



**APPRENTICESHIP PROGRAM STANDARDS**  
adopted by

**NORTHWEST MACHINISTS APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
<b>FABRICATION WELDER</b>	<b>51-4121.00</b>	<b>6000 HOURS</b>
<b>HEAVY DUTY EQUIPMENT MECHANIC</b>	<b>49-3031.00</b>	<b>8000 HOURS</b>
<b>INDUSTRIAL MACHINERY TECHNICIAN</b>	<b>49-9041.00</b>	<b>8000 HOURS</b>
<b>MACHINIST</b>	<b>51-4041.00</b>	<b>8000 HOURS</b>
<b>TRAILER, CONTAINER AND VAN REPAIR MECHANIC</b>	<b>49-3021.00</b>	<b>8000 HOURS</b>



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

**APPROVAL:**

N/A  
Provisional Registration

AUGUST 7, 2023  
Standards Last Amended

APRIL 9, 1940  
Permanent Registration

By: MARK RIKER  
Chair of Council

By: CELESTE MONAHAN  
Secretary of Council

# NORTHWEST MACHINISTS APPRENTICESHIP COMMITTEE

## INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

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 these 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 (Required):

**The Northwest Machinists Apprenticeship Committee (NWMAC) is committed to recruiting and developing a diverse and skilled journey level workforce to meet the**

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industry demands in our state. The following standards for the development of apprentices have been prepared in partnership between the NWMAC, Machinists Institute, District 160, District 751, and employers in commitment to registered apprenticeship as a mechanism to support industries that are economic drivers in our state, including Aerospace, Space, Defense, Wood Mills, Advanced Manufacturing, Public Agencies, Heavy Duty Equipment, Automotive, Transportation and Logistics.

## **I. GEOGRAPHIC AREA COVERED:**

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

The area to be covered by these standards shall be the state of Washington (with the exception of apprentices registered to the occupation of Heavy Duty Mechanic that are employees of the City of Seattle), the state of Oregon, and Idaho counties of Bonner, Kootenai, Benewah, Latah and Nez Perce.

Applicants and apprentices note that, while the State of Washington has no responsibility or authority in the States of Oregon and Idaho, the Northwest Machinists Apprenticeship Committee will apply the same standards and guidelines to apprentices registered in the program while working outside the State of Washington.

## **II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [WAC 296-05-015(17)].

Age:           **Applicant shall be at least 17 years of age.**

**OR**

**An applicant that is currently enrolled in high school or an equivalent program shall be at least 16 years of age.**

Education:   **An applicant must meet one of the following criteria:**

- a. High school graduate or equivalent.**
- b. A two-year associate's degree from an accredited post-secondary institution will be accepted in lieu of a high school diploma or equivalent.**

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- c. **An applicant that is 16 years of age must be currently enrolled in high school or an equivalent program.**

Physical: **Must be able to perform the work of the trade, with or without reasonable accommodation.**

Testing: **NONE**

Other: **NONE**

### **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 Procedure (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 (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified 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 and Title 29, Part 30 of the Code of Federal Regulations.

#### **A. Selection Procedures:**

- 1. The Northwest Machinists Apprenticeship Committee is not in any way serving as a referral agency and persons desiring to become an apprentice must gain employment with an approved NWMAC Training Agent. Upon selection as an apprentice by a training agent, if the applicant meets all the minimum qualifications and has completed the application in accordance with the steps outlined below, they will be notified to appear in person or virtually before the Apprenticeship Committee for an interview and counseling. At the time of the interview, they shall be informed of their obligation to abide by the Standards of Apprenticeship. Upon acceptance of the applicant, the Apprenticeship Committee shall make an evaluation as to their ability and, with the approval of the training agent, place them in the program at the proper and wage progression step, and register them with the Supervisor of Apprenticeship.**
- 2. The Apprenticeship Committee shall be responsible for obtaining a signed Training Agent Agreement and a signed Training Agent Agreement and Understanding of Equal Employment Opportunity Requirements from all individual employers who hire apprentices. These signed agreements will be forwarded to the Department of Labor & Industries Apprenticeship Section for registration as an approved Training Agent.**

