



APPRENTICESHIP PROGRAM STANDARDS
adopted by

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

(sponsor name)

| Occupational Objective(s): | SOC# | Term [WAC 296-05-015] |
|--|------------|-----------------------|
| BLUE STREAK MECHANIC | 51-4199.00 | 7360 HOURS |
| COMPOSITE MANUFACTURING TECHNICIAN | 51-9199.99 | 7360 HOURS |
| INDUSTRIAL ELECTRONIC MAINTENANCE TECHNICIAN | 49-2094.00 | 9200 HOURS |
| JIG & FIXTURE TOOL MAKER | 51-4111.00 | 7360 HOURS |
| MACHINE TOOL MAINTENANCE MECHANIC | 49-9041.00 | 7360 HOURS |
| MACHINIST | 51-4041.00 | 7360 HOURS |
| MAINTENANCE MACHINIST | 51-4041.00 | 7360 HOURS |
| MANUFACTURING MACHINIST | 51-4041.00 | 7360 HOURS |
| METAL STRUCTURES TECHNICIAN | 51-2092.00 | 7360 HOURS |
| MODEL MAKER | 51-7031.00 | 7360 HOURS |
| NC SKIN MILL OPERATOR | 51-4011.00 | 7360 HOURS |
| NC SPAR MILL OPERATOR | 51-4011.00 | 7360 HOURS |
| TOOL & CUTTER GRINDER | 51-4194.00 | 7360 HOURS |
| TOOL & DIE MAKER | 51-4111.00 | 9200 HOURS |
| TOOLING INSPECTOR | 51-9061.01 | 7360 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:

N/A
Provisional Registration

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Permanent Registration

By: MARK RIKER
Chair of Council

By: CHRIS BOWE
Secretary of Council

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

INTRODUCTION

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

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

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

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

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

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

Sections of these standards identified as bold **“insert text”** fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of these standards are boilerplate and may only be modified by the WSATC. See WAC 296-05-003 for the definitions necessary for use with these standards.

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

Sponsor Introductory Statement (Required):

The IAM/Boeing Joint Programs Apprenticeship Committee is committed to recruiting and developing future journeymen and women to provide our industry with a continual flow of highly talented and qualified team members to build the best airplanes in the world.

I. GEOGRAPHIC AREA COVERED:

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

The area under which these Standards shall apply shall be any installations of the Boeing Company within Snohomish, King and Pierce Counties.

II. MINIMUM QUALIFICATIONS:

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

- Age: **At least 18 years.**
- Education: **High School Graduate or the equivalent. Proof of successful completion is required.**
- Physical: **Able to perform the physical requirements of the apprenticeship, with or without reasonable accommodations. For Industrial Electronic Maintenance Technician apprenticeship only, must also be able to distinguish between primary colors.**
- Testing: **All applicants must complete an Assessment or Course within the last 5 years at their local Washington State college. The applicant must have minimum placement results or course completion as follows: Math Intermediate Algebra, English 90. An assessment may be completed prior to the time of application, but no later than 14 days following a request for document verification.**
- Other: **1. US Person status required.**
- 2. All applicants shall qualify by Work experience or by Vocational Training as noted below:**

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Work Experience: One year of applicable work experience is required for all apprenticeships, except for Industrial Electronic Maintenance Technician and Tool & Die Maker, which require two years of work experience.

A current list of Work Experience or by Vocational Training requirements specific to each apprenticeship trade is available at <http://www.iam-boeing-apprenticeship.com> .

3. Applicants must never have been enrolled in, or completed an IAM/Boeing Joint Apprenticeship program. Applicants must be considered eligible for hire or rehire at The Boeing Company at the time of application.

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

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

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

To determine employment eligibility with the Boeing Company, prior to the submission of an application for an IAM/Boeing Apprenticeship Program, interested persons can go to the Boeing web site:

For non-Boeing interested persons <http://www.boeing.com/careers/>

Candidates applying for placement in an IAM/Boeing apprenticeship program who meet the Minimum Qualification and are eligible for hire with the Boeing Company will be placed in the eligibility pool for the program applied for. The following procedures and requirements apply to all candidates meeting the minimum qualifications.

1. Application acceptance periods will be held by Boeing Global Staffing when apprenticeship openings are anticipated to become available to establish a candidate pool to select apprentices from.

