

Tilesetter On-the-Job Checklist



	Level 1	Page 1/3
Red Seal Tasks	On-The-Job Duties	Completed
Performs safety-related functions	Set up barricades	☐
	Identify CSA-approved PPE and safety equipment	☐
Uses & maintains tools & equipment	Repair or replace defective or damaged tools and equipment	☐
	Inspect and secure access equipment	☐
	Locate centre of gravity of load	☐
Organizes work	Estimate timeframe for completion of project	☐
	Collect materials, supplies and check for damage	☐
	Confirm evaluation of root cause of cracks, discoloration, spalling	☐
	Use questions to improve communication	☐
Removes existing finishes	Strip existing surface coverings	☐
	Sweep up and remove large debris	☐
Evaluates & prepares surface	Identify high and low points of substrates	☐
	Select waterproof and crack isolation membrane	☐
	Attach wire mesh and expanded metal lath	☐
	Select and use straight edges, drills and saws	☐
Lays out work area	Verify elevations of floor and walls	☐
	Visualize finished design	☐
	Select and use chalk lines, line lasers and builder squares	☐
	Select and use calculators, protractors, framing squares and transits	☐
Evaluates joints	Determine if location of existing joints matches as-built	☐
	Assess if additional joints are required	☐

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	Level 1	Page 2/3
Red Seal Tasks	On-The-Job Duties	Completed
Inspects materials	Select and use tape measures, calipers and levels	☐
	Select and use cameras and rubber mallets	☐
Prepares material for installation	Mix ceramic, porcelain, stone or quartzite tiles	☐
	Shape, edge and polish slab	☐
Mixes materials	Combine epoxies, additives and grouts	☐
	Determine mix ratio for mortar beds	☐
	Combine components of desired product for terrazzo	☐
Installs tiles	Spread thin set mortar, medium bed, mastic and epoxy	☐
	Install tiles	☐
	Determine fastening methods	☐
Installs stone slabs	Select T, track, wire, J plate and L bracket as determined by engineers	☐
	Check humidity and temperature	☐
Pours terrazzo mixture	Select, measure and cut strips	☐
	Select bond coat and check that substrate is clean	☐
	Pour terrazzo mixture	☐
	Hand work and compact terrazzo aggregates evenly	☐
Finishes installed product	Determine time between applying and cleaning grout	☐
	Apply and shape caulking material uniformly in required areas	☐
	Clean surface and allow for drying time	☐

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	Level 1	Page 3/3
Red Seal Tasks	On-The-Job Duties	Completed
Finishes terrazzo & stone	Clean surface to remove sludge and grout to fill pinholes	☐
	Fill imperfections on surface and joints with grout and/or aggregates	☐
	Determine type of sealant to be used	☐

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	Level 2	Page 1/2
Red Seal Tasks	On-The-Job Duties	Completed
Evaluates & prepares surface	Verify that backing is in place for accessories	☐
	Apply waterproof and crack isolation membrane	☐
	Apply mortar screed for levelling, squaring and drainage purposes	☐
	Apply exterior grade plywood, cement board and self leveller	☐
Installs specialty products	Select and use rollers, drills and trowels	☐
	Select electronic and hydronic radiant floor systems	☐
	Select and cut prefabricated shower curbs and lightweight columns	☐
Lays out work area	Verify transitions surrounding finishing materials	☐
	Determine grid size	☐
	Determine starting point according to design drawings	☐
	Verify height of risers and tread size on stairs	☐
Evaluates joints	Determine if design and layout fit existing joints	☐
	Calculate and identify location, and incorporate into design layout	☐
Inspects materials	Verify products on site	☐
	Perform visual inspection of terrazzo chips, tiles and stone slabs	☐
Prepares material for installation	Create templates for specialty cuts, cut tiles and seal	☐
	Stack slabs front-to-front, then back-to back and repeat sequence	☐
Mixes materials	Mix epoxies, additives and grouts	☐
	Add water, additives and blend materials for mortar beds	☐
	Store mixed aggregate for epoxy	☐

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Tilesetter On-the-Job Checklist



	Level 2	Page 2/2
Red Seal Tasks	On-The-Job Duties	Completed
Installs tiles	Spot check thin set mortar, medium bed, mastic and epoxy	☐
	Check tiles periodically	☐
	Locate backing before installing accessories	☐
	Place expansion and control joints	☐
	Cut and shape moulding and thresholds	☐
Installs stone slabs	Position and fasten anchors to slab and substrate	☐
	Verify that setting material is suitable for application and stone	☐
	Position and secure stone slab to substrate	☐
	Fasten stone slab to substrate and make final adjustments	☐
Pours terrazzo mixture	Set strips in fresh mortar bed or over cured mortar bed	☐
	Place bond coat in predetermined area	☐
	Spread terrazzo mixture	☐
	Power-trowel surface of epoxy terrazzo	☐
Finishes installed product	Wash tiles, shape joints and polish or wash surface	☐
	Install backer rod if required	☐
	Apply sealant on grout and tile	☐
Finishes terrazzo & stone	Cut and polish terrazzo and stone	☐
	Identify areas that need additional grinding	☐
	Apply sealant, test surface and buff finished surface	☐

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On-the-Job Checklist



	Level 3	Page 1/1
Red Seal Tasks	On-The-Job Duties	Completed
Organizes work	Set up conditions required for apprentice to practice a skill	☐
Installs specialty products	Place sound barrier product	☐
	Place electronic and hydronic radiant floor systems	☐
	Place ultra lightweight and waterproof wallboards	☐
Lays out work area	Verify marked grid lines and elevations	☐
	Adapt layout	☐
	Check that grid remains consistent and square with design	☐
	Lay out stairs	☐
Inspects materials	Check variances in lots, thickness, colour and calibre	☐
	Assess damaged terrazzo chips, tiles and stone slabs	☐
Installs tiles	Remove excess setting material	☐
	Level and fasten accessories in place	☐
	Check expansion and control joints	☐
	Set and anchor moulding and thresholds	☐

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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 journey person. 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 journey persons 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 both the apprentice and the employer's or journey person's responsibility to supervise an apprentice's practical skills development during their program.

To promote transparency and consistency, this document aligns with the 2023 Tilesetter Red Seal Occupational Standard (Employment and Social Development Canada).

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

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