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3. Applicants will be considered qualified and notified to appear for an in-person or virtual interview when they complete the following:
  - a. Apprenticeship applications shall be obtained from the Machinists Institute. The completed application and documents verifying Minimum Qualifications stated in Section II of these standards shall be submitted to the Machinists Institute. Requests and submissions will be accepted via e-mail, by US mail, or in person, and be clearly addressed to the attention of the “Apprenticeship and Student Affairs Specialist.” Methods to make a request and to submit documents to the Machinists Institute are listed below.
    - Electronic requests for an application and for submittal of the completed application with verifying documentation shall be sent to: [info@machinistsinstitute.org](mailto:info@machinistsinstitute.org).
    - To request an application or to submit a completed application with verifying documentation by US Mail, use the address below.
    - To request an application or to deliver the completed application with verifying documentation in person, please find the address of the Machinists Institute below.
  - b. Applicants will receive official notification to appear for an in-person or virtual interview from the Apprenticeship Committee; the Training Agent (employer) will also be notified of this appointment. Apprenticeship candidates needing assistance or to verify status can make requests to the Machinists Institute at [info@machinistsinstitute.org](mailto:info@machinistsinstitute.org).

Machinists Institute  
9125 15th Place South  
Seattle, WA 98108

### B. Equal Employment Opportunity Plan:

1. Participate in career and job fairs, and/or workshops conducted by school districts, community-based organizations and others to increase awareness of apprenticeship opportunities available.
2. Participate in existing outreach programs whose focus is the recruitment and preparation of minority and female apprenticeship applicants.
3. Granting credit, advance standing or credit for previously acquired experience, training (such as transcripts showing relevant college classes, certifications or degrees), skills or aptitude without prejudice, to all applicants equally. Determination of the amount of credit granted will be made by the

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Apprenticeship Committee in coordination with recommendations from the Training Agent and the Machinists Institute.

4. **Distributing information about the nature of apprenticeship programs, program admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.**

## C. Discrimination Complaints:

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

## IV. TERM OF APPRENTICESHIP:

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

**The term of apprenticeship shall be as defined below, including the probationary period.**

**Apprentices are not allowed to report more than 180 regular time OJT hours for any given month.**

<b>Fabrication Welder</b>	<b>3 years (6000 hours) of employment</b>
<b>Heavy Duty Equipment Mechanic</b>	<b>4 years (8000 hours) of employment</b>
<b>Industrial Machinery Technician</b>	<b>4 years (8000 hours) of employment</b>
<b>Machinist</b>	<b>4 years (8000 hours) of employment</b>
<b>Trailer, Container and Van Repair Mechanic</b>	<b>4 years (8000 hours) of employment</b>

## V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-015(22)]:

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- A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. the period in which 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 may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.
  - 1. For the occupations of Heavy Duty Equipment Mechanic, Industrial Machinery Technician, Machinist and Trailer, Container and Van Repair Mechanic: The initial probationary period shall be the first 1600 hours of employment as an apprentice, or one year from date of registration, whichever occurs first.**
  - 2. For the occupation of Fabrication Welder: The initial probationary period shall be the first 1200 hours of employment as an apprentice, or one year from date of registration, whichever occurs first.**

### **VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS**

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

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**One apprentice may be employed in any shop where a journey-level worker is steadily employed, and one (1) additional apprentice may be employed for every additional four (4) journey-level workers steadily employed.**

- 1. Exception: upon approval by the Apprenticeship Committee a training agent may observe the following ratio: One (1) apprentice may be employed in any shop where a journey-level worker is steadily employed, and one (1) additional apprentice may be employed for every additional two (2) journey-level workers steadily employed.**
- 2. Exception: (The following exception does not apply to Step 1 apprentices within the first 90 days of employment as an apprentice.)**

**All apprentices designated as service technicians in the occupation of Trailer, Container and Van Repair Mechanic performing service work shall be allowed to work alone under the following conditions:**

- a. Apprentices performing service work shall at all times be able to contact a journey-level worker or supervisor for answers and advice.**
- b. The journey-level worker or supervisor shall ensure that the apprentice is receiving their on-the-job training and shall be responsible for the health and safety of the apprentice.**

### **VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.**
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.**



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## C. Wage Progression Schedules:

### 1. For Heavy Duty Equipment Mechanic, Industrial Machinery Technician, Machinist and Trailer, Container and Van Repair Mechanic:

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0000 - 500 Hours	65%
2	0501 - 2000 Hours	73%
3	2001 - 4000 Hours	77%
4	4001 - 5000 Hours	80%
5	5001 - 6000 Hours	85%
6	6001 - 7000 Hours	90%
7	7001 - 8000 Hours	95%

### 2. For Fabrication Welder:

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0000 - 1200 Hours	65%
2	1201 - 2400 Hours	72%
3	2401 - 3600 Hours	79%
4	3601 - 4800 Hours	86%
5	4801 - 6000 Hours	93%

**The Apprenticeship Committee has the authority to grant credit for previous experience and to award additional credit, and will make a determination after receipt of adequate proof that an apprentice is entitled to such consideration. When apprentice progress is deemed unsatisfactory the Apprenticeship Committee has the authority to withhold wage/step progressions.**

## VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work 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. The following work process descriptions pertain to the occupation being defined.