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

- 2. All internal and external candidates, desiring to become an apprentice, will apply for open positions posted through the Boeing Global Staffing on-line requisition system. Applicant minimum qualifications will be clearly stated on the requisitions. Individuals who do not meet the minimum qualifications will be notified.**
- 3. Boeing Global Staffing will review applicants and provide a predetermined number of applicants to the Apprenticeship Review Team.**
- 4. Structured interviews will be performed by a committee approved panel and candidates will be referred to the Joint Apprenticeship Committee for final selection, pending hire by Boeing Global Staffing.**

B. Equal Employment Opportunity Plan:

- 1. Deliver presentations designed to familiarize individuals with current apprenticeship opportunities. Encourage minority, non-minority, male, and female employees to meet apprenticeship minimum qualifications.**
- 2. Utilize journey-level Boeing employees to deliver presentations designed to familiarize individuals with current apprenticeship opportunities.**
- 3. Promote the IAM/Boeing Joint Apprenticeship equal opportunity policies when advertising, in program literature, and on apprenticeship websites. The IAM/Boeing Joint Apprenticeship equal opportunity policy states:**

"The recruitment, selection, employment and training of apprentices shall be without discrimination based on race, color, religion, sex, age, or national origin."

- 4. Internal Boeing hiring policies and procedures in place for federal compliance for EEO will be used. A diverse selection and interview panel will be used.**

C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

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

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

The term of apprenticeship will be 7,360 hours of reasonably continuous employment and experience in the principal operations of the trade for the following occupations:

**Blue Streak Mechanic
Composite Manufacturing Technician
Jig & Fixture Tool Maker
Machine Tool Maintenance Mechanic
Machinist, Maintenance Machinist
Manufacturing Machinist
Metal Structures Technician
Model Maker
NC Skin Mill Operator
NC Spar Mill Operator
Tool & Cutter Grinder
Tooling Inspector**

The term of apprenticeship will be 9,200 hours of reasonably continuous employment and experience in the principal operations of the trade for the following occupations:

**Industrial Electronic Maintenance Technician
Tool & Die Maker**

V. INITIAL PROBATIONARY PERIOD:

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

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

- 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.

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

- C. For the 7,360 hours apprenticeship programs, the 20% probationary period is 1,472 hours. These programs are:

Blue Streak Mechanic
Composite Manufacturing Technician
Jig & Fixture Tool Maker
Machine Tool Maintenance Mechanic
Machinist, Maintenance Machinist
Manufacturing Machinist
Metal Structures Technician
Model Maker
NC Skin Mill Operator
NC Spar Mill Operator
Tool & Cutter Grinder
Tooling Inspector

For the 9,200 hours apprenticeship programs, the 20% probationary period is 1,840 hours. These programs are:

Industrial Electronic Maintenance Technician
Tool & Die Maker

1. **Evaluation during probation:**

From the information obtained on the weekly evaluation, the evaluating supervisor will submit, a written monthly report to his or her management. The written monthly report will take into consideration the following factors: mechanical aptitude, attitude, work habits, comprehension, retention, interest, attendance, and the individual's ability to work with other employees. After the written monthly evaluation has been reviewed and approved by the first and second line management, a copy of the evaluation will be forwarded to the IAM/Boeing Apprenticeship Training Office for review by the IAM/Boeing Joint Apprenticeship Committee.

2. **Probationary Work Schedule:**

During the probationary work schedule, the apprentice's shift assignments may be divided between first and second shift.

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

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

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

The ratio of journey-level worker to apprentice will be at least one (1) journey-level worker or qualified mechanic for every one (1) apprentice in each Puget Sound Boeing location where an apprentice is working in on-the-job training. This ratio applies to all of the IAM/Boeing Joint apprenticeship programs.

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

All IAM/Boeing Joint Apprenticeship programs:

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

For Blue Streak Mechanic; Composite Manufacturing Technician; Jig & Fixture Tool Maker; Machinist; Metal Structures Technician; NC Spar Mill Operator; Tool & Cutter Grinder; and Tooling Inspector programs.

| Job Code | Step | Hour Range or competency step | Percentage of journey-level wage rate* (Percent 2009) |
|-----------------|-------------|--------------------------------------|--|
| AxxA0 | 1 | 0000 to 0920 hours | 71.20% |
| AxxA1 | 2 | 0921 to 1840 hours | 74.81% |
| AxxA2 | 3 | 1841 to 2760 hours | 78.42% |
| AxxA3 | 4 | 2761 to 3680 hours | 81.98% |
| AxxA4 | 5 | 3681 to 4600 hours | 85.59% |
| AxxA5 | 6 | 4601 to 5520 hours | 89.23% |
| AxxA6 | 7 | 5521 to 6440 hours | 92.81% |
| AxxA7 | 8 | 6441 to 7360 hours | 96.42% |

For Manufacturing Machinist; Machine Tool Maintenance Mechanic; Maintenance Machinist; Model Maker; and NC Skin Mill Operator programs.

