Apprenticeship Training Standard

Schedule of Training

Pool & Spa/Hot Tub Installer

Trade Code: 237T

Development Date: November 2003

This document is the property of the apprentice named inside and represents the official record of his/her training.
## CONTENTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface</td>
<td>1</td>
</tr>
<tr>
<td>Definitions</td>
<td>2</td>
</tr>
<tr>
<td>Important Directions to the Apprentice</td>
<td>4</td>
</tr>
<tr>
<td>Important Directions for the Sponsor/Employer &amp; Supervisor/Trainer</td>
<td>4</td>
</tr>
<tr>
<td>Notice/Declaration for Collection of Personal Information</td>
<td>5</td>
</tr>
<tr>
<td>Roles and Responsibilities of Apprentice, Sponsor/Employer and Supervisor/Trainer</td>
<td>6</td>
</tr>
<tr>
<td>Skill Set Completion Form</td>
<td>8</td>
</tr>
<tr>
<td>Learning Outcome Completion Form</td>
<td>8</td>
</tr>
<tr>
<td>Apprentice Completion Form</td>
<td>9</td>
</tr>
</tbody>
</table>

## TRAINING CONTENT

**A. Description/Duties**

**B. On-the-Job Training Performance Objectives**

1.0 Protect Self and Others ................................................................. 11

2.0 Plan and Prepare for Installation of Pool or Spa/Hot Tub .................. 13

3.0 Install Vinyl In-Ground and On-Ground Pool .................................... 16

4.0 Install Above-Ground Pool .................................................................. 22

5.0 Install Concrete In-Ground Pools or Hot Tubs/Spas .............................. 26

6.0 Install Pre-Fabricated Spa/Hot Tub ................................................. 32

**C. Learning Outcomes** ......................................................................... 35

**Apprentice Record** .................................................................................. 36
PREFACE

This Schedule of Training was developed by the Ministry of Training, Colleges, and Universities (MTCU), in partnership with the Industry Advisory Committee and in consultation with representatives from the industry. This document is intended to be used by apprentice, supervisor/trainer and sponsor/employer as a "blueprint" for training and as a prerequisite for completion and certification.

This training document becomes the apprentice’s only record of workplace training performance.

Supervisor/trainer and apprentice are required to sign off and date the skill following each successful acquisition, unless a skill is marked shaded (optional).

The care and maintenance of this training document are the joint responsibility of the apprentice and the sponsor/employer. By signing off the skill, the supervisor/trainer and the apprentice are indicating that the apprentice has demonstrated competence of the skill. This training standard has been developed specifically for documenting the apprentices’ acquisition of skills of the trade.

Please Note:

Apprenticeship Training and Curriculum Standards were developed by the Ministry of Training, Colleges and Universities (MTCU). As of April 8th, 2013, the Ontario College of Trades (College) has become responsible for the development and maintenance of these standards. The College is carrying over existing standards without any changes.

However, because the Apprenticeship Training and Curriculum Standards documents were developed under either the Trades Qualification and Apprenticeship Act (TQAA) or the Apprenticeship and Certification Act, 1998 (ACA), the definitions contained in these documents may no longer be accurate and may not be reflective of the Ontario College of Trades and Apprenticeship Act, 2009 (OCTAA) as the new trades legislation in the province. The College will update these definitions in the future.

Meanwhile, please refer to the College’s website (www.collegeoftrades.ca) for the most accurate and up-to-date information about the College. For information on OCTAA and its regulations, please visit: www.collegeoftrades.ca/about/legislation-and-regulations.
DEFINITIONS

ACA
Apprenticeship and Certification Act, 1998

Certificate of Apprenticeship (C of A)
Certification issued to individuals who have demonstrated that they have completed an apprenticeship in Ontario.

Certificate of Qualification (C of Q)
Certification issued to C of Q applicants who have achieved a passing grade on the certification exam for their trade.

Competence
The ability of an individual to perform a skill repeatedly and without assistance in the workplace to the standard set out in the Training Standard or Schedule of Training.

Competency Analysis Profile
A document that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated.

Industry Committee (IC) - under the ACA and Provincial Advisory Committee (PAC)
under the TQAA
Under the ACA and TQAA, the Minister may appoint a provincial committee in any trade or group of trades to advise the Minister in matters relating to the establishment and operation of apprenticeship training programs and trades qualifications.

Journeyperson or Equivalent
A person who has acquired the knowledge and skills in a trade, occupation or craft as attested to by a provincial or territorial authority.

Mandatory
Status assigned to unshaded individual skills, skill sets or general performance objective which must be signed off for the apprentice to complete their program.

Optional
Status assigned to shaded individual skills, skills sets or general performance objective for which sign-off is not required for the apprentice to complete the program.

Schedule of Training
An apprenticeship training standard which includes the on-the-job performance objectives and off-the-job learning outcomes
Sign-off
Signature of the sponsor/employer of record or an individual, to whom that sponsor or employer has delegated signing authority, indicating an apprentice’s achievement of competence.

Skill
Individual skill described in the Training Standard (note: does not mean the larger skill groups referred to in the Training Standard as Skill Sets, Training Units, or General Performance Objective, but the individual skills that make up those groups).

Skill Sets
Group of individual skills found in the Training Standard (may also be called Training Unit or General Performance Objective)

Skill Set Completion Form (and Learning Outcome Completion Form)
Lists all skill sets and includes space for sign-off by sponsor/employer of record.

Sponsor/Employer
Means a person that has entered into a registered training agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade, other occupation or skill set as part of an apprenticeship program approved by the Director.

Sponsor/Employer of Record
Refers to the sponsor or employer documented as the signatory to the current training agreement or contract. In order for an sponsor/employer to be considered for the training of apprentices, they must identify that the workplace has qualified journeypersons or equivalent on site and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by Provincial Advisory Committees (PACs) or Industry Committees (ICs) to be required for the trade.

Supervisor
An individual, who oversees the execution of a task, oversees the actions or work of others.

Trainer
A qualified trainer in a compulsory trade is a journeyperson with a Certificate of Qualification or in a voluntary trade is an individual who is considered equivalent to a journeyperson with a Certificate of Qualification.

TQAA
Trades Qualification and Apprenticeship Act.

