Inside Apprentice Monthly Work Report

(Due in the JATC Office by the 1st of the following month, late after the 10th)

Last Name

First Name M.I.

Last Day of THIS Report Period / /

Progression Period

Employer

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

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

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

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

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

E. Installing Services - Mounting devices / Installing circuit breakers and fuses / Terminations

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

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

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

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

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

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

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

Total number of hours you worked this month

M. Motor Installation - Rigging and setting / Alignment / Circuiting and terminations / Testing

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

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

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

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

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

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

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

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

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

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

X. Other Specialized Area - (Briefly describe)

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's Signature Date

Journeyman's Printed Name IBEW Card Number

Current Telephone Number

Journeyman's Signature Date

Date Received

For Office Use Only

This Form Must Be Completed by the APPRENTICE