

Please print clearly and return to the address noted above

Application Package Instructions**TRADE: HEAVY EQUIPMENT OPERATOR CIVIL STREAM (0292)****APPLICATION PACKAGE INFORMATION:**

Please review the contents of this package prior to completing.

This package contains all of the information and forms you need to apply to challenge the Certificate of Qualification (C of Q) for the trade of Heavy Equipment Operator. The purpose of this package is to assist you in collecting the information necessary for us to complete the assessment of your application. The ITA will assess your work experience and determine whether you qualify to challenge the examination based on the information you supply.

The ITA will process your assessment within *10 days of receipt of your complete information* and will notify you in writing the results of your assessment. Applications will be returned if information is missing. We can not process incomplete applications.

Forms:

1. **Application to Challenge Examination** (page 2 of this package). To be completed by applicant.
2. **Applicant Work Experience Information** (page 3 of this package). To be completed and signed by applicant.
3. **Employer Declaration** (pages 4 & 5 of this package). *Note:* An Employer Declaration form must be completed and signed by any current or previous employers where you have acquired work experience you want assessed as part of your application (see page 3 section B).
4. **Document Checklist** (page 6 of this package) to be completed by applicant.
5. **Statutory Declaration** (pages 8 and 9 of this package) to be completed by applicant *if required*. See page 7 for additional information on Statutory Declarations.

All Documents must be submitted in English. Translations of documents in languages other than English must be done by a Certified Translator

You are responsible for the cost of translation services.

If any of your documentation is in the French language, ITA Customer Service may be able to arrange no-cost translation services on your behalf through the BC Francophone Affairs Program. (Availability of this free service should be verified by contacting ITA Customer Service prior to submitting your French language documents.)

For a list of certified translators, contact the Society of Translators and Interpreters of British Columbia, or visit their web site at <http://www.stibc.org/directory.php>.

If you have any questions regarding the completion of this Challenge Assessment application, contact **ITA Customer Service** (see above for contact information) or send an email to:
customerservice@itabc.ca

APPLICATION TO CHALLENGE CERTIFICATE OF QUALIFICATION HEAVY EQUIPMENT OPERATOR (0292)

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A. Applicant's Information

Registration Number (TWID):			
Legal Last Name:	Legal First Name:	Legal Middle Name (s):	
Date of Birth (YYYY/MM/DD):	Gender:		
	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Suite Number:	Mailing Address:		
City:	Province: B.C.	Postal Code:	Email:
Daytime Telephone Number: ()	Home Telephone Number: ()	Fax Number: ()	

B. Examination Details

Is this examination a re-write? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide date of last exam: _____	Please indicate the earliest date you are available to write this examination (YYYY/MM/DD): _____
Please indicate your preferred location for examination: <input type="checkbox"/> ITA Customer Service <input type="checkbox"/> Vernon <input type="checkbox"/> Victoria <input type="checkbox"/> Maple Ridge <input type="checkbox"/> Chilliwack <input type="checkbox"/> Prince George <input type="checkbox"/> Other (please indicate) _____	

C. Fees

If you are applying to write a Certificate of Qualification or IP examination on a challenge basis, there is a fee of \$120.00 for assessing documentation of required work experience (time in the trade). There is no fee for a first Certificate of Qualification or IP exam attempt and first re-write. There is a \$100.00 fee for all subsequent re-writes.

Note: *There may be requirements for upgrading prior to re-writes. Contact ITA Customer Service if you have questions regarding re-write eligibility. If approval is granted, examination must be written within 12 months from date of approval. Approval will expire after 12 months, at that time re-submission of application form and fee will apply.*

D. Payment Options

CHEQUE OR MONEY ORDER made payable to: Industry Training Authority. If you are submitting your application to a government agent office elsewhere in BC, please make your cheques payable to The Minister of Finance and Corporate Relations. CASH and DEBIT CARD accepted only at Customer Service counter; **please do not send cash in the mail.**

Credit Card: VISA MasterCard American Express

Card holder name: _____ Card number: _____

Security Number (last three digits on back of card) ___ Expiry date: ___/___/___

Card Holder Signature: _____

For Office Use Only

Date Screened: Application Status <input type="checkbox"/> Application Complete – Assigned to Assessor <input type="checkbox"/> Application Incomplete – Returned to Applicant	Missing Information	Results Hours: Required: 150% Machine endorsement time plus all competencies Reported: Scope: Required: 4 out of 4 tasks & of the 100% skills (p.5) Reported
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APPLICATION TO CHALLENGE CERTIFICATE OF QUALIFICATION HEAVY EQUIPMENT OPERATOR (0292)

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Applicant Work Experience Information

TRADE: HEAVY EQUIPMENT OPERATOR (0292)

A: Applicant Information

Legal Last Name:	Legal First Name:	Legal Middle Name(s):
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To qualify to challenge C of Q examination as an Heavy Equipment Operator, you must provide proof of 150% Machine endorsement time plus all competencies listed in this package.

Endorsements:

Backhoe	300 Hours
Dozer	300 Hours
Excavator	600 Hours
Loader	450 Hours
Articulated Haul / Rock Truck	300 Hours
Grader	900 Hours

B: Employment Summary Information

Name of Organization/Employer(s) *	Dates of Employment	Total # of Hours of Experience
	From: To: (YYYY/MM/DD)	
	From: To: (YYYY/MM/DD)	
	From: To: (YYYY/MM/DD)	
	From: To: (YYYY/MM/DD)	

***Note:** An *Employer Declaration* form (pages 4 and 5) must be completed by each of the Employers listed above. See *Employer Declaration* "Instructions to Employers" for additional information.

Certification and authorization for collection, use, and disclosure of personal information inside or outside Canada:

I certify that the information I (as apprentice, sponsor, or employer) have provided is accurate. In accordance with the *Freedom of Information and Protection of Privacy Act*, I authorize the Industry Training Authority to use and disclose the personal information I have provided on this form, as well as any further information necessary, for the purpose of administering the apprenticeship training program, including the application process, program delivery, evaluation, and certification. I authorize the Industry Training Authority to disclose my personal information for the above purposes to other agencies and ministries of the provincial and federal governments, and to apprenticeship officials in other jurisdictions, my present and future sponsors, educational institutions, private trainers, and agencies, whether located inside or outside Canada. I also authorize the Industry Training Authority to make the status of my certification and apprenticeship publicly available. (NOTE: If you have any question about your personal information, contact a Client Service Representative at Industry Training Authority Customer Service at 1.866.660.6011.)

