



**STANDARDS OF APPRENTICESHIP
adopted by**

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

(sponsor name)

Occupational Objective(s):

SOC#

Term

BOILERMAKER (FIELD CONSTRUCTION AND REPAIR)

47-2011.00

6000 HOURS



**APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention & Labor Standards Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530**

APPROVAL:

JANUARY 19, 1990

Initial Approval

JANUARY 21, 2016

Committee Amended

JANUARY 21, 2016

Standards Amended (review)

JANUARY 21, 2016

Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of the standards are boilerplate and may only be modified by the WSATC.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Optional):

These Western States Area Apprenticeship Standards have as their objective the training of Boilermakers, skilled in all phases of the erection and repair Industry.

These Standards have been developed by the construction locals of the International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, forgers and helpers with

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

jurisdiction in the Western States Area and the employers signatory to the articles of agreement covering the Western States Area and assisted by the Department of Labor & Industries, Apprenticeship and Training Section.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

The Geographical area covered by these Standards shall be the states of Washington, Oregon, California, Idaho, Utah, Nevada, Arizona, Alaska, New Mexico, Montana, Wyoming, Hawaii, and Colorado. Applicants and apprentices: Please note that while the State of Washington has no responsibility or authority in the states of Oregon, California, Idaho, Utah, Nevada, Arizona, Alaska, New Mexico, Montana, Wyoming, Hawaii, and Colorado, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the state that applies.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [see WAC 296-05-316(17)].

Age: All applicants shall be at least eighteen (18) years of age. Applicants are required to submit reliable proof of age.

Education: Applicants shall be high school graduates or provide proof of equivalent educational attainment, such as successful completion of High School Equivalency Tests. Applicant must provide an official transcript(s) for high school and post high school education and training. All High School Equivalency Tests records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

Physical: Applicants will be physically capable of performing the essential

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Testing: None

Other: Upon application to the Program, an applicant must demonstrate that he/she has access to reliable transportation. For purposes of this requirement, the term reliable transportation shall mean any form of transportation that permits the apprentice to attend work and any required classroom instruction held in the geographic jurisdiction of the Program.

WELDING QUALIFICATION: Applicants that have welding experience or training will have priority selection over those with no welding qualifications or training. Applicants must provide copies of proof of welding qualifications and/or training [Qualifications, Certifications, Welding Diploma, etc.] when making application.

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

- 1. Applications shall be accepted year round but at least once a month at the local level by the Local Apprentice representative. All persons requesting an application shall have one made available upon signing the applicant log at one of the following locations:**

**Boilermakers Local #242
6404 N. Pittsburg
Spokane, WA 99217**

**Boilermakers Local #502
16621 110th Ave East
Puyallup, WA 98374-9503**

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

- 2. All applications shall be identical in form and requirements. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and gender identification and the progress by dates and final disposition of each application.**
- 3. Before completing the application, each applicant will be required to read the Apprenticeship Standards and will be informed of the basic qualifications and documents needed to complete the application.**
- 4. Receipt of the properly completed application form, along with required supporting documents, if applicable, shall constitute the completed application.**
- 5. The Local Area Representative will review the applications received from applicants, checking for completeness.**
- 6. Completed applications, including the Applicant Log, will be forwarded to the Area Coordinator who will check all applications to insure they meet the minimum age requirement. Applicants deficient in one or more qualifications or requirements will be notified in writing by the Area Coordinator of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.**
- 7. The Area Joint Apprenticeship Committee will select applicants using the Random Selection from Pool of Eligible Applicants method.**
- 8. Supervision of the random selection process shall be done by an impartial person(s) selected by the Area Coordinator. This person(s) will not be associated with the administration of the apprenticeship program. The processing of the list must be witnessed by an independent party.**
- 9. The time and place of the selection and the number of apprentices to be selected shall be done following the Screening Orientation and at the same location as the Screening Orientation. It shall be announced. The place of the selection shall be open to all applicants and the public. The names of the apprentices drawn by this method shall be posted immediately following the selection at the Area Joint Apprenticeship Committee's and Local Office place of business.**
- 10. The Area Coordinator will send the applicants a letter informing them of their placement on the Random Selection Applicant Roster.**

