



HEAVY EQUIPMENT OPERATOR EMPLOYER 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

*This form is used to declare work experience for periods of employment and must be completed by a **direct supervisor of the applicant**, who will be contacted by ITA.*

***Note:** An Employer Declaration of Work Experience form must be completed for each period of employment.*

This form is not to be used for periods of self-employment. For more information, see Instructions for Certification Challenge.

To qualify to challenge certification in this trade, individuals must have:

- minimum required machine operating time for **one or more** endorsements listed below
- experience performing **100%** of the generic skills listed in Section D
- experience performing **100%** of the job tasks listed in Section D for each endorsement you wish to challenge (indicate below):

Endorsements:

<input type="checkbox"/>	Articulated Haul Truck	300 Hours	(pages 3-4)
<input type="checkbox"/>	Backhoe	300 Hours	(pages 5-6)
<input type="checkbox"/>	Dozer	300 Hours	(pages 7-8)
<input type="checkbox"/>	Excavator	600 Hours	(pages 9-11)
<input type="checkbox"/>	Grader	900 Hours	(pages 12-14)
<input type="checkbox"/>	Loader	450 Hours	(pages 15-16)

A. Applicant Name

Enter the name of the individual for whom this form is being completed.

Legal First Name:	Legal Middle Name(s):	Legal Last Name:
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B. Employment Information of Applicant

Enter the business information for the applicant’s period of employment declared for this trade.

Name of Organization/Employer/Business:		
Mailing Address:		City:
Province/ State:	Country:	Postal Code/ Zip Code:
Business Phone Number: ()	Website:	

Enter the dates and number of hours for this period of employment.

Dates of Applicant’s Employment (MM/DD/YYYY): From: _____ To: _____	Total Number Hours of Heavy Equipment Operator Experience Accumulated in that Period:
Job Title of Applicant:	



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C. Supervisor Contact Information

Enter the name and contact information for the person who directly supervised the applicant during this employment period. Ensure the information given is current as the application will be denied if this person cannot be contacted by ITA.

First and Last Name of Applicant's Direct Supervisor:	Supervisor Position or Title:
Supervisor's Phone Number: ()	Supervisor E-Mail Address:
Language(s) that the employer/supervisor can communicate: (check all that apply)	
<input type="checkbox"/> English <input type="checkbox"/> Other (please specify): _____	

D. Supervisor Declaration of Job Task Performance of Applicant

By checking "Yes" or "No" in the Declaration Response column, indicate whether you, as the direct supervisor of the applicant, have personally witnessed the applicant performing the job tasks listed.

General Skills – Job Tasks	Declaration Response
WORKSITE HEALTH AND SAFETY PRACTICES <ul style="list-style-type: none"> Ability to describe factors affecting health and safety in the workplace Ability to describe main categories of hazards Interpret and apply Occupational Health and Safety Regulations Use Personal Protective Equipment Communicate using audible and visual signals and radio protocol Describes and uses safe rigging practices (not applicable for Articulated Haul Truck; Dozer; Grader) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
ESSENTIAL HEAVY EQUIPMENT KNOWLEDGE <ul style="list-style-type: none"> Understanding of the types of heavy equipment and their respective capabilities, advantages and limitations Knowledge and understanding of heavy equipment mechanical systems 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
JOB CONTROL AND ENGINEERING BASICS <ul style="list-style-type: none"> Can use simple grade checking instruments and techniques (not applicable for Articulated Haul Truck) Use job control and layout (grade stakes) (not applicable for Articulated Haul Truck) Describe soils and common aggregate Describe bulking and settlement of materials and compaction practices. Interpret drawings and plans (not applicable for Articulated Haul Truck) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
ENVIRONMENTAL AWARENESS, PROTECTION, AND ENHANCEMENT <ul style="list-style-type: none"> Describe common environmental issues pertaining to heavy construction / excavating Knowledge of spill control techniques Knowledge of job site techniques to control sediment, and minimize environmental damage 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Articulated Haul Truck Operator – Job Tasks	Declaration Response
CHALLENGE TIME REQUIRED The applicant has at least 300 hours seat time operating an Articulated Haul Truck with your company	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
WORK SAFELY <ul style="list-style-type: none"> • Compliance with all regulatory requirements and established safe practices, including: <ul style="list-style-type: none"> ○ PPE, 3-point contact, lockouts, safe parking • Skills in the identification of key hazards and use of strategies to work safely – examples: <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"/>
START-UP AND SHUT DOWN EQUIPMENT <ul style="list-style-type: none"> • Comprehensive pre operational checks including at a minimum: <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 • Startup procedures: <ul style="list-style-type: none"> ○ Confirm monitoring system operation ○ Warm up engine, then hydraulics and drive system • Shutdown procedures: <ul style="list-style-type: none"> ○ Position that is safe, level, accessible ○ Cool down ○ Basic visual inspection ○ Maintenance as required (see below) ○ Secured 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
MAINTAIN AND MONITOR EQUIPMENT <ul style="list-style-type: none"> • Maintenance procedures: <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 • 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 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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