Applicant Signature:	Date: (YYYY/MM/DD)
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APPLICATION TO CHALLENGE CERTIFICATE OF QUALIFICATION HEAVY EQUIPMENT OPERATOR (0292)

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Employer Declaration – Part 1

Each Employer listed on your Applicant Work Experience Information form (page 3) must complete an Employer Declaration Form. Please make additional copies as required.

A. Applicant's Name

Legal Last Name:	Legal First Name:	Legal Middle Name (s):

B. Employer Information

Name of Organization/Employer/Business:		Contact Name:	Contacts Position / Title:
Suite Number:	Street Number and Name		
City:	Province:	Postal Code::	
Telephone Number: ()	Fax Number: ()	E-Mail Address:	

C. Employment Information

Dates of Employment (YYYY/MM/DD)	Total Number of Hours of Experience Operating Equipment
From: _____ To: _____	

Please confirm that during the dates of employment listed above, the applicant was employed to operate one or more pieces of heavy equipment listed below.

Yes No

If yes please tick the appropriate box

- Backhoe Loader Dozer Excavator
 Heavy Articulate Rock Truck Grader

Instructions to Employers:

The Employer Declaration is comprised of Part 1 and Part 2 and Part 2 A-F. The information that you provide will be used to assess and to validate the applicant's work experience in the trade of Heavy Equipment Operator. All competencies must be achieved for applicants to meet the challenge criteria. Assessment applications will be returned if information is missing. We cannot process incomplete applications.

APPLICATION TO CHALLENGE CERTIFICATE OF QUALIFICATION HEAVY EQUIPMENT OPERATOR (0292)

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Employer Declaration – Part 2 Endorsements

HEAVY EQUIPMENT OPERATOR GENERAL SKILLS	Employer's Response
By checking "yes" or "no", indicate in the "Employer's Response" column whether the applicant performed the following tasks during the period of employment with your organization. <i>Cross out any tasks that were not performed.</i>	Required 4 out of 4
WORKSITE HEALTH AND SAFETY PRACTICES 1. Ability to describe factors affecting health and safety in the workplace 2. Ability to describe main categories of hazards 3. Interpret and apply Occupational Health and Safety Regulations 4. Use Personal Protective Equipment 5. Communicate using audible and visual signals and radio protocol 6. Describes and uses safe rigging practices	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
ESSENTIAL HEAVY EQUIPMENT KNOWLEDGE 1. Understanding of the types of heavy equipment and their respective capabilities, advantages and limitations 2. Knowledge and understanding of heavy equipment mechanical systems	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
JOB CONTROL AND ENGINEERING BASICS 1. Can use simple grade checking instruments and techniques 2. Use job control and layout (grade stakes) 3. Describe soils and common aggregate 4. Describe bulking and settlement of materials and compaction practices. 5. Interpret drawings and plans	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
ENVIRONMENTAL AWARENESS, PROTECTION, AND ENHANCEMENT 1. Describe common environmental issues pertaining to heavy construction / excavating 2. Knowledge of spill control techniques 3. Knowledge of job site techniques to control sediment, and minimize environmental damage	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Certification:

I certify that the information I (as employer) 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's Name:

Employer Signature:

Date: (YYYY/MM/DD)

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Employer Declaration – Part 2A

ARTICULATED HAUL TRUCK OPERATOR SKILLS	Employer's Response
<p>By checking "yes" or "no", indicate in the "Employer's Response" column whether the applicant performed the following tasks during the period of employment with your organization. <i>Cross out any tasks that were not performed.</i></p>	<p>Required 6 out of 6</p>
<p>CHALLENGE TIME REQUIRED</p> <p>1. The hours needed to successfully challenge for a certificate of qualification / endorsement for the Articulated Haul Truck is 300 hours: The applicant has at least 300 hours seat time operating an Articulated Haul Truck with your company.</p> <p style="margin-left: 20px;">If not, how many operating hours does the applicant have with your company.</p>	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>WORK SAFELY</p> <p>compliance with all regulatory requirements and established safe practices – some key examples include:</p> <ul style="list-style-type: none"> – PPE – 3 point contact – lockouts – safe parking <p>skills in the identification of key hazards and use of strategies to work safely – examples:</p> <ul style="list-style-type: none"> – stability of soils, edges, excavations (if any) – stability of machine – awareness of position, clearance, safe movement, other machinery/vehicles/workers 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>START-UP AND SHUT DOWN EQUIPMENT</p> <p>1. Comprehensive pre operational checks including at a minimum:</p> <ul style="list-style-type: none"> – General walk around – All fluid levels – Visual check for loose hardware, cracks, damaged components, leaks, tires – Proper operation of all systems: hoist and other operator controls, monitoring, lighting, lockouts, brakes and other safety devices/equipment – Refer to checklists to confirm thoroughness <p>2. Start up procedures:</p> <ul style="list-style-type: none"> – confirm monitoring system operation – warm up engine, then hydraulics and drive system <p>3. Shutdown procedures:</p> <ul style="list-style-type: none"> – Position that's safe, level, accessible – Cool down – Basic visual inspection – Maintenance as required (see below) – Secured 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>MAINTAIN AND MONITOR EQUIPMENT</p> <p>1. Maintenance procedures</p> <ul style="list-style-type: none"> – greasing – tire pressure – air: pre cleaner, dust unloading valve, re & re filter – fuel: tank sump, water separator, re & re filter, bleed air – top up all fluids – batteries: corrosion, fluid <p>2. Monitoring</p> <ul style="list-style-type: none"> – 'noticing' gauges, monitoring systems – 'noticing' leaks, unusual noises and vibrations, loose hardware, cracks – responding appropriately: report, continue to monitor, or immediate shutdown 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>

APPLICATION TO CHALLENGE CERTIFICATE OF QUALIFICATION HEAVY EQUIPMENT OPERATOR (0292)

