

**Personal Information** (please print)

Legal First Name	Middle Initial	Legal Last Name	Birth Date (yy/mm/dd)
Address		City/Town	Postal Code
Home or Cell Phone	Business Phone	E-mail address	Fax #

**Eligibility Requirements**

In order for Trades Qualifiers (TQ) to be approved to challenge the certification exam or for Designated Trainers (DT) to be approved to register apprentices, you must have worked both a minimum of 4.5 years and accumulated 7,290 hours, as well as acquired at least 70% scope of the trade.

**Check the box you are applying for**

- Trades Qualifier (Experienced tradesperson being assessed to challenge the certification exam)  
 Designated Trainer (Experienced tradesperson being assessed to register apprentices)

\* We encourage all Designated Trainers interested in receiving a Certificate of Qualification (trade ticket) to apply to challenge the exam through the Trades Qualification process. The application can be found at:

<http://www.gov.mb.ca/wdis/apprenticeship/generalinfo/forms.html>.

**Instructions**

You are about to complete the Work Experience Form (WEF) which is based on the sub-tasks outlined in the National Occupational Analysis (NOA). The NOA provides detailed information that will assist you when completing the WEF and is your best source for identifying any training gaps.

If you have difficulty understanding the detailed break-down of the subtasks, go to the Red Seal website at: [www.red-seal.ca](http://www.red-seal.ca). Under the Resource Centre drop-down menu, select National Occupational Analyses, then click on Consult a Trade's NOA. Select your trade from the list, then click on the PDF. If more than one NOA is listed for your trade, choose the NOA that the exam is based on and download that version.

Rate your experience for each sub-task based on the scale below. The number of questions in each section of the certification exam is identified next to each Block title. How you assess yourself is an important step to prepare for the certification exam.

- Circle #0 if I have no experience doing this.  
Circle #1 if I have a little experience doing this.  
Circle #2 if I have some experience doing this with help.  
Circle #3 if I have some experience doing this alone and unaided.  
Circle #4 if I have frequently done this.  
Circle #5 if I have extensive experience doing this.

Sign and date the completed Work Experience Form and return it to Apprenticeship Manitoba with either the Trades Qualification or Designated Trainer application form and related documents. Keep one copy of the Work Experience Form for your records.

Rev. 09/16

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**Block A Common Occupational Skills (29 Questions)**

Task	Sub-Tasks	Rating
1. Maintains and uses tools and equipment.	1.01 Maintains hand and power tools.	0 1 2 3 4 5
	1.02 Uses mobile equipment.	0 1 2 3 4 5
	1.03 Uses rigging/hoisting equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Performs trade-related activities.	2.01 Maintains parts and supply inventory.	0 1 2 3 4 5
	2.02 Disposes of waste materials.	0 1 2 3 4 5
	2.03 Performs housekeeping.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Uses documentation and reports.	3.01 Uses personnel documentation.	0 1 2 3 4 5
	3.02 Uses safety and environmental documentation.	0 1 2 3 4 5
	3.03 Completes tour sheets.	0 1 2 3 4 5
	3.04 Interprets trade documentation.	0 1 2 3 4 5
	3.05 Uses maintenance documentation.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Supervises crew members and communicates with others.	4.01 Supervises crew members.	0 1 2 3 4 5
	4.02 Orients new crew members to rig.	0 1 2 3 4 5
	4.03 Trains crew members.	0 1 2 3 4 5
	4.04 Leads crew meetings.	0 1 2 3 4 5
	4.05 Communicates with third-party service providers.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Performs safety-related functions.	5.01 Uses personal protective equipment (PPE) and safety equipment.	0 1 2 3 4 5
	5.02 Maintains safe work environment.	0 1 2 3 4 5
	5.03 Performs lock-out procedures.	0 1 2 3 4 5

**Block B Rig Moves (13 Questions)**

Task	Sub-Tasks	Rating
6. Prepares for rig move.	6.01 Prepares equipment for move.	0 1 2 3 4 5
	6.02 Organizes loads for transport.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Disassembles rig.	7.01 Removes components.	0 1 2 3 4 5
	7.02 Cleans site.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Assembles rig.	8.01 Spots matting, sub, derrick and buildings.	0 1 2 3 4 5
	8.02 Assembles sub, derrick and drawworks.	0 1 2 3 4 5

**Block C Rig Up and Rig Out (17 Questions)**

Task	Sub-Tasks	Rating
9. Performs rig up procedures.	9.01 Runs air, fuel, water and hydraulic lines, and power cables.	0 1 2 3 4 5
	9.02 Starts and warms up equipment.	0 1 2 3 4 5
	9.03 Raises derrick.	0 1 2 3 4 5
	9.04 Rigs up rig floor and related equipment.	0 1 2 3 4 5
	9.05 Installs pre-fabs.	0 1 2 3 4 5