- 1. All minors are prohibited from performing any and all work in active construction zones and construction sites as defined in WAC 296-155-012.**

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- 2. Minors apprentices can qualify for an exemption to work in occupations prohibited by WAC 296-125-030. However, employers need to apply for the exemption as laid out in the Student Learner Exemption for Worksite Learning and Apprenticeships in Certain Hazardous Work (ES.C.11) Limited variances may be allowed for hazardous activities including but not limited to:**

- **Power-driven woodworking machines/tools**
- **Power-driven metal-forming, punching and shearing machines**
- **Slaughtering, meat packing, processing, or rendering**
- **Power-driven paper-product machines**
- **Power-driven circular saws, band saws, and guillotine shears**
- **All roofing work**
- **Excavations**
- **Occupations involving firefighting and fire suppression duties**

**See WAC 296-125-030 for complete rules.**

**There are additional work activities restricted under separate Washington State law that also need to be included on the variance form, if applicable:**

- **Work that may require use of hearing protection under the DOSH Hearing Conservation Standard (i.e. at or above 85 dBA), WAC 296-125-030(22).**
- **Work that may involve exposure to bloodborne pathogens under the DOSH Bloodborne Pathogens standard, WAC 296-125-030(24).**
- **Work that may involve exposure to hazardous chemicals or substances under the DOSH Hazard Communication Standard, WAC 296-125-030(25).**

**When minors are employed as apprentices, the following rules will apply:**

- 1. The requirement of direct and close supervision for hazardous and otherwise prohibited work is met when there is one journey-level worker working with the first apprentice/student learner on-site and at least three journeymen or experienced adults working alongside each additional apprentice/student learner.**
- 2. The sponsor and training agent will obtain and maintain all necessary documents, permits, variances and licenses required when employing minors.**
- 3. The sponsor and training agent will coordinate with L&I's Teen Safety Department to develop an Employer Facility Safety Checklist prior to apprentice placement.**
- 4. Safety Training applicable to the industry/occupation will be provided to minors prior to employment placement. It shall include industry/employer approved or required safety training, and shall meet or exceed WISHA standards.**
- 5. Personal Protective Equipment (PPE) required within the industry/occupation for tasks being performed shall be provided by the employer.**

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## A. Heavy Duty Equipment Mechanic Approximate Hours

Covers repairing and rebuilding of all heavy duty machinery including cats, tractors, shovels, graders and all similar types of equipment.

1. Gasoline Engine Repairs .....1500
  - a. Pistons, rings, valves, and bearing
  - b. Fuel systems - carburetion and fuel pumps
  - c. Ignition, starter, and electrical systems
  - d. Lubrication system and oil pumps
  - e. Cooling systems
  
2. Diesel Engine Repairs .....1500
  - a. 2 - cycle engines
  - b. 4 - cycle engines
  - c. Piston, rings, valves and bearings
  - d. Injection systems
  - e. Scavenging systems
  - f. Starting systems
  - g. Cooling systems
  - h. Lubricating systems
  
3. Drive and Control Systems .....2000
  - a. Clutches and drives
  - b. Transmissions and transfer cases and power take-off
  - c. Final drives
  - d. Reel Wheel
  - e. Tracks and track suspension systems
  
4. Equipment Repair and Maintenance .....2500
  - a. Winches and hoisting gear
  - b. Hydraulic and pneumatic systems
  - c. Air compressors
  - d. Bulldozers, graders, and motor road patrols
  - e. Cranes, clamshells and draglines
  - f. Ditchers and backhoes
  - g. Welding and burning (gas and electrical)
  - h. Basic computer
  