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<p>APPLY OPERATING FUNDAMENTALS</p> <ol style="list-style-type: none"> 1. Proficient control of drive system, appropriate gear and speed, smooth changes of direction and gear 2. No tire spinning 3. Match gear selection to grade 4. Appropriate speed for grade, 'roughness', safe control 5. Appropriate positioning for loading / unloading 6. Proficient steering, turning around, awareness of clearance 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>PERFORM JOB SPECIFIC TASKS – HAUL AND DUMP MATERIALS</p> <ol style="list-style-type: none"> 1. Communication (hand and audible signals) and co-ordination with other operators and jobsite personnel 2. Using appropriate traffic patterns, pullouts, turn around areas 3. Appropriate positioning for loading / unloading 4. Ability to space, spread, or pile loads tight without spotter 5. Proficient control for safe and efficient hauling (see fundamentals above) 6. Adequate productivity (time) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>

Certification:

I certify that the information I (as employer) 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's Name:

Employer Signature:

Date: (YYYY/MM/DD)

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Employer Declaration – Part 2B

LOADER OPERATOR SKILLS	Employer's Response
<p>By checking "yes" or "no", indicate in the "Employer's Response" column whether the applicant performed the following tasks during the period of employment with your organization. Cross out any tasks that were not performed.</p>	<p>Required 6 out of 6</p>
<p>CHALLENGE TIME REQUIRED</p> <p>1. The hours needed to successfully challenge for a certificate of qualification / endorsement for the Loader is 450 hours: The applicant has at least 450 hours seat time operating a Loader with your company.</p> <p style="margin-left: 20px;">If not, how many operating hours does the applicant have with your company.</p>	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>WORK SAFELY</p> <p>1. Compliance with all regulatory requirements and established safe practices – some key examples include:</p> <ul style="list-style-type: none"> – PPE – 3 point contact – lowering implements whenever work pauses – lockouts – safe parking <p>2. Skills in the identification of key hazards and use of strategies to work safely – examples:</p> <ul style="list-style-type: none"> – stability of soils, edges, excavations (if any) – stability of machine – awareness of position, clearance, safe movement, other machinery/vehicles/workers 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>START-UP AND SHUT DOWN EQUIPMENT</p> <p>1. Comprehensive pre operational checks including at a minimum:</p> <ul style="list-style-type: none"> – General walk around – All fluid levels – Visual check for loose hardware, cracks, damaged components, leaks, tires – Proper operation of all systems: operator controls, monitoring, lighting, lockouts, brakes and other safety devices/equipment – Refer to checklists to confirm thoroughness <p>2. Start up procedures:</p> <ul style="list-style-type: none"> – confirm monitoring system operation – warm up engine, then hydraulics and drive system <p>3. Shutdown procedures:</p> <ul style="list-style-type: none"> – Position that's safe, level, accessible – Bucket lowered, locked out – Cool down – Basic visual inspection – Maintenance as required (see next page) – Secured 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>MAINTAIN AND MONITOR EQUIPMENT</p> <p>The criteria used for determining Satisfactory Proficiency should include the trainee's consistent demonstration of the following:</p> <p>1. Maintenance procedures</p> <ul style="list-style-type: none"> – greasing – tire pressure – air: pre cleaner, dust unloading valve, re & re filter – fuel: tank sump, water separator, re & re filter, bleed air – top up all fluids – batteries: corrosion, fluid 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>

APPLICATION TO CHALLENGE CERTIFICATE OF QUALIFICATION HEAVY EQUIPMENT OPERATOR (0292)

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2. Monitoring <ul style="list-style-type: none"> – ‘noticing’ gauges, monitoring systems – ‘noticing’ leaks, unusual noises and vibrations, loose hardware, cracks – responding appropriately: report, continue to monitor, or immediate shutdown 	
APPLY OPERATING FUNDAMENTALS <ol style="list-style-type: none"> 1. Smooth and precise control of hydraulic functions with ability to split functions to maintain bucket angle, fill bucket quickly and fully, dig on grades etc. 2. Proficient control of drive system, appropriate drive speed, smooth changes of direction and gear 3. No tire spinning 4. Attention to stability, load height, centre of gravity and slopes 5. Carrying loads with minimal spillage, raising loads with no spillage 6. Maintaining smooth pit floor / running surface 7. Plans and conducts work with minimal wasted movement and efficient paths 8. Adequate productivity 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PERFORM JOB SPECIFIC TASKS - DIG, CARRY (TRAM) AND STOCKPILE MATERIALS <ol style="list-style-type: none"> 1. Stockpiles should be consistent, tidy, compact, smooth, sloped to minimize water saturation 2. Carrying loads with minimal spillage, raising loads without spillage 3. Loads bucket quickly, fully 4. Plans and conducts work with minimal wasted movement and efficient paths 5. Adequate productivity (time) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PERFORM JOB SPECIFIC TASKS – PLACE SPREAD AND GRADE MATERIAL IN LIFTS <ol style="list-style-type: none"> 1. Consistent, well graded placement of fill 2. Suggested criteria for this level of competency is to create profile within +/- 10cm of specified elevation, slope (probably level) 3. Maintaining smooth pit floor / running surface 4. Plans and conducts work with minimal wasted movement and efficient paths 5. Adequate productivity (time) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PERFORM JOB SPECIFIC TASKS – BACKFILL TRENCHES AND EXCAVATIONS <ol style="list-style-type: none"> 1. Appropriate placement of sand and other materials 2. Pick up, carry and place bedding and/or other materials without contamination, minimal waste 3. Lifts as required 4. Awareness of soil stability 5. Final grading of area to proficient standard (+/- 10cm) 6. Adequate productivity (time) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PERFORM JOB SPECIFIC TASKS – LOAD TRUCKS <ol style="list-style-type: none"> 1. Efficient loading pattern, truck placement 2. Minimal spillage, maintain level and ‘clean’ floor 3. Smooth, gentle loading without contact 4. Effective communication (hand and audible signals) 5. Legal and/or balanced, secure, appropriate loads 6. Adequate productivity (time) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Certification:

I certify that the information I (as employer) 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's Name:

Employer Signature:

Date: (YYYY/MM/DD)

