

# APPRENTICE WORK PROGRESS RECORD

## Industrial Maintenance Mechanic

NAME: \_\_\_\_\_  
 MONTH: \_\_\_\_\_  
 EMPLOYER: \_\_\_\_\_

APPRENTICE ID NUMBER: \_\_\_\_\_  
 YEAR: \_\_\_\_\_

WORK CODES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Hours This Month	
IM – 1a (250 hrs)																																	
IM – 1b (500 hrs)																																	
IM – 1c (500 hrs)																																	
IM – 1d (250 hrs)																																	
IM – 1e (500 hrs)																																	
IM – 2 (1000 hrs)																																	
IM – 3 (2500 hrs)																																	
IM – 4 (2500 hrs)																																	

NAME OF PROGRAM:  Aerospace Apprenticeship (AJAC) #1828

WAGE RATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ APPRENTICE: \_\_\_\_\_

## 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 month. Each column represents one day. Mark the number of hours worked on each day on the row that lists the skill from the apprenticeship standards. Total the hours you worked each day on each row and record that number in the column titled "Hours this month". Report the total in the ATS.

**The hours from your work progress record are due at AJAC by the 15<sup>th</sup> of the month following the month you just completed** (i.e. hours worked in January are due by February 15<sup>th</sup>). Failure to report hours by the 15<sup>th</sup> of the month may result in loss of hours and additional disciplinary action.

### **Machine Operation:**

**IM – 1a:** drill press, radial drills, and portable drills. 250 hours

**IM – 1b:** engine lathes. 500 hours

**IM – 1c:** milling machines. 500 hours

**IM – 1d:** other machines – ironworker press, key seater, saws, grinders, etc. 250 hours

**IM – 1e:** welding, brazing, and cutting. 500 hours

**IM – 2:** Installation of machinery and equipment: i.e. mechanical, pneumatic and hydraulic systems, rigging, mounting, cable routing, mechanical alignments, etc. 1,000 hours

**IM – 3:** Maintenance of machinery and equipment: i.e. pneumatics and hydraulics, power transmission, preventative maintenance, component rebuilds, documentation, etc. 2,500 hours

**IM – 4:** Repair of machinery and equipment: i.e. diagnostics, troubleshooting, component replacement, documentation, etc. 2,500 hours