

APPRENTICE WORK PROGRESS RECORD

Operations Specialist

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
OS-01 (1,000 Hours) Monitors and builds daily production goals	180	50	0	10	100	60	100	40	160	25	0	0
OS-02 (800 Hours) Conducts continuous improvement meetings and projects	0	50	0	10	0	60	30	40	20	25	45	180
OS-03 (600 Hours) Directs and aids line production staff in daily tasks	0	50	75	10	80	15	30	40	0	50	27	0
OS-04 (300 Hours) Performs operational trainings on production equipment	0	30	75	150	0	15	20	40	0	80	9	0
OS-05 (300 Hours) Supports internal and external quality assurance programs	0	0	30	0	0	30	0	20	0	0	102	0
Total Hours	180	180	180	180	180	180	180	180	180	180	180	180
Wage Rate	\$15.60	\$15.60	\$15.60	\$15.60	\$15.60	\$15.60	\$16.80	\$16.80	\$16.80	\$16.80	\$16.80	\$16.80
Apprentice Initials	JA	JA	JA	JA	JA	JA	JA	JA	JA	JA	JA	JA
Employer Initials	GB	GB	GB	GB	GB	GB	GB	GB	GB	GB	GB	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 Logistics & Operations Apprenticeship Committee (AJAC) #2254 – Operations Specialist

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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:

OS – 1: Monitors and builds daily production goals (1,000 Hours)

- Assist operations manager in planning, organizing and coordinates functions relating to the flow of the production floor. Looks at daily outcomes and goals through ERP or other internal systems and makes recommendations on how to run the cell or line in daily production staff. Uses internal software systems management, maintain computer systems data, and interpret/generate required reports.

OS – 2: Conducts continuous improvement meetings and projects (800 Hours)

- Provide recommendations and suggestions for improvements in all aspects relating to increasing performance and outcome. Use LEAM & 6Sigma methodology to help cut down on departmental waste or cut work in progress areas down (WIP). Lead and participate in continuous improvement activities, conduct root cause analysis, fishbone, 5 whys, etc. Apply team leadership tools and countermeasures to aid in process improvement. Collect and process customer or internal stakeholder input/reequipments. Identify key metrics for measuring success.

OS – 3: Directs and aids line production staff in daily tasks (600 Hours)

- Helps with line down issues, advocates for fixes and solutions if equipment or lines are struggling. Moves staff around depending on needs and best outcome results. Mentoring, deploying internal/external active listening techniques, creating specific and evolving goals, help to creating culture aligned for success, motivation techniques, conflict resolution, and lead group-think methods to helps keep line staff engaged.
- Coordinates with different manufacturing departments to achieve optimal work production across the board. Troubleshoots staff issues and help resolve interpersonal conflicts with line staff by using conflict resolution skills. Helps plan out scheduling, vacation/sick time,

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coverage of staffing levels depending on workload needs. Managing production relationships with internal/external stakeholders at all levels.

OS – 4: Performs operational trainings on production equipment (300 Hours)

- Helps with the onboarding process including screening and interviewing candidates. Mentors and trains new hires as necessary and ensures line and equipment policies and procedures are followed. Responsible for running stand-up meetings and working with other work groups to keep lines running smoothly. Aids in project management, internal staff support, meeting manufacturing deadlines, problem solving unusual or complex production related problems to help the production lines meet daily, weekly, and yearly goals.

OS – 5: Supports internal and external quality assurance programs (300 Hours)

- Enforces shop health and safety programs. Performs daily safety walks and check to make sure all employees are working safety with proper PPE, machine guarding, aisle clearance, and MSDS and Safety centers are up-to-date. Reports close calls, near misses, or identifies floor danger issues and helps uphold all shop health and safety measures at all times. Ensure quality standards are upheld, and investigate and resolves operational issues. Promotes quality assurance efforts, helps with clarifying job specifications as well as identifying problems and finding solutions. Helps with QA program roll outs or audits.