APPLICATION TO CHALLENGE CERTIFICATE OF QUALIFICATION HEAVY EQUIPMENT OPERATOR (0292)

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Employer Declaration – Part 2C

DOZER OPERATOR SKILLS	Employer's Response
<p>By checking "yes" or "no", indicate in the "Employer's Response" column whether the applicant performed the following tasks during the period of employment with your organization. <i>Cross out any tasks that were not performed.</i></p>	Required 8 out of 8
<p>CHALLENGE TIME REQUIRED</p> <p>1. The hours needed to successfully challenge for a certificate of qualification / endorsement for the Dozer is 300 hours: The applicant has at least 300 hours seat time operating a Dozer with your company.</p> <p style="text-align: right;">If not, how many operating hours does the applicant have with your company.</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>WORK SAFELY</p> <p>1. Compliance with all regulatory requirements and established safe practices – some key examples include:</p> <ul style="list-style-type: none"> – PPE – 3 point contact – lowering implements whenever work pauses – lockouts – safe parking <p>2. Skills in the identification of key hazards and use of strategies to work safely – examples:</p> <ul style="list-style-type: none"> – stability of soils, edges, excavations (if any) – stability of machine – awareness of position, clearance, safe movement, other machinery/vehicles/workers 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>START-UP AND SHUT DOWN OF EQUIPMENT</p> <p>1. Comprehensive pre operational checks including at a minimum:</p> <ul style="list-style-type: none"> – General walk around – All fluid levels – Visual check for loose hardware, cracks, damaged components, leaks, track tension – Proper operation of all systems: operator controls, monitoring, lighting, lockouts and other safety devices/equipment – Refer to checklists to confirm thoroughness <p>2. Start up procedures:</p> <ul style="list-style-type: none"> – confirm monitoring system operation – warm up engine, then hydraulics and drive system <p>3. Shutdown procedures:</p> <ul style="list-style-type: none"> – Position that's safe, level, accessible – Blade, etc. lowered, lockout – Cool down – Basic visual inspection – Maintenance as required (see below) – Secured 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

APPLICATION TO CHALLENGE CERTIFICATE OF QUALIFICATION HEAVY EQUIPMENT OPERATOR (0292)

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MAINTAIN AND MONITOR EQUIPMENT 1. Maintenance procedures <ul style="list-style-type: none"> – greasing – fuel: tank sump, water separator, re & re filter, bleed air – top up all fluids – batteries: corrosion, fluid 2. Monitoring <ul style="list-style-type: none"> – ‘noticing’ gauges, monitoring systems – ‘noticing’ leaks, unusual noises and vibrations, loose hardware, cracks – responding appropriately: report, continue to monitor, or immediate shutdown 4. Visual checks, constant awareness of space, position, clearance, safe movement 5. Operates with smooth and precise control of hydraulics, appropriate position of blade, minimal impact 6. Operates with smooth and precise control of drive train, appropriate gear and engine speed, avoids rocks/obstacles, shifts directions at idle	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
APPLY OPERATING FUNDAMENTALS 1. smooth and precise control of hydraulic blade functions 2. smooth and precise control of propel system 3. combined control of blade and drive to maintain level blade position while cutting 4. plans and conducts work with efficient movement paths, minimal hesitation or wasted movements 5. techniques to reduce ‘wear and tear’: minimal impact, avoid twisting and other abuse of undercarriage	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PERFORM JOB SPECIFIC TASKS – STRIP AND STOCKPILE SURFACE MATERIALS / ORGANICS 1. Remove virtually all waste material (organics) while minimizing removal and disturbance of underlying layers 2. Consistent, tidy pile of stripped material - compact, smooth, sloped to minimize water saturation 3. Plans and conducts work with efficient movement paths, minimal hesitation or wasted movements 4. Adequate productivity (time)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PERFORM JOB SPECIFIC TASKS – CUT/FILL/CREATE SPECIFIC PROFILE 1. Load Blade Quickly, Fully, Maintain Blade Load Throughout Blade As Appropriate 2. Balance Load With Power And Traction 3. Manage Windrows For Efficiency, Slot Dozing As Appropriate, Minimal Number Of Passes 4. Cut To Specified Profile 5. Place Material On Specified Profile 6. Suggested Criteria For This Level Of Competency Is To Create Profile Within +/- 10cm Of Specified Elevation, Slope, Crown 7. Ability To Sort Material – For Example: Gradation To Separate Fines From Larger Rock 8. Minimal Track Spinning 9. Plans And Conducts Work With Efficient Movement Paths, Minimal Hesitation Or Wasted Movements 10. Adequate Productivity (Time)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PERFORM JOB SPECIFIC TASKS – SPREAD BALLAST, AGGREGATES 1. Place material on specified profile 2. Suggested criteria for this level of competency is to create profile within +/- 7.5cm of specified elevation, slope, crown 3. Ability to sort material – for example: gradation to separate fines from larger rock 4. Plans and conducts work with efficient movement paths, minimal hesitation or wasted movements 5. Adequate productivity (time)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Certification:

I certify that the information I (as employer) 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's Name:

Employer Signature:

Date: (YYYY/MM/DD)

APPLICATION TO CHALLENGE CERTIFICATE OF QUALIFICATION HEAVY EQUIPMENT OPERATOR (0292)

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Employer Declaration – Part 2D

