

**BOILERMAKER WESTERN STATES APPRENTICE MONTHLY WORK REPORT**

**Address:** PO Box 1386 Page, AZ 86040 • **Fax:** (928) 645-0217 • **Email:** [westernstatesjac@gmail.com](mailto:westernstatesjac@gmail.com)

This report must be filled out by the apprentice **at the end of each month or job, whichever comes first**, for every employer the apprentice worked for in that month. It will then be taken to the foreman (the apprentice **cannot** sign as foreman) to be graded and signed. The apprentice will then send this graded report to the area apprenticeship office within (10) days of the end of the report month. **Reports are due every month regardless if working or not.** If you did not work put a zero in the total hours box. Zero hour reports cannot be filed in advance. **PRINT CLEARLY.**

**MARK THE FOLLOWING FOR REVIEW**

- Pay Increase
- Job Reports/Envelopes
- OJT's/Textbooks  
(fees required)
- Address/Phone # Change

Local #: \_\_\_\_\_ Pay % \_\_\_\_\_ Apprentice Name: \_\_\_\_\_ SS# \_\_\_\_\_

Apprentice Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

Major Process	Work Performed	Hours Worked	Total
Care & Maint. of Tools & Equip	Learning names and uses		
	Care & Maintenance		
	Handing out tools & Inventory		
	Other		
Rigging & Bull Gang	Unloading & Handling		
	Use of hoisting equipment & tackle		
	Moving pieces		
	Other		
General Erection	Steel erection		
	Setting drums & headers		
	Other		
Tube Installation	Entering		
	Setting & Aligning		
	Getting Proper Stock		
	Rolling		
	Testing & Other		
Blueprints & Layout	Use of prints to locate/move		
	Layout		
	Other		
Welding & Burning	Arc welding		
	Heliarc welding		
	Cutting & Gouging		
	Burning		
	Other		
Nuclear Plant	Theory-types		
	Research		
	Problems with atomic energy		
<b>Report for Month/Year:</b> _____		<b>Total Hours</b>	

**THIS SECTION TO BE COMPLETED BY AN IMMEDIATE FOREMAN**

(if laid off please contact Business Manager)

Attendance

# days job operated \_\_\_\_\_ # days job present \_\_\_\_\_  
 # days absent \_\_\_\_\_ # days late \_\_\_\_\_

Apprentice Rating System

E is Excellent **categories to be rated:**  
 G is Good Initiative \_\_\_\_\_  
 A is Average Workmanship \_\_\_\_\_  
 F is Fair Ability to Learn \_\_\_\_\_  
 P is Poor Conduct on the job \_\_\_\_\_  
 U is Unsatisfactory

Employer Remarks

Foreman Print: \_\_\_\_\_  
 Foreman Signature: \_\_\_\_\_  
 Apprentice Signature: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Job Site: \_\_\_\_\_  
 Termination Date: \_\_\_\_\_