

ABC MONTHLY WORK REPORT

Sheet Metal

Month _____
Year _____

Work Processes	Hours Req by ATELS	Hours From Last Report	Days of the Month																															Total Hours To Month	Total Hours To Date			
			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					
1. Use of Hand Tools	350																																					
2. Use of Machine Tools & Processes	1000																																					
3. Flux, Rivets and Fastening Devices	500																																					
4. Measurements and Layouts	650																																					
5. Benchwork	1100																																					
6. Welding	750																																					
7. Installing Duct Work and Equipment	2050																																					
8. General Sheet Fabrication & Installation of Skylights & Ventilators	1000																																					
9. Safety Practices	500																																					
10. Insulation of Duct Work (Lining, etc)	100																																					
Total	8000		Total hours																																			

APPRENTICE:

Name _____
 *(changes only)
 *Phone number _____
 *Email _____

EMPLOYER:

Is the apprentice punctual?
 Is he/she willing to learn?
 Does he/she show initiative?
 Is his/her quality of work good?
 Does he/she follow established safety practices?
 Comments:

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

The apprentice will complete the form, have it signed by the employer and submit it to ABC by the 10th of each month. Email to info@abcalaska.org or mail to:
Apprenticeship Office, 360 W. Benson, Suite 200, Anchorage, AK 99503, Fax (907) 565-5645.

By signing this form both the apprentice and supervisor verify that the apprentice performed the work in each category under proper supervision.

Sponsoring Company _____
 Signature of Supervisor _____ Signature of Apprentice _____