BACKHOE OPERATOR SKILLS	Employer's Response
<p>By checking "yes" or "no", indicate in the "Employer's Response" column whether the applicant performed the following tasks during the period of employment with your organization. <i>Cross out any tasks that were not performed.</i></p>	Required 11 out of 11
<p>CHALLENGE TIME REQUIRED</p> <p>1. The hours needed to successfully challenge for a certificate of qualification / endorsement for the Backhoe is 300 hours: The applicant has at least 300 hours seat time operating a Backhoe with your company.</p> <p style="text-align: center;">If not, how many operating hours does the applicant have with your company.</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/> _____
<p>WORK SAFELY</p> <p>1. Compliance with all regulatory requirements and established safe practices – some key examples include:</p> <ul style="list-style-type: none"> – PPE – 3 point contact – lowering implements whenever work pauses – lockouts – safe parking <p>2. Skills in the identification of key hazards and use of strategies to work safely – examples:</p> <ul style="list-style-type: none"> – stability of soils, edges, excavations (if any) – stability of machine – awareness of position, clearance, safe movement, other machinery/vehicles/workers 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>START-UP AND SHUT DOWN OF EQUIPMENT</p> <p>1. Comprehensive pre operational checks including at a minimum:</p> <ul style="list-style-type: none"> – General walk around – All fluid levels – Visual check for loose hardware, cracks, damaged components, leaks, track tension – Proper operation of all systems: operator controls, monitoring, lighting, lockouts and other safety devices/equipment – Refer to checklists to confirm thoroughness <p>2. Start up procedures:</p> <ul style="list-style-type: none"> – confirm monitoring system operation – warm up engine, then hydraulics and drive system <p>3. Shutdown procedures:</p> <ul style="list-style-type: none"> – Position that's safe, level, accessible – Buckets lowered, lockout – Cool down – Basic visual inspection – Maintenance as required (see below) – Secured 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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<p>MAINTAIN AND MONITOR EQUIPMENT</p> <p>1. Maintenance procedures</p> <ul style="list-style-type: none"> – Greasing – Tire pressure – Air: pre-cleaner, dust unloading valve, re & re filter – fuel: tank sump, water separator, re & re filter, bleed air – top up all fluids – batteries: corrosion, fluid <p>2. Monitoring</p> <ul style="list-style-type: none"> – ‘noticing’ gauges, monitoring systems – ‘noticing’ leaks, unusual noises and vibrations, loose hardware, cracks – responding appropriately: report, continue to monitor, or immediate shutdown – Visual checks, constant awareness of space, position, clearance, safe movement 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>APPLY OPERATING FUNDAMENTALS</p> <ol style="list-style-type: none"> 1. Smooth and precise control of hydraulic functions (hoe and loader) with ability to split functions to maintain bucket angles, fill buckets quickly and fully, dig on grade, re position with hoe function, etc. 2. Proficient control of drive system, appropriate gear and speed, smooth changes of direction and gear 3. No tire spinning 4. Attention to stability, load height, center of gravity, slopes 5. Carrying loads with minimal spillage, raising loads without spillage 6. Maintaining smooth pit floor / running surface 7. Loads bucket quickly, fully 8. Plans and conducts work with minimal wasted movement and efficient paths 9. Choose buckets and attachments appropriately 10. Change attachments quickly, safely 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>PERFORM JOB SPECIFIC TASKS – DIG, CARRY (TRAM) AND STOCKPILE MATERIALS</p> <ol style="list-style-type: none"> 1. Stockpiles should be consistent, tidy, compact, smooth, sloped to minimize water saturation 2. Plans and conducts work with minimal wasted movement and efficient paths 3. Adequate productivity (time) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>PERFORM JOB SPECIFIC TASKS – PLACE, SPREAD AND GRADE MATERIAL LIFTS</p> <ol style="list-style-type: none"> 1. Consistent, well graded placement of fill 2. Suggested criteria for this level of competency is to create profile within +/- 10cm of specified elevation, slope (probably level) 3. Plans and conducts work with minimal wasted movement and efficient paths 4. Adequate productivity (time) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>PERFORM JOB SPECIFIC TASKS – EXCAVATE TRENCHES, DITCHES</p> <ol style="list-style-type: none"> 1. Trenching that is straight and on grade (+/- 7.5cm is reasonable criteria) 2. Ability to set the machine at an angle to the trench line and still dig efficiently 3. Spoil piles that are straight, consistent, tidy, 60cm. From edge 4. Safe for entry 5. Adequate productivity (time) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>PERFORM JOB SPECIFIC TASKS – BACKFILL TRENCHES, EXCAVATIONS</p> <ol style="list-style-type: none"> 1. Appropriate placement of sand and other materials 2. Pick up, carry and place bedding and/or other materials without contamination, minimal waste 3. Lifts as required 4. Awareness of soil stability 5. Final grading of area to proficient standard (+/- 10cm) 6. Adequate productivity (time) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>

APPLICATION TO CHALLENGE CERTIFICATE OF QUALIFICATION HEAVY EQUIPMENT OPERATOR (0292)

 ITA Customer Service
 Suite 110 - 2985 Virtual Way
 Vancouver, BC V5M 4X7
 Tel: 778-328-8700
 Fax: 778-328-8701
 Toll Free: 1-866-660-6011

Please print clearly and return to the address noted above

PERFORM JOB SPECIFIC TASKS – LOAD TRUCKS 1. Efficient loading pattern, truck placement 2. Minimal spillage, maintain level and 'clean' floor 3. Smooth, gentle loading without contact 4. Effective communication (hand and audible signals)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PERFORM JOB SPECIFIC TASKS – DRIVE ON PUBLIC ROADS 1. Awareness of legal issues: insurance, lights, signs as required 2. Travel at speeds appropriate to conditions (traffic, roughness, grade, hazards) 3. Exercise extreme caution, awareness of traffic, clearance	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Certification:

I certify that the information I (as employer) 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's Name:

Employer Signature:

Date: (YYYY/MM/DD)

Please print clearly and return to the address noted above

Employer Declaration – Part 2E

EXCAVATOR OPERATOR SKILLS	Employer's Response
<p>By checking "yes" or "no", indicate in the "Employer's Response" column whether the applicant performed the following tasks during the period of employment with your organization. <i>Cross out any tasks that were not performed.</i></p>	Required 11 out of 11
<p>CHALLENGE TIME REQUIRED</p> <p>1. The hours needed to successfully challenge for a certificate of qualification / endorsement for the Excavator is 600 hours: The applicant has at least 600 hours seat time operating a Excavator with your company.</p> <p>If not, how many operating hours does the applicant have with your company.</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/> _____
<p>WORK SAFELY</p> <p>1. compliance with all regulatory requirements and established safe practices – some key examples include:</p> <ul style="list-style-type: none"> – PPE – 3 point contact – lowering implements whenever work pauses – lockouts – safe parking <p>2. skills in the identification of key hazards and use of strategies to work safely – examples:</p> <ul style="list-style-type: none"> – stability of excavations, trenches – stability of machine – hoisting and rigging practices – awareness of position, clearance, safe movement, other machinery/vehicles/workers 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>START-UP AND SHUT DOWN OF EQUIPMENT</p> <p>1. Comprehensive pre operational checks including at a minimum:</p> <ul style="list-style-type: none"> – General walk around – All fluid levels – Visual check for loose hardware, cracks, damaged components, leaks, track tension – Proper operation of all systems: operator controls, monitoring, lighting, lockouts and other safety devices/equipment – Refer to checklists to confirm thoroughness <p>2. Start up procedures:</p> <ul style="list-style-type: none"> – confirm monitoring system operation – warm up engine, then hydraulics and drive system <p>3. Shutdown procedures:</p> <ul style="list-style-type: none"> – Position that's safe, level, accessible – Buckets lowered, lockout – Cool down – Basic visual inspection – Maintenance as required (see below) – Secured 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Please print clearly and return to the address noted above

