

Department of Labor and Industries  
 Apprenticeship Section  
 PO Box 44530  
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**For L&I Staff Use Only**

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**Request for Revision  
 of Standards**

TO: Washington State Apprenticeship & Training Council  
 FROM: **NORTHEASTERN WASHINGTON-NORTHERN IDAHO SHEET METAL APPRENTICESHIP  
 COMMITTEE #152**

Please update our Standards of Apprenticeship to reflect the following changes:

- Additions shall be underlined (underlined).
- Deletions shall be struck through (~~struck through~~).
- See attached.

**Form must be signed by Committee Chair and Secretary or Program's Authorized Signer**

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	2/14/2025		
Print Name: Josh Mazzella	Print Name:		
Signature: <i>Joshua P. Mazzella</i>	Signature:		

Approved By: <b>Washington State Apprenticeship &amp; Training Council</b>
Signature of Secretary of the WSATC:
Date:

*Attach additional sheets if necessary*

Sponsor Introductory Statement (Required):

The following Standards have been prepared by the Northeastern Washington-Northern Idaho Sheet Metal Apprenticeship Committee, ~~in partnership with the Sheet Metal Workers Local 55 (SMWIA) and Inland Empire Sheet Metal Contractors Association (SMACNA)~~, to develop qualified, competent crafts people for the industry. All functions of the Committee shall be on the basis of a non-profit endeavor for the good and welfare of apprenticeship and training for the sheet metal industry and for the best interest of the apprentice, management, labor, and the public.

## II MINIMUM QUALIFICATIONS:

Testing: Upon the completion of the application form, the applicant will be scheduled to take a NTF basic aptitude test. The aptitude test consists of ~~15~~ general math question and ~~20~~ general reading questions. The applicant must ~~have at least 8 correct math answers and 14 correct reading answers.~~ pass the test with a 65% or better. If applicant fails this test, no further processing will be take place. If the applicant does not meet or exceed the minimum scores in one or both categories, no further processing will be done for a period of one year.

Other: ~~Applicants not meeting the minimum qualifications must wait ninety (90) days before re-applying. Applicant must have a valid driver's license. With the application all applicants must submit copies of a valid Washington State driver license, proof of auto insurance, and high school transcript, GED scores or equivalent certification. The required documents must be submitted to the apprenticeship office before any testing or interviews are done. (NOTE: If additional schooling is claimed, it must be supported by transcripts in order to receive credit).~~

## III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

### A. Selection Procedures:

#### 1. Procedures for selection of HVAC Service Technician, "HVAC Test, Adjust and Balance Technician" and Sheet Metal Worker apprentices:

a. ~~Applications for entry into the apprenticeship program will be on an as-needed basis and according to the following criteria:~~

~~(1) Rank order on the interview list highest score~~

~~(2) Geographic availability~~

~~(3) Timely response to contact the JATC~~

Applications will be taken on a year-round basis at 7209 E Trent Ave. Spokane, WA 99212 and available online at [smw55.org](http://smw55.org) or [sewneo.org](http://sewneo.org).

b. Upon returning the completed application form, and required documents, the applicant will be instructed to take NTF basic aptitude test that consists of ~~15~~ general math questions and ~~20~~ general reading questions. ~~The applicant must have at least 8 correct math answers and 14 correct reading answers.~~ a basic aptitude test consisting of math

and reading, applicants must obtain a 65% or better. Testing will be done on an as needed basis to be determined by the NE WA N ID JATC.