5. Lubrication and Lubrication Systems of all Equipment. ....500

**TOTAL HOURS: 8000**

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<b><u>B. Industrial Machinery Technician</u></b>	<b><u>Approximate Hours</u></b>
1. Carrying out duties pertaining to power generators, diesel engines, pump systems and marine equipment to include: General shop operations, safety, tool and equipment maintenance, material handling and inventory control .....	600
2. Operate Engine/Motor/Pump Repair Monitors, troubleshoots, installs, and repairs systems .....	2000
3. Read and interpret Work Orders/Job Plans Regulations, Work Documentation, and shop math .....	400
4. Maintenance for power generators, diesel engines, pump systems and marine equipment: Performs planned and unscheduled machine/motor/Pump maintenance Procedures.....	2000
5. Safety Documentation & Customer Support, Catalog research, organizing of tools and materials, daily reporting & customer relations. ....	300
6. Operation and Care of tools and equipment .....	400
7. Rigging and Forklift Operation, Use of Gantry Overhead Crane System in plant facility, forklift in plant facility, chain fall and pulley systems.....	300
8. Monitor, Troubleshoot, install, set up and repair machinery and systems, areas of specialty include Power Gen, Marine and Pump Station.....	2000
<b>TOTAL HOURS:</b>	<b>8000</b>

<b><u>C. Trailer, Container, Van Repair Mechanic:</u></b>	<b><u>Approximate Hours</u></b>
1. Welding .....	2000
a. Welding of all materials used in construction and repair of containers.	
b. Scarfing with air arc	
c. Cutting with gas torch	
d. Straightening and repairing frames	
2. Container/Van Repair .....	2500
a. Replacement and repair of panels	
b. Reinforcement of sides	
c. Replacement of corner posts and corner plates	

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- d. Replacement of roof rails, rub rails and trim
- e. Punching or drill for riveting
- f. Riveting
  - (1) (a) Stripping damaged material
  - (b) Removing damaged doors
  - (c) Removal and replacement of skid plates
  - (2) (a) Knowledge of proper procedure for installing foam and batt insulation.
  - (b) Weather stripping doors
  - (c) Weather stripping refrigerator units
  - (3) Woodwork in connection with body repair
  
- 3. Chassis and Brakes .....2000
  - a. Service all braking systems; air, electric and hydraulic
  - b. Replacement or repair of air valves, wheel bearing, seals, drums, wheel studs, parking brakes and anti-lock (121) systems
  - c. Axle replacement and alignment
  - d. Replacement or repair of suspension systems, radius rods, spring hangers and springs, slack adjusters
  - e. Adjust all types of trailer brakes
  - f. Electrical wiring and fixture repair or replacement
  
- 4. Miscellaneous .....1500
  - a. Familiarization
  - b. Trouble shooting
  - c. Basic Computer
  - d. Transportation Refrigeration
  - e. Those hours designated to miscellaneous training may be utilized on auxiliary devices or other areas of container repair.

**TOTAL HOURS: 8000**

**D. Machinist Approximate Hours**

- 1. Introduction to and carrying out duties pertaining to General Shop Safety, Equipment Maintenance, Material Handling, and Shipping/Receiving .....500
  
- 2. Operate machine shop tools such as deburr tools, rotary tools, sanders, polishers, Assemble and complete bench work .....500
  
- 3. Read and interpret Work Orders/Job Plans, Engineering Drawings, GD&T, ERP Systems, Shop Math.....300

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4. Plan work processes, prepare part layout, machine Set-ups, Work Holdings, Tools, manage Toolbox and Tool Room .....	300
5. Safely perform manual milling, drilling, facing, boring, reaming, boring tapping, calculate speeds and feeds, control chatter and aggressive climb to expand the scope .....	1500
6. Operate CNC Mill Vertical & Horizontal including start up, shut down, edit programs, maintain feeds and speeds, inspect parts .....	1500
7. Operate Manual Lathe including drilling, turning, boring, knurling, facing, work support, manage tool interface .....	900
8. Operate CNC Lathe Single & Multi-Spindle With/Without Live Tooling, Traditional & Bar Feed .....	900
9. Operate Additional Machine Types such as precision grinding, drilling, additive, water jet, laser jet .....	500
10. Perform Inspection and operate inspection equipment including CMM/PCMM, scanners, lasers .....	600
11. Miscellaneous .....	500
<b>TOTAL HOURS:</b>	<b>8000</b>

### E. Fabrication Welder

### Approximate Hours

The following work processes apply to fabrication welding in accordance to the provided drawings, specifications, work orders, and instructions to ensure a high-quality casting production.

