



WELDING

Welding youth apprentices practice welding fabrication processes in various industry environments. Apprentices must adhere to industry safety and security standards.

Length of Apprenticeship: One or two years

REQUIRED COMPETENCIES

Youth apprentices must become proficient in both general employability and occupation-specific competencies. All of these, and examples of how each can be demonstrated, are found in the following pages. A total of 25 occupational competencies must be learned for this occupation. (All 7 Manufacturing Fundamentals competencies with no substitutions, plus 18 Welding competencies.) Employers may substitute out one of these competencies per year and should write in the competency they are adding. Where necessary, skills can be simulated. Youth apprentices must be evaluated on these competencies at least two times each year of their apprenticeship.

Note: Students who completed a previous Manufacturing YA program do not need to repeat the Manufacturing Fundamentals Competencies.

Manufacturing Fundamentals Competencies	Welding Competencies
<ol style="list-style-type: none">1. Focus on customer needs2. Use various instruments3. Operate tools and equipment safely4. Practice quality assurance principles5. Follow personal safety requirements6. Maintain a safe work environment7. Demonstrate professional role to be used in an emergency	<ol style="list-style-type: none">1. Read welding technical drawings and work orders2. Interpret welding symbols and procedures3. Layout and plan work4. Perform safety checks5. Prepare base metal6. Set up to fabricate base metal7. Set up welding job8. Fabricate base metal9. Cut metal thermally/chemically10. Tack work pieces11. Weld metal12. Monitor product and process13. Assist inspection of completed metal piece14. Process production documents15. Clean up16. Monitor equipment for correct operation17. Perform routine preventive maintenance (PM)18. Document equipment use, PM, and/or operational problems

REGISTERED APPRENTICESHIP BRIDGING OPPORTUNITIES

Some of the related instruction courses can bridge into the following registered apprenticeship:

- Industrial Manufacturing Technician
- Sheet Metal
- Steamfitter
- Welding Fabricator

POST-SECONDARY PATHWAY OPPORTUNITIES

There are several post-secondary pathway opportunities in this area. Following is partial list.

- Welding Technical Diploma
- Welding and Metal Fabrication Technical Diploma
- Welding Fabrication Technical Diploma



Welding

Youth Apprenticeship

ON-THE-JOB LEARNING PERFORMANCE STANDARDS GUIDE

YOUTH APPRENTICE INFORMATION

Youth Apprentice Name
YA Coordinator
YA Consortium
School District

SIGNATURES

The On-the-Job Learning Performance Standards Guide includes a list of competencies youth apprentices learn through mentoring and training at the worksite.

Instructions for the Worksite Employers/Mentors and School-Based or YA coordinators: This document should be reviewed with the employer/mentor, school-based or YA coordinator on a regular basis with the youth apprentice to record progress and plan future steps to ensure completion of the required competencies. Mentors, school-based/YA coordinator, and the apprentice sign below.

Employer/Mentor

1st Evaluation (Required)	2nd Evaluation (Required)
Employer/Mentor Signature	Employer/Mentor Signature
Employer/Mentor	Employer/Mentor
Business/Company	Business/Company
Date Signed	Date Signed

3rd Evaluation (Optional)	4th Evaluation (Optional)
Employer/Mentor Signature	Employer/Mentor Signature
Employer/Mentor	Employer/Mentor
Business/Company	Business/Company
Date Signed	Date Signed

School-Based and/or YA Coordinator

1st Evaluation (Required)

School-Based and/or YA Coordinator Signature
School-Based and/or YA Coordinator
School District or Organization
Date Signed

2nd Evaluation (Required)

School-Based and/or YA Coordinator Signature
School-Based and/or YA Coordinator
School District or Organization
Date Signed

3rd Evaluation (Optional)

School-Based and/or YA Coordinator Signature
School-Based and/or YA Coordinator
School District or Organization
Date Signed

4th Evaluation (Optional)

School-Based and/or YA Coordinator Signature
School-Based and/or YA Coordinator
School District or Organization
Date Signed

Youth Apprentice

1st Evaluation (Required)

Youth Apprentice Signature
Youth Apprentice
School District / High School
Date Signed

2nd Evaluation (Required)

Youth Apprentice Signature
Youth Apprentice
School District / High School
Date Signed

3rd Evaluation (Optional)

Youth Apprentice Signature
Youth Apprentice
School District / High School
Date Signed

4th Evaluation (Optional)

Youth Apprentice Signature
Youth Apprentice
School District / High School
Date Signed

EMPLOYABILITY SKILLS (TO BE COMPLETED BY YA EMPLOYER/MENTOR)

All youth apprentices must demonstrate the key employability skills listed below in order to complete the YA program. They do so by earning at least a "Meets Expectation" rating in each. **At least two evaluations are required each year of a youth apprenticeship.** More columns are included below for those who choose to conduct more frequent reviews.