Training Standard
A document that has been written in concise statements, which describe how well an apprentice must perform each skill in order to become competent. In using the document, trainers will be able to ensure that the apprentice is developing skills detailed for the occupation.
IMPORTANT DIRECTIONS

Apprentice

1. All complete skills or skill sets must be signed and dated by both the apprentice and sponsor/employer when either all terms of the contract have been completed or the apprentice leaves the employ of the employer.

2. It is the responsibility of the apprentice to inform the apprenticeship staff at the local Ministry of Training, Colleges and Universities office regarding the following changes:
   - change of sponsor/employer address;
   - change of apprentice name or address;
   - transfer to a new sponsor/employer.

3. The Skill Set Completion Form and Learning Outcome Completion Form must be completed and signed by the current sponsor/employer and presented to the local Apprenticeship Client Services Office at the fulfillment of all terms of a Training Agreement.

4. The apprentice completion form with the Completed and Authorized Schedule of Training must be presented to the local Apprenticeship Client Services Unit.

Sponsors/Employers and Supervisors/Trainers

The Schedule of Training identifies skills and supporting learning outcomes required for this trade/occupation and its related training program.

This Schedule of Training has been written in concise statements which describe how an apprentice must perform each skill/outcome in order to become competent. Competence means being able to perform the task to the required standard.

In using this training standard, supervisors/trainers will be able to ensure that the apprentice is developing the skills detailed for the trade/occupation.

Supervisors/Trainers and apprentices are required to sign off and date the skills following each successful acquisition.

Sponsors/Employers participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.
NOTICE OF COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this training standard to the Ministry of Training, Colleges and Universities (the Ministry). You will be required to disclose the signed Apprenticeship Completion form to the Ministry in order to complete your program. The Ministry will use your personal information to administer and finance Ontario’s apprenticeship training system, including confirming your completion and issuing your certificate of apprenticeship.

2. The Ministry will disclose information about your program completion and your certificate of apprenticeship to the Ontario College of Trades, as it is necessary for the College to carry out its responsibilities.

3. Your personal information is collected, used and disclosed by the Ministry under the authority of the Ontario College of Trades and Apprenticeship Act, 2009.

4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

   Manager, Employment Ontario Contact Centre  
   Ministry of Training, Colleges and Universities  
   33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3  
   Toll-free: 1-800-387-5656; Toronto: 416-326-5656  
ROLES & RESPONSIBILITIES OF APPRENTICE, SPONSOR/EMPLOYER AND SUPERVISOR/TRAINER

**Apprentice**  “Apprenticeship is Learning On-the-job”

- Practice safe work habits.
- Use your apprenticeship training standard as a journal to keep track of which skills you have achieved.
- Talk over your training plan with your Training Consultant, Employer, Union, or Sponsor.
- Know what tools are required for your trade and how to use them.
- Ask questions and keep asking.
- Talk to your employer about your training needs.
- Demonstrate enthusiasm and good work habits.
- Ensure that you and your supervisor/trainer sign off skill/skill sets upon demonstration of competency.

**Sponsor/Employer**  “Training is an Investment”

- Demonstrate safe work habits.
- Attest to successful achievement by signing the skill/skills sets.
- Provide opportunities and time for the apprentice to learn the trade.
- Offer practical trade training experiences that cover all of the skill sets.
- Foster work ethics that support training while minimizing productivity losses.
- Set out clear expectations, then recognize or reward performance excellence.
- Involve both the apprentice and supervisor/trainer in developing the training plan.
- Use the Training Standard as a monitoring tool and part of regular performance evaluations.
- Select supervisors/trainers with good communication skills and who work well with others.
- Encourage supervisors/trainers to take upgrading courses - (e.g. Train the Trainer, Mentor Coach, etc).
- Complete the Skill Set Completion Form once the apprentice has demonstrated competency in the training.
- Ensure that the apprentice always works under the direction of or has access to a qualified supervisor/trainer.
- Vary the apprentice’s exposure to all the skills set out in the training standard.
Supervisor/Trainer

- Demonstrate safe work habits.
- Treat apprentices fairly and with respect.
- Use the Training Standard as a guide to evaluating competence in each skill area. In using the Training Standard, supervisors/trainers will be able to ensure that the apprentice is developing skills detailed for the trade/occupation.
- Review the Training Standard with the apprentice and develop a training plan.
- Respond fully to all questions.
- Be patient. Explain what is to be done then, show how it is done, and then let the apprentice demonstrate the task.
- Provide continuous feedback.
- Sign off individual skills/skill sets once the apprentice demonstrates competence in the skill.

Suggestions for Assessing the Progress of the Apprentice in the Workplace

- Use informal daily observation.
- Provide constructive feedback to build confidence.
- Allow the supervisor/trainer time to teach and demonstrate the skills.
- Take prompt action wherever problems occur.
- Conduct regular performance reviews involving the apprentice, supervisor/trainer and sponsor/employer.
- Use the Training Standard as the reference for establishing the competency of the apprentice.
### SKILL SET COMPLETION FORM

<table>
<thead>
<tr>
<th>SKILLS SETS</th>
<th>TITLE</th>
<th>SIGNING AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>PROTECT SELF AND OTHERS</td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>PLAN AND PREPARE FOR INSTALLATION OF POOL OR SPA/HOT TUB</td>
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<tr>
<td>3.0</td>
<td>INSTALL VINYL IN-GROUND AND ON-GROUND POOL</td>
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<td>4.0</td>
<td>INSTALL ABOVE GROUND POOL</td>
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<td>5.0</td>
<td>INSTALL CONCRETE IN-GROUND POOLS OR HOT TUBS/SPAS</td>
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<td>6.0</td>
<td>INSTALL PRE-FABRICATED SPA/HOT TUB</td>
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**NOTE ON SHADED PERFORMANCE OBJECTIVES AND SKILLS:**

- Shaded performance objectives and skill sets are optional. The shaded skills do not have to be demonstrated or signed-off for completion of the on-the-job component of the apprenticeship.
- The learning outcomes will cover all of the skill sets, both shaded and unshaded.