- c. ~~The applicant will be instructed to request a transcript of all school records and grades, and/or including GED and scores, to be supplied along with a copy of the applicant's birth certificate, to the apprenticeship committee staff within the given time frame. (NOTE: If additional schooling is claimed, it must be supported by transcripts in order to receive credit).~~ Applicants who do not meet the minimum qualifications will be advised of deficiencies and encouraged to reapply.
- d. ~~Applicants meeting minimum qualifications and the criteria of this selection procedure will be instructed to appear before the apprenticeship committee for interview and comparative evaluation and score and placed on a list accordingly to await employment.~~ Applicants who have met the minimum qualifications may be scheduled for interviews before a subcommittee of the JATC based on industry need and the aptitude test scores (highest score first). Consideration may also be given to those who meet criteria for "local hire" requirements in distressed areas.
- e. Based on the interview and minimum qualification screening day scores applicants will be given a comparative evaluation score and placed on a ranked eligibility list accordingly (highest score first).
- e. f. Once an applicant has been placed in an eligibility pool, they must be retained on the eligibility lists for two years unless they request, in writing, that they be removed or unless they fail to respond to an apprentice job opportunity telephone call to the applicant's last known telephone number. It is the applicant's responsibility to keep the sponsor informed of the applicant's current telephone number.
- f. g. The committee reserves the right to make exceptions to the above procedure in considering applicants having previous experience.
- g. ~~Applications will be taken on a year round basis, Monday through Friday, 8:00 AM to 11:00 AM and 1:00 PM to 4:00 PM, at 7209 E. Trent Avenue, Spokane, WA 99212.~~
- h. All qualified applicants accepted into the HVAC Service Technician program ~~must have prior to dispatch, will be required to get~~ a current Washington State electrical training certificate or current Washington State electrical certification and current State of Idaho HVAC apprentice certificate or current State of Idaho HVAC journeyman certification.
- i. ~~In addition, as a condition of employment on a private, federal, state, or municipal site, an applicant may be required to submit to 3rd party testing.~~ Applicants being accepted into the program will be required to take and pass a pre-employment drug screening test after being registered but before being employed by an authorized training agent. All testing will be paid for under the CBA of Local 55.
- j. Entry into the apprenticeship program will be on an as needed basis and according to the following criteria:

- (1) Rank order on combined interview and minimum qualification screening day list - highest combined score first**
- (2) Prior industry experience**
- (3) Geographic Availability**
- (4) Timely response to contact from the JATC**

**2. Procedures to selection of Residential Sheet Metal Worker:**

- d. Applications will be taken on a year round basis, ~~Monday through Friday, 8:00 AM to 11:00 AM and 1:00 PM to 4:00 PM,~~ at 7209 E. Trent Avenue, Spokane, WA 99212, and available online at smw55.org or sewneo.org.**

**3. Exceptions:**

- c. ~~All qualified recipients of the Carl Brandt/Richard Pansie apprenticeship scholarship will be afforded direct entry into the program of their choice.~~ The committee reserves the right to make exceptions to the selection procedure in considering applicants having previous experience, accredited training and/or currently working for a training agent.**

- d. Enlisted personal and military veterans who complete industry related military technical school and/or elect to participate in the Helmets to Hardhats Program, the SMART Heroes Program, or like programs, may be given direct entry into the apprenticeship program.**

- d. e. Direct Entry - Registered Native Americans, Minorities and/or Women for work secured under Tribal Employment Rights Office (TERO) or Project Labor Agreement (PLA) project or have completed a WA State recognized pre-apprenticeship may receive direct entry into apprenticeship provided:**

- (1) The Employer is an approved training agent for these Standards.**
- (2) The applicant is evaluated by the JATC for appropriate placement into the apprenticeship program or ABE related supplemental instruction.**

**NOTE: All selected applicants must possess the required basic tools/equipment of the program. Contact the JATC offices for a list of required basic tools/equipment.**

**B. Equal Employment Opportunity Plan:**

- ~~3. Grant credit for previous trade experience or trade-related courses for all applicants equally.~~**
- ~~4.3.~~**
- ~~5. Increasing awareness of a sponsor's equal opportunity policy within the sponsor's organization. The goal of this increased awareness within the sponsor's organization is to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, employers,~~**

~~and members. This is to encourage the necessary active assistance in achieving the program's obligations required by these rules.~~

**VIII. WORK PROCESSES:**

All apprentices shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and practice of sheet metal work. The following work schedules shall include, but not be limited to, the outlines shown. It is to be used as a guide and will be followed as closely as local conditions will permit, on which the Committee will make decisions in order for the apprentice to be eligible for a certificate of completion.

