



BOILERMAKERS

**NATIONAL
APPRENTICESHIP
PROGRAM**

ON-THE-JOB TRAINING MODULES

SIGN OFF BOOK

DIRECTIONS TO THE APPRENTICE:

- Complete the performance tasks listed on each card under the supervision of a Foreman or Training Instructor.
- Have your Foreman or Training Instructor sign by the task you successfully completed under their supervision.
- When you have completed an entire OJT, return the form to your Regional Apprenticeship Office.
- Do not send incomplete cards.
- If you lose a card, you can download this book on the “Resources” page of the LMS.

DIRECTIONS TO SUPERVISOR:

- Evaluate the apprentice's performance on the task listed.
- If you are satisfied that the apprentice has successfully completed the task:
 - Sign and date next to the task that was successfully completed
 - Provide your email or contact number
 - Include the jobsite or training center where the task was performed
- **DO NOT SIGN OFF ON A TASK IF YOU ARE NOT CONFIDENT THAT THE APPRENTICE CAN PERFORM THIS SKILL ON THE JOB WITHOUT DIRECT SUPERVISION.**
- Comments may be written on the back of the card.
- If you have any questions or concerns, contact the Regional Apprenticeship Office.

OJT #01

SET UP AND OPERATE AN AIR TUGGER

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1. Mount tugger			
2. Unwind wire rope from spool			
3. Anchor wire rope onto drum			
4. Determine fleet angle			
5. Rig fair lead block			
6. Operate tugger			

OJT #02

UTILIZE COME-A- LONGS AND CHAIN HOISTS

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1.Come-a-long			
2.Chain hoist			

OJT #03

UTILIZE PNEUMATIC AND ELECTRIC HOISTS

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1. Pneumatic hoist a. Safety checks b. Set up c. Operate			
2. Electric hoist a. Safety checks b. Set up c. Operate			

OJT #04

SET UP AND OPERATE CABLE CLIMBERS

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1.Set up overhead rigging			
2.Assemble the scaffold platform			
3.Connect the cable climbers			
4.Reeve the cable climbers			
5.Operate the cable climbers in a scaffold installation			
6.Operate the cable climbers with a work basket or bosun's chair			

OJT #05

SET UP SCAFFOLDS

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1. Tubular scaffolding			
2. Bracket scaffolding			
3. Needle beam scaffolding			

OJT #06

INSPECTION AND CARE FOR RIGGING ACCESSORIES

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1. Blocks			
2. Sheaves			
3. Cable clips			
4. Chains			
5. Chain falls			
6. Come-a-longs			
7. Tirfor jacks			
8. Drums			
9. Fiber rope			
10. Wire rope			
11. Hooks			
12. Jacks			
13. Ladders			
14. Rigging/safety belts			
15. Shackles			
16. Slings			
17. Spreader bars/beams			
18. Tuggers			
19. Turnbuckles			

OJT #07

TIE KNOTS

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1. Square knot			
2. Bowline			
3. Triple bowline			
4. Bowline on the bight			
5. Triple sliding hitch			
6. Barrel hitch			
7. Timber hitch			
8. Clove hitch			
9. Short splice			
10. Long splice			
11. Eye or side splice			
12. Crown or back splice			

OJT #08REEVE
BLOCKS

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1. Two-part line			
2. Three-part line			
3. Four-part line			
4. Five-part line			
5. Six-part line			
6. Seven-part line			
7. Eight-part line			

OJT #09

CHANGE
CRANE BOOMS

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1.Add boom sections			
2.Remove boom sections			
3.Add jib			

OJT #10

USE HAND SIGNALS TO CONTROL CRANE AND HOIST OPERATIONS

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1. Hoist			
2. Lower			
3. Use main hoist			
4. Use whipline			
5. Raise boom			
6. Lower boom			
7. Move slowly			
8. Trolley travel (for overhead cranes)			
9. Swing			
10. Stop			
11. Travel			
12. Dog everything			
13. Travel (both tracks)			
14. Travel (one track)			
15. Extend telescoping boom			
16. Retract telescoping boom			
17. Stop (one hand)			
18. Boom up and lower load (one hand)			
19. Boom down and raise load (one hand)			

