Work Report

"WORK REPORT COMPLETION" TRAINING

Work Reports Must be Turned in "Completed"



- Work Reports are to be completed as described.
 - If they are completed as described, they will be stamped "RECEIVED and DATED"

Penalties will apply as stated on the bottom left of the work report. *"WORK REPORTS ARE DUE ON THE 1st OF THE FOLLOWING MONTH. There is a 15 day grace period but divisional pay advancements will be delayed 7 days for every day report is delinquent."*

Work Reports Must be Turned in "Completed" JAN 04 2021

• If Work Reports are NOT completed as described, they will be stamped "INCOMPLETE and DATED."

- If received on your class day, they will be stamped "Incomplete and Dated" and returned to you.
- If received in the mailbox, they will be stamped "Incomplete and Dated" and placed in your class folder.
 - Penalties will apply as stated on the bottom left of the work report if "Incomplete and Dated."

"WORK Reports ARE DUE ON THE 1st OF THE FOLLOWING MONTH. There is a 15-day grace period, but divisional pay advancements will be delayed 7 days for every day report is delinquent."

- Applicable to all apprentices starting with January 2021 Work Reports.
 - Only Exception is, a grace period for all new 1-year students, first 3 work reports.

- A. Project Layout and Planning (400 Hours)
 - Reading and interpreting blueprints and specifications
 - Coordination between crafts, engineers and architects
- Layout feeders, risers and branch circuits
- B. Underground Installations (600 Hours)
 - Trenching and ditch digging
 - Direct Burial
 - Installing PVC/Rigid Conduit
 - Installing grounding electrode systems
- C. Thinwall Conduit Raceway Systems (1500 Hours)
 - Fastening and supporting devices
 - Conduit fabrication
- Installation of conduit, fittings and boxes
- D. Rigid Conduit Raceway Systems (800 Hours)
 - · Fastening and supporting devices
 - ٠ Bender setup
 - Conduit fabrication
 - Installation of conduit, fittings and boxes
- E. Installing Services, Switchboards and Panels (500 Hours)
 - Mounting devices
 - Breaker installation •
- Terminations
- F. Floor Duct Installation (200 Hours)
 - Transit/Grade establishment
 - Installing duct and fittings
 - Core drilling and outlet installation
- G. Motor Control Center Installation (200 Hours)
 - Rigging and mounting
 - Terminating feeders, branch circuits and control wiring
- H. Installing, Splicing & Terminating Wires and Cables
 - Establishing temporary power
 - Feeders and branch circuits
 - Control wiring

(1500 Hours)

- Splices, taps and terminations
- I. Cable Tray Installations (150 Hours)
 - Fabrication
 - Installing support devices
 - Installing cable tray and covers
- J. Lighting Installations (1000 Hours) (MAX)
 - Installing fixtures
 - Control devices
- K. Testing and Troubleshooting (200 Hours)
 - Feeders, Motors and Branch Circuits
 - Checking circuit continuity •
 - Identifying fault current to ground ٠
 - Meggering and Hi Potting

- · Certifying system operation
- Repair and maintenance
- Ground Verification
- L. Fire Alarm Installation (300 Hours)
 - Blueprint and specification interpretation
 - Layout and circuit installation
 - Control panel and device installation
 - Programming and testing
- M. Motor Installation (400 Hours)
 - Rigging and Setting
 - Alignment
 - Circuiting and Terminations
 - Testing
- N. Control System Installation (200 Hours)
 - Blueprint and specification interpretation
 - Layout and circuit installation
 - Distributed control
- O. Installing and Programming (250 Hours)
 - Programmable Logic Controllers
 - Module installation Control wiring and devices
 - Programming
- P. Installing Instrumentation and Process Control Systems (400 Hours)
 - Blueprint and specification interpretation
 - Layout and installations ٠
 - Calibration
- Q. Security, Sound and Fiber (350 Hours)
 - Blueprint and specification interpretation
 - Layout
 - Box and circuit installation
 - Terminations
 - Testing
 - Installing Sound and Communication Systems
 - Blueprint and specification interpretation
 - ٠ Layout
 - Conduit and box installation
 - Installing panels and network devices
 - Circuit installations
 - Terminations and testing
 - Equipment layout
 - Installing cable Polishing and terminating
 - Testing and verifying
- R. Installing and Terminating Transformers (100 Hours)
 - Rigging and mounting
 - Primary and secondary terminations
 - Testing and troubleshooting

Example for an"X" Hot tub or Pools may not always be an "X"

There are still other categories that could be covered such as :

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Handout

Terminations Cable pulling Underground Grounding

- S. Welding and Brazing (50 Hours) Machine setup
 - Fabrication ٠

(400 Hours) (MAX)

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ADDITIONAL CODES

SD - Sick Day

HD – Holidav

ID – Injured

DO - Day Off

VD - Vacation Day

2 - 2 Hrs. Show Up

MA – Medical Appointment

NW – No Work

/ - Sat. & Sun.

