Installer/Tech Apprentice Monthly Work Report

30606

(Due in the JATC Office by the Date Established by the JATC)

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 Numb. ___ - ___ - ____ Date Report Submitted __ / __ / ____

Lastname

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

Period Employer

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

___ Project Layout and Planning - Reading & interpreting blueprints and specifications / Jobsite Coordination / Layout telecommunications cabling systems.

___ Security System Installation - Blueprint and specification interpretation / Layout / Device and circuit installation / Terminations / Identifying faults / Verifying system operation.

___ Underground Installations - Trenching and ditch digging / Direct burial / Installing PVC & Rigid conduit/ Connecting grounding electrode systems

___ Installing Communications and Sound Systems - Blueprint and specification interpretation / Layout / Conduit and box installation / Installing Telecommunications panels and network devices / Circuit installation / Termination and testing.

___ Conduit and Raceway Systems - Fastening & support / Fabrication & Installation.

___ Service and Troubleshooting - Testing, analysis and repair of video, voice and data installations / Electronic devices: gateways, routers, NIC cards and other devices as necessary / LAN circuits and Telecommunication devices.

___ Installing, Splicing and Terminating Wires and Cables - Installing Telecommunications Cables / Terminating Telecommunication cables / Installing Telecommunications splices and taps.

___ Material Handling and Prefabrication - Material and equipment awareness / Fabrication of components for field installation.

___ Installing, Testing, Certifying and Troubleshooting LAN Systems - Installing network components / Checking circuit continuity / Identifying faults / Certifying system operation / Performing system repair / Verification of ground integrity.

___ Other Specialized Areas - (including sub-systems such as: communications, entertainment, environmental, life safety, energy management, custom lighting.)

___ Total number of hours 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

Installer/Technician Signature Date

NOTE: The apprentice must complete the green (front) portion of this form and return it to the JATC. In addition, after removing the green copy, the apprentice must fill in the Social Security Number on the back of the white form. The white (back) portion of the form is given to the Journeyman for completion.