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

- 11. The Area Coordinator will provide the Local Committee with the final Applicant Roster based on the outcome of the random selection process.**
- 12. As openings for the registration of new apprentices occur, applicants will be notified of selection by telephone. It shall be the responsibility of the applicant to keep the Local Area Committee informed of their current mailing address and phone number. The Local Area Committee should inform the Area Coordinator of any changes received from applicant addresses/phone numbers.**
- 13. If the applicant cannot be reached by phone within two (2) days, a certified letter, return receipt requested, will be sent. If no response is received in ten (10) working days from the written notice of selection, the applicant's name will be removed from the list. Only one certified notice will be mailed.**
- 14. Qualified applicants remaining on a preceding eligibility pool will automatically be carried forward on the new eligibility pool and placed above those from the current pool of eligibles for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during two (2) year period they were in the eligibility pool will be required to reapply.**
- 15. Boilermakers National Apprenticeship Program (BNAP) selection procedures for advancement of applicants with welding qualifications:**

Due to the shortage of qualified welders in the Boilermaker Construction Trade and the low number of apprentice applicants applying for the program, the Board of Trustees for the Boilermakers National Joint Apprenticeship Program approved the following Selection Procedures on November 12, 1997:

- Step 1 Area Coordinator notifies the appropriate agencies, etc.**
- Step 2 Applicants are notified by letter of the date(s) and location(s) to review BNAP film concerning the Boilermakers Apprenticeship Program and collect any information not submitted at the time the applicant made application such as proof of birth, high school diploma, GED, welding data.**
- Step 3 Area Coordinator completes random selection form.**
- Step 4 Each group of applicants based on qualifications or training is assigned a number for random selection.**

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

**PIPE/TUBE POOL #1
PLATE POOL #2
VO-TEC/WELDING SCHOOLS POOL #3
NO QUALIFICATIONS POOL #4**

Step 5 The Area Coordinator is to notify each applicant as to his/her place on the list.

Step 6 Applicants are to be registered into the program starting with group one [1], number one [1].

WELDING QUALIFICATION: Applicants that have welding experience or training will have priority selection over those with no welding qualifications or training. Applicants must provide copies of proof of welding qualifications and/or training [Qualifications, Certifications, Welding Diploma, etc.] when making application.

Duplicate copies of the original documents must be submitted as they will be kept by the Area Apprenticeship Committee.

Selection of apprentices under this program is made on the basis of qualifications alone, as set forth in the approved selection procedures of the Boilermakers National Joint Apprenticeship Board for the Boilermaker Trade. All applications are afforded equal opportunity without regard to race, religion, color, sex, national origin, age or disability.

16. Direct Entry:

The direct entry provision may be invoked without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall only include those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The Area Joint Apprenticeship Committees will award Credit for Previous Experience in accordance with Section XII of these Standards, and will pay the apprentice(s) at the wage rate commensurate with their skill attainment. The Credit for Previous Experience shall be awarded without regard to race, color, religion, national origin or sex. The methods for direct entry shall include the following:

- a. Military Veterans who completed military Technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the boilermaker industry may be given direct entry into the**

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

apprenticeship program through the Helmets to Hardhats Program. Veterans who meet the requirements for entry into the Helmets to Hardhats Program will be eligible for referral to the Area Joint Apprenticeship Committee upon verification from the Helmets to Hardhats Program that the veteran(s) has a transferable skill in an apprenticeable occupation. Referrals from the Helmets to Hardhats Program will be done pursuant to the procedures established by the Helmets to Hardhats Program. Supervision of the selection process shall be done by the Helmets to Hardhats Program. Entry of veterans into the Program will be done without regard to race, color, religion, national origin, or sex.