| Job Code | Step | Hour Range or competency step | Percentage of journey-level wage rate* (Percent 2009) |
|-----------------|-------------|--------------------------------------|--|
| AxxA0 | 1 | 0000 to 0920 hours | 71.18% |
| AxxA1 | 2 | 0921 to 1840 hours | 74.77% |
| AxxA2 | 3 | 1841 to 2760 hours | 78.36% |
| AxxA3 | 4 | 2761 to 3680 hours | 81.97% |
| AxxA4 | 5 | 3681 to 4600 hours | 85.59% |
| AxxA5 | 6 | 4601 to 5520 hours | 89.18% |
| AxxA6 | 7 | 5521 to 6440 hours | 92.77% |
| AxxA7 | 8 | 6441 to 7360 hours | 96.38% |

For Industrial Electronic Maintenance Technician; and Tool & Die Maker programs.

| Job Code | Step | Hour Range or competency step | Percentage of journey-level wage rate* (Percent 2009) |
|-----------------|-------------|--------------------------------------|--|
| AxxA0 | 1 | 0000 to 0920 hours | 71.11% |
| AxxA1 | 2 | 0921 to 1840 hours | 74.04% |
| AxxA2 | 3 | 1841 to 2760 hours | 76.91% |
| AxxA3 | 4 | 2761 to 3680 hours | 79.81% |
| AxxA4 | 5 | 3681 to 4600 hours | 82.68% |
| AxxA5 | 6 | 4601 to 5520 hours | 85.58% |
| AxxA6 | 7 | 5521 to 6440 hours | 88.46% |
| AxxA7 | 8 | 6441 to 7360 hours | 91.36% |
| AxxA8 | 9 | 7361 to 8280 hours | 94.23% |
| AxxA9 | 10 | 8281 to 9200 hours | 97.13% |

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

Above wages are base only. The IAM/Boeing Joint Apprenticeship Wage rates are defined in the most recent District 751 IAM & AW/Boeing Company Collective Bargaining Agreement.

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. Blue Streak Mechanic

| | | <u>Code</u> | <u>Hours</u> |
|-----|--|--------------------|---------------------|
| 1. | Forming, Joggle Roll/Hydro/Stretch/Brake | A | 750 |
| 2. | Drilling/Countersinking | B | 130 |
| 3. | Machining/NC/CNC/Conventional | C | 500 |
| 4. | Non Metallic | D | 280 |
| 5. | Waterjet | E | 120 |
| 6. | Assembly | F | 1600 |
| 7. | Adhesive | G | 120 |
| 8. | CATIA/ENOVIA/REDARS | H | 500 |
| 9. | Layout/Lofting | I | 800 |
| 10. | Deburr/Polish/Burnish | J | 120 |
| 11. | Trim | K | 500 |
| 12. | Finish | L | 80 |
| 13. | Metallurgy/Heat Treat | M | 160 |
| 14. | Composite | N | 500 |
| 15. | Stylus Cadmium Repair | O | 120 |
| 16. | Rework/Repair | P | 750 |
| 17. | Rotapeen/Flap Peen | Q | 40 |
| 18. | Inspection | R | 250 |
| 19. | EDR-Dent Pull | S | 40 |

TOTAL HOURS: 7360

B. Composite Manufacturing Technician:

| | | <u>Code</u> | <u>Hours</u> |
|----|--------------------|--------------------|---------------------|
| 1. | Lay-up/Hand Lay-up | A | 540 |
| 2. | Kitting/AGFM* | B | 240 |
| 3. | CTLM** | C | 480 |
| 4. | Drape Forming | D | 200 |

IAAM/BOEING JOINT APPRENTICESHIP COMMITTEE

| | | | |
|-----|------------------------------------|---|------|
| 5. | Fiber Placement | E | 480 |
| 6. | Noodle Fabrication | F | 80 |
| 7. | Debag/Tool Prep/Clean/Mold Release | G | 200 |
| 8. | Autoclave | I | 420 |
| 9. | Oven | J | 80 |
| 10. | Automated Water Jet | K | 320 |
| 11. | NC/CNC Machine Trim (Routers) | L | 760 |
| 12. | Extrusion Mills | M | 200 |
| 13. | Hand Trim | N | 280 |
| 14. | Assembly/Drilling | P | 590 |
| 15. | Tracker Leveling/Laser Radar | Q | 820 |
| 16. | Blue Streak Layout | R | 320 |
| 17. | Tooling Repair/LM Rework | S | 120 |
| 18. | Composite Repair | T | 1150 |
| 19. | Inspection (QA) | U | 80 |

TOTAL HOURS: 7360

- * American General Fiber-placement Machine
- ** Contoured Tape Laminating Machine