CD - Class Day

X - Other

UE – Unemployed

- Welding, grinding and finishing •
- T. Service and Trouble Shooting (300 Hours)

Material/equipment awareness

V. Safety Watch and Tool Crib (300 Hours) (MAX)

Fabricating for field installation

 Testing, analysis and repair of: motors, transformers, electrical devices, electronic devices, magnetic devices, lighting and power circuits, equipment and machinery, control circuits and devices. U. Material Handling and Pre-Fabrication

Inside Work Report Completion Requirements

INSIDE

Handout

Apprentice: Job Location(s):	Inside Wireman Monthly Work Report (Due on the 1 st day of the following month.)	What I Learned on the Job and How it benefited my education:	Apprentice "On-the-Job" Evaluation Instructions: Everyone involved in the apprentice's training should evaluate him/her. (J = Journeyman, F = Foreman, E = Employer) Please rate the apprentice on all 10 factors listed below. Consider each separately. Please rate the apprentice from 1 – 5 on each factor by ei
Phone:	Toledo Electrical Joint Apprenticeship And Training Committee 803 Lime City Road Rossford, OH 43460 419-666-8088		the corresponding number in the box that corresponds to your job Consider the length of time in the program and give your honest eval 1=Poor 2=Below Average 3=Average 4=Above Average 5=Excellent (or Equ *** 3 is grading of performing as expected ***
Employers:	Please be sure to fill the report out <u>COMPLETELY</u>	"X" EXPLANATION NEEDED:	ATTENDANCE J F E EFFICIENCY J F
Period:	1 2 3 4 5 6 7 Wk Total N 8 4 4 6 38 38		J, F, or E Comments
[] Note: Change in Phone	Q 4 4 8 40	**APPRENTICE SHOULD NOT EXCEED NUMBER OF HOURS IN CERTAIN MAX CATEGORIES** PBESS HADD - You are making two apping	ATTITUDE J F E DEPENDABILITY J F
n-The-Job			J, F, or E Comments
Training 1 2 3 4 5 6 7 8 9 lassification 9	10 11 12 13 14 15 16 17 18 19 20 21 22	23 24 25 26 27 28 29 30 31 Monthly Totals Cumulative Hours	INITIATIVE J F E INTEREST J F
			J, F, or E Comments
			COOPERATION J F E SAFETY AND J F & CONDUCT J, F, or E Comments
			ADAPTABILITY J F E QUALITY & J F Ability to learn & ACCURACY
			J, F, or E Comments
			Do You Feel Apprentice Should Be Rotated: Yes Reason:
			Have you reviewed this report with the apprentice?
Veekly Hours Verification Jeek #1 Week #2 Journeyperson Signature Journ	Week #3 Week #4 Pyperson Signature Journeyperson Signature		If "NO", Why not?Yes
how Hours Actually Worked for Week	Weekly Totals	Journeyperson Signature Monthly Total (Actually Worked) Of Possible	How long has this apprentice worked with you?
DTICE: Falsification of a work report will result in termination ogram. The above reflects the actual hours I have worked for the actual hours I have worked for actual hours I have worked for the actual hours I have worked for a termination of the hours I have worked for the	from the Apprentice		
Apprentice Signature	This report was turned are accurate.	* * * Journeyperson's Use Only * * * in to me on To the best of my knowledge the work hours shown DATE	APPRENTICE USE ONLY Do You Seek Rotation:YesNo (Disclaimer: If you wish to submit request for rotation on separate sheet please do so in writing and submit it to JATC with your work report) Reason:
DRK REPORTS ARE DUE ON THE 1 ⁵¹ OF THE FOLLOWING MC t divisional pay advancements will be delayed 7 days for eve Top/White Copy - Au	NTH. There is a 15 day grace period Y day a report is delinquent. prentice to return to JATC • Middle/Yellow Copy - Contractor	Pour respersion signature	Apprentice Initials