1	Working to Meet Expectations: Needs improvement; requires much assistance and supervision; rarely displays this behavior
2	Meets Expectations: Meets entry-level criteria; requires some supervision; often displays this behavior
3	Exceeds Expectations: Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior

Employability Skills		Rating			
Competency and Rating Criteria		Initial	Mid Year 1	Mid Year 2	Final
1. Develops positive work relationships with others. <i>Examples of qualities and habits that the employee might exhibit include:</i>	<ul style="list-style-type: none"> Interacts with others with respect and in a non-judgmental manner Responds to others in an appropriate and non-offensive manner Helps co-workers and peers accomplish tasks or goals Applies problem-solving strategies to improve relations with others When managing others, shows traits such as compassion, listening, coaching, team development, and appreciation 	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
2. Communicates effectively with others <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	<ul style="list-style-type: none"> Adjusts the communication approach for the target audience, purpose, and situation to maximize impact Organizes messages/information in a logical and helpful manner Speaks clearly and writes legibly Models behaviors to show active listening Applies what was read to actual practice Asks appropriate questions for clarity 	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
3. Collaborates with others <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	<ul style="list-style-type: none"> Works effectively in teams with people of diverse backgrounds regardless of sex, race, ethnicity, nationality, sexuality, religion, political views, and abilities Shares responsibility for collaborative work and decision making Uses the problem-solving process to work through differences of opinion in a constructive manner to achieve a reasonable compromise Avoids contributing to an unproductive group conflict Shares information and carries out responsibilities in a timely manner 	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3

Employability Skills		Rating			
Competency and Rating Criteria		Initial	Mid Year 1	Mid Year 2	Final
4. Maintains composure under pressure <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	<ul style="list-style-type: none"> • Uses critical thinking to determine the best options or outcomes when faced with a challenging situation • Carries out assigned duties while under pressure • Acts in a respectful, professional, and non-offensive manner while under pressure • Applies stress management techniques to cope under pressure 	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
5. Demonstrates integrity <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	<ul style="list-style-type: none"> • Carries out responsibilities in an ethical, legal and confidential manner • Responds to situations in a timely manner • Takes personal responsibility to correct problems • Models behaviors that demonstrate self-discipline, reliability, and dependability 	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
6. Performs quality work <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	<ul style="list-style-type: none"> • Carries out written and verbal directions accurately • Completes work efficiently and effectively • Performs calculations accurately • Conserves resources, supplies, and materials to minimize costs and environmental impact • Uses equipment, technology, and work strategies to improve workflow • Applies problem-solving strategies to improve productivity • Adheres to worksite regulations and practices • Maintains an organized work area 	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
7. Provides quality goods or services (internal and external) <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	<ul style="list-style-type: none"> • Shows support for the organizational goals and principles by own personal actions • Displays a respectful and professional image to customers • Displays an enthusiastic attitude and desire to take care of customer needs • Seeks out ways to increase customer satisfaction • Produces goods to workplace specifications 	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
8. Shows initiative and self-direction <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	<ul style="list-style-type: none"> • Prioritizes and carries out responsibilities without being told • Responds with enthusiasm and flexibility to handle tasks that need immediate attention • Reflects on any unsatisfactory outcome as an opportunity to learn • Improves personal performance by doing something different or differently • Analyzes how own actions impact the overall organization • Supports own action with sound reasoning and principles • Balances personal activities to minimize interference with work responsibilities 	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3

