task	13:	Services Gear Systems
		Sub-Tasks		Installs gear systems Diagnoses gear systems Maintains gear systems Repairs gear systems
C	ב	Task	14:	Performs Shaft Alignment Procedures
		Sub-Tasks		Performs rough alignment Performs dial alignment Performs laser alignment

MV	MWA D: Services Material Handling/Process Systems				
	Task 15: Services Robotics and Automated Equipment				
		Sub-Tasks	Maintains robotics and automated equipment		
		Task 16:	Services Fans and Blowers		
		Sub-Tasks	Installs fans and blowers Diagnoses fans and blowers Maintains fans and blowers Repairs fans and blowers		
		Task 17:	Services Pumps		
		Sub-Tasks	Maintains pumps		
		Task 18:	Services Compressors		
		Sub-Tasks	Diagnoses compressors Maintains compressors		
		Task 19:	Services Process Piping, Tanks and Containers		
		Sub-Tasks	Installs process tanks and containers Installs process piping Diagnoses process tanks and containers Diagnoses process piping Maintains process tanks and containers Maintains process piping Repairs process tanks and containers Repairs process piping		
		Task 20:	Services Conveying Systems		
		Sub-Tasks	Installs conveying systems Diagnoses conveying systems Maintains conveying systems Repairs conveying systems		

MW	MWA E: Services Fluid Power Systems					
Task 21: Services Hydraulic Systems						
	S	Installs hydraulic systems				
	Tasł	Diagnoses hydraulic systems				
	Sub-Tasks	Maintains hydraulic systems				
	Š	Repairs hydraulic systems				
] Ta	ask 22: Services Pneumatic and Vacuum Systems				
	Ś	Installs pneumatic and vacuum systems				
	Sub-Tasks	Diagnoses pneumatic and vacuum systems				
	L- <i>q</i>	Maintains pneumatic and vacuum systems				
	Su	Repairs pneumatic and vacuum systems				

MW	A F		forms Preventative and Predictive Maintenance, Commissioning decommissioning
] Ta	ask 23:	Performs Preventative and Predictive Maintenance
	Sub-Tasks		Performs preventative maintenance activities Performs vibration analysis procedures Performs balancing procedures Performs non-destructive testing (NDT) procedures Performs fluid analysis procedures Performs predictive maintenance activities
] Ta	ask 24:	Commissions and Decommissions Equipment
	sks		Commissions systems and components
	Sub-Tasks		Decommissions systems and components

Create a Study Plan

As you prepare for your exam, it is important to plan a schedule. The following two tables will help you stay on track.

The first table is a **"Weekly Study Plan."** In this table list the areas you will focus your study for each day. You should include items you need to review as well as items you need to study. Remember, more time will be needed for study in areas you find difficult, whereas you may only require review in areas you are more familiar with. As you work through the RSOS subtask list you can start to fill in this table.

The second table is a **"Study Time Table."** It is important to create a study schedule where you determine the best days of the week and times of day for you to study.

Print several copies of these tables and fill out for each week of study. It is important to stick to your study schedule.

Weekly Study Plan for Week of: ______

	Area of Study 1	Area of Study 2	Area of Study 3	Area of Study 4	Area of Study 5	Area of Study 6
Mon.						
Tues.						
Mad.						
Wed.						
Thu.						
Fri.						
Sat.						
Sun.						

Study Time Table for Week of: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 AM - 9:00 AM							
9:00 AM - 10:00 AM							
10:00 AM - 11:00 AM							
11:00 AM - 12:00 Noon							
12:00 Noon 1:00 PM							
1:00 PM - 2:00 PM							
2:00 PM - 3:00 PM							
3:00 PM - 4:00 PM							
4:00 PM - 5:00 PM							
5:00 PM - 6:00 PM							
6:00 PM - 7:00 PM							
7:00 PM - 8:00 PM							

Resources - Websites

Study information can be drawn from a variety of sources. A sample list of study materials (websites and books) is provided below. These and other helpful resources may be found in a local college bookstore, on the internet, or at your place of employment. You may also be able to borrow them from an apprentice or journeyperson in your trade.

Study Strategies and Exam Preparation Guide

The Study Strategies & Exam Preparation Guide is meant to be used in conjunction with this study guide. It provides direction and information on such areas as study habits, test preparation and test taking techniques. Exam Preparation Guide: https://www.gov.nl.ca/atcd/apprentices-youth/self-study/study-guides/

Plan of Training (POT)

A *Provincial Plan of Training* details the full scope of learning for a particular occupation, including both technical training competencies and industry experiences necessary to write an IP Red Seal exam (and complete the requirements for Red Seal Certification), or to write a provincial examination. The Plan of Training is based on the NOA.

