

APPRENTICE MONTHLY WORK PROGRESS RECORD

This form must be maintained and submitted to the Apprenticeship Office at the end of each month. Remove monthly sheet and mail to: Indiana Laborers' JATC, P.O. Box 758, Bedford, IN 47421.

NAME: _____
 ADDRESS: _____
 CITY: _____ ZIP: _____
 MONTH: _____ YEAR: _____

LOCAL # _____

WORK PROCESSES	Enter Daily, the number of hours worked on each work process.																															Total Monthly Hours
	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	
GENERAL SKILLS:																																
Site/Project Preparation & Maint.																																
Tools, Equipment & Materials																																
Safety																																
Specific Skills																																
Environmental Remediation																																
Building Construction																																
Heavy/Highway Construction																																
Total Daily Hours																																

EMPLOYER: _____
 APPRENTICE: I certify that the above information is correct.

EMPLOYER COMMENTS: _____

Signature _____ Date _____

Employer Signature _____ Date _____

*See inside back cover for description of Work Processes.

WORK PROCESS SCHEDULE FOR CONSTRUCTION CRAFT LABORER
D.O.T. # 869.463-580

Appendix A:

I. General Skills	1,600-2,100 hours	II. Specific Skills	2,400-3,000 hours
<p>The following general skills should be mastered by all Construction Craft Laborers.</p>		<p>We expect the apprentice to gain experience in each of the following specific groups.</p>	
A. <u>Site/Project Preparation and Maintenance</u>		A. <u>Environmental Remediation</u>	
clearing, bucking, and falling		Asbestos Abatement	
transportation, dismantling, erecting and stockpiling of scaffolding and work platforms		Hazardous Waste Abatement	
grading and compaction		Lead Abatement	
layout and stacking protocols		Petro-Chemical Abatement	
rigging and signaling for work traditionally performed by Construction Craft Laborers		Radiation Remediation	
site preparation, cleanup, and security			
B. <u>Tools, Equipment, and Materials</u>		B. <u>Building and Related Construction</u>	
tools, equipment, and material recognition and preparation		Concrete (tending, placement, removal)	
hand, electric, gas, pneumatic, and powder tool/equipment use and maintenance		Landscaping	
tool, equipment, and material storage and security		Mason/Plasterer Tending	
		Pipe Laying, etc.	
		And all additional work processes as included in the apprenticeship standards	
C. <u>Safety</u>		C. <u>Heavy/Highway and Utility Construction</u>	
confined space safety		Asphalt	
flagging, signing, and traffic safety awareness		Drilling and Blasting	
hazard material recognition		Pipe Laying for work traditionally performed by Construction Craft Laborers	
trenching and site excavation safety		Tunnel and Shaft, etc.	
general safety		And all additional work processes as included in the apprenticeship standards	