Employability Skills		Rating			
Competency and Rating Criteria		Initial	Mid Year 1	Mid Year 2	Final
9. Adapts to change <i>Examples of qualities and habits that the employee might exhibit include . . . Shows flexibility and willingness to learn new skills for various job roles</i>	<ul style="list-style-type: none"> • Uses problem-solving and critical-thinking skills to cope with changing circumstances • Modifies own work behavior based on feedback, unsatisfactory outcomes, efficiency, and effectiveness • Displays a "can do" attitude 	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
10. Demonstrates safety and security regulations and practices <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	<ul style="list-style-type: none"> • Follows personal safety requirements • Maintains a safe work environment • Demonstrates professional role in an emergency • Follows security procedures • Maintains confidentiality 	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
11. Applies job-related technology, information, and media <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	<ul style="list-style-type: none"> • Applies technology effectively in the workplace • Assesses and evaluates information on the job • Assesses training manuals, website, and other media related to the job 	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
12. Fulfills training or certification requirements for employment <i>Examples of this requirement may include . . .</i>	<ul style="list-style-type: none"> • Participation in required career-related training and/or educational programs • Passing certification tests to qualify for licensure and/or certification • Participation in company training or orientation 	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
13. Sets personal goals for improvement <i>Examples of this requirement may include . . .</i>	<ul style="list-style-type: none"> • Setting goals that are specific and measurable • Setting work-related goals that align with the organization's mission • Identifying strategies to reach goals • Reflecting on goal progress to regularly evaluate and modify goals 	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3

OCCUPATIONAL COMPETENCIES

(TO BE COMPLETED BY YA EMPLOYER/MENTOR)

Youth apprentices must earn a rating of at least "MEETS EXPECTATIONS" in each competency by the conclusion of the apprenticeship. A total of 15 competencies. (All 7 Manufacturing Fundamentals competencies with no substitutions, plus 18 Welding competencies, 17 must be from the list below. Employers may substitute one Welding competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment. Where necessary, skills can be simulated. At least two evaluations are required each year of a youth apprenticeship. More columns are included below for those who choose to conduct more frequent reviews.

Note: Students who completed a previous Manufacturing YA program do not need to repeat the Manufacturing Fundamentals Competencies.

Manufacturing Fundamentals Occupational Competencies		Rating			
Competency and Rating Criteria		Evaluation - Minimum Rating of 2 for EACH Check Rating			
		Initial	Mid Year 1	Mid Year 2	Final
1. Focus on customer needs <ul style="list-style-type: none"> identify internal and external customers impacted by the production process satisfy internal and external customer's expectations collaborate with team assist work site professional to keep internal and/or external customers informed of project progress and decisions that may affect them define the impact of the Voice of the Customer determine the impact of your work to the internal and external customer 		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
2. Use various instruments <ul style="list-style-type: none"> consider the degree of precision required by the part feature choose correct measuring instrument for task verify equipment is available for use and in working order verify equipment preventative maintenance and/or calibration inspect tools and work area for safety considerations clean and adjust measuring instrument prior to use use gauges, calipers, and micrometer instruments use semi-precision and precision layout tools use digital gauges, checking fixtures use digital scales, thermometers confirm measurement accuracy record measurement correctly including unit of measurement at proper interval calibrate, clean, and store measuring instruments properly convert standard to metric – metric to standard measurement units 		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3

Manufacturing Fundamentals Occupational Competencies		Rating			
Competency and Rating Criteria		Evaluation - Minimum Rating of 2 for EACH Check Rating			
		Initial	Mid Year 1	Mid Year 2	Final
3. Operate tools and equipment safely <ul style="list-style-type: none"> operate only tool/equipment that he/she is trained on choose correct tool/equipment for the task follow tool check list verify tool/equipment is available for use and in working order verify tool/equipment is current for preventative maintenance and/or calibration wear appropriate Personal Protective Equipment (PPE) inspect tool/equipment and work area for safety considerations prepare tool/equipment for safe operation operate tool/equipment safely with guarding devices monitor tool/equipment for safe operation while operating compare tool/equipment performance regularly to optimal equipment operations follow facility procedures for clean-up and shut down after use perform required preventative maintenance procedures report abnormal tool/equipment conditions properly shuts down and labels any tool/equipment that is not operating as expected follow Lock Out/Tag Out procedures as applicable document use and maintenance 		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
4. Practice quality assurance principles <ul style="list-style-type: none"> inspect materials/piece/product at all stages of production identify quality or condition of materials/piece/product monitor materials, processes, equipment, tools, and products throughout the production process inspect final product/piece to ensure it meets specifications identify and segregate materials and/or product that do not meet specification communicate with work site professional if materials/product do not meet requirements document all quality checks participate in root-cause analysis of process/product take ownership of work collaborate with work site professional on corrective action 		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3

