

Sheet Metal Worker On-the-Job Checklist



	Level 1	Page 1/2
Red Seal Tasks	On-The-Job Duties	Completed
Performs safety-related functions	Select PPE & safety equipment based on site requirements & regulations	<input type="checkbox"/>
	Perform a site inspection, identify hazards & report concerns	<input type="checkbox"/>
	Identify LOTO needs, select devices, isolate energy & verify zero energy state	<input type="checkbox"/>
Uses & maintains tools & equipment	Select, use, maintain & store hand & portable power tools	<input type="checkbox"/>
	Select & use basic shop tools & equipment	<input type="checkbox"/>
	Select & use basic welding equipment	<input type="checkbox"/>
	Inspect spot welding equipment	<input type="checkbox"/>
	Select cutting tools & prepare materials	<input type="checkbox"/>
	Select & use basic soldering & brazing equipment	<input type="checkbox"/>
	Select & use measuring & layout equipment	<input type="checkbox"/>
	Select & inspect stationary & mobile work platforms	<input type="checkbox"/>
	Inspect hoisting, rigging & positioning equipment	<input type="checkbox"/>
Organizes work	Fill out trade-related & safety documentation	<input type="checkbox"/>
	Locate & interpret drawings	<input type="checkbox"/>
	Label & manage materials & equipment	<input type="checkbox"/>
Uses communication & mentoring techniques	Practice active listening & clear communication	<input type="checkbox"/>
Performs pattern development	Visualize the finished product in 3 dimensions, determine cut size & mark material for seams, bends & braking lines	<input type="checkbox"/>

All work performed in this checklist is to be done under the supervision and guidance of a certified journeyperson

Sheet Metal Worker On-the-Job Checklist



	Level 1	Page 2/2
Red Seal Tasks	On-The-Job Duties	Completed
Fabricates sheet metal components for air & material handling systems	Verify measurements & create a cut list to minimize material waste before fabrication	<input type="checkbox"/>
	Determine & form seams, locks & edges	<input type="checkbox"/>
	Insulate ductwork, fittings & components	<input type="checkbox"/>
	Assemble ductwork, fittings & components	<input type="checkbox"/>
	Determine hangers & supports	<input type="checkbox"/>
Installs air handling system components	Select & use tools & equipment	<input type="checkbox"/>
	Select & lay out fittings & components, connect & seal joints, secure ducts & align ductwork	<input type="checkbox"/>
	Select & position dampers	<input type="checkbox"/>
	Select & install registers, grilles, diffusers & louvers	<input type="checkbox"/>
	Ensure handling & layout of plenums	<input type="checkbox"/>

All work performed in this checklist is to be done under the supervision and guidance of a certified journeyperson

Sheet Metal Worker On-the-Job Checklist



	Level 2	Page 1/2
Red Seal Tasks	On-The-Job Duties	Completed
Uses & maintains tools & equipment	Clean & maintain shop tools	<input type="checkbox"/>
	Prepare work area & follow hot work procedures	<input type="checkbox"/>
	Select & prepare SMAW equipment & materials	<input type="checkbox"/>
	Perform basic soldering & brazing procedures following hot work protocols	<input type="checkbox"/>
	Select, use & store testing & inspection devices	<input type="checkbox"/>
Organizes work	Complete material take-off lists	<input type="checkbox"/>
	Check & confirm drawing dimensions & specifications	<input type="checkbox"/>
	Confirm/compare site conditions with drawings	<input type="checkbox"/>
Performs pattern development	Interpret finished product for parallel line development	<input type="checkbox"/>
	Visualize finished product as it functions for radial line development	<input type="checkbox"/>
	Visualize the finished product for transferring using triangulation method	<input type="checkbox"/>
Fabricates sheet metal components for air & material handling systems	Determine the correct order of operations for fabrication	<input type="checkbox"/>
	Assemble ductwork & fittings according to labels & diagrams	<input type="checkbox"/>
Fabricates flashing, roofing, sheeting & cladding	Select seam type & calculate material requirements	<input type="checkbox"/>
	Mark forming lines & diagrams on pieces & bend or roll material	<input type="checkbox"/>
Prepares installation site	Measure & verify work area dimensions & suitability	<input type="checkbox"/>
	Develop & execute a removal plan for demolition	<input type="checkbox"/>
	Isolate cutting area before performing cuts & installing sleeves	<input type="checkbox"/>
	Determine anchor positions & install supports & isolators	<input type="checkbox"/>
	Determine anchor positions by measuring & cutting components & securing fasteners	<input type="checkbox"/>

All work performed in this checklist is to be done under the supervision and guidance of a certified journeyperson

