

# APPRENTICE WORK PROGRESS RECORD

## Industrial Manufacturing Technician

Name: Scott Apprentice  
 Year: 2021

Apprentice Registration Number: 55555  
 Employer: Dunder Mifflin Paper Company, Inc.

WORK CODES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<b>MT-1 (800 Hours)</b> Set-Up Production Equip.	180	10	40	25	10	35	10	0	25	15	3	10
<b>MT-2 (1,000 Hours)</b> Operate Production Equip.	0	30	25	5	45	2	25	64	25	5	11	130
<b>MT-3 (600 Hours)</b> Quality Assurance, Inspection & Measurement	0	20	0	40	0	100	50	50	30	50	86	20
<b>MT-4 (200 Hours)</b> Interpret Technical Info	0	100	50	60	75	20	35	20	20	50	40	20
<b>MT-5 (300 Hours)</b> Machine Maintenance	0	20	20	10	5	4	35	10	20	20	0	0
<b>MT-6 (100 Hours)</b> Inventory Materials	0	0	5	20	45	0	25	0	30	20	20	0
<b>Total Hours</b>	180	180	180	180	180	180	180	180	180	180	180	180
<b>Wage Rate</b>	\$15.60	\$15.60	\$15.60	\$15.60	\$15.60	\$15.60	\$16.80	\$16.80	\$16.80	\$16.80	\$16.80	\$16.80
<b>Apprentice Initials</b>	JA											
<b>Employer Initials</b>	GB											

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 – Industrial Manufacturing Technician

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## Industrial Manufacturing Technician

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:

**MT-1. SET-UP PRODUCTION EQUIPMENT:** Plan for and identify set-up requirements. Select tools and materials. Verify safety. Assemble equipment. Perform mechanical set-up according to employer's Standard Operating Procedure manual, and equipment manufacturer's specifications. Test and verify set-up. Adjust set-up as needed to meet product and production specifications. Interpret visual controls accurately. Inspect equipment and components.

**MT-2. OPERATE PRODUCTION EQUIPMENT:** Work according to production schedules to meet job specifications. Operate equipment safely and efficiently. Monitor and inspect products and processes. Monitor and adjust equipment during operations as needed. Document work, work processes and adjustments. Shut down equipment properly. Disassemble equipment and components, if appropriate. Clean up tooling, equipment, and work spaces. Sanitize equipment according to applicable standards.

**MT-3. QUALITY ASSURANCE, INSPECTION AND MEASUREMENT:** Verify product quality following quality work instructions. Report completed work accurately. Perform quality checks. Demonstrate awareness of defects and causes of rework. Monitor the cost of poor quality (including scrap and rework). Apply cost of quality principles to jobs and manufacturing processes. Apply quality training to job duties and work processes. Document all quality tests & understand implications and consequences of documentation. Adhere to customer specific quality requirements. Follow company specific quality guidelines.

**MT-4. INTERPRET TECHNICAL INFORMATION:** Use blueprints, formulas and process control sheets efficiently. Reference project plans and documents by completing an apprenticeship Job Book or checklist of competency completion. Apply job specifications to work processes accurately. Interpret production orders properly. Follow quality specifications accurately.

**MT-5. ROUTINE MACHINE MAINTENANCE:** Inspect equipment. Demonstrate mechanical problem solving abilities. Identify when a machine is not working properly. Apply preventive maintenance practices effectively. Follow general lubrication guidelines. Maintain machine components following manufacturer specifications (if applicable). Follow basic troubleshooting guides. Assist and communicate with maintenance personnel on equipment malfunctions. Demonstrate awareness of basic maintenance concepts.

**MT-6. INVENTORY MATERIALS:** Apply lean manufacturing principles to work processes. Compare inventory flow to roles and responsibilities. Demonstrate awareness of process flows in a manufacturing plant. Identify material management processes. Demonstrate awareness of logistics related to raw materials and customer deliveries. Work with production materials according to work schedules. Apply basic manufacturing equipment operations.