



**STANDARDS OF APPRENTICESHIP
adopted by**

WEYERHAEUSER LONGVIEW LUMBER APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
INDUSTRIAL MAINTENANCE ELECTRICIAN	47-2111.00	7200 HOURS
INDUSTRIAL MAINTENANCE MILLWRIGHT	49-9044.00	7200 HOURS
SAW FILER	51-4194.00	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:

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Standards Amended (administrative)

By: ED KOMMERS
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

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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)

Recognizing the continuous advancements in industrial maintenance technologies and the challenge to increase customer satisfaction this program establishes the necessary training that leads the successful apprentice to the status of State Certified Journey Level worker in the specified occupations.

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To this end, the graduated apprentice will be able to demonstrate all competencies of this trade that exemplify the highest standards of the lumber industry.

The objectives of this program will be accomplished through joint efforts of Weyerhaeuser Longview (aka the plant) lumber leadership and *Woodworkers Local Lodge W536 International Association of Machinists and Aerospace Workers*.

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 area covered by these standards shall be the Weyerhaeuser Company lumber plant in Longview, Washington, and maintained by lumber leadership and members of Woodworkers Local Lodge W536 International Association of Machinists and Aerospace Workers.

II. MINIMUM QUALIFICATIONS:

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

Age: **At least 18 years of age**

Education: **High School diploma or equivalent**

Physical: **Must be capable of learning and performing the essential tasks of the trade with reasonable accommodations**

Testing: **Must be able to successfully pass AON's "Applicant Profile Industrial Suite" test with a passing score of 70% as part of the applications process.**

Other: **Tenure**

- **Must have a minimum of one year of reasonably continuous active service with Weyerhaeuser's Longview Lumber Plant**
- **Evaluations**

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- **Must pass a review of work history to include: safety, performance, attendance, and discipline**
- **Shifts**
 - **Must be able to work any shift and variable shifts**
- **Travel**
 - **Ability to enter Canada in order to participate at NAIT for supplemental training and return to the United States upon completion of training**

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:

Applicants will be selected for apprenticeship based on the following factors:

- 1. The company will do a millwide job posting for 7 days announcing openings as they occur in the apprentice classifications.**
- 2. The Company will select the Apprentices from those employees in the mill who sign the posting and meet the minimum requirements.**
- 3. Selection will be based on having a minimum 1 year of service with the company, review of past work history, completion of a self-evaluation form, ability to enter Canada to attend training (Passport), a demonstrated learning ability, passing the Maintenance Apprentice test and being successful in a structured panel interview.**
- 4. The most qualified applicants will be given the opportunity to enter a specific trade and be willing to sign the Apprentice Agreement.**

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B. Equal Employment Opportunity Plan:

- 1. The following statements will be included in advertisements and job postings for entry-level production positions: "Weyerhaeuser is an Equal Opportunity Employer, building a capable, committed, diverse workforce. Women and minorities are encouraged to apply."**
- 2. Advertisements and announcements of employment opportunities will be posted with the local Worksource Center.**
- 3. Periodically audit equal employment opportunity programs to see if goals are being met.**

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)].

For the occupations of Industrial Maintenance Electrician and Industrial Maintenance Millwright the term of apprenticeship shall be 7200 hours of reasonably continuous active employment.

For the occupation of Saw Filer the term of apprenticeship shall be 6000 hours of reasonably continuous active employment.

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. 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.**

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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.

For the occupations of Industrial Maintenance Electrician and Industrial Maintenance Millwright the initial probationary period shall not exceed the first 1280 hours of employment as a registered apprentice.

For the occupation of Saw Filer the initial probationary period shall not exceed the first 1200 hours of employment as a registered apprentice.

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)].

In no case may the ratio exceed one (1) apprentice for each one (1) journey level worker per shift.

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.

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Wage Step Chart:

- **Industrial Maintenance Electrician, and**
- **Industrial Maintenance Millwright**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0800 hours	85.0%
2	0801 - 1600 hours	86.875%
3	1601 - 2400 hours	88.75%
4	2401 - 3200 hours	90.625%
5	3201 - 4000 hours	92.5%
6	4001 - 4800 hours	94.375%
7	4801 - 5600 hours	92.25%
8	5601 - 6400 hours	98.125%
9	6401 hours	100%

Step Progression

The apprentice's supervisor is responsible to track hours and increase wages according to the step chart above. Even though the Company will pay the journey level wage at 6401 hours, the Apprentice must complete the 7200 hour learning program to be considered Journey Level per the terms of the State approved Apprenticeship Program.

