



# MARINE SERVICE TECHNICIAN 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

To qualify to challenge certification in this trade or be granted authority to supervise and sign-off on apprentices in this trade, individuals must have:

- Worked a minimum of **6,000 hours** performing the tasks listed in Section D of this form,
- Experience performing the job tasks as per Section D; and
- Proof of achievement of industry-based Advanced Workplace Competency Assessment listed in Section E of this form. This is not applicable for individuals applying for Supervision and Sign-off Authority.

This form is used to declare work experience for periods of employment. The information provided is used to verify the applicant's work experience in this trade. This form 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 by each Employer listed on the applicant's completed Application form. A Statutory Declaration of Work Experience form must be completed for periods during which the applicant was self-employed or a previous employer is unavailable to complete an Employer Declaration. For more information, see **Instructions for Certification Challenge or Supervision and Sign-Off Authority**.

## 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. Supervisor Contact Information

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

Name of Organization/Employer/Business:		
First and Last Name of Applicant's Direct Supervisor:	Supervisor Position or Title:	
Suite Number:	Street Number and Name:	
City:	Province:	Postal Code:
Business Number: ( )	Mobile Phone Number: ( )	Supervisor E-Mail Address:

## C. Employment of Applicant

Enter the dates and number of hours for this period of employment or self-employment. Combine multiple periods of self-employment on one form, but separate periods of employment with different employers on separate forms.

Dates of Applicant's Employment (MM/DD/YYYY): From: To:	Total Number Hours of <b>Marine Service Technician</b> Experience Accumulated in that Period:
Job Title of Applicant:	



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### D. Supervisor Declaration of Job Task Performance

By checking “Yes” or “No” in the Declaration Response column, indicate whether or not you, as the direct supervisor of the applicant, have personally witnessed the applicant performing the job tasks listed.

<b>D1 Job Tasks: BROAD KNOWLEDGE AND SKILLS: Must check ‘yes’ to a minimum 30 of 42 tasks (70%).</b>	<b>Declaration Response</b>	
<b>SAFETY</b>	Yes:	<input type="checkbox"/>
Is this candidate able to apply safe work practices?	No:	<input type="checkbox"/>
Is this candidate able to respond to workplace emergencies?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>YARD MANAGEMENT</b>	Yes:	<input type="checkbox"/>
Is this candidate able to apply professional boatyard business practices?	No:	<input type="checkbox"/>
Is this candidate able to describe role of surveyors and insurance adjusters?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>YARD PRACTICES</b>	Yes:	<input type="checkbox"/>
Is this candidate able to apply environmental protection practices?	No:	<input type="checkbox"/>
Is this candidate able to secure and block vessels?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to identify the consequences of vessel and engine submersion?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>TECHNOLOGY AND DESIGN</b>	Yes:	<input type="checkbox"/>
Is this candidate able to define trade terminology and concepts?	No:	<input type="checkbox"/>
Is this candidate able to describe design basics?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to describe principals of powering?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to describe wood vessel construction?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to describe FRP vessel construction?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to describe metal vessel construction?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to perform layout and fitting operations?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>TRADE MATHEMATICS</b>	Yes:	<input type="checkbox"/>
Is this candidate able to apply trade math?	No:	<input type="checkbox"/>
Is this candidate able to perform measurement operations?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>TOOLS AND EQUIPMENT</b>	Yes:	<input type="checkbox"/>
Is this candidate able to use hand tools?	No:	<input type="checkbox"/>
Is this candidate able to use portable power tools?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to use stationary power tools?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>

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<b>D1 Job Tasks (continued): BROAD KNOWLEDGE AND SKILLS: Must check 'yes' to a minimum 30 of 42 tasks (70%).</b>	<b>Declaration Response</b>	
Is this candidate able to use compressed air delivery systems?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to use spray equipment?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to maintain workplace electrical equipment?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>MATERIALS</b>	Yes:	<input type="checkbox"/>
Is this candidate able to select wood repair materials?	No:	<input type="checkbox"/>
Is this candidate able to select composite materials?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to use thermoplastics?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to select marine metals?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to select fasteners?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to use adhesive and bedding compounds?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to use abrasive materials?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>MARINE METALS</b>	Yes:	<input type="checkbox"/>
Is this candidate able to drill and cut metals?	No:	<input type="checkbox"/>
<b>WOODWORK</b>	Yes:	<input type="checkbox"/>
Is this candidate able to assess rot and deterioration damage?	No:	<input type="checkbox"/>
Is this candidate able to sheath wood structure with composite materials?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>COMPOSITE</b>	Yes:	<input type="checkbox"/>
Is this candidate able to maintain gel coat surfaces?	No:	<input type="checkbox"/>
<b>MECHANICAL SYSTEMS</b>	Yes:	<input type="checkbox"/>
Is this candidate able to identify engine and drivetrain components?	No:	<input type="checkbox"/>
Is this candidate able to describe engine room layout and ventilation?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to perform engine pre-start inspection?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>ELECTRICAL</b>	Yes:	<input type="checkbox"/>
Is this candidate able to calculate current, resistance and voltage?	No:	<input type="checkbox"/>
Is this candidate able to perform basic wiring and testing procedures?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>ELECTRONICS</b>	Yes:	<input type="checkbox"/>
Is this candidate able to install basic electronics and networks?	No:	<input type="checkbox"/>