### LEARNING OUTCOMES COMPLETION FORM

<table>
<thead>
<tr>
<th>Date of Completion</th>
<th>Organization Name(s)</th>
<th>SIGNING AUTHORITY</th>
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APPRENTICE COMPLETION FORM

APPRENTICE NAME

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<th>Print</th>
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<tbody>
<tr>
<td>Signature</td>
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<tr>
<td>Client ID</td>
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Skill Sets and Learning Outcomes when completed should be signed by the Supervisor/Trainer and presented with this completion form to your local Apprenticeship Client Services Office. Any supporting documentation should also be attached.

In-school Completed (Proof to be provided)

<table>
<thead>
<tr>
<th>Yes ( )</th>
<th>No ( )</th>
<th>Not applicable ( )</th>
</tr>
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</table>

Hours completed as Per Contract:

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<tr>
<th>Yes ( )</th>
<th>No ( )</th>
<th>Not applicable ( )</th>
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</thead>
</table>

SPONSOR/EMPLOYER INFORMATION

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<tr>
<th>Name</th>
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<tr>
<td>Address</td>
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<tr>
<td>Telephone</td>
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<tr>
<td>E-mail Address</td>
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<tr>
<td>Signature of Signing Authority</td>
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You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario’s apprenticeship training system. For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.
A. DESCRIPTION/DUTIES

A POOL & SPA/HOT TUB INSTALLER:

Plans, prepares site, and installs all types of above-ground, on-ground, and in-ground swimming pools, Spa/Hot Tub structures and surround decking, in both residential and commercial applications subject to the limits of the Trades Qualification and Apprenticeship Act (TQAA), and the Technical Standards and Safety Authority Act (TSSA).

A POOL & SPA/HOT TUB INSTALLER demonstrates knowledge of:

- OHSA
- Building Codes
- Zoning Codes
- Licensing Codes and Regulations
- Electrical Codes
- Compulsory Trades Regulations
- Municipal Codes, By-laws, and Regulations
- Fencing By-Laws
- Trades Qualification and Apprenticeship Act (TQAA)
- Technical Standards and Safety Authority (TSSA)

BENCHMARK/GUIDELINE TOTAL TRAINING TIMEFRAMES: (ON-THE-JOB AND OFF-THE-JOB):

6,000 hours
Includes 450 hours of in-school training.
B. ON-THE-JOB PERFORMANCE OBJECTIVES

1.0 PROTECT SELF AND OTHERS

1.1 Identify health and safety hazards in the workplace, so that the potential for personal injury, damage to equipment, vehicles, and the environment is minimized, corrective action as defined in government legislation or company policies is taken, and hazards are reported.

Date Completed  Apprentice  Supervisor/Trainer

1.2 Wear, adjust, and maintain personal protective equipment including head, eye, ear, hand, and foot protectors, to ensure correct fit and optimum protection for the wearer and the task being performed, in compliance with company procedures and Safety Legislation.

Date Completed  Apprentice  Supervisor/Trainer

1.3 Wear, adjust, and maintain respiratory protectors to ensure correct fit and optimum protection, in compliance with company procedures and Safety Legislation.

Date Completed  Apprentice  Supervisor/Trainer

1.4 Practice good housekeeping in the workplace by cleaning up spills and leaks, keeping work area and vehicles clean and clear of obstructions, and storing tools or equipment, so that the potential for accident or injury is minimized and tools or equipment are in place and available, in compliance with company procedures and Safety Legislation.

Date Completed  Apprentice  Supervisor/Trainer

1.5 Report injuries to supervisor or first aid personnel promptly and clearly, ensuring that the injured person is attended to, and information is reported precisely and accurately describing how incident occurred, so that future recurrence of similar accidents is prevented, in compliance with company procedures and Safety Legislation.

Date Completed  Apprentice  Supervisor/Trainer
1.6 **Conduct circle check of service vehicles and equipment**, ensuring that all controls and systems are functioning and operational, in compliance with company procedures and Safety Legislation.

Date Completed   Apprentice   Supervisor/Trainer

1.7 **Follow company first aid procedures** to treat conditions including sudden illness, burns, cuts, abrasions, sprains, chemical inhalations, and contaminants in eyes, so that the condition of the victim is stabilized and prepared for further first aid treatment.

Date Completed   Apprentice   Supervisor/Trainer

1.8 **Lock out and tag mechanical and electrical equipment** for repair and maintenance, by following company procedures and Safety Legislation including shutting down machine or manufacturing process, ensuring that no materials can enter the equipment being repaired or maintained, and no damage is caused to the operator or machine.

Date Completed   Apprentice   Supervisor/Trainer

1.9 **Handle designated substances** using specified handling and storage equipment, so that operator is protected from injury, the environment from contamination, and procedures are followed in compliance with Workplace Hazardous Materials Information Systems (WHMIS).

Date Completed   Apprentice   Supervisor/Trainer
2.0 PLAN AND PREPARE FOR INSTALLATION OF POOL OR SPA/HOT TUB

2.1 Read and interpret work order to determine: size and type of pool or Spa/Hot Tub and accessories; required tools and equipment; sub-trades; type of service requested; time line schedules; permits required; layout design; drainage plan; and any other information needed to install the pool or spa/hot tub.

Date Completed
Apprentice
Supervisor/Trainer

2.2 Prepare site plan by following required procedures including (not limited to): reading and interpreting blueprints and manufacturing technical drawings; identifying and interpreting local by-laws, codes and regulations; using survey to prepare pool location; identifying drainage requirements; and, identifying location of utility right-of-way; so that site plan is prepared and documented, in accordance with company standards and job specifications.

Date Completed
Apprentice
Supervisor/Trainer

2.3 Perform pre-construction preparation project by following required procedures including (not limited to): applying for required permits; performing layout design; determining and ordering required personnel, equipment, and materials; setting up work schedules; checking site locates; locating dump sites; and, submitting plan for approval prior to proceeding in accordance with job specifications, company standards, and applicable Acts, Codes, Legislation and Regulations.

Date Completed
Apprentice
Supervisor/Trainer

2.4 Coordinate delivery of equipment by placing order for kit, ordering accessories, and arranging delivery dates in accordance with company standards.

