

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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Company Name	Employer Print Name
Apprentice Signature	Employer Signature

• MARK YOUR HOURS IN THE CATEGORY OF WHAT YOU WORKED ON

CRANE OPERATOR BRANCH

- Category A:** Preventative maintenance and routine adjustments
Category B: Crane setup and take down
Category C: Operation signals/load chart use
Category D: Rigging/material handling
Category E: Driving/transportation

Total Hours – 8,000

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 E-Mailed to timecard03@gmail.com or 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.