

WESTERN STATES BOILERMAKER APPRENTICE MONTHLY WORK REPORT

P.O. Box 1612 • Page, AZ 86040

This report must be filled out by the apprentice at the end of each month or job, whichever comes first, for every employer the apprentice worked for in that month. It will then be taken to the company representative to be graded and signed by both parties. The apprentice will then send this graded report to the area apprenticeship office within ten (10) days of the end of the report month. Reports are due every month regardless if the apprentice was working or not. **Zero hour reports cannot be filed in advance.**

Pay % _____ APPRENTICE NAME: _____ SS# _____

LOCAL#: _____ APPRENTICE ADDRESS: _____

PLEASE REVIEW/SEND THE FOLLOWING:
(mark the following for supplies and/or review of your file)

_____ PAY INCREASE _____ ADDRESS CHANGE

_____ JOB REPORTS _____ PHONE # CHANGE

_____ ENVELOPES

_____ OJT MODULES

_____ YEAR LESSONS

Fees and
street mailing
address required

THIS SECTION MUST BE COMPLETED BY AN IMMEDIATE FOREMAN AND STEWARD

Major Process	Work Performed	Hours Worked	Total
Care & Maint of tools & equipment:	Learning names & use		
	Care & Maintenance		
	Handing out Tools & Inventory		
	Other		
Rigging & Bull Gang	Unloading & handling		
	Use of hoisting equip. & tackle		
	Moving Pieces		
	Other		
General Erection	Steel Erection		
	Setting drums & headers		
	Other		
Tube Installation:	Entering:		
	Setting & Aligning:		
	Getting proper stock:		
	Rolling:		
	Testing & Other		
Blueprints & Layout:	Use of prints to locate/move		
	Layout:		
	Other		
Welding & Burning:	Arc Welding		
	Heliaarc Welding		
	Cutting & Gouging		
	Burning		
	Other		
Nuclear Plant:	Theory - types:		
	Research:		
	Problems with Atomic Energy		
Report for Month/Year			Total Hours

Attendance:
of days job operated: _____ # of days job present: _____
of days absent: _____ # of days late: _____

Apprentice Rating System

E is Excellent
G is Good
A is Average
F is Fair
P is Poor
U is Unsatisfactory

categories to be rated:
Initiative _____
Workmanship: _____
Ability to Learn: _____
Conduct on the job: _____

EMPLOYER REMARKS:

FOREMAN (PRINT): _____
FOREMAN SIGNATURE: _____
STEWARD SIGNATURE: _____
APPRENTICE: _____
COMPANY: _____
JOB SITE LOCATION: _____
TERMINATION DATE: _____