

**Personal Information** (please print)

Legal First Name	Middle Initial	Legal Last Name	Birth Date (yy/mm/dd)
Address		City/Town	Postal Code
Home or Cell Phone	Business Phone	E-mail address	Fax #

**Eligibility Requirements**

In order for Trades Qualifiers (TQ) to be approved to challenge the certification exam or for Designated Trainers (DT) to be approved to register apprentices, you must have worked both a minimum of 4.5 years within the last 10 and accumulated 8,100 hours, as well as acquired at least 70% scope of the trade.

**Check the box you are applying for**

- Trades Qualifier (Experienced tradesperson being assessed to challenge the certification exam)  
 Designated Trainer (Experienced tradesperson being assessed to register apprentices)

\* We encourage all Designated Trainers interested in receiving a Certificate of Qualification (trade ticket) to apply to challenge the exam through the Trades Qualification process. The application can be found at:

<http://www.gov.mb.ca/wdis/apprenticeship/generalinfo/forms.html>.

**Instructions**

You are about to complete the Work Experience Form (WEF) which is based on the sub-tasks outlined in the Provincial Occupational Analysis (POA). The POA provides detailed information that will assist you when completing the WEF and is your best source for identifying any training gaps. To access the POA, go to the Trade Profile page at <http://www.gov.mb.ca/wdis/apprenticeship/discover/mbrtrades/index.html>. Follow the link to your trade, and click on the Provincial Occupational Analysis (POA).

Rate your experience for each sub-task based on the scale below. The number of questions in each section of the certification exam is identified next to each Block title. How you assess yourself is an important step to prepare for the certification exam.

- Circle #0 if I have no experience doing this.  
Circle #1 if I have a little experience doing this.  
Circle #2 if I have some experience doing this with help.  
Circle #3 if I have some experience doing this alone and unaided.  
Circle #4 if I have frequently done this.  
Circle #5 if I have extensive experience doing this.

Sign and date the completed Work Experience Form and return it to Apprenticeship Manitoba with either the Trades Qualification or Designated Trainer application form and related documents. Keep one copy of the Work Experience Form for your records.

**Block A Occupational Skills (21 Questions)**

Task	Sub-Tasks	Rating
1. Uses, selects, and maintains tools and equipment.	1.01 Maintains safe work-environment.	0 1 2 3 4 5
	1.02 Uses Personal Protective Equipment (PPE).	0 1 2 3 4 5
	1.03 Uses, selects, and maintains hand tools.	0 1 2 3 4 5
	1.04 Uses, selects, and maintains power tools.	0 1 2 3 4 5
	1.05 Uses rigging, lifting, and conveyancing equipment.	0 1 2 3 4 5
	1.06 Bends/fits air-, water-, and pneumatic pipes, including thread-cutting.	0 1 2 3 4 5
	1.07 Uses welding and cutting equipment per applicable regulations.	0 1 2 3 4 5
	1.08 Paints rail-equipment and components.	0 1 2 3 4 5
	1.09 Uses fasteners, adhesives, sealants, lubricants, gaskets, etc.	0 1 2 3 4 5
	1.10 Uses computers.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Organizes work.	2.01 Communicates with others.	0 1 2 3 4 5
	2.02 Coaches and mentors apprentices.	0 1 2 3 4 5
	2.03 Uses technical documents.	0 1 2 3 4 5
	2.04 Interprets and complies with standards and regulatory documents.	0 1 2 3 4 5
	2.05 Plans daily/long-term tasks per work-assignment or project.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Operates cranes and boom-trucks per applicable regulations.	3.01 Transports and sets up cranes and hoisting equipment.	0 1 2 3 4 5

	3.02 Uses load charts and engineered lift-plans to organize lift and advise crew.	0 1 2 3 4 5
	3.03 Executes lift.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Fabricates railcar components from metal and wood materials.	4.01 Designs/lays out parts and components for fabrication.	0 1 2 3 4 5
	4.02 Executes fabrication-plan per relevant specifications	0 1 2 3 4 5
	4.03 Verifies fit and finish of fabricated part/component.	0 1 2 3 4 5