C. Industrial Electronic Maintenance Technician

| | | <u>Code</u> | <u>Hours</u> |
|-----|---------------------------------------|--------------------|---------------------|
| 1. | Fundamentals | A | 1000 |
| 2. | Test Equipment | B | 480 |
| 3. | Preventive Maintenance | C | 160 |
| 4. | Computer Concepts & Operating Systems | D | 720 |
| 5. | Base Mechanics | E | 240 |
| 6. | Magnetic Controls | F | 280 |
| 7. | Electric Motors | G | 280 |
| 8. | Hydraulics | H | 160 |
| 9. | Pneumatics | I | 80 |
| 10. | Servo Systems/Drives | J | 480 |
| 11. | Position Feedback Devices | K | 120 |
| 12. | Programmable Logic Controllers | L | 320 |
| 13. | Machine Shop familiarization | M | 620 |
| 14. | Process Controls | N | 520 |
| 15. | Primary Power Distribution | O | 80 |
| 16. | Electrical Construction | P | 240 |
| 17. | Robotics | Q | 200 |
| 18. | Computer Numerical Controls | R | 840 |
| 19. | Building Related Equipment/Processes | S | 240 |
| 20. | Inspection Equipment | T | 320 |
| 21. | Machining Centers/Cells | U | 160 |
| 22. | Machine Programming | V | 80 |

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

| | | | |
|--------------|--|----|------|
| 23. | Crane Maintenance | W | 160 |
| 24. | Predictive/Condition Based Maintenance | X | 120 |
| 25. | Heat Treat | Y | 80 |
| 26. | Welders | Z | 80 |
| 27. | Automatic Test Equipment | A1 | 120 |
| 28. | Pressure and Vacuum Vessels | A2 | 200 |
| 29. | Tank Line Automation | A3 | 340 |
| 30. | Composite Manufacturing Equipment | A4 | 320 |
| 31. | Variable Frequency Drives | A5 | 160 |
| TOTAL HOURS: | | | 9200 |

D. Jig & Fixture Tool Maker

| | | <u>Code</u> | <u>Hours</u> |
|--------------|---|--------------------|---------------------|
| 1. | Structural Steel & Aluminum Fabrication | A | 700 |
| 2. | Crane & Rigging Operation | B | 80 |
| 3. | Handling Tool Fabrication | C | 320 |
| 4. | Lay-up Mandrel & Bonding Assembly Jigs | E | 700 |
| 5. | Weld Jigs | F | 400 |
| 6. | Large Floor Mounted Assembly Jigs | G | 800 |
| 7. | Tool Routine | H | 560 |
| 8. | Master Tools | I | 480 |
| 9. | Breakdown | J | 480 |
| 10. | Computer Aided Theodolite | K | 600 |
| 11. | Small Tools Including Standard Tools | L | 560 |
| 12. | Tool Engineering | M | 160 |
| 13. | CMM Operation | N | 80 |
| 14. | CNC Milling | O | 400 |
| 15. | NC/CNC Operation | P | 40 |
| 16. | Lathe | Q | 160 |
| 17. | EDM | R | 80 |
| 18. | Mill | S | 400 |
| 19. | Grinder | T | 120 |
| 20. | Jig Bore Operator | U | 240 |
| TOTAL HOURS: | | | 7360 |

E. Machine Tool Maintenance Mechanic

| | | <u>Code</u> | <u>Hours</u> |
|----|-------------------------------------|--------------------|---------------------|
| 1. | Oil Crib & Routes | A | 160 |
| 2. | Machine (basic operation) | B | 320 |
| 3. | Facilities and Structural Equipment | C | 200 |
| 4. | Alignments | D | 600 |
| 5. | Predictive Maintenance | E | 160 |

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

| | | | |
|-----|--------------------------------|---|-----|
| 6. | Preventive Maintenance | F | 820 |
| 7. | Precision Process Equipment | G | 200 |
| 8. | Grinders | H | 120 |
| 9. | Turning Centers | I | 120 |
| 10. | Machining Centers | J | 680 |
| 11. | Coordinate Measuring Machines | K | 40 |
| 12. | Fluid Power | L | 440 |
| 13. | Precision Assembly Tools | M | 900 |
| 14. | Orientation | N | 40 |
| 15. | Tube Fabrication Equipment | O | 320 |
| 16. | Skin and Spar | P | 500 |
| 17. | Shot Peen | Q | 160 |
| 18. | Robotics | R | 200 |
| 19. | Pressure and Vacuum Vessels | S | 240 |
| 20. | Heat Treat Ovens/Furnace | T | 80 |
| 21. | Composite Production Equipment | U | 240 |
| 22. | Spindle Shop | V | 160 |
| 23. | Shop Specific Training | W | 580 |
| 24. | Ground Support Equipment | X | 80 |

