

APPRENTICE WORK PROGRESS RECORD

Industrial Maintenance/Automation Technician

Name: _____ Apprenticeship Registration Number: _____

Month: _____ Year: _____ Employer: _____

Hours Brought Forward	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	Total Hours			
	IM – 1a (125 hrs)																																				
	IM – 1b (250 hrs)																																				
	IM – 1c (250 hrs)																																				
	IM – 1d (125 hrs)																																				
	IM – 1e (250 hrs)																																				
	IM – 2 (1000 hrs)																																				
	IM – 3 (2500 hrs)																																				
	IM – 4 (2500 hrs)																																				
	IM – 5 (1000 hrs)																																				
	Totals Hours																																				

Apprentice shall submit monthly work progress hours by the fifteenth (15th) day of the following month. Apprentices may not count more than 40 straight hours per week, or 2,080 hours per year, toward the required hours for completion. Overtime, Sick Leave, and Paid Time Off do not count towards the apprenticeship.

Name of Program: Aerospace Joint Apprenticeship Committee (AJAC) #1828 – Industrial Maintenance/Automation Technician

Supervisor Signature: _____ Apprentice Signature: _____ Wage Rate: \$ _____

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 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 40 straight hours per week, or 2,080 hours per year, toward the required hours for completion.**

Work Processes:

Machine Operation:

IM – 1a: drill press, radial drills, and portable drills. (125 hours)

IM – 1b: engine lathes. (250 hours)

IM – 1c: milling machines. (250 hours)

IM – 1d: other machines – ironworker press, key seater, saws, grinders, etc. (125 hours)

IM – 1e: welding, brazing, and cutting. (250 hours)

IM – 2: Installation of machinery and equipment: i.e. mechanical, pneumatic and hydraulic systems, rigging, mounting, cable routing, mechanical alignments, PLCs, robotic equipment and fluid power systems, etc. (1,000 hours)

IM – 3: Maintenance of machinery and equipment: i.e. pneumatics and hydraulics, power transmission, preventative maintenance, component rebuilds, documentation, PLCs, robotic equipment and fluid power systems, etc. (2,500 hours)

IM – 4: Repair of machinery and equipment: i.e. diagnostics, troubleshooting, component replacement, documentation, PLCs, robotic equipment and fluid power systems, etc. (2,500 hours)

IM – 5: Inspection and bench work (1000 hours)