



UEJATC Monthly Work Report

(Due in the JATC Office by the 10th of the month)

For optimum accuracy print in ink. Use capital letters or numbers and avoid contact with the edge of the box. The following will serve as an example.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Apprentice SS Number - - Date Report Submitted / /

Lastname

Firstname M.I. Last Day of THIS Report Period / /

Step Employer

Enter the Number of Actual Clock Hours (Including Overtime) for Each Category Worked This Month. LEAVE OFF Insignificant ZEROS.

<input type="text"/>	Project Layout and Planning - Reading & interpreting blueprints and specifications / Coordination between crafts, engineers & architects Layout feeders, risers & branch circuits	<input type="text"/>	Motor Installation - Rigging and setting / Alignment / Circuiting and terminations / Testing
<input type="text"/>	Underground Installations - Trenching and ditch digging / Direct burial / Installing PVC rigid conduit/ Installing grounding electrode systems	<input type="text"/>	Control System Installation - Blueprint & specification interpretation / Layout & circuit installation
<input type="text"/>	Thinwall Conduit Raceway Systems - Fastening & supporting devices / Conduit fabrication / Installation of conduit, fittings & boxes	<input type="text"/>	Installing & Programming Programmable Logic Controllers - Module installation / Control wiring and devices / Programming
<input type="text"/>	Rigid Conduit Raceway Systems - Fastening & supporting devices / Bender setup / Conduit fabrication / Installation of conduit, fittings and boxes	<input type="text"/>	Installing Instrumentation & Process Control Systems - Blueprint & specification interpretation / Layout & Installation / Calibration
<input type="text"/>	Installing Services & Panels - Mounting panels / setting switchgear / Installing circuit breakers and fuses / Terminations	<input type="text"/>	Security System Installation - Blueprint & specification interpretation / Layout / Box & circuit installation / Terminations & testing
<input type="text"/>	MC & AC Cable Systems - Fastening & supporting devices / Installation of cable boxes & fittings	<input type="text"/>	Installing Sound & Communications Systems - Blueprint & specification interpretation / Layout / Conduit & box installation / Installing panels & network devices / Circuit installation / Terminations & testing
<input type="text"/>	Motor Control Center Installation - Rigging & mounting / Terminating feeders, branch circuits & control wiring	<input type="text"/>	Installing & Terminating Transformers - Rigging & Mounting / Primary & secondary terminations / Testing & troubleshooting
<input type="text"/>	Installing, Splicing & Terminating Wires & Cables - Establishing temporary power / Feeders & branch circuits / Control wiring / Splices, taps & terminations	<input type="text"/>	Telecommunication Systems - Equipment layout / Installing cable / Fiber Optic cable / Terminations / Testing & verifying
<input type="text"/>	Cable Tray Installation - Fabrication / Installing support devices / Installing cable tray and covers	<input type="text"/>	Welding & Brazing - Machine setup / Fabrication / Welding, grinding & finishing
<input type="text"/>	Lighting System Installation - Installing outlet boxes & conductors / Installing fixtures / Installing control devices	<input type="text"/>	Service & Troubleshooting - Testing, analysis & repair of: motors, transformers, electrical devices, electronic devices, magnetic devices, lighting & power circuits, equipment & machinery, control circuits & devices
<input type="text"/>	Testing & Troubleshooting Feeders, Motors & Branch Circuits - Checkout circuit continuity / Identifying fault current to ground / Meggering and hi-potting / Certifying system operation / Repair & maintenance / Ground verification	<input type="text"/>	Material handling & Pre-Fabrication - Material-equipment awareness / Fabricating for field installation / Hauling material
<input type="text"/>	Fire Alarm Installation - Blueprint & specification interpretation Layout & circuit installation / Control panel & device installation / Programming & testing	<input type="text"/>	Other Specialized Area - (Briefly describe) _____

Total number of hours you worked this month. Of the total number of work hours that were available to you,
indicate the number of hours you DID NOT work

Indicate below the reason(s) and number of hours for absenteeism. Show hours for ALL that apply:

Illness, Medical or Injury Personal Scheduled Vacation

Apprentice Signature _____ Date _____