1. Shielded Metal Arc Welding - SMAW .....	1700
a. Working with machine components, electrical basics, and electrode identification.	
b. Machine Troubleshooting and consumable replacement.	
c. Performing work involving travel angle, travel speed and arc length in flat, horizontal and vertical positions.	

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- d. Parameter identification per welding position, proper preheat and interpass temperature measurement tools and techniques.
  - e. Casting repair utilizing the SMAW welding process utilizing several electrodes.
  - f. Grinding with several tools and abrasives, includes use of safety equipment, hand tools, power tools and various welding equipment.
  - g. Weld procedure review and practices.
2. Gas Metal Arc Welding – GMAW .....1000
- a. Working with machine components, electrical basics, and electrode identification.
  - b. Perform Machine Troubleshooting.
  - c. Performing work includes travel angle, speed, and arc length in flat, horizontal, and vertical positions.
  - d. Parameter identification per welding position.
  - e. Transfer mode review per specification.
  - f. Shielding gas cylinder safety, identification, and gas pressure (CFH) review.
  - g. Perform Gas hose leak test as needed.
  - h. Repairing or replacing regulator basics and when they need to be repaired or replaced.
  - i. Proper preheat and interpassing temperature measurement tools.
  - j. Casting Repair using the GMAW welding process utilizing several filler metals.
  - k. Grinding with several tools and abrasives, includes use of safety equipment, hand tools, power tools, and various welding equipment.
  - l. Weld procedure review and practices.
3. Flux Core Arc Welding – FCAW .....1000
- a. Working with machine components, electrical basics, and electrode identification.
  - b. Machine Troubleshooting and consumable review.
  - c. Performing work includes travel angle, speed, and arc length in flat, horizontal, and vertical positions.
  - d. Parameter identification per welding position.
  - e. Transfer mode review per specification.
  - f. Shielding gas cylinder safety, identification, and gas pressure (CFH) review.
  - g. Perform Gas hose leak test as needed.
  - h. Repairing or replacing regulator basics and when they need to be repaired or replaced.
  - i. Proper preheat and interpassing temperature measurement tools.
  - j. Casting Repair using the FCAW welding process utilizing several filler metals.
  - k. Grinding with several tools and abrasives, includes use of safety equipment, hand tools, power tools, and various welding equipment.

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- 4. Gas Tungsten Arc Welding w/Steel Applications – GTAW..... 2000
  - a. Working with machine components, electrical basics, and electrode identification.
  - b. Machine Troubleshooting and consumable review.
  - c. Performing work includes travel angle, speed, and arc length in flat, horizontal, and vertical positions.
  - d. Parameter identification per welding position.
  - e. Open root and consumable insert Steel applications in the 1G, 2G, 5G, and 6G positions.
  - f. Shielding gas cylinder safety, identification, and gas pressure (CFH) review.
  - g. Gas hose leak test practices.
  - h. Regulator basics and when they need to be repaired or replaced.
  - i. Proper preheat and interpass temperature measurement tools and techniques.
  - j. Casting Repair using the GTAW welding process utilizing several filler metals.
  - k. Grinding with several tools and abrasives, includes use of safety equipment, hand tools, power tools, and various welding equipment.
  
- 5. Carbon Arc Gouging..... 300
  - a. Working with machine components, electrical basics, and electrode identification.
  - b. Proper settings in relation to electrode diameter.
  - c. Proper technique per position.

**TOTAL HOURS:            6000**

## **IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

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

RSI must be provided in safe and healthy conditions as required by the Washington Industrial Safety and Health Act and applicable federal and state regulations.

Hours spent in RSI are reported to L&I each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

For purposes of coverage under the Industrial Insurance Act, the WSATC is an employer and the apprentice is an employee when an unpaid, supervised apprentice is injured while under the direction of a competent instructor and participating in RSI activities.

If apprentices do not attend required RSI, they may be subject to disciplinary action by the sponsor.



