APPRENTICESHIP PROGRAM STANDARDS
adopted by
WEYERHAEUSER LONGVIEW LUMBER APPRENTICESHIP COMMITTEE
(sponsor name)

Occupational Objective(s):  SOC#  Term [WAC 296-05-315]

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 and Labor Standards
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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Provisional Registration  Standards Last Amended

JULY 16, 2010
Permanent Registration

By:  DAVE D'HONDT  By:  ELIZABETH SMITH
Chair of Council  Secretary of Council
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):

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.

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 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 296-05-303(4)(g).

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 [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 complete the “APT-Metrics, Inc’s” (third party tester) test with a passing score

Other: Tenure
  - Must have a minimum of one year (2000 hours) of reasonably continuous active service with Weyerhaeuser's Longview Lumber Plant
  - Evaluations
WEYERHAEUSER LONGVIEW LUMBER APPRENTICESHIP COMMITTEE

- 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 to attend training (Saw Filer Occupation exempt)

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 (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.

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. Participate 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.

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. We are committed to taking affirmative action to employ and advance in employment women, minorities, qualified individuals with disabilities and protected veterans.”
WEYERHAEUSER LONGVIEW LUMBER APPRENTICESHIP COMMITTEE

2. Advertisements and announcements of employment opportunities will be posted with job bid boards and then externally at Weyerhaeuser.com.

3. Periodically audit equal employment opportunity programs to see if goals are being met.

4. Engage in any other such action to insure that recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex.

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 296-05-315].

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:

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 296-05-316(22)]:

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.

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 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 296-05-316(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:

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:

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.

C. Wage Progression Schedules

Wage Step Chart:
- Industrial Maintenance Electrician, and
- Industrial Maintenance Millwright

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Number of hours/months</th>
<th>Percentage of journey-level rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0000 - 1000 hours</td>
<td>78.0%</td>
</tr>
<tr>
<td>2</td>
<td>1001 - 2000 hours</td>
<td>81.0%</td>
</tr>
<tr>
<td>3</td>
<td>2001 - 3000 hours</td>
<td>84.0%</td>
</tr>
<tr>
<td>4</td>
<td>3001 - 4000 hours</td>
<td>87.0%</td>
</tr>
<tr>
<td>5</td>
<td>4001 - 5000 hours</td>
<td>89.0%</td>
</tr>
<tr>
<td>6</td>
<td>5001 - 6000 hours</td>
<td>92.0%</td>
</tr>
<tr>
<td>Journey</td>
<td>6001</td>
<td>100%</td>
</tr>
</tbody>
</table>

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.

A. **Industrial Maintenance Electrician**  

   APPROXIMATE HOURS

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/Socket/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

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 installation..............................................................................................700
   a. Included in activities will be conduit types/seletion
      (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 systems .......................................................................................... 200  
   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  

7. Power distribution systems .......................................................................................... 500  
   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. Batteries ..................................................................................................................... 100  
   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 hoists ................................................................. 300  
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  
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 Control ................................................................................................. 1000  
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 Safety ................................................................ 200  
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
      (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

B. Industrial Maintenance Millwright ......................................................... APPROXIMATE HOURS

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 al  
      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

   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
      (9) Punch-Press

4. Welding Processes and Related Equipment

   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) Ocy/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 Pneumatics....................................................1500  
   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  
      (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. **Lubrication** ....................................................................................................................................... 200  
    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  

**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 bad 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
• 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
- 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
• 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

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.
WEYERHAEUSER LONGVIEW LUMBER APPRENTICESHIP COMMITTEE

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

(X) Supervised field trips

(X) Sponsor approved training seminars (specify):
   As approved by committee

(X) Sponsor approved online or distance learning courses (specify):
   As approved by committee

( ) State Community/Technical college

( ) Private Technical/Vocational college

( ) Sponsor Provided (lab/classroom)

(X) Other (specify): Vendor training on applicable plant equipment.

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

(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.

C. Additional Information:

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:

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 296-05-316 (11).

3. **Sponsor Procedures:**

   a. Failure to maintain employment with the Weyerhaeuser Company in Longview Lumber will result in cancellation of the apprenticeship agreement.

   b. As part of the program, the Apprentices must complete the on-the-job training and complete the education learning and testing.

   c. 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.

   d. 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.

**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.

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 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:**

   NONE

C. **Apprentice Complaint Procedures:**

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint. 296-05-316(22)

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 296-05-009). 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.
WEYERHAEUSER LONGVIEW LUMBER APPRENTICESHIP COMMITTEE

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.

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 296-05-316): (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 (Chapter 296-05 WAC - Part C & D):

   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 296-05-400 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. 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.
Or;

Sponsors shall submit required forms/reports through the Apprentice Registration and Tracking System (ARTS), accessed through Secure Access Washington (SAW).

Paper forms as well as ARTS external access forms are available from the sponsor’s assigned apprenticeship consultant or online at:

http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp.

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.

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.

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 296-05-313)

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:

   a. Quorum: Two (2) committee members or alternates representing management and two (2) committee members or alternates representing labor shall constitute a quorum.
b. Program type administered by the committee: **INDIVIDUAL JOINT**

c. The employer representatives shall be:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theresa Davis, Secretary</td>
<td>3401 Industrial Way Longview, WA 98632</td>
<td></td>
</tr>
<tr>
<td>David Thayer</td>
<td>3401 Industrial Way Longview, WA 98632</td>
<td></td>
</tr>
<tr>
<td>Bill Taylor</td>
<td>3401 Industrial Way Longview, WA 98632</td>
<td></td>
</tr>
</tbody>
</table>

d. The employee representatives shall be:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Moon, Chair</td>
<td>3401 Industrial Way Longview, WA 98632</td>
<td></td>
</tr>
<tr>
<td>Ben Wiest</td>
<td>3401 Industrial Way Longview, WA 98632</td>
<td></td>
</tr>
<tr>
<td>Chris Russell</td>
<td>3401 Industrial Way Longview, WA 98632</td>
<td></td>
</tr>
</tbody>
</table>

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

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