TOTAL HOURS: 7360

F. Machinist:

| | | <u>Code</u> | <u>Hours</u> |
|-----|------------------------------|-------------|--------------|
| 1. | E.D.M. | B | 160 |
| 2. | Bench Work | C | 240 |
| 3. | Drill Press | D | 80 |
| 4. | Programming | E | 280 |
| 5. | Heat Treat | F | 160 |
| 6. | Elementary Layout | G | 160 |
| 7. | Conventional Engine Lathe | H | 480 |
| 8. | CNC Lathe | I | 800 |
| 9. | Tool and Cutter Grind | J | 320 |
| 10. | Advanced Layout/CMM | K | 640 |
| 11. | Conventional Milling Machine | L | 560 |
| 12. | Shop CAD/CAM | M | 320 |
| 13. | Surface Grinding | N | 160 |
| 14. | External Grinding | O | 240 |
| 15. | Internal Grinding | P | 120 |
| 16. | Horizontal Boring Mills | R | 520 |
| 17. | Jig Bore/Jig Grind | S | 280 |
| 18. | NC/CNC Milling | T | 1840 |

TOTAL HOURS: 7360

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

G. Maintenance Machinist:

| | | <u>Code</u> | <u>Hours</u> |
|-----|-----------------------|-------------|--------------|
| 1. | Maintenance Machining | A | 3460 |
| 2. | Milling Machines | B | 840 |
| 3. | Lathes | C | 680 |
| 4. | Drill Press | D | 80 |
| 5. | Grinders | E | 200 |
| 6. | Boring Mills | F | 200 |
| 7. | Heat Treat | G | 140 |
| 8. | Tool Grind | H | 220 |
| 9. | Layout | I | 180 |
| 10. | NC/CNC Milling | J | 640 |
| 11. | Precision Inspection | K | 120 |
| 12. | Floor Maintenance | M | 440 |
| 13. | Spindle Shop | N | 160 |

TOTAL HOURS: 7360

H. Manufacturing Machinist

| | | <u>Code</u> | <u>Hours</u> |
|-----|------------------------------|-------------|--------------|
| 1. | Milling: Conventional/NC/CNC | A | 1000 |
| 2. | Turning: Conventional/NC/CNC | B | 840 |
| 3. | Grinding | C | 200 |
| 4. | Cutter Grind: Drills/Reamers | D | 72 |
| 5. | Cutter Grind: High-speed | E | 72 |
| 6. | Cutter Grind: Carbide | F | 72 |
| 7. | Deburr | G | 80 |
| 8. | Saw | H | 40 |
| 9. | Straightening/Forming | I | 80 |
| 10. | Drilling | J | 120 |
| 11. | Assembly | K | 240 |
| 12. | Basic Layout | L | 160 |
| 13. | Programming | M | 400 |
| 14. | Inspection | N | 200 |
| 15. | Cellular Manufacturing | O | 2120 |
| 16. | Boring: Conventional/NC/CNC | P | 344 |
| 17. | Jig Bore | Q | 240 |
| 18. | Shotpeen | R | 160 |
| 19. | Tankline | S | 80 |
| 20. | Heat Treat | T | 80 |
| 21. | Composite Awareness | U | 280 |
| 22. | Advanced Layout | V | 400 |
| 23. | Enovia/Mastercam | W | 80 |

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

TOTAL HOURS: 7360

I. Metal Structures Technician

| | <u>Code</u> | <u>Hours</u> |
|----------------------------------|--------------------|---------------------|
| 1. Superplastic Forming | A | 800 |
| 2. Hot Forming | B | 600 |
| 3. Cutting/Finishing | C | 960 |
| 4. CNC/NC/Conventional Machining | D | 680 |
| 5. Robotic Assembly | E | 1500 |
| 6. Layout/ADV Layout | F | 560 |
| 7. Robotic Welding | G | 1000 |
| 8. Heat Treat/Tank Line | H | 440 |
| 9. Inspection Techniques | I | 80 |
| 10. Rework | J | 240 |
| 11. Enovia | K | 80 |
| 12. Programming | L | 420 |