POT Website: https://www.gov.nl.ca/atcd/designated-trades/pots-aacs/

Red Seal Website

Red Seal is a program that sets common standards to evaluate the skills of tradespeople across Canada. It is a partnership between the Federal Government and the provinces/territories.

The Red Seal model has been based on the National Occupational Analyses (NOA) which supports the development of multiple-choice examinations. A new Red Seal Occupational Standard (RSOS) was introduced in 2015 and is taking the place of the NOA.

Red Seal Website: http://www.red-seal.ca/

Millwright PRACTICE Exam

This is **NOT** an IP exam. This is a practice exam provided by the Inter-provincial Standards Red Seal program. It was developed using similar question types to that of a Red Seal exam. The exam is intended to be used for self-assessment in preparation for writing an IP Exam.

Sample questions can be found at:

http://www.red-seal.ca/s.1mpl.2.2x.1mQ.5.2st.3.4ns-eng.html?tid=124

Red Seal Exam Self-Assessment Guide

Use this self-assessment tool to rate your own understanding and experience with the tasks of the trade that are on the Red Seal examination:

https://www.red-seal.ca/_conf/assets/custom/docms/indust-mech-mill/self-assessment.pdf

Glossary of Terms

The Red Seal website also lists a Glossary of Terms which will be helpful in preparing for your IP exam: http://www.red-seal.ca/trades/industrialmech/2017rs.4s_.1ppc_gl.4ss.1ry-eng.html

Acronyms

The Red Seal website also lists Acronyms which will be helpful in preparing for your IP exam: http://www.red-seal.ca/trades/industrialmech/2017rs.4s_.1pp.1_.1cr.4nym-eng.html

List of Tools and Equipment

The Red Seal website also shows a list of Tools and Equipment which will be helpful in preparing for your IP exam http://www.red-seal.ca/trades/industrialmech/2017rs.4s_.1ppb_t.4.4ls-eng.html The books listed below can help you obtain information on specific topics. It is not necessary to use these books specifically, as you may find others that will be equally beneficial.

If you wish to obtain any of the resources listed above, here is the reference information:

- Blueprint Reading Basics, Hammer, Warren, ISBN 978-0-8311-3125-8
- □ *IPT's Crane and Rigging Handbook*, 4th Edition, Garby, Roland G, ISBN 0920855016
- IPT's Rotating Equipment, Machinery Reliability and Conditioning Monitoring, Basaraba, Bruce, ISBN 0-920855-261
- IPT's Industrial Trades Handbook, Power Transmission Systems, Basaraba, Bruce ISBN 0-920855-040
- □ Metalwork Technology and Practice, 9th Edition, Tepp, Victor, ISBN 0-02-676486-9
- Metalwork Technology and Practice, Student Workbook, Tepp, Victor, ISBN 0-02-676486-5
- □ *Millwright Manual*, Province of BC Ministry of Labor, ISBN 0-7718-9473-2

Disclaimer

Various external resources (websites, textbooks) have been listed in this study guide to assist an individual in preparing to write an IP Red Seal Exam. This does not mean the Department of Immigration, Population Growth and Skills, Newfoundland and Labrador endorses the material or that these are recommended as the best resources. There may be other resources of equal or greater value to an individual preparing for an IP Red Seal exam. The Department of Immigration, Population Growth and Skills has no control over the content of external textbooks and websites listed, and no responsibility is assumed for the accuracy of the material.

Conclusion

We hope this guide has provided you with some useful tools as you prepare for your IP Red Seal exam. If you have any questions regarding your IP Red Seal exam please contact your regional office (*see Appendix A for a list of regional offices*).

We appreciate your comments and feedback regarding the usefulness of this study guide. If you have any comments or suggestions, we welcome your feedback. The feedback form at the end of this guide can be used for this purpose.

