



# HEAVY EQUIPMENT OPERATOR

## DECLARATION OF WORK EXPERIENCE

ITA Customer Service  
800 - 8100 Granville Ave  
Richmond, BC V6Y 3T6  
Tel: 778-328-8700  
Fax: 778-328-8701  
Toll Free: 1-866-660-6011  
customerservice@itabc.ca

Apprentice ITA Individual ID #:	Date of Birth (MM/DD/YY):	Phone Number:
Apprentice Legal First Name:	Legal Middle Name:	Legal Last Name:

### BACKHOE OPERATOR SKILLS

Job Tasks BACKHOE OPERATOR SKILLS	Declaration Response
<b>TIME REQUIRED / HOURS REPORT</b> 1. The hours needed to successfully challenge for a certificate of qualification / endorsement for the Backhoe is 200 hours. Please record the work-based training hours for the above noted Apprentice for the period of:  Employment Start Date: _____ End Date: _____	Hours  _____
<b>WORK SAFELY</b> 1. Compliance with all regulatory requirements and established safe practices – some key examples include: – PPE – 3 point contact – lowering implements whenever work pauses – lockouts – safe parking 2. Skills in the identification of key hazards and use of strategies to work safely – examples: – 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"/>
<b>START-UP AND SHUT DOWN OF EQUIPMENT</b> 1. Comprehensive pre operational checks including at a minimum: – 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 2. Start-up procedures: – confirm monitoring system operation – warm up engine, then hydraulics and drive system 3. Shutdown procedures: – 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"/>
<b>MAINTAIN AND MONITOR EQUIPMENT</b> 1. Maintenance procedures – 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 2. Monitoring – 'noticing' gauges, monitoring systems – 'noticing' leaks, unusual noises and vibrations, loose hardware, cracks – responding appropriately: report, continue to monitor, or immediate shutdown	Yes: <input type="checkbox"/> No: <input type="checkbox"/>



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Job Tasks	Declaration Response
<b>BACKHOE OPERATOR SKILLS</b>  <b>MAINTAIN AND MONITOR EQUIPMENT</b> 1. Maintenance procedures <ul style="list-style-type: none"> <li>- greasing</li> <li>- tire pressure</li> <li>- air: pre-cleaner, dust unloading valve, re &amp; re filter</li> <li>- fuel: tank sump, water separator, re &amp; re filter, bleed air</li> <li>- top up all fluids</li> <li>- batteries: corrosion, fluid</li> </ul> 2. Monitoring <ul style="list-style-type: none"> <li>- 'noticing' gauges, monitoring systems</li> <li>- 'noticing' leaks, unusual noises and vibrations, loose hardware, cracks</li> <li>- responding appropriately: report, continue to monitor, or immediate shutdown</li> <li>- Visual checks, constant awareness of space, position, clearance, safe movement</li> </ul>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<b>APPLY OPERATING FUNDAMENTALS</b> 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	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<b>PERFORM JOB SPECIFIC TASKS – DIG, CARRY (TRAM) AND STOCKPILE MATERIALS</b> 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)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<b>PERFORM JOB SPECIFIC TASKS – PLACE, SPREAD AND GRADE MATERIAL LIFTS</b> 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)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<b>PERFORM JOB SPECIFIC TASKS – EXCAVATE TRENCHES, DITCHES</b> 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)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<b>PERFORM JOB SPECIFIC TASKS – BACKFILL TRENCHES, EXCAVATIONS</b> 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"/>



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<b>PERFORM JOB SPECIFIC TASKS – LOAD TRUCKS</b> 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"/>
<b>PERFORM JOB SPECIFIC TASKS – DRIVE ON PUBLIC ROADS</b> 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"/>
<b>Name of Apprentice's Supervisor (printed): _____ Signature: _____</b>	

### Employer/Sponsor Declaration:

*"I attest that the work-based training completed by the above named trainee/apprentice is being done under the supervision / direction of a certified tradesperson or equivalent"*

Sponsor Organization Name:	Name of Authorized Sponsor Representative: (please print)
Sponsor Organization ID #:	Signature of Authorized Sponsor Representative:
Phone #:	