<p>MAINTAIN AND MONITOR EQUIPMENT</p> <p>1. Maintenance procedures</p> <ul style="list-style-type: none"> - Greasing - Track tension - Air: pre-cleaner, dust unloading valve, re & re filter - fuel: tank sump, water separator, re & re filter, bleed air - top up all fluids - batteries: corrosion, fluid <p>2. Monitoring</p> <ul style="list-style-type: none"> - 'noticing' gauges, monitoring systems - 'noticing' leaks, unusual noises and vibrations, loose hardware, cracks - responding appropriately: report, continue to monitor, or immediate shutdown - Visual checks, constant awareness of space, position, clearance, safe movement 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>APPLY OPERATING FUNDAMENTALS</p> <p>1. Smooth and precise control of hydraulic 'hoe' functions with ability to split functions to maintain bucket angles, fill bucket quickly and fully, dig on grade, etc.</p> <p>2. Smooth and precise control of propel system with ability to use hoe and propel simultaneously to clear obstacles, pull to assist tracks, 'push up turns', etc.</p> <p>3. Plans and conducts work with efficient movement paths, minimal hesitation or wasted movements</p> <p>4. Creates level working platforms and generally keeps excavator level and stable</p> <p>5. Techniques to reduce 'wear and tear': minimal impact while digging, avoid twisting and other abuse of undercarriage</p> <p>6. Choose buckets and attachments appropriately</p> <p>7. Change attachments quickly, safely</p>	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>PERFORM JOB SPECIFIC TASKS – EXCAVATE, PLACE UTILITIES AND BACKFILL TRENCHES</p> <p>1. Trenching that is straight and on grade (+/- 7.5cm is reasonable criteria)</p> <p>2. Spoil piles that are straight, consistent, tidy, 60cm min. From edge</p> <p>3. Safe for entry: sound working knowledge of wcb reg's, shoring and engineered practices</p> <p>4. Backfill:</p> <ul style="list-style-type: none"> - appropriate placement of sand and other materials - lifts as required - final grading of area to proficient standard (+/- 10cm) <p>5. Adequate productivity (time)</p>	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>PERFORM JOB SPECIFIC TASKS – STRIP AND STOCKPILE SURFACE MATERIALS</p> <p>1. swing full buckets</p> <p>2. ability to identify layers correctly, and separate materials proficiently</p> <p>3. 'hoe chucking' techniques: level platforms, efficient 'bailing'</p> <p>4. adequate productivity (time)</p>	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>PERFORM JOB SPECIFIC TASKS – CREATE MASS EXCAVATION</p> <p>1. Efficient 'bailing'</p> <p>2. Consistent and level depth:</p> <ul style="list-style-type: none"> - +/- 7.5cm is suggested minimum level of proficiency - top and bottom edges straight - safe, stable walls - stockpiles tidy, and compact, smooth and sloped to decrease water saturation if appropriate - adequate productivity (time) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>PERFORM JOB SPECIFIC TASKS – CREATE SLOPES</p> <p>1. consistent and smooth slope, on specified profile (angle):</p> <ul style="list-style-type: none"> - +/- 10cm of specified slope is suggested minimum level of proficiency - adequate productivity (time) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>

APPLICATION TO CHALLENGE CERTIFICATE OF QUALIFICATION HEAVY EQUIPMENT OPERATOR (0292)

Please print clearly and return to the address noted above

PERFORM JOB SPECIFIC TASKS – LOAD TRUCKS 2. efficient loading pattern, truck placement 3. minimal spillage, maintain level and 'clean' floor 4. smooth, gentle loading without contact 5. effective communication (hand and audible signals) 6. legal and/or balanced, secure, appropriate loads 7. adequate productivity (time)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PERFORM JOB SPECIFIC TASKS – CREATE SIDE-CAST ROADS 1. consistent grade 2. consistent width 3. sloped to inside 4. adequately graded 5. cut slope on consistent and stable angle 6. outside edge consolidated (track packed)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PERFORM JOB SPECIFIC TASKS – USE HYDRAULIC THUMB 1. proficient techniques to maintain control of 'load' 2. minimal twisting, impact, or other abusive use of thumb 3. may be demonstrated by working with demolition, land clearing, large rock, or other materials	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Certification:

I certify that the information I (as employer) 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's Name:

Employer Signature:

Date: (YYYY/MM/DD)

APPLICATION TO CHALLENGE CERTIFICATE OF QUALIFICATION HEAVY EQUIPMENT OPERATOR (0292)