## NORTHWEST MACHINISTS APPRENTICESHIP COMMITTEE

A. The methods of related/supplemental training must be indicated below (check those that apply):

Supervised field trips

Sponsor approved training seminars (specify): **Provided by vendors, manufacturers and other industry experts as available.**

Sponsor approved online or distance learning courses (specify): **Online classes including those provided or purchased by a company that meets industry benchmarks for training content for one or more occupations in these standards.**

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **In-House training approved by the Apprenticeship Committee and training provided by the Machinists Institute.**

B. (See Below) Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

**1. Heavy Duty Equipment Mechanic, Industrial Machinery Technician, and Trailer, Container and Van Repair Mechanic: minimum of 144 hours per year.**

**2. Machinist: minimum of 180 hours per year.**

**3. Fabrication Welder: minimum of 204 hours in Year 1, and a minimum of 205 hours in Year 2 and Year 3.**

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.*

C. Additional Information:

**Each apprentice will be instructed to attend RSI Classes at or through the Machinists Institute or to attend three (3) quarters of classes per year at a Community or Technical College.**

# NORTHWEST MACHINISTS APPRENTICESHIP COMMITTEE

## X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

### A. Administrative Procedures:

The sponsor may include in this section a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).
3. Sponsor Procedures:
  - a. **Satisfactory progress must be maintained during on-the-job training.**
  - b. **WorkHands is the official means of reporting apprentice On-The-Job Training (OJT) hours to the Apprenticeship Committee. It is the responsibility of each apprentice to report OJT hours in WorkHands throughout the term of their apprenticeship.**
    - 1) **Apprentices shall not report more than 180 regular time OJT hours for any given month.**
    - 2) **Apprentices shall not report hours such as paid sick leave, paid vacation or other paid personal time off.**
    - 3) **Additionally, apprentices are required to report OJT hours when the total hours during a month equals zero. The only exception will be when the apprentice is in suspension for the entire month.**
    - 4) **Monthly OJT hour reports are due by the 10th day of the following month (i.e. Sept. OJT report is due Oct. 10th.) OJT hour reports submitted after the 10th of the following month shall be considered late.**
  - c. **OJT hour reports submitted to WorkHands by the apprentice must be approved by the foreperson or supervisor who must verify the apprentice OJT hours by the last day of the month the report is due (i.e. Sept. OJT report must be approved or disapproved by Oct. 31st.) Paid leave hours and**

## **NORTHWEST MACHINISTS APPRENTICESHIP COMMITTEE**

**regular time OJT hours in excess of 180 that the apprentice submits into WorkHands will not be approved by the foreperson or supervisor.**

**When OJT hour reports for any given month are disapproved by the foreperson or supervisor, the apprentice must correct the report and resubmit to WorkHands within 15 days of notification.**

- d. Failure of the foreperson or supervisor to approve or disapprove OJT hours shall result in contact by the Machinists Institute to remind, or assist in approving or not approving the OJT hours submitted by the apprentice.**
- e. The Machinists Institute will provide oversight and reporting of OJT hours to the Apprenticeship Division of Labor and Industries.**
- f. Satisfactory progress must be maintained in all Related/Supplemental Instruction (RSI) classes. Apprentices are to maintain a minimum grade point average of 75%, or for pass/fail courses, must achieve a passing score, whether the class is taken at or through the Machinists Institute at a Community or Technical College.**
- g. Each apprentice not taking related training classes at or through the Machinists Institute will provide a record of related training class attendance (in hours), noting which are paid, by the 10<sup>th</sup> day of the following month, submitted electronically to [info@MachinistsInstitute.org](mailto:info@MachinistsInstitute.org) or via US mail to: Machinists Institute attention Apprenticeship and Student Services Specialist, 9125 15<sup>th</sup> Place South, Seattle, WA 98108. This record of related training classes must be provided even if the hours equal zero for any given month. In addition, upon request, apprentices shall submit copies of school transcripts and/or verification of course completion to the Apprenticeship Committee.**

**The Machinists Institute will track related training class (RSI) enrollment, hours attended, and course completion in WorkHands for each apprentice taking related training classes directly at or through the Machinists Institute.**

### **h. RSI Attendance Policies:**

**It is the intent of this Apprenticeship Committee to ensure quality training for each apprentice. Full attendance at related training classes is therefore expected. The following provisions address issues consequent to missed classes.**

- 1) Each apprentice shall attend all RSI classes as scheduled. The apprentice will be sent information concerning the start date and time of each class. Full attendance and punctuality are mandatory.**