Date Completed
Apprentice
Supervisor/Trainer
2.5 **Coordinate sub-trades** by contacting and scheduling excavator, trucks, fence crew, electrician, gas technician, concrete contractors, and landscapers so that sub-trades are notified and all equipment is scheduled prior to installation in accordance with job specifications, company standards, and applicable Acts, Codes, Legislation and Regulation.

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2.6 **Schedule times lines** by following required procedures including (not limited to): scheduling delivery of material; coordinating in-house labour; scheduling number of employers; determining and scheduling required man hours; determining and setting start times; arranging access with customer; estimating completion dates; and, completing documentation; so that all time lines are identified and communicated in accordance with job specifications and company standards.

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2.7 **Prepare site of installation** by following required procedures including (not limited to): reading and interpreting job specifications and documentation; ensuring access to site; removing fencing; arranging for the removal of the air conditioning unit; removing trees; moving shed; verifying locates; checking easement proximity; installing any protective barriers including plywood sidewalk; supporting curbs; tying back trees; installing temporary fence; and using required equipment including saws, hammer, tie straps, wood, fencing material, post driver, and hand wrenches; so that site is prepared and ready for the installation in accordance with company standards, manufacturers’ recommendations, and applicable Acts, Codes, Legislation and Regulation.

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2.8 **Complete work documentation** including (not limited to) time sheets, work orders, and invoices to record: parts used or required; mileage; nature of installation; work performed or required; time at site; unit identification; recommendations; and warranty coverage; ensuring that all information is clearly and accurately recorded, in accordance with manufacturers’ specifications and company standards.

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2.9 Communicate with others including clients, co-workers, and supervisors, to identify previous job operations, availability of tools, parts, or equipment, scheduling requirements, and any other information needed to complete the installation job, ensuring that all information communicated is clear, concise, and accurate.

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3.0 INSTALL VINYL IN-GROUND AND ON-GROUND POOL

3.1 **Read and interpret job documentation** including (not limited to) work orders, manufacturers’ specifications, design layout, and site plan to verify permits, contract obligations, dig locations, equipment, and accessories, and to identify required tools and equipment, ensuring that the pool/accessories are the corrects one for the installation.

Date Completed  Apprentice  Supervisor/Trainer

3.2 **Lay out site** by following required procedures including (not limited to): meeting customer; introducing crew; laying out site for pool; checking property lines; setting the grade; printing pool on ground; staking out corners and offsets; setting benchmark and grade (finish); setting elevation; verifying equipment and accessories; identifying and marking out locates; and, using required equipment including paints; level, tape, laser level, hammer, layout tools, and nails; ensuring that customer is consulted for approval of the layout design and pool equipment and accessories; so that the site is laid out in accordance with job and manufacturers’ specifications, customer requirements, company standards, and applicable Acts, Codes, Legislation and Regulation.

Date Completed  Apprentice  Supervisor/Trainer

3.3 **Excavate pool** by following required procedures including (not limited to): working with the limitations of the TQAA and ACA; coordinating sub-trades; digging to bottom of wall elevation; determining hopper depth and slope; over-digging to accommodate work area; excavating patio areas; excavating the A-frame areas; noting and handling various ground conditions including unstable ground, water conditions, rocks, rocky soil, and buried debris; install sump pump drain line; and, using required equipment including level, tape measure, shovel, pick, stakes, string, paint, pencils, and calculators; so that work site is excavated in accordance with manufacturers’ specifications, company standards, customer requirements, and applicable Acts, Codes, Legislation and Regulation.

Date Completed  Apprentice  Supervisor/Trainer
3.4 **Assemble and install walls** by following required procedures including (not limited to): working within limits of TQAA and ACA; coordinating sub-trades; determining and calculating dimensions; verifying cement deliver; installing wall panels; fastening walls; installing and fastening walk-in step; installing plumbing line under walk for main drain; setting wall to manufacturers’ specifications; levelling pool wall to bend mark; bracing wall to prevent movement when pouring cement; pouring cement on base of walls to secure walls; pouring cement; checking for movement of walls; using requirement tools and equipment including shovels, wheelbarrows, pool level, jacks, shims, transit, measuring tapes, wrenches, hand tools, drill, and extension cords; and, cleaning up worksite; so that walls are assembled and installed in accordance with manufacturers’ specifications, company standards, customer requirements, and applicable Acts, Codes, Legislation and Regulation.

Date Completed  
Apprentice  
Supervisor/Trainer

3.5 **Finish pool interior** by following required procedures including (not limited to): working within limits of TQAA and ACA; coordinating sub-trades; shaping and finishing pool bottom; installing main drain and stones for drainage; installing sump pump line to pool house; installing skimmer and returns; installing conduits and lighting; installing underground plumbing; testing plumbing installations; and, using required equipment and materials; so that pool interior is finished, plumbed, and wired in accordance with manufacturers’ specifications, company standards, customer requirements, and applicable Acts, Codes, Legislation and Regulation.

Date Completed  
Apprentice  
Supervisor/Trainer

3.6 **Backfill site** by following required procedures including (not limited to): working within limits of TQAA and ACA; coordinating sub-trades; installing all underground plumbing prior to fill; installing deck support system; backfill to required levels for decking; and, using required equipment including fill materials, wheelbarrow, rakes, shovels, skid steer loader, and levels; ensuring that pool site is backfilled in accordance with manufacturers’ specifications, company standards, customer requirements, and applicable Acts, Codes, Legislation and Regulation.

Date Completed  
Apprentice  
Supervisor/Trainer
3.7 **Install coping** by following installation procedures and using required equipment and materials including drills, files, saw, measuring tape, duct tape, hammer, vise grips, and c-clamps, so that coping is installed in accordance with manufacturers’ specifications, company standards, customer requirements, and applicable Acts, Codes, Legislation and Regulation.

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3.8 **Install pool bottom finish** by following required procedures including (not limited to): verifying type of material for the bottom including concrete, grout, vermiculite/concrete, and sand; checking the bottom contour and finish; and, using trowels, wheel barrow, shovels, rakes, knee pads, ladder, and rubber boots; so that pool bottom is installed in accordance with manufacturers’ specifications, company standards, customer requirements, and applicable Acts, Codes, Legislation and Regulation.

