APPRENTICE WORK PROGRESS RECORD

Industrial Machine Operator

Name: _____ Employer: _____

Year: _____ Employer Signature: _____

WORK CODES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
IMO-1 (500 Hours) MFG Basics & Safety												
IMO-2 (1,400 Hours) Equipment Set-Up & Production Processes												
IMO-3 (800 Hours) Quality Assurance												
IMO-4 (300 Hours) Preventative & Predicative Machine Maintenance												
Total Hours												
Wage Rate	$	$	$	$	$	$	$	$	$	$	$	$
Apprentice Initials												
Employer Initials												

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**. Sick Leave and Paid Time Off do not count towards completion of the apprenticeship.

Name of Program: AJAC Production Apprenticeship Committee (#1828) - Industrial Machine Operator

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Industrial Machine Operator

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 20thth of the month following the month you just completed (i.e. hours worked in January are due 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:

- **IMO-1. MANUFACTURING BASICS & SAFETY**: Perform a safety check of the equipment (e.g., emergency stops, guards, and lockout/tagout compliance), adjust machine settings according to specifications (e.g., speed, temperature, pressure), install or mount necessary tooling (e.g., dies, molds, or jigs), load materials or components into the machine. Perform initial calibration of the equipment. Conduct a trial run with scrap or test material to check operation. Run production equipment and load materials as needed to support operations.
- **IMO-2. EQUIPMENT SET-UP & PRODUCTION PROCESSES**: Verify that the equipment is properly set up and ready for operation. Verify product quality and adherence to specifications. Check that required materials, tools, and components are available. Test the equipment for proper alignment and functionality. Power on the equipment and follow startup procedures as per the manufacturer's instructions. Load materials or components into the machine. Monitor equipment for unusual noises, vibrations, or other abnormalities. Monitor machine performance during operation (e.g., temperature, speed, pressure).
- **IMO-3. QUALITY ASSURANCE**: Review work orders, set-up, and production schedules. Record setup parameters for future reference. Log any adjustments or issues encountered during setup. Log production data (e.g., quantities produced, cycle times, downtimes). Document any adjustments, malfunctions, or incidents. Follow setup status and any critical notes that team members left. Perform and record any changes, checks, set-ups, in work orders as directed. Communicate equipment status and production updates to the next shift or team. Ensure all logs and records are complete and accurate. Record materials used and inventory levels. Inventory and pack all parts and materials according to specifications. Inventory and properly store used tools and inspection equipment at the end of the shift/run time.
- **IMO-4. PREVENTATIVE & PREDICATIVE MACHINE MAINTENANCE**: Identify and address minor equipment issues (e.g., clearing jams, resetting alarms). Ensure safety guards and covers are in place and secure. Look for signs of leaks (oil, coolant, hydraulic fluid). Apply the appropriate lubricant to moving parts (follow the manufacturer's guidelines). Check lubricant levels (oil, grease, etc.) and top up if necessary. Remove debris, dust, and chips from the machine's surfaces, especially near moving parts. Clean sensors, gauges, and control panels to ensure they function accurately. Inspect electrical connections or air supply lines. Report major issues to maintenance or supervisory staff. Follow troubleshooting procedures as needed.