

APPRENTICE WORK PROGRESS RECORD

CNC Programmer

Name: _____

Apprentice Registration Number: _____

Year: _____

Employer: _____

Hours Brought Forward	WORK CODES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
	C-1 (2,100 Hours) Establish MFG Process												
	C-2 (1,050 Hours) Develop Tooling												
	C-3 (1,500 Hours) Create CNC/NC Code												
	C-4 (550 Hours) Verify Numeric Code												
	C-5 (300 Hours) Set-Up Documentation												
	C-6 (300 Hours) Manage MFG Data												
	C-7 (200 Hours) Customer Service												
	Total Hours												
	Wage Rate	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Apprentice Initials												
	Employer Initials												

Apprentice shall submit monthly work progress hours by the fifteenth (15th) day of the following month. **Apprentices may not count more than 184 hours per month toward the required hours for the completion.** Overtime, Sick Leave, and Paid Time Off do not count towards completion of the apprenticeship.

Name of Program: Aerospace Joint Apprenticeship Committee (AJAC) #1828 – CNC Programmer

APPRENTICE WORK PROGRESS RECORD

CNC Programmer

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 year. Each column represents one month. Mark the number of hours worked on each month on the row that lists the skill from the apprenticeship standards. Total the hours you worked each month on each row and record that number in the row titled "Total Hours". 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 184 straight hours per month toward the required hours for completion.**

Work Codes:

C – 1: Establish Manufacturing Process (2,100 Hours): confirm customer requirements, research design specifications, establish 3D data sets, preform risk assessments, define manufacturing sequence, and preform cost analysis for production viability

C – 2: Develop Tooling (1,050 Hours): Develop work-holdings, Develop jigs, create bill of materials, selecting cutting tools, design cutting tools, create set-up documentation

C – 3: Create CNC/NC Code (1,500 Hours): Specify CNC machines tools, Define stock sizes, Create tool lists (tool holder assembly definitions), identify part locations, write operations, simulate tool paths, and create set-up documentation

C – 4: Verify Numeric Code (550 Hours): Proofread code manually, eliminate code crashes, validate accuracy, prevent over travel alarms, validate code syntax, verify (cycle times, tool holder assembly), and archive edits

C – 5: Develop Set-Up Documentation (300 Hours): Identify traceability, publish stock size, create tool list documentation, describe work-holding instructions, identify program zero

C – 6: Manage Manufacturing Data (300 Hours): maintain post progress modifications, maintain archives of CAM source files, maintain process instructions, manage machine tool files, review NC revisions, maintain NC revisions, and update software as needed

C – 7: Provide Customer Service (100 Hours): Create QA fixtures and gauges, gain shop floor feedback for process improvement, provide technical support to all departments, determine cycle times to aid in estimating, consult with internal or external departments, support scheduler