One Time Step Increase Request

Request to be considered for a one time step increase in compensable apprenticeship hours will be considered after successful completion of six (6) months of apprenticeship training. The following criteria will be considered: level of trade knowledge and performance demonstrated in current apprenticeship program, formal education, years completed in prior apprenticeship programs and years of experience in prior trade(s) employment.

Wage Step Chart:

- **Saw Filer**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	75.0%
2	1001 - 2000 hours	77.8%
3	2001 - 3000 hours	80.7%
4	3001 - 4000 hours	83.5%
5	4001 - 5000 hours	86.3%
6	5001 - 6000 hours	89.1%
Journey	6001	100%

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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)]

<u>A. Industrial Maintenance Electrician</u>	<u>APPROXIMATE HOURS</u>
1. Electrical Safety/Process	200
a. All activities are designed to familiarize the apprentice with the identification and use of the Electrical Safety Materials used in the craft. To include standard electrical PPE, Radar, JSA's and SOP's.	
b. NFPA-70e	
2. Electrical Hand and Power Tools.....	100
a. Includes training and activities designed to familiarize the apprentice with nomenclature, proper use and selection of the correct tools of the craft.	
(1) Hack Saw - Hand & Electric	
(2) Wrenches/Sockets/Spanner/Pipe	
(3) Pliers/Channel locks	
(4) Drills/Taps & Dies	
(5) Knockouts - Hand & Hydraulic	
(6) Gear Pullers - Screw & Hydraulic	
(7) Grinders - Bench/4"/Die	
(8) Soldering	
(9) Burning & Heating	
(10) Light Welding	
(11) Pipe benders - Hand & Hydraulic	
b. Also to include care/inspection and repair of such tools.	
3. Electrical Test Equipment.....	200
a. Activities will include the proper use of:	
(1) Non-contact Voltage Tester	
(2) Volt Meter	
(3) Ohm Meter	
(4) Amp Meter	
(5) Megger	
(6) Capacitance Checker	
(7) Oscilloscope	
(8) Field Communicator/Calibrator	

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- 4. **Wire/Wiring devices and Wiring schemes.....300**
 - a. **Activities are designed to familiarize apprentices with basic conductor sizes/types and applications.**
 - b. **NEC Regulations and methodology**
 - c. **Processes and components including:**
 - (1) **Pulling wire**
 - (2) **Splicing wire/Splice kits etc.**
 - (3) **Connectors**
 - (4) **Strain relief/CGB's etc.**
 - (5) **Soldering/Cad welding**
 - (6) **Panel building**

- 5. **Conduit bending and installation700**
 - a. **Included in activities will be conduit types/selection**
 - (1) **Rigid conduit**
 - (2) **EMT conduit**
 - (3) **PVC conduit**
 - (4) **Flex conduit**
 - b. **Fittings/hangers/brackets**
 - (1) **C's/T's/LB's/LL's/LR's etc.**
 - (2) **Kindorf/Unistrut/Ready rod etc**
 - (3) **1 hole/2 hole/I-Beam etc.**
 - c. **Bending equipment/tools**
 - (1) **Hand benders (Hickey/Chicago)**
 - (2) **Hydraulic benders (Side winders/One shots/Segment)**
 - (3) **Pipe bending hand tools (Tap measure, Torpedo level/Angle finder/Laser level)**
 - d. **Installation processes and standards shall be defined by the National Electrical Code book.**

- 6. **Lighting fixtures and systems200**
 - a. **Maintenance activities will include discovery, product knowledge of indoor and outdoor.**
 - (1) **Incandescent**
 - (2) **Fluorescent**
 - (3) **HID**
 - (4) **Mercury vapor**
 - (5) **Metal halide**
 - (6) **High pressure sodium**
 - b. **Installation procedures and design**
 - c. **Control schemes**
 - (1) **Photo schemes**
 - (2) **Relay/Contractor controls**
 - d. **Maintenance and repair**

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- 7. **Power distribution systems500**
 - a. **Electrical one line/schematic drawing**
 - b. **NFPA-70e**
 - (1) **Site specific Arc flash survey**
 - (2) **Recognize Arc flash placards and required level of PPE.**
 - c. **Inside, outside, high and low voltage distribution systems, installation, maintenance and repair.**
 - d. **Transformer installation/connecting/testing and theory of operation.**
 - (1) **Single phase**
 - (2) **Three phase**
 - e. **Switchgear/load centers maintenance and repair and theory of operation**
 - (1) **Single phase**
 - (2) **Three phase**

