

# Locksmith

## On-the-Job Training Checklist



Red Deer Polytechnic Level 1		Page 1/1
Red Seal Tasks	On-The-Job Duties	Completed
Performs trade skills and safety	Perform safety practices	<input type="checkbox"/>
	Perform inventory management	<input type="checkbox"/>
	Perform climbing, lifting, rigging and hoisting.	<input type="checkbox"/>
Uses tools and equipment	Use locksmith tools and equipment	<input type="checkbox"/>
	Use commercial vehicles	<input type="checkbox"/>
	Use key cutting equipment	<input type="checkbox"/>
Uses keys, lock cylinders, high security and open ups	Perform key duplication	<input type="checkbox"/>
	Become familiar with lock cylinders and high security locks	<input type="checkbox"/>
	Perform lock cylinder service	<input type="checkbox"/>
	Perform key origination	<input type="checkbox"/>
Performs vehicle and equipment lock service	Perform vehicle and equipment lock service	<input type="checkbox"/>
	Perform vehicle open ups	<input type="checkbox"/>

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

# Locksmith

## On-the-Job Training Checklist



Red Deer Polytechnic Level 2		Page 1/1
Red Seal Tasks	On-The-Job Duties	Completed
Uses master key systems	Become familiar with master key system design	<input type="checkbox"/>
	Perform master key system implementation	<input type="checkbox"/>
	Perform master key maintenance	<input type="checkbox"/>
Uses hardware	Become familiar with locking hardware	<input type="checkbox"/>
	Install locking hardware	<input type="checkbox"/>
	Service locking hardware	<input type="checkbox"/>
	Become familiar with non-locking hardware	<input type="checkbox"/>
	Install non-locking hardware	<input type="checkbox"/>
	Service non-locking hardware	<input type="checkbox"/>
	Become familiar with commercial hardware	<input type="checkbox"/>
	Install commercial hardware	<input type="checkbox"/>
	Service commercial hardware	<input type="checkbox"/>
Installs and services doors and barrier free systems	Install doors	<input type="checkbox"/>
	Service doors	<input type="checkbox"/>
	Become familiar with barrier-free systems	<input type="checkbox"/>

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

# Locksmith

## On-the-Job Training Checklist



Red Deer Polytechnic Level 3		Page 1/1
Red Seal Tasks	On-The-Job Duties	Completed
Uses electric, electronic, and electrified components and hardware	Become familiar with principles of electricity	<input type="checkbox"/>
	Become familiar with electric, electronic, and electrified components and hardware	<input type="checkbox"/>
	Install electric, electronic, and electrified components and hardware	<input type="checkbox"/>
	Service electric, electronic, and electrified components and hardware	<input type="checkbox"/>
	Install access control systems	<input type="checkbox"/>
	Service access control systems	<input type="checkbox"/>
Installs and services safes and vaults	Identify safes and vaults	<input type="checkbox"/>
	Service safes and vaults	<input type="checkbox"/>
	Install safe	<input type="checkbox"/>
	Service night depositories	<input type="checkbox"/>
	Service safe deposit box locks	<input type="checkbox"/>
Opens safes and vaults	Open safes and vaults	<input type="checkbox"/>
	Open deposit boxes	<input type="checkbox"/>
Interprets drawings, standards and practices	Become familiar with institutional locks	<input type="checkbox"/>
	Interpret drawings	<input type="checkbox"/>
	Perform security consultation	<input type="checkbox"/>
	Perform workplace coaching	<input type="checkbox"/>

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

# Locksmith

## On-the-Job Training Checklist



### Information Regarding the Checklist

Saskatchewan Apprenticeship and Trade Certification Commission's (SATCCs) On-The-Job Checklist provides a complete list of trade-specific 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 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.

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 Red Deer Polytechnic curriculum. Apprentices attend technical training in Red Deer, Alberta, as there is no Locksmith technical training available in Saskatchewan.

#### **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](http://www.saskapprenticeship.ca)

#### **Saskatchewan Apprenticeship & Trade Certification Commission (Saskatoon)**

603 45<sup>th</sup> Street West Saskatoon, SK S7L 5W5

Tel: (306) 933-8476

Toll Free: 1-877-363-0536

Website: [www.saskapprenticeship.ca](http://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](mailto:apprenticeship@gov.sk.ca)**  
**[saskapprenticeship.ca](http://saskapprenticeship.ca)**