- 17. Applicants will pass a screen for the current illegal use of drugs on acceptance into the program within forty-eight (48) hours after signing the apprenticeship agreement and prior to being employed. Applicants shall be subject to subsequent tests for drug/alcohol use on an annual, random, reasonable suspicion, and per cause basis thereafter.**

B. Equal Employment Opportunity Plan:

The Area Coordinator, Area Committee members, and Local Committee will undertake positive recruitment activities which include:

- 1. Assist guidance counselors at local schools in career counseling to encourage interest in the Boilermaker Apprenticeship Program.**
- 2. Actively participate in workshops conducted by employment service agencies (one-stop centers) for the purpose of familiarizing school employment service and other appropriate personnel about the Boilermakers Apprenticeship Program and the opportunities.**
- 3. Cooperate with school boards and vocational education systems to develop programs for preparing students to meet the minimum requirements for entry into the Apprenticeship Program.**
- 4. Seek the voluntary participation of both women and minority apprentices and journey workers in recruitment efforts undertaken by the Area Coordinator.**
- 5. Internally communicate the sponsor's equal opportunity policy in order to foster understanding, acceptance, and support among supervisors and employees in order to aid the Area Joint Apprenticeship Committee in meeting its positive recruitment obligations.**
- 6. Participate in community programs for the positive recruitment and preparation of potential minority and female applicants for apprenticeship.**

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

7. Utilize journey workers to assist in the implementation of sponsor's affirmative action program.

The Area Joint Apprenticeship Committee shall review its affirmative action plan, including goals and timetable for each local area, annually and make appropriate changes to the extent necessary to obtain maximum effectiveness.

The Area Joint Apprenticeship Committee will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the Area Joint Apprenticeship Committee for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and effect that result from their affirmative action measures. The Area Joint Apprenticeship Committee will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity (ies). All changes to the AAP must be submitted to the Registration Agency for approval. The Area Joint Apprenticeship Committee will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, correction action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

The term of apprenticeship shall be a minimum of 6,000 hours of reasonable continuous employment over a four-year period.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship.

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.
 - a. **The initial probationary period shall not exceed the first 1500 hours of reasonable continuous employment or one (1) year whichever is shorter**
 - b. **The records for each initial probationary apprentice shall be reviewed prior to the end of the probationary period. Records shall consist of periodic reports regarding progression made in both the OJT and related instruction and any disciplinary action taken during the probationary period.**
 - c. **Any initial probationary apprentice considered to be unsatisfactory after a review of the probationary period shall have his/her Apprenticeship Agreement canceled before the expiration of the probationary period, by means of written notice to the apprentice and to the Registration Agency.**
 - d. **Each probationary apprentice evaluated as satisfactory after a review of the probationary period shall be given full credit for the probationary period and continue in the program.**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

The ratio of apprentices shall be one (1) apprentice to be employed on each job of five (5) journey-level workers.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Before an apprentice is advanced to the next segment of training or to journey worker status, the AJAC shall evaluate all progress to determine whether advancement has been earned by satisfactory on-the-job learning and in related instruction classes. In determining whether satisfactory progress has been made, the AJAC shall be guided by the work experience and related instruction records and reports.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	70%
2	1001 - 2000 hours	75%
3	2001 - 3000 hours	80%
4	3001 - 4000 hours	85%
5	4001 - 5000 hours	90%
6	5001 - 6000 hours	95%

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

A. Boilermaker (FIELD CONSTRUCTION AND REPAIR): Approximate Hours

- 1. Care and Maintenance of Tools and equipment100**
 - a. Learning names of tools and equipment
 - b. Learning use of tools and equipment
 - c. Care and maintenance
 - d. Handing out tools and inventory

- 2. Rigging and Bull Gang1000**
 - a. Unloading and Handling
 - b. Use of Hoisting Equipment
 - (1) Come-along
 - (2) Chain falls
 - (3) Erecting and dismantling derricks and cranes.
 - (4) Working with derrick and cranes
 - (5) Use of signals and safety
 - c. Use of Tackle
 - (1) Block and tackle
 - (2) Chokes, cables and slings
 - (3) Proper use of knots and splicing
 - (4) Proper use of clamps
 - (5) Safety
 - d. Moving Pieces
 - (1) Rollers
 - (2) Levers
 - (3) Use of tackle, come-alongs and chain-falls
 - (4) Safety

- 3. General Erection1000**
 - a. Steel erection in Boilermaker Jurisdiction
 - (1) Designating location of members
 - (2) Raising in place

