



40204

# Inside Apprentice Monthly Work Report

(Due in the JATC Office by the 10th of every Month)

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

Date Report Received  /  /

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.

- |                      |  |                      |  |
|----------------------|--|----------------------|--|
| <input type="text"/> | <b>Project Layout and Planning</b> - Reading & interpreting blueprints and specifications / Coordination between crafts, engineers & architects / Layout feeders, risers & branch circuits   | <input type="text"/> | <b>Motor Installation</b> - Rigging and setting / Alignment / Circuiting and terminations / Testing  |
| <input type="text"/> | <b>Underground Installations</b> - Trenching and ditch digging / Direct burial / Installing PVC rigid conduit/ Installing grounding electrode systems  | <input type="text"/> | <b>Control System Installation</b> - Blueprint & specification interpretation / Layout & circuit installation / Distributed control  |
| <input type="text"/> | <b>Thinwall Conduit Raceway Systems</b> - Fastening & supporting devices / Conduit fabrication / Installation of conduit, fittings & boxes   | <input type="text"/> | <b>Installing &amp; Programming Programmable Logic Controllers</b> - Module installation / Control wiring and devices / Programming  |
| <input type="text"/> | <b>Rigid Conduit Raceway Systems</b> - Fastening & supporting devices / Bender setup / Conduit fabrication / Installation of conduit, fittings and boxes   | <input type="text"/> | <b>Installing Instrumentation &amp; Process Control Systems</b> - Blueprint & specification interpretation / Layout & installation / Calibration   |
| <input type="text"/> | <b>Installing Services</b> - Mounting devices / Installing circuit breakers and fuses / Terminations   | <input type="text"/> | <b>Security System Installation</b> - Blueprint & specification interpretation / Layout / Box & circuit installation / Terminations & testing  |
| <input type="text"/> | <b>Floor Duct Installation</b> - Transit-grade establishment / installing duct & fittings / Core drilling and outlet installation  | <input type="text"/> | <b>Installing Sound &amp; Communications Systems</b> - Blueprint & specification interpretation / Layout / Conduit & box installation / Installing panels & network devices / Circuit installation / Terminations & testing        |
| <input type="text"/> | <b>Motor Control Center Installation</b> - Rigging & mounting / Terminating feeders, branch circuits & control wiring  | <input type="text"/> | <b>Installing &amp; Terminating Transformers</b> - Rigging & Mounting / Primary & secondary terminations / Testing & troubleshooting   |
| <input type="text"/> | <b>Installing, Splicing &amp; Terminating Wires &amp; Cables</b> - Establishing temporary power / Feeders & branch circuits / Control wiring / Splices, taps & terminations  | <input type="text"/> | <b>Installing Fiber Optic Cable</b> - Equipment layout / Installing cable / Polishing & terminating / Testing & verifying  |
| <input type="text"/> | <b>Cable Tray Installation</b> - Fabrication / Installing support devices / Installing cable tray and covers   | <input type="text"/> | <b>Welding &amp; Brazing</b> - Machine setup / Fabrication / Welding, grinding & finishing   |
| <input type="text"/> | <b>Lighting System Installation</b> - Installing outlet boxes & conductors / Installing fixtures / Installing control devices  | <input type="text"/> | <b>Service &amp; Troubleshooting</b> - Testing, analysis & repair of: motors, transformers, electrical devices, electronic devices, magnetic devices, lighting & power circuits, equipment & machinery, control circuits & devices |
| <input type="text"/> | <b>Testing &amp; Troubleshooting Feeders, Motors &amp; Branch Circuits</b> - Checkout circuit continuity / Identifying fault current to ground / Meggering and hi-potting / Certifying system operation / Repair & maintenance / Ground verification | <input type="text"/> | <b>Material handling &amp; Pre-Fabrication</b> - Material-equipment awareness / Fabricating for field installation   |
| <input type="text"/> | <b>Fire Alarm Installation</b> - Blueprint & specification interpretation / Layout & circuit installation / Control panel & device installation / Programming & testing  | <input type="text"/> | <b>Other Specialized Area</b> - (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

Journeyman's Printed Name \_\_\_\_\_ IBEW Card Number \_\_\_\_\_

Apprentice's Signature \_\_\_\_\_ Date \_\_\_\_\_

Journeyman's Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: The Apprentice must complete the front portion of this form and return it to the JATC. After removing the top copy, the Apprentice must fill in the Identification (ID) Number on the back of the white card form. The white card portion of the form is given to the Journeyman for completion. Apprentice must return completed white card to the JATC.



**This Form Must Be Completed by the APPRENTICE**



Draft

# Journeyman Inside Wireman's Evaluation of Apprentice

- This side is to be filled out in INK by the Journeyman the Apprentice is working with.
- Journeyman is to review the evaluation with the Apprentice.
- Apprentice MUST sign and return the evaluation to the JATC by the date established.

How long has this apprentice been working with you?

MONTHS

DAYS

COMPLETELY Fill in the Ovals that Best Describe this Apprentice. PLEASE Give Us YOUR Comments

## INITIATIVE

- Room for Improvement
- Average
- Helps Keep Job Moving

## ATTITUDE

- Resentful - Uncooperative
- Acceptable
- Cooperative - Helpful and Alert

## TARDINESS

- Frequently Late
- Seldom Late
- Never Late

## ATTENDANCE

- Frequently Off Work
- Seldom Off Work
- Never Off Work

## ATTIRE

- Wears Proper Work Clothes
- Does NOT Dress for the Job

## MECHANICAL APTITUDE

- Very Little
- Average
- Very High

## RESPONSIBILITY

- Unconcerned - Lackadaisical
- Acceptable
- Very Dependable

## ACCURACY

- Makes Many Careless Errors
- Average
- Does It Right

## COMMUNICATIONS SKILLS

- (Understanding Verbal Instructions)
- Does NOT Easily Understand
  - Average
  - Almost Always Understands

## SAFETY RULES

- Disregards Rules
- Average
- Very Safety Conscious

## USE OF WORKING TIME

- Frequently Loafs
- Fair
- Always Stays Busy

## APPEARANCE/HYGIENE

- Poor - Needs Attention
- Acceptable
- Always Neat and Presentable

## TOOLS

- Has Proper, Well-Maintained Tools
- Lacks Proper Tools

Shortcomings Should Be immediately Addressed and Discussed with the Apprentice.

Considering Their Time in Apprenticeship, the Apprentices's Knowledge of the Trade Is:

- Unsatisfactory
- Below Average
- Average
- Above Average
- Exceptionally High

Jobsite Location: \_\_\_\_\_

Journeyman Comments: \_\_\_\_\_

I have discussed these comments and this evaluation with the apprentice.

Apprentice's Signature \_\_\_\_\_

Date \_\_\_\_\_

Journeyman's Signature \_\_\_\_\_

Date \_\_\_\_\_

Journeyman's Printed Name \_\_\_\_\_

This Form Must Be Completed and Returned to the JATC

(C)NJATC - S256