**D. Sheet Metal Worker APPROXIMATE HOURS**

1. General sheet metal.....	1000
2. Operation of hand and machine tools.....	1000
3. Architectural sheet metal work.....	1000
4. Air Condition.....	1800
5. Furnace work.....	500
6. Industrial sheet metal work.....	1000
7. Soldering, welding, brazing.....	600
8. Special installation and specialty work.....	1000
9. Non-destructive and QaQc.....	300
10. Plastic Welding.....	200
11. Hand rigging as pertaining to trade.....	400
12. Air Balance.....	200

**TOTAL HOURS: 9000**

1. General Sheet Metal Work (including but not limited to design, layout, fabrication and installation of HVAC systems).....1000
2. Operation of hand and power tools.....1000
3. Architectural sheet metal work (including but not limited to design, layout, fabrication and installation of metal roof decking, decks, insulation, drainage,

louvers, ventilators, metal siding systems, store fronts, coping, flashing, curtain walls, gutters, building envelope, column covers and downspouts)1000

- 4. Specialty Installation & Specialty work (including but not limited to design, layout, fabrication and installation hoods, countertops, cabinets, custom work, furniture, hand rails, sinks and SS finishing) .....1000
- 5. Industrial Sheet Metal Work (including but not limited to design, layout, fabrication and installation of collection, conveyer, separation, filtration systems and lagging).....1000
- 6. Air Conditioning and Heating.....1000
- 7. Soldering, Welding, Brazing, & Plastic Welding .....1000
- 8. Hoisting and rigging as pertaining to the trade.....500
- 9. Non-destructive Testing and QaQc.....300
- 10. Air Balance.....200
- 11. C.A.D. & Computer Training .....500
- 12. Workplace Safety .....200
- 13. Indoor Air Quality.....300

**TOTAL HOURS: 9000**

**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

A. The methods of related/supplemental training must be indicated below (check those that apply):

- Supervised field trips
- Sponsor approved training seminars (specify)  
**NE WA N ID Sheet Metal JATC vendor training as necessary**
- Sponsor approved online or distance learning courses (specify)  
**International Training Institute approved seminars, Interplay Learning**
- State Community/Technical college: **Spokane Community College**
- Private Technical/Vocational college
- Sponsor Provided (lab/classroom)
- Other (specify): **Other assigned tasks, i.e. homework, research**

B. **(SEE LIST BELOW)** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

- (X) Twelve-month period from date of registration.\*
- ( ) Defined twelve-month school year: (insert month) through (insert month).
- (X) Two-thousand hours of on the job training.

C. Additional Information:

**NONE**

1. **All apprentices beginning related supplemental instruction must possess basic computer skills and must be able to access the internet while away from the JATC training center, in order to be able to access books and complete web-based learning components of their related classroom training.**
2. **The Committee reserves the right to require additional related supplemental instruction hours for any apprentice as they deem necessary.**
3. **Apprentices may take additional related supplemental instruction classes of their choice throughout their apprenticeship. These classes will not be considered as part of their required related supplemental instruction hours.**

**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

A. Administrative Procedures:

3. Sponsor Procedures:

- a. **Any apprentice who demonstrates behavior that disrupts, impedes or adversely impacts the learning environment, either on the job or while attending related supplemental instruction, shall have to appear before the NE WA N ID JATC to show cause why he/she should not be disciplined, suspended, or cancelled from the program.**
- b. **WAIVER: Apprentices grades and attendance may be released to the Apprenticeship Committee and current training agent.**
- c. **Progressive wage scale upgrading will be determined by the following:**
  - (1) **RSI performance (minimum of 75% cumulative grade required) and Instructor evaluation**
  - (2) **Employer evaluation from the foreman, and/or journeyperson with whom the apprentice works.**
  - (3) **Accumulation of the minimum required OJT hours within the current wage step (1,800 hours wage step 1 and 900 hours for each remaining wage step).**
  - (4) **Sufficient practical experience as determined by the JATC from above documentation.**
- d. **The committee may accelerate, demote, or extend through the evaluation process, the advancement of an apprentice in each and every pay period.**
- e. **The Apprentice shall be responsible for maintaining current contact information (mailing address, email address, and cell phone number) with the JATC office. The JATC will send all correspondence to the apprentice mailing address, email address and/or cell phone on file in the apprenticeship office.**