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

- (3) Use of spud-wrench, bull, and drift pins, jacks, wedges, clips, and saddles
- (4) Alignment:
 - (a) Use of level, plumb, tape and ruler
- (5) Connecting
 - (a) Drilling, reaming, chipping, caulking and grinding
 - (b) Bolting up
 - (c) Welding (tack)
 - (d) Riveting
- b. Setting Drums and headers
 - (1) Use of hoisting equipment and tackle
 - (2) Use of water level, plumb and measuring devices
- 4. **Tube Installations.....400**
 - a. Entering
 - (1) Use of come-alongs and entering devices
 - (2) Lipping
 - b. Setting and Aligning
 - (1) Use of spacers
 - (2) Use of strong-backs
 - c. Getting proper stock
 - (1) Signals (sound and light)
 - (2) Come-along
 - (3) Piece of stock
 - (4) Boiler code
 - d. Rolling
 - (1) Use of erectors' guides, or
 - (2) Proper selection of the following:
 - (a) Expanders, rollers, pins and mandrels
 - (3) Use of rolling machines
 - (a) Pneumatic, electric and ratchet
 - (b) Lubricants
 - (4) Use of gauges and signals
 - (5) Heavy tube sheets
 - (6) Entering and connecting baffles
 - (7) Testing
 - (a) Visual
 - (b) Water (use of hydro-static pump)
 - (c) Air
 - (d) Use of gauges
- 5. **Use of Blue-print and lay-out400**

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

- a. Use of prints to design-ate the following:
 - (1) Locating parts at unloading
 - (2) Moving parts to job location
 - (3) Parts to be hoisted into position
 - (4) Use of bench mark
 - (5) Symbols
 - b. Layout
 - (1) Use of precision measuring devices
 - (2) Marking for correcting, re-cutting and fitting
 - (3) Directing, cutting and fitting of parts
 - (4) Geometric measuring of parts, tube holes, etc.
 - (5) Working with foreman
6. **Welding and Burning3000**
- a. Any and all forms of electric welding
 - (1) Proper adjustment of machines
 - (2) Application and use of electrodes on all metals, ferrous and non-ferrous
 - (3) Metal spraying and hard facing
 - b. Acetylene
 - (1) Proper adjustment, gauges and torch
 - (2) Selection of tips
 - (3) Handling of torch and application
 - (a) Ferrous and non-ferrous
 - c. Burning
 - (1) Acetylene
 - (2) Arc (cutting and gouging)
 - (3) Machine methods
 - (4) Adjusting and operating of equipment
 - (a) Ferrous
 - (b) Non-ferrous

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

7. Nuclear Plant Construction - Reactors100

a. Theory - types

- (1) Power**
- (2) Propulsion**
- (3) Heating**

b. Research

c. Problems peculiar to atomic energy

- (1) Those elements which would not be covered in other section, i.e., Radiation, Radiation Protection**
- (2) Requirements for joints of high integrity.**

TOTAL HOURS: 6000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in related/supplemental instruction shall not be considered as hours of work and the apprentice is not required to be paid for time spent in related/supplemental instruction.

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- Supervised field trips
- Approved training seminars (specify)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify): **Other classes/events/training opportunities as approved by the JATC. Apprentices will attend local area classes when available.**

144 Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

- (X) twelve-month period from date of registration.*
- () defined twelve-month school year: **(insert month)** through **(insert month)**.
- () two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

Additional Information:

- A. Apprentices employed under these Standards are required to take a course of studies related to the trade being learned. This course normally will require a MINIMUM of 144 hours of study each year. This required study will be done away from the job and cannot be counted as hours worked.**
- B. The apprentice will also be required to complete 21 On-The-Job (OJT) RSI Modules throughout their four (4) year program. If further related studies are added during the course of their apprenticeship, the apprentice may, or may not, be required to complete said studies.**
- C. The apprentice is not to contact the main supplier of related studies, but is to contact the area office for any material or information he/she may need in relation to studies.**
- D. The apprentice will complete all related study tests online per instructions from the JATC.t**
- E. Grades and pertinent information will be recorded in the personal file of the apprentice.**
- F. The material required for one year's lessons is sent to the apprentice at one time.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

