

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	
--------------------	--

Company Name	Employer Print Name
Apprentice Signature	Employer Signature

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

#### PLANT EQUIPMENT OPERATOR BRANCH

- Category A:** Asphalt plants; operation of, adjustments and repairs to control systems  
**Category B:** Batch plants; operation of, adjustments and repairs to control systems  
**Category C:** Crushing/screening plants; operation of, adjustment and repairs to plant  
**Category D:** Material loaders; operation of, adjustment and repairs of loaders and conveyors  
**Category E:** Maintenance of plants and equipment; grease, oil, erect and dismantle plants, cutting/welding

Total Hours – 6,000

#### 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](mailto: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 (8<sup>th</sup>) of each month or you will start accruing penalties for each day the card is late.**