

APPRENTICE WORK PROGRESS RECORD

Plastic Process Technician

Name: Rachel Apprentice Apprenticeship Registration Number: 012345
 Month: January Year: 2019 Employer: Matson Empire, Inc.

Hours Brought Forward	WORK CODES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Hours This Month	Total Hours
	PT - 1 (600 hrs)	2								2						2									4			4				2		
	PT - 2 (600 hrs)	6	3	3									2	2										2	4			4	3	3	3			
	PT - 3 (600 hrs)		1	3						1	4					2	8							1					3		2			
	PT - 4 (600 hrs)		1	2				8		3					6	5															2			
	PT - 5 (100 hrs)		3								4	4		8																2	2			
	PT - 6 (600 hrs)								1							2																		
	PT - 7 (120 hrs)								2	2		2				2															1	1		
	PT - 8 (3780 hrs)											1																						
	PT - 9 (1000 hrs)								5			1						1															1	
	Totals Hours	8	8	8				8	8	8	8	8			8	8	8	8	8					8	8	8	8	8			8	8	8	8

Apprentice shall submit monthly work progress hours by the fifteenth (15th) day of the following month. Apprentices may not count more than 40 straight hours per week, or 2,080 hours per year, toward the required hours for completion.

Name of Program: Aerospace Joint Apprenticeship Committee (AJAC) #1828 – Plastic Process Technician

Supervisor Signature: S Matson Apprentice Signature: Rachel Apprentice Wage Rate: \$20.00

INSTRUCTIONS FOR APPRENTICE WORK PROGRESS RECORD

This is the permanent record of your apprenticeship. Make the entries in ink and have your supervisor sign each month's report. **The original should be kept for your records and the monthly total hours recorded electronically through the AJAC Apprentice Tracking System (ATS).** <http://ats.ajactraining.org>. We recommend that you start a binder to keep these hard copy record sheets. The worksheet is the work record for one month. Each column represents one day. Mark the number of hours worked on each day on the row that lists the skill from the apprenticeship standards. Total the hours you worked each day on each row and record that number in the column titled "Hours this month". Report the total in the ATS.

The hours from your work progress record are due at AJAC by the 15th of the month following the month you just completed (i.e. hours worked in January are due by February 15th). Failure to report hours by the 15th of the month may result in loss of hours and other disciplinary action. **Apprentices may not count more than 40 straight hours per week, or 2,080 hours per year, toward the required hours for completion.**

Work Processes:

PT-1. MOLD SETTING: Mold piping, controls, chiller connections, Mokon connections, mold handling, machine mold height adjust, knock out connection, squaring, low pressure adjust, close and open speed adjust, conveyor belt setup, drill press and router setup, accessory air setup, hydraulic KO setup, mold storage procedure, fixture accessory storage

PT-2. MATERIAL HANDLING: Cross contamination elimination procedures, bulk material, silo maintenance, dryer cleaning & daily maintenance, distribution system troubleshooting, central vacuum, vacuum loader, dryer, grinder repair and regrind handling, material mixing/blending, material storage & inventory, incoming material testing

PT-3. MOLDING MACHINE MAINTENANCE: Simple maintenance – grease, lube, & cleaning, hydraulic troubleshooting & adjustment, electrical troubleshooting & adjustment, mechanical troubleshooting & adjustment, heater band control & basic repair, fluid temperature controller adjustment & repair, accessory equipment hookup, central water system startup & basic repair, chiller system startup recharge & shutdown, central air system startup & shutdown, sprinkler system review

PT-4. TOOL MAINTENANCE: Cleaning and daily maintenance of tools, mold disassembly, cleaning, light polishing & storing of molds, KO pin & stripper bolt replacement, mold damage analysis, mold assembly, mold leak testing, mold jiffy shot testing, mold repair techniques, mold welding, plating, and mold measuring gauging

PT-5. SAFETY: Machine safety settings, OSHA regulation review, Safety equipment

PT-6. QUALITY: Quality department operation, product specifications, measuring instruments & tools, AQL procedures

PT-7. ASSEMBLY EQUIPMENT OPERATION: Ultrasonic welding, secondary operations

PT-8. PROCESS TECHNOLOGY (MOLDING): Operation standard runner molds, hot runner molds, mud molds, manifold molds, stack molds, valve gated molds, startup procedures, troubleshooting procedures, mold evaluations, design troubleshooting, shutdown procedures, cleaning & care of molds, process control procedures, process control equipment, material evaluations, setting standard production cycles, various machine adjustments, new mold startup

PT-9. PROCESS IMPROVEMENT TECHNIQUES: Lean Process Improvement, Enterprise Resource Planning (ERP) Systems, personnel procedures, production control recording, engineering changes, efficiency calculations, cost calculations, labor loading, and company part numbering & print numbering systems.