A. General Procedures

BENCH means: SUSPENDED

1. **Applicants must sign the Boilermakers Apprenticeship and State Agreements, on or before, date of dispatch (registration).**
2. **Work report and progress forms are supplied to the apprentice from the time of registration. Apprentices must submit completed, signed work report forms to the Area Coordinator's office NO LATER THAN THE TENTH (10th) DAY OF EACH MONTH.**
3. **Apprentices MUST keep a current address and phone number with their local union and the Area Coordinator's office AT ALL TIMES.**
4. **If an apprentice is injured, or is having physical and/or personal problems that will interfere with their training program, they MUST advise the local AND Area Coordinator IMMEDIATELY, so arrangements can be made for a temporary leave of absence, if appropriate, and in accordance with current policy.**
5. **Apprentices will be required to pay apprenticeship fees before advancing from one class year to another.**
6. **The apprentice will be issued a set of 21 On-Job-Training RSI Modules (OJT's). These modules are to be completed and then signed off either by a supervisor on the job or by an instructor in a recognized classroom setting. All 21 OJT's must be completed over the four-year program. However, due to nature of the trade, there will be no specific order in which the OJT's are to be completed.**
7. **Apprentices that are behind in OJT's and/or Work Reports will be benched by the Area Coordinator's office. The Area Coordinator's office can bench the apprentice and/or the Local Apprenticeship Committee can request the apprentice be benched. The Apprentice will remain benched until they have brought themselves current.**

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

- 8. The apprentice will be scheduled to appear before the next Local Apprenticeship Committee Meeting following the bench, in order to review their current status. The committee will send their review and recommendations on said apprentice to the Area Coordinator's office.**
- 9. If an apprentice fails to become current they will be recommended for termination from the program by the Local Committee and/or the Area Coordinator's office. The Western States Area Committee will make the final decision on any apprentice being terminated from the program.**
- 10. Termination from Job for Cause:**
 - a. When a report is received from the Local Coordinator and/or company that an apprentice has been fired for "cause," i.e. drinking on the job, drug abuse, absenteeism, insubordination, failure to observe safety regulations, sleeping on the job, etc., the Local Coordinator will "Bench" said apprentice as per the National Joint Referral rules with a copy of the Bench Notice going to the Area Coordinator's office.**
 - b. An apprentice does not have the "privilege" of refusing work assignments when offered nor voluntarily "quitting" a job without prior authorization from their Local Coordinator. The Apprentice will be "Benched" as per National Joint Referral Rules with a copy of the Bench Notice going to the Area Coordinator's office. The apprentice will be "Benched" if any such report is received from the Local Coordinator and/or company.**
 - c. If, after investigation, the Local Coordinator has determined that "Bench" is unjustified, they must write to the Area Coordinator, stating circumstances, and request that said apprentice be released from "Bench" Status.**
 - d. After two (2) "Benches," for any reason, said apprentice will automatically be scheduled to appear before their Local Apprenticeship Committee for review.**

Apprentices who receive four (4) suspensions in a two (2) year period will be terminated.

11. Complaint Procedure

- a. Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or gender, with regard to apprenticeship or**

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the U.S. Department of Labor or at the apprentice or applicant's election, with the private review body established by the Area Joint Apprenticeship Committee (if applicable), or with the Equal Employment Opportunity Commission.

- b. The complaint must be filed no later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint must be in writing and shall be signed by the complainant. It must include the name, address and telephone number of the person allegedly discriminated against, the Area Joint Apprenticeship Committee involved, and a brief description of the circumstances of the failure to apply the Equal Opportunity standards.
- c. The Area Joint Apprenticeship and Training Committee shall provide the applicant with the complaint procedure.

12. Maintenance of Records

All records, including Announcement of Openings, Apprentice Applicant Logs, Applications and all supporting documents for each processing cycle, Test Results, Ranking Lists, and other records relating to the selection and employment of apprentices shall be retained for a period of five (5) years and made available upon request to the U.S. Department of Labor. Apprentice records will be maintained for 5 years from date of completion/cancellation from the program.

13. Apprentices, having read these Standards formulated by the AJAC and signed an Agreement with the AJAC, agree to all the terms and conditions contained therein and agree to abide by the AJAC's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the AJAC may deem necessary to become a skilled Boilermaker.

In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- a. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the AJAC and the employer in accordance with the provisions of these Standards.
- b. Respect the property of the employer and abide by the working

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

rules and regulations of the employer, union and the AJAC.