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3.9 **Install liner** by following required procedures including (not limited to): working within limitation of TQAA and ACA; ensuring that pool area is secure prior to installation; checking that liner is correct one for pool; taping and siliconing joints; sanding bottom and walls to required finish; installing gaskets using adhesives and fasteners; cleaning screw holes; cleaning entire area of debris and equipment; hanging liner; making required adjustments to ensure fit; installing vacuum behind liner; pulling liner into position; cutting in main drain, skimmer, steps, returns, and lighting; filling pool with waters; and, using required tools and equipment including scraping stones, silicone, applications, screw drivers, scraper, knife, patching material, trowels, liner vacuum, cleaner vacuum, wet and dry vacuum, broom, dust pan, and pumps; so that liner is installed in accordance with manufacturers’ specifications, company standards, customer requirements, and applicable Acts, Codes, Legislation and Regulation.

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</table>
3.10 **Complete surround deck** by following required procedures including (not limited to): working within limitations of TQAA and ACA; preparing area for deck; laying out deck site; setting elevation and grade; laying out deck forms and deck supports; installing deck anchors, rail goods, and bonding; stripping and cleaning forms; cutting control joints in concrete surface; installing decking materials; installing drain systems; and, using required equipment and materials including wheel barrow, trowels, floats, edgers, finishing tools, broom, saw, and hammers; so deck surrounding pool is completed in accordance with manufacturers’ specifications, company standards, customer requirements, and applicable Acts, Codes, Legislation and Regulation.

Date Completed  Apprentice  Supervisor/Trainer

3.11 **Install re-circulating equipment** by following required procedures including (not limited to): working with limits of TQAA and ACA; co-ordinating sub-trades; verifying location of re-circulating equipment; locating equipment on deck; installing equipment; using required equipment and materials including pipe cutters, measuring tape, jack hammer, adhesives, and chemicals; cleaning up worksite; and, going over and leaving all manuals and instruction books with customer; so that re-circulating systems is installed and explained in accordance with plans, manufacturers’ specifications, company standards, customer requirements, and applicable Acts, Codes, Legislation and Regulation.

Date Completed  Apprentice  Supervisor/Trainer

3.12 **Install deck equipment and accessories** including ladders, covers, diving boards, hand rails, solar cover and rollers, and slides by following installation procedures and using required tools and materials, so that deck equipment and accessories are installed and ready in accordance with plans, manufacturers’ specifications, company standards, customer requirements, and applicable Acts, Codes, Legislation, and Regulations.

Date Completed  Apprentice  Supervisor/Trainer

3.13 **Clean up work site** by: cleaning up water; removing broken parts and debris; and, using brooms or wet/dry vacuum, so that the work area is clean and clear of obstructions, tools or equipment are stored, and hazardous products are disposed of, in compliance with company standards, applicable Acts, Codes, Legislation, and Regulations.

Date Completed  Apprentice  Supervisor/Trainer
3.14 **Restore landscaping** by: replacing fences; repairing lawns; replacing shrubs and plants; and, removing all construction waste; so that yard is restored as close as possible to original condition, in accordance with contractual obligations, company standards, applicable Acts, Codes, Legislation, and Regulations.

Date Completed   Apprentice       Supervisor/Trainer

3.15 **Coordinate hook-ups** by scheduling and coordinating sub-trades to perform the compulsory work including electrical, gas technician, fencing, plumber, landscaper, and inspectors ensuring that all hook-ups are completed in accordance with manufacturers’ specifications, company standards, customer requirements, applicable Acts, Codes, Legislation, and Regulations.

Date Completed   Apprentice       Supervisor/Trainer

3.16 **Commission the pool** by: priming pump; starting pump; checking for leaks; verifying operation of the circulation system; balancing water chemistry; and, going over all operational procedures with the customer; ensuring that pool is functioning in accordance with manufacturers’ specifications, company standards, applicable Acts, Codes, Legislation, and Regulations.

Date Completed   Apprentice       Supervisor/Trainer

3.17 **Complete work documentation** including (not limited to) time sheets, work orders, warrant information and invoices to record: parts used or required; installation and work performed or required; unit identification; recommendations; warranty coverage; and, commissioning information; ensuring that all information is clearly and accurately recorded in accordance with company standards.

Date Completed   Apprentice       Supervisor/Trainer
### 3.18 Communicate with others

Including clients, co-workers, sub-trades, and supervisors, to identify job operations, availability of tools, parts, or equipment, and scheduling requirements and any other information needed to complete the installation job, ensuring that all information communicated is clear, concise, and accurate.

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<th>Date Completed</th>
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<th>Supervisor/Trainer</th>
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4.0 INSTALL ABOVE GROUND POOL

4.1 Read and interpret job documentation including (not limited to) work orders, manufacturers’ specifications, design layout, and site plan to verify permits, contract obligations, dig locations, equipment, and accessories, and to identify required tools and equipment, ensuring that the pool/accessories are the corrects one for the installation.

Date Completed _______________  Apprentice _______________  Supervisor/Trainer _______________

4.2 Lay out site by following required procedures including (not limited to): meeting customer; introducing crew; laying out site for pool; setting the grade; checking property lines; printing pool on ground; staking out corners and offsets; setting benchmark and grade (finish); setting elevation; verifying equipment and accessories; identifying and marking out locates; and, using required equipment including paints; level, tape, laser level, hammer, layout tools, and nails; ensuring that customer is consulted for approval of the layout design and pool equipment and accessories; so that the site is laid out in accordance with job and manufacturers’ specifications, customer requirements, company standards, applicable Acts, Codes, Legislation, and Regulations.

Date Completed _______________  Apprentice _______________  Supervisor/Trainer _______________

4.3 Prepare site by following required procedures including (not limited to): removing sod; digging to specified depth; noting and handling various ground conditions including unstable ground, water conditions, rocks, rocky soil, and buried debris; using required equipment including level, tape measure, shovel, pick, stakes, string, paint, pencils, and calculators; so that work site is prepared in accordance with manufacturers’ specifications, company standards, customer requirements, applicable Acts, Codes, Legislation, and Regulations.

