

OJT REPORTING FORM FOR NORTH-CENTRAL FLORIDA OPERATING ENGINEERS, APPRENTICESHIP TRAINING PROGRAM

NAME: (Print) _____

TOTAL MONTHLY HOURS: _____

MONTH: _____ **YEAR:** _____

APPRENTICE SIGNATURE: _____

EMPLOYER: _____

OPERATOR: _____

*****Incomplete forms will be returned & not credited until returned corrected*****

JOURNEYMAN REPORTING/SCORING: *This is an important tool in determining the Apprentices' ability, attitude & determination. Please be honest & fair when reporting. Please circle your answers below.*

ATTENDANCE: Is the Apprentice on time for work? Yes No

If late how often does this occur? _____ If late/absent does the Apprentice call? Yes No

<p>The Apprentices attitude towards: The work being performed: 1 2 3 4 The Journeyman: 1 2 3 4 The Foreman: 1 2 3 4 The Contractor: 1 2 3 4</p>	<p>Rate the Apprentice with the scale below: 4- Excellent 3- Good 2- Acceptable 1- Unacceptable</p>	<p>The Apprentice: Has the proper tools: 1 2 3 4 Is obedient to authority: 1 2 3 4 Shows ambition: 1 2 3 4 Is making progress: 1 2 3 4 Is safety conscious: 1 2 3 4</p>
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Week 1	DATE	A	B	C	D	E	F	G
MON								
TUES								
WED								
THRS								
FRI								
SAT								
SUN								
TOTAL	HOURS:							

Week 4	DATE	A	B	C	D	E	F	G
MON								
TUES								
WED								
THRS								
FRI								
SAT								
SUN								
TOTAL	HOURS:							

Week 2	DATE	A	B	C	D	E	F	G
MON								
TUES								
WED								
THRS								
FRI								
SAT								
SUN								
TOTAL	HOURS:							

Week 5	DATE	A	B	C	D	E	F	G
MON								
TUES								
WED								
THRS								
FRI								
SAT								
SUN								
TOTAL	HOURS:							

Week 3	DATE	A	B	C	D	E	F	G
MON								
TUES								
WED								
THRS								
FRI								
SAT								
SUN								
TOTAL	HOURS:							

CODES:
A: Oiling & servicing utilities, pumps, welding machines, air compressors & other equipment.
B: Oiling on revolving equipment, cranes, backhoes.
C: Repairing & mechanical work.
D: Driving over the road on all types of equipment.
E: Operate equipment on rubber cranes cherry pickers, pans, forklifts, end loader, grader, asphalt dist., etc.
F: Operate crawler equipment cranes, dozers, etc.
G: Operate miscellaneous equipment hoists, WellPoint's, etc.