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Backhoe Operator – Job Tasks	Declaration Response
CHALLENGE TIME REQUIRED The applicant has at least 300 hours seat time operating a Backhoe with your company	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
WORK SAFELY <ul style="list-style-type: none"> • Compliance with all regulatory requirements and established safe practices, including: <ul style="list-style-type: none"> ○ PPE, 3-point contact, lowering implements whenever work pauses, lockouts, safe parking • Skills in the identification of key hazards and use of strategies to work safely – examples: <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"/>
START-UP AND SHUT DOWN OF EQUIPMENT <ul style="list-style-type: none"> • Comprehensive pre operational checks including at a minimum: <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 • Startup procedures: <ul style="list-style-type: none"> ○ Confirm monitoring system operation ○ Warm up engine, then hydraulics and drive system • Shutdown procedures: <ul style="list-style-type: none"> ○ Position that is 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"/>
MAINTAIN AND MONITOR EQUIPMENT <ul style="list-style-type: none"> • Maintenance procedures: <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 • 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 ○ Visual checks, constant awareness of space, position, clearance, safe movement 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Backhoe Operator – Job Tasks	Declaration Response
APPLY OPERATING FUNDAMENTALS <ul style="list-style-type: none"> 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. Proficient control of drive system, appropriate gear and speed, smooth changes of direction and gear No tire spinning Attention to stability, load height, center of gravity, slopes Carrying loads with minimal spillage, raising loads without spillage Maintaining smooth pit floor / running surface Loads bucket quickly, fully Plans and conducts work with minimal wasted movement and efficient paths Choose buckets and attachments appropriately Change attachments quickly, safely 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
DIG, CARRY (TRAM) AND STOCKPILE MATERIALS <ul style="list-style-type: none"> Stockpiles should be consistent, tidy, compact, smooth, sloped to minimize water saturation Plans and conducts work with minimal wasted movement and efficient paths Adequate productivity (time) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
PLACE, SPREAD AND GRADE MATERIAL LIFTS <ul style="list-style-type: none"> Consistent, well graded placement of fill Create profile within +/- 10cm of specified elevation, slope (probably level) Plans and conducts work with minimal wasted movement and efficient paths Adequate productivity (time) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
EXCAVATE TRENCHES, DITCHES <ul style="list-style-type: none"> Trenching that is straight and on grade (+/- 7.5cm) Ability to set the machine at an angle to the trench line and still dig efficiently Spoil piles that are straight, consistent, tidy, 60cm. From edge Safe for entry Adequate productivity (time) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
BACKFILL TRENCHES, EXCAVATIONS <ul style="list-style-type: none"> Appropriate placement of sand and other materials Pick up, carry and place bedding and/or other materials without contamination, minimal waste Lifts as required Awareness of soil stability Final grading of area to proficient standard (+/- 10cm) Adequate productivity (time) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
LOAD TRUCKS <ul style="list-style-type: none"> Efficient loading pattern, truck placement Minimal spillage, maintain level and 'clean' floor Smooth, gentle loading without contact Effective communication (hand and audible signals) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
DRIVE ON PUBLIC ROADS <ul style="list-style-type: none"> Awareness of legal issues: insurance, lights, signs as required Travel at speeds appropriate to conditions (traffic, roughness, grade, hazards) Exercise extreme caution, awareness of traffic, clearance 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Dozer Operator – Job Tasks	Declaration Response
CHALLENGE TIME REQUIRED The applicant has at least 300 hours seat time operating a Dozer with your company	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
WORK SAFELY <ul style="list-style-type: none"> • Compliance with all regulatory requirements and established safe practices, including: <ul style="list-style-type: none"> ○ PPE, 3-point contact, lowering implements whenever work pauses, lockouts, safe parking • Skills in the identification of key hazards and use of strategies to work safely – examples: <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"/>
START-UP AND SHUT DOWN OF EQUIPMENT <ul style="list-style-type: none"> • Comprehensive pre operational checks including at a minimum: <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 • Startup procedures: <ul style="list-style-type: none"> ○ Confirm monitoring system operation ○ Warm up engine, then hydraulics and drive system • Shutdown procedures: <ul style="list-style-type: none"> ○ Position that is 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"/>
MAINTAIN AND MONITOR EQUIPMENT <ul style="list-style-type: none"> • 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 • 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 ○ Visual checks, constant awareness of space, position, clearance, safe movement ○ Operates with smooth and precise control of hydraulics, appropriate position of blade, minimal impact ○ 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"/>