Sheet Metal Worker On-the-Job Checklist



	Level 2	Page 2/2
Red Seal Tasks	On-The-Job Duties	Completed
Installs & connects chimneys, breeching & venting to exhaust appliances & mechanical equipment	Select & size chimney systems	<input type="checkbox"/>
	Select appliance, mechanical equipment & venting materials	<input type="checkbox"/>
	Connect appliances & vent termination	<input type="checkbox"/>
Installs air handling system components	Assemble & secure air handling components, such as flexible connections	<input type="checkbox"/>
	Select & prepare fire/smoke dampers & sleeves	<input type="checkbox"/>
	Select & use tools by determining installation requirements	<input type="checkbox"/>
Installs metal roofing & cladding/siding systems	Lay out roof & walls by preparing sheeting	<input type="checkbox"/>
	Apply insulation, isolation material & building envelope components	<input type="checkbox"/>
	Install roofing & cladding/siding components by completing expansion joints, coping & drainage	<input type="checkbox"/>
	Seal exposed joints by applying sealant	<input type="checkbox"/>
	Install decking by cutting & fitting, fastening securely, framing out non-structural openings & finishing exposed welds	<input type="checkbox"/>
Installs exterior components	Prepare surface by applying waterproofing & installing fastening systems	<input type="checkbox"/>
	Select, modify & mount exterior components	<input type="checkbox"/>

All work performed in this checklist is to be done under the supervision and guidance of a certified journeyperson

Sheet Metal Worker On-the-Job Checklist



	Level 3	Page 1/2
Red Seal Tasks	On-The-Job Duties	Completed
Uses & maintains tools & equipment	Use shop tools & equipment by assessing tool capacities, limitations & operational parameters	<input type="checkbox"/>
	Select gas & welding wire based on material compatibility & job requirements	<input type="checkbox"/>
	Select & use GTAW equipment & prepare materials	<input type="checkbox"/>
	Identify defective testing & inspection devices	<input type="checkbox"/>
Performs pattern development	Calculate stretch-out dimensions by connecting points to complete the pattern & marking forming lines for future fabrication	<input type="checkbox"/>
	Calculate circumference stretch-out by transferring points to the pattern & marking forming lines for future fabrication	<input type="checkbox"/>
	Lay out a flat pattern by connecting points & marking forming lines for future fabrication according to order of operations	<input type="checkbox"/>
Fabricates sheet metal components for air & material handling systems	Apply cross-braking or beading to strengthen pieces	<input type="checkbox"/>
	Install & form transverse joints	<input type="checkbox"/>
Fabricates specialty products	Shear, cut & notch material for products	<input type="checkbox"/>
	Form products using specialized procedures, such as annealing & pre-heating	<input type="checkbox"/>
	Assemble products according to job requirements & specifications	<input type="checkbox"/>
	Finish products using surface finishing methods, such as grinding, chemical compounds & sealants	<input type="checkbox"/>
Performs leak testing, air balancing & commissioning	Seal & cap test section using materials, such as end caps, polyethylene & gaskets	<input type="checkbox"/>
	Select test method, test & adjust main, zone & branch ducts & individual outlets to meet design specifications	<input type="checkbox"/>
	Meet with, provide documentation to & perform walk-around inspection with the commissioning agent	<input type="checkbox"/>

All work performed in this checklist is to be done under the supervision and guidance of a certified journeyperson

Sheet Metal Worker On-the-Job Checklist



	Level 3	Page 2/2
Red Seal Tasks	On-The-Job Duties	Completed
Installs specialty products	Select & use fasteners & hangers, isolate differing materials, assemble components & finish stainless steel products	<input type="checkbox"/>
	Select & use fasteners & hangers, isolate differing materials, assemble components & finish non-stainless-steel products	<input type="checkbox"/>
Installs air handling system components	Remove shipping brackets & verify tightness & alignment of pulleys & belts & direction of fan rotation	<input type="checkbox"/>
	Determine terminal box position & install access doors	<input type="checkbox"/>
	Verify coil sizing, determine coil position & place, secure & seal coils	<input type="checkbox"/>
	Determine location of component accessories & secure	<input type="checkbox"/>
	Assemble, place & secure plenums & components	<input type="checkbox"/>
Performs scheduled maintenance	Obtain service schedule, verify inspection checklist & record & report findings on inspection checklist	<input type="checkbox"/>
	Clean & replace filters & components, adjust & replace pulleys & belts & lubricate bearings & motor oils ports	<input type="checkbox"/>
Repairs faulty systems & components	Conduct sensory inspection, perform tests & readings, identify source of performance issues & recommend course of action	<input type="checkbox"/>
	Shut off utility services, disassemble equipment & components, replace & modify faulty parts & reassemble & tighten components	<input type="checkbox"/>