- 8. **Batteries100**
 - a. **Activities will include basic theory and operation**
 - (1) **Handling/Storing**
 - (2) **Testing/Maintenance**

- 9. **Electric Motors.....500**
 - a. **Activities will include identifying and understanding the components that make up electric motors**
 - (1) **AC/DC**
 - (2) **Single and Three Phase**
 - (3) **Power correction capacitors**
 - b. **Understanding motor name plate data**
 - c. **Maintenance testing, troubleshooting and repair**
 - d. **Motor applications, drives, pulleys gears, coupling devices**
 - e. **Dismantling, removing windings, checking physical condition**
 - f. **Internal and external connections/rotation**

- 10. **Overhead bridge cranes and hoists300**
 - a. **Activities will include theory of operation**
 - b. **Testing for proper operation/preventative maintenance**
 - c. **Troubleshooting and maintaining controls**
 - (1) **Hardware**
 - (2) **Soft starts/Frequency drives**
 - (3) **Radio controls**

- 11. **Industrial control circuits.....1100**

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- a. Activities will include gaining knowledge of control, design schemes/schematic diagrams as well as hardware, control devices and applications.
 - b. Control design schemes/schematic diagrams
 - (1) Identify symbols used in electrical drawings
 - (2) Interpret terms used in electrical drawings
 - (3) Describe the sequence of operation using a schematic diagram.
 - c. Hardware control devices
 - (1) Switches/Timers/Relays/Potentiometers, etc.
- 12. Motor Control1000**
- a. Magnetic motor starters
 - b. Solid state motor circuits
 - (1) Relays
 - (2) SMC's/Soft starts
 - (3) Variable frequency drives
- 13. Programmable Logic Controllers (PLC)600**
- a. Identification of PLC hardware components and their function.
 - (1) Rack and power supply
 - (2) Processor
 - (3) Communications module
 - (4) Input and output cards, etc.
 - b. Basics of PLC Programming
 - (1) Ladder logic
 - c. Basic types of Data bus/Platforms
 - (1) Data highway/Control net/Ethernet, etc.
- 14. Instrumentation/Steam Valve Safety200**
- a. The intent of the activities in this module is not to train the apprentice to be an Instrumentation Technician, but to expose them to the equipment used and dangers associated with steam control.
 - b. Steam Control Systems Design and theory of operation (specifically focused on the lumber drying process)
 - c. Process Instrumentation including:
 - (1) Elements of a control system
 - (a) Temperature
 - (b) Pressure
 - (c) Level
 - (d) Flow
 - (e) Process Variables
 - d. Equipment used in Steam Control Systems
 - (1) Instrumentation

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- (a) **Controllers**
- (b) **Gauges**
- (c) **Sensors**
- (d) **Transmitters**
- (e) **Transducers**
- (f) **Recorders**
- (g) **Valves**

15. Classroom/Theory and Testing.....1200

- a. **Activities in this module are designed to credit the apprentice with the activities in the education training syllabus.**
 - (1) **Time spent at education campus**
 - (2) **Study and review**
 - (3) **Testing**

Total Hours: 7200

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<u>B. Industrial Maintenance Millwright</u>	<u>APPROXIMATE HOURS</u>
1. Industrial Safety/Processes	300
a. Will demonstrate ability to work safely in an Industrial environment.	
b. Will understand the meaning of 0-Energy as it applies to all tasks.	
c. Will be fluent in the R.A.D.A.R process.	
d. Will review all JSA's and SOP's.	
e. Will understand minimum PPE requirements for all tasks.	
2. Hand and Power Tools	300
a. Includes training and activities designed to familiarize the apprentice with nomenclature, proper use and selection of the correct tools of the craft.	
b. Training will include proper use, care and precautions of all hand and power tools relevant to the craft to include but not limited to:	
(1) Combination Wrenches	
(2) Hammers	
(3) Chisels	
(4) Punches	
(5) Pliers	
(6) Screw Drivers	
(7) Knives, etc.	
(8) Reciprocating Saws	
(9) Circular Saws	
(10) Drill Motors	
(11) Impact Wrenches (manual and pneumatic)	
(12) Impact Guns	
(13) Hand-Held Grinders (electrical and pneumatic)	
(14) Torque Wrenches and Multipliers and other misc. hand tools associated with the craft.	
c. Also include care of such tools.	
3. Machine-Shop Equipment.....	800
a. Training will include proper use, care and precautions of all shop equipment relevant to craft.	
(1) Drill Press	
(2) Power Hack-Saw	
(3) Key Seater	
(4) Bench Grinders/Sanders	
(5) Arbor Press	
(6) Shear	
(7) Break	
(8) Pipe Threader	