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- 2) For any absence from class due to illness or an emergency, the apprentice must notify the Instructor by telephone before the start time of the class stating the reason for the absence, or if unable to call, then to ensure another person makes the call. Written reason for absence along with relevant documentation should be submitted to the Instructor who will see it is forwarded to the Apprenticeship Committee for consideration of hardship and to determine whether the absence will be excused. Failure to do so will mean the absence is unexcused.**
  - 3) Sickness will be considered an acceptable excuse when the apprentice misses time from work. Overtime work may be considered as an excuse for absence if the employer contacts the Instructor in advance. An apprentice who has three (3) unexcused absences from class during a quarter will be removed from class. The apprentice will receive a failing grade and be required to repeat and complete the class.**
  - 4) Two instances of leaving class early or being tardy, will be considered as an absence. An apprentice who is late for class, leaves early, or is absent from class will be required to make up the class hours in a manner acceptable to the Instructor.**
- i. The Apprentice shall be responsible for maintaining current contact information (mailing address, email address, and cell phone number) with the Apprenticeship office and Machinists Institute. The Apprenticeship office and the Machinists Institute will send a variety of correspondence to the apprentice's mailing address, email address and/or cell phone. Official notices to appear before the Apprenticeship Committee will be sent by US mail.**
  - j. Apprentices registered while working toward a high school diploma or the equivalent must maintain enrollment in and successfully complete high school or the equivalent program. Upon completion the apprentice must provide verification of completion.**
  - k. Apprentices may request credit for advanced standing (additional credit) during the term of apprenticeship by sending a request addressed to the Apprenticeship Committee. The request must include an employer evaluation and recommendation, or a letter describing performance and recommending advancement. Requests must be submitted electronically to [info@MachinistsInstitute.org](mailto:info@MachinistsInstitute.org) or via US mail to: Machinists Institute attention Apprenticeship and Student Services Specialist, 9125 15<sup>th</sup> Place South, Seattle, WA 98108.**
  - l. Employment with an approved Training Agent must be maintained to participate in this registered apprenticeship program.**

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- m. An employer shall not terminate an apprentice without first contacting the Apprenticeship Committee, as continued employment is required to maintain status as an apprentice.**
- n. Local Apprenticeship Committee Policies:**
  - 1) The apprenticeship committee shall meet a minimum of 3 times per year.**
  - 2) Special meetings of the Apprenticeship Committee may be called by the Chair or Secretary of the committee. A notice will be sent in advance informing committee members of the date, time, and purpose of such meeting.**
  - 3) The committee will approve new Training Agents requiring two documents be signed, the Training Agent Agreement and the Training Agent Understanding of Equal Employment Opportunity Requirements, which outlines the employer's responsibility to cooperate in the recruitment of minorities and females, and for which the Washington State Apprenticeship and Training Council (WSATC) will hold the Apprenticeship Committee accountable.**

### B. Disciplinary Procedures

- 1. The obligations of the sponsor when taking disciplinary action are as follows:
  - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
  - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
  - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
  - d. The decision/action of the sponsor will become effective immediately.
- 2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
  - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further

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disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.

- b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
  - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:
- a. **Failure on the part of the apprentice to submit OJT hours timely into WorkHands twice in any given quarter shall be cause for the apprentice to be notified to appear before the Apprenticeship Committee and have the next wage step progression withheld, or have other disciplinary action the Apprenticeship Committee deems appropriate imposed, up to and including cancellation of the apprenticeship agreement.**
  - b. **Failure to submit records of related training classes timely, and failure to submit copies of school transcripts and/or verification of course completion to the Apprenticeship Committee when requested will be sufficient cause for the apprentice to be notified to appear before the Apprenticeship Committee for possible disciplinary action up to and including cancellation of the apprenticeship agreement.**
  - c. **It is the intent of this Committee to ensure quality training for each apprentice. Full attendance at related training classes is therefore expected. The following provisions address issues consequent to missed classes.**
  - d. **Unexcused absences shall be adequate reason for the apprentice to be notified to appear before the Apprenticeship Committee for disciplinary action. Apprentices who have missed RSI classes, as outlined in these Standards, may not be eligible for a wage step advancement until such time as the classes are made up or the RSI class is repeated.**
  - e. **Termination from employment may result in suspension or cancellation of the apprenticeship agreement. The apprentice will be sent notice via US mail to appear at the next regularly scheduled Apprenticeship Committee meeting to show cause why the apprenticeship agreement should not be suspended or cancelled.**

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### **f. Issues for which an apprentice may be notified to appear before the Apprenticeship Committee include:**

- 1) Poor attendance or punctuality problems at work or school**
- 2) Poor work habits**
- 3) Quitting an employer without cause**

### **C. Apprentice Complaint Procedures:**

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

### **D. Apprentice Complaint Review/Appeals Procedures:**

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.