- c. **Attend and satisfactorily complete the required hours in the OJT and in related instruction in subjects related to the occupation as provided under these Standards.**
- d. **Maintain and make available such records of work experience and training received on-the-job and in related instruction as may be required by the AJAC.**
- e. **Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.**
- f. **Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the AJAC.**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

- Prior to: 20 calendar days of intention of disciplinary action by a sponsor
- Sponsors must notify the apprentice in writing of action to be taken
 - Must specify the reason(s) for discipline, suspension, or cancellation
 - Decision will become effective immediately
 - Written reason(s) for such action must be sent to the apprentice
- Within: 30 calendar days request for reconsideration from the sponsor
- Apprentice to request sponsor to reconsider their action
- Within: 30 calendar days of apprentice's request for reconsideration
- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

Within: 30 calendar days of final action

- Apprentice must submit the complaint in writing to the Department
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local sponsor

Within: 30 business days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
 - Authorization of Signature forms - as necessary
 - Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
 - Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
 - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
 - Journey Level Wage Rate – annually, or whenever changed
 - Request for Revision of Standards - as necessary
 - Request for Revision of Committee - as necessary
 - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
 - On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Sponsor’s introductory statement (if applicable)
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

- Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

Quorum: A majority of both the Union and the Employer members of the Area Committee will constitute a quorum. In cases of vote, an equal number will be cast by the Employer and the Union.

Program type administered by the committee: **GROUP JOINT**

The Western States Area Joint Committee is composed of an equal number representing the Union and the Employer's Association, preferably, at least a total of six (6). Where no employer association exists, a Committee may be formed with volunteers from that area.

The Area Committee will meet semi-annually, and special meetings may be called by the Chair, with due notice to all members. A representative of the Registration Agency may be invited to attend these meetings

The employer representatives shall be:

**Larry Jansen, Chairman
ARB
26000 Commercentre Dr
Lake Forest, CA 92630**

**Jeff Brown
PSF Industries
PO Box 3747
Seattle, WA 98124**

**Bill Hamilton
630 West 10th Street
Pittsburg, CA 94565**

**David Pavlik
710 Airpark Road
Napa, CA 94558-7518**

**Wayne Tarbutton
8530 Concord Center Drive Suite 400
Englewood, CO 80112**

**Ronnie Traxler
1000 Remington Blvd Ste 105A
Bolingbrook, IL 60440-4706**

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

The employee representatives shall be:

**Tom Baca, Secretary
Int'l Boilermakers IVP
753 State Ave #453
Kansas City, KS 66101**

**Mark Thomas
2260 Riverside Avenue
Bloomington, CA 92316**

**Tim Ruth
Local 101
3890 Elm Street
Denver, CO 80207**

**Casey Tibbs
294 Cowboy Ray Road
Page, AZ 86040**

**Mark Keffeler
Local 242
N 6404 Pittsburg
Spokane, WA 99207**

**James Cooksey
1949 West Springfield Dr. South
Jordan, UT 84095**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

Local #242 Spokane

The employer representatives shall be:

**Kevin Flynn
PSF
6404 N Pittsburg
Spokane, WA 99207**

**Tracy Reardon
Jamar
6404 N Pittsburg
Spokane, WA 99207**

The employee representatives shall be:

**Guy Hombel
N 6404 Pittsburg
Spokane, WA 99207**

**Mark Keffeler
Local 242
N 6404 Pittsburg
Spokane, WA 99207**

**Travis Dilley - Alternate
N 6404 Pittsburg
Spokane, WA 99207**

WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE

Local #502 Tacoma

The employer representatives shall be:

**Jeff Brown
PSF
PO Box 3747
Seattle, WA 98124**

**Ron Baker
CH Murphy
PO Box 3747
Seattle, WA 98124**

The employee representatives shall be:

**Tracy Eixenberger
16621 110th Avenue East
Puyallup, WA 98374**

**Mike Anthony
PO Box 3747
Seattle, WA 98124**

**Dave Southwell, Alternate
PO Box 3747
Seattle, WA 98124**

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Collin Keisling, Area Coordinator
PO Box 1612
Page, AZ 86040**