



Central Ohio Chapter

Sheet Metal Apprenticeship Program

Monthly OJT Report

Work Processes For: Month: _____ Year: _____

Apprentice: _____

Trade: _____ Level: _____

Employer: _____

- A. Use of hand tools _____
- B. Use of machine tools and processes _____
- C. Flux, rivets, and fastening devices _____
- D. Measurements and layouts _____
- E. Benchwork _____
- F. Welding _____
- G. Installing duct work equipment _____
- H. General sheet fabrication and installation _____
- I. Safety practices _____
- J. Installation of duct (lining, etc.) _____
- K. Miscellaneous _____

Total This Month: _____

Total To Date: _____

Supervisor Signature: _____ Date: _____

Apprentice Signature: _____ Date: _____