TOTAL HOURS: 7360

J. Model Maker:

| | <u>Code</u> | <u>Hours</u> |
|--|--------------------|---------------------|
| 1. Engine Lathe | A | 320 |
| 2. Milling Machine | B | 440 |
| 3. Boring Mills | C | 120 |
| 4. Grinding | D | 80 |
| 5. Heat Treat | E | 40 |
| 6. Electrical (Elementary) | F | 120 |
| 7. Rapid Prototyping, SLS/SLA* | G | 280 |
| 8. Jig Bore | H | 120 |
| 9. Electrical Discharge Machine | I | 240 |
| 10. NC/CNC Milling | J | 680 |
| 11. NC/CNC Lathe | K | 208 |
| 12. Model Construction** | L | 3712 |
| 13. Tunnel Support | M | 680 |
| 14. Remote Terminal and Machine Layout | N | 240 |
| 15. Saws and Water Jet | O | 80 |

TOTAL HOURS: 7360

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

K. NC Skin Mill Operator:

| | <u>Code</u> | <u>Hours</u> |
|------------------------------------|--------------------|---------------------|
| 1. Material Store | A | 40 |
| 2. NC/CNC Spar Mill | B | 600 |
| 3. High Speed Plate Mills | C | 980 |
| 4. Hand Sand: Skins | E | 200 |
| 5. Skin Sanding Machine | F | 200 |
| 6. Chip Form | G | 160 |
| 7. Layout/SPC | H | 400 |
| 8. Conventional Milling | I | 420 |
| 9. Heat Treat | J | 40 |
| 10. Tool & Cutter Grinder | K | 220 |
| 11. NC/CNC Milling/Skin Mills | L | 1660 |
| 12. Crane Operation | M | 160 |
| 13. Shot Peen/Forming | N | 480 |
| 14. Checking Fixture | O | 180 |
| 15. Hand Work | P | 200 |
| 16. Anodize Tank Line | Q | 160 |
| 17. Assembly and Prep | R | 120 |
| 18. Spar/Skin Kitting | S | 80 |
| 19. Cutting Tool Development | T | 130 |
| 20. Cutter Set-up | U | 130 |
| 21. Tooling | V | 300 |
| 22. Tool Set-up | W | 80 |
| 23. NC/CNC Double Plus Chord Mills | X | 420 |

TOTAL HOURS: 7360

L. NC Spar Mill Operator:

| | <u>Code</u> | <u>Hours</u> |
|---|--------------------|---------------------|
| 1. Material Store | A | 40 |
| 2. NC/CNC Spar Mill/ Drill Router/Milling | B | 1920 |
| 3. Hand Sand - Spar | C | 200 |
| 4. De-Burr Machine | D | 80 |
| 5. Forming - Straightening | E | 520 |
| 6. Layout | F | 400 |
| 7. Conventional Milling | G | 240 |
| 8. Heat Treat | H | 80 |
| 9. Tool and Cutter Grinder | I | 220 |
| 10. Skin Mills | J | 800 |
| 11. Hand Sand - Skins | K | 80 |
| 12. Crane Operation | L | 160 |
| 13. Shot Peen | M | 520 |
| 14. Checking Fixture | N | 120 |

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

| | | | |
|-----|--------------------------------------|---|-----|
| 15. | Hand/Work | O | 200 |
| 16. | Tank Line | P | 80 |
| 17. | Assembly and Prep | Q | 80 |
| 18. | Spar/Skin Kitting | R | 80 |
| 19. | Cutting Tool Development | S | 80 |
| 20. | Cutter Set-Up | T | 440 |
| 21. | Tool Set-Up | U | 80 |
| 22. | NC/CNC Double Plus Chord Mills | V | 640 |
| 23. | Quality Assurance Stringer Dimension | W | 300 |

TOTAL HOURS: 7360

M. Tool & Cutter Grinder:

| | | <u>Code</u> | <u>Hours</u> |
|----|--------------------|-------------|--------------|
| 1. | Drill Grind | A | 1760 |
| 2. | Tool Grind | B | 2520 |
| 3. | Carbide Tool Grind | C | 1720 |
| 4. | Machine Shop | D | 1360 |

TOTAL HOURS: 7360

N. Tool & Die Maker:

| | | <u>Code</u> | <u>Hours</u> |
|-----|--------------------------------|-------------|--------------|
| 1. | Tool & Cutter Grind | A | 240 |
| 2. | Lathe | B | 240 |
| 3. | Mill Conventional | C | 800 |
| 4. | NC/CNC Lather | D | 600 |
| 5. | NC/CNC Milling | E | 840 |
| 6. | Heat Treat | F | 160 |
| 7. | Surface Grind Conventional | G | 120 |
| 8. | Cylindrical Grind Conventional | H | 120 |
| 9. | Jig Grind Conventional | I | 80 |
| 10. | Surface Grind CNC | J | 160 |
| 11. | Cylindrical Grind CNC | K | 120 |
| 12. | Jig Grind CNC | L | 80 |
| 13. | EDM Conventional/CNC | M | 360 |
| 14. | Jig Bore | N | 520 |
| 15. | Layout | O | 160 |
| 16. | Horizontal Boring | P | 320 |
| 17. | Spring Bench | Q | 120 |
| 18. | Breakdown/CATIA | R | 240 |
| 19. | CAD/CAM (Shop) | S | 320 |
| 20. | Bench Work | T1 | 920 |