- f. OJT/Hour Reporting: TotalTrack is the official means of tracking apprentice On The Job Training (OJT) hours for the JATC. It is the apprentices' responsibility to track OJT hours in TotalTrack throughout their apprenticeship. Monthly OJT hour reports are due on the 10th day of the following month (i.e., Sept. job report due Oct. 10.). OJT hour reports must include the name of the foreman or supervisor who can verify the apprentice OJT hours if needed. OJT hour reports turned in after the 10th of the following month shall be considered late.**
- g. Apprentices must have a valid Washington State driver license as required by minimum qualification, email address and current first aid/CPR card at all times.**
- h. Apprentices shall be responsible for contacting the JATC office at time of termination/lay off from employment.**
- i. Any apprentice who turns down employment for any reason, including being unable to pass a drug test with negative results, shall not be eligible for employment. The apprentice shall be required to appear before the main committee at their next regularly scheduled meeting before being eligible for employment. The apprentice shall then be placed on the out of work list as of the date of the JATC meeting.**
- j. An apprentice terminated from his/her place of employment for just cause shall not be eligible for job referral until he/she has appeared before the Coordinators and/or JATC at their next regularly scheduled meeting.**
- k. The apprentice shall not be allowed to quit his/her job. However, the apprentice may request a transfer from a employer.**
- l. TRANSFERS: To apply for a transfer from a employer the following guidelines set by the JATC shall be followed:**
- (1) The apprentice must send a letter or email to the JATC stating the reason for requesting a transfer.**
  - (2) The JATC will work with Local 55 to determine if the transfer request is justified. If it is determined that the transfer request is justified the JATC and Local 55 will work together to fulfill the transfer request at the earliest possible opportunity.**
  - (3) If it is determined that the transfer request is not justified the JATC will notify the apprentice that their request was denied.**
  - (4) Unemployed apprentices shall be dispatched before or in conjunction with the transfer.**
- m. All apprentices shall be governed by the NE WA N ID Sheet Metal JATC Policies and Procedures. The apprentice will receive and sign for a copy of the Policies and Procedures when completing apprentice registration paperwork and issued an electronic copy of the rules and regulations at the beginning of each school year. All apprentices will**

electronically sign electronic copies indicating they have received and read the rules and regulations.

Related Training:

~~The Apprenticeship Committee recommends the related trade instruction for apprentices be limited to those registered with these Standards.~~

~~An examination of the apprentice shall be given at regular intervals by the Apprenticeship Committee and/or the instructor. In these examinations, consideration will be given to related instruction instructor reports, on the job training employer reports, apprentice self progress reports and attendance reports.~~

~~Scheduled related training shall consist of a competency based training schedule as specified by the Joint Apprenticeship Committee.~~

RELATED TRAINING CLASS ABSENCE POLICY  
COMPETENCY BASED CONCENTRATED TRAINING

~~All related training class schedules for each individual apprentice will be attended by that apprentice to successfully complete and have recorded the required competency in the particular related training subject matter presented.~~

~~Excused Absences – The only excuses the Joint Apprenticeship Committee will accept for absence from a scheduled class will be in the case of extreme emergency that can be handled only by that apprentice or a confining illness of an apprentice.~~

~~An apprentice with an excused absence will work with the instructor to complete the required competency at the earliest possible time.~~

~~Unexcused Absences – Make-up consideration for an unexcused absence will be at the discretion of the instructor based on class and space availability.~~

PLEASE NOTE

~~The above make-up requirements will be the sole responsibility of each individual apprentice to initiate and complete.~~

~~These requirements will be part of all consideration of progression and possible continuance in this program.~~

POLICIES AND PROCEDURES  
FOR THE  
NORTH EASTERN WASHINGTON/NORTHERN IDAHO  
SHEET METAL TRAINING TRUST

A JOINT COMMITTEE OF THE

**THE SHEET METAL & A/C CONTRACTOR'S  
NATIONAL ASSOCIATION**

**AND THE**

**SHEET METAL WORKERS  
INTERNATIONAL ASSOCIATION  
LOCAL #55**

**Stephen L. Smith  
Training Director  
INTRODUCTION**

~~As the sheet metal construction industry continues to change and improve, the education and training must change and improve. The Sheet Metal Joint Apprenticeship and Training Committee strives to provide the education and training to meet the need of the sheet metal industry. Foremost is the training and education through apprenticeship for the future of the sheet metal construction industry.~~

