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## Essential Skills and Apprenticeship

# Essential Skills for Success as a Sheet Metal Worker

Sheet metal workers use Essential Skills to complete trade-related tasks. Use this fact sheet to:

- learn how Essential Skills are used on the job;
- find out the skills you need to succeed in your trade; and
- help prepare yourself for your career.



Sheet Metal Worker

## Reading



- Read comments on scale drawings, such as modifications to the design.
- Read instructions and warnings on equipment labels to understand the safe operation of equipment.
- Read memos and bulletins, such as explanations of changes to work processes.
- Read product brochures and articles in trade magazines for information about industry practices and new equipment and tools.
- Read and understand equipment manuals.

## Document Use



- Find information on labels and signs, such as hazardous materials symbols on containers of solvent.
- Complete entry forms such as work orders, parts requisitions, timesheets and inspection checklists.
- Locate data in lists and tables, such as part numbers, descriptions and dimensions.
- Study technical drawings to locate data and identify the placement of parts, such as thermostats or plumbing fixtures.





