

# APPRENTICE WORK PROGRESS RECORD

## Precision Metal Fabricator

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	
PM-1 Bench Work																																	
PM-2 Sheet Metal Shop Basics																																	
PM-3 CNC Setup & Operations																																	
PM-4 Punch Press																																	
PM-5 Press Brake																																	
PM-6 Lasers & Cutting Technology																																	
PM-7 Inspection																																	
PM-8 Materials & Properties of Metal																																	
PM-9 CAD/CAM																																	

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 is due to the program specialist 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 will result in

PM-1 Bench Work: Deburring and finishing, sanding, grinding, assembly

PM-2 Sheet Metal Shop Basics: Welding, soldering and brazing, layout, safety, shear, hand tools, drill press, saws, hardware insertion, tooling, shop math, measuring, machine maintenance

PM-3 CNC Setup & Operations: Setup, operations, troubleshooting, maintenance

PM-4 Punch Press: Setup, operations, troubleshooting, maintenance

PM-5 Press Brake: Setup, operations, troubleshooting, maintenance

PM-6 Lasers & Cutting Technology: Setup, operations, troubleshooting, maintenance

PM-7 Inspection: Print reading, GD&T, Inspection tool identification, care and use

PM-8 Materials & Properties of Bending Metal: metallurgy

PM-9 CAD/CAM: troubleshooting and use