Date Completed _______________  Apprentice _______________  Supervisor/Trainer _______________
4.4 Prepare pool bottom by following required procedures including (not limited to): placing sand in excavated area; levelling bottom of pool; checking that bottom shape and contour conforms to manufacturers’ specifications; and, using trowels, wheel barrow, shovels, rakes, knee pads, level, tape measure, compactor, and crampons; so that pool bottom is installed in accordance with manufacturers’ specifications, company standards, customer requirements, applicable Acts, Codes, Legislation, and Regulations.

Date Completed Apprentice Supervisor/Trainer

4.5 Assemble pool kit by following required procedures including (not limited to): verifying type and style of pool; determining and calculating dimensions; assembling walls or panels; fastening and connecting walls; and using requirement tools and equipment including hand tools, cordless drills, shovels, rakes, and levels; ensuring that pool kit is assembled and installed in accordance with manufacturers’ specifications, company standards, customer requirements, applicable Acts, Codes, Legislation, and Regulations.

Date Completed Apprentice Supervisor/Trainer

4.6 Install liner by following required procedures including (not limited to): ensuring that pool walls are secure prior to installation; checking that liner is correct one for pool; taping and siliconing joints; placing liner in pool; fixing liner to top of pool wall using specified retaining system; setting liner using vacuum; removing all wrinkle; and, filling with water; and, using required tools and equipment including silicone, screw drivers, knife, patching material, vacuums and pumps; so that liner is installed in accordance with manufacturers’ specifications, company standards, customer requirements, applicable Acts, Codes, Legislation, and Regulations.

Date Completed Apprentice Supervisor/Trainer

4.7 Finish pool area/walls by installing top rail and caps ensuring that tops of wall are finished in accordance with plans, manufacturers’ specifications, company standards, customer requirements, applicable Acts, Codes, Legislation, and Regulations.

Date Completed Apprentice Supervisor/Trainer
4.8 **Install re-circulating equipment** by following required procedures including (not limited to): working within limitation of TQAA and ACA; verifying location of re-circulating equipment; installing equipment; installing skimmer; installing return heater and chemical feeder; and, using required equipment and materials including levels, pipe cutters, adhesives and lubricants; so that re-circulating system is installed and explained in accordance with plans, manufacturers’ specifications, company standards, customer requirements, applicable Acts, Codes, Legislation, and Regulations.

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<tr>
<th>Date Completed</th>
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4.9 **Install deck equipment and accessories** including (not limited to) ladders, covers, diving boards, hand rails, solar cover and rollers, and slides by following installation procedures and using required tools and materials, so that deck equipment and accessories are installed and ready in accordance with plans, manufacturers’ specifications, company standards, customer requirements, applicable Acts, Codes, Legislation, and Regulations.

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<th>Date Completed</th>
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4.10 **Commission the pool** by: priming pump; starting pump; checking for leaks; verifying operation of the circulation system; balancing water chemistry; and, going over all operational procedures with the customer; ensuring that pool is functioning in accordance with manufacturers’ specifications and company standards.

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<th>Date Completed</th>
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4.11 **Clean up work site** by: cleaning up water; removing broken parts and debris; and, using brooms or wet/dry vacuum, so that the work area is clean and clear of obstructions, tools or equipment are stored, and hazardous products are disposed of, in compliance with company standards, applicable Acts, Codes, Legislation, and Regulations.

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</table>
4.12 **Restore landscaping** by: replacing fences; repairing lawns; replacing shrubs and plants; and, removing all construction waste; so that yard is restored as close as possible to original condition, in accordance with contractual obligations, company standards, applicable Acts, Codes, Legislation, and Regulations.

Date Completed  
Apprentice  
Supervisor/Trainer

4.13 **Coordinate completion of installation** by scheduling and coordinator sub-trades to perform the work including electrical, gas technician, fencing, plumber, landscaper, and inspectors ensuring that installation is completed in accordance with manufacturers’ specifications, company standards, customer requirements, applicable Acts, Codes, Legislation, and Regulations.

Date Completed  
Apprentice  
Supervisor/Trainer

4.14 **Complete work documentation** including (not limited to) time sheets, work orders, warrant information and invoices to record: parts used or required; installation and work performed or required; unit identification; recommendations; warranty coverage; and, commissioning information; ensuring that all information is clearly and accurately recorded in accordance with company standards.

Date Completed  
Apprentice  
Supervisor/Trainer

4.15 **Communicate with others** including clients, co-workers, sub-trades, and supervisors, to identify job operations, availability of tools, parts, or equipment, and scheduling requirements and any other information needed to complete the installation job, ensuring that all information communicated is clear, concise, and accurate.

Date Completed  
Apprentice  
Supervisor/Trainer
5.0 INSTALL CONCRETE IN-GROUND POOLS OR HOT TUBS/SPAS

5.1 **Read and interpret** job documentation including (not limited to) work orders, manufacturers’ specifications, design layout, and site plan to verify permits, contract obligations, dig locations, equipment, and accessories, and to identify required tools and equipment, ensuring that the pool/accessories are the corrects one for the installation.

Date Completed   Apprentice       Supervisor/Trainer

5.2 **Lay out site** by following required procedures including (not limited to): meeting customer; introducing crew; laying out site for pool; checking property lines; setting the grade; printing pool on ground; staking out corners and offsets; setting benchmark and grade (finish); setting elevation; verifying equipment and accessories; identifying and marking out locates; and, using required equipment including paints; level, tape, laser level, hammer, layout tools, and nails; ensuring that customer is consulted for approval of the layout design and pool equipment and accessories; so that the site is laid out in accordance with job and manufacturers’ specifications, customer requirements, company standards, applicable Acts, Codes, Legislation, and Regulations.

Date Completed   Apprentice       Supervisor/Trainer

5.3 **Excavate site** by following required procedures including (not limited to): working within limitation of TQAA and ACA; coordinating sub-trades; digging to bottom of wall elevation; determining hopper depth and slope; over-digging to accommodate work area; excavating patio areas; excavating the A-frame areas; noting and handling various ground conditions including unstable ground, water conditions, rocks, rocky soil, and buried debris; and, using required equipment including level, tape measure, shovel, pick, stakes, string, paint, pencils, and calculators; so that work site is excavated in accordance with manufacturers’ specifications, company standards, customer requirements, applicable Acts, Codes, Legislation, and Regulations.