Manufacturing Fundamentals Occupational Competencies		Rating			
Competency and Rating Criteria		Evaluation - Minimum Rating of 2 for EACH Check Rating			
		Initial	Mid Year 1	Mid Year 2	Final
5. Follow personal safety requirements (safety) <ul style="list-style-type: none"> participate in required safety training follow all worksite guidelines for personal safety apply principles of proper body mechanics report exposures, injuries, near misses, or accidents, personal or to others immediately locate key information on Material Safety Data Sheets (MSDS) handle and dispose of any hazardous materials appropriately operate equipment that he/she is trained on adhere to equipment safety standards visually inspect equipment before operation wear required Personal Protective Equipment (PPE) at all times follow company emergency action plan identify hazardous conditions and restricted areas in the workplace avoid pinch points be aware of surroundings 		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
6. Maintain a safe work environment (safety) <ul style="list-style-type: none"> comply with posted safety warnings and symbols identify unsafe conditions and/or work habits report unsafe conditions and/or work habits help maintain a clean and safe working environment free of debris and obstacles maintain clean, organized work area use hazardous materials according to company procedure report any indications of insects or pests, if necessary follow appropriate Lock out – tag out procedures adhere to Occupational Safety and Health Administration (OSHA) Safety guidelines follow rules for operating equipment (Powered Industrial Vehicle PIV) identify applicable Emergency Stops 		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
7. Demonstrate professional role to be used in an emergency (safety) <ul style="list-style-type: none"> participate in emergency safety simulations and drills describe company's policy and procedures for work site incidents, accidents, electrical, fire, tornado, bomb threats, robbery, hostage situations, and other emergency situations identify the closest fire alarms and emergency exits identify the fire extinguishers identify appropriate alarms and procedures for using alarms contact emergency personnel in the event of an emergency contribute to emergency incident documentation 		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3

Manufacturing Fundamentals Occupational Competencies		Rating			
Competency and Rating Criteria		Evaluation - Minimum Rating of 2 for EACH Check Rating			
		Initial	Mid Year 1	Mid Year 2	Final
Comments:					

Welding (TO BE COMPLETED BY YA EMPLOYER/MENTOR)

Select welding processes practiced by the Youth Apprentice.

Welding Processes	Thermal /Chemical Cutting Processes
<input type="checkbox"/> Flux-cored Arc Welding (FCAW)	<input type="checkbox"/> Air Carbon Arc
<input type="checkbox"/> Gas Metal Arc Welding (GMAW-MIG)	<input type="checkbox"/> Laser
<input type="checkbox"/> Gas Tungsten Arc Welding (GTAW-TIG)	<input type="checkbox"/> Oxy-fuel Manual
<input type="checkbox"/> Submerged Arc Welding (SAW)	<input type="checkbox"/> Oxy-fuel Machine
<input type="checkbox"/> Shielded Metal Arc Welding (SMAW-Stick)	<input type="checkbox"/> Plasma Manual
<input type="checkbox"/> Other:	<input type="checkbox"/> Plasma Machine
	<input type="checkbox"/> Other:

Occupational Competencies	Rating			
Competency and Rating Criteria	Evaluation - Minimum Rating of 2 for EACH Check Rating			
	Initial	Mid Year 1	Mid Year 2	Final
1. Read welding technical drawings and work orders <ul style="list-style-type: none"> review technical drawing gather reference materials determine type of weld required determine location of weld required determine filler metal required determine welding process analyze supplementary data determine product/job instructions and specifications interpret welding symbols and procedures 	Year 1 Rating			
	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
	Year Rating 2			
	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
2. Interpret welding symbols and procedures <ul style="list-style-type: none"> interpret job task technical drawings accurately use appropriate terminology identify lines, views, symbols, and representations on the drawings interpret dimensions, tolerances, and scale on the drawing interpret the welding process plan from a technical drawing which includes identify required welding tools identify required welding equipment identify required welding speeds identify required welding feeds identify required welding fixtures identify required welding holders interpret the welding process plan from a technical drawing which includes identify required welding tools identify required welding equipment identify required welding speeds identify required welding feeds identify required welding fixtures identify required welding holders 	Year 1 Rating			
	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
	Year 2 Rating			
	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3