Please print clearly and return to the address noted above

Employer Declaration – Part 2F

GRADER OPERATOR SKILLS	Employer's Response
<p>By checking "yes" or "no", indicate in the "Employer's Response" column whether the applicant performed the following tasks during the period of employment with your organization. <i>Cross out any tasks that were not performed.</i></p>	Required 9 out of 9
<p>CHALLENGE TIME REQUIRED</p> <p>1. The hours needed to successfully challenge for a certificate of qualification / endorsement for the Grader is 900 hours: The applicant has at least 900 hours seat time operating a Grader with your company.</p> <p style="margin-left: 20px;">If not, how many operating hours does the applicant have with your company.</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/> _____
<p>WORK SAFELY</p> <p>1. compliance with all regulatory requirements and established safe practices – some key examples include:</p> <ul style="list-style-type: none"> – PPE – 3 point contact – lowering implements whenever work pauses – lockouts – safe parking <p>2. skills in the identification of key hazards and use of strategies to work safely – examples:</p> <ul style="list-style-type: none"> – stability of excavations, trenches – stability of machine – hoisting and rigging practices – awareness of position, clearance, safe movement, other machinery/vehicles/workers 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>START-UP AND SHUT DOWN OF EQUIPMENT</p> <p>1. Comprehensive pre operational checks including at a minimum:</p> <ul style="list-style-type: none"> – General walk around – All fluid levels – Visual check for loose hardware, cracks, damaged components, leaks, tires – Proper operation of all systems: operator controls, monitoring, lighting, lockouts, brakes and other safety devices/equipment – Refer to checklists to confirm thoroughness <p>2. Start up procedures:</p> <ul style="list-style-type: none"> – confirm monitoring system operation – warm up engine, then hydraulics and drive system <p>3. Shutdown procedures:</p> <ul style="list-style-type: none"> – Position that's safe, level, accessible – Blade and attachments lowered, lockout – Cool down – Basic visual inspection – Maintenance as required (see below) – Secured 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

APPLICATION TO CHALLENGE CERTIFICATE OF QUALIFICATION HEAVY EQUIPMENT OPERATOR (0292)

Please print clearly and return to the address noted above

<p>MAINTAIN AND MONITOR EQUIPMENT</p> <p>1. Maintenance procedures</p> <ul style="list-style-type: none"> – Greasing – Tire pressure – Air: pre-cleaner, dust unloading valve, re & re filter – fuel: tank sump, water separator, re & re filter, bleed air – top up all fluids – batteries: corrosion, fluid <p>2. Monitoring</p> <ul style="list-style-type: none"> – ‘noticing’ gauges, monitoring systems – ‘noticing’ leaks, unusual noises and vibrations, loose hardware, cracks – responding appropriately: report, continue to monitor, or immediate shutdown – Visual checks, constant awareness of space, position, clearance, safe movement 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>APPLY OPERATING FUNDAMENTALS</p> <ol style="list-style-type: none"> 1. smooth and precise controlled operation of each function of blade movement 2. appropriate position of blade for task 3. proficient control of drive system, appropriate gear and speed, smooth changes of direction and gear 4. no tire spinning 5. match blade load to available power, traction, degree of control required 6. proficient steering, use of wheel lean, turning around, awareness of clearance 7. use wheel lean to counter act side draft 8. proficient use of articulation to increase working power, stability, reach, general efficiency 9. efficient patterns, windrow placement, machine position 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>PERFORM JOB SPECIFIC TASKS – CUT/FILL/CREATE SPECIFIED PROFILE</p> <ol style="list-style-type: none"> 1. Quickly form windrow that is sized to balance load with power and traction 2. Manage windrows for efficiency, minimal number of passes, effective planning 3. Cut to specified profile 4. Place material on specified profile 5. Suggested criteria for this level of competency is to create profile within +/- 5cm of specified elevation, slope, crown 6. Ability to utilize materials and process materials under the blade without over separation of materials and excessive handling 7. Ability to sort material – for example: gradation to separate fines from larger rock 8. Adequate productivity (time) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>PERFORM JOB SPECIFIC TASKS – CREATE SLOPES AND TRENCHES</p> <ol style="list-style-type: none"> 1. Suggested criteria for sloping at this level of competency is to create profile within +/- 10cm of specified slopes 2. Suggested criteria for trenching at this level of competency is to create profile within +/- 10cm of specified ditch grade and profile and with alignment within 10cm of ‘straight’ 3. High lift blade positions, wheel lean and articulation as appropriate 4. Quickly form windrow that is sized to balance load with power and traction 5. Manage windrows for efficiency, minimal number of passes, effective planning 6. Cut to specified profile 7. Place material on specified profile 8. Ability to sort material – for example: gradation to separate fines from larger rock 9. Adequate productivity (time) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>

APPLICATION TO CHALLENGE CERTIFICATE OF QUALIFICATION HEAVY EQUIPMENT OPERATOR (0292)

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PERFORM JOB SPECIFIC TASKS – PERFORM ROAD MAINTENANCE/SHOULDERING 1. Cleaning out roadside ditches 2. Awareness of culverts and other structures – avoid damage 3. Awareness of traffic management issues 4. Quickly form windrow that is sized to balance load with power and traction 5. Ability to determine appropriate blade positioning 6. Ability to read the road to determine and make appropriate cut passes 7. Manage windrows for efficiency, minimal number of passes, effective planning 8. Cut to specified profile 9. Spread and place material on specified profile 10. Suggested criteria for this level of competency is to create profile within +/- 5cm of specified elevation, slope, crown 11. Ability to sort material – for example: gradation to separate fine from larger rock 12. Ability to process surface materials within the road surface area with no surface material loss 13. Ability to process materials cleanly (consistent smooth finished profiles) 14. Adequate productivity (time)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PERFORM JOB SPECIFIC TASKS – DRIVE ON PUBLIC ROADS 1. awareness of legal issues: insurance, lights, signs as required 2. Travel at speeds appropriate to conditions (traffic, roughness, grade, hazards) 3. Exercise extreme caution, awareness of traffic, clearance	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Certification:

I certify that the information I (as employer) 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's Name:

Employer Signature:

Date: (YYYY/MM/DD)

**APPLICATION TO CHALLENGE
CERTIFICATE OF QUALIFICATION
HEAVY EQUIPMENT OPERATOR (0292)**

Please print clearly and return to the address noted above

DOCUMENTATION CHECKLIST

To avoid delays in processing, please use the following checklist to ensure the required documentation is attached to your application and all forms are complete. **We can not process incomplete applications.**

ALL APPLICABLE BOXES MUST BE CHECKED OFF:

- All documents, including letters and certificates, are originals or certified true copies of originals, in the English language.
- Any translations have been performed by Certified Translators.
- The Applicant has completed in full the Application to Challenge (Page 2 of this package)
- The Applicant has completed in full and signed, the Applicant Work Experience Information (Part 2A of this package) for any machines the applicant has operated for your company or in your presence.
- Each Employer has completed in full and signed, the appropriate Employer Declaration (Page 4 through 20 of this package).
- The information contained on each Employer Declaration form matches the information declared on the Applicant Work Experience Information form.
- A Statutory Declaration is enclosed in situations when an Employer Declaration is not available. See Statutory Declaration information on page 22 of this package.
- A cheque in the amount of \$120.00 has been enclosed for your Challenge Work-Experience Assessment.