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Dozer Operator – Job Tasks	Declaration Response
APPLY OPERATING FUNDAMENTALS <ul style="list-style-type: none"> • Smooth and precise control of hydraulic blade functions • Smooth and precise control of propel system • Combined control of blade and drive to maintain level blade position while cutting • Plans and conducts work with efficient movement paths, minimal hesitation or wasted movements • Techniques to reduce ‘wear and tear’: minimal impact, avoid twisting and other abuse of undercarriage 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
STRIP AND STOCKPILE SURFACE MATERIALS / ORGANICS <ul style="list-style-type: none"> • Remove virtually all waste material (organics) while minimizing removal and disturbance of underlying layers • Consistent, tidy pile of stripped material - compact, smooth, sloped to minimize water saturation • Plans and conducts work with efficient movement paths, minimal hesitation or wasted movements • Adequate productivity (time) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
CUT/FILL/CREATE SPECIFIC PROFILE <ul style="list-style-type: none"> • Load blade quickly, fully, maintain blade load throughout blade as appropriate • Balance load with power and traction • Manage windrows for efficiency, slot dozing as appropriate, minimal number of passes • Cut to specified profile • Place material on specified profile • Create profile within +/- 10cm of specified elevation, slope, crown • Ability to sort material – for example: gradation to separate fines from larger rock • Minimal track spinning • Plans and conducts work with efficient movement paths, minimal hesitation or wasted movements • Adequate productivity (time) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
SPREAD BALLAST, AGGREGATES <ul style="list-style-type: none"> • Place material on specified profile • Create profile within +/- 7.5cm of specified elevation, slope, crown • Ability to sort material – for example: gradation to separate fines from larger rock • Plans and conducts work with efficient movement paths, minimal hesitation or wasted movements • Adequate productivity (time) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Excavator Operator – Job Tasks	Declaration Response
CHALLENGE TIME REQUIRED The applicant has at least 600 hours seat time operating a Excavator with your company	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
WORK SAFELY <ul style="list-style-type: none"> • Compliance with all regulatory requirements and established safe practices, including: <ul style="list-style-type: none"> ○ PPE. 3-point contact, lowering implements whenever work pauses, lockouts, safe parking • Skills in the identification of key hazards and use of strategies to work safely – examples: <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"/>
START-UP AND SHUT DOWN OF EQUIPMENT <ul style="list-style-type: none"> • Comprehensive pre operational checks including at a minimum: <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 • Startup procedures: <ul style="list-style-type: none"> ○ Confirm monitoring system operation ○ Warm up engine, then hydraulics and drive system • Shutdown procedures: <ul style="list-style-type: none"> ○ Position that is 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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Excavator Operator – Job Tasks	Declaration Response
<p>MAINTAIN AND MONITOR EQUIPMENT</p> <ul style="list-style-type: none"> • Maintenance procedures: <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 • 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 ○ 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> <ul style="list-style-type: none"> • 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. • 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. • Plans and conducts work with efficient movement paths, minimal hesitation or wasted movements • Creates level working platforms and generally keeps excavator level and stable • Techniques to reduce 'wear and tear': minimal impact while digging, avoid twisting and other abuse of undercarriage • Choose buckets and attachments appropriately • Change attachments quickly, safely 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>EXCAVATE, PLACE UTILITIES AND BACKFILL TRENCHES</p> <ul style="list-style-type: none"> • Trenching that is straight and on grade (+/- 7.5cm) • Spoil piles that are straight, consistent, tidy, 60cm min. From edge • Safe for entry: sound working knowledge of WCB regulations, shoring and engineered practices • Backfill: <ul style="list-style-type: none"> ○ Appropriate placement of sand and other materials ○ Lifts as required ○ Final grading of area to proficient standard (+/- 10cm) • Adequate productivity (time) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>STRIP AND STOCKPILE SURFACE MATERIALS</p> <ul style="list-style-type: none"> • Swing full buckets • Ability to identify layers correctly, and separate materials proficiently • 'Hoe chucking' techniques: level platforms, efficient 'bailing' • Adequate productivity (time) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>CREATE MASS EXCAVATION</p> <ul style="list-style-type: none"> • Efficient 'bailing' • Consistent and level depth: <ul style="list-style-type: none"> ○ +/- 7.5cm ○ 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>