All work performed in this checklist is to be done under the supervision and guidance of a certified journeyperson

Sheet Metal Worker On-the-Job Checklist



	Level 4	Page 1/2
Red Seal Tasks	On-The-Job Duties	Completed
Uses & maintains tools & equipment	Perform a welding process, inspect weld quality & identify any deficiencies	<input type="checkbox"/>
	Perform device calibration & service record checks, ensuring testing equipment operates effectively before use	<input type="checkbox"/>
Uses communication & mentoring techniques	Assess an apprentices skill performance & provide corrective feedback	<input type="checkbox"/>
Performs pattern development	Select & input product dimensions into computer, select joint & seam from computer database & label for fabrication	<input type="checkbox"/>
Fabricates sheet metal components for air & material handling systems	Form longitudinal & transverse seams	<input type="checkbox"/>
	Assemble flexible connectors & install components	<input type="checkbox"/>
	Measure & size damper, select hardware, cut & form blades & body & assemble & verify operation	<input type="checkbox"/>
Installs air handling system components	Attach condensate drain, completing installation to meet manufacturers' requirements	<input type="checkbox"/>
	Secure component accessories using mechanical fasteners, ensuring stability & adherence to standards	<input type="checkbox"/>
Installs material handling system components	Determine location of components, assemble ductwork, fittings & components, complete transverse connections & secure ducts & fittings for pneumatic & gravity material handling system	<input type="checkbox"/>
	Determine location of components, assemble components, complete connections & secure components for mechanized material handling system	<input type="checkbox"/>
Applies thermal insulation, lagging, cladding & flashing	Select, measure, lay out, cut & secure insulation	<input type="checkbox"/>
	Select, measure, layout, cut, form, secure & seal material	<input type="checkbox"/>
	Measure & modify flashing, complete seams & joints & secure & seal material	<input type="checkbox"/>

All work performed in this checklist is to be done under the supervision and guidance of a certified journeyperson

Sheet Metal Worker On-the-Job Checklist



	Level 4	Page 2/2
Red Seal Tasks	On-The-Job Duties	Completed
Performs leak testing, air balancing & commissioning	Pressurize ductwork, identify & mark leaks, reseal & retest leaking areas & document test results	<input type="checkbox"/>
	Perform calculations, adjust equipment & components & document balancing results	<input type="checkbox"/>
	Address deficiencies cited on commissioning report, label equipment & educate client on system operation & maintenance	<input type="checkbox"/>

All work performed in this checklist is to be done under the supervision and guidance of a certified journeyperson

Sheet Metal Worker On-the-Job Checklist



Information Regarding the Checklist

Saskatchewan Apprenticeship and Trade Certification Commission's (SATCCs) On-The-Job Checklist provides a complete list of trade-specific Red Seal tasks for apprentices to complete under the supervision of a journeyman. This work should be completed prior to attending the technical training level under which the duties are listed (e.g. Level 1 completed prior to attending Level 1 technical training).

Completing this checklist will ensure that apprentices are exposed to the full scope of a particular Red Seal trade throughout their apprenticeship program. It will also help prepare apprentices for each level of technical training by performing work on-the-job relating specifically to topics covered later on. The trade-specific tasks listed have been reviewed by certified journeymen in Saskatchewan for their accuracy and have been set to an appropriate skill level.

An apprentice spends approximately 85% of their apprenticeship term training on-the-job. It is the both the apprentice and the employer's or journeyman's responsibility to supervise an apprentice's practical skills development during their program.

To promote transparency and consistency, this document aligns with the 2018 Sheet Metal Worker Red Seal Occupational Standard (Employment and Social Development Canada).

A complete version of the Occupational Standard can be found at www.red-seal.ca

Saskatchewan Apprenticeship & Trade Certification Commission (Regina)

2140 Hamilton St Regina SK, S4P 2E3

Tel: (306) 787-2444

Toll Free: 1-877-363-0536

Website: www.saskapprenticeship.ca

Saskatchewan Apprenticeship & Trade Certification Commission (Saskatoon)

603 45th Street West Saskatoon, SK S7L 5W5

Tel: (306) 933-8476

Toll Free: 1-877-363-0536

Website: www.saskapprenticeship.ca

District Offices

Estevan (306) 637-4930

La Ronge (306) 425-4385

Moose Jaw (306) 694-3735

North Battleford (306) 446-7409

Prince Albert (306) 953-2632

Swift Current (306) 778-8945

Yorkton (306) 786-1394

All work performed in this checklist is to be done under the supervision and guidance of a certified journeyman

1-877-363-0536
apprenticeship@gov.sk.ca
saskapprenticeship.ca