~~The policies and procedures adopted by the NE WA/N Id Sheet Metal JATC are stringent to promote a quality craftsman in the sheet metal construction industry. The sheet metal construction industry is responsible for maintaining the apprenticeship training program and the apprentice has an obligation to the Industry to conduct themselves in a responsible manner.~~

~~Through apprenticeship, labor and management strive to make the sheet metal construction industry the leading industry in today's global marketplace.~~

**J.A.T.C. RESPONSIBILITIES**

**PURPOSE OF POLICIES AND PROCEDURES**

~~The purpose of these policies and procedures is to unify the training program, which covers the jurisdiction of Local #55 of the S.M.W.I.A. and the S.M.A.C.N.A. This is a joint venture between labor and management to provide the industry with qualified craftsman for the future of the industry.~~

- ~~1. The JATC is authorized to administer and enforce these apprenticeship policies and procedures under the guidelines of the standards registered with the State of Washington, Department of Labor and Industries, Apprenticeship section.~~
- ~~2. These Standards shall be governed by the Washington State Apprenticeship ACT (RCW 49.04) and the Federal Labor Standards (CFR 29-29 and CFR 29-30), which govern employment and training in apprenticeship occupations.~~

**RELATED TRAINING REQUIREMENTS**

**APPRENTICE RESPONSIBILITIES**

- ~~1. Apprentices will be required to attend a minimum number of hours of related educational training per year of apprenticeship as follows~~

<del>HVAC Service Technician</del>	<del>200</del>	<del>Minimum RSI Hours per year</del>
<del>HVAC Test, Adjust and Balance Technician</del>	<del>160</del>	<del>Minimum RSI Hours per year</del>
<del>Residential Sheet Metal Worker</del>	<del>144</del>	<del>Minimum RSI Hours per year</del>
<del>Sheet Metal Worker</del>	<del>218</del>	<del>Minimum RSI Hours per year</del>

~~School hours and dates are sent to each apprentice before the school year begins and should be referred to by all apprentices.~~

- ~~2. It is the responsibility of each apprentice to be punctual, respectful, attentive, and dependable with regard to classroom & shop conduct. Apprentices shall be in the classroom and or shop with the proper educational materials and ready for class by the scheduled time of class. Educational materials shall be the total responsibility of each apprentice. Any apprentice who fails to return to class following a break or decides to leave early on their own volition shall be given no credit for that class and marked absent for the entire class.~~

- ~~3. Apprentices who are absent from class shall have their upgrade held back 30 days. If you feel that you have extenuating circumstances, you may bring them to the next JATC meeting for consideration. Any test missed due to absence will be made up at the convenience of the instructor and within a two-week period from the date the test was originally administered or will receive a "0" grade for the test missed. The responsibility rests solely on the apprentice to complete all lessons and topics missed due to absenteeism to the satisfaction of the class instructor.~~

~~a. Excused Absences – The only excuses the Joint Apprenticeship Committee will accept for absence from a scheduled class will be in the case of extreme emergency that can be handled only by that apprentice or a confining illness of an apprentice. An apprentice with an excused absence will work with the instructor to complete the required competency at the earliest possible time.~~

~~b. Unexcused Absences – Make-up consideration for an unexcused absence will be at the discretion of the instructor based on class and space availability.~~

- ~~4. Apprentices not maintaining a 75% grade point average at year-end shall repeat that school year and remain at their present rate of pay. While repeating a school year, if the apprentice receives one single test score of less than 75% they shall be called before the committee and subject to disciplinary action. Disciplinary action may include disciplinary probation up to termination of the apprenticeship agreement.~~
- ~~5. As a condition of apprenticeship anyone with a grade point average 80% or below is required to attend open study classes, if available, until his/hers grade point average is above 80%.~~
- ~~6. A current Dept. of Labor & Industries recognized First-Aid will be required for all registered apprentices in the program.~~