Occupational Competencies		Rating			
Competency and Rating Criteria		Evaluation - Minimum Rating of 2 for EACH Check Rating			
		Initial	Mid Year 1	Mid Year 2	Final
3. Layout and plan work		Year 1 Rating			
<ul style="list-style-type: none"> • read welding technical drawings and work orders • interpret welding symbols and procedure • review appropriate welding, cutting and/or fabricating procedures • determine equipment, work pieces, and supplies needed • determine metal type, electrode type, welding position, and metal thickness • select jigs, holding fixtures, guides and stops • obtain materials for work • measure and mark weld or cut points and positions of components on work pieces • plan sequencing of work • document measurements and layout • 		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
		Year 2 Rating			
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
4. Perform safety checks		Year 1 Rating			
<ul style="list-style-type: none"> • review welding procedure to be used • review safety requirements of procedure • verify safety equipment and Personal Protective Equipment (PPE) needed for welding process • verify equipment is available for use and in working order • verify equipment is current for preventative maintenance and/or calibration • conduct required safety checks prior to performing procedure • ensure area is dry and facilitates circulation of clean air • ensure workspace is clear and free of flammable materials • assure safety equipment is close by and operational • check valves, valve protection, thread type and wrenches • check grounding, cables, voltage/current transformation components • check ventilation and fume reduction requirements • ensure compressed gas protector cap is secure when moving cylinder • secure compressed gas cylinder in vertical position • inspect compressed gas valve, regulator and gauges for damage • connect and adjust compressed gas tank pressure according to manufacturer specifications • report wear, damage or failure of safety checks to work site professional immediately 		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
		Year 2 Rating			
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3

Occupational Competencies		Rating			
Competency and Rating Criteria		Evaluation - Minimum Rating of 2 for EACH Check Rating			
		Initial	Mid Year 1	Mid Year 2	Final
5. Prepare base metal		Year 1 Rating			
<ul style="list-style-type: none"> review procedures determine base metal or work piece preparation requirements obtain correct base metal type and thickness prepare base metal surfaces as required use cleaning solutions if needed examine edges of prepared base metal parts grind base carbon steel metal to bevel and/or remove surface irregularities check uniformity, proper fit-up, and base metal preparation pre-heat metal as specified fit and preheat parts as specified 		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
		Year 2 Rating			
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
6. Set up to fabricate base metal		Year 1 Rating			
<ul style="list-style-type: none"> prepare base metal set up to fabricate base metal add or adjust safety guards verify machine settings for material verify blades, shears, dies, etc., appropriate for metal fabrication to be completed perform equipment pre-check make test cuts adjust holding devices, blade speeds, and metal positions safely as needed operate tools and equipment safely fabricate base metal use hand tools such as brakes and hammers use equipment such as such as grinders, saws, drills, drill presses, or brakes complete cuts inspect, measure, or test completed metal pieces shut down and secure equipment clean up report any discrepancies or equipment concerns to work site professional immediately document cutting process layout and plan work perform safety checks assemble tools and equipment as required place parts and assemblies into fixtures set up equipment for fabrication document set up procedure if required locate parts or subassemblies needed determine the order for the part or subassembly placement 		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
		Year 2 Rating			
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3

Occupational Competencies		Rating			
Competency and Rating Criteria		Evaluation - Minimum Rating of 2 for EACH Check Rating			
		Initial	Mid Year 1	Mid Year 2	Final
<ul style="list-style-type: none"> position, align, and bolt jigs, holding fixtures, guides, and stops onto machines position, align and/or clamp work pieces into jigs and/or holding fixtures tighten all holding and positioning clamps inspect assembly select torch tips, alloys, flux, coil, tubing, and wire, according to metal types and thicknesses dress electrodes with tip dressers, files, emery cloths, or dressing wheels move switch to correct polarity or change electrode and ground cable positions adjust voltage and/or amperage per procedure select appropriate program where required set wire feed rate OR shielding gas flow/pressure at correct value adjust saw safety guards adjust saw holding device as needed place material in holding device allow for proper part ejection adjust saw blade velocity 					
7. Set up welding job		Year 1 Rating			
<ul style="list-style-type: none"> select torch tips, alloys, flux, coil, tubing, and wire, according to metal types and thicknesses, data charts, and records dress electrodes with tip dressers, files, emery cloths, or dressing wheels move switch to correct polarity or change electrode and ground cable positions adjust voltage and/or amperage per procedure select appropriate program set wire feed rate or shielding gas flow/pressure at correct value fill hoppers and position spouts to direct flow of flux or complete manually review technique and weld bead sequence determine joint requirements determine pre-heat and post-heat requirements 		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
		Year 2 Rating			
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3