	9.06 Rigs up mud tanks, pumps and circulation systems.	0 1 2 3 4 5
	9.07 Installs trash pumps, conductor and flow lines to shakers.	0 1 2 3 4 5
	9.08 Sets up boiler and steam circulating systems.	0 1 2 3 4 5
	9.09 Rigs up third-party service provider equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Performs rig out operations.	10.01 Nipples down blowout preventer (BOP) and related equipment.	0 1 2 3 4 5
	10.02 Rigs out rig floor and related equipment.	0 1 2 3 4 5
	10.03 Rigs out pre-fabs.	0 1 2 3 4 5
	10.04 Lays down derrick.	0 1 2 3 4 5
	10.05 Rigs out mud tanks, pumps and circulation systems.	0 1 2 3 4 5
	10.06 Rigs out boiler and steam circulation systems.	0 1 2 3 4 5
	10.07 Rigs out air, water, fuel and hydraulic lines, and power cables.	0 1 2 3 4 5
	10.08 Rigs out third-party service provider equipment.	0 1 2 3 4 5

**Block D Rig Inspection and Maintenance (17 Questions)**

Task	Sub-Tasks	Rating
11. Inspects rig equipment.	11.01 Performs daily walk-around and detailed rig inspection.	0 1 2 3 4 5
	11.02 Determines required repairs.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Maintains rig equipment.	12.01 Maintains mechanical, hydraulic and pneumatic systems.	0 1 2 3 4 5
	12.02 Maintains electrical systems.	0 1 2 3 4 5

	12.03 Maintains boiler.	0 1 2 3 4 5
	12.04 Maintains overhead equipment.	0 1 2 3 4 5
	12.05 Maintains floor equipment.	0 1 2 3 4 5
	12.06 Maintains drilling fluid circulating systems.	0 1 2 3 4 5
	12.07 Maintains water, steam and fuel circulating systems.	0 1 2 3 4 5

**Block E Drilling Operations (44 Questions)**

Task	Sub-Tasks	Rating
13. Prepares for drilling operations.	13.01 Checks condition of drilling components.	0 1 2 3 4 5
	13.02 Mixes drilling fluid.	0 1 2 3 4 5
	13.03 Drills mousehole and rathole.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
14. Prepares drill string.	14.01 Takes measurements of bottom hole assembly (BHA) and drill string.	0 1 2 3 4 5
	14.02 Picks up bottom hole assembly (BHA) and drill string.	0 1 2 3 4 5
	14.03 Performs slip and cut.	0 1 2 3 4 5
	14.04 Makes up bottom hole assembly (BHA).	0 1 2 3 4 5

Task	Sub-Tasks	Rating
15. Installs blowout preventer (BOP) equipment and associated components.	15.01 Prepares for blowout preventer (BOP) installation.	0 1 2 3 4 5
	15.02 Nipples up blowout preventer (BOP).	0 1 2 3 4 5
	15.03 Pressurizes blowout preventer (BOP) accumulator.	0 1 2 3 4 5
	15.04 Function tests blowout preventer (BOP) accumulator.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16. Performs drilling activities.	16.01 Maintains drilling fluids.	0 1 2 3 4 5
	16.02 Operates drilling equipment.	0 1 2 3 4 5
	16.03 Monitors hole, drilling and equipment conditions.	0 1 2 3 4 5
	16.04 Performs well control operations.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
17. Performs tripping activities.	17.01 Prepares for trip.	0 1 2 3 4 5
	17.02 Trips drill string and bottom hole assembly (BHA).	0 1 2 3 4 5
	17.03 Performs slip and cut.	
	17.04 Lays down pipe and bottom hole assembly (BHA).	

Task	Sub-Tasks	Rating
18. Performs casing activities.	18.01 Prepares casing.	0 1 2 3 4 5
	18.02 Installs casing equipment.	0 1 2 3 4 5
	18.03 Runs casing.	0 1 2 3 4 5
	18.04 Performs cementing operations.	0 1 2 3 4 5
	18.09 Rigs out air, fuel and hydraulic lines, and power cables.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
19. Performs specialized drilling operations.	19.01 Performs coring activities.	0 1 2 3 4 5
	19.02 Performs directional drilling.	0 1 2 3 4 5
	19.03 Performs underbalanced drilling (UBD) and managed pressure drilling (MPD).	0 1 2 3 4 5

Task	Sub-Tasks	Rating
20. Performs specialized well operations.	20.01 Performs fishing and stuck pipe operations.	0 1 2 3 4 5
	20.02 Rigs wireline loggers in and out.	0 1 2 3 4 5
	20.03 Performs drill stem testing (DST).	0 1 2 3 4 5
	20.04 Performs sour well operations.	0 1 2 3 4 5
	20.05 Completes the well.	0 1 2 3 4 5

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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