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- (9) **Punch-Press**

- 4. **Welding Processes and Related Equipment1000**
 - a. **Training will include but not limited to:**
 - (1) **Electrical arc welding (all positions)**
 - (2) **Gas welding familiarization**
 - (3) **Mig welding familiarization**
 - (4) **Machine set-up**
 - (5) **Proper electrode selection**
 - (6) **Basic blue-print reading and lay-out**
 - (7) **Carbon-Arc scarfing and cutting**
 - (8) **Oxy/Accy cutting and welding (set-up/shut-down/safety)**
 - (9) **Hot-Work procedures, precautions and requirements**
 - (10) **Knowledge of minimum Hot-Work PPE**

- 5. **Rigging and Lifting Equipment.....500**
 - a. **Training will include the following objectives:**
 - (1) **Rigging and devices relevant to craft, include but not limited to: Chain-Falls, Hoists, Come-a-Longs, Winches, Snatch-Blocks, Bridge Cranes, Mobile Cranes, Boom Trucks, and (all) Below the Hook Hardware**
 - (2) **Proper Rigging selection and inspection**
 - (3) **Hand-Signals and proper radio communication**
 - (4) **Weight measures calculations**

- 6. **Industrial Hydraulics and Pneumatics1500**
 - a. **Activities will include identifying and understanding the components that make up a hydraulic/pneumatic system.**
 - (1) **Pumps**
 - (2) **Valves**
 - (3) **Actuators**
 - (4) **Filtration**
 - (5) **Reservoirs**
 - (6) **Hydraulic/Pneumatic terminology and basic formulas for calculating force, speed, GPM, RPM, etc.**
 - (7) **Familiarization with schematics and symbols**

- 7. **Machine Center Alignment.....500**
 - a. **Alignment terminology**
 - b. **Identification and use of precision measuring tools relevant to alignment:**
 - (1) **Dial Indicators**
 - (2) **Micrometers**

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- (3) Levels
 - (4) Squares
 - (5) Lasers
 - (6) Optical Levels/Transits
8. Industrial Maintenance Troubleshooting.....500
- a. Activities will include:
 - (1) Equipment observation and analysis through the use of heat monitoring equipment, listening tools, and Shock Pulse Monitoring.
 - (2) Product inspection
 - (3) Recognize signatures of failures
 - (4) Use of schematics and blue prints
 - (5) Technical data and specifications
 - (6) Use of outside analytical services of oil lubricant analysis, bearing failure, etc.
9. Pipe Related Skills.....200
- a. Identifying types of pipe and sizes
 - b. Identifying pipe fittings
 - c. Pipe Threading
10. Wood Related Skills.....200
- a. Identify tools used in Carpentry
 - b. Carpentry Terminology
 - c. Trade math
11. Lubrication200
- a. Equipment lubrication schedules and frequencies
 - b. Automated systems
 - c. Knowledge of oils and greases common to the trade
 - d. Recognize lubrication associated failures
12. Classroom/Theory and Testing.....1200
- a. Activities in this module are designed to credit the apprentice with the activities in the education training syllabus.
 - (1) Time spent at education campus
 - (2) Study and review
 - (3) Testing

Total Hours: 7200

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C. Saw Filer

APPROXIMATE HOURS

1. Step 1 (Six Months).....1000
Guides and General File Room Duties

- Learn and exhibit Weyerhaeuser safe work practice
- Work as an effective team member
- Learn or up-date CPR and First Aid as needed
- Use of Personal Protective Equipment
- Learn how to use measuring tools needed
- Employ all *Lock-Out, Tag-Out, Try-Out* procedures for saw and knife changes
- Learn/demonstrate all saw changes
- Learn to identify all saws and saw equipment
- Learn to identify all knives & knife equipment
- Demonstrate which size and type of knives are for what machine
- Learn to service all knives
- Handle round saws safely and without damage to tips
- Handle band saws safely without damage to tips
- Identify all saws and where used
- Overhaul & Surface band saw guides
- Overhaul & surface round saw guides
- Understand safe practice for Babbitt pouring techniques
- Learn Quality Control Processes completion of Maximo QC PMs

