

Refrigeration Apprentice Monthly Progress Record

Name	Employer	Instructor Comments
Month	Journeyman	
Year	Worksite	Instructor Signature

Enter the total hours from the previous month in Column B. Enter daily, to the nearest hour, time spent in each process; total the hours across and enter in Column C. Add columns B & C for total OJT in Column D. Keep a copy of each record for next month. Return a copy to the JATC office by the 10th of each month.

A	B																																C	D		
Work Process	Hours forward	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	Month	Total		
Condensing units																																				
Valves and controls																																				
Evaporators																																				
Equipment erection																																				
Refrigerant piping																																				
Ammonia piping																																				
Heat pump service																																				
Refrigerant reclaim																																				
A/C maintenance																																				
Refrigeration maintenance																																				
Chiller maintenance																																				
Filter & fan maintenance																																				
Building commissioning																																				
Electrical controls																																				
Pneumatic controls																																				
Layout																																				
Sleeving																																				
Hangers																																				
Testing																																				
Firestopping																																				
Clean up																																				
Material handling																																				
Other																																				
Class hours attended																																				

I certify the above information is correct	Journeyman: Please check one of the following	Poor	Satisfactory	Good	Excellent
	Punctuality & Attendance				
	Safe work practices				
	Initiative				
	Quality				
	Quantity				
Apprentice	Comments				
Journeyman					

Return to:
 Seattle Area Pipe Trades
 595 Monster Rd. SW
 Renton, WA 98055
 Phone (425) 271-5900
 Fax (425) 271-4985

please use reverse side if necessary