

DATES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
A. Equipment hours																																
B. Equipment hours																																
C. Equipment hours																																
D. Equipment hours																																
E. Equipment hours																																

Last Name		First Name	
Month	Year		

Employer Rating				
A	B	C	D	F

Total Hours Worked	
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Employer Name	
Apprentice Signature	Employer Signature

LUBRICATION TECHNICIAN BRANCH

Category A: Preventative maintenance; greasing, fluid checks, problem notation
Category B: Engines/power trains; fluid check and change
Category C: Hydraulic systems; check and change
Category D: Tires/brakes; service or adjustment
Category E: Track type undercarriage; general maintenance

Total Hours – 4,000

INSTRUCTIONS FOR DAILY WORK RECORD CARD FOR APPRENTICES

- Days of the month
- Equipment hours (hours spent on equipment) correspond to categories(A, B, C. . .) in the enclosed branch of training
- Total for each category in the far right column
- Total hours worked this month in the lower right box
- Employer signature and rating (card will be returned without these)
- Complete the personal information (full name and signature)
- The month and year for which you are reporting hours
- Name of the company for which you worked this month
- A time card is required every month – even if you do not work, mark a -0- , sign and send it in to the JAC**

On the last working day of each month, your daily work card must be signed, graded, and mailed to the “N NV Operating Engineers JAC, P.O. Box 20962, Reno, NV 89515”. This card must be received by the eighth (8th) of each month or you will start accruing penalties for each day the card is late.