Date Completed   Apprentice       Supervisor/Trainer

5.4 **Form bond-beam** by following specified procedures and using required tools and equipment so that form work is set in accordance with design specifications, company standards, applicable Acts, Codes, Legislation, and Regulations.

Date Completed   Apprentice       Supervisor/Trainer
5.5 **Install rebar** by following specified procedures and using required tools and equipment so that rebar is installed in accordance with bonding requirements, engineering/design specifications, company standards, applicable Acts, Codes, Legislation, and Regulations.

Date Completed   Apprentice       Supervisor/Trainer

5.6 **Install white goods** by following specified procedures and using required tools and equipment so that white goods are installed in accordance with design specifications, manufacturers’ specifications, company standards, applicable Acts, Codes, Legislation, and Regulations.

Date Completed   Apprentice       Supervisor/Trainer

5.7 **Install lighting** by following specified procedures, working within limitation of TQAA and ACA, and using required tools and equipment so that lighting is installed in accordance with design specifications, manufacturers’ specifications, company standards, applicable Acts, Codes, Legislation, and Regulations.

Date Completed   Apprentice       Supervisor/Trainer

5.8 **Place concrete shell** by following required procedures including (not limited to): working within limitation of TQAA and ACA; coordinating sub-trades; determining and calculating dimensions; verifying cement delivery; checking forms; verifying the application including pneumatic, forming, pouring, and dry pack; pouring cement; checking for movement of forms; compacting concrete; following manufacturers’ curing procedures; removing forms; using requirement tools and equipment including shovels, wheelbarrows, pool level, transit, measuring tapes, compactor, and trowels; and, cleaning up worksite; so that concrete shell is placed in accordance with manufacturers’ specifications, company standards, customer requirements, applicable Acts, Codes, Legislation, and Regulations.

Date Completed   Apprentice       Supervisor/Trainer
5.9  **Set coping** by following required procedures including (not limited to): levelling; grouting; and trowelling; and, using required equipment and materials including shims, bonding agents, and masonry tools, so that coping is set in accordance with manufacturers’ specifications, company standards, customer requirements, applicable Acts, Codes, Legislation, and Regulations.

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5.10  **Set tile** by following required procedures including (not limited to): preparing surfaces; applying adhesives; applying cement; setting tiles in bond; grouting; and, using required tools including trowels, levels, sponges, tile cutters, and measuring tape; so that tiles are set in accordance with manufacturers’ specifications, company standards, applicable Acts, Codes, Legislation, and Regulations.

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5.11  Mortaring; painting; tiling; and, using tools and equipment including trowels, rollers, brushes, acid wash etch, and bonding agents; so that pool interior is finished in accordance with manufacturers’ specifications, company standards, applicable Acts, Codes, Legislation, and Regulations.

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5.12  **Complete plumbing installation** by following required procedures including (not limited to): working within limitation of TQAA and ACA; coordinating sub-trades; laying conduit; installing piping; installing plumbing accessories; and, performing a pressure test of system; so that plumbing is installed in accordance with manufacturers’ specifications, company standards, applicable Acts, Codes, Legislation, and Regulations.

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5.13 **Backfill site** by following required procedures including (not limited to): working within limitation of TQAA and ACA; coordinating sub-trades; installing all underground plumbing prior to fill; backfill to required levels for decking; and, using required equipment including fill materials, wheelbarrow, rakes, shovels, skid steer loader, compactors, and levels; ensuring that pool site is backfilled in accordance with manufacturers’ specifications, company standards, customer requirements, applicable Acts, Codes, Legislation, and Regulations.

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5.14 **Complete surround deck** by following required procedures including (not limited to): preparing area for deck; laying out deck site; setting elevation and grade; laying out deck forms and deck supports; installing deck anchors, rail goods, and bonding; stripping and cleaning forms; cutting control joints in concrete surface; installing decking materials; installing drain systems; and, using required equipment and materials including wheelbarrow, trowels, floats, edgers, finishing tools, broom, saw, and hammers; so deck surrounding pool is completed in accordance with manufacturers’ specifications, company standards, customer requirements, applicable Acts, Codes, Legislation, and Regulations.

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5.15 **Install deck equipment and accessories** including (not limited to) ladders, covers, diving boards, hand rails, solar cover and rollers, and slides by following installation procedures and using required tools and materials, so that deck equipment and accessories are installed and ready in accordance with plans, manufacturers’ specifications, company standards, customer requirements, applicable Acts, Codes, Legislation, and Regulations.

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5.16 Install re-circulating equipment by following required procedures including (not limited to): working within limitation of TQAA and ACA; co-ordinating sub-trades; verifying location of re-circulating equipment; locating equipment on deck; installing equipment; using required equipment and materials including pipe cutters, measuring tape, jack hammer, adhesives, and chemicals; cleaning up work site; and, going over and leaving all manuals and instruction books with customer; so that re-circulating systems is installed and explained in accordance with plans, manufacturers’ specifications, company standards, customer requirements, applicable Acts, Codes, Legislation, and Regulations.

Date Completed  Apprentice  Supervisor/Trainer

5.17 Commission the pool by: filling pool; priming pump; starting pump; checking for leaks; verifying operation of the circulation system; balancing water chemistry; and, going over all operational procedures with the customer; ensuring that pool is functioning in accordance with manufacturers’ specifications and company standards.

Date Completed  Apprentice  Supervisor/Trainer

5.18 Coordinate hook-ups by scheduling and coordinating sub-trades to perform the work including electrical, gas technician, fencing, plumber, landscaper, and inspectors ensuring that all hook-ups are completed in accordance with manufacturers’ specifications, company standards, customer requirements, applicable Acts, Codes, Legislation, and Regulations.

Date Completed  Apprentice  Supervisor/Trainer

5.19 Clean up work site by: cleaning up water; removing broken parts and debris; and, using brooms or wet/dry vacuum, so that the work area is clean and clear of obstructions, tools or equipment are stored, and hazardous products are disposed of, in compliance with company standards, applicable Acts, Codes, Legislation, and Regulations.

Date Completed  Apprentice  Supervisor/Trainer
5.20 **Complete work documentation** including (not limited to) time sheets, work orders, warrant information and invoices to record: parts used or required; installation and work performed or required; unit identification; recommendations; warranty coverage; and, commissioning information; ensuring that all information is clearly and accurately recorded in accordance with company standards.