Appendix A: Regional Offices

If you have any questions regarding your IP Red Seal exam, please contact one of the following regional offices:

Department of Immigration, Population Growth and Skills Apprenticeship and Trades Certification Division Toll Free: 1-877-771-3737 https://www.gov.nl.ca/atcd/contact-us/staff-listing-and-office-locations/

Corner Brook

1-3 Union Street Aylward Building, 2nd Floor Corner Brook, NL A2H 5M7

Telephone:(709) 637-2366Facsimile:(709) 637-2519

Grand Falls-Windsor

42 Hardy Avenue Grand Falls-Windsor, NL A2A 2J9

Telephone:(709) 292-4215Facsimile:(709) 292-4502

Clarenville

45 Tilley's Road Clarenville, NL A5A 1Z4

Telephone:(709) 466-3982Facsimile:(709) 466-3987

St. John's

P.O. Box 8700 1170 Topsail Road Mount Pearl, NL A1B 4J6

Telephone:(709) 729-2729Facsimile:(709) 729-5878

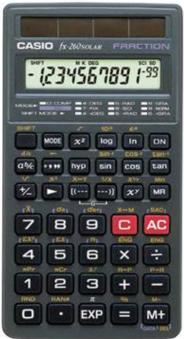
Happy Valley – Goose Bay

163 Hamilton River Road Bursey Building Happy Valley – Goose Bay, NL AOP 1EO

Telephone:(709) 896-6348Facsimile:(709) 896-3733

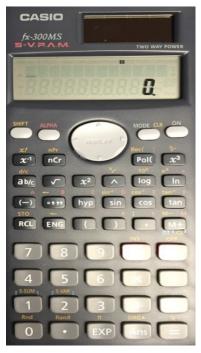
Appendix B: Calculator Use

The picture below shows a calculator with the same functions as the one you will be provided with during your exam. It is advisable to borrow or purchase one with similar functions so that you can familiarize yourself with it before you write your exam.

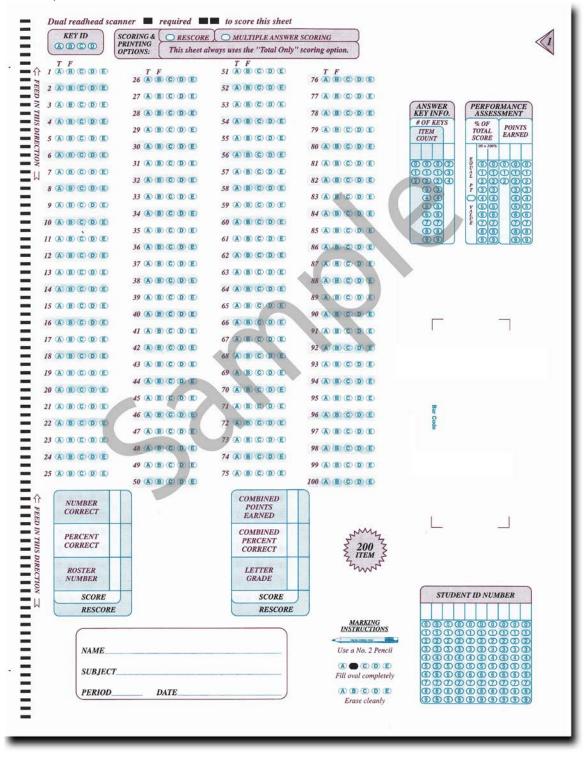


Casio FX-260

Casio FX-300 MS



With your exam you will be given an answer sheet like the one below. When answering multiple choice questions be sure to fill the circle completely and fill the circle that corresponds to the question on the exam.



Feedback Form Study Guide - Industrial Mechanic (Millwright)

Please answer the following:

(1)	This Study Guide is a useful tool for exam preparation.							
	□ strongly agree	□ agree	□ disagree	□ strongly disagree				
(2)	The topics contained in the guide are arranged in a logical order.							
	□ strongly agree	□ agree	□ disagree	□ strongly disagree				
(3)	The design and format of the guide caught my attention.							
	□ strongly agree	□agree	□ disagree	□ strongly disagree				
(4)	The instructions throughout the guide are clear and to the point.							
	□ strongly agree	□ agree	□ disagree	□ strongly disagree				
(5)	The resources listed in this guide are suitable and valuable.							
	□ strongly agree	□ agree	□ disagree	□ strongly disagree				
(6)	The guide should contain more information.							
	□ strongly agree	□ agree	□ disagree	□ strongly disagree				
Suggested information/resources to include:								

Additional Comments:

Please complete this form and return via fax or mail to the following:

Department of Immigration, Population Growth and Skills Apprenticeship and Trades Certification Division Standards and Curriculum Unit 45 Tilley's Road, Clarenville, NL A5A 1Z4 Fax: (709) 466-3987