2. Step 2 (Six Months).....1000
Fitting & Grinding Machinery

- Learn and exhibit Weyerhaeuser safe work practice
- Work as an effective team member
- Learn or up-date CPR and First Aid as needed
- Use of Personal Protective Equipment
- Learn how to use measuring tools needed.
- Additional learning project
- Operate band saw profile grinders
- Demonstrate how to align band saw teeth using correct technique
- Learn and identify tooth problems
- Inspect all saws for damage
- Operate Vollmer CHF 310 multi pass side grinder
- Operate Vollmer Depomatic plasma tipper
- Operate Vollmer RC100 automatic tension/leveler

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- Demonstrate basic techniques in repairing band saw teeth
- Learn to prepare round saws for benching
- Operate Vollmer CHC 025/CHC 020 top face grinders
- Operate robotic face/top grinder/load carts transfer fiber optic programs
- Operate Vollmer Echo side grinder
- Operate Vollmer CHF 210 side grinder
- Demonstrate basic techniques in repairing round saw teeth.
- Learn all techniques & reasons behind the changing and grinding of all knives

**3. Step 3 (Six Months).....1000
Filer PM's**

- Learn and exhibit Weyerhaeuser safe work practice
- Work as an effective team member
- Learn or up-date CPR and First Aid as needed
- Use of Personal Protective Equipment
- Demonstrate use of measuring tools (PIE Tape, Micrometer, calipers, etc)
- Additional learning thru Special projects
- Learn all basic techniques in operating, adjusting, lube routine & cleaning of file room equipment
- Verbalize knowledge of how Maximo process works
- Learn to use wire feed welder
- Demonstrate competency in grinding & changing all knives
- Maintain benching hand tools and benches
- Use oxy-fuel equipment demonstrate competency
- Maintain guide equipment and IMW milling machines
- Maintain/calibrate saw grinders
- Learn about tip replacement and basic up-keep of large round saws
- Demonstrate how to complete filer PM's
- Maintain band saw and round saw coolant systems using refractor
- Demonstrate the use of filtration systems for coolant cleaning
- Develop a basic understanding of saw filing theory through: saw design, tooth bite, feed speeds & the math - to able to verbalize...

**4. Step 4 (Six Months).....1000
Round Saws**

- Learn and exhibit Weyerhaeuser safe work practice

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- **Work as an effective team member**
- **Learn or up-date CPR and First Aid as needed**
- **Use of Personal Protective Equipment**
- **Learn how to use measuring tools needed**
- **Write basic PM's including safety steps, job steps and closure**
- **Write JSAs/SOPs where needed**
- **Work with planners to learn Maximo Maintenance Work Order Tracking**
- **Demonstrate how to calculate kerf for both round saws and band saws**
- **Maintain round saw stretcher rolls**
- **Tip & grind all round saws (carbide & weldable alloy)**
- **Level/tension round saws & check with frequency analysis**
- **Trouble shoot round saw problems**
- **Demonstrate knowledge in all saw fitting**
- **Weld ban saw plate using a wire feed welder**
- **Demonstrate proficiency on the CHC 025 grinders**
- **Demonstrate proficiency on the Vollmer robotic top/face**
- **Demonstrate proficiency on the Vollmer side grinding**
- **Demonstrate proficiency on the CHF 210**
- **Learn about tension plate drop requirements for round saws (frequency analysis)**
- **Explain round saw design theory (feed speed/HP/saw design/kerf/plate)**

5. Step 5 (Six Months).....1000
Band Saws

- **Know and exhibit proper safety procedures**
- **Work as an effective team member**
- **Learn or up-date CPR and First Aid as needed**
- **Use of Personal Protective Equipment**
- **Demonstrate use of measuring tools needed**
- **Additional learning thru a Special project**
- **Welding, cutting, brazing & wire feed proficient**
- **Maintain band saw back**
- **Maintain ban saw tire lines**
- **Maintain ban saw stretcher rolls**
- **Level band saws**
- **Trouble-shoot band saw problems**
- **Demonstrate knowledge in band saw fitting**
- **Weld band saw plate using a wire feed welder**
- **Learn about tension requirements for band saws**

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- Learn how to maintain band saw wheel scrapers
- Learn how to identify, maintain and install shear boards
- Perform heat tensioning on band saws (or explain heat tension)
- Operate Vollmer CA100 Leveler
- Understand explain band saw design theory (feed speed/HOP/Saw design/kerf/plate)

