

## ACCREDITATION FACILITY AUDIT CHECKLIST

<b>Institution Name:</b>		<b>Date:</b>	
<b>Designated Trade:</b>	Millwright	<b>AC #:</b>	
<b>Contact:</b>		<b>Instructor(s)</b>	
<b>Location:</b>			
<b>Course Duration:</b>	Number of weeks: _____ Number of hours total: _____ Number of hours per day: _____	<b>Number of Students per Class:</b>	

*It is the training provider's responsibility to ensure staff and students are provided with a safe and healthy workplace training environment. Employers, staff and students all have responsibilities under the Workplace Safety and Health Act. It is the Training Provider's responsibility to identify and comply with all applicable requirements of the Workplace Safety and Health Act and Regulations. As a training provider you are responsible to demonstrate due diligence in this regard.*

*It is especially important for training agencies to be good role models for students. By instilling strong Safe Work habits students will know and understand the importance of preventing work related injuries for the rest of their lives.*

**Signature of Training Provider:** \_\_\_\_\_

**Signature of Auditor:** \_\_\_\_\_

Office Use Only					
Employee		Auditor Fee Description			Amount
Number	Name	Examination	Date	# of Hours	
<b>Verified By:</b>				<b>Date:</b>	
<b>Approved By:</b>				<b>Date:</b>	

# Apprenticeship Manitoba

Course A: Workshop Practices							
Code	Item	Y – Yes N - No	Purchased Rented	Documentation (Proof of Rental)	Working Condition	Number Available	Comments
A2	Antifreeze Tester						
A2	Belt Tension Gauge						
A2	Coolant Drain Pans						
A2	Engine/Electrical System Scanner						
A2	Fender Cover						
A2	Flashlight						
A2	Funnels						
A2	Inspection Mirror						
A2	Magnetic Pick-up Tool						
A2	Oil Drain Barrels and Disposal System						
A2	Refractor						
A2	Scrapers						Gasket and Carbon
A2	Spark Plug Gapper						
A2	Timing Light						
A2	Trouble Light						
A2	Wire Brush						
A2.1b	Steel Ruler						Straight Edge
A2.1b	Micrometer - SAE and Metric						Inside/Outside
A2.1b	Depth Micrometer						SAE, Metric
A2.1b	Vernier Caliper						SAE, Metric
A2.1b	Dial Indicator Set						
A2.1b	Torque Wrench						Various sizes and ranges
A2.1b	Torque Angle Wrench						
A2.1b	Hole Gauge						
A2.1b	Telescoping Gauge						

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Course A: Workshop Practices							
Code	Item	Y – Yes N - No	Purchased Rented	Documentation (Proof of Rental)	Working Condition	Number Available	Comments
A2.1b	Feeler Gauge						SAE, Metric
A2.1b	Valve Seat Runout Gauge						
A2.1b	Cylinder Bore Dial Gauge						
A2.1b	Pressure Gauge						
A2.1b	<i>Vacuum Gauge</i>						
A2.1b	Plastigauge						
A2.2a	Hammers						Ball Peen, Brass, Soft Faced, Dead Blow, Rubber Mallet, Cross Peen, Sledge
A2.2b	Screwdriver Set						Standard, Phillips, Reed and Prince, Robertson, Specialty (Torx, Posidrive)
A2.2c	Socket Handles						Ratchet, Flex, Speed, Extension
A2.2d	Sockets						Deep, Shallow, 6 point, 8 point, 12 point, impact, Flex, Spark Plug, Screwdriver Attachments, Drives, Torx Bits
A2.2e	Wrenches						Open End, Box End, Combination, Adjustable, Allen, Off-Set, Flare Nut, Torque, Torque Angle
A2.2f	Pliers						Combination (Slip Joint), Adjustable (Channel Lock), Needle Nose, Locking (Vise Grip), Diagonal Cutting, Snap Ring
A2.2g	Punches						Center, Starting, Pin Punch, Aligning, Drift (Straight Shank Brass)
A2.2h	Chisels						Rivet Buster, Diamond, Round Nose Cape, Cape, Cold, Flat
A2.2h	Taps and Dies						Taper, Plug, Bottoming, Machine Screw
A2.2h	Hacksaw						
A2.2h	Jab Saw						
A2.2h	Files						
A2.2h	Reamers						
A2.2h	Counter Sink						
A2.2i	Stud Removers						Stud Extractors
A2.2i	Tubing Tools						Flaring Tool Set
A2.2i	Gear and Bearing Puller						Assorted

