APPRENTICESHIP MONTHLY WORK PROGRESS REPORT
Mid-Willamette Industrial Trades Apprenticeship & Training Committee

NAME AND ADDRESS OF APPRENTICE (Please Print)

AGREEMENT NO.

OCCUPATION
Industrial Mobile Equipment Mechanic

MONTH

YEAR

APPRENTICE OR TRAINEE: Enter the work processes from the Standards of your occupation in column "A". Enter the total hours for each work process from the previous Monthly Work Progress Report in column "B". Enter daily, to the nearest hour time spent on each work process. Add the hours from column "B" plus Daily Record and enter total in column "C". At end of each month, send the completed form to the Apprenticeship Office at Linn-Benton Community College. Keep a copy of your Monthly Work Progress Report for the next month entry. Sign the form in the lower right corner.

<table>
<thead>
<tr>
<th>A</th>
<th>List work processes as per standards</th>
<th>B</th>
<th>Hours brought forward</th>
<th>C</th>
<th>Total hours to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Chassis/Frames</td>
<td>1,000 hours</td>
<td></td>
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<tr>
<td>B. Pneumatic/Hydraulic Brake Sys</td>
<td>800 hours</td>
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<tr>
<td>C. Clutches/Transmissions</td>
<td>400 hours</td>
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<tr>
<td>D. Drive Axle Assembly</td>
<td>400 hours</td>
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<tr>
<td>E. Motors &amp; Components</td>
<td>1,000 hours</td>
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<tr>
<td>F. Electrical Systems</td>
<td>1,000 hours</td>
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<tr>
<td>G. Injection/Carburetion/ Pump Sys</td>
<td>1,000 hours</td>
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<tr>
<td>H. Hydraulic Systems</td>
<td>1,400 hours</td>
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<tr>
<td>I. Mobile Conveyances</td>
<td>1,000 hours</td>
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</tbody>
</table>

Each day list the number of hours worked on each work process. Keep your record to the closest hour.

Total Hours to Date: Add figures in column “C” (Lines A - H only)

Name of Firm Employing You

Address of Firm

City

Zip

Wage Per Hour of Month

Period of Training

APPRENTICE: I certify that the information is correctly stated above.

Signature:

EMPLOYER: Please verify time spent in work processes that have been performed by apprentice.

Signature:

I am currently enrolled in the following related training course:

Course Title: _______________________________________

Instructor: _________________________________________

School: ___________________________________________

Mail or Fax Form to:

Apprenticeship Office

Linn-Benton Community College

6500 Pacific Blvd. SW

Albany, OR 97321

FAX: 541-917-4605

Due by the 15th day of the following month

(Any 2 or more late reports in any 6 month period will result in a "HOLD")
The work processes to be learned and the approximate hours required for each are:

1. **Chassis, component parts and welding**
   Frames, steering units, front systems, shock absorbers, springs, shackles
   - 1,000 hours

2. **Repairing and adjusting pneumatic/hydraulic brake systems**
   - 800 hours

3. **Overhaul and adjust clutches and transmissions**
   - 400 hours

4. **Overhaul drive axle assembly**
   - Differential; Universal joints and drivelines
   - 400 hours

5. **Remove, rebuild and replace motors and component parts**
   - 1,000 hours

6. **Test, remove, rebuild and replace electrical systems**
   - Wiring systems; Alternators, generators, and regulators; Starting;
   - Instruments and gauges; Ignition and batteries; SCR, contactors and relays
   - 1,000 hours

7. **Test, remove, rebuild and replace**
   - Fuel injection systems; Propane carburetion systems; Fuel pumps and carburetors
   - 1,000 hours

8. **Test, remove, rebuild and replace hydraulic systems**
   - 1,400 hours

9. **Mobile conveyances**
   - Mobile Cranes; Bulldozers; Forklifts; Manlifts; Trackmobile;
   - Gas & Diesel Vehicles; Mobile pumps; Stationary Engines (air and diesel)
   - 1,000 hours

**Total**

- 8,000 hours

The Committee realizes that the completion of 8,000 hours on-the-job training is the ideal, but recognizes that most apprentices will not be able to fulfill the total amount of hours specified in each and every work process as set forth in the standards. When an apprentice is unable to fulfill the total work hours in each work process the committee will evaluate the apprentice’s knowledge, skills and abilities and provide appropriate additional related instruction to assure that competency is acquired in each work process. The evaluation and summary of the additional instruction will be noted in the apprentice’s file.