APPRENTICE WORK PROGRESS RECORD
Logistics Specialist

Name: _____   Employer: _____

Year: _____   Employer Signature: _____

WORK CODES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
LS-01 (1,000 Hours) Inventory & Production Management												
LS-02 (800 Hours) Distribution & Logistics Operations												
LS-03 (800 Hours) Storage & Warehousing Operations												
LS-04 (200 Hours) Internal & External Customer Service												
LS-05 (200 Hours) LEAN/6Sigma Projects												
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 Logistics and Operations Apprenticeship Committee (AJAC) #2244

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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:

LS – 1: Inventory & Production Management (1,000 Hours)

- Maintain different types of product inventory and help maintain financial accounting of inventory. Locate products and inventory, maintain locations, and controls. Assist automated inventory systems scan bar codes, RFID, Kanban, etc. Manage inventory and explain causes of inventory system failures and fix the problems. Uphold and perform warehouse safety checks, forklift safety.

LS – 2: Distribution & Logistics Operations (800 Hours)

- Coordinates distribution operations with vendors, incoming orders, shipping, and receiving materials and supply chain management. Help with new company demands, advancing technology, changing preferences, and unforeseen circumstances and help the company to adapt to new environments. Operates forklifts and other equipment to distribute product and inventory to needed locations.

LS – 3: Directs and aids line production staff in daily tasks (800 Hours)

- Order fulfillment, receiving, storing, and shipping orders. Completes customer orders in a timely manner both internally and externally. Takes in new incoming shipments, receives items, and stores them in the correct locations, environments, and temperatures depending on the materials. Uses inventory management software to keep all things trackable and traceable.

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LS – 4: Internal & External Customer Service (200 Hours)

- Aid all, vendors, shippers, and clients to help meet goals Provide recommendations and suggestions for improvements in all aspects relating to increasing performance and outcome.

LS – 5: LEAN/6Sigma Projects (200 Hours)

- Lead or participates in continuous improvement activities, conduct root cause analysis, fishbone, 5 whys, etc. Apply team leadership tools and countermeasures to aid in process improvement.