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5.21 **Communicate with others** including clients, co-workers, sub-trades, and supervisors, to identify job operations, availability of tools, parts, or equipment, and scheduling requirements and any other information needed to complete the installation job, ensuring that all information communicated is clear, concise, and accurate.

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6.0 INSTALL PRE-FABRICATED SPA/HOT TUB

6.1 Read and interpret job documentation including (not limited to) work orders, manufacturers’ specifications, design layout, and site plan to verify permits, contract obligations, locates, equipment, and accessories, and to identify required tools and equipment, ensuring that the unit and accessories are the corrects one for the installation.

Date Completed  Apprentice  Supervisor/Trainer

6.2 Lay out site by following required procedures including (not limited to): working within limitation of TQAA and ACA; meeting customer; introducing crew; coordinating sub-trades for hook-up; laying out site for pool; checking property lines; verifying equipment and accessories; identifying and marking out locates; and, using required equipment including paints; level, tape, hammer, and layout tools, ensuring that customer is consulted for approval of the layout design and Spa/Hot Tub equipment and accessories; so that the installation site conforms with job and manufacturers’ specifications, customer requirements, company standards, applicable Acts, Codes, Legislation, and Regulations.

Date Completed  Apprentice  Supervisor/Trainer

6.3 Prepare access to site by following required procedures including (not limited to): performing site evaluation; taking down fences; removing obstructions; and, using required equipment including hammers, saws, and levers; so that unit can be brought on to the site in accordance manufacturers’ specifications, company standards, customer requirements, applicable Acts, Codes, Legislation, and Regulations.

Date Completed  Apprentice  Supervisor/Trainer

6.4 Prepare site by installing required supports including poured pad, reinforced deck, or patio stones ensuring that site is prepared and ready for installation in accordance with job and manufacturers’ specifications, customer requirements, company standards, applicable Acts, Codes, Legislation, and Regulations.

Date Completed  Apprentice  Supervisor/Trainer
6.5 **Install Spa/Hot Tub** by following required procedures, working within limitation of TQAA and ACA, and using material handling equipment, ensuring that unit is installed in accordance with job and manufacturers’ specifications, customer requirements, company standards, applicable Acts, Codes, Legislation, and Regulations.

Date Completed

Apprentice

Supervisor/Trainer

6.6 **Check plumbing and re-circulating equipment** by inspecting system to leaks, valve positioning, and condition of unions, to ensure that plumbing and system are functioning and operational in accordance with job and manufacturers’ specifications, customer requirements, company standards, and applicable Acts, Codes, Legislation, and Regulations.

Date Completed

Apprentice

Supervisor/Trainer

6.7 **Clean up work site** by: cleaning up water; removing broken parts and debris; and, using brooms or wet/dry vacuum, so that the work area is clean and clear of obstructions, tools or equipment are stored, and hazardous products are disposed of, in compliance with company standards, applicable Acts, Codes, Legislation, and Regulations.

Date Completed

Apprentice

Supervisor/Trainer

6.8 **Restore landscaping** by: replacing fences; repairing lawns; replacing shrubs and plants; and, removing all construction waste; so that yard is restored as close as possible to original condition, in accordance with contractual obligations, company standards, applicable Acts, Codes, Legislation, and Regulations.

Date Completed

Apprentice

Supervisor/Trainer

6.9 **Commission the pool** by: filling pool; starting pump; checking for leaks; verifying operation of the circulation system; balancing water chemistry; and, going over all operational procedures with the customer; ensuring that Spa/Hot Tub is functioning in accordance with manufacturers’ specifications, company standards, and applicable Acts, Codes, Legislation, and Regulations.

Date Completed

Apprentice

Supervisor/Trainer

© Ontario College of Trades
6.10 **Complete work documentation** including time sheets, work orders, warrant information and invoices to record: parts used or required; installation and work performed or required; unit identification; recommendations; warranty coverage; and, commissioning information; ensuring that all information is clearly and accurately recorded in accordance with company standards.

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6.11 **Communicate with others** including clients, co-workers, sub-trades, and supervisors, to identify job operations, availability of tools, parts, or equipment, and scheduling requirements and any other information needed to complete the installation job, ensuring that all information communicated is clear, concise, and accurate.

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## C. LEARNING OUTCOMES

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<th>Total Hours</th>
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<td>S1101.0</td>
<td>Applied Trade Safety Practices</td>
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<tr>
<td>S1102.0</td>
<td>Occupational Practices</td>
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<td>S1104.0</td>
<td>Documentation</td>
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<td>Customer Service</td>
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<td>S1106.0</td>
<td>Legislation and Regulations</td>
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<td>S1107.0</td>
<td>Trade Calculations</td>
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<td>S1109.0</td>
<td>Plumbing</td>
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<td>Electrical Systems</td>
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<td>Advanced Plumbing Installations</td>
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<td>S1132.0</td>
<td>Specialty Applications and Construction</td>
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**APPRENTICE RECORD**

**APPRENTICE NAME** (Print):

<table>
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<th>SPONSOR/EMPLOYER INFORMATION</th>
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<th>SUMMARY OF TRAINING</th>
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<tr>
<td>Employment Start Date</td>
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<td>Employment End Date</td>
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<tr>
<td>Total hours of training &amp; instruction between dates of employment.</td>
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Date Completed  
Apprentice  
Supervisor/Trainer
# POOL & SPA/HOT TUB INSTALLER

## APPRENTICE RECORD

### APPRENTICE NAME  (Print):

### SPONSOR/EMPLOYER INFORMATION

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<table>
<thead>
<tr>
<th>E-mail Address</th>
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### SUMMARY OF TRAINING

<table>
<thead>
<tr>
<th>Employment Start Date</th>
<th>Employment End Date</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Total hours of training &amp; instruction between dates of employment.</th>
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Date Completed  Apprentice  Supervisor/Trainer
APPRENTICE RECORD

APPRENTICE NAME   (Print):

SPONSOR/EMPLOYER INFORMATION

<table>
<thead>
<tr>
<th>Training Agreement #</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
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