OJT #11

SHIELDED METAL ARC WELDING (SMAW)

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1. Weld a double-v butt joint a. Flat b. Horizontal c. Vertical d. Overhead			
2. Weld a single-v butt joint with backing a. Flat b. Horizontal c. Vertical d. Overhead			
3. Weld a single-v butt joint without backing a. Flat b. Horizontal c. Vertical d. Overhead			
4. Weld a double fillet lap joint a. Flat b. Horizontal c. Vertical d. Overhead			
5. Fillet weld tube to plate (4F)			
6. Butt weld tube at 45 degree angle (6G)			
7. Butt weld tube in 6G position using a chill ring			

OJT #12

WELD USING GAS TUNGSTEN ARC (GTAW)

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1. Weld a groove joint in tube			
2. Weld a fillet joint in tube and plate			

OJT #13

WELD USING
GAS METAL ARC
(GMAW)

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1. Weld double-V butt joint a. Flat b. Horizontal c. Vertical d. Overhead			
2. Weld a single-V butt joint with backing a. Flat b. Horizontal c. Vertical d. Overhead			
3. Weld using a single-V butt joint without backing a. Flat b. Horizontal c. Vertical d. Overhead			

OJT #14

CUT AND GOUGE

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1. Set up PAC equipment			
2. Cut straight line a. Oxyacetylene b. Air carbon arc c. Plasma arc			
3. Cut circle a. Oxyacetylene b. Air carbon arc c. Plasma arc			
4. Cut square a. Oxyacetylene b. Air carbon arc c. Plasma arc			
5. Cut channel a. Oxyacetylene b. Air carbon arc c. Plasma arc			
6. Cut bevel a. Oxyacetylene b. Air carbon arc c. Plasma arc			
7. Make gouge a. Oxyacetylene b. Air carbon arc			

OJT #15
WELD USING
FLUX CORE ARC

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1. Double-V butt joint a. Flat b. Horizontal c. Vertical d. Overhead			
2. Single-V butt joint with backing a. Flat b. Horizontal c. Vertical d. Overhead			
3. Single-V butt joint without backing a. Flat b. Horizontal c. Vertical d. Overhead			

OJT #16**STUD ARC
WELDING**

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1. Set up stud welding equipment			
2. Weld a small stud 1/8" - 1/4" diameter using a capacitor discharge			
3. Weld a large stud 1/4" - 3/4" diameter using drawn arc (conventional)			

ALIGN AND FIT COMPONENTS

Local Lodge:

Last 4 SSN:

[illegible]

SPECIFY OTHERS:

OJT #18

REMOVE TUBES

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1.Remove sections of tube			
2.Remove section of a single tube (Dutchman)			
3.Remove small tubes from sheets			
4.Remove large tubes from sheets			
5.Remove tube sheet			

OJT #19

BEVEL
TUBES

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1. Machine beveling			
2. Hand beveling			

OJT #20

REPLACE TUBES

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1. Replace sections of tubes			
2. Replace section of a single tube			
3. Replace small tubes in sheet			
4. Replace large tubes in sheets			
5. Observe and/or participate in testing			

OJT #21

ROLL TUBES

Apprentice Name: _____

Local Lodge: _____

Last 4 SSN: _____

This apprentice has demonstrated satisfactory skill in performing the following tasks:

Task	Date	Supervisor Signature & phone or email	Company or Jobsite
1.Repair tube holes			
2.Roll tubes			
• Small tubes (less than 1-1/2" diameter)			
• Large tubes (1-1/2" diameter and above)			
• In confined areas			
3.Bell, bead, or weld tube ends			
4.Observe and/or participate in testing			