Occupational Competencies		Rating			
Competency and Rating Criteria		Evaluation - Minimum Rating of 2 for EACH Check Rating			
		Initial	Mid Year 1	Mid Year 2	Final
8. Fabricate base metal		Year 1 Rating			
<ul style="list-style-type: none"> prepare base metal set up to fabricate base metal add or adjust safety guards verify machine settings for material verify blades, shears, dies, etc., appropriate for metal fabrication to be completed perform equipment pre-check make test cuts adjust holding devices, blade speeds, and metal positions safely as needed operate tools and equipment safely use hand tools such as brakes and hammers use equipment such as such as grinders, saws, drills, drill presses, or brakes complete cuts inspect, measure, or test completed metal pieces shut down and secure equipment clean up report any discrepancies or equipment concerns to worksite professional immediately document cutting process if required 		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
		Year 2 Rating			
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
9. Cut metal thermally/chemically		Year 1 Rating			
<ul style="list-style-type: none"> prepare base metal set up to fabricate base metal adjust voltage and/or amperage per procedure select appropriate program set wire feed rate or shielding gas flow/pressure at correct value make test cuts adjust pressures, amperage, voltage, flow rates, torch angles, flame sizes, travel speed operate tools and equipment safely complete cuts remove any slag or residue inspect, measure, or test completed metal pieces shut down and secure equipment clean up report any discrepancies or equipment concerns to worksite professional immediately document cutting process 		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
		Year 2 Rating			
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3

Occupational Competencies		Rating			
Competency and Rating Criteria		Evaluation - Minimum Rating of 2 for EACH Check Rating			
		Initial	Mid Year 1	Mid Year 2	Final
10. Tack work pieces		Year 1 Rating			
<ul style="list-style-type: none"> position the work pieces tack-weld them together lightly weld just enough to pin the work pieces together adjust and re-align assemblies as needed to keep pieces positioned remove slag or other material check that all required work pieces are tacked before attempting full welds check the pieces for appropriate geometry by measuring 		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
		Year 2 Rating			
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
11. Weld metal		Year 1 Rating			
<ul style="list-style-type: none"> prepare base metal set up to fabricate base metal verify and adjust settings for required process select appropriate program where required make test welds adjust pressures, amperage, voltage, flow rates, torch angles, flame sizes, travel speed, etc. hold the welding gun appropriately to prevent weld wandering operate tools and equipment safely make fillet welds on plain carbon steel, stainless steel or aluminum in required positions make groove welds on plain carbon steel, stainless steel or aluminum in required positions monitor metal for appropriate welds 		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
		Year 2 Rating			
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
12. Monitor product and process		Year 1 Rating			
<ul style="list-style-type: none"> monitor piece/product produced for specification recheck type of metal to be welded monitor the process and equipment for performance check condition of consumables recheck required positioning of the weld gun or torch adjust the process for quality and/or productivity as needed take corrective actions to resolve problems as they occur replenish processing materials as needed label pieces/products for compliance or non-compliance document quality control checks pieces are fabricated to specified tolerances 		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
		Year 2 Rating			
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3