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

| | | | |
|-----|---|----|------|
| 21. | Bench Work | T1 | 1880 |
| 22. | Tool Engineering, Programming, Planning | U | 160 |
| 23. | Tool Inspection | V | 120 |
| 24. | Optical Tool Fabrication | W | 320 |
| 25. | Hydraulic/Pneumatic | X | 200 |

TOTAL HOURS: 9200

O. Tooling Inspector:

| | <u>Code</u> | <u>Hours</u> |
|-----|--|---------------------|
| 1. | Composite Manufacturing and Tooling | A 1040 |
| 2. | 3D Measurement Technologies | B 1360 |
| 3. | Model Based Definition Engineering | C 320 |
| 4. | Jig and Hard Tool Fabrication and Rework | D 880 |
| 5. | Plastic and Soft Tooling | E 560 |
| 6. | Welding Technologies and Structure Fabrication | F 560 |
| 7. | Metals and Heat Treat Processes | G 160 |
| 8. | Non-Destructive Inspection | H 160 |
| 9. | Load Test Techniques | I 80 |
| 10. | Calibration and Certification | J 160 |
| 11. | Production Assist | K 640 |
| 12. | Tool & Die | L 320 |
| 13. | Machining: Jig Bore, Lathe, and Mill | M 320 |
| 14. | Tool Routines and Periodics | N 640 |
| 15. | Vendor/Supplier Inspections and Surveillance | O 160 |

TOTAL HOURS: 7360

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.

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

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

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

☐ Supervised field trips

☐ Sponsor approved training seminars (specify)

☒ Sponsor approved online or distance learning courses (specify): **George Brown College, TPC, Red Vector and approved Boeing curriculum.**

☒ State Community/Technical college: **South Seattle College**

☐ Private Technical/Vocational college

☐ Sponsor Provided (lab/classroom)

☒ Other (specify): **(Off Hour Boeing Classes) and self-paced curriculum, as a method of delivery.**

B. **144** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

☐ Twelve-month period from date of registration.*

☒ Defined twelve-month school year: **September** through **June**.

☐ 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:

Apprentices will be provided with a minimum of 144 hours of RSI per year, up to a total of 640 over the course of their apprenticeship, unless otherwise directed by the committee, in the following occupations:

Blue Streak Mechanic

Composite Manufacturing Technician

Jig & Fixture Tool Maker

Machine Tool Maintenance Mechanic

Machinist

Maintenance Machinist

Manufacturing Machinist

Metal Structures Technician

Model Maker

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

**NC Skin Mill Operator
NC Spar Mill Operator
Tool & Cutter Grinder
Tooling Inspector**

(RSI Per Year Variance Approved 01/15/2015)

Apprentices will be provided with a minimum of 144 hours of RSI per year, up to a total of 800 over the course of their apprenticeship, unless otherwise directed by the committee, in the following occupations:

**Industrial Electronic Maintenance Technician
Tool & Die Maker**

(RSI Per Year Variance Approved 01/15/2015)

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

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

1. **Voluntary Suspension:** A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. **Advanced Standing or Credit:** The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).
3. **Sponsor Procedures:**
 - A. **The Apprenticeship Coordinator shall provide a form to be filled out weekly by the apprentice, signed by the apprentice and his/her immediate supervisor. This report will be a complete record of the work code, type of work performed, type of equipment being used and the supervisors rating of the apprentices work performance. Copies of this report are due in the apprenticeship office by the 10th of each month and will be retained by the apprentice and Apprenticeship Training Office.**
 - B. **The Committee will cooperate with the Apprenticeship Coordinator in passing on the qualifications of applicants for apprenticeship.**

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

- C. The Committee will cooperate with the Apprenticeship Coordinator in his/her responsibilities towards the apprentice.**
- D. The Committee will determine the apprentice's progress in manipulative skills and technical knowledge, through examination of their records, and by tests or examinations, which may, on occasion, be deemed advisable or necessary.**
- E. The Committee will assist apprentices in all matters pertaining to their employment as apprentices and in such other personnel matters as the apprentice may bring before them.**
- F. The Committee will cooperate with supervisors, managers, human resources, and school in maintaining discipline among apprentices and ensuring their progress.**
- G. The Committee will cooperate with the related training school in the preparation, presentation, and revision of related instructional matter.**
- H. The Apprenticeship Coordinator will provide annual reports covering the work of the Apprenticeship Committee to the Company, the Union, and the Washington State Apprenticeship and Training Council as requested.**

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

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

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:**

Disciplinary actions:

A. Unsatisfactory Progression

A time assessed when the apprentice's progress is not satisfactory.

