

BOILERMAKER WESTERN STATES APPRENTICE MONTHLY WORK REPORT

Address: PO Box 1386 Page, AZ 86040 • **Fax:** (928) 645-0217 • **Email:** 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 and steward (the apprentice **cannot** sign as steward or 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		
Report for Month/Year: _____		Total Hours	

THIS SECTION TO BE COMPLETED BY AN IMMEDIATE FOREMAN & STEWARD

(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: _____
 Steward Signature: _____
 Apprentice Signature: _____
 Company: _____
 Job Site: _____
 Termination Date: _____