

# GREAT LAKES AREA BOILERMAKER APPRENTICE MONTHLY WORK REPORT

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 DAYS OF THE END OF THE REPORT MONTH. IF THE APPRENTICE IS OUT OF WORK FOR AN ENTIRE MONTH, AN OUT-OF-WORK SLIP MUST BE SUBMITTED INSTEAD OF THIS REPORT.

PERIOD NO. \_\_\_\_\_ APPRENTICE NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ REPORT FOR MONTH OF \_\_\_\_\_ YEAR \_\_\_\_\_

HOME LOCAL NO. \_\_\_\_\_ JOB SITE LOCATION \_\_\_\_\_ JOB NAME \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

Major Process	Work Performed	Hours Worked	Total
Maint. of Tools  Total Hrs. 100	Learning Names & Use.....	.....	_____
	Repair & Maintenance.....	.....	
	Tool Room & Inventory.....	.....	
	Other.....	.....	
Rigging & Bull Gang  Total Hrs. 1,000	Unloading & Handling.....	.....	_____
	Hoisting or Raising & Signaling.....	.....	
	Hooking, Hanging Blocks & Reeving.....	.....	
	Derricks, Cranes, any Power Hoist...	.....	
	Bull Gang & Other.....	.....	
General Erection  Total Hrs. 1,000	Boilers, all types..New & Repair.....	.....	_____
	Tanks & Vessels.....	.....	
	Fitup.....	.....	
	Bolting & Riveting.....	.....	
	Drilling, Tapping & Reaming.....	.....	
	Grinding, Chipping & Caulking.....	.....	
Tube Installation  Total Hrs. 400	Sticking & Lipping.....	.....	_____
	Aligning & Spacing.....	.....	
	Rolling.....	.....	
	Testing & Other.....	.....	
Blueprint & Layout  Total Hrs. 400	Field Prints & Layout.....	.....	_____
	Shop Prints & Layout.....	.....	
	Measuring & Marking.....	.....	
	Blueprint Reading.....	.....	
Welding & Burning  Total Hrs. 3,000	Arc Welding.....	.....	_____
	Heliarc Welding.....	.....	
	Gas Welding.....	.....	
	Arc Cutting & Gouging.....	.....	
	Oxy-Acetylene Burning.....	.....	
	X-Ray, Testing & Other.....	.....	
Total Hrs. 100	Nuclear Plant Construction.....	.....	_____
<b>Monthly Total</b>			_____

Check Box for more Report Forms

**THIS SECTION MUST BE COMPLETED BY AN AUTHORIZED COMPANY REPRESENTATIVE / IMMEDIATE FOREMAN**

**Mail Completed Reports to:**  
**Your Area Coordinator**  
 G.L.A.B.A.P Office  
 5666 W. 95th Street  
 Oak Lawn, IL. 60453

**ATTENDANCE:**  
 # of Days Job Operated>> \_\_\_  
 # of Days Present>>>>>> \_\_\_  
 # of Days Absent.>>>>>> \_\_\_  
 # of Days Late..>>>>>>> \_\_\_

Total Points	Apprentice Rating System	Categories to be Rated
(36-40)	Excellent----(9-10)	Initiative >>>>>>>>> ___
(28-35)	Good------(7-8)	Workmanship >>>>>> ___
(20-27)	Average------(5-6)	Ability to Learn >>>>>> ___
(12-19)	Fair------(3-4)	Conduct on the Job >>>> ___
(0-11)	Poor------(0-2)	TOTAL POINTS _____

After rating the Apprentice in each of the categories, Total the points and compare to the Total Points Column for an Overall Apprentice Evaluation.

**SUPERVISORS: AN ACCURATE WRITTEN ASSESSMENT OF THE APPRENTICE IS VITAL FOR THEIR COMPLETE EVALUATION!**  
 Remarks: \_\_\_\_\_

SIGNATURES:

\_\_\_\_\_ Date \_\_\_\_\_  
 Immediate Foreman / Supervisor

Apprentice \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_