

APPRENTICE WORK PROGRESS RECORD

Plastic Process Technician

Name: Scott Apprentice

Employer: Dunder Mifflin Paper Company, Inc.

Year: 2023

Employer Signature: Michael Scott

WORK CODES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
PT-01 (700 Hours) Mold Setting & Process Start Up	10	15	60	10	20	10	0	10	15	40	10	0
PT-02 (600 Hours) Material Handling	15	0	5	5	0	0	0	10	20	20	20	0
PT-03 (300 Hours) Molding Machine Maintenance	10	0	0	30	10	25	4	0	0	0	0	0
PT-04 (300 Hours) Tool Maintenance	10	5	0	0	0	0	0	0	0	0	40	0
PT-05 (100 Hours) Safety	10	30	0	0	0	0	0	5	40	0	0	20
PT-06 (500 Hours) Quality Systems & Inspection	10	5	5	10	0	50	0	40	0	4	14	10
PT-07 (500 Hours) Assembly Equipment Operation & Bench Work	10	15	60	0	20	10	30	10	15	40	0	50
PT-08 (3,000 Hours) Process Development & Documentation (Molding)	100	90	54	115	130	80	150	100	90	80	90	100
Total Hours	175	160	184	170	180	175	184	175	180	184	184	180
Wage Rate	\$20.50	\$20.50	\$20.50	\$20.50	\$20.50	\$20.50	\$20.50	\$20.50	\$20.50	\$20.50	\$20.50	\$20.50
Apprentice Initials	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA
Employer Initials	GB	GB	GB	GB	GB	GB	GB	GB	GB	GB	GB	GB

Apprentice shall submit monthly work progress hours by the 20th 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.

APPRENTICE WORK PROGRESS RECORD

Plastic Process 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>.**

The hours from your work progress record are due at AJAC by the 20th of the month following the month you just completed (i.e. hours worked in January are reported between February 1st – 20th). Failure to report hours by the 20th 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:

- **PT-01: Mold Setting & Process Start Up (700 Hours)** 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-02: Material Handling (600 Hours)** 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-03: Molding Machine Maintenance (300 Hours)** 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-04: Tool Maintenance (300 Hours)** 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-05: Safety (100 Hours)** Machine safety settings, OSHA regulation review, Safety equipment
- **PT-06: Quality Systems & Inspection (500 Hours)** Quality department operation, product specifications, measuring instruments & tools, AQL procedures
- **PT-07: Assembly Equipment Operation & Bench Work (500 Hours)** Ultrasonic welding, secondary operations
- **PT-08: Process Development & Documentation (Molding) (3,000 Hours)** 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