- ~~7. Drugs and alcohol will not be tolerated at any time during scheduled class. This includes lunch and break time. Anyone found to be under the influence of illegal drugs or alcohol during class shall be called before the committee and subject to disciplinary action. Disciplinary action may include disciplinary probation up to termination of the apprenticeship agreement.~~
- ~~8. Absolutely no smoking or other tobacco products will be allowed in the building as per state W.A.C. code.~~
- ~~9. Vacations will not be scheduled during the related training class times.~~
- ~~10. It is the apprentice's responsibility to inform the Trust office of any address or phone number changes.~~
- ~~11. Training Materials furnished by the NE WA/N Id Sheet Metal JATC shall be signed for by the apprentice and the apprentice shall be responsible for said materials and books. If it becomes necessary to issue replacement books or materials, the apprentice will be billed for same. Books, tools, and supplies as additionally specified will be furnished by the apprentice.~~
- ~~12. All books and materials are the property of NE WA/N Id Sheet Metal JATC. If an apprentice leaves the program for any reason they must return all books and materials furnished to them by the JATC within seven days of cancellation.~~
- ~~13. Cellular phones are not allowed to be used during class time. Cellular phone use is only allowed during breaks and lunch.~~

### ON THE JOB TRAINING REQUIREMENTS

#### APPRENTICE RESPONSIBILITIES

- ~~1. Each apprentice shall maintain a regular on the job attendance. Unnecessary absences and/or tardiness will not be tolerated. Failure on part of any apprentice to comply will result in being called before the committee and subjected to disciplinary action up to termination of the apprenticeship agreement.~~
- ~~2. An apprentice shall not refuse a job assignment. A refusal of a job assignment will place the apprentice at the bottom of the out-of-work list and before the JATC at the next regular meeting.~~
- ~~3. An apprentice shall not quit any job assignment without first contacting the Training Director or the Chairman or Secretary of the JATC. Likewise, any Contractor, before terminating an apprentice for any reason other than Reduction of Force, shall contact the Training Director and advise him of the reason.~~
- ~~4. If an apprentice through no fault of his own is returned to the out-of-work book in less than 14 calendar days, the apprentice will retain their prior place on the book.~~
- ~~5. Where third party drug testing is required as a condition of employment, it will be a violation of the NE WA/N Id Sheet Metal JATC to refuse such a test. Any refusal will return the~~

~~apprentice to bottom of the out-of-work list and will require an appearance at the next regularly scheduled JATC meeting for disciplinary action.~~

- ~~6. Apprentices shall perform all the duties and tasks on the job as are associated with the craft and the apprenticeship.~~
- ~~7. Each apprentice will be solely responsible for maintaining a progress report book with a copy of the record each month to be turned into the Trust office by the 10th day of each following month. Progress reports not turned in by the 10th day will result in the next scheduled upgrade being held for 30 days for each offense. Four consecutive offenses will result in termination or suspension from the program.~~
- ~~8. Hours worked, working conditions, overtime, health and welfare and pension provisions are those agreed upon in the Collective Bargaining Agreement currently in effect between the S.M.A.C.N.A. and the Local Union #55 of the S.M.W.I.A..~~
- ~~9. Work habits that include safety violations, sloppy workmanship, negative attitudes or refusal to do or offer help with assigned work will result in an apprentice being sent home until he/she appears before the JATC at the next regularly scheduled meeting for action by the JATC.~~
- ~~10. The use of alcoholic beverages, non-prescription drugs or other controlled substances on the job shall be reason for the apprentice to be called before the committee and subject to disciplinary action. Disciplinary action may include disciplinary probation up to termination of the apprenticeship agreement.~~
- ~~11. It is the responsibility of the apprentice to be punctual, respectful, attentive and dependable with regard to on-the-job conduct.~~
- ~~12. It is the responsibility of the apprentice during the first thirty days of employment under the JATC supervision to provide themselves with the proper tools as suggested in the attached tool list.~~
- ~~13. Cellular phones are not allowed to be used during work. Cellular phone use is only allowed during breaks and lunch.~~

### TRAINING CENTER

#### MAINTENANCE OF THE TRAINING CENTER

- ~~1. Cleanup of all areas must be performed before class is dismissed. All furnished tools must be in their respective place. Apprentices will not leave until they have been released by the instructor.~~
- ~~2. Apprentices who are found intentionally damaging or defacing the Training Center will be called before the committee and subject to disciplinary action up to termination of the apprenticeship agreement.~~

### RESPONSIBILITY OF THE INSTRUCTOR

- ~~1. Records will be maintained by the instructor recording when an apprentice is in attendance, absent or late in arriving at the start of the class. The instructor shall notify the Training Director in writing each week of all apprentices absent or late for class.~~
- ~~2. The Training Director shall maintain a monthly report containing test results with continuation of average grades for the month, attendance and other comments included. This monthly report shall be reviewed by the JATC at their regularly scheduled meetings for action.~~
- ~~3. Scheduled class breaks will be at the discretion of the instructor.~~

