



STATE OF NEW YORK
DEPARTMENT OF LABOR

Received
Apprenticeship Unit

JUN 18 2018

ROCHESTER

APPENDIX A

TOOLMAKER
D.O.T. CODE 601.280-042
O*NET CODE 51-4111.00

As Revised for RTMA, The Rochester Technology and Manufacturing Association

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

This training outline is for a general, all-round Toolmaker. For specialties, such as Toolmaker (Gear Cutter), a Work Process Revision must be requested.

WORK PROCESSES

Approximate Hours*
1000

- A. Toolmaking and Workplace Fundamentals
1. Safety and Health
 - a. Lock-Out/Tag-Out
 - b. Personal Protective Equipment (PPE)
 - c. Handling Hazardous Materials (if applicable)
 2. Materials
 - a. Types and applications of various raw materials
 - b. Identification of metal stock
 - c. Methods of testing metal stock
 - d. Heat treating ferrous and non-ferrous metals
 - e. Metal plating
 - f. Metal coating
 - g. Plastics
 3. Tools
 - a. Safety precautions
 - b. Names and uses of hand and machine tools, jigs, fixtures
 - c. Names and use of measuring instruments
 - d. Care and cleaning of tools and instruments
 - e. Selection and application of tools

EFFECTIVE
APPRENTICE TRAINING

JUN 11 2018

CENTRAL OFFICE

Received
Apprenticeship Unit
JUN 18 2018
ROCHESTER

3. Layout
 - a. Studying blueprints, sketches, or tool description
 - b. Planning sequence of operations
 - c. Measuring, marking and scribing stock
 4. Bench Work
 - a. Filing, using abrasive cloths, deburring
 - b. Lapping, tapping, threading
 - c. Assembling parts
 - d. Verifying dimensions and alignment using instruments such as micrometer, height gauge, gauge blocks
 - e. Selecting and applying lubricants
 5. Process Adjustment and Improvement
 - a. Trace defects
 - b. Troubleshoot and problem solve
 - c. Use Statistical Process Control (SPC)
 6. Quality Assurance/Inspection
- B. Saws 100
1. Selecting cutting blade
 2. Clamping stock
 3. Selecting proper speed
 4. Operation
 5. Care and cleaning of tools
- C. Drills 200
1. Various types of drill presses
 2. Tapping, reaming, lapping, counterboring, countersinking and honing
 3. Grinding drills
 4. Selecting proper speeds and feeds
 5. Selecting and applying lubricants
 6. Care and cleaning of machine; checking oil levels (optional)**
- D. Turning 2000
1. Centering, facing, straight turning, shoulder turning, taper turning, threading, knurling, chuckwork (drilling, boring, reaming, finishing, chuck and face plate turning),

EFFECTIVE
APPRENTICE TRAINING

JUN 11 2018

CENTRAL OFFICE

steady rest and follow rest, offset tailstock and compound, recessing, filing, lapping, polishing, form turning, tapping, tools and centers.

2. Understand tool and work offsets
3. Select proper tools, speeds and feeds
4. Understand conversational programming
5. Selecting and applying lubricants
6. Care and cleaning of machine

E. Milling

2000

1. Selecting cutters
2. Holding work by various methods (vice, clamps, dividing head, circular table)
3. Rough milling, plain or slab milling, surface milling
4. Sawing, boring, flycutter milling, using slotting attachment and vertical head, keyway cutting, slotting, gang milling, form milling, taper and face milling, internal milling, radius cutting
5. Spline milling, rack cutting, cutter milling, gear cutting (optional)**
6. Milling to irregular laid out line
7. Understand tool and work offsets
8. Selecting proper tools, speeds and feeds
9. Understand conversational programming
10. Selecting and applying lubricants
11. Care and cleaning of machine

F. Surface Grinder

300

1. Selecting grinding wheels
2. Mounting wheels
3. Magnetic chuck
4. Dressing wheels
5. Holding work by various methods
6. Plain or surface grinding, angle grinding, form grinding, dovetail grinding, squaring
7. Selecting proper speeds and feeds
8. Care and cleaning of machine

Received
Apprenticeship Unit
JUN 18 2018
ROCHESTER

G. Universal Grinder, Cylindrical Grinder, Cutter Grinder
Electrical Discharge Machining (EDM) (Optional)**

300

1. Selecting, mounting, and dressing wheels, balancing wheels

EFFECTIVE
APPRENTICE TRAINING
JUN 11 2018
CENTRAL OFFICE

2. Setting up attachments
3. Setting up for clearance and cutting angles
4. Selecting proper speeds and feeds
5. Straight, taper, angle, face, form, I.D. and tool grinding
6. Grinding plain, spiral and end mills, reamers, form cutters and drills.
7. Care and cleaning of machines

H. Advanced Toolmaking

2100

1. Design and build simple jigs and fixtures
2. Build tools, jigs, and fixtures, from engineering drawings/specifications
3. Plan, organize, and schedule resources required to complete assigned work

Total Hours 8000

*The hours listed are over the whole term of the Apprenticeship; they are not necessarily continuous in nature.

**If optional Work Processes are not selected, the hours should be devoted to further mastery of required Work Processes.

Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <http://www.labor.state.ny.us/workerprotection/publicwork/PDFs/Article8FAQS.pdf>

EFFECTIVE
APPRENTICE TRAINING

JUN 11 2018

CENTRAL OFFICE
Received
Apprenticeship Unit

JUN 18 2018

ROCHESTER

APPENDIX B
TOOL MAKER
RELATED INSTRUCTION

Safety

- Personal Protective Equipment
- Fundamentals of Trade Safety, including OSHA standards
- Hazardous Materials
- First Aid (minimum 6.5 hours every 3 years)

Blueprint Reading and Drawing

- Elementary Blueprint Reading and Shop Drawing
- Advanced Blueprint Reading and Shop Drawing
- Geometric Dimensioning and Tolerancing (GD&T)
- Fundamentals of C.A.D. (optional)

Mathematics

- Fundamentals (algebra, geometry, trigonometry)
- Applications to the Trade
- Precision Measurement

Industrial and Labor Relations (20 hours)

- History and Background (6 hours, 1st year)
- Current Laws and Practices (14 hours, 2nd year)

Sexual Harassment Prevention Training (minimum 3 hours)

Trade Theory and Science (Courses to be selected from the following topics)

- Practical Metallurgy
- Tools and Machines
- Layout
- Production Processes
- Tool Design
- Jig and Fixture Design
- Gauge Design
- Introduction to CNC Programming
- Fundamentals of Mechanics (including stresses and loads)
- Welding
- Heat Treatment
- Metal Plating
- Statistical Process Control

Other Related Courses, as necessary

A minimum of 144 hours of Related Instruction are required for each Apprentice for each year.
(Additional Related Instruction may be required by an individual sponsor.)

Received
Apprenticeship Unit

JUN 18 2018

ROCHESTER

EFFECTIVE
APPRENTICE TRAINING

JUN 11 2018

CENTRAL OFFICE