Occupational Competencies		Rating					
Competency and Rating Criteria		Evaluation - Minimum Rating of 2 for EACH Check Rating					
		Initial	Mid Year 1	Mid Year 2	Final		
13. Assist inspection of completed metal piece <ul style="list-style-type: none">ensure conformance to specifications, using visual inspection, measuring, and testing devicesexamine edges and geometry of cut pieces examine tacks, root passes, intermediate layers, and completed weldscheck for weld discontinuity and defects visuallycheck for proper weld sizeperform destructive or non-destructive checks as requiredlabel pieces/products for compliance or non-compliancedocument inspection and testing as required		Year 1 Rating					
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1		
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2		
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3		
		Year 2 Rating					
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1		
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2		
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3		
		14. Process production documents <ul style="list-style-type: none">document processing data on items such as labor, quality, quantity, and timeverify fabrication and welding documentation is completedverify documentation is legibleverify documentation is completeverify documentation is in appropriate formatverify documentation is stored or forwarded as requiredreview documentation with work site professional		Year 1 Rating			
				<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
<input type="checkbox"/> 2	<input type="checkbox"/> 2			<input type="checkbox"/> 2	<input type="checkbox"/> 2		
<input type="checkbox"/> 3	<input type="checkbox"/> 3			<input type="checkbox"/> 3	<input type="checkbox"/> 3		
Year 2 Rating							
<input type="checkbox"/> 1	<input type="checkbox"/> 1			<input type="checkbox"/> 1	<input type="checkbox"/> 1		
<input type="checkbox"/> 2	<input type="checkbox"/> 2			<input type="checkbox"/> 2	<input type="checkbox"/> 2		
<input type="checkbox"/> 3	<input type="checkbox"/> 3			<input type="checkbox"/> 3	<input type="checkbox"/> 3		
15. Clean up <ul style="list-style-type: none">select appropriate cleaning tools and equipmentclean tools/equipment as requiredclean work area as requiredstore tools safely in proper locationstore materials in safe manneridentify unsafe conditions and report them promptlytake corrective action to correct unsafe conditionsensure that workstation is clean and clear of safety hazardsensure workstation is organized for efficiencydispose of waste appropriately as required				Year 1 Rating			
				<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2		
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3		
		Year 2 Rating					
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1		
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2		
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3		
		16. Monitor equipment for correct operation <ul style="list-style-type: none">review equipment quality measures for trends and problems as requiredcompare current equipment performance to optimal equipment operations on a regular basisreport any noted deviations from expected performanceassist worksite professional to investigate abnormal equipment conditions in a timely mannerassist worksite professional to follow up on repaired equipment to ensure that corrective action solved the problemdocument all monitoring activities		Year 1 Rating			
				<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
<input type="checkbox"/> 2	<input type="checkbox"/> 2			<input type="checkbox"/> 2	<input type="checkbox"/> 2		
<input type="checkbox"/> 3	<input type="checkbox"/> 3			<input type="checkbox"/> 3	<input type="checkbox"/> 3		
Year 2 Rating							
<input type="checkbox"/> 1	<input type="checkbox"/> 1			<input type="checkbox"/> 1	<input type="checkbox"/> 1		
<input type="checkbox"/> 2	<input type="checkbox"/> 2			<input type="checkbox"/> 2	<input type="checkbox"/> 2		
<input type="checkbox"/> 3	<input type="checkbox"/> 3			<input type="checkbox"/> 3	<input type="checkbox"/> 3		

Occupational Competencies		Rating			
Competency and Rating Criteria		Evaluation - Minimum Rating of 2 for EACH Check Rating			
		Initial	Mid Year 1	Mid Year 2	Final
17. Perform routine preventive maintenance (PM) <ul style="list-style-type: none"> perform preventative maintenance (PM) according to facility schedule communicate PM to production assure that alternative equipment is available if needed by production gather supplies to perform PM ensure that equipment is properly labeled and pulled from production use follow appropriate lock coil break, wire de-reeler, flowmeter, wire guides, and drive rollers on gas metal arc and flux core welding equipment. remove weld spatter and foreign material from guns, torches, and/or electrode holders inspect hand tools, fixtures, and/or tables mount wire electrode coils if applicable inspect and clean work areas report any damage, wear, or missing safety equipment to worksite professional re-qualify equipment for operation document PM and preventative actions taken 		Year 1 Rating			
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
		Year 2 Rating			
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
18. Document equipment use, PM, and/or operational problems <ul style="list-style-type: none"> verify all internal and external communication with appropriate parties in a timely manner communicate maintenance and repair needs clearly use the correct reporting formats for communication document use, maintenance, and repair activities accurately report back and document any maintenance and repair issues in a timely manner maintenance communication is timely and accurate maintenance communication is documented 		Year 1 Rating			
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
		Year 2 Rating			
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
Competency Substitute (if you replaced a competency above, note the competency and rating)		Year 1 Rating			
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3
		Year 2 Rating			
		<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1
		<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2
		<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3