## **NORTHWEST MACHINISTS APPRENTICESHIP COMMITTEE**

3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

### **XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE**

The following is an overview of the requirements associated with administering an apprenticeship 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. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, sponsors must develop procedures for:

#### **A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)**

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

#### **B. Program Operations:**

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-100 will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant. Forms may be obtained through the programs assigned apprenticeship consultant.

Sponsors shall submit required reports through the Apprentice Registration and Tracking System (ARTS).



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1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
  - a. Apprenticeship Agreements – within first 30 days of employment
  - b. Authorization of Signature forms - as necessary
  - c. Approved Training Agent Agreements– within 30 days of sponsor action
  - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
  - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
  - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
  - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
    - 1st quarter: January through March, due by April 10
    - 2nd quarter: April through June, due by July 10
    - 3rd quarter: July through September, due by October 10
    - 4th quarter: October through December, due by January 10
  - h. On-the-Job Work Hours Reports (bi-annual)
    - 1st half: January through June, by July 30
    - 2nd half: July through December, by January 31
  
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section’s manager may administratively approve requests for revisions in the following areas of the standards:
  - a. Program name
  - b. Sponsor’s introductory statement
  - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - d. Section VII: Apprentice Wages and Wage Progression
  - e. Section IX: Related/Supplemental Instruction
  - f. Section XI: Sponsor – Responsibilities and Governing Structure
  - g. Section XII: Subcommittees
  - h. Section XIII: Training Director/Coordinator
  
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. 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.

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### 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 RSI 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.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
  - a) Certificate of completion
  - b) Additional credit
  - c) Suspension (i.e. military service or other)
  - d) Reinstatement
  - e) Cancellation
  - f) Corrections
  - g) Step Upgrades
  - h) Probation Completion date
  - i) Other (i.e., name changes, address)
  - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall 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.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably 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 program 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 training agent will assume all the terms and 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.
6. 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.

## NORTHWEST MACHINISTS APPRENTICESHIP COMMITTEE

7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

### D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

### E. Committee governance (if applicable): (see WAC 296-05-009)

1. 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. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. The sponsor must also provide the following information:

**The Northwest Machinists' Apprenticeship Committee shall be composed of an equal number of labor and management representatives. Members of the Committee shall be selected by the interest group they represent.**

- a. Quorum: **A quorum shall consist of four (4) members of the Apprenticeship Committee, one of whom must be either the Chair or the Secretary.**
- b. Program type administered by the committee: **GROUP JOINT**

## NORTHWEST MACHINISTS APPRENTICESHIP COMMITTEE

- c. The employer representatives shall be:

**Joey Arnold, Chair**  
**Stevedoring Service of America**  
**1131 SW. Klickitat Way**  
**Seattle, WA 98134**

**Chris Beck**  
**Pacific Power Group**  
**7215 S. 228<sup>th</sup> Street**  
**Kent, WA 98032**

**Isaac Wisdom**  
**King Street Center**  
**Fleet Operations**  
**MS: KSC-ES-0822**  
**201 S. Jackson, Ste. 822**  
**Seattle, WA 98104**

**Martha Hale**  
**Bradken**  
**3021 S. Wilkeson Street**  
**Tacoma, WA 98409**

- d. The employee representatives shall be:

**Tommy Hunt, Secretary**  
**9135 15<sup>th</sup> Pl. S., 2<sup>nd</sup> Floor**  
**Seattle, WA 98108**

**Joseph Gallegos**  
**Stevedoring Service of America**  
**1131 SW. Klickitat Way**  
**Seattle, WA 98134**

**Chris McElroy**  
**Cadence Aerospace**  
**4101 Industry Drive E.**  
**Tacoma, WA 98424**

**John Curley**  
**Bradken**  
**3021 S. Wilkeson Street**  
**Tacoma, WA 98409**

**Shana Pescheck, Alternate**  
**9135 15<sup>th</sup> Pl. S., 2<sup>nd</sup> Floor**  
**Seattle, WA 98108**

**Oscar Miller, Jr., Alternate**  
**Stevedoring Service of America**  
**1131 SW. Klickitat Way**  
**Seattle, WA 98134**

### F. Plant programs

For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

N/A

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## **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 reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

**NONE**

## **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.

**NONE**