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<b>D1 Job Tasks (continued): BROAD KNOWLEDGE AND SKILLS: Must check 'yes' to a minimum 30 of 42 tasks (70%).</b>	<b>Declaration Response</b>	
<b>INSTALLATIONS</b> Is this candidate able to install hardware and fittings?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to describe propane distribution systems?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>FINISHING AND PAINTING</b> Is this candidate able to apply utility coatings by brush and roller?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>

<b>D2 Job Tasks: SPECIALIZED KNOWLEDGE AND SKILLS: Must check 'yes' to a minimum of 6 of 62</b>	<b>Declaration Response</b>	
<b>YARD MANAGEMENT</b> Is this candidate able to manage projects?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>YARD PRACTICES</b> Is this candidate able to operate power and sail vessels?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to operate vessel lifting and maneuvering equipment?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>TECHNOLOGY AND DESIGN</b> Is this candidate able to create technical drawings?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to perform lofting operations?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>MARINE METALS</b> Is this candidate able to weld marine metals?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to fabricate with marine metals?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to control corrosion in metals?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>WOODWORK</b> Is this candidate able to perform structural repairs?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to perform fairing and cosmetic operation?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to use traditional caulking methods?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to repair teak decking?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to perform cold molding?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to perform wood laminating?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to perform joinery?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>

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<b>D2 Job Tasks (continued):SPECIALIZED KNOWLEDGE AND SKILLS: Must check 'yes' to a minimum 6 of 62</b>	<b>Declaration Response</b>	
<b>COMPOSITE</b>	Yes:	<input type="checkbox"/>
Is this candidate able to fabricate FRP tooling?	No:	<input type="checkbox"/>
Is this candidate able to repair FRP structures?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to repair FRP laminates?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to repair keel impact damage?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to repair FRP rudders and stabilizers?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to repair osmosis damage?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to perform vacuum bag laminating?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to repair high performance FRP structures?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to repair gel coat damage?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>MECHANICAL SYSTEMS</b>	Yes:	<input type="checkbox"/>
Is this candidate able to remove and install engines?	No:	<input type="checkbox"/>
Is this candidate able to service marine engine components?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to service engine controls, alarms and gauges?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to service steering gear?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to service engine mounts, shafting and alignment?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to service propellers?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to install and service hydraulic systems?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to service engine starting and charging systems?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>

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<b>ELECTRICAL</b>	Yes:	<input type="checkbox"/>
Is this candidate able to install and service DC power supply systems?	No:	<input type="checkbox"/>
Is this candidate able to install and service DC distribution systems?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to install and service AC power supply systems?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to install and service AC distribution systems?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to install alternative power sources?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>ELECTRONICS</b>	Yes:	<input type="checkbox"/>
Is this candidate able to install advanced electronics?	No:	<input type="checkbox"/>
Is this candidate able to install advanced electronic networks?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>INSTALLATIONS</b>	Yes:	<input type="checkbox"/>
Is this candidate able to install thru-hulls and underwater equipment?	No:	<input type="checkbox"/>
Is this candidate able to install and service fresh water systems?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to install and service waste water systems?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to install and service heating systems?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to install and service refrigeration and air conditioning systems?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>RIGGING</b>	Yes:	<input type="checkbox"/>
Is this candidate able to install and service standing rigging?	No:	<input type="checkbox"/>
Is this candidate able to install and service running rigging?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to step, unstep and store masts?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to install and service deck hardware?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to splice lines?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to tune rigging?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to build spars?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to service and repair carbon spars?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>

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D2 Job Tasks (continued):SPECIALIZED KNOWLEDGE AND SKILLS: Must check 'yes' to a minimum 6 of 62	Declaration Response	
<b>FINISHING AND PAINTING</b>	Yes:	<input type="checkbox"/>
Is this candidate able to apply anti-fouling paints?	No:	<input type="checkbox"/>
Is this candidate able to mark and mask waterlines and stripes?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to prep and prime for multi-component topcoats?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to spray multi-component topcoats?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to repair multi-component topcoats?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to brush-apply gloss paints and varnishes?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to perform detailing?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
Is this candidate able to prime and fair metals?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>
<b>TENDERS</b>	Yes:	<input type="checkbox"/>
Is the candidate able to service and repair inflatable vessels?	No:	<input type="checkbox"/>
Is the candidate able to install and service cranes, davits and hoists?	Yes:	<input type="checkbox"/>
	No:	<input type="checkbox"/>

### E. Confirmation of Prerequisite Credentials or Certificates

For some trades, evidence that the applicant has earned prerequisite credentials or certificates is required before the individual is permitted to challenge certification. For those trades, proof that the applicant has the required prerequisite credentials must accompany the application. Prerequisite credentials for this trade are listed below.

I declare that I have attained the prerequisite credentials or certification required to be considered eligible to challenge certification in this trade:

- Successful completion of Advanced Competency Assessment Standards and Workplace Performance Report Criteria
- Copy of verification letter from Quadrant Marine Institute is attached

This is not applicable for individuals applying for Supervision and Sign-off Authority.

### F. 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)

Enter the applicant name (repeat on every page of this form).

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