### SHOP AND CLASSROOM SAFETY RULES

~~Safety is of prime importance and will be practiced at all times in the classroom and shop areas. Any violations will be subject to discipline and possible dismissal from the program. Safety guidelines are as follows:~~

- ~~• Practice safety at all times.~~
- ~~• Wear substantial shoes or boots. (No tennis shoes are allowed).~~
- ~~• Safety glasses or face shields are mandatory in shop area.~~
- ~~• Do not wear gloves when using sheet metal equipment.~~
- ~~• Do not use loose clothing around equipment or power tools.~~
- ~~• Make sure equipment is in good working order before using.~~
- ~~• Make sure proper ventilation is used while welding or soldering.~~
- ~~• No horseplaying in shop or classroom.~~
- ~~• Know the location of all fire extinguishers and how to operate them.~~
- ~~• Report all injuries immediately.~~
- ~~• Report all unsafe conditions.~~
- ~~• Know the location of first aid kits.~~
- ~~• Do not remove guards from equipment~~
- ~~• Practice safe lifting techniques~~
- ~~• Be aware of any toxic or hazardous materials.~~

~~Any injury, no matter how slight, must be reported to the instructor immediately.~~

### MINIMUM TOOL REQUIREMENT

~~The following tools (one of each unless otherwise specified) will be A list of tools will be supplied during orientation, the tools will be required as the minimum and must be available for use during all scheduled shop classes. Borrowing others tools is strongly discouraged.~~

#### Required Tools

- ~~• Sheet metal hammer~~
- ~~• Sheet metal tongs~~
- ~~• Aviation snips, left hand~~

- ~~Aviation snips, right hand~~
- ~~18" Bull snips~~
- ~~Screwdrivers (Flat & Phillips)~~
- ~~12-inch combination square~~
- ~~Wing dividers – 12"~~
- ~~Wing dividers – 8"~~
- ~~Scratch awl~~
- ~~Tape measure~~
- ~~Center punch~~
- ~~6" Pliers~~
- ~~Needle nose pliers~~
- ~~12" or 10" open end adjustable wrench~~
- ~~Hacksaw~~
- ~~Adjustable scribe gauge~~
- ~~Pair of clear safety glasses~~
- ~~Felt tip marking pens (2)~~
- ~~Pencils~~
- ~~9" Torpedo level~~
- ~~Chalk Line~~
- ~~Plumb Bob~~

**Recommend Tools**

- ~~2 pair small "C" vise grips~~
- ~~2 pair large "C" vise grips~~
- ~~2 pair 5" vise grips~~
- ~~2 pair 10" vise grips~~
- ~~Hand crimpers~~
- ~~3/8" socket set~~
- ~~Nut driver set~~
- ~~25' or 33' tape measure~~
- ~~Jiffy pry bar/ Catts paw/ Wonder bar~~
- ~~Whitney Jr. #5 hand punch~~
- ~~Trammel points~~

**XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE**

E. Committee governance (if applicable): (see WAC 296-05-009)

- a. **Quorum: A quorum shall consist of ~~1~~ 2 members from employers and ~~1~~ 2 from the employees.**

(Please delete committee and replace in its entirety)

c. The employer representatives shall be:

**Brian Fair, Chair  
7209 E. Trent Ave.  
Spokane, WA 99212**

**Ryan Droegmueller  
7209 E. Trent Ave.  
Spokane, WA 99212**

**Tim Iverson  
7209 E. Trent Ave.  
Spokane, WA 99212**

**Richard Condrey  
7209 E. Trent Ave.  
Spokane, WA 99212**

d. The employee representatives shall be:

**Brian Walter, Secretary  
7209 E. Trent Ave.  
Spokane, WA 99212**

**Eric Rushing  
7209 E. Trent Ave.  
Spokane, WA 99212**

**Kolby Hansen  
7209 E. Trent Ave.  
Spokane, WA 99212**

**Shelby Kite  
7209 E. Trent Ave.  
Spokane, WA 99212**