ABC MONTHLY WORK REPORT

Sheet Metal

Month _____

Year _____

Work Processes	Hours Required by ATELS	Hours From Last Report	Days of the Month 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 Hours Month	Total Hours To Date
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:

Year 1 2 3 4

Name _____

SS# _____

Phone number _____

Wage per hour _____

Related instruction level and module _____

EMPLOYER:

Is the apprentice punctual? ☐ Yes ☐ No

Is he/she willing to learn? ☐ Yes ☐ No

Does he/she show initiative? ☐ Yes ☐ No

Is his/her quality of work good? ☐ Yes ☐ No

Does he/she follow established safety practices? ☐ Yes ☐ No

Comments: _____

UNEMPLOYED

☐

The apprentice will complete the form, have it signed by the employer and **submit it to the ABC office by the 10th** of every month. Email to: **apprenticeship@abcalaska.o**
Apprenticeship Office, 1900 W Benson Blvd, Suite 201, Anchorage, AK 99517, 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 _____