

Operating Engineers Local #3 JATC Work Summary Time Card

Name: _____ Month _____ Year _____
First Last

Employer: _____ Branch _____ Period _____ District 12

TOTAL HOURS _____

CHECK IF UNEMPLOYED THIS MONTH

PROGRESS REPORT *To be completed by contractor					
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"/>

WORK PROCESS CATEGORIES						Lube Service Tech
A	B	C	D	E	L	L
Received Instruction on Work Tasks						
Performed Work Tasks						
Observe/Other (Explain Below)						

Under training categories mark number of hours on each work task

A	Hours on task	B	Hours on task	C	Hours on task	D	Hours on task	E	Hours on task	L	Hours on task
Engines		Power Train		Electrical		Hydraulic		Welding		Lube Service Tech	
Block		Clutches		Charging System		Air Brakes		Cutting		250hr Service	
Cooling System		Differential		Control System		Air/Hyd Brakes		Fab & Layout		500hr Service	
Head		Final Drive		Elect/Hyd Sys		Contrl Valves		Grinding		1000hr Service	
Fuel System		Torque Conv		Electronic Control		Cylinders		Hardfacing		2000hr Service	
Intake & Exhaust		Trans/Auto		Lighting System		Hoses & Fittings		Oxy/Accet		Data/Records Updates	
Tune Up Diesel		Trans/Manual		Monitoring		Motors		Stick (SMAW)		Lube Truck	
Tune Up Gas		Under Carriage		Starting System		Pumps		Wire/Flux Core		Minor Repair	
Steam Clean		Clean Up		Parts Cleaning		Parts Cleaning		Clean Up		Clean Up	
Other (explain)		Other (explain)		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) _____