

SAMPLE

On The Job Learning Form For Local 716 Apprentices

Apprentice Printed Name John Smith Phone 555-5555 Date 7/1/15

This Card is For the month of June Year 2015

Employer The Best Employer Job Site The Best Job Site

Employer Phone 555-5555 Foreman Name Jane Doe Foreman Signature [Signature]

PLEASE MAKE REFERENCE TO THE WORK PROCESS BELOW WHEN FILING OIL HOURS

TRADE #	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
1	A	1																														
1	D	2																														
3	F	1																														
1	O	4																														
TOTAL HOURS FOR THIS MONTH																											Apprentice Initial here >>>>					

WORK PROCESS LIST (CHOOSE TASK TO BEST MATCH YOUR WORK ACTIVITY)

A- SEWAGE AND DISPOSAL	E- WATER AND DISTRIBUTION	I- FIXTURES AND APPLIANCES	M- DRAINING AND VENTING
B- READING AND INTERPRETING PLANS	F- GAS WORK	J- EVAPORATORS OR CONDENSERS	N- PIPING
C- WELDING HEATING SYSTEMS	G- SAFETY AND FIRST AID	K- COMPRESSORS OR CONTROLS	O- LAYOUT WORK
D- HEATING SYSTEMS	H- CHILLED WATER SYSTEMS OR PUMPS	L- RIGGING	P- OTHER:

SCHEDULE OF WORK PROGRESS

TRADE # 1	TRADE # 2	TRADE # 3
PLUMBING	WELDING/ PIPEFITTING	HVAC