**6. Step 6 (Six Months).....1000
Advanced Filing**

- Learn and exhibit proper safety procedures
- Work as an effective team member
- Learn or up-date CPR and First Aid as needed
- Use of Personal Protective Equipment
- Demonstrate use of measuring tools needed
- Demonstrate advanced techniques in sharpening & benching all saws
- Demonstrate advanced techniques in performing filing room machine maintenance
- Learn about regulated air, water and oil flow volumes for all machine centers
- Align band mills (explain theory of machine center alignment - Delta)
- Learn advance welding, cutting, brazing, annealing & wire feed techniques
- Rotate and perform as relief for vacations & other absences on any shift
- Demonstrate any skills unique to Longview Lumber Filing department
- Demonstrate skill in remote band mill wheel grinding
- Demonstrate how to check band mill strain
- Demonstrate how to cross line band mills
- Demonstrate skill in how to adjust tilt on band mills
- Perform circular gang alignments with maintenance
- Perform edger alignments with maintenance
- Learn Simonds saw control (how to disable saws etc)
- Be able to explain basis of engineering of both round saw & band saws used at Longview Lumber

Total Hours: 6000

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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): **Vendor training on applicable plant equipment.**

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

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- (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. During the related classes, a standard first-aid training course shall be given to the apprentice when such a course is available.**

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).

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

- 1. Failure to maintain employment with the Weyerhaeuser Company in Longview Lumber will result in automatic cancellation of the apprenticeship agreement.**
- 2. As part of the program, the Apprentices must complete the on-the-job training and complete the education learning and testing.**

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3. **If the Apprentice does not pass the course for any supplemental learning and testing period/module, the Apprentice Committee will meet to review the Apprentice's situation. At that point, the Apprentice Committee will issue an extension as agreed upon between the Union, the Company and the apprentice or make the decision to dismiss the Apprentice from the program. The Apprentice will have the opportunity to present his case. The committee will consider hardships (i.e. a death in the family) on a case by case basis with proper documentation.**
4. **If a student fails to pass the requirements of two testing periods/modules back to back, he/she will be removed from the Apprentice program. The Apprentice can exercise his/her rights of grievance under the collective bargaining agreement and/or can exercise his/her rights under the State guidelines as detailed in Article 10, section "C" (Complaint and Appeal Procedures) of this document.**

B. Local Apprenticeship Committee Policies

1. **Testing**
 - a. **All computer testing will be administered in the office of the Human Resources Manager or his/her delegate.**
 - b. **When an Apprentice is ready to test, he/she needs to make arrangements directly with the Human Resources Manager to schedule a test time.**
 - c. **Each test must be taken in one sitting. A person cannot begin the test, leave and come back at a later time to finish the test unless authorized by the test administrator.**
 - d. **If offered by the training organization, each test may be taken up to two times. The better of the two scores will count towards the students overall period and/or overall scoring.**
 - e. **All tests are closed book unless otherwise approved by the administrator.**
 - f. **Testing must be successfully completed on or before the due date given to the Apprentice for the current period/module he/she is in. If this date cannot be met, the Committee must be petitioned in writing, in advance of the date. The Apprentice must state the reason for not being able to complete all the testing for the given period, on or before the date required. The Committee will meet and respond back as to what course of action need be taken.**
 - g. **If the Human Resources Manager or his/her delegate has a schedule conflict which does not allow the Apprentice to meet his/her deadline, the Apprentice does not need to petition the Committee in writing. The Human Resources Manager will contact the designated contact to explain the delay in meeting the deadline. The Apprentice and Human Resources Manager or his/her delegate will schedule the testing as close to the deadline as reasonable.**

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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:

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

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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):

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)

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- 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
 - 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.

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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 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:

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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.

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: Two (2) committee members or alternates representing management and two (2) committee members or alternates representing labor shall constitute a quorum.

Program type administered by the committee: **Individual Joint**

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The employer representatives shall be:

**Theresa Davis, Secretary
3401 Industrial Way
Longview, WA 98632**

**David Thayer
3401 Industrial Way
Longview, WA 98632**

**John Gammelgaard
3401 Industrial Way
Longview, WA 98632**

The employee representatives shall be:

**Joe Moon, Chair
3401 Industrial Way
Longview, WA 98632**

**Ben Wiest
3401 Industrial Way
Longview, WA 98632**

**Robert D Hamilton
3401 Industrial Way
Longview, WA 98632**

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.

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