Inside Apprentice Monthly Work Report

(Due in the JATC Office by the Date Established by the JATC)

44708

For optimum accuracy print in ink. Use capital letters or numbers and avoid contact with the edge of the box. The following will serve as an example.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Apprentice SS Numb. ☐☐☐ – ☐☐ – ☐☐☐☐

Date Report Submitted ☐☐ / ☐☐ / ☐☐☐☐

Last Name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

First Name ☐☐☐☐☐☐☐☐☐☐☐☐ **M.I.** ☐

Last Day of THIS Report Period ☐☐ / ☐☐ / ☐☐☐☐

Period ☐☐☐ **Employer** ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Enter the Number of Actual Clock Hours (Including Overtime) for Each Category Worked This Month. LEAVE OFF Insignificant ZEROS.

Project Layout and Planning - Reading & interpreting blueprints & Specifications / Coordination between crafts, engineers & architects / Layout feeders, risers & branch circuits.

Underground Installations - Trenching & ditch digging / Direct burial / Installing PVC rigid conduit / Installing grounding electrode systems.

Thinwall Conduit Raceway Systems - Fastening & supporting devices / Conduit fabrication / Installation of conduit, fittings & boxes.

Rigid Conduit Raceway Systems - Fastening & supporting devices / Bender setup / Conduit fabrication / Installation of conduit, fittings & boxes.

Installing Services - Mounting devices / Installing circuit breakers & fuses / Terminations.

Floor Duct Installation - Transit-grade establishment / Installing duct & fittings / Core drilling & outlet installation.

Motor Control Center Installation - Rigging & mounting / Terminating feeders, branch circuits & control wiring.

Installing, Splicing & Terminating Wires & Cables - Establishing temporary power / Feeders & branch circuits / Control wiring / Splices, taps & terminations.

Cable Tray Installation - Fabrication / Installing support devices / Installing cable tray & covers.

Lighting System Installation - Installing outlet boxes & conductors / Installing fixtures / Installing control devices.

Testing & Troubleshooting Feeders, Motors & Branch Circuits - Checkout circuit continuity / Identifying fault current to ground / Meggering & hi-potting / Certifying system operation / Repair & maintenance / Ground verification.

Fire Alarm Installation - Blueprint & specification interpretation / Layout & circuit installation / Control panel & device installation / Programming & testing.

Motor Installation - Rigging & setting / Alignment / Circuiting & terminations / Testing.

Control System Installation - Blueprint & specification interpretation / Layout & circuit installation / Distributed control.

Installing & Programming Programmable Logic Controllers - Module installation / Control wiring & devices / Programming.

Installing Instrumentation & Process Control Systems - Blueprint & specification interpretation / Layout installation / Calibration.

Security System Installation - Blueprint & specification interpretation / Layout / Box & circuit installation / Terminations & testing.

Installing Sound & Communications Systems - Blueprint & specification interpretation / Layout / Conduit & box installation / Installing panels & network devices / Circuit installation / Terminations & testing.

Installing & Terminating Transformers - Rigging & mounting / Primary & secondary terminations / Testing & troubleshooting.

Installing Fiber Optic Cable - Equipment layout / Installing cable / Polishing & terminating / Testing & verifying.

Welding & Brazing - Machine setup / Fabrication / Welding, grinding & finishing.

Service & Troubleshooting - Testing, analysis & repair of: motors, transformers, electrical devices, electronic devices, magnetic devices, lighting & power circuits, equipment & machinery, control circuits & devices.

Material Handling & Pre-Fabrication - Material-equipment awareness / Fabricating for field installation.

Other Specializes Area - Briefly describe: _____

_____

☐☐☐ Total number of hours you worked this month.

☐☐☐ Of the total number of work hours that were available to you, indicate the number of hours you DID NOT work.

Indicate below the reason(s) and number of hours for absenteeism. Show hours for ALL that apply:

☐☐☐ Illness, Medical or Injury   ☐☐☐ Personal   ☐☐☐ Scheduled Vacation

_____ APPRENTICE SIGNATURE   ___ DATE   _____ JOURNEYMAN SIGNATURE   ___ DATE

NOTE: The apprentice must complete the blue (front) portion of this form and return it to the JATC. In addition, after removing the blue copy, the apprentice must fill in the Social Security Number on the back of the white form. The white (back) portion of the form is given to the journeyman for completion.