**Block B Underframe Systems (24 Questions)**

Task	Sub-Tasks	Rating
5. Diagnoses and services wheel/axle assemblies.	5.01 Diagnoses and services freight-car wheel/axle assemblies.	0 1 2 3 4 5
	5.02 Diagnoses and services passenger-car wheel/axle assemblies.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Diagnoses and services coupling units.	6.01 Inspects couplers, knuckles, yokes, draft-gears. and associated components.	0 1 2 3 4 5
	6.02 Selects/ interprets Procedural Sheets per job requirements.	0 1 2 3 4 5
	6.03 Assembles/disassembles, knuckles, yokes, draft-gears and associated components.	0 1 2 3 4 5
	6.04 Reconditions couplers knuckles, yokes, and other equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Diagnoses/services cushion units.	7.01 Diagnoses/services centre-of-car cushion units.	0 1 2 3 4 5
	7.02 Diagnoses/services end-of-car cushion units.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Diagnoses/services structural underframe units.	8.01 Diagnoses/services chassis and chassis components.	0 1 2 3 4 5
	8.02 Diagnoses/services centre-sill.	0 1 2 3 4 5
	8.03 Diagnoses/services underframe trucks.	0 1 2 3 4 5

**Block C Brake Systems (15 Questions)**

Task	Sub-Tasks	Rating
9. Diagnoses/services air-brakes.	9.01 Diagnoses air-brake system and components.	0 1 2 3 4 5
	9.02 Services air-brake system and components.	0 1 2 3 4 5
	9.03 Services air-brake system consumables.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Diagnoses/services hand-brakes.	10.01 Diagnoses hand-brake system and components.	0 1 2 3 4 5
	10.02 Services hand-brake system and components.	0 1 2 3 4 5
	10.03 Services hand-brake system consumables.	0 1 2 3 4 5

**Block D Railcare Bodies and Units (19 Questions)**

Task	Sub-Tasks	Rating
11. Diagnoses/services open-top freight-car bodies.	11.01 Diagnoses/services gondola-car components.	0 1 2 3 4 5

	11.02 Diagnoses/services bulkhead/flat-car components.	0 1 2 3 4 5
	11.03 Diagnoses/services intermodal/other freight-car components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Diagnoses/services enclosed freight-car bodies.	12.01 Diagnoses/services hopper-car components.	0 1 2 3 4 5
	12.02 Diagnoses/services boxcar components.	0 1 2 3 4 5
	12.03 Diagnoses/services autorack-car components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Diagnoses/services miscellaneous freight-car bodies.	13.01 Diagnoses/services tanker-car components.	0 1 2 3 4 5
	13.02 Diagnoses/services caboose components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
14. Diagnoses/services passenger-car bodies.	14.01 Diagnoses/services baggage-car bodies.	0 1 2 3 4 5
	14.02 Diagnoses/services domed (park/skyline)-car bodies.	0 1 2 3 4 5
	14.03 Diagnoses/services coach-car components.	0 1 2 3 4 5
	14.04 Diagnoses/services diner-car components.	0 1 2 3 4 5
	14.05 Diagnoses/services sleeper-car components.	0 1 2 3 4 5

**Block E Climate-control and Plumbing Systems (5 Questions)**

Task	Sub-Tasks	Rating
15. Diagnoses/ services climate-control system and components.	15.01 Assists in removal, reinstallation, and replacement of air-conditioning components.	0 1 2 3 4 5
	15.02 Assists in removal, reinstallation, and replacement of heating-system components.	0 1 2 3 4 5
	15.03 Diagnoses/services caboose-heater.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16. Diagnoses/services plumbing system and components.	16.01 Diagnoses/services pumps, hoses, and related components.	0 1 2 3 4 5
	16.02 Diagnoses/services tanks and related components.	0 1 2 3 4 5

**Block F Yard Systems (16 Questions)**

Task	Sub-Tasks	Rating
17. Operates rerailment equipment.	17.01 Sets up and uses rerailers (replacers).	0 1 2 3 4 5
	17.02 Operates jacks to rerail cars.	0 1 2 3 4 5
	17.03 Operates crane to rerail cars.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
18. Performs switching.	18.01 Operates railcar-mover per switching assignment and Yard Operating rules.	0 1 2 3 4 5
	18.02 Operates switches and derails.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
19. Performs Certified Car Inspector (CCI) duties.	19.01 Applies Transport Canada specifications re: CCI responsibilities.	0 1 2 3 4 5
	19.02 Monitors/reports violations per regulatory requirements.	0 1 2 3 4 5
	19.03 Participates in joint inspection procedures to identify defects and remedies.	0 1 2 3 4 5

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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