- (1) The apprentice shall receive a Notice of Unsatisfactory Progression.**
- (2) All Unsatisfactory Progressions will require the apprentice to attend the next regular IAM/Boeing JAC meeting to develop an Individualized Recovery Plan.**
- (3) During an Unsatisfactory Progression, the apprentice will continue to attend and maintain satisfactory Related Supplemental Instruction progress.**
- (4) During an Unsatisfactory Progression, work hours (OJT) shall not be credited towards the apprenticeship program.**
- (5) During an Unsatisfactory Progression, the apprentice shall continue to report for work, be compensated at his or her current wage rate, and shall be designated work assignments that are equal to or below the current wage rate.**
- (6) An Unsatisfactory Progression will end when the identified deficiencies have been corrected.**

B. Disciplinary Probation

A Time assessed when the apprentice's progress continues to remain unsatisfactory, or the apprentice's conduct is unacceptable.

- (1) The apprentice shall receive a 20-Day Notice of intention of disciplinary action per Section X.C. of these Standards.**
- (2) All Disciplinary Probation will require the apprentice to attend the next regular IAM/Boeing JAC meeting to review their status.**
- (3) During a Disciplinary Probation, the apprentice will continue to attend and maintain satisfactory Related Supplemental Instruction progress.**

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

- (4) During Disciplinary Probation, work hours (OJT) shall not be credited towards the apprenticeship program.**
- (5) During Disciplinary Probation, the apprentice shall continue to report for work, be compensated at his or her current wage rate, and shall be designated work assignments that are equal to or below the current wage rate.**
- (6) A third disciplinary probation may alone be reason to cancel the Apprenticeship Agreement.**
- (7) A disciplinary Probation will end when the identified deficiencies have been corrected.**

C. Suspension

A temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement.

D. Cancellation

Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor.

E. Definitions

- (1) Unacceptable Conduct: Conduct deemed unacceptable and/or not compatible with the Apprenticeship Program, by the I/AM Boeing Apprenticeship Committee. This may include non-authorized possession or use of IAM/Boeing Apprenticeship RSI tests or answer sheets or dishonesty, including cheating on, forgery and/or falsification of apprenticeship documents, tests, lessons and log sheets.**
- (2) Unsatisfactory Progress – RSI: Receiving less than minimum hours or lessons status (defined as 9 or more lessons deficient and/or 8 or more hours deficient); multiple test failures defined as two consecutive failures of a test; a third consecutive failure of a test.**
- (3) Unsatisfactory Progress – Work Performance: Two consecutive monthly grades of less than three (3) or a monthly grade of (1).**

C. Apprentice Complaint Procedures:

- 1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).**
- 2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.**
- 3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.**

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

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

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

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

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

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

B. Program Operations:

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

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

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

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)

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

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

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

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

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.

3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

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

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:
 - a. Quorum: **Four (4) members of the Committee, two (2) from the union and two (2) from management shall be a quorum for the transaction of business. Each party shall have the right to cast the full vote of its membership and it shall be conducted as though all were present and voting.**
 - b. Program type administered by the committee: **INDIVIDUAL JOINT**

When in any year, the Chairman of the Committee is a representative of management, then the Secretary shall be a representative of labor. The following year, the Chairmanship shall be held by a labor representative.

- c. The employer representatives shall be:

**Gary Lundquist, Chair
The Boeing Company
PO Box 3707, MC 5L-AF
Seattle, WA 98124-2207**

**Shelley Wilson
The Boeing Company
PO Box 3707, MC 5C-AL
Seattle, WA 98124-2207**

**Frederick W. Bell
The Boeing Company
PO Box 3707, MC 5A-AW
Seattle, WA 98124-2207**

IAM/BOEING JOINT APPRENTICESHIP COMMITTEE

- d. The employee representatives shall be:

**Raymond Miller, Secretary
The Boeing Company
PO Box 3707, MC 5L-AF
Seattle, WA 98124-2207**

**Gary Kiehl
The Boeing Company
PO Box 3707, MC 5C-04
Seattle, WA 98124-2207**

**Heather Barstow
The Boeing Company
PO Box 3707, MC 5M-202
Seattle, WA 98124-2207**

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.

**Tonja Carrier
PO Box 3707, MC 5-M-202
Seattle, WA 98124-2207**