Marine Apprentice Monthly Progress Report

Name	Employer	Instructor Comments
Month	Journeyman	
Year	Worksite	

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	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	C	D
Work Process	**Hours forward**																																**Month**	**Total**
blueprint work																																		
Welding (specify type)																																		
Layout																																		
Hangers																																		
Testing																																		
Clean up																																		
Material Handling																																		
Other (specify)																																		
Class hours attended																																		

I certify the above information is correct

Apprentice - Signature

Foreman - Signature

Foreman - Print

Journeyman: Please check one of the following	Poor	Satisfactory	Good	Excellent
Punctuality & Attendance				
Safe work practices				
Initiative				
Quality				
Quantity				
Comments				

Return to:
Seattle Area Pipe Trades
595 Monster Rd. SW
Renton, WA 98057
Phone (425) 271-5900
Fax (425) 271-4985