

The background of the slide is a photograph of a newspaper. Several white paper boats are placed on the newspaper's surface. One boat in the foreground is orange, while the others are white. The newspaper text is visible but out of focus.

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”

INCOMPLETE

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
 - 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 (1500 Hours)
 - Establishing temporary power
 - Feeders and branch circuits
 - Control wiring
 - 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
 - Meggering and Hi Potting
- L. Fire Alarm Installation (300 Hours)
 - Certifying system operation
 - Repair and maintenance
 - Ground Verification
- M. Motor Installation (400 Hours)
 - Blueprint and specification interpretation
 - Layout and circuit installation
 - Control panel and device installation
 - Programming and testing
- N. Control System Installation (200 Hours)
 - Rigging and Setting
 - Alignment
 - Circuiting and Terminations
 - Testing
- O. Control System Installation (200 Hours)
 - Blueprint and specification interpretation
 - Layout and circuit installation
 - Distributed control
- P. Installing and Programming (250 Hours)
 - Programmable Logic Controllers
 - Module installation
 - Control wiring and devices
 - Programming
- Q. Installing Instrumentation and Process Control Systems (400 Hours)
 - Blueprint and specification interpretation
 - Layout and installations
 - Calibration
- R. 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
 - 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
- S. Welding and Brazing (50 Hours)
 - Rigging and mounting
 - Primary and secondary terminations
 - Testing and troubleshooting
- T. Service and Trouble Shooting (300 Hours)
 - Certifying system operation
 - Repair and maintenance
 - Ground Verification
- U. Material Handling and Pre-Fabrication (400 Hours) (MAX)
 - Machine setup
 - Fabrication
 - Welding, grinding and finishing
- V. Safety Watch and Tool Crib (300 Hours) (MAX)

ADDITIONAL CODES

- SD – Sick Day
- HD – Holiday
- ID – Injured
- DO – Day Off
- VD – Vacation Day
- ② - 2 Hrs. Show Up
- NW – No Work
- MA – Medical Appointment
- / - Sat. & Sun.
- UE – Unemployed
- CD – Class Day
- X - Other

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 :

Terminations
Cable pulling
Underground
Grounding