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<b>Course A: Workshop Practices</b>							
Code	Item	Y – Yes / N - No	Purchased /Rented	Documentation (Proof of Rental)	Working Condition	Number Available	Comments
A2.2i	Thread File						Thread Chaser
A2.2i	Impact Gun						
A2.2i	Vise						Bench Vise
A2.2i	Battery Strap						
A2.2i	Drill Press						
A2.2i	Hydraulic Press						
A2.2i	Battery Service Tools						
A2.2i	Cooling System Service Tools						Cooling System Pressure Tester
A2.2	Grinders						Bench Grinder
A2.2i	Drills & Bits						Electric Drills & Drill Sets, Twist Drills
A2.2i	Air Chisel Set						
A2.2i	Die Grinder						
A2.4a	Safety Stands						
A2.4a	Jacks						Hydraulic Floor Jack, Hydraulic Hand Jack
A2.4a	Hoists						Frame, Chassis
A2.4a	Shop Creepers						
A2.4a	Air Compressor						Including Attachments
A2.4a	Brake Bleeding Equipment						
A2.4a	Parts Washer						Degreasing Equipment
A2.4a	Pressure Washer						
A2.4	Engine Crane						
	Engine Slings						Engine and Transmission Supports
A3	Oxy-Acetylene Welding and Cutting Equipment						Tanks, Regulators, Gauges, Valves, Torch Tips, Torches, Hoses, Fittings, Cylinder Handling
A4.2	Computer & Software						
A5	Shop Repair Manuals & Software						
<b>Course C: Braking Systems</b>							
Code	Item	Y – Yes / N - No	Purchased Rented	Documentation (Proof of Rental)	Working Condition	Number Available	Comments
C1	Brake Lathe						
C1	Hex Keys						SAE, Metric
C1	Tread Depth Gauge						For tires and brakes
C1	Vacuum Pump						
C1	Brake Cylinder Hone						
C1	Brake Drum Gauge						

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<b>Course C: Braking Systems</b>							
<b>Code</b>	<b>Item</b>	<b>Y – Yes N - No</b>	<b>Purchased Rented</b>	<b>Documentation (Proof of Rental)</b>	<b>Working Condition</b>	<b>Number Available</b>	<b>Comments</b>
C1	Brake Pressure Tester						
C1	Brake Rotor Gauge						
C1	Brake System Bleeder						
C1	Brake Shoe Service Tools						Adjusters, Spring Removal & Installation Tools, Caliper Tools
C1	Tube Bending Tool						
<b>Course E: Electrical Systems</b>							
<b>Code</b>	<b>Item</b>	<b>Y – Yes N - No</b>	<b>Purchased Rented</b>	<b>Documentation (Proof of Rental)</b>	<b>Working Condition</b>	<b>Number Available</b>	<b>Comments</b>
E1	Battery Charger						Boosting Equipment, Fast and Trickle
E1	Battery Tester						AVR
E1	Battery Hydrometer						
E1	Battery Post Service and Reshape Tool						Powered/Non-Powered
E1	Multimeter						DVOM, Ammeter, Ohmmeter
E2	Electrical Short Detector						
E2	Jumper Lead						
E2	Terminal Remover						
E2	Test Light						
E2	Wire Stripper/Crimping Tool						
E2	Soldering Tools						
E2	Wiring Terminal Repair Kit						
E2.h	Headlight Aimer						
<b>Course F: Driveline Systems</b>							
<b>Code</b>	<b>Item</b>	<b>Y – Yes N - No</b>	<b>Purchased Rented</b>	<b>Documentation (Proof of Rental)</b>	<b>Working Condition</b>	<b>Number Available</b>	<b>Comments</b>
F1.4	Tire Pressure Gauge						
F1.4	While Chocks						
F1.4	Wheel Balancer						
F1.4	Tire Changer						
F1.4	Grease Gun						
F1.4	Tire Repair Kit						
F1.4	Leak Detection Tank						Tires

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<b>Course H: Fuel Systems</b>							
<b>Code</b>	<b>Item</b>	<b>Y – Yes N - No</b>	<b>Purchased Rented</b>	<b>Documentation (Proof of Rental)</b>	<b>Working Condition</b>	<b>Number Available</b>	<b>Comments</b>
H1	Fuel Recovery & Storage Station						
H1	Exhaust Pipe Bender						Or Exhaust pipe expander
H1	Fuel Pressure Gauge						
H1	Fuel Pump Pressure and Vacuum Tester						
H1	Fuel Line Disconnect Set						