**APPLICATION TO CHALLENGE
CERTIFICATE OF QUALIFICATION
HEAVY EQUIPMENT OPERATOR (0292)**

Please print clearly and return to the address noted above

Statutory Declarations

A Statutory Declaration form may be used to document time and competencies worked in a trade when applying to challenge a C of Q examinations **only due to the following circumstances:**

1. The firm is no longer in business and the principals cannot be located.
2. The owner/manager is deceased and complete employment records are not available.
3. The firm is located overseas and extreme difficulties are encountered in trying to get the documentation.
4. The applicant has been self-employed as an owner/operator of a business.
5. A firm refuses to issue a letter to document time worked in a trade.

A Statutory Declaration, using the form that is provided on pages 8 and 9 of this package, must be completed **for each place of employment** for which you are unable to provide an Employer Declaration.

Important: The Statutory Declaration form is comprised of **Part 1 (page 23) and Part 2 (page 24)**. It must be completed for each place of employment you cannot obtain documentation for, and must be sworn before a Lawyer, Notary Public, or Commissioner of Oaths for the Province of British Columbia. Please make additional copies of the Statutory Declaration form as needed.

Please print clearly and return to the address noted above

Statutory Declaration Form – Part 1

TRADE: HEAVY EQUIPMENT OPERATOR (0292)

This form must be completed for each place of employment where you were unable to provide an Employer Declaration. It must be completed before and signed by a Commissioner for Oaths, a Notary Public, or a Lawyer.

A: Applicant Information

Legal Last Name:	Legal First Name:	Legal Middle Name(s):

B. Employer or Self-Employment Information

Name of Organization/Employer/Business:		Contact Name:	Contacts Position / Title:
Suite Number:	Street Number and Name		
City:		Province:	Postal Code::
Telephone Number: ()	Fax Number: ()	Registration Number (Self-Employment):	

C. Employment or Self-Employment Information

Endorsements:

Backhoe	300 Hours
Dozer	300 Hours
Excavator	600 Hours
Loader	450 Hours
Articulated Haul / Rock Truck	300 Hours
Grader	900 Hours

Dates of Employment (YYYY/MM/DD)	Total Number of Hours of Experience
From: _____ To: _____	

D. Reason for Statutory Declaration

- Self-Employed. (Include on a separate sheet the names and contact information for three individuals you have worked with; can include clients, suppliers, and employees.)
- Employer is no longer in business.*
- Employer will not complete Employer Declaration.*
- Employment records are not available.*

*** For situations where you are unable to obtain an Employer Declaration, please indicate what steps you have taken to attempt to obtain your documentation:**

APPLICATION TO CHALLENGE CERTIFICATE OF QUALIFICATION HEAVY EQUIPMENT OPERATOR (0292)

Please print clearly and return to the address noted above

By checking "yes" or "no", indicate in the "Employer's Response" column whether the applicant performed the following tasks during the period of employment with your organization.

Cross out any tasks that were not performed.

	Employer's Response
<p>Safety Includes: use of the necessary personal protective equipment, WorksafeBC and WHMIS regulations, safety procedures for working on and around heavy equipment, skills in the identification of key hazards including soil stability, machine stability, hoisting, rigging, pinch points, clearance and dig hazards.</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>Maintain and Monitor Equipment Includes: Proficiency in the maintenance of heavy equipment including greasing, track tension adjustments, changing of filters, hoses, fluids etc.</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>Engineering Basics Includes: use of grade checking equipment, interpret drawing and plans, interpret stakes, identify slope by grade, identify common utilities, identify and describe soil and aggregate types and characteristics, and a thorough understanding of compaction principles</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>Environmental Includes: Use of spill control techniques and sedimentary control techniques to minimize environmental damage</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>Articulated Haul Truck Operator Skills See competencies listed in application. Applicant must be proficient in all competencies listed under the Articulated Haul Truck section of this application.</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>Loader Operator Skills See competencies listed in application. Applicant must be proficient in all competencies listed under the Loader section of this application.</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>Dozer Operator Skills See competencies listed in application. Applicant must be proficient in all competencies listed under the Dozer section of this application.</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>Backhoe Operator Skills See competencies listed in application. Applicant must be proficient in all competencies listed under the Backhoe section of this application.</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>Excavator Operator Skills See competencies listed in application. Applicant must be proficient in all competencies listed under the Excavator section of this application.</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<p>Grader Operator Skills See competencies listed in application. Applicant must be proficient in all competencies listed under the Grader section of this application.</p>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

This section to be completed by:

Declaration of Official

Last Name:

First Name:

Occupation :

Commissioner for Oaths

Notary Public

Lawyer

Address:

Telephone Number:

Declared before me on Date: (YYYY/MM/DD)

Signed at: (City, Province)

Signature of Official:

APPLICATION TO CHALLENGE CERTIFICATE OF QUALIFICATION HEAVY EQUIPMENT OPERATOR (0292)

Please print clearly and return to the address noted above

EXAMINATION INFORMATION

The following information is offered as a guide to make you aware of the topics that will be covered in the provincial theoretical examination.

Section	Heavy Equipment Operator	Exam Weightings %
A	Worksite Health and Safety Practices	18.5%
B	Essential Heavy Equipment Knowledge	26%
C	Employability Skills and Professional Practices	2.50%
D	Job Control and Engineering Basics	29%
E	Environmental Awareness, Protection and Enhancement	2.50%
F-K	Common to all Equipment	5%
F	Operate Articulated Haul Truck	4%
G	Operate Loader	2.50%
H	Operate Backhoe	2.50%
I	Operate Dozer	2.50%
J	Operate Excavator	2.50%
K	Operate Grader	2.50%

This is a multiple choice examination.

Maximum time allowed for this examination is 3 hours.

Passing Standard is 70%.

This information is subject to change without notice; consult the relevant program profile on the ITA website at www.itabc.ca.