

# Operating Engineers Local 3 District 12 JATC Work Summary Time Card

Name \_\_\_\_\_

HDR

LST

First

Last

Employer \_\_\_\_\_

Month Hours Worked \_\_\_\_\_

Year \_\_\_\_\_

**CHECK IF UNEMPLOYED THIS MONTH**

**TOTAL HOURS** \_\_\_\_\_

WORK PROCESS CATEGORIES					
A	B	C	D	E	L
Summary Hours					

**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					
2. Quality of Work					
3. Ability to follow instructions					
4. Progress in learning trade					
5. Care of equipment					
6. Cooperation					
7. Safety					

Mark Number of Hours Spent on Each Work Process Task Below

<b>A</b> Engines	Hours on task	<b>B</b> Power Train	Hours on task	<b>C</b> Electrical	Hours on task	<b>D</b> Hydraulic	Hours on task	<b>E</b> Welding	Hours on task	<b>L</b> Lube Service Tech	Hours on task
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		Inspections	
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)