

Operating Engineers Local #3 JATC Work Summary Time Card

Name _____ Month _____ Year _____
First Last

Employer _____ Branch _____ Period _____ District 12

CHECK IF UNEMPLOYED THIS MONTH

TOTAL HOURS _____

WORK PROCESS CATEGORIES			
A	B	C	D
Performed Work Tasks			

PROGRESS REPORT *To be completed by supervisor					
A-Outstanding B-Above Average C-Average D-Below Average F-Poor					
Required	A	B	C	D	F
1. Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ability to follow instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Progress in learning trade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Care of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Under training categories mark number of hours on each work task

Hours on task	A Track & Comp Type Equipment	Hours on task	B Rubber Tire Type Equipment	Hours on task	C Hoisting Type Equipment	Hours on task	D Misc Type Equipment
	Compactor Sheepsfoot		Backhoe/Loader Comb		Assist to Engineer (crane)		Asphalt/Concrete Plant
	Dozer Track & Rubber		Blade (Finish)		Boom Truck		Assist to Engineer (other)
	Excavator-Trackhoe		Blade (Support/Rough)		Conventional Cranes		Grade-Setter/Checker
	Paving Machine		Conventional Scraper		Cranes with Attachments		Lube Equipment
	Roller (asphalt)		John Deere Tractor		Drilling Equipment		Power Boom
	Roller (cold)		Mini-Excavator		Fork Lift		Preventative Maintenance
	Screedman		Paddle/Wheel Scraper		Hydra Hammer		Welding
	Track Type Loader		Rubber Tire Loader-Loader		Hydraulic Cranes		Haul Truck
	Trenching Machine		Skid-Steer or Similar		Pile Drive Equipment		Water Truck
	Other (explain)		Other (explain)		Other (explain)		Other (explain)

Other Task (Explain):

Supervisor Comments:

Supervisor Name Print (Required)

Supervisor Phone Number (Required)

Supervisor Signature (Required)

Apprentice Signature (Required)