



Central Ohio Chapter

# Locksmith Apprenticeship Program

Monthly OJT Report

Work Processes For:      Month: \_\_\_\_\_      Year: \_\_\_\_\_

Apprentice: \_\_\_\_\_

Trade: \_\_\_\_\_      Level: \_\_\_\_\_

Employer: \_\_\_\_\_

- A.      Keys (identify types, inventory, cut, fit)      \_\_\_\_\_
- B.      Locks (identify parts, installation)      \_\_\_\_\_
- C.      Customer Service (lockouts, picking, drilling, changing combinations)      \_\_\_\_\_
- D.      Repair and maintenance (electrical and mechanical locks, door closers)      \_\_\_\_\_
- E.      Miscellaneous (use of tools, sharpen and maintain tools, job prep, etc.)      \_\_\_\_\_

**Total This Month:** \_\_\_\_\_

**Total To Date:** \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Apprentice Signature: \_\_\_\_\_      Date: \_\_\_\_\_

<b>Locksmith</b>	<b>Keys</b>	<b>Locks</b>	<b>Customer Service</b>	<b>Repair and maintenance</b>	<b>Miscellaneous</b>
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>WEEK 1 TOTAL</b>					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>WEEK 2 TOTAL</b>					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>WEEK 3 TOTAL</b>					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>WEEK 4 TOTAL</b>					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>WEEK 5 TOTAL</b>					
<b>TOTALS</b>					