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Excavator Operator – Job Tasks	Declaration Response
CREATE SLOPES <ul style="list-style-type: none"> • Consistent and smooth slope, on specified profile (angle): <ul style="list-style-type: none"> ○ +/- 10cm of specified slope ○ Adequate productivity (time) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
LOAD TRUCKS <ul style="list-style-type: none"> • Efficient loading pattern, truck placement • Minimal spillage, maintain level and 'clean' floor • Smooth, gentle loading without contact • Effective communication (hand and audible signals) • Legal and/or balanced, secure, appropriate loads • Adequate productivity (time) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
CREATE SIDE-CAST ROADS <ul style="list-style-type: none"> • Consistent grade • Consistent width • Sloped to inside • Adequately graded • Cut slope on consistent and stable angle • Outside edge consolidated (track packed) 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
USE HYDRAULIC THUMB <ul style="list-style-type: none"> • Proficient techniques to maintain control of 'load' • Minimal twisting, impact, or other abusive use of thumb • May be demonstrated by working with demolition, land clearing, large rock, or other materials 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Grader Operator – Job Tasks	Declaration Response
CHALLENGE TIME REQUIRED The applicant has at least 900 hours seat time operating a Grader with your company	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
WORK SAFELY <ul style="list-style-type: none"> • Compliance with all regulatory requirements and established safe practices, including: <ul style="list-style-type: none"> ○ PPE, 3-point contact, lowering implements whenever work pauses, lockouts, safe parking • Skills in the identification of key hazards and use of strategies to work safely – examples: <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"/>
START-UP AND SHUT DOWN OF EQUIPMENT <ul style="list-style-type: none"> • Comprehensive pre operational checks including at a minimum: <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 • Startup procedures: <ul style="list-style-type: none"> ○ Confirm monitoring system operation ○ Warm up engine, then hydraulics and drive system • Shutdown procedures: <ul style="list-style-type: none"> ○ Position that is 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"/>
MAINTAIN AND MONITOR EQUIPMENT <ul style="list-style-type: none"> • Maintenance procedures: <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 • 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 ○ Visual checks, constant awareness of space, position, clearance, safe movement 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Enter the supervisor and applicant names (repeat on every page of this form)

Supervisor First and Last Name:	Applicant First and Last Name:
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HEAVY EQUIPMENT OPERATOR

EMPLOYER 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

Grader Operator – Job Tasks	Declaration Response
<p>APPLY OPERATING FUNDAMENTALS</p> <ul style="list-style-type: none"> • Smooth and precise controlled operation of each function of blade movement • Appropriate position of blade for task • Proficient control of drive system, appropriate gear and speed, smooth changes of direction and gear • No tire spinning • Match blade load to available power, traction, degree of control required • Proficient steering, use of wheel lean, turning around, awareness of clearance • Use wheel lean to counter act side draft • Proficient use of articulation to increase working power, stability, reach, general efficiency • Efficient patterns, windrow placement, machine position 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>CUT/FILL/CREATE SPECIFIED PROFILE</p> <ul style="list-style-type: none"> • Quickly form windrow that is sized to balance load with power and traction • Manage windrows for efficiency, minimal number of passes, effective planning • Cut to specified profile • Place material on specified profile • Create profile within +/- 5cm of specified elevation, slope, crown • Ability to utilize materials and process materials under the blade without over separation of materials and excessive handling • Ability to sort material – for example: gradation to separate fines from larger rock • Adequate productivity (time) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>CREATE SLOPES AND TRENCHES</p> <ul style="list-style-type: none"> • Create profile within +/- 10cm of specified slopes • Create profile within +/- 10cm of specified ditch grade and profile and with alignment within 10cm of 'straight' • High lift blade positions, wheel lean and articulation as appropriate • Quickly form windrow that is sized to balance load with power and traction • Manage windrows for efficiency, minimal number of passes, effective planning • Cut to specified profile • Place material on specified profile • Ability to sort material – for example: gradation to separate fines from larger rock • Adequate productivity (time) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>

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Grader Operator – Job Tasks	Declaration Response
<p>PERFORM ROAD MAINTENANCE/SHOULDERING</p> <ul style="list-style-type: none"> • Cleaning out roadside ditches • Awareness of culverts and other structures – avoid damage • Awareness of traffic management issues • Quickly form windrow that is sized to balance load with power and traction • Ability to determine appropriate blade positioning • Ability to read the road to determine and make appropriate cut passes • Manage windrows for efficiency, minimal number of passes, effective planning • Cut to specified profile • Spread and place material on specified profile • Create profile within +/- 5cm of specified elevation, slope, crown • Ability to sort material – for example: gradation to separate fine from larger rock • Ability to process surface materials within the road surface area with no surface material loss • Ability to process materials cleanly (consistent smooth finished profiles) • Adequate productivity (time) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>DRIVE ON PUBLIC ROADS</p> <ul style="list-style-type: none"> • Awareness of legal issues: insurance, lights, signs as required • Travel at speeds appropriate to conditions (traffic, roughness, grade, hazards) • Exercise extreme caution, awareness of traffic, clearance 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>

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Loader Operator – Job Tasks	Declaration Response
CHALLENGE TIME REQUIRED The applicant has at least 450 hours seat time operating a Loader with your company	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
WORK SAFELY <ul style="list-style-type: none"> • Compliance with all regulatory requirements and established safe practices, including: <ul style="list-style-type: none"> ○ PPE, 3-point contact, lowering implements whenever work pauses, lockouts, safe parking • Skills in the identification of key hazards and use of strategies to work safely – examples: <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"/>
START-UP AND SHUT DOWN EQUIPMENT <ul style="list-style-type: none"> • Comprehensive pre operational checks including at a minimum: <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 • Startup procedures: <ul style="list-style-type: none"> ○ Confirm monitoring system operation ○ Warm up engine, then hydraulics and drive system • Shutdown procedures: <ul style="list-style-type: none"> ○ Position that is safe, level, accessible ○ Bucket lowered, locked out ○ Cool down ○ Basic visual inspection ○ Maintenance as required (see next page) ○ Secured 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
MAINTAIN AND MONITOR EQUIPMENT <ul style="list-style-type: none"> • Maintenance procedures: <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 • 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 	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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Loader Operator – Job Tasks	Declaration Response
<p>APPLY OPERATING FUNDAMENTALS</p> <ul style="list-style-type: none"> • 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. • Proficient control of drive system, appropriate drive speed, smooth changes of direction and gear • No tire spinning • Attention to stability, load height, centre of gravity and slopes • Carrying loads with minimal spillage, raising loads without spillage • Maintaining smooth pit floor / running surface • Plans and conducts work with minimal wasted movement and efficient paths • Adequate productivity 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>DIG, CARRY (TRAM) AND STOCKPILE MATERIALS</p> <ul style="list-style-type: none"> • Stockpiles should be consistent, tidy, compact, smooth, sloped to minimize water saturation • Carrying loads with minimal spillage, raising loads without spillage • Loads bucket quickly, fully • Plans and conducts work with minimal wasted movement and efficient paths • Adequate productivity (time) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>PLACE SPREAD AND GRADE MATERIAL IN LIFTS</p> <ul style="list-style-type: none"> • Consistent, well graded placement of fill • Create profile within +/- 10cm of specified elevation, slope (probably level) • Maintaining smooth pit floor / running surface • Plans and conducts work with minimal wasted movement and efficient paths • Adequate productivity (time) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>BACKFILL TRENCHES AND EXCAVATIONS</p> <ul style="list-style-type: none"> • Appropriate placement of sand and other materials • Pick up, carry and place bedding and/or other materials without contamination, minimal waste • Lifts as required • Awareness of soil stability • Final grading of area to proficient standard (+/- 10cm) • Adequate productivity (time) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>LOAD TRUCKS</p> <ul style="list-style-type: none"> • Efficient loading pattern, truck placement • Minimal spillage, maintain level and 'clean' floor • Smooth, gentle loading without contact • Effective communication (hand and audible signals) • Legal and/or balanced, secure, appropriate loads • Adequate productivity (time) 	<p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>

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E. Supervisor Signature

I certify that the information I, as the current or former direct supervisor of the applicant, 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.)

Supervisor name (Please Print):	Supervisor Signature:	Date Signed: (MM/DD/YYYY)
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Enter the supervisor and applicant names (repeat on every page of this form)